



AGENDA - COMMITTEE OF THE WHOLE

Thursday, March 14, 2019, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

Pages

A. APPROVAL OF AGENDA

B. CONSENT AGENDA

C. READING OF MINUTES

D. UNFINISHED BUSINESS

D.1 Adoption of the 2019-2022 Strategic Plan

1

A report summarizing the process to develop the Final 2019 - 2022 Strategic Plan with a proposed Goal Statement and recommending that Council adopt the Strategic Plan.

E. LAND USE MATTERS

E.1 2708 Graham Road and 1050-1054 Hillside Avenue - Development Permit with Variances Application No. 00043 (Hillside/Quadra)

34

A report proposing to consolidate two properties, demolish an existing single-family dwelling, and construct a new four-unit townhouse building and recommending it be forwarded to an opportunity for public comment.

E.2 506 Herald Street - Application for a Lounge Endorsement to a Manufacturer's License (brewing) for Herald Street Brew Works

62

A report seeking a Council resolution regarding an application by Herald Street Brew Works to have a lounge endorsement added to their manufacturing license and having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons.

F. STAFF REPORTS

F.1 2558 Quadra Street - Victoria Housing Reserve Fund Application (Forest Heights)

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A report providing Council with information for a Victoria Housing Reserve Fund Grant Application from the Greater Victoria Housing Society to assist in the construction of a five-storey, 40-unit, affordable housing apartment that will replace an existing apartment known as Forest Heights located at 2558 Quadra

Street.

F.2	<u>330 - 336 Michigan Street - Victoria Housing Reserve Fund Application (Michigan Square)</u>	105
	<i>A report providing Council with information for a Victoria Housing Reserve Fund Grant Application from the Capital Region Housing Corporation to assist in the construction of a four-storey, 98-unit, affordable housing apartment that will replace an existing apartment know as Michigan Square at 330-336 Michigan Street.</i>	
F.3	<u>Mobile Bicycle Vending Pilot Review</u>	131
	<i>A report providing an update about the mobile bicycle vending pilot and to recommend establishing a mobile bicycle vending program on public property.</i>	
F.4	<u>778 Fort Street - Cannabis Provincial Licensing Referrals for Cloud Nine Collective</u>	178
	<i>A report seeking a Council resolution in accordance with the requirements of the Cannabis Control and Licensing Act regarding an application by Cloud Nine Collective to obtain a provincial cannabis retail store licence at 778 Fort Street.</i>	
F.5	<u>851 Johnson Street - Local Government Recommendation for Clarity Cannabis</u>	192
	<i>A report seeking a Council resolution in accordance with the requirements of the Cannabis Control and Licensing Act regarding an application by Clarity Cannabis to obtain a provincial cannabis retail store licence at 851 Johnson Street.</i>	
F.6	<u>603 Gorge East Street - Local Government Recommendation for Clarity Cannabis</u>	214
	<i>A report seeking a Council resolution in accordance with the requirements of the Cannabis Control and Licensing Act regarding an application by Clarity Cannabis to obtain a provincial cannabis retail store licence at 603 Gorge East Street.</i>	
F.7	<u>1402 Douglas Street - Local Government Recommendation for The Original FARM</u>	232
	<i>A report seeking a Council resolution in accordance with the requirements of the Cannabis Control and Licensing Act regarding an application by The Original FARM to obtain a provincial cannabis retail store licence at 1402 Douglas Street.</i>	
F.8	<u>3055A Scott Street - Local Government Recommendation for The Original FARM</u>	243
	<i>A report seeking a Council resolution in accordance with the requirements of</i>	

the Cannabis Control and Licensing Act regarding an application by The Original FARM to obtain a provincial cannabis retail store licence at 3055A Scott Street.

F.9 2019 Victoria Police Budget 259

A report for information purposes, on financial and operational impacts on the Victoria Police Department, for Council to make a budgetary decision.

F.10 Proclamation - World Kidney Day 310

A report regarding the proclamation for "World Kidney Day" on March 14, 2019.

F.11 Proclamation - World Tuberculosis Day 315

A report regarding the proclamation for "World Tuberculosis Day" on March 26, 2019.

G. NOTICE OF MOTIONS

H. NEW BUSINESS

H.1 Climate Emergency Declaration 320

Report to Follow

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE



For the Committee of the Whole Meeting March 14 2019

Date: March 7 2019 **From:** Mayor Helps

Subject: 2019- 2022 Final Strategic Plan for Adoption

Background

Council's first order of business after being sworn in was to turn our minds to how we could take what we heard from the public on the campaign trail along with important unfinished actions from last term and create a bold *and* achievable four-year plan.

We began by asking ourselves and each other:

- What would Council like to get out of the planning process?
- What would Council like to see in the plan?
- What's working well in the city?
- What are opportunities for improvement in the city?
- What's working well at City Hall?
- What are opportunities for improvement at City Hall?

As part of the planning process – and to ensure that the plan would be achievable – we asked staff to go through the plan line by line and analyze what financial and human resources would be required to achieve all of the actions in the next four years.

And then, we drew on the energy, intelligence and goodwill of the public and asked for help. Through a month-long online survey and a full-day Engagement Summit in January 2019, we gathered insightful and practical feedback from many members of the public.

In early February 2019, Council took all of the information gathered from both staff and the public and began to adjust the plan based on that input. We discussed and debated the plan in the order of importance that survey respondents had given to the strategic objectives. And as we went through the plan, we used the input from the Engagement Summit and the ranking of the importance of actions by the public as a guide. The Outcomes associated with each Objective were generated by the public at the Engagement Summit. And the plan's goal statement was also generated by members of the public working creatively together at the end of the day-long Summit.

Final Steps

At the February 28th Council meeting, Council directed staff to bring forward a final Strategic Plan based on the amendments made by Council in our February planning sessions. Since that time, on Council's behalf – and based on public input – I have made some final proposed changes to the plan for Council's consideration.

Based on the work of members of the public who attended the January 19th Engagement Summit, I have developed a draft Goal statement for Council's consideration. In addition, based on

Council's desire to have measurable Outcomes and, again, based directly on input the public provided at the Engagement Summit, I have developed Outcomes for each Objective. I have also added two relevant Actions to 2019 and 2020 Objective #1 Good Governance. Specifically I've added 2019 Action #1 "Develop measurement and monitoring process for Strategic Plan Outcomes" and 2020 Action #11 "Implement measurement and monitoring process for Strategic Plan Outcomes."

I have also added a Preamble to the plan that explains to the public the process Council went through in developing the plan. In this section, in keeping with the City's Public Engagement Framework, I outline how public input informed the process and the plan. Finally, at the end of the document I've included a process for amending the Plan as well as an Appendix that transparently outlines Council's hopes for the plan and the process as well as our evaluation of the strengths and opportunities for improvement at both City Hall and in the city.

