

**MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING  
HELD THURSDAY, AUGUST 3, 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:** 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; J. O'Connor – Manager, Financial Planning; J. Jensen – Head of Human Resources; J. Tinney – Director, Sustainable Planning & Community Development; N. Sidhu – Assistant Director, Parks, Recreation, & Facilities; F. Work – Director, Engineering & Public Works; H. Follis – Customer Service Advisor; A. Meyer – Assistant Director, Development Services; A. Hudson – Assistant Director, Community Planning; C. Medd – Planner, Sustainable Planning & Community Development; M. Conley – Senior Heritage Planner – Sustainable Planning & Community Development; K. Stratford – Community Rec & Neighbourhood Development Coordinator, Engagement; C. Mycroft – Manager of Executive Operations; A. K. Ferguson – Recording Secretary

**Guests:** K. Longpre, Community Integration Coordinator, ICA of Greater Victoria

**2. APPROVAL OF AGENDA**

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that the Agenda of the August 3, 2017, Committee of the Whole meeting be approved.

**Amendment:** It was moved by Councillor Coleman, seconded by Councillor Alto, that the Agenda of the August 3, 2017, Committee of the Whole meeting be amended as follows:

**Consent Agenda:**

**Item No. 1 – Minutes from the Meeting held July 13, 2017**

**Item No. 2 – Minutes from the Meeting held July 20, 2017**

**Item No. 5 – Rezoning Application No. 00586 for 304 Cook Street  
(Fairfield)**

**Item No. 11 – Laurel Point Park – Phase II Environmental Site  
Assessment**

**Item No. 12 – Municipalities for Climate Innovation Program (MCIP) –  
Authorization for Grant Applicant Submission: All Ages  
and Abilities Bicycle Network Implementation**

**Item No. 14 – Appointment of a Bylaw Officer**

**Item No. 16 – Proclamation: “Grandparents Grandchildren Week” –  
September 10-16, 2017**

**Item No. 17 – Proclamation: “Grandmothers to Grandmothers Day” –  
September 10, 2017**

On the amendment:  
CARRIED UNANIMOUSLY 17/COTW

**Main motion as amended:**

That the amended Agenda of the August 3, 2017 Committee of the Whole Meeting be approved with the following amendments:

**Consent Agenda:**

Item No. 1 – Minutes from the Meeting held July 13, 2017

Item No. 2 – Minutes from the Meeting held July 20, 2017

Item No. 5 – Rezoning Application No. 00586 for 304 Cook Street (Fairfield)

Item No. 11 – Laurel Point Park – Phase II Environmental Site Assessment

Item No. 12 – Municipalities for Climate Innovation Program (MCIP) – Authorization  
for Grant Applicant Submission: All Ages and Abilities Bicycle  
Network Implementation

Item No. 14 – Appointment of a Bylaw Officer

Item No. 16 – Proclamation: “Grandparents Grandchildren Week” – September 10-  
16, 2017

Item No. 17 – Proclamation: “Grandmothers to Grandmothers Day” – September 10,  
2017

On the main motion as amended:

### **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 Minutes from the meeting held July 13, 2017**

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that the Minutes of the meeting held July 13, 2017 be adopted.

CARRIED UNANIMOUSLY 17/COTW

#### **3.2 Minutes from the Meeting held July 20, 2017**

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that the Minutes of the meeting held July 20, 2017 be adopted.

CARRIED UNANIMOUSLY 17/COTW

#### **3.3 Rezoning Application No. 00586 for 304 Cook Street (Fairfield)**

Committee received a report dated July 21, 2017 from the Director of Sustainable Planning and Community Development regarding the proposal to rezone the property located at 304 Cook Street, to allow for the proposed liquor retail store as a permitted use within the existing building.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, 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.

CARRIED UNANIMOUSLY 17/COTW

#### **3.4 Laurel Point Park – Phase II Environmental Site Assessment**

Committee received a report dated July 20, 2017 from the Director of Engineering and Public Works providing an update on the recently completed Phase II Environmental Assessment at Laurel Point Park and provides next steps in site investigation, risk assessment and possible development of a remediation plan.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, 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.

CARRIED UNANIMOUSLY 17/COTW

### **3.5 Municipalities for Climate Innovation Program (MCIP) – Authorization for Grant Applicant Submission: All Ages and Abilities Bicycle Network Implementation**

Committee received a report dated July 20, 2017 from the Director of Engineering and Public Works Department seeking authorization for staff to prepare and submit a grant application to the MCIP towards costs associated with the implementation of the AAA Bicycle Network.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, 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.

CARRIED UNANIMOUSLY 17/COTW

### **3.6 Appointment of Bylaw Officer**

Committee received a report dated July 21, 2017 from the City Clerk requesting approval for the appointment of Michael Boyd as a Bylaw Officer.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that Council approve the appointment of Michael Boyd: as a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061).

