

**UPDATED AGENDA
COMMITTEE OF THE WHOLE
MEETING OF THURSDAY, AUGUST 3, 2017, AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE
Located on the traditional territory of the Esquimalt and Songhees People**

Page

APPROVAL OF AGENDA

CONSENT AGENDA

READING OF MINUTES

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| 1. | Minutes from the Meeting held July 13, 2017 | 11 - 23 |
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[2017 07 13 Minutes](#)

[Addenda]

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| 2. | Minutes from the Meeting held July 20, 2017 | 25 - 34 |
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[2017 07 20 Minutes](#)

[Addenda]

Workshop

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| 3. | We Speak Translate Training
<i>--Kate Longpre, Community Integration Coordinator, ICA Victoria</i> | |
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UNFINISHED BUSINESS

LAND USE MATTERS

- | | | |
|----|---|---------|
| 4. | Development Variance Permit No. 00188 for 1457 Clifford Street
(Fairfield)
<i>--J. Tinney, Director of Sustainable Planning & Community Development</i> | 35 - 63 |
|----|---|---------|

A report providing information and recommendations regarding an application to reduce minimum lot widths and setbacks in order to subdivide the existing lot and construct two single family dwellings with secondary suites on each lot.

Late Item: Presentation

Recommendation: That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the

following motion: "That Council authorize the issuance of a Development Permit Application No. 00188 for 1457 Clifford Street, in accordance with:
1. Plans date stamped July 13, 2017. 2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: Lot 1:
i. reduce the minimum lot width from 15m to 13.46m; ii. reduce the minimum side yard setback from 3.0m to 2.49m; iii. reduce the minimum combined side yard setback from 4.5m to 3.99m. Lot 2: i. reduce the minimum average lot width from 15m to 13.46m; ii. reduce the minimum side yard setback from 3.0m to 2.59m; iii. reduce the minimum combined side yard setback from 4.5m to 4.09m. 3. The Development Permit lapsing two years from the date of this resolution."

- [1 Report DVP 1457 Clifford](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans](#)
- [5 Attachment D Letter from Applicant](#)
- [6 Attachment E Fairfield Gonzales CALUC email](#)
- [7 Late Presentation 1457 Clifford](#)

[Addenda]

5. Rezoning Application No. 00586 for 304 Cook Street (Fairfield)
 --J. Tinney, Director of Sustainable Planning & Community Development

65 - 120

A report providing information and recommendations regarding an application to rezone to a new site specific zone to allow for a liquor retail store as a permitted use within the existing building.

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. 00586 for 304 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met: 1) Preparation of a legal agreement to secure the decorative paving along Cook Street and Sutlej Street, executed by the applicant to the satisfaction of the City Solicitor.

- [1 Report REZ 304 Cook](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans](#)
- [5 Attachmnet D Letter from Applicant](#)
- [6 Attachment E Fairfield Gonzales CALUC](#)
- [7 Attachmnet F Liquor Retail Stores Rezoning Policy Petition Responses and Map](#)
- [8 Attachment G Correspondence](#)
- [9 Late Presentation - 304 Cook](#)

[Addenda]

6. Rezoning Application No. 00541 for 1068 Chamberlain Street (Gonzales) 121 - 177
--J. Tinney, Director of Sustainable Planning & Community Development

A report providing information and recommendations regarding an application to rezone the property to a new site specific zone to allow for a duplex with secondary suite, through an addition on to the existing single family dwelling with secondary suite.

Late Item: Presentation

Recommendation: That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment(s) that would authorize the proposed development outlined in the Rezoning Application No. 00541 for 1068 Chamberlain Street, that first and second reading of the Zoning Regulation Bylaw Amendment(s) be considered by Council and a Public Hearing date be set.

- [1 Report REZ 1068 Chamberlain Street](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans](#)
- [5 Attachment D Letter from the Applicant](#)
- [6 Attachment E Fairfield Gonzales CALUC](#)
- [7 Attachment F Correspondence](#)
- [8 Late Presentation - 1068 Chamberlain](#)

[Addenda]

7. Development Permit with Variances Application No. 000488 for 1068 Chamberlain Street (Gonzales) 179 - 183
--J. Tinney, Director of Sustainable Planning & Community Development

A report providing information and recommendations regarding an application to alter an existing single family dwelling with a secondary suite to create a duplex with a secondary suite.

Recommendation: That Council after giving notice and allowing an opportunity for public comment at a meeting of Council and after the Public Hearing for Rezoning Application No. 00541, if it is approved, consider the following motion: "That Council authorize the issuance of Development Permit with Variances Application No. 000488 for 1068 Chamberlain Street, in accordance with: 1. Plans date stamped July 14, 2017. 2. Development meeting all Zoning Regulation Bylaw Requirements, except for the following variances: i. allow parking in the front yard. ii. increase the maximum combined floor area on the first and second floor from 280m² to 359.8m². iii. reduce the minimum rear yard setback 12.78m to 10.26m. 3. The Development Permit lapsing two years from the date of this resolution.

(Please see Item No. 6 for attachments to the report)

[1 Report DPV 1068 Chamberlain Street](#)

8. Heritage Designation Application No. 000166 for 614-614 1/2 Fisgard Street (Downtown) 185 - 207
--J. Tinney, Director of Sustainable Planning & Community Development

A report providing information and recommendations regarding an application to designate the exterior of the heritage-registered property located at 614-614 1/2 Fisgard Street, also known as The Lee's Benevolent Association.

Late Item: Presentation

Recommendation: That Council consider the following motion: "That Council approve the designation of the Heritage-Registered property located at 614-614 1/2 Fisgard Street, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.

[1 Report Heritage Designation Fisgard](#)

[2 Attachment A Subject Map](#)

[3 Attachment B Aerial Map](#)

[4 Attachment C Photographs](#)

[5 Attachment D Statment of Significance](#)

[6 Attachment E Letter from the applicant](#)

[7 Late Presentation - 614 Fisgard - Heritage Designation](#)

[Addenda]

STAFF REPORTS

9. a. Update on Neighbourhood Team Workplan 209 - 218
--J. Jenkyns, Deputy City Manager

A report providing information and recommendations on the progress of the team workplan and related outcomes identified in the Strategic Plan.

Recommendation: That Council receive this report for information.

[1 Report update on neighbourhood team workplan](#)

[2 Presentation Neighbourhood Team Workplan](#)

9. b. Councillor Liaison Terms of Reference and Appointments 219 - 220
--Mayor Helps

A Council Member Motion regarding the proposed Councillor Liaison Terms of Reference and appointments.

Recommendation: 1. That Council adopt the Councillor Neighbourhood Liaison Terms of Reference as presented in Appendix A. 2. That Council determine whether each councillor will stay assigned to her/his current neighbourhood for the remainder of the term or will be assigned to a new neighbourhood.

[1 Report Councillor Liaison Terms of Reference Report](#)

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| 10. | 2017 My Great Neighbourhood Grants
--J. Jenkyns, Deputy City Manager | 221 - 239 |
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A report providing information and recommendations regarding the 2017 My Great Neighbourhood Grant applications.

Late Item: Presentation

Recommendation: That Council approve the 21 applications received for Spring intake of the 2017 My Great Neighbourhood Grant program. That Council direct staff to undertake a second grant intake in the fall of 2017.

- [1 Report 2017 My Great Neighbourhood Grants](#)
- [2 Appendix A 2016 Grants Status Report](#)
- [3 Appendix B 2017 Grant Policy](#)
- [4 Appendix C Community Art Project Guidelines](#)
- [6 Late Presentation Great Neighbour Grants](#)

[Addenda]

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| 11. | Laurel Point Park - Phase II Environmental Site Assessment
--F. Work, Director of Engineering & Public Works | 241 - 249 |
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A report providing information and recommendations regarding the proposed Phase II Environmental Site Assessment of the site located at 680 Montreal Street.

Recommendation: That Council direct staff to proceed with the next stage of environmental investigation at Laurel Point Park, including a detailed site investigation, risk assessment and remediation plan, using funds from the 2017 Financial Plan - Environmental Remediation capital budget.

- [1 Report Laurel Point Park - Phase 2](#)
- [2 Attachment A Site Plan](#)
- [3 Attachment B Historic Photo](#)

- | | | |
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| 12. | Municipalities for Climate Innovation Program - Authorization for Grant Application Submission: All Ages and Abilities Bicycle Network Implementation
--F. Work, Director of Engineering and Public Works | 251 - 252 |
|-----|--|-----------|

A report providing information and recommendations regarding the potential City of Victoria application to the Municipalities for Climate Innovation Program.

Recommendation: That Council authorize: 1. The Director of Engineering and Public Works to submit a \$1,000,000 grant application to the Federation of Canadian Municipalities (FCM) under the Municipalities for climate Innovation Program (MCIP), for contributions towards the implementation of the All Ages and Abilities (AAA) Bicycle Network. 2. The Mayor and City Clerk to execute a grant agreement under the Municipalities for Climate Innovation funding program, if successful.

[Report Municipalities for Climate Innovation Program](#)

13. Dog Off-Leash Pilot Project for Barnard Park 253 - 257
--T. Soulliere, Director of Parks, Recreation, & Facilities

A report providing information and recommendations regarding the impacts and advisability of having a dog off-leash area in Barnard Park.

Recommendation: That Council receive this report for information.

[1 Report Implications of Dog Off-Leash Pilot for Barnard Park](#)
[2 Appendix A Nearby Parks with off-leash areas](#)

14. Appointment of Bylaw Officer 259
--C. Coates, City Clerk

A report providing information and a recommendation regarding the appointment of a Bylaw officer.

Recommendation: That Council approved the appointment of Michael Boyd: as a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061).

[1 Report Bylaw officer](#)

15. **ADDITIONAL MEETING NOT REQUIRED**
Proposed Special Council Meeting – September 14, 2017
--C. Coates, City Clerk

A report providing information and recommendations regarding potential Special Council Meeting to be held September 14, 2017 in the evening.

Recommendation: That Council approve a special Council meeting at 6:30 p.m. on Thursday, September 14, 2017 for the purpose of holding Public Hearings.

[Addenda]

16. Proclamation: "Grandparents Raising Grandchildren Week" - September 10-16, 2017 261 - 268
--C. Coates, City Clerk

[1 Report Grandparents raising grandchildren Week](#)
[2 Appendix A Proclamation](#)
[3 Appendix B List of Proclamations](#)

17. Proclamation: "Grandmothers to Grandmothers Day" - September 10, 2017 269 - 276
--C. Coates, City Clerk

[1 Report Grandmothers to Grandmothers Day](#)
[2 Appendix A Proclamation](#)
[3 Appendix B List of Proclamations](#)

NOTICE OF MOTIONS

NEW BUSINESS

18. Federal Smart Cities Challenge - Smart South Island Project - Municipal and First Nations Draft Issues and Opportunities 277 - 280
--Mayor Helps

A Council Member motion regarding the Federal Smart Cities Challenge.

Recommendation: That Council provide feedback on the draft policy paper.

[1 Report Federal Smart Cities Challenge](#)

19. Advancing Strategic Procurement in B.C. and CETA Education in the MASH (municipal, academic, school and health) Sector 281 - 284
--Mayor Helps

A Council Member Motion regarding writing a letter to the Provincial Government to support strategic procurement in BC.

Recommendation: That Council direct the Mayor to sign the attached letter.

[1 Report Advancing Strategic Procurement](#)

ADJOURNMENT OF COMMITTEE OF THE WHOLE

CONVENE COUNCIL MEETING

MOTION TO CLOSE THE AUGUST 3, 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)(c) labour relations or other employee relations;~~
- ~~Section 90 (1)e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;~~
- ~~Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;~~
- ~~Section 90 (2)(b)the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.~~

APPROVAL OF CLOSED AGENDA

READING OF CLOSED MINUTES

1. Minutes from the closed meeting held July 13, 2017

[Addenda]

2. Minutes from the closed Meeting held July 20, 2017

[Addenda]

UNFINISHED BUSINESS

3. **DEFERRED**
~~Deferred from the July 27, 2017 Closed Council Meeting~~
~~Employee Relations~~
~~--J. Jensen, Head of Human Resources~~

[Addenda]

CORRESPONDENCE

4. Intergovernmental Relations
--C. Coates, City Clerk

NEW BUSINESS

5. Land
--P. Rantucci, Head of Strategic Real Estate

6. **Late Item:** Legal Advice
--T. Zworski, City Solicitor

[Addenda]

CONSIDERATION TO RISE & REPORT

ADJOURNMENT

**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
HELD THURSDAY, JULY 13, 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, Isitt, Loveday, Lucas, Madoff, Thornton-Joe, and Young

Absent for a portion of the meeting: Councillor Alto

Staff Present: J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; C. Havelka – Deputy City Clerk; P. Bruce – Fire Chief; S. Thompson – Director of Finance; J. Tinney – Director of Sustainable Planning & Community Development; T. Soulliere – Director of Parks, Recreation, & Facilities; F. Work – Director of Engineering & Public Works; J. Jensen – Head of Human Resources; J. Potter – Manager, Engagement; A. Hudson – Assistant Director, Community Planning; K. Bouris – Senior Planner, Community Planning; L. Westinghouse – Manager, Accounting; C. Mycroft – Manager, Executive Operations; A. K. Ferguson – Recording Secretary

Guest: D. Lee, Principal, PWL Partnership Landscape Architects

2. APPROVAL OF AGENDA

Motion: It was moved by Councillor Coleman, seconded by Councillor Loveday, that the Agenda of the July 13, 2017, Committee of the Whole meeting be approved.

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Isitt, that the Agenda of the July 13, 2017, Committee of the Whole meeting be amended as follows:

Consent Agenda:

Item No. 1 – Minutes from the Meeting held June 8, 2017

Item No. 2 – Minutes from the Meeting held June 22, 2017

Item No. 7 – Regulation of Victoria Harbour Water Airport

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended:

That the amended Agenda of the July 13, 2017 Committee of the Whole Meeting be approved with the following amendments:

Consent Agenda:

Item No. 1 – Minutes from the Meeting held June 8, 2017

Item No. 2 – Minutes from the Meeting held June 22, 2017

Item No. 7 – Regulation of Victoria Harbour Water Airport

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

3. CONSENT AGENDA

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

3.1 Minutes from the meeting held June 8, 2017

Motion: It was moved by Councillor Isitt, seconded by Councillor Coleman, that the Minutes of the meeting held June 8, 2017 be adopted.

CARRIED UNANIMOUSLY 17/COTW

3.2 Minutes from the meeting held June 22, 2017

Motion: It was moved by Councillor Isitt, seconded by Councillor Coleman, that the Minutes of the meeting held June 22, 2017 be adopted.

CARRIED UNANIMOUSLY 17/COTW

3.3 Regulation of Victoria Harbour Water Airport

Committee received a Council Member Motion dated June 12, 2017 from Councillors Loveday, Isitt, and Madoff requesting support for regulation of the Victoria Harbour Water Airport.

Motion: It was moved by Councillor Isitt, seconded by Councillor Coleman, that Council endorse the following resolution and request that the Mayor, on behalf of Council, write to the federal Minister of Transport, copying the Prime Minister, the Vancouver office of Transport Canada - Civil Aviation Division, and the Victoria Harbour Master, requesting favourable consideration:

Resolution: Regulation of Victoria Harbour Water Airport

WHEREAS Residents living in proximity to Victoria Harbour have expressed concern over the current ad-hoc regulation of the Victoria Harbour Water

Airport, specifically the operation of the airport by the Government of Canada under interim regulations;

AND WHEREAS The Government of Canada through the Minister of Transport has provided assurances to the City of Victoria and local residents that Canadian Aviation Regulations and Standards will be published in the Canada Gazette, providing an opportunity for public comment prior to adoption of permanent regulations for the Victoria Harbour Water Airport;

AND WHEREAS Transitioning the Victoria Harbour Water Airport from an interim to a permanent regulatory framework is in the best interests of the community, to provide certainty for people residing in proximity to the harbour, as well as passengers, employees and businesses involved in Victoria Harbour Water Airport operations;

THEREFORE BE IT RESOLVED THAT The City of Victoria requests that the Government of Canada move forward with publication of Canadian Aviation Regulations and Standards for the Victoria Harbour Water Airport, to allow for public comment prior to adoption of a permanent regulatory framework for the Victoria Harbour Water Airport, and provide certainty for residents, operators and passengers.

CARRIED UNANIMOUSLY 17/COTW

4. UNFINISHED BUSINESS

4.1 Postponed Motion from March 2, 2017 regarding the Composition of the Regional Water Supply Commission

Committee reconsidered the postponed Motion from March 2, 2017 regarding the Composition of the Regional Water Supply Commission.

Motion: It was moved by Councillor Isitt, seconded by Councillor Loveday, that the Motion from March 2, 2017 be lifted from the table.

CARRIED UNANIMOUSLY 17/COTW

Committee discussed:

- Legislation being clear around requiring a weighted vote and no further action at the Capital Regional District Water Supply Commission will be taken.

Motion: It was moved by Councillor Isitt, seconded by Councillor Loveday, that Council postpone the following motion indefinitely:

That Council adopt the policy that representation by population be retained at the Capital Regional District Water Supply Commission.

CARRIED UNANIMOUSLY 17/COTW

Committee decided that it will discuss the Downtown Public Realm Plan Adoption before the Royal and McPherson Theatre Society/City of Victoria Partners Project Phase Two as Councillor Alto has yet to arrive to the meeting and is a presenter for that item.

5. LAND USE MATTERS

5.1 Downtown Public Realm Plan Adoption

Committee received a report dated June 28, 2017 from the Director of Sustainable Planning and Community Development requesting approval of the Downtown Public Realm Plan and Implementation Framework. The Assistant Director of Community Planning and Mr. Lee, principle for PWL Partnership Landscape Architects, presented the Plan to Committee and advised that it is a key action in the Downtown Core Area Plan and also part of the Visual Victoria Process.

Councillor Alto joined the meeting at 9:09 a.m.

Committee agreed to consider this item in the form of a workshop, following Mr. Lee's presentation.

Committee discussed:

- Concerns with the removal of Cluster Lamps on various streets throughout the City.
- Concerns with the removal of Hornbeam trees along Government to Wharf.

Councillor Young withdrew from the meeting at 9:39 a.m. and returned at 9:39 a.m.

Committee discussed:

- Ways Douglas Street would become more transit oriented.

Councillor Loveday withdrew from the meeting at 9:45 a.m. and returned at 9:45 a.m.

Committee discussed:

- Possibility of private businesses' partnering with the City to implement elements of the Plan.
- Ensuring that there is enough space on the sidewalks for people with ambulatory issues to pass others.

Councillor Coleman withdrew from the meeting at 9:52 a.m.

Committee discussed:

- Whether or not the feedback from of the Accessibility Working Group was including in the Plan.

Councillor Coleman returned to the meeting at 9:54 a.m.

Committee discussed:

- Whether or not the city has a policy for pilot projects.
- Integrating the City's alleyways into the Plan.

Councillor Lucas withdrew from the meeting at 10:00 a.m.

Committee discussed:

- The possibility of including the three streams of waste management in the receptacle design.

Councillor Lucas returned to the meeting at 10:03 a.m.

Committee discussed:

- Ensuring the word 'celebrate' is included in the Plan.
- Incorporating smart lights as well as more durable spheres for the cluster lights.
- Ensuring the Downtown Residents Association is included in the discussions around the plan.
- Timeline for installation of the play structure and other play equipment in Centennial Square.
- Timeline for the Government Street Mall to be upgraded and extended.
- Concerns with the transition between the upper terrace and lower terrace in Centennial Square.
- Possibility of including building frontage upgrades in the Plan.
- Concerns with the abandonment of light blue in the colour palate of the Plan.
- Possibility of fabricating the products within the City's operations.

Councillor Isitt withdrew from the meeting at 10:50 a.m. and returned at 10:50 a.m.

Committee discussed:

- Incorporating the word 'Play' back into page 19 of the Plan.

Committee agreed to consider a revised plan from staff that includes the comments made today before adoption of the Downtown Public Realm Plan.

Committee recessed at 10:59 a.m. and reconvened at 11:05 a.m.

6. UNFINISHED BUSINESS CONT'D

6.1 Royal and McPherson Theatre Society/City of Victoria Partners Project Phase Two

Committee received a Council Member Motion dated July 13, 2017 from Councillors Alto and Madoff providing an update on the progress to date with respect to the Royal and McPherson Theatre Society (RMTS)/City of Victoria Partners Project working group's workplan and request to endorse the second phase of the project.

Motion: It was moved by Councillor Alto, seconded by Councillor Madoff, that Council endorse the RMTS/City of Victoria Partners Project Phase Two as outlined in the report of July 13, 2017, and direct Councillors Alto and Madoff to continue facilitating the Project.

Committee discussed:

- The timelines for the project.
- Ensuring that the timelines are adhered to ensure budget recommendations can be made.
- Ensuring that Governance of the theatres can be addressed.

Amendment: It was moved by Councillor Isitt, seconded by Councillor Young, that Council endorse the RMTS/City of Victoria Partners Project Phase Two as outlined

in the report of July 13, 2017, and ~~direct~~ **delegate** Councillors Alto and Madoff to continue facilitating the Project.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended:

That Council endorse the RMTS/City of Victoria Partners Project Phase Two as outlined in the report of July 13, 2017, and delegate Councillors Alto and Madoff to continue facilitating the Project.

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

7. STAFF REPORTS

7.1 BCLC Casino Victoria

Committee received a report dated July 4, 2017 from the Director of Sustainable Planning and Community Development requesting Council's direction on how to proceed with the City's public engagement responsibilities under the Gaming Control Act for the proposed BCLC Casino in Victoria.

Committee discussed:

- The reasoning for the Gaming Act Public Hearing not being addressed earlier in the process.
- Ensuring that BCLC is also engaging the neighbourhood associations for their views.

Motion: It was moved by Councillor Young, seconded by Councillor Coleman, that Council direct staff to undertake the public engagement required under the Gaming Control Act in the form of a public hearing, to be held at the same time as the public hearing required for a rezoning application under the Local Government Act and Casino Rezoning Guidelines for the proposed gaming facility in Victoria.

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

That Council direct staff to undertake the public engagement required under the Gaming Control Act in the form of a public hearing, to be held at the same time as the public hearing required for a rezoning application under the Local Government Act and Casino Rezoning Guidelines for the proposed gaming facility in Victoria.

That staff inform BCLC that any rezoning would need to include a Community Benefits Agreement including but not limited to provisions for at least 10% of the labour force employed to build the casino and 10% of those hired to operate it come from economically marginalized and/or underemployed groups.

Committee discussed:

- The harm the casino will have on marginalized people and people with addictions.

On the amendment:
CARRIED 17/COTW

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

Against: Councillor Isitt

Committee discussed:

- Ensuring that the First Nations are consulted.

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

That Council direct staff to undertake the public engagement required under the Gaming Control Act in the form of a public hearing, to be held at the same time as the public hearing required for a rezoning application under the Local Government Act and Casino Rezoning Guidelines for the proposed gaming facility in Victoria, **including specific outreach to both Esquimalt and Songhees First Nations.**

That staff inform BCLC that any rezoning would need to include a Community Benefits Agreement including but not limited to provisions for at least 10% of the labour force employed to build the casino and 10% of those hired to operate it come from economically marginalized and/or underemployed groups.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

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

That Council direct staff to undertake the public engagement required under the *Gaming Control Act* in the form of a public hearing, to be held at the same time as the public hearing required for a rezoning application under the *Local Government Act* and Casino Rezoning Guidelines for the proposed gaming facility in Victoria, including specific outreach to both Esquimalt and Songhees First Nations.

That staff inform BCLC that any rezoning would need to include a Community Benefits Agreement including but not limited to provisions for at least 10% of the labour force employed to build the casino and 10% of those hired to operate it come from economically marginalized and/or underemployed groups.

That any neighbourhood association that may be the host of any applications be added to the engagement of local stakeholders.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Committee discussed:

- Concerns about the impact of the Casino on the surrounding economy and local residents.

Main motion as amended:

That Council direct staff to undertake the public engagement required under the *Gaming Control Act* in the form of a public hearing, to be held at the same time as the public hearing required for a rezoning application under the *Local Government Act* and Casino Rezoning Guidelines for the proposed gaming facility in Victoria, including specific outreach to both Esquimalt and Songhees First Nations.

That staff inform BCLC that any rezoning would need to include a Community Benefits Agreement including by no limited to provisions for at least 10% of the labour force employed to build the casino and 10% of those hired to operate it come from economically marginalized and/or underemployed groups.

That any neighbourhood association that may be the host of any applications be added to the engagement of local stakeholders.

On the main motion as amended:
CARRIED 17/COTW

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

Against: Councillors Isitt and Loveday

8. NEW BUSINESS

8.1 Options for Rental Housing In Strata Property

Committee received a Council Member Motion dated July 4, 2017, from Councillor Isitt requesting support for a resolution regarding Options for Rental Housing in Strata Property.

Motion: It was moved by Councillor Isitt, seconded by Councillor Madoff, that Council endorse the following resolution and request that the Mayor, on behalf of Council, write to the provincial Minister Responsible for Housing and Members of the Legislative Assembly representing constituencies in the Capital Region, forwarding a copy of the resolution and requesting favourable consideration:

Resolution: Options for Rental Housing in Strata Property

WHEREAS Many communities in British Columbia face acute housing affordability and housing availability challenges, with low vacancy rates and escalating housing prices contributing to economic insecurity for seniors, youth and people with low to moderate incomes who cannot afford safe, stable rental housing;

AND WHEREAS Provisions in the Strata Property Act have enabled strata councils to introduce bylaws that restrict rental housing as a permitted use, resulting in many dwelling units remaining vacant or underutilized rather than contributing toward the supply of rental housing in local communities;

AND WHEREAS more than 20 percent of property owners who responded to a recent City of Vancouver survey cited rental restrictions in strata bylaws as the reason why these units were unoccupied;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia amend the Strata Property Act to prohibit bylaws restricting rental housing in strata-titled residential property, while retaining the authority of strata councils to introduce bylaws to restrict short-term vacation rentals.

Committee discussed:

- Whether or not this has been done in any other municipalities.
- Concerns with the possibility of removing authority from strata councils.
- Possibility of postponing to include more information on the issue.
- When housing agreements were introduced in the City of Victoria.

Motion to refer:

It was moved by Mayor Helps, seconded by councillor Loveday, that Council refer the motion back to Councillor Isitt for further work.

CARRIED UNANIMOUSLY 17/COTW

Mayor Helps withdrew from the meeting at 12:01 p.m. due to a potential non-pecuniary conflict of interest with the following item, due to her relationship with an AirBnB operator.

Councillor Thornton-Joe assumed the Chair in her absence.

Councillor Lucas withdrew from the meeting at 12:01 p.m. due to a pecuniary conflict of interest with the following item, as she is the general manager of a hotel.

Councillor Madoff withdrew from the meeting at 12:01 p.m. due to a pecuniary conflict of interest with the following item, as she runs a Bed and Breakfast in her home.

8.2 Supplementary Material on Short-Term Rental Regulatory Framework

Committee received a Council Member Motion dated July 7, 2017, from Councillor Isitt recommending that Council refer new information to staff regarding regulatory framework with respect to Short-Term Rentals.

Motion:

It was moved by Councillor Isitt, seconded by Councillor Loveday, that Council refer this report and the attachments to staff, and request that the following provisions be incorporated into the City of Victoria's regulatory and business licensing framework for Short-Term Rentals:

- One host=One listing;
- Proof of the host's identity and municipal address;
- Proof of a current police background check;
- Proof that the property is the host's principal/primary residence;
- Proof that the listed space is in a habitable room in the principal/primary residence;
- Proof that the host has sufficient insurance coverage;

- Proof that the mortgage terms are not violated, if an owner;
- Proof that short-term rentals are permitted in the host's condominium declaration, if a condominium resident;
- Proof that the host's strata council rules permit short-term rentals, if a condominium resident;
- Proof that the listing does not violate existing zoning by-laws, building codes, fire codes and health and safety standards;
- Submission of site and floor plans accurately depicting the size and location of the existing dwelling;
- Submission of the number and location of the designated off and on-street parking spaces and the number of vehicles allowed for overnight guests, if applicable;
- Submission of a list of responsible contact persons;
- Submission of a list of all online platforms used to advertise the listing.

Committee discussed:

- Concerns with the legality of the proposed provisions of the motion.

Amendment: It was moved by Councillor Alto, seconded by Councillor Isitt, that Council refer this report and the attachments to staff, and request that the following provisions be ~~incorporated into~~ **considered for inclusion in** the City of Victoria's regulatory and business licensing framework for Short-Term Rentals:

- One host=One listing;
- Proof of the host's identity and municipal address;
- Proof of a current police background check;
- Proof that the property is the host's principal/primary residence;
- Proof that the listed space is in a habitable room in the principal/primary residence;
- Proof that the host has sufficient insurance coverage;
- Proof that the mortgage terms are not violated, if an owner;
- Proof that short-term rentals are permitted in the host's condominium declaration, if a condominium resident;
- Proof that the host's strata council rules permit short-term rentals, if a condominium resident;
- Proof that the listing does not violate existing zoning by-laws, building codes, fire codes and health and safety standards;
- Submission of site and floor plans accurately depicting the size and location of the existing dwelling;
- Submission of the number and location of the designated off and on-street parking spaces and the number of vehicles allowed for overnight guests, if applicable;
- Submission of a list of responsible contact persons;
- Submission of a list of all online platforms used to advertise the listing.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Committee discussed:

- More investigation being needed as to what taxes are being paid by owners.

Main motion as amended:

That Council refer this report and the attachments to staff, and request that the following provisions be considered for inclusion in the City of Victoria's regulatory and business licensing framework for Short-Term Rentals:

- One host=One listing;
- Proof of the host's identity and municipal address;
- Proof of a current police background check;
- Proof that the property is the host's principal/primary residence;
- Proof that the listed space is in a habitable room in the principal/primary residence;
- Proof that the host has sufficient insurance coverage;
- Proof that the mortgage terms are not violated, if an owner;
- Proof that short-term rentals are permitted in the host's condominium declaration, if a condominium resident;
- Proof that the host's strata council rules permit short-term rentals, if a condominium resident;
- Proof that the listing does not violate existing zoning by-laws, building codes, fire codes and health and safety standards;
- Submission of site and floor plans accurately depicting the size and location of the existing dwelling;
- Submission of the number and location of the designated off and on-street parking spaces and the number of vehicles allowed for overnight guests, if applicable;
- Submission of a list of responsible contact persons;
- Submission of a list of all online platforms used to advertise the listing.

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

Committee recessed at 12:19 p.m. and reconvened at 12:52 p.m.

Mayor Helps reassumed the Chair.

Councillors Lucas and Madoff were present at the commencement of the meeting.

Councillor Isitt was not present at the commencement of the meeting.

9. Workshop

9.1 Council Workshop – Draft Gonzales Neighbourhood Plan

Committee received a report dated June 23, 2017, from the Director of Sustainable Planning and Community Development requesting Council approval of the Draft Gonzales Neighbourhood Plan.

Councillor Isitt returned to the meeting at 12:54 p.m.

Committee discussed:

- How the City will be dealing with the possibility of First Nations remains being found should the ground be disturbed during construction.

Councillor Loveday withdrew from the meeting at 1:17 p.m.

Committee discussed:

- The number of garden suites that may be allowed in the Gonzales area.

Councillor Loveday returned to the meeting at 1:24 p.m.

Committee discussed:

- Concerns around zoning of Gonzales and the possibility of large townhome developments in the area.
- The possibility of the creating a greenspace at the end of Ross Street.

Councillor Thornton-Joe withdrew from the meeting at 1:30 p.m. and returned at 1:34 p.m.

Committee discussed:

- Allowing more opportunity for public comment and next steps for engagement on the Plan.
- The number of current Heritage Designated or Heritage Registered properties in the proposed designation areas.
- Other areas in the City where Heritage Conservation areas are located.
- Possibility of having a workshop on Heritage Designated versus Heritage Registered.
- Ensuring the character of the neighbourhood is being enhanced.

Motion:

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

1. Refer the draft Gonzales Neighbourhood Plan and draft Design Guidelines for Intensive Residential Development - Townhouse and Rowhouse to the Advisory Design Panel for comment.
2. Refer the draft Gonzales Neighbourhood Plan to the Heritage Advisory Panel for comment.
3. Direct staff to create Gonzales-specific guidelines or exemptions for the proposed Heritage Conservation Areas that address feedback from homeowners, community and Heritage Advisory Panel.

Amendment:

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

That Council:

1. Refer the draft Gonzales Neighbourhood Plan and draft Design Guidelines for Intensive Residential Development - Townhouse and Rowhouse to the Advisory Design Panel for comment.
2. Refer the draft Gonzales Neighbourhood Plan to the Heritage Advisory Panel for comment.
3. Direct staff to create Gonzales-specific guidelines or exemptions for the proposed Heritage Conservation Areas that address feedback from homeowners, community and Heritage Advisory Panel.

4. Invite further public comment to inform Council's consideration of the next iteration of the plan.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended:

That Council:

1. Refer the draft Gonzales Neighbourhood Plan and draft Design Guidelines for Intensive Residential Development - Townhouse and Rowhouse to the Advisory Design Panel for comment.
2. Refer the draft Gonzales Neighbourhood Plan to the Heritage Advisory Panel for comment.
3. Direct staff to create Gonzales-specific guidelines or exemptions for the proposed Heritage Conservation Areas that address feedback from homeowners, community and Heritage Advisory Panel.
4. Invite further public comment to inform Council's consideration of the next iteration of the plan.

CARRIED 17/COTW

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

10. ADJOURNMENT

Motion: It was moved by Councillor Alto, seconded by Councillor Coleman, that the Committee of the Whole meeting of July 13, 2017, be adjourned at 2:23 p.m.

CARRIED UNANIMOUSLY 17/COTW

CERTIFIED CORRECT:

CITY CLERK

MAYOR

**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
HELD THURSDAY, JULY 20, 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 Alto, Coleman, Loveday, Lucas, Madoff, Thornton-Joe, and Young

Absent for a portion of the meeting:

Councillor Isitt

Staff Present:

J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; C. Coates – City Clerk; C. Havelka – Deputy City Clerk; P. Bruce – Fire Chief; Joanne O'Connor – Manager, Financial Planning; J. Jensen – Head of Human Resources; A. Hudson – Director of Sustainable Planning & Community Development; T. Soulliere – Director of Parks, Recreation, & Facilities; F. Work – Director of Engineering & Public Works; J. Potter – Manager, Engagement; C. Mycroft – Manager of Executive Operations; A. K. Ferguson – Recording Secretary

2. APPROVAL OF AGENDA

Motion: It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe, that the Agenda of the July 20, 2017, Committee of the Whole meeting be approved.

Amendment: It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Agenda of the July 20, 2017, Committee of the Whole meeting be amended as follows:

Consent Agenda:

Item # 2 - Development Permit with Variances Application No. 00036 for 1479 Fort Street (Rockland)

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended:

That the amended Agenda of the July 20, 2017 Committee of the Whole Meeting be approved with the following amendments:

Consent Agenda:

Item # 2 - Development Permit with Variances Application No. 00036 for 1479 Fort Street (Rockland)

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

3. CONSENT AGENDA

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

3.1 Development Permit with Variances Application No. 00036 for 1479 Fort Street (Rockland)

Committee received a report dated July 7, 2017 from the Director of Sustainable Planning and Community Development regarding the proposal to increase the number of self-contained units within the rental apartment from eight to nine. The variances of the application are related to parking and the location of the covered class 2 bicycle parking structure.

Motion: It was moved by Councillor Coleman, seconded by Councillor Alto, that Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00036 for 1479 Fort Street, in accordance with:

1. Plans date stamped June 8, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - i. Reduce the required parking stall from twelve to six, increasing the existing non-conformity by two stalls
 - ii. Reduce the setback from a street for an accessory building from 7.50m to 6.47m
 - iii. Reduce the separation space between an accessory building and the principle building from 2.40m to 1.50m.
3. The Development Permit lapsing two years from the date of this resolution.”

CARRIED UNANIMOUSLY 17/COTW

Councillor Isitt joined the meeting at 9:01 a.m.

4. LAND USE MATTERS

4.1 Development Variance Permit Application No. 00192 for 1421 Fairfield Road (Fairfield) and Development Permit with Variances Application No. 00033 for 1421 Fairfield Road (Fairfield)

Committee received a report dated July 6, 2017 from the Director of Sustainable Planning and Community Development regarding the proposal to subdivide the existing lot located at 1421 Fairfield Road, to construct three single-family dwellings. The Development Variance Permit is required for Lot F, due to shorter depth of the proposed lot.

Committee received a report dated July 6, 2017 from the Director of Sustainable Planning and Community Development regarding the proposal to subdivide the

property located at 1421 Fairfield Road. This Development Variance Permit with Variance application is for two of the three proposed panhandle lots.

Committee discussed:

- The required amount of soft landscape on a lot.
- Concerns with the amount of parking proposed.
- How a half storey is applied to a building.
- The possibility of housing requirements being included in a Development Variance Permit.

Motion:

It was moved by Councillor Young, seconded by Councillor Lucas,

Development Variance Permit Application No. 00192 for 1421 Fairfield Road
That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00193 for 1421 Fairfield Road, in accordance with:

1. Plans date stamped June 23, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot F

- a. Part 1.2.5(a): Reduce the front setback from 7.5m to 6.2m
- b. Part 1.2.5(b): Reduce the rear setback from 7.5m to 3.5m.

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

This authorization is conditional on the property being subdivided into three strata lots generally in accordance with the subdivision application dated April 29, 2016.”

Development Permit with Variances Application No. 00033 for 1421 Fairfield Road

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00033 for 1421 Fairfield Road, in accordance with:

1. Plans date stamped June 23, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot D

- i. Schedule H(3)(a): Increase the height from 5.00m to 6.66m
- ii. Schedule H(3)(a): Increase the number of storeys from 1 to 1.5.

Proposed Lot E

- i. Schedule H(3)(a): Increase the height from 5.00m to 7.01m
 - ii. Schedule H(3)(a): Increase the number of storeys from 1 to 1.5.
3. The Development Permit lapsing two years from the date of this resolution.

This authorization is conditional on the property being subdivided into three strata lots generally in accordance with the subdivision application dated April 29, 2016.”

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

Development Variance Permit Application No. 00192 for 1421 Fairfield Road
That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00193 for 1421 Fairfield Road, in accordance with:

1. Plans date stamped June 23, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot F

- a. Part 1.2.5(a): Reduce the front setback from 7.5m to 6.2m
 - b. Part 1.2.5(b): Reduce the rear setback from 7.5m to 3.5m.
3. The Development Permit lapsing two years from the date of this resolution.

This authorization is conditional on the property being subdivided into three strata lots generally in accordance with the subdivision application dated April 29, 2016.”

That two surface parking spots be removed and replaced with green landscaping.

Development Permit with Variances Application No. 00033 for 1421 Fairfield Road

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00033 for 1421 Fairfield Road, in accordance with:

1. Plans date stamped June 23, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot D

- i. Schedule H(3)(a): Increase the height from 5.00m to 6.66m
- ii. Schedule H(3)(a): Increase the number of storeys from 1 to 1.5.

Proposed Lot E

- i. Schedule H(3)(a): Increase the height from 5.00m to 7.01m
- ii. Schedule H(3)(a): Increase the number of storeys from 1 to 1.5.

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

This authorization is conditional on the property being subdivided into three strata lots generally in accordance with the subdivision application dated April 29, 2016.”

That two surface parking spots be removed and replaced with green landscaping.

Committee discussed:

- The rationale for the developer requesting the additional parking spots.

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

On the amendment:
CARRIED 17/COTW

Main motion as amended:

Development Variance Permit Application No. 00192 for 1421 Fairfield Road

That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00193 for 1421 Fairfield Road, in accordance with:

1. Plans date stamped June 23, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot F

- a. Part 1.2.5(a): Reduce the front setback from 7.5m to 6.2m
- b. Part 1.2.5(b): Reduce the rear setback from 7.5m to 3.5m.

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

This authorization is conditional on the property being subdivided into three strata lots generally in accordance with the subdivision application dated April 29, 2016.”

That two surface parking spots be removed and replaced with green landscaping.

Development Permit with Variances Application No. 00033 for 1421 Fairfield Road

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit Application No. 00033 for 1421 Fairfield Road, in accordance with:

1. Plans date stamped June 23, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot D

- i. Schedule H(3)(a): Increase the height from 5.00m to 6.66m
- ii. Schedule H(3)(a): Increase the number of storeys from 1 to 1.5.

Proposed Lot E

- i. Schedule H(3)(a): Increase the height from 5.00m to 7.01m
- ii. Schedule H(3)(a): Increase the number of storeys from 1 to 1.5.

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

This authorization is conditional on the property being subdivided into three strata lots generally in accordance with the subdivision application dated April 29, 2016.”

That two surface parking spots be removed and replaced with green landscaping.

On the main motion as amended:
CARRIED 17/COTW

For: Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Thornton-Joe, and Young

Against: Councillors Madoff and Isitt

5. STAFF REPORTS

5.1 Enforcement Update on Cannabis-Related Businesses

Committee received a report dated July 10, 2017 from the City Clerk providing an updated on the process of gaining compliance with the Cannabis-Related Business Regulation Bylaw.

Committee discussed:

- How the City will approach the injunctive relief against businesses.
- Which businesses have not applied for rezoning.
- The possibility of amending the age requirements for purchasing cannabis from 19 to 25 years of age.
- What happens to the businesses when the applications are declined by Council.
- The process for collection of the fines.
- The possibility of increasing fines for repeat offenders.

Motion: It was moved by Mayor Helps, seconded by Councillor Alto, that Council receive this report for information.

Committee discussed:

- The need for a safe area for the consumption of cannabis.
- The resources expended by the City on what is a Federal issue.

CARRIED UNANIMOUSLY 17/COTW

5.2 Urban Deer

Committee received a report dated June 16, 2017 from the City Clerk providing a status update on urban deer management strategies within the region, as well as funding opportunities and implications of examining the problem in Victoria.

Councillor Loveday withdrew from the meeting at 10:01 a.m. and returned at 10:01 a.m.

Motion: It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Council request the Mayor to write to the Premier and the Minister responsible and ask the Province to take a more active role in deer management.

Council include in the 2018 budget funds or seek funding to work with the Urban Wildlife Stewardship Society to do population counts and to have staff do public opinion surveys and inventory of impacts.

Committee discussed:

- Deer management being a regional issue.
- Taking a population count within the City before seeking funding from the Province.

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

That Council request the Mayor to write to **the CRD**, the Premier and the Minister responsible and ask the Province to take a more active role in deer management.

Council include in the 2018 budget funds or seek funding to work with the Urban Wildlife Stewardship Society to do population counts and to have staff do public opinion surveys and inventory of impacts.

On the amendment:

CARRIED UNANIMOUSLY 17/COTW

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

That Council request the Mayor to write to the CRD, the Premier and the Minister responsible and ask the Province to take a more active role in deer management.

~~Council include in the 2018 budget funds or seek funding to work with the Urban Wildlife Stewardship Society to do population counts and to have staff do public opinion surveys and inventory of impacts.~~

Committee discussed:

- Seeking funding from higher levels of government

Amendment to the amendment:

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

That Council request the Mayor to write to the CRD, the Premier and the Minister responsible and ask the Province to take a more active role in deer management.

Council ~~include in the 2018 budget funds or seek funding to work with the Urban Wildlife Stewardship Society to do population counts and to have staff do public opinion surveys and inventory of impacts~~ **and direct staff to report back if no funding is available.**

On the amendment to the amendment:
CARRIED UNANIMOUSLY 17/COTW

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

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

That Council request the Mayor to write to the CRD, the Premier and the Minister responsible and ask the Province to take a more active role in deer management.

Council seek funding to work with the Urban Wildlife Stewardship Society to do population counts and to have staff do ~~public opinion surveys and inventory of impacts~~ and direct staff to report back if no funding is available.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main Motion as amended:

That Council request the Mayor to write to the CRD, the Premier and the Minister responsible and ask the Province to take a more active role in deer management.

Council seek funding to work with the Urban Wildlife Stewardship Society to do population counts and to have staff do an inventory of impacts and direct staff to report back if no funding is available.

Committee discussed:

- Acquiring information from ICBC or Victoria Police on how many times deer and car have had conflict.

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

Motion:

It was moved by Councillor Madoff, seconded by Councillor Loveday, that Council direct staff to review current regulations for fencing on private

property, focusing on conflicts between urban gardens and urban deer, and report back to Council.

Amendment: It was moved by Councillor Isitt, seconded by Councillor Loveday, that Council direct staff to review current regulations for fencing on private property, focusing on conflicts between urban gardens and urban deer, **as well as the health of pollinator populations** and report back to Council.

Committee discussed:

- How City bylaws around fencing could impact the motion.

On the amendment:

Defeated 17/COTW

For: Councillors Isitt and Loveday

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

Committee discussed:

- Finding a balance between deer and being able to garden successfully.

On the main motion:

CARRIED UNANIMOUSLY 17/COTW

6. NEW BUSINESS

6.1 Endorsing the We Speak Translate project and training City of Victoria Frontline staff

Committee received a report dated July 11, 2017 from Mayor Helps and Councillor Loveday providing background and recommendations regarding the We Speak Translate project which launched in Victoria, April 2017.