Recommendation

1. That Council review the Goal statement and amend it if necessary.
2. That Council adopt the 2019-2022 Strategic Plan.

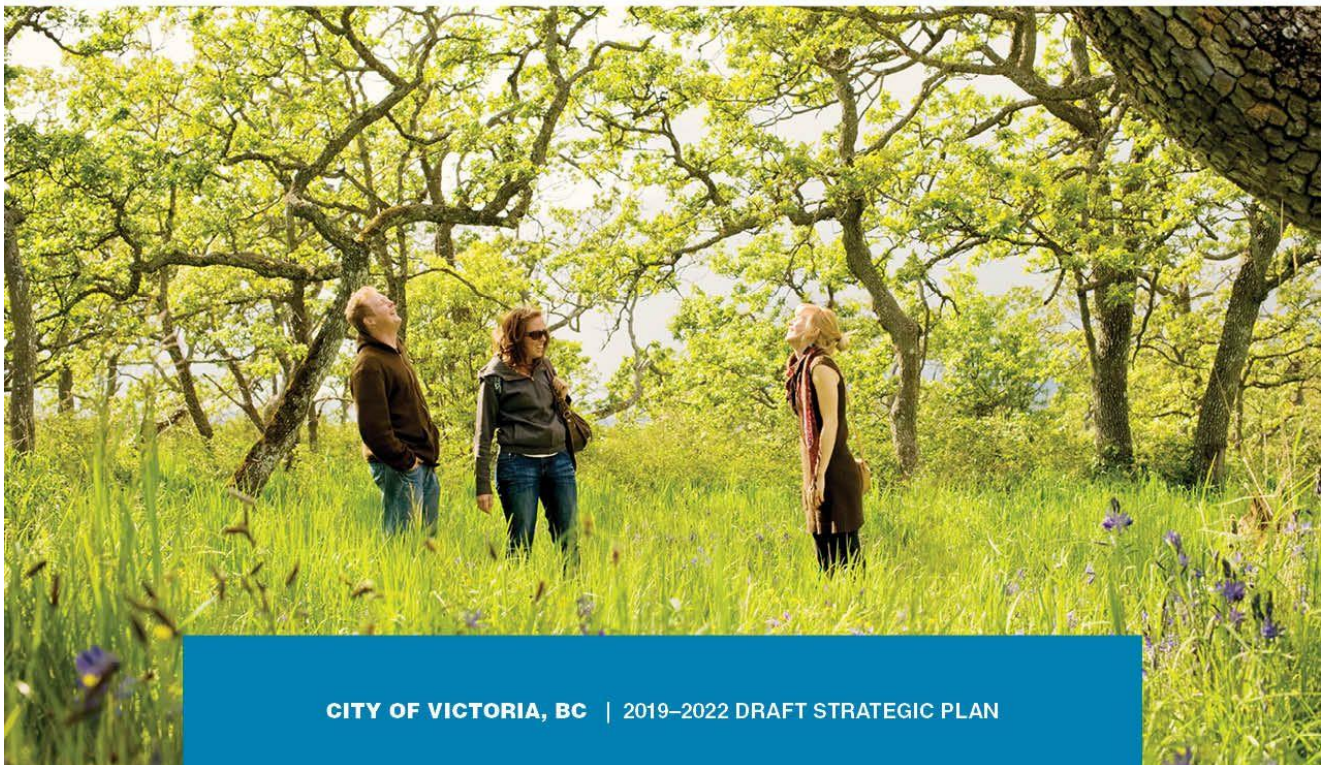
Respectfully Submitted,

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

Mayor Helps



2019–2022 DRAFT **STRATEGIC PLAN**



CITY OF VICTORIA, BC | 2019–2022 DRAFT STRATEGIC PLAN

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How We Got Here - Process of Plan Development

Council's first order of business after being sworn in was to turn our minds to how we could take what we heard from the public on the campaign trail along with important unfinished actions from last term and create a bold *and* achievable four-year plan.

We began by asking ourselves and each other:

- What would Council like to get out of the planning process?
- What would Council like to see in the plan?
- What's working well in the city?
- What are opportunities for improvement in the city?
- What's working well at City Hall?
- What are opportunities for improvement at City Hall?

Please see **Appendix A** for Council's answers to these questions. These were transcribed directly from flipcharts. We're sharing our "rough work" for transparency and so the public can see our thought processes.

As part of the process – and to ensure that the plan would be achievable – we asked staff to go through the plan line by line and analyze what financial and human resources would be required to achieve all of the actions in the next four years.

And then, we drew on the energy, intelligence and goodwill of the public and asked for help. Through a month-long online survey and a full-day Engagement Summit in January 2019, we gathered insightful and practical feedback from many members of the public.

In early February 2019, Council took all of the information gathered from both staff and the public and began to adjust the plan based on that input. We discussed and debated the plan in the order of importance that survey respondents had given to the strategic objectives. And as we went through the plan, we used the input from the Engagement Summit and the ranking of the importance of actions by the public as a guide. The Outcomes associated with each Objective were generated by the public at the Engagement Summit. And the plan's goal statement was also generated by members of the public working creatively together at the end of the day-long Summit.

We are grateful for the time, energy and goodwill that staff and the public have put into developing this plan with Council. And we look forward to delivering all the of the actions, working side by side with the community over the next four years.

Goal Statement

By 2022, Victoria will be a bold, thriving, inclusive, and happy city that people love. We will be known globally for our climate leadership practices, multi-modal transportation options, innovative approaches to affordable housing, and for meaningful reconciliation with the Songhees and Esquimalt Nations on whose homelands our city was built.

Victoria City Council 2019-2022 Declaration of Principles and Values

In order to create a culture of deep respect, to build the relationships we need to do the work, and to aspire to be our highest selves even when it feels hard and when difficult decisions could stand to divide us, we are committed to:

1. Governing with **integrity, transparency** and an unwavering dedication to **public service**.
2. Welcoming **diversity** and fostering a spirit of **inclusion** and **equity** in everything we do.
3. **Leading** with **creativity** and **courage**.
4. **Deep listening** and **critical thinking**.
5. Assuming that everyone is here with **good intention** to make the community better.
6. Nurturing a culture of **continuous learning** with each other, staff and the public.
7. Working **collaboratively** and **cooperatively** with each other, staff and the public while welcoming a **diversity of opinion and thought**.
8. Practicing **generosity, curiosity** and **compassion**.
9. Being **patient, kind** and **caring**.
10. Bringing a spirit of **open-mindedness** and **open-heartedness** to all of our work.
11. Keeping a **sense of humour** and **light-heartedness** with each other.
12. Reviewing these principles once a quarter with the same **humility, honesty, and candour** with which we govern.

2019-2022 Strategic Objectives

1. Good Governance and Civic Engagement
2. Reconciliation and Indigenous Relations
3. Affordable Housing
4. Prosperity and Economic Inclusion
5. Health, Well-Being and a Welcoming City
6. Climate Leadership and Environmental Stewardship
7. Sustainable Transportation
8. Strong, Liveable Neighbourhoods

Operational Priorities

In addition to the strategic objectives and the actions proposed to achieve them, Council and staff have the following operational priorities. These priorities reflect the values of City Hall and of our residents and business community.

