



AMENDED AGENDA
COMMITTEE OF THE WHOLE
MEETING OF THURSDAY, SEPTEMBER 7, 2017
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE
Located on the traditional territory of the Esquimalt and Songhees People

Page

APPROVAL OF AGENDA

CONSENT AGENDA

READING OF MINUTES

- | | | |
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| 1. | Minutes from the Meeting held August 10, 2017 | 9 - 14 |
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[2017 08 10 Minutes](#)

Presentation

- | | | |
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| 2. | 2017 Second Quarter Report
--J. Johnson, City Manager | 15 - 119 |
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A report providing information regarding the quarterly progress towards objectives.

Late Item: Attachment G & Presentation

Recommendation: That Council receive the report for information.

- [1 2017 Second Quarter Report](#)
- [2 Attachment A Q2 Highlights of the Operational Plan](#)
- [3 Attachment B Q2 Key Initiatives and Operational Work Plan](#)
- [4 Attachment C Q2 Budget Status Report Update](#)
- [5 Attachment D Grant Sumamry](#)
- [6 Attachment E Victoria Police Q2 Report](#)
- [7 Attachment F Victoria Police Q2 Presentation](#)
- [8 LATE Attachment G Witness Reconciliation Program Report](#)
- [9 Attachment H We Speak Translate Project](#)
- [10 LATE Presentation](#)

[Addenda]

UNFINISHED BUSINESS

LAND USE MATTERS

3. Rezoning Application No. 00574 for 543 Herald Street (Downtown) 121 - 197
--J. Tinney, Director of Sustainable Planning and Community Development

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

Recommendation: That Council decline Rezoning Application No. 00574 for the property located at 543 Herald Street.

Referred from the August 10, 2017 Council Meeting

- [1 Minutes from the August 10, 2017 Council Meeting](#)
- [2 Report REZ 00574 for 543 Herald Street](#)
- [3 Attachment A & B Maps](#)
- [4 Attachment C Plans](#)
- [5 Attachment D Letter to Mayor and Council](#)
- [6 Attachment E Correspondence](#)
- [7 Letter to Mayor and Council](#)
- [8 Presentation](#)

4. Rezoning Application No. 00581 for 2018-2030 Douglas Street and 649 199 - 215
Pembroke Street (Rock Bay)
--J. Tinney, Director of Sustainable Planning and Community Development

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

Late Item: Presentation

Recommendation: That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00581 for 2018-2030 Douglas Street & 649 Pembroke Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set

- [1 Report REZ 00581 for 2018-2030 Douglas Street & 649 Pembroke Street](#)
- [2 Attachment A & B Maps](#)
- [3 Attachment C Plans](#)
- [4 Attachment D Letter to Mayor and Council](#)
- [5 LATE Presentation](#)

[Addenda]

5. Rezoning Application No. 00570 for 2650-2654 Quadra Street (Hillside/Quadra) 217 - 243
--J. Tinney, Director of Sustainable Planning and Community Development

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

Late Item: Attachment E & Presentation

Recommendation: That Council decline Rezoning Application No. 00570 for the property located at 2650-2654 Quadra Street and refer the property to Bylaw Services to bring into compliance any unlawful construction and unlawful occupancy.

- [1 Report REZ 00570 for 2650-2654 Quadra Street](#)
- [2 Attachment A & B Maps](#)
- [3 Attachment C Plans](#)
- [4 Attachment D Letter to Mayor and Council](#)
- [5 LATE Attachment E Correspondence](#)
- [6 LATE Presentation](#)

[Addenda]

6. Rezoning Application No. 00590 for 608 Johnson Street (Downtown) 245 - 267
--J. Tinney, Director of Sustainable Planning and Community Development

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

Late Item: Corrected Attachment D, Correspondence & Presentation

Recommendation: That Council decline Rezoning Application No. 00590 for the property located at 608 Johnson Street.

- [1 Report REZ 00590 for 608 Johnson Street](#)
- [2 Attachment A & B Maps](#)
- [3 Attachment C Plans](#)
- [4 Corrected Attachment D Letter to Mayor and Council](#)
- [5 LATE Correspondence](#)
- [6 LATE Presentation](#)

[Addenda]

7. Temporary Use Permit No. 00004 for 1601 Douglas Street (Downtown) 269 - 293
--J. Tinney, Director of Sustainable Planning and Community Development

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

Late Item: Corrected Attachment D & Presentation

Recommendation: That Council decline Temporary Use Permit Application No. 00004 for the property located at 1601 Douglas Street.

- [1 Report TUP 00004 for 1601 Douglas Street](#)
- [2 Attachment A & B Maps](#)
- [3 Attachment C Plans](#)
- [4 Corrected Attachment D Letter to Mayor and Council](#)
- [5 LATE Correspondence](#)
- [6 LATE Presentation](#)

[Addenda]

STAFF REPORTS

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| 8. | Bylaw Officers
--C. Coates, City Clerk | 295 |
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A report providing recommendations regarding the appointment of a bylaw officer.

Recommendation: That Council approve the appointment of Shane MacDonald as a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061).

[Bylaw Officers](#)

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| 9. | Proclamation: "Prostate Cancer Awareness Month" - September 2017 | 297 - 304 |
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- [1 Report Proclamation Prostate Cancer Awareness Month September 2017](#)
- [2 Appendix A Prostate Cancer Awareness Month September 2017](#)
- [3 Appendix B List of Previously Approved Proclamations](#)

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| 10. | Proclamation: "KidSport Week" - September 9 -16, 2017 | 305 - 312 |
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- [1 Report Proclamation KidSport Week September 9-16, 2017](#)
- [2 Appendix A Proclamation Kidsport Week](#)
- [3 Appendix B List of Previously Approved Proclamations](#)

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| 11. | Proclamation: "International Day of Peace" - September 21, 2017 | 313 - 320 |
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- [1 Report Proclamation International Day of Peace September 21, 2017](#)
- [2 Appendix A Proclamation International Day of Peace September 21, 2017](#)
- [3 Appendix B List of Previously Approved Proclamations](#)

NOTICE OF MOTIONS

NEW BUSINESS

12. Demolition of Heritage Registered Property Located at 1525 Shasta Place 321 - 356
--Councillors Madoff & Thornton-Joe

A Council member motion providing recommendations regarding the demolition of a heritage-registered property.

Late Item: Correspondence & Letter from Owner

Recommendation:*That Council direct staff to prepare a resolution directing staff to prepare a 60-day temporary protection order, without consent of the owner to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner.*

[1 Report Demolition of Heritage Registered Property Located at 1525 Shasta Place](#)

[2 Attachment 1 Victoria Heritage Foundation- Heritage Register Property Summary](#)

[3 Attachment 2 Neighbourhood Correspondence](#)

[4 LATE Correspondence](#)

[5 LATE Correspondence](#)

[6 LATE Letter from Owner](#)

[Addenda]

13. Transgender, Gender Non-Binary, and Two-Spirit Equity and Inclusion Policy 357 - 358
--Councillor Loveday & Alto

A Council member motion providing recommendations regarding a policy statement for Transgender, Gender Non-Binary, and Two-Spirit Equity.

Recommendation:*BE IT RESOVED THAT Council approves the following policy statement: "The City of Victoria is committed to making civic facilities, operations and programs safe, inclusive, and equitable for people of all genders, gender identities, and gender expressions, and their communities In the City of Victoria, this may include but is not limited to: a) Signage and Literature b) Public Spaces (including washrooms and change-rooms) c) Human Resource Training and Staff Policies d) Programming (including "all-bodies" programming) e) Collaborative Public and Community Partnerships f) Forms and records and instruments of data collection and management." BE IT FURTHER RESOVED THAT Council direct staff to report back with a plan to:Identify and change policies needed to make civic facilities, operations, and programs safe, inclusive, and equitable for people of all genders, gender identities, and gender expressions engage Transgender,*

Gender Non-Binary and Two-Spirit communities as such identification and changes are undertaken.

[Transgender, Gender Non-Binary, and Two-Spirit Equity and Inclusion Policy](#)

ADJOURNMENT OF COMMITTEE OF THE WHOLE

CONVENE COUNCIL MEETING

MOTION TO CLOSE THE SEPTEMBER 7, 2017 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(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- *Section 90 1(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- *Section 90 1(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- *Section 90 1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

APPROVAL OF CLOSED AGENDA

READING OF CLOSED MINUTES

1. Minutes from the closed Meeting held August 10, 2017

UNFINISHED BUSINESS

CORRESPONDENCE

NEW BUSINESS

2. **Late Item:** Legal Advice / Law Enforcement
--D. Manak, Police Chief

[Addenda]

3. Proposed Municipal Service
--P. Bruce, Fire Chief
--A. Neilson, Neilson-Welch Consulting Inc.

4. Legal Advice
--*T. Zworski, City Solicitor*
5. Legal Advice
--*T. Zworski, City Solicitor*
6. Law Enforcement
--*C. Coates, City Clerk*
7. Law Enforcement
--*C. Coates, City Clerk*
8. Law Enforcement
--*C. Coates, City Clerk*
9. Law Enforcement
--*C. Coates, City Clerk*
10. **Late Item:** Legal Advice / Land
--*Councillor Lucas*

[Addenda]

CONSIDERATION TO RISE & REPORT

ADJOURNMENT

**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
HELD THURSDAY, AUGUST 10, 2017, 9:00 A.M.**

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

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

Absent: Councillors Alto, Isitt, and Loveday

Staff Present: S. Thompson – Acting City Manager; C. Coates – City Clerk; T. Zworski – City Solicitor; C. Havelka – Deputy City Clerk; P. Bruce – Fire Chief; J. Jenson – Head of Human Resources; J. Tinney – Director of Sustainable Planning & Community Development; T. Soulliere – Director of Parks, Recreation, & Facilities; F. Work – Director of Engineering & Public Works; N. Sidhu – Assistant Director of Parks, Recreation, & Facilities; A. Meyer – Assistant Director of Development Services; N. Johnston – Manager of Bylaw; J. Potter – Manager of Engagement; C. Mycroft – Manager of Executive Operations; M. Angrove – Planner; A. M. Ferguson – Recording Secretary

Guests: Mr. R. Neilson - Principal and Director of Sustainability, Colliers Project Leaders; Ms. H. Hartman – Regional Director of Operations Vancouver Island, BC Housing

2. APPROVAL OF AGENDA

Motion: It was moved by Councillor Coleman, seconded by Councillor Lucas, that the Agenda of the August 10, 2017, Committee of the Whole meeting be approved.

Amendment: It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Agenda of the August 10, 2017, Committee of the Whole meeting be amended as follows:

Consent Agenda:

Item No. 1 - Minutes from the meeting held July 27, 2017

Item No. 3 - Rezoning Application No. 00574 for 543 Herald Street

Item No. 6 - Development Variance Permit No. 00191 for 1501 Haultain Street

**Item No. 10 - Proclamation: "International Overdose Awareness Day"
August 31, 2017**

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended:

That the amended Agenda of the August 10, 2017, Committee of the Whole Meeting be approved with the following amendments:

Consent Agenda:

Item No. 1 - Minutes from the meeting held July 27, 2017

Item No. 3 - Rezoning Application No. 00574 for 543 Herald Street

Item No. 6 - Development Variance Permit No. 00191 for 1501 Haultain Street

**Item No. 10 - Proclamation: "International Overdose Awareness Day"
August 31, 2017**

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

3. CONSENT AGENDA

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

3.1 Minutes from the meeting held July 27, 2017

Motion: It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Minutes of the meeting held July 27, 2017, be adopted.

CARRIED UNANIMOUSLY 17/COTW

3.2 Rezoning Application No. 00574 for 543 Herald Street

Committee received a report dated July 27, 2017, from the Director of Sustainable Planning and Community Development regarding an application to allow for the retail sale of cannabis.

Motion: It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council decline Rezoning Application No. 00574 for the property located at 543 Herald Street.

CARRIED UNANIMOUSLY 17/COTW

3.3 Development Variance Permit No. 00191 for 1501 Haultain Street

Committee received a report dated July 27, 2017, from the Director of Sustainable Planning and Community Development regarding an application to reduce the required number of parking spaces from 12 to five in order to permit a restaurant.

- Motion:** It was moved by Councillor Madoff, 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. 00191 for 1501 Haultain Street, in accordance with:
1. Plans date stamped July 13, 2017.
 2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. reduce the required number of parking spaces from 12 to 5.
 3. Install a bike rack onsite to accommodate five bikes under the cantilever roof on the east side of the building, and install four new planter boxes in the parking area on the west side of the building.
 4. Recreation vehicles shall not be stored on the subject property.
 5. The Development Permit lapsing two years from the date of this resolution.

CARRIED UNANIMOUSLY 17/COTW

3.4 Proclamation: "International Overdose Awareness Day" August 31, 2017

Committee received a report dated August 4, 2017, from the City Clerk providing information regarding a proclamation for International Overdose Awareness Day on August 31, 2017.

- Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that the International Overdose Awareness Day Proclamation be forwarded to the August 10, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

4. Workshop

4.1 Risk Management Approach Crystal Pool and Wellness Centre Replacement Project

Committee received a report dated July 21, 2017, from the Director of Parks, Recreation, and Facilities regarding risk management for the Crystal Pool and Wellness Centre Replacement Project.

Committee discussed the market conditions, competition, labour availability, and cost escalation risk.

Committee discussed the risk associated with funding and spending requirements.

Committee discussed the risk associated with the site conditions.

Committee discussed the risk associated with traffic, parking, and community impacts.

Committee discussed the risk associated with the operation of the existing facility.

- Receiving information on the annual budget relating to maintenance and repair of the Crystal Pool over the last ten years.

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

1. Approve the Risk Management Approach for the Crystal Pool and Wellness Centre Replacement Project;
2. Accept the key risks and mitigation strategies outlined for the project.

Committee discussed:

- Providing information to the public supporting the need for various amenities as well as the evidence supporting the idea of increased usage with a new facility.
- Timelines for the project and concerns about the effects of the construction market.
- The process to discuss the naming of the new facility.

CARRIED UNANIMOUSLY 17/COTW

Motion: It was moved by Councillor Coleman, seconded by Councillor Lucas, that the Agenda of the August 10, 2017, Committee of the Whole meeting be amended as follows:

Item No. 8 – Sheltering Data, be discussed as the next item.

CARRIED UNANIMOUSLY 17/COTW

5. STAFF REPORTS

5.1 Sheltering Data

Committee received a report dated August 3, 2017, from the City Clerk regarding sheltering activity in the City.

Committee discussed:

- Operations of the various shelters and feedback from the neighbourhoods.
- Concerns about potential entrenchment in various parks.
- Desire for increased shelter mats until housing is available and options for individuals with various needs such as couples not wanting separation, persons with pets, and persons attempting to overcome addictions.
- Involvement of Victoria Police and Island Health with the Act Team.

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

Committee discussed:

- Communicating to the neighbourhoods the approach being taken to housing and sheltering.

Mayor Helps excused herself from the meeting at 10:39 a.m. Councillor Young assumed the Chair in her absence.

Mayor Helps returned at 10:41 a.m. and assumed the Chair.

Councillor Lucas withdrew at 10:41 a.m. and returned at 10:43 p.m.

Committee discussed:

- Achieving adequate housing supply to prohibit sheltering in parks.
- Concerns and enforcement for tourists camping in parks.

CARRIED UNANIMOUSLY 17/COTW

Committee recessed at 10:51 a.m. and returned at 10:57 a.m.

The Korean Kids Choir with the Korea Child Song Global Association performed for Council members.

6. LAND USE MATTERS

6.1 Rezoning Application No. 00584 for 818-826 Johnson Street

Committee received a report dated July 28, 2017, from the Director of Sustainable Planning and Community Development regarding an application to allow for the retail sale of cannabis.

Motion: It was moved by Councillor Thornton-Joe, seconded by Mayor Helps, that Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00584 for 818- 826 Johnson Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

Committee discussed:

- Commercial cannabis retailers vs. compassion clubs.
- Providing information at the public hearing on the average square footage of dispensaries that have been approved.
- Council's legal obligation to consider the land use rather than the service provider.
- The potential effects of federal legislation on the application.

CARRIED 17/COTW

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

6.2 409-411 Government Street

Committee received a report dated July 28, 2017, from the Director of Sustainable Planning and Community Development regarding a tenant plan for a strata duplex application.

- Motion:** It was moved by Councillor Coleman, seconded by Councillor Madoff:
1. That Council approve the proposed tenant plan provided with the strata conversion application for 409 - 411 Government Street, subject to one of the existing rental units be secured for a five (5) year period.
 2. That Council instruct staff to prepare the necessary Housing Agreement in order to secure one of the proposed strata units as rental for five (5) years.

CARRIED UNANIMOUSLY 17/COTW

7. STAFF REPORTS Continued...

7.1 Advisory Bodies to Council

Committee received a report dated January 9, 2016, from the City Clerk regarding a draft policy for advisory bodies to Council.

Committee discussed:

- Inclusion of the advisory design and heritage advisory panels under the policy.

- Motion:** It was moved by Councillor Thornton-Joe, seconded by Mayor Helps, that Council refer the proposed policy to the advisory committees to receive their input.

CARRIED UNANIMOUSLY 17/COTW

8. ADJOURNMENT

- Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Committee of the Whole meeting of August 10, 2017, be adjourned at 12:02 p.m.

CARRIED UNANIMOUSLY 17/COTW

CERTIFIED CORRECT:

CITY CLERK

MAYOR



Committee of the Whole Report

For the Meeting of September 7, 2017

To: Committee of the Whole
From: Jason Johnson, City Manager
Subject: 2017 Second Quarter Report

Date: August 25, 2017

RECOMMENDATION

That Council receive the following report for information.

EXECUTIVE SUMMARY

The following report and attachments detail the City of Victoria's activities and accomplishments on major projects and initiatives contained in the 2015-2018 Strategic Plan and the 2017 Financial Plan during the period of April 1, 2017 to June 30, 2017. These achievements are contained in Attachment A and highlighted below.

Strategic Objective #1: Innovate and Lead

The first objective is focused on initiatives related to governance, the City's regulatory environment, support to build a strong team, and organizational culture to enable the City to innovate and lead. In the second quarter of the year, highlights of the activities were undertaken in support of this objective include:

- The Accessibility Working Group launched a survey, inviting people with a disability to identify accessibility barriers that persons with disabilities face when travelling, shopping, working, living or playing to help inform and improve City policies, services, infrastructure and facilities.
- Staff presented a preliminary "Lesson Learned" report to Council on the Johnson Street Bridge Replacement Project as part of the implementation of the new Lessons Learned Policy. The lessons learned offered advice and guidance on how the City can improve the way it manages major infrastructure projects moving forward, such as the Crystal Pool replacement project.
- The City continued to offer its *Cities in the 21st Century* lunch time lecture series at City Hall for the public and staff.
- "Mental Health Matters" sessions were introduced to raise awareness and understanding of people living with mental health concerns and to support staff as they take action to support their colleagues experiencing mental health challenges. More than 150 employees participated in these sessions.

Strategic Objective #2: Engage and Empower the Community

Objective #2 emphasizes the importance of efforts to build community, connect with First Nations, empower citizens, and develop trust. The City was active in the second quarter as follows:

- A new Engagement Framework has been adopted to outline the City's approach to engagement and will be used for all City projects where engagement is required moving forward. As part of the Framework, a 'Public Engagement Road Map' has been developed for the community on opportunities where they can provide input in 2017 and 2018.
- The community was invited to attend *My Great Neighbourhood Ideas Fair* at City Hall to learn about the 2017 My Great Neighbourhood Grant program.
- The City's first "*Neighbourhood Walkshop*" was offered in the Hillside Quadra neighbourhood in June to provide an opportunity for residents, neighbourhood association board members and City staff to share information about City programs and services in their neighbourhood as well as provide residents with an opportunity to gain a better understanding of what goes into constructing and maintaining infrastructure.

Strategic Objective #3: Strive for Excellence in Planning and Land Use

Excellence in planning and land use is demonstrated through streamlined policies and processes, community-focused planning initiatives, protection of heritage buildings, public-realm initiatives, and efforts to bolster housing diversity and quality of life. Various activities were undertaken in Q2 to support of this objective:

- Local area planning continued in Burnside-Gorge, Fairfield, Gonzales and Vic West.
- Council approved amendments to the Land Use Procedures Bylaw to implement a number of initiatives identified through past Development Summits, the Victoria Housing Strategy, the Strategic Plan and the Official Community Plan.
- The City issued the first business licence to a store-front cannabis retailer.
- An open house was held in April to present the updated Zoning Bylaw to affected property owners and the development community.

Strategic Objective #4: Build Financial Capacity of the Organization

Several activities were undertaken in the second quarter in support of Objective #4:

- In the second quarter, overall parking revenues were \$4.4 million, a 4% increase over the previous year's quarter two revenues.
- The City's 2016 Financial Statements received an unqualified (clean) opinion from the City's external auditors, and the City's annual report was completed and filed with the Province of BC.
- The City submitted three grant applications under the Gas Tax Strategic Priorities Fund: two capital infrastructure applications - Crystal Pool replacement (\$6 million) and cycling network implementation (\$6 million); and one capacity-building application for an Asset Management Practices, Procedures and Training Plan (\$150,000)

Strategic Objective #5: Create Prosperity through Economic Development

Efforts to develop Downtown Victoria as the business hub, along with initiatives aimed at strengthening the prosperity of the broader community, are undertaken in support of Objective #5.

- Council approved a seasonal pilot for 2017 to allow bicycle food vending on streets in the City and parks as well as another pilot for storefront displays as part of a Government Street event.
- The Business Hub had another busy quarter engaging the local business community and hosted 16 business networking and education sessions at City Hall.

Strategic Objective #6: Make Victoria More Affordable

Affordability is enhanced through the development of new low-cost housing units, the establishment of a City housing strategy, and the strengthening of partnerships with the private and non-profit sectors, the Regional District, and the provincial and federal governments.

- Victoria Housing Strategy actions were completed through Council's approval of updated Victoria Housing Reserve Fund Guidelines and through changes to the *Zoning Regulation Bylaw* to make development of accessory rental units easier.
- City Council voted to allow garden suites in single-family zones across the City. This change will make it significantly easier and less costly for homeowners to build new garden suites.
- Work got underway to develop regulations for Short Term Rentals in order to address the rental housing shortage.

Strategic Objective #7: Facilitate Inclusion and Community Wellness

Efforts to connect with and include important groups that have traditionally been under-represented in programs and governance are at the heart of Objective #7. Additionally, efforts to improve the wellness and support for recreation and leisure are included here.

- Together, the City and the Esquimalt and Songhees Nations created a program reflecting Indigenous family witness ceremonies. 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.
- Triathlon Canada announced it was opening its doors at the Save-On-Foods Memorial Centre, offering a 1,000-square-foot training space on the main floor of their new office headquarters that will be used as a strength and conditioning gym for all of Canada's high-performance triathletes and coaches.
- *Crystal Pool Water Wipe-Out*, a youth event supported by the British Columbia Recreation and Park's Move for Health Day, saw upwards of 250 participants.

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

Under this objective, the City seeks ways to promote connections to, and the use of, public and green spaces. The City seeks also to expand the production of food within the municipality, and in so doing to address concerns related to food security.

- In June, an update on the Crystal Pool replacement project included project planning, design, engagement, funding opportunities and the project timeline. Council also directed that it be named the Crystal Pool and Wellness Centre Replacement project moving forward.
- The City announced the winner of the summer pop-up design competition for Centennial Square. A pod of life-sized orca replica titled "Following the Pod" was the overall winner out of 33 submissions.
- The Visual Victoria wayfinding strategy was adopted with an aim 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.

- The community was invited to celebrate Vic West Park's new playground, fenced off-leash dog park and skate park improvements at a community celebration in June.
- The City celebrated the Hanging Basket Program's 80th year of operation.

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

Council seeks to position Victoria as a leader in cycling infrastructure and complete-streets planning. Improved quality of life, public safety, air quality and placemaking are the expected outcomes of efforts to move people from cars to other modes of travel.

- Final paving, traffic signal work and line painting were completed, enabling the Pandora Avenue protected, two-way protected bike lanes to open for use on May 1
- A decision was made by Council to defer construction of the Raymur and Heron Cove bridges and the Heron Cove Special Place until more favourable construction industry conditions arise.
- As part of the parking rate changes that took effect in May, information was shared with the public about the revised rates, collaborative initiatives with the Downtown Victoria Business Association to make parking easier, and upcoming parking customer service improvements in 2017.

Strategic Objective #10: Nurture Our Arts, Cultural and Learning Capital

This objective recognizes the importance of arts, culture and education to the community's quality of life and prosperity. Highlights of initiatives undertaken in Q2 in support of this objective include:

- The second phase of engagement was completed to inform the development of the draft Create Victoria Arts and Culture Master Plan, which will guide the City's investment over the next five-years.
- The City announced emerging artist Kai Choufour was selected to create the fifth artwork installation for the Commercial Alley Outdoor Art Gallery.
- *Spirit of 150 Victoria* events featured 11 days of family-friendly activities, multicultural performances and local food vendors, culminating in spectacular fireworks over Victoria's Inner Harbour on July 1.

Strategic Objective #11: Steward Water Systems and Waste Streams

Initiatives that promote the progressive collection and treatment of solid and liquid waste in the City are included in Objective 11:

- Construction was completed 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.
- The 18th annual Public Works Day was held on May 24 at the Public Works Yard, which featured 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 classrooms, totaling 730 students from 10 schools participated in 20 interactive stations.

Strategic Objective #12: Take Climate Action and Prepare for Emergencies

Objective #12 seeks to improve the City's resilience in the face of emergencies and disasters.

- The roll-out of VicAlert, the City's new emergency notification system, was a huge success, garnering 5,000 subscribers within the first two months.
- Emergency Management held volunteer recruiting sessions this quarter and successfully recruited 30 new volunteers to its teams.

- The H.E.A.T Program (Hoarding, Education and Action Team) continued to experience increased activity in quarter two. The H.E.A.T hotline received 158 calls in the first two quarters of 2017 in comparison to 147 for all of 2016.

Strategic Objective #13: 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.

- A Provincial All-Candidates meeting was held on May 4 at the Victoria Conference Centre, hosted by the City in partnership with the DVBA, Tourism Victoria, The Chamber, Greater Victoria Harbour Authority and the Urban Development Institute (Pacific Region).

Attachment B contains the Operational Work plan, including a dashboard view of the status of the 92 Key Initiatives, the forecasted work plan for each initiative and the status of those initiatives at the end of Q2. Also included in this document is an explanation of challenges and mitigation measures for those projects that have a status of yellow or red. As of June 30, 2017, nine initiatives have been completed, one is inactive and 15 are experiencing challenges. A description of the challenge and mitigation measures being taken are included at the end of the Attachment B.

The Budget Update and Grant Summary are contained in Attachments C and D respectively. The budget update outlines the actuals for the operating and capital budgets, as well as staffing levels for the second quarter. The grant summary provides a listing of known grant opportunities, grants awarded, and the status of grant applications in progress. The grant summary provides a listing of known grant opportunities, grants awarded and the status of grant applications in progress. Current grant applications in progress include:

Grant Program	Proposed Project	Max Funding (\$000)
FCM Municipalities for Climate Innovation – Plans and Studies	Net Zero City Hall Energy Assessment and Roadmap	\$175
FCM Municipalities for Climate Innovation – Capital Projects: Transportation Mitigation	AAA Bike Network Implementation Project	\$1,000
Federal Abandoned Boats Program	Removal/disposal of one sunken vessel and four abandoned boats in the Gorge Waterway	\$50

The Victoria Police Department Quarterly Report and Presentation are contained in Attachments E and F. Finally a report on the Witness Reconciliation Program is contained in Attachment G and the staff report on the We Speak Translate Project is Attachment H.

Work continues on the development of performance measures that are graphic in nature and provide meaningful information on service pressures and demand, as well as trends and outlooks. These measures will be introduced in Q3.

CONCLUSIONS

The City is committed to continuous improvement including transparency and accountable in reporting. Through the project management framework, streamlined processes and improvement continue to be introduced and refined across the City to ensure that citizens receive value for their tax dollars.

Respectfully submitted,

Jason Johnson per

Jason Johnson
City Manager

List of Attachments

- A. Q2 Highlights of the Operational Plan
- B. Q2 Key Initiatives and Operational Work Plan
- C. Q2 Budget Status Report Update
- D. Grant Summary
- E. Victoria Police Q2 Report
- F. Victoria Police Q2 Presentation
- G. Witness Reconciliation Program Report
- H. We Speak Translate Project Report

Attachment A: Q2 Highlights of the Operational Plan

2017
**Highlights of
Operational Plan**
Second Quarter

Committee of the Whole Meeting

September 7, 2017



STRATEGIC OBJECTIVE #1: INNOVATE AND LEAD

- New to the second quarter report is the introduction of improved performance measures, which are intended to focus on meaningful information that is graphically depicted to reflect service demands, trends and forecasts. As the year progresses, additional measures will be further developed and reported through the quarterly reports.

- In quarter two, the City successfully recruited Jodi Jensen as the new Department Head of Human Resources on June 19. Jodi brings a wealth of experience with over 20 years in human resources, labour relations and general operations. She has provided strategic human resources advice to provincial government and the provincial health services authority.



Jodi's strong background in strategic HR led her to her most recent position as Chief Operating Officer at BC Emergency Health Services (BC Ambulance Service and BC Patient Transfer Network), where she was instrumental in leading an engagement strategy for 4,500 employees, founded on values-based, transparent leadership and open communications. Jodi is a long-time resident of Victoria and is eager to make a contribution to the Capital City.

- In quarter two, the Accessibility Working Group for City Council was brought together to consider the needs of persons with a diverse range of disabilities, including but not limited to, physical, sensory, developmental, learning and mental health challenges.



The Accessibility Working Group launched a survey in mid-May, inviting people with a disability who reside or visit Victoria to complete the online survey available on the City's website. The aim of the survey is to identify accessibility barriers that persons with disabilities face when travelling, shopping, working, living or playing in Victoria. The information gathered will help inform City policies, services, infrastructure and facilities to improve accessibility.

On June 15, Johnson Street Bridge Project Director Jonathan Huggett presented a preliminary "Lesson Learned" report to Council on the Johnson Street Bridge Replacement Project as part of the implementation of the new Lessons Learned Policy. The lessons learned offered advice and guidance on how the City can improve the way it manages major infrastructure projects moving forward, such as the Crystal Pool replacement project.

- In quarter two, the City continued to offer its *Cities in the 21st Century* lunch time lecture series at City Hall for the public and staff.

On June 5, Elly Blue presented her talk "Bikes Mean Business." Blue lives in Portland, Oregon where she publishes books about bicycling and other radical topics. She is the author of *Bikenomics: How Bicycling Can Save the Economy*.

On May 1, Nathanael Lauster presented "The Death and Life of the Single-Family House." Lauster is author of *The Death and Life of the Single-Family House*:



Lessons from Vancouver on Building a Livable City. He is an internationally-recognized housing scholar and an Associate Professor of Sociology at the University of British Columbia.

- In June, the City invited the community to apply to share their expertise on a committee or board for an 18-month term. These volunteer opportunities included the City's Advisory Design Panel, Art in Public Places Committee, Board of Variance, and the Heritage Advisory Panel.
- City Archives staff participated in the Vimy100 event held in the Bay Street Armory. The Honourary Colonels and Commanding Officers of The Canadian Scottish Regiment (Princess Mary's) and the 5th (British Columbia) Field Artillery Regiment, RCA, hosted an open house and commemoration event on April 9, 2017, with Military Then and Now Displays, as well as Museums, Archives, History and Heritage Group Displays, including a display from the City's Archives.
- "Occupational Health and Safety Re-boot" continued with course offerings in quarter two, providing new knowledge to 94 employees in the areas of due diligence, incident investigations, inspections, hazard identification and risk assessments. The City's partnership with the BC Municipal Safety Association allows participants to work towards obtaining their Supervisors Safety Certificate.
- "Mental Health Matters" sessions were introduced to provide courses on *Mental Health First Aid* and *Destigmatizing Mental Health*. These new sessions are designed to raise awareness and understanding of people living with mental health concerns and to support staff as they take action to support their colleagues experiencing mental health challenges. More than 150 employees participated in these sessions.
- Workforce and succession planning activities continued throughout the past quarter. Human Resources partnered with Public Works to highlight key career opportunities and provide retirement planning support through group educational sessions. More than 16 staff took advantage of one-on-one retirement planning sessions, which will continue to be offered throughout the year.
- On April 28, the City commemorated the National Day of Mourning by hosting events at its Parks and Public Works Yards.

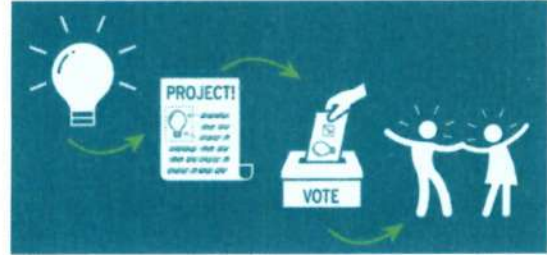


STRATEGIC OBJECTIVE #2: ENGAGE AND EMPOWER THE COMMUNITY

- This year, the City's first participatory budget process kicked off with an opportunity for residents to learn more about participatory budgeting and to begin to design a process where the community decides how to spend \$50,000 in Victoria. The launch event was facilitated by the Participatory Budgeting Project, a non-profit agency from New York that works to empower people to decide together how to spend public money.

A call for steering committee members closed on April 12. Members were selected in mid-April and have been meeting weekly to shape the process over the coming months.

The call for ideas from the community on how to spend the \$50,000 will be issued in July, with public voting taking place in November.



Participatory budgeting pushes traditional public engagement and traditional budgeting methods to the limit by empowering citizens to design a decision-making process and choose how the funds are spent. The municipality becomes the facilitator of the community and supports citizen efforts, implementing what the community decides they want for the community. This is the first participatory process led by a municipality on the South Island, and one of the first in BC.

- On June 8, two guiding documents that define how the City will inform and engage businesses and residents in City decision-making were presented to and endorsed by Council, with the direction to staff to report back for final consideration after consultation had occurred.

The Engagement Framework outlines the City's approach to engagement and will be used for all City projects where engagement is required moving forward. The Public Engagement Road Map outlines when the community can



anticipate to provide feedback on decisions planned for 2017 and 2018. The purpose of both plans is to make public participation more convenient, transparent and meaningful by outlining how and when the community can participate in City decision-making.

A follow-up session was held on June 28 with those who had participated in quarter one to provide an opportunity for feedback on the draft Public Engagement Road Map/Framework. Recommendations were adopted by Council at their July 27 meeting. The Framework will be rolled out throughout the organization this year.

- Engagement activities to inform the development of the City's draft plan for arts and culture that launched in mid-February continued in quarter two.

The community was asked for their vision for arts and culture and what does a creative city look like through a series of Culture Cafes and pop-up engagement stations.

The **Create Victoria** online survey which closed April 13 was designed for public input and for industry members to complete an Economic Impact Assessment section to inform the City's Economic Impact Assessment study, resulting in 488 completed surveys. A progress update, draft Cultural Policy and interim engagement summary was presented to City Council on April 20.





Based on public input, the City developed the *Draft Create Victoria Arts and Culture Master Plan*, which includes a cultural policy and aligns ideas, people and resources around a shared vision and a set of strategies, goals, objectives and actions to guide initiatives and investment over the next five years.

On June 19, the community was invited to learn more about the draft plan and provide feedback in an online survey by July 11. A pop-up engagement station was held at the Spirit of Victoria 150 Youth Day on June 22, with another planned for July 6 at the launch of the popular Eventide Music Series. An open house will take place at City Hall during Festival Mexicano in Centennial Square on July 8. One-on-one discussions with stakeholders are planned over the summer, with additional pop-up engagement stations to take place in September.

The online survey was extended to September 30 with the draft plan coming to Council at the end of the year to allow the work of the Royal and McPherson Theatre Society/City of Victoria Partners Project to be completed by November and inform the *Create Victoria* draft plan.

- The City's Neighbourhood Team developed proposed updates to the Neighbourhood Grant policy and prepared a report for Council that was presented in April.

On April 18, the community was invited to attend *My Great Neighbourhood Ideas Fair* at City Hall to learn about the 2017 My Great Neighbourhood Grant program. Participants were provided the opportunity to discover what it takes to create a project on public property, watch presentations designed to inspire and educate, and connect with City staff and other funding agencies to do something great in their neighbourhood.



The City's first *Neighbourhood Walkshop* was offered in the Hillside Quadra neighbourhood in June. Residents, neighbourhood association board members and City staff representing Engagement, Transportation, Parks, Sustainable Planning and Bylaw Services followed a route identified by residents. The *Walkshop* provided an opportunity for City staff and residents to share information about City programs and services in their neighbourhood. Residents gained a better understanding of what goes into constructing and maintaining infrastructure, while City staff gained helpful insight on residents' concerns.

In addition to increased understanding, action items were identified ranging from quick fixes to longer-term improvements. Many of these action items will be incorporated into the neighbourhood's upcoming Local Area Plan.

- In quarter two, the City raised the PRIDE and for the first time the LGBTQ flag, as well as the World Refugee flag outside City Hall.



- The City's Twitter feed reached 45,500 followers by the end of quarter two 2017, a 19% increase over the same period in 2016 when the City attained 32,444 followers.

The number of the City's Facebook likes grew by 8% in quarter two 2017 with 13,239 likes over the previous year's second quarter's 12,154 likes.

The City's Instagram account experienced tremendous growth from 4,252 followers at the end of quarter two 2016, to 8431 followers by the end of quarter two 2017 – an increase of 50%.



Q2 2017 Protocol Events (9):

- Huntington's Disease Flag Raising - Monday, May 1, noon - 12:30 p.m., City Hall
- St. Michaels University Student Presentations - Friday, May 12, 1 p.m. - 2 p.m., Antechamber
- Songhees Academic Youth Leadership - Tuesday, May 23, 1:30 p.m. - 2:30 p.m., Council Chambers
- World Refugee Day Flag Raising - Tuesday, June 20, noon - 1 p.m., City Hall
- St. John Ambulance Life Saving Awards with Lieutenant Governor - Wednesday, June 28, 1 p.m. - 4 p.m.
- Unveiling of Morioka Friendship Bell Plaque - Friday, June 30, 8:30 a.m. – 9:30 a.m., Central Park
- Unveiling of Dr. Nitobe sculpture, Royal Jubilee Hospital - Friday, June 30, 10:30 a.m. – 11:30 a.m.
- Pride and Transgender Flag Raising – Friday, June 30, noon – 12:30 p.m., City Hall
- Official Welcome Dinner for Morioka – Friday, June 30, 7 p.m. – 9:30 p.m.

Q2 2017 Public Use Events:

- Children's Design Charrette - Wednesday, April 5, 8 a.m. - 6 p.m., Antechamber
- HOST Home Office Support Team Meeting - Friday, April 7, 8 a.m. - noon, Antechamber
- Royal Architecture Institute of Canada - Saturday, April 8, 8:30 a.m. - 1:30 p.m., Antechamber
- Victoria Esquimalt Society - Tuesday, April 11, 4:30 p.m. to 8 p.m., Antechamber
- UVic Grant Funding Meeting - Monday, April 24, 2:15 p.m. - 4 p.m., Songhees Nation Room

- Home Office Support Team Meeting - Friday, May 5, 8 a.m. to noon, Antechamber
- Victoria Community Association Network - Wednesday, May 17, 4:30 p.m. - 7:30 p.m., Antechamber
- Participatory Budgeting Steering Committee - Tuesday, May 23, 5:30 p.m. - 7:30 p.m., Esquimalt Nation Room
- Victoria Academy of Dramatic Arts Graduation Ceremony - Friday, May 26, 11:30 a.m. - 4:30 p.m., Antechamber and Esquimalt Nation Room
- Royal Architecture Institute of Canada - Saturday, May 27, 9 a.m. - 1:30 p.m., Antechamber
- UVic Grant Funding Meeting - Monday, May 29, 2 p.m. - 4 p.m., Songhees Nation Room
- Participatory Budgeting Steering Committee - Tuesday, May 30, 5:30 p.m. - 7:30 p.m., Esquimalt Nation Room
- Home Office Support Team Meeting - Friday, June 2, 8 a.m. – noon, Antechamber
- CRFAIR Food Hubs Strategy Roundtable - Tuesday, June 6, 11:30 a.m. - 4:30 p.m., Antechamber
- Solid Waste Industry Liaison Group - Wednesday, June 7 from 10 a.m. to 1:30 p.m., Antechamber
- Wedding - Friday, June 9 at 3 p.m.
- Mosaic Learning Society Gallery Walk - Saturday, June 10, 6 p.m. - 9 p.m., Antechamber
- Victoria Esquimalt Harbour Society Meeting - Tuesday, June 13, 4:30 p.m. - 8 p.m., Antechamber
- Participatory Budgeting Steering Committee - Tuesday, June 13, 5:30 p.m. - 7:30 p.m., Esquimalt Nation Room
- United Way Reception - Wednesday, June 14, 3 p.m. - 6:30 p.m., Antechamber
- World Refugee Day Reception -Tuesday, June 20, 2:30 p.m. - 4:30 p.m., Antechamber
- Victoria Community Association Network - Wednesday, June 21, 4:30 p.m. - 7:30 p.m., Antechamber

Q2 2017 Half-Mastings:

- Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day) – Friday, April 28
- National Day of Remembrance for Victims of Terrorism – Friday, June 23

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

- The community was invited to attend a public hearing on garden suites in April to provide input on a proposed Official Community Plan amendment to consider removing the rezoning requirement for garden suites.

Garden suites can add much needed rental housing to Victoria. Only 18 garden suites have been built since 2011. The rezoning process, which involves consultation with the neighbourhood and going before Council, is costly and lengthy. The City proposed to change the requirement to rezone in order to encourage more homeowners to build garden suites.

Based on public input, in May the City 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. These zoning changes will increase the number of properties eligible for secondary suites while still maintaining livability, safety and affordability.

- An open house was held on April 17 to present the updated Zoning Bylaw 2017 to affected property owners and the development community. The current bylaw was adopted in 1991 and has not had a comprehensive review. The new bylaw is intended to support growth and development by adding new zones to the Central Business District and the Old Town area. Some of the key changes include concentrating higher density office buildings in the Central Business District, supporting complementary uses within the Downtown, and supporting re-use of heritage buildings in Old Town. The Zoning Bylaw 2017 has also been written and formatted in a more user-friendly way.
- Local area planning continued in quarter two, key highlights include:

- **Burnside-Gorge**

In April, implementation of the Burnside Gorge Neighbourhood Plan began with consultation on changes to the Official Community Plan. Burnside Gorge neighbours were invited to participate in an open house on April 5 and through an online survey. Proposed updates included: new land use designations in parts of the neighbourhood, guiding the types of buildings that may be developed; updated location and guidelines for Development Permit Areas guiding the form and character of future development; and proposed Heritage Conservation Area of the Manchester-Dunedin block.

In June, staff held a workshop with homeowners in the proposed Heritage Conservation Areas. Feedback collected from the outreach was used to refine the Burnside Gorge Neighbourhood Plan, Design Guidelines, Land Use Designation and recommendation for the Heritage Conservation Area. These will be presented to Council for adoption in July.

- **Fairfield**

During April and May, Fairfield neighbours were asked about growth models, and new housing and heritage areas through an online survey. Over 770 surveys were completed and more than 100 people attended the two information sessions. The feedback received on the growth models was used to inform a collaborative design workshop, which was led by a team of design experts and staff under the guidance of a stakeholder team.

A Fairfield Design Workshop (charrette) was held on June 12. Workshop participants, including the Neighbourhood Working Group, collaborated with design professionals and City staff to develop draft concepts to guide growth and public realm improvements in four areas of the neighbourhood, including neighbourhood villages. The community was invited to view the draft concepts from the design workshop at a public "pin-up" on June 13, which was attended by more than 70 people.

Staff also held two workshops with homeowners in the four proposed Heritage Conservation Areas. A report will be prepared for Council seeking further direction on the growth models

and proposed Heritage Conservation Areas. Council will be provided the feedback received to date as well as the results from the design workshop.

- **Gonzales**

The draft Gonzales Neighbourhood Plan was introduced to the community for feedback from May 16 to June 8. Every household was mailed a brochure with the plan highlights and links to the full plan as well as an online survey. Two open houses and two drop-in events were held. Six 'Pizza and a Planner' events were also offered in which community members invited their neighbours into their homes and the City provided a planner and pizza. Overall support for the draft plan was strong, with 82% of survey respondents (and 81% of sticky dots at events) being very or somewhat supportive.



Since then, a workshop on the draft plan was held with Council, which referred it to the Advisory Design and Heritage Advisory Panels. Staff have also been directed to create Gonzales-specific guidelines and exemptions for the proposed Heritage Conservation Areas and to invite further public comment on the next iteration of the plan.

- **Vic West**

Through spring, staff met with the Vic West Neighbourhood Working Group to develop an engagement strategy for the draft plan. Development of the draft plan is underway in preparation for engagement to begin in late August.

- In June, Council approved amendments to the Land Use Procedures Bylaw to implement a number of initiatives identified through past Development Summits, the Victoria Housing Strategy, the Strategic Plan and the Official Community Plan. These amendments included implementing revisions to the CALUC Procedures for Processing OCP, Rezoning, Variance and Temporary Use Permit Applications, a general update of fees, and eliminating development application fees associated with affordable non-profit housing.
- Also in June, staff presented Council with an updated and consolidated Building and Plumbing Bylaw. The Bylaw was last updated in 1993 and due for a review to reflect evolution of building code and construction practices and to align with *Local Government Act* updates and the introduction of the *Building Act*. The proposed updates provide a simple, effective and functional Building and Plumbing bylaw. Council will consider the bylaw for approval in quarter three of 2017.
- Potential noise issues related to sidewalk cafes will be monitored over the next two years, and staff are to amend the current bylaw by adjusting the fees to reflect the use of additional space for sidewalk café's that are using the adjacent parking stalls. In quarter two Council also requested that following the conclusion of the Parklet Trial Installation, new bylaw regulations be developed that would include a "2 for 1" parking spot deal for groups of businesses and residents that come together to develop a parklet.
- In April, the City issued the first business licence to the store-front cannabis retailer, Farmacy, located at 3055 Scott Street. The City's cannabis regulations adopted in November 2016 require operators have the appropriate zoning and meet operational requirements. The applicant for 3055 Scott Street did not require rezoning as the property is subject to an existing land use contract, which takes priority over the City's Zoning Bylaw. An inspection of the business confirmed that Farmacy is complying with the regulations.

STRATEGIC OBJECTIVE #4: BUILD FINANCIAL CAPACITY OF THE ORGANIZATION

- In quarter two, the 2018 financial planning process involved all departments in preparation to introduce the draft Financial Plan to Council in October.
- In the second quarter, overall parking revenues were \$4.4 million, a 4% increase over the previous year's quarter two revenues.
- The second quarter saw City parkade transactions increase by 4%; 380,000 transactions compared to 364,000 in 2016 and on-street parking transactions decreased by -4%; 676,000 transactions compared to 706,000 in 2016. The ParkVictoria app transactions saw an increase of 46%; 150,000 transactions compared to 102,000 in 2016.
- The revised Parking Rates Policy that was approved in February outlined ranges of rates for the City's on-street, parkade and surface parking lots to reduce long-term use and free up space in City parkades for short-term parkers downtown. Rate changes went into effect on May 1, 2017.
- The City's 2016 Financial Statements received an unqualified (clean) opinion from the City's external auditors, and the City's annual report was completed and filed with the Province of BC.

The City has won the Government Finance Officers Associations' Award for Excellence in Financial Reporting for 12 consecutive years – the 2016 annual report was submitted electronically for consideration.

- The very busy property tax season concluded with 89% of taxes collected by the due date, which is similar to previous years. There was an increase in customers taking advantage of the City's online payment options; 2% increase in the pre-authorized withdrawal program, over 50% of Home Owner Grant claims were made electronically, and over 80% of installment payments were made online.
- The one-year pilot project to implement an external grant review committee was launched in quarter two. The external grant review committee was established to promote a merit-based evaluation process by appointing members with expertise in the areas that are eligible under the grant program. The external grant committee evaluated the 57 strategic plan grant applications based on merit and awarded grants totaling \$537,500.
- Innovative procurement practices for used vehicles resulted in increased savings for the City.
- In late May, Council supported staff in submitting three grant applications under the Gas Tax Strategic Priorities Fund: two capital infrastructure applications -- Crystal Pool replacement (\$6 million) and cycling network implementation (\$6 million); and one capacity-building application for an Asset Management Practices, Procedures and Training Plan (\$150,000).

The fund supports the capital costs of government infrastructure projects that are large in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

- In the second quarter, the City responded favourably to the Municipal Finance Authority survey regarding Socially Responsible Investing. The Municipal Finance Authority of BC is seeking feedback through a survey on a potentially new socially responsible investment fund.

STRATEGIC OBJECTIVE #5: CREATE PROSPERITY THROUGH ECONOMIC DEVELOPMENT

- In May, Council approved a seasonal pilot for 2017 to allow bicycle food vending on streets in the City and parks as well as another pilot for storefront displays as part of a Government Street event. Staff will report back in 2018 with a street vending policy and regulatory recommendations for Council's consideration.
- In quarter two, a staff transition in the Business Hub resulted in incomplete data collected. However, for the month of June, 64 enquiries were received, 38 of which related to starting a new business. Home-based business inquiries continue to be the most common inquiry at 29%, followed by retail, restaurants, and bike vending businesses. The most popular methods of contact was walk-in (42%) followed by email (31%) and telephone (22%).
- Other topics of interest to Business Hub users included parking requirements, variance processes, the Home Occupation and Zoning Regulation Bylaws, as well as application processes for new Liquor Licences.
- The Business Hub had another busy quarter engaging the local business community and hosted 16 business networking and education sessions at City Hall. Below are the second quarter outreach events that the Business Hub was involved with:
 - YES (Young Entrepreneurs Society) Business Mixer in the Antechamber – May 4
 - Canadian Capital Cities Conference – May 16-19
 - Chamber of Commerce AGM – May 17
 - Community Benefits Infrastructure Pilot – May 17
 - Art of Cities Conference, Vancouver – May 24 - 26
 - UDI Golf Tournament – May 25
 - Viatch Awards – June 2
 - Royal Roads University Open Spaces Workshop in Antechamber – June 12
 - YYJ Eats – June 13
 - Napier Delegation for Tour of Business Hub – June 14
 - Chamber of Commerce Business Mixer – June 22
 - John Fluevog Store Opening – June 24
 - SIPP AGM – June 29
 - Twin City: Morioka Welcome dinner – Canada 150 Celebrations - June 30
 - Hosted CFIB for tour of Business Hub
 - Hosted City of Coquitlam for tour of Business Hub
- Some actions in quarter two included:
 - Met with Tourism Victoria for a lunch meeting with the World Corporate Games founders to investigate the potential of hosting the games here in Victoria.
 - Met with U-bike founders to learn about their business model and plans for expansion in Victoria. Additional work is being conducted by City staff to determine the processes and requirements to support this type of business in Victoria.
 - Working closely with staff in Engagement and Business Licensing to roll out the new Bike Vendor Pilot Program for July.

- Working with the Arts, Culture and Events office providing feedback on the Draft Arts and Culture Master Plan.
- In quarter two, 48 events were held at the Victoria Conference Centre. Thirteen contracts for conferences were executed, including the following three citywide conferences:
 - Canadian Society of Gastroenterology Nurses & Associates National Conference 2017 (250 delegates; 500 room nights)
 - Inclusion BC 2019 (500 delegates; 385 room nights)
 - 2019 Community Foundations Conference (800 delegates; 1,350 room nights)
- Conference Centre sales staff facilitated a Client Business Educational Trip from June 1 – 4, 2017. Ten top qualified clients were invited who have the potential of bringing to Victoria a large city wide conference and filling a hotel property.

The following shows were attended in quarter two:

April

- Global Meetings Industry Day (GMID), Ottawa
- HelmsBriscoe Annual Business Conference, Chicago
- Meeting Professionals International Education (MPI) Conference, Seattle
- Conference Direct Annual Partner Meeting & Trade Show, Baltimore

May

- Professional Convention Management Association (PCMA) 'Victoria Delivers', Vancouver
- Business Events Canada (BEC) Client Event, Washington DC
- MPI Prix Prestige Gala, Ottawa
- MPI Annual Educational Event & Networking, Vancouver

June

- BEC Canada Client Event, Seattle
- PCMA Education Conference, New York
- Celebration of Excellence Awards Gala, Vancouver

STRATEGIC OBJECTIVE #6: MAKE VICTORIA MORE AFFORDABLE

- In the second quarter, key Victoria Housing Strategy actions were completed through Council's approval of updated Victoria Housing Reserve Fund Guidelines and through changes to the *Zoning Regulation Bylaw* to make development of accessory rental units easier.



The Victoria Housing Reserve Fund, which provides funding to assist in the development of affordable housing for households with no, low or moderate incomes, was updated 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.

- In quarter two, to prevent the loss of existing affordable rental housing, Council placed a six-month moratorium on rental housing demolition permits insofar as the City has legal authority to do so while staff complete a Market Rental Retention Study. The study is an action of the Victoria Housing Strategy that will explore potential policies, regulations, and incentives to upgrade existing rental stock while protecting tenants from displacement. Council also directed staff to bring forward a budget amendment drawing on the 2017 contingency to fund this work in an expedited manner, including the option to hire a second housing planner on a contract basis.
- On April 20, City Council voted to allow garden suites outright in single-family zones across the City. With 6,744 single family dwellings in the City, this move has the potential to substantially increase Victoria's rental stock in a very tight market. Until now, garden suite applications have been evaluated by Council on a case-by-case basis through the rezoning process. This change will make it significantly easier and less costly for homeowners to build new garden suites.

Prior to adopting these changes, the City consulted with a wide range of stakeholders and the public. In order to address privacy concerns, Council added a section to the guidelines to optimize privacy between neighbours, including recommendations for windows facing away from neighbouring properties and no rooftop outdoor space allowed.

This change is part of the City's ambitious [Victoria Housing Strategy, 2016 - 2025](#) to improve housing affordability over the next decade by increasing the supply of housing for low to moderate income households; encouraging diversity of housing types, tenures, and prices across the city and within neighbourhoods; and building awareness and partnerships for affordable housing through communication, education and advocacy.