Motion: It was moved by Councillor Loveday, seconded by Mayor Helps:

1. That Council endorse the We Speak Translate program and that the Mayor writes to partner municipalities in the CRD to inform them of the We Speak Translate program.
2. That the We Speak Translate initiative be brought forward to the South Island Prosperity Project as part of the Smart South Island Plan soon getting underway.
3. That Council and all staff in the Engagement Department receive the 45 minute training as soon as practicable.
4. That Council direct staff to report back at the next Quarterly Update on the implications of the Human Resources Department coordinating with the Intercultural Association to have the Inter-Cultural Association provide 45-minute We Speak Translate training sessions to all frontline service delivery staff.

Committee discussed:

- The project being the next step in becoming a more inclusive City.

CARRIED UNANIMOUSLY 17/COTW

7. ADJOURNMENT

Motion: It was moved by Councillor Coleman, seconded by Councillor Lucas, that the Committee of the Whole meeting of July 20, 2017, be adjourned at 10:44 a.m.

CARRIED UNANIMOUSLY 17/COTW

CERTIFIED CORRECT:

CITY CLERK

MAYOR



Committee of the Whole Report For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 21, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Development Variance Permit No. 00188 for 1457 Clifford Street

RECOMMENDATION

That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Permit Application No. 00188 for 1457 Clifford, in accordance with:

1. Plans date stamped July 13, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Lot 1

- i. reduce the minimum lot width from 15m to 13.46m;
- ii. reduce the minimum side yard setback from 3.0m to 2.49m;
- iii. reduce the minimum combined side yard setback from 4.5m to 3.99m.

Lot 2

- i. reduce the minimum average lot width from 15m to 13.46m;
- ii. reduce the minimum side yard setback from 3.0m to 2.59m;
- iii. reduce the minimum combined side yard setback from 4.5m to 4.09m.

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

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Variance Permit Application for the property located at 1457 Clifford Street. The proposal would reduce the side yard setbacks and lot width of the proposed lots in order to facilitate a subdivision to create two lots for single family homes with secondary suites.

The following points were considered in assessing this application:

- each of the proposed lots would be larger than the minimum site area required in R1-B Zone (Single Family Dwelling District); however, variances would be required related to lot width, and side yard setbacks
- the proposed variances are relatively minor and do not significantly impact the established lot pattern of the street or pose privacy issues for adjoining properties
- consistency with the *Official Community Plan, 2012*, Traditional Residential Urban Place Designation, and objectives for including secondary suites to increase home affordability and residential rental units
- consistency with the *Suburban Neighbourhoods Plan, 1984*, which supports development that reinforces the attractive local character and scale
- secondary suites generally comply with the *Secondary Suite Design Guidelines*.

BACKGROUND

Description of Proposal

The proposal is to subdivide the existing lot and construct two single family dwellings with secondary suites on each lot. The proposed variances on both lots are related to:

- reducing the minimum required lot width
- reducing the minimum required side yard setback
- reducing the minimum required combined side yard setbacks.

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 Development Variance Permit application.

Accessibility Impact Statement

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

Existing Site Development and Development Potential

The site is presently a single family home with a basement suite. Under the current R1-B Zone, the property could be developed as a single family dwelling with secondary suite or garden suite.

Data Table

The following data table compares the proposal with the R1-B Zone. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposed (Lot 1)	Proposed (Lot 2)	Zone Standard R1-B
Site area (m ²) - minimum	492.75	493.47	460.00
1 st & 2 nd Storey floor area (m ²) - maximum	222.25	194.08	280.00
Total floor area (m ²) - maximum	295.42	282.74	300.00
Lot width (m) - minimum	13.46*	13.46*	15.00
Height (m) - maximum	7.45	7.42	7.60
Storeys - maximum	2	2	2
Site coverage % - maximum	31.94	27.43	40.00
Setbacks (m) – minimum:			
Front (south)	7.50	7.50	7.50
Rear (north)	9.64	12.96	9.17
Side (west)	1.50	2.59*	1.50
Side (east)	2.49*	1.50	3.00
Combined side yards	3.99*	4.09*	4.50
Parking - minimum	1	1	1

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on March 29, 2017 the application was referred for a 30-day comment period to the Fairfield CALUC. An email from the Fairfield Gonzales CALUC is attached to this report.

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

ANALYSIS

Official Community Plan

The *Official Community Plan, 2012* (OCP) Urban Place Designation for the subject property is Traditional Residential. The strategic direction in the OCP is ground-oriented buildings up to two storeys, with houses oriented toward the street. Additionally, it is consistent with policy in the OCP which supports increased affordable home ownership through additional, on-site residential rental units.

Suburban Neighbourhoods Plan

The *Surburban Neighbourhood Plan* characterizes the residential areas in this neighbourhood as being small structures on relatively small lots, with low heights, and being of a variety of ages and styles.

Regulatory Considerations

The proposed variances are related to overall lot width and sideyard setbacks.

The minimum requirement for lot width permitted in the R1-B Zone is 15 meters. The proposed new lot widths would be 13.46 meters for each lot. These reductions are fairly minor and are in part a result of the irregular lot width and how these measurements are taken. Overall the rhythm of buildings along Clifford Street is not overly impacted.

With regard to the request for the reduced setbacks, for Lot 1 the reduction would be from 3 metres to 2.49 meters and for Lot 2 the reduction would be from 3 metres to 2.59 metres. In both instances, because of the irregular lot shape, where the lot fans out, becoming wider towards the rear of the lot, these variances apply for the portion of the houses closest to the street and the minimum distances are met further back on the property. Additionally, very few windows have been included on these elevations in order to help mitigate potential privacy concerns.

Tree Preservation and Urban Forest Masterplan

There are no bylaw protected trees on the subject property. However, there are two mature city boulevard trees (Green Ash and Swedish Whitebeam) on Clifford Street, one of which will be retained, and one will be removed, due to its declining health. The tree that is removed will be replaced by the applicant.

There is a bylaw protected tree immediately adjacent to the east property line of proposed Lot 1, owned by 358 Arnold Avenue. The proposed driveway and home are approximately 2.5 meters from this tree trunk. An arborist report has been submitted, which reviews the construction impacts to this tree. A requirement of the Building Permit will be that the project arborist do exploratory digging of the tree's root zone prior to construction.

Secondary Suite Design Guidelines

The *Secondary Suite Design Guidelines* recommend a single entrance on the front façade of the house, which is consistent with the secondary suite entrances on the sides of each lot. The Guidelines also recommend hard entrance pathways, gate entrances, and private outdoor spaces with landscape screening, which have been proposed.

CONCLUSIONS

The creation of two detached dwellings with secondary suites is consistent with City policy. Further, the development is consistent with the neighbourhood plan and OCP, which envisions ground oriented houses consistent with the street context, and provision of secondary suites for rental. Staff recommend for Council's consideration that the Application advance to an opportunity for public comment at a meeting of Council.

ALTERNATE MOTION(S)

That Council decline DVP Application No. 00188 for the property located at 1457 Clifford Street.

Respectfully submitted,



Chelsea Medd
Planner
Development Services Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

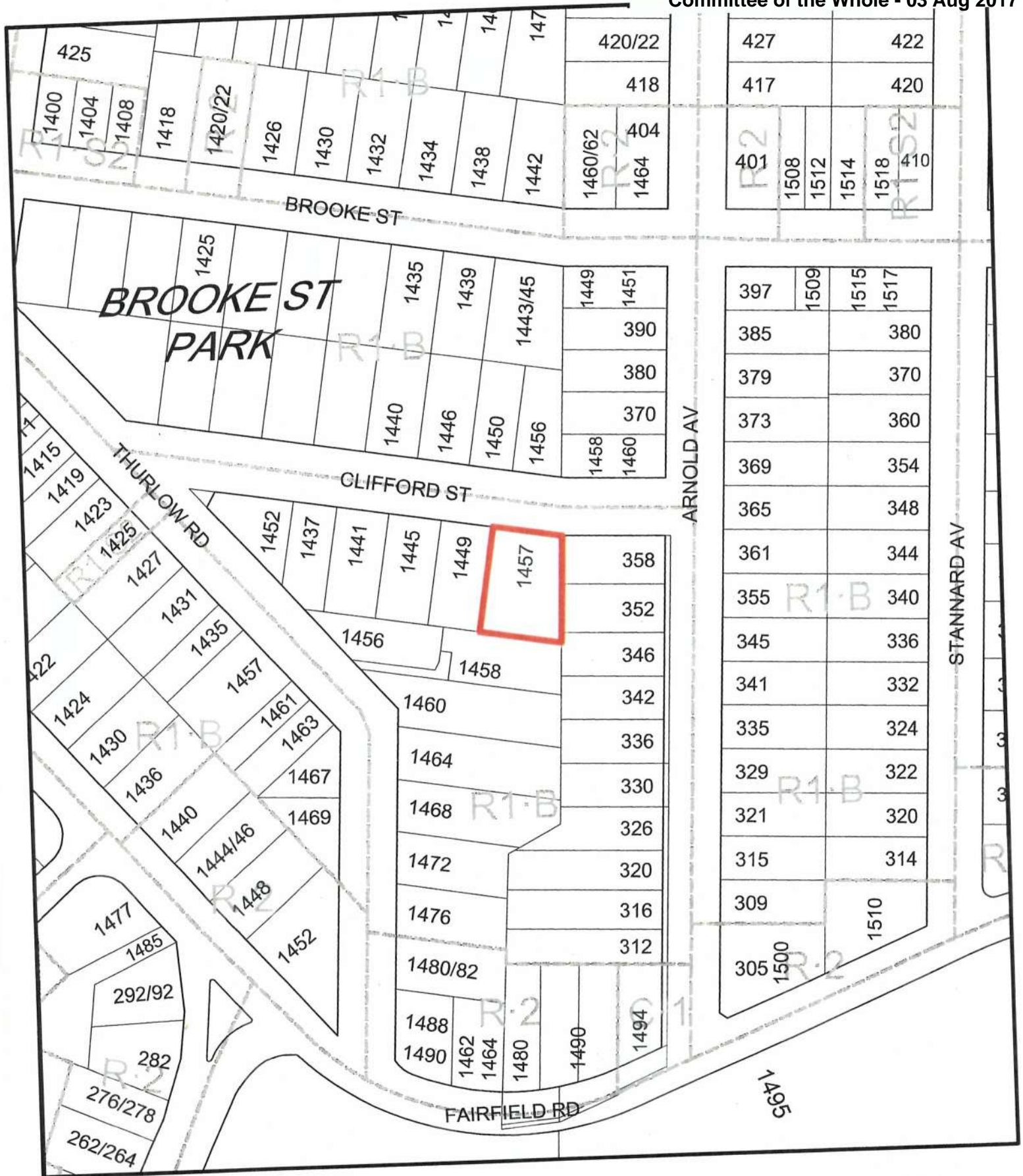


Date:

July 25, 2017

List of Attachments

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans
- Attachment D – Letter from applicant
- Attachment E - Community Association Land Use Committee email



1457 Clifford Street
Development Variance Permit #00188

Development Variance Permit No. 00188 for 1457 Clifford Stre...

Noraye Fjeldstad

From: David Biltek [REDACTED]
Sent: Monday, May 08, 2017 1:09 PM
To: Noraye Fjeldstad
Subject: RE: Revised Plans Received for 1457 Clifford Street - DVP No. 00188

Noraye

Please advise Council that in line with our policy of expressing concern about variances that exceed 15% or more departure from the standard we point out that all variances except one are inside our standards. That one is marked below

David Biltek
Chair
Fairfield Gonzales Community Association Land Use Committee

From: Noraye Fjeldstad [mailto:NFjeldstad@victoria.ca]
Sent: May-08-17 12:43 PM
To: planandzone@fairfieldcommunity.ca
Subject: Revised Plans Received for 1457 Clifford Street - DVP No. 00188

Dear Mr. Don Monsour and Mr. David Biltek,

Re: 1457 Clifford Street – DVP No. 00188

Please be advised that the Sustainable Planning and Community Development department has received revised plans for DVP Application No. 00188 for 1457 Clifford Street.

City staff have completed a plan check on the submitted plans and have identified the following *Zoning Regulation Bylaw* variances:

Lot 1:

- Part 1.2.2 b: A relaxation to the minimum average lot width from 15m to 14.66m
- **Part 1.2.5 c: A relaxation to the minimum required side yard setback from 3.0m to 2.49m**
- Part 1.2.5 d: A relaxation to the minimum required combined side yard setback from 4.5m to 3.99m.

Lot 2:

- Part 1.2.2 b: A relaxation to the minimum average lot width from 15m to 14.71m
- Part 1.2.5 c: A relaxation to the minimum required side yard setback from 3.0m to 2.59m
- Part 1.2.5 d: A relaxation to the minimum required combined side yard setback from 4.5m to 4.09m.

The details of this application can be found on the Development Tracker at 1457 Clifford Street. You will be notified of any further revisions to the plans.

If your Land Use Committee has comments it would like considered by City Council, please submit them to Mayor and Council with a copy to the Sustainable Planning and Community Development Department.

Yours truly,

Noraye Fjeldstad
Administrative Assistant
Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6
Phone: 250-361-0212
Fax: 250-361-0386
Email: nfjeldstad@victoria.ca



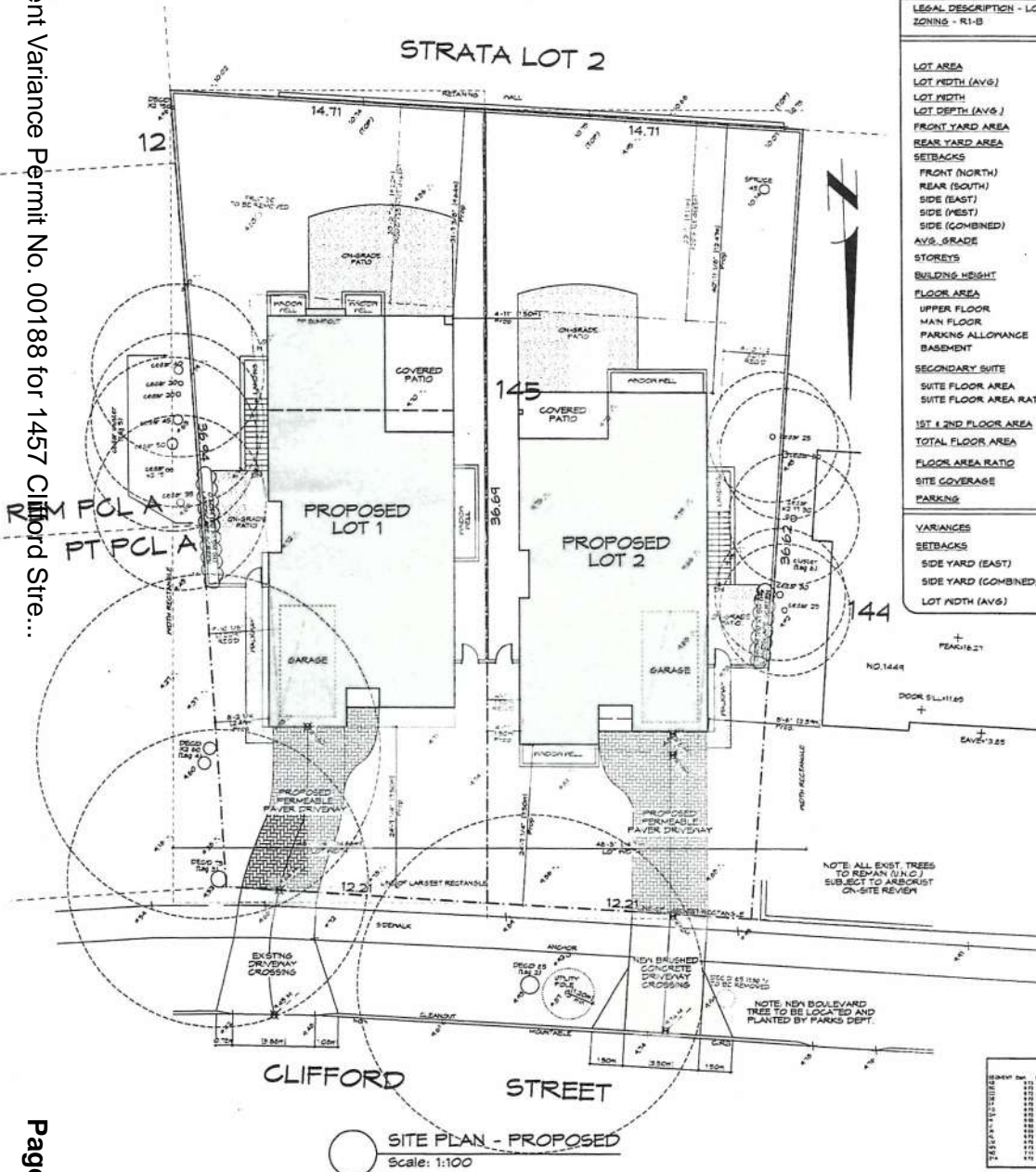

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1457 Clifford Street

Development Variance Permit #00188
Development Variance Permit #00188

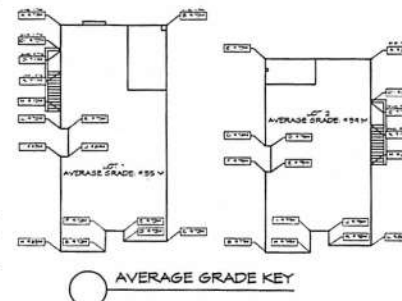


Page 45 of 284



SITE DATA - 1457 CLIFFORD ST - LOT 1			
LEGAL DESCRIPTION - LOT 145, FAIRFELD FARM ESTATE, VICTORIA DISTRICT, PLAN 884 ZONING - R1-B			
LOT AREA	460.00 M ²	442.75 M ² (5303.96 FT ²)	
LOT WIDTH (AVG)	15.00 M	13.46 M (44.16') VARIANCE	
LOT DEPTH		14.66 M (48.10')	
LOT DEPTH (AVG)		36.80 M (120.73')	
FRONT YARD AREA		71.81 M ² (1052.82 FT ²)	
REAR YARD AREA		130.45 M ² (1490.21 FT ²)	
SETBACKS			
FRONT (NORTH)	7.50 M	1.50 M (24.61')	
REAR (SOUTH)	9.22 M (25.00%)	1.64 M (5.38')	
SIDE (EAST)	3.00 M	2.49 M (8.17') VARIANCE	
SIDE (WEST)	1.50 M	1.50 M (4.92')	
SIDE (COMBINED)	4.50 M	3.99 M (13.09') VARIANCE	
AVG. GRADE		8.55 M (28.05')	
STOREYS	2 + BSMT	2 STOREYS + BSMT	
BUILDING HEIGHT	7.60 M	7.45 M (24.44')	
FLOOR AREA			
UPPER FLOOR		110.61 M ² (1190.64 FT ²)	
MAIN FLOOR		150.24 M ² (1607.57 FT ²)	
PARKING ALLOWANCE	-18.60 M ²	-18.60 M ² (200.21 FT ²)	
BASMENT		73.11 M ² (787.64 FT ²)	
SECONDARY SUITE			
SUITE FLOOR AREA	90.00 M ²	73.11 M ² (787.64 FT ²)	
SUITE FLOOR AREA RATIO	0.40	0.2471	
1ST & 2ND FLOOR AREA	280.00 M ²	222.25 M ² (2392.28 FT ²)	
TOTAL FLOOR AREA	300.00 M ²	295.42 M ² (3179.57 FT ²)	
FLOOR AREA RATIO	0.45	0.45	
SITE COVERAGE	40.00 %	31.94 % (157.41 M ²)	
PARKING	1 SPACE	1 SPACE	
VARIANCES	REQUIRED	PROPOSED	VARIANCE
SETBACKS			
SIDE YARD (EAST)	3.00 M	2.49 M (8.17')	0.51 M (1.67')
SIDE YARD (COMBINED)	4.50 M	3.99 M (13.09')	0.51 M (1.67')
LOT WIDTH (AVG)	15.00 M	13.46 M (44.16')	1.54 M (5.05')

SITE DATA - 1457 CLIFFORD ST - LOT 2			
LEGAL DESCRIPTION - LOT 145, FAIRFELD FARM ESTATE, VICTORIA DISTRICT, PLAN 884 ZONING - R1-B			
LOT AREA	460.00 M ²	449.47 M ² (5311.66 FT ²)	
LOT WIDTH (AVG)	15.00 M	13.46 M (44.16') VARIANCE	
LOT DEPTH		14.71 M (48.26')	
LOT DEPTH (AVG)		36.84 M (120.81')	
FRONT YARD AREA		93.49 M ² (1006.33 FT ²)	
REAR YARD AREA		184.42 M ² (1995.13 FT ²)	
SETBACKS			
FRONT (NORTH)	7.50 M	1.50 M (24.61')	
REAR (SOUTH)	9.22 M (25.00%)	1.24 M (4.07')	
SIDE (EAST)	1.50 M	1.50 M (4.92')	
SIDE (WEST)	3.00 M	2.59 M (8.50') VARIANCE	
SIDE (COMBINED)	4.50 M	4.09 M (13.42') VARIANCE	
AVG. GRADE		8.54 M (28.02')	
STOREYS	2 + BSMT	2 STOREYS + BSMT	
BUILDING HEIGHT	7.60 M	7.48 M (24.57')	
FLOOR AREA			
UPPER FLOOR		95.66 M ² (1029.91 FT ²)	
MAIN FLOOR		117.00 M ² (1254.36 FT ²)	
PARKING ALLOWANCE	-18.60 M ²	-18.60 M ² (200.21 FT ²)	
BASMENT		88.66 M ² (954.35 FT ²)	
SECONDARY SUITE			
SUITE FLOOR AREA	90.00 M ²	88.66 M ² (954.35 FT ²)	
SUITE FLOOR AREA RATIO	0.40	0.3136	
1ST & 2ND FLOOR AREA	280.00 M ²	194.06 M ² (2089.06 FT ²)	
TOTAL FLOOR AREA	300.00 M ²	282.74 M ² (3043.41 FT ²)	
FLOOR AREA RATIO	0.39	0.39	
SITE COVERAGE	40.00 %	27.43 % (135.35 M ²)	
PARKING	1 SPACE	1 SPACE	
VARIANCES	REQUIRED	PROPOSED	VARIANCE
SETBACKS			
SIDE YARD (WEST)	3.00 M	2.59 M (8.50')	0.41 M (1.35')
SIDE YARD (COMBINED)	4.50 M	4.09 M (13.42')	0.41 M (1.35')
LOT WIDTH (AVG)	15.00 M	13.46 M (44.16')	1.54 M (5.05')



Lot 1 Slope Sheet Parameters									
Sheet	Dist	Area	Perim	Perim	Perim	Perim	Perim	Perim	Perim
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2	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
3	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
4	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
5	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
6	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
7	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
8	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
9	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
10	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

- DRAWING LIST**
- DVP1 SITE PLAN, DATA & GRADE KEYS
 - DVP1.1 EXISTING SITE PLAN
 - DVP2 LOT 1 - FLOOR PLANS & ELEVATIONS
 - DVP3 LOT 2 - FLOOR PLANS & ELEVATIONS
 - DVP4 STREETSCAPE & SECTIONS
 - DVP5 LANDSCAPE PLAN

RE-155 FOR C JUL 20

ZEBRAD

1161 NEWPORT AV.
Victoria, B.C. V8S 5S5
Phone: (250) 360-2111
Fax: (250) 360-2111

Drawn By: COLLINS
By: K. KOSMAN

Date: MAR 01, 2011

Scale: AS NOTED

Project:
1457 CLIFFORD ST - DEV VARIANCE PERM

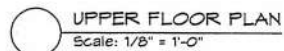
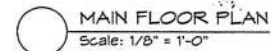
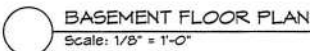
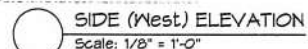
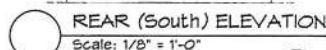
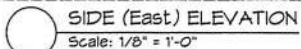
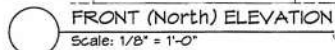
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SITE PLAN & DATA

Revision:
Rev 1: 01/01/11
Rev 2: 01/01/11
Rev 3: 01/01/11
Rev 4: 01/01/11
Rev 5: 01/01/11

Sheet:
DVP

Proj No: 1161

Committee of the Whole - 03 Aug 2017



REV. NO.	DESCRIPTION	DATE
1	SECTION MARKERS AND BASIC DIMENSIONS ADDED TO FLOOR PLANS. ELEVATIONS + ELEVATION TREE REVISED TO MATCH NEW A-TRANE GRIDS. BUILDING HEIGHT + REVISED UPPER FLOOR TOP PLATE ELEVATION. SLABES CALCULATED + ELEVATIONS TO SUIT	APR. 03/11
2	ADD BASED-OUT STAIRS AND KNOCK PELLETS TO MAIN FLOOR PLAN	JAN. 07/17
3	REVISE BUILDING HEIGHT	JAN. 12/17

ELEVATIONS & FLOORS FINISHES

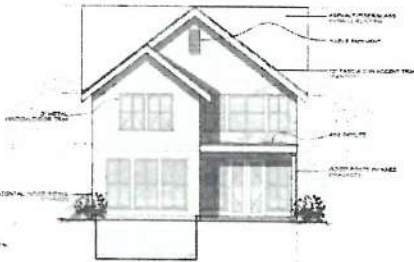
Committee of the Whole - 03 Aug 2017



FRONT (North) ELEVATION
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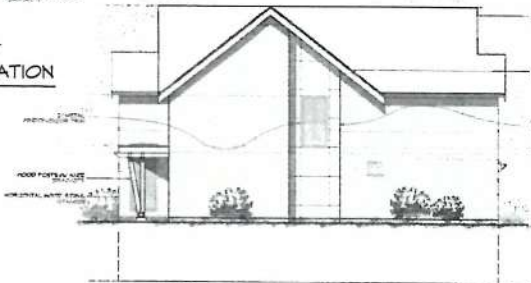
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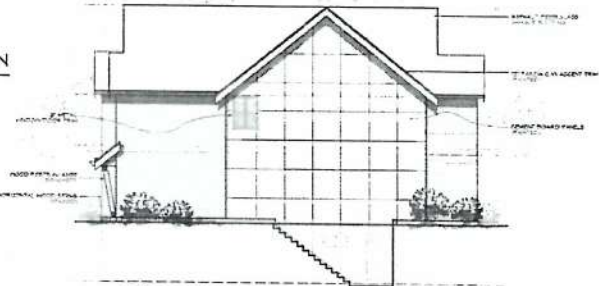
REAR (South) ELEVATION
Scale: 1/8" = 1'-0"



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GLAZING TYPE (GLAZING TYPE) SEE GLAZING SCHEDULE



SIDE (West) ELEVATION
Scale: 1/8" = 1'-0"



SIDE (East) ELEVATION
Scale: 1/8" = 1'-0"



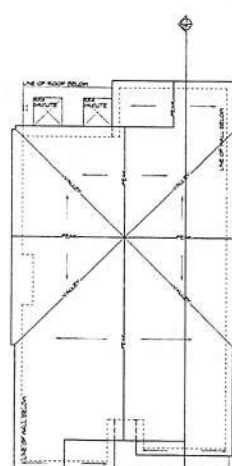
BASEMENT FLOOR PLAN
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MAIN FLOOR PLAN
Scale: 1/8" = 1'-0"



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



ROOF PLAN
Scale: 1/8" = 1'-0"

REV. NO.	DESCRIPTION	DATE
1	SECTION MARKERS AND BASIC ELEVATIONS - ELEVATION TREE REVISED TO SHOW NEW VARIANCE GRADE	APR 03/11
2	BUILDING HEIGHT AND REVISED UPPER FLOOR PLAN ELEVATION GRADES	JAN 01/11
3	ADD ELEVATION STAIRS AND WINDOW PLACEMENT, REVISIONS, GRADE AND BUILDING HEIGHT	JUL 12/11

RE-ISSUED FOR DVP
JUL 12, 2017

ZEBRADesign

1161 NEWPORT AVE
Victoria, B.C. V8S 5E6
Phone: (250) 360-3144
Fax: (250) 360-3115

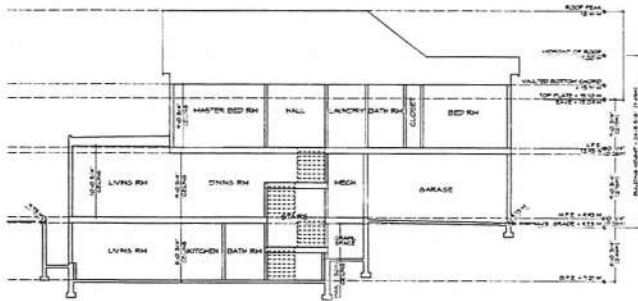
Drawn By: K. KOSHMAN
Date: MAR 07, 2011
Scale: AS NOTED
Project:
1457 CLIFFORD
ST - DEV.
VARIANCE PERMIT

REV. NO.	DESCRIPTION	DATE
1	SECTION MARKERS AND BASIC ELEVATIONS - ELEVATION TREE REVISED TO SHOW NEW VARIANCE GRADE	APR 03/11
2	BUILDING HEIGHT AND REVISED UPPER FLOOR PLAN ELEVATION GRADES	JAN 01/11
3	ADD ELEVATION STAIRS AND WINDOW PLACEMENT, REVISIONS, GRADE AND BUILDING HEIGHT	JUL 12/11

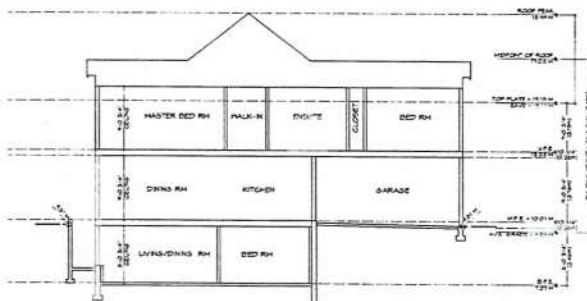
Received
City of Victoria
JUL 13 2017
Planning & Development Department
Development Services Division



CLIFFORD ST. - STREETScape
Scale: 1/8" = 1'-0"



SECTION - LOT 2
Scale: 1/8" = 1'-0"

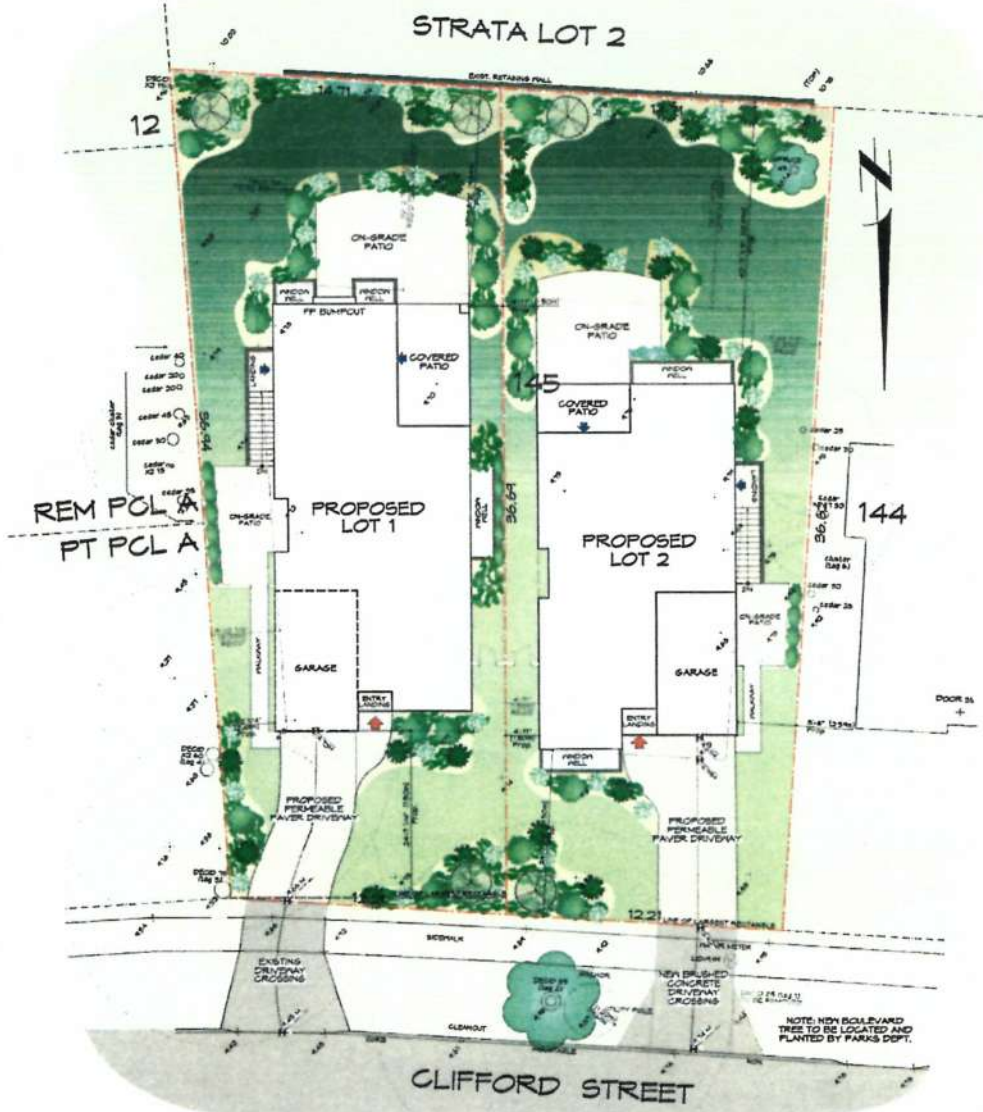


SECTION - LOT 1
Scale: 1/8" = 1'-0"

RE-ISSUED
FOR DVP
JUL 12, 2017
ZEBRADesign
1161 NEWPORT AVE
Victoria, B.C. V8S 5E6
Phone: (250) 360-2144
Fax: (250) 360-2115
Drawn By: K. KOSMAN
Date: MAR 07, 2011
Scale: AS NOTED
Project:
1457 CLIFFORD
ST - DEV.
VARIANCE PERMIT
Title:
STREETScape,
SECTIONS

REV. NO.	DESCRIPTION	DATE	Revision:	Sheet:
1	PRELIMINARY PLANNING SECTIONS FOR 80% JURY REVIEW	APR 25/11	REV 1	DVP4
2	NO CHANGES	JAN 01/11	REV 2	
3	REVISED PLANNING SECTIONS FOR 80% JURY REVIEW	JUL 12/11	REV 3	

Received
City of Victoria
JUL 13 2017
Planning & Development Department
Development Services Division



LANDSCAPE PLAN
Scale: 1:100

LANDSCAPE PLAN LEGEND

TREES/SHRUBS

EXISTING TREE NEW TREE NEW & EXIST. SHRUBS

GROUNDCOVER

LAWN PLANTED AREA GROUND COVER PLANTS

HARD LANDSCAPING

PERMEABLE PAVED DRIVEWAY CONCRETE STAIRS/WALKWAYS & PATIOS PAVED SIDEWALK

RETAINING WALL CEDAR PRIVACY FENCE BRUSHED CONCRETE DRIVEWAY CROSSING

EGRESS

MAIN ENTRY SECONDARY ENTRY

NOTES:

1. LANDSCAPING INDICATED IS CONCEPTUAL ONLY AND REQUIRES INSTALLATION BY A QUALIFIED LANDSCAPING CONTRACTOR.
2. CONTRACTOR TO VERIFY UTILITIES PROVIDED THROUGH UNDERGROUND PIPING AND AVOID CONFLICT WITH EXISTING UTILITIES.
3. ALL LANDSCAPING SHALL BE PERFORMED TO B.C.S.A. B.C.M.A. STANDARDS.
4. ALL EXISTING TREES TO REMAIN UNLESS NOTED OTHERWISE.
5. FENCE TO BE MAX 1.2M (4 FT) HIGH IN FRONT YARD AND MAX 1.8M (6 FT) HIGH BEHIND FRONT WALL OF BUILDING.

RE-ISSUED FOR DVP
JUL 12, 2017

ZEBRADDESIGN

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

Drawn By: K. KOSHMAN
Date: MAR 07, 2011
Scale: AS NOTED
Project: 1457 CLIFFORD ST - DEV. VARIANCE PERMIT

REV. NO.	DESCRIPTION	DATE	TITLE
1	DRIVEWAY ELEVATIONS AND MATERIAL CHANGES ON LANDSCAPE PLAN. CHANGED DRIVEWAY TO PERMEABLE PAVING. FRONT YARD DRIVEWAY RECONFIGURED USING BRUSHED CONCRETE. REVEGETATE FRONT YARD SPACE USING 10% 1" PLANT ADD PATIO SPACE FOR SUITE WITH LANDSCAPE SCREEN. REVEGETATE DRIVEWAY AND CROSSING. ADD TREES. ADD NEW AND EXIST. REPORT. ADD MORE NEW TREES.	APR 03/11	LANDSCAPE PLAN
2	ADD PATIO SPACE FOR SUITE WITH LANDSCAPE SCREEN. REVEGETATE DRIVEWAY AND CROSSING. ADD TREES. ADD NEW AND EXIST. REPORT. ADD MORE NEW TREES.	JAN 07/11	Revision: 1 APR 03/11
3	RE-ISSUED FOR DVP. ADD PATIO SPACE FOR SUITE WITH LANDSCAPE SCREEN. REVEGETATE DRIVEWAY AND CROSSING. ADD TREES. ADD NEW AND EXIST. REPORT. ADD MORE NEW TREES.	JUL 12/11	Revision: 2 JAN 07/11 Revision: 3 JUL 12/11

Sheet: DVP5
Proj. No. TBD



July 19, 2017

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

Re: 1457 Clifford Street, Zone R1-B - Development Variance Permit application

To Mayor Lisa Helps and Members of City of Victoria Council,

We are making an application on behalf of our clients Shelley Canitz and Douglas Balson to subdivide their lot at 1457 Clifford Street into two new R1-B lots and we have designed two new proposed homes for the resulting lots. The lots meet and exceed the required lot area requirements for R1-B but variances would be required for lot width. Both Lot 1 and Lot 2 would be 13.46M wide (1.54M variance required for each lot). Side yard setback and combined sideyard setback variances would also be required for both the properties.

At the outset of the project, we consulted with the Planning and Development Services Departments at City Victoria, and Doug and Shelley also canvassed their neighbours, to determine if these variance requests would be considered supportable, which they were.

Both houses are designed with a lower secondary suite as the zoning allows, with separated entries and plenty of window wells for natural lighting. Rear patios, private back yards and ample green space accent both properties. New landscaping and fencing will be installed for both homes. While designing the lots we decided to pursue a relaxation on side yard setback in order to accommodate a garage, a usable room (den) and a front entry that faces the street (so that we would not need to do a side main entry). The sideyard setback relaxations requested for proposed Lot 1 would be 0.51M for both the side yard and combined side yard requirements; for proposed Lot 2 it would be 0.41M in both the side yard and combined side yard requirements.

We have designed the homes with traditional forms and massing, with pitched roofs but contemporary styling, to both fit in with the neighbourhood texture yet keep it current. The homes complement one another but also have stylistic differences. We've utilized a combination of siding, stucco, and which all work together with modern glazing shapes and minimal, low profile trim to create a fresh and current look.

The homes and possible future rental or in-law suites address current and future growing demand for family housing and density in the neighbourhood without contributing to urban sprawl. We are pleased to put forward this proposal in light of current residential challenges in the Capital Region.

We thank you for your time and consideration of this application.

Sincerely,

Rus Collins
Zebra Design & Interiors Group, Inc.



Zebra Design & Interiors Group Inc. • 1161 Newport Avenue, Victoria BC V8S 5E6
Phone: (250) 360-2144 Fax: (250) 360-2115

Email: info@zebragroup.ca Website: www.zebragroup.ca



June 9, 2017

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

Re: 1457 Clifford Street, Zone R1-B - Development Variance Permit application
Response to Application Review Summary

To Mayor Lisa Helps and Members of City of Victoria Council,

On behalf of our clients Shelley Canitz and Douglas Balson we have applied to subdivide their lot at 1457 Clifford Street into two new R1-B lots with two new proposed homes for the resulting lots.

Additional Application Review comments were received from the Planning, Parks and Engineering Departments on May 12th, which we have addressed; please refer to enclosed materials for detailed information about the revisions.

We have now added a private outdoor space and privacy landscape screening for the secondary suites; a comment regarding public utility crossing and SRW on the property was included in error in the May 12 comments and we've been instructed to disregard that item (per Craig Stenberg).

We have been in consultation with the Parks Department about Tree #1 and the exact final location of a new boulevard tree is to be determined by the Parks Department after the installation of new driveways and site services, per Jane Waters. A note is included on our plans to that effect. Site servicing locations for proposed lot 1 have been adjusted to accommodate requests by Engineering and Parks, and we have tagged trees specified in the arborists' report on our revised plans. Our clients are looking into recommendations by the arborist concerning trees on the neighbour's property with regards to hand exploration of the root zones of those trees, and are in conversation with the neighbours about the impacts.

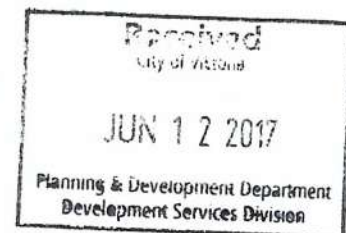
The adjustments to the driveway for Lot 2 per Engineering recommendations proved to be fairly tricky to accomplish due to location of existing boulevard trees and utilities already in place; we did achieve some changes which are noted on the plans, which should improve functionality. The driveway flares for Lot 2 have been reduced to 1.0 meter per Engineering's suggestion.

Additionally, amendments have been made to the site data table to correct minor errors in calculations.

We thank you for your time in consideration of our revised application.

Sincerely,

Rus Collins
Zebra Design & Interiors Group, Inc.



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

Email: info@zebragroup.ca Website: www.zebragroup.ca

Katie Lauriston

From: David Biltek [REDACTED]
Sent: Wednesday, June 28, 2017 4:43 PM
To: Katie Lauriston
Subject: RE: Revised Plans Received for 1457 Clifford Street - DVP No. 00188

Follow Up Flag: Follow up
Flag Status: Completed

Lot 1, item: part 1,2.5.c is in excess of 15%, we continue to advise Council that variances in excess of a 15% change have possible significant impacts in the future and if Council continues maybe they should embark on a review of all setbacks, side yards, height standards that are the subject of so many variances

David Biltek
Chair
Fairfield Gonzales Community Association Land Use Committee

From: Katie Lauriston [mailto:klauriston@victoria.ca]
Sent: June-26-17 8:23 AM
Subject: Revised Plans Received for 1457 Clifford Street - DVP No. 00188

Dear Mr. Don Monsour and Mr. David Biltek,

Re: 1457 Clifford Street – DVP No. 00188

Please be advised that the Sustainable Planning and Community Development department has received revised plans for DVP Application No. 00188 for 1457 Clifford Street.

City staff have completed a plan check on the submitted plans and have identified the following *Zoning Regulation Bylaw* variances:

Lot 1

- Part 1.2.2 b. - a relaxation to the minimum average lot width from 15m to 14.66m
- **Part 1.2.5 c. - a relaxation to the minimum required side yard setback from 3.0m to 2.49m**
- Part 1.2.5 d. - a relaxation to the minimum required combined side yard setback from 4.5m to 3.99m

Lot 2

- Part 1.2.2 b. - a relaxation to the minimum average lot width from 15m to 14.71m
- Part 1.2.5 c. - a relaxation to the minimum required side yard setback from 3.0m to 2.59m
- Part 1.2.5 d. - a relaxation to the minimum required combined side yard setback from 4.5m to 4.09m

The details of this application can be found on the Development Tracker at [1457 Clifford Street](#). You will be notified of any further revisions to the plans.

If your Land Use Committee has comments it would like considered by City Council, please submit them to Mayor and Council with a copy to the Sustainable Planning and Community Development Department.

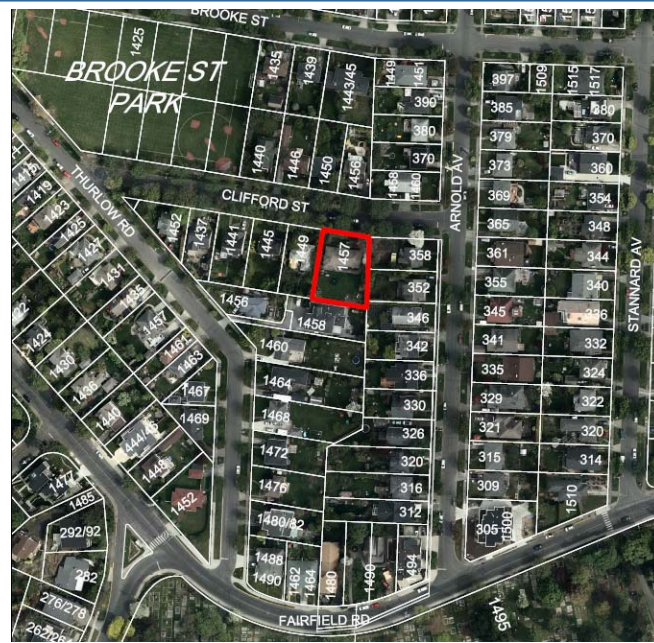
Yours truly,

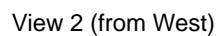
Katie Lauriston
Planning Secretary
Sustainable Planning and Community Development
Development Services Division
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0498 F 250.361.0386



Development Variance Permit Application for 1457 Clifford Street





A photograph of a red, single-story house with a brown roof, partially obscured by large trees. A dark blue car is parked on the street in the foreground.