- Heritage conservation and heritage designation
- Nurturing and supporting arts, culture and creativity
- Creating and maintaining a high-quality public realm
- Continuous improvement with regard to open government
- Meaningful and inclusive public engagement
- Sound fiscal management

Strategic Objective #1: Good Governance and Civic Engagement

Measurable Outcomes

- There is clear, open and transparent two-way communication between the City and the public, with the ability for public input to effect change
- There is broad engagement with a diversity of participants conducted in a respectful and inclusive way
- The community feels heard
- The City demonstrates regional leadership in transparency and open government initiatives
- There are clear, relevant measurable outcomes for each objective that Council measures and reports on

2019 Actions	Responsibility
1. Develop measurement and monitoring process for Strategic Plan Outcomes	Staff
2. Work with Saanich Council to develop and implement a Citizens Assembly process	Council; Staff
3. Offer training to staff, Council members and community leaders in best practices in respectful facilitation; identify challenging topics for engagement in advance and ensure that everyone involved (staff and community leaders) have adequate training to lead engagement	Staff
3. Work to regionalize police services and consider the possibility of a single, amalgamated police service for the region	Mayor's Office
4. Offer childcare at City Hall during public hearings	Staff
5. Improve proactive disclosure of closed meeting records and decisions quarterly	Staff
6. Improve timely publication of Council member expenses and financial disclosure statements quarterly	Staff; Council
7. Create a structure / process for Councillors to share and be accountable for their work on committees and other appointments	Council
8. Continue to implement Youth Strategy	Staff; Youth Council
9. Complete and implement Real Estate Strategy	Staff

Strategic Objective #1: Good Governance and Civic Engagement	
2019 Actions Cont'd	Responsibility
10. Establish a Renters Advisory Committee	Renters Advisory Committee led by Councillors Dubow and Loveday; Staff
2020 Actions	Responsibility
11. Implement measurement and monitoring process for Strategic Plan Outcomes	Staff
12. Allow people to make video submissions to public hearings and requests to address Council	Staff
13. Hold public hearing-only Council meetings	Staff
14. Create a lobbyist registry	Staff
15. Develop and implement processes for convening the community and gathering input on what the community is interested in giving input on – not only engaging when City Hall has a question for the community	Council (give direction and participate in community gatherings); Staff (implement)
16. Improve service delivery through learning and input from frontline City workers (LEAN process)	Staff
2021 Actions	Responsibility
17. Undertake a Council salary review including a report back on eliminating parking privileges and including the bus pass program	Staff
18. Undertake a staff salary review	Council (guiding policy); Staff
19. Initiate a governance review	Council; Staff
2019-2022 Actions	Responsibility
20. Begin holding four town halls per year, one per quarter to engage residents, youth, business, organized labour and other stakeholders, including a quarterly check in with Council on the topics for these town halls	Council; Staff

Strategic Objective #1: Good Governance and Civic Engagement	
Ongoing Actions	Responsibility
21. Set and measure targets for each of the objectives	Council (set); Staff (measure)
22. Measure well-being and use results to inform budgeting process. Set target from 2019 baseline. Increase belonging and well-being by X %	Council (set); Staff (measure);
23. Streamline and make more consistent planning and permitting processes	Staff
24. Continue transparent and robust approach to annual budget and strive for continuous improvement of the process each year	Staff; Council
25. Exercise fiscal responsibility in policing expenditures	Council
26. Monitor implementation of Local Area Plans on a routine basis	Staff
27. Divest municipal funds from fossil fuels	Council (advocacy); Staff (identify opportunities)

Strategic Objective #2: Reconciliation and Indigenous Relations

Measurable Outcomes

- Deeper and more engagement with Songhees and Esquimalt Nations including with both hereditary and elected chiefs
- Increased awareness of and support for reconciliation and recognition of Indigenous sovereignty
- City Council, staff and residents are more aware of Indigenous history, treaties, and leadership structures
- Increased community collaboration and capacity to do the work of reconciliation by harnessing existing expertise in our community
- More Indigenous involvement and inclusion in all aspects of civic life, including economic development
- Talent acquisition programs and initiatives are in place that support the diversification of the City's workforce, including programs and initiatives that focus on indigenous peoples

2019 Actions	Responsibility
1. Create the Victoria Reconciliation Dialogues	Mayor's Office; Council; Staff, Songhees and Esquimalt Nations
2. Determine appropriate context for the Sir John A. Macdonald Statue	Council; Staff
3. Develop and implement an ongoing, mandatory training program for Council and all City staff, and to have the cognitive portion of the training for all City staff and the experiential portion of the training for those interested participants first	Staff with Songhees and Esquimalt Nations and other Indigenous support
2020 Actions	Responsibility
4. Establish an Indigenous Relations function	Staff with Songhees and Esquimalt Nations guidance and support
5. Appoint Indigenous Elders in Residence to provide advice on municipal programs, initiatives and operations	Council (appoint); Staff and Songhees and Esquimalt Nations guidance
6. Explore co-governance of Meegan (Beacon Hill Park) and shoreline areas with the Lekwungen speaking people	Council with Songhees and Esquimalt Nations guidance

Strategic Objective #2: Reconciliation and Indigenous Relations	
2021 Action	Responsibility
7. Pursue co-governance of Meegan (Beacon Hill Park) and shoreline areas with the Lekwungen speaking people	Council with Songhees and Esquimalt Nations guidance
2022 Action	Responsibility
8. Increase protection for Indigenous cultural heritage sites in land use and development processes	Staff
Ongoing Actions	Responsibility
9. Continue working with and adapting the Witness Reconciliation Program	Council with Songhees and Esquimalt Nations
10. Create opportunities for Indigenous contractors and employers through City infrastructure projects and contracts	Staff
11. Work with the Songhees and Esquimalt Nations on First Nations economic development projects	Staff
12. Advocate for First Nations representation on CRD Board	Council
13. Work with the Songhees and Esquimalt Nations to facilitate the completion of the Longhouse in Beacon Hill Park	Staff
14. Work with the Songhees and Esquimalt Nations to establish a reburial site	Staff
15. Support the restoration of Indigenous place names	Staff
16. Advocate for decolonization of policies and practices at the provincial and federal levels	Council
17. Increase awareness and support for Indigenous culture, history and viewpoints in everyone's daily life via education	Council; Staff

Strategic Objective #3: Affordable Housing

Measurable Outcomes

- Decrease in number of people spending more than 30% of income on housing
- Decrease in homelessness (Point-In-Time Count numbers go down)
- Quadruple the number of 'Missing Middle' housing units
- Increase number of co-op housing units
- Increase in rental apartment and housing vacancy rate
- Increase in percentage of Victoria residents who own their own homes
- Victoria is seen as development friendly
- Neighbourhoods are diverse, accessible and affordable across all ages, incomes and abilities

2019 Actions	Responsibility
1. Set targets, define affordable housing, and track and measure the creation of affordable housing units	Council (set); Staff (track)
2. Implement rental-only zoning	Staff
3. Incentivize development of rental housing and look for further opportunities to expedite and simplify development processes for affordable rental housing	Staff
4. Create a municipal housing service to acquire land and enter into partnerships for the purposes of providing affordable (de-commodified) housing	Staff
5. Examine existing City land as possible sites for affordable housing and emergency shelter spaces including road-edge remnants, wide roads, 1240 Yates Street	Staff
6. Allow moveable tiny homes in all backyards that currently allow garden suites at rents of no more than \$500 per month	Staff
7. Implement Market Rental Revitalization Program	Staff
8. Develop Community Amenity Contribution Policy	Staff
9. Consider a grant program for secondary suites including those that are accessible and serve an aging population	Staff
10. Examine a grant program to incentivize the creation of affordable garden suites	Staff