- In late April, the City 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. These zoning changes will increase the number of properties eligible for secondary suites while still maintaining livability, safety and affordability.
- In May, an application and related bylaws for rezoning and development of 701 Bellville Street were approved to permit seniors housing for independent and assisted living uses.
- In early June, minimum housing unit sizes were reduced in five zones, creating a standard minimum unit size in multi-unit zones across Victoria. This change stemmed from an action in the Victoria Housing Strategy that originally aimed to remove minimum unit sizes in order to increase housing supply and diversity.
- In quarter two, work got underway to develop regulations for Short Term Rentals in order to address the rental housing shortage. Proposed changes include proactive enforcement of existing zoning and expanded business regulations for where Short Term Rentals are permitted, such as new license fees, operating rules, and fines for non-compliance.

- In an effort to limit the impact of short term rentals on residential rental stock, Council is exploring amending the *Zoning Regulation Bylaw* to remove transient zoning downtown (where short term rental is currently permitted). Short term rentals in all residential dwellings would be limited to individual rooms in homes or condos, though other exemptions such as temporary use in whole dwelling units is also being explored. A public hearing will be required before any change to the bylaw occur.

STRATEGIC OBJECTIVE #7: FACILITATE SOCIAL INCLUSION AND COMMUNITY WELLNESS

- In quarter two, together the City and the Esquimalt and Songhees Nations created a program reflecting Indigenous family witness ceremonies. The City's Witness Reconciliation 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 -- one that is flexible, adaptable and evolves to foster a long-term relationship between the City and its Indigenous partners.



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.

The new program includes appointments to the City Family, which includes Mayor Lisa Helps, Councillor Marianne Alto, Councillor Charlayne Thornton-Joe, Brianna Dick of the Songhees Nation, Katie Hooper of the Esquimalt Nation, Carey Newman, Janice Simcoe, Colleen Mycroft and Thomas Souliere. Updates from the Witness Reconciliation Program will be presented to Council as part of the City's quarterly reporting process and will involve Witness Ceremonies.

- On June 21, aligned with the City's Spirit of 150 Victoria programming, the Songhees and Esquimalt Nations in partnership with the Greater Victoria Spirit Committee hosted Traditional Canoe Races in the Gorge Waterway and Victoria's Inner Harbour. Three races took place including Buckskins (ages 16 and under), Mens, and Women's, in 11-person canoes. Each race departed from Ship Point, travelling up the Gorge Waterway, turning around at Halkett Island to finish at Ship Point. An opening ceremony was held on the stage at Ship Point.
- In June, Triathlon Canada announced it was opening its doors at the Save-On-Foods Memorial Centre, to a new 1,000-square-foot training space on the main floor of their



national headquarters that will be used as a strength and conditioning gym for high-performance triathletes and coaches.



- On Easter Monday in April, the Crystal Pool and Fitness Centre welcomed the community for a special Easter Spectacular Fun Swim, including an underwater Easter Egg hunt, fun games and prizes.

- In May, *Crystal Pool Water Wipe-Out*, a youth event supported by the British Columbia Recreation and Parks Move for Health Day, saw upwards of 250 participants. The event consisted of seven obstacle-based challenges aimed at getting teens moving and having fun. Youth groups from around the region participated in the event, which included prizes and a DJ.
- On June 7, a representative from the Intercultural Association of Victoria trained the Crystal Pool leadership team to use the We Speak app. The We Speak Translate project is the first of its kind collaboration between Google Translate and the Intercultural Association (ICA), utilizing the Google Translate app for refugee resettlement and newcomer inclusion in the community. Crystal Pool has also worked with the ICA to translate common pool rules and to post submersion cards into multiple languages to better communicate with customers.



On June 10, the 14th annual Vee Dub Skateboard Competition brought out many families, competitors and spectators to Vic West Park. The Competition showcased the recent upgrades to the beginner section of the skateboard park and was part of the Vic West Park Grand Opening celebrations. Recent improvements to Vic West Park include a new playground area with natural play amenities and an off-leash fenced dog park.

- Special education students from Rogers Elementary School participated in 11 swimming lessons from April to June, learning essential swimming

and safety skills with a tailor-made Adapted Aquatics program. These lessons were generously funded by the Victoria KidSport Board of Directors.



- In May, the City endorsed the Canadian Mental Health Association's "B4Staged4" campaign which focuses on early intervention and prevention with regard to mental health and wellness.

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

- In June, an update on the Crystal Pool replacement project included project planning, design, engagement, funding opportunities and the project timeline.

The City will work with the North Park Neighbourhood Association and Victoria Silver Threads Service to develop partnership agreements for activities in the new facility.

Additionally, Council directed that 'Wellness' replace 'Fitness' in the project name to be the Crystal Pool and Wellness Centre Replacement project.



- In May, the Parks and Open Spaces Master Plan was approved by Council. This long-term strategic document lays out priorities for investment over the next 25 years.
- The City announced the winner of the summer pop-up design competition for Centennial Square in May. A design featuring a pod of life-sized orca replica titled "Following the Pod" was the overall winner out of 33 submissions. The installation proposed by a Vancouver-based team led by WildVision Entertainment Inc. and Envisions Design and Development aims to raise awareness of the threatened southern resident killer whale population by enabling visitors to play and interact with the life-size sculptures.



Selected by a jury panel, the winning design team received a \$5,000 award and up to \$50,000 to design, build and install an imaginative feature in Victoria's signature public square. The People's Choice Award of \$1,000 was awarded to Waymark Adventure for their "Game Plan" proposal.

- On April 13, the Johnson Street Bridge public realm design plans were presented to Council, including the former "s-curve" lands, Esquimalt and Harbour Road intersection, an area currently known as Triangle Green, and work needed to complete the Janion Plaza. These plans were moved forward as interim design plans and will be considered as part of annual budget deliberations in future years.
- In April, the City 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.



The strategy includes a three-year implementation plan that lays out the type and number of signs by general location based on an approved budget of \$152,000 for 2017, and a forecasted budget of \$100,000 for 2018. Staff will also work with the Songhees and Esquimalt Nations to explore opportunities to incorporate Lekwungen place-naming as part of the implementation of the wayfinding strategy.

- In May, the community was invited to have their say on the draft Topaz Park Improvement Plan at a range of engagement activities which included pop-up engagement stations at Quadra Village Days, Highland Games, and in the Hillside/Quadra neighbourhood; an open house at Topaz Park; and a stakeholder meeting for sports teams and special event planner, as well as an online survey. The feedback will inform the development of 2-3 concept improvement plans for public input in late summer.
- In June, work got underway with planning the implementation of a one-year dog off-leash pilot project at Fisherman's Wharf and Oaklands Park. The pilot will start July 1, 2017 and end June 30, 2018. The dog off-leash areas will be in effect 6:30 a.m. - 8:30 a.m. in a designated area within the field at Fisherman's Wharf Park; and 6:30-8:30 a.m. in a designated area at Oaklands Park. The public will be invited to share their feedback over the next 12 months by emailing mayorandcouncil@victoria.ca.
- In June, the City marked Canada's 150th with a splash of red and white in Victoria's hanging sun baskets. 2017 also saw the City celebrating its trademark hanging baskets' 80th year of operation. The now famous hanging baskets were introduced in 1937 to mark Victoria's 75th anniversary of incorporation. Herb Warren, the City's Park Administrator at the time, placed several hundred sun baskets on City streets in 1937. For the past 80 years, the placement of hanging flower baskets on Victoria's lampposts every June has signaled the start of summer. To mark this milestone, members of the Warren family were invited to help hang the first basket in front of City Hall.



- The community was invited to join local elementary school students in Beacon Hill Park on Earth Day (April 21) to plant the first 20 trees. The program was sponsored by CN's EcoConnexions – From the Ground Up Grant, Tree Canada and Canada 150.

To celebrate Earth Day, 100 students from South Park School also took part in a Beacon Hill Park



Nature walk, featuring learning stations on native plants and trees.

- A new "complete street" design for the 400 block of Belleville has been approved, including construction of the retaining walls, sidewalk and plaza, with work to start in October of 2017.

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

- In April, final paving, traffic signal work and line painting were completed, enabling the Pandora Avenue protected, two-way protected bike lanes to open for use on May 1.

An education campaign was launched to inform the public of the new traffic patterns which included new traffic signals for bikes; painted green "turn boxes" to provide dedicated space at intersections for bicycles to safely turn off Pandora on to other streets; and no vehicle right-hand turns on red lights. In addition, new bus stops are now located on medians, on-street parking has been reconfigured to be located between the bike lane and moving traffic, and new mid-block pedestrian crossings have been installed.

For the first few weeks, City staff were on site during the morning and evening commutes at Pandora Avenue intersections to help direct motorists, cyclists and pedestrians and answer questions. A video was produced to demonstrate to cyclists how to use the new green bike turn lane box, which augmented the online/social media campaign, and new traffic signage was also installed.



In late May, the City partnered with the Greater Victoria Bike to Work Society to provide free orientation rides along the two-way protected bike lanes. The one-hour rides were designed to assist cyclists to become familiar with the facility's new features.

The orientation rides were free and focused on changes that cyclists need to be aware of including: new signage, new designated bike signals, and new turning movements to enter and exit the facility. The rides began with a short orientation presentation at Centennial Square, followed by a ride focusing on the new turning movements required to enter and exit the two-way cycle track.

- On Mother's Day, the City hosted a community celebration at Centennial Square for the grand opening of the Pandora Avenue protected two-way bike lanes, which included an official ribbon-cutting and cake. A range of activities were available to kids to enjoy with Mom, such as bicycle-powered music and smoothie stations, bicycle decorating, and free adult bike rentals to try out the new protected lanes; and bike tours to showcase the new bike lane features. In its first month of operation, 40,000 riders were counted using the new bike facility, including families.
- In April, Fort Street businesses were asked for their input on the updated draft plans for the Fort Street bike lane. In early June, updated designs for the proposed protected bike lanes along Fort Street, including an amendment to provide more parking in the 600 block, were approved. The new protected bike lanes will be constructed along Fort Street between Wharf and Cook Streets starting in the fall of 2017.
- The City of Victoria has a number of parking stands in the downtown core, specifically around the Inner Harbour that are currently allocated to motor vehicle sightseeing vehicles. In April, Council agreed to amend the *Vehicles for Hire Bylaw* to allow human-powered sightseeing vehicles that are not pedicabs or rickshaws to use these stands.
- In May, due to the single, over-budget bid the City received, a decision was made by Council to defer construction of the Raymur and Heron Cove bridges and the Heron Cove Special Place until more favourable construction industry conditions arise.



- As part of the parking rate changes that took effect in May, information was shared with the public about the revised rates, collaborative initiatives with the Downtown Victoria Business Association to make parking easier, and upcoming parking customer service improvements in 2017.
- On June 15, Angus English from MMM presented to Council advising of a further delay in the opening of the Johnson Street Bridge. Delays in steel fabrication have pushed the date of the new bridge opening to traffic from the end of 2017 to March 2018.

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

- In mid-April, the second phase of engagement was completed to inform the development of the draft Create Victoria Arts and Culture Master Plan, which will guide the City's investment over the next five-years. An engagement summary was presented to Council and work got underway in May to launch the draft plan for public input in June.



- In April, the City celebrated *National Poetry Month* with a range of community events. Throughout the month, Victoria's Poet Laureate Yvonne Blomer and Youth Poet Laureate Maita Cienska invited the community to participate in *Book Spine Poetry*. By stacking three book spines, one can create a unique poem. Poets of all ages and experience were encouraged to participate and inspire the community with their literary works by tweeting to @CityofVictoria with the hashtag #yyjpoetry. Tweets were to include a photo of the stacked book spine poem or the poem's text, which were posted on the City's website and social media channels.

Time for Poetry was held on April 1 at the Greater Victoria Public Library Central Branch. Victoria's Poet Laureate Yvonne Blomer, along with poets Daniel Scott, Wendy Morton, Steven J. Thompson and Barbara Pelman, read poems exploring themes of time and what it means to be Canadian. The free event included the crafting of personalized poems for participants and was sponsored by the Canada Council for the Arts and League of Canadian Poets.

On April 6, *A Pavilion of Blossoms: Poets Respond to Spring* was held at the Art Gallery of Greater Victoria. The community was invited to join Victoria's Poet Laureate Yvonne Blomer, Youth Poet Laureate Maita Cienska, Terry Ann Carter, Jeff Tanaka, Patrick Lane, Sidney Bending and Alana Sayers as they read poems in response to works from the Art Gallery of Greater Victoria's Asian Art Collection. The works selected evoke the Cherry Blossom season and offer an opportunity for the poets to engage with the Gallery's collection on an intimate and personal level.

On April 8, the *Sakura: Cherry Blossom Festival* was a celebration of spring through cherry blossoms. It included free guided walks, talks, and arts and crafts activities for all ages, with poetry readings by Yvonne Blomer and Terry Ann Carter. Activities were based out of the Art Gallery of Greater Victoria and co-hosted by the Gallery, the Nikkei Cultural Society, and Haiku Arbutus - a Victoria-based haiku study group.

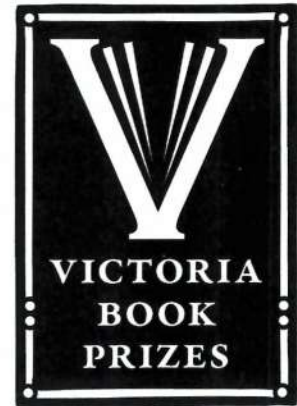
Victoria's Poet Laureate and Youth Poet Laureate participated in the annual *Mayor's Poetry Challenge*. Five poets read aloud at Council meetings in April. Guest poets included Tina Biello, Silja Iivkelleris and Ian Lennox.



- The annual call for entries to the Victoria Book Prizes took place in quarter two. Greater Victoria authors and illustrators were invited to submit an application for the annual \$5,000 City of Victoria Butler Book Prize or the \$5,000 Bolen Books Children's Book Prize.

The 14th annual City of Victoria Butler Book Prize honours members of the literary community by awarding a \$5,000 prize to an author for the best book published in the preceding year in the categories of fiction, literary non-fiction or poetry. Founded in 2004, the City of Victoria Butler Book Prize is a partnership between the City of Victoria and Brian Butler of Butler Brothers Supplies.

The \$5,000 Bolen Books Children's Book Prize is awarded to an author or illustrator of children's literature. In 2008, Mel Bolen of Bolen Books created the prize to increase recognition of this literary genre.



Shortlisted nominees for both prizes will be announced in September and authors will be showcased at a gala held at the Union Club of British Columbia on Wednesday, October 11, 2017.

- Quarter two was a busy time for Indigenous Artist in Residence Lindsay Delaronde. On April 3, she performed the art piece *The Old Ways* with Cheryl Henhawke, which explored grief and uncertainty, and a space of unpredictability and courage to face the unknown through body drawings in the land.

Over a 10-week span from May to July, Lindsay facilitated the *Art as Ceremony* project, a weekly art group with Our Place clients. The weekly sessions provided creative and learning opportunities for participants and will culminate in an exhibition of their work in 2017.

In collaboration with emerging artist Pascale Ellefsen, Lindsay Delaronde performed the art piece *We Bring Medicine to the Streets* on May 14 on Pandora Avenue. It was a call to action through performance in the cityscape – the artists washed the pavement with water and medicines. The artwork attempted to facilitate integration of shifting perceptions, both personal and collective, of place and history. Using old ways of healing and prayer to heal the soul-wound of colonialism was the purpose of this project.



On May 23, Lindsay presented a *Lunch and Learn* to City staff sharing her background and her goals as the Indigenous Artist in Residence at the City of Victoria.

In June, Lindsay mentored members of the Victoria Youth Council to develop a mural at the Yates Street Community Garden.

Over a span of three months, Lindsay Delaronde collaborated with 13 Indigenous and non-Indigenous women of all ages to co-create the performance art piece *ACHoRd*. The movements were created from the personal stories of each participant as well as from the desire to resist, reclaim, and take action as a community of women.

Participants volunteered their time and met to practise every weekend. Directed by Monique Salez, owner and artistic director of Raino Dance, *ACHoRd* was performed on the steps



of the Legislature the evening of June 25, as part of the *Spirit of 150 Victoria* programming.

- Artist in Residence Luke Ramsey also had a busy second quarter. He collaborated with a group of Indigenous and non-Indigenous students who attend Ecole Shoreline Community Middle School to create a set of four banners that will decorate Victoria's lampposts downtown and in Beacon Hill Park over the next two summers.



With the support of the Songhees and Esquimalt Nations, Grade 6 – 8 Indigenous and non-Indigenous youth participated in two drawing workshops led by Ramsey in January. The project provided an opportunity for the youth to explore their self-esteem and confidence through collaborative art making and contribute to the design of the banners.

Both workshops were hosted by Education Liaison, Songhees Elder and Master Carver, Butch Dick afterschool at the Songhees Wellness Centre. The students were provided an original poster of their drawings designed by Ramsey as well as honorariums for their artistic contributions. Media was invited to the school to meet the students and to capture the installation of the banners downtown.



Luke worked with City staff to develop the new Vic West Skate Park sign in quarter two, which was on display for the community celebration of the park's upgrades.



In quarter two, Luke created new artwork for the City's annual publication *Cityvibe*, *Victoria's Guide to Festival and Outdoor Events*. Available in hard copy and online, *Cityvibe* is Victoria's free guide to the many spectacular summer festivals and events, including those that receive the City's annual Festival Investment Grant.



The guide also includes listings for Victoria's public markets, museums and galleries, free concerts and events at the Cameron Bandshell in Beacon Hill Park, and *Summer in the Square* programming and free lunchtime concerts in Centennial Square.

Cityvibe is available at Victoria City Hall, Crystal Pool and Fitness Centre, Tourism Victoria, libraries and at local venues around town and

was distributed on top of the Vic News to Victoria residents in single family dwelling, duplexes and townhouses.

This summer, Luke Ramsey is collaborating with three Canadian artists to produce murals on public washroom walls to enhance Victoria parks and reduce tagging. In June, Luke worked with Powell-River based artist Meghan Hildebrand to co-create the mural at Gonzales Park. Luke will work with Edmonton-based artist Jill Stanton in July on a mural at Vic West Park, and with Victoria-based artist Andrew Dick at Hollywood Park. (Gonzales Park on left; Luke Ramsey and Meghan Hildebrand on right.)



- In quarter two, the City announced emerging artist Kai Choufour was selected to create the fifth artwork installation for the Commercial Alley Outdoor Art Gallery.

Choufour's proposal was one of 11 submissions the City received in response to a juried Call to Artists process for emerging artists and artist teams. His proposal for the annual four-panel 1.2 metre by 2.4 metre artwork will focus on kindness, positivity and openness, featuring beautiful shapes and colours executed with childish grandeur, emphasizing fiction and play. Kai Choufour is a conceptual artist born in Vancouver and currently living and working in Victoria, BC.



Located between the 500 Block of Yates Street and Bastion Square, the outdoor gallery enhances the vitality of the area while retaining the alley's use by local businesses. The artwork will be showcased from August 2017 to August 2018.

- In June, the community was invited to come downtown to Victoria's Inner Harbour to commemorate Canada's 150th. *Spirit of 150 Victoria* events featured 11 days of family-friendly activities, multicultural performances and local food vendors, culminating in spectacular fireworks over Victoria's Inner Harbour on July 1 at 10:15 p.m. The event showcased programming daily on the Coast Capital Savings stage at Ship Point, and two days of live concerts on the Main Stage at the Legislature Lawn.



With 2017 being a 'Year of Reconciliation' for the City of Victoria, its commitment to reconciliation is guiding its ongoing work to restore a balanced relationship between Indigenous and non-Indigenous people. *Spirit of 150 Victoria* began with National Aboriginal Day on Wednesday, June 21 on Harbour Stage. A First Nations blessing and performances by the Esquimalt Singers and Dancers, and the Lekwungen Traditional Dancers took place on the Main Stage on Saturday, July 1.

Spirit of 150 Victoria included a Family Zone and the Coast Capital Savings Living Flag broke the records across Canada for having 5,000 people participate. Four thousand free red and white T-shirts were available to the community courtesy of Coast Capital Savings.



The City of Victoria in partnership with the Greater Victoria Spirit Committee received \$400,000 from Canadian Heritage's Canada 150 Fund to host official Canada 150 events on July 1. Combined with the \$224,000 in funding provided for the Spirit of 150 First Night event, Canadian Heritage contributed

a total of \$624,000 to mark this important milestone in Canada's history. The 11-day Spirit of 150 Victoria event was made possible by the generous support of sponsors.

It is estimated that close to 70,000 people came out to participate in the festivities on July 1.



STRATEGIC OBJECTIVE 11: STEWARD WATER SYSTEMS AND WASTE STREAMS

- In mid-May, a meeting was held at City Hall to discuss future regulation aimed at reducing single-use plastic bags in Victoria. Multiple stakeholders attended including a range of advocacy groups, retail, business and industry groups. Individual stakeholder meetings will be held with each of the groups in quarter three.

Staff will report back to Council in October 2017 with a draft bylaw through work with the CRD to for a phased in regulation of plastic bags that could be adopted by Councils across the Capital Region.



- In quarter two, construction was completed 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. The water main replacement is the first step in the "complete streets" improvements planned for this portion of Belleville Street in 2017. The existing cast iron water main was undersized for the James Bay area, so a larger diameter pipe is being installed and bolted together to help withstand possible earthquakes.

Work to replace aging cast iron water mains along Government Street, Chatham Street and Caledonia Street, was also completed.

- The 18th annual Public Works Day was held on May 24 at the Public Works Yard, which featured 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 classrooms, totaling 730 students from 10 schools participated in 20 interactive stations.

Stations included 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. Students were served a complimentary lunch, and the winner from last year's T-shirt design contest were announced. City staff wore T-shirts showcasing the winning design.



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


- A funeral procession and memorial service were held for retired Fire Chief Doug Angrove in June. Family, friends, City Staff, members of City Council and several Fire Department personnel were in attendance. The memorial included a uniformed march from CFB Esquimalt to the Esquimalt Curling Club, the location of the memorial service. Retired Chief Angrove passed away after being diagnosed with brain cancer in December 2016. As part of the WorksafeBC presumptive legislation, it was classified as a "Line of Duty" death.
- The Victoria Fire Department received 1,983 requests for service in quarter two. Fire fighters attended eight structure fires, containing seven to the room of origin, reducing further damage to the buildings. There was an increase in medical aid requests in comparison to 2016, the most notable was a 155% increase in overdose-related first responder calls.
- Fire Department members completed 5,616 aggregate training hours in the second quarter, including specialized certifications and skills training.
- The Resilient Minds Instructors, certified through the Canadian Mental Health Association (CMHA), delivered the Resilient Minds training to all members of the Fire Department. The program delivery was a great success and provides tools to assist in recognition of, recovery from, and strategies to cope with traumatic events.
- Yokohama City Net received a grant for a member of Victoria's Emergency Management Division to attend Yokohama, Japan for a Disaster Cluster knowledge exchange from August 30 to September 4, 2017. The City of Victoria is proud to accept the invitation for Emergency Program Coordinator Tanya Patterson to attend and share her knowledge and experience. Tanya will present a workshop on the Department's programs including volunteer teams, public education and engagement, and use of the collector app for rapid damage assessment.
- In quarter two, Emergency Management BC requested the attendance of Jowett Wong, City of Victoria Emergency Program Specialist, to serve as the Emergency Social Services (ESS) Branch Coordinator at the Okanagan Indian Band Emergency Operations Centre. During this time, oversaw 140 evacuees and 210 evacuated homes. Jowett assisted in the creation of an Okanagan Indian Band ESS Team and provided coaching and mentorship to the new ESS Director.
- The City's Emergency Social Services (ESS) Team assisted at five fires in quarter two, providing assistance to 23 evacuees, which included shelter, food, and clothing. ESS reached out to the St. John's Ambulance Therapy Dog program for their assistance in providing emotional support to evacuees at future, large events.
- ESS liaised with the Ministry of Children and Family Development, the Ministry of Income Assistance, and BC Housing to develop a plan to assist income-vulnerable populations and Ministry clients who are displaced and require help. The Emergency Management division further developed and solidified relationships with these organizations, to create a seamless transition from ESS to the personal recovery process. ESS also defined the emergency services available through the ministries.
- The roll-out of VicAlert, the City's new emergency notification system, was a huge success, garnering 5,000 subscribers within the first two months. Vic-Alert has been activated three times since its launch, including a notification to subscribers requesting assistance in locating a lost child in the Fairfield neighbourhood.



- Emergency Management held volunteer recruiting sessions this quarter and successfully recruited 30 new volunteers to its teams. The 12 new USAR members completed their probation, with four members completing the Structural Collapse Level 1 course.
- Business Continuity Planning (BCP) Workshops were completed by all City departments, excluding VicPD. Individual Business Continuity Plans have been provided to each department for final review. MNP, the company contracted to facilitate the initiative, will complete a GAP Analysis and provide the final versions of each department's Business Continuity Plans to Emergency Management. The development of the Emergency Management and Business Continuity Framework and Policy are currently underway.
- In quarter two, information from the Hazards, Risks, and Vulnerabilities Assessment (HRVA) and Business Impact Analysis (BIA) was reviewed to amend the City's Emergency Plan and ensure compliance with the legislative framework. The Fire Department worked with the City's legal staff and key stakeholders to review the Emergency Program Bylaw. The review is now complete and the draft bylaw is under review by the Fire Chief and Emergency Program Coordinator.
- The H.E.A.T Program (Hoarding, Education and Action Team) continued to experience increased activity in quarter two. The H.E.A.T hotline received 158 calls in the first two quarters of 2017 in comparison to 147 for all of 2016. The hotline is monitored by Victoria Fire staff, which has required additional staff hours dedicated to responding to calls within the City of Victoria and distributing calls to municipalities across Vancouver Island. One hundred and twelve hours were dedicated to hoarding response in the first half of 2017 compared to a total of 118 hours in all of 2016. The H.E.A.T Program continues to increase in volume annually.
- The construction of two new engines were nearing completion with delivered expected in early August.
- Forty-two mechanical inspections on Victoria Fire Department and regional fire apparatus took place in the second quarter.
- Emergency Management's Unmanned Aerial Vehicle (UAV) was deployed to assist VicPD with aerial photography for a crime scene reconstruction in quarter two.
- The Fire Department delivered community education to approximately 1,800 participants in quarter two, through Emergency Program Workshops, Child Car Seat Installation Program, life safety education sessions and fire drills.
- In the second quarter, Victoria Fire Department responded with 16 firefighters, five fire apparatus and one fire boat to a barge fire at Schnitzer Steel on the Gorge Waterway. The blaze proved extraordinarily difficult to access given its location on the barge, buried deep within a pile of scrap metal. After achieving initial knockdown of the fire, an excavator was used to access the source of the fire, which was fully extinguished. No injuries were reported during the incident and the Canadian Coast Guard assisted with deployment of an environmental boom.



STRATEGIC OBJECTIVE #13 - DEMONSTRATE REGIONAL LEADERSHIP

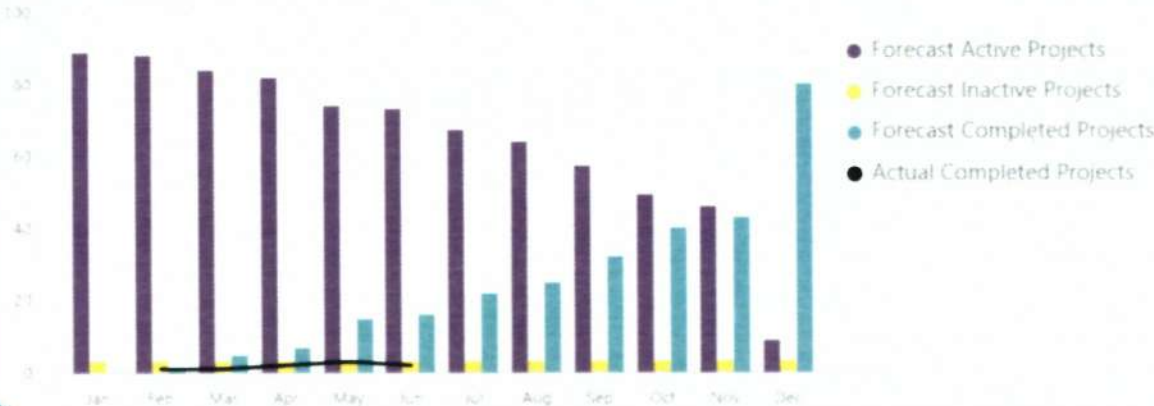
- A Provincial All-Candidates meeting was held on May 4 at the Victoria Conference Centre, hosted by the City in partnership with the DVBA, Tourism Victoria, The Chamber, Greater Victoria Harbour Authority and the Urban Development Institute (Pacific Region). The Candidates from all South Island ridings were invited to participate.
- In April, Council asked the Capital Regional District to ensure certain impacts are mitigated during construction of facilities related to the Core Area Waste-Water Treatment (sewage) project. This would include mitigation of odour and noise, consultation with impacted communities of James Bay, Fairfield, Downtown and Vic West, and monitoring geotechnical issues along the Dallas Road waterfront.
 
 The logo for the Wastewater Treatment Project features the text "Wastewater Treatment Project" in blue and black over a background of a body of water with a bridge in the distance.
- In May, Council 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. These measures are to include assembling an interdisciplinary team to study and address the protection of the bluffs, and a plan for preservation.
- In quarter two, Council endorsed a number of resolutions to bring forward to the UBCM convention, including:
 - Local Partnerships for Energy Efficiency Retrofits – encouraging levels of government to partner and incentivize programs for property owners to save money and reduce the environment impact of buildings.
 - Optimizing Community Benefits of Forest Resources – to improve the community benefits from forest resources while increasing legislation to protect drinking watersheds and biological diversity by adopting best practices in forest management from international jurisdictions.
 - Encouraging the Use of Residential Property for Housing – encouraging the use of residential property to be used to provide housing through effective fiscal and taxation tools. This would also discourage market distortions such as speculation, "flipping," and commodity investment that contribute toward a sharp escalation in the price of housing.
 - Provincial Share of Infrastructure Spending – requesting the Provincial government to match the Federal government's percentage of spending on infrastructure projects.



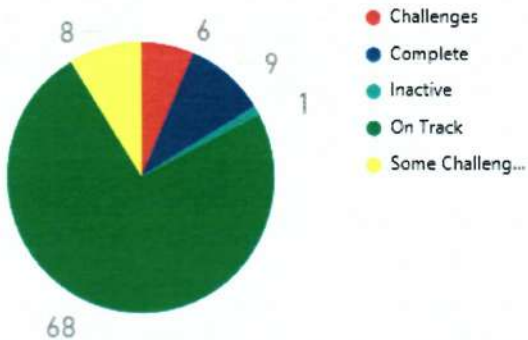
Operational Plan - Key Initiatives

As of Jun 2017

Project Completion



Projects by Status



City Projects

92

Active Projects

82

Completed Projects









9

Complete a Multi-Modal and Active Transportation Net...
Create Prosperity through Economic Development
Demonstrate Regional Leadership
Engage and Empower the Community
Enhance and Steward Public Spaces, Green Spaces and...
Facilitate Social Inclusion and Community Wellness
Innovate and Lead
Make Victoria More Affordable
Nurture our Arts, Culture and Learning Capital

Attachment B: Q2 Key Initiatives and Operational Work Plan

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








Attachment B: Q2 Key Initiatives and Operational Work Plan

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





Attachment B: Q2 Key Initiatives and Operational Work Plan

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









Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #4: Build the Financial Capacity of the Organization													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
VicPD Agreement Review						First Meeting with Esquimalt Staff							
Financial Plan Improvement						Deadline for 2018 Department Submissions				Present the Draft 2018-2022 Financial Plan to Council	First Reading of Financial Plan Bylaw and Budget Public Consultation		
Development Cost Charge Review		Report and Bylaw to Council and Bylaw sent to Ministry for approval		Tentative Ministry Approval	Bylaw Adoption								
Parking Customer Service Improvement			Procurement										
Victoria Fire Underwriter's Survey (2011) Update.									Submit updated info to Fire Underwriters Survey to increase rating to Public Fire Classification System Rating	Work with FUS to ensure accuracy of data, increase ratings, impact on commercial insurance premiums within COV	Finalize updated FUS and report to COTW		
Recreation Registration System Replacement								Launch new system					
Real Estate Portfolio Development	Joint facilities, finance & real estate and property management contractor meeting		Completion of hiring new resource			Completion of land contracts consolidation / tracking and revenue forecasting tools					Complete new budgeting and financial transaction processes; confirm roles, responsibilities		





Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #4: Build the Financial Capacity of the Organization													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
											ities, and controls		
Land Inventory		Consultation with Parks, Planning & SD 61	Consultation with stakeholder business areas regarding inventory needs and information sources			Completion of land inventory work plan and confirmation of inventory data capture form & substance			Inventory Capture Stop			Draft Inventory Report	
Real Estate Opportunities Assessment			Value for Money RFP Completion on FH 1				Provide high level DFPW 2018 land acquisition forecast			Complete T OR for Joint Facilities, Real Estate & Finance Capital Review Working Group			
Property Acquisitions, Disposal, Lease Agreements and Tenure		SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	
Real Estate Tools and Resources				Identification of stakeholder requirement, development of work plan and framework of strategic plan components					Define requirements for framework components, identify known City land acquisition priorities		Identification of additional high level revenue opportunities streams for lands to be held in inventory; to be further developed in 2018	Draft Gen 1 Strategic Plan Completion	

Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #5: Create Prosperity through Economic Development													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Mayor's Task Force on Social Enterprise and Social Procurement		Public feedback received by Feb 17	Action plan presented to Council & passed							Celebrate & Promote Social Enterprise, Educate City staff & business sector, Educate new social entrepreneurs	Investigate a City-led social enterprise co-working and incubation space	Help social enterprises find space to lease	
City Studio	UVic #biketoria course: Jan to AprUVic Working in the Community course: Jan to Mar	UVic #biketoria course: Jan to AprUVic Working in the Community course: Jan to Mar	UVic #biketoria course: Jan to AprUVic Working in the Community course: Jan to Mar	UVic #biketoria course: Jan to Apr		RRU Graduate Certificate in Sustainable Community Development Jun 10-17			Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	
Business Hub & Promotion				Douglas 10 to Watch	Chamber Business Awards	VIATEC Awards					EcoStar Awards		
Trade Missions		Capital Mission II							Trade Mission (San Fran?)	China Trade Mission			
Sustainable Transportation Strategy		Develop Scope of Work	Retain Consultant					First Report to Council					
Street Vending					Report to Council								
View Street Parkade Upgrades		Tender Project				Phase 1 begins			Phase 2 begins		Complete Construction		
Energy Efficiency for Building Owners and Managers Association										Leverage surplus			

Attachment B: Q2 Key Initiatives and Operational Work Plan

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

Attachment B: Q2 Key Initiatives and Operational Work Plan

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










Attachment B: Q2 Key Initiatives and Operational Work Plan

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



Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #8: Enhance and Steward Public Spaces, Green Spaces and Food Systems													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Centennial Square Master Plan					Draft Master Plan to Council		Final Master Plan to Council for Approval						
Ship Point		Project Launch						Draft Master Plan to Council	Final Master Plan to Council for Approval				




Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #9: Complete a Multi-Modal and Active Transportation Network													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Johnston Street Bridge Replacement			JSB Quarterly Report			JSB Quarterly Report			JSB Quarterly Report			JSB Quarterly Report	
LED Street Light Replacement			Phase 1 - City metal poles completed	Phase 2 Design Complete – Implementation on Planning				Phase 2 - City lights on BCHydro poles start				Installation of Phase 2 complete.	
Crosswalks						Start Construction						Complete Construction	
Pandora Avenue Bike Lane				Complete Construction	Educate Public								
Fort Street Bike Lane (including crosswalks at 800, 900 and 1000 blocks)					Report to Council	Issue Tender			Start Construction				
Cook Street Bike Lane				Public Engagement		Start Detailed Design			Report to Council	Issue Tender			
Wharf Street Bike Lane						Start Functional Design			Consult Public		Start Detailed Design		
Humboldt/Pakington Bike Lane						Start Functional Design			Consult Public		Start Detailed Design		
Pathway Pedestrian Bridges		Issue Tender			Start Construction				Complete Construction				
Belleville Street Improvements			Report to Council			Issue Tender			Start Construction				
Douglas Street Bus Lanes (Tolmie to Hillside)		Execute Agreement, Issue Tender		Start Construction				Complete Construction					



Attachment B: Q2 Key Initiatives and Operational Work Plan

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






Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #10: Nurture our Arts, Culture and Learning Capital													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Arts, Culture and Events Master Plan			Stakeholder and Public Engagement						Public Engagement Ends	Workshop with COTW and Council Report		Staff Report to Council	
Symbol of the Lekwungen People - Reconciliation Public Art Project													
James Bay Library	Project Design Phase			Tender RFP				Start Construction				Complete Construction	



Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #11: Steward Water Systems and Waste Stream Responsibly													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Waste Reduction Strategy			Plastic Bag Ban Report										
Clover Point Rezoning		Public Hearing											

Attachment B: Q2 Key Initiatives and Operational Work Plan









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

Attachment B: Q2 Key Initiatives and Operational Work Plan

Objective #13: Demonstrate Regional Leadership													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Provincial Legislation Change - Fire Services Act to Fire Safety Act				Proposed Provincial Legislative changes to be review and any impacts identified.				Potential impacts from Legislative changes to Provincial Code information report to COTW if required.					
Regional Dispatch and Fire Communications Integration				Regional dispatch issues and efficiency in operations information review	Establish working committee to review operational and governance framework. Review of budgetary and efficiency issues.		Staff report to COTW		Report to Council (Closed Session)				

Q2 2017 Key Initiatives – Issues and Challenges Summary

Key Initiative		Details	Additional Mitigation Strategies or Comments
1. City Day	●	Proposed event plan to senior management delayed.	Project delayed to the fall of 2017.
2. Centennial Square Table Tennis, Chess Table	●	Currently pursuing additional funding for the project.	Funding sources continue to be explored.
3. Records Management Framework	●	Internal review of record management function, job posting to be re-posted in fall.	Longer term project plan in development to seek external expertise in addition to retaining one staff resource.
4. Centennial Square Master Plan	●	Options for the future of the site being assessed.	New milestones to be determined.
5. Belleville Street Improvements	●	Delayed completion of detailed design.	Construction is expected to begin mid-October.
6. Vision and Values	●	Delay in launching initiative due to capacity.	Revised milestones being determined in September 2017.
7. Fort Street Bike Lane (including crosswalks at 800, 900 and 1000 blocks)	●	Additional consultation efforts and additional design to maintain parking in the 600 block.	Timelines to be determined after tender evaluation; construction anticipated to being in the fall of 2017.

Key Initiative		Details	Additional Mitigation Strategies or Comments
8. Sustainable Transportation Strategy		Project delayed due to staffing changes.	Report to Council in October
9. Recreation Registration System		Delay in implementing new software.	System launch date to be moved to December 2017.
10. Douglas Street Bus Lanes		Design consultant required additional time to finalize drawings prior to tender.	Project delayed by BC Transit due to high bids.
11. Land Inventory		Lack of Resources (staff hiring) and change of scope.	Reprioritization with additional high profile projects taken on (e.g. Apex and Fire Hall #1).
12. Real Estate Tools and Resources		Lack of Resources (staff hiring) and change of scope.	Reprioritization with additional high profile projects taken on (e.g. Apex and Fire Hall #1).
13. Cook Street Bike Lane		Team has been focusing efforts on Pandora and Fort so engagement and design efforts for Cook Street are delayed.	
14. Wharf Street Bike Lane		Team has been focusing efforts on Pandora and Fort so engagement and design efforts for Wharf Street are delayed.	
15. Humboldt/Pakington Bike Lane		Team has been focusing efforts on Pandora and Fort so engagement and design efforts for Humboldt Street are delayed.	

Attachment C: Q2 Budget Update**Q2 BUDGET STATUS REPORT**

This report outlines the actual results compared to the budget for operating and capital budgets and staffing levels for the second quarter ending June 30, 2017.

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

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

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

Operating Budget

As of June 30, 2017, the overall operating revenues and expenditures are 74% and 36% respectively, of the annual budgeted amount. This compares to 73% and 38% to the prior fiscal period. A summary of the actual operating revenues and expenditures compared to the budget is attached.

Revenues are expected to meet or exceed budget apart from traffic fine revenue received from the Provincial Government that is \$217,000 less than what was estimated in the financial plan. Revenues from parking, permits and inspections, rezoning and recreation are trending higher than expected for the second quarter. Dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

Expenditures are expected to be within budget. Seasonal variations in municipal operations and accounting processes that occur outside the quarterly basis affect the proportion of revenues received or expenditures incurred to June 30, 2017. Seasonal impacts are reflected in Parks, Recreation, Sustainable Planning and Community Development and Corporate budgets due to work programs that will commence in the third quarter such as the summer recreation programs, Official Community Plan, Downtown Area Core Plan, Canada Day celebrations, Gorge Waterway Removal and the Truth and Reconciliation Task Force.

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

Capital Budget

As of June 30, 2017, the actual capital expenditures are at 12% spent of total budgeted expenditures for the year, compared to 24% in the prior year. In 2017, the percentage spent is lower as the overall capital budget is substantially greater than the 2016 budget, mainly due to the Crystal Pool Replacement Project, otherwise the total spend would be similar. Capital projects have varying schedules and the majority of the work planned for 2017 is scheduled to start in Q2 and Q3. A summary of capital programs and projects are attached.

At present, the majority of projects are expected to be completed according to schedule; though the Fountain Upgrades have been cancelled to align with the Centennial Square Master Plan. Finance and the responsible Departments continue to monitoring projects for potential variances in scope, budget, timeline or deliverables.

Attachment C: Q2 Budget Update

The following projects have been completed:

- Vic West Park Improvements
- Beacon hill Park Street Light Poles
- Pandora Bike Lanes
- Storm Main Upgrade Cook Street, Pandora to North Park/Caledonia
- Storm Main Upgrade Menzies, Superior to Michigan
- Water Main Upgrade Belleville, Menzies to Oswego
- Sanitary Sewer Main Upgrade Fifth Street

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

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

Staff Levels

The City's full-time equivalent employees for 2017 is 803.10 as attached.

City of Victoria - Operating Budget Expenditures
For the Six Months Ending June 30, 2017

	Q2 2016 Actual	Q2 2017 Actual	2017 Budget	Variance	%	Explanation
Management	930,671	1,000,491	1,834,718	834,227	55%	
City Manager's Office	356,462	350,422	823,199	472,777	43%	
Council	308,673	329,046	589,875	260,829	56%	
Deputy City Manager	207,607	223,942	403,691	179,749	55%	
Arts, Culture and Events	439,599	1,013,742	1,726,757	713,015	59%	Canada 150; offsetting revenues
Third Party Billing - Special Events	16,679	22,820	-	(22,820)		Full cost recovery; offsetting revenues
Economic Development	171,935	318,642	495,000	176,359	64%	Grant to SIPP was paid in June
Human Resources	764,854	872,481	1,910,393	1,037,912	46%	Rehabilitation trending lower in Q1 and Q2
Legislative and Regulatory Services	1,381,344	1,311,414	3,075,936	1,764,522	43%	Vacancy
Third Party Billing - Bylaw Enforcement	5,755	7,803	-	(7,803)		Full cost recovery; offsetting revenues
Real Estate	389,201	386,649	1,614,503	1,227,853	24%	Transfer to reserve for 812 Wharf Street not done
Victoria Conference Centre (VCC)	1,886,388	1,729,843	3,503,818	1,773,976	49%	
VCC Event Costs Paid by Clients	1,048,721	1,013,855	3,460,000	2,446,145	29%	Full cost recovery; offsetting revenues
Engineering and Public Works				-		
Engineering and Public Works	6,285,909	6,778,266	14,363,121	7,584,855	47%	
Third Party Billings	485,589	454,305	428,400	(25,905)	106%	Full cost recovery; offsetting revenues
Solid Waste & Recycling	1,229,086	1,258,203	3,050,454	1,792,250	41%	Timing of billings
Water Utility	5,565,353	5,557,167	19,402,507	13,845,339	29%	Transfer to capital & reserves not done yet
Sewer Utility	1,729,616	1,610,620	7,982,200	6,371,580	20%	Transfer to capital & reserves not done yet
Stormwater Utility	1,447,855	1,370,460	6,294,511	4,924,051	22%	Transfer to capital & reserves not done yet
Finance				-		
Finance	3,626,276	3,584,120	7,361,623	3,777,503	49%	
Parking Services	3,099,443	3,060,192	7,591,665	4,531,473	40%	Broughton Street shared services with the Province of BC payment is processed later in the year
Legal Services	344,862	363,810	737,615	373,805	49%	
Parks, Recreation and Facilities				-		
Parks	4,647,916	4,562,341	11,163,441	6,601,100	41%	Seasonal work programs in progress and scheduled to start in Q3 include Sports Field Renovations, Natural Resources and BHP Management Plan
Recreation	1,840,553	1,899,757	4,287,490	2,387,732	44%	Seasonal programs in progress and scheduled to start in Q3 include Summer Camps, Outdoor Recreation and RAP
Facilities	2,613,205	2,637,843	5,593,496	2,955,652	47%	
Sustainable Planning and Community Development	2,504,409	2,471,608	5,965,040	3,493,432	41%	The majority of the Downtown Core Area Plan, Official Community Plan and Victoria Housing Strategy work is scheduled for later in the year
Victoria Fire Department	7,589,375	8,095,123	16,660,868	8,565,745	49%	
Corporate				-		
Contingencies	-	-	2,070,896	2,070,896	0%	
Debt Principal, Interest and Reserve Transfer	1,845,937	1,903,687	7,827,583	5,923,896	24%	Timing of debt payments; and transfer to reserve not done yet
Grants	2,649,931	2,758,139	2,834,294	76,155	97%	Majority of grants are paid in June
Hotel Tax	349,188	-	-	-		
Miscellaneous	1,305,711	1,370,806	3,057,700	1,686,894	45%	#NAME?
Transfer to VCC	-	-	300,000	300,000	0%	Transfer not recorded yet
Transfers to Reserve	(486,433)	(496,862)	17,139,369	17,636,231	-3%	Financial statement entry, transfers to reserve not recorded yet
Transfer to Capital Budget	-	-	10,161,000	10,161,000	0%	Year end transfer not recorded yet
Greater Victoria Public Library	2,331,712	2,384,487	4,879,695	2,495,209	49%	
Victoria Police Department	23,983,115	23,911,079	53,253,743	29,342,664	45%	Transfer to reserve and year end entries not recorded yet
Total	62,695,495	64,116,202	231,844,600	147,729,287	35%	

City of Victoria - Operating Budget Revenues
For the Six Months Ending June 30, 2017

	Q2 2016 Actual	Q2 2017 Actual	2017 Budget	Variance	%	Explanation
Engagement	-	-	-	-	-	
Deputy City Manager	-	-	-	-	-	
Deputy City Manager	-	-	3,000	3,000	0%	Bastion Square License Agreement revenue recognized later in the year
Arts, Culture and Events	18,322	227,503	397,800	170,297	57%	Canada 150 grant; offsetting expenses
Special Events Third Party Billings	17,772	20,334	-	(20,334)		Full cost recovery of related expenses
Legislative and Regulatory Services	212,423	233,529	287,350	53,821	81%	Dog licenses
Bylaw Enforcement Third Party Billing	5,855	4,789	-	(4,789)		Full cost recovery of related expenses
Real Estate	767,344	780,261	1,786,750	1,006,489	44%	Timing of recording rental income
Victoria Conference Centre (VCC)	1,462,025	1,363,650	3,739,138	2,375,488	36%	Seasonal revenues, majority of fees recognized between May - September
VCC Event Costs Paid by Clients	1,892,117	2,140,683	3,460,000	1,319,317	62%	Full recovery of related expenses
Engineering and Public Works	-	-	-	-	-	
Engineering and Public Works	195,735	290,603	967,439	676,836	30%	Enroachment fees trending lower and transfer of reserve funds not yet done; includes Transportation Strategy and Mall and Squares
Third Party Billings	615,894	331,972	528,400	196,428	63%	Full cost recovery of related expenses
Solid Waste and Recycling	1,010,178	1,538,498	3,050,454	1,511,956	50%	Timing of billings
Sewer Utility	2,995,335	4,293,842	7,982,200	3,688,358	54%	Timing of billings
Water Utility	5,663,827	9,023,404	19,402,507	10,379,103	47%	Timing of billings
Storm Drain Utility	-	-	6,294,511	6,294,511	0%	Billing is in September
Finance	-	-	-	-	-	
Parking Services	8,292,502	8,548,590	16,042,800	7,494,210	53%	Total parkade transactions increased by just over 4.4%; 379,000 transactions compared to 363,000 in Q2 2016 and ParkVictoria transactions increased by 46%; 149,000 from 102,000 in Q2 2016
Parks, Recreation and Facilities	1,579,226	1,548,741	2,986,966	1,438,225	52%	Parks Boulevard Program revenue recognized in June. Facility rentals and swimming and fitness revenues are trending slightly higher. Transfer from reserve entries not yet done; includes funding for Downtown Trees and the Parks Master Plan
Sustainable Planning and Community Development	2,055,354	2,666,149	3,563,501	897,352	75%	Building permits, electrical and plumbing permits and rezoning revenues are trending higher
Victoria Fire Department	66,330	63,330	159,700	96,370	40%	Mechanic program revenue, confined space and fire technical high angle rope rescue cost sharing is received later in year.
Corporate	-	-	-	-	-	
Payment in Lieu of Taxes/Special Assessments	1,692,032	1,749,200	7,416,140	5,666,940	24%	Payments received later in the year
Fees and Interest	1,582,474	1,212,273	3,490,000	2,277,727	35%	Timing of investment income varies from year to year
Business and Other Licences	1,360,539	1,402,704	1,499,500	96,796	94%	Majority of business licenses revenue recognized in Q1
Overhead Recoveries	1,189,130	1,219,500	3,310,160	2,090,660	37%	
Hotel Tax	526,448	-	-	-		
Miscellaneous	3,098,929	3,865,597	8,000,192	4,134,595	48%	Revenues received later in year; includes Gas Tax and Multipurpose; Traffic Fine Revenue \$217,000 less than budget
Prior Year's Surplus	-	-	3,827,909	3,827,909	0%	Total City surplus is \$4.032 million; \$204,891 is in the Police budget
Victoria Police Department	4,148,570	4,285,913	8,736,916	4,451,003	49%	
Property Taxes	120,139,530	124,916,053	124,911,268	(4,785)	100%	
Total	160,567,888	171,727,115	231,844,601	60,117,486	74%	

City of Victoria - Capital Budget Expenditures
For the Six Months Ending June 30, 2017

	Q2 2017 Actual	2017 Budget	Variance	%	Explanation
Active Transportation	2,749,449	13,533,000	10,783,551	20%	Pandora Bike lanes completed in Q1; DFHP Reeson Park tender went out in July and the majority of other projects are scheduled for Q3 and Q4
Complete Streets	946,519	5,840,000	4,893,481	16%	In progress with majority of projects scheduled for Q3 and Q4
Neighbourhoods	47,426	338,000	290,574	14%	Wayfinding, seasonal animation and participatory budgeting are in progress. Great Neighbours is scheduled to award first intake in Q3
Parks	325,415	2,049,000	1,723,585	16%	Vic West Park and Beacon Hill Park Street Light Poles projects complete; Burnside Gorge new park design underway and majority of other projects to start Q3
Street Infrastructure	622,338	3,700,000	3,077,662	17%	LED replacement Phase 1 complete with Phase 2 starting in Q3. Projects underway; Electrical Wood Pole Inventory and Selkirk Development Streetlight Replacement to start in Q4
Retaining Walls and Railings	313,180	1,085,000	771,820	29%	Dallas Road Seawall is underway, Ship Point Pier and Dallas Road Bluff Study procurement is scheduled for Q4; other projects to start throughout the remaining year
Bridges	4,728,595	21,940,000	17,211,405	22%	In progress
Facilities	825,046	76,972,000	76,146,954	1%	Fountain upgrades cancelled to align with the Centennial Square Master Plan, other projects scheduled to start Q3 and Q4. Crystal Pool Replacement planning is underway
Equipment	1,643,846	10,327,000	8,683,154	16%	Vehicle and Heavy Equipment procurement and majority of projects underway, remaining of projects to start throughout the remaining year
Environmental Remediation	66,706	1,058,000	991,294	6%	Budget only spent if needed
Sanitary Sewers	1,373,987	3,840,000	2,466,013	36%	Carryforward projects are complete. 2017 projects are in progress with mains replacement and inflow and infiltration scheduled to start in Q3
Stormwater	2,054,620	7,121,000	5,066,380	29%	Carryforward projects are complete, 2017 mains replacements in progress with a majority of projects in progress and scheduled to be complete in Q3 and Q4; brick main replacement to start in Q3
Waterworks	2,644,700	5,957,000	3,312,300	44%	Majority of carryforward projects complete; Constance main still in progress. 2017 water main lining projects are underway and a majority are scheduled to start in Q3
Contingency	-	357,000	357,000	0%	
Victoria Police	735,254	1,277,000	541,746	58%	In progress
Total	19,077,088	155,394,000	136,316,912	12%	








**City of Victoria - Budgeted Full-Time Equivalent Employees
For the Six Months Ending June 30, 2017**

	FTE 2017
Engagement	15.00
City Manager's Office	5.00
Deputy City Manager	2.00
Arts, Culture & Events	7.29
Economic Development	1.00
Human Resources	11.00
Legislative and Regulatory Services	21.88
Real Estate	3.00
Victoria Conference Centre	13.62
Engineering & Public Works	273.72
Finance	102.26
Legal Services	4.00
Parks, Recreation and Facilities	176.81
Sustainable Planning and Community Development	43.43
Victoria Fire Department	123.09
Total	803.10





Attachment D: Grant Summary

Grant Summary





As of August 3, 2017

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

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
1.	BCRPA Before-After School Program	Expand Nature's Way Program	To fund one day of after school Nature's Way Program – a nautre based therapy program	July 2018		\$3,000	\$4,500
2.	UBCM Gas Tax Strategic Priorities Fund – Capital	Crystal Pool and Wellness Centre Replacement Project	Funding to replace the Crystal Pool	2024		\$6 million	N/A
3.	UBCM Gas Tax Strategic Priorities Fund – Capital	Cycling Network Implementation	Funding to support ccyling newtork implementation	2024		\$6 million	N/A
4.	UBCM Gas Tax Strategic Priorities Fund – Capacity	Asset Management Practices, Procedures and Training Plan	Funding to develop a quality systems toolkit, including training and data management	2024		\$150,000	N/A






Attachment D: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
5.	New Building Canada Fund Small Communities Fund	Point Ellice Bridge Update	Resurfacing of the bridge deck and repair to the existing steel structure.	March 31, 2019		\$3,622,000	\$2,414,666
6.	ICBC Road Improvement Program	Crosswalks at Cook/Haultain, Hillside Graham, Burnside/Washington, Finlayson/Blackwood, Cook/Grant, Douglas/Avalon and Pedestrian Signals at Fort/Quadra, Fort/Vancouver, Fort/Cook, Cook/Hillside, Cook/Kiwanis and Pandora/ Johnson	Upgrades to existing crosswalks and the installation of 6 pedestrian countdown timers at key intersections	March 31, 2018		\$402,700	\$262,300
7.	BC Hydro Sustainable Communities Funding	Towards a Multi-Unit Rental Building Retrofit Strategy	Explore incentives, programs and policy levers to improve the energy performance in existing rental buildings	June 1, 2018		\$60,000	\$60,000
8.	Canada Summer Job Grant	City of Victoria Summer Camps	Provides funding for the City of Victoria to hire students for summer camp programs	November, 2017		\$35,620	\$5,865

Attachment D: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
9.	Infrastructure Planning Grant	Bowker Creek Daylighting Feasibility Study	Develop a tool to facilitate the establishment of a daylighting corridor for Bowker Creek, in collaboration with CRD Saanich and Oak Bay	March 31, 2019		\$10,000	\$10,000
10.	Island Health Community Wellness	Get Moving Victoria	Health promotion event at Royal Athletic Park including dozens of exhibitors	March 31, 2018		\$12,000	\$12,000
11.	British Columbia Canada 150: Celebrating B.C. Communities and their Contributions to Canada	Artifact Display Table for the Archives Reference Room	Develop a display table in the archives reference room with continually rotating displays	March 31, 2018		\$8,580	\$8,580
12.	CN EcoConnexions From the Ground Up	Tree Planting	Planting of approximately 200 trees	November 30, 2017		\$90,000	\$25,000
13.	BC Hydro Community	Boulevard Replacement Tree Planting	Plant 75 trees in parks and	March 31, 2018		\$9,750	\$9,750

Attachment D: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
	Regreening Grant		boulevards in the City				
14.	Trans Canada Trail Foundation	David Foster Harbour Pathway	Currently negotiating new agreements for reeson park, wayfinding and JSB Underpass	September 30, 2017; March 31, 2018 (JSB underpass only)		\$1,687,500	\$1,402,000
15.	VanCity	David Foster Harbour Pathway	No new agreements in place; funding was originally for special place	No deadline		N/A	\$100,000
16.	David Foster Foundation	David Foster Harbour Pathway	To support the development of the Harbour Pathway. Not allocated to specific projects	No deadline		N/A	\$50,000
17.	Building Canada Fund	Johnson Street Bridge	Replace the existing JSB with a new bascule bridge.	September 30, 2017		\$21,000,000	\$21,000,000
18.	UBCM General Strategic Priorities Fund	Johnson Street Bridge	Replace the existing JSB with a new bascule bridge	May 31, 2018		\$16,500,000	\$16,500,000
19.	Canadian Heritage's Canada 150 Fund	Spirit of 150 Victoria – Celebrate Period	Host official Canada 150 events on Saturday, July 1	March 31, 2018	✓	\$400,000	\$400,000

Attachment D: Grant Summary




Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
20.	KidSport Board of Directors	Rogers Elementary School Adapted Aquatics Swim Lessons	Provides adaptive aquatics lesson to three children with disabilities	June 22, 2017	✓	\$760	\$760
21.	Jumpstart	George Jay Elementary School Swim Lessons	Provides subsidized swim lessons for 75 low-income students	March 16, 2017	✓	\$1,853	\$1,853
22.	Jumpstart	Tyee Schools Program	Provides subsidized swim lessons for up to 25 low-income students	June 23, 2017	✓	\$960	\$960
23.	Bike BC	Pandora Bike Lane	Construct a two-way protected bicycle facility	July 20, 2017	✓	\$890,492	\$890,492
24.	Habitat Stewardship Program for Species at Risk	Beacon Hill Park Species at Risk Habitat Improvement Project	Funding to enable the City to address current threats to five plant species at risk	March 31, 2017	✓	\$10,000	\$10,000
25.	BC Recreation and Parks Association Move for Health Day	Be Victoria Fitness – Move for Health Day	Funding for a free, youth based event 'Water Wipe-out' at Crystal Pool	May 31, 2017	✓	\$300	\$300
26.	Canadian Heritage's Canada 150 Fund	Spirit of 150 Victoria – First Night	To host official event on January 1, 2017	March 31, 2017	✓	\$224,000	\$224,000

Attachment D: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
27.	BC Healthy Communities – Social Connectedness Grant	Cultivating Social Connections in the City of Gardens	To fund the planning and design of up to 4 additional community gardens in the City as well as convene a workshop.	N/A	X	\$15,000	\$0
28.	Rick Hansen Foundation Barrier Buster Grant	Pandora/Fernwood Intersection Improvements	Audable pedestrian signals	N/A	X	\$20,000	\$0
29.	Rick Hansen Foundation Barrier Buster Grant	Hearing Loop installation at City Hall	Funding to install a hearing loop - a special type of sound system for those with hearing aids at City Hall	N/A	X	\$9,465	\$0
30.	Rick Hansen Foundation Barrier Buster Grant	Awareness Event	Event at City Hall to showcase accessibility enhancements and features	N/A	X	\$10,000	\$0
31.	BC Healthy Communities	Active Communities	PLAY Group Victoria (Physical Literacy and You)	N/A	X	\$30,000	\$0

Attachment D: Grant Summary

The following is a list of programs that staff are currently assessing as potential funding opportunities to support projects that are or will be underway. Staff will continue to bring forward reports for those applications that require a Council resolution. The status of these applications will be included in the Q3 report.