CITY OF
VICTORIA



Property to East
358 Arnold Ave.



Property to West
1449 Clifford St.



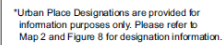


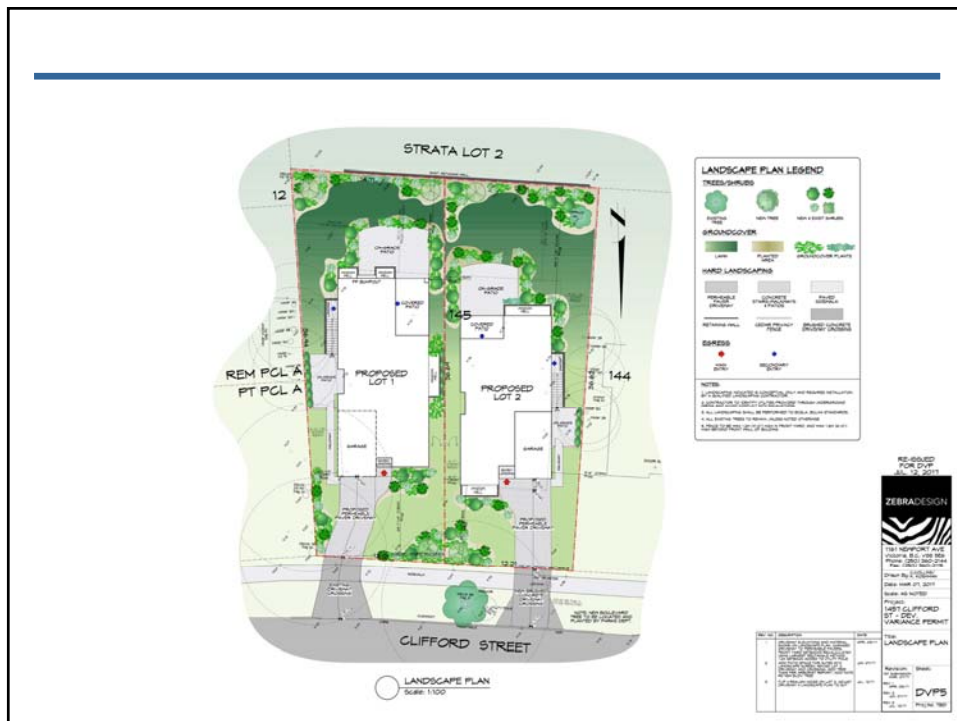
Property to North
1456 Clifford St.



Property to Northwest
1450 Clifford St.









Committee of the Whole Report

For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 21, 2017

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

Subject: Rezoning Application No. 00586 for 304 Cook Street

RECOMMENDATION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00586 for 304 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:

- 1) Preparation of a legal agreement to secure the decorative paving along Cook Street and Sutelej Street, executed by the applicant to the satisfaction of the City Solicitor.

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, buildings 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 304 Cook Street. The proposal is to rezone from the CR-3M Zone, Commercial Residential Apartment Modified District to a new site specific zone in order to allow for a liquor retail store as a permitted use within the existing building.

The following points were considered in assessing this application:

- the proposed change of use is consistent with the Large Urban Village urban place designation in the *Official Community Plan, 2012* (OCP)
- the proposal is generally consistent with the Liquor Retail Stores Rezoning Policy; however, the proposed location is within 200m of 230 Cook Street, which is zoned to allow for a liquor retail store as a permitted use
- the applicant intends to move the liquor retail store from 230 Cook Street to the subject site and provincial regulations require a 1km minimum separation distance between

liquor retail stores; therefore, under the current Provincial regulations, another liquor retail store could not open at 230 Cook Street

- the applicant has received a letter of preliminary approval from the Province to relocate the liquor retail store to 304 Cook Street
- in accordance with the City's *Liquor Retail Stores Rezoning Policy*, the applicant has polled all residents and owners of neighbouring lots regarding the acceptability of the application and received positive responses from all respondents.

BACKGROUND

Description of Proposal

This Application is to rezone from the CR-3M Zone, Commercial Residential Apartment Modified District, to a new site specific zone to allow for a liquor retail store as a permitted use within the existing building. The following differences from the standard CR-3M Zone are being proposed and would be accommodated in the new zone:

- including liquor retail store as a permitted use with a maximum floor area of 138m²
- reducing the minimum parking requirement for retail commercial uses from 8 stalls to 4 stalls (existing)
- allowing a portion of the second storey to be used as office space.

Sustainability Features

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

Active Transportation Impacts

The application proposes two Class 1 bicycle parking stalls and eight Class 2 bicycle parking stalls which supports active transportation.

Public Realm Improvements

The application proposes to replace a portion of the concrete sidewalk along Cook Street with decorative pavers to compliment the pavers located along Cook Street south of Sutlej Street. These would be secured with a Section 219 covenant, registered on the property's title, prior to Council giving final consideration of the proposed Zoning Regulation Bylaw Amendment.

Accessibility Impact Statement

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

Land Use Context

The area is characterized by commercial and mixed-use buildings along Cook Street and multi-unit residential, attached dwellings and single-family dwellings along Sutlej Street.

Existing Site Development and Development Potential

The site is presently developed as a two-storey commercial building. The building is currently vacant and was previously occupied by a bank.

Under the current CR-3M Zone, the property could be developed as a three-storey commercial-

residential building with ground floor commercial uses and residential units above.

Data Table

The following data table compares the proposal with the standard CR-3M Zone. An asterisk is used to identify where the proposal is less stringent than the standard zone. A double asterisk is used to identify where the proposal is existing legal non-conforming.

Zoning Criteria	Proposal	CR-3M
Site area (m ²) - minimum	537.10	N/A
Combined Floor Area (m ²) - maximum	381.90	537.10
Density (Floor Space Ratio) - maximum	0.78:1	1:1
Height (m) - maximum	8.00	10.70
Storeys - maximum	2	3
Setbacks (m) – minimum:		
Front (Cook Street)	0** (first storey) 10.79 (second storey)	3.00 (first storey) 6.00 (second storey)
Rear	12.40	6.00
Side (north)	0.00	0.00 (non-residential adjacent lot)
Flanking (Sutlej Street)	2.40	2.40
Parking - minimum	4.00*	8.00
Bicycle parking stalls (minimum)		
Class 1	2	N/A
Class 2	8	N/A

Relevant History

Cook Street Liquor (previously the Cook Street Village Wine Store) has operated in Cook Street Village since 1998. Originally located at 242 Cook Street, in 2005, the business was relocated to a temporary trailer behind 230 Cook Street during redevelopment of 240 Cook Street. On March 27, 2008, Council approved a rezoning application to add liquor retail store as a permitted use at 230 Cook Street, and to remove liquor retail store as a permitted use at 240 Cook Street; thus, transferring the liquor retail store use from one property to another. The Cook Street Liquor Store now fronts onto the parking lot located at the rear of 230 Cook Street.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Fairfield Gonzales CALUC at a Community Meeting held on April 27, 2017. A summary of the meeting is attached to this report.

In accordance with the City's *Liquor Retail Stores Rezoning Policy*, the applicant has polled the immediate neighbours and reports that 100% of respondents support the application. The required rezoning petitions and illustrative map provided by the applicant are attached to this report. Consistent with the *Liquor Retail Stores Rezoning Policy*, the application was circulated to School District No. 61 and Victoria City Police on July 20, 2017. At the time of report writing no response had been received; however, any future responses would be included in a report to Council should this application advance to a Public Hearing.

ANALYSIS

Official Community Plan

The subject site is designated as Large Urban Village in the OCP, which envisions a range of commercial uses, including liquor retail stores, in ground oriented commercial buildings that are set close to the street with parking located at the rear of the building. The proposal is consistent with this designation and adds to the compliment of commercial uses along Cook Street.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this application.

Regulatory Considerations

The proposal to reduce the parking requirement for retail uses and accessory office use from eight parking stalls to four parking stalls is considered supportable as the site functioned with four parking stalls when the building was occupied by a bank. The parking requirements are the same for retail stores and banks, therefore, there is no anticipated increase in parking demand associated with this change of use.

The proposed 138m² of floor area for the liquor retail store is considered supportable as the proposed floor area is less than the maximum of 275m² envisioned in the *Liquor Retail Stores Rezoning Policy*.

Liquor Retail Stores Rezoning Policy

The proposal is consistent with the City's *Liquor Retail Stores Rezoning Policy*, which encourages liquor stores within established retail locations with entrances fronting onto streets. As well, the proposed location is more than 200m from an elementary or secondary school. In order to avoid concentrations of liquor retail stores, the policy states that stores should be at least 200m from an existing liquor retail store, although, a reduced distance may be warranted in locations such as large urban villages. In this case, the proposed location is less than 50m from the store's current location; however, since the existing store would be relocated with this application, there would be no increase in the concentration of liquor retail stores. The Provincial regulations require a separation distance of 1km between liquor retail stores; therefore, under the current Provincial regulations, another liquor retail store would not be permitted at 230 Cook Street. If the Provincial regulations were relaxed at some future point and with the continued presence of "liquor retail store" as a use at 230 Cook Street, a second liquor store would be permitted, without rezoning, in the Cook Street Village. If this occurred, the combined floor area of the two locations, would still be less than the 275m² total per store, envisioned in the City's *Liquor Retail Stores Rezoning Policy*.

CONCLUSIONS

The proposal to add to the range of permitted uses is consistent with the OCP objectives for Large Urban Villages and the City's Liquor Retail Stores Rezoning Policy in terms of adding to the compliment of commercial uses in Cook Street Village, and creating pedestrian friendly streets through active uses at the street level. The proposed uses are considered appropriate in this location. Staff recommend that Council approve this Application.

ALTERNATE MOTION

That Council decline Rezoning Application No. 00586 for the property located at 304 Cook Street.

Respectfully submitted,


Alec Johnston, Senior Planner
Development Services Division


Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

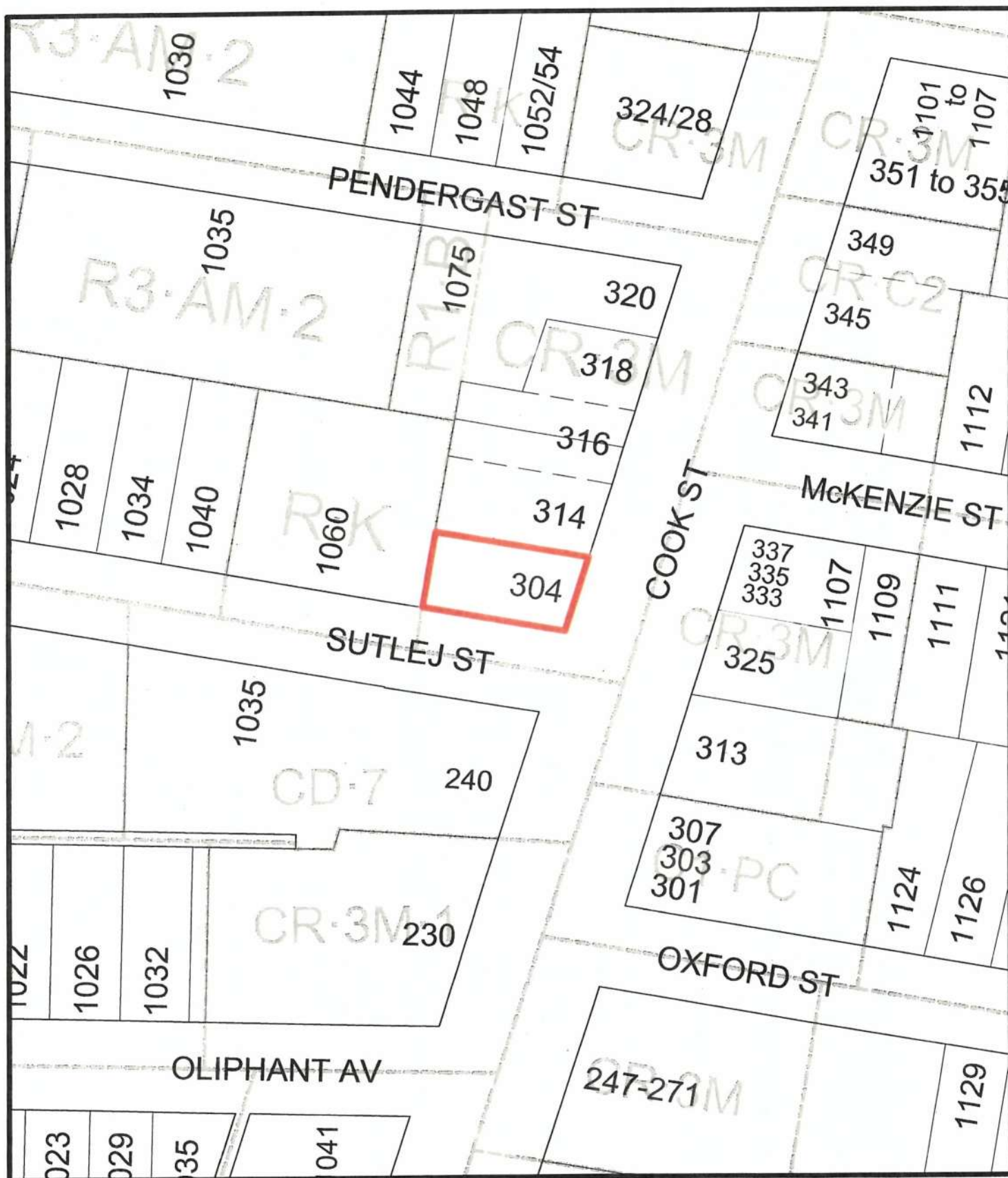
Report accepted and recommended by the City Manager:



Date: July 26, 2017

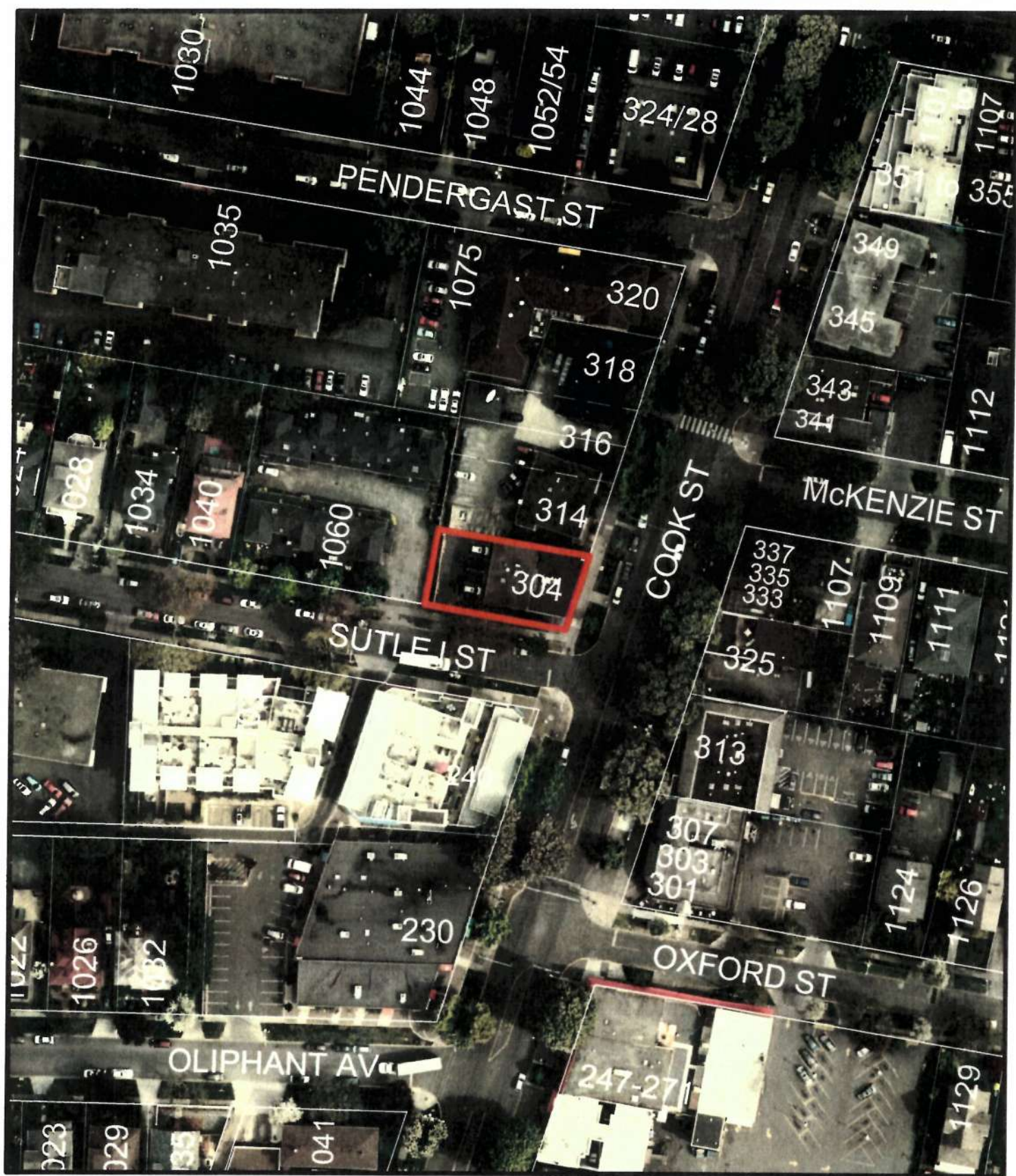
List of Attachments:

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Plans date stamped July 10, 2017
- Attachment D - Letter from applicant to Mayor and Council dated June 30, 2017
- Attachment E - Community Association Land Use Committee Summary of April 27, 2017 Meeting
- Attachment F - Liquor Retail Stores Rezoning Policy Petition Responses and Map
- Attachment G - Correspondence



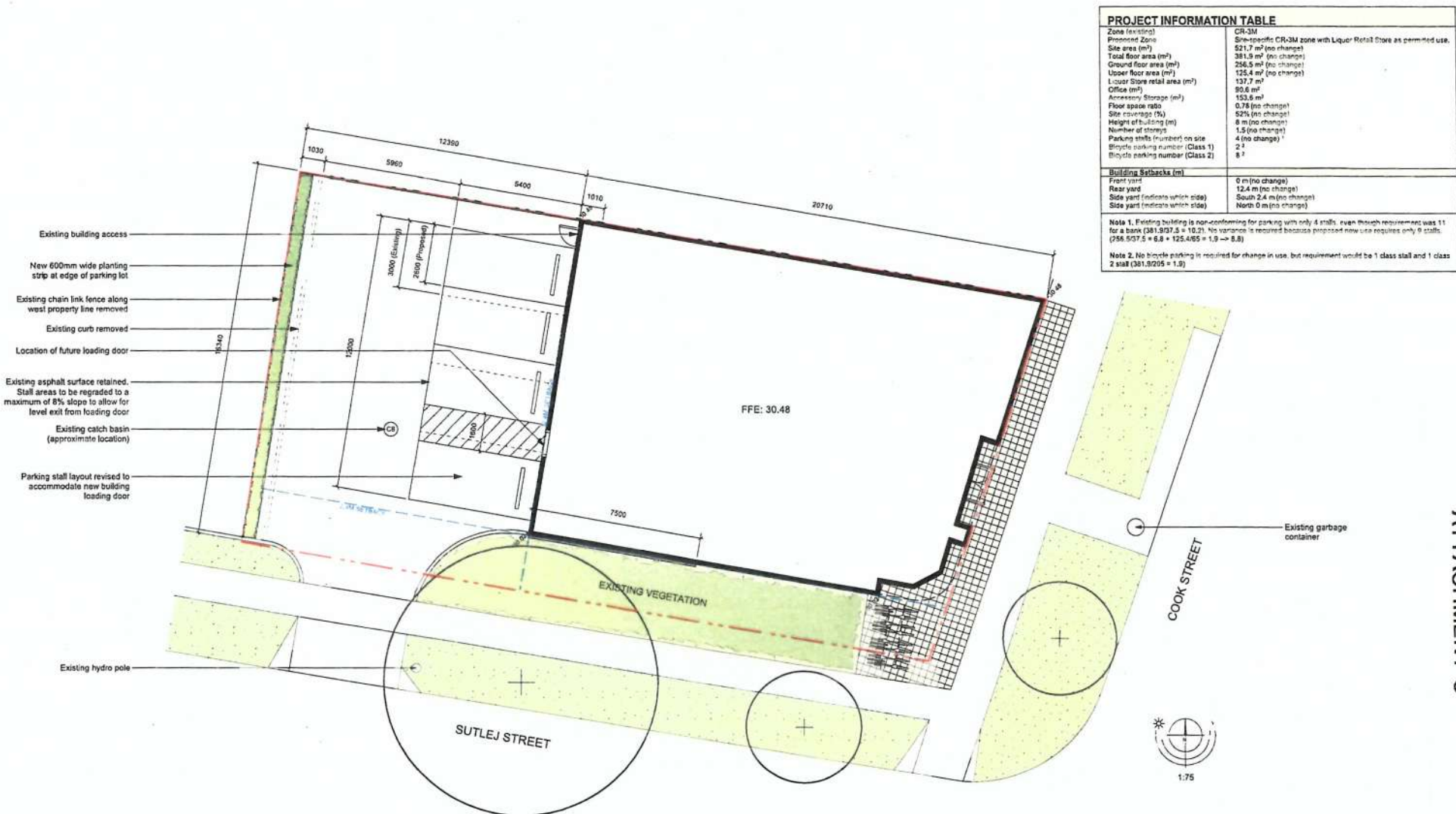
304 Cook Street
Rezoning No.00586






304 Cook Street
Rezoning No.00586





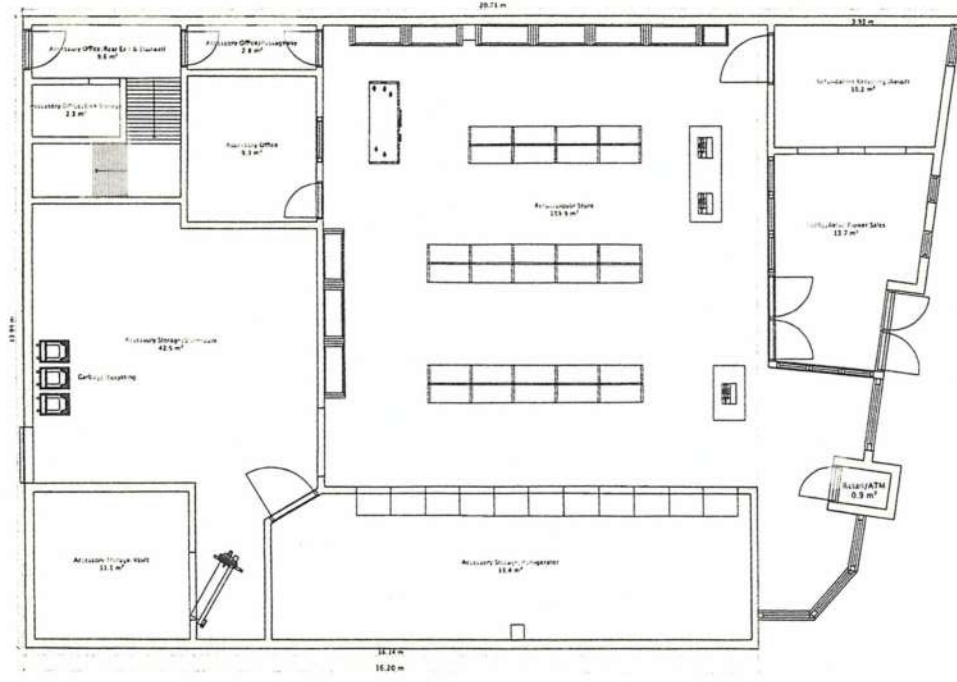
304 Cook Street | Site Plan



Revisions

Received Date:
July 10, 2017

Rezonning Application No. 00586 for 304 Cook Street (Fairfiel...



**SITE PLAN FOR PROPOSED
DEVELOPMENT**

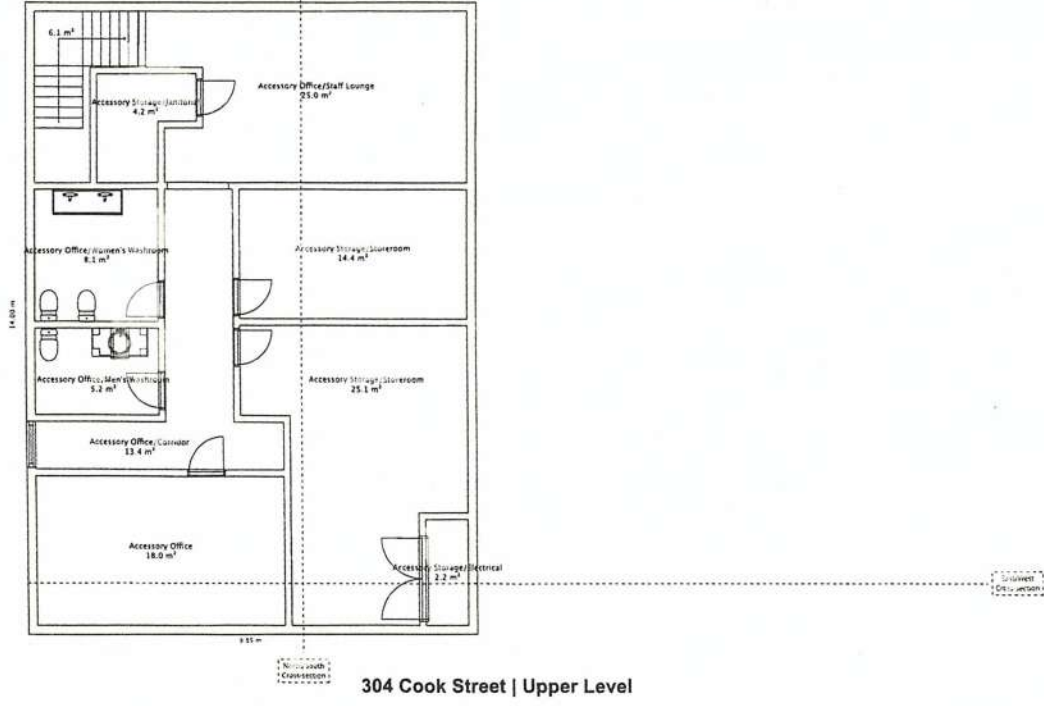
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A1.01
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COOK STREET LIQUOR -
REZONING PORPOSAL
304 COOK STREET, VICTORIA

IAN SCOTT, MCIP, RPP, LEED ND AP
Ian Scott Planning Services
ianscottconsulting@gmail.com
(c) 250.884.6202



Rayola
CREATIVE



Rayola
CREATIVE



IAN SCOTT, MCIP, RPP, LEED ND AP

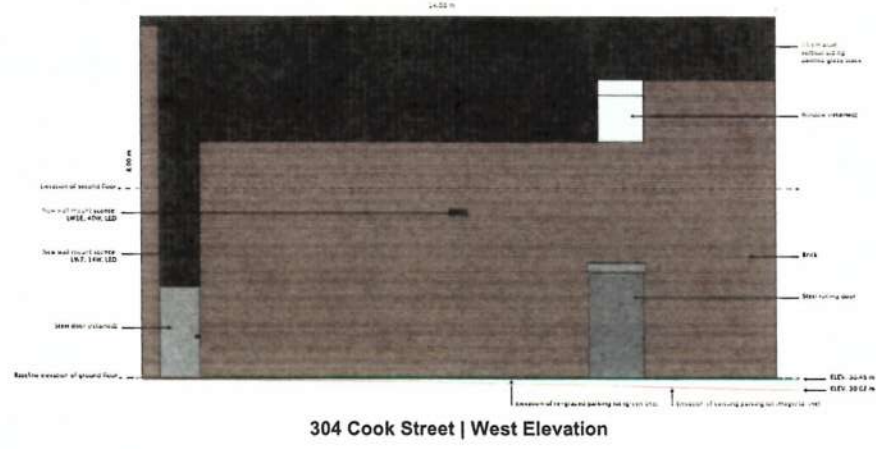
Ian Scott Planning Services
ianscottconsulting@gmail.com
(c) 250.884.8202

COOK STREET LIQUOR -
REZONING PROPOSAL
304 COOK STREET, VICTORIA

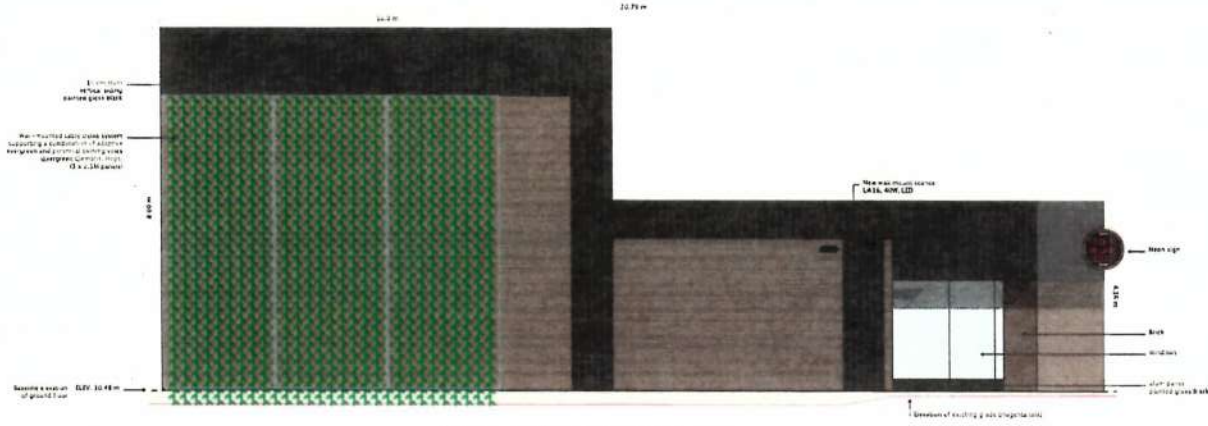
SITE PLAN FOR PROPOSED
DEVELOPMENT
APRIL 18, 2017

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304 Cook Street | West Elevation



304 Cook Street | South Elevation



SITE PLAN FOR PROPOSED
DEVELOPMENT

APRIL 18, 2017

A1.06

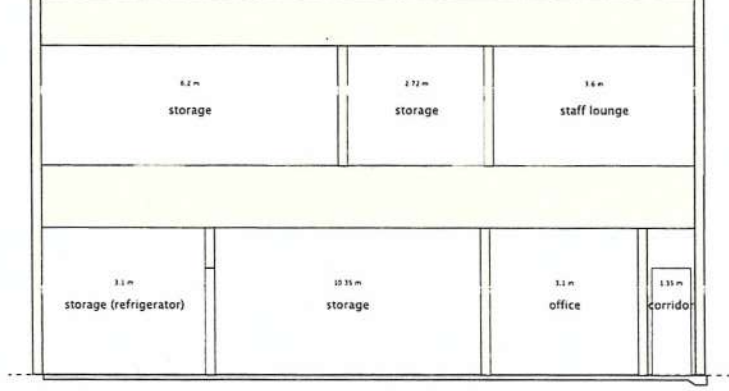
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COOK STREET LIQUOR -
REZONING PROPOSAL
304 COOK STREET, VICTORIA

IAN SCOTT, MCIP, RPP, LEED ND AP
Ian Scott Planning Services
ianscottconsulting@gmail.com
(c) 250.864.8202



Rayola
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304 Cook Street | North/South Cross-section

SITE PLAN FOR PROPOSED
DEVELOPMENT

APRIL 18, 2017

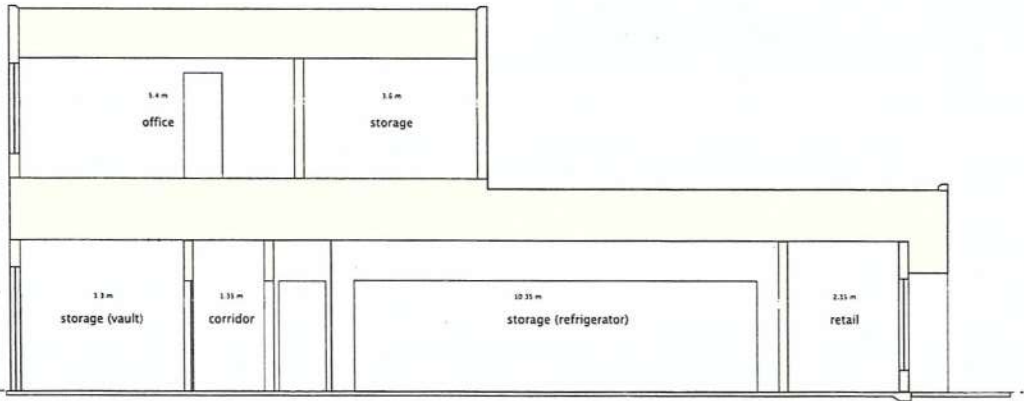
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COOK STREET LIQUOR -
REZONING PORPOSAL
304 COOK STREET, VICTORIA

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ianscottconsulting@gmail.com
(c) 250.884.8202



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304 Cook Street | East/West Cross-section



SITE PLAN FOR PROPOSED
DEVELOPMENT

APRIL 18, 2017

A1.09
SCALE: 1: 50

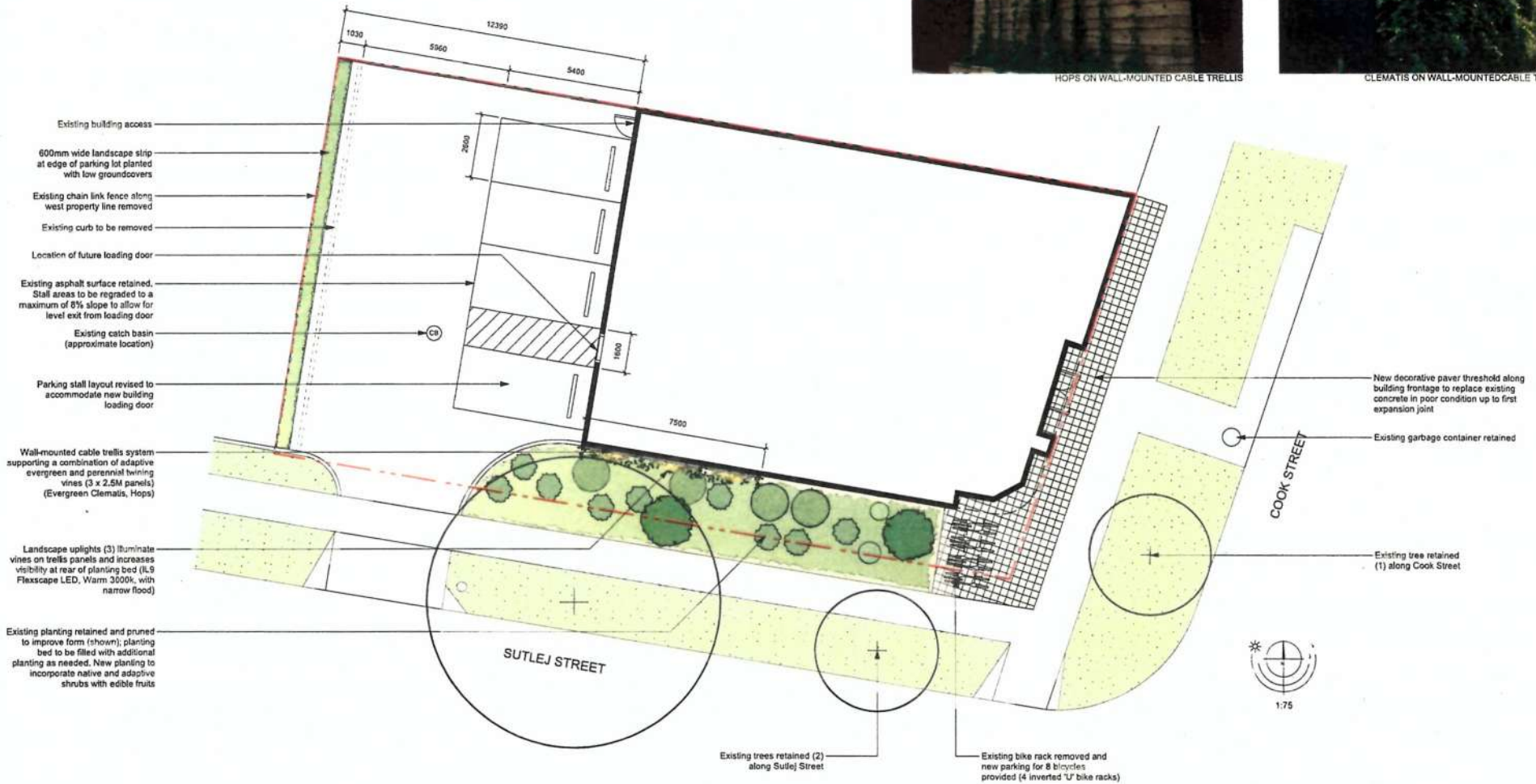
COOK STREET LIQUOR -
REZONING PORPOSAL
304 COOK STREET, VICTORIA

IAN SCOTT, MCIP, RPP, LEED ND AP

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ianscottconsulting@gmail.com
(c) 250.884.6202



Rayola
CREATIVE



304 Cook Street | Landscape Plan

3DS Ventures Inc.

DBA ~ Cook St. Liquor

June 30, 2017

RE: Rezoning / Development Permit Application for 304 Cook Street

Dear Mayor Helps and City of Victoria Council,

I am extremely pleased to be submitting a Rezoning and Development Permit Application to facilitate the relocation of the **Cook St. Liquor** from its current location at 109 - 230 Cook Street to 304 Cook Street, formerly the Royal Bank. We have been a key part of the Cook Street Village and active member of the Cook Street Village business community since 1998. The relocation gives our locally owned business a strong street-front location and improves and stabilizes our operations in the Village. We have heard nothing but positive support from the community who value the presence of our service in the Village and are excited to see the Royal Bank building repurposed so positively.

Our Application seeks to add as a permitted use *Liquor Retail Store* to the 304 Cook Street location and the issuance of a Development Permit to facilitate the following building and site improvements:

- Addition of an awning with lighting over the entrance of the store enhancing the prominence of the entrance and fostering a welcome feel.
- Painting of the metal cladding
- Addition of a signage and exterior accessed ATM to the front of the building
- Addition of a 6 new bike parking stalls at the front corner of the building, to increase the total to 8.
- Addition of an interior bike storage room for employees.
- Replacement of the cracking and mismatched paving at the front of the building with pavers that complement the palette already existing on the west side of Cook Street in the Village.
- Addition of a small loading door to the rear of the building to facilitate product deliveries.
- Reconfiguration and minor regrading of the rear parking lot to make the loading door accessible. This will also include removal of the yellow curb near the rear of the parking area to improve its functionality and appearance.
- Installation of wire trellis on the south wall of the building to grow hops seasonally and an evergreen clematis, which will soften and green this elevation.
- Addition of lighting on the building and feature lighting in the landscaping along the south side of the building to improve safety and add a welcoming presence.
- Infill plantings in the landscaping along the south wall including the addition of edible plants and bushes.
- Removal of the chain link fence and morning glory along the rear yard lot line of the parking lot and addition of a landscape strip with low plantings. The existing privacy fence screening the neighbouring residential property will remain.

History in the Cook Street Village

Our company has operated a liquor retail store in Cook Street Village since 1998. In 2007 a rezoning application was submitted to the City of Victoria to move the *Liquor Retail Store* zoning from 240 Cook Street to 230 Cook Street. Please note this was required because the 240 Cook Street project saw long delays and *Liquor Control* was insisting the license be activated or possibly confiscated, so the move to 230 Cook was requested. In February 2008 we received unanimous approval from council for the rezoning and the store opened at its current location on May 15th of that year. The City received 1,200 letters of support.

Another new location in the Cook Street Village

We are very excited by our planned relocation and believe this is a positive for the neighborhood. There are few businesses that could make use of a bank building, but we are one. The former bank building will provide us with necessary security, along with badly needed space to receive goods within our store. Our current operations at 240 Cook Street require us to receive and process goods in the parking lot, which is a major inconvenience for our employees, patrons and our business neighbours. Additional retail space at 304 Cook Street will also give us the opportunity to offer a broader selection of products and services. Though we will continue to philosophically be a boutique store, the additional space will give us more flexibility to showcase and tell the story of the many small suppliers that we carry.

Our hours of operation will remain 10 am to 9 pm, as they have since we opened in 2008, with deliveries received during business hours. We will also have a small, dedicated recyclables receiving area in the front lobby (we *must* receive recyclables as per *Liquor Control* requirements). We can impose limits as to what we receive and for our operations this means we only take a maximum of 24, recyclables must be clean and no sorting is allowed in the store. We will balance that use with the sale of wholesale flowers (individual stems rather than bouquets). Just as someone might like to return a few empties and pick up a selection of beer, we believe the purchase of a bottle of wine and bouquet of flowers is the perfect complement.

City of Victoria Policy

The Official Community Plan designates Cook Street Village as Large Urban Village that includes ground-level commercial and community services that reinforce the sidewalk. A community serving Cook Street Liquor fits that definition perfectly. While we recognize there is disappointment at the loss of the Royal Bank from the neighbourhood, no other financial institution has stepped up to use this location given the trend in banking services and reduced store-fronts. **Cook St. Liquor** is alternative commercial and community serving operation that can take advantage of the unique, high-security design features of this building.

Our Application has followed the requirements of the City of Victoria *Liquor Retail Store Rezoning Policy* and our application meets this policy in every respect:

- We held a noticed meeting with the Fairfield Gonzales Land Use Committee on April 27th, 2017 and received only positive comments.

- We have petitioned the neighbouring properties and received 16 responses, all positive.
- We provided a letter of Preliminary Approval from the Liquor Control and Licensing Branch.
- We are locating in existing commercial building, with street-front access, while making improvements to the existing store-front.
- The location is more than 200m from a school
- The location is more than 200m from another liquor retail store. While 240 Cook Street would remain zoned for a liquor retail store (unless the City elected to initiate a rezoning of that site), *Liquor Control and Licensing Branch* regulations prohibit stores from locating within 1 km of each other.
- The size of the liquor retail store is less than 275 m². The area of the ground floor dedicated to retail and accessible to the public is only 137.7 m². The remaining ground floor is storage and a small office (118.8 m²) and with the upper floor a mix of office and storage spaces (125.4 m²).
- There are four vehicle parking stalls located to the rear of the building that will be dedicated as 15 minute parking stalls. So while this is less than the maximum specified by the zoning bylaw for the mixed liquor retail store / office uses, the change of use from a bank requires no increase in parking. Moreover, the *Liquor Retail Store Rezoning Policy* recognizes that a Liquor Retail Store may require less than the maximum specified by zoning in walkable locations such as the Cook Street Village. We are also improving the services for cyclists, both patrons and employees, which helps to reduce vehicle parking requirements.
- The building has been assessed against the CPTED guidelines and we are making changes to the landscaping area (pruning, addition of lighting) and installation of security camera for the rear of the building. These changes will mean compliant site with such features as landscaping that provides no hiding spots, lighting for the rear parking lot and rear service entrances, security camera for staff to monitor this area more readily and a window that overlooks rear parking area for natural surveillance, a well-lit front entrance visible from the interior of the building with direct connection to the sidewalk, and bike parking located in a visible corner location with passive natural surveillance opportunities from both public spaces and inside the building

In the nearly 10 years we have been in our current location, Cook St. Liquor has been positively received by the community, and we are anticipating a seamless transition to the new space. We take being a good neighbour seriously and it's our hope that we can count on Council support. We are proud to be a part of this community and a freestanding building with Cook Street frontage will finally give us the anchor location within the Village that will both satisfy and serve our patrons, and be a significant asset to the Village and community at large.

Sincerely,



Glenn Barlow, President
3DS Ventures Inc.

Fairfield Gonzales Community Association Land Use Committee

Community Meeting Report:

Cook Street Liquor Store

Applicant Glenn Barlow, as cook street Liquor Store
Rezoning from Retail zone to Liquor retail zone

Meeting was held on Monday April 21st, 7PM at The Fairfield Community Place

Chair: David Biltek

Note Taker: various members of the CALUC

Attendance: 5

Glenn Barlow, applicant spoke about the new store and how it would change their operations and how they intended on using the space. He indicated it would ease deliveries for the store and surrounding businesses and in the new location would provide more space for delivery of goods, with less impact on neighbours, parking and traffic

Kristiane Baskerville Secretary of The Cook Street Village Business Association was present and advised that the association was “unanimously” in support of this re zoning application. She pointed out that Cook street Liquor and Glenn Barlow had long been associated with business activity in the area and always operated the liquor store appropriately and with no complaints. The association was eager to support the proposal

There were no concerns expressed by any neighbours, residential or business.

LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

I, Glenn Barlow, have applied to the City of Victoria for rezoning
print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) Edith Shantz

ADDRESS: 7-1060 Sutlej St

Are you the registered owner? Yes ☒ No ☐

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

☒ I support the application.

☐ I am opposed to the application.