Strategic Objective #3: Affordable Housing	
2019 Actions Cont'd	Responsibility
11. Accelerate Implementation of Victoria Housing Strategy: <ul style="list-style-type: none"> a. Develop city-wide strategy for additional house conversion opportunities b. Incentivize and mandate the creation of family-appropriate two and three bedroom rental units c. Identify funding mechanisms to acquire land to facilitate federal, provincial and regional investment in affordable housing d. Explore the expanded use of tax exemptions to create more affordable housing 	Staff
12. Allow tiny homes and garden suites on lots that already have secondary suites or duplexes	Staff
13. Expand garden suite program to allow larger units on larger lots	Staff
14. Houseplexes and Townhouses: <ul style="list-style-type: none"> a. Undertake a city-wide planning exercise to identify suitable locations for townhouses and houseplexes b. Support houseplexes as a form of multi-unit housing that provide a sensitive transition within neighbourhoods c. Support more family housing including townhouses and row houses d. Support new ground-oriented housing forms and lock-off suites 	Staff
2020 Actions	Responsibility
15. Create a Small Scale Housing Ambassador position to make it easier for property owners and homeowners to create affordable housing (10 units or less)	Staff
16. Create a Tenant Housing Ambassador position to make it easier for renters to navigate the Tenant Assistance Policy, Standards of Maintenance Bylaw and other issues	Staff

Strategic Objective #3: Affordable Housing	
2020 Actions Cont'd	Responsibility
17. Consider a comprehensive amendment to the Zoning Bylaw to permit all “Missing Middle” housing forms as of right without need for rezoning or development permit. <i>This builds on 2019 Action “Houseplexes and Townhouses: Undertake a city-wide planning exercise to identify suitable locations for townhouses and houseplexes.”</i>	Staff
2021 Actions	Responsibility
18. Explore the potential of creating a Victoria Housing Corporation	Staff
19. Develop relevant partnerships and pilot a project matching seniors with extra bedrooms with eligible lodgers	Staff
Ongoing Actions	Responsibility
20. Regularly evaluate the City’s bonus density policy and the number of units being created as a result of it	Staff
21. Encourage barrier-free housing and universal design in new developments	Staff
22. Identify opportunities for affordable housing in all neighbourhood plans	Staff
23. Advocate for more affordable student housing	Council
24. Facilitate, incent and support co-op housing	Staff

Strategic Objective #4: Prosperity and Economic Inclusion

Measurable Outcomes:

- Business owners feel that it's easy and rewarding to work with City Hall
- Neighbourhood and village centres have thriving economies
- Low vacancy rate in downtown retail spaces is maintained
- Employers can find enough qualified workers to fill available jobs
- People who work in Victoria can afford to live in Victoria
- Increase in number of businesses actively engaged in reducing GHGs (See Objective #6)
- Increase in number of urban-agriculture related businesses
- Reduced use of food banks

2019 Actions	Responsibility
1. Mayor's Task Force on Economic Development and Prosperity <ul style="list-style-type: none"> a. Convene Mayor's Task Force on Economic Development and Prosperity 2.0 to hit 2041 jobs target b. Work with the Downtown Victoria Business Association to develop a Downtown Retail Strategy c. Explore the creation of a Legacy Business Program that specifically protects and highlights longstanding local businesses that are being priced out of our neighbourhoods d. Explore ways for businesses in Victoria to become living wage employers e. Continue work to support entrepreneurs and small businesses f. Support placemaking entrepreneurs – food trucks, more patio spaces 	Mayor's Office; Staff
2. Secure federal, provincial and philanthropic funding and operational model for Bastion Square Creative Hub	Mayor's Office; Staff, Working Group; Council
3. Apply for certification as a Living Wage Employer	Staff
4. Examine effectiveness of arts and culture grants funding versus direct staff support	Staff; Council (advocate)
2020 Actions	Responsibility
5. Talk with industrial landowners, managers and users about industrial land – its use, zoning, taxation, etc. – review industrial land use and values every five years	Staff

Strategic Objective #4: Prosperity and Economic Inclusion	
2020 Actions Cont'd	Responsibility
6. Create a Tech Advisory Committee to better integrate tech and the City at a strategic level	Mayor's Office; Council; Staff
7. Create a program to encourage "pop-up" businesses and art exhibits in vacant retail and office space	Staff
8. Explore land use and business licence regulations to limit predatory lending and pay-day loans and work with the Province with respect to limiting pay-day loans and predatory lending	Council; Staff
2021 Actions	Responsibility
9. Work with partners to explore improved access to low cost or free internet service	Staff
Ongoing Actions	Responsibility
10. Support arts, culture and innovation venues and spaces	Staff
11. Advocate for adequate income and supports to ensure everyone has access to a decent quality of life	Council
12. Identify opportunities to support non-transactional approaches to the provision of goods and services, e.g. neighbourhood-based sharing libraries, tools, seeds, etc.	Staff; Councillor Neighbourhood Liaisons
13. Hold an Annual Development Summit and continue to improve processing times and process improvements, and build better understanding of the development processes	Staff; Council
14. Support buy local initiatives to promote sustainable local enterprise	Staff; Council
15. Explore opportunities to include community ventures in City initiatives that support social enterprises	Staff; Council
16. Continue to build financial capacity of the organization and explore sources of revenue other than property taxes and utility fees	Staff
17. Keep a cap on annual property taxes to no more than inflation plus one percent, including police	Council
18. Support economic opportunities for urban agriculture producers, farm businesses and farmers markets	Staff

Strategic Objective #5: Health, Well-Being and a Welcoming City

Measurable Outcomes:

- Increase sense of belonging and participation in civic life among all demographic groups
- Increase in number of people who feel safe and part of the community
- Increase in number of people who have a family doctor and overall increase in the number of people working in the health and well-being professions
- Increase in availability of free recreation options
- Increase in people accessing nature
- Increase in number of people who are more active, including increase in registrations in the City's recreational programs
- Clear improvement on mental health and addictions
- Increased local food security
- Fewer people are living below the poverty line and more people have access to a living wage
- Increase in cultural literacy, deepening understanding and welcoming of diversity

2019 Actions	Responsibility
1. Create a city-wide Childcare Strategy and Action Plan	Mayor's Childcare Solutions Working Group; Staff
2. Develop a Trans Inclusion Policy	Trans Advisory Task Force; Staff
3. Develop an Accessibility Framework	Staff; Accessibility Working Group
4. Partner (potentially with the Downtown Victoria Business Association) to create a program to make businesses barrier free	Staff; DVBA
5. Work with Downtown Victoria Business Association for rotating mural artists to beautify empty storefronts and large windows	Staff; DVBA
6. Create a Seniors Task Force and develop a Seniors Strategy	Senior's Task Force led by Councillors Isitt and Collins; Staff
7. Strike a Peer-Informed Task Force to identify priority actions to inform a Mental Health and Addictions Strategy actionable at the municipal level, i.e. prevention, advocacy, integration of services, and education	Peer-Informed Task Force led by Councillors Alto and Potts; Staff
8. Expand Life Pass program to 365 days per year	Staff

Strategic Objective #5: Health, Well-Being and a Welcoming City	
2019 Actions Cont'd	Responsibility
9. Adopt uniform and accessible parking standards for on-street and off-street parking	Staff
10. Explore ways to end sexual harassment and assault in Victoria, including using the Good Night Out international model to create a safe nightlife campaign for Victoria venues, bars, clubs and festivals	Late Night Task Force; Councillor Thornton-Joe (Downtown Neighbourhood Liaison)
2020 Actions	Responsibility
11. Create a Welcoming City Strategy: <ul style="list-style-type: none"> a. Staff to join Welcoming City initiatives b. Community efforts that promote inclusivity, understanding and collaboration across cultures to learn about and appreciate everyone's unique perspective c. City not to use funds, personnel or equipment to detain people due to immigration status d. Business leaders, civic groups institutions, residents to join in a city-wide effort to expand prosperity and integration to include all residents e. Ensure a welcoming, compassionate and neighbourly atmosphere in our community where all people, including immigrants and refugees are welcomed, accepted, respected and encouraged to participate f. City plays role in collective response to fear mongering, racism and human suffering g. Diversity and inclusion training for staff and Council h. Support entrepreneurial ambitions of newcomers through the Business Hub at City Hall 	Welcoming City Task Force led by Councillors Dubow, Thornton-Joe, Mayor Helps; Staff
12. Create an LGBTQi2S Task Force to create an LGBTQ2iS Strategy	LGBTQi2S Task Force led by Councillors Alto and Potts; Staff