Future Grant Applications								
	Grant Program	Proposed Project	Description	Matching Fund Required	Status	Funding Max	Application Deadline	Council Resolution Required
1.	Federal Abandoned Boats Program	Removal and disposal of abandoned boats in the Gorge Waterway	To remove and dispose of 1 sunken vessel and 4 abandoned boats in the Gorge Waterway	Yes		\$50,000	October 31, 2017	No
2.	FCM Municipalities for Climate Innovation – <i>Plans and Studies</i>	Net Zero City Hall Energy Assessment and Road Map	A study to conduct a third-party energy assessment of the existing boiler to determine replacement options	Yes		\$175,000	Year-round	No
3.	FCM Municipalities for Climate Innovation – Capital Projects: <i>Transportation Mitigation</i>	AAA Bicycle Network Implementation Project	To support completion of Phase 1 of the AAA bicycle network -Fort, Wharf & Cook streets	Yes		\$1,000,000	Year-Round	Yes

Attachment D: Grant Summary

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

Potential Future Grant Program Applications			
	Grant Program	Project Description	Anticipated Program Intake
1.	UBCM - Community Emergency Preparedness Fund	UBCM will be administering a new funding program to enhance the resiliency of local governments and their residents in responding to emergencies.	Sept 2017
2.	FCM - Municipalities for Climate Innovation - Staff Support Grants	Grant funding to supplement salaries for existing municipal staff to implement climate change programs and projects.	Sept 2017
3.	FCM- Municipalities for Climate Innovation -Transition 2050	A combination of training and grant funding for a collaborative network of municipalities committed to reducing GHG emissions by 80 per cent by 2050.	Sept 2017



Framework Agreement
Quarterly Report to the City of Victoria
April 1st to June 30th, 2017

August 9, 2017



Chief Constable's Message



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

During this period, VicPD supported a number of community-focussed initiatives including the Victoria Day Parade, the Souper Bowls of Hope event for youth empowerment, Yom HaShoah Holocaust Remembrance Day, the "Free the Fuzz" fundraising event for the Special Olympics in British Columbia, and the Youth for Change and Inclusion annual camp for social justice, responsible citizenship and leadership. These important community events saw

the participation of members of our Senior Command Team, VicPD officers and our Volunteers and Reserves.

The second quarter of 2017 also saw the completion of our comprehensive Community and Business Survey project. Our Community and Business Survey initiative is a months-long project that involves a team of internal experts and takes hundreds of hours. This investment is vital to helping ensure that we're on the right path to providing the best service we can to the citizens of Victoria and Esquimalt. In addition to the surveys themselves, we hosted four community conversations to do a reliability check on what we'd heard from the survey process and to begin the process of establishing next steps on how to take the survey feedback and turn it into action. For a comprehensive overview of the survey results, please visit <https://vicpd.ca/survey>.

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

Sincerely,

Del Manak
Chief Constable



Framework Agreement Quarterly Report to the City of Victoria: April 1st to June 30th, 2017

The following represents the performance of VicPD related to the identified performance metrics for the time period April 1 to June 30, 2017.

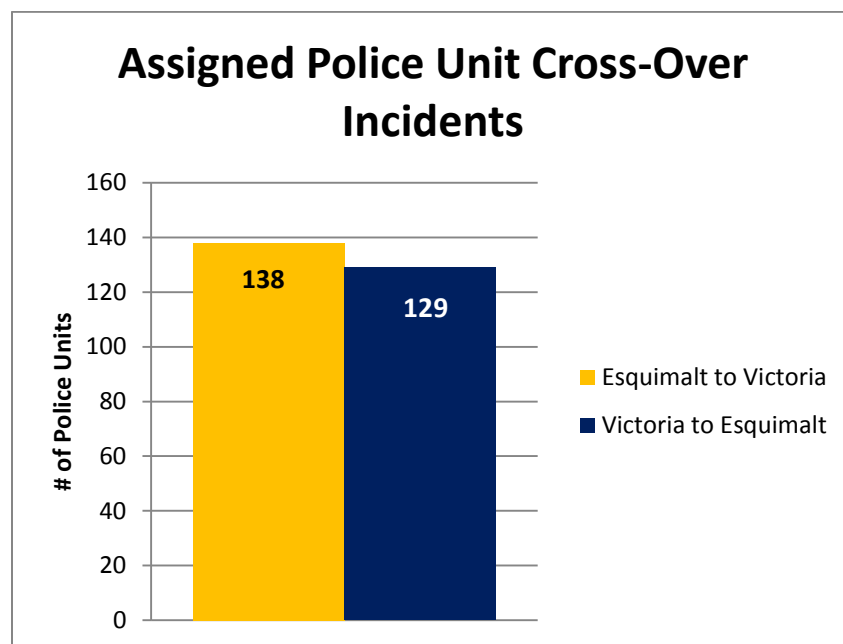
Number of dispatched calls in each municipality

Dispatched Calls for Service by Municipality										
	Priority 1		Priority 2		Priority 3		Priority 4		Grand Totals	
	Q2 2016	Q2 2017	Q2 2016	Q2 2017	Q2 2016	Q2 2017	Q2 2016	Q2 2017	Q2 2016	Q2 2017
VICTORIA	702	665	2373	2341	4947	4856	1520	1267	9542	9129
ESQUIMALT	125	109	264	267	521	464	135	110	1045	950
Outside Jurisdiction	4	6	8	4	16	17	4	6	32	33
Grand Total	831	780	2645	2612	5484	5337	1659	1383	10619	10112

Note* All calls dispatched to Esquimalt do not include calls to Vic West

Number of times officers attend a call outside their jurisdiction

The chart below details the number of police units that were required to cross out of or into VicPD's Esquimalt Division jurisdiction to provide assistance in relation to a call for service.



Note: These figures reflect Vic West as being part of VicPD's Esquimalt Division's jurisdiction. Therefore, these figures show the number of "bridge cross-overs" in both directions.



Framework Agreement Quarterly Report to the City of Victoria: April 1st to June 30th, 2017

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

Response times for Priority 1 and 2 calls		
Response Time	Victoria	Esquimalt
0 - 5 min.	53%	56%
5.1 - 10 min.	9%	8%
10.1 - 15 min.	28%	25%
Other*	10%	12%

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

Top 5 call types

Victoria				
Top 5 Call Types	Q2 2017	Rank	Q2 2016	Rank
UNWANTED PERSON	1427	1	1417	2
ABANDONED 911	1404	2	2021	1
CHECK WELLBEING	1114	3	1079	3
ASSIST POLICE / FIRE / AMBULANCE	754	4	771	4
THEFT	685	5	738	5
Grand Total	12728		13859	
Esquimalt				
Top 5 Call Types	Q2 2017	Rank	Q2 2016	Rank
ABANDONED 911	165	1	324	1
CHECK WELLBEING	120	2	103	2
ASSIST GENERAL PUBLIC	85	3	70	5
ASSIST POLICE / FIRE / AMBULANCE	66	4	93	3
UNWANTED PERSON	58	5	65	6
Grand Total	1267		1573	



Framework Agreement Quarterly Report to the City of Victoria: April 1st to June 30th, 2017

Examples of call types in each category:

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

Unwanted Person: person refusing to leave, trespasser.

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

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

Theft: stealing items, shoplifting from a store.

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

Top 5 reported occurrences for each municipality

Victoria				
	Q2 2017	Rank	Q2 2016	Rank
ASSIST PUBLIC/UNWANTED PERSONS	2092	1	2116	1
SUSPICIOUS CIRCUMSTANCES	538	2	637	2
PROPERTY-FOUND	306	3	320	3
PROPERTY-LOST	302	4	305	4
THEFT FROM AUTO	247	5	222	9
Grand Total	8690		9335	

Esquimalt				
	Q2 2017	Rank	Q2 2016	Rank
ASSIST PUBLIC/UNWANTED PERSONS	228	1	202	1
SUSPICIOUS CIRCUMSTANCES	102	2	89	2
MENTAL HEALTH/ATTEMPT SUICIDE	37	3	15	19
BYLAW-NOISE	30	4	42	4
DOMESTIC DISPUTE-NO ASSAULT	27	5	50	3
Grand Total	940		1050	

Examples of call types in each category:

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

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

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

Lost Property: a tourist called to report lost camera.

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

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

Bylaw -Noise Complaint: a loud party.

Mischief: graffiti, broken window.



Operations Council priorities: Demonstrating responsiveness to community concerns

At the beginning of each twenty-eight day operational period, the Analysis and Intelligence Section identifies and brings to the attention of the Operations Council crime and disorder trends that impact public safety and quality of life. Members are assigned to these areas during their specific shifts to concentrate a proactive presence in the areas which have seen a specific rise in crime or disorder type complaints. Patrol and Community Services Division members have also been concentrating their proactive time patrolling the 700/800/900 blocks of Pandora and Johnson streets, interacting with the community and business to increase police visibility in the area.

The Analysis and Intelligence section also identifies the top five people that generate calls for service to police in the Victoria and Esquimalt areas for each period. In each case, the Community Services Division took ownership of coordinating resources and developing specific strategies to target these individuals in an effort to reduce the calls they generate. These strategies included assisting them with accessing mental health care, addiction counselling, and housing services through the Victoria Integrated Court. Enforcement work by the Patrol and Community Services Divisions provided several individuals with gateway access to the Integrated Court and the services they required. This holistic approach to assisting the frequent call generators proved very successful in this latest reporting period, with almost every person experiencing reduction in the number of police contacts resulting from the proactive work.

Our Strike Force and Crime Reduction Unit continued to focus their efforts on fentanyl dealers throughout the Q2 reporting period. Three separate dealers were arrested and each was found to in possession of large amounts of cash and various drugs, including fentanyl, as well as apprehending two suspects from a robbery of a cannabis storefront with the assistance of patrol members.

Operations Council Priorities for Q2 2017

April

- Rock Bay Landing area – Calls were static in this reporting period with an increase in property crime.
- Reeson Park area - No change in calls for service.

May

- Rock Bay Landing area – Calls for service reduced by 30%.
- Reeson Park area - No change in calls for service. Fewer tents noted in this area.

June

- Burnside Gorge Community Centre area - Calls for service reduced by 18%.
- Reeson Park area. Public disorder dropped significantly, likely due to police presence.

Number of community events attended

The number of community meetings and community celebrations were recorded for the time period spanning April 1 to June 30, 2017. For statistical reporting purposes, “community meetings” were defined as “all meetings with any community stakeholders including community groups, schools, boards, councils, neighbourhood associations, etc.” “Community events” were defined as “pre-planned events put on by either VicPD, or by one of our community partners.”

VicPD is proud of its involvement in the community and the efforts put forth to maintain open lines of communication with the City of Victoria and its partners, businesses, residents and visitors. During the second quarter of 2017, VicPD members attended a total of 112 community meetings in the City of Victoria. Additionally, members of the VicPD Senior Command Team, officers and our Volunteers and Reserves attended a total of 39 community events in the City of Victoria, including the Victoria Day Parade, the Souper Bowls of Hope event for youth empowerment, Yom HaShoah Holocaust Remembrance Day, the “Free the Fuzz” fundraising event for the Special Olympics, and the Youth for Change and Inclusion annual camp for social justice, responsible citizenship and leadership.



**The Ceremonial Guard leads the VicPD contingent in the 2017
Victoria Day Parade**



Framework Agreement Quarterly Report to the City of Victoria: April 1st to June 30th, 2017

Community Engagement Update

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

The VicPD Public Affairs section continues to keep our Victoria and Esquimalt communities engaged and informed through both mainstream and social media. The section provided support for the following initiatives:

- 4 successful survey engagement sessions with the community (three community-focussed sessions and one session dedicated to the business community);
- The annual Youth for Change and Inclusion camp, telling the story of the work that is done at the camp via social media;
- A bike lane public information campaign in cooperation with the City of Victoria;
- Informing our communities about road closures, urgent incidents and public safety concerns;
- Public events associated with the announcement of Chief Manak as Chief Constable;
- Began filming a video series on the VicPD's fight against fentanyl trafficking;
- Held a public launch for the Summer Downtown Beat Action Plan; and
- Staff supported public communications efforts at major city events such as the Times Colonist 10K race.



**Ensuring public safety at the
Times Colonist 10K race**

In addition to answering 365 media requests between April and June, our two-person section issued 42 media releases, issued several mobile alerts, and sent out over 760 tweets and other social media posts during this quarter.

Block Watch continues to increase its presence in the community of Victoria. New Captains and participants are continually added to the program, and our Reserve Constables make regular presentations to Block Watch groups. During the second quarter of 2017, four new Captains



Framework Agreement Quarterly Report to the City of Victoria: April 1st to June 30th, 2017

were appointed to the program in Victoria, and VicPD Reserve Constables gave presentations to five Block Watch groups.

The Community Programs Coordinator is also responsible for the coordination of the VicPD Civic Service Award Ceremony and events. In May and June, VicPD awarded five community members with Civic Service Awards. The second quarter is also the start of the community event season. As always, VicPD officers and staff are proud to support and attend many local events, including Quadra Village Days, the Victoria Day Parade and the Selkirk Waterfront Festival.

On May 30th, Chief Manak along with Mayor Helps and Kerri Milton of the Downtown Victoria Business Association announced the details of VicPD's Downtown Summer Beat Action Plan. During the summer months, members of the Senior Command Team and VicPD's administrative officers walked the beat in the downtown core, engaging with residents, businesses and tourists alike.



**Chief Manak presents a young recipient
with the VicPD Civic Service Award**

VicPD Volunteers continue to provide excellent service to the City of Victoria through a variety of programs. Under the leadership and direction of the Coordinator of Volunteer Services, VicPD volunteers provided exceptional service to the City of Victoria. Below is a summary of the duties, projects and activities for the second quarter of 2017.

Crime Watch volunteers conducted patrols in response to Operations Council priorities, engaging with community members and raising awareness of crime prevention initiatives. During the second quarter of 2017, volunteers conducted 68 deployments in the City of Victoria.

At Headquarters, volunteers provide knowledgeable and professional support at the Front Desk. During this quarter, Front Desk volunteers provided 498 hours of excellent customer service.

In addition, a small group of dedicated volunteers, often experts in their field, provided program and project support to our volunteer programming. Together these volunteers provided 139 hours of service during this term.

Events/Highlights:

- **Community Engagement:** Volunteers represented the Victoria Police Department at 11 very successful events; including participation in the Victoria Day Parade, the Community and Business Survey Engagement sessions, and numerous other community celebrations. Response was positive and volunteers reported that they enjoyed the opportunity to interact with the public and promote VicPD initiatives.



Volunteers proudly carry the VicPD banner in the 2017 Victoria Day Parade

- **Celebration:** On June 14, VicPD showed its appreciation for the great support our Volunteers and Reserves provide to the City of Victoria and Township of Esquimalt. The volunteers were treated to a pizza party with refreshments served to them by our



VicPD Volunteers accept the Cell Watch Team Challenge Award from Chief Manak and ICBC's Colleen Woodger at the annual Volunteer pizza party appreciation event.

Senior Command Team and Victoria and Esquimalt Police Board members. In addition, Colleen Woodger, ICBC Road Safety Coordinator, attended the party and presented the Crime Watch volunteers with the Cell Watch Team Challenge Award. This award recognizes the South Vancouver Island regional team that conducted the most deployments during the March 2017 Distracting Driving Campaign.

VicPD Reserve officers were similarly engaged in a range of activities in the Victoria and



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Esquimalt communities, investing over 1,500 hours during the reporting period. From April 1 to June 30, Reserves attended 16 public events assisting with traffic and crowd management.

Reserves continue to offer home and business assessments for Crime Prevention Through Environmental Design (CPTED). These security audits are often offered to victims of break-ins and this continues to be a very popular crime prevention program. During the quarter, nine residential audits were conducted.



Reserve Constable Peter Devette and Constable Allison Johnson promote the VicPD Bike Registry at the Burnside/Gorge Community Centre

Maintaining the Reserve program's authorized strength of 71 Reserves continues to be a challenge. From a roster of 63 active Reserves, 12 people left the program this quarter, with 9 being hired by various police agencies and 3 leaving for other careers. To address this shortfall,

a new course will be held in October that will train 30 people over a four-month period, with graduation set for February 2018.



Media interview a grateful visitor to Victoria after VicPD reunites him with his \$15,000 stolen mountain bike

During this quarter, 600 bikes were registered with the VicPD Bike Registry. To date, there are 2,300 bikes registered since the registry's inception in July 2015.

Referrals of files to the Restorative Justice process increased during the second quarter with eight referrals taking place, which is double the number of referrals received during the first quarter of 2017.

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

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

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

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

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



Fort Street Sweep-Up: Cst. Dan O'Connor pitches in with the DVBA's Kerri Milton, Councillors Jeremy Loveday and Margaret Lucas, and business owner Teri Hustins



Framework Agreement Quarterly Report to the City of Victoria: April 1st to June 30th, 2017

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

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

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

During this quarter, the CROs, ACT officers, S/Sgt. Brown, and Insp. McGregor attended at total of 86 community meetings and 39 community events. Some highlights from this quarter are as follows:

- Our ACT officers have expanded their capacity to assist all of the various ACT teams and are continuing to steer their clients to the Integrated Court as opposed to the regular court system. In April, our ACT officers were asked to sit on a panel sponsored by the Canadian Bar Association which was streamed throughout the country. The panel discussion was entitled “Everything is Integrated” and focussed on strategies to assist high needs clients in the criminal justice system.
- Reeson Park has been a focal point this quarter for homelessness and overnight sheltering. The VicPD has fielded a significant number of calls complaining about loitering and the accumulation of garbage and other property in the area. There had definitely been some deterioration and entrenchment in the park throughout May and June. Our CRO officers, under the direction of Insp. McGregor and S/Sgt. Brown, have been working for some time to develop strategies to clean up the park and respond to community complaints without further victimizing the homeless population there. Recently, our CRO officers coordinated a multi-pronged approach with Bylaw, Public Works, Parks, and BC Housing to clear all of the debris from the park and get housing for four people camping in the park. We have not solved this problem, but we have had a good reset there and will continue to keep on top of it. It should be noted that this was



accomplished as a result of our dialogue with the campers and not through enforcement.

Departmental Financial Update

As of June 30th, the department's net budget position was approximately \$24,190,539, representing 46.1% of the total budget. The rates of pay for Police Union employees reflected the 2015 rates of pay under the expired collective agreement. The rates of pay for the CUPE employees reflected the 2016 rates of pay. Once adjusted for projected increments, salaries and benefits are in line with the approved budget. At the end of the second quarter, non-wage operating expenditures were also in line with expectations. The financial condition of the department remains positive at this time, although unexpected and uncontrollable events could affect future projections.



Highlights

- ☐ Community Engagement Efforts
- ☐ Crime Prevention
- ☐ 2017 Survey Project
- ☐ Operational Priorities



Community Engagement Efforts

- 112 community meetings
- 39 community events
- Highlights:
 - ▣ Victoria Day Parade
 - ▣ Souper Bowls of Hope
 - ▣ "Free the Fuzz"
 - ▣ Youth for Change and Inclusion camp



Crime Prevention

- Summer foot patrols
- Block Watch
- Reserve Program
- VicPD Bike Registry



2017 Survey Project

- Results published at vicpd.ca/survey
- 4 engagement sessions held
- Next step: put findings into practice



Operational Priorities

- April
 - Rock Bay Landing— No change in calls.
 - Reeson Park - No change in calls.
- May
 - Rock Bay Landing – Calls reduced by 30%.
 - Reeson Park area - No change in calls.
- June
 - Burnside Gorge Community Centre area - Calls reduced by 18%.
 - Reeson Park area. Public order improved.

Questions?





Council Member Report
For the Committee of the Whole Meeting of September 7, 2017

To: Committee of the Whole **Date:** September 6, 2017
From: Councillor Alto
Subject: Q2 Witness Reconciliation Program Update

BACKGROUND

After thoughtful conversation with local First Nations, and learning from the Nations' traditions, the City has embarked on a Witness Reconciliation Program. The Program's City Family (comprised of Songhees Nation members, Esquimalt Nation members, Indigenous community members, and members of Victoria City Council) has begun a deep conversation to initiate the agile and evolving process that is working to make the culture, history, and modern reality of local Indigenous Peoples present and apparent throughout the City, and valued in our residents' everyday lives. As a City, we are committed to this work, and, in collaboration with our Indigenous partners, we continue to take the time it needs.

Respectfully submitted,

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

Councillor Alto



Committee of the Whole Report For the Meeting of September 7, 2017

To: Committee of the Whole
From: Jodi Jensen, Head of Human Resources
Subject: We Speak Translate Project

Date: August 16, 2017

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

On July 27, 2017, Council endorsed the "We Speak Translate Project" and referred the following resolution to the Next Quarterly Strategic Plan Update:

"That Council direct staff to report back at the next Quarterly Update on the implications of the Human Resources Department coordinating with the Inter-Cultural Association to have the ICA provide 45-minute We Speak Translate training sessions to all frontline service delivery staff."

Staff have identified 25 front line service delivery positions appropriate for an initial rollout of Google Translate Training together with staff and technology resource implications. The total cost of providing the training can be accommodated within existing operational budgets.

PURPOSE

The purpose of this report is to provide Council with information on the resource or other implications of providing Google Translate training to frontline service delivery staff across the City.

BACKGROUND

On July 27, Council endorsed the "We Speak Translate Project" a partnership between the Inter-Cultural Association of Greater Victoria and Google Translate that utilizes the Google Translate app for refugee resettlement and newcomer inclusion in communities. The We Speak Translate project engages community stakeholders, businesses, community agencies, institutions, and the public sector in Google Translate training. For more information on We Speak Translate:
<http://www.icavictoria.org/community/we-speak-translate/>

Council members participated in the Google Translate training at the August 3, 2017 meeting of the Committee of the Whole.

ISSUES & ANALYSIS

Staff have identified 25 front line service delivery positions with 77 employee incumbents appropriate for an initial rollout of Google Translate Training as set out in the table at Appendix A.

The training is 45 min in length, and use of the Google Translate app requires access to a smart phone or tablet. The ICA provides a trainer free of charge.

Staff have also identified those positions which would require new access to a City smartphone or tablet and those for which training would result in additional staffing resourcing (through backfill of positions and/or overtime for training time) in order to maintain service levels. For those positions which do not currently have access to a City smartphone or tablet, existing equipment will be re-purposed and deployed on a shared basis where possible and appropriate. For example, a single smartphone would be deployed at the Public Service Counter for all Public Service Representatives to access as needed.

Appendix A does not include Engagement staff who are arranging training with ICA separately, and Parking Ambassadors who are already using the Google Translate app.

Further opportunities for Google Translate Training could occur through voluntary "lunch and learn" sessions.

OPTIONS & IMPACTS

Option 1

Direct staff to proceed with Google Translate Training for the front line service delivery positions identified in Appendix A, with subsequent "lunch and learn" opportunities. Utilize re-purposed equipment as required, deployed on a shared basis wherever possible. Schedule training sessions to minimize impact to service delivery and additional staffing costs.

Option 2

Direct staff not to proceed with Google Translate Training.

2015 - 2018 Strategic Plan

Partnership with the ICA for staff training in use of the Google Translate app supports the following Strategic Plan Objectives:

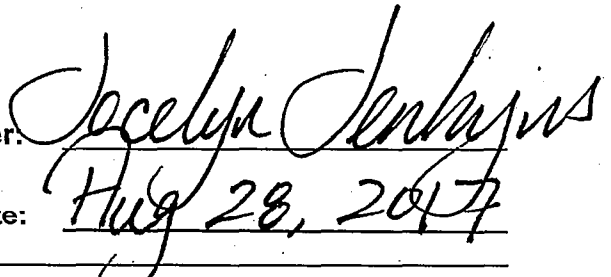
- Innovate and Lead: Support the City Manager in developing an organizational culture of collaboration, continuous learning, and employee empowerment.
- Engage and Empower the Community

Respectfully submitted,


Jodi Jensen
Head of Human Resources

Report accepted and recommended by the City Manager:

Date:


Aug 28, 2017

List of Attachments

Appendix A – Front Line Service Delivery Positions for Google Translate Training

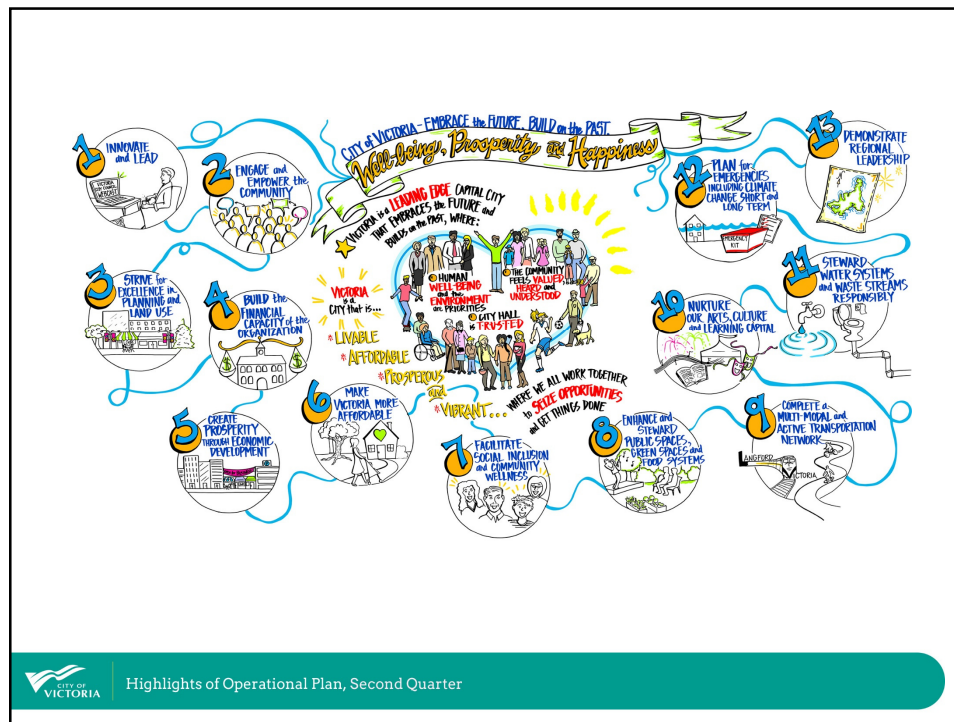
Appendix A – Front Line Service Delivery Positions for Google Translate Training

Department	Position	Number of employees
Parks, Recreation & Facilities	Cashier – Recreation Services*#	7
	Clerk - Recreation Services*#	4
	Event Clerk*	1
	Facility & Event Coordinator	1
	Aquatic Coordinator*	1
	Office Coordinator*	1
Finance	Parkade Attendant*#	27
	Coordinator – Parkades#	1
	Public Service Representative*	7
	Parking Meter Serviceperson	2
	Water Meter Reader	2
Human Resources	Human Resources Clerk	1
Legislative & Regulatory Services	Clerk – Bylaw*	1
	Bylaw Officer, Senior By-law Officer#	8
	Manager, Bylaw	1
	Deputy City Clerk	1
	Secretary – City Council*	3
Engineering & Public Works	Clerk – Engineering Ops & Dispatch*	1
Deputy City Manager's Office	Business Ambassador	1
	Manager, Strategic Relations & Business Development	1
Fire	Emergency Program Specialist	1
	Emergency Program Coordinator	1
	Clerk Typist – Fire Prevention*	1

*Require new access to City of Victoria smartphone or tablet.

#Require back fill and/or overtime for training time to maintain service levels





Innovate and Lead

- Recruited new Department Head of Human Resources
- Accessibility Working Group survey launched
- Johnson Street Bridge "Lessons Learned" presented
- Cities in the 21st Century Lunchtime Lecture public series continued
- Mental Health Matters sessions offered



Highlights of Operational Plan, Second Quarter

Engage and Empower the Community

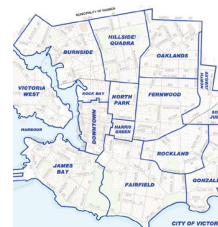
- Engagement Framework and Road Map adopted
- Create Victoria – feedback opportunities on draft Arts and Culture Master Plan until Sept 30
- My Great Neighbourhood Ideas Fair promoted grants
- First Neighbourhood “Walkshop” held in Hillside-Quadra
- Call for Steering Committee members for Participatory Budgeting
- 9 Protocol and 22 Public Use events



Highlights of Operational Plan, Second Quarter

Strive for Excellence in Planning and Land Use

- Accelerated local area planning continued for Burnside Gorge, Fairfield, Gonzales and Vic West neighbourhoods
- Garden suites public hearing led to zoning changes to increase # of properties eligible for secondary suites
- Amendments to Land Use Procedure Bylaw approved
- Updated Zoning Bylaw Open House held
- Issued first business licence to storefront cannabis retailer



Highlights of Operational Plan, Second Quarter

Build the Financial Capacity of the Organization

- Q2 2017 parking revenues \$4.4 million = 4% increase over Q2 2016 revenues
- 2016 Financial Statements received clean opinion from external auditors
- Submitted 3 grant applications to Gas Tax Strategic Priorities Fund for:
 - Crystal Pool Replacement (\$6 million)
 - Cycling Network (\$6 million)
 - Asset Management Practices, Procedures and Training Plan (\$150,000)



Highlights of Operational Plan, Second Quarter

Create Prosperity Through Economic Development

- Seasonal pilot launched to allow bicycle food vending in City streets and parks + storefront displays for a Government Street event
- Business Hub:
 - Hosted 16 business networking and education sessions at City Hall in Q2
 - Hot topics: How to start a new business + home based business inquiries
- Staff support for 48 events held at Victoria Conference Centre
- Signed 13 contracts in Q2 for new conferences
 - Plus three new Citywide conferences signed = 1,550 delegates and 2,235 room nights



Highlights of Operational Plan, Second Quarter

Make Victoria More Affordable

- Updated Victoria Housing Reserve Fund Guidelines + changes to Zoning Regulation Bylaw to make development of additional rental units easier for homeowners
 - New grant structure introduced to encourage larger, family-size affordable housing units
 - Garden suites now allowed in all single-family zones in Victoria
 - Exterior changes zoning restrictions removed to make it easier to build secondary suites
 - Created a standard minimum housing unit size across Victoria
- Began developing draft regulations for Short-Term Rentals
- 6-month moratorium on rental housing demolition permits while staff complete Market Rental Retention Study



Highlights of Operational Plan, Second Quarter

Facilitate Social Inclusion and Community Wellness

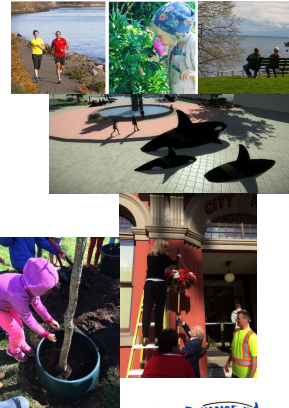
- City with Esquimalt and Songhees Nations created Witness Reconciliation Program to build and nurture relationships
- Traditional Canoe Races at Inner Harbour/Gorge Waterway
- Triathlon Canada announced new headquarters and training space at Save-On Foods Memorial Centre
- Vee Dub Skateboard Competition part of grand opening of Vic West Park showcasing upgrades
- Crystal Pool Water Wipe-Out youth event attracted 250 participants



Highlights of Operational Plan, Second Quarter

Enhance and Steward Public Spaces, Green Spaces and Food Systems

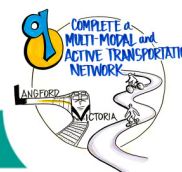
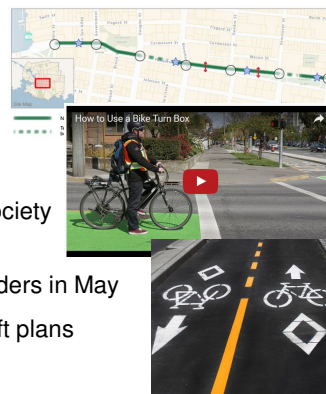
- Parks and Open Spaces Master Plan approved
- “Following the Pod” winner of Pop-Up @ the Square design competition (33 submissions)
- Johnson Street Bridge realm designs presented
- Visual Victoria wayfinding strategy adopted
- Draft Improvement Plan for Topaz Park engagement
- Celebrated 80th year of Victoria’s hanging baskets
- Tree planting with 100 students for Earth Day



Highlights of Operational Plan, Second Quarter

Complete a Multi-Modal and Active Transportation Network

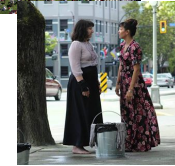
- Pandora Avenue Two-Way Protected Bike Lanes opened May 1 with education campaign:
 - New traffic patterns and signals for bikes, painted green turn boxes, no right-hand turns on red, bus stops on medians
 - Partnered with Greater Victoria Bike to Work Society to provide free orientation rides
 - Community celebration Mother’s Day; 40,000 riders in May
- Fort Street business input provided on bike lane draft plans
- Vehicles for Hire Bylaw amended



Highlights of Operational Plan, Second Quarter

Nurture Our Arts, Cultural and Learning Capital

- Call for entries to annual Victoria Book Prizes
- Kai Choufour's artwork proposal selected for Commercial Alley Gallery in juried call to artists
- Spirit of 150 Victoria – 11 days of programming at Ship Point + Legislature Lawn to mark Canada's 150th
- Poetry Month in April (collaborated with GVPL & Art Gallery)
- Indigenous Artist in Residence Lindsay Delronde: "Art as Ceremony" with Our Place, "We Bring Medicine to the Streets" and "ACHoRd" site performances
- Artist in Residence Luke Ramsey: City's bi-annual banners w/youth; Cityvibe design; public washroom mural Gonzales Park



Steward Water Systems and Waste Streams Responsibly

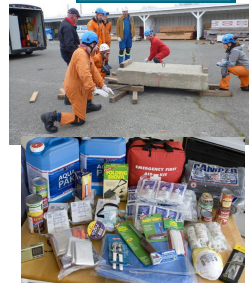
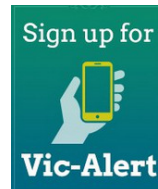
- Construction completed on Belleville Street to replace cast iron water main from Menzies to Oswego Streets
- 18th Annual Public Works Day in May:
 - 730 students from 10 schools participated in 20 interactive stations at Public Works Yard
- First community stakeholder meeting on single-use plastic bags; draft bylaw coming in October to Council



Highlights of Operational Plan, Second Quarter

Take Climate Action and Prepare for Emergencies

- Vic-Alert emergency notification service roll-out
- Emergency Management recruiting sessions = 30 new volunteers
- Hoarding Education and Action Team (HEAT) increase in calls (158 calls in Q1+Q2 2017 vs 147 calls in all of 2016)
- Procession and public funeral service for retired Fire Chief Doug Angrove
- City received grant for Emergency Program Coordinator to attend Yokohama, Japan for "Disaster Cluster Knowledge Exchange"
- Delivered fire safety and emergency preparedness community education to 1,800 people in Q2
- Fire Department attended barge fire at Schnitzer Steel



Highlights of Operational Plan, Second Quarter

Demonstrate Regional Leadership

- Provincial All-Candidates meeting at Victoria Conference Centre hosted by City in partnership with DVBA, Tourism Victoria, The Chamber and Greater Victoria Harbour Authority
- Council asked CRD to ensure mitigation of odour and noise, and protection of Dallas Road Bluffs during construction of Wastewater Treatment Project
- Council endorsed resolutions to bring forward at annual Union of BC Municipalities Convention (UBCM) Sept 25 – 29, including:
 - Local partnerships for energy efficient retrofits
 - Optimizing community benefits of forest resources
 - Encouraging use of residential property for housing
 - Provincial share of infrastructure spending



Highlights of Operational Plan, Second Quarter

Strategic Plan Amendment Process

Part Two – Emergency Issues & Extraordinary Opportunities

Step 1

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

Step 2

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

Step 3

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

2017 Reporting Timeline



REPORTS OF COMMITTEES

2. Committee of the Whole – August 10, 2016

1. Rezoning Application No. 00574 for 543 Herald Street

Motion:

It was moved by Councillor Young, seconded by Councillor Lucas, that Council decline Rezoning Application No. 00574 for the property located at 543 Herald Street.

Motion to refer:

It was moved by Mayor Helps, seconded by Councillor Madoff, that the motion be referred to the September 7th, 2017 COTW agenda for consideration.

Carried Unanimously



Committee of the Whole Report For the Meeting of August 10, 2017

To: Committee of the Whole **Date:** July 27, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Rezoning Application No. 00574 for 543 Herald Street

RECOMMENDATION

That Council decline Rezoning Application No. 00574 for the property located at 543 Herald 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 543 Herald Street. The proposal is to rezone from the CA-3C Zone, Old Town District, to a site-specific zone in order to allow for the retail sale of cannabis.

The following points were considered in assessing this application:

- the proposal is consistent with the Core Historic designation in the *Official Community Plan, 2012*
- the proposal is consistent with the Historic Commercial designation in the *Downtown Core Area Plan*
- the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy*, as the application is within 400m of the storefront cannabis retailer at 546 Yates Street.

BACKGROUND

Description of Proposal

This Rezoning Application is to allow for the retail sale of cannabis in an existing building. A new door for fire exit purposes is being proposed near the south west corner of the building and if this rezoning is approved a development permit would be required for this alteration. The following differences from the standard zone are being proposed and would be accommodated in the new zone:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to the ground floor
- storefront cannabis retailer would be restricted to a maximum floor area of 100m², which is in keeping with the size of the existing operation.

All other requirements within the CA-3C Zone, Old Town District remain the same.

Sustainability Features

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

Active Transportation Impacts

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

Public Realm Improvements

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

Accessibility Impact Statement

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

Land Use Context

The subject property is located within Chinatown. The area is characterized by low-rise brick buildings, many of which are heritage designated, with retail and restaurant uses on the ground floor and residential uses on the upper floors.

Existing Site Development and Development Potential

The site is presently a two-storey building with commercial uses on the ground floor and residential units on the second floor. The building has heritage value through its representation of early 1900's industrial architecture in Victoria's Chinatown; however, the building is not heritage designated or registered.

Under the current CA-3C Zone, Old Town District, the property could be developed up to a height of 15m with a maximum floor space ratio of 3:1. A variety of commercial uses, with residential uses on the upper storeys, are permitted in this zone.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) Community meeting is waived unless the application involves construction of a new building; however, the Application was referred to the Downtown Residents Association CALUC. Also consistent with the Policy, the Application has been referred to School District No. 61 and the Victoria Police Department. At the time of writing this report no comments had been received.

ANALYSIS

Official Community Plan

The *Official Community Plan, 2012* (OCP) identifies this property within the Core Historic urban place designation, within which at-grade commercial uses, including retail, are envisioned.

Local Area Plans

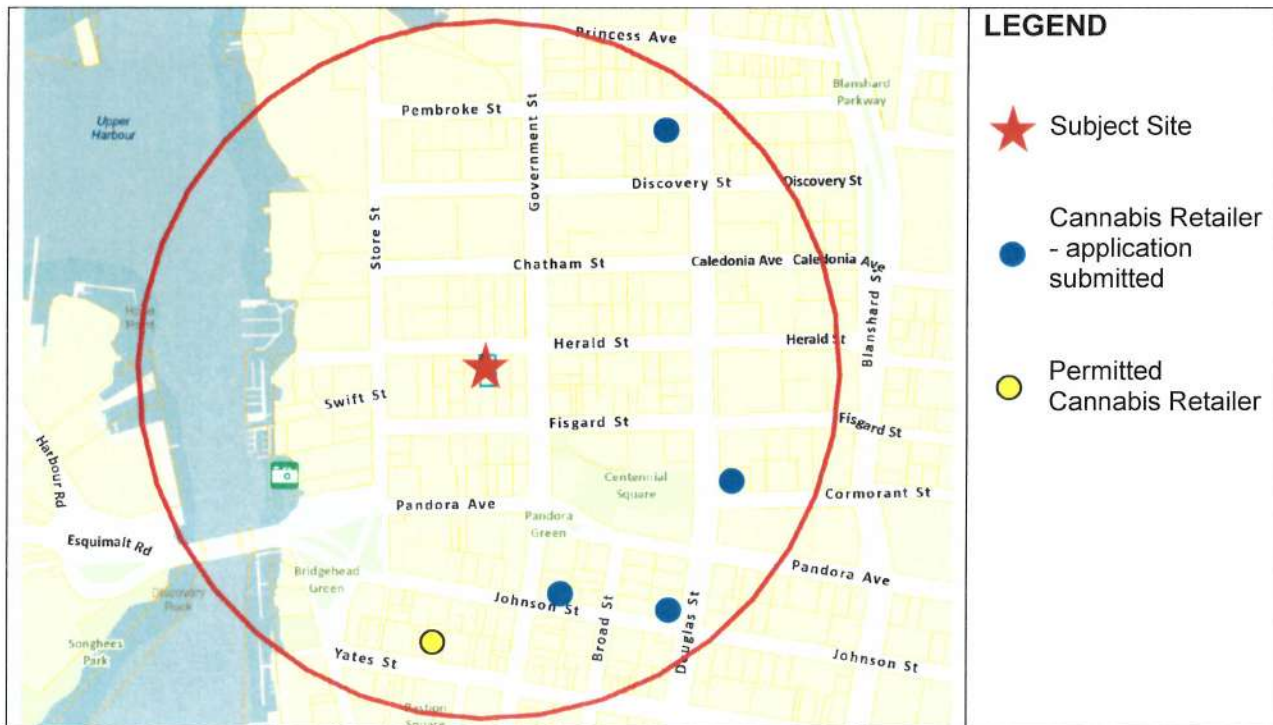
The *Downtown Core Area Plan* identifies the property within the Historic Commercial designation, within which a range of active commercial uses such as retail stores are envisioned.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this application.

Storefront Cannabis Retailer Rezoning Policy

This application was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. At the time of submission, this application was consistent with the *Storefront Cannabis Retailer Rezoning Policy*; however, as a result of updates to the policy, the application is now inconsistent with the new 400m buffer between permitted storefront cannabis retailers, as the storefront cannabis retailer at 546 Yates Street is 284m from the subject site. Although there are no elementary, middle, or secondary schools within 200m of the property, the Chinese Public School, which teaches Chinese culture and language, is 137m from the subject site.



CONCLUSIONS

This proposal to permit the storefront cannabis retailer use is consistent with the *Official Community Plan* and the *Downtown Core Area Plan* in accommodating commercial retail uses fronting the street. However, the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy* as there is a permitted storefront cannabis retailer within 400m of the property.

ALTERNATE MOTION

1. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00574 for 543 Herald Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.
2. That Council after the Public Hearing for Rezoning Application No. 00574, if it is approved, consider the following motion:

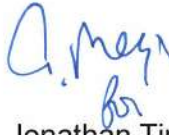
"That Council authorize the issuance of a Development Permit for 543 Herald Street, in accordance with:

- i. Plans date stamped June 6, 2017;
- ii. Development meeting all *Zoning Regulation Bylaw* requirements;
- iii. The Development Permit lapsing two years from the date of this resolution."

Respectfully submitted,

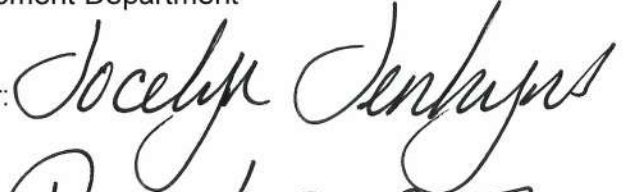


Michael Angrove
Planner
Development Services

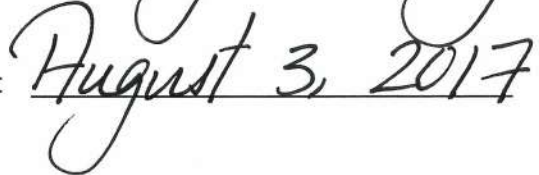


Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

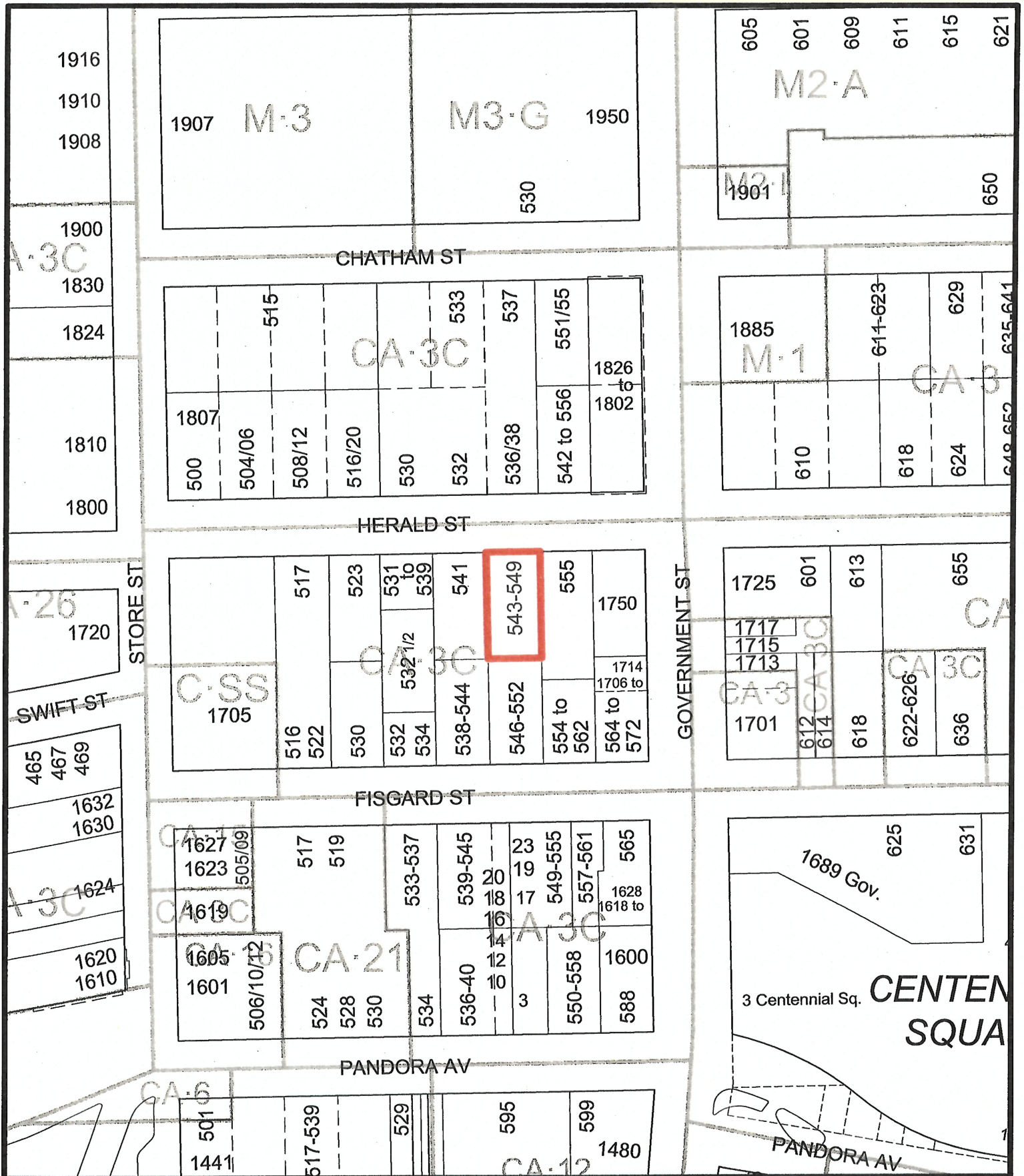


Date:



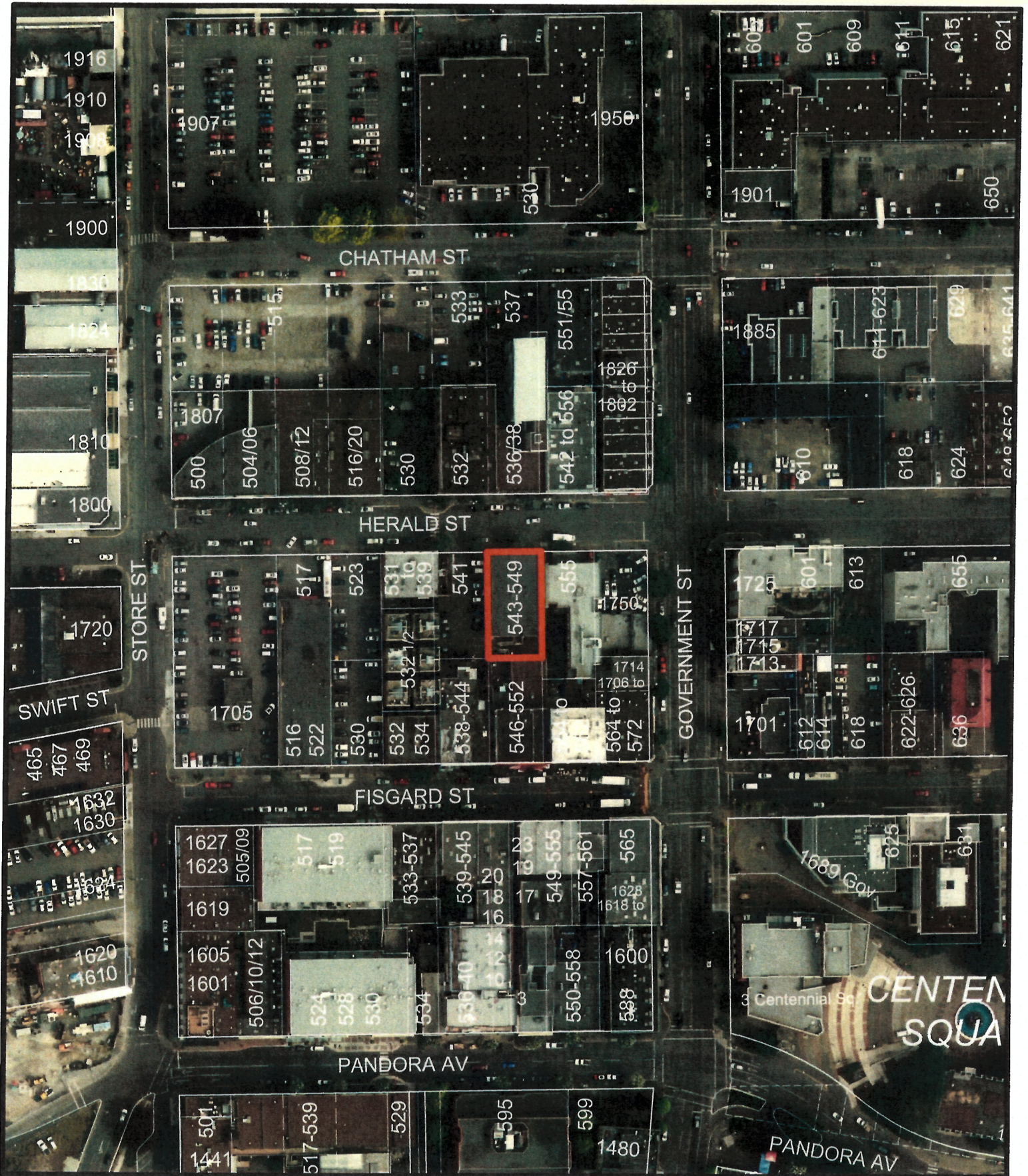
List of Attachments

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans date stamped June 6, 2017
- Attachment D – Letter from applicant to Mayor and Council dated June 29, 2017
- Attachment E – Correspondence



543 Herald Street Rezoning No.00574

Rezoning Application No. 00574 for 543 Herald Street (Downto...