Comments:

*It's with mixed feelings that I check the above
 box. Having lived here 25 years I've seen many
 changes in the village businesses. Yours must be the
 only one to be in these different locations - now
 considering the fourth. I can see why the bank
 building would be a good space for you and I'm
 certainly glad there's a possibility of it being used
 rather than demolished. While perhaps not having
 great heritage value, it has a unique personality
 and deserves to live on in the heart of the village.
 My main concern is the increase in truck traffic
 for your deliveries. With limited street parking
 and parking lot spaces, I can foresee increased
 congestion. This end of Sutlej St is feeling the heat
 of increasing retail spaces. Negotiating an exit
 from our drive can at times be quite hazardous!
 May 15, 2017 E Shantz
Date Signature*

*P.S: It will be good to see improved landscaping
 and maintenance of it. If you could manage to
 get rid of the morning glory on your fence - greatly*

LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

I, Glenn Barlow, have applied to the City of Victoria for rezoning
print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) CAROL O'FALLON

ADDRESS: #2-1060 SUTLEY ST.

Are you the registered owner? Yes ☒ No ☐

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

☒ I support the application. WITH CONCERNS BELOW

☐ I am opposed to the application.

Comments:

- CONCERNS: TRAFFIC & PARKING:
- 1) MOST OF THE DAY, NON-RESIDENTS, USING VARIOUS RETAILERS, FILL BOTH SIDES OF SUTLEY ST (EAST END ESPECIALLY) IN SIGNED RESIDENT ONLY PARKING. LIQUOR STORE CUSTOMERS WILL LIKELY DO SAME.
 - 2) SUTLEY ST. (NORTH) IS THE RECEIVING DOCK THROUGHOUT THE DAY FOR FREIGHT DELIVERIES (HORRIBLE SITUATION)
 - 3) ENTRY TO & EXIT FROM YOUR LOADING DOCK AREA COULD BE PROBLEMATIC DUE TO LACK OF TURN SPACE & ONE WAY TRAFFIC ON A 2 WAY ST. DUE TO (1) & (2) INTERSECTION OF COOK & SUTLEY IS OFTEN PROBLEMATIC
 - 4) CUSTOMERS PARKING ON PRIVATE PROPERTY OF 1060 SUTLEY ST.
 - 5) The enhanced landscaping, opening up the playground area will be a nice addition.

May 11/17
Date

Carol O'Fallon
Signature

LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

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print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) JANET LUNDMAN

ADDRESS: # 3 1060 Sutter St.

Are you the registered owner? Yes ☒ No ☐

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

☒ I support the application.

☐ I am opposed to the application.

Comments:

Putting solid + suitable
 buildings to different uses
 is a sensible and environmentally
 friendly way to enhance
 the appeal of Cook St Village
 for me. I'm all for this plan.

May 2/17
Date

JTB Lundman
Signature

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LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

I, Glenn Barlow, have applied to the City of Victoria for rezoning
print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) LANA FINE

ADDRESS: 211 - 270 Cook St

Are you the registered owner? Yes ☐ No ☒

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

☒ I support the application.

☐ I am opposed to the application.

Comments:

Growth in the Community
should be supported

I also enjoy your wine
selection

MAY 12, 2017
Date

[Signature]
Signature

Page 99 of 284

LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

I, Glenn Barlow, have applied to the City of Victoria for rezoning
print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) Louise McGillivray & Tim Hawont
 ADDRESS: #6 1060 Sutley St.

Are you the registered owner? Yes ☒ No ☐

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

☒ I support the application.

☐ I am opposed to the application.

Comments:

If it is operated in the same manner
as this existing store, we have no
concerns.

May 14 / 17
Date

Tim Hawont
Signature

C. Louise McGillivray
Signature

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Page 102 of 284

LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

I, Glenn Barlow, have applied to the City of Victoria for rezoning
print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) Lon Nagel
 ADDRESS: #305-1035 Suttles St, Victoria, BC
 V8V 2V9

Are you the registered owner? Yes ☒ No ☐

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

☒ I support the application.

☐ I am opposed to the application.

Comments:

Congratulations!

May 2/17
Date

Lon Nagel
Signature

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Page 105 of 284

LIQUOR RETAIL STORES REZONING POLICY

LIQUOR RETAIL STORE REZONING PETITION

I, Glenn Barlow, have applied to the City of Victoria for rezoning
print name
 of property, located at 304 Cook Street to permit a
subject property address
 retail liquor store.

The City of Victoria requires that all residents and owners of neighbouring lots be polled to determine the acceptability of the proposal.

Please review the plans and indicate the following:

NAME: (please print) MIDALTA INVESTMENTS LTD.

ADDRESS: 314 COOK ST. VIC.

Are you the registered owner? Yes ☒ No ☐

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


☒ I support the application.

☐ I am opposed to the application.

Comments:

WITH NO CHANGES TO NORTH ELEVATION.

May 2nd 2017.
Date


Signature

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Page 108 of 284



Cook Street Village Business Association Membership Application Form

165 Cook Street Victoria BC V8V3W9 Tel: 250-380-0324

E-mail: surroundingsathome@yahoo.ca Website: www.weneedsomething.csvba.org

April 27, 2017

David Biltek

Planning and Zoning Committee Chair Fairfield Gonzales Community Association

1330 Fairfield Rd

Victoria, BC V8S 5J1

Dear David,

The proposed RBC building has sat dormant now for six months and it is to the detriment of the village's image. It was purpose built and does not lend itself to many retail applications, without a complete overhaul. With such a prominent position within the village core, it is also important that the new tenant be someone that creates good flow for all the village merchants.

The liquor store can take advantage of the high security aspect of the building and as specialists in their field, already draws from outside the general area. It's really a perfect fit for an ugly duckling building.

Mr. Barlow has operated the only liquor retail outlet in the village since 1998 and originally had street frontage with Cook Street Village Wines, so this relocation is understandable and warranted. The Cook Street Village Business Association (CSVBA) unanimously supports the relocation of Cook St. Liquor to 304 Cook St.

Sincerely,

Garry Preston, Chairman CSVBA

On behalf of the CSVBA

RECEIVED

MAY 05 2017

230 COOK STREET HOLDINGS LTD.

May 4, 2017

City of Victoria
1 Centennial Square
Victoria, B.C.
Attention: City Council

Dear Sirs,

RE: Proposed Rezoning Application to relocate Cook St. Liquor from 230 Cook Street, Victoria, B.C. to 304 Cook Street, Victoria, B.C.

We have recently received notification that 3DS Ventures Inc. intends to submit a rezoning application to the City, which will relocate the liquor retail zoning designation from 230 Cook Street to 304 Cook Street.

We are the Landlord of 3DS Ventures Inc. and understand that we have the opportunity to voice our objections to the rezoning application by written submission to the City Council.

We have been informed by the Tenant that he wishes to move the liquor retail zoning along with the liquor license. We strongly object to this, as it is our intention to fill the unit with another liquor store tenant and to maintain the existing retail zoning designation for this unit.


It is our understanding that Commercial Zoning Bylaws will not allow for two liquor licenses in such close proximity (one city block apart). We believe that our location in the rear of the building with no street visibility is a location that is highly favorable for the City, as it has surface parking directly adjacent to the store to alleviate congestion in the area, and has had a liquor store on site for over twenty years.

We therefore object strongly to the rezoning proposal based on the above reasons and respectfully request that the license and zoning for this unit be maintained at their current location.

Please contact the undersigned, should you have questions or require additional information.

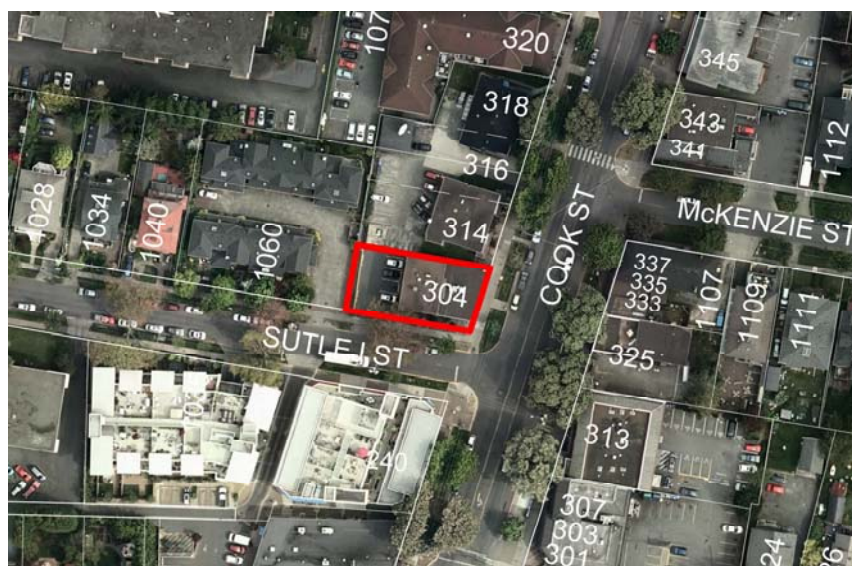
Yours truly,

230 COOK STREET HOLDINGS LTD.



Robert Perkins
Director

Rezoning Application for 304 Cook St



304 Cook Street – Cook Street Frontage



304 Cook Street – Suttlej Street Frontage



304 Cook Street – Rear



304 Cook Street – Front and North Side



314 Cook Street



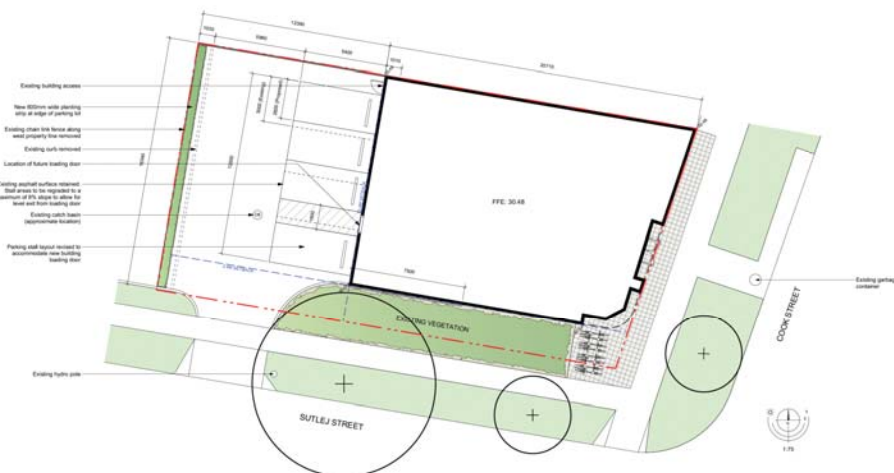
240 Cook Street



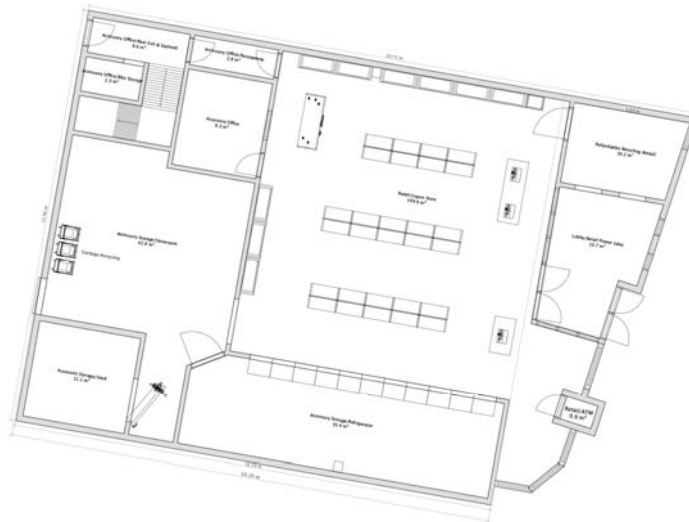
1060 Sutlej Street



Site Plan

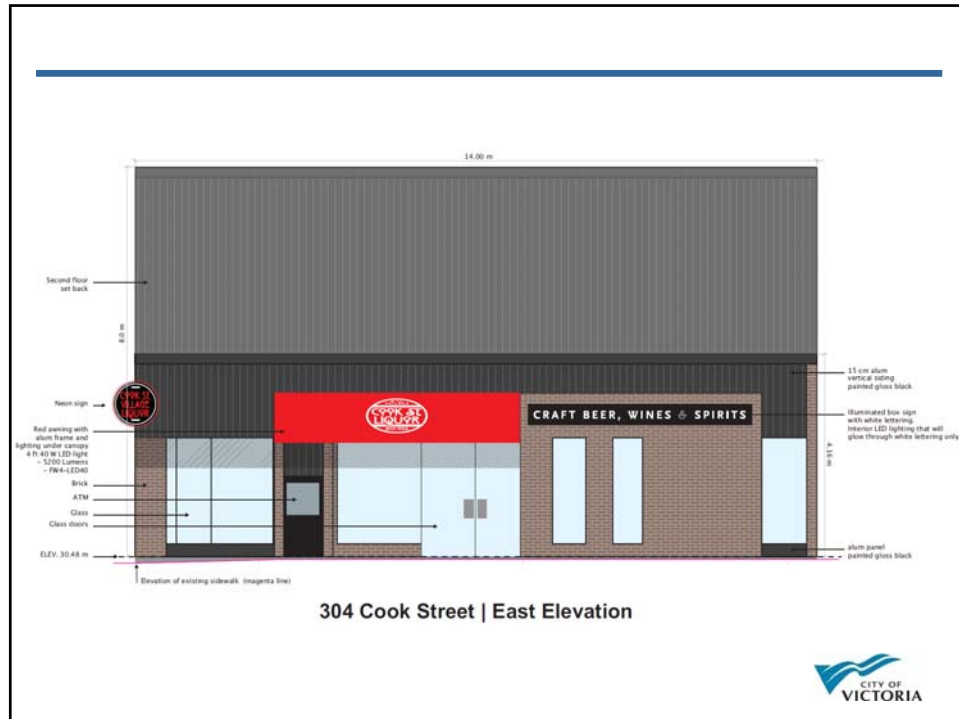


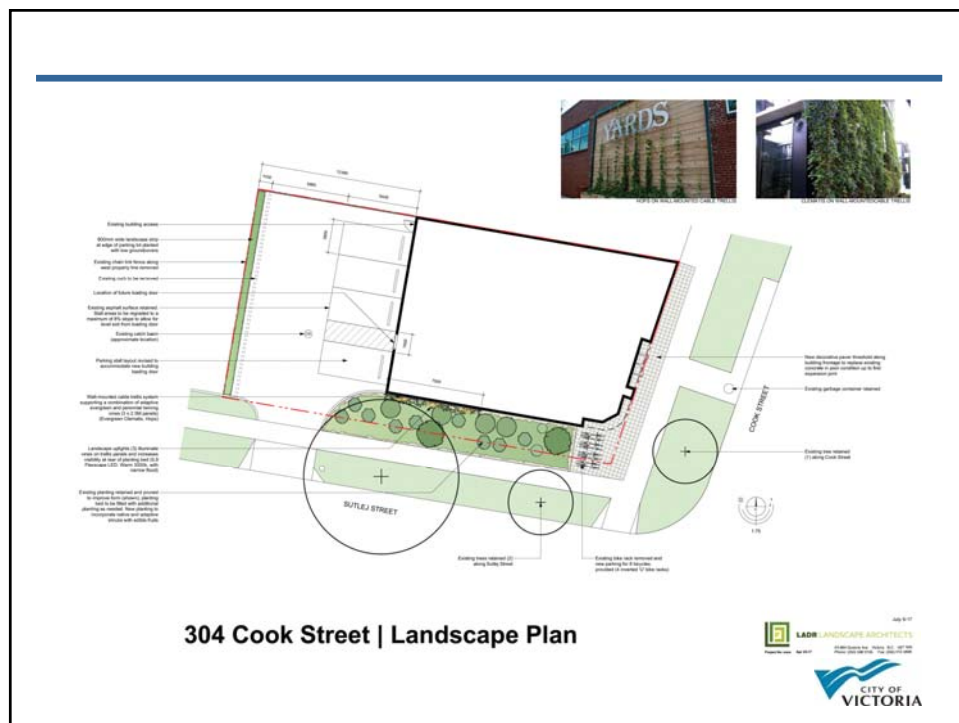
Main Floor



Upper Floor













Committee of the Whole Report

For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 21, 2017

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

Subject: Rezoning Application No. 00541 for 1068 Chamberlain Street

RECOMMENDATION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment(s) that would authorize the proposed development outlined in Rezoning Application No. 00541 for 1068 Chamberlain Street, that first and second reading of the Zoning Regulation Bylaw Amendment(s) 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 1068 Chamberlain Street. The proposal is to rezone from R1-G Gonzales Single Family Dwelling District to a new site specific zone to allow for a duplex with a secondary suite, through an addition onto the existing home. The Traditional Residential Designation in the *Official Community Plan, 2012* (OCP) envisions ground-oriented residential including single family, duplex and attached dwelling (3 or more units), but does not envision secondary suites in duplexes. However, this proposal supports many of the objectives in the Official Community Plan around housing affordability, sustainability and energy. Taking this all into consideration, staff recommend that Council support this Rezoning Application.

The following points were considered in assessing this application:

- either a duplex or attached dwelling is consistent with the Traditional Residential Urban Place Designation within the OCP; however, a duplex with secondary suite is not consistent within the Zoning Bylaw
- a two family dwelling with secondary suite would ensure the existing secondary suite would remain as rental, whereas, attached dwellings could be individually owned

that it retains the existing housing stock, and the addition keeps in scale of the neighbourhood.

BACKGROUND

Description of Proposal

This Rezoning Application is to rezone the property from R1-G Zone, Gonzales Single Family Dwelling District, to a site specific zone based on R-2 Zone, Two Family Dwelling District, to permit an addition of one unit onto an existing detached dwelling with secondary suite. With the new addition, the lot would have a duplex with secondary suite.

The following difference from the standard R-2 Zone is being proposed and would be accommodated in the new zone: allowing for a secondary suite when the principle use is two family dwelling. Additionally, variances are being proposed to parking location, combined floor area of first and second storey, rear yard, and minimum lot width. These variances will be reviewed in relation to the concurrent Development Permit with Variances Application No. 000488.

Affordable Housing Impacts

The applicant proposes the creation of one new residential unit, as well as retaining and renovating the existing secondary suite, which will remain as rental.

Sustainability Features

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

Active Transportation Impacts

The application proposes a bike room and two accessory buildings for residents and tenants, which supports active transportation choices.

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 characterised by mainly two-storey single family dwellings, duplexes, house conversions; and a six-unit, three-storey residential building directly adjacent. The lot is just south of Oak Bay Avenue which is designated as a Small Urban Village, characterized by commercial and mixed-used buildings.

Existing Site Development and Development Potential

The site is presently a one-storey dwelling with a secondary suite. Under the current R1-G

Zone, Gonzales Single Family Dwelling District the property could be developed as a single family dwelling with a secondary suite or garden suite.

Data Table

The proposal will be a site specific zone, based on the closest zone, R-2. The following data table compares the proposal with the R-2 Zone. An asterisk is used to identify where the proposal is less stringent than the zone that the site specific zone will be based on. The site specific zone would vary the use, and the Development Permit will vary parking location, maximum floor area on the 1st and 2nd floor, and minimum rear yard setback.

Zoning Criteria	Proposal	Zone Standard R-2
Site area (m ²) - minimum	709.39	555.00
Number of units		
Maximum	2	2
Secondary suites	1*	0
Density (Floor Space Ratio) - maximum	0.36 to 1	0.50 to 1
1 st and 2 nd storey floor area (m ²) - maximum	359.80*	280.00
Total floor area (m ²) - maximum	359.80	380.00
Lot width (m) - minimum	19.44	15.00
Height (m) - maximum	6.83 mid-point on hip roof 6.47 top of parapet on flat roof	7.60
Storeys - maximum	2	2
Site coverage % - maximum	36.00	40.00
Open site space % - minimum	55.60	30.00
Setbacks (m) – minimum:		
Front	7.39 building 4.61 steps	7.50 building 3.50 porch
Rear	10.26*	12.78
Side (north)	2.58	1.94
Side (south)	3.29	3.00
Combined side yards	5.87	4.50
Parking - minimum	2	2
Parking location	front*	side or rear

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Fairfield Gonzales CALUC at a Community Meeting held on October 20, 2016. Meeting minutes are attached to this report.

ANALYSIS

Official Community Plan

The property is located in the Traditional Residential Urban Place Designation within the *Official Community Plan, 2012 (OCP)*. This designation envisions ground-oriented residential buildings, including duplexes and attached dwellings (defined as a building designed for three or more residential units).

The OCP currently envisions secondary suites as legal rental suites to be located within single-family detached houses, as noted by its definition. However, the designation also envisions attached dwellings, which could be separately titled and owned. From a land use perspective, both options function the same; however, a duplex with secondary suite would meet the objectives set out in the OCP more closely, with respect to rental housing retention.

The OCP supports affordable home ownership by permitting residential rental units in primary structures, and having a range of housing choices for an inclusive and multi-generational community. These objectives are supported with this proposal, by the secondary suite providing a mortgage-helper and rental housing.

The OCP has objectives for the re-use of buildings, energy efficient design, and having onsite renewable energy generation. The proposal makes an addition to and upgrades the existing house to Passive House design standards, drought resistant plants, and utilizes renewable energy sources.

Gonzales Neighbourhood Community Plan

The property is located within the Residential designation in the *Gonzales Neighbourhood Plan*. The Plan encourages retention of existing housing stock, and additions that are sensitive to the neighbourhood. It also encourages secondary suites to provide more affordable housing and retain a diversity of housing.

Tree Preservation Bylaw and Urban Forest Master Plan

There is a protected Garry Oak tree on the neighbour's property to the south that has been reviewed by the consulting project arborist. Its trunk is 7 meters from the duplex foundation. It has a large overhanging canopy that may require some pruning of small limbs for building clearance of the proposed duplex. The pruning will not have a significant impact on the Garry Oak tree. Protection measures will be put in place during construction of the new home, for the critical root zone of this protected tree.

Parking Regulations

The parking is non-compliant with Schedule C(4) of the *Zoning Regulation Bylaw*. Parking is reviewed in the Development Permit with Variance report.

CONCLUSIONS

The proposal to rezone the property from the R1-G Zone, Gonzales Single Family Dwelling District, to a site specific zone based on the R-2 Zone, Two Family Dwelling District, would permit the construction of an additional unit. While attached dwellings (defined as three or more units) would be consistent with the OCP in the Traditional Residential designation, the proposal to include a secondary suite in a duplex (also three units, but one would be rental) is not envisioned in the *Official Community Plan, 2012* (due to the secondary suite definition), nor permitted by the *Zoning Regulation Bylaw*. However, defining it as a duplex with secondary suite ensures the retention of an already existing rental unit. Additionally, this proposal supports many of other OCP objectives around sustainability and energy, and affordable housing. Taking this all into consideration, staff recommend that Council support this Rezoning Application No. 00541.

ALTERNATE MOTION

That Council decline Rezoning Application No. 00541 for the property located at 1068 Chamberlain Street.

Respectfully submitted,



Chelsea Medd, Planner
Sustainable Planning and Community
Development Department



For
Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

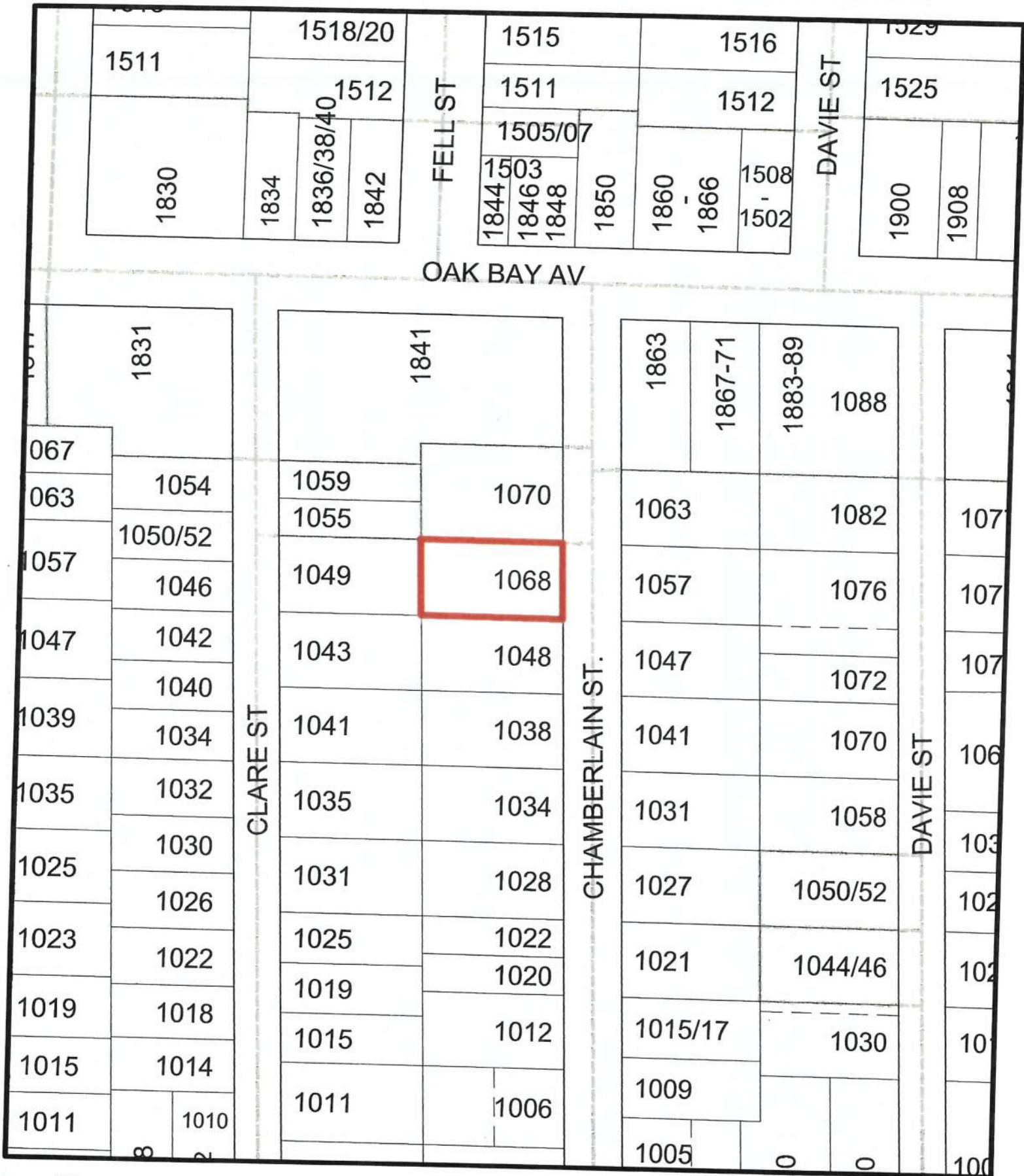


Date:

July 25, 2017

List of Attachments

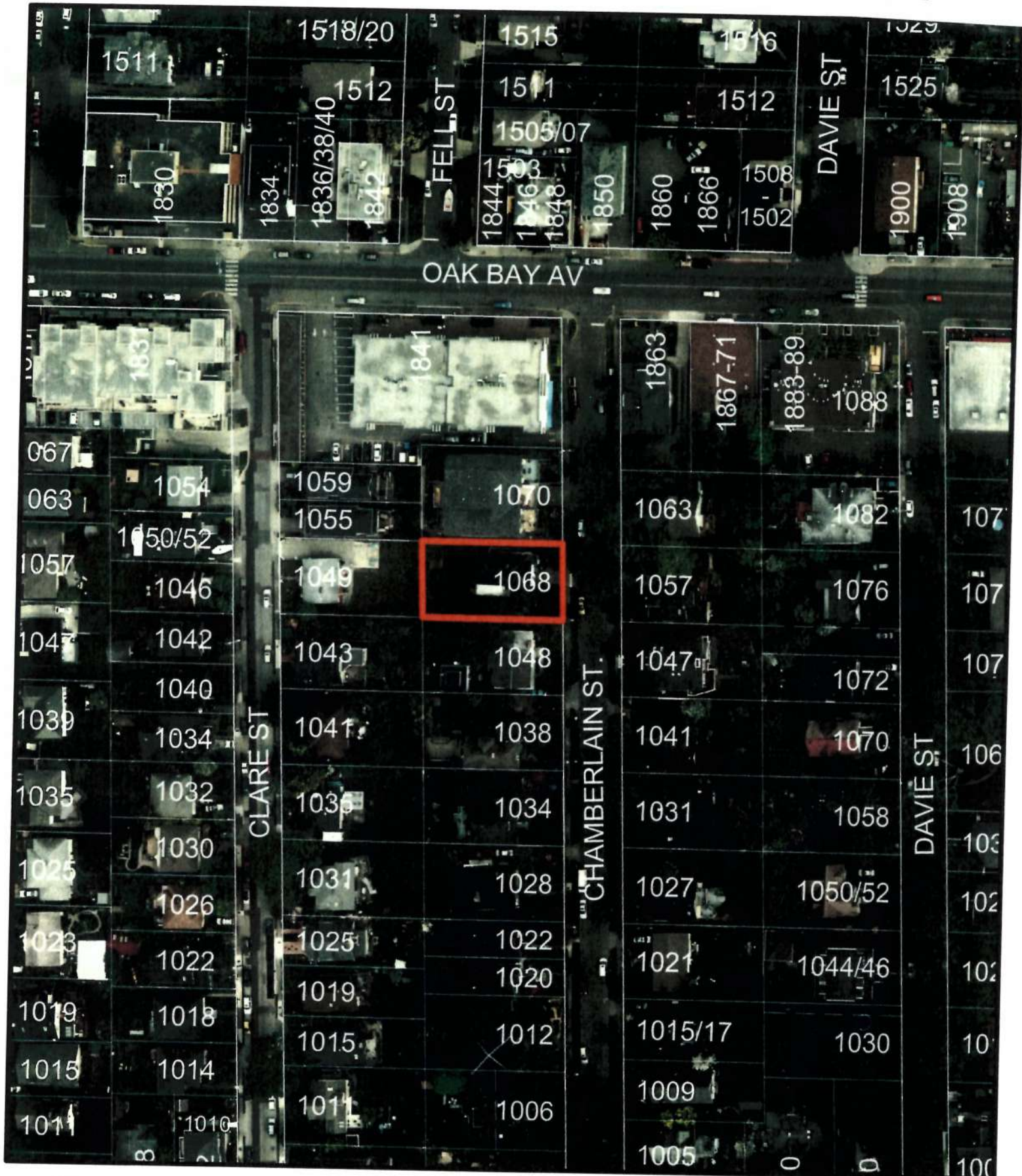
- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Plans dated/date stamped July 14, 2017
- Attachment D - Letter from applicant to Mayor and Council dated July 20, 2017
- Attachment E - Community Association Land Use Committee Comments dated October 20, 2016
- Attachment F - Correspondence (letters received from residents)



1068 Chamberlain Street

Rezoning No. 00541

Rezoning Application No. 00541 for 1068 Chamberlain Street (...)



1068 Chamberlain Street

Rezoning No 00541

Rezoning Application No. 00541 for 1068 Chamberlain Street (...)





CHAMBERLAIN LOW ENERGY DUPLEX

1068 CHAMBERLAIN STREET, VICTORIA, BC

DRAWING LIST

A001	SCHEDULES
A002	OVERLOOK STUDY
A101	SITE PLAN
A102	AREA PLANS
A103	ANALYTICAL RENDERINGS
A104	CONTEXT STUDY
A201	LOWER FLOOR PLANS
A202	UPPER FLOOR PLANS
A203	ROOF PLAN
A401	ELEVATIONS
A402	ELEVATIONS
A501	SECTIONS
A502	SECTIONS
L01	LANDSCAPE PLAN

Received
City of Victoria

JUL 14 2017

Planning & Development Department
Development Services Division



1370 Bedford Avenue
Nanaimo BC V9S 4A6
+1250.244.3765
www.markashbyarchitecture.com

CHAMBERLAIN LOW ENERGY HOUSE #2

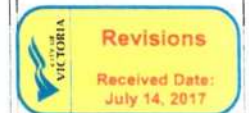
OWNER
Chris & Mary Mahoney
1068 Chamberlain Street
Victoria BC

DEVELOPMENT CONSULTANT
MAE Consulting
Victoria BC

ARCHITECTURE
Mark Ashby Architecture
1370 Bedford Avenue
Nanaimo BC

LANDSCAPE
Kara Smith Design
Nanaimo BC

CONSTRUCTION MANAGEMENT
Barrington Construction Ltd
Victoria BC



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Do not scale these drawings

No.	Description	Date
1	SUBVISION	FEB 7 2016
2	Revisions	JUN 25 2016
4	Revisions	MAR 1 2017
5	DP Revision	JUL 13 2017
6	DP Revision	JUL 12 17

Love-Mahoney
CHAMBERLAIN LOW ENERGY DUPLEX
COVER SHEET

Project number: 2015 006
Date: JULY 25, 2016
Drawn by: MA
Checked by: MA
A000
Scale: As indicated

TREATED FLOOR AREA SOUTH HOUSE			
Number	Name	Area	AREA (sqm)
B1.1	DEN	81.5F	7.53
B1.2	PANTRY	22.5F	2.09
B1.3	DINING ROOM	129.5F	12.00
B1.4	LIVING ROOM	185.5F	15.37
B1.5	POWDER & LAUNDRY ROOM	41.5F	3.79
B1.6	KITCHEN	254.5F	15.93
B2.1	CLOSET	9.5F	0.74
B2.2	BEDROOM	96.5F	8.88
B2.3	BATH	9.5F	0.74
B2.4	HALL	74.5F	6.89
B2.5	STAIR	54.5F	4.00
B2.6	LINEN	6.5F	0.52
B2.7	CLOSET	11.5F	1.06
B2.8	MASTER	203.5F	19.30
B2.9	CLOSET	18.5F	1.71
B2.10	BEDROOM	181.5F	16.49
B2.11	BEDROOM	136.5F	12.78

				WINDOW SCHEDULE						
WINDOW	TYPE	MARK	LOCATION	SILL	WIDTH	HEIGHT	W(in)	H(in)	AREA(sq.in)	COMMENTS
E11	HOPPER	2	DINING ROOM	2'-0"	2'-6"	6'-0"	0.762	1.824	1.395	
E12	TILT/TURN	3	DEN	3'-0"	2'-6"	6'-0"	0.762	1.824	1.165	
E13	HOPPER	4	STAIR	1'-1 1/2"	3'-0"	6'-0"	0.914	1.824	1.674	
E14	STAIR	5	STAIR	1'-11 1/8"	2'-0"	5'-0"	0.810	1.824	0.930	
E15	TILT/TURN	7	SUITE	1'-11 3/4"	2'-0"	6'-0"	0.810	1.824	1.116	
E21	FIXED	5	BEDROOM	2'-0"	6'-6"	4'-6"	0.981	1.372	2.721	
E22	TILT/TURN	7	BEDROOM	1'-0"	6'-0"	6'-0"	0.810	1.824	1.116	EGRESS
E23	TILT/TURN	10	MASTER BEDROOM	2'-0"	6'-6"	6'-0"	0.457	1.524	0.608	EGRESS
E24	FIXED	11	MASTER BEDROOM	2'-0"	3'-0"	5'-0"	1.067	1.324	1.028	
E25	OFFICE	12	OFFICE	1'-0"	6'-0"	5'-0"	0.967	1.524	1.028	
E26	TILT/TURN	10	OFFICE	2'-0"	1'-6"	5'-0"	0.457	1.524	0.608	
N11	TILT/TURN	1	SUITE BEDROOM	3'-0"	2'-0"	3'-0"	0.914	0.914	0.837	EGRESS
N12	TILT/TURN	1	SUITE BEDROOM	3'-0"	3'-0"	3'-0"	0.914	0.914	0.837	EGRESS
N13	TILT/TURN	1	FAMILY ROOM	3'-0"	3'-0"	3'-0"	0.914	0.914	0.837	
N14	TILT/TURN	1	FAMILY ROOM	3'-0"	3'-0"	3'-0"	0.914	0.914	0.837	
N21	AWNING	1	LIVING ROOM	4'-0"	3'-0"	3'-0"	0.914	0.914	0.837	
N22	AWNING	1	DINING ROOM	4'-0"	3'-0"	3'-0"	0.914	0.914	0.837	
N23	AWNING	1	KITCHEN	4'-0"	3'-0"	3'-0"	0.914	0.914	0.837	
N24	FIXED	12	LIVING ROOM	1'-0"	6'-0"	6'-0"	1.824	1.824	3.349	
S13	KITCHEN	14	KITCHEN	1'-0"	6'-0"	6'-0"	1.524	1.824	2.791	
S14	TILT/TURN	7	KITCHEN	1'-0"	2'-0"	6'-0"	0.810	1.824	1.116	
S15	KITCHEN	15	DEN	3'-0"	4'-0"	5'-0"	1.473	1.524	2.248	
S16	KITCHEN	15	DEN	1'-0"	6'-0"	6'-0"	1.824	1.824	3.349	
S17	TILT/TURN	7	KITCHEN	1'-0"	2'-0"	6'-0"	0.810	1.824	1.116	
S20	FIXED	15	MASTER BEDROOM	5'-0"	6'-0"	2'-0"	1.824	0.610	1.116	
S21	TILT/TURN	8	MASTER BEDROOM	5'-0"	2'-0"	2'-0"	0.810	0.610	0.372	
S22	FIXED	15	BATHROOM	5'-0"	2'-0"	2'-0"	1.524	0.610	0.930	
S23	FIXED	8	BEDROOM	5'-0"	6'-0"	2'-0"	1.824	0.610	1.116	
S24	TILT/TURN	7	BEDROOM	2'-0"	2'-0"	4'-6"	0.810	1.372	0.837	EGRESS
S25	HOPPER	15	BEDROOM	2'-0"	2'-0"	7'-0"	1.824	1.824	1.116	
W11	FIXED	14	LIVING ROOM	1'-0"	5'-0"	6'-0"	1.524	1.824	2.791	
W21	HOPPER	1	LANDING	4'-0"	2'-0"	3'-0"	0.914	0.914	0.837	TRANSOM
W22	KITCHEN	16	KITCHEN	1'-0"	6'-0"	6'-0"	0.810	1.824	1.116	
W23	FIXED	18	KITCHEN	1'-0"	4'-0"	6'-0"	1.219	1.824	2.033	
W24	TILT/TURN	17	DEN	1'-0"	2'-0"	5'-6"	0.610	1.676	1.028	EGRESS
W25	MASTER BEDROOM	18	MASTER BEDROOM	2'-0"	2'-0"	6'-0"	0.810	1.824	1.116	EGRESS
W26	FIXED	14	MASTER BEDROOM	1'-0"	6'-0"	6'-0"	1.524	1.824	2.791	

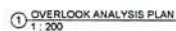
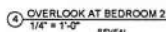
Project number	2015 00
Date	JULY 25, 20
Drawn by	Auth
Checked by	Check
A001	
Scale	

Committee of the Whole - 03 Aug 2017

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City of Victoria

JUL 14 2017

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Development Services Division**



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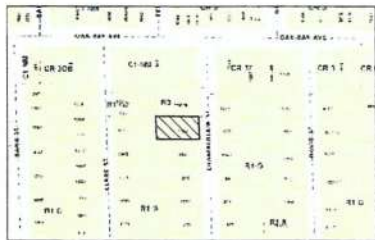
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Do not scale these drawings

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Love-Mahoney
CHAMBERLAIN LOW
ENERGY DUPLEX
OVERLOOK STUDY

Project number	2015 008
Date	JULY 25, 2016
Drawn by	Author
Checked by	Checker
A002	
Scale	As indicated



LOCATION PLAN

LOW-ENERGY DUPLEX

Address: 1068 Chamberlain Street
Legal: Lot 16, Section 74, Victoria District Plan 252
PID: 000-195-199

Existing zoning: R1-G

Proposed zoning: A2

Property area: 709.4 sq m

Property frontage: 19.44 m

Proposed:

The single family home will be replaced, renovated and expanded to include a second storey addition in the neighbourhood.

An attached two storey, single family addition will be constructed on the southern portion of the property.

The existing single storey, single family residence with basement will be raised, renovated and attached to include a secondary suite.

Both new and existing houses will be constructed to a high energy performance standard with the aim to achieve Passive House certification.

Area

Property area: 709.19 sq m
Frontage: 19.44 m

Basement level: 107.7 sq m

Main floor level: 107.7 sq m

Lower floor level: 70.2 sq m

Upper floor level: 74.2 sq m

Total area: 259.12 sq m (includes basement)

Floor: 0.30

Setbacks: Required: Proposed:

Front: 3.32 m 3.00 m (1.00 m)

Side: 3.00 m 3.00 m (1.00 m)

Rear: 3.00 m 3.00 m (1.00 m)

North Side: 1.95 m 2.58 m

South Side: 3.00 m 3.20 m

Combined: 4.95 m 5.57 m

Rear: 12.64 m 12.70 m

Rear Deck: 12.60 m 10.25 m

* 0.15 m allowance for exterior insulation

Excess projection into regulated setback: (0.75 m maximum)

Front porch: 1.10 m

Front of house: 0.11 m

North Side: 0.00 m

South Side: 0.20 m

Rear: 0.70 m

Height: Permitted: Proposed:

7.6 m 6.47 m to top of roof

6.82 m to end height of stepped roof

7.59 m to roof peak

Number of storeys: Two

Parking: Two stalls in front yard

Driveway: Three Class 1 in accessory buildings

Site Coverage: 29.4 sq m 254.21 sq m (36%)

Open Site Space:

Lot: 213 sq m 254.5 sq m (36%)

Rear: 81 sq m 191.5 sq m (78%)

Rear coverage: 91.4 sq m (22%)

Total number of units: 2 + secondary suite

Unit types: Three bedroom

Two bedroom + den

144 sq m 144 sq m

52 sq m 52 sq m

Total floor area: 35.0 sq m

All units ground framed

North accessory building:

Rear yard area: 155.56 sq m

Front area coverage: 21.58 sq m (14%)

Setbacks: 0.6 m 0.6 m

Height: 2.4 m 2.4 m

South accessory building:

Rear yard area: 35.87 sq m

Front area coverage: 8.91 sq m (2%)

Setbacks: 0.6 m 0.6 m

Height: 2.4 m 2.4 m

AVERAGE GRADE PER VICTORIA ZONING DEFINITION

HOUSE	EL1	EL2	LENGTH (m)	
A-S	20.02	19.95	15.21	304.17
B-C	19.95	19.88	5.54	110.36
C-D	19.88	19.81	1.05	0.00
D-E	19.81	19.74	3.53	69.39
E-F	19.74	19.67	1.07	20.83
F-G	19.67	19.60	0.78	15.01
G-H	19.60	19.53	1.01	20.27
H-I	19.53	19.46	1.01	20.27
I-J	19.46	19.39	1.41	25.26
J-K	19.39	19.32	1.45	9.61
K-L	19.32	19.25	18.01	363.26
L-M	19.25	19.18	3.81	77.19
M-N	19.18	19.11	1.06	21.41
N-O	19.11	19.04	1.26	24.86
O-P	19.04	18.97	1.03	19.27
P-Q	18.97	18.90	3.63	70.34
Q-R	18.90	18.83	1.03	0.00
R-S	18.83	18.76	1.45	29.68
S-T	18.76	18.69	0.54	10.34
T-A	18.69	18.62	4.62	92.61

Total perimeter: 69.88 m 1295.54

Average grade: EL: 19.87 m

Maximum permitted height: 7.80 m EL: 27.57 m

NORTH ACCESSORY: EL1 EL2 LENGTH (m)

A-S 20.02 19.95 3.65 75.07

B-C 20.02 19.95 1.00 0.00

C-D 19.95 19.88 1.08 100.43

E-F 19.88 19.81 1.03 20.49

G-H 20.02 19.95 1.03 24.79

I-J 20.02 19.95 1.03 100.43

Total perimeter: 19.52 m 305.83

Average grade: EL: 19.87 m

Maximum permitted height: 2.40 m EL: 22.68 m

SOUTH ACCESSORY: EL1 EL2 LENGTH (m)

A-S 20.02 19.95 2.44 49.40

B-C 20.02 19.95 1.65 33.79

C-D 20.02 19.95 2.44 49.40

G-H 20.02 19.95 3.65 74.14

Total perimeter: 12.16 m 240.74

Average grade: EL: 19.87 m

Maximum permitted height: 2.40 m EL: 22.68 m

Elevations shown above geodetic datum.