Strategic Objective #5: Health, Well-Being and a Welcoming City	
2020 Actions Cont'd	Responsibility
13. Consider the implementation of play streets, school streets and other child-friendly strategies	Staff
14. Create a strategy to attract doctors to Victoria	Mayor's Office with Partners
15. Consider adopting the World Health Organization Social Determinates of Health and United Nations Declaration on the Rights of the Child	Council
16. Pilot community BBQ stations in parks and neighbourhood public spaces	Staff; Neighbourhood Associations
17. Urban Agriculture: <ul style="list-style-type: none"> a. Explore opportunities for increasing food production on private land b. Support food infrastructure including farmers markets, and storage and distribution c. Soil test and consider shade implications of City-owned land and potential land acquisition 	Staff; Urban Food Table
2021 Actions	Responsibility
18. Urban Agriculture: <ul style="list-style-type: none"> a. Working with specialists in the field, explore agriculture water rates for food production in the city on land that is used principally for food production b. Advocate to BC Assessment for farm classification for lands being used principally to grow food and consider lowering the tax rates for urban farms (once designated by BC Assessment) c. Support neighbourhood food/meal programs d. Work with non-profits to bring back the Sharing Backyards Program 	Staff; Urban Food Table

Strategic Objective #5: Health, Well-Being and a Welcoming City	
2019-2022 Actions	Responsibility
19. Develop a plan including site selection, funding strategy and partnerships to develop a new Central Library	Staff
20. Crystal Pool and Wellness Centre Replacement	Staff
Ongoing Actions	Responsibility
21. Identify and remove barriers to make Victoria barrier-free and apply a barrier-free lens to all decisions we make to ensure we're not creating new barriers	Staff; Council
22. Look for opportunities and partnerships for deer management	Staff
23. Ensure ethno-cultural diversity in municipal festive, arts and cultural funding supports	Council
24. Advocate for preserving and strengthening the Agricultural Land Reserve	Council
25. Look for opportunities to increase food production on public land including increasing community gardens in all neighbourhoods in the city, and building urban food systems into our parks operations	Staff; Urban Food Table
26. Look for opportunities to create accessible shoreline access	Staff
27. Mental Health and Addictions Advocacy: <ul style="list-style-type: none"> a. Advocate for better prevention and more support for those aging out of foster care – there were 156 unhoused youth in the 2018 Point-in-Time Count b. Advocate for more funds for mental health and more publicly-funded recovery options and de-stigmatization of mental health and addictions c. Advocate for and facilitate planning and delivery of additional harm reduction services in the city and region, including a safe inhalation site d. Advocate for the BC government to provide currently illicit drugs/safer substances to reduce harm from addictions 	Council

Strategic Objective #5: Health, Well-Being and a Welcoming City

- | | |
|---|--|
| <ul style="list-style-type: none">e. Advocate for and work with agencies and other governments and professional bodies to facilitate increased harm reduction trainingf. Advocate to the Province and/or the CRD and Capital Regional Hospital District to measure homelessness, acute addiction, mental health and to identify service gaps and better coordinate between existing service providers, and create better funding opportunities | |
|---|--|

Strategic Objective #6: Climate Leadership and Environmental Stewardship

Measurable Outcomes:

- The City is making measurable advances reducing community GHG emissions by 50 percent from 2007 levels by 2030, and cutting the City of Victoria's corporate emissions by 60 percent by 2030
- Citizens and businesses are empowered and inspired to take meaningful action to reduce carbon pollution
- Citizens and businesses are making measurable advances in community and business GHG reductions and a tangible movement to 100% renewables to meet or exceed climate targets
- There is a Zero Waste Strategy in place and we are making progress towards goals
- There are optimized local compost solutions in place for both food and garden waste
- Increase in tree canopy on public and private property

2019 Actions	Responsibility
1. Develop a Zero Waste Strategy	Staff
2. Implement the Climate Leadership Plan	Staff; Council; Community
3. Implement a City staff transit pass program	Staff
4. Implement the Urban Forest Master Plan	Staff
5. Undertake a comprehensive review and update the Tree Preservation Bylaw	Staff
6. Ban plastic straws taking into consideration accessibility needs	Staff; Council
7. Create Neighbourhood Climate Champion program with one child, youth, adult and elder from each neighbourhood to lead and inspire at the local level on Climate Action	Mayor's Office
2020 Actions	Responsibility
8. Create Annual Tree Planting Festival like "Tree Appreciation Day" but lots of trees, in all neighbourhoods at once with a big celebration or small celebrations in each neighbourhood	Staff; Neighbourhood Associations
9. Mandate green shores practices on waterfront development	Staff

Strategic Objective #6: Climate Leadership and Environmental Stewardship

2020 Actions Cont'd	Responsibility
10. Initiate a Parks and Open Spaces Acquisition Strategy to identify priorities for parkland acquisition that align with Official Community Plan, Parks and Open Space Master Plan, and other approved City plans	Staff
11. Ban single-use coffee cups and single-use takeout containers (as with Plastic Bag Ban Bylaw, determine logical exceptions)	Staff; Council
12. Begin to plan for mitigating the inflow and infiltration issues on private property	Staff
13. Expedite implementation of the BC Step Code	Staff
2021 Actions	Responsibility
14. Implement a robust Zero Waste Strategy	Staff; Council; Community
15. Mandate electric vehicle charging capacity in all new developments	Staff
16. Work with the Greater Victoria Harbour Authority on options for shore power and lower emissions ground transportation	Staff; Greater Victoria Harbour Authority
17. Explore the creation of a municipal energy utility, more local energy creation, solar e.g. food waste generators for food trucks at the museum	Staff
2022 Action	Responsibility
18. Create a municipal energy utility, more local energy creation, solar e.g. food waste generators for food trucks at the museum	Staff
Ongoing Actions	Responsibility
19. With the exception of hanging baskets and Beacon Hill Park, between 2019 and 2022, re-naturalize all beds in the city. If there are cost, time and/or water savings, use these to further nurture the tree canopy and urban forest and natural areas	Staff
20. Promote rain gardens and improve water quality entering waterways	Staff
21. Strengthen tree protection and enhance tree canopy and urban forest	Staff; Community

Strategic Objective #6: Climate Leadership and Environmental Stewardship

Ongoing Actions Cont'd	Responsibility
22. Encourage and move towards mandating food bearing plants, pollinator habitats and native species in landscape plans for private development	Staff; Urban Food Table
23. Advocate for appropriate federal regulations of the Victoria Water Airport	Council
24. Work with partners to clean up the harbour and steward waterways	Staff; Council

Strategic Objective #7: Sustainable Transportation

Measurable Outcomes:

- Increase in residents using public transit, walking and cycling
- Decrease in number of collisions and fatalities on City streets
- Decrease in transportation-related GHG emissions
- Fewer cars on the road and decrease in vehicle kilometres travelled
- Increase in car sharing
- Decrease in annual household spending on transportation
- Increase in public and private EV charging stations
- New transportation services are available, including rapid transit, to and from Victoria, supported by first-mile and last-mile solutions, mobility-as-a service (MaaS) and a single payment platform
- There is a positive shift in public attitude towards sustainable transportation
- There is a direct link between City transportation investments, policies, and services and the City's Climate Leadership goals
- Victoria is recognized as a global leader in multi-modal transportation