543 Herald Street
 Rezoning No.00574
 Rezoning Application No. 00574 for 543 Herald Street (Downto...



Received
City of Victoria

JUN 06 2017

Planning & Development Department
Community Planning Division

KEAY, CECCE
ARCHITECTURE LTD.

1124 FORT STREET, VICTORIA, V8W 3K5
tel: 250 382 3823
email: info@keayceccoarchitecture.ca

COMMENTS

No.	Description	Date	By
1	ISSUED FOR REZONING		
2	ISSUED FOR CIVIL PERMIT		
3	REVISED FOR REZONING		

GENERAL NOTES

Use of these drawings is limited to that identified in the title block column.
Do not construct from these drawings unless marked "Issued for construction"

PROJECT

SHADOW MOUNTAIN
HEALTH & WELLNESS
SOCIETY
REZONING

543 / 545 HERALD STREET

REPORT TITLE

CONTEXT
SITE PLAN
FLOOR PLAN
ELEVATION

SCALE

AS SHOWN

DATE PLOTTED

MAY 26, 2017

DRAWN BY

SK/MP

1722

A1.0



SITE PLAN
SCALE: N/A



PROJECT DATA INFORMATION

CIVIC ADDRESS: 543-545 HERALD STREET
LEGAL DESCRIPTION: LOT 482, VICTORIA CITY, P.L.O. 009-370-668
ZONE (EXISTING): CA-3C
SITE AREA (M²): 700 SQ.M.
UNIT FLOOR AREA (M²): 93 SQ.M.
PARKING STALLS: N/A
BICYCLE PARKING: REFER TO LETTER



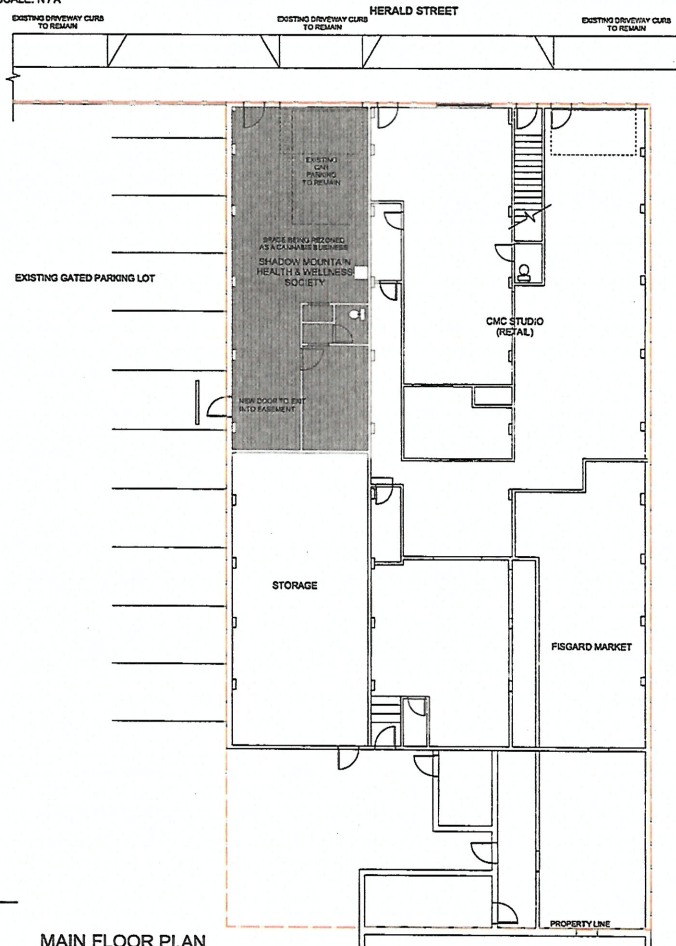
NORTH ELEVATION
Scale: 1/4" = 1'-0"

LOCATION OF CAMERA
FACING STREET

SPACE BEING REZONED AS A CANNABIS BUSINESS



STREET CONTEXT
SCALE: N/A



MAIN FLOOR PLAN
Scale: 1/8" = 1'-0"



Shady Mountain Health and Wellness Society

DBA Shadow Mountain

543 Herald Street

Victoria, BC

V8W 1S5

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

June 29, 2017

Dear Mayor Helps and City Councillors,

Thank you for receiving our application of rezoning for a cannabis related business at 543 Herald Street. We look forward to working with you toward a formal acceptance of our society and its place within the downtown community via the rezoning process.

Summary of Proposal:

Shadow Mountain Health and Wellness Society serves our neighbourhood's alternative medicinal needs at 543 Herald Street. We have a unique storefront which provides a safe, supportive, and positive environment for our patients as we assist them in making informed decisions about their medical needs. We have over 8000 members in our society. We have come together to create a support group for medical cannabis patients.. We provide a community that cares about the environment and food security. We raise awareness through our social media campaigns about the struggle of local farmers, the lack of local food and the need for Vancouver Island to secure its own food sources. We currently have over 8,000 members. The members of our society have expressed appreciation for our welcoming and bright space and knowledgeable staff. Our patients appreciate learning what alternative medicinal options are available to them and we encourage that they ask questions, educate themselves, and find solutions that work for them.

Our storefront is in a location that serves the community well. We are on a commercial block of Chinatown and most of our members find our location convenient, living within a few blocks. We are not located within 200

metres from any school district property or other dispensary that has been zoned for the use as a Cannabis Retailer.

Environmental/Social Impact:

Community service is at the core of the Shadow Mountain ethos. We strive each day to have a positive effect on our neighbourhood as safely, sustainably, and responsibly as possible. We have a history of helping to protect the environment, supporting local farmers, local businesses, and backing food security efforts and are more committed than ever to those causes. We are looking at ways to reduce the use of plastic and any other non-renewable in our store and are also in the process of becoming a Surfrider Approved Business - a Vancouver Island Green Businesses Certification (VIGBC) program that links businesses to responsible actions that will help keep our local beaches and waterways clean. We use only paper exit bags and the plastic that we do use, was specifically chosen for being bio-degradable. We hosted a successful fundraising event for Standing Rock, organized by our staff - this event brought together several dozen community members who are passionate about creating a better future both locally and globally.

We strive to maintain a socially progressive atmosphere, welcoming all walks of life and have been well received by the LGBTQ community in Victoria as we offer a safe and supportive environment for anyone and everyone over the age of 19. We have worked with the Victoria Pride Society and supported the King Fling Fundraiser. But more than anything else, Shadow Mountain prides itself on its continued positive social impact by providing alternative medicines that eases the pain and suffering of Victorians. Shadow Mountain cares about its members and the community. We act as a hub to put members and the public in touch with community support for mental health, addictions counselling, coping skills, stress management, depression and life skills programs.

Several testimonials from our patients as well as our neighbours and fellow small business owners accompany this letter.

Safety and Security:

We have demonstrated a commitment to follow any applicable city bylaws in order to remain compliant. We are fundamentally committed to the safety and security of our staff, our patients, and our neighbourhood. We have a minimum of two staff members on at all times, one of whom is always a manager. We are committed to established CPTED strategies in order to deter criminal behaviour. All front of store product is positioned safely behind a counter or in a drawer and out of sight from the street. Only small quantities of inventory is kept on the sales floor and we practice industry standard secure handling of our back stock which is in a locked room and in a safe. All edibles for sale have been removed as required by VIHA. We perform regular cash drops into a secured safe and all product is secured and out of view during closing hours. We have a security alarm system,

multiple security cameras, and fire detection devices wired directly to professional security companies and monitored 24 hours per day. We have established "security zones" on our premises which specify who is allowed in which areas of the store, whether they be a patient, a staff member, or a manager. We have outdoor lighting along the front of our building, on the side of the building in the parking lot and a street lamp directly outside of our door which provides ample security lighting. Consumption of cannabis or cannabis products is strictly forbidden on site or anywhere in the vicinity of our storefront. In addition, we have deployed a powerful carbon filter air filtration system inside the shop.

Design Permit Guidelines:

543 Herald Street has CA-3C zoning which allows for the use of the premises for retail sales without requiring any off-street parking stalls. We are close to most major bus routes, the Galloping Goose Trail, and regularly allow patients to bring their bicycles right into the shop during their visit. The property does not have heritage status and no heritage buildings are affected by this application. An additional emergency door will be installed should we be successful with our rezoning and is detailed on our floor plans. We will be keeping our parking spot in our store and this is also detailed in the floor plans. You will also notice we have changed our signage. The city requested our current sign be removed and to use a blade (projecting) sign to be consistent with other signage in the neighbourhood and this has been completed to remain in compliance with city bylaws.

Recently the Green Dragon Dispensary of 541 Herald St was denied their rezoning due to proximity of 155m to the Chinese Language School. Green Dragon is 155m from the school and Shadow Mountain is approximately 10m closer. City Council Policy for Cannabis Retailers dated February 23, 2017 states in section C item 2. *A storefront cannabis retailer should be at least 200 m (in a straight line from closest lot line to closest lot line) from a public or independent elementary, middle or secondary school.* The school in proximity to Shadow Mountain does not fall within this definition. It is a Chinese Language School and the hours that school is in session are limited. During the week classes are from 4:10pm to 5:50pm for kids and the adult programs go from 7:00pm to 9:00pm. On Saturdays the school is open from 9:00am to 1:00pm. Shadow Mountain has existed in our location, at this proximity to the Chinese Language School for almost 3 years with no incidents or objections to date.

Furthermore, it is important to bring to your attention Farmacy Dispensary of 3055 Scott St. which was awarded their business license although they are only 150m from lot line to lot line to the Landsowne Middle School. This school falls within the definition outlined in the policy of a public middle school. We are aware that it was obtained under a different set of requirements, however it does set a precedent that the 200m buffer is not actually being required for all dispensaries. This dispensary clearly violates the school policy considerations yet they are permitted to conduct business.

Neighbourhood Impacts:

We support members of our community who exercise their right to use cannabis for medical reasons. Our presence, with our well trained and proactive staff, contribute to the vibrancy of the community and have become a welcome thread in the fabric of our neighbourhood. Being located on Herald St, we service the residential over age population that does not require transportation. Our shopfront is unobtrusive and fits in nicely to our neighbourhood.

Should you ever set foot in our facility, you will appreciate the warm and welcoming aesthetic we have created. We have an abundance of live plants, reclaimed wood countertops, reclaimed wood paneling, and a waterfall fountain. The room has a distinctly west coast feel which is pleasing to our clients.

Conclusion:

Thanks to the continued outpouring of support from our patients, staff, neighbours, and the community at large, we are convinced that we are an ideal candidate for cannabis storefront rezoning approval. We are committed to the protection of the environment, local food security, to the health and wellness of our members, to being a contributing member of Victoria and to providing a safe and welcoming environment to anyone over the age of 19. We are eager to move forward onto the next step and are grateful for the hard work and leadership of this city's Mayor, Council, and staff throughout this complex landscape.

Elizabeth Lampard
Director
Shady Mountain Health and Wellness Society

Chris Russell

JB's Colwood-Langford Auto Supply Ltd. (Victoria)

Manager

2017 Government Street
VICTORIA, BC
V8T 4N9



BUMPERTOBUMPER.CA JBGROUP.CA

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I would like to express my support of Shadow Mountain Health and Wellness Society at 543 Herald St. I am aware that it is a medical cannabis dispensary and they have caused no disturbances and produce no offensive odours.

Approving their rezoning will allow for a location to provide a range of essential health, wellness and food security services in the Chinatown area and I feel these are positive impacts on the neighbourhood.

I believe the proposed zoning is suitable, well-concealed from public view and I appreciate the increased security the society has provided to our neighbourhood and community.

I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,

Chris Russell.

Charlie Frenette

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711



c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I am the neighbour of Shadow Mountain Health and Wellness Society at 543 Herald St. I would like to state that I have no problems with their application for a Cannabis Retail Storefront.

I have found them to be a welcome addition to our neighbourhood and am happy to see them providing access to this essential medicine.

I feel the building is not outrageous and fits in with our neighbourhood. The staff are always friendly and welcoming when we see them on the street.

Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

A handwritten signature in black ink, appearing to be 'Charlie Frenette'.

Charlie Frenette
Ark Solar Products

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711



c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I am the neighbour of Shadow Mountain Health and Wellness Society at 543 Herald St. I would like to state that I have no problems with their application for a Cannabis Retail Storefront.

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I feel the building is not outrageous and fits in with our neighbourhood. The staff are always friendly and welcoming when we see them on the street.

Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

Jake Sorensen
Sales Manager
Urban Timber Reclaimed Wood Co.

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,


I am a neighbour of Shadow Mountain Health and Wellness Society located at 543 Herald St and I would like to express my support in their application to becoming a Cannabis Retailer.

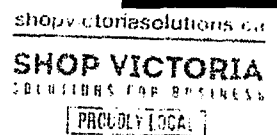
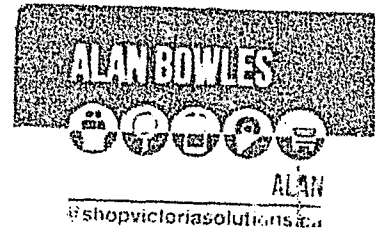
I pass by their location daily and have never observed customer loitering, extreme smell or any criminal activity.

They have been upstanding members of the business community and should be allowed to continue to provide this medicine to Canadians.

I support them completely and would like to see them continue to be a part of our neighbourhood.

Sincerely,


Alan Bowles



City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I would like to express my support of my neighbour Shadow Mountain Health and Wellness Society at 543 Herald St. I am aware that it is a medical cannabis dispensary and they have caused no disturbances and produce no offensive odours.

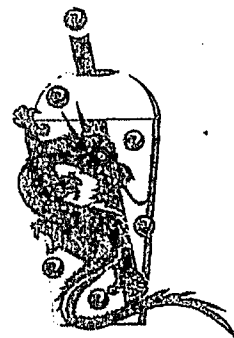
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I believe the proposed zoning is suitable, well-concealed from public view and I appreciate the increased security the society has provided to our neighbourhood and community.

I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,

Alex Wall
owner/operator
Bubble Tea Place
532 Fisgard



The Bubble Tea Place
Exotic World Teas
& Thai Massage

532 Fisgard Street,
Victoria, BC V8W 1R4

 Free

B
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VARSHA

INDIAN KITCHEN

101-1600 GOVERNMENT ST.
VICTORIA BC V8W 1Z3
250.590.6252

VARSHA.CA
INFO@VARSHA.CA



City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason;

Dear members of the Zoning Board and Victoria City Council,

I am happy to offer my support to Shadow Mountain Health and Wellness Society at 543 Herald St on behalf of their rezoning application for a Retail Cannabis Storefront. They have caused no problems for me, I have observed no unruly activity and have never had any issues with noise or odours.

I believe the approval of the rezoning will allow them to dispense essential medicine to those that wish not to use opiates or other meds that cause many symptoms and have negative impacts on their health.

I see no issue with their storefront and urge the city to approve this application.

Sincerely,

VARSHA INDIAN KITCHEN

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711



infovictoria@moeshome.com

Victoria Store
523 Fisgard Street
250.590.MOES (6637)

f in twitter @moeshomevic

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I would like to express my support of Shadow Mountain Health and Wellness Society at 543 Herald St. I am aware that it is a medical cannabis dispensary and they have caused no disturbances and produce no offensive odours.

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I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,

A handwritten signature in black ink, appearing to read 'Curtis Vertefeuille', enclosed within a large, hand-drawn oval.

Curtis Vertefeuille
Moes Home Victoria



**Free House Import Co.
Victoria Dragon Village**



City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

Kitchenwares & Chinawares

David Yuen

facebook/victoria dragon village
E-mail: freehouseid@hotmail.com

534 Fisgard St.
Victoria B.C V8W 1R4
Canada

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

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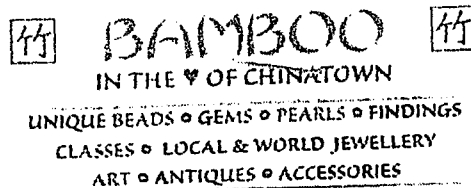
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I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,

A handwritten signature, likely belonging to David Yuen, written in dark ink. The signature is stylized and appears to be a combination of first and last initials.



250-595-2061

bamboobeadsandbling@shaw.ca

www.bamboobeadsandbling.com

544 FISGARD ST. • VICTORIA, B.C. • CANADA • V8W 1R4

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

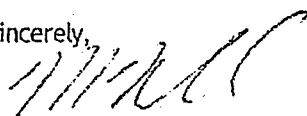
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I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,



Michael Nichol

香港樓 DYNASTY
RESTAURANT
CANTONESE and SZECHUAN
粵菜/川菜

全日點心

DIM SUM (All Day)

Dine In, Pickup and Delivery

In Heart of Chinatown

Wing Chow

Tel: 250.388.6818

546 Fisgard Street, Victoria, B.C. V8W 1R4

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

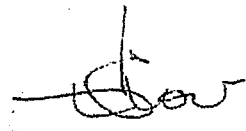
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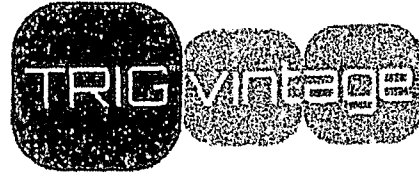
Sincerely,


WING CHOW

ShadowMountain.vic@gmail.com

Ian Vosberg
(250) 418-7992
trigvintage@shaw.ca

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711



TRIG Vintage
546 Herald Street
Victoria, BC V8W 1S6
(250) 384-8084
www.trigvintage.com

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I am happy to offer my support to Shadow Mountain Health and Wellness Society at 543 Herald St on behalf of their rezoning application for a Retail Cannabis Storefront. They have caused no problems for me, I have observed no unruly activity and have never had any issues with noise or odours.

I believe the approval of the rezoning will allow them to dispense essential medicine to those that wish not to use opiates or other meds that cause many symptoms and have negative impacts on their health.

I see no issue with their storefront and urge the city to approve this application.

Sincerely,

Ian Vosberg
Ian Vosberg
Owner Trig Vintage

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:


Dear members of the Zoning Board and Victoria City Council,

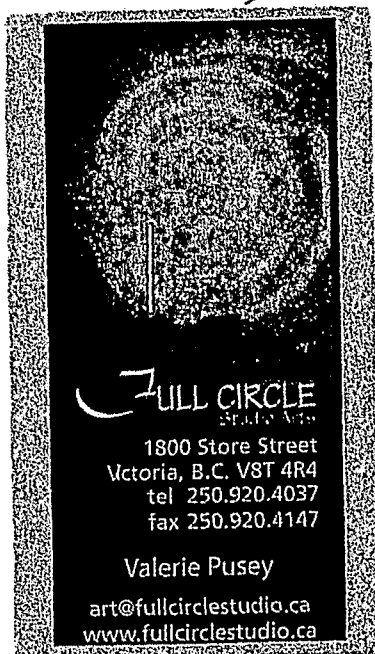
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I believe the approval of the rezoning will allow them to dispense essential medicine to those that wish not to use opiates or other meds that cause many symptoms and have negative impacts on their health.

I see no issue with their storefront and urge the city to approve this application.

Sincerely,

 FULL CIRCLE



City Hall
1 Centennial Square
Victoria, BC V8W 1P6
[REDACTED]



c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I am the neighbour of Shadow Mountain Health and Wellness Society at 543 Herald St. I would like to state that I have no problems with their application for a Cannabis Retail Storefront.

I have found them to be a welcome addition to our neighbourhood and am happy to see them providing access to this essential medicine.

I feel the building is not outrageous and fits in with our neighbourhood. The staff are always friendly and welcoming when we see them on the street.

Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

A handwritten signature in black ink, appearing to read "Kasia Wassmann", written in a cursive style.

KASIA WASSMANN



March 30, 2017

Zoning Liaison
City Hall
1 Centennial Square
Victoria BC V8W 1P6

Dear Members of the Zoning Board and Victoria City Council,

SUBJECT: Shadow Mountain Health

As Landowner and Developer in old town, I have never experienced any concerns over the operation of Shadow Mountain Health. They have been no out of normal street activity and my observation has been that they have conducted business in a manner typical to all other businesses operating in this vicinity.

Yours,

A large, stylized handwritten signature in black ink, appearing to read 'Chris LeFevre'. The signature is written over the printed name and email address.

Chris LeFevre
CEL:tc

530 HERALD STREET, VICTORIA, B.C. CANADA V8W 1S6

City Hall
1 Centennial Square
Victoria, BC V8W 1P6

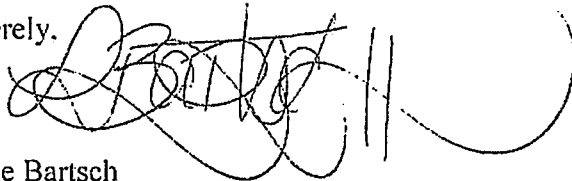
Attn: Zoning Liaison

Dear Members of the Zoning Board and Victoria City Council.

As a senior student of natural and integrative medicine at Pacific Rim College in Market Square, I have had the opportunity to be part of the progressive health community in Victoria, as well as learn from a number of world renowned doctors and health care professionals. With completing my 360 plus clinical training hours, I have a dynamic avenue in which I am able to engage with the community on a regular basis. Through this engagement I have witnessed first hand the healing potential of nutritional therapy and natural medicine. I have attended workshops taught by leading neuroscientists, who are involved in the research of cannabinoids for treating numerous neurological conditions like MS, Alzheimer's, and especially Parkinson's disease. As I will be focusing on nutritional therapy in my future practice, I find it especially intriguing that there is substantial research happening with cannabinoids and the treatment of metabolic disorders like type 2 diabetes (which is said to reach 13.9 million/33% of adult Canadians by 2026.) I believe that the information is there to support the medical relevance of cannabis, however many conditions that it is intended to treat are not conducive to smoking. Having access to medicinal products which may be ingested as an alternative is needed if we want to see Victoria progress and move towards a better public health picture.

I believe medical dispensaries like Shadow Mountain Health & Wellness should continue to operate, and would be of benefit to the surrounding community. As a volunteer at this establishment, I find myself amidst a team of individuals who genuinely care about the well being of community members, and it shows. Just like your local café: we know our regulars by name, have developed relationships with them, as well as been a part of their health journeys-seeing immense improvements. People will often pull me aside to reveal how grateful they are that Shadow Mountain is able to accommodate the services that we do, in the way that we do. Our mission here is to provide people with safe access to medicine, education around different options, and creating a supportive environment which reminds people that they have the potential to take control over their health. I am honored to work alongside such innovative team members, as we stand with hundreds of other advocates in the support of keeping Shadow Mountain open. I anticipate the collaboration of all these avenues, as well as look forward to contributing to innovative and progressive ideas about community and public health in Victoria.

Sincerely,



Nicole Bartsch



City Hall
1 Centennial Square
Victoria, BC V8W 1P6

% Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

As a member of the Board of Directors for the Victoria Pride Society and the organization's Media Coordinator, as well as the producer of the King Fling fundraisers for the Victoria Pride Society, I consider it my responsibility to actively engage with Victoria's LGBTQ community in order to understand the issues that affect the various different groups within the community. As such, I am able to say with confidence that Shadow Mountain Health & Wellness has been nothing but supportive of the community here. Their efforts to erase the shame associated with herbal medicinal use help put queer young adults, a group especially susceptible to high levels of anxiety, at ease when learning about the various options available to them. All patients are treated with respect and care, and I have witnessed young transgender adults especially enter the store with trepidation only to very quickly feel safe and at ease. The welcoming and supportive environment that they have created at their shop makes it a painless process for everyone to get the information they need, and from knowledgeable budtenders.

As a volunteer at Shadow Mountain Health & Wellness and as an openly queer woman, I have personally never felt more supported by any group of individuals than I have from the team at Shadow Mountain. They have been instrumental in my mental, emotional, and physical healing over the last several months. Never have I worked with another group of people who've made me feel so safe and even celebrated to be my true authentic self. They have also shown overwhelming support for the work I do in the community and were more than happy to assist with ticket sales for the upcoming King Fling II. Without a doubt this is an establishment that actively and continually works to have a positive effect on the community and this city as a whole.

Sincerely,



Eva Patenaude



V8P 1T3



Shadow Mountain <shadowmountainvic@gmail.com>

Matt Love's letter to the Zoning Board.

1 message

Matt Love [REDACTED]

Thu, Mar 23, 2017 at 2:31 PM

To: Shadow Mountain [REDACTED]<[REDACTED]>

Dear Members of the Zoning Board and Victoria City Council,

My name is Matt Love, and I would just like to show my support for *Shadow Mountain Health and Wellness Society* at 543 Herald St in their application to becoming a cannabis retailer. I live in the neighbourhood (556 Herald St.) and have never seen or experienced any issues due to their business. There has never been any negative or criminal behaviour that I have seen, no smells drifting outside, nothing that would make me feel anything other than safe and welcome. The people who work there, the patients, etc, have shown nothing but kindness and respect for the surrounding neighbours and businesses. I fully support their business of *safe access cannabis*, and the continued education they have been sharing with the public. I see all sorts of patients coming and going from the shop every day and I would hate to see them have to go anywhere else. Please allow Shadow Mountain to be approved and continue bringing people the medicine they need.

- Matt Love

www.therealmattlove.com
[REDACTED]



Shadow Mountain <[REDACTED]>

Zoning

1 message

Scott Johnston <[REDACTED]>

Sun, Mar 26, 2017 at 4:26 PM

To: [REDACTED]

Dear members of the Zoning Board and Victoria City Council,

I am a member and neighbour of Shadow Mountain Health and Wellness Society at 543 Herald St. I would like to let you know that they are an amazing group of people, and I would love for their application to go through for a Cannabis Retail Storefront.

They are a loving business in this beautiful community, they add vibrance to the neighbourhood and support the safe and medical supply of cannabis products to people in need.

This neighbourhood would have a significant loss with this business gone. I 100% stand behind this business and group of people.

Thank you for your time and consideration
Sincerely, Scotty Johnston.

Sent from my iPhone

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

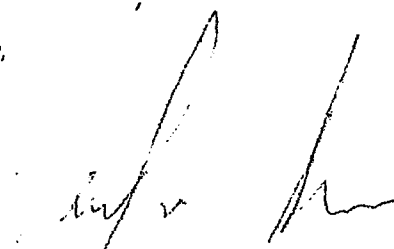
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I feel the building is not outrageous and fits in with our neighbourhood. The staff are always friendly and welcoming when we see them on the street.

Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jenn Miner', with a large, sweeping flourish extending upwards and to the left.

JENN MINER
V8S 3R5

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

I am the neighbour of Shadow Mountain Health and Wellness Society at 543 Herald St. I would like to state that I have no problems with their application for a Cannabis Retail Storefront.

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Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,



Brent Wallis



1950 Government St.

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,


I am happy to offer my support to Shadow Mountain Health and Wellness Society at 543 Herald St on behalf of their rezoning application for a Retail Cannabis Storefront. They have caused no problems for me, I have observed no unruly activity and have never had any issues with noise or odours.

I believe the approval of the rezoning will allow them to dispense essential medicine to those that wish not to use opiates or other meds that cause many symptoms and have negative impacts on their health.

I see no issue with their storefront and urge the city to approve this application.

Sincerely,

Kerry James
The Fabulous Lord 536 Herald



City Hall
1 Centennial Square
Victoria BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liaison:

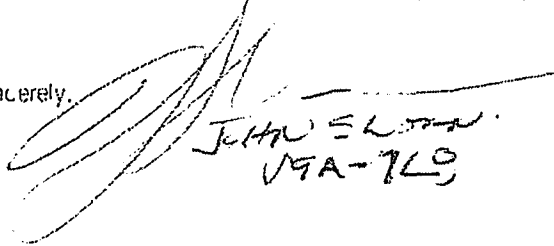
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I see no issue with their storefront and urge the city to approve this application.

Sincerely,



JOHN SLOAN
V9A-7L9

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

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I have found them to be a welcome addition to our neighbourhood and am happy to see them providing access to this essential medicine.

I feel the building is not outrageous and fits in with our neighbourhood. The staff are always friendly and welcoming when we see them on the street.

Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

Travis Lowley
V9C 3L7

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

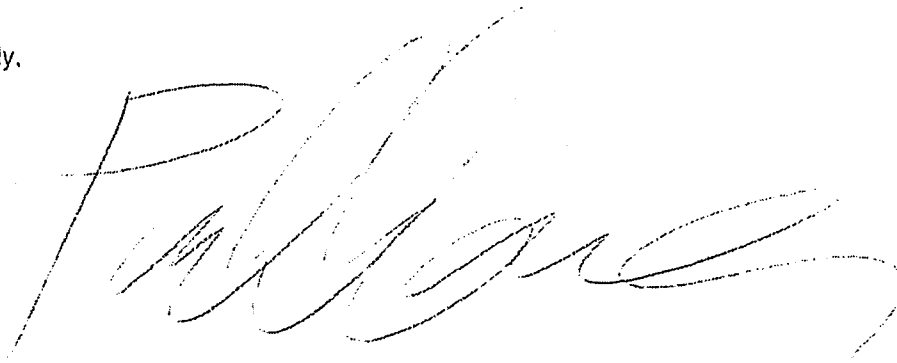
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I see no issue with their storefront and urge the city to approve this application.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Pauline".

516 DISCOVERY ST
ANITA N

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

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Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

Emma

V8T 4R4

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

Frank Jewelling
JST 465. Mr Tubesteak.

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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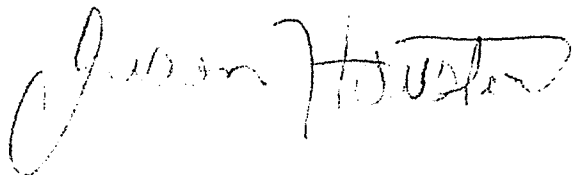
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I believe the proposed zoning is suitable, well-concealed from public view and I appreciate the increased security the society has provided to our neighbourhood and community.

I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,

 V92-054

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

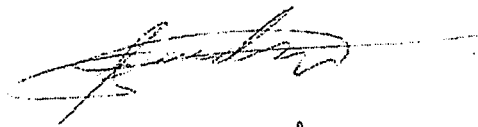
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Sincerely,



Ocean Garden
V8W 1R4

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

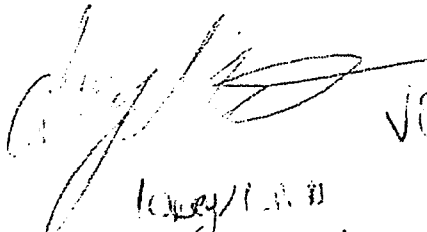
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I see no issue with their storefront and urge the city to approve this application.

Sincerely,



V8W3E9
Lacey Mullett

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:


Dear members of the Zoning Board and Victoria City Council,

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I see no issue with their storefront and urge the city to approve this application.

Sincerely,

Janet Cruz, FANTAN HOME + STYLE
541 Fisgard St.
Victoria, BC V8P2K4


City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:


Dear members of the Zoning Board and Victoria City Council,

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Sincerely,


V8W 1W3

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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I see no issue with their storefront and urge the city to approve this application.

Sincerely,

TANG ZING
Victoria BBA House
1714 Government St
V8W 1R4

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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I see no issue with their storefront and urge the city to approve this application.

Sincerely,

Kelly McDougall VBT-369



V8W 1S5

To whom it may concern,

I started visiting Shadow Mountain Dispensary to purchase their CBD pills are personal care products. I now volunteer for Shadow Mountain and see the number of patients purchasing CBD oil products. It's clear to me that people are benefiting from the use of cannabis related products, especially CBD oils.

Shadow Mountain Dispensary is a healthy environment — the shop is clean, the staff are friendly and informative, and the culture is inclusive and positive.

I would like to see Shadow Mountain Dispensary continue to thrive as a business as the medicinal products they sell are benefiting my life and the lives of others.

Alison Webb

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

Dear members of the Zoning Board and Victoria City Council,

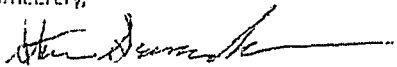
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I feel the building is not outrageous and fits in with our neighbourhood. The staff are always friendly and welcoming when we see them on the street.

Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,



STEVEN SAUNDERS
THE VORPAL GNOME
556 B PANDORA AVE

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

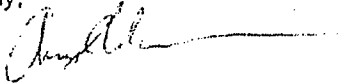
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I see no issue with their storefront and urge the city to approve this application.

Sincerely,



ANDREW ANDERSON
CAVITY curiosity shop
556 PANDORA AVE.

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: (250) 345 5711

c/o Zoning Liason:

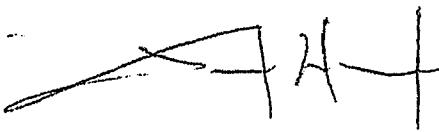
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Sincerely,



INFINITE DIMENSIONS

#27-560 JOHNSON ST
V8W 3C6

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 360 5711

c/o Zoning Board:

Dear members of the Zoning Board and Victoria City Council,

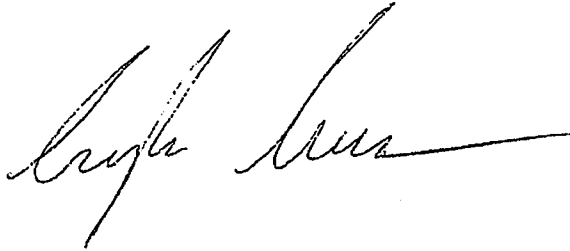
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Sincerely,



City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,



LOGAN STOLAR
626 FISGARD ST. BAO
V8W 1R6

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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I am urging the Zoning Board and Victoria City Council to approve the proposed rezoning application by Shady Mountain Health and Wellness Society.

Sincerely,

 — Gwen Wong

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250-383-1711

Re: Zoning Liason

Dear members of the Zoning Board and Victoria City Council,

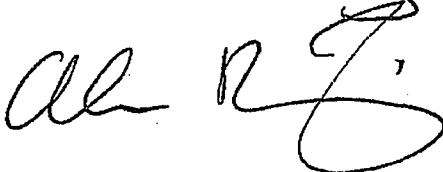
I am in the neighbourhood of Shadow Mountain Health and Wellness Society located at 543 Herald St and I would like to express my support in their application to becoming a Cannabis Retailer.


I pass by their location daily and have never observed customer loitering, extreme smell or any criminal activity.

They have been upstanding members of the business community and should be allowed to continue to provide this medicine to Canadians.

I support them completely and would like to see them continue to be a part of our neighbourhood.

Sincerely,

ALAN Ramsey


UNION PACIFIC COFFEE CO.
537 HERALD STREET
VICTORIA


City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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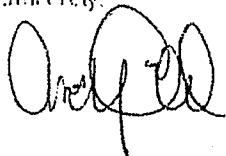
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Sincerely,



STUDIO Y DESIGN - MED.
ANDY TRIKALA

520 HERALD ST VICTORIA
V8W 1S6

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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I support them completely and would like to see them continue to be a part of our neighbourhood.

Sincerely,


Government St Tattoo
V8W 1Z5

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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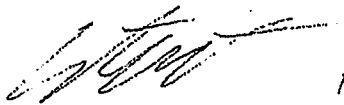
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Sincerely,



V96 6JS



City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liaison:

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Shadow Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,

Brian Lyle
Mama Oli
at the victoria public market

[REDACTED]

C-1701 Douglas St
V8W 0C1

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

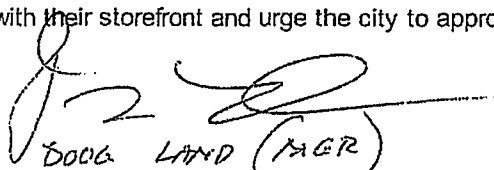
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I see no issue with their storefront and urge the city to approve this application.

Sincerely,



DOUG LIND (MGR)
QUEALE ELECTRONICS
2017 Government St BC
V8T 1G8

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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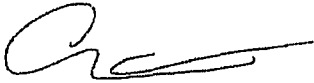
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Shady Mountain Health and Wellness Society has my full support and you should approve their rezoning application.

Sincerely,



ALEX GRIFFITHS

V8W 1S6.

City Hall
1 Centennial Square
Victoria, BC V8W 1P6
Telephone: 250 385 5711

c/o Zoning Liason:

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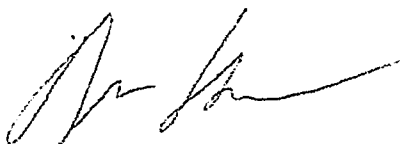
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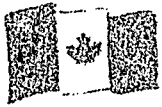
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Sincerely,

Joe Hayes
V9A7C3





FOCUS
Friends of Canada United Rates

MAYOR'S OFFICE

MAR 27 2017

VICTORIA BC

on Mutual Interests



Her Honour Mayor (Helps
and Victoria City Council.

Founder: Ken Warren
KENNETH R WARREN
306-4535 VIEWMONT AVE
VICTORIA BC V8Z 5L3

March 27, 2017
and achieving
Health & Wellness

This letter is written in support of re-zoning a business license for Shadow Mountain Dispensary at 543 Herald St. in Victoria.

Shadow Mountain Medicinal Dispensary was born when the family which operated Shadow Mountain Organic Farm, 4901 Sooke Rd, sold the farm because they could no longer fight Monsanto's poisons and Fast-Food's cancer-producing fare. Eight years of trying to convince Canadians that they should support and encourage more local organic farm produce seemed futile.

I think it is very important that the City of Victoria knows the quality of the people who are operating their cannabis businesses. That's why I want to tell you what the former Shadow Mountain organic farmer brings to his health and wellness dispensary. He brings: (A) business acumen, (B) food security, (C) civic responsibility, (D) care of fellow Canadians, (E) generosity, and (F) especially care for children.

- (A) He has successfully run two Victoria businesses (1) NBS prime washing and (2) Bachelor's Meats near on Douglas Street at Dairy Queen.
- (B) He is a certified Master Organic Gardener (RRU) and all veggies, meat and fruit at the farm was organically grown.
- (C) He has attended at all city hall meetings involving dispensary issues.
- (D) His fight against negative corporations was for Canadian's health.
- (E) As a prize fighter, he turned over more than half of his three winnings to Wild ARC in Metchosis, and three years of selling Christmas trees at the farm and on Douglas St., all profits to Mustard Seed and Sooke Food Bank. I know, because I was roadside Santa all three years.
- (F) Shadow Mountain Farm was connected with Edward Milne School and most Sooke elementary schools - where teaching garden classes and animal husbandry was conducted with series of visiting student classes on the farm. The fact that the ex-farmer also coached the school rugby teams at Sir James Douglas, Central Middle School and Vic High as a volunteer should confirm that his protection of children is paramount.

Rezoning Application No. 00574 for 543 Herald Street, Victoria

Page 185 of

more

(2)

In addition, the ex-farmer has been a Castaway rugby player for many years and has played internationally with Team Canada on two occasions to Britain. Having had both knees operated on and both cheek and jaw bones broken, he is a medicinal cannabis user himself. (Oops, just one cheek bone and one jaw bone) I, too, am a medicinal cannabis user; however, since I can't have smoke in my lungs and don't want the effect of THC, I rely on getting raw flowers and leaves from Shadow Mountain Dispensary and use them in a blender with spinach, fruit and water.

Thank you for your interest and support of this initiative.

Yours Sincerely,

K. Dawson

PS: I am not just writing this in bias fashion of my son, Kai Warren; all of what I have written is chronicled in my files and/or researchable from city documents or interviews with educators or donor recipients.

Noraye Fjeldstad

From: Sagers <[REDACTED]>
Sent: Monday, March 27, 2017 3:46 PM
To: Victoria Mayor and Council
Subject: Re: Sager's Home Living - marijuana dispensary zoning objection

Dear Mayor and Council,

We have been approached by the Shadow Mountain marijuana dispensary and asked to sign a zoning application petition. We declined to sign because of the ever-present odour situation we face. Since the Shadow Mountain and Green Dragon dispensaries have been open we have experienced the day to day problem of people smoking marijuana in the alley that connects Herald and Discovery streets behind our premises and our ventilation system intakes the smoke and smell into our store where it is a serious disruption to our business. On numerous occasions our staff has had to leave customers in order to ask the smokers in the alley to smoke elsewhere. I obtained "no smoking" signs from City Hall to try and dissuade people from smoking in the alley to no effect. When I mentioned this problem to the individual seeking our signature he mentioned that "people smoke all over the city." I responded that we have only had this problem since the dispensaries set up shop. We have been in business and paying property tax at our Government Street location since 1970 and wish to confirm our objection to zoning that allows the dispensaries and the continuous and ongoing disruption to our business caused by the consumption of the products they sell. I note that both the Shadow Mountain and Green Dragon dispensaries are within half a block of the Victoria Chinatown Care Center.

Thank you,
Scott Coltart
Manager
Sager's Home Living



Shady Mountain Health and Wellness Society

DBA Shadow Mountain

543 Herald Street

Victoria, BC

V8W 1S5

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

August 9th, 2017

Dear Mayor Helps and City Councillors,

Thank you for receiving our application of rezoning for a cannabis related business at 543 Herald Street. We look forward to working with you toward a formal acceptance of our society and its place within the downtown community via the rezoning process.

Summary of Proposal:

Shadow Mountain Health and Wellness Society serves our neighbourhood's alternative medicinal needs at 543 Herald Street. We have a unique storefront which provides a safe, supportive, and positive environment for our patients as we assist them in making informed decisions about their medical needs. We have over 8000 members in our society. We have come together to create a support group for medical cannabis patients. We provide a community that cares about the environment and food security. We raise awareness through our social media campaigns about the struggle of local farmers, the lack of local food and the need for Vancouver Island to secure its own food sources. The members of our society have expressed appreciation for our welcoming and bright space and knowledgeable staff. Our patients appreciate learning what alternative medicinal options are available to them and we encourage that they ask questions, educate themselves, and find solutions that work for them.

Our storefront is in a location that serves the community well. We are on a commercial block of Chinatown and most of our members find our location convenient, living within a few blocks. We are not located within 200

metres from any school district property or other dispensary that has been zoned for the use as a Cannabis Retailer.

Environmental/Social Impact:

Community service is at the core of the Shadow Mountain ethos. We strive each day to have a positive effect on our neighbourhood as safely, sustainably, and responsibly as possible. We have a history of helping to protect the environment, supporting local farmers, local businesses, and backing food security efforts and are more committed than ever to those causes. We are looking at ways to reduce the use of plastic and any other non-renewable in our store and are also in the process of becoming a Surfrider Approved Business - a Vancouver Island Green Businesses Certification (VIGBC) program that links businesses to responsible actions that will help keep our local beaches and waterways clean. We use only paper exit bags and the plastic that we do use, was specifically chosen for being bio-degradable. We hosted a successful fundraising event for Standing Rock, organized by our staff - this event brought together several dozen community members who are passionate about creating a better future both locally and globally.

We strive to maintain a socially progressive atmosphere, welcoming all walks of life and have been well received by the LGBTQ community in Victoria as we offer a safe and supportive environment for anyone and everyone over the age of 19. We have worked with the Victoria Pride Society and supported the King Fling Fundraiser. But more than anything else, Shadow Mountain prides itself on its continued positive social impact by providing alternative medicines that eases the pain and suffering of Victorians. Shadow Mountain cares about its members and the community. We act as a hub to put members and the public in touch with community support for mental health, addictions counselling, coping skills, stress management, depression and life skills programs.

Several testimonials from our patients as well as our neighbours and fellow small business owners accompany this letter.

Safety and Security:

We have demonstrated a commitment to follow any applicable city bylaws in order to remain compliant. We are fundamentally committed to the safety and security of our staff, our patients, and our neighbourhood. We have a minimum of two staff members on at all times, one of whom is always a manager. We are committed to established CPTED strategies in order to deter criminal behaviour. All front of store product is positioned safely behind a counter or in a drawer and out of sight from the street. Only small quantities of inventory is kept on the sales floor and we practice industry standard secure handling of our back stock which is in a locked room and in a safe. All edibles for sale have been removed as required by VIHA. We perform regular cash drops into a secured safe and all product is secured and out of view during closing hours. We have a security alarm system,

multiple security cameras, and fire detection devices wired directly to professional security companies and monitored 24 hours per day. We have established “security zones” on our premises which specify who is allowed in which areas of the store, whether they be a patient, a staff member, or a manager. We have outdoor lighting along the front of our building, on the side of the building in the parking lot and a street lamp directly outside of our door which provides ample security lighting. Consumption of cannabis or cannabis products is strictly forbidden on site or anywhere in the vicinity of our storefront. In addition, we have deployed a powerful carbon filter air filtration system inside the shop.

Design Permit Guidelines:

543 Herald Street has CA-3C zoning which allows for the use of the premises for retail sales without requiring any off-street parking stalls. We are close to most major bus routes, the Galloping Goose Trail, and regularly allow patients to bring their bicycles right into the shop during their visit. The property does not have heritage status and no heritage buildings are affected by this application. An additional emergency door will be installed should we be successful with our rezoning and is detailed on our floor plans. We will be keeping our parking spot in our store and this is also detailed in the floor plans. You will also notice we have changed our signage. The city requested our current sign be removed and to use a blade (projecting) sign to be consistent with other signage in the neighbourhood and this has been completed to remain in compliance with city bylaws.

Recently the Green Dragon Dispensary of 541 Herald St was denied their rezoning due to the proximity to the Chinese Language School. Green Dragon is 155m from the school and Shadow Mountain is approximately 10m closer. City Council Policy for Cannabis Retailers dated February 23, 2017 states in section C item 2. *A storefront cannabis retailer should be at least 200 m (in a straight line from closest lot line to closest lot line) from a public or independent elementary, middle or secondary school.* The school in proximity to Shadow Mountain does not fall within this definition (see attached letter from the Ministry of Education). It is a Language School and the hours that school is in session are quite limited. During the week classes are from 4:10pm to 5:50pm for kids and the adult programs go from 7:00pm to 9:00pm. On Saturdays the school is open from 9:00am to 1:00pm. The hours of operation in this case make it more analogous to any business that offers instructional services. It is assumed that the basis for having a space between true schools is principled. It is anticipated that there may be a large number of students in and about the area of a true school at all times of day, with the students having recess consisting of unsupervised time, making the possibility of exposure to the sale and use of marijuana more likely. In this case, the same risks are not present. These are after school language programs of a little over an hour. Parents typically wait with their children, or return to pick them up from Fisgard Street. There are no child-centric businesses, nor attractions in the vicinity of Shadow Mountain that would draw participants to the area, across the busy government street and down a side road. The Language School is not analogous to a true school where attendance is in the hundreds, five days a week with the potential to wander during recess periods. Shadow Mountain has existed in our location, at this proximity to

the Language School for almost 3 years with no incidents or objections to date. Shadow Mountain is open to compromising with council to limit our hours of operation to be closed during the above mentioned school hours.

Furthermore, it is important to bring to your attention to Farmacy Dispensary of 3055 Scott St. which was awarded their business license although they are only 150m from lot line to lot line to the Lansdowne Middle School. Lansdowne falls within the definition outlined in the policy of a public middle school. We are aware that it was obtained under a different set of requirements, however it does set a precedent that the 200m buffer is not an absolute for all dispensaries. Clearly in some cases the circumstances specific to the location and the school can be considered in isolation. It is our submission that in this case it should be acknowledged that this is not the type of institution the policy was crafted to apply to, and if the policy were applied so broadly so as to capture any business that offered instructional classes, there is likely no location in Victoria that could be squarely approved.

Neighbourhood Impacts:

We support members of our community who exercise their right to use cannabis for medical reasons. Our presence, with our well trained and proactive staff, contribute to the vibrancy of the community and have become a welcome thread in the fabric of our neighbourhood. Being located on Herald St, we service the residential over age population that does not require transportation. Our shopfront is unobtrusive and fits in nicely to our neighbourhood.

Should you ever set foot in our facility, you will appreciate the warm and welcoming aesthetic we have created. We have an abundance of live plants, reclaimed wood countertops, reclaimed wood paneling, and a waterfall fountain. The room has a distinctly west coast feel which is pleasing to our clients.

We encourage all staff and clients to move off of the block to a private area to consume their medicine.

Conclusion:

Thanks to the continued outpouring of support from our patients, staff, neighbours, and the community at large, we are convinced that we are an ideal candidate for cannabis storefront rezoning approval. We are committed to the protection of the environment, local food security, to the health and wellness of our members, to being a contributing member of Victoria and to providing a safe and welcoming environment to anyone over the age of 19. We are eager to move forward onto the next step and are grateful for the hard work and leadership of this city's Mayor, Council, and staff throughout this complex landscape.

Shady Mountain Health and Wellness Society

From: Stewart, Terry J EDUC:EX [mailto:Terry.J.Stewart@gov.bc.ca]

Sent: June 26, 2017 1:30 PM

To: 'robert bradbury'

Committee of the Whole - 07 Sep 2017

Subject: RE: VICTORIA CHINESE PUBLIC SCHOOL, 636 FISGARD STREET, VICTORIA, V8W 1R6

Hello

The Victoria Chinese Public School is not a BC certified independent school.

Under the Independent School Act, schools that offer solely language or cultural programs to school aged students are not required to be certified as BC independent schools in order to operate. It is my understanding that the Victoria Chinese Public School offers primarily language programs to school aged students after regular school hours. Information on the school's programs may be found here:
<http://www.victoriabbs.com/sponsors/vcps.html>.

I hope you find this information helpful.