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DRAWING LIST

A001	SCHEDULES
A002	OVERLOOK STUDY
A101	SITE PLAN
A102	AREA PLANS
A103	ANALYTICAL RENDERINGS
A104	CONTEXT STUDY
A201	LOWER FLOOR PLANS
A202	UPPER FLOOR PLAN
A203	ROOF PLAN
A401	ELEVATIONS
A402	ELEVATIONS
A501	SECTIONS
A502	SECTIONS
L01	LANDSCAPE PLAN

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No.	Description	Date
1	SUBDIVISION	FEB 7 2016
2	Mapping	JULY 25 2016
3	Mapping Revision	Nov 17 2016
4	Mapping Revision	Mar 1 2017
5	GP Revision	June 16 2017
6	GP Revision	July 12 17

Love-Mahoney CHAMBERLAIN LOW ENERGY DUPLEX SITE PLAN

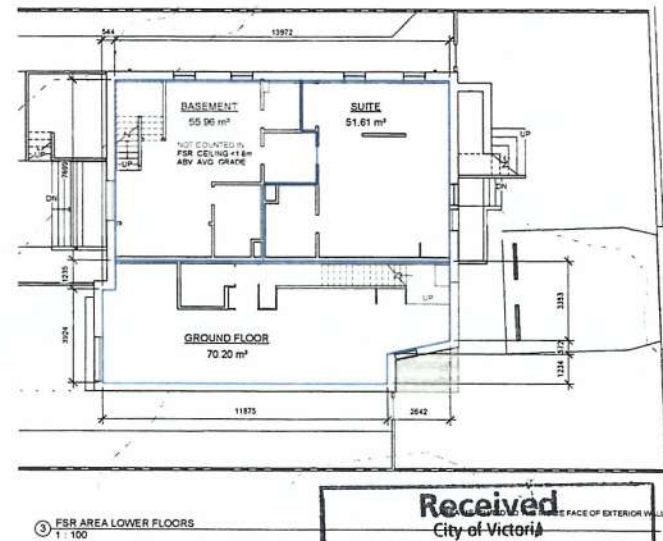
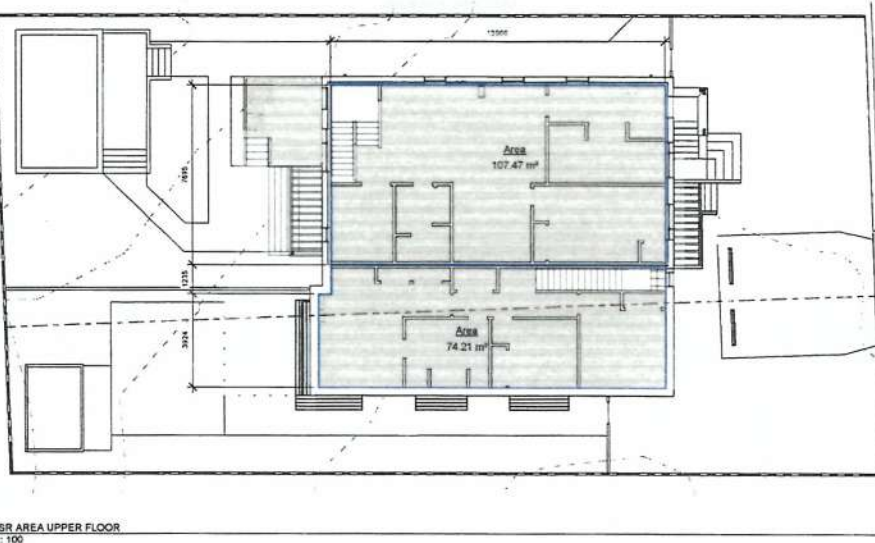
Project number	2015 008
Date	JULY 25, 2016
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Love-Mahoney
**CHAMBERLAIN LOW
 ENERGY DUPLEX**
 AREA PLANS

Project number	2015 008
Date	JULY 25, 2016
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A102	
Scale	1 : 100



Project name	2015 008
Date	JULY 25, 2016
Drawn by	MA
Checked by	MA
A103	
Scale	12" = 1'-0"

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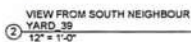
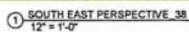
① ELEVATION COMPARISON
12" = 1'-0"



② BLOCK STREETSCAPE COMPARISON
1/2" = 1'-0"

Scale 17° @ 1"

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t 252 244 3705
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Love-Mahoney
CHAMBERLAIN LOW
ENERGY DUPLEX
RENDERINGS

Project number	2015 00
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Date JULY 25, 2016

Drawn by	MA
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Checked by	MA
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A105

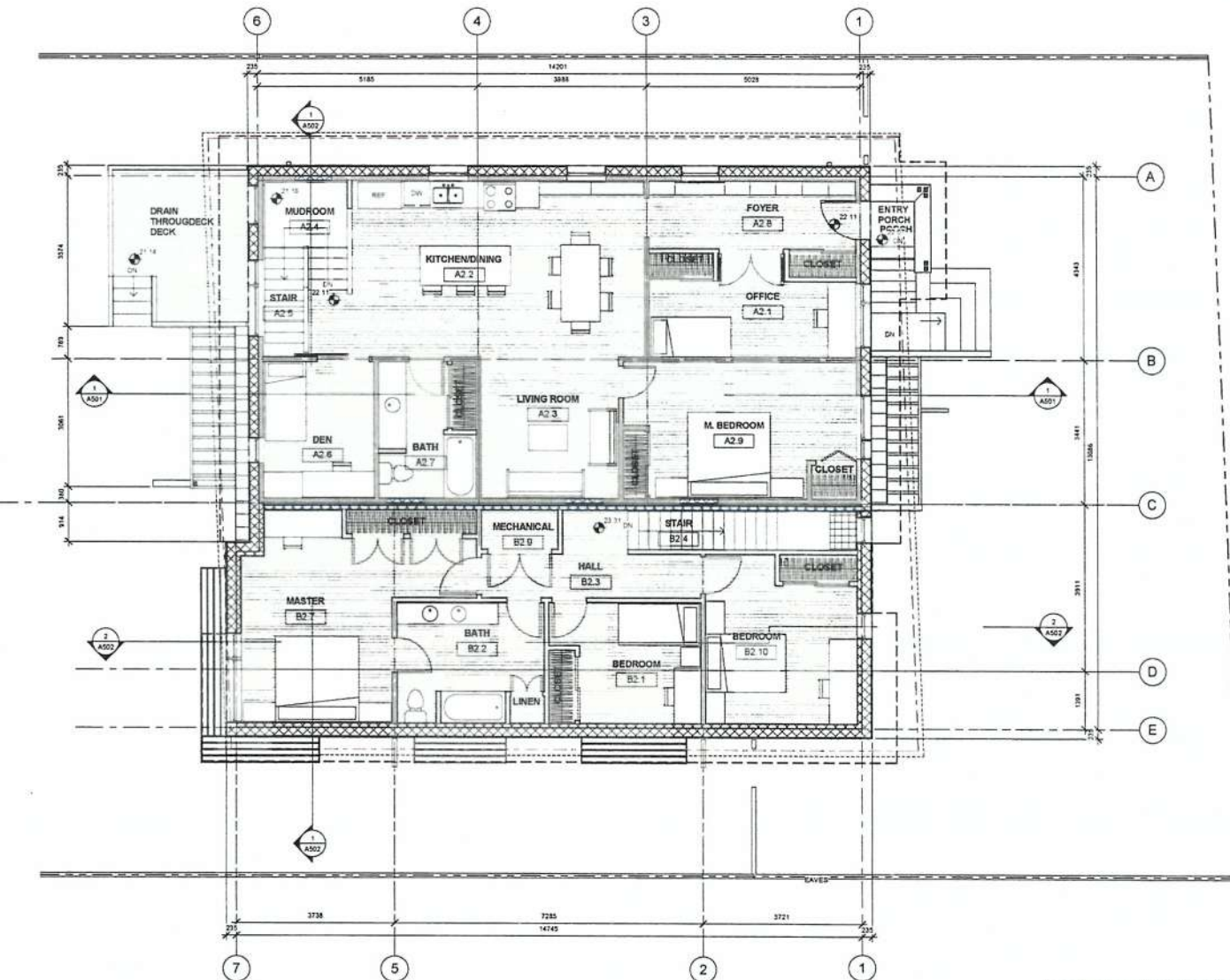
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1 UPPER FLOOR PLANS
1:50

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No.	Description	Date
1	Subdivision	FEB 7, 2016
2	Mapping	JULY 25, 2016
3	Mapping	JULY 25, 2016
4	Mapping	MAR 1, 2017
5	Mapping	JUNE 15, 2017

Love-Mahoney
CHAMBERLAIN LOW ENERGY DUPLEX
UPPER FLOOR PLAN

Project number: 2015.008
Date: JULY 25, 2016
Drawn by: MA
Checked by: MA
A202
Scale: 1:50

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Committee of the Whole - 03 Aug 2017



Clear finished wood accents at eaves and soffits in conjunction with native planting and dark siding finish.
DRAFT: James Ashby, Vancouver, BC



Dark horizontal siding with increased trim.
Revised: 15

ELEVATION NOTES:
PROPOSED GRADES ARE SIMILAR TO EXISTING EXCEPT WHERE NOTED ON ELEVATION DRAWINGS

EXTERIOR FINISH SCHEDULE

- 3.1 ARCHITECTURAL CONCRETE
- 5.1 BREAK-FORMED METAL GUTTER - GALVANIZED FINISH
- 5.2 STANDING SEAM METAL ROOF - GALVALUME FINISH
- 5.3 METAL FASCIA - GALVALUME FINISH
- 5.4 PRE-FINISHED METAL RAIN WATER LEADER - S.W. 7026
- 5.5 LOUVERED WINDOW SHADE
- 6.1 STRUCTURAL TIMBER VARIOUS DIMENSIONS
- 6.2 STRUCTURAL SELECT CLEAR FIR, CLS, STAIN FIN
- 6.3 SCREEN AND FENCE CEDAR CLEAR SEALANT FINISH
- 6.4 SOFFIT TAG CEDAR CLEAR SEALANT FINISH
- 6.5 SHIP-LAP CEDAR CLEAR FINISH 4" REVEAL
- 6.6 CEDAR DECK, CLS FIN
- 7.1 INVERTED BOARD AND BATTEN CEDAR SIDING 4"
- 7.2 REVEAL CLEAR STAIN FINISH S.W. 7026
- 7.3 PANEL SIDING WITH ARCHITECTURAL REVEALS, PAINT FINISH S.W. 7026
- 7.4 SHUDD SIDING
- 7.5 BUILT-UP ROOF MEMBRANE
- 7.6 VEGETATED ROOF
- 8.1 THERMALLY-BROKEN THERMAL WINDOWS AND DOORS
- 8.2 ALUMINUM S.D.-S.W. 7026
- 8.3 THERMAL DOOR WITH ACCENT COLOUR
- 10.1 PHOTOVOLTAIC SOLAR PANEL

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No.	Description	Date
1	Subdivision	FEB 7 2016
2	Revising	JUN 25 2016
3	Revising	JUN 25 2016
4	Revising	JUN 25 2016
5	TOP Revision	JUN 15 2017
6	TOP Revision	JUL 12 2017

Love-Mahoney
CHAMBERLAIN LOW ENERGY DUPLEX
ELEVATIONS

Project number 2015 008
Date JULY 25, 2016
Drawn by MA
Checked by MA
A401
Scale As indicated

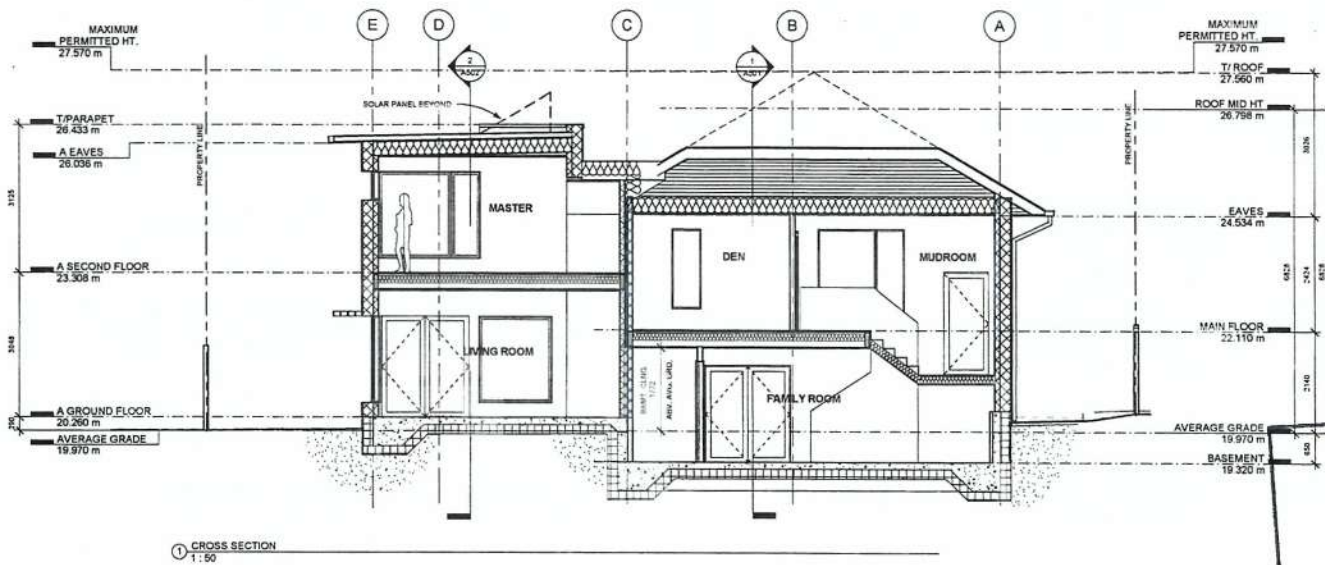
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Development Services Division



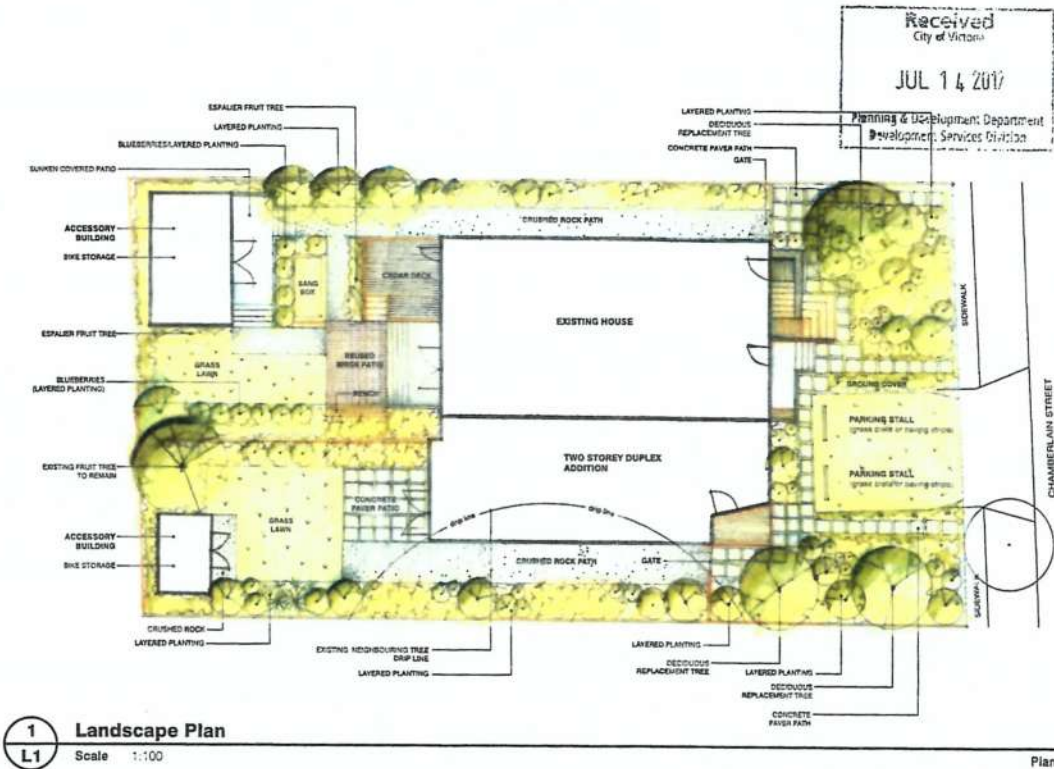




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Development Services Division

Committee of the Whole - 03 Aug 2017

PLANTING NOTES:	
Two existing fruit trees will be removed and replaced with: <ul style="list-style-type: none">• 2 espaliered fruit trees• 3 flowering dogwood• 4 service berry• 1 crabapple Plants chosen are primarily native species, drought tolerant, hardy, and provide necessary screening from neighbours.	
PLANT LIST:	
Deciduous Trees <ul style="list-style-type: none">Serviceberry (<i>Amelanchier canadensis</i>)Flowering Dogwood (<i>Cornus florida</i>)Crabapple (<i>Malus domestica</i>)Various Fruit Trees	Groundcovers <ul style="list-style-type: none">Kinkikivik (<i>Monarda mollis</i>)Wild Strawberry (<i>Fragaria virginiana</i>)SedumCreeper ThymeWild Ginger
Evergreen Shrubs <ul style="list-style-type: none">Strawberry Bush (<i>Fragaria virginiana</i>)Sail (<i>Salix caprea</i>)Dull Oregon Grape (<i>Mahoea aquifolium</i>)Evergreen Huckleberry (<i>Gaylussacia resinosa</i>)	Ferns <ul style="list-style-type: none">Japanese Painted Fern (<i>Polystichum pictum</i>)Autumn Fern (<i>Chromolaena odorata</i>)Lizantia Fern (<i>Adiantum species</i>)Sword Fern (<i>Polystichum species</i>)
Deciduous Shrubs <ul style="list-style-type: none">Saskatoon Berry (<i>Amelanchier canadensis</i>)Red Osier Dogwood (<i>Cornus stolonifera</i>)Heavenly Bamboo (<i>Alphonse-Karr</i>)Red Flowering Currant (<i>Ribes sanguineum</i>)Blueberries (<i>Vaccinium</i>)	Perennials & Grasses <ul style="list-style-type: none">Evergilt Sedge (<i>Carex acutiformis</i>)Lavender (<i>Lavandula angustifolia</i>)Maiden Grass (<i>Stipa tenuifolia</i>)Cornish Pasture (<i>Stipa tenuifolia</i>)Feather Grass (<i>Pennisetum setaceum</i>)Sage (<i>Salvia</i>)Shrewy Shrub (<i>Salix</i>)Blue Moor Grass (<i>Deschampsia flexuosa</i>)



KATE STEFIUK STUDIO
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kate.stefiuk@gmail.com

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NO.	DATE	ISSUE
1	16-11-14	FOR REVIEW
2	17-03-08	REZONING REVISION

PROJECT
CHAMBERLAIN
LOW ENERGY DUPLEX
1068 CHAMBERLAIN ST
VICTORIA, BC

LANDSCAPE PLAN

PROJECT LOW ENERGY DUPLEX
DB: KS CB: KS
SCALE VARIOUS
DATE 2017-03-08

L1

BC LAND SURVEYORS SITE PLAN OF:

Civic: 1068 Chamberlain Street

Legal - Lot 16, Section 74,
Victoria District, Plan 252

Parcel Identifier: 003-785-599 in the City of Victoria

LEGEND

Elevations are geodetic referred to Victoria Integrated
Survey Monument 15-109. (elev=22.506m)

- denotes - Water Meter
- denotes - Manhole - Sanitary Sewer
- denotes - Utility Pole With Light
- ##+ - denotes - existing elevation

Tree diameters are in centimetres.

Setbacks are derived from field survey.

Parcel dimensions shown hereon are
derived from Land Title Office records.

This document shows the relative location
of the surveyed features and shall not be
used to define property boundaries.

Site Area
709 m2

Plan 252

Scale - 1:150 Distances are in metres.



No.1070

Strata Plan 585

No.1068

No.1048

Chamberlain Street

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JUL 14 2017

Planning & Development Department
Development Services Division

July 17, 2015
File : 12,107 - 15
POWELL & ASSOCIATES
B C Land Surveyors
250-2950 Douglas Street
Victoria, BC V8T 4N4
phone (250) 382-8855

W-Sort
Inv=7.67
13=20.15
14=20.16
15=20.22

CHAMBERLAIN LOW ENERGY DUPLEX

July 20, 2017

To: Mayor Helps and Victoria City Council
Victoria City Hall 1 Centennial Square
Victoria BC V8W 1P6

Re: **Rezoning & Development Permit Application for 1068 Chamberlain Street**

Dear Mayor Helps and Victoria City Council,

This proposal is to modestly increase density in one of Victoria's most walkable neighbourhoods, in a manner that exemplifies efficient design and construction practices and respects the fabric of the existing established neighbourhood. The project is shaped by the following fundamental values:

- We believe that we have the skills, materials, and available technologies – *right now* - to build homes that are significantly more energy efficient, comfortable, healthy and long-lasting than most of what is being built today.
- We believe there is tremendous value in our existing homes and that there is much we can do to improve those as well.
- We believe that environmental outcomes are at least as important as financial ones.
- We believe that thoughtfully designed infill is critical to supporting a walking and biking culture.
- We believe that sustainable design is compact design.

Our goal is to create housing for 2.5 families that uses less energy than the existing single family home on the property. Our intention is to continue to live in the renovated existing house, with extended family in the suite, and to call this vibrant neighbourhood our home for the long-term.

Description of Proposal:

The proposal is to convert the existing single family home into a strata duplex with a secondary rental suite in one half. The design is sensitive to the existing single family character of the neighbourhood, maintaining the existing 100+ year old home while adding an attached duplex addition. The rental suite within the existing home's current footprint will keep that half of the duplex affordable to families and offer additional rental accommodation in the neighbourhood. The rental suite will not be a separate strata unit.

Design will follow Passive House principals (emphasis on super insulation, high performing windows, and airtight construction with no thermal bridging), with goals of achieving net-zero energy consumption, zero carbon emissions, and Passive House certification. We have retained a Passive House Certifier and can provide a letter of engagement, if requested, as evidence of our commitment. The Certifier will also complete an interim Design Stage Review to provide feedback prior to construction and to provide a degree of assurance that the project will certify if constructed as designed. This review can also be provided to the city if requested.

A 144 sq.m. (~1550 sq.ft.), 3-bedroom, 2-storey addition will be added to the south side of the existing home. The design is practical and compact, suitable for a family, and intended to be extremely comfortable and low impact. The location is highly desirable for its established character, natural beauty, proximity to high quality schools, and proximity to Oak Bay Avenue.

The existing 108 sq.m (~1160 sq.ft.) house + 108 sq.m basement will remain as the second half of the new duplex. It will be renovated following the same Passive House design principles, with a full upgrade to the

CHAMBERLAIN LOW ENERGY DUPLEX

exterior, foundation, plumbing, electrical and mechanical systems. The single storey + basement structure will be lifted 0.8 m to create a full height lower level, which will include the studio rental suite. The suite is intended as affordable, independent accommodation particularly suited to multi-generational living. Site specific R2 zoning is being requested to facilitate the addition of the suite in the duplex.



Figure 1: Southeast Perspective of Proposed Duplex Addition

Policy Support: Land Development and Management

The proposal supports the Official Community Plan (OCP)'s goal to create compact development patterns that use land efficiently. The proposal lot is large (709.4 m²) and is the third property south of Oak Bay Avenue, adjacent to a 6-unit townhouse on the north side and a single family dwelling on the south. Our proposal will create additional housing that supports walking to Oak Bay Avenue's "Small Urban Village" economic center. The property is also a short walk to bus stops and a short walk or bike ride to neighbourhood schools.

The addition of the suite to the existing house diversifies the range of housing options available in this Traditional Residential neighbourhood, creating an option for extended family to remain closely connected, access amenities within a short walk, and age in place.

The proposal supports the new (draft) Gonzales Neighbourhood Plan by maintaining the ground-oriented existing single family character of the immediate neighbourhood, while enhancing the diversity of housing via the addition of the rental suite and the new duplex addition.

The immediate neighbourhood is characterized by a mixture of single family homes, house conversions, and multi-family dwellings. Many of the houses in the area have rental suites and several are house conversions.

It has been suggested that City policy does not support suites in duplexes. However, the R-2 Two-Family Zone and the City's Duplex Guidelines predate the OCP. This proposal is entirely consistent with the

CHAMBERLAIN LOW ENERGY DUPLEX

objectives and policy direction of the OCP and the new Gonzales Neighbourhood Plan, which specifically identifies duplexes + suites as a desirable housing type. The OCP envisions a range of ground-oriented housing types that fit well within the existing neighbourhood fabric. This is what our proposal achieves and we trust our proposal is evaluated in the context of the City's most up-to-date and emerging policy.

Below is a map with current housing mix of properties immediately surrounding the subject property.



Figure 2: Housing types adjacent to subject property

Policy Support: Housing Diversity

This proposal also supports the OCP's objectives for Housing and Homelessness. While not targeted at the most vulnerable, this proposal enhances affordability while creatively regenerating and enhancing the existing housing stock.

Half of the duplex includes a mortgage helper suite, making ownership in this popular family neighbourhood accessible to a greater diversity of families. At the same time, it adds additional rental stock to this neighbourhood and creates an opportunity for multi-generational living and a diverse community.

Policy Support: Climate Change and Energy

The proposal supports all five of the City's strategic goals around climate change and energy, as follows:

1. Increased resilience to climate change, energy scarcity and costs: By applying Passive House principles, both the existing and new addition will use very little energy. Because of the emphasis on constructing an airtight and highly insulated building envelope, the homes will also remain comfortable year-round, with very little need for additional heating or cooling. In the face of a natural disaster, the homes will stay warm longer without power.
2. Both existing and new addition will be built solar PV ready and both will be all-electric. BC's hydro power supply has a much lower carbon footprint than combustion fuel. By building all-electric, both homes will also have the potential to generate and store all of their own power on-

CHAMBERLAIN LOW ENERGY DUPLEX

- site.
3. The homes are sited in a location where cars are not needed. All amenities can be accessed within a short walk. Downtown is accessible by a short bike or bus ride.
 4. The re-use and improvement of the existing building will reduce construction waste and reduce the need for raw materials. By renovating the existing house to a very high construction and energy performance standard, the life of this 100-year old house is extended indefinitely, while also creating a healthy, low-energy, low-carbon environment for its occupants.
 5. As outlined in 2. above, both sides of the proposed duplex will be solar PV ready as a minimum, increasing Victoria's clean, renewable, and efficient energy sources.

Neighbourhood Consultation:

Beginning in the fall of 2015, neighbours within and beyond the 100m radius were consulted. We had preliminary in-person conversations with over 55 neighbours from September 2015 through spring 2016. Preliminary plans for a small lot subdivision approach were shared and input received. Plans were also emailed to interested neighbours, including the Clare Street email list and the 6-unit townhouse email list. We also shared our blog documenting the project (stretchdeveloper.com). We discussed the small lot subdivision proposal at an informal meeting with the Fairfield Gonzales Community Association Land Use Committee in February 2016.

As a result of the concern voiced by some of our neighbours that there was insufficient space between adjacent properties, we elected to redesign for an attached duplex. This approach allows us to achieve our project objectives while doubling the amount of space between the building and its adjacent properties to the north and south.

Neighbour input also led us to move the parking from the rear of the yard to the front, using minimal permeable parking surface to accommodate the required parking area. While a variance from the R2 zoning, this strategy is consistent with R1-G Design Requirements for Single Family Front Yard Parking, and reflects a preference to maintain the greenspace in the rear yard. The rear yard is part of a nearly block-long stretch of back yard space that has no car access or paved area. See Appendix A. The parking design is intended to provide two parking spaces in as efficient manner as possible, and thereby preserving as much front yard green space as possible.

Landscaping has also been intentionally designed to provide screening and protect privacy, particularly with the neighbour immediately to the south of the new house. Landscaping includes the extension of the existing 6' fence and plantings to enhance privacy on both sides.

A noticed community meeting was held with the Fairfield Gonzales Community Association Land Use Committee on October 20, 2016. An estimated eight neighbours attended and several provided comments at the meeting, most of which were supportive. Points of support included the creative addition of modest density, the addition of the suite, the ambitious sustainability goals, and the design. Specific criticisms focused on minor design elements such as plantings between properties and roof shape.

Follow up from our neighbour to the south after the meeting raised a number of points including disliking the modern design of the addition, concern about privacy issues, and a dislike for the 3 units without a rationale. We believe we have addressed privacy concerns with the design of non-view windows on the second floor of the addition, as well as a 6-foot fence and plantings screening windows on the ground floor. Refer to the overlook study on drawing A002. We will continue to work with this owner in as constructive a manner as possible to resolve any remaining concerns. Redesigning from the small lot subdivision to the attached duplex approach was a significant change we undertook specifically in response to this neighbour's concerns.

CHAMBERLAIN LOW ENERGY DUPLEX

Because of our lengthy consultation process prior to the community meeting, we did not hear any criticisms at the community meeting that warranted major changes to the current design. Some minor changes have been incorporated to meet the city's submission requirements.

House Design:

Both the existing house renovation and the new duplex addition are designed to be extremely energy efficient; to use low embodied carbon and energy materials to the extent possible. The focus of the design is on Passive House principles – significant resources will be focused toward making the building envelope of both houses highly insulated and airtight. High efficiency heat recovery ventilators will be installed to ensure very high quality distributed ventilation air.

The renovation of the existing house respects and maintains the original form and roof line, while the addition is intentionally contemporary, simple and contrasting. This design strategy highlights the relationship between old and new. The design uses traditional materials, including cedar siding and stucco, that reference more traditional material choices evident on the block. Deep window reveals introduced by the thicker Passive House walls add visual interest and depth to the facade. The roof slope of the new addition is nearly flat, to minimize intrusion on neighbouring properties, facilitate the addition of solar panels, and allow maximum sun penetration to the north half of the duplex. These features, along with welcoming, street-facing entries for both halves of the duplex, adhere to the Neighbourliness Guidelines for Duplexes.

Refer to Appendix C for a description of the architectural rationale for the design.

Zoning:

The proposed duplex meets the R2 requirements with the following requested variances:

- A. Usage: From two-family dwelling to two-family dwelling with one secondary rental suite
Rationale: Rental suites are common in this area, as are multi-family dwellings. Given the proximity of Oak Bay Avenue and the surrounding mix of density, adding a suite within the existing building footprint adds one more affordable rental option in a highly desirable location. It makes the purchase of this half of the duplex more attainable to families of moderate income and allows the potential of families with young children to remain even as the space needs of their growing children increase. Furthermore, it supports the potential of a multi-generational living arrangement.
- B. Parking location: From rear yard to front yard
Rationale: This was a design change in response to neighbourhood input, and in keeping with the design of many houses on the west side of Chamberlain and the east side of Clare Street. The front yard parking design is consistent with the guidelines contained in the R1-G zoning, which seeks to minimize green space consumed for parking purposes. See Appendix B for examples of front yard parking in the immediate neighbourhood.
- C. Rear yard setback: From 12.78 m to 10.26 m
Rationale: This variance is to accommodate a rear deck and does not reflect an intrusion of the main structure into rear yard space. The front yard setback was required to allow for front yard parking, which taken together, facilitates overall preservation of green space on the property.
- D. First and second storey floor area: From 359.8 m² to 280.0 m²
Rationale: The existing house was raised to create a full height lower level and to enable addition of below slab insulation. Combined floor area is still well below the R2 limit, as is the overall building height.

CHAMBERLAIN LOW ENERGY DUPLEX

Project Benefits:

Economic:

- Locally owned and financed construction project
- Infill development supports economic vitality of the Oak Bay Village Small Urban Village

Social:

- Improved streetscape
- Addition of affordable rental housing (suite)
- Adaptive re-use of existing house for multi-generational living and aging in place
- Educational opportunities for sustainable construction practices
- Site selection that supports walking and biking culture

Environmental:

- Building retention and re-use
- Site selection that supports biking and walking
- Onsite stormwater management via the City's Rainwater Rewards Program
- Permeable paving for parking strips and patio space
- Landscaping that prioritizes edibles, natives and plantings with minimal irrigation demand
- High efficiency plumbing fixtures
- All LED lighting
- Site generated solar PV
- Ultra low energy consuming buildings (targeting net zero energy, zero carbon emissions, and Passive House certification)

Conclusion:

The proposed project prioritizes environmental sustainability, carbon reduction and energy efficiency. It creates a modest increase in density in keeping with the OCP's goal to provide additional housing in the city's most walkable/bikeable neighbourhoods. The design is sensitive to the existing single family character of the neighbourhood, adding a duplex addition that is appropriately scaled for the site, and maintaining the existing 100+ year old home while adding an affordable rental suite within its current footprint.

Thank you for your thoughtful consideration of this proposal.

Best Regards,



Christy Love and Matthew Mahoney
Owners/Occupants of 1068 Chamberlain Street

CHAMBERLAIN LOW ENERGY DUPLEX

APPENDIX A: Rear Yard Green Space



CHAMBERLAIN LOW ENERGY DUPLEX

APPENDIX B: Examples of Front Yard Parking in the Immediate Neighbourhood



CHAMBERLAIN LOW ENERGY DUPLEX

APPENDIX C: Architectural Rationale

The 1000 block of Chamberlain Street is comprised of an eclectic mix of character homes. Existing homes range from 1 to 2 1/2 stories in height and exhibit a broad range of architectural styles reflecting their year of construction. The majority of homes draw broadly on traditional house forms and materials including horizontal wood siding, stucco, and they generate visual interest with expressed massing and projecting roof fascia and eaves.

Existing houses reflect their unique history of addition and renovation work identifiable through changes in material and style.

Roof profiles are predominantly hipped and gable styles, often with complex dormers. Deep overhangs and eaves expressed with dentil patterns contribute to the character of the homes. Asphalt shingles are the dominant choice.

Authentic materials predominate with ornate timber posts and railings in conjunction with lapped wood siding, stone and stucco. Occasional insertions of brick and galvanized, corrugated metal add to the eclectic flavour of the neighbourhood.

Colour is used extensively in the neighbourhood with vibrant hues, contrasting trim and natural accents. Grades vary considerably along the block with several houses and front yards elevated above the grade of the street. The natural grade in the zone of the project is moderately flat.

Dense, mature landscaping is the dominant feature of the street. Several houses are virtually concealed by front-yard vegetation. Grass appears selectively in front yards along with a mix of bed planting, shrubs, mature trees, textured paved areas and natural rock.

The proposed house offers a contemporary interpretation of the patterns and forms of the street. The intention of this project is to honour the architectural legacy of the neighbourhood with homes that reflect contemporary values and design. This is achieved through sympathetic scale, texture and massing.

The **existing house** will receive new exterior insulation, windows and cladding. Additional wall thickness will introduce deep reveals at window and door openings, enhancing the rather flat façade of the existing house with deep shadow lines.

The existing shingle and stucco siding will be replaced with new stucco, similar to many homes throughout the neighbourhood.

The enclosed entry will be converted to a porch with a combination of stucco, stained timber columns and sealed cedar screen walls that reference natural materials used in similar ways throughout the neighbourhood.

The existing hipped roof will be re-clad with standing seam metal, chosen to extend the life of the roof and reduce the lifecycle environmental impact of asphalt shingles. The eaves will be extended to create a deeper shadow line that is more consistent with the neighbourhood. A sealed cedar soffit will visually connect the roof to the accent material used in fences and screens around the property.

The **duplex addition** stands two stories with a grade entry and flat roof. The linear shape is a response to the narrow property. The south side yard setback has been increased to mitigate impact on the neighbouring property and existing mature tree and to create useable yard space adjacent to the house. The roof, which presents a parapet to the street, projects to shade south facing windows while maximizing solar penetration to the existing house to the north.

CHAMBERLAIN LOW ENERGY DUPLEX

Front yard setbacks are aligned to adjacent houses. The characteristically shallow front yards of Gonzales contribute to the friendly character of the neighbourhood.

Similar to other houses in the neighbourhood, the massing of the new and existing houses will be expressed to create visual interest and to improve connection to the front garden and the street. In addition to deeply expressed windows and extended roof soffits, the entries of both houses are expressed with massing and materials. The projecting mass of the existing house's porch is enhanced with a projecting roof overhang, twinned timber columns and sculptural concrete steps. The lower entrance is defined with a shallow roof overhang and partially enclosed with a timber pergola. The alcove entry of the new addition is recessed, creating a sculpted massing of the house's façade and a semi-enclosed, landscaped courtyard entry. A large street-facing window announces the entry.

The addition will be clad with vertical cedar siding.

The houses are conceived together with their front yard landscaping. Entry, porch, stoop, windows, surface treatments, planting, fences and screens work together to create gardens that are beautiful, functional and seamlessly integrated with the homes.

Colour is chosen in the context of natural wood accents and front-yard landscaping of both houses. The dark French-grey hue mediates between the industrial sensibility of the metal roof and gutter and the natural tone and texture of natural wood, landscape and permeable paved surfaces. Vibrant colours are introduced in the glazed front doors of the houses and basement suite as a contemporary reference to the traditional use of colour in the street.



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

**Fairfield Gonzales Community Association Land Use Committee
Community Meeting October 20, 2016
Fairfield Community Place
1330 Fairfield Road**

Chaired by Corey Burger (acting vice chair) Heather Murphy and Alice Albert (recorders) Don Monsour (chair) Robin Jones, and Susan Kainer (members of CALUC).

Approximately 20 community members in attendance.

1068 Chamberlain

re zoning: from R1G single family dwelling to R2 two family dwelling. Existing home will be retained and renovated to remain as one storey home with basement, including a studio rental suite. New duplex addition will be a two storey home on grade (no suite). Both renovation and new half will use passive home design principles and strive for net zero energy consumption and zero carbon emissions

- Owners have spoken with 55 neighbours
- Existing house will be raised
- Passive house principles will be utilized
- New addition 1600 sq.'
- Solar net zero energy.
- Cedar siding for new house, cedar accents will be added to existing house.
- High importance will be placed on landscaping and will preserve as much green space as possible.
- Seeks 2 family zoning
- Move parking from back to front

1048 Chamberlain

- Side set backs? Response?
- Concern: Privacy: we will look at house outside our kitchen window. Will I be looking into their place and will they be looking into mine? What are the controls over what is proposed and what is actually built? I'm not crazy about the (flat) roof line. Exterior finish? Response: Vertical cedar siding. How high? Response: will be higher than current house by 2' but below maximum.

1031 Chamberlain

1330 FAIRFIELD RD. VICTORIA, BC V8S 5J1

Tel. 250.382.4604 Fax 250.382.4613

www.fairfieldcommunity.ca
place@fairfieldcommunity.ca

- View from back?
- Three new units but only 2 **parking** spaces will add to parking on Chamberlain which is already a problem with shoppers on Oak Bay.
- Two storeys without basement? Response: Yes.
- Boxy design, likes over all idea but with a softer design. Response: design keeps height low.

1 Briar Place

A brilliant design.

1034 Chamberlain

- Comment: Diversity of housing on the street exists from: arts and crafts, registered heritage, to townhouses built in the 70's. Enthusiastic about the **design**. My young family will be here for a long time.

1076 Davie Street

- Interesting proposal duplex triplex problematic.
- Design is horrible; doesn't work for me. Real concerns with design. Response: We did start with a different design.

147 Olive

- Refreshing that a proposal is seriously considering the environment; pleased environmental considerations balanced with form and function.

1034 Clair

- Design, juxtaposition is an attribute, brave.

1026 Clair Street

- Not a duplex, however, City of Victoria needs to reconsider policy. Nothing about the proposal worries me. We are going to do a flat roof (in reference to future remodelling of own home). Housing diversity is good

Unknown Address

- Purpose of work shop? Noise abatement (from work shop)? Response: Work shop will be used for carpentry; power tools will be used.

1027 Chamberlain

- Design not quite together; doesn't meld.
- **Traffic** problem already being close to Oak Bay.



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- Concern re construction being noisy and adding to traffic congestion.

An unidentified individual reminded participants this is a rezoning application (not about debating design) and council will decide the outcome. We have to give each other scope to occupy the land the way we wish.

Summary of Concerns and Views Expressed:

Concerns: re privacy for adjacent neighbour, increased traffic and subsequent need for parking.
Both appreciation and criticism of design expressed.


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ATTACHMENT F

Laura Wilson

From: David Nicholls [REDACTED]
Sent: Friday, Oct 21, 2016 3:26 PM
To: [REDACTED] planandzone@fairfieldcommunity.ca; Cloe Nicholls; Community Planning email inquiries
Subject: Proposal at 1068 Chamberlain Street

October 21, 2016

Good afternoon,

I was not able to attend the community meeting on October 20, 2016 with regards to the development proposal at 1068 Chamberlain Street.

I live at 5 – 1070 Chamberlain Street, which is a unit in the neighbouring property, and am very much in favour of the proposal.

The 6-unit townhouse complex where I reside is mostly owned and occupied by young couples and families. All of us feel very lucky to have found a lower-cost option for housing in very desirable neighbourhood. With houses on Chamberlain Street now in the million-dollar range, it is unlikely that any of us would be able to afford a house in the area. As a result, I welcome any proposal that will increase density and provide more affordable options for those of us who, one day, may wish to move to a slightly larger house in the neighbourhood.

The properties on Chamberlain Street are all fairly large, so I would suspect that the majority of the lots could handle a duplex addition. In this particular case, the owners at 1068 Chamberlain Street seem to have done their homework and are proposing a very thoughtful and well-suited addition to their property. I have also appreciated their efforts to keep all of their neighbours apprised of their efforts.

I support this project and hope that the City of Victoria will as well.

Thank you very much for considering my thoughts.

Sincerely,
Rezoning Application No. 00541 for 1068 Chamberlain Street (...)

David Nicholls

5 – 1070 Chamberlain Street

Laura Wilson

From: Marian [REDACTED]
Sent: Friday, Nov 11, 2016 12:42 PM
To: Christy Love
Cc: Laura Wilson; [REDACTED]
Subject: Fw: 1068 Chamberlain Street



PROPOSED REZONE
1068 CHAMBERLAIN STREET

Dear Christy and Matt. I am writing to you as a follow-up to the material you provided to us at the meeting of Oct. 20. You are not giving all the neighbours within 100 metres of your property all the facts and evading the issues

There are issues that don't seem to be resolved

A. You keep insisting the development is a duplex but with 3 units zoning at city hall says it is a triplex. Three units is not acceptable.

B. There are still privacy issues. Right at the beginning of the first proposed development you knew that privacy was very important to us. The two big windows on the south side of your new house are eye to eye with our big kitchen window where I do all my preparations for meals, etc.

C. The new build still does not conform to the existing house nor to the other houses on Chamberlain St. You have two completely different house styles together and the neighbours are not happy with that. Would like to see exterior finish being more compatible with the residences within the original 1910 streetscape. Could use shingles or lap siding rather than a more modern look. With the exception of our dwelling the vast majority of existing or upgraded dwellings on the street all have the same architectural theme. Your proposal does not work.

D. The two driveways are non compatible with the two parking spaces you have allowed on your property. There needs to be one parking spot for each unit, i.e. 3 parking spots. There is only one street access for vehicles allowed for a property. 2000 Chamberlain, corner of Brighton, has a garage and a driveway and the city has told the owner he can only use one.

E. Will there be City control over what is being proposed actually being what is built.

The above issues must be addressed before any building can be done.

Alex and Marian Piercy
1048 Chamberlain St.

cc:

1) Planning & Zoning Committee of Fairfield Gonzales Community Association

1330 Fairfield Rd. V8S 5J1 Don Monsour President/Interim Chair — —

- planandzone@fairfieldcommunity.ca .

2)LAWILSON@Victoria.ca

Laura Wilson

From: Christy Love [REDACTED]
Sent: Saturday, Nov 19, 2016 1:17 PM
To: Marian
Cc: Laura Wilson; DON MONSOUR; Matt Mahoney
Subject: Re: Fw: 1068 Chamberlain Street

Hi Marian and Alex,

Thank you for sending these comments. We provide responses to each item below. We'd also be happy to continue discussing in person.

A) Duplex with secondary suite: The distinction is that a secondary suite can only be rented. A triplex could stratified into three units each owned and sold separately, and we are emphasizing that this is not what we wish to do. The suite is being added within the footprint of the existing house, and it could be changed back into a single dwelling as our needs change over time. As you know, our plan is to create this space so that we can live as a multi-generational family.

B) Privacy: We take your privacy seriously and this is a key reason we shifted to this proposal from our original small lot approach. As we discussed after the community meeting, the plans include an extension of the existing 6 foot fence between our properties, along with plantings for additional screening. If you'd like, we can stand in the yard to envision where the new windows will be in relation to your kitchen window and discuss improvements that you think would help. The upper floor windows are high clerestory windows that allow light into the rooms but do not look down into your yard.

C) We appreciate your concerns, although house design (as in taste in clothes and art) is subjective, and our block includes an eclectic mix of house styles that reflects the years they were built or added to. We have chosen materials (cedar siding and accents, stucco) that are consistent with the neighbourhood, and designed the landscaping to tie in with the existing mature landscaping. The flat roof is intentionally modern and distinct from the existing roof line, but is also intended to limit the height next to your home; to enable addition of solar panels, and to allow more south facing light to reach the north half of our property.

D) As we are proposing a duplex with secondary suite (small and rental only), we feel two stalls is adequate, especially given that our location is so close to shopping, buses, bike routes, and other amenities that can be accessed without a car. Garden suites and secondary suites have no requirement for off-street parking in the City of Victoria.

We don't think our home will generate more cars than a large single family with large secondary suite - which is permitted as a right under the existing zoning - and would require only one parking stall. We could have included more space for car parking by putting a driveway to the rear-yard. However, we heard from you and other neighbours that they didn't want the backyard turned into parking (nor do we!). With our proposal we are trying to balance these different issues and priorities.

E) The City will issue a Development Permit which guarantees we build the buildings as per the Council approved designs.

We are available to discuss further as desired.