2019 Actions	Responsibility
1. Request that the Victoria Regional Transit Commission (VRTC) provide free transit to all children in the region 18 and under	Council
2. Depending on response from the VRTC, implement creative financing mechanism to fund transit for children 18 and under in Victoria	Staff; Council
3. Advocate for late night bus service	Council
4. Advocate and work with our regional colleagues to create a regional transportation commission	Council
5. Support greenway improvements in neighbourhoods including renewing Subdivision and Development Servicing Bylaw, Greenways Plan and associated City policies and bylaws to allow for alternate design treatments for shared streets on identified greenways	Staff
6. Work towards a regional rail system / advocate for commuter rail and inter-city rail along the E&N Railway from Victoria Harbour without delay	Council; Staff
7. Develop and begin implementation of the Sustainable Mobility Strategy including improvements to pedestrian, cycling and transit travel	Staff; Council; Community
8. Explore bus pass tied to income program, including for low-income seniors (could be added to LIFE Pass program)	Staff

Strategic Objective #7: Sustainable Transportation	
2020 Actions	Responsibility
9. Work to bring a “floating” car share service to Victoria	Staff; Mayor’s Office
10. Complete Cecilia mid-block connector	Staff
2021 Action	Responsibility
11. Lower speed limits on local neighbourhood streets to 30 km per hour	Council; Staff
2022 Action	Responsibility
12. Complete a multi-use trail along the Upper Harbour north of downtown	Staff
2019-2022 Action	Responsibility
13. Bike Master Plan implementation	Staff
Ongoing Actions	Responsibility
14. Advocate for substantially improved transit service	Council
15. Advocate for lower transit fares	Council
16. Advocate for BC Transit to start purchasing electric buses in advance of 2030 transition	Council
17. Advocate to BC Transit for “micro transit” or “transit-on-demand” – a public ridesharing program	Council
18. Work with car share entities to create more car share spaces on neighbourhood streets	Staff
19. Encourage/mandate where possible, new car share cars and memberships with new developments in exchange for less parking spots	Staff; Council
20. Support traffic calming in neighbourhoods	Staff
21. Support and nurture neighbourhood-led transportation planning	Staff

Strategic Objective #8: Strong, Liveable Neighbourhoods

Measurable Outcomes:

- Increase in number of opportunities for engagement with neighbourhoods
- People feel listened to and consulted about what makes a neighbourhood distinctive
- Increase in affordable housing in all neighbourhoods (See Objective #3)
- Increased access to social determinants of health in all neighbourhoods
- People feel that their neighbourhood is safe and walkable
- Increase number of people walking compared to other modes of getting around within neighbourhoods
- Increase in the amount of green space in neighbourhoods
- All neighbourhoods are thriving, distinctive, appealing, viable and have amenities

2019 Actions	Responsibility
1. Complete the Fairfield Local Area Plan	Staff; Community; Council
2. Continue the 'Open Government Street to Pedestrians' pilot and consider pedestrian-only Government Street in 2020-2021 budget process	Staff; Council
3. Create a place-making guide and tool kit and host workshops to support citizens and businesses to take action to create public play spaces, parklets, and gatherings places within neighbourhoods	Staff; Council
4. Facilitate an annual Neighbourhoods Summit to consider emerging best practices in neighbourhood placemaking, planning and engagement	Mayor's Office; Council; Staff
5. Develop a Municipal Alcohol Policy to address concerns brought forward by the Late Night Advisory Committee	Staff
6. Explore opportunities to expand the Quadra Village Community Centre in partnership with the Downtown Blanshard Advisory Committee and the CRD	Staff; Neighbourhood Association
2020 Actions	Responsibility
7. Review the Noise Bylaw	Staff
8. Review CALUC process including clear terms of reference for increasing diversity (youth, renters, etc.), capacity building, term limits and a transparent and democratic process for selecting members	Staff; Council; CALUCs
9. Review and consider additional resources (financial and training) for CALUCs	Staff; CALUCs
10. Resolve anomalies in neighbourhood boundaries	Staff; Neighbourhood Associations

Strategic Objective #8: Strong, Liveable Neighbourhoods

2021 Actions	Responsibility
11. Explore partnerships to create meeting space and a home base for the Downtown Residents Association	Staff; Downtown Residents Association
12. Work with School District 61 to explore use of Sundance school as a community centre for a Jubilee Community Centre	Staff, School District 61; Neighbourhood Associations
13. Work with the Greater Victoria Public Library to provide library services in the north end of the city, including the exploration of a new neighbourhood branch	Staff; City's Council Appointee to the Library Board
14. Ship Point Plan and Funding Strategy	Staff
2022 Actions	Responsibility
15. Establish a community centre for the North Park Neighbourhood in conjunction with plans for the Royal Athletic Park parking lot and/or the Crystal Pool and Wellness Centre Replacement Project	Staff; Neighbourhood Association
16. Review the Heritage Tax Exemption program	Staff with clear direction from Council as to what specifically needs to be reviewed
2019-2022 Action	Responsibility
17. Develop Local Area Plans	Staff; Neighbourhoods; Council
Ongoing Actions	Responsibility
18. Support neighbourhood placemaking initiatives	Staff; Council
19. Advocate for adequate support and supervision accompanying downtown supportive services so people have all the supports they need, not only housing	Council
20. Emergency preparedness/heritage buildings/enrich the heritage seismic upgrade program	Staff

Process for Amending Strategic Plan

Part One – Emerging Issues and Opportunities

Step 1:

At any Committee of the Whole meeting, Councillors interested in amending the Strategic Plan to address an emerging issue or opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. This report must outline which of the eight Objectives the new proposed Action will lead to, as well as the Outcome that the new proposed Action is meant to achieve.

Step 2:

At the next Quarterly Update, staff will provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

Step 3:

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed.

Part Two – Emergency Issues and Extraordinary Opportunities

Step 1:

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

Step 2:

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

Step 3:

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

Appendix A – Framing Questions for Strategic Planning Process

What Council would like to get out of the planning process:

- Generation of great ideas
- Understand how we work together
- Open conversation and candid dialogue
- An overall understanding of what four years will look like and how we will include the community
- To learn more about what we've been doing as a city and what we need to do
- Relationship building
- Learning how to work together
- Collaborative
- Transparent
- Make some hard decisions
- Strong strategic plan that will advance social and ecological justice

What Council would like to see in the plan:

- A clear path forward but one that is also flexible enough to address emerging issues
- Practical and achievable, not just a wish list
- Include the public
- Achievable *and* aspirational
- Include what we've heard from citizens *and* what we're passionate about
- Tied to the budget
- Address a broad spectrum of things so that there is something for everyone in the plan and it tends to the day to day of the city
- A bold and achievable plan, where we measure and report on our progress
- Tackle the toughest issues, have a clear path from day one

What's working well in the city?