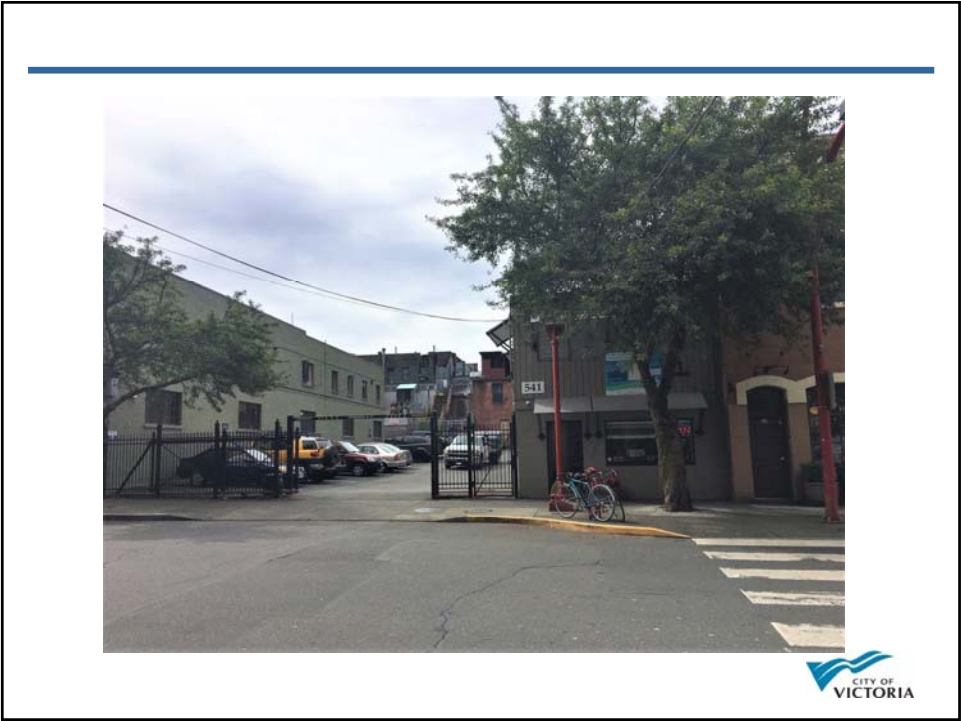
Terry Stewart
Policy Analyst
Independent Schools Branch
International Education, Independent Schools and Partner Relations Division
Ministry of Education
Ph: 778-679-2883

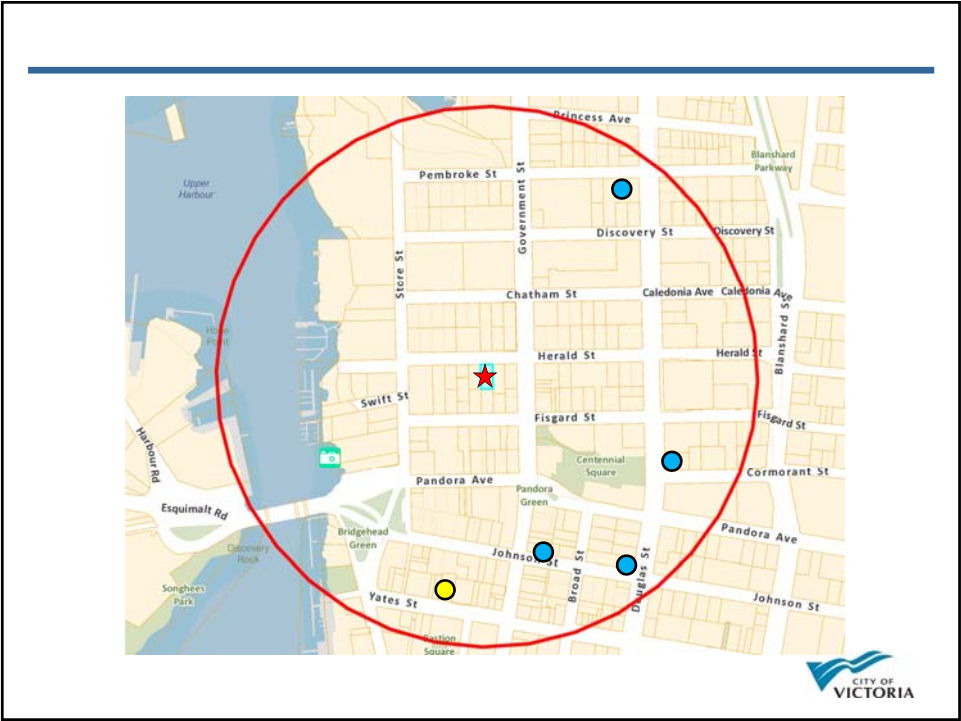
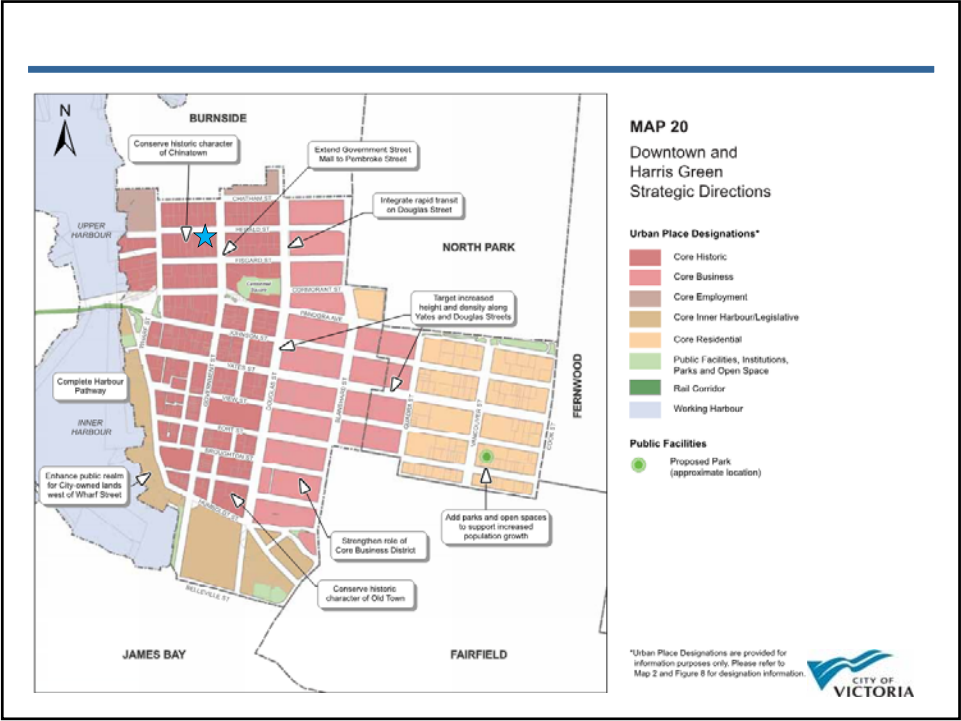


Ministry of
Education

Rezoning Application for 543 Herald Street









Committee of the Whole Report

For the Meeting of September 7, 2017

To: Committee of the Whole **Date:** August 24, 2017

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

Subject: **Rezoning Application No. 00581 for 2018-2030 Douglas Street & 649 Pembroke 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. 00581 for 2018-2030 Douglas Street & 649 Pembroke Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Rezoning Application for the property located at 2018-2030 Douglas Street & 649 Pembroke Street. The proposal is to rezone from the M-1 Zone, Limited Light Industrial District, to a site-specific zone in order to permit the use of storefront cannabis retailer.

The following points were considered in assessing this application:

- the proposal is consistent with the Core Employment designation in the *Official Community Plan, 2012*
- the proposal is consistent with the General Employment designation in the *Burnside Gorge Neighbourhood Plan*
- the proposal is consistent with the *Storefront Cannabis Retailer Rezoning Policy*, as there are no schools within 200m or permitted storefront cannabis retailers within 400m.

BACKGROUND

Description of Proposal

This Rezoning Application is to allow for the retail sale of cannabis in an existing building. No alterations to the building are proposed. The property is split-zoned between the M-1 Zone, Limited Light Industrial District, and the M2-I Zone, Douglas-Blanshard Industrial District. However, the M-1 Zone encompasses the entirety of the building on the property, and thus this Rezoning Application will create a new site-specific Zone based on, and replacing the M-1 Zone. The following differences from the standard zone are being proposed and would be accommodated in the new zone:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to the ground floor
- storefront cannabis retailer would be restricted to a maximum floor area of 72m², which is in keeping with the size of the existing operation.

All other requirements within the M-1 Zone, Limited Light Industrial District remain the same. The M2-I Zone that encompasses the parking lot at the west of the property will remain unchanged.

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 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 one to two-storey buildings with uses that include light industry, various commercial businesses and retail.

Existing Site Development and Development Potential

The site is presently a two-storey commercial building with retail uses fronting onto Douglas Street and industrial uses fronting onto Pembroke Street.

The site is split-zoned. Under the current M-1 Zone, Limited Light Industrial District, and the M2-I Zone, Douglas-Blanshard Industrial District, the property could be developed for a wide variety of light industrial uses with a floor space ratio of 3:1 and a maximum height of 15m.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) meeting is waived unless the Application involves construction of a new building; however, the Application was referred to the Burnside Gorge Community Association CALUC. Also consistent with the Policy, the Application has been referred to School District No. 61 and the Victoria Police Department (VicPD). Between 2015 and 2017 (up to July 24), VicPD noted a decrease of service calls from two to one to the property and from 69 to 33 to the area in general.

ANALYSIS

Official Community Plan

The *Official Community Plan* 2012 (OCP) identifies this property within the Core Employment urban place designation, within which commercial uses, including retail, are envisioned.

Local Area Plans

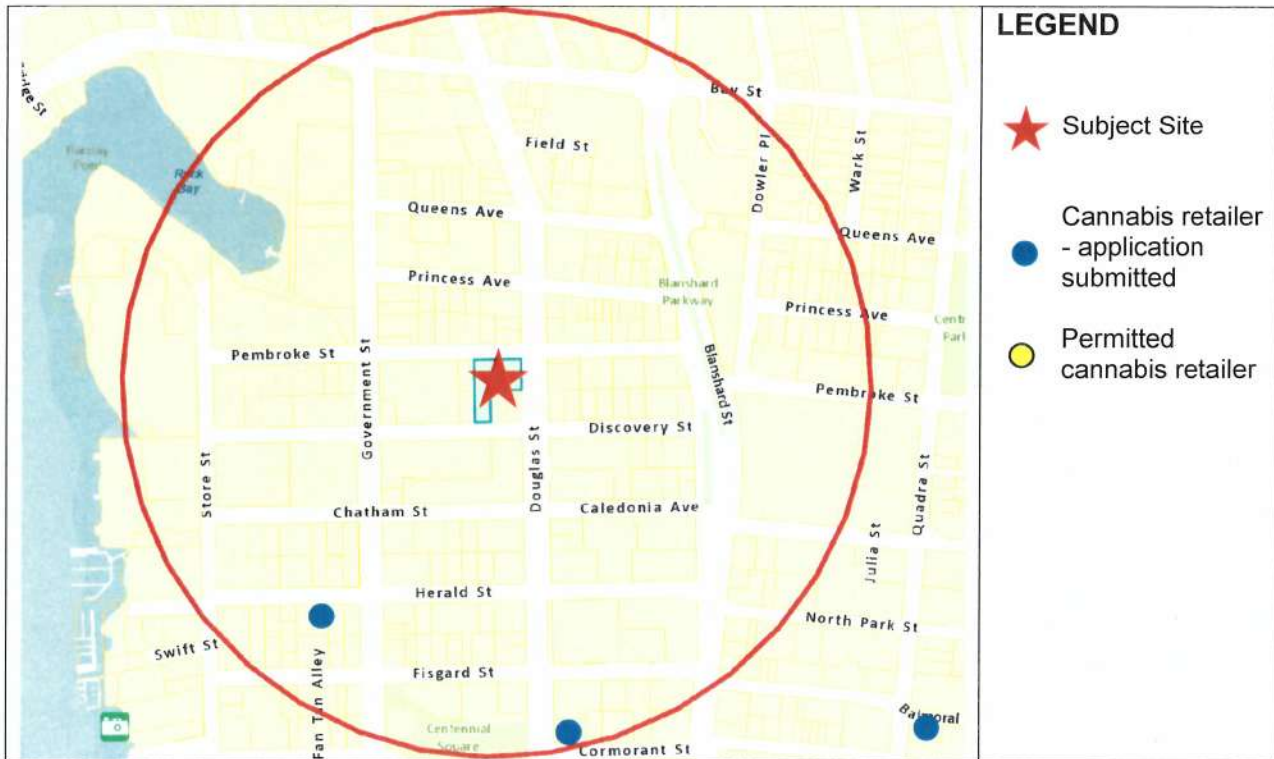
The *Burnside Gorge Neighbourhood Plan* identifies the property within the General Employment designation, within which retail uses are supported on the ground floor along arterial roads and areas with high pedestrian activity.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts, nor any impacts to public trees with this application.

Storefront Cannabis Retailer Rezoning Policy

The Application complies with the *Storefront Cannabis Retailer Rezoning Policy* and was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. No schools are within 200m and no permitted storefront cannabis retailers are within 400m of the property; however, at the time of writing this report there were two Applications currently under review within 400m of the subject property: 1601 Douglas Street is 353m away and 543-545 Herald Street is 271m away.



Regulatory Considerations

The site is presently split-zoned, with the front part of the lot facing Douglas Street and containing the building located in the M-1 Zone, Limited Light Industrial District, and the rear parking area located in the M2-I Zone, Douglas-Blanshard Industrial District. This Rezoning Application will maintain the M2-I Zone and create a new site-specific Zone to replace the M-1 Zone.

CONCLUSIONS

This proposal to permit the storefront cannabis retailer use is consistent with the *Official Community Plan* and the *Burnside Gorge Neighbourhood Plan* in accommodating ground floor retail. The proposal does not have any schools within 200m or permitted storefront cannabis retailers within 400m of the property.

ALTERNATE MOTION

That Council decline Rezoning Application No. 00581 for the property located at 2018-2030 Douglas Street and 649 Pembroke Street.

Respectfully submitted,

M. Angrove JH

Michael Angrove
Planner
Development Services

J. Tinney
Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

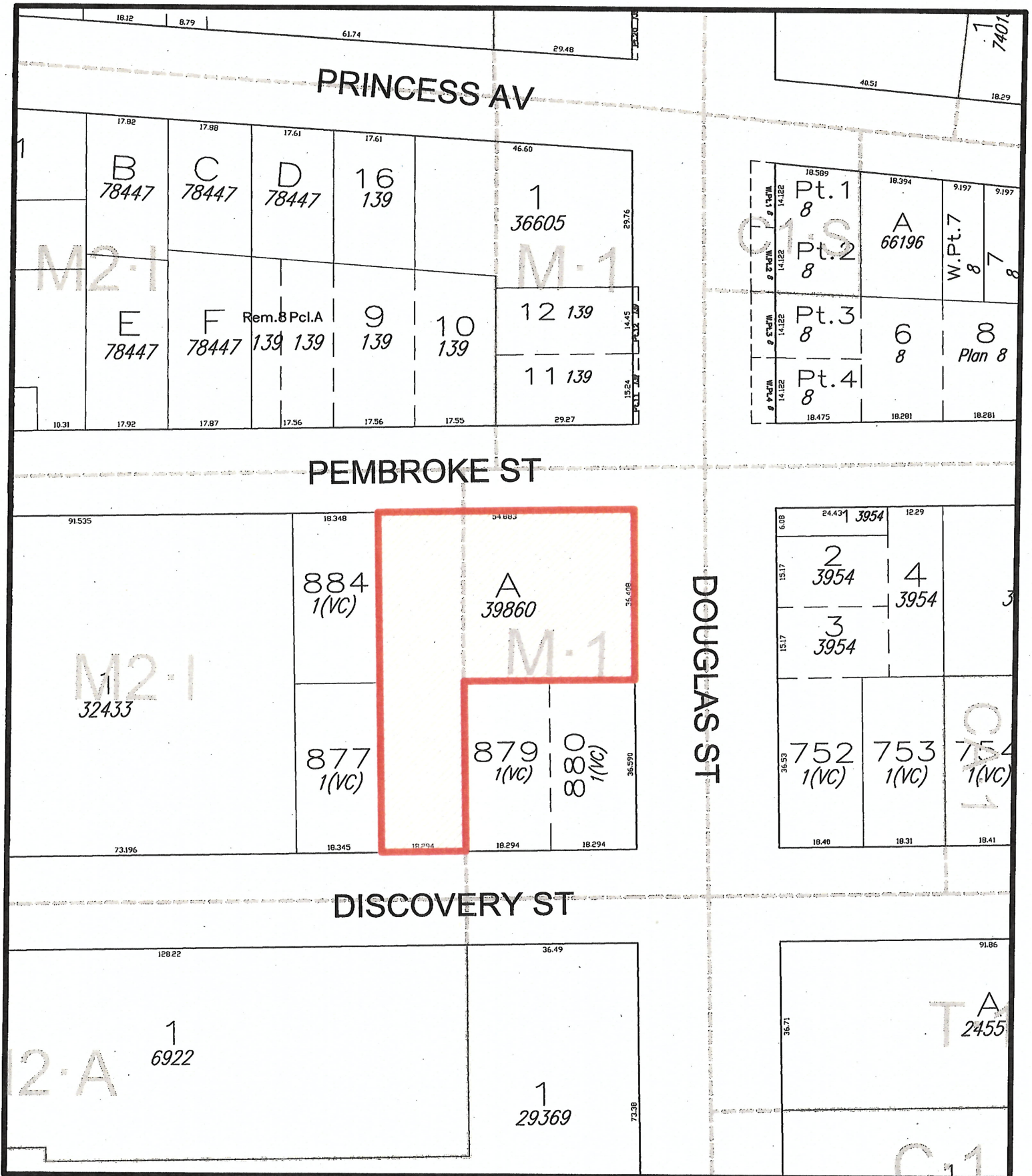
Report accepted and recommended by the City Manager:

Date:

Jocelyn Jenkins
Aug 30, 2017

List of Attachments:

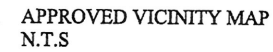
- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans date stamped April 21, 2017
- Attachment D – Letter from applicant to Mayor and Council received April 21, 2017



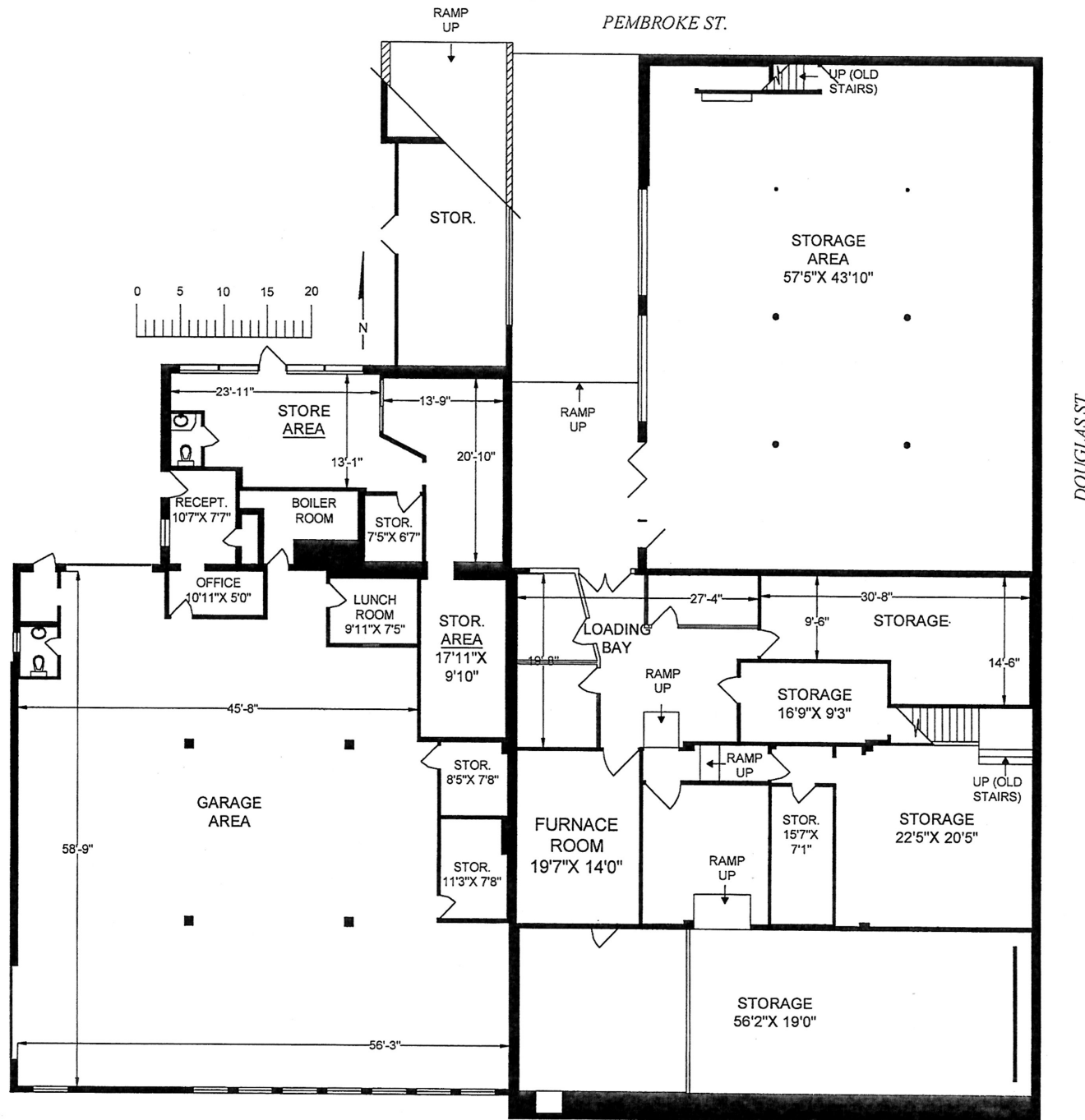
2018 to 2030 Douglas Street
and 649 Pembroke Street

Rezoning Application No. 00581 for 2018 to 2030 Douglas Street ...
Rezoning No. 00581



[illegible]

Committee of the Whole - 07 Sep 2017



2020 DOUGLAS STREET
VICTORIA BC

BASEMENT

PREPARED FOR:
SHELLEY MICHAUX
2020 DOUGLAS ST. #13
VICTORIA BC V8T 4L1
TEL 250 592 0799
FAX 250 592 0702

Received
City of Victoria

APR 21 2017

Planning & Development Department
Community Planning Division

FLOOR PLAN

SCALE: $\frac{1}{16}" = 1"$

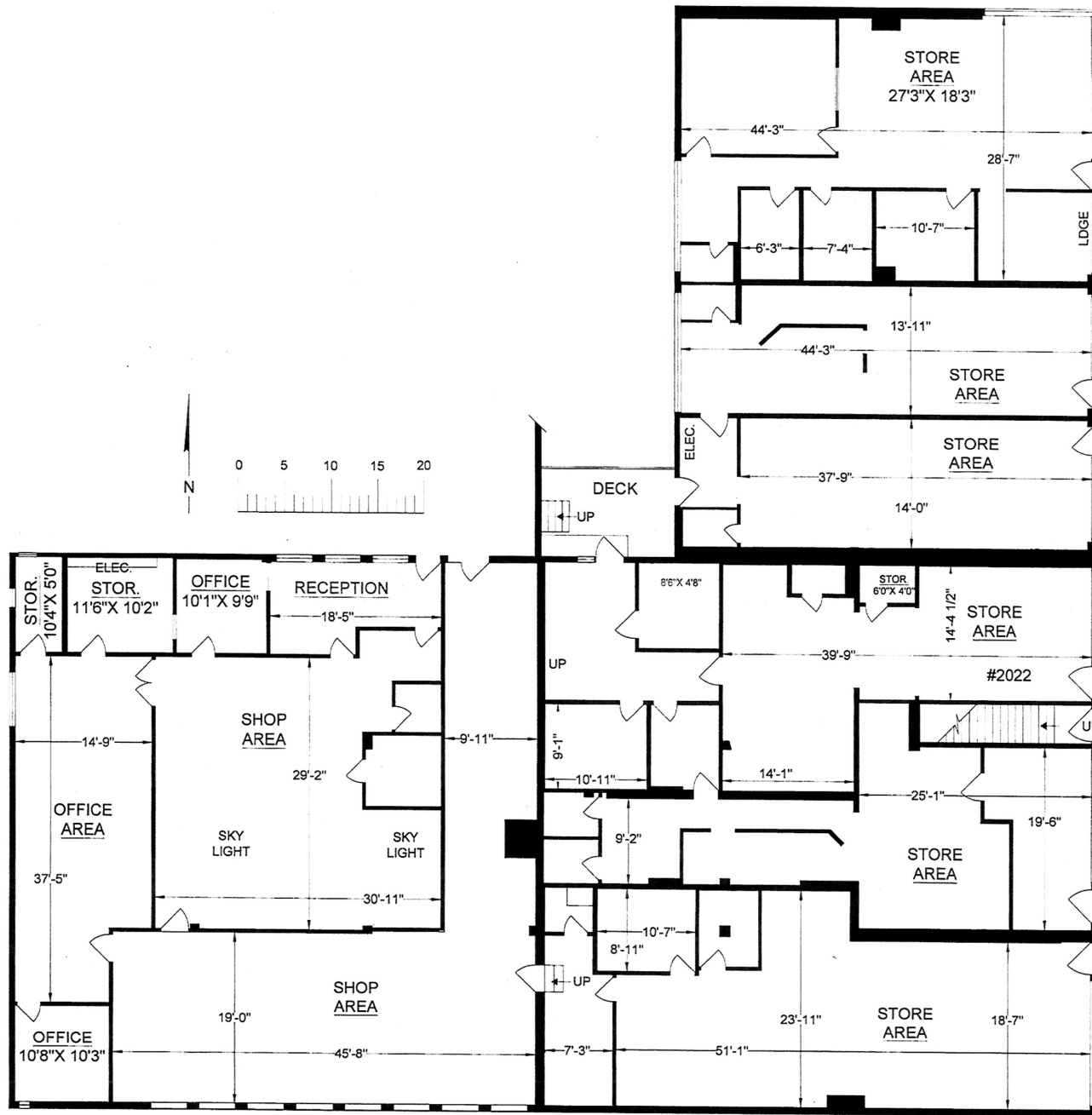
8 MARCH 2007

FILE #06-1025

MEASURE MASTERS
VANCOUVER ISLAND
- COMMERCIAL
3035 WESTDOWNE ROAD
VICTORIA BC V8R 5G2
TEL 472-2653 FAX 472-2653

Committee of the Whole - 07 Sep 2018

PEMBROKE ST.



2020 DOUGLAS STREET
VICTORIA BC

MAIN FLOOR

PREPARED FOR:
SHELLEY MICHAUX
2020 DOUGLAS ST. #13
VICTORIA BC V8T 4L1
TEL 250 592 0799
FAX 250 592 0702

CITY OF VICTORIA
RECEIVED **DEEMED**
JUN 30 2017 APR 21 2017

Received
City of Victoria
JUN 30 2017
Planning & Development Department
Development Services Division

FLOOR PLAN

SCALE: 1/4" = 1" WHEN
PRINTED ON 26" x 48"

16 JUN 2017

FILE #06-1025

MEASURE MASTERS
VANCOUVER ISLAND
- COMMERCIAL
3035 WESTDOWNE ROAD
VICTORIA BC V8R 5G2
TEL 472-2653 FAX 472-2683

Committee of the Whole - 07 Sep 2017

Received
City of Victoria

APR 21 2017

Planning & Development Department
Development Services Division

Lisa Helps and Council of Victoria

We are Urban Earth Med compassion club located at 2020a Douglas St in Victoria B.C. We are a compassion club focused on offering a safe, professional environment for adults needing access to medical cannabis. We are a compassion club established in 2011 that is made up of a family of three directors, two of which are born and raised in Victoria and we hold community and family close to our hearts. We are 1.1km from the closest school, 500 meters away from a community center and 400 meters of any other marijuana retailer. All of our Directors and staff have clean criminal back grounds and are not allowed to use any of our products in or around our location or during any working shifts. We also have a member code of conduct in place to ensure our members will not use our products in or around our location or their memberships will be revoked. Being a family run compassion club safety of children and minors is very important to us and we do not allow any minors under the age of 19 to enter our premises. We have established good standing relationships with all the business's located on our block and we make it a priority to ensure they are happy with our operations at all times. We will not be making any changes or adjustments to the building and there will be no renovations to our location. There is an option for paid parking in the back lot behind our building and off street parking located in front of our store. We are located behind a bus stop so many bikes have access to our location from the stop. In regards to the CPTED we have a camera located in the front of our store and 5 cameras through out our store, that are recording 24/7. We have a monitored alarm system, our staffs have panic buttons and we also have bars located on the front of our windows. All of our staff have been trained on risk situations and explained how to use the panic buttons. We make it a priority to follow any rules put forth by

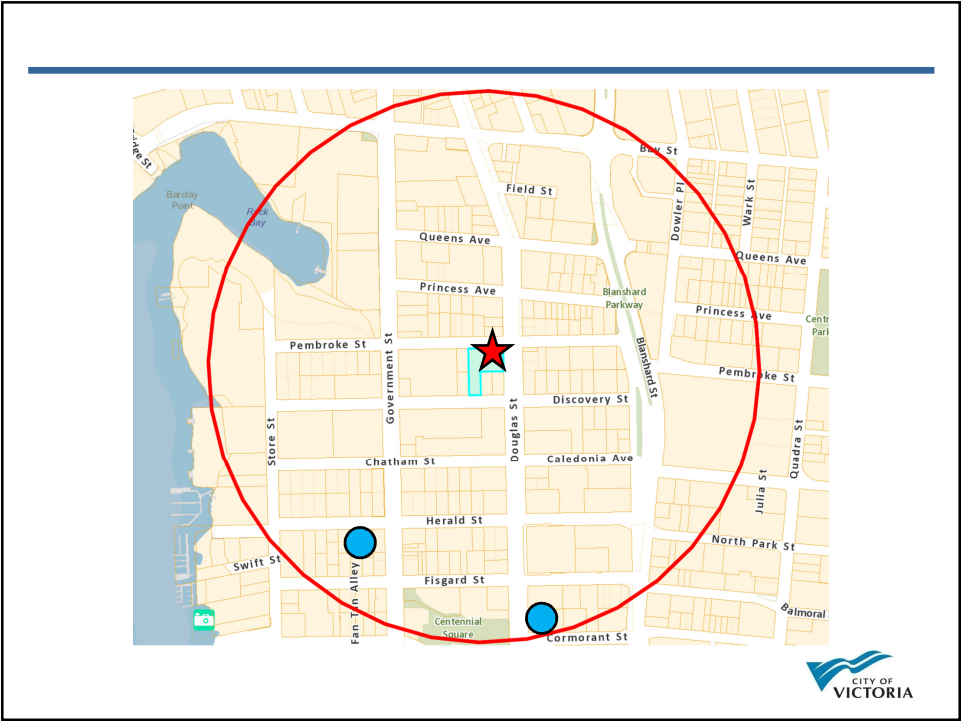
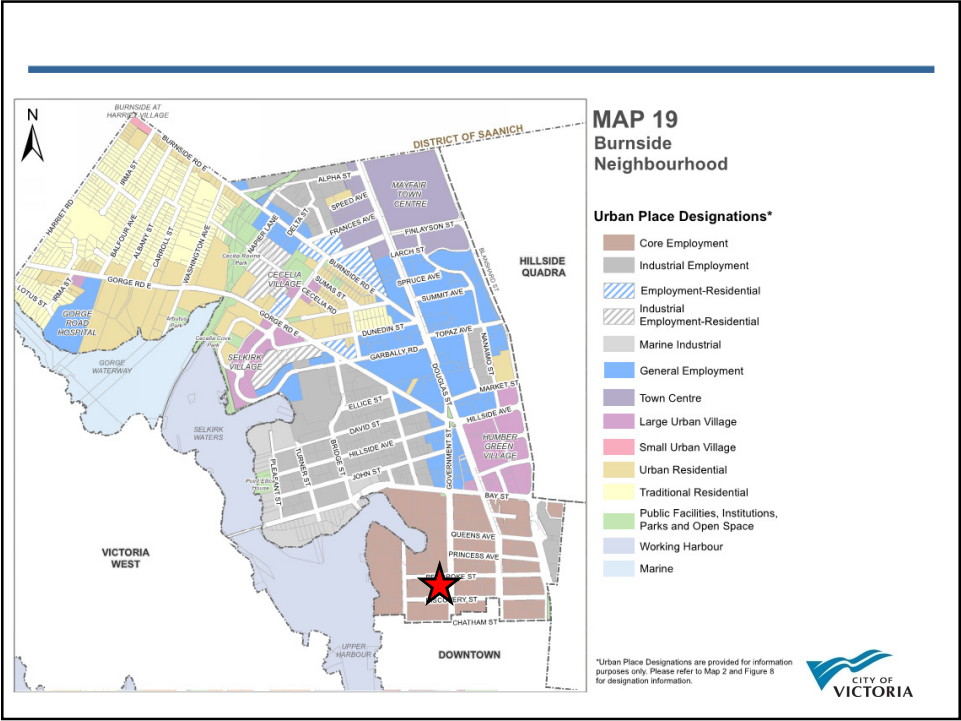
the city in regards to Marijuana retailers and do not carry any edibles and our hours are between 10am-8pm. and are happy to make any additional changes that may be requested. We thank you for taking the time to review our application and we do hope to be able to continue to be a good part of the community of Victoria.

Sincerely
Lee Jackson
Managing Director
Urban Earth Med

Rezoning Application for 2018-2030 Douglas Street & 649 Pembroke









Committee of the Whole Report For the Meeting of September 7, 2017

To: Committee of the Whole **Date:** August 24, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Rezoning Application No. 00570 for 2650-2654 Quadra Street

RECOMMENDATION

That Council decline Rezoning Application No. 00570 for the property located at 2650-2654 Quadra Street and refer the property to Bylaw Services to bring into compliance any unlawful construction and unlawful occupancy.

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 2650-2654 Quadra Street. The proposal is to rezone from the C1-QV Zone, Quadra Village District, to a site-specific zone in order to permit the use of storefront cannabis retailer.

The following points were considered in assessing this Application:

- the proposal is consistent with the Large Urban Village designation in the *Official Community Plan, 2012*
- the proposal is consistent with the retail designation in the *Hillside-Quadra Neighbourhood Plan*
- the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy* as there is a secondary school within 200m of the subject property.

BACKGROUND

Description of Proposal

This Rezoning Application is to allow for the retail sale of cannabis in an existing building. There is evidence of unlawful construction and unlawful occupancy on-site as the plans submitted identify four residential units within the existing building, whereas previous approvals only permitted three residential units. The following differences from the standard zone are being proposed and would be accommodated in the new zone:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to the ground floor
- storefront cannabis retailer would be restricted to a maximum floor area of 110m², which is in keeping with the size of the existing operation.

All other requirements within the C1-QV Zone, Quadra Village District remain the same.

Staff have requested a Statutory Right-of-Way (SRW) of 3.20m off Quadra Street to meet future transportation-related needs. If this Application is moved forward to Public Hearing, Staff recommend for Council's consideration that the SRW be made a condition of rezoning.

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 Rezoning Application.

Accessibility Impact Statement

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

Land Use Context

The subject property is located within Quadra Village, which is characterized mainly by ground floor retail and restaurant uses and some mixed-use buildings. Residential uses are located on flanking streets.

Existing Site Development and Development Potential

The site is presently a two-storey building with commercial uses on the first storey and residential uses on the first and second storeys.

Under the current C1-QV Zone, Quadra Village District, the property could be developed up to four-storeys in height and the zone permits both commercial and commercial-residential uses.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) meeting is waived unless the Application involves construction of a new building; however, the Application was referred to the Hillside-Quadra Community Association CALUC. Also consistent with the Policy, the Application has been referred to School District No. 61 and the Victoria Police Department (VicPD). Through 2015, 2016 and 2017 (up to July 24), VicPD noted a decrease of service calls from five to two to one to the property, and from 241 to 177 to 63 to the area in general.

ANALYSIS

Official Community Plan

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

Local Area Plans

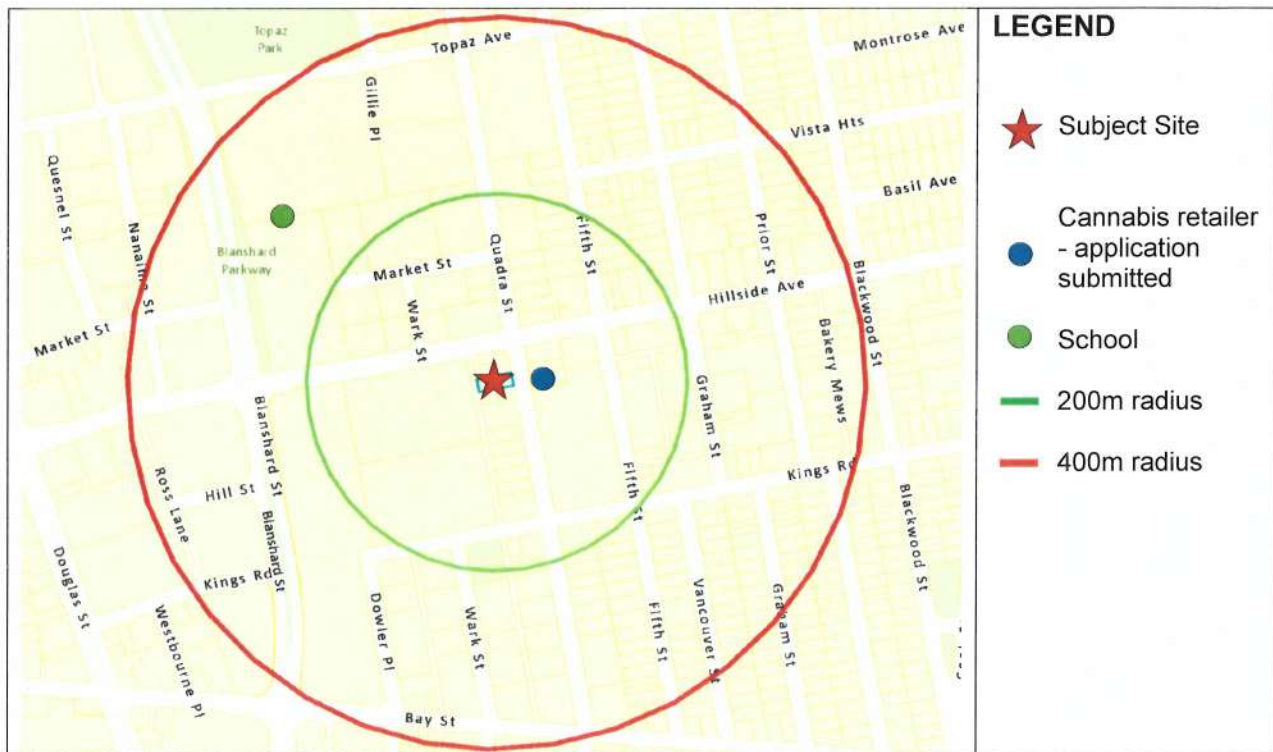
The *Hillside-Quadra Neighbourhood Plan* identifies the property within the "Consider Reduction of Allowable Height, More Street Retail" designation, within which continuous commercial uses fronting the street are envisioned.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this Application.

Storefront Cannabis Retailer Rezoning Policy

The subject property was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. The Application is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy* as the property line for the playing fields at SJ Willis Education Centre is approximately 150m from the subject property. SJ Willis offers alternative education for students in grades 9-12 and has been considered in the past to be used as a temporary school while other School District buildings receive seismic upgrades. In addition, the Rezoning Application for the storefront cannabis use at 2639-2641 Quadra Street, which is approximately 20m away from the subject property, is scheduled for Public Hearing on October 26, 2017.



Regulatory Considerations

The plans as submitted identify four residential units within the existing building, whereas previous approvals only permitted three residential units. Therefore, there is evidence of unlawful construction and unlawful occupancy on-site. In addition, the parking layout as submitted does not comply with Schedule C of the *Zoning Regulation Bylaw* for the following reasons:

- gravel is not a permitted surface for parking areas
- parking is not permitted within 1.0m of the property line
- the maximum permitted driveway crossing width is 7.0m
- the minimum permitted distance between a driveway crossing and a vertical obstruction is 1.2m.

The *British Columbia Building Code* also requires a second exit door at the rear of the building.

If Council moves this Application forward to a Public Hearing, Staff recommend for Council's consideration requiring plan revisions prior to a Public Hearing to rectify the aforementioned non-compliances. If Council declines the Application, the property will be referred to Bylaw Services to bring the property into compliance.

CONCLUSIONS

This proposal to permit the storefront cannabis retailer use is consistent with the *Official Community Plan* and the *Hillside-Quadra Neighbourhood Plan* in accommodating commercial retail uses fronting the street; however, the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy* as it is within 200m of a school. Therefore, Staff recommend that Council consider declining the 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. 00570 for 2650-2654 Quadra 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. A 3.20m Statutory Right-of-Way off Quadra Street is registered with the Land Titles Office
2. The property is brought into compliance with the *Zoning Regulation Bylaw* or a Development Permit with Variances Application is submitted for Staff's review to address the parking variances and the creation of a rear exit that conforms to the requirements of the *BC Building Code*.

Respectfully submitted,



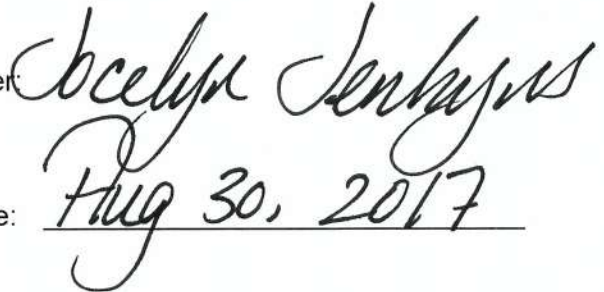
Michael Angrove
Planner
Development Services

JH



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager

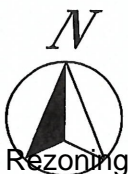
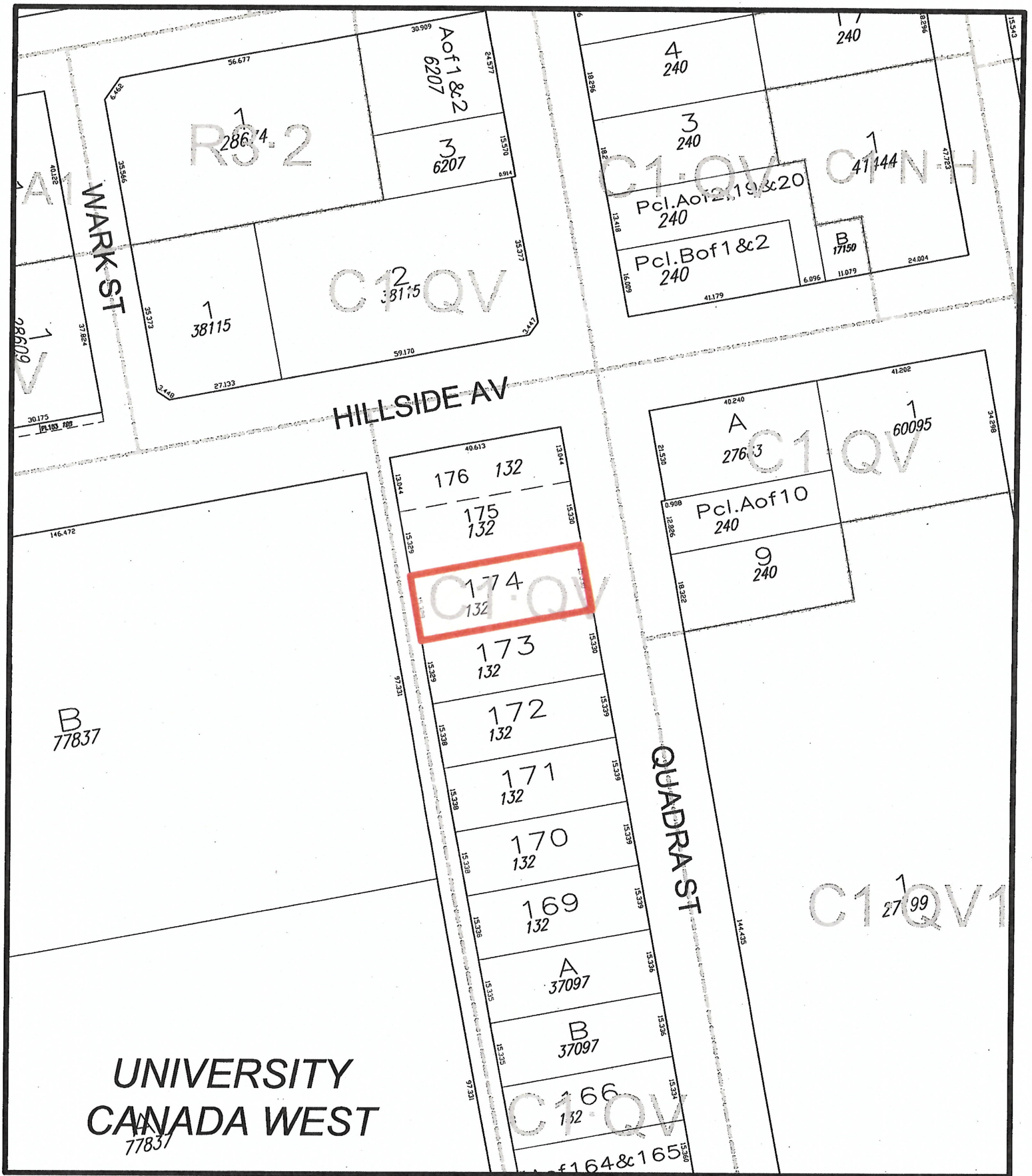


Date:

Aug 30, 2017

List of Attachments:

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans dated/date stamped March 3, 2017
- Attachment D – Letter from applicant to Mayor and Council dated March 1, 2017
- Attachment E – Correspondence (Letters received from residents)

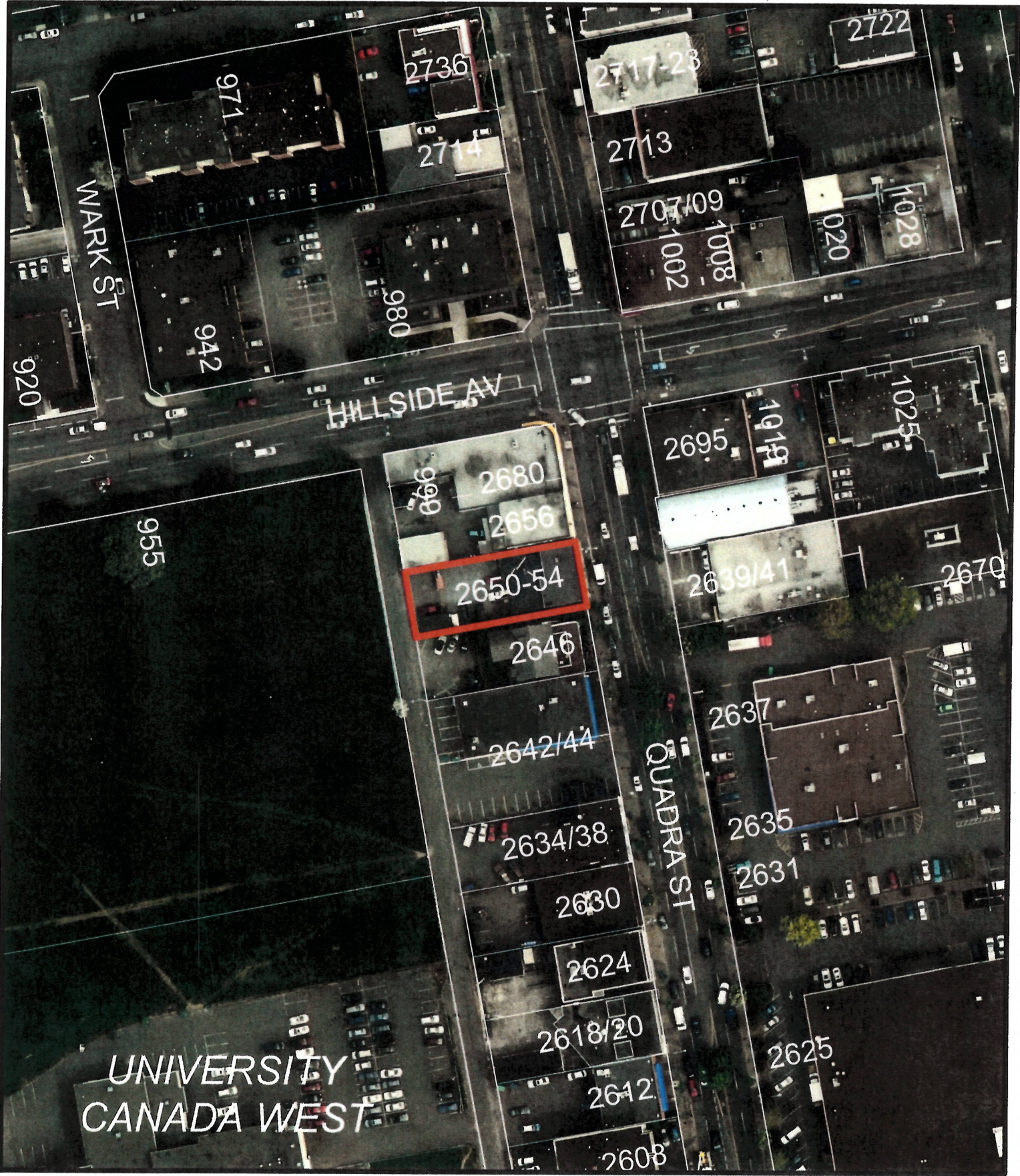


2650 to 2654 Quadra Street

Rezoning No.00570

Rezoning Application No. 00570 for 2650-2654 Quadra Street (...)





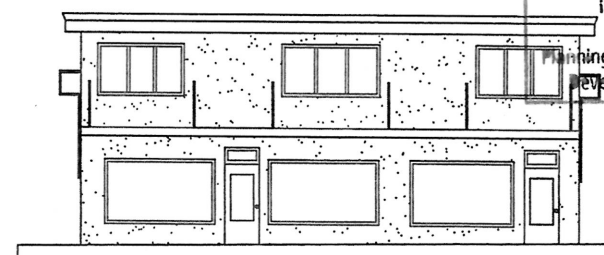
2650 to 2654 Quadra Street

Rezoning No.00570

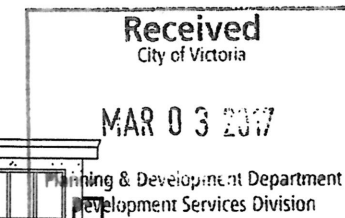
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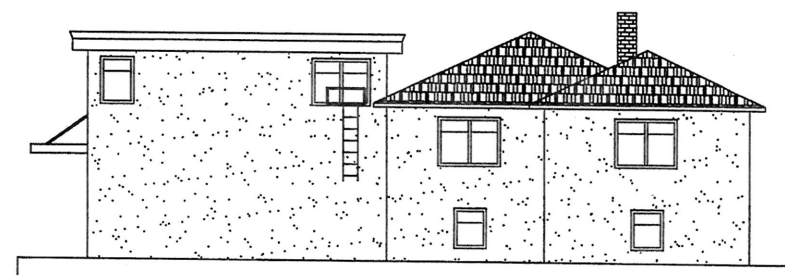
SOUTH ELEVATION



EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION

PROJECT INFORMATION

ZONE: C-1 QV QUADRA VILLAGE DISTRICT

BUILDING OCCUPANCIES: GROUPS C,E & D

BUILDING MAIN FLOOR AREA: 212.1 m²

GROSS AREA: 423.4 m²

MELTTOWN AREA: 108.1m²

SITE AREA: 621.12 m²

POTENTIAL PARKING: 7 STALLS + GARAGE

SETBACKS:

FY - 0.1 m ENCROACHMENT

SY - 0.5 m

SY - 1.6 m

RY - 23 m

CODE CATEGORY = DIV. B, PART 9

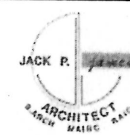
PREPARED FOR THE EXCLUSIVE USE OF:

TOM MORAN - MELTTOWN SMOKE SHOP AND DISPENSARY
2652 QUADRA STREET, VICTORIA, BC. V8T 4E4
778.265.7855 tom@melttown.com www.melttown.com
December 20, 2016



250-884-9753
matt@propermeasure.com
www.propermeasure.com

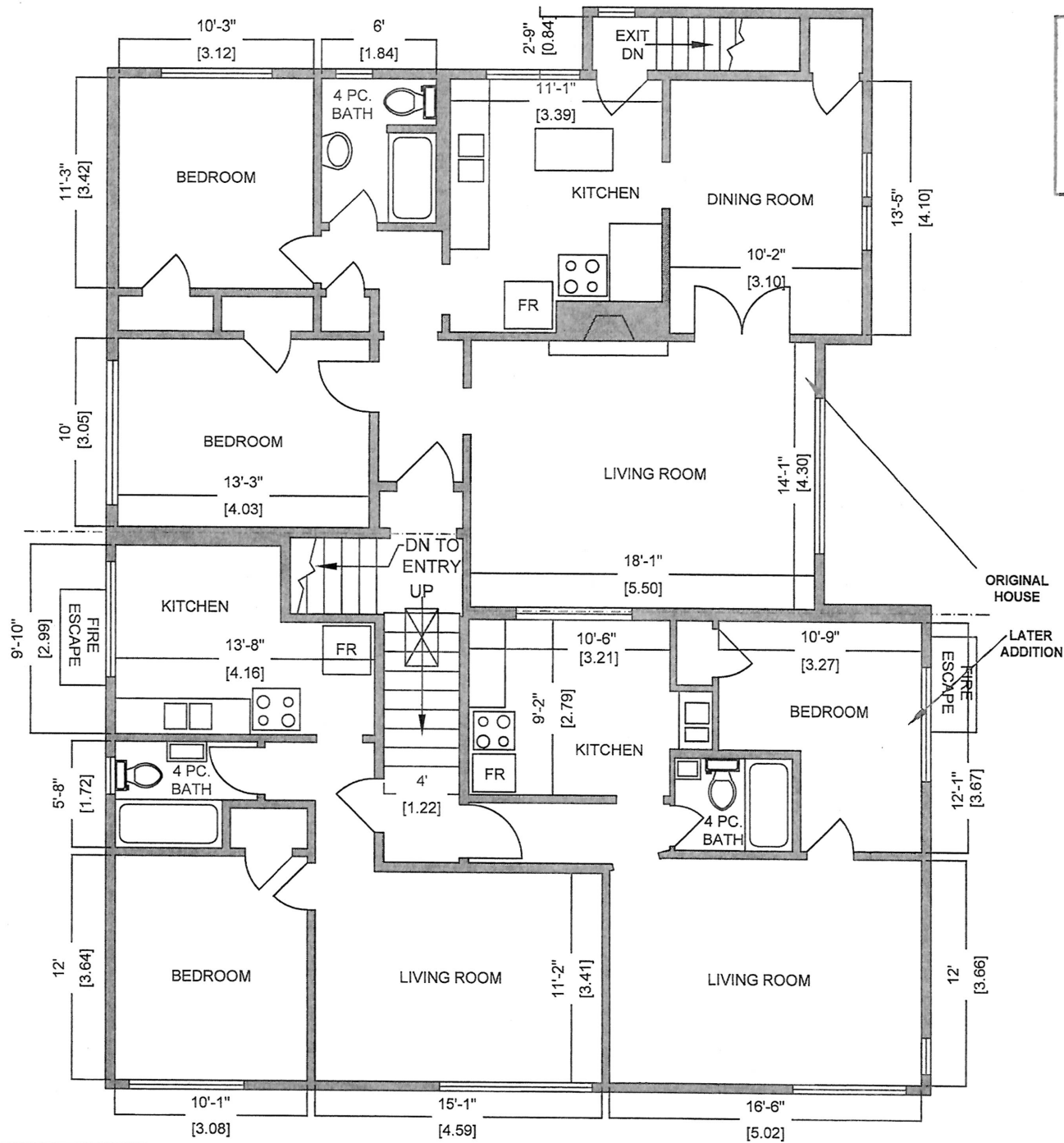
Elevation drawing of:
Lot 174, Block 9, Section 4.
Victoria District, Plan 132.



SCALE - 1:200
DRAWN BY: Matthew Heath
December 20, 2016

REVISION





UPPER FLOOR
2274 SQ. FT. - 211.30 SQ. M.