CARRIED UNANIMOUSLY 17/COTW

### **3.7 Proclamation: “Grandparents Raising Grandchildren Week” September 10-16, 2017**

Committee received a report dated July 24, 2017 from the City Clerk providing Council with the Grandparents Raising Grandchildren Week Proclamation.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that Council forward the Grandparents Raising Grandchildren Week, September 10-16, 2017 Proclamation to the August 10, 2017 Council meeting for Council’s consideration.

CARRIED UNANIMOUSLY 17/COTW

### **3.8 Proclamation: “Grandmothers to Grandmothers Day” September 10, 2017**

Committee received a report dated July 24, 2017 from the City Clerk providing Council with the Grandmothers to Grandmothers Day Proclamation.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Alto, that Council forward the Grandmothers to Grandmothers Day, September 10, 2017 Proclamation to the August 10, 2017 Council meeting for Council’s consideration.

CARRIED UNANIMOUSLY 17/COTW

## **4. WORKSHOP**

### **4.1 We Speak Translate Training**

Committee received a We Speak Translate training session from Kate Longpre, Community Integration Coordinator for the Inter-Cultural Association in Victoria. She provided Committee with an overview of the Google Translate App and its various features.

Committee discussed:

- The ability for the app to work in a crowd setting.

*Councillor Madoff withdrew from the meeting at 9:38 a.m.*

Committee discussed:

- The potential benefit of the app being used in hotels around Greater Victoria.
- The possibility of Police and Fire using the App in emergency situations.

## **5. LAND USE MATTERS**

*Councillor Alto withdrew from the meeting at 9:43 a.m. due to a non-pecuniary conflict of interest with the following item as the applicant is a close family friend.*

### **5.1 Development Variance Permit No. 00188 for 1457 Clifford Street (Fairfield)**

Committee received a report dated July 21, 2017 from the Director of Sustainable Planning and Community Development regarding the Development Variance Permit for the property located at 1457 Clifford Street. The proposal is to reduce the side yard setbacks and lot width to facilitate a subdivision of the property, in order to create two lots for single family dwellings with secondary suites.

**Motion:** It was moved by Councillor Coleman, seconded by Councillor Lucas, 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."

CARRIED UNANIMOUSLY 17/COTW

*Councillor Alto returned to the meeting at 9:44 a.m.*

*Councillor Madoff returned to the meeting at 9:44 a.m.*

**5.2 Rezoning Application No. 00541 for 1068 Chamberlain Street (Gonzales)**

Committee received a report dated July 21, 2017 from the Director of Sustainable Planning and Community Development regarding the proposal to rezone the property located at 1068 Chamberlain Street, in order to allow for a new site specific zone to allow for a duplex with secondary suite through an addition onto the existing single family dwelling.

**Motion:** It was moved by Councillor Madoff, seconded by Councillor Alto, 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.

Committee discussed:

- The issues with the proposed design and presentation of the south side of the building to the street.
- Concerns with the transition between traditional single family dwellings to high density dwellings in the area.

CARRIED 17/COTW

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

**Against:** Councillor Young

### **5.3 Development Permit with Variances Application No. 000488 for 1068 Chamberlain Street (Gonzales)**

Committee received a report dated July 21, 2017, from the Director of Sustainable Planning and Community Development providing information and recommendations regarding the proposal to permit a duplex with secondary suite on the property located at 1068 Chamberlain Street. The Development Permit with Variances application relates to the parking location, increasing the combined floor area on the first and second floor, and reducing the rear yard setback.

- Motion:** It was moved by Councillor Madoff, seconded by Councillor Alto, 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 280m<sup>2</sup> to 359.8m<sup>2</sup>
    - 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.

CARRIED 17/COTW

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

*Councillor Thornton-Joe withdrew from the meeting at 9:59 a.m. due to a non-pecuniary conflict of interest as her cousin is a director representing the application.*

### **5.4 Heritage Designation Application No. 000166 for 614-614½ Fisgard Street (Downtown)**

Committee received a report dated July 17, 2017 from the Director of Sustainable Planning and Community Development providing information and recommendations regarding the owners request to designate the exterior of the heritage-registered property located at 614-614½ Fisgard. Street.

- Motion:** It was moved by Councillor Madoff, seconded by Councillor Coleman, 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."

CARRIED UNANIMOUSLY 17/COTW

*Councillor Thornton-Joe returned to the meeting at 10:01 a.m.*

## **6. STAFF REPORTS**

### **6.1.a Update on Neighbourhood Team Workplan**

Committee received a report dated July 14, 2017 from the Deputy City Manager providing information on the progress of the workplan and related outcomes identified in the Strategic Plan.

**Motion:** It was moved by Mayor Helps, seconded by Councillor Loveday, that Council receive the report of August 3, 2017 for information.

Committee expressed their happiness with the progress and expressed the benefit of having the team available for the neighbourhoods.

Committee discussed:

- Ensuring the continuation of the pop-up shops within the Neighbourhoods.