- Engaged and passionate citizens
- Strong neighbourhood structure
- Growth of strong local businesses
- Economic opportunity for residents
- Natural environment and residents working to protect it
- Embracing the importance of reconciliation
- Neighbourhood associations that provide services. E.g. Childcare, Seniors programs
- Strength of major industries, tech, tourism
- Increasing diversity of population
- Festivals, arts and culture
- Strong library system
- Increase in international students

- Well maintained roads, sidewalks and physical infrastructure
- Social agencies and programs
- Compassionate
- Safe
- Interfaith relationships and solidarity
- Confidence in city, good place to invest and build
- Strength of regional cooperation on economic development
- Strong network of non-profit organizations
- Strong commitment to volunteerism e.g. regard to welcoming to of Syrian refugees

What are opportunities for improvement in the city?

- Increase trust between citizens and city hall
- Recognize that the provision of social services downtown requires more supports, not just housing
- Ensure that downtown is accessible and welcoming to everyone
- Nurturing our existing businesses and people coming downtown
- Improve public dialogue, increase civility, increase a feeling that there's room for everyone's voice
- Become a more welcoming city – affirm our values as a welcoming city
- Take a more compassionate approach to homelessness and mental health/addiction
- Harm reduction
- Be more respectful of each other's time – language choice
- Be the first city with a tech boom to grow inclusively and sustainability
- Deepening our relationship with the Songhees and Esquimalt nations and to understand what it means to live in a city on someone else's homeland
- To grow the film industry
- Continue to nurture our business community and foster an entrepreneurial spirit
- Make the city more accessible

What is working well at City Hall?

- Passionate and dedicated staff who have knowledge and relevant expertise – spirit of continuous learning
- Approachable City Hall
- Improved and proactive engagement practices
- Strong relationships with federal and provincial governments
- Active in e.g. housing first / tackling important issues
- Seen as regional leader
- Relationships with colleagues on a municipal level are strong
- Relationships with Songhees and Esquimalt Nations
- Quality customer service
- Courage to take bold action
- Taken action on food security and agriculture

- Strong relationship with School District
- 20-year capital plan and strong reserves
- Welcoming nature of city hall – lack of dysfunction – functional organization
- Commitment to learn from mistakes
- Cross departmental collaboration to solve problems

What are opportunities we have to improve City Hall?

- Address the housing crisis and have housing that's in reach/affordable for our residents
- Increase trust between councillors and staff and council; improve relationships
- Capture the corporate/institutional memory
- Tackle affordability crisis more broadly (childcare/transportation)
- To diversify engagement e.g. Childcare at meetings, video submission
- Respect the time of staff
- Be climate leaders and mitigate and adapt to climate change
- Better convey city hall/council story
- Address day to day issues - broken window syndrome in the city
- Responsive and proactive to the needs of residents and business community
- To make sure that when we undertake engagement we're clear and engaging for the right reason, at the right time in the right way
- Recognize the localized experiential experience of people and value citizen expertise from living in a place
- Collect data and measure results as a way to advocate to other levels of governments re: services
- To hear the quieter voices not being heard over the loud voices
- Measure our own results and use that data to drive decisions in budget on an annual basis
- Deeper partnerships with post-secondary institutions and School District
- Opportunities for prevention – working upstream
- Address access to childcare and availability
- Make sure that the plans we create are implemented and resourced by the budget process
- Review the plans we have in place and determine whether they are still the right plans; regularize this to make progress on the key elements in the OCP
- Better follow through on engagement
- Improve the well-being of staff and take care of our staff; provide adequate and relevant training



Committee of the Whole Report

For the Meeting of March 14, 2019

To: Committee of the Whole **Date:** February 28, 2019

From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development

Subject: **Development Permit with Variances Application No. 00043 for 2708 Graham Street and 1050-1054 Hillside Avenue**

RECOMMENDATION

That, subject to the preparation and execution of a Statutory Right-of-Way for 3.57m off Hillside Avenue and a Housing Agreement to ensure a future strata cannot restrict the rental of the units, to the satisfaction of the City Solicitor and Director of Sustainable Planning and Community Development, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Permit with Variance Application No. 00043 for 2708 Graham Street and 1050-1054 Hillside Avenue, in accordance with:

1. Plans date stamped December 17, 2019.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. increase the number of buildings from one to two
 - ii. decrease the site area from 920.0m² to 911.93m²
 - iii. decrease the rear (north) yard setback from 4.57m to 2.31m
 - iv. decrease the side (east) yard setback from the building from 4.57m to 2.42m
 - v. decrease the side (east) yard setback from the stairs from 3.0m to 0.0m
 - vi. increase the site coverage from 40.0% to 48.4%
 - vii. decrease the open site space from 60.0% to 51.6%.
3. Revised plans, to the satisfaction of the Director of Sustainable Planning and Community Development, to add canopies above the townhouse front doors, change the horizontal metal siding to wood, amend the landscape plan bicycle parking to be consistent with site plan, and change the garage door to wood.
4. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 2708 Graham Street and 1050-1054 Hillside Avenue. The proposal is to consolidate two properties, demolish an existing single-family dwelling, and construct a new four-unit townhouse building. The variances are related to reducing the minimum site area, increasing the maximum number of buildings, reducing the rear and side yard setbacks, increasing the maximum site coverage and decreasing the minimum open site space.

The following points were considered in assessing this application:

- the proposed townhouses are generally consistent with the relevant design guidelines as the townhouses provide a sensitive transition to the lower-density buildings and create a positive street relationship through strong residential entrances
- the proposal is consistent with the Hillside-Quadra Neighbourhood Plan in providing gradual change through infill development
- the variances are to:
 - increase the number of buildings, which is supportable as it creates two distinct building masses
 - decrease the site area, which is supportable as it is a minimal variance
 - decrease the rear (north) yard setback, which is supportable as this setback acts as a side yard
 - decrease the side (east) yard setback from the building and from the stairs, which is supportable as it helps create an interesting relationship with the street
 - increase the maximum site coverage and decrease the minimum open site space, which is supportable as the proposal is well-landscaped with permeable paving utilized on all new construction.
- the applicant is providing a sizeable Statutory Right-of-Way.

BACKGROUND

Description of Proposal

The proposal is to consolidate two properties, demolish an existing single-family dwelling, and construct a new four-unit townhouse building.

Building and site design elements include:

- low-rise building form consisting of contemporary architectural features
- retention of an existing duplex fronting onto Hillside Avenue
- enclosed parking area
- individual raised entrances facing Graham Street
- private amenity space in the form of patios rear and side.

Building materials include:

- hardy lap siding and hardy panels
- horizontal metal siding
- brick veneer.

Landscaping elements include:

- permeable pavers for all driveway, patio and walkway surfaces
- aluminum fencing and wooden lattice fencing
- retention of existing pink horse chestnut trees
- planting of seven new trees, including vine maples and dogwoods.

The proposed variances are related to:

- increase the number of buildings from one to two
- decrease the site area from 920.0m² to 911.93m²
- decrease the rear (north) yard setback from 4.57m to 2.31m
- decrease the side (east) yard setback from the building from 4.57m to 2.42m
- decrease the side (east) yard setback from the stairs from 3.0m to 0.0m
- increase the site coverage from 40.0% to 48.4%
- decrease the open site space from 60.0% to 51.6%.

Affordable Housing Impacts

The applicant proposes the creation of four new residential units which would increase the overall supply of housing in the area. A Housing Agreement is also being proposed which would ensure that future Strata Bylaws could not prohibit the rental of units. The applicant has noted that extended family would be living in the newly created units and therefore cannot secure affordability on-site.

The applicant has voluntarily offered to contribute \$20,000 to the Victoria Housing Reserve Fund; however, this is not a relevant consideration for a Development Permit, and therefore, has not been factored into staff's consideration or assessment of the application.