Received
City of Victoria
MAR 03 2017
Planning & Development Department
Development Services Division

REVISION

SCALE - 1:100
DRAWN BY: Matthew Heath
December 20, 2016

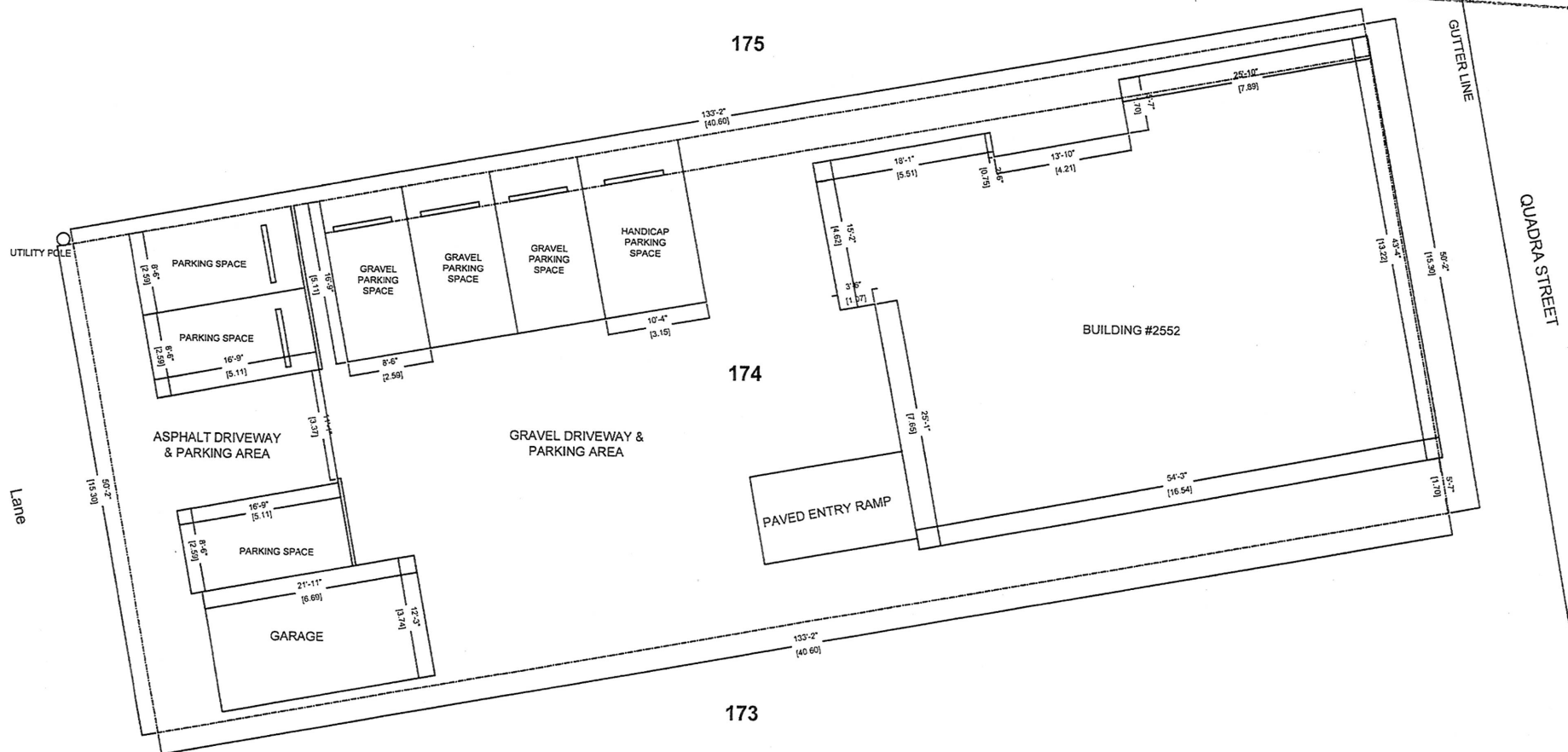


Main Floor - Floor plan of:
Lot 174, Block 9, Section 4.
Victoria District, Plan 132.

DRAFTED BY
PROPER MEASURE
PRECISION
250-884-9753
matt@propermeasure.com
www.propermeasure.com

PREPARED FOR THE EXCLUSIVE USE OF:
TOM CORAN - MELTOWN SMOKE SHOP AND DISPENSARY
2652 QUADRA STREET, VICTORIA, BC. V8T 4E4
723.265.7855 tom@meltown.com www.meltown.com
December 20, 2016

Received
City of Victoria
MAR 03 2017
Planning & Development Department
Development Services Division



Distances shown in Feet & Inches as well as [meters]
Please note this is a reproduction of existing site plan and is intended to show additional details in regards to parking that were not present on original plan.
This is not a legal survey.

PREPARED FOR THE EXCLUSIVE USE OF:
TOM MORAN - MELTOWN SMOKE SHOP AND DISPENSARY
2652 QUADRA STREET, VICTORIA, BC. V8T 4E4
778-265.7855 tom@meltown.com www.meltown.com
December 20, 2016

DRAFTED BY
PROPER MEASURE
PRECISION
250-884-8753
mat@propermeasure.com
www.propermeasure.com

Modified Site Plan of:
Lot 174, Block 9, Section 4.
Victoria District, Plan 132.



SCALE - 1:200
DRAWN BY: Matthew Heath
December 20, 2016

REVISION



Melt Town Business Application – Supporting Letter

March 1st, 2017.

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

RE: Rezoning Application for Storefront Cannabis Retail Operation at 2652 Quadra Street

Dear Mayor Helps and City of Victoria Council,

As requested, we are submitting this communication as part of our Storefront Cannabis Retailer Rezoning Application for Melt Town Dispensary, in Victoria, British Columbia. Our intention is to demonstrate our ability to quickly and effectively comply with all rules and guidelines outlined by the City of Victoria. If additional information is required, please contact us at your convenience and we will work quickly to deliver the additional information.

Observance of City Policy for Cannabis Dispensaries

Melt Town Dispensary:

- Is not within 200m of any school
- Occupies an established retail location (former site of BC Smoke Shop)
- Operational since July 2016
- Is the only retail cannabis operation on this site
- Has a retail area of 108.1m² (1173 sq.ft.)
- Has a total floor area of approximately 212.1m² (2283 sq.ft.)
- Admittance is restricted to adults 19+ years of age
- Consumption of cannabis on the premises is not permitted

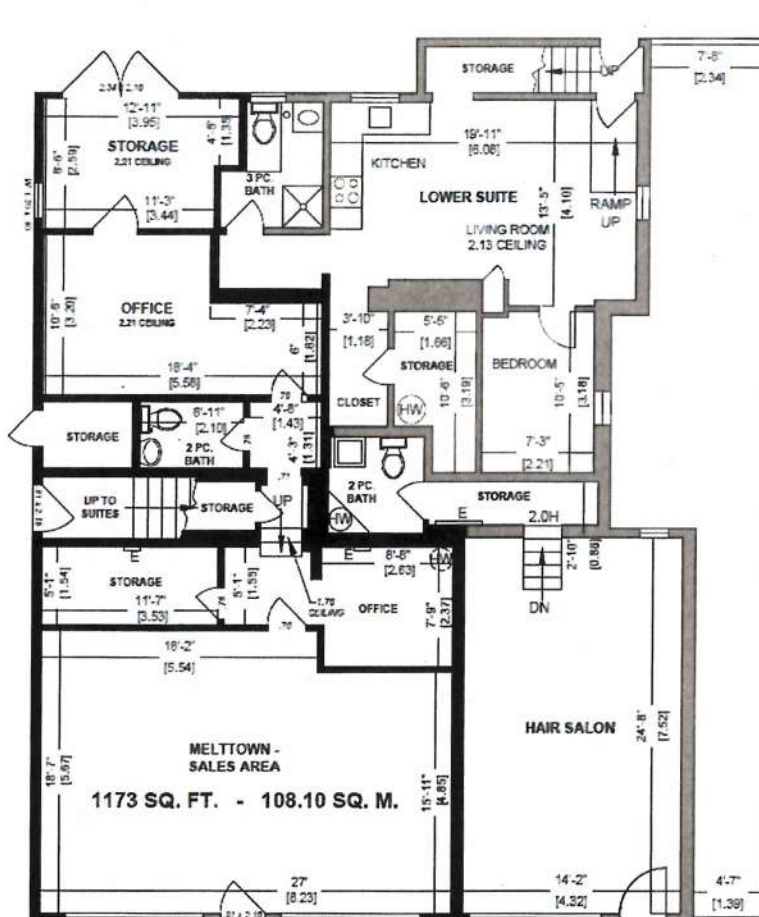
We respect the city's requirement for dispensaries to be separated by at least 200m; our location is within a dense urban village, and thus seems to meet the requirements for the exceptions to this guideline. The nearest dispensary (AAA Dispensary) is across Quadra Street, nearly 47m away. There are no other dispensaries on our block, and the two locations are separated by a substantial volume of vehicle traffic.

There is also a rezoning application that has been submitted by a dispensary that is not open yet which is located at 2714 Quadra St (approximately 110m from Melt Town). The property is currently for sale and new ownership may have to approve their rezoning application.

Our business is located on Quadra Street, near the intersection of Hillside Avenue. The building is home to commercial tenants as well as residential units, including the building manager's personal residence. Neighbouring businesses include a community grocery store, theatre, popular restaurants, convenience stores, and financial institutions. Our community, and our location, is on a direct route to the Victoria Police Station.

Zone two is for staff only, and access is only possible through a door from zone one or three. Zone three holds the office for the owner, and is accessible from zone two through a locked door, and a rear exit that is locked at all times.

- Admittance restricted to adults 19+ years of age
- Branding does not contain any cannabis related imagery
- All signage complies with the City's bylaws
- No on-site cannabis consumption permitted
- Health and Safety warnings are clearly and prominently posted
- Adequate ventilation is installed and operational
- Melt Town Dispensary is open solely during the designated hours of operation, as per City of Victoria Guidelines





Business Model

Our operation is run by a team of professionals interested in providing a quality product to a diverse clientele. Since opening, we have developed a membership of nearly 2000 patrons; trained eleven employees from Vancouver Island; implemented BioTrackTHC, a secure point of sales software solution specifically designed for the cannabis industry; and currently offer one of the largest selection of cannabis flowers, concentrates, and edibles in Victoria.

We run a professional operation, with highly trained employees, under the direction of Tom Doran, founder of the Melt Town and Jupiter brands. There are nine locations (two Melt Town and seven Jupiter) in Western Canada, but Melt Town Victoria is the only full service dispensary.

The Melt Town Team

The Melt Town Dispensary is owned by Tom Doran, who has over two decades of retail management experience, and is a member of the Canadian Franchise Association. Based on Mr. Doran's extensive experience leading multiple corporate and franchise operations in Victoria, Edmonton, Saskatoon, and Toronto, the Quadra Village location will be run efficiently and professionally, bringing value to the neighbourhood and revenue to the municipality, the province, and the federal government.

Melt Town collects and remits both PST and GST. We also pay source deductions. We will be filing a yearly tax return and have retained a chartered accountant. Melt Town is also a member of WorkSafeBC. Our corporate bank account is at a dispensary friendly credit union in Vancouver.

We have created a series of protocols to ensure everyone on our team is capable of:

- Verifying the age of our patrons
- Accurately weighing products sold by weight
- Providing product specific knowledge
- Promoting the responsible use of cannabis
- Maintaining a professional, respectful workplace at all times

We have a zero-tolerance policy for consuming any cannabis product on site, and violation of this policy will result in immediate termination of employment.



Part of the Neighbourhood

The previous tenant, BC Smoke Shop, successfully operated in this location for eleven years before relocating within the same neighbourhood. We are active members of the community, and have made substantial investments locally to ensure our neighbours benefit from our operation. 75% of the inventory required for the launch of Melt Town was purchased through Vancouver Island cannabis wholesalers. To outfit the Melt Town Dispensary, we invested over \$35,000 in the local community, including the purchase of cameras, computers, security gates, high-efficiency air-filtration equipment, flooring, signage, and renovation materials. Approximately \$20,000 was invested in Victoria-based professional services, including lawyers, architects, land surveyors, and tradespeople. Our security and fire alarms are both monitored by Price's Alarms, a longstanding local security provider.

"Mr. Doran's contribution on behalf of Melt Town is particularly significant in that he has facilitated the growth of Love Where You Live BC and advanced our progress ahead of planned milestones. The vision of living litter-free is a shared vision made substantial through action"

~ **Michael Wegner, founder of LoveWhereYouLiveBC.ca (full letter attached)**

As we are an active member of Quadra Village, an eclectic and artistic community, we work with our neighbours to improve the community.

One such project has been assisting with the development of a Quadra-based organization, *Love Where You Live*, a community action-group that fosters neighbourhood pride through litter-reduction and eco-stewardship. We have donated almost \$3000.00 to *Love Where You Live* since June of 2016 and look forward to providing ongoing financial support as well as strategic planning advice. Our goal is to assist them as they transition into a charitable organization; we have helped co-ordinate legal counsel and have agreed to pay a portion of the legal fees et al.

At Melt Town Dispensary, we respect our community as well as our planet, and have an active recycling program in place and use LED energy-saving lights where possible.

Site Profile

There have been no building renovations involving soil or soil excavation, and no uses indicated in Schedule 2 (as per the Ministry of Environmental Administrative Guidance on Contaminated Sites) have occurred at this location, thus a site profile is not required and has not been submitted with this application.

Design and Development Permit Compliance

We are not subdividing, adding to or altering the building, and we are not altering the land.

Safety and Security at Melt Town Dispensary

We strictly follow the guidelines outlined by the City of Victoria's Crime Prevention Through Environmental Design (CPTeD), including adequate lighting, improved sightlines, and appropriate security



measures. Our Security Plan, created by Commissionaires Victoria (and submitted with our business licence application) outlines our policies and processes, and is reviewed on a regular basis.

Our team is trained on the guidelines outlined by RetailSafety.ca to minimize opportunities for robbery, including cash handling, surveillance, limited access, and store layout, but in the event of a robbery, employees have been instructed to comply with all demands; we have sufficient cannabis dispensary specific insurance to cover financial loss, and the health and safety of our employees is paramount.

We have retained the services of Geoffrey A. Huggett, a lawyer and notary public who specializes in Commercial and Corporate Business Law, and Commercial and Residential Real Estate Law.

Transportation Requirements

Currently, the City of Victoria is reviewing the existing vehicle parking standards regarding the Schedule C off-street parking. We are awaiting proposed bylaw changes to Schedule C off-street parking to see if we satisfy the new requirements as we do not satisfy the current ones. We may also apply for a variance for the parking requirements or explore leasing parking spots from one of our neighbors. We are in the process of installing bicycle parking to meet the Schedule C standards. Our goal is to include bicycle facilities that exceed the requirements.

Heritage Designation

The current facility does not have heritage status.

In Conclusion

Our intention is to operate our business in a way that complies with all regulations and bylaws outlined by the City of Victoria, adhering to the spirit and letter of the law to ensure we provide a safe environment for our community. We educate our clients to ensure they have the right product for their specific situation, and we actively contribute to our community – financially as well as environmentally.

We look forward to our partnership with the City of Victoria, and with the City's approval, we will continue to operate in a professional manner with a positive presence within Quadra Village, representing the cannabis community of Victoria and promoting the responsible use of cannabis related products.

We are available to answer any questions or concerns throughout the application process and for the lifetime of our operation.

We are looking forward to your favourable consideration of our application.

Regards,

Tom Doran

Tom Doran

Founder and CEO, Melt Town Dispensary

Attachment E

From: Gail Stanford [REDACTED]
 Sent: Monday, May 15, 2017 5:34 PM
 To: Councillors <Councillors@victoria.ca>
 Cc: Community Planning email inquiries <CommunityPlanning@victoria.ca>; nag@quadravillagecc.com
 Subject: Cannabis Retailer Rezoning Applications - Quadra Village

I own a condo on Topaz Ave (very near Quadra Village). I routinely walk to the Village and frequent the drug store/post office, grocery store and other businesses. I purchased my condo in 1994. During the time I've lived in the neighborhood, I've hoped that Quadra Village would continue to improve and one day it would become more like the Oak Bay Village. Unfortunately, it still has a long way to go. I keep hoping.

My local neighbor action committee (NAG) has recently been sending out updates regarding the fact that three applications have been sent to the City applying for rezoning to allow cannabis storefront retail in Quadra Village. Two of the applications are from existing businesses in Quadra Village: AAA Dispensary and Melt Town. Both are located within a block of one another I believe. (It appears the third has withdrawn their application at the moment.)

I wanted to send this e-mail to Victoria City Councillors and the Community Planning Department to express my views on this situation.

As a long time resident in the neighborhood, I must confess I'm very distraught about this news! I know the cannabis issue is now before us and the City will have to deal with these types of applications but I had to let my view be known. I don't believe having a cannabis business in Quadra Village will add any pleasant ambience to our village. In fact, I believe it will greatly detract from the neighborhood village feeling!!! Having even one of these applications approved is very troubling to me!! Having two of them approved would be unthinkable! Our little village would become the cannabis village for Victoria!! And if the City does approve even one application, I hope they will take a long look at the business and ensure the business doesn't have a tacky appearance at store front and is a very respectable business!!

My hope is that **none** of the applications will be approved and failing that, that only one would be approved. Even one is too many!!

Thanking you for your attention.

Gail Stanford

February 28th, 2017.

Dear Mayor Helps and City of Victoria Council,

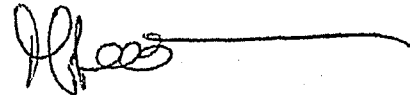
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Since then I have had many long conversations and Mr. Doran, he has made an immeasurable contribution to backing our anti-litter initiative, Love Where You Live BC (lovewhereyoulivebc.ca) and the volunteer driven community clean-ups. His financial support notwithstanding; the access to his experience in developing name recognition and extending the scope of the initiative reflects the shared values of sustaining a healthy environment.

While not our sole sponsor, Mr. Doran's contribution is particularly significant in that he has facilitated the growth of Love Where You Live BC and has advanced our progress ahead of planned milestones. The vision of living litter free is a shared vision made substantial through action, and the actions of Mr. Doran has been a driver towards the realization of the intangible to the tangible.

Love Where You Live BC is very grateful to Mr. Doran's comprehensive contribution.

Sincerely –



Michael Wegner, Founder

Love Where You Live BC

mail@lovewhereyoulivebc.ca

- Love Where You Live BC grew from a community clean-up initiative funded through a Neighbourhood Small Grant funded by the Vancouver Foundation and the Victoria Foundation (November 2015 to February 2016). Love Where You Live BC continues as a volunteer driven enterprise and is launching two campaigns to target littering behaviors while continuing to sponsor community clean-ups.

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From: Don McCarron [REDACTED]
Sent: April 1, 2017 1:32 PM
To: Councillors <Councillors@victoria.ca>
Cc: Community Planning email inquiries <CommunityPlanning@victoria.ca>; nag@quadravillagecc.com
Subject: Rezoning No. 00571 & No. 00570

Re: The City of Victoria has received, in Hillside-Quadra, two additional requests for rezoning to allow Cannabis Storefront Retail for two existing businesses, AAA Dispensary and MeltTown.

I am opposed to a cannabis store front business operation in Quadra Village. I do not think there is any reason to expose our children repeatedly to a store front experience in their own neighbourhood. The names "AAA Dispensary and MeltTown" are ridiculous, to me one infers a legitimate medical pharmacy and the other extreme party time.

Why are Victoria City planners so pro active to re-zone for cannabis store fronts before legal federal legislation and guide lines are established? If your regulations do not line up with federal law will you may need to re-zone or de-zone.

My hope is federal regulations will restrict the number of licences and greatly limit the number of cannabis outlets allowed in a community.

Currently neither of these existing store front shops promote healthy family values and are kind of scary to me.

Sincerely

Don McCarron
2627 Graham St
V8T 3Y8

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Sent: Monday, May 15, 2017 5:34 PM
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Cc: Community Planning email inquiries <CommunityPlanning@victoria.ca>; nag@quadravillagecc.com
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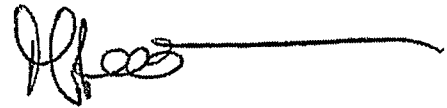
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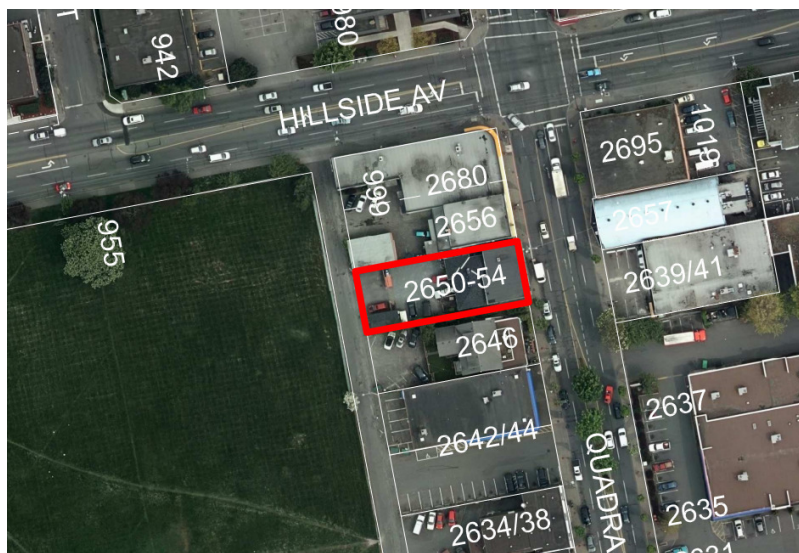
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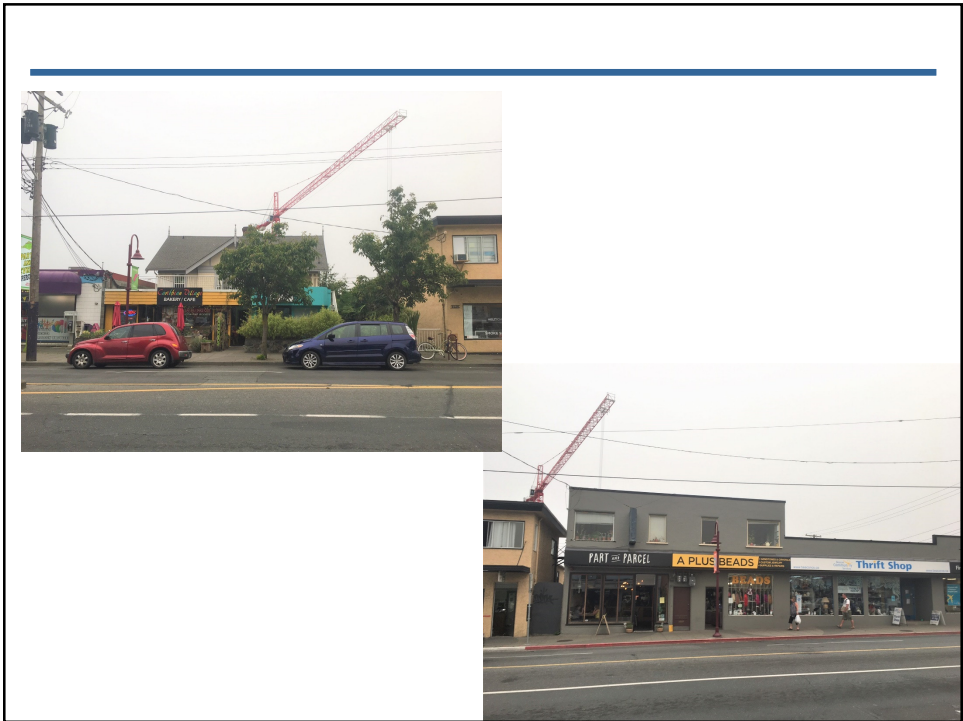
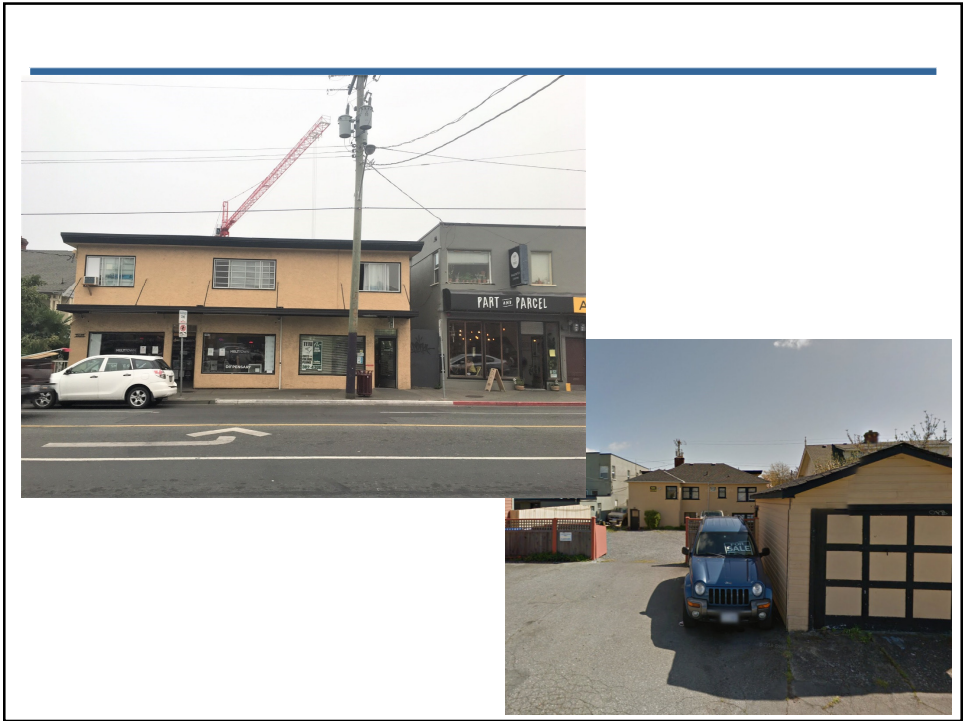
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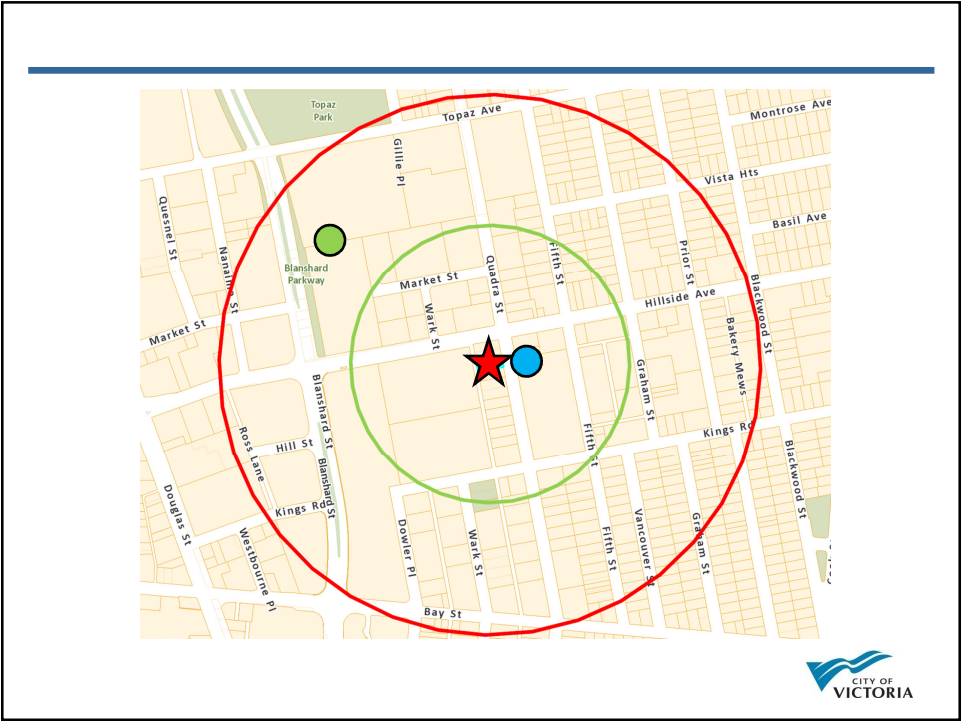
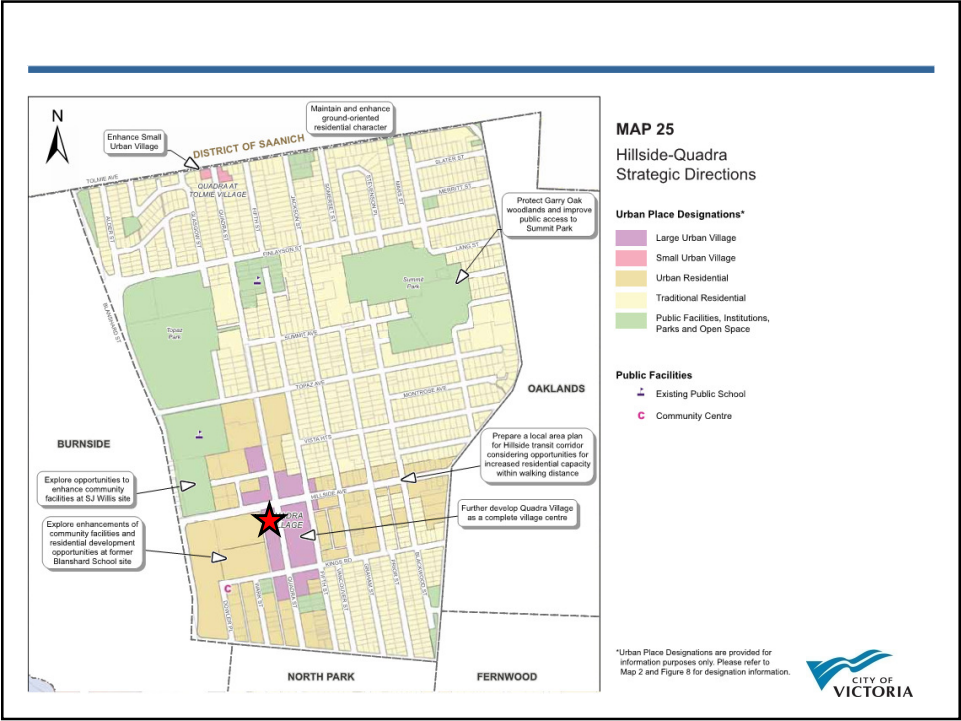
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Rezoning Application for 2650-2654 Quadra Street









Committee of the Whole Report For the Meeting of September 7, 2017

To: Committee of the Whole **Date:** July 27, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Rezoning Application No. 00590 for 608 Johnson Street

RECOMMENDATION

That Council decline Rezoning Application No. 00590 for the property located at 608 Johnson 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 608 Johnson Street. The proposal is to rezone from the current CA-3C Zone, Old Town District, to a site-specific zone in order to allow for the retail sale of cannabis.

The following points were considered in assessing this application:

- the proposal is consistent with the Core Historic designation in the *Official Community Plan*, 2012
- the proposal is consistent with the Historic Commercial designation in the *Downtown Core Area Plan*
- the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy*, as there are permitted storefront cannabis retailers within 400m.

BACKGROUND

Description of Proposal

This Rezoning Application is to allow for the retail sale of cannabis in an existing building. No alterations to the building are proposed. The following differences from the standard zone are being proposed and would be accommodated in the new zone:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to the ground floor
- storefront cannabis retailer would be restricted to a maximum floor area of 150m², which is in keeping with the size of the existing operation.

All other requirements within the CA-3C Zone, Old Town District remain the same.

Sustainability Features

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

Active Transportation Impacts

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

Public Realm Improvements

No public realm improvements are proposed in association with this 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 low to mid-rise heritage buildings with ground floor commercial retail uses and residential on the upper storeys.

Existing Site Development and Development Potential

The site is presently a heritage designated building with retail uses on the ground floor and residential on the upper storeys. Under the current CA-3C Zone, Old Town District the property could be developed for a variety of commercial uses with residences on the upper floors.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) Community meeting is waived unless the application involves construction of a new building; however, the Application was referred to the Downtown Residents Association CALUC. Also consistent with the Policy, the Application has been referred to School District No. 61 and the Victoria Police Department. At the time of writing this report no comments had been received.

ANALYSIS

Official Community Plan

The *Official Community Plan, 2012* (OCP) identifies this property within the Core Historic urban place designation, within which commercial uses, including retail, are envisioned.

Local Area Plans

The *Downtown Core Area Plan* identifies the property within the Historic Commercial designation, within which active retail uses on the ground floor are envisioned.

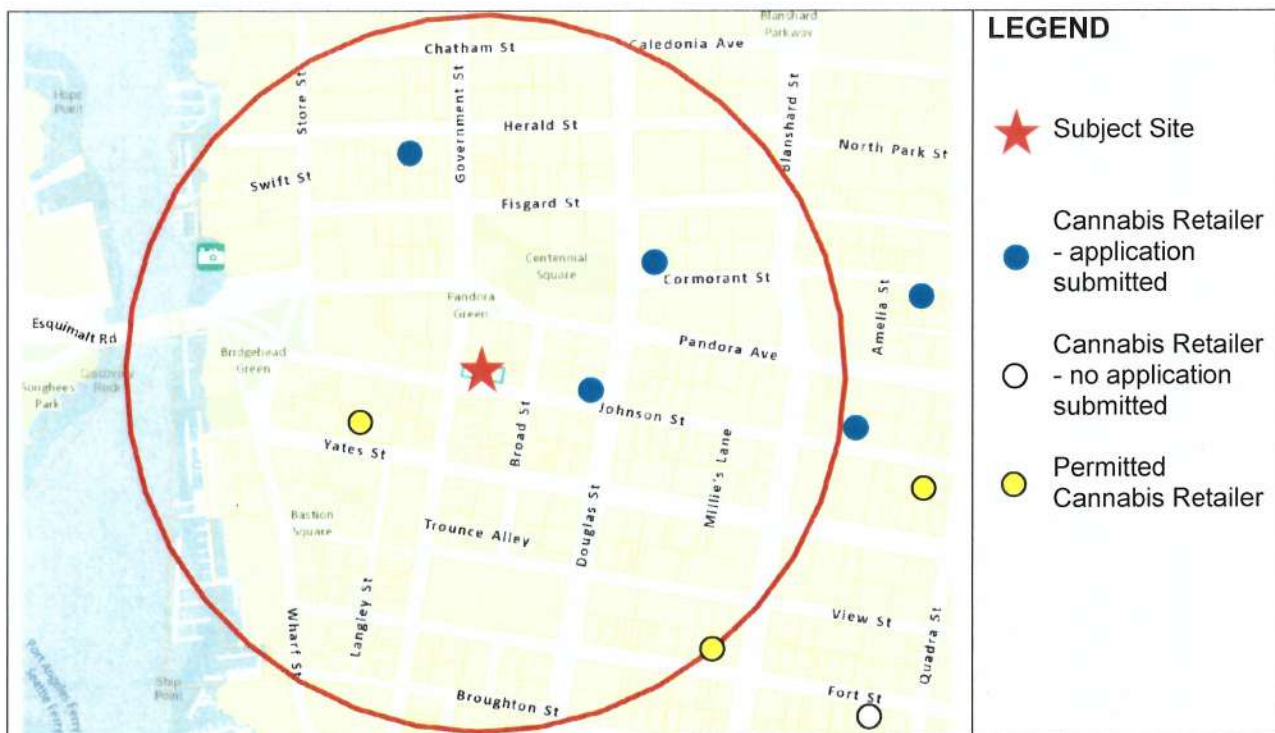
Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts nor any impacts to public trees associated with this application.

Storefront Cannabis Retailer Rezoning Policy

This application was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. The *Storefront Cannabis Retailer Rezoning Policy* was recently updated to increase the distance from 200 metres to 400 metres between permitted retailers. This application is therefore inconsistent with both the original and revised versions of the *Policy*, as the permitted storefront cannabis retailer at 546 Yates Street is 111m from the subject site and the permitted storefront cannabis retailer at 778 Fort Street is 387m from the subject site. The *Policy* does note that Council may consider variances to the separation distances; for instance, in locations such as the Downtown or a Large Urban Village. Furthermore, the subject property is within 400m of the following storefront cannabis retailers with applications submitted to the City: 1402 Douglas Street (98m away), 1601 Douglas Street (196m away), and 543 Herald Street (241m away).

There are no elementary, middle, or secondary schools within 200m of the property.



CONCLUSIONS

This proposal to permit the storefront cannabis retailer use is consistent with the *Official Community Plan* and the *Downtown Core Area Plan* in accommodating commercial retail uses. However, the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy* as there are permitted storefront cannabis retailers within 400m of the property. Staff recommend for Council's consideration declining the 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. 00590 for 608 Johnson 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,




Michael Angrove
Planner
Development Services

Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

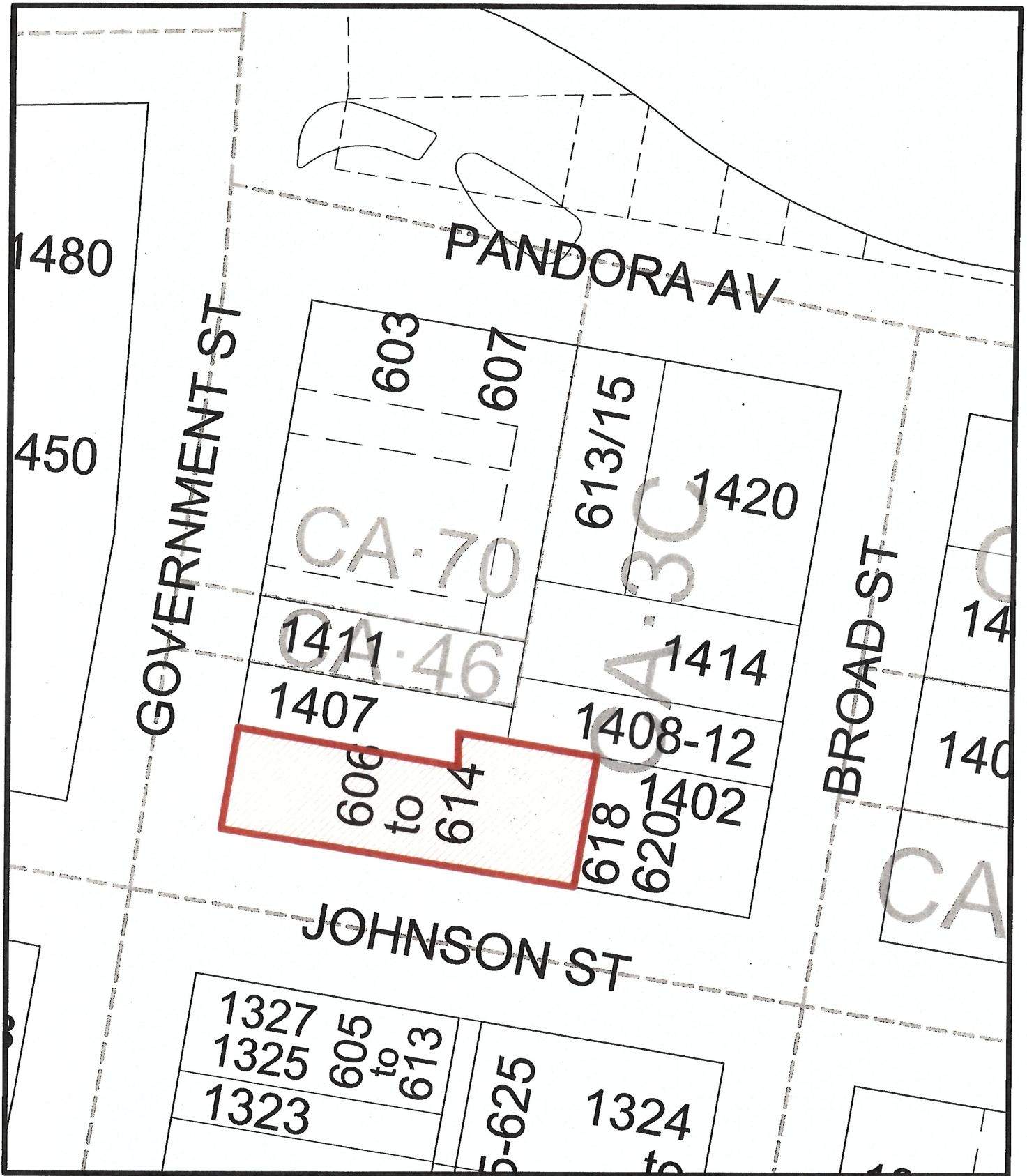
Report accepted and recommended by the City Manager:



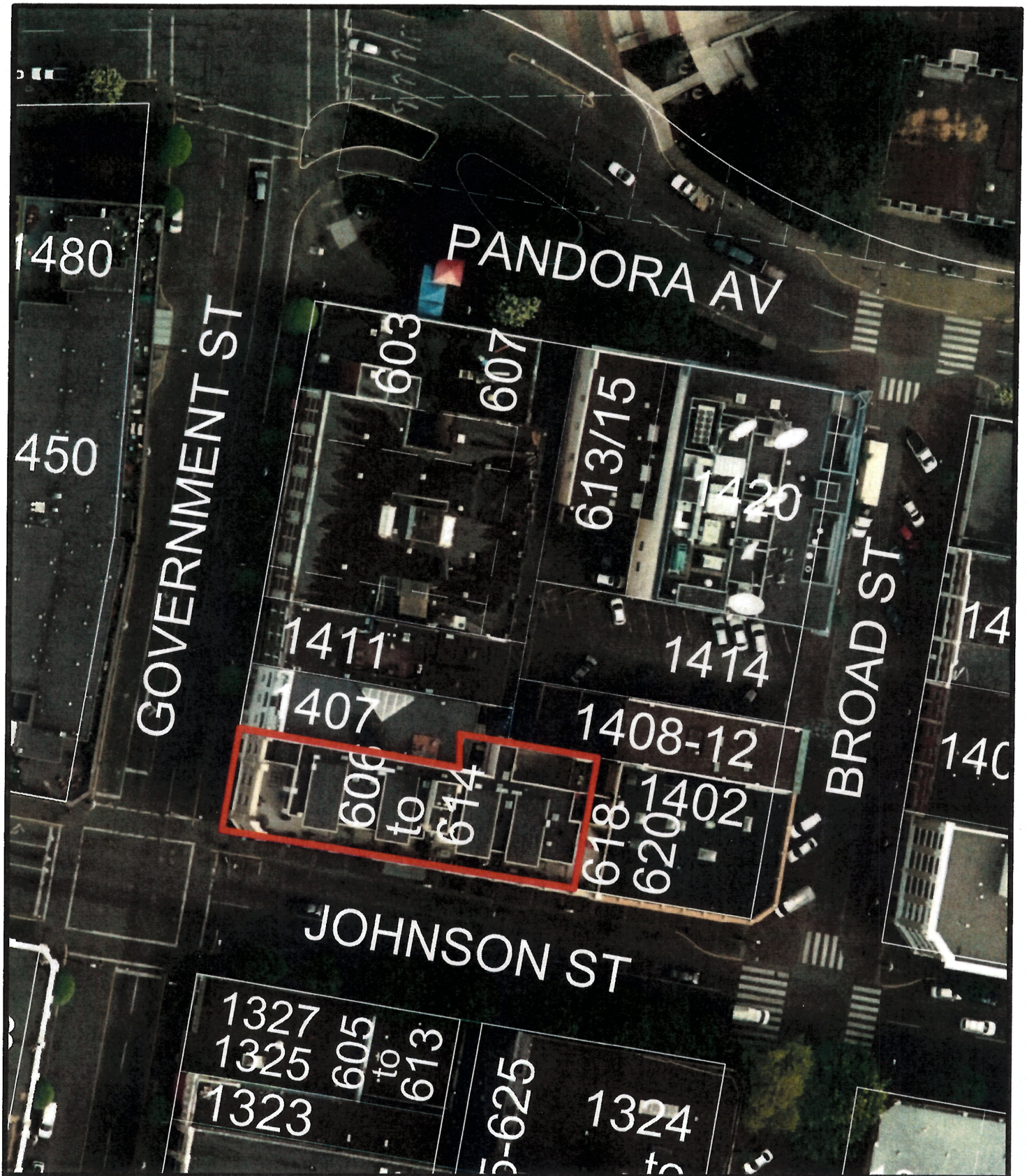
Date: Aug 28, 2017

List of Attachments

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans date stamped May 29, 2017
- Attachment D – Letter from applicant to Mayor and Council dated October 25, 2016



608 Johnson Street
Rezoning No.REZ00590



608 Johnson Street
Rezoning No.REZ00590

R:\Current_drawings\00000_2016 Projects\201622 Cannabis Club\Johnson Street.nt

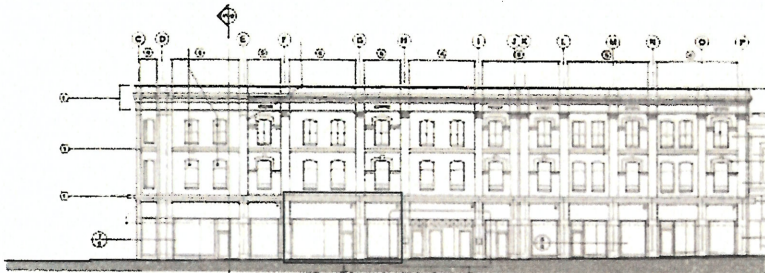


CONTEXT PLAN



608 Johnson street

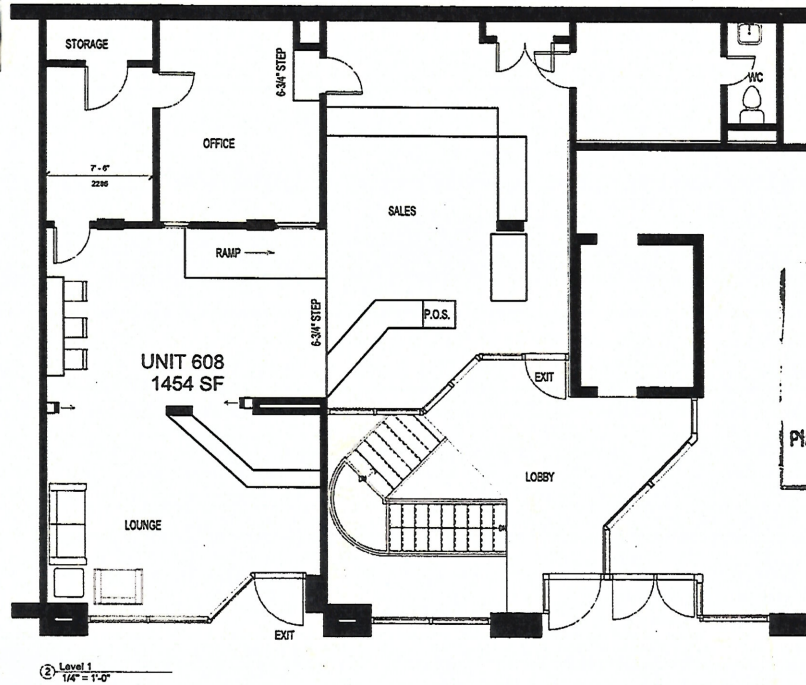
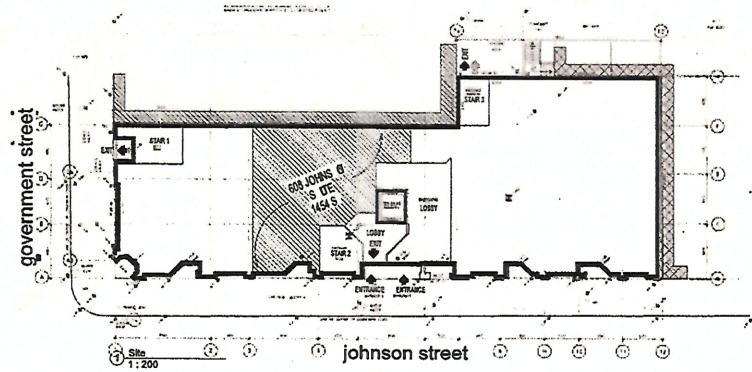
STREET VIEW



JOHNSON ST. ELEVATION

ELEVATION NTS

608 Johnson street



Level 1
1/4" = 1'-0"

11/23/2016 2:55:59 PM

ERIC BARKER ARCHITECT INC.
 727 FALCONER AVENUE, VICTORIA, B.C.
 (250) 365-9989 Fax (250) 365-1000 1/8W 1/8D

608 JOHNSON ST

LEGAL DESCRIPTION

027-112-305
 Folio: 01045030
 LOT 2 OF LOTS 656 & 657, VICTORIA V5G3G4

Received
 City of Victoria

MAY 29 2017

Planning & Development Department
 Community Planning Division

No.	Date	Description
		DP SET
		LOTUS LAND CANNABIS CLUB
		dp SUBMISSION
Project number	201622	
Short term date	11/22/2016	
Drawn by	HS	
Checked by	ESA	
		A101
Scale: As indicated		

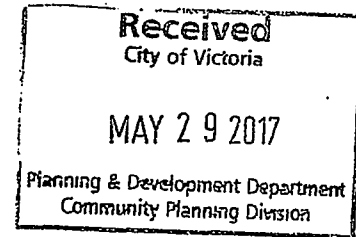
Committee of the Whole - 07 Sep 2017

PROJECT INFORMATION TABLE

Zone (existing)	CA3C
Site Area (m2)	743.7 m2
Unit Floor Area	135 m2 Aprox.
Parking stalls (number) on site	OFF SITE
Bicycle parking number (Class 1 and Class 2)	NONE



Lotusland Cannabis Club
608 Johnson Street
Victoria, B.C. V8W 1M4



October 25, 2016

Hello Mayor Helps and Victoria Council Members:

I am happy being provided the opportunity to address the mayor and council regarding the Sustainable Planning and Community Development Plan as it relates to Storefront Cannabis Retailers. I commend the City of Victoria on taking a pro-active approach in exploring all options relating to medical marijuana businesses. This shows Victoria has an interest in ensuring medicinal users have access to alternative medication to that of the pharmaceutical companies while mitigating any community impacts. I would like to share my views and address the topics noted within the application package

As owner and general manager of Lotusland Cannabis Club, I take pride in the fact Victoria is joining the forefront of an industry which I know will have a positive community impact. This impact does not limit itself to Victoria but coupled with Vancouver, will set a precedence on how Canada will view this industry in its entirety.

Regarding the requested information as outlined in the rezoning PDF, I will address as best I can regarding Lotusland Cannabis Club:

DESCRIPTION OF PROPOSAL

Lotusland Cannabis Club opened May 9th, 2016 at 608 Johnson Street in Victoria, BC. There are a growing number of dispensaries operating at this date but myself and staff were the continue to heavily promote the positive benefits of medicinal cannabis. Since opening, we have membership of over 10,000 patients, employ over 20 staff members and have a multitude of educational material and advice to assist patients with making an alternative decision to that of pharmaceuticals. We hear the positive impact from our patients on a daily basis and have received positive reviews from all factions within the City of Victoria. We are an integral part of the community providing great services for those needing our medicine. We receive feedback on a daily basis praising us for the service we provide; even with some patients stating without us, they would be at a loss struggling with the simple task of getting through the day.

We offer an array of cannabis related products to our patients ensuring there is something which will be suitable for their needs and tested ensuring no: chemicals, mould, mildew, pesticides or bugs. We are in compliance with City Bylaw operations which dictate business hours as 7:00am to 8:00pm – 7 days per week.

We have an in-depth training program for our staff, provide an employee handbook and have testing/quality control standards our employees must exceed prior to engaging with store patients. An excerpt of our employee handbook will show the requirements our staff must explain to a customer and in-turn, what the customer requires prior to being eligible for membership at our establishment. It is also imperative for customers to sign our code of conduct ensuring a positive impact within our community.

CONSENT FOR MEMBERSHIP

SECTION 1 – Identification

Paragraph (a)

- Membership is authorized for patients 19 years of age and older.

Paragraph (b)

- We do not condone the sale of medicinal cannabis to those under the age of majority.
- Age of majority in British Columbia is 19 years of age and older which is the protocol we follow.
- We do not accept “legal consent” from a parent/guardian if under the Provincial age of majority. Should this be encountered, you must refuse service.

Paragraph (c)

- Verification of age must be obtained using a piece of Government issued ID which must be valid and display their picture and date of birth. Acceptable forms of ID would be:
 - British Columbia – Identification Card
 - British Columbia – Drivers License
 - British Columbia – Service Card (newly issued care card)
 - Canadian Passport
 - Status Card (Native Bands)
 - Federal Firearms Licence

Paragraph (d)

- For patients out of Province or Country, they must present the equivalent as to what's listed above in *Paragraph (c)* for their designated Province or Country. **NOTE:** You must ensure you validate the ID through online methods and “fraud detection” to ensure identification is valid. If there are **any** concerns, you have the right to refuse membership and request the patient leave our establishment.

RECOMMENDATION FOR USE

SECTION 2 - Diagnosis

Paragraph (a)

- Weeds Social Club is a medicinal dispensary which accepts patients who are seeking an alternative means to that of their pharmaceutical prescriptions. Under **no circumstances** will we condone membership creation or the sale of cannabis for recreational use.

Paragraph (b)

- A patient must provide proof of medicinal use by means of:
 - Confirmation of Diagnosis
 - Doctors recommendation

- Prescription medication
- Federal MMAR license or MMPR card

Here is a list of some, but not all of the examples which would qualify a patient:

- | | |
|----------------------------|---|
| ■ ADD/ADHD | ■ Anxiety/Stress Disorder |
| ■ Asthma | ■ Brain/Head Injury |
| ■ Cerebral Palsy | ■ Chronic Pain |
| ■ Diabetes | ■ Emphysema |
| ■ Eating Disorder | ■ Chronic Migraines |
| ■ Multiple Sclerosis | ■ Paraplegia/Quadriplegia |
| ■ Radiation Therapy | ■ Sleep Disorders |
| ■ Psoriasis | ■ Arthritis |
| ■ Lyme Disease | ■ Cancer |
| ■ Glaucoma | ■ Depression |
| ■ AIDS/HIV | ■ Epilepsy |
| ■ Hepatitis C | ■ Lyme Disease |
| ■ Colitis | ■ PTSD – Post Traumatic Stress Disorder |
| ■ Eczema | ■ Spinal Cord Injury |
| ■ Irritable Bowel Syndrome | ■ Substance Addiction/Withdrawal |
| ■ Neuralgia | ■ Sleep Disorders |
| ■ Seizure Disorders | ■ Chemotherapy Treatment |
| ■ Parkinson's Disease | ■ Nausea – Chronic and Debilitating |
| ■ Radiation Therapy | ■ End of Life/Palliative Care |
| ■ Muscular Dystrophy | ■ Crohn's Disease |

Paragraph (c)

- You must follow all protocol as indicated in ***Section 1 & Section 2*** for a patient to qualify for membership. Under **no circumstances** must you deviate from these procedures. Should you have questions or concerns, you are to contact management and/or ownership immediately.

PRACTITIONER REQUIREMENTS

SECTION 3 – Acceptable Medical Documentation

Paragraph (a)

- As indicated in ***Section 2 – Paragraph (b)***, a patient must provide proof of medicinal use. To qualify, we have a strict process of documentation we require in order to proceed with membership process. We only accept documentation from the following practitioners:

- Family Doctor
- Walk-In Clinic Doctor
- Registered Nurse
- Health Canada MMAR or MMPR documentation (Government of Canada)
- Naturopathic Practitioner

Paragraph (b)

- We do not accept documentation from Registered Massage Therapists (RMTs), ICBC or Chiropractors. Should a patient have issues with muscular skeletal pain, we require a valid practitioners note (as indicated in ***Section 3 – Paragraph (a)***) and this must be provided before commencing the membership process.

Paragraph (c)

- We must ensure all documentation is cited in order to complete a patients membership. Practitioner details must be entered into the membership notes and verified by means of an “online search” and/or calling to ensure the practitioner details are valid. Under **no circumstances** can any of the above steps be omitted. Failure to do so is **grounds for termination**.