Best Regards,
Christy Love and Matt Mahoney
Owners/occupants 1068 Chamberlain

On Fri, Nov 11, 2016 at 12:42 PM, Marian [REDACTED] wrote:

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1068 CHAMBERLAIN STREET

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Alex and Marian Piercy
1048 Chamberlain St.

cc:

1) Planning & Zoning Committee of Fairfield Gonzales Community Association
1330 Fairfield Rd. V8S 5J1 Don Monsour President/Interim Chair —
- planandzone@fairfieldcommunity.ca

2) LAWILSON@Victoria.ca

Rezoning/DP Application for 1068 Chamberlain Street



Subject Site



1070 Chamberlain (North)

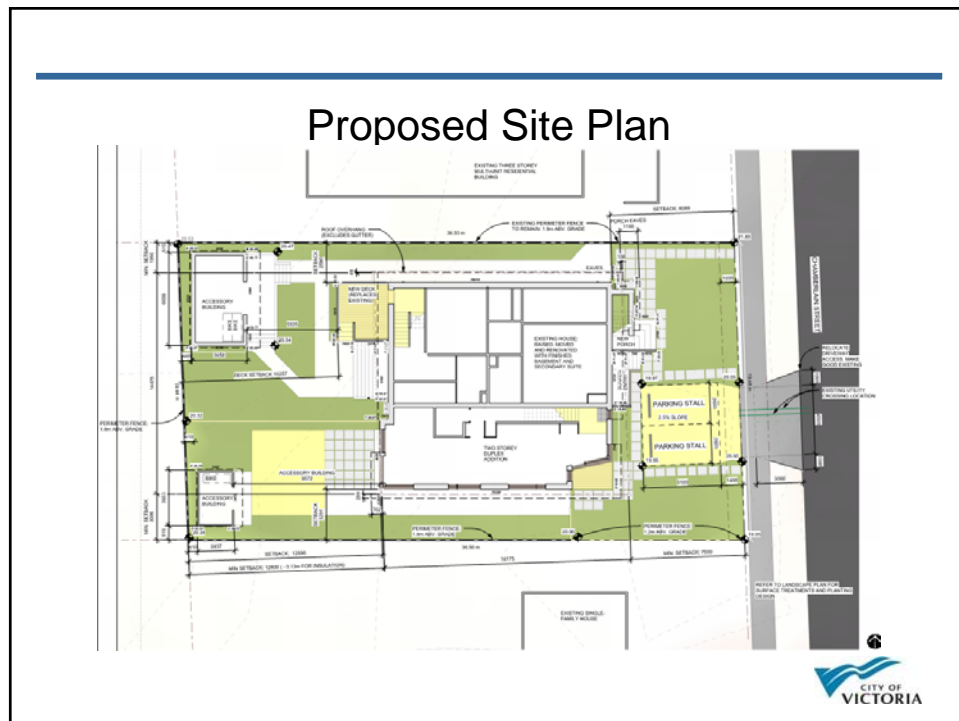
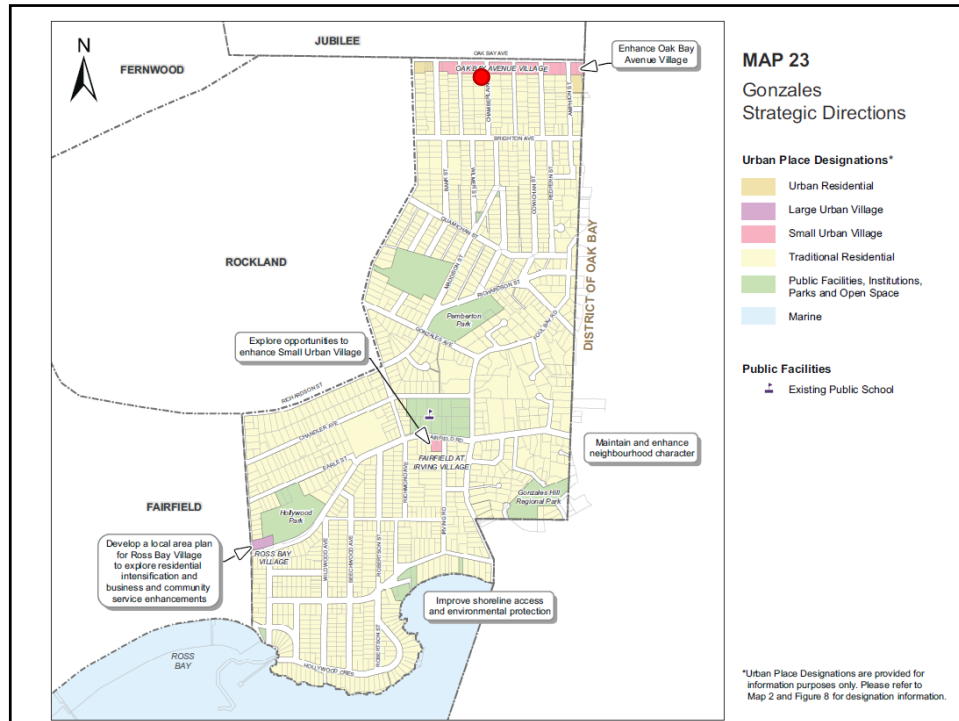


1048 Chamberlain (South)

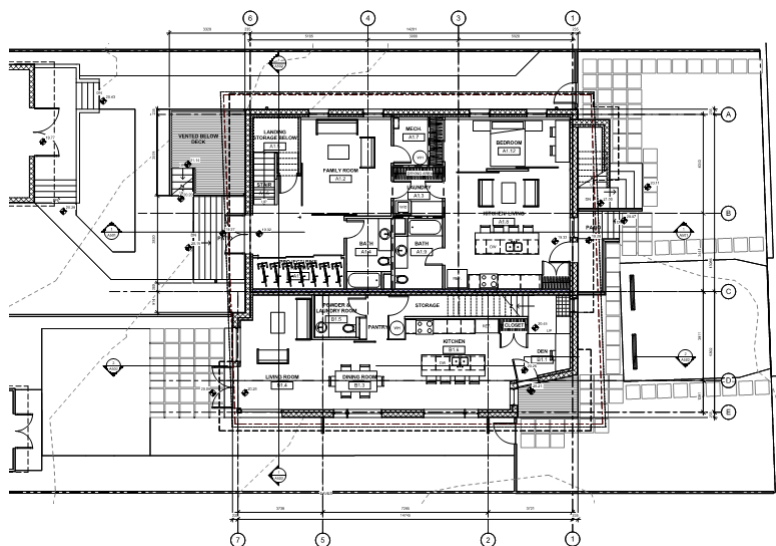


1063, 1057, 1047 Chamberlain (East)

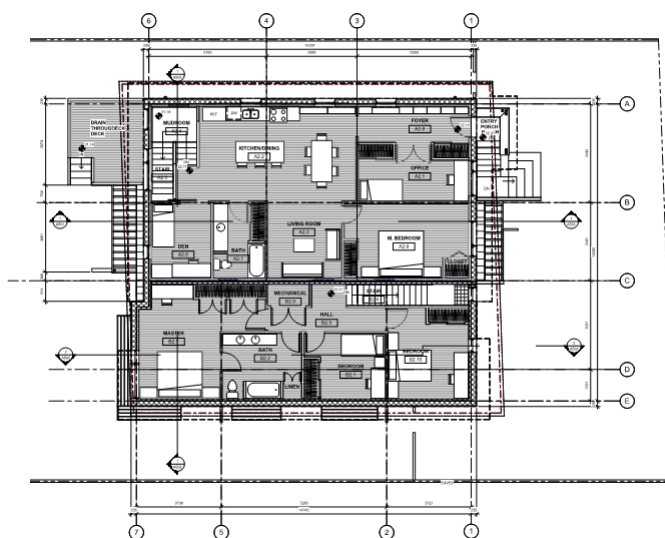


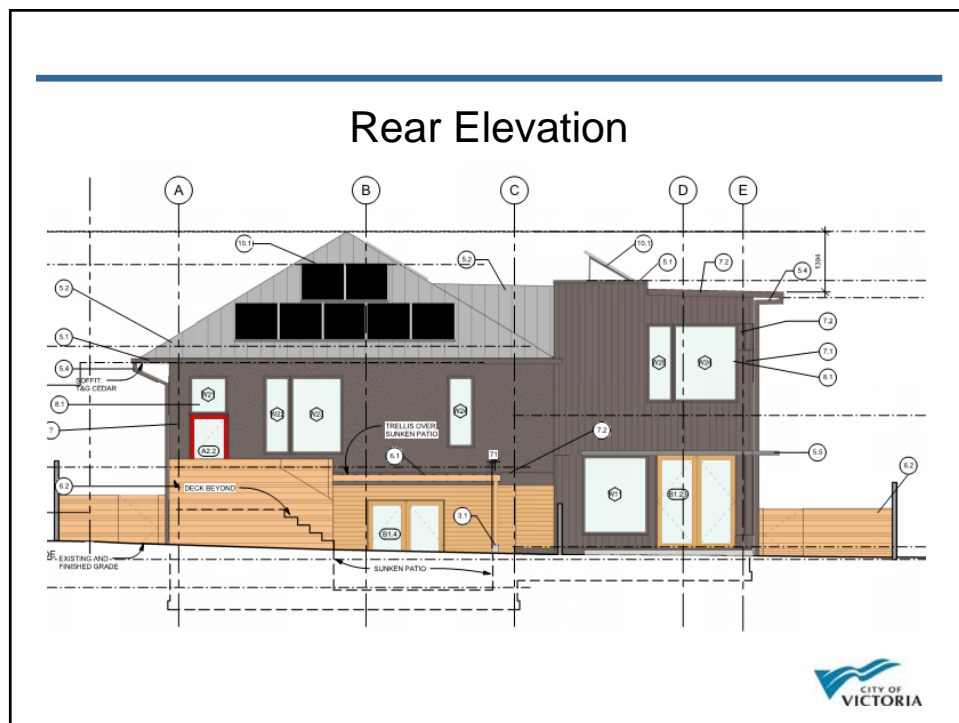
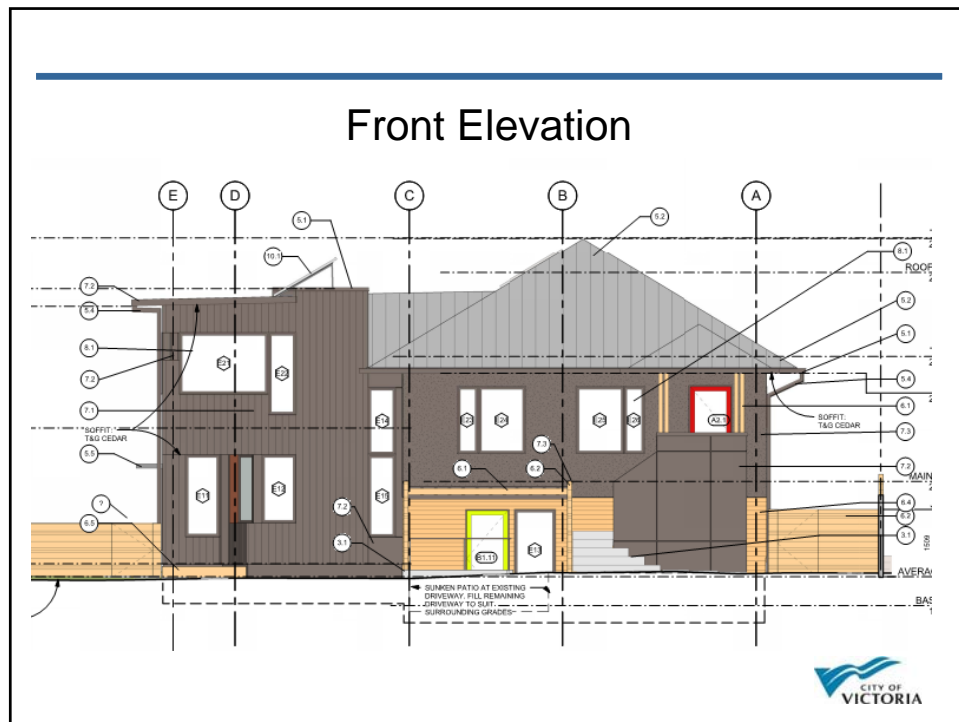


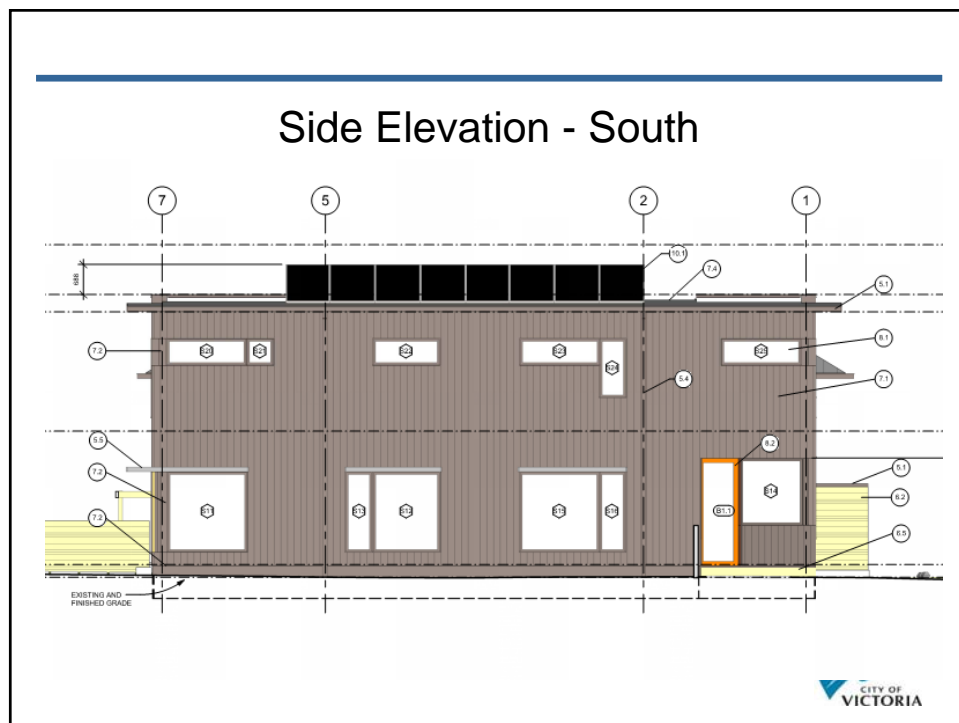
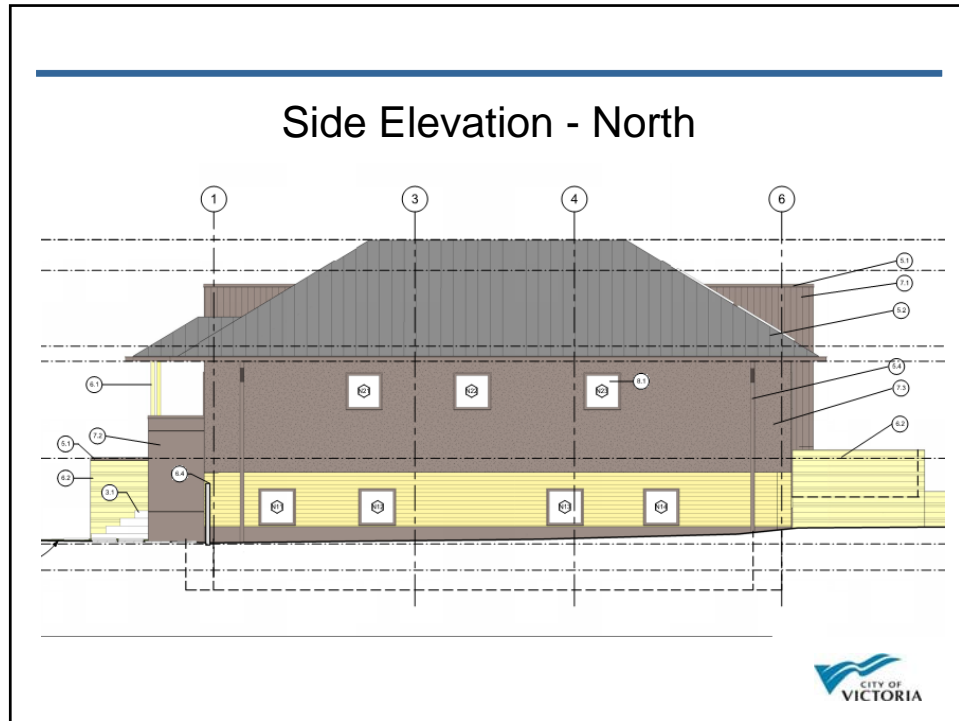
Floor Plans - Lower



Floor Plans - Upper



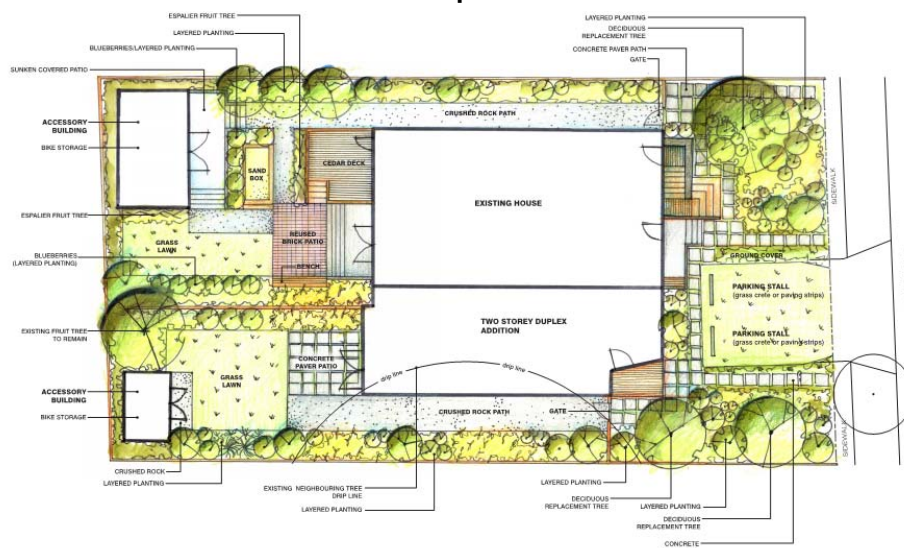




Streetscape



Landscape Plan



Renderings (North-East)





Committee of the Whole Report

For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 21, 2017

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

Subject: Development Permit with Variances Application No. 000488 for 1068 Chamberlain Street

RECOMMENDATION

That Council after giving notice and allowing an opportunity for public comment at a meeting of Council and after the Public Hearing for Rezoning Application No. 00541, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 000488 for 1068 Chamberlain Street, in accordance with:

1. Plans date stamped July 14, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. allow parking in the front yard
 - ii. increase the maximum combined floor area on the first and second floor 280m² to 359.8m²
 - iii. reduce the minimum rear yard setback 12.78m to 10.26m
3. The Development Permit lapsing two years from the date of this resolution.

LEGISLATIVE AUTHORITY

In accordance with Section 489 of the *Local Government Act*, Council may issue a Development Permit in accordance with the applicable guidelines specified in the *Official Community Plan*, 2012 (OCP). A Development Permit may vary or supplement the *Zoning Regulation Bylaw* but may not vary the use or density of the land from that specified in the Bylaw.

Pursuant to Section 491 of the *Local Government Act*, where the purpose of the designation is the establishment of objectives for the form and character of intensive residential development, a Development Permit may include requirements respecting the character of the development including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 1068 Chamberlain Street. The proposal is to permit an addition of one unit onto an existing detached house with secondary suite. With the new addition, the lot would have a duplex with secondary suite. The variances are related to parking location, increasing combined floor area on the first and second floor, and reducing the rear yard setback.

The following points were considered in assessing this application:

- the proposal is generally consistent with the *Neighbourliness Guidelines for Duplexes* as it is in scale with the adjacent buildings, with street fronting entrances, however, a modern roofline has been proposed for the addition for differentiation and energy efficiency
- consistency with many of the goals in the *Gonzales Neighbourhood Community Plan, 2002* with regards to retaining existing housing and secondary suites, and additions that fit with the scale of the neighbourhood
- the variances related to parking location, increasing combined floor area on the first and second floor, and reducing the rear yard setback are supportable. The existing parking location in the front yard conforms in the current zone; however, it is not allowed in the standard R-2 Two Family Dwelling District Zone. The increased rear yard setback would allow for a private deck. The increase in combined floor area is supportable in that it takes into account the secondary suite, and the overall area of the lot is larger than the minimum size required for two-family dwelling zoning
- duplexes with secondary suites are not permitted within current Zoning Bylaw nor envisioned in the OCP; however, the proposal is supportable when taking into consideration design, housing, sustainability and other objectives in the OCP.

BACKGROUND

Description of Proposal

This proposal is to alter an existing single family dwelling with a secondary suite to create a duplex with a secondary suite.

Specific details include:

- Passive House
- Renovation of existing house and an addition
- Contrasting, contemporary addition with flat roofline
- Cedar siding and stucco
- Street-fronting entries
- Permeable paving on driveway
- Semi-private outdoor space for each unit, with fence separating rear yards
- Improved street relationship through plantings that are more welcoming to street.

Sustainability Features

As indicated in the applicant's letter dated July 20, 2017 the following sustainability features are associated with this application. These features include:

- Building retention and re-use of a residential building
- Designed with Passive House principles
- Building envelope highly insulated and airtight
- High efficiency heat recovery ventilators
- LED lighting
- Solar panels.

The applicant intends on achieving Passive House Certification. A Section 219 Covenant was declined and instead, the applicant proposed to provide the City with a letter from a Passive House reviewer at Design Stage Review indicating that the building will achieve certification provided it is constructed as designed.

Active Transportation Impacts

The application proposes Class 1 (secure, indoor) bike parking for residents and tenants.

Public Realm Improvements

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

Accessibility Impact Statement

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

ANALYSIS

Development Permit Area and Design Guidelines

The proposal is generally consistent with the design guidelines in the *Neighbourliness Guidelines for Duplexes*; however, it is not consistent with the uses allowed, as it includes a secondary suite.

The design of the existing house and new addition is in scale with the existing houses along Chamberlain Street. It creates a gentle transition from the single family home to the South, to the walk-up townhouse building to the North. The height of the existing house is being slightly raised to accommodate a more liveable basement suite. Visual interest along the front has been added through varying façade articulations, with the front of the building broken up into small parts creating the illusion of a smaller building. The flat roofline on the addition is not consistent with the design guidelines in that it is in sharp contrast to the existing house; however, the modern design does help break up the building face and differentiates the addition from the original structure. The front yard will be landscaped to a more open design to improve the relationship to the street. Front entrances to all three units will be oriented toward the street, each with porches and overhangs. Windows have been minimized on both sides to reduce overlook concerns. Private outdoor space at the rear of the building will be associated with each of the duplex units, and a private sunken patio at the rear for the secondary suite.

Notwithstanding a secondary suite not being permitted in a two family dwelling, the proposal is generally consistent with the *Secondary Suite Design Guidelines*. The existing garage door is being refinished as the entrance, creating an entrance at the front of the building. The house is being raised 0.8m to create a higher ceiling height in the basement. Windows at ground level will have a fence adjacent, helping to bring light while also providing privacy for the neighbours. The secondary suite will have a private outdoor space in the rear yard, as well as, access to a bike room. The sunken entrance and patio will have a protective awning to clearly delineate the suite.

Gonzales Neighbourhood Community Plan

The *Gonzales Neighbourhood Community Plan* considers additions in scale with existing buildings. This lot would be an appropriate transition between the walk-up townhouses to the North, and single family dwelling to the South. Additionally, the Plan encourages renovating existing housing stock to keep character, while allowing design diversity in new development. This proposal renovates a 100-year old house, and a modern addition in scale with the neighbourhood. Front yard parking is allowed in Gonzales for single family dwellings; however, not for two-family dwelling district or attached dwelling. That being said, the proposal uses the existing front yard parking configuration, while improving the street relationship by bringing the driveway to at-grade, and adding landscape screening to reduce the visual impact.

Regulatory Considerations

The proposed variances are related to maximum combined floor area, minimum rear yard setback, and parking location.

The maximum combined floor area permitted in the R-2 Zone is 280m². The proposed combined floor area would be 359.8m². This increase is due to the addition of a secondary suite of 51.61m² which makes up 14% of the entire building, or 24% of the side of the duplex it is within. The total site area is 709.39m², and is well over the minimum site area for a duplex of 555m². The floor space ratio is 0.51:1 and therefore, the lot can conceivably support a larger floor area.

The minimum rear yard setback is requested to be reduced from 12.78m to 10.26m. The reduced setback is measured from a raised deck. The main structure does not intrude in the setback, and therefore, this variance is supportable.

Parking in the front yard is considered in the *Gonzales Neighbourhood Community Plan* for single family dwellings. Additionally, the existing R1-G Zone allows for parking in the front yard, however, the R-2 Zone does not allow parking in the front yard. The proposal would raise the current front yard sloping driveway to be at-grade with the front yard, and another parking spot would be added, for a total of 2 parking spaces. The at-grade driveway would improve the street relationship and functionality of the front yard for residents and pedestrians. The driveway would be grass-crete to soften the appearance and reduce surface runoff. Additionally, the driveway would be screened from neighbours by a perimeter fence. Rear yard parking was considered, but in consideration for neighbour concerns, permeability of landscaping, and the preservation of the boulevard tree, parking in the front yard is a suitable solution.

CONCLUSIONS

While the proposal is inconsistent with the land use policies for two-family dwellings, since a secondary suite is also proposed, it is fairly consistent with the guidelines for Development Permit Area 15D: Intensive Residential – Duplex. The proposal follows the guidelines related to

exterior design considerations, specifically, the addition fits within the established scale of the street, entrances to the units create a positive street relationship, and window and deck placements take privacy into consideration. In addition, the variances are supportable; parking location is maintained and improved in its current location, rear yard setback is increased to accommodate a deck, and the maximum floor area on first and second floor to retain the secondary suite. Taking into consideration the many aspects in regards to affordable housing and energy objectives in the OCP, as well as the sensitivity to the neighbourhood context, staff recommend that Council support this Development Permit with Variances Application.

ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 000488 for the property located at 1068 Chamberlain Street.

Respectfully submitted,



Chelsea Medd, Planner
Sustainable Planning and Community
Development Department



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date:

July 25, 2017

List of Attachments

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Plans dated/date stamped July 14, 2017
- Attachment D - Letter from applicant to Mayor and Council dated July 20, 2017
- Attachment E - Community Association Land Use Committee Comments dated October 20, 2016
- Attachment F - Correspondence (letters received from residents)



Committee of the Whole Report For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 17, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Heritage Designation Application No. 000166 for 614-614½ Fisgard Street

RECOMMENDATION

That Council consider the following motion:

"That Council approve the designation of the Heritage-Registered property located at 614-614½ Fisgard Street, pursuant to Section 611 of the *Local Government Act*, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set."

LEGISLATIVE AUTHORITY

In accordance with Section 611 of the *Local Government Act*, Council may designate real property, in whole or in part, as protected property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding an owner request to designate the exterior of the heritage-registered property located at 614-614 ½ Fisgard Street. The Lee's Benevolent Association building was built in 1911 and contributes to the historic character of Victoria's Chinatown District.

The designation of this building is generally consistent with Section 8: "Placemaking (Urban Design and Heritage)" of the *Official Community Plan 2012*, with Section 7, "Heritage" of the *Downtown Core Area Plan*, and with the *Victoria Heritage Thematic Framework*.

The application was reviewed by the Heritage Advisory Panel at its July 11, 2017 meeting and it was recommended that Council consider approving the designation of the property located at 614-614½ Fisgard Street.

BACKGROUND

Description of Proposal

The property located at 614-614 ½ Fisgard Street, also referred to as The Lee's Benevolent Association building, is a 3-storey 1911 commercial building that contains a 'cheater' storey and shares a common wall with the adjacent designated structure. Located in Victoria's Chinatown

National Historic District, the exterior façade of 614-614½ Fisgard Street has maintained much of its original appearance. The character-defining elements include white glazed brick cladding on the front façade, a distinctive upper floor recessed balcony with an elegant tripartite arcade and Doric columns, and unique Chinese features such as the omega-shaped parapet and the projecting pan-tiled canopy with upturned eaves. The building is also valued for its contribution to the historic character of Victoria's Chinatown National Historic District, the oldest intact Chinatown in Canada.

The letter from the applicant states their intention to continue façade improvements, upgrade electrical systems, improve fire exiting and implement seismic upgrading.

Zoning/Land Use

The proposed heritage designation is consistent with the existing.

Condition/Economic Viability

The building requires seismic upgrading, improvements to electrical systems, fire exiting, and rehabilitation of the exterior facade.

ANALYSIS

The following sections provide a summary of the application's consistency with the relevant City policies and guidelines.

Official Community Plan

The designation of this building is consistent with the *Official Community Plan 2012*, which in the section entitled, "Placemaking (Urban Design and Heritage)", states:

Goals

8 (B) *Victoria's cultural and natural heritage resources are protected and celebrated.*

Broad Objectives

8 (j) *That heritage property is conserved as resources with value for present and future generations.*

8 (l) *That heritage and cultural values are identified, celebrated, and retained through community engagement.*

City Form

8.6 *Conserve and enhance the heritage value, character and special features of areas, districts, streetscapes, cultural landscapes and individual properties throughout the city.*

8.11 *Determine the heritage value of areas, districts, streetscapes, cultural landscape and individual properties using the Victoria Heritage Thematic Framework as identified in Figure 12.*

Buildings and Sites

8.51 *Continue to give consideration to tools available under legislation to protect or conserve heritage property including, but not limited to: heritage designation bylaws; listing on the heritage register; temporary protection; heritage alteration permits; heritage revitalization agreements; design guidelines; and, the protection of views of heritage landmark buildings from public vantage points as identified in Map 8, and to be determined in future local area plans.*

- 8.54 *Continue to work with senior government, community and business partners to identify, protect and conserve property of heritage value.*

Downtown Core Area Plan

The designation of the building is consistent with Section 7: "Heritage" of the *Downtown Core Area Plan 2011* which states:

Heritage - Objectives

- 1 *Retain, protect and improve real property with aesthetic, historic, scientific, cultural, social or spiritual value and heritage character as a benefit to the public.*

Areas and Districts - Policies and Actions

- 7.3. *Conserve heritage values of the Downtown Core Area and its character-defining elements, such as individual buildings, collections of buildings, streetscapes, structures and features.*

Buildings and Sites - Policies and Actions

- 7.20. *Continue to work with the private sector to identify, protect and conserve property and areas with heritage value in the Downtown Core Area.*
- 7.28. *Produce and update, as required, Statements of Significance for properties listed on the Heritage Register in the Downtown Core Area.*

Victoria Heritage Thematic Framework

A key policy of the OCP includes the determination of heritage value using a values-based approach. In this regard, a city-wide thematic framework (OCP Fig. 12) was developed and incorporated into the OCP to identify the key civic historic themes. The *Victoria Heritage Thematic Framework* functions as a means to organize and define historical events, to identify representative historic places, and to place sites, persons and events in an overall context. The thematic framework recognizes a broad range of values under which city-wide themes can be articulated. A Heritage Value assessment with consideration of the *Victoria Heritage Thematic Framework* is incorporated into the Statement of Significance.

Statement of Significance

A Statement of Significance describing the historic place, its attributes, and history is attached to this report.

Heritage Advisory Panel

The application was reviewed by the Heritage Advisory Panel at its July 11, 2017 meeting and it was recommended that Council consider approving the designation of the property located at 614-614½ Fisgard Street.


CONCLUSIONS

This Application for the heritage designation of the property located at 614-614 ½ Fisgard Street as a Municipal Heritage Site is for a building that is an important and distinctive part of the Chinatown National Historic District. Staff therefore recommend that Council consider approving Heritage Designation Application No. 000166 for the Heritage-Registered Lee's Benevolent Association building located at 614-614½ Fisgard Street.

ALTERNATE MOTION

That Council decline Heritage Designation Application No. 000166 for The Lee's Benevolent Association building located at 614-614½ Fisgard Street.

Respectfully submitted,



Merinda Conley
Senior Heritage Planner
Development Services Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

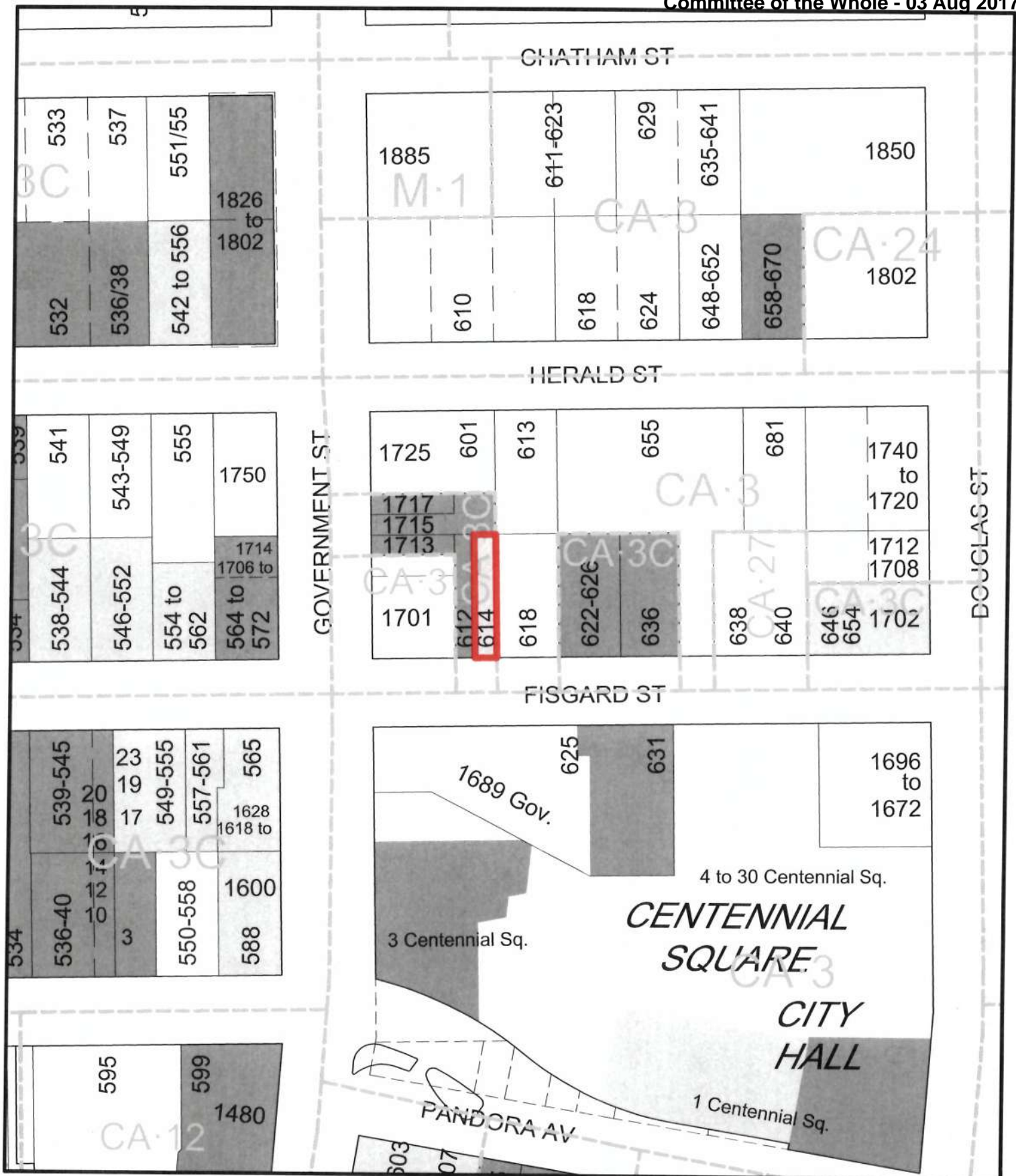
Report accepted and recommended by the City Manager:



Date: July 15, 2017

List of Attachments

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Photographs
- Attachment D - Statement of Significance
- Attachment E - Letter from the applicant, date stamped June 15, 2017.



614 - 614 1/2 Figgard Street

Heritage Designation #000166

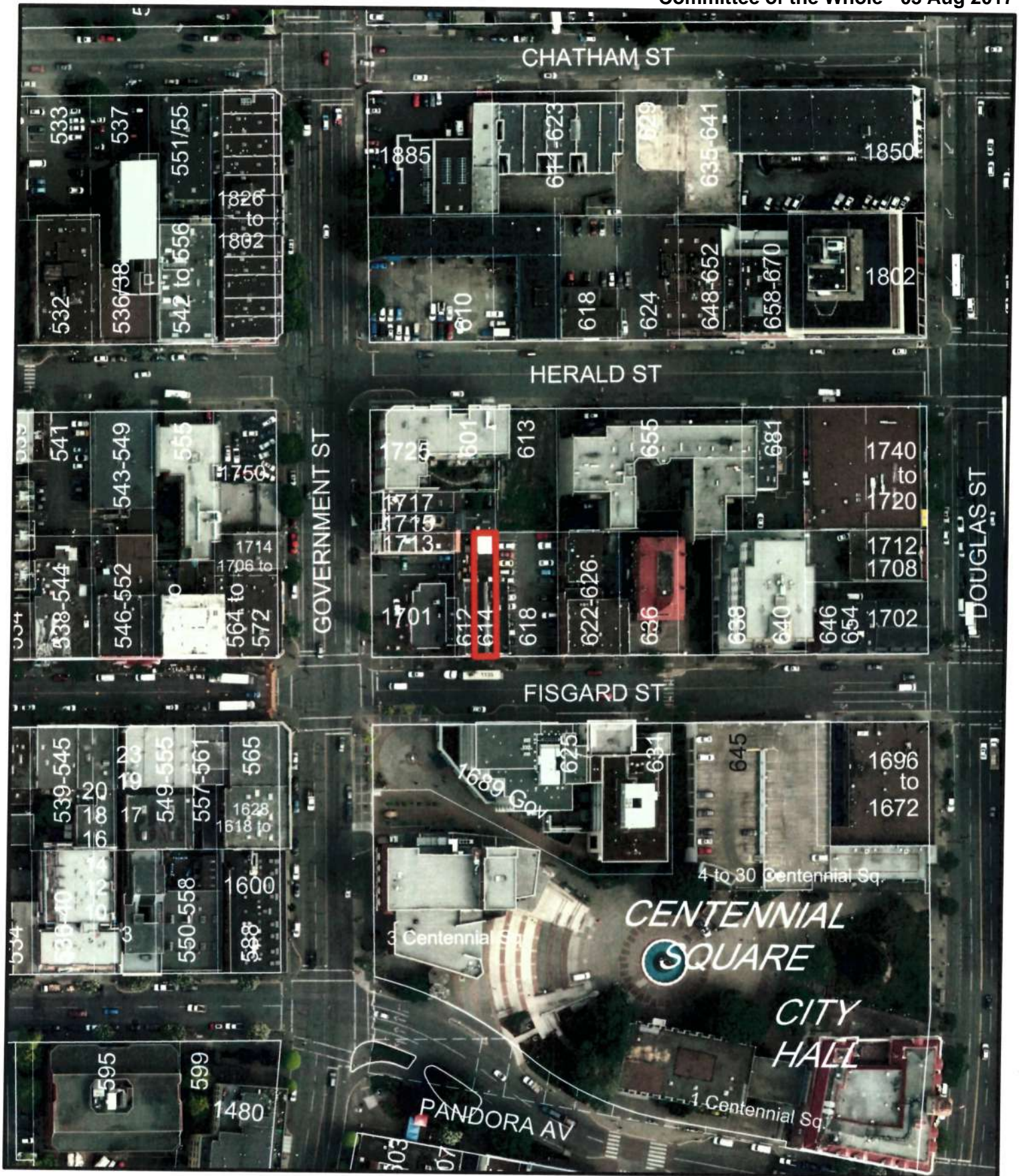


Designated



Registered



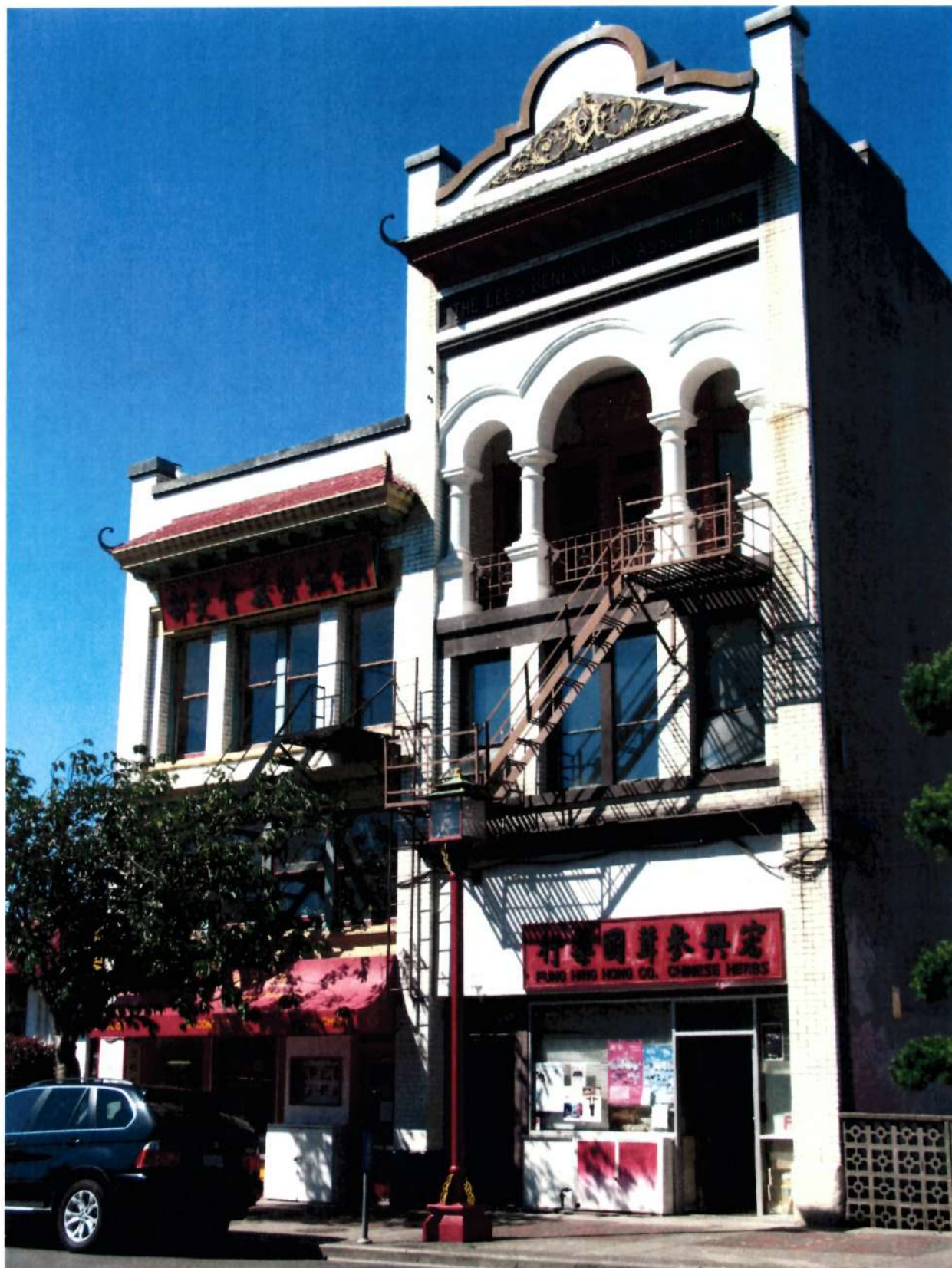


614 - 614 1/2 Fisgard Street
Heritage Designation #000166





614-614½ FISGARD STREET



614-614½ FISGARD STREET (on the right)



614-614½ FISGARD STREET (on the right)



614-614½ FISGARD STREET (on the right)



614-614½ FISGARD STREET (on the right)



614-614½ FISGARD STREET (on the left)

THE LEE'S BENEVOLENT ASSOCIATION BUILDING 614-614½ FISGARD STREET



Owners: Lee Mong Kow, Lee Dye,
Lee Dan and Lee Wing Yew
Architects: Charles Elwood WatkinS
Date: 1911

Description of Historic Place

The Lee's Benevolent Association building at 614-614½ Fisgard Street is a three-storey plus mezzanine structure, clad with white glazed bricks, in Victoria's Chinatown National Historic Site. The building shares a common party wall with the adjacent building at 612 Fisgard Street. Asymmetrical in massing, the building is distinctive for its upper floor recessed balcony with a tripartite arcade, projecting bracketed pantiled canopy, omega-shaped raised parapet, and its 'cheater' storey with an 'entresole' window.

Heritage Value of Historic Place

The Lee's Benevolent Association building at 614-614 ½ Fisgard Street is valued as part of a grouping of early buildings that contribute to the historic character and urban pattern of Victoria's Chinatown National Historic Site, the seminal and oldest intact Chinatown in Canada. In the 1850s, exacerbated by political and social turmoil in China, thousands of Chinese migrated from a small region in the southern province of Guangdong to frontier gold rush sites in California, setting up a permanent base in San Francisco. In 1858, the Fraser Gold Rush spurred the movement of Chinese into Canada and the significant port town of Victoria was the primary point of entry into the country for the Chinese until the early twentieth century.