Tenant Assistance Policy

The proposal is to demolish an existing single-family dwelling with secondary suite which would result in a loss of two existing residential rental units. Tenant Assistance Plans are not required for Development Permit applications; however, the proposal also retains an existing rental duplex with five bedrooms in each unit which is currently being rented to students.

Sustainability Features

As indicated in the applicant's letter dated February 20, 2019, the following sustainability features are associated with this application:

- building to be constructed to Step 2 of the BC Energy Step Code
- retention of the existing duplex on-site
- water conservation measures including low-flow faucets and dual-flush toilets
- permeable hardscape surfaces.

Active Transportation Impacts

A six-stall bicycle rack will be installed on the property, which provides benefits to active transportation.

Public Realm Improvements

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

Accessibility Impact Statement

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

Existing Site Development and Development Potential

The site is presently a duplex on the southern lot and a single-family dwelling with basement suite on the northern lot. Under the current R3-2 Zone, Multiple Dwelling District, the property could be developed as a multi-unit residential building at a density of up to 1.6:1 floor space ratio (FSR).

Data Table

The following data table compares the proposal with the R3-2 Zone, Multiple Dwelling District. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Existing R3-2 Zone
Site area (m ²) - minimum	911.93*	920.0
Number of buildings - maximum	2*	1
Density (Floor Space Ratio) - maximum	0.80	1.20
Total floor area (m ²) - maximum	725.76	820.73
Lot width (m) - minimum	20.57	N/A
Height (m) - maximum	9.14	18.50
Storeys - maximum	3	N/A
Site coverage % - maximum	48.4*	40.0
Open site space % - minimum	51.60*	60.0
Setbacks (m) – minimum:		
Front (Hillside Avenue)	7.58m	7.50
Rear (north)	2.31*	4.57
Side (west)	5.04 (building) 4.16 (stairs)	4.57 (building) 3.0 (stairs)
Side (east)	2.42* (building) 0.0* (stairs)	4.57 (building) 3.0 (stairs)
Parking - minimum	6	6

Zoning Criteria	Proposal	Existing R3-2 Zone
Visitor parking (minimum) included in the overall units	0	0
Bicycle parking stalls (minimum)		
Class 1	6	5
Class 2	12	6

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications*, on November 29, 2017, the application was referred for a 30-day comment period to the Hillside-Quadra CALUC. A letter dated December 29, 2017 is attached to this report. The revised application was subsequently referred to the CALUC on December 19, 2018; however, at the time of writing this report, a revised letter from the CALUC had not been received.

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

ANALYSIS

Development Permit Area and Design Guidelines

The *Official Community Plan, 2012* (OCP) identifies this property in Development Permit Area 16: General Form and Character (DPA 16). Design guidelines that apply to DPA 16 are the *Guidelines for Fences, Gates and Shutters* (2010), *Advisory Design Guidelines for Buildings, Signs and Awnings* (2006) and *Design Guidelines for Multi-Unit Residential, Commercial and Industrial* (2012).

The proposed development is generally consistent with the objectives of DPA 16 which seek to integrate multi-unit residential buildings in a manner that is complementary to an established neighbourhood. The roofline of the proposed townhouses steps down on the north and south to provide a transition in height to the adjacent buildings. The stairs help to give the residential entrances more prominence and provide a transition from the public realm of the sidewalk to the private residential realm. Enclosing the parking under the building minimizes the number of driveway crossings and allows for additional amenity space for residents.

Staff believe further improvements can be made to the proposal. Revising both the horizontal metal siding and the glass garage door to wood would soften the appearance of the proposal and de-emphasize the prominence of the vehicle entrance. Adding canopies to the residential entrances would further increase the prominence. Additionally, the bicycle parking is shown differently on the site plan and the landscape plan; the landscape plan should be revised to match the site plan. These proposed changes have been added to the staff-recommended Council motion.

Local Area Plans

The *Hillside-Quadra Neighbourhood Plan* identifies this property within the Maintain Current Zoning designation. The housing policies note that gradual change through infill will be acceptable in some locations, with family-oriented townhouses being preferred to apartments.

Tree Preservation Bylaw and Urban Forest Master Plan

There is one public Birch tree and one Cherry Plum tree on Hillside Avenue, and two public Horse Chestnut trees on Graham Street that will be retained with this application.

All public trees to be retained will be protected during construction. No significant private trees are to be removed. No new trees are being proposed on the portion of the property with the existing duplex and nine new trees are proposed to be planted on the townhouse portion of the property. There are no bylaw protected trees impacted by this application.

Regulatory Considerations

There are seven proposed variances. The first variance is to increase the number of buildings on site from one to two; staff consider this supportable as it breaks up the massing of the proposal into two distinct building forms. The second variance is to decrease the site area from 920m² to 911.93m²; staff support this variance as it is minimal in nature. The third variance is to increase the site coverage from 40% to 48.4% and the fourth variance is to reduce the open site space from 60% to 51.6%; these variances are considered supportable as new hardscaping is permeable, and the proposal represents a unique solution to infill housing.

The final variances relate to decreasing the setbacks. The variance to decrease the rear (north) yard setback from 4.57m to 2.31m is supportable as this setback acts as a side yard and represents an increase in distance over the building currently on-site. There are two variances to decrease the side (east) yard; one measured from the building, decreasing the side yard 4.57m to 2.42m; and one from the stairs, decreasing the side yard 3.0m to 0.0m. These variances are considered supportable as they help create an interesting relationship with the street by distinguishing the public realm from the private residential entrances.

Finally, the applicant has agreed to register a 3.57m Statutory Right-of-Way off Hillside Avenue. This Right-of-Way will be used to help fulfill Council approved Official Community Plan objectives such as enhanced facilities for walking, cycling, and boulevards. Should the application proceed, Staff recommend executing this document prior to the Opportunity for Public Comment.

Other Considerations

A previous version of the application was brought to the Advisory Design Panel (ADP) on April 11, 2018, as it represents an uncommon form of infill development. The ADP discussed a lack of green space and decreased liveability, which was caused from the driveway, at that time, being located in between the proposed townhouses and the duplex. The ADP recommended that the application be declined.

Since the ADP meeting, the applicant has significantly revised the proposal to provide parking access in the middle of the townhouses. This maintains rear yards for the duplex units, allows for units 1 and 4 to have basements, and creates more useable open space at the rear of the townhouses.

CONCLUSIONS

The proposal for infill townhouses is a unique solution to increase the density on the property while retaining an existing rental duplex. While there are a large number of variances, the overall design of the townhouses provides for a sensitive transition to the lower-density buildings and its contemporary architectural style with pronounced front entrances is consistent with the relevant guidelines. Staff, therefore, recommend that Council consider supporting this application.

ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 00043 for the property located at 2708 Graham Street and 1050-1054 Hillside Avenue.

Respectfully submitted,



Michael Angrove
Planner
Development Services Division



Andrea Hudson, Acting Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

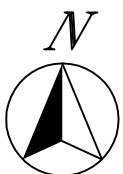


Date:

March 8, 2019

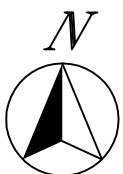
List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped December 17, 2018
- Attachment D: Letter from applicant to Mayor and Council dated February 20, 2019
- Attachment E: Community Association Land Use Committee Comments dated December 29, 2017
- Attachment F: Advisory Design Panel Minutes from the April 11, 2018 Meeting.



1050-1054 Hillside