VALIDITY OF DOCUMENTATION

SECTION 4 – Validity of Documentation

Paragraph (a)

- All medical documentation and medication must be valid and no more than 6 months old. We must ensure that documentation, medication and identification all match the patients name and that there is a prescribing practitioner listed. We must also have membership sign the following ensuring adherence to our membership code of conduct: **(see page 6)**

MEMBERS CODE OF CONDUCT

- **NO LOITERING** along the **600 Block of Johnson Street** and the **700 Block of Government Street**.
- Aggressive or rude behaviour will not be tolerated.
- Do not consume any medications within a **TWO BLOCK RADIUS** after leaving the store. All medications should be consumed in a private residence.
- Lotusland Cannabis Club is a medical dispensary and does not condone the use of recreational cannabis.
- Any resale of any cannabis product will result in immediate termination of membership.
- All cannabis purchases are to be made by and for the sole use of the membership holder.
- All cannabis products must be stored out of reach of persons under the age of 19 years.

For your safety and the safety of others DO NOT drive or operate heavy machinery after consuming any cannabis product.

Violation of any store policy will result in a temporary or permanent suspension of membership.

**Lotusland Cannabis Club reserves the right to terminate membership at any time.
Thank you for your co-operation and understanding in this matter.**

Acknowledgement:

- I accept that Lotusland Cannabis Club makes no guarantees or medical claims; and I hereby agree for myself, my heirs and executors to waive any claim against Weeds Social Club and its employees.

Initial _____

- I have read and understand this form and agree to abide by the Code of Conduct and cautions listed above.

Initial _____

- I understand this membership card is not a federal exemption nor does it replace a Health Canada MMPR license.

Initial _____

Name (Please Print) _____

Date: _____

Signature: _____

Nearby Storefront Cannabis Retailers

Dispensary: <i>Remedy</i> Address: <i>833 Fisgard</i>	Dispensary: <i>Green</i> Address: <i>Dragon</i> Address: <i>541 Herald</i>	Dispensary: <i>Natures Aid</i> Address: <i>532 Fisgard</i> <i>St.</i>	Dispensary: <i>Shadow</i> Address: <i>Mountain</i> Address: <i>543 Herald</i>	Dispensary: <i>Trees</i> Address: <i>546 Yates</i> <i>Street</i>	Dispensary: <i>Leaf</i> Address: <i>950 Yates</i> <i>Street</i>	Dispensary: <i>V.I.C.S.</i> Address: <i>853</i> <i>Cormorant</i>
Dispensary: <i>Cannabis</i> <i>Buyers Club</i> Address: <i>826 Johnson</i> <i>Street</i>	Dispensary: <i>Cloud 9</i> Address: <i>778 Fort St.</i>	Dispensary: <i>Canna Mall</i> Address: <i>1625 Quadra</i>	Dispensary: <i>Green</i> <i>Ceiling</i> Address: <i>1625 Quadra</i>	Dispensary: <i>Urban Earth</i> <i>Med</i> Address: <i>2028</i> <i>Douglas St.</i>	Dispensary: <i>Higher</i> <i>Levels</i> Address: <i>2622</i> <i>Douglas St.</i>	Dispensary: <i>BC Pain</i> <i>Society</i> Address: <i>1719 Quadra</i>

There are no elementary or high schools within the proximity of our dispensary and the closest daycare is: **Victoria Children's Centre Infant Daycare** located at: 1515 Blanshard St.

CITY POLICY

Lotusland Cannabis Club is in compliance with all City of Victoria, City Bylaw and Storefront Cannabis Retailer Policies.

PROJECT BENEFITS AND AMENITIES

Lotusland Cannabis Club has shown a positive impact to the City of Victoria and surrounding neighbourhood. Here is our feedback as to the outlined topics:

Economic Benefit

Lotusland Cannabis Club has been in operation since May of 2016. As a result, I lease a large property at 608 Johnson Street which provides a landlord with significant monthly income. We also employ over 20 staff and as a result, all parties including myself are re-investing our money within the community. Whether this be through means of business or entertainment, we all work together to support the community in which we work and live. Since our inception, we have worked closely with multiple businesses and assist with promoting smaller businesses within our community ensuring continued growth and an increase to their bottom line thus continuing the growth of our business community.

Environmental Benefits

As for environmental benefits, this would be better addressed if we were a chemical plant or manufacturing company and is not something which falls within the scope of a business operating in the medicinal marijuana industry. Positive community feedback from our patients and myself would suggest since opening, we can better regulate how patients consume their medicine advising to consume in the comfort of their own home, a facility which offers smoking or vaping or in a discreet fashion. Due to the nature of the business, the impact to the environment would be that those purchasing from a medicinal dispensary would be getting clean marijuana free of: chemicals, mould,

mildew, pesticides or bugs. This takes it away from the street dealers who are peddling unsavoury product which may be treated with chemicals not meant for human consumption and are harmful to our environment.

Social Benefit

Weeds Social Club provides a huge social benefit to our patients. Patients have a large selection of clean medicine otherwise unavailable at the street level and many patients are utilizing our services to assist with serious addition issues (drugs/alcohol) and a multitude of general health concerns. We are proof and see on a daily basis the impact this has on our patient base. Since opening, we have seen a decrease of vagrancy and have even built a rapport with many of the street crowd. We have seen people, otherwise destitute gradually turn their life around due to the multitude of services we offer. I have personally seen the health benefits and change in attitude displayed by many due to simple acts of taking the time to care! This has impacted everything from ones outlook to the decrease in criminality within the City of Victoria. Things do not change instantaneously but it's baby steps and forward progression which will institute change and this is a gradual turn I am seeing within the City of Victoria.

NEIGHBOURHOOD

Lotusland Cannabis Club is well perceived within the neighbourhood. There are varying businesses of all types but this is what makes up a community. Our industry is unique but falls in alignment with any other business. Attributes to any business is offering a product or service your clients want and standing behind your product/service with the knowledge and information to properly educate your customer. Showing exemplary customer service is key to ensure you build a rapport with your customer for continued satisfaction and support. Our staff do just this while cross promoting other businesses within the community making recommendations where we can to grow not only ourselves but our community. We work closely with our neighbours and should there be any concerns, we offer an open door policy for communication to come to an amicable resolution.

IMPACTS

Lotusland Cannabis Club compliments the area and improves the conditions within the general vicinity. Since opening, we have installed cameras which get a perimeter view of the surrounding area, has decreased the level of vagrancy, stopped some of the local street dealing and improved the area overall. It's also brings patrons to the area who see other shops which they in turn spend money at thus boosting the overall economic benefit of the surrounding community. I myself fall within this category. I spend money at the surrounding businesses otherwise unnoticed if I did not have a shop in this vicinity. You would be amazed at how many beneficial businesses are within the Johnson Street area which one can utilize. As for activity levels, increased traffic is positive for business and as long as a code of conduct is being followed, this will negate any concerns. There has never been an issue with noise or increased noise levels since opening due to our policies in place. As indicated, if ever there was a concern, we have an open door policy for feedback.

DESIGN AND DEVELOPMENT PERMIT GUIDELINES

As indicated in the **DESCRIPTION OF PROPOSAL**, Lotusland Cannabis Club is in compliance with all guidelines. We opened May 2016, thereby, fall within the category of being able to operate while progressing towards rezoning. We operate 7 days per week between the hours of 8:00am and 8:00pm

which meets the guidelines as outlined by City of Victoria Bylaws. We do not allow consumption of any cannabis product on-site and we are complying with sign bylaws which allow for 2 display signs in a text only format (no images).

SAFETY AND SECURITY

Crime Prevention Through Environmental Design (CPTED)

As outlined by the RCMP website, the key factor addressed here is the utmost concern for safety at all levels. Although common sense, implementation of specific security measures, on-site devices and preventative measure guidelines will ensure the smooth operation of a business; while ensuring the safety of employees, the public and after hours concerns for break ins. Lotusland Cannabis Club takes these matters very seriously and as a result has implemented the following measures to comply with CPTED and ensure overall safety:

- Employee Robbery Prevention Procedural Guide
- Prices Alarm System with multiple panic buttons throughout our shop
- Multiple cordless phones throughout store to ensure quick access to 911 (first call of priority)
- One way mirror to ensure security is watching the front at all times and have access to 911 priority and panic buttons
- Reinforced doors & locks to ensure boot safety, picking ability and crowbar attempts
- Drop safe to ensure limited cash on hand thus lowering a robbery attempts
- Multiple Interior and Exterior HD Camera systems recording 24/7 to DVR and off-site systems
- Clear view of premise (no frosting) to ensure safety of all staff and patients
- Security Gates and Door Security Mechanisms to ensure a timely process for any would be thieves

Lotusland Cannabis Club definitely meets the standards as outlined and continue to improve upon measures if directed by the Victoria Police. We also continually get updates from our security team should new options become available to us.

TRANSPORTATION

Lotusland Cannabis Club meets the vehicle parking standards of Schedule – C. Due to being a commercial business on a main roadway, we do not fall short of parking and patrons can park on Johnson Street as well as on Government Street. Patients are welcome to bring their bikes on-site as this is preferred to limit the potential of theft. We do not have plans to provide increase bike parking.

HERITAGE

Lotusland Cannabis Club is located at 608 Johnson Street in which the building has a “heritage” status. There are no plans for any exterior changes and only interior painting was completed within this building with the addition of some security measures to comply with CPTED. The “heritage” status is not impacted in any way with the development or rezoning of the property for a MMRU (Medical Marijuana Retail Use / Storefront Cannabis Retailer) business.

In closing, Lotusland Cannabis Club was the only dispensary in Victoria to open as bold as I did with the reasoning that I believe in the alternative availability of natural medicine for patients; something outside of the pharmaceutical scope if you may. This proved beneficial to all parties involved and I believe we have made a huge impact in a positive fashion on the City of Victoria. I want to continue

supporting all my patients, employing Victoria residents in an evolving industry and supporting local business and my community for years to come. I appreciate the dedicated approach Mayor Helps and Victoria Council is taking while awaiting instruction from the Federal Government and I look forward to working with you along the way!

Should you have any questions, please don't hesitate to contact me!

Regards,

SHANE ESCHER
shane.escher@outlook.com
(604) 446-4448



TOUSAW LAW CORPORATION

September 6, 2017

Victoria Mayor and Council
c/o Mike Angrove, Planner
Sustainable Planning and Community Development
City of Victoria

Re: Lotusland Cannabis Club
1601 Douglas Street and 608 Johnson Street, Victoria

Dear Mayor and Council,

I am counsel to Lotusland Cannabis Club. It is my understanding that my client's zoning applications for 1601 Douglas Street and 608 Johnson Street are to be before you at the Committee of the Whole on September 7. My office has been in communication with Mr. Angrove on this matter.

My client has requested that I appear before Council prior to the decision being made on these two locations. Unfortunately I am unavailable on September 7 due to previously scheduled international travel obligations.

This letter requests that Council delay its decision on these two addresses until a mutually available date whereby I and my client can attend to address Council directly.

Yours very truly,

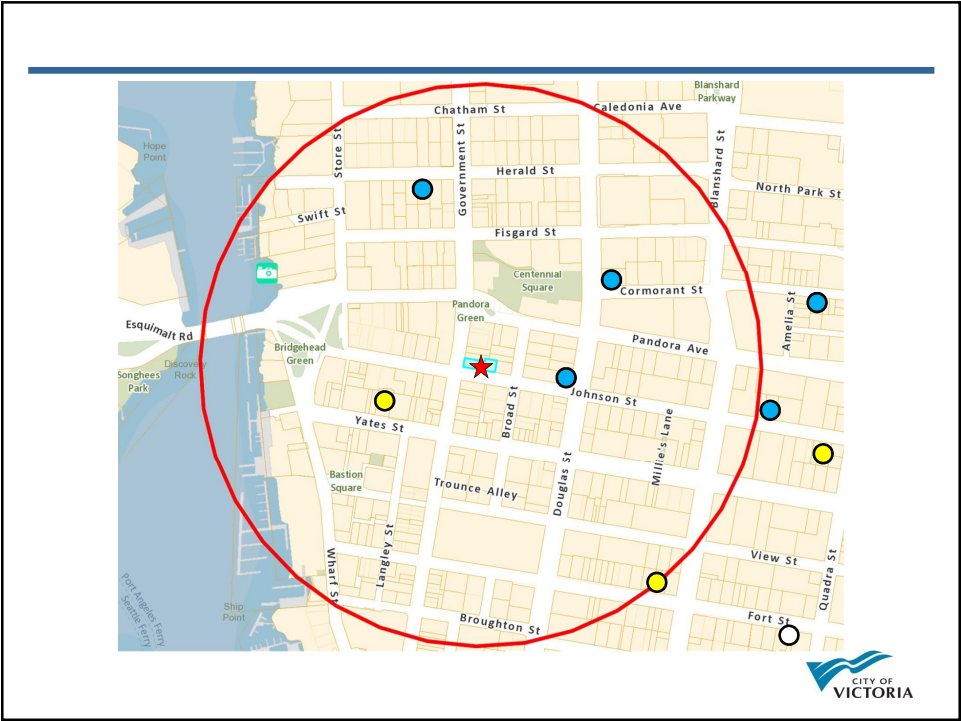
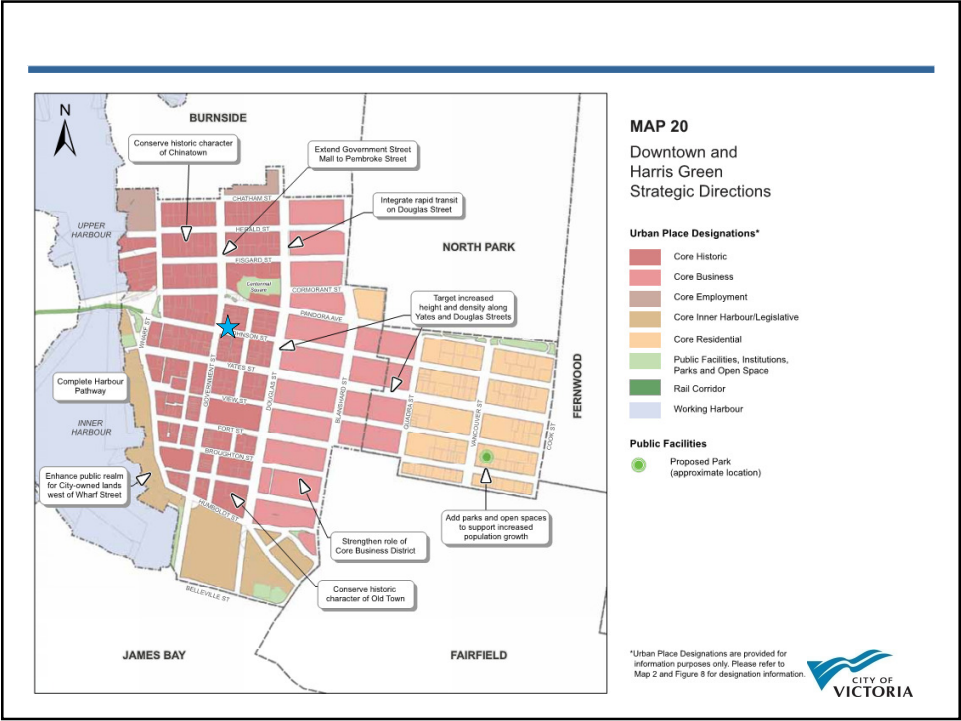


Kirk Tousaw
Tousaw Law Corporation

Rezoning Application for 608 Johnson Street









Committee of the Whole Report For the Meeting of September 7, 2017

To: Committee of the Whole **Date:** August 24, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Temporary Use Permit Application No. 00004 for 1601 Douglas Street

RECOMMENDATION

That Council decline Temporary Use Permit Application No. 00004 for the property located at 1601 Douglas Street.

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Temporary Use Permit Application for the property located at 1601 Douglas Street. In this instance the applicant and property owner have requested that the application proceed as a Temporary Use Permit as the owner has not finalized long-term plans for the property. The proposal would allow the use of a storefront cannabis retailer within the CA-4 Zone, Central Area Commercial Office District, through a Temporary Use Permit.

The following points were considered in assessing this application:

- the proposal is consistent with the Core Business designation in the *Official Community Plan, 2012*
- the proposal is consistent with the Central Business District designation in the *Downtown Core Area Plan*
- the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy*, as the application is within 400m of the storefront cannabis retailers at 546 Yates Street and 851 Johnson Street.

BACKGROUND

Description of Proposal

This Temporary Use Permit Application is to allow for the retail sale of cannabis in an existing building. The following differences from the standard zone are being proposed and would be accommodated in the Temporary Use Permit:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to the ground floor
- storefront cannabis retailer would be restricted to a maximum floor area of 185m², which is in keeping with the size of the existing operation.

All other requirements within the CA-4 Zone, Central Area Commercial Office District remain the same.

Sustainability Features

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

Active Transportation Impacts

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

Public Realm Improvements

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

Existing Site Development and Development Potential

The site is presently a three-storey building with commercial uses on the ground floor and transient accommodation on the upper storeys. The building is known as the Fairfield Block and has heritage value contained in its representation of the type of large-scale commercial buildings constructed in Victoria during the prosperous years prior to the First World War. The building is neither heritage registered nor heritage designated. The applicant has declined to add the building to the Heritage Registry at this time; however, they have noted that as they consider long range plans for the property, this will be a consideration.

Under the current CA-4 Zone, Central Area Commercial Office District, the property could be developed at a Floor Space Ratio of 3:1 for a variety of commercial uses and residential on the upper storeys.

Relevant History

This Application was originally submitted as a Rezoning Application; however, the property changed ownership during review of the Application and the new owner rescinded authorization. An agreement was made between the applicant and property owner to submit a Temporary Use Permit Application for a period of up to two years.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) meeting is waived unless the Application involves construction of a new building; however, the Application was referred to the Downtown Residents Association CALUC. Also consistent with the Policy, the Application has been referred to School District No. 61 and the Victoria Police Department (VicPD). VicPD noted that from 2015-2017 (up to July 24), there was a decrease in service calls from five in 2015, two in 2016, and one in 2017 for this property, and from 304 to 344 to 180 to the area in general.

For Temporary Use Permits the *Land Use Procedures Bylaw* only requires signage be erected on the property prior to a Public Hearing and does not require signage to be erected prior to Committee of the Whole. However, Staff requested the applicant erect signage in order to maintain consistency with other storefront cannabis retailer applications as well as Council's direction with regard to the Temporary Use Permit pertaining to 732 Tyee Road.

ANALYSIS

Official Community Plan

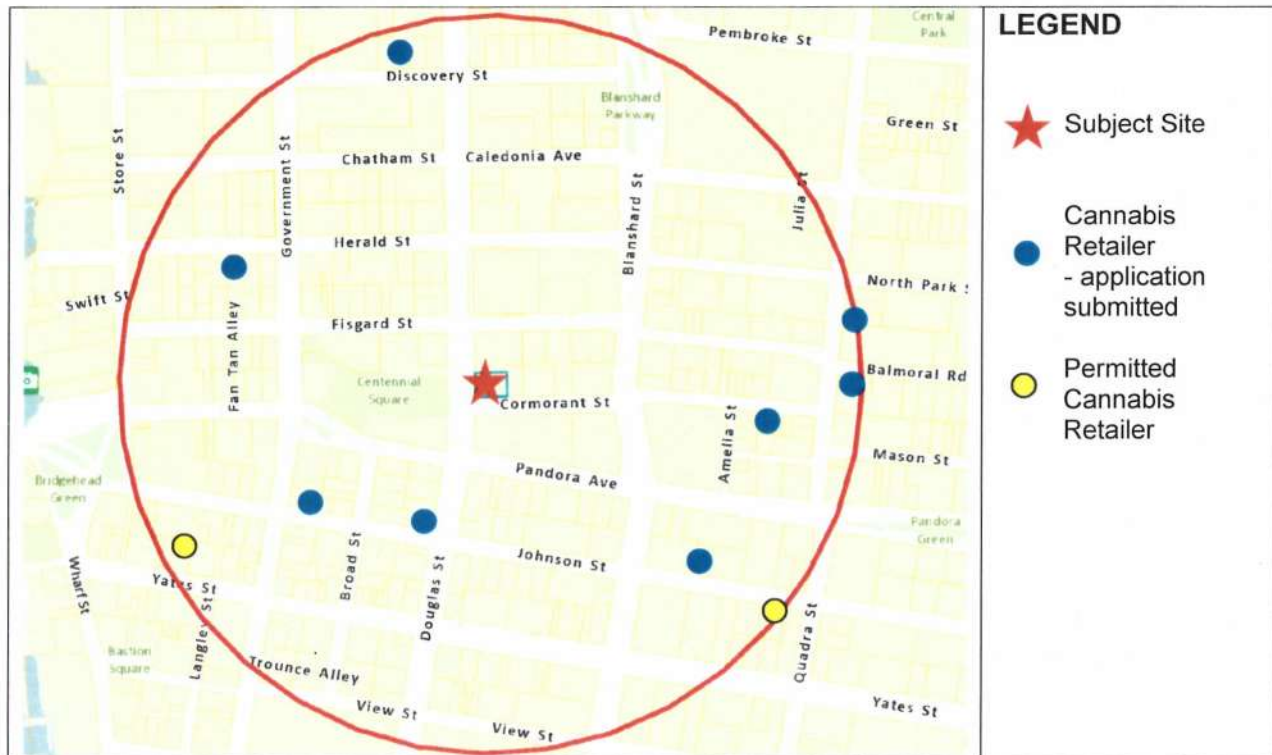
The *Official Community Plan, 2012* (OCP) identifies this property within the Core Business urban place designation, within which commercial retail uses are envisioned.

Local Area Plans

The *Downtown Core Area Plan* identifies the property within the Central Business District designation, within which complementary commercial uses such as retail stores are envisioned.

Storefront Cannabis Retailer Rezoning Policy

This Application was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. The Application is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy*, as the storefront cannabis retailer is 354m away from the permitted retailer at 546 Yates Street and 377m away from the permitted retailer at 851 Johnson Street. In addition, the subject site is within 400m of 8 other storefront cannabis retailers with applications submitted to the City, three of which are moving forward to Public Hearings. The policy does note that Council may consider variances to the separation distances; for instance, in locations such as the downtown or a Large Urban Village. Although there are no elementary, middle, or secondary schools within 200m of the property, the Chinese Public School, which teaches Chinese culture and language, is 124m from the subject site.



CONCLUSIONS

This proposal to permit the storefront cannabis retailer use is consistent with the *Official Community Plan* and the *Downtown Core Area Plan* in accommodating commercial retail uses fronting the street. However, the proposal is inconsistent with the *Storefront Cannabis Retailer Rezoning Policy* as there are permitted storefront cannabis retailers within 400m of the property. Staff recommend Council consider declining the Temporary Use Permit Application.

ALTERNATE MOTION

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 Temporary Use Permit Application for 1601 Douglas Street in accordance with:

1. Plans date stamped January 17, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Temporary Use Permit lapsing two years from the date of this resolution.”

Respectfully submitted,



Michael Angrove
Planner
Development Services

JtT



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date:

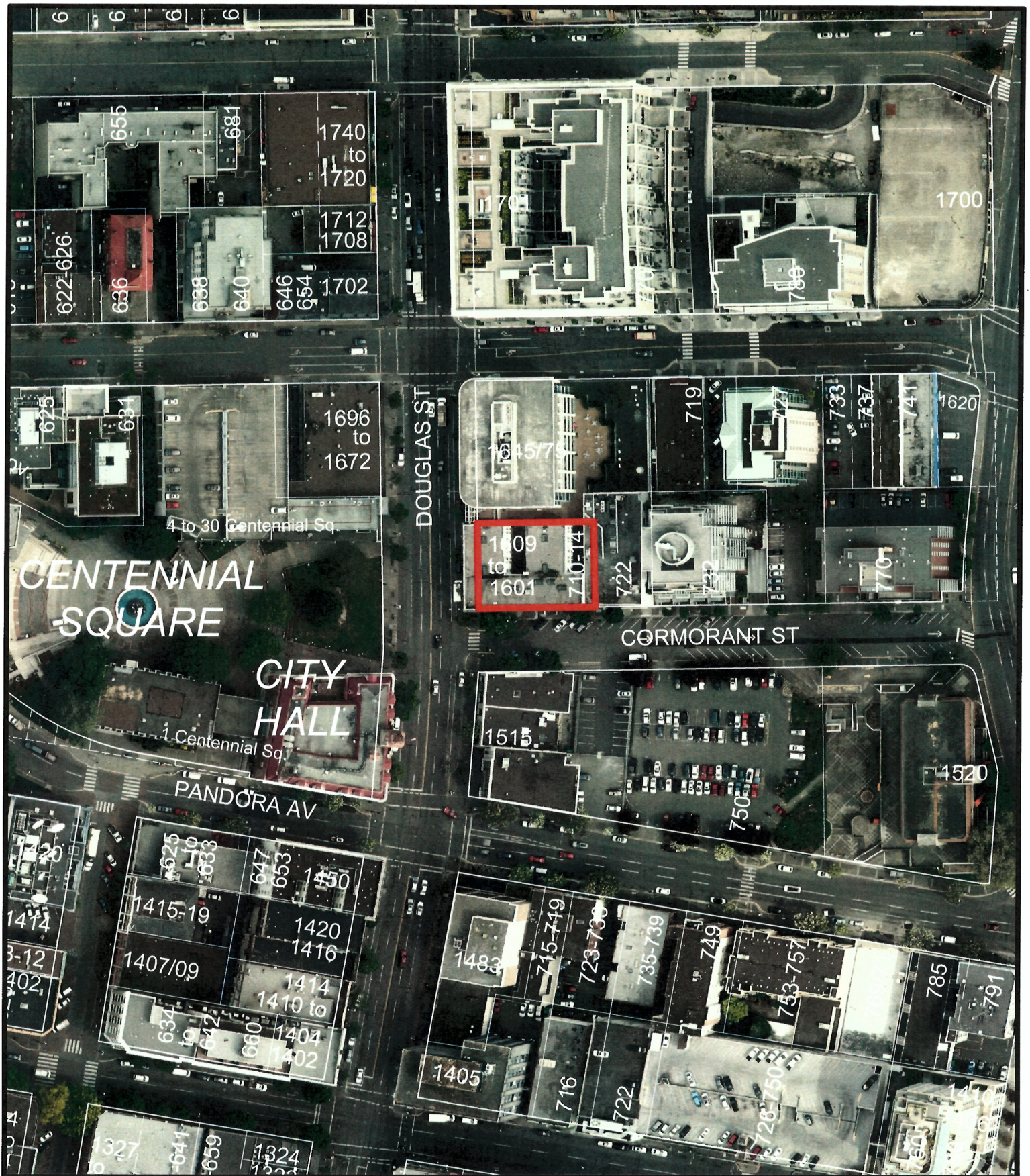
Aug 28, 2017

List of Attachments

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans date stamped January 17, 2017
- Attachment D – Letter from applicant to Mayor and Council dated October 25, 2016



CITY OF
VICTORIA
Page 275 of 358

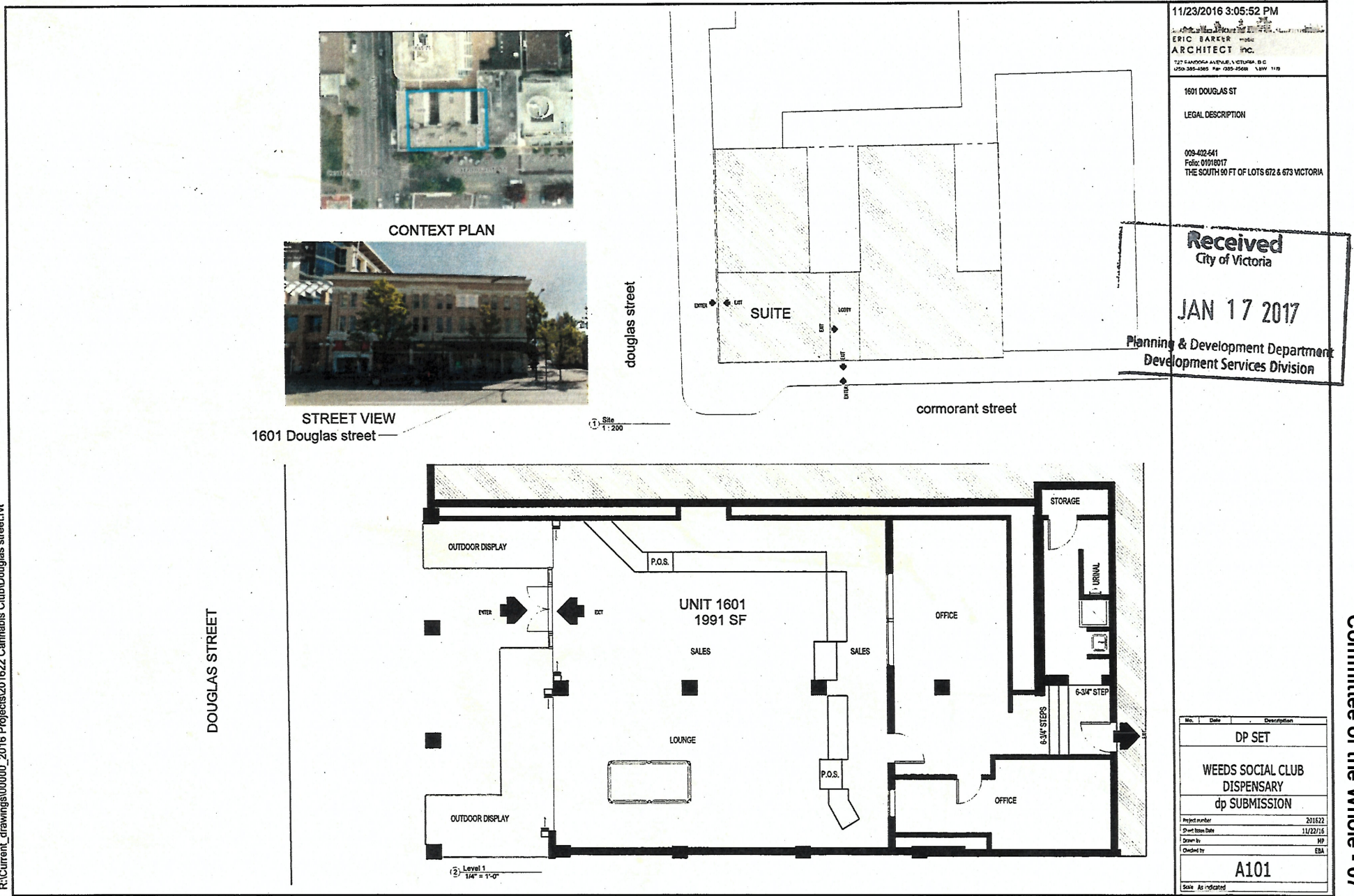


1601 Douglas Street
Rezoning No.00560



Temporary Use Permit No. 00004 for 1601 Douglas Street (Down...

Attachment C



Weeds Social Club
1601 Douglas Street
Victoria, BC
V8W 2G5
(250) 888-3765

October 25, 2016

Hello Mayor Helps and Victoria Council Members:

I am happy being provided the opportunity to address the mayor and council regarding the Sustainable Planning and Community Development Plan as it relates to Storefront Cannabis Retailers . I commend the City of Victoria on taking a pro-active approach in exploring all options relating to medical marijuana businesses. This shows Victoria has an interest in ensuring medicinal users have access to alternative medication to that of the pharmaceutical companies while mitigating any community impacts. I would like to share my views and address the topics noted within the application package

As owner and general manager of Weeds Social Club, I take pride in the fact Victoria is joining the forefront of an industry which I know will have a positive community impact. This impact does not limit itself to Victoria but coupled with Vancouver, will set a precedence on how Canada will view this industry in its entirety.

Regarding the requested information as outlined in the rezoning PDF, I will address as best I can regarding Weeds Social Club:

DESCRIPTION OF PROPOSAL

Weeds Social Club opened December, 2014 at 1601 Douglas Street in Victoria, BC. There were few dispensaries prior to this date but myself and staff were the first to heavily promote the positive benefits of medicinal cannabis. Since opening, we have membership of over 10,000 patients, employ over 20 staff members and have a multitude of educational material and advice to assist patients with making an alternative decision to that of pharmaceuticals. We hear the positive impact from our patients on a daily basis and have received positive reviews from all factions within the City of Victoria. We are an integral part of the community providing great services for those needing our medicine. We receive feedback on a daily basis praising us for the service we provide; even with some patients stating without us, they would be at a loss struggling with the simple task of getting through the day.

We offer an array of cannabis related products to our patients ensuring there is something which will be suitable for their needs and tested ensuring no: chemicals, mould, mildew, pesticides or bugs. We are in compliance with City Bylaw operations which dictate business hours as 7:00am to 8:00pm – 7 days per week.

We have an in-depth training program for our staff, provide an employee handbook and have testing/quality control standards our employees must exceed prior to engaging with store patients. An excerpt of our employee handbook will show the requirements our staff must explain to a customer and in-turn, what the customer requires prior to being eligible for membership at our establishment. It is also imperative for customers to sign our code of conduct ensuring a positive impact within our

community.

CONSENT FOR MEMBERSHIP

SECTION 1 – Identification

Paragraph (a)

- Membership is authorized for patients 19 years of age and older.

Paragraph (b)

- We do not condone the sale of medicinal cannabis to those under the age of majority.
- Age of majority in British Columbia is 19 years of age and older which is the protocol we follow.
- We do not accept “legal consent” from a parent/guardian if under the Provincial age of majority. Should this be encountered, you must refuse service.

Paragraph (c)

- Verification of age must be obtained using a piece of Government issued ID which must be valid and display their picture and date of birth. Acceptable forms of ID would be:
 - British Columbia – Identification Card
 - British Columbia – Drivers License
 - British Columbia – Service Card (newly issued care card)
 - Canadian Passport
 - Status Card (Native Bands)
 - Federal Firearms Licence

Paragraph (d)

- For patients out of Province or Country, they must present the equivalent as to what's listed above in ***Paragraph (c)*** for their designated Province or Country. **NOTE:** You must ensure you validate the ID through online methods and “fraud detection” to ensure identification is valid. If there are **any** concerns, you have the right to refuse membership and request the patient leave our establishment.

RECOMMENDATION FOR USE

SECTION 2 - Diagnosis

Paragraph (a)

- Weeds Social Club is a medicinal dispensary which accepts patients who are seeking an alternative means to that of their pharmaceutical prescriptions. Under **no circumstances** will we condone membership creation or the sale of cannabis for recreational use.

Paragraph (b)

- A patient must provide proof of medicinal use by means of:

- Confirmation of Diagnosis
- Doctors recommendation
- Prescription medication
- Federal MMAR license or MMPR card

Here is a list of some, but not all of the examples which would qualify a patient:

- | | |
|----------------------------|---|
| ■ ADD/ADHD | ■ Anxiety/Stress Disorder |
| ■ Asthma | ■ Brain/Head Injury |
| ■ Cerebral Palsy | ■ Chronic Pain |
| ■ Diabetes | ■ Emphysema |
| ■ Eating Disorder | ■ Chronic Migraines |
| ■ Multiple Sclerosis | ■ Paraplegia/Quadriplegia |
| ■ Radiation Therapy | ■ Sleep Disorders |
| ■ Psoriasis | ■ Arthritis |
| ■ Lyme Disease | ■ Cancer |
| ■ Glaucoma | ■ Depression |
| ■ AIDS/HIV | ■ Epilepsy |
| ■ Hepatitis C | ■ Lyme Disease |
| ■ Colitis | ■ PTSD – Post Traumatic Stress Disorder |
| ■ Eczema | ■ Spinal Cord Injury |
| ■ Irritable Bowel Syndrome | ■ Substance Addiction/Withdrawal |
| ■ Neuralgia | ■ Sleep Disorders |
| ■ Seizure Disorders | ■ Chemotherapy Treatment |
| ■ Parkinson's Disease | ■ Nausea – Chronic and Debilitating |
| ■ Radiation Therapy | ■ End of Life/Palliative Care |
| ■ Muscular Dystrophy | ■ Crohn's Disease |

Paragraph (c)

- You must follow all protocol as indicated in ***Section 1 & Section 2*** for a patient to qualify for membership. Under **no circumstances** must you deviate from these procedures. Should you have questions or concerns, you are to contact management and/or ownership immediately.

PRACTITIONER REQUIREMENTS

SECTION 3 – Acceptable Medical Documentation

Paragraph (a)

- As indicated in ***Section 2 – Paragraph (b)***, a patient must provide proof of medicinal use. To qualify, we have a strict process of documentation we require in order to proceed with membership process. We only accept documentation from the following practitioners:

- Family Doctor
- Walk-In Clinic Doctor
- Registered Nurse

- Health Canada MMAR or MMPR documentation (Government of Canada)
- Naturopathic Practitioner

Paragraph (b)

- We do not accept documentation from Registered Massage Therapists (RMTs), ICBC or Chiropractors. Should a patient have issues with muscular skeletal pain, we require a valid practitioners note (as indicated in ***Section 3 – Paragraph (a)***) and this must be provided before commencing the membership process.

Paragraph (c)

- We must ensure all documentation is cited in order to complete a patients membership. Practitioner details must be entered into the membership notes and verified by means of an “online search” and/or calling to ensure the practitioner details are valid. Under **no circumstances** can any of the above steps be omitted. Failure to do so is **grounds for termination**.

VALIDITY OF DOCUMENTATION

SECTION 4 – Validity of Documentation

Paragraph (a)

- All medical documentation and medication must be valid and no more than 6 months old. We must ensure that documentation, medication and identification all match the patients name and that there is a prescribing practitioner listed. We must also have membership sign the following ensuring adherence to our membership code of conduct: **(see page 6)**

MEMBERS CODE OF CONDUCT

- **NO LOITERING** along the **1600 block of Douglas Street**.
- Aggressive or rude behaviour will not be tolerated.
- Do not consume any medications within a **TWO BLOCK RADIUS** after leaving the store. All medications should be consumed in a private residence.
- Weeds Social Club is a medical dispensary and does not condone the use of recreational cannabis.
- Any resale of any cannabis product will result in immediate termination of membership.
- All cannabis purchases are to be made by and for the sole use of the membership holder.
- All cannabis products must be stored out of reach of persons under the age of 19 years.

For your safety and the safety of others DO NOT drive or operate heavy machinery after consuming any cannabis product.

Violation of any store policy will result in a temporary or permanent suspension of membership.

Weeds Social Club Club reserves the right to terminate membership at any time.

Thank you for your co-operation and understanding in this matter.

Acknowledgement:

- I accept that Weeds Social Club Club makes no guarantees or medical claims; and I hereby agree for myself, my heirs and executors to waive any claim against Weeds Social Club and its employees.

Initial _____

- I have read and understand this form and agree to abide by the Code of Conduct and cautions listed above.

Initial _____

- I understand this membership card is not a federal exemption nor does it replace a Health Canada MMPR license.

Initial _____

Name (Please Print) _____

Date: _____

Signature: _____

Nearby Storefront Cannabis Retailers

Dispensary: <i>Remedy</i> Address: <i>833 Fisgard</i>	Dispensary: <i>Green Dragon</i> Address: <i>541 Herald</i>	Dispensary: <i>Natures Aid</i> Address: <i>532 Fisgard St.</i>	Dispensary: <i>Shadow Mountain</i> Address: <i>543 Herald</i>	Dispensary: <i>Trees</i> Address: <i>546 Yates Street</i>	Dispensary: <i>Leaf</i> Address: <i>950 Yates Street</i>	Dispensary: <i>V.I.C.S.</i> Address: <i>853 Cormorant</i>
Dispensary: <i>Cannabis Buyers Club</i> Address: <i>826 Johnson Street</i>	Dispensary: <i>Cloud 9</i> Address: <i>778 Fort St.</i>	Dispensary: <i>Canna Mall</i> Address: <i>1625 Quadra</i>	Dispensary: <i>Green Ceiling</i> Address: <i>1625 Quadra</i>	Dispensary: <i>Urban Earth Med</i> Address: <i>2028 Douglas St.</i>	Dispensary: <i>Higher Levels</i> Address: <i>2622 Douglas St.</i>	Dispensary: <i>BC Pain Society</i> Address: <i>1719 Quadra</i>

There are no elementary or high schools within the proximity of our dispensary and the closest daycare is: **Victoria Children's Centre Infant Daycare** located at: 1515 Blanshard St.

CITY POLICY

Weeds Social Club is in compliance with all City of Victoria, City Bylaw and Storefront Cannabis Retailer Policies.

PROJECT BENEFITS AND AMENITIES

Weeds Social Club has shown a positive impact to the City of Victoria and surrounding neighbourhood. Here is our feedback as to the outlined topics:

Economic Benefit

Weeds Social Club has been in operation since December, 2014. As a result, I lease a large property at 1601 Douglas street which provides a landlord with significant monthly income. We also employ over 20 staff and as a result, all parties including myself are re-investing our money within the community. Whether this be through means of business or entertainment, we all work together to support the community in which we work and live. Since our inception, we have worked closely with multiple businesses and assist with promoting smaller businesses within our community ensuring continued growth and an increase to their bottom line thus continuing the growth of our business community.

Environmental Benefits

As for environmental benefits, this would be better addressed if we were a chemical plant or manufacturing company and is not something which falls within the scope of a business operating in the medicinal marijuana industry. Positive community feedback from our patients and myself would suggest since opening, we can better regulate how patients consume their medicine advising to consume in the comfort of their own home, a facility which offers smoking or vaping or in a discreet fashion. Due to the nature of the business, the impact to the environment would be that those purchasing from a medicinal dispensary would be getting clean marijuana free of: chemicals, mould, mildew, pesticides or bugs. This takes it away from the street dealers who are peddling unsavoury

product which may be treated with chemicals not meant for human consumption and are harmful to our environment.

Social Benefit

Weeds Social Club provides a huge social benefit to our patients. Patients have a large selection of clean medicine otherwise unavailable at the street level and many patients are utilizing our services to assist with serious addition issues (drugs/alcohol) and a multitude of general health concerns. We are proof and see on a daily basis the impact this has on our patient base. Since opening, we have seen a decrease of vagrancy and have even built a rapport with many of the street crowd. We have seen people, otherwise destitute gradually turn their life around due to the multitude of services we offer. I have personally seen the health benefits and change in attitude displayed by many due to simple acts of taking the time to care! This has impacted everything from ones outlook to the decrease in criminality within the City of Victoria. Things do not change instantaneously but it's baby steps and forward progression which will institute change and this is a gradual turn I am seeing within the City of Victoria.

NEIGHBOURHOOD

Weeds Social Club is well perceived within the neighbourhood. There are varying businesses of all types but this is what makes up a community. Our industry is unique but falls in alignment with any other business. Attributes to any business is offering a product or service your clients want and standing behind your product/service with the knowledge and information to properly educate your customer. Showing exemplary customer service is key to ensure you build a rapport with your customer for continued satisfaction and support. Our staff do just this while cross promoting other businesses within the community making recommendations where we can to grow not only ourselves but our community. We work closely with our neighbours and should there be any concerns, we offer an open door policy for communication to come to an amicable resolution.

IMPACTS

Weeds Social Club compliments the area and improves the conditions within the general vicinity. Since opening, we have installed cameras which get a perimeter view of the surrounding area, has decreased the level of vagrancy, stopped some of the local street dealing and improved the area overall. It's also brings patrons to the area who see other shops which they in turn spend money at thus boosting the overall economic benefit of the surrounding community. I myself fall within this category. I spend money at the surrounding businesses otherwise unnoticed if I did not have a shop in this vicinity. You would be amazed at how many beneficial businesses are within the Douglas Street area which one can utilize. As for activity levels, increased traffic is positive for business and as long as a code of conduct is being followed, this will negate any concerns. There has never been an issue with noise or increased noise levels since opening due to our policies in place. As indicated, if ever there was a concern, we have an open door policy for feedback.

DESIGN AND DEVELOPMENT PERMIT GUIDELINES

As indicated in the **DESCRIPTION OF PROPOSAL**, Weeds Social Club is in compliance with all guidelines. We opened December, 2014, thereby, fall within the category of being able to operate while progressing towards rezoning. We operate 7 days per week between the hours of 8:00am and 8:00pm which meets the guidelines as outlined by City of Victoria Bylaws. We do not allow consumption of

any cannabis product on-site and we are complying with sign bylaws which allow for 2 display signs in a text only format (no images).

SAFETY AND SECURITY

Crime Prevention Through Environmental Design (CPTED)

As outlined by the RCMP website, the key factor addressed here is the utmost concern for safety at all levels. Although common sense, implementation of specific security measures, on-site devices and preventative measure guidelines will ensure the smooth operation of a business; while ensuring the safety of employees, the public and after hours concerns for break ins. Weeds Social Club takes these matters very seriously and as a result has implemented the following measures to comply with CPTED and ensure overall safety:

- Employee Robbery Prevention Procedural Guide
- Prices Alarm System with multiple panic buttons throughout our shop
- Multiple cordless phones throughout store to ensure quick access to 911 (first call of priority)
- One way mirror to ensure security is watching the front at all times and have access to 911 priority and panic buttons
- Reinforced doors & locks to ensure boot safety, picking ability and crowbar attempts
- Drop safe to ensure limited cash on hand thus lowering a robbery attempts
- Multiple Interior and Exterior HD Camera systems recording 24/7 to DVR and off-site systems
- Clear view of premise (no frosting) to ensure safety of all staff and patients
- Security Gates and Door Security Mechanisms to ensure a timely process for any would be thieves

Weeds Social Club definitely meets the standards as outlined and continue to improve upon measures if directed by the Victoria Police. We also continually get updates from our security team should new options become available to us.

TRANSPORTATION

Weeds Social Club meets the vehicle parking standards of Schedule – C. Due to being a commercial business on a main roadway, we do not fall short of parking and patrons can park on Douglas as well as Cormorant. Patients are welcome to bring their bikes on-site as this is preferred to limit the potential of theft. We do not have plans to provide increase bike parking.

HERITAGE

Weeds Social Club is located at 1601 Douglas Street in which the building has a “heritage” status. I have restored the SALLY'S sign which did not constitute an exterior change since it was an existing sign already in place. There are no plans for any exterior changes and only interior painting was completed within this building with the addition of some security measures to comply with CPTED. The “heritage” status is not impacted in any way with the development or rezoning of the property for a MMRU (Medical Marijuana Retail Use / Storefront Cannabis Retailer) business.

In Closing, Weeds Social Club was the only dispensary in Victoria to open as bold as I did with the reasoning that I believe in the alternative availability of natural medicine for patients; something outside of the pharmaceutical scope if you may. This proved beneficial to all parties involved and I believe we have made a huge impact in a positive fashion on the City of Victoria. I want to continue

supporting all my patients, employing Victoria residents in an evolving industry and supporting local business and my community for years to come. I appreciate the dedicated approach Mayor Helps and Victoria Council is taking while awaiting instruction from the Federal Government and I look forward to working with you along the way!

Should you have any questions, please don't hesitate to contact me!

Regards,

SHANE ESCHER
shane.escher@outlook.com
(604) 446-4448



TOUSAW LAW CORPORATION

September 6, 2017

Victoria Mayor and Council
c/o Mike Angrove, Planner
Sustainable Planning and Community Development
City of Victoria

Re: Lotusland Cannabis Club
1601 Douglas Street and 608 Johnson Street, Victoria

Dear Mayor and Council,

I am counsel to Lotusland Cannabis Club. It is my understanding that my client's zoning applications for 1601 Douglas Street and 608 Johnson Street are to be before you at the Committee of the Whole on September 7. My office has been in communication with Mr. Angrove on this matter.

My client has requested that I appear before Council prior to the decision being made on these two locations. Unfortunately I am unavailable on September 7 due to previously scheduled international travel obligations.

This letter requests that Council delay its decision on these two addresses until a mutually available date whereby I and my client can attend to address Council directly.

Yours very truly,

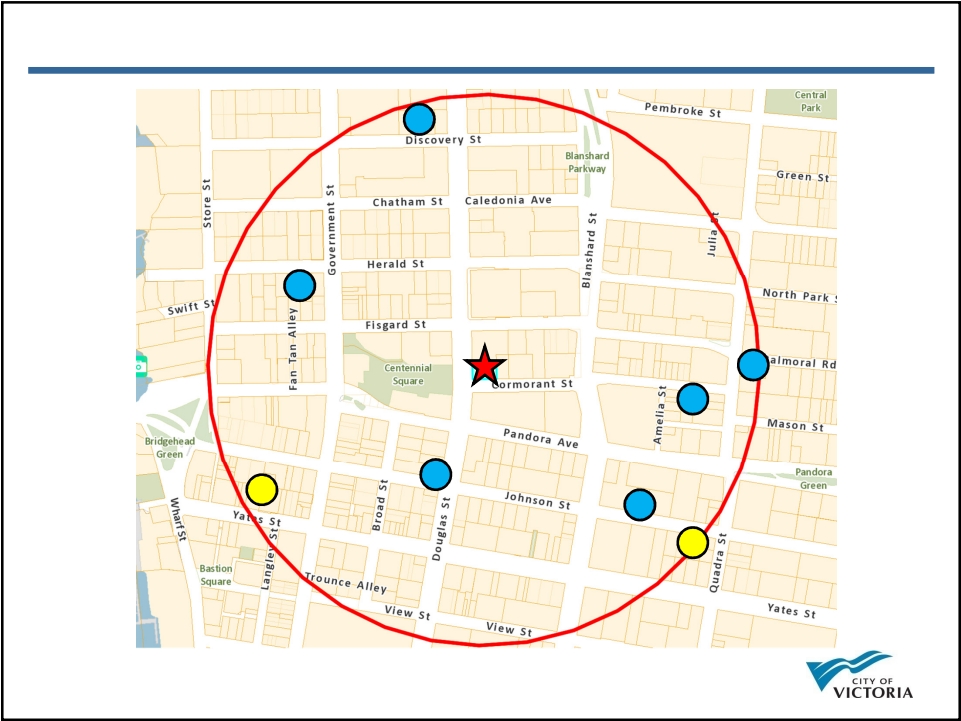
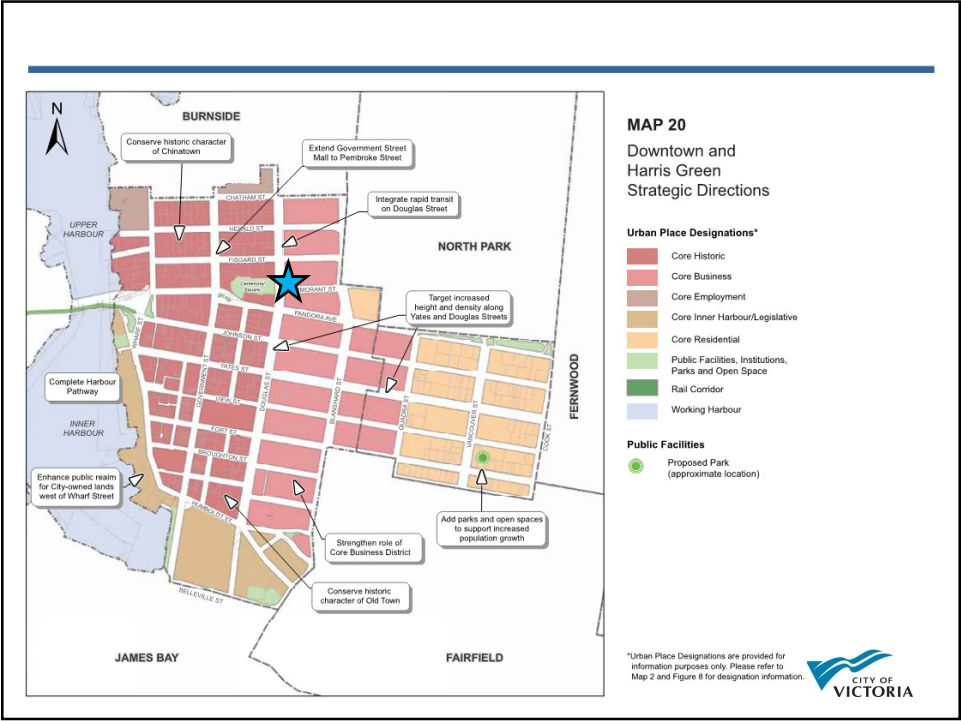


Kirk Tousaw
Tousaw Law Corporation

Temporary Use Permit
Application
for
1601-1609 Douglas Street &
710-714 Cormorant Street









Committee of the Whole Report
For the Meeting of September 7, 2017

To: Committee of the Whole
From: Chris Coates - City Clerk
Subject: Bylaw Officers

Date: August 15, 2017

RECOMMENDATION

That Council approve the appointment of Shane MacDonald: as a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061);

EXECUTIVE SUMMARY

Mr. Shane MacDonald has joined Bylaw and Licensing Services Division as an Auxilliary Bylaw Officer. To enable him to act as a Bylaw Officer and enforce the City of Victoria Bylaws, a specific resolution of council is required.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "N Johnston".

Nancy Johnston
Manager Bylaw and Licensing Sevices

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

Chris Coates
CityClerk

A large, stylized handwritten signature in black ink, appearing to read "Jocelyn Jenkyns".

Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:

A large, stylized handwritten signature in black ink, appearing to read "Jocelyn Jenkyns".
Date: Aug 28, 2017



Committee of the Whole Report
For the Meeting of September 7, 2017

To: Committee of the Whole

Date: August 10, 2017

From: Chris Coates, City Clerk

Subject: Proclamation "Prostate Cancer Awareness Month" September 2017

RECOMMENDATION

That the Prostate Cancer Awareness Month Proclamation be forwarded to the September 7, 2017 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested Prostate Cancer Awareness Month Proclamation. Council has recently established policy addressing Proclamation requests. The policy provides for:

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

A list of 2016 and 2017 Proclamations is provided as Appendix B in accordance with the new policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

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

Chris Coates
City Clerk

Appendix A: Proclamation "Prostate Cancer Awareness Month"
Appendix B: List of Previously Approved Proclamations

Appendix A

"PROSTATE CANCER AWARENESS MONTH"

WHEREAS prostate cancer is the most common cancer to affect Canadian men; and

WHEREAS 1 in 7 Canadian men will be diagnosed with the disease in his lifetime; and

WHEREAS an estimated 23,100 Canadian men will be diagnosed with prostate cancer this year; and

WHEREAS the survival rate for prostate cancer can be over 90% when detected early; and

WHEREAS those with a family history of the disease or those of African or Caribbean descent, are at a greater risk of developing prostate cancer; and

WHEREAS Prostate Cancer Canada recommends that men get a PSA test in their 40s to establish their baseline.