CARRIED UNANIMOUSLY 17/COTW

### **6.1.b. Councillor Liaisons Terms of Reference and Appointments**

Committee received a report dated July 24, 2017 from Mayor Helps regarding the Councillor neighbourhood liaison appointments and willingness of Council to continue with their current appointments.

**Motion:** It was moved by Mayor Helps, seconded by Councillor Madoff, that Council adopt the Councillor Neighbourhood Liaisons Terms of Reference as presented in Appendix A.

Committee discussed:

- Concerns with the wording of Appendix A

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

That Appendix A be amended as follows:

Communicate

3. Support the Neighbourhood Association in ~~advocating for and~~ representing their priorities to Council...

#### **Amendment to the amendment:**

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

That Appendix A be amended as follows:

Communicate

3. Support the Neighbourhood Association in ~~advocating for and~~ **communicating** their priorities to Council...

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



On the amendment:  
CARRIED UNANIMOUSLY 17/COTW

Committee discussed:

- Ensuring that the proper wording is included on the City templates.
- Capturing the input of the Neighbourhoods when rotating Council members.
- Making the Neighbourhood meeting processes more consistent.
- The Neighbourhood Associations providing training sessions to incoming Councils.

**Main motion as amended:**

1. That Council adopt the Councillor Neighbourhood Liaisons Terms of Reference as presented in Appendix A.
2. That Appendix A be amended as follows:  
Communicate
3. Support the Neighbourhood Association in communicating their priorities to Council...

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

**6.1 2017 My Great Neighbourhood Grants**

Committee received a report dated July 27, 2017 from the Deputy City Manager providing information and recommendations regarding the 2017 My Great Neighbourhood grant applications which were received during the Spring intake for the program.

**Motion:** It was moved by Councillor Alto, seconded by Councillor Coleman, 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.

Committee discussed:

- Potentially continuing with two intakes per year in order to reach more people.

CARRIED UNANIMOUSLY 17/COTW

**6.2 Dog Off-Leash Pilot Project for Barnard Park**

Committee received a report dated July 24, 2017 from the Director of Parks, Recreation and Facilities regarding the impacts and advisability of providing a dog off-leash pilot at Barnard Park in the Victoria West neighbourhood.

**Motion:** It was moved by Mayor Helps, seconded by Councillor Alto, that Council direct staff to proceed with an off-leash pilot project in Barnard Park as of September 1 and direct staff to develop evaluation criteria as part of the 2018 work plan.

Committee discussed:

- The ability to contain the off-leash area to the park and prevent it from impacting adjacent areas.
- The ability for staff to have signage ready for September 1, 2017.
- Having the evaluation criteria used for all off-leash pilots.

**Amendment:** It was moved by Councillor Thornton-Joe, seconded by Councillor Young, that the motion be amended as follows:  
That Council direct staff to proceed with ~~an off-leash~~ **a leash optional** pilot project **for responsible dog owners** in Barnard Park as of September 1, 2017 and direct staff to develop evaluation criteria as part of the 2018 work plan.

On the amendment:  
CARRIED UNANIMOUSLY 17/COTW

**Main motion as amended:**

That Council direct staff to proceed with a leash optional pilot project for responsible dog owners in Barnard Park as of September 1, 2017 and direct staff to develop evaluation criteria as part of the 2018 work plan.

On the main motion as amended:  
CARRIED 17/COTW

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

*Committee recessed at 10:59 a.m. and returned at 11:04 a.m.*

**6.3 Federal Smart Cities Challenge – Smart South Island Project – Municipal and First Nations Draft Issues and Opportunities**

Committee received a report dated July 28, 2017 from Mayor Helps requesting feedback on the draft policy paper in order for the South Island Prosperity Project (SIPP) to prepare a “Smart South Island Plan”.

Committee agreed that the project is progressing in the right direction.

**Motion:** It was moved by Councillor Loveday, seconded by Councillor Alto, that Council affirm the criteria and priorities laid out in the draft policy paper.

CARRIED UNANIMOUSLY 17/COTW

**6.4 Advancing Strategic Procurement in B.C. and CETA Education in the MASH (Municipal, Academic, School and Health) Sector**

Committee received a report dated July 28, 2017 from Mayor Helps requesting the approval to send a letter to the Premier from the sub-group of AVICC Members that includes a group of Vancouver Island and Sunshine Coast Mayors and Councillors.

**Motion:** It was moved by Mayor Helps seconded by Councillor Alto, that Council direct the Mayor to sign the attached letter.

Committee discussed:

- Including a copy of the letter to the Minister of Health and Minister of Education

CARRIED UNANIMOUSLY 17/COTW

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

**Against:** Councillor Young

## 7. ADJOURNMENT

**Motion:** It was moved by Councillor Alto, seconded by Councillor Coleman, that the Committee of the Whole meeting of August 3, 2017, be adjourned at 11:12 a.m.

CARRIED UNANIMOUSLY 17/COTW

CERTIFIED CORRECT:

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CITY CLERK

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MAYOR