The building is further valued for its nearly continuous use by Chinese volunteer associations. These associations, or Tongs, had members with common ancestors and were established to protect the earliest Chinese settlers against Western intolerance and prejudice and opposing Chinese clans. Funding was obtained entirely by membership dues, gambling, opium dens and exiting fees. Volunteer associations usually had their own buildings, typically with meeting halls and offices on the upper floors and leased storefronts on the ground floor.

Merchant Lee Chung was the first Lee to arrive in Victoria, in 1859. By 1880 the Lee's Association was founded as a fraternal association. Six of the founding members were

merchants, who helped less fortunate members of their community. In 1909, Lee Mong Kow, Lee Dye, Lee Dan and Lee Wing Yew, purchased lots 602 and 603 and constructed the building in 1911. Lee's Association occupied the building while Lee Mong Kow used the adjacent smaller structure with the shared common party wall for offices and living quarters.

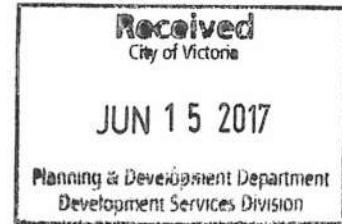
Victoria's Chinatown is expressive of a duality in architecture and cultural landscape. Commercial building façades were designed by non-Chinese architects to project an image of assimilation to Western culture. In this context, the Lee's Benevolent Association building is unusual for its overtly Chinese flavour. The distinct structure has an altered storefront at the main level, an elegant tripartite arcade and a recessed balcony, a pantiled Chinese-inspired upper bracketed pantiled canopy with upturned corners, and name signage. A partial intermediate floor, known as a 'cheater' storey, and also referred to as a mezzanine, exists between the main and upper floor levels with a lower ceiling than the other levels. The 'cheater' storey also contained a window, referred to as an 'entresole,' that has a greater width than height, and was used to provide light to the intermediate floor.

Western architects were hired to design buildings throughout Chinatown as the Chinese were shunned as professionals in building trades. Charles Elwood Watkins (1875-1942), a prolific Victoria architect, designed the Lee's Benevolent Association building. In addition to commercial, institutional and residential projects elsewhere, he had numerous Chinese clients in Chinatown.

Character-Defining Elements

Key elements that define the heritage character of the Lee's Benevolent Association building include its:

- location on the north side of Fisgard Street, part of a grouping of late-nineteenth and early-twentieth century historic masonry buildings in Victoria's Chinatown National Historic District
- continuous commercial and institutional use
- siting on the front and side property lines, with no setbacks
- commercial form, scale and massing as expressed by its three-storey height, with 'cheater' storey and a storefront facing Fisgard Street
- construction materials, including white glazed-brick cladding at front façade, brick side and rear walls, granite thresholds and cast-iron storefront columns
- Chinese features such as: the omega-shaped parapet with decorative triangular metal plaque inscribed with 1911 date; name sign "The Lee's Benevolent Association"; recessed top floor balcony with tripartite arcade and Doric columns; sidewall chimneys; wall of wooden doors and windows in the meeting hall facing the balcony, with coloured glass in door; projecting, pantiled and bracketed canopy with upturned eaves
- windows such as 2-over-2 double-hung wooden sash windows
- internal staircase, with wooden wainscoting, leading to meeting room on the top floor



June 15, 2017

The Lee Benevolent Association

614 Fisgard Street

Victoria, BC, V8W 1R6

Mayor Lisa Helps and Victoria City Council

1 Centennial Square

Victoria, BC V8W 1P6

Re: Application for Heritage Designation

Dear Mayor and Council,

I'm writing to apply for the following property to be designated as a Heritage Building:

Parcel ID 006-389-104, located at 614 Fisgard St, Victoria, BC V8W 1R6

Legal Description, Lot 13 of Lots 602 and 603, Victoria City, Plan 2779

Parcel ID 006-389-171, located at 614 Fisgard St, Victoria, BC V8W 1R6

Legal Description, Lot 14 of Lots 602 and 603, Victoria City, Plan 2779, Except the Westerly 19 Feet of Said Lot.

As you may aware the property was built on November 25, 1910 and it has a very unique design from other buildings. Our intention for this property is to continue to have façade improvements, and or, not limited to the building code improvements, replace electrical system, improve fire exits and seismic upgrade.

During our recent meeting, vest of majority of our members has approved to have apply to City Hall for Heritage Designation.

Please do not hesitate to contact me directly at (250) 382-5636 or via email at leebarry8@gmail.com . I look forward to hearing from you and the council to approve our request.

Sincerely,

Barry Lee

A handwritten signature in black ink, appearing to read 'B. Lee', written over a light blue background.

Property Director

Enclosures:

Application for Heritage Designation

Land Title search

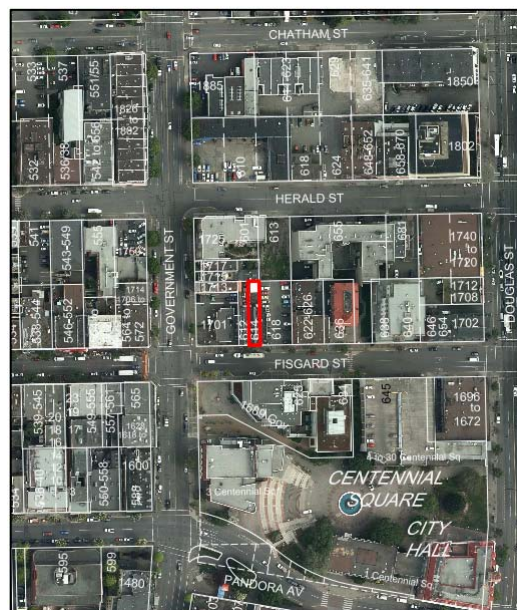
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Heritage Designation Application

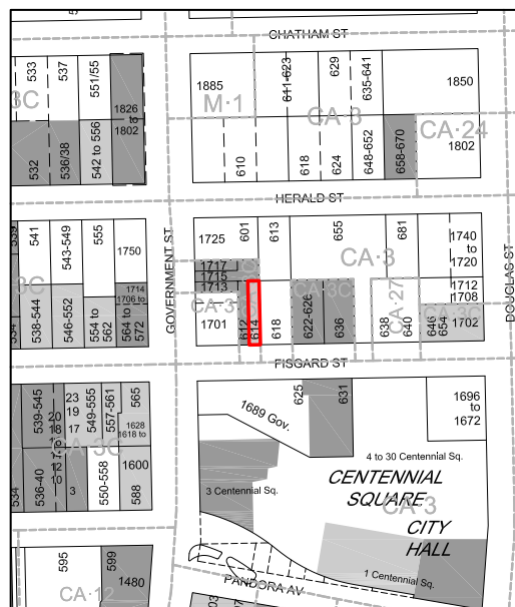
614-614 ½ Fisgard Street
(Lee's Benevolent Association Building)



Location | 614-614 ½ Fisgard Street



Location | 614-614 ½ Fisgard Street



614-614 ½ Fisgard Street



614-614 ½ Fisgard Street



614-614 ½ Fisgard Street



614-614 ½ Fisgard Street



614-614 ½ Fisgard Street



614-614 ½ Fisgard Street





**Committee of the Whole Report
For the Meeting of August 3, 2017**

To: Committee of the Whole **Date:** July 14, 2017
From: Jocelyn Jenkyns, Deputy City Manager
Subject: Update on Neighbourhood Team Workplan

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The Neighbourhood Team was formed in response to the 2015 Strategic Plan's Objective 2 to establish a team to *"to work with community / neighbourhood associations to inform and collaborate with these organizations and staff on City processes, expectations and opportunities."*

The team has made significant progress on the work plan and related outcomes identified in the Strategic Plan. The team's efforts are directed towards providing a resource to neighbourhood associations and residents in their understanding of and participation in local government; providing a resource to staff in improving engagement with, and service delivery to, residents; and acting as a catalyst for community development and building social capital.

To date the team has:

- Developed a strong working relationship with neighbourhood associations
- Made improvements to the neighbourhood website
- Managed two intakes for the My Great Neighbourhoods Grant program
- Connected staff from across the City in meeting the needs of residents in the community
- Begun developing tools and events to empower residents and improve their participation in local government
- Started developing a Terms of Reference for neighbourhood associations in collaboration with residents
- Taken steps to establish a City interdepartmental working group which is neighbourhood focused
- Started developing a template for neighbourhood action plans to help focus resident-led community improvement strategies

PURPOSE

The purpose of this report is to provide Council with a workplan update for the Neighbourhood Team.

BACKGROUND

In 2015, Council identified as a strategic priority, Objective 2: Engage and Empower the Community. One of the outcomes was the creation of a dedicated team of staff *"to work with community / neighbourhood associations to inform and collaborate with these organizations and staff on City processes, expectations and opportunities."* Three staff members who have served as liaisons and outreach to various stakeholders and community groups were brought together to form the Neighbourhood Team. Since its formation, the team has researched best practices from across North America and identified issues and opportunities for how the City can establish stronger relationships and better support residents in the coming years.

The key duties for the Neighbourhood Team have been organised into three main categories:

1. Community Development
 - a. Build social capacity in neighbourhoods;
 - b. Initiate and facilitate discussions aimed at helping local communities problem-solve issues and identify opportunities for building sense of community and place;
 - c. Identify and bring together neighbourhood groups and individuals that share an interest in, ideas for, and a desire to contribute to, neighbourhood-led efforts designed to strengthen community; and
 - d. Help neighbourhood associations and other groups involve and engage community members, including members of groups that are often under-represented in neighbourhood discussions.
2. Resource for Residents
 - a. Attend monthly meetings of neighbourhood associations;
 - b. Present information on City initiatives, answer questions, provide input and assistance on resident initiatives; and
 - c. Communicate to City staff about issues and opportunities in the neighbourhoods.
3. Resource for the City
 - a. Develop and implement innovative methods for City staff and decision-makers to learn about and better understand the neighbourhoods and their needs;
 - b. Help build relationships with neighbourhood groups and residents; and
 - c. Track and monitor neighbourhood issues, and actions taken by the City to address issues.

Workplan items for 2017 focus on all three areas.

1. Community Development

My Great Neighbourhood Grants - Staff launched the spring intake of the grant program with the My Great Neighbourhood Ideas Fair in April. This event brought inter-departmental staff, external funding partners and placemaking organizations together with members of the public for an inspiring and fun event. Approximately 100 people attended to learn more about the City grant program, discuss ideas with staff and discover what it takes to have a successful project in the public realm. Plans for this event to be repeated are being considered. As well, consideration is being given to

another similarly formatted event be held in the fall to showcase great placemaking and other citizen-led initiatives.

In the 2017 spring intake, the City received 21 applications which, if all are approved will expend \$69,127 of the fund. Staff are now preparing for a fall intake. Monitoring and supporting projects from the 2016 program is ongoing.

Reaching Out

An important part of the Neighbourhood Team's role is to build social connections by reaching out to members of the community who may not have previously been engaged. Working with neighbourhood associations and other community organizations, staff are identifying practices that are being used in other cities across North America to build community. Ideas for initial projects are being developed by the Neighbourhood Team for introduction late in 2017.

2. Resources for Residents

Neighbourhood Liaison

The team has been focussed on developing good working relationships with all of the neighbourhood associations, providing them with timely information and responding to their queries and requests. Staff provide monthly updates on City initiatives, attend neighbourhood association meetings, answer questions, and assist with resident initiatives. The team also tracks neighbourhood issues and responses taken by the City to address them.

Improving Online Presence

Providing accurate and valuable online information for residents is an ongoing priority for the Neighbourhood Team. Early work on this project has included interim improvements to the city website, with a more in-depth redesign to be launched in late 2017. It is recognized that keeping this resource current and relevant will be an ongoing, important activity.

Neighbourhood Walkshops

Neighbourhood walkshops provide an opportunity for City staff and residents to walk through their neighbourhood and share information regarding City programs and services. They help build relationships with residents who want to be involved in their neighbourhood, and give them a stronger sense of what issues staff face when looking after infrastructure and planning in the public realm.

The first walkshop took place in the Hillside Quadra neighbourhood in June. Residents, neighbourhood association board members and city staff representing Engagement, Transportation, Parks, Sustainable Planning and Bylaw Services walked a route that was identified by residents who attended Quadra Village Day. Constructive conversation and feedback was heard from all parties involved, with issues ranging from quick fixes to complete streets being discussed. The next step for Hillside Quadra is to prioritize these items as a building block for neighbourhood improvements before their Local Area Plan is started.

Toolkits and Workshops

Neighbourhood associations have expressed a need to better understand local governance and how they can help shape their community. The Neighbourhood Team has begun to develop a series of "City Hall 101" primers to address this need. The first modules focus on the structure and operation of local government and the process for developing the City budget – both with the resident in mind.

Other tools for building capacity of community groups and individuals will be identified in consultation with neighbourhood associations. Based on the outcomes, the Neighbourhood Team will, as appropriate, identify local organizations that currently provide training to develop offerings best suited to community organizations (e.g. leadership, organizational development). Smaller information brochures (e.g. traffic calming), links to useful external resources and other helpful approaches will also be incorporated into this program.

Neighbourhood Association Terms of Reference

In order to fulfill Strategic Plan outcomes to work with and build the capacity of neighbourhood/community associations, it is necessary to have a clear understanding of the associations' role. The current lack of clarity has been the subject of discussion at recent community association network meetings. As the designated and supported community organizations for the neighbourhood, what does the City expect them to achieve? How are they to contribute to decision-making at City Hall?

The Neighbourhood Team is preparing a Terms of Reference in collaboration with neighbourhood associations and City staff to provide needed clarity. Neighbourhood associations will then better be able to plan their activities, focus their efforts and direct their communication with City Hall more effectively. City staff will be better able to respond to neighbourhood associations and support their work in the community.

Neighbourhood Key Priorities Plans

The goal in creating a Neighbourhood Key Priorities Plan is to assist residents to develop a list of citizen-initiated projects for improving their neighbourhoods. These plans would outline the goals and objectives that are within the residents' jurisdiction which would be reviewed and assigned necessary actions, resources and champions to achieve them. Residents would determine priorities and scheduling in their plan.

Once a model is developed, a pilot will be initiated to test the template with one of the neighbourhoods that has expressed an interest in creating a plan. The Neighbourhood Team will assist with the development of the plan. If a Local Area Planning process is underway or recently completed, the Neighbourhood Action Plan will be informed by the engagement that has already taken place. Resources required for achieving plan objectives will come from a wide variety of sources.

3. Resources for City staff

Inter-Departmental Working Group

A staff Working Group will be formed to focus on connecting with residents and identifying efficiencies between departments. The working group will meet monthly to exchange information on needs, concerns, issues and opportunities in neighbourhoods. Where possible, coordination of capital projects and the delivery of City services to neighbourhoods will be identified. The Working Group will also act as the departmental point of contact for reviewing My Great Neighbourhood Grant applications. Terms of Reference for this group have been drafted and should be finalized by the end of the summer, with the first meeting scheduled for September.

OPTIONS & IMPACTS

2015 – 2018 Strategic Plan

The work of the Neighbourhood Team meets Objective 2: Engage and Empower the Community.

Impacts to Financial Plan

Although the staff resources for the Neighbourhood Team were already in place, Council has, committed to a significant investment in community to carry out this focused work. Allocation of funds to support events and projects will be considered in the 2018 proposed financial plan.

Official Community Plan Consistency Statement

Taking a neighbourhood focus to planning and outreach is consistent with Goal C as outlined in Section 15 of the Official Community Plan "Victorians know their neighbours, are connected to communities of interest and have diverse opportunities for social interaction."

Accessibility Impact Statement

There are no accessibility concerns related to the proposed recommendations in this report.

CONCLUSIONS

Since its formation, the neighbourhood team has worked to assist Councillors in supporting residents and their neighbourhood associations. Through their liaison role, the team has made efforts to provide more complete and meaningful information to neighbourhoods and to communicate residents' needs to City staff. This is not only intended to improve customer service to residents, but through more effective collaboration, to help staff fulfil their work in the community.

Staff are now turning their attention towards more effective outreach with residents and community organizations at large in order to increase engagement amongst community members and strengthen social capital.

The life and activity of Victoria's neighbourhoods make Victoria a great City. The work of the Neighbourhood Team will continue to enhance and support neighbourhoods, connect people and groups in the community and help shape and focus City programs and services on neighbourhood priorities.

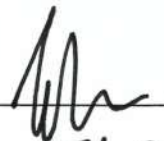
Respectfully submitted,



Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager: _____

Date: _____



July 21, 2017

 July 2017 Update
Downtown

In Your Neighbourhood

Downtown Public Realm Plan
The draft [Downtown Public Realm Plan](#) is now complete and was presented to Council. It had a number of comments on the plan and requested that staff consider their value with an amended plan in the near future.

Marijuana Dispensaries
On July 13, Council approved a [resolution](#) proposed by Councillors Thornton-Joe and communication received from North Park and Downtown residents associations. The resolution sets a buffer between cannabis dispensaries from 200 to 400 metres, while retaining Council's discretion on an application by application basis.

Ship Point
A design direction for the Ship Point site will be presented for public consideration.

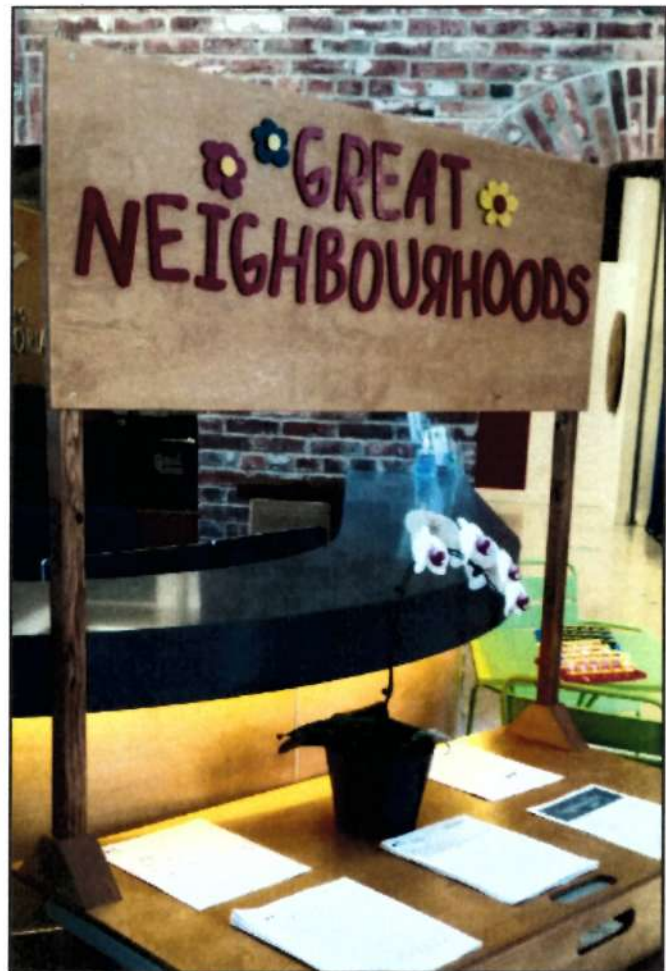
My Great Neighbourhood Grant Program

The My Great Neighbourhood Grant program was created to help residents of Victoria animate public space, develop and enhance a sense of community and leave a positive legacy in our neighbourhoods.

What qualifies as a good project for this grant program?

Qualifying Projects:

- Are initiated and implemented by local residents
- Help animate community spaces
- Create gathering spots or provide activities that bring people together
- Contribute to neighbourhood pride and enhance quality of life





Committee of the Whole August 3, 2017 Update



Background

- The Neighbourhood Team was formed in 2015 in response to Strategic Plan Objective 2
- Reallocation of existing staff resources
- Key duties include
 - Community development
 - Resource for residents
 - Resource for staff




Community Development

- My Great Neighbourhood Ideas Fair
 - Launch 2017 intake
 - Educate on city processes
 - Network with other organizations
 - Define placemaking in a Victoria context



Community Development



July 2017 Update

Downtown

In Your Neighbourhood

Downtown Public Realm Plan
The draft [Downtown Public Realm Plan](#) is now complete and was presented to Council. It had a number of comments on the plan and requested that staff consider their value with an amended plan in the near future.

Marijuana Dispensaries
On July 13, Council approved a [resolution](#) proposed by Councillors Thornton-Joe and communication received from North Park and Downtown residents associations, a buffer between cannabis dispensaries from 200 to 400 metres, while retaining Council on an application by application basis.

Ship Point
A design direction for the Ship Point site will be presented for public consideration.

Reaching Out

- Establishing positive relationships with neighbourhood associations
- Identifying practices used by other cities to build community
- Developing regular communication tools



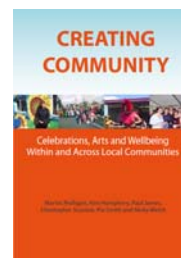
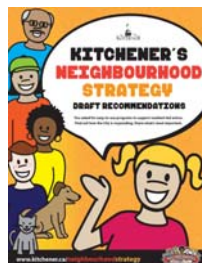
Resource for Residents

- Improving online presence
- Neighbourhood Walkshops
- Toolkits and workshops



Resource for Residents

- Neighbourhood Association Terms of Reference
- Neighbourhood Key Priorities Plans
- Global best and current practice research



Resource for City staff

- Interdepartmental working group





For the Committee of the Whole Meeting August 3 2017

Date: Monday July 24 2017 **From:** Mayor Helps

Subject: Councillor Liaison Terms of Reference and Appointments

Background

In December 2014 Council met with the Neighbourhood Associations to determine terms of reference for Councillor Neighbourhood Liaisons. These terms of reference remained in draft form. In the meantime, through its strategic plan, Council directed staff to create a staff Neighbourhoods Team to work with community and neighbourhood associations. The purpose and work of the staff team is laid out in the staff report in the previous agenda item. In sum, the purpose is to inform and collaborate with community and neighbourhood associations and staff on City processes, expectations and opportunities and to build the capacity and social capital in neighbourhoods.

At the beginning of the work of the Neighbourhoods Team there was some thought that having a dedicated staff person in each neighbourhood might alleviate the need for Councillor Neighbourhood Liaisons. What has become clear over the past year and a half is that both roles are necessary. In order to ensure role clarity and to ensure that we take seriously the hopes, dreams and aspirations of neighbourhoods both operationally and from a governance perspective, I have revised the draft Terms of Reference (see Appendix A).

As per the Terms of Reference Councillor Neighbourhood Liaison appointments are to last for a two-year term and then be revisited. Given that we are two and a half years into the term, I will look for Council's guidance (see recommendation below) as to whether Council thinks the appointments should remain as they are for the remainder of the term or whether a shuffle should happen.

Recommendation

1. That Council adopt the Councillor Neighbourhood Liaison Terms of Reference as presented in Appendix A.
2. That Council determine whether each councillor will stay assigned to her/his current neighbourhood for the remainder of the term or will be assigned to a new neighbourhood.

Respectfully Submitted,

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

Mayor Helps

Appendix A

Terms of Reference for Councillor Neighbourhood Liaisons

Council appoints a councillor to act as a liaison to each community or neighbourhood association. These appointments are made at the beginning of a new term of council and are for a two year-period. Council will review the appointments at the end of the two-year period with an option to renew the appointment or to adjust according to neighbourhood needs and council discretion. The roles and responsibilities of a Councillor Liaison include:

Be Informed

1. Take the time to learn about the neighbourhood including its values and history and about the emerging issues, concerns and opportunities.
2. Be knowledgeable about neighbourhood priorities and the neighbourhood's relationship with City Hall.
3. Be informed and aware of trends and issues in other neighbourhoods that are relevant to the neighbourhood and of issues that border on two or more neighbourhoods.

Be Available

1. Attend Neighbourhood Association and Landuse Committee meetings at the request of the Neighbourhood Association and neighbourhood events as available and:
 - Take feedback from the Neighbourhood Association to Council
 - Find a replacement councillor when unable to attend
2. Be open, available and responsive as the initial point of contact for neighbourhood residents and direct them to their staff Neighbourhood Team member to get the service they need.

Communicate

1. Communicate the interests and concerns of the Neighbourhood Association to Council.
2. Be proactive on issues that matter to the neighbourhood and on neighbourhood priorities.
3. Support the Neighbourhood Association in advocating for and representing their priorities to Council in order to help maximize the potential of Neighbourhood Associations and to help them be creative and proactive in addressing neighbourhood challenges and opportunities.
4. In coordination with the Neighbourhood Team member, close the loop on communication and action items with the neighbourhood.

Create Linkages

1. Promote the Neighbourhood Association to other potential partners, businesses and other community and industry organizations and make connections beneficial to the Neighbourhood Association where possible.



**Committee of the Whole Report
For the Meeting of August 3, 2017**

To: Committee of the Whole
From: Jocelyn Jenkyns, Deputy City Manager
Subject: 2017 My Great Neighbourhood Grants

Date: July 27, 2017

RECOMMENDATION

That Council approve the 21 applications received for Spring intake of the 2017 My Great Neighbourhood Grant program

That Council direct staff to undertake a second grant intake in the fall of 2017

EXECUTIVE SUMMARY

This report presents the 2017 My Great Neighbourhoods grant applications for Council's consideration.

The City received 21 grant applications - 7 in the new Activity category and 14 in the Placemaking category.

Four applications were received in Fairfield Gonzales, three from Fernwood and two from Vic West and Burnside Gorge. Single applications were also received from Oaklands, Downtown and Hillside Quadra. There were no applications received from Rockland, James Bay or North Jubilee for this intake. The general project themes were community art installations, community gardens and lighting installations. The Activity applications feature community gatherings, art and placemaking workshops and building community connections.

The total amount requested was \$69,127, leaving a balance of \$50,873. Staff therefore recommend Council direct staff to undertake a second intake in the fall.

PURPOSE

This report presents the 2017 My Great Neighbourhoods Grant applications for Council's consideration.

BACKGROUND

In December, 2015, Council approved a new grant program aimed at facilitating

community-initiated placemaking projects. The policy and guidelines were approved on May 12, 2016 and program was open for applications from May 24 to July 24, 2016.

The program was developed to support strong, connected neighbourhoods through funding for projects and activities that would bring neighbours together and empower them to shape their local area. The City provided up to \$5,000 for placemaking projects to match the equivalent contribution from the neighbourhood. The matching contribution could be a combination of volunteer labour, donated services, materials and supplies and other funds raised. A budget of \$120,000 was approved in 2016 for this program.

Applications were received for projects that included community garden improvements, murals and artwork and historical markers. The 2016 grant program projects are to be complete within one year (November, 2017). The current status of the projects is as is provided in Appendix A.

During the 2016 grant intake period, staff received feedback from applicants on the program. In conjunction with a review of practices in other cities, meetings were held with neighbourhood organizations, applicants and staff to discuss prospective improvements to the program. Some of the suggested changes were administrative, such as improving the application and budget form for greater clarity and making it clear if any permit fees would be applicable.

Community organizations also expressed an interest in broader qualifying criteria that would allow activities to be funded. Given that activities can contribute to building community and that the budget was not fully allocated, staff recommended this change.

Staff preferred to have greater consideration for project lifecycle maintenance and decommissioning at the agreed end of project life. It was also suggested that there be clearer guidelines for community art projects (see Appendix B). Staff recognized a benefit to having mandatory meetings with applicants to ensure that they would meet grant criteria before submission. Staff also sought to improve the number of applications through greater promotion efforts and conceived of a Neighbourhood Ideas Fair to share information and ideas.

These recommended program improvements were presented and approved by Council on April 1, 2017 and the grant policy was amended accordingly (see Appendix C).

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

The projects must be located within the city of Victoria to be eligible for funding.

2017 GRANT PROGRAM

The Neighbourhood Ideas Fair was held prior to the 2017 grant intake period (April 24 – June 4). It was held at City Hall and included a range of demonstration materials and speakers from City staff to community development organizations (e.g. Building Resilient

Communities, Victoria Foundation) and trades people (e.g. Fineline Road Markings, Festilights). During the remainder of the intake period, staff encouraged neighbourhood associations to consider projects and promote the opportunity within their neighbourhoods. Staff worked closely with prospective applicants to shape their projects and gather required information.

The City received 21 grant applications - 7 in the new Activity category and 14 in the Placemaking category. Four were received for projects in Fairfield Gonzales, three in Fernwood and two in Vic West and Burnside Gorge. Single applications were also received from Oaklands, Downtown and Hillside Quadra and no applications were received from Rockland, James Bay or North Jubilee during this intake.

The total amount of matching funds requested is \$69,197, or approximately 58% of the funds allocated for this program (\$120,000).

Summary tables of the Placemaking and Activity applications are listed below. The complete applications for Placemaking are attached in Appendix D and for Activities in Appendix E.

Placemaking				
Applicant			Request	Project
1	Resident group sponsored by Fairfield Gonzales Community Assn.	Fairfield Gonzales	\$2,765	Collinson Street Road Mural
2	Business Group sponsored by Cook St Village Business Assn		\$4,000	"Charging Cyclists" Renewable Energy Art Installation
3	Resident group sponsored by Fairfield Gonzales Community Assn		\$5,000	Five Points Corner Placemaking Project
4	Resident group sponsored by Fairfield Gonzales Community Assn.		\$4,757	Pemberton Park Social Hub
5	Fernwood Neighbourhood Resource Group	Fernwood	\$3,300	Catenary Lighting over Fernwood Road
6	Fernwood Community Association		\$5,000	Rock Bay Creek Revival Phase II
7	North Park Neighbourhood Association	North Park	\$3,000	North Park Green Community Garden
8	Oaklands Community Association	Oaklands	\$5,000	Oaklands Community Courtyard Enhancements
9	Burnside Gorge Community Centre	Burnside Gorge	\$5,000	Interactive Light Bloom Installation
10	Victoria Downtown Residents' Association	Downtown	\$4,400	Yates Street Community Garden II Planters and Gathering Space
11	Greater Victoria Placemaking Network	Multiple	\$5,000	Cycle Trailerable Community Meeting Table
12	South Jubilee Neighbourhood Association	South Jubilee	\$5,000	Leighton Creative Corridor
13	Resident group sponsored by Vic West Community Association	Vic West	\$5,000	Street Mural
14	Greater Victoria Placemaking Network	Multiple	\$4,975	Pocket Places
			\$62,197	

Activity				
Applicant			Request	Project
1	1Up Single Parent Resource Centre	Multiple	\$1,000	Urban Food Garden Tour
2	Open Space Arts Society	Downtown	\$1,000	Creative Placemaking Workshops for the Public
3	Burnside Gorge Community Association	Burnside Gorge	\$1,000	Sumas/Manchester/Dunedin Block Party
4	Greater Victoria Cycling Coalition	Hillside Quadra	\$930	Biking Clinics for Children in Topaz Park
5	Pandora Arts Collective	Fernwood	\$1,000	Inside-Out: Workshops and Art Event
6	Vic West Community Association	Vic West	\$1,000	Community Zucchini Racing Event
7	South Jubilee Neighbourhood Association	South Jubilee	\$1,000	Building Community Connections in South Jubilee
			\$6,930	

ISSUES & ANALYSIS

An interdepartmental team worked collaboratively to review the applications and provide comments and feedback. As well, a sub-committee of the Art in Public Places committee reviewed the art applications consistent with the guidelines. Due to the mandatory pre-application meetings, the quality of applications was much higher and the review period by staff was substantially reduced.

Although a similar number of applications to 2016 were received this year, \$50,873 remains in the allocated funding for the program. Many prospective applicants indicated that they were interested in proposing projects but were not prepared to apply during the grant intake period. Staff are confident that scheduling a fall intake period will be successful in attracting a sufficient number of applications to distribute the remainder of the funds in the grant program. Should the grant program be undersubscribed in future years, a fall intake would similarly be recommended to Council.

OPTIONS & IMPACTS

2015 - 2018 Strategic Plan

The applications received support the objectives and/or the action and outcome statements of the Strategic Plan specifically:

- Objective 2: Engage and Empower the Community
- Objective 3: Strive for Excellence in Planning and Land Use
- Objective 7: Facilitate Social Inclusion and Community Wellness;
- Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems; and
- Objective 10: Nurture Our Arts, Culture and Learning Capital.

Impacts to Financial Plan

The \$120,000 for this grant program was approved as part of the 2017 Financial Plan.

Official Community Plan Consistency Statement

The My Great Neighbourhoods Grants program supports several of the OCP's

broad objectives, including:

Placemaking

- 8 (d) That social vibrancy is fostered and strengthened through human scale and design of buildings, streetscapes and public spaces.
- 8 (g) That a sense of place is developed and enhanced through urban design features.

Community Wellbeing

- 15 (d) That strong partnerships build the capacity of individuals and the community.
- 15 (e) That all citizens have the opportunity to participate in civic affairs.

Arts and Culture

- 16 (a) That Victoria is a creative and vibrant city.
- 16 (f) That art in public places is supported and enabled as a public good and an expression of community identity.

Accessibility Impact Statement

There are no accessibility concerns related to the proposed recommendations in this report.


Respectfully submitted,



Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


July 27, 2017

List of Attachments

- Appendix A: 2016 Grants Status Report
- Appendix B: City of Victoria 2017 Great Neighbourhood Grant Policy
- Appendix C: Community Art Project Guidelines
- Appendix D: Eligible Applications – Placemaking
- Appendix E: Eligible Applications - Activities

Appendix A. 2016 Grants Status Report

Project		Description	Status
1	Spring Ridge Garden	Shed and irrigation	Complete
2	James Bay New Horizons	Pollinator Garden	Complete
3	North Jubilee Spirit Garden	Pathway and other improvements	In Progress
4	Rockland Greenway Signage	Historical and landmark wayfinding markers	Scheduled
5	Oaklands Community Association	Mobile Toolshed for community events	Complete
6	South Jubilee Residents Association	Portable Community Centre	Complete
7	Gorge Swim Fest	Online temperature monitoring system	Complete
8	Rock Bay Creek Revival	Interpretive markers following creek	In Progress
9	Rock Bay Mural	Mural project	In Progress
10	Yates Street Garden	Planters and fence	In Progress
11	DVBA Innovation Tree	Interactive lighting in street tree	Complete
12	Polychrome Art	Mural on Harris Green building	Complete
13	Big Wheel Kitchen Garden	Parklet and Boulevard Garden installation	Complete
14	Fairfield Food Forest	Toolshed, pergola and bench	In Progress
15	Fernwood Square	Catenary lighting over square	Complete
16	Central Middle School	Naturalized First Nations Playspace	Complete
17	George Jay Welcome Pole	Totem pole at school entrance	Scheduled
18	Thought Spots Installations	Mobile placemaking installation(s)	In Progress
19	VicWest Playground	Naturalized playground features	Extension Granted
20	Banfield Community Garden	Additional signage for garden features	In Progress
21	DVBA Mural	Mural for downtown building	In Progress

Appendix B. 2017 Grant Policy

A. PURPOSE

The purpose of the My Great Neighbourhood Grant Policy is to guide the allocation of grants that impact public space and support community activities.

B. OBJECTIVES

The objectives of the My Great Neighbourhood Grants is to bring neighbours together to animate under-utilized community space that will leave a positive physical legacy in public spaces and to support community development through action and education.

C. DEFINITIONS

Great Neighbourhood projects that qualify for this funding fall into two separate categories:

Placemaking projects have the following characteristics:

- They are initiated by local residents.
- They animate under-utilized community spaces.
- They create gathering spots that bring people together.
- They are partnerships between the community and the City of Victoria.
- The community takes the lead in these projects. City staff provides advice in design, development, installation and construction.
- They can be a pilot project.
- They must be completed within one year upon receiving funding.
- They contribute to neighbourhood pride and enhance quality of life.

Activity projects have the following characteristics:

- They are initiated by local residents.
- They engage and/or educate community members.
- They promote community development and community programming.
- They serve as a neighbourhood improvement campaign.
- The community takes the lead in these projects. City staff provides advice in regulatory guidelines
- They can be a pilot project.
- They must be completed within one year upon receiving funding.
- They contribute to neighbourhood pride and enhance quality of life.

My Great Neighbourhood Placemaking and Activity grants require a 100% matching contribution by the community. The City will fund up to \$5,000 to match the equivalent contribution the neighbourhood makes for a Placemaking grant and up to \$1,000 for an Activity grant. The matching contribution can be a combination of volunteer labour, donated services, donated materials and supplies and other funds raised. A rate of \$20/hr will be used to calculate the match made with volunteer labour. If professional services are provided, the professional donating their services will provide the value of their contribution.

D. ELIGIBILITY CRITERIA

The program is open to all not-for-profit organizations including community and neighbourhood

associations and schools. Ad hoc, informal organizations and businesses may also apply for funding by partnering with a local not-for-profit group. The not-for-profit group is required to submit the application, and if approved, will receive the funding. The project must be within Victoria to be eligible for funding.

The applicant must meet all the following criteria to apply for a grant:

- Registered non-profit organization in good standing in the Province of BC or registered charitable organization in good standing with the Canada Revenue Agency
- Each application can submit one application per intake period (Registered non-profit organization in good standing can support multiple groups)
- Organization can reside outside of Victoria
- The project must be in Victoria and benefit residents of the City of Victoria
- Evidence of clear mandate and competent administration
- Not in arrears with the City of Victoria
- Not in bankruptcy or seeking creditor protection
- Projects must be completed within one year upon receiving funding
- Reporting requirements
- Must outline match from the community
- Must outline how the project will be maintained

Eligible expenses for Placemaking funding include:

- Materials (paint, equipment, wood, etc.)
- Insurance fees
- Equipment rentals
- Professional labour costs

Eligible expenses for Activity funding include:

- Program materials (craft supplies, food)
- Insurance fees
- Equipment rentals
- Professional facilitation costs
- Room rental fees

Ineligible expenses include all other applicant expenses not related to the project including:

- Fundraising
- Direct financial assistance to individuals or families
- Maintaining ongoing programs, services or events
- Funding staff positions and staff training / professional development costs
- Deficit or debt repayment
- Commercial activities and related costs
- Projects on private property
- Purchase of land or buildings
- Travel and accommodation expenses

The following items are required as part of the application package:

- Placemaking project - design information, including site map and visuals of location
- Activity project – program or event outline, including site map and visuals of location

- If the application is not from a recognized not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

E. EXAMPLES OF PROJECTS

Placemaking Projects can include:

- Community garden enhancement
- Boulevard enhancement
- Neighbourhood gathering place
- Community pathway
- Decorative lighting display
- Community art display
- Neighbourhood branding initiative
- Interpretive signage
- Community lending installation
- Playground enhancement
- Playable space
- Other projects that animate public space

Activity Projects can include:

- Social Connection community program
- Educational community program
- Neighbourhood improvement program
- Neighbourhood diversity program
- Temporary site transformation (pop ups)
- New neighbourhood parties (not previously established)

F. GRANT REVIEW PROCESS

The first intake period will be in the spring. Applications will be accepted for the duration of six weeks. If funds remain, a second intake period will begin in the fall and will also be open for six weeks. All grants are awarded using a competitive process.

The process of reviewing the grants includes the following steps:

1. Intake period opens
2. Applications submitted by deadline
3. Staff review applications for eligibility
4. Staff conduct a technical review of the application to ensure it meets City of Victoria standards in order to maximize the longevity of the project. Each project will be required to meet Parks Regulation Bylaw, urban design and safety standards.
5. Applications that impact public space will be vetted through appropriate departments to assess the project or program feasibility
6. The City's unions will be notified of eligible applications for their review and notification of any staff considerations
7. Eligible applications will be presented to the Committee of the Whole
8. Council awards the grants
9. Awards announced
10. Successful recipients will have up to one year to complete their project.

11. Recipients report on grant use and deliverables as projects are completed. Council will be updated through the quarterly report.

G. DECISION MAKING

Staff will review all applications and evaluate based on the eligibility requirements and technical review. All eligible grant applications will be presented to Council for review. City Council will decide on all grant allocations.

H. GRANT LIMITATIONS

Not all applicants meeting the eligibility requirements will necessarily receive a grant. Grants are one-time approvals, and are not an automatic ongoing source of annual funding

I MAINTENANCE AND PROJECT LIFESPAN

Successful Placemaking projects will be maintained for a mutually agreed upon lifespan not to exceed 5 years in total by the community organization once completed. Maintenance may be renewed beyond the initial term through mutual agreement of the City and the community organization. If the item created through the project falls into disrepair, requires replacement or becomes a safety concern it will be removed by the City of Victoria. Activity projects will be maintained for a period of up to six months by the community organization once activated.

J MONITORING AND REPORTING

Each grant recipient will be required to submit a post-program report as specified by the City of Victoria.

K. REPAYMENT OF GRANTS

If the grant will not be used for the stated purpose, the full amount must be returned to the City of Victoria.

Appendix C. Community Art Project Guidelines



My Great Neighbourhood Grant Program Community Arts Projects

Artists working together with communities

Purpose

Community Arts Projects are intended to support a wide variety of short term, arts and cultural activities that celebrate Victoria's diversity.

These projects:

- Increase public participation in arts and culture
- Recognize and strengthen the role of artists in our communities
- Enliven Victoria neighbourhoods, communities and public spaces
- Strengthen community connections and celebrate Victoria's diversity

Projects can be big or small and in any form of art, as long as communities and artists are actively engaged. Examples include:

- Community-engaged art projects that are led by artists with community participation and collaboration
- Temporary public art projects in the public realm (e.g. performances, murals, 3-dimensional objects)

All projects must be in the City of Victoria and have a life span of less than three years.

Support

Grants are awarded to a maximum of \$5,000 for each project, and \$1,000 for each activity. Applicants are encouraged to find multiple sources of funds to support projects.

Assessment

A Selection Panel appointed by the Art in Public Places Committee will evaluate all community art project applications. The Selection Panel recommendations will be incorporated into the Great Neighbourhood Grant approval process for consideration and approval by Council.

Evaluation Criteria

In making grant recommendations, the Selection Panel will be guided by the My Great Neighbourhood Policy and the Art in Public Places Policy. They will also consider:

- The artistic merit of the project
- The commitment of the community involved
- The merit of the professional artist(s) based on past work
- The potential positive impact of the project
- Administrative factors such as budgeting and scheduling



Background

- My Great Neighbourhood Grants launched in 2016 to support community-driven projects in the public realm
- \$120,000 annual budget
- 22 projects were approved and are in progress or complete



Fort Street Mural (2016)



Post 2016 Review

- Program was reviewed for improvements
- Revised program:
 - ✓ Simpler application
 - ✓ Clarity for arts projects
 - ✓ More neighbourhood team support for applicants
 - ✓ Emphasis on lifecycle support for projects
 - ✓ New category for activities (\$1,000)



Irving Park Garden (2016)



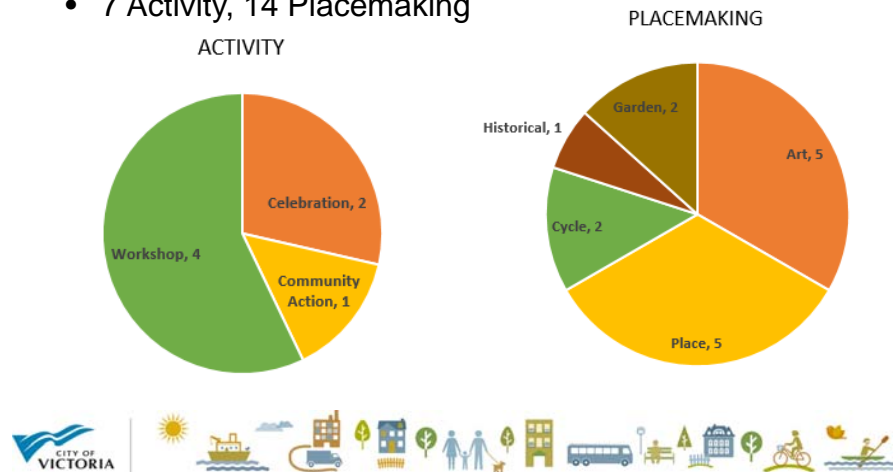
2017 Grants Application Period

- Neighbourhood Ideas Fair held in April with presentations from staff and external resource groups
- 6 weeks application period
- Requisite preliminary meetings to help application process



2017 Grant Applications

- 21 applications received
- Applications from 8 of 11 neighbourhoods
- 7 Activity, 14 Placemaking



2017 Grant Applications

Although:

- Grant criteria broad
- Communication expanded
- Process simpler
- Prospective applicants encouraged and coached...

**21 applications representing
58% of available funding...**



2017 Grant Applications

Fall Grant Intake Changes

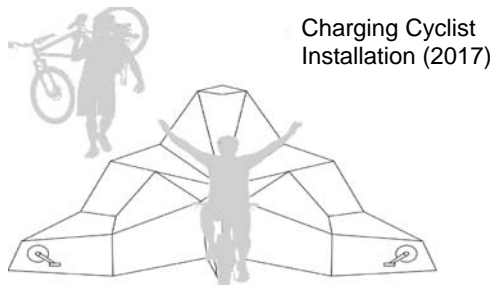
1. Communicate *directly* to schools and neighbourhood organizations
2. Develop *facilitated* placemaking projects (e.g. picnic tables, little libraries, birdhouses)
3. Work *collaboratively* with applicants on an activity (e.g. block connectors, block level emergency program, neighbourhood action plan)



2017 Grant Applications

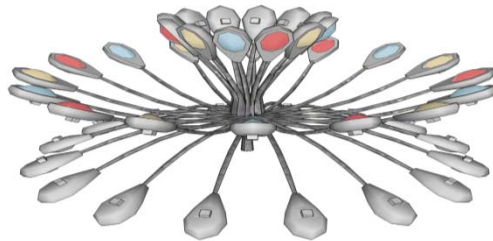
Future Changes

- Develop a micro-grant option with simpler application (e.g. no sponsorship required, \$500 maximum)



Recommendation

- That Council approve the 21 applications received for Spring intake of the 2017 My Great Neighbourhood Grant program.



Interactive Light Bloom (2017)





Committee of the Whole Report

For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 20, 2017
From: Fraser Work, Director of Engineering and Public Works
Subject: Laurel Point Park – Phase II Environmental Site Assessment

RECOMMENDATION

That Council direct staff to proceed with the next stage of environmental investigation at Laurel Point Park, including a detailed site investigation, risk assessment and remediation plan, using funds from the 2017 Financial Plan – Environmental Remediation capital budget.

EXECUTIVE SUMMARY

The City owns property at Laurel Point Park which is surrounded by Transport Canada land and the Laurel Point Inn property.

The City retained SLR Consulting Ltd. (SLR) to complete a Phase II Environmental Site Assessment (Phase II ESA) at the Laurel Point Park site located at 680 Montreal Street. Laurel Point Park is adjacent to a federal contaminated site known as the Middle Harbour Fill Site and the Laurel Point Inn. Investigations for the federal lands are complete and Transport Canada is currently completing a risk assessment and remediation plan.

The purpose of this Phase II ESA was to assess and document the subsurface environmental conditions at Laurel Point Park. This consisted of drilling sixteen boreholes, completing nine of these as monitoring wells to assess soil and groundwater quality at areas of potential environmental concern identified in earlier investigations. The field program was conducted between November 30, 2016 and January 19, 2017.

Based on the results of the Phase II investigation, the Laurel Point Park property is considered a contaminated site, because soil and groundwater quality has been impacted by historical industrial activities. The contamination identified includes metals and petroleum hydrocarbons entrained in the soil and groundwater. The contaminant concentrations exceed the applicable BC Contaminated Sites Regulations in soil and groundwater. SLR has advised the City that the contamination is located deep below the surface and is covered by topsoil and landscaping, and is not a risk to the public or City staff, if the soils are left undisturbed.

In order to quantify and locate the contaminants, staff recommend proceeding with the next phase of analysis, and complete a detailed site investigation to assess and delineate the extent of contamination and also assess soil vapour quality. The next phase of detailed investigation will provide site specific data to assess potential remedial options including risk assessment for long term management considerations. Based on the detailed site investigation, a more comprehensive

risk assessment will be conducted to assess any potential future risks to human and environmental health due to the contamination, and to understand how to best manage the soil and any contamination during the life of the site.

PURPOSE

The purpose of this report is to inform Council of the recently completed Phase II Environmental Assessment at Laurel Point Park and next steps in the examination of contaminants at this location.

BACKGROUND

The City owns property at Laurel Point Park, which is surrounded by Transport Canada land and the Laurel Point Inn property as shown in Attachment A: Site Plan.

SLR Consulting Ltd. (SLR) was retained by the City of Victoria to complete a Phase II Environmental Site Assessment (Phase II ESA) at the Laurel Point Park site located at 680 Montreal Street. Laurel Point Park is adjacent to a federal contaminated site (known as the Middle Harbour Fill Site) and the Laurel Point Inn. The purpose of this Phase II ESA was to assess and document the subsurface environmental conditions at Laurel Point Park.

The Phase II ESA consisted of drilling sixteen boreholes, completing nine of these as monitoring wells to assess soil and groundwater quality at areas of potential environmental concern identified in earlier investigations. The field program was conducted between November 30, 2016 and January 19, 2017.

Prior to 1885, Laurel Point Peninsula was used by First Nations as a place of burial. Laurel Point Park and surrounding areas are located in an area that was used traditionally by the Songhees First Nation. Since 1885, the Laurel Point Peninsula has had a series of owners and land uses most notably the British America Paint Co Ltd (BAPCO) paint manufacturing facility which may have resulted in potential environmental contamination. See Attachment B: for historic photos showing industrial use of lands. The area has been filled over the years and there is evidence of periodic infilling dating back as far as 1905. The last infilling event (1972-1978) followed the demolition of a former paint factory, as part of the construction of the existing park and seawall walkway.

The land surrounding the Laurel Point Peninsula was historically used for a variety of industrial activities, including machine shops, a coal wharf, boat building, Texaco Canada, and McColl - Frontenac Oil. A review conducted by SLR in 2008 concluded that based on the local topography and the inferred direction of groundwater flow, historical activities in these properties adjacent to the Laurel Point Peninsula were unlikely to have directly impacted the upland Middle Harbour Fill Site and the Laurel Point Park properties. However, discharges from surrounding properties may have introduced contaminants into the local marine environment and soil sediments in the vicinity of the Middle Harbour Fill Site and Laurel Point Park.

Site investigations for the adjacent federal contaminated Middle Harbour Fill Site lands are now complete. Transport Canada is now completing their own risk assessment and remediation planning, which is expected to be ongoing until 2019. Preliminary information from Transport Canada indicates that excavation work and off-site disposal of contaminated materials will be required.

ISSUES & ANALYSIS

The BC Ministry of Environment guidance on contaminated sites recommends a phased approach for environmental site assessment for subsurface contamination. The process is carried out in a phased approach with the results of each phase informing the scope of each subsequent investigation. There are three stages of phased investigations, for larger and more complex contaminated sites. The three phases introduce increasingly comprehensive information, leading to a risk assessment and remediation plan. This approach is being applied to the Laurel Point Park investigation, and are described below with estimated 'order of magnitude' costs to complete:

Preliminary Site Investigation – completed

Determining the risk of site contamination is the first stage and is referred to as a Preliminary Site Investigation (PSI), or a Phase 1 Environmental Site Assessment report.

Phase II Site Investigation – completed

The second stage of a preliminary site investigation enables the general location and degree of contamination to be determined.

Detailed Site Investigation - \$120k to \$150k

The detailed site investigation will identify and delineate which substances are causing, or threaten to cause, adverse effects on human health or the environment and provide information on their form and mobility in the environment. The investigation will also identify the specific areas, depths and degree of contamination of the site.

Risk Assessment - \$100 to 150k

The information from the detailed site investigation is used to develop a human health and ecological risk assessment. The risk assessment will assess potential risks to human health and the environment from the contamination and identify if the contamination can be managed in place or if controls need to be designed and implemented for the long term management of the site.

Remediation Plan - \$50k

Based on the results of the risk assessment a remediation plan is developed to remove high risk contaminants and/or develop risk-management controls for the long term management of the site.

Remediation - \$1M to \$5M

Subject to results of risk assessment and remediation plan.

Based on the results of the Phase II investigation, the Laurel Point Park property is considered a contaminated site because soil and groundwater contaminant concentrations exceed provincial standards, likely due to historical industrial activities at the site. The contamination identified includes metals and petroleum hydrocarbons entrained in soil and groundwater. The contaminant concentrations exceed the applicable BC Contaminated Sites Regulations in soil and groundwater.

SLR has advised that the contamination is located deep below the surface and is covered by topsoil and landscaping. As such, there is not inferred to be a current risk to park users and visitors. Additionally, City staff conducting landscaping maintenance such as cutting grass, raking, picking leaves and refuse should not encounter or be impacted by the contamination.

City staff have been advised that no digging and exposing of subsurface soils can take place within Laurel Point Park or the adjacent federal lands without having a worker exposure and management plan in place.

OPTIONS & IMPACTS

Staff recommend proceeding through the next phases of the investigation, and complete a detailed site investigation to assess and delineate the extent of contamination and assess soil vapour quality. The detailed site investigation will provide site specific data to assess potential remedial options, including long term risk management of the site. Based on the detailed site investigation a human health and ecological risk assessment will be conducted to assess potential risks to human health and the environment from the contamination and understand if the contamination can be managed in place or if controls need to be designed and implemented.

Option 1 – Proceed with detailed site investigation, risk assessment and development of the remediation plan – **Recommended**
Staff will proceed with the next steps of the phased approach.

Option 2 – Do not proceed with further investigations – **Not Recommended**

The City can consider postponing further investigations, however this is not recommended as remediation work on the adjacent federal lands is expected to proceed in 2018 and 2019. The City should consider timing any required remediation to coincide, where possible, with that work. As the previous investigations have determined the site is contaminated the City has a duty to proceed with determining the extent of contamination and undertaking a risk assessment.

2015 – 2018 Strategic Plan

The recommended option supports the David Foster Harbour Pathway Program and is consistent with Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems and Objective 9: Complete a Multi-Modal and Active Transportation Network.

Impacts to Financial Plan

The total estimated cost of approximately \$350,000 for the detailed site investigation (\$150,000), the risk assessment (\$150,000) and the remediation plan (\$50,000) is in the 2017 Financial Plan – Environmental Remediation capital budget. Costs to complete the remediation work will be determined after completion of the risk assessment and remediation plan and will be incorporated into a future Financial Plan for Council's consideration.

Official Community Plan Consistency Statement


This works supports the David Foster Harbour Pathway Program and actions in the Official Community Plan under Goal 7: Transportation and Mobility (specifically 7B, 7.16.7), Goal 8 – Placemaking (specifically 8B, 8.14 and 8.16) and Environmental goals (10A & 10B).

CONCLUSIONS


The results of the recently completed Phase II investigation have concluded the Laurel Point Park property is considered a contaminated site, due to concentrations of metals and petroleum hydrocarbons in soil and groundwater. Based on the nature of the contamination, soil vapour quality has also likely been impacted. The contaminant concentrations exceed the applicable BC Contaminated Sites Regulations in soil and groundwater.

In order to quantify and locate the contaminants, it is recommended that a detailed site investigation is carried out to assess and delineate the extent of contamination and assess soil vapour quality. Following this investigation a risk assessment is recommended to understand if the contamination can be managed in place or if controls need to be designed and implemented.

Respectfully submitted,



Jas Paul, Assistant Director
Engineering



Fraser Work, Director
Engineering and Public Works

Report accepted and recommended by the City Manager: _____

Date:  _____
July 27, 2017

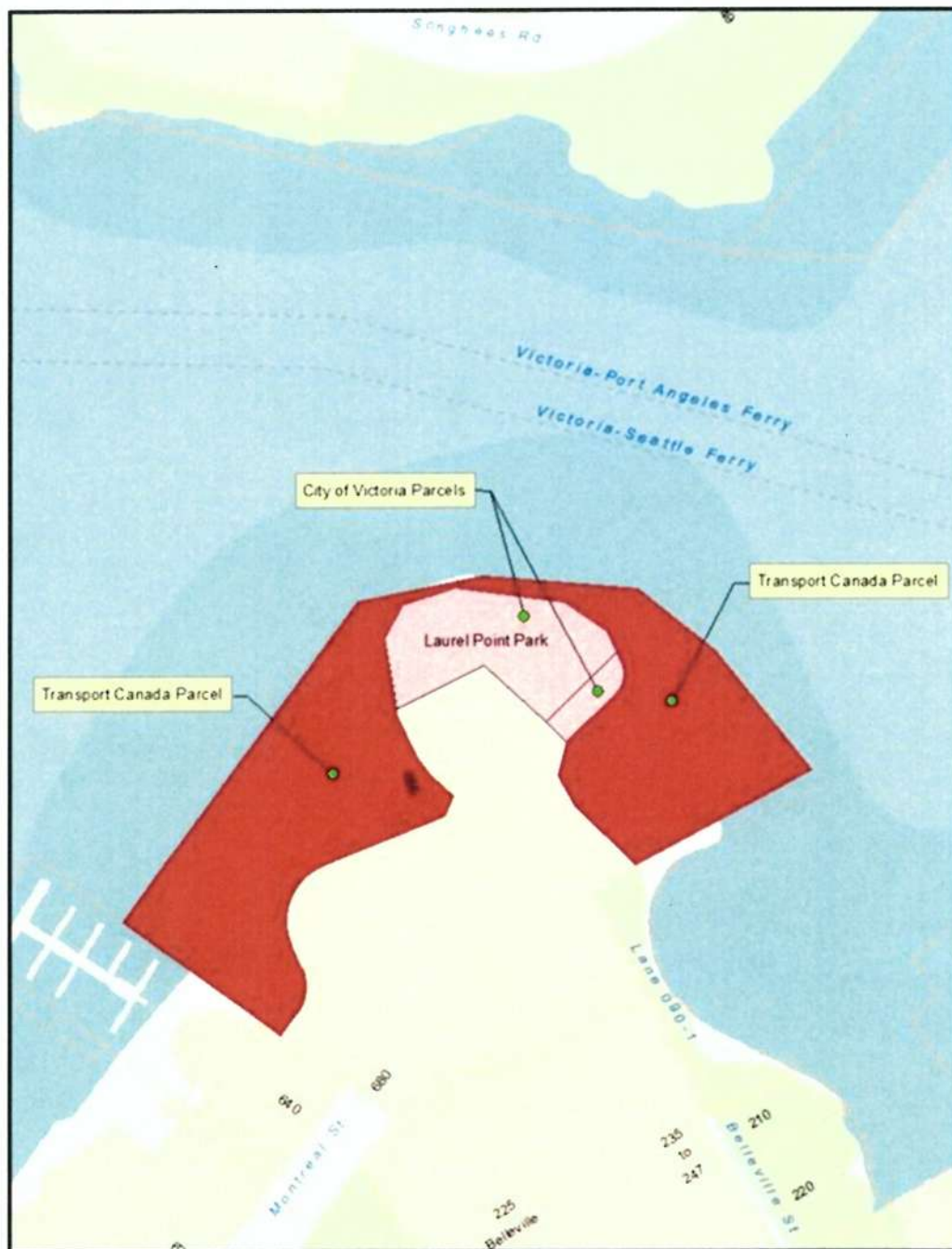
List of Attachments

Attachment A: Site Plan

Attachment B: Historic Photos

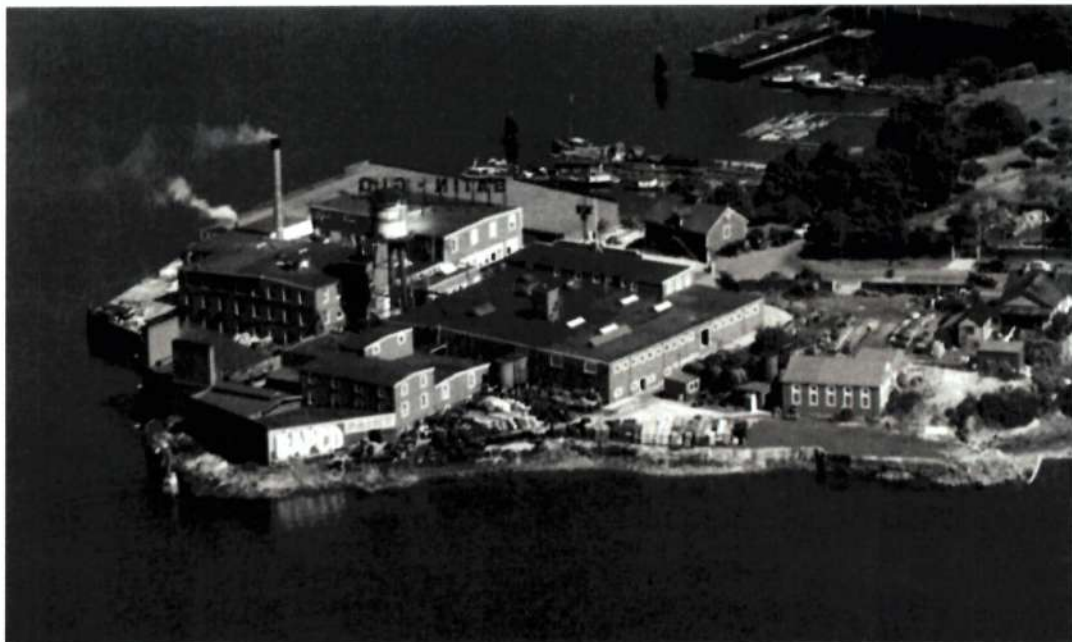
Attachment A:

Site Plan



Attachment B:

Historic Photos





Committee of the Whole Report

For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 20, 2017

From: Fraser Work, Director, Engineering and Public Works Department

Subject: Municipalities for Climate Innovation Program - Authorization for Grant Application Submission: All Ages and Abilities Bicycle Network Implementation

RECOMMENDATION

That Council authorize:

1. The Director of Engineering and Public Works to submit a \$1,000,000 grant application to the Federation of Canadian Municipalities (FCM) under the *Municipalities for Climate Innovation Program* (MCIP), for contributions towards the implementation of the All Ages and Abilities (AAA) Bicycle Network.
2. The Mayor and the City Clerk to execute a grant agreement under the Municipalities for Climate Innovation funding program, if successful.

EXECUTIVE SUMMARY

The Federation of Canadian Municipalities, *Municipalities for Climate Innovation Program* helps municipalities prepare for and adapt to climate change, and to reduce emissions of greenhouse gasses. The list of eligible projects includes active transportation infrastructure work. Grants can fund up to 80% of project administration, consultation, design, capital construction and evaluation. City staff have confirmed the eligibility of the AAA Bicycle Network for this funding stream. Applications are considered on a first-come, first serve-basis and the review period, which includes a peer-evaluation component, takes up to four months.

PURPOSE

The purpose of this report is to seek Council authorization for staff to prepare and submit a grant application towards administrative, planning, engagement, design and/or construction costs associated with the implementation of the AAA Bicycle Network. If successful, the City would enter into agreement with FCM.

BACKGROUND

The *Municipalities for Climate Innovation Program* (MCIP) is a five-year, \$75 million program that helps municipalities prepare for, and adapt to, climate change and to reduce emissions of greenhouse gasses.

Delivered by FCM and funded through the Government of Canada, MCIP is available to all Canadian Municipalities and their partners. MCIP aims to maximize the impacts of new federal investments in new infrastructure.

In addition to funding plans and studies, the "Climate Mitigation Capital Project Grants" stream offers contributions towards transportation infrastructure projects that reduce greenhouse gas emissions from an existing transportation network. Active transportation infrastructure which promotes and encourages mode shift, reduces fuel use, and improves safety are included in the list of eligible projects. FCM will provide up to 80% of eligible costs towards actual costs of a project. Eligible cost categories include administration, consultation, design, capital construction and evaluation.

As a part of the program requirements, City staff have met with the designated FCM representative to review and confirm the eligibility of the AAA Bicycle Network for the funding stream. Proposals are selected using a priority ranking system to determine which applications best meet the program's goals.

Funding for projects is awarded based on the following criteria / evaluation categories:

- Potential to reduce GHG Emissions
- Measurement and evaluation systems
- Alignment with municipal priorities and local context
- Project management approach

The City of Victoria's AAA bicycle network seeks to encourage active transportation for commuting, recreation and other tourism-based uses. This infrastructure supports reductions in fuel use and associated emissions. There is also an ability for the City to integrate other low-carbon transportation infrastructure enhancements such as transit shelter improvements, integration of electric vehicle charging stations and pedestrian / accessibility enhancements into the scope of the application. Staff are preparing the request for the maximum amount of \$1,000,000; however, the review process allows FCM to potentially award larger grants.

Applications are considered on a first-come, first serve-basis and the review period, which includes a peer-evaluation component, takes up to four months. The program will accept applications until January 31, 2020 and there is no limit to the number of applications that the City can submit to the various streams.

CONCLUSION

If authorized by Council, staff will prepare and submit an application to the *Municipalities for Climate Innovation Program* for costs towards implementation of the All Ages and Abilities (AAA) Bicycle Network.

Respectfully submitted,



Brad Dellebuur, A/Assistant
Director, Transportation



Fraser Work, Director
Engineering and Public Works

Report accepted and recommended by the City Manager:

Date:

July 27, 2017



Committee of the Whole Report

For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 24, 2017
From: Thomas Soulliere, Director, Parks, Recreation and Facilities
Subject: Dog Off-Leash Pilot Project for Barnard Park

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

Council has requested feedback from staff on impacts and advisability of allowing for a dog off-leash area in Barnard Park on a trial basis.

Staff have conducted an initial assessment to determine advisability of allowing for dogs off-leash in this park. Potential concerns have been identified relating to the park topography and size, as well as adjacent land uses. Should Council decide to proceed, the potential impacts to staff workload of carrying out the pilot project will not likely be significant.

As with the two other pilots recently approved by Council, the information gathered would help inform an overall strategy identified in the recently approved Parks and Open Space Master Plan. The future strategy will provide guidance to the approach for dog off-leash areas throughout the city.

PURPOSE

The purpose of this report is to provide Council with information regarding the impacts and advisability of providing a dog off-leash pilot at Barnard Park in the Victoria West neighbourhood.

BACKGROUND

On July 13, 2017, Council directed staff to report back on impacts and advisability of allowing for dogs off-leash on a trial basis in Barnard Park.

ISSUES & ANALYSIS

Staff have conducted an initial assessment to determine advisability of allowing for dogs off-leash on a trial basis for Barnard Park, and identified potential challenges, relating to the park size and topography, as well as adjacent land uses. The small park is home to tennis courts, a playground, and pathways that provide linkages between the neighbourhood to the west, Esquimalt Road and the popular Westsong Walkway. The park is surrounded by medium to high density housing that are physically located higher than the park, creating a bowl that has the potential effect of amplifying noise.

Other existing dog off-leash areas located within the adjacent neighbourhood include Songhees-Hillside Park, Victoria West Park, Banfield Park as well as Captain Jacobsen Park and Highrock Park, which are located within the municipality of Esquimalt (See map in Appendix A).

Should Council wish to proceed with a pilot project at Barnard Park, staff recommend applying similar hours to the other pilot off-leash areas (6:30am – 8:30am) for a one year term. Also similar to the other pilot projects, the necessary advance planning and communications prior to launch of the pilots is anticipated to require approximately three weeks from the date of Council approval of the initiative, meaning the effective start date could be September 1st. This period will ensure the specific location parameters in the park are identified, site signage is installed, pre-pilot assessments are completed, and a communications plan is developed and executed to ensure citizens and stakeholders are aware of the change.

During the pilot project staff may experience a slight increase in maintenance requests, which is common with other dog off-leash areas, and this would be accommodated through City calls-for-service procedures. Additional support from Animal Control may also be required, however this will be addressed and monitored on a "complaint" basis.

The highest potential impact to staff resources is anticipated to be in relation to correspondence with citizens and potentially the analysis of the results of pilot projects. Should Council approve this pilot project and require staff to develop an evaluation criteria, staff would ensure such work is factored into planning for 2018.

The total resource impact associated with the planning and implementation of this pilot is expected to be accommodated with the 2017 Financial Plan, although some workload impacts will be experienced by certain staff (ie Park Planning, Engagement, Park Infrastructure, Bylaw Enforcement) resulting in potential delays to the timing of other discrete activities planned to-date by these staff.

OPTIONS & IMPACTS

That Council receive this report for information.

Should Council wish to proceed with the pilot dog off-leash area at Barnard park, staff are prepared to commence planning of pilot project immediately following Council approval. This work can be accommodated within current work plans and resource allocation.

Impacts to Financial Plan

No significant impacts are anticipated beyond the approved Financial Plan for 2017. Future work associated with the evaluation of the pilot projects will be factored into resource planning for 2018, if required by Council.

CONCLUSIONS

The dog off-leash pilot project at Barnard Park could commence September 1, 2017 pending Council approval. The project will provide experience and input into future strategic planning associated with an updated city-wide dog off-leash program.


Respectfully submitted,



Thomas Soulliere
Director
Parks, Recreation and Facilities

Report accepted and recommended by the City Manager:

Date:


July 27, 2017

List of Attachments

Appendix A: Map of Nearby Parks with Off-Leash Areas

Appendix A: Nearby Parks with Off-Leash Areas





Committee of the Whole Report
For the Meeting of August 3, 2017

To: Committee of the Whole
From: Chris Coates - City Clerk
Subject: Bylaw Officers

Date: July 21, 2017

RECOMMENDATION

That Council approve the appointment of Michael Boyd: as a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061);

EXECUTIVE SUMMARY

Mr. Michael Boyd has joined Victoria Animal Control Services staff filling role of Animal Control Officer. To enable him to act as an Animal Control Officer and enforce the Animal Control and Parks Bylaws, a specific resolution of council is required.

Respectfully submitted,

Handwritten signature of Nancy Johnston in black ink.

Nancy Johnston
Manager Bylaw and Licensing Services

Handwritten signature of Chris Coates in black ink.

Chris Coates
CityClerk

Handwritten signature of Jocelyn Jenkyns in black ink.

Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:

A blue ink signature and the date 'July 21, 2017' written in blue ink.



Committee of the Whole Report For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 24, 2017
From: Chris Coates, City Clerk
Subject: Proclamation "Grandparents Raising Grandchildren Week" September 10-16, 2017

RECOMMENDATION

That the Grandparents Raising Grandchildren Week, September 10-16, 2017 Proclamation be forwarded to the August 10, 2017 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested Grandparents Raising Grandchildren 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 blue ink signature of Chris Coates.

Chris Coates
City Clerk

Appendix A: Proclamation "Grandparents Raising Grandchildren Week"
Appendix B: List of Previously Approved Proclamations

"GRANDPARENTS RAISING GRANDCHILDREN WEEK"

- WHEREAS** September 10th 2017 is internationally recognized as Grandparents Day; and
- WHEREAS** it is estimated that in Canada more than 75,000 children are being raised by their grandparents and in BC more than 11,000 children; and
- WHEREAS** children being raised by their grandparents (or other kinship care givers) can face trauma caused by: parental death, incarceration, addictions, mental illness, abandonment, abuse or neglect, witnessing family violence, removal from their home; and
- WHEREAS** grandparents raising their grandchildren face grief, loss, isolation, judgment; lack of resources; and
- WHEREAS** grandparents raising their grandchildren face financial hardship and worry about how to continue to provide for their grandchildren should they become incapable of caring for them and after they die; and
- WHEREAS** despite these challenges, grandparents overwhelmingly say they "would do it all again"; and
- WHEREAS** research shows that there are many benefits to children being raised by relatives such as: the ability to maintain community and family attachments, the stability of cultural and spiritual identity, the lifetime sense of belonging; and
- WHEREAS** Parent Support Services Society of BC is holding their annual Grandparents Day Celebration in Oak Bay to celebrate these grandparents (and other kinship caregivers).

NOW, THEREFORE I do hereby proclaim the week of September 10-16, 2017 as **"GRANDPARENTS RAISING GRANDCHILDREN 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 10th day of August, Two Thousand and Seventeen.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Kristina Bergum
Parent Support Services
Society of BC

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	<p>Orca Awareness Month – June 2016</p> <p>Intergenerational Day Canada – June 1, 2016</p> <p>ALS Awareness Month (Lou Gehrig's Disease) – June 2016</p> <p>National Tourism Week – May 29 to June 4, 2016</p> <p>World Oceans Week – June 1 to June 8, 2016</p> <p>World Oceans Day and Rivers to Oceans Week – June 8, 2016 and June 8 to June 14, 2016</p> <p>Medical Marijuana Day – June 11, 2016</p> <p>Brain Injury Awareness Month – June 2016</p> <p>Built Green Day – June 8, 2016</p>
June 9th, 2016	<p>Sri Chinmoy Oneness – Home Peace Run – June 24, 2016</p> <p>Men's Mental Health Awareness Day – June 14, 2016</p> <p>World Refugee Day – June 20, 2016</p> <p>Access Awareness Day – June 4, 2016</p>
June 23rd, 2016	Pride Week – July 1 to July 10, 2016
July 28th, 2016	World Hepatitis Day – July 28, 2016
Aug. 25, 2016	<p>Childhood Cancer Awareness Month – September 2016</p> <p>Prostate Cancer Awareness Month – September 2016</p>
Sept. 8, 2016	<p>KidSport Week – September 10 – 17, 2016</p> <p>Peace One Day – September 21, 2016</p> <p>Literacy Month – September 2016</p>
Sept. 22, 2016	<p>Community Living Month – October 2016</p> <p>Manufacturing Month – October 2016</p> <p>Occupational Therapy Month – October 2016</p> <p>Fire Prevention Week 2016 – October 9th to 15th, 2016</p> <p>International Blasphemy Rights Day – September 30, 2016 (amended)</p>
Oct. 13, 2016	<p>World Mental Health Day – October 10, 2016</p> <p>National Teen Driver Safety Week – October 16 to October 22, 2016</p> <p>Waste Reduction Week – October 17 to 23, 2016</p>
Nov. 10, 2016	UNiTE to End Violence Against Women Day – November 25, 2016
Nov. 24, 2016	<p>Think Local Week – November 27 to December 3, 2016</p> <p>HIV/AIDS Awareness Week – November 24 to December 1, 2016</p> <p>World AIDS Day – December 1, 2016</p> <p>Aboriginal AIDS Awareness Week – December 1 to December 5, 2016</p> <p>Buy Local Week – November 28 to December 4, 2016</p> <p>International Day of Persons with Diversabilities – December 3, 2016</p>

	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



Committee of the Whole Report For the Meeting of August 3, 2017

To: Committee of the Whole **Date:** July 24, 2017
From: Chris Coates, City Clerk
Subject: Proclamation "Grandmothers to Grandmothers Day" September 10, 2017

RECOMMENDATION

That the Grandmothers to Grandmothers Day, September 10, 2017 Proclamation be forwarded to the August 10, 2017 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested Grandmothers to Grandmothers Day 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 blue ink signature of Chris Coates.

Chris Coates
City Clerk

Appendix A: Proclamation "Grandmothers to Grandmothers Day"
Appendix B: List of Previously Approved Proclamations

"GRANDMOTHERS TO GRANDMOTHERS DAY"

WHEREAS *the HIV/AIDS pandemic has devastated sub-Saharan Africa, leaving over 15 million orphans in its wake; and*

WHEREAS *in the absence of other resources to care for these vulnerable children, grandmothers step in to provide loving care, housing, food, access to education and hope for the future; and*

WHEREAS *the Stephen Lewis Foundation recognizes the magnificent contribution of Africa's grandmothers through the community based organizations where they come together to support each other's work; and*

WHEREAS *the Stephen Lewis Foundation in 2006 initiated the Grandmothers to Grandmothers Campaign, a movement of solidarity between Canadian and African grandmothers, where Canadian grandmothers in over 240 groups work to raise funds for and awareness of the work of African grandmothers; and*

WHEREAS *thanks to the generosity of the greater Victoria community, Victoria Grandmothers for Africa have raised over \$1 million, part of the national total of over \$25 million, to send through the GRANDMOTHERS TO GRANDMOTHERS CAMPAIGN of the Stephen Lewis Foundation to community based organizations in sub-Saharan Africa at the centre of the HIV/AIDS pandemic;*

NOW, THEREFORE I do hereby proclaim the day of September 10, 2017 as **"GRANDMOTHERS TO GRANDMOTHERS DAY"** on the **TRADITIONAL TERRITORIES** of the **ESQUIMALT AND SONGHEES FIRST NATIONS** in the **CITY OF VICTORIA, BRITISH COLUMBIA.**

IN WITNESS WHEREOF, I hereunto set my hand this 10th day of August, Two Thousand and Seventeen.

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

**Sponsored by:
Lisbie Rae
on behalf of
Victoria Grandmothers for Africa**

Appendix B

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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	<p>Orca Awareness Month – June 2016</p> <p>Intergenerational Day Canada – June 1, 2016</p> <p>ALS Awareness Month (Lou Gehrig's Disease) – June 2016</p> <p>National Tourism Week – May 29 to June 4, 2016</p> <p>World Oceans Week – June 1 to June 8, 2016</p> <p>World Oceans Day and Rivers to Oceans Week – June 8, 2016 and June 8 to June 14, 2016</p> <p>Medical Marijuana Day – June 11, 2016</p> <p>Brain Injury Awareness Month – June 2016</p> <p>Built Green Day – June 8, 2016</p>
June 9th, 2016	<p>Sri Chinmoy Oneness – Home Peace Run – June 24, 2016</p> <p>Men's Mental Health Awareness Day – June 14, 2016</p> <p>World Refugee Day – June 20, 2016</p> <p>Access Awareness Day – June 4, 2016</p>
June 23rd, 2016	Pride Week – July 1 to July 10, 2016
July 28th, 2016	World Hepatitis Day – July 28, 2016
Aug. 25, 2016	<p>Childhood Cancer Awareness Month – September 2016</p> <p>Prostate Cancer Awareness Month – September 2016</p>
Sept. 8, 2016	<p>KidSport Week – September 10 – 17, 2016</p> <p>Peace One Day – September 21, 2016</p> <p>Literacy Month – September 2016</p>
Sept. 22, 2016	<p>Community Living Month – October 2016</p> <p>Manufacturing Month – October 2016</p> <p>Occupational Therapy Month – October 2016</p> <p>Fire Prevention Week 2016 – October 9th to 15th, 2016</p> <p>International Blasphemy Rights Day – September 30, 2016 (amended)</p>
Oct. 13, 2016	<p>World Mental Health Day – October 10, 2016</p> <p>National Teen Driver Safety Week – October 16 to October 22, 2016</p> <p>Waste Reduction Week – October 17 to 23, 2016</p>
Nov. 10, 2016	UNiTE to End Violence Against Women Day – November 25, 2016
Nov. 24, 2016	<p>Think Local Week – November 27 to December 3, 2016</p> <p>HIV/AIDS Awareness Week – November 24 to December 1, 2016</p> <p>World AIDS Day – December 1, 2016</p> <p>Aboriginal AIDS Awareness Week – December 1 to December 5, 2016</p> <p>Buy Local Week – November 28 to December 4, 2016</p> <p>International Day of Persons with Diversabilities – December 3, 2016</p>

	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



For the Committee of the Whole Meeting August 3 2017

Date: Friday July 28 2017

From: Mayor Helps

Subject: Federal Smart Cities Challenge - Smart South Island Project - Municipal and First Nations Draft Issues and Opportunities

Background

The City of Victoria along with nine other local governments and two First Nations is a government member of the South Island Prosperity Project (SIPP). In response to the Smart Cities Challenge and funding opportunity recently issue by the federal government, SIPP is working on behalf of its members to prepare a "Smart South Island Plan." The plan will put forward a long-term vision and action plan outlining how we can improve the quality of life for residents, create opportunities for prosperity and increase the general livability and sustainability of our region using big data and technology.

The very initial planning is currently underway with five sub-task forces working on different elements. The government members of SIPP (both municipal and First Nations) have formed the task force responsible for partnership development and issues identification. This is a group of volunteers from SIPP government members that came forward out of a short gathering at SIPP's AGM.

Attached as Appendix A is a short paper that outlines:

1. The federal funding opportunity associated with the development and implementation of a Smart South Island Plan
2. Draft Criteria for project success
3. Identification of the Issues and Opportunities

Over the summer municipal and First Nations member representatives of SIPP are seeking feedback from their Councils

Recommendation

1. That Council provide feedback on the draft policy paper.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "M. Helps".

Mayor Helps

Appendix A

DRAFT - Smart South Island Plan – Municipal and First Nations Partners Initial Criteria, Issues and Opportunities Paper for Discussion

Developed by Christina Clarke, Mayor Hamilton, Councillor Haynes, Mayor Helps, Councillor Low, Mayor Screech, Councillor Stock, Mayor Windsor

Introduction, Outline and Purpose

The South Island Prosperity Project (SIPP) is working on behalf of its members to prepare a "Smart South Island Plan." The plan will put forward a long-term vision and action plan outlining how we can improve the quality of life for residents, create opportunities for prosperity and increase the general livability and sustainability of our region using big data and technology.

The very initial planning is currently underway with five sub-task forces working on different elements. The government members of SIPP (both municipal and First Nations) have formed the task force responsible for partnership development and issues identification. This is a group of volunteers from SIPP government members that came forward out of a short gathering at SIPP's AGM.

This short paper outlines:

4. The federal funding opportunity associated with the development and implementation of a Smart South Island Plan
5. Draft Criteria for project success
6. Identification of the Issues and Opportunities

The purpose of this paper is for SIPP members to circulate to their Councils (both municipal and First Nations) to seek input on the Criteria and the Issues. The paper will be further refined with feedback from Councils. The paper will then be submitted to the larger Smart South Island working group and presented to the public for input at a Smart South Island Symposium in mid-October.

1. Federal Funding Opportunity Canada's Smart Cities Challenge

<http://www.infrastructure.gc.ca/plan/cities-villes-eng.html>

A smart city uses technology and data to improve livability and opportunities for the city and its people. Smart cities have the potential to improve every aspect of community life – how people move around, how they live and play, how they earn a living, how they learn and are empowered to participate in society, how they interact with the natural environment, and how they create safe and secure public spaces.

In the lead-up to the launch of Smart Cities Challenge, people across the country are invited to take part in a conversation. What is the top priority for improving your city, town or community? How can smart technology and practices create real impact?

The Smart Cities Challenge will allow municipalities, regional governments, and Indigenous communities to bring these ideas forward, and the best ones will win!

How does it work?

Through the Smart Cities Challenge, the Government will work in collaboration with cities and communities that are ready to innovate and take risks – providing financial and in-kind support for their smart cities transformation.

The Smart Cities Challenge will achieve measurable, positive impact in communities. It is a merit-based, pan-Canadian challenge, inviting cities of all sizes, as well as Indigenous communities, to participate.

Three rounds are planned, with the first set to launch in Fall 2017. Details on this round and the timing of subsequent rounds will follow in the coming months.

Prizes*

Each round will include:

- One large prize of \$50 million;
- Two prizes of \$10 million for mid-sized communities;
- One prize of \$5 million for a small community; and
- One prize of \$5 million available for an Indigenous community.

*Specifics around the eligibility size thresholds will be made available at a later date.

2. Draft Criteria for Project Success

These criteria were developed collaboratively by the municipal and First Nations members of the informal sub-task force outlined above.

A Smart South Island Plan must:

- Include First Nations
- Align with the criteria for federal funding:
 - Scalability
 - Innovation
 - Sustainability
 - Partnerships
 - Use technology and big data
 - Be replicable in other communities across the country
- Align with municipal and First Nations strategic plans, Official Community Plans and existing resources
- Involve and engage our residents, communities, councils and advisory committees
- Be bold and distinctive in content and process
- Add value to our communities and have tangible positive impacts on the quality of life of individuals and the well-being of our communities

3. Draft Issues and Opportunities

As a starting point, we used the 2016 *Victoria Vital Signs* report and looked at both the areas that got the lowest grades as well as those that got the highest grades; we did so in order to seize both the challenges and opportunities. We see these issues interrelated and think that by improving on and enhancing each of these areas we will embody the federal definition of Smart Cities cited above: “Smart cities have the potential to improve every aspect of community life – how people move around, how they live and play, how they earn a living, how they learn and are empowered to participate in society, how they interact with the natural environment, and how they create safe and secure public spaces.”

1. Transportation and mobility (C+)
2. Food security
3. Arts and Culture (B+)
4. Environmental Sustainability (B-)
 - Includes integrated waste management / circular economy
5. Housing (C-)
6. Community Health and Wellness (B-)
7. Economic Resilience and Inclusion (C+)

The authors of this paper look forward to the input from the SIPP member municipal and First Nations councils as well as to public feedback later in the fall.



For the Committee of the Whole Meeting August 3 2017

Date: Friday July 28 2017

From: Mayor Helps

Subject: Advancing Strategic Procurement in B.C. and CETA Education in the MASH (municipal, academic, school and health) Sector

Background

Since the Association of Vancouver Island and Coastal Communities Conference in Nanaimo in 2016 I have been working with a sub-group of AVICC members on strategic procurement (aka social procurement) in the AVICC region. At the 2017 AVICC convention, the membership tasked our informal working group with developing a business case for a Community Benefit or Strategic Procurement Hub for the AVICC region.

Our working group sees an opportunity to brief the new BC government on our work and offer to provide assistance and guidance as they work to create more sustainable, healthy and prosperous communities.

The upcoming implementation of the Comprehensive Economic and Trade Agreement (CETA) creates an urgent need for education in the MASH sector and the risks and responsibilities in public procurement. Our working group is not aware of any initiative to undertake this education at a provincial or federal level.

More specifically, we are writing as a group of Vancouver Island and Sunshine Coast mayors and councillors to (1) raise our collective concern regarding the lack of CETA education being provided to the MASH sector, (2) inform the Premier and government of the on-the-ground work taking place to advance strategic procurement policy and practice, and (3) invite the Province to support and collaborate with this work.

Recommendation

1. That Council direct the mayor to sign the attached letter.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "M. Helps".

Mayor Helps

The Honourable John Horgan, M.L.A.
Premier of British Columbia.
PO Box 9041 STN PROV GOVT
Victoria BC V8W 9E1

DATE

Dear Premier;

Re: Advancing Strategic Procurement in B.C. and CETA Education in the MASH Sector

Congratulations on becoming British Columbia's 36th Premier, and to you and your colleagues for forming government. Thank you for your commitment to making sure all British Columbians can realize their full potential, and that BC's great economy works for everybody.

We write to urge our new government to act quickly on the extraordinary opportunity that lies before us to transform public procurement in British Columbia. The municipal, academic, school and health (MASH) sector has enormous impact on local economies and communities in how it chooses to buy and invest. How 'value' is defined in purchasing and procuring goods and services is how the MASH sector communicates and demonstrates its values. As local governments, we know that we can take a more strategic approach to procurement; we can better leverage the way we spend tax dollars to achieve key social, environmental, and economic public policy goals and, therefore, positive community outcomes. And we can do this within all existing trade agreements by not focusing on 'local' but rather on *community benefit*.

However, the upcoming implementation of the Comprehensive Economic and Trade Agreement (CETA) creates an urgent need for education in the MASH sector and the risks and responsibilities in public procurement. We are not aware of any initiative to undertake this education at a provincial or federal level.

More specifically, we are writing as a group of Vancouver Island and Sunshine Coast mayors and councillors to (1) raise our collective concern regarding the lack of CETA education being provided to the MASH sector, (2) inform you of the on-the-ground work taking place to advance strategic procurement policy and practice, and (3) invite the Province to support and collaborate with this work.

.../2

How we are currently working to transform public procurement

In 2016, delegates at the Association of Vancouver Island and Coastal Communities (AVICC) and UBCM voted overwhelmingly in support of the Village of Cumberland's resolution to advance strategic procurement (aka social procurement) in the local government sector. Since then, an ad hoc group of elected officials from the AVICC region has been working with Sandra Hamilton, the leading Canadian authority on strategic procurement, to develop appropriate approaches and models to educate, implement and advance strategic procurement. Ms. Hamilton brought forward the concept of a Community Benefit Hub, a centre of excellence offering strategic procurement education, expertise, and networking to the 51 municipalities across the AVICC region. In April 2017, AVICC delegates voted unanimously in support of this ad hoc group continuing its work to develop the hub concept and business plan for AVICC's consideration in early 2018.

Our Working Group vision is that the AVICC region leads the country in the advancement of strategic public procurement. Through her work across Canada, Ms. Hamilton has also been meeting with other governments and organizations to promote a national network of such hubs to elevate the sophistication of municipal procurement and to reduce risk under CETA. This model holds promise for the BC public service and the MASH sector across BC.

Our Working Group has also supported an innovative infrastructure pilot for Ms. Hamilton to work closely with industry to design and develop a standardized approach to adding social value into infrastructure projects. Collaborators include the City of Victoria, the Town of Qualicum Beach, the City of Campbell River, the Vancouver Island Construction Association and the Construction Foundation of BC.

An invitation

In closing, CETA implementation, combined with a people-focused provincial government, provides the British Columbia public service (including the MASH sector) with an exceptional opportunity to modernize procurement practices and to better leverage taxpayer funded contracts to achieve key public policy goals, such as: Indigenous reconciliation; skills & workforce development; moving markets toward the UN 2030 Sustainability Goals; and aggregating public sector demand to assist in bringing new innovations to the marketplace.

We urge the Province to work with us, and/or any other appropriate organization, to increase awareness and education about the implications of CETA for the MASH sector. And we invite the Province to meet with us to learn more about our Working Group, and to collaborate with Ms. Hamilton and the group in our next pilot for 2018, which is being designed to explore the opportunities of strategic Indigenous procurement in the context of CETA.

.../3

Thank you for your commitment to put people at the heart of everything we do.

Sincerely,

Shirley Ackland, Mayor
Village of Port McNeill

Andy Adams, Mayor
City of Campbell River

Leslie Baird, Mayor
Village of Cumberland

David Formosa, Mayor
City of Powell River

Lisa Helps, Mayor
City of Victoria

Josie Osborne, Mayor
District of Tofino

Aaron Stone, Mayor
Town of Ladysmith

Teunis Westbroek
Town of Qualicum Beach

Silas White, Councillor
Town of Gibsons

CC: Hon. Shane Simpson, Minister of Social Development & Poverty Reduction
Hon. Selina Robinson, Minister of Municipal Affairs & Housing
Hon. Scott Fraser, Minister for Indigenous Reconciliation
Hon. Claire Trevena, Minister of Transportation & Infrastructure
Hon. Carole James, Minister of Finance and Deputy Premier
Hon. George Chow, Minister of State for Trade
Andrew Weaver, Leader of the BC Green Party
Sandra Hamilton, Strategic Procurement Advisor