NOW, THEREFORE I do hereby proclaim the month of September 2017 as **"PROSTATE CANCER AWARENESS MONTH"** 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 7th day of September, Two Thousand and Seventeen.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored By:
Mark Mahl
Prostate Cancer Canada

Appendix B

Council Meetings	Proclamations
Jan. 14, 2016	BC Aware 2016: Be Secure, Be Aware Days" January 25 – February 5, 2016
Jan. 28, 2016	Eating Disorder Awareness Week - February 1 to February 7, 2016 Variety – The Children's Charity Week - February 8 to February 14, 2016 Black History Month 2016 – February 2016
Feb. 11, 2016	Darwin Day – February 12, 2016 Bullying Stops Here – Pink Shirt Day - February 26, 2016 Rare Disease Day – February 29, 2016 Health, Wellness & Sustainability Festival Day – February 27, 2016 Chamber of Commerce Week – February 15 – February 19, 2016
Feb. 25, 2016	Tibet Day – March 10, 2016
Mar. 3, 2016	Victoria Co-op Day - March 5, 2016
Mar. 10, 2016	World Plumbing Day – March 11, 2016 Purple Day for Epilepsy Awareness – March 26, 2016 World Poetry Day and National Poetry Month – March 21, 2016 and April 2016 World Kidney Day – March 10, 2016 International Day to Eliminate Racial Discrimination – March 21, 2016
Mar. 24, 2016	National Volunteer Week – April 10-16, 2016 Canadian Oncology Nursing Day - April 5, 2016 Project Management Day – April 15, 2016 Autism Awareness Day – April 2, 2016 Everyone Matters Day – April 12, 2016 International Transgender Day of Visibility – March 31, 2016 Canadian Cancer Society's Daffodil Month – April 2016 National Day of Mourning – April 28, 2016
Apr. 14, 2016	World Wish Day - April 29, 2016 Highland Games Week – May 17 – May 23, 2016 Earth Day Power Hour – 11:59 am – 12:59 pm the Friday preceding Earth Day – April 22, 2016 Child Abuse Prevention Month – April 2016
Apr. 28, 2016	National Missing Children's Month and Missing Children's Day – May 2016 Huntington Awareness Month – May 2016 Putting Investors First Month – May 2016 Brian Tumour Awareness Month – May 2016
May 12th, 2016	Parachute Safe Kids Week – May 30 to June 5, 2016 Public Works Week – May 15 to 21, 2016

	Kids Help Phone – Walk So Kids Can Talk Day – May 1, 2016
May 26th, 2016	Orca Awareness Month – June 2016 Intergenerational Day Canada – June 1, 2016 ALS Awareness Month (Lou Gehrig's Disease) – June 2016 National Tourism Week – May 29 to June 4, 2016 World Oceans Week – June 1 to June 8, 2016 World Oceans Day and Rivers to Oceans Week – June 8, 2016 and June 8 to June 14, 2016 Medical Marijuana Day – June 11, 2016 Brain Injury Awareness Month – June 2016 Built Green Day – June 8, 2016
June 9th, 2016	Sri Chinmoy Oneness – Home Peace Run – June 24, 2016 Men's Mental Health Awareness Day – June 14, 2016 World Refugee Day – June 20, 2016 Access Awareness Day – June 4, 2016
June 23rd, 2016	Pride Week – July 1 to July 10, 2016
July 28th, 2016	World Hepatitis Day – July 28, 2016
Aug. 25, 2016	Childhood Cancer Awareness Month – September 2016 Prostate Cancer Awareness Month – September 2016
Sept. 8, 2016	KidSport Week – September 10 – 17, 2016 Peace One Day – September 21, 2016 Literacy Month – September 2016
Sept. 22, 2016	Community Living Month – October 2016 Manufacturing Month – October 2016 Occupational Therapy Month – October 2016 Fire Prevention Week 2016 – October 9th to 15th, 2016 International Blasphemy Rights Day – September 30, 2016 (amended)
Oct. 13, 2016	World Mental Health Day – October 10, 2016 National Teen Driver Safety Week – October 16 to October 22, 2016 Waste Reduction Week – October 17 to 23, 2016
Nov. 10, 2016	UNiTE to End Violence Against Women Day – November 25, 2016
Nov. 24, 2016	Think Local Week – November 27 to December 3, 2016 HIV/AIDS Awareness Week – November 24 to December 1, 2016 World AIDS Day – December 1, 2016 Aboriginal AIDS Awareness Week – December 1 to December 5, 2016 Buy Local Week – November 28 to December 4, 2016 International Day of Persons with Diversabilities – December 3, 2016

	GivingTuesday – November 29, 2016 National Day of Remembrance and Action on Violence Against Women – December 6, 2016
Dec. 8, 2016	National Homeless Persons' Memorial Day – December 21, 2016 Year of Reconciliation - 2017
Jan. 12, 2017	BC AWARE 2017: Be Secure, Be Aware Days - January 30 - February 10, 2017
Jan. 26, 2017	Heart Month - February 2017
Feb. 9, 2017	Rare Disease Day - February 28, 2017 Chamber of Commerce Week - February 20-24, 2017
Feb. 23, 2017	Tibet Day - March 10, 2017 Victoria Co-op Day - February 25, 2017
Mar. 9, 2017	Purple Day for Epilepsy Awareness - March 26, 2017 Neighbour Day - May 7, 2017 World Kidney Day - March 9, 2017
Mar. 23, 2017	Canadian Oncology Nursing Day - April 4, 2017 Autism Awareness Day - April 2, 2017 World Hemophilia Day - April 17, 2017
Apr. 13, 2017	Parkinson's Awareness Month - April 2017 St. George Day - April 23, 2017 Human Values Day - April 24, 2017 Speech and Hearing Awareness Month - May 2017 Global Love Day - May 1, 2017 Child Abuse Prevention Month - April 2017 Earth Day - April 22, 2017
Apr. 27, 2017	Motorcycle Safety Awareness Month - May 2017 Putting Investors First Month - May 2017 Huntington Awareness Month - May 2017 Cruise Industry Day - May 2, 2017 Highland Games Week - May 16 - 22, 2017 Speech and Hearing Awareness Month - May 2017 - Revised
11-May-17	Intergenerational Day Canada - June 1, 2017
25-May-17	Victims and Survivors of Crime Week - May 28 to June 3, 2017 ALS Awareness Month - June 2017 Orca Awareness Month - June 2017 Parachute's Safe Kids Week - June 5 to June 11, 2017 Built Green Day - June 7, 2017

Access Awareness Day - June 3, 2017
Doug Hudlin Awareness Day - June 11, 2017
National Tourism Week - May 28 to June 3, 2017

8-Jun-17 World Refugee Day - June 20, 2017

22-Jun-17 Pride Week - July 1 to July 9, 2017

27-Jul-17 World Hepatitis Day - July 28, 2017

10-Aug-17 Grandmothers to Grandmothers Day - September 10, 2017
Grandparents Raising Grandchildren Week - September 10 - 16, 2017
International Overdose Awareness Day - August 31, 2017

7-Sep-17



Committee of the Whole Report
For the Meeting of September 7, 2017

To: Committee of the Whole

Date: August 15, 2017

From: Chris Coates, City Clerk

Subject: Proclamation "KidSport Week" September 9-16, 2017

RECOMMENDATION

That the KidSport Week Proclamation be forwarded to the September 7, 2017 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

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

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

A list of 2016 and 2017 Proclamations is provided as Appendix B in accordance with the new policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

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

Chris Coates
City Clerk

Appendix A: Proclamation "KidSport Week"

Appendix B: List of Previously Approved Proclamations

Appendix A

"KIDSPORT WEEK"

WHEREAS *In 2016, KidSport BC provided over 7,700 BC kids with a combined \$1.9 million in sport registration grants. In Greater Victoria alone, the local community chapter provided more than \$392,000 in 2016 to 1421 children whose families are experiencing financial barriers; and*

WHEREAS *Sport participation provides benefits extending beyond improving physical health, including enhancing academic performance, providing growth of social skills, developing leadership abilities, and instilling a sense of fair play, and understanding the value of teamwork; and*

WHEREAS *KidSport removes the financial barriers that prevent some children from experiencing these powerful benefits of a season of sport and encourages and promotes the support of local business, professional sport and community at large in this endeavor; and*

WHEREAS *KidSport Greater Victoria is a dedicated and integral part of the fabric of the Capital Regional District, providing opportunities for local children to improve their overall health through experiencing the joys and memories of sport participation.*

NOW, THEREFORE I do hereby proclaim the week of September 9 - 16, 2017 as **"KIDSPORT 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 7th day of September, Two Thousand and Seventeen.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Patti Hunter
General Manager
KidSport Greater Victoria

Appendix B

Council Meetings	Proclamations
Jan. 14, 2016	BC Aware 2016: Be Secure, Be Aware Days" January 25 – February 5, 2016
Jan. 28, 2016	Eating Disorder Awareness Week - February 1 to February 7, 2016 Variety – The Children's Charity Week - February 8 to February 14, 2016 Black History Month 2016 – February 2016
Feb. 11, 2016	Darwin Day – February 12, 2016 Bullying Stops Here – Pink Shirt Day - February 26, 2016 Rare Disease Day – February 29, 2016 Health, Wellness & Sustainability Festival Day – February 27, 2016 Chamber of Commerce Week – February 15 – February 19, 2016
Feb. 25, 2016	Tibet Day – March 10, 2016
Mar. 3, 2016	Victoria Co-op Day - March 5, 2016
Mar. 10, 2016	World Plumbing Day – March 11, 2016 Purple Day for Epilepsy Awareness – March 26, 2016 World Poetry Day and National Poetry Month – March 21, 2016 and April 2016 World Kidney Day – March 10, 2016 International Day to Eliminate Racial Discrimination – March 21, 2016
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June 9th, 2016	Sri Chinmoy Oneness – Home Peace Run – June 24, 2016 Men's Mental Health Awareness Day – June 14, 2016 World Refugee Day – June 20, 2016 Access Awareness Day – June 4, 2016
June 23rd, 2016	Pride Week – July 1 to July 10, 2016
July 28th, 2016	World Hepatitis Day – July 28, 2016
Aug. 25, 2016	Childhood Cancer Awareness Month – September 2016 Prostate Cancer Awareness Month – September 2016
Sept. 8, 2016	KidSport Week – September 10 – 17, 2016 Peace One Day – September 21, 2016 Literacy Month – September 2016
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Nov. 10, 2016	UNiTE to End Violence Against Women Day – November 25, 2016
Nov. 24, 2016	Think Local Week – November 27 to December 3, 2016 HIV/AIDS Awareness Week – November 24 to December 1, 2016 World AIDS Day – December 1, 2016 Aboriginal AIDS Awareness Week – December 1 to December 5, 2016 Buy Local Week – November 28 to December 4, 2016 International Day of Persons with Diversabilities – December 3, 2016

	GivingTuesday – November 29, 2016 National Day of Remembrance and Action on Violence Against Women – December 6, 2016
Dec. 8, 2016	National Homeless Persons' Memorial Day – December 21, 2016 Year of Reconciliation - 2017
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11-May-17	Intergenerational Day Canada - June 1, 2017
25-May-17	Victims and Survivors of Crime Week - May 28 to June 3, 2017 ALS Awareness Month - June 2017 Orca Awareness Month - June 2017 Parachute's Safe Kids Week - June 5 to June 11, 2017 Built Green Day - June 7, 2017

Access Awareness Day - June 3, 2017
Doug Hudlin Awareness Day - June 11, 2017
National Tourism Week - May 28 to June 3, 2017

8-Jun-17 World Refugee Day - June 20, 2017

22-Jun-17 Pride Week - July 1 to July 9, 2017

27-Jul-17 World Hepatitis Day - July 28, 2017

10-Aug-17 Grandmothers to Grandmothers Day - September 10, 2017
Grandparents Raising Grandchildren Week - September 10 - 16, 2017
International Overdose Awareness Day - August 31, 2017

7-Sep-17



Committee of the Whole Report For the Meeting of September 7, 2017

To: Committee of the Whole

Date: August 10, 2017

From: Chris Coates, City Clerk

Subject: Proclamation "International Day of Peace" September 21, 2017

RECOMMENDATION

That the International Day of Peace Proclamation be forwarded to the September 7, 2017 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested International Day of Peace Proclamation. Council has recently established policy addressing Proclamation requests. The policy provides for:

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

A list of 2016 and 2017 Proclamations is provided as Appendix B in accordance with the new policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

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

Chris Coates
City Clerk

Appendix A: Proclamation "International Day of Peace"
Appendix B: List of Previously Approved Proclamations

Appendix A

"INTERNATIONAL DAY OF PEACE"

WHEREAS *the issue of peace embraces the deepest hopes of all peoples and remains humanity's guiding inspiration; and*

WHEREAS *in 1982 the United Nations proclaimed the International Day of Peace be devoted to commemorating and strengthening the ideals of peace both within and among all nations and peoples; and*

WHEREAS *the United Nations expanded the observance of the International Day of Peace in 2001 to include the call for a day of global ceasefire and non-violence, and invited all nations and people to honour a cessation of hostilities for the duration of the Day; and*

WHEREAS *the Mayor of Victoria is a member of the global organization, Mayors for Peace, And the City of Victoria has supported the call for a Canadian department of peace; and*

WHEREAS *there is growing support within our City for the observance of the International Day of Peace, which affirms a vision of our world at peace, and fosters cooperation between individuals, organizations and nations; and*

WHEREAS *global crises impel all citizens to work towards converting humanity's noblest aspirations for world peace into a practical reality for future generation.*

NOW, THEREFORE *I do hereby proclaim the day of September 21st, 2017 as*
"INTERNATIONAL DAY OF PEACE" 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 7th day of September, Two Thousand and Sixteen.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Saul Arbess, Director
Canadian Peace
Initiative Board

Appendix B

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7-Sep-17



Council Member Motion

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

To: Committee of the Whole **Date:** August 30, 2017
From: Councillors Madoff & Thornton-Joe
Subject: Demolition of Heritage Registered Property Located at 1525 Shasta Place

BACKGROUND

The property at 1525 Shasta Place is located in Rockland and is a Heritage Registered property. It is not designated, and is not located in a Heritage Conservation Area. Designed by architect William Ridgway, and built in 1904, it served as a stable / coach house to accommodate carriages and horses for occupants of the main residence that was demolished in the late 1950s. The stable / coach house is the only remaining structure of one of Victoria's great estates known as *The Leasowes*. The building was converted from a stable to a standalone residence in the 1950s and then restored in the 1980s. The building is not in public view from the street.

The City has received an application on the property which will be considered by the Board of Variance on September 14, 2017. If approved, the City would have to issue a demolition permit for the structure when the owner wished to proceed with the proposed re-development.

However, in accordance with the *Local Government Act*, Council has the option to order temporary protection for no longer than 60 days to give detailed consideration to further long-term protection options for the property, and to support additional negotiations toward an appropriate resolution with the property owner. Given the significance of this property, it would appear appropriate to consider temporary protection.

RECOMMENDATION

That Council direct staff to prepare a resolution directing staff to prepare a 60-day temporary protection order, without consent of the owner to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner.

Respectfully submitted,

Councillor Madoff

Councillor Thornton-Joe

List of Attachments

- Attachment 1: Victoria Heritage Foundation - Heritage Register Property Summary
- Attachment 2: Neighbourhood Correspondence

Attachment 1



Heritage Register Rockland

1525 Shasta Place (ex-851 St. Charles St)
former stable for *The Leasowes*, *Westover*

Built 1904; 1968
Heritage-Registered

For: Albert Edward Todd; Lawrence Shirley Northey

Architects: William Ridgway Wilson (1904);
Peter Cotton (1968)
Contractor: Thomas Catterall (1904)



ARCHITECTURE:

Westover is fashioned out of a former stable or coachhouse, the only remaining structure of one of Victoria's great estates, *The Leasowes*. It originally accommodated up to six carriages and a number of horses. This 1½-storey structure has a wide, shallow hipped roof with two large gabled dormers perpendicular to each other. It has an one-storey hip-roofed extension on the left rear corner with unusual 12-over-three windows. There were originally sliding stable doors under the dormers, one of these has become the main front entrance. The balustrade on the balcony above the entrance was designed to imitate the vent headers in the gables; the vents vented the haylofts. The dormers are decorated with stickwork over the drop siding, that covers the entire structure. Six-over-one double-hung sashes with horns were added on the main floor to complement original six-over-six upper floor windows, and to replace horizontal windows at horse-head height.

Contractor Thomas Catterall (b. Liverpool, ENG 1843-1919) lived at 1012 Pemberton Rd, Rockland (demolished), then at 1336 Beach Dr, Oak Bay.

ORIGINAL OCCUPANTS:

1904-11: Bert Todd (721 Linden Av, Rockland) built *The Leasowes*, complete with a substantial stable, for his widowed mother, Rosanna (née Wigley, 1839-1931), and sisters, Mae and Nellie. It was named for a family home in Staffordshire, ENG. Mae married John Hebden Gillespie of Highwood (1021 Gillespie Pl, Rockland) in 1905. Nellie married his brother Alexander in 1907, and both couples moved out. Bert lived here with his mother until his marriage in 1910, but according to family she was lonely for her daughters and hated the huge house. In 1911 Rosanna auctioned off the property and moved near her daughters, into 1972 Fairfield Rd, now 423 Chadwick Pl, Gonzales, which she also called *The Leasowes*.

OTHER OCCUPANTS:

1911-38: James Dunsmuir (1852-1920) and Laura Miller (née Surles, 1858-1937) bought the estate and renamed it *Westover*, to use as their pied-à-terre in the City; their primary residence was *Hatley Park* in Colwood. Born at Fort Vancouver, WA, as his parents, Robert and Joan Dunsmuir (1050 Joan Cr, Rockland) were coming from Scotland to Vancouver Island with HBC, James spent his early childhood in Nanaimo, and completed his education at a military college in Blackburg, VA. Laura, a member of the prominent Byrd family of Virginia, was born in another *Westover*, one of the great Colonial Georgian mansions. She was completing her education in Hamilton, ON, when she met James. They married in 1876.

Upon his return to Vancouver Island, James joined his father's coal mining firm, and took over the family businesses almost entirely after his father died in 1889. The family first lived at his parent's former home, *Fairview* (demolished) in James Bay, then built *Burleith* (destroyed by fire) in Victoria West in 1891-92. James was elected MLA for Comox in 1898, and for Newcastle in 1900. He became Premier of BC that year, but resigned two years later because of a controversy over railway policies. From 1906-09 James was BC's Lt.-Gov., but was criticised for his refusal to give Royal Assent to anti-Asian legislation, because his company was using cheap Chinese immigrant labour. During this period *Hatley Park* was constructed in Colwood. James retired after the death of their son Lt. James "Boy" Dunsmuir when the *Lusitania* was torpedoed in May 1915; he never recovered from that loss.

Laura was active in charitable organizations and social clubs and was the first honorary president of the Women's Canadian Club. She died at *Hatley Park* in 1937. In the late 1920s Laura loaned *Westover* to daughter Kathleen and husband A. Seldon Humphreys, so that their children could attend school in Victoria. Kathleen held many parties on the large estate, but in 1929 they moved to their new house at 1621 Prospect Pl in Oak Bay. Kathleen was a dedicated worker during both World Wars. During WWII she ran a travelling canteen for Canadian soldiers in Farnborough and Aldershot. She was killed in 1941, during the Blitz. While entertaining family and friends at her son's engagement party in the London nightclub *Cafe de Paris*, it took a direct hit during a German bombing raid.

Tenants: 1917-20: Chauffeur John William Thompson Johnston (1871-1951) and Jeannie Robson (née Martin, 1873-1924), both from Aberdeen, Scotland, lived above the stable. John, who was later a bus driver for BCER, left the house after Jeannie's death.

1931: Gardener Samuel James McClean (1878-1954) and his wife Jean (Dunlop).

Owners: 1938-68: May France (née Montgomery, 1882-1968) came to Victoria from Britain in 1913 and worked for the Dunsmuirs as nanny to their youngest daughter Dola. In England and Tokyo, May had worked for several high-ranking Japanese families, including Prince Tokugawa. In 1918 she married Herbert Henry France (c.1888-1938), a repairman with Thomas Plimley. She left her job and they moved to Sidney where he died of cancer. The Dunsmuir family gave the remodelled *Westover* stable to May as a home for herself and son Gordon. The Dunsmuirs then sold the main house and remainder of the property to the city for unpaid taxes c.1941, and the big house was demolished in the late 1950s.

In 1957, May remarried, to widower Robert Percival Sterling Twizell (1875-

1964), a retired architect. He and his brother George Sterling Twizell, both born in Newcastle-on-Tyne, ENG, came to Vancouver c.1908. The partnership of Twizell & Twizell lasted until 1954, although George retired to Esquimalt in 1950. They designed a number of prominent houses in Shaughnessy Hts, and many schools and churches. Robert moved to Victoria after his first wife died in 1957, and George died that same year. Robert and May went on a five-month honeymoon to Europe, then moved back into *Westover* and made further renovations.

1969-70s: J. Lawrence and Shirley Northey from Calgary hired architect Peter Cotton to turn the entire stable building into a home.

1980s: Sam Bawlf restored the house. In 1973 as a Victoria City councillor, he developed the City's first heritage policies and lobbied the BC government for the first urban heritage conservation amendments to the Municipal Act. In 1977, as Minister of Recreation and Conservation in BC's Social Credit government, Sam wrote BC's first Heritage Conservation Act, and steered the development of the BC Heritage Trust and Heritage Conservation Branch. Sam is the brother of the late Nicholas Bawlf (b. Calgary 1938-2012), heritage preservation architect (642 Battery St, James Bay.)

ADDITIONAL INFORMATION & IMAGES:

- [Map of Victoria's Heritage Register Properties](#)
- [Rockland History](#)
- [Rockland Heritage Register](#)
- [Hallmark Heritage Society Archives](#)
- [This Old House, Victoria's Heritage Neighbourhoods, Volume Three: Rockland, Burnside, Harris Green, Hillside-Quadra, North Park & Oaklands](#)

Alicia Ferguson

From: Chris Coates
Subject: RE: [Neighbours] the heritage-registered house at 1525 Shasta Place

From: Brenda Moysey
Date: August 30, 2017 at 2:55:57 PM PDT
To: <Councillors@victoria.ca>
Subject: [Neighbours] the heritage-registered house at 1525 Shasta Place

Kindly support Pam Madoff's motion to create a temporary protection order for the heritage house at 1525 Shasta Place as well as to negotiate an appropriate resolution with the property owner. My current address is 937 Pemberton Road and I have owned this house for 40 years.

Sincerely,
Brenda Moysey

From: [Janet Simpson](#)
Sent: Wednesday, August 30, 2017 1:51 PM
To: neighbours@mm.rockland.bc.ca
Subject: [Neighbours] the heritage-registered house at 1525 Shasta Place

Hello Neighbours,

The owner of Westover, the heritage house at 1525 Shasta Place, has applied to the City for a demolition permit. Details of this heritage property are below.

Our liaison on City Council, Pam Madoff, will be bringing forth a motion tomorrow requesting "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

If you are concerned about the imminent loss of another of Rockland's heritage houses, please email Council, encouraging them to support her motion: Councillors@victoria.ca

Thank you,

Janet Simpson, President RNA

Heritage-Registered
For: Albert Edward Todd; Lawrence Shirley Northey

Architects: William Ridgway Wilson (1904);
Peter Cotton (1968)
Contractor: Thomas Catterall (1904)

<pastedGraphic.png>

Alicia Ferguson

From: Chris Coates
Subject: RE: Shasta Place

From: Janine Elliott
Date: August 30, 2017 at 3:07:02 PM PDT
To: <Councillors@victoria.ca>
Subject: Shasta Place

Please be advised that I strongly support a temporary protection order to allow time for further investigation and consideration for 1525 Shasta Place.

Janine Elliott
1-753 Pemberton Road

Hello Neighbours,

The owner of Westover, the heritage house at 1525 Shasta Place, has applied to the City for a demolition permit. Details of this heritage property are below.

Our liaison on City Council, Pam Madoff, will be bringing forth a motion tomorrow requesting "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

If you are concerned about the imminent loss of another of Rockland's heritage houses, please email Council, encouraging them to support her motion: Councillors@victoria.ca

Thank you,

Janet Simpson, President RNA

Heritage-Registered
For: Albert Edward Todd; Lawrence Shirley Northey

Alicia Ferguson

From: Chris Coates
Subject: RE: 525 Shasta place

From: Douglas Scott
Date: August 30, 2017 at 4:19:34 PM PDT
To: "Councillors@victoria.ca" <Councillors@victoria.ca>
Subject: 525 Shasta place

Council,

I would like to add my name to the list of concerned residents regarding potential demolition of 525 Shasta Place.

I am in support of Pam Madoff's motion, "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

Thank you for your attention,

Douglas Scott, Architect AIBC
1-1001 Terrace Avenue

Alicia Ferguson

From: Chris Coates
Subject: RE: proposed demolition of 1525 Shasta Place, Victoria, B.C.

From: Susan Erling-Tyrell
Date: August 30, 2017 at 4:49:55 PM PDT
To: "Councillors@victoria.ca" <Councillors@victoria.ca>
Subject: proposed demolition of 1525 Shasta Place, Victoria, B.C.
Reply-To: Susan Erling-Tyrell

Dear Sirs

As a concerned resident of Rockland I am outraged that again another property of great historical interest and value is about to be demolished in favour I would presume of yet another characterless box adding nothing whatsoever to our very unique and historically interesting neighbourhood. I therefore fully support Councillor Madoff.s application to try and delay and indeed prevent such another tragedy being permitted here all in the name of greed by owners who are obviously totally insensitive to the very nature and core of Rockland - thank you for your consideration.

Susan and Thomas Erling-Tyrell
1560 Rockland avenue,
Victoria, B.C.

Alicia Ferguson

From: Chris Coates
Subject: RE: 1525 Shasta Pl

From: j milroy
Date: August 30, 2017 at 5:23:14 PM PDT
To: "Councillors@victoria.ca" <Councillors@victoria.ca>
Subject: 1525 Shasta Pl
Reply-To:

The history and provenance of this building puts it alongside Craigdarroch and few other buildings in Victoria to be protected. I volunteer at Craigdarroch and visiting walking tourists absolutely love our neighborhood. Please don't make the mistake Vancouver made in the 1960's and Victoria copied then.

Sent from Yahoo Mail on Android

Alicia Ferguson

From: Chris Coates
Subject: RE: Support for Councillor Madoff's Motion re 1525 Shasta Place

From: Harpers
Date: August 30, 2017 at 5:26:21 PM PDT
To: <Councillors@victoria.ca>
Subject: Support for Councillor Madoff's Motion re 1525 Shasta Place

Dear Councillors:

I am very concerned to hear about the potential loss of a house at 1525 Shasta Place, which has significant heritage value, and therefore, benefits not only the Rockland neighbourhood, but the City of Victoria, and therefore, the entire region.

I understand that Councillor Madoff will be bringing forth a motion, "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

The motion appears to provide an opportunity to resolve this situation to the benefit of all parties, and in the public interest. For these reasons, I strongly encourage Council to support the motion.

Thank you for considering this matter.

Yours truly,
Carol Anne Harper
1000 Joan Crescent

Alicia Ferguson

From: Chris Coates
Subject: RE: [Neighbours] the heritage-registered house at 1525 Shasta Place

From: Jane Marsh
Date: August 30, 2017 at 5:33:42 PM PDT
To: 'Janet Simpson' <jesimpson@shaw.ca>
Cc: <Councillors@victoria.ca>
Subject: RE: [Neighbours] the heritage-registered house at 1525 Shasta Place

thanks but realize I missed the point of keeping the home IN VICTORIA SO MOVING IS THE BEST RATHER THAN SELLING IT TO THE SAN JUAN ISLANDS WHO I HAVE HEARD HAVE BOUGHT A WHOLE LOT OF OUR HOMES AND BARGED THEM TO THEIR ISLANDS..A LOSS FROM US AND A GAIN FOR THEM..

From: Janet Simpson [<mailto:jesimpson@shaw.ca>]
Sent: Wednesday, August 30, 2017 5:01 PM
To: Jane Marsh
Subject: Re: [Neighbours] the heritage-registered house at 1525 Shasta Place

Thanks, Jane.
Your email to council is very much appreciated.

Janet

On Aug 30, 2017, at 4:23 PM, Jane Marsh wrote:

Why do they not suggest at thinking about selling the place to someone in the San Juan island OR like Abstract who bought the home on the corner of Richmond and Oak Bay and with the help of the Nichol Bros moved it to Pemberton Ave. and turned it into 7 great suites for thoughtful folks to move into and hence preserve the beauty of a home like Westover? I am sure that our very, trusted Council Member, Pam Madoff with try to orchestrate such a transaction.? Westover on a beautiful, dead end street??? and then what are they going to build.? some modern, eyesore again?
Jane Marsh from the address above.

..

From: neighbours-bounces@mm.rockland.bc.ca [<mailto:neighbours-bounces@mm.rockland.bc.ca>] **On Behalf Of** Janet Simpson
Sent: Wednesday, August 30, 2017 1:52 PM
To: neighbours@mm.rockland.bc.ca
Subject: [Neighbours] the heritage-registered house at 1525 Shasta Place

Hello Neighbours,

The owner of Westover, the heritage house at 1525 Shasta Place, has applied to the City for a demolition permit. Details of this heritage property are below.

Our liaison on City Council, Pam Madoff, will be bringing forth a motion tomorrow requesting "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

If you are concerned about the imminent loss of another of Rockland's heritage houses, please email Council, encouraging them to support her motion: Councillors@victoria.ca

Thank you,

Janet Simpson, President RNA

Heritage-Registered
For: Albert Edward Todd; Lawrence Shirley Northey

Architects: William Ridgway Wilson (1904);
Peter Cotton (1968)
Contractor: Thomas Catterall (1904)

<image001.png>

ARCHITECTURE:

Westover is fashioned out of a former stable or coachhouse, the only remaining structure of one of Victoria's great estates, *The Leasowes*. It originally accommodated up to six carriages and a number of horses. This 1½-storey structure has a wide, shallow hipped roof with two large gabled dormers perpendicular to each other. It has an one-storey hip-roofed extension on the left rear corner with unusual 12-over-three windows. There were originally sliding stable doors under the dormers, one of these has become the main front entrance. The balustrade on the balcony above the entrance was designed to imitate the vent headers in the gables; the vents vented the haylofts. The dormers are decorated with stickwork over the drop siding, that covers the entire structure. Six-over-one double-hung sashes with horns were added on the main floor to complement original six-over-six upper floor windows, and to replace horizontal windows at horse-head height.

Contractor Thomas Catterall (b. Liverpool, ENG 1843-1919) lived at 1012 Pemberton Rd, Rockland (demolished), then at 1336 Beach Dr, Oak Bay.

ORIGINAL OCCUPANTS:

1904-11: Bert Todd (721 Linden Av, Rockland) built *The Leasowes*, complete with a substantial stable, for his widowed mother; Rosanna (née Wigley, 1839-1931), and sisters, Mae and Nellie. It was named for a family home in Staffordshire, ENG. Mae married John Hebden Gillespie of *Highwood* (1021 Gillespie Pl, Rockland) in 1905. Nellie married his brother Alexander in 1907, and both couples moved out. Bert lived here with his mother until his marriage in 1910, but according to family she was lonely for her daughters and hated the huge house. In 1911 Rosanna auctioned off the property and moved near her daughters, into 1972 Fairfield Rd, now 423 Chadwick Pl, Gonzales, which she also called *The Leasowes*.

OTHER OCCUPANTS:

1911-38: James Dunsmuir (1852-1920) and Laura Miller (née Surlis, 1858-1937) bought the estate and renamed it *Westover*, to use as their pied-à-terre in the City; their primary residence was *Hatley Park* in Colwood. Born at Fort Vancouver, WA, as his parents, Robert and Joan Dunsmuir (1050 Joan Cr, Rockland) were coming from Scotland to Vancouver Island with HBC, James spent his early childhood in Nanaimo, and completed his education at a military college in Blackburg, VA. Laura, a member of the prominent Byrd family of Virginia, was born in another *Westover*, one of the great Colonial Georgian mansions. She was completing her education in Hamilton, ON, when she met James. They married in 1876.

Upon his return to Vancouver Island, James joined his father's coal mining firm, and took over the family businesses almost entirely after his father died in 1889. The family first lived at his parent's former home, *Fairview* (demolished)

in James Bay, then built *Burleith* (destroyed by fire) in Victoria West in 1891-92. James was elected MLA for Comox in 1898, and for Newcastle in 1900. He became Premier of BC that year, but resigned two years later because of a controversy over railway policies. From 1906-09 James was BC's Lt.-Gov., but was criticised for his refusal to give Royal Assent to anti-Asian legislation, because his company was using cheap Chinese immigrant labour. During this period *Hatley Park* was constructed in Colwood. James retired after the death of their son Lt. James "Boy" Dunsmuir when the *Lusitania* was torpedoed in May 1915; he never recovered from that loss.

Laura was active in charitable organizations and social clubs and was the first honorary president of the Women's Canadian Club. She died at *Hatley Park* in 1937. In the late 1920s Laura loaned *Westover* to daughter Kathleen and husband A. Seldon Humphreys, so that their children could attend school in Victoria. Kathleen held many parties on the large estate, but in 1929 they moved to their new house at 1621 Prospect Pl in Oak Bay. Kathleen was a dedicated worker during both World Wars. During WWII she ran a travelling canteen for Canadian soldiers in Farnborough and Aldershot. She was killed in 1941, during the Blitz. While entertaining family and friends at her son's engagement party in the London nightclub *Cafe de Paris*, it took a direct hit during a German bombing raid.

Tenants: 1917-20: Chauffeur John William Thompson Johnston (1871-1951) and Jeannie Robson (née Martin, 1873-1924), both from Aberdeen, Scotland, lived above the stable. John, who was later a bus driver for BCER, left the house after Jeannie's death.

1931: Gardener Samuel James McClean (1878-1954) and his wife Jean (Dunlop).

Owners: 1938-68: May France (née Montgomery, 1882-1968) came to Victoria from Britain in 1913 and worked for the Dunsmuirs as nanny to their youngest daughter Dola. In England and Tokyo, May had worked for several high-ranking Japanese families, including Prince Tokugawa. In 1918 she married Herbert Henry France (c.1888-1938), a repairman with Thomas Plimley. She left her job and they moved to Sidney where he died of cancer. The Dunsmuir family gave the remodelled *Westover* stable to May as a home for herself and son Gordon. The Dunsmuirs then sold the main house and remainder of the property to the city for unpaid taxes c.1941, and the big house was demolished in the late 1950s.

In 1957, May remarried, to widower Robert Percival Sterling Twizell (1875-1964), a retired architect. He and his brother George Sterling Twizell, both born in Newcastle-on-Tyne, ENG, came to Vancouver c.1908. The partnership of Twizell & Twizell lasted until 1954, although George retired to Esquimalt in 1950. They designed a number of prominent houses in Shaughnessy Hts, and many schools and churches. Robert moved to Victoria after his first wife died in 1957, and George died that same year. Robert and May went on a five-month honeymoon to Europe, then moved back into *Westover* and made further renovations.

1969-70s: J. Lawrence and Shirley Northey from Calgary hired architect Peter Cotton to turn the entire stable building into a home.

1980s: Sam Bawlf restored the house. In 1973 as a Victoria City councillor, he developed the City's first heritage policies and lobbied the BC government for the first urban heritage conservation amendments to the Municipal Act. In 1977, as Minister of Recreation and Conservation in BC's Social Credit government, Sam wrote BC's first Heritage Conservation Act, and steered the development of the BC Heritage Trust and Heritage Conservation Branch. Sam is the brother of the late Nicholas Bawlf (b. Calgary 1938-2012), heritage preservation architect (642 Battery St, James Bay.)

ADDITIONAL INFORMATION & IMAGES:

• Map of Victoria's Heritage Register Properties

• Rockland History

• Rockland Heritage Register

• Hallmark Heritage Society Archives

• This Old House, Victoria's Heritage Neighbourhoods, Volume Three: Rockland, Burnside, Harris Green, Hillside-Quadra, North Park & Oaklands

Alicia Ferguson

From: Chris Coates
Subject: RE: 1525 Shasta Place- demolition permit

From: Jen's Mail
Date: August 31, 2017 at 10:32:54 AM PDT
To: <Councillors@victoria.ca>
Subject: 1525 Shasta Place- demolition permit

I understand the owners of a heritage home at 1525 Shasta Place have applied for a demo permit for the building. I urge you to consider a moratorium on the destruction of our heritage buildings. I am sure with a bit of time for discussion and consultation that a better solution can be found to ensure this building is preserved. Please support Pamela Madoff's motion when brought forward next week.

Respectfully,
Jennifer Bennett

Sent from my iPhone.

Alicia Ferguson

From: Chris Coates
Subject: RE: Please support Councillor Pam Madoff's motion re 1525 Shasta Place

From: Bill Birney
Date: August 31, 2017 at 12:10:30 PM PDT
To: <Councillors@victoria.ca>
Subject: Please support Councillor Pam Madoff's motion re 1525 Shasta Place

Please support Councillor Pam Madoff's motion re 1525 Shasta Place requesting "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

Such an important issue can surely withstand 60 days' consideration.

Thank you.

William Birney
1215 Rockland Avenue

Alicia Ferguson

From: Chris Coates
Subject: RE: 1525 Shasta Place

From: Mary Gelpke
Date: August 31, 2017 at 12:17:54 PM PDT
To: <Councillors@victoria.ca>
Subject: 1525 Shasta Place

Dear Councillors,

I write to support a protection order to avoid demolition of the above property. This should be a designated heritage building with its 1904 design and historical connections to James Dunsmuir and other early Victoria families and is part of the essential ambience of this particular Rockland area. Its destruction should not be tolerated.

Sincerely,

Paul M Gelpke,MD. Rockland resident.

Alicia Ferguson

Subject: RE: Support Malldorf re saving house on Shasta pl

From: celticsoul

Date: September 1, 2017 at 10:28:15 AM PDT

To: "councillors@victoria.ca" <councillors@victoria.ca>

Subject: Support Malldorf re saving house on Shasta pl

Hello please support c maldorfs vote and to NOT ALLOW demolition of the home on Shasta
place in Victoria with dunsmuir connections thankyou
A and h Stevens

--

★ □ □ □

Alicia Ferguson

Subject: RE: 1525 Shasta Place

From: Reb Stevenson

Date: September 1, 2017 at 11:19:50 AM PDT

To: <councillors@victoria.ca>

Subject: 1525 Shasta Place

To whom it may concern,

I am writing in support of Councillor Madoff's proposal to give consideration to the historically significant property at 1525 Shasta Place in Rockland.

Please do not allow Victoria's character and history to be wiped out. Neighbourhoods like Rockland, Oak Bay, James Bay and Fairfield are what define Victoria. I am disgusted to think that someone would purchase a beautiful home that's in keeping with the neighbourhood only to destroy it. Not only is this an affront to Victoria's heritage and community, it's a colossal waste of materials.

I beg you to look at Vancouver and make different choices for Victoria.

Sincerely,
Rebecca Stevenson

Alicia Ferguson

Subject: RE: Please support Councillor Pam Madoff's motion re 1525 Shasta Place

From: Bill Birney [REDACTED]
Date: August 31, 2017 at 12:10:30 PM PDT

To: <Councillors@victoria.ca>

Subject: Please support Councillor Pam Madoff's motion re 1525 Shasta Place

Please support Councillor Pam Madoff's motion re 1525 Shasta Place requesting "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

Such an important issue can surely withstand 60 days' consideration.

Thank you.

William Birney
1215 Rockland Avenue

Alicia Ferguson

To: Chris Coates
Subject: RE: 1525 Shasta Place

From: Paula Kully
Date: September 1, 2017 at 2:16:56 PM PDT
To: <councillors@victoria.ca>
Subject: 1525 Shasta Place

Dear Mayor Helps and Victoria City Councillors,

As a resident of Victoria, I find it disheartening to hear that the owners of the beautiful, heritage home at 1525 Shasta Place known as Westover have applied for a demolition permit. Personally, I can't understand why someone would purchase such a lovely home only to tear it down. These historic landmarks are what make Victoria so special. In fact the intention to preserve "heritage" is an ongoing major theme within our Official Community Plan and this house is even on the Heritage Registry.

Westover is not dilapidated or run down. It is not just an "old house" with no historic or architectural value. On the contrary, it has great history as one of the properties owned by our famous Dunsmuir family. As well, the heritage registry states that "Westover is fashioned out of a former stable or coachhouse, the only remaining structure of one of Victoria's great estates, The Leasowes."

I implore each member of Council to support City Councillor Pam Madoff's motion at the September 7th Council meeting: "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

I look forward to hearing your response and trust that our City Council will find a way to preserve Westover.

Thank you

--

Paula Kully
60 Dallas Road
Victoria, BC V8V 1A2

Alicia Ferguson

To: Chris Coates
Subject: RE: Motion re: Westover coach house.

From: Luranah Polson
Date: September 1, 2017 at 3:47:54 PM PDT
To: <councillors@victoria.ca>
Subject: Motion re: Westover coach house.

I support Councillor Madoff's motion regarding the Westover coach house: "That staff prepare a resolution directing staff to prepare a 60 day temporary protection order, without consent of the owner, to allow Council to give detailed consideration for further long-term protection options for the property at 1525 Shasta Place and to negotiate an appropriate resolution with the property owner."

Luranah Polson
Victoria, BC

Alicia Ferguson

Subject: RE: 1525 Shasta Place

From: Tori

Date: September 1, 2017 at 8:21:29 PM PDT

To: <councillors@victoria.ca>

Subject: 1525 Shasta Place

Hello,

I am emailing today to express my concern and to encourage you to support Councillor Madoff's motion in regards to 1525 Shasta Place. Further long-term protection options for the property must be considered. Thank you.

Sincerely,

Victoria Isaak

Alicia Ferguson

Subject: RE: In regards to the property at 1525 Shasta Place

From: Chelsea Bigalky

Date: September 1, 2017 at 10:03:49 PM PDT

To: <councillors@victoria.ca>

Subject: In regards to the property at 1525 Shasta Place

Thank you for taking the time to address my concerns regarding the potential demolition of the home located at 1525 Shasta Place in Victoria, BC.

In my thirty years in this city, I have seen far too much change occur due to the greed and lack of thought by home owners and investors. My childhood neighborhood of James Bay has become unrecognizable, and the homes in Oak Bay that I grew up in with friends and family are too rapidly being torn down.

While I understand the challenges in dealing with outdated electrical, plumbing, etc, it is these homes that stand for what makes Victoria so special and give it such heritage. Because the owners are not willing or able to maintain the home in the necessary ways, that does not mean that the city deserves to lose another valuable piece of history.

I ask you as a lifelong citizen of Victoria to please reconsider this decision and take the opinions of other Victorians into account, before we are reduced to a situation similar to that occurring in heritage areas of Vancouver.

Many thanks for your consideration,

Alicia Ferguson

Subject: RE: Westover, 1525 Shasta Place, Rockland

From: Catherine Ellis

Date: September 5, 2017 at 7:43:53 AM PDT

To: <Councillors@victoria.ca>

Subject: Westover, 1525 Shasta Place, Rockland

Dear Ms. Pam Madoff,

I am writing with regards to Westover, located at 1525 Shasta Place in Rockland and its potential demolition.

I am a resident of Rockland. The heritage homes and the large trees that surround them and line the streets make Rockland a uniquely beautiful and historically significant neighbourhood in Greater Victoria. I believe that it is important to maintain the heritage properties in this neighbourhood. Westover is a "living" reminder of the original estate, The Leasowes, as well as, an example of the type of architecture that existed in the early 1900's in Victoria. Although the Coachhouse has been modified over the years, many architectural features of the original structure have been maintained. I believe that this Heritage Property is worthy of remaining as part of Rockland's heritage landscape.

I thank you for giving consideration to this property before a demolition permit is granted.

Sincerely,
Catherine Ellis
1566 Despard Avenue

Alicia Ferguson

Subject: RE: 1525 Shasta Pl.

From: DOREEN MUELLER

Date: September 4, 2017 at 4:19:55 PM PDT

To: <Councillors@victoria.ca>

Subject: 1525 Shasta Pl.

Dear Mayor and Councillors. My name is Doreen Mueller, I reside at 1301 Rockland Ave. I have just been informed that the owner of 1525 Shasta Pl. has applied for a demolition permit. I am writing in support of Councillor Madoff's Application for a sixty day temporary protection order, without consent of the owner, to allow Council to give detailed consideration to further longterm protection options for the property.

I believe in Rockland we are at crossroads. We are either going to preserve some of the historical background of Rockland for future generations or we are not. I am not somebody who would like to preserve every old house. However, if we want to restore, maintain or preserve some of the significant old mansions for future generations, now is the time to step back and evaluate where we want to go and what we want to do. Otherwise it will be too late to save anything. Let's stop this piece-meal destruction of this historical neighbourhood. I have listened, for the last 30 years, how your approach is constrained by legislation, by-laws, etc., etc. Yet you do not seem to have any difficulties overriding R1-A and R1-B by-laws, with site-specific by-laws, when it suits you. Your approach in the last 30 years has not brought affordable housing to the city of Victoria. It has not developed green spaces for neighbourhoods including the Rockland Neighbourhood. It has not promoted architecturally significant buildings.

As 1525 Shasta Pl. comes before you for protection give it a second look. Grant Councillor Madoff's request.

In the future, show all the citizens of the Rockland neighbourhood, not just those within 200 meters, that you are concerned when significant properties, that alter the historical, cultural or environmental values of the neighbourhood, are proposed for demolition, subdivision or redevelopment. Give us reason to believe that you as councillors are worth keeping when you evaluate properties such as the Truth Center, 1322 Rockland Ave. and Pemberton Meadows 750 Pemberton Road, etc., again.

I will look for your decision on September 7, 2017.

Alicia Ferguson

To: Amanda Ferguson
Subject: RE: 1525 Shasta Place

From

Date: September 3, 2017 at 10:17:15 AM PDT

To: <councillors@victoria.ca>

Subject: 1525 Shasta Place

I support Councillor Madoff's motion to prevent demolition of 1525 Shasta Place.

This is a much bigger issue than the "1%ers" that posters on Facebook complain about.

First, Victoria's attraction as a tourist destination is based in part on our heritage buildings. Lose them and tourists can go to other BC cities and get the Rest of the BC experience at a lower price.

Second character contributes to the economy because movie producers are breaking the ever decreasing location as suitable for movie sets.

Third it's a climate issue. Demolishing homes that are usually MORE sound than the new construction that replaces them creates more waste and uses up more raw materials: wood, metal etc. If character homes need insulation etc it's perfectly doable. This home is probably constructed with old growth Douglas fir that will last another 100 years -it's hard as a rock.

But why wasn't this heritage property protected in the first place? It may be too late if a new purchaser bought it and it's within their rights to do what they want with their property.

Thanks
Cynthia Callahan-Maureen

Sent from my Samsung Galaxy smartphone.

Alicia Ferguson

Subject: RE: I support Councillor Madoff's proposal

From: Lisa Marshall

Date: September 2, 2017 at 11:34:58 PM PDT

To: <councillors@victoria.ca>

Subject: I support Councillor Madoff's proposal

I support counsellor Madoff's proposal to protect 1525 Shasta Place. We are in the missing too many of our heritage properties in Victoria, and I believe it is our duty to protect that heritage for our city as a whole.

Until recently we lived in Victoria city, and it's heritage homes and vibrant history I want of the things we love the best about the city. Although we are enjoying our new home in Colwood, we plan to move back again very soon.

Sincerely

Elizabeth Marshall

3489 Aloha Ave

Colwood BC

Thanks,

Lisa Marshall

Alicia Ferguson

Subject: RE: Shasta house

From: Sherry

Date: September 3, 2017 at 11:14:04 AM PDT

To: <councillors@victoria.ca>

Subject: Shasta house

Please support Councillors Madoff and Thorton Joe.

Sent from my iPhone

Alicia Ferguson

Subject: RE: Pam Madoff's motion

From:

Date: September 3, 2017 at 8:49:15 AM PDT

To: <Councillors@victoria.ca>

Subject: Pam Madoff's motion

Please consider and support her motion against Shasta Place heritage demolition
Ethelyn Rankin

Alicia Ferguson

Subject: RE: Shasta Demolition

From: Ken Turpin

Date: September 2, 2017 at 7:27:37 PM PDT

To: <councillors@victoria.ca>

Subject: Shasta Demolition

Dear councillors

Please support Pam Madoffs protection order proposal. This is an important property in ththe Dunsmuir story and too much of this cities history is being allowed to be demolished.

Ken Turpin

Alicia Ferguson

Subject: RE: 1525 Shasta Place

From: WW Scott <wwscott@shaw.ca>
Date: September 6, 2017 at 1:40:35 PM PDT
To: Councillors <Councillors@victoria.ca>
Subject: **1525 Shasta Place**

Dear Councillors,

Please support Pam Madoff's motion for a 60-day moratorium on the demolition of 1525 Shasta Place.

What is Rockland without its historic homes? Every time we lose one to the wrecking ball, we lose something irreplaceable.

Sincerely,

William Scott
V8S 1P7

Alicia Ferguson

Subject: RE: Heritage House 1525 Shasta Place

From: Jan Drent

Date: September 7, 2017 at 9:43:08 AM PDT

To: <Councillors@victoria.ca>

Subject: Heritage House 1525 Shasta Place

Dear Mayor & Members Victoria City Councillor. As residents of the Rockland neighbourhood we have an interest in preserving the heritage of this part of Victoria. We wish to urge you to support Councillor Madoff's proposal to give staff time to look at protection options for 1525 Shasta. Thank you. Jan & Janice Drent 1720 Rockland Avenue

Sep 06, 2017

1525 Shasta Place

Mayor Lisa Helps and Councillors,

I would like to provide for you a brief overview of our efforts to date regarding re-building a new home at 1525 Shasta Place which my wife and I purchased in August 2000.

In 2008 we asked Steve Barber, past head of Heritage planning, to visit the property to help us better understand what we could do to construct a new home as this one was put on the heritage registry list sometime in the 1980's by Mr Sam Bawlf.

Mr Barber visited us back in 2008 and shared with us his views about what we could do to re-build our residence.

He said that given the status and the history of the dwelling from its construction as a barn in 1904 , and through the multiple owners and the evolution of the building into a complete house in 1969 we could do the following.

We could take the exterior off, re-do the entire interior & replace all the windows as the vast majority of them and all but one door were collected by the North family in 1969 from demolished homes throughout Victoria. We could raise the height to the Maximum allowable for the lot, we could build a basement and we could add a garage as there's never been one on the property.

He asked that we not demolish the structure and we indicated that it was then , as it is now our intent to disassemble all the special bits of the barn and incorporate them back into our design and build.

Prior to Melinda Conley becoming Senior Heritage Planner we had asked the Acting Senior Heritage Planner Adrian Brett come to the property on Aug 3, 2016 and we explained our wishes to re-build. His response was to our designer, our builder and to my wife Wendy and myself was that he "could support good architecture if we plan to take the existing structure down. We proceeded with our design.

On March 8th this year we had a meeting in City Hall with Rockland Senior Planner Alec Johnston and Thom Pebernat and our Designer, Builder and my wife Wendy and I brought our plans to show them the design we had arrived at.

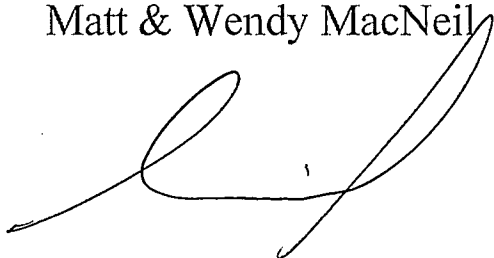
Alec told us during the discussion that we could "Take it down" . I asked what he meant by take it down and he repeated "you can take it down".

We explained that to bring this building to code the existing exterior barn doors will be refinished and re-used inside the new home and that all the other "special parts of the barn" will also be refinished re-used.

So now we have been told by past and current city staff that we are within the existing bylaws to re-build. It's always been our personal preference to preserve and re-use as many "original pieces" but not those collected from a myriad of homes from around Victoria.

Kind Regards,

Matt & Wendy MacNeil

A handwritten signature in black ink, appearing to be a stylized 'M' and 'W' combined, representing Matt & Wendy MacNeil.



Council Member Motion
For the Committee of the Whole meeting of September 7, 2017

Date: August 31, 2017

From: Councillor Loveday and Councillor Alto

Subject: Transgender, Gender Non-Binary, and Two-Spirit Equity and Inclusion Policy

Background:

The City of Victoria is a signatory to both the Canadian Coalition of Municipalities Against Racism and Discrimination and the Vienna Declaration, and has committed to taking concrete action to identify, monitor, and proactively address forms of individualized and systemic racism and discrimination in the Victoria community.

On Thursday, June 15, 2017, the federal government adopted Bill C-16, which adds protection of gender identity and expression to the Canadian Human Rights Code and the Criminal Code, prohibiting discrimination against trans and gender non-binary individuals, and including them within the protections provided by the hate-speech and hate-crime provisions of the criminal law.

With the enactment of Bill C-16, the federal government joins the provinces and territories that have amended their human rights codes to recognize and protect gender diversity. While some Canadian jurisdictions have chosen not to specifically add “gender identity” or “gender expression” to their human rights legislation, others have added “gender identity”, and others have added both “gender identity” and “gender expression” to their legislation.

The City of Victoria’s Strategic Plan includes “Fostering Social Inclusion and Community Wellness” as a key priority for the 2014-2018 Council term. By working to protect the rights of Transgender, Gender Non-Binary, and Two-Spirit people the City of Victoria will be progressing on this priority.

In June of 2016 the City of Victoria endorsed the motion entitled “Transgender Human Rights Protection” which called for the creation of a Transgender Inclusion policy for the City of Victoria. Preliminary engagement on this process and this high-level policy statement has taken place with a selection of leaders from the Transgender, Gender Non-Binary, and Two-Spirit communities.

Motion:

BE IT RESOLVED THAT Council approves the following policy statement:

“The City of Victoria is committed to making civic facilities, operations and programs safe, inclusive, and equitable for people of all genders, gender identities, and gender expressions, and their communities.

In the City of Victoria, this may include but is not limited to:

- a) Signage and Literature
- b) Public Spaces (including washrooms and change-rooms)
- c) Human Resource Training and Staff Policies
- d) Programming (including "all-bodies" programming)
- e) Collaborative Public and Community Partnerships
- f) Forms and records and instruments of data collection and management."

BE IT FURTHER RESOLVED THAT Council direct staff to report back with a plan to:

- Identify and change policies needed to make civic facilities, operations, and programs safe, inclusive, and equitable for people of all genders, gender identities, and gender expressions
- engage Transgender, Gender Non-Binary and Two-Spirit communities as such identification and changes are undertaken.

Respectfully submitted,



Councillor Loveday



Councillor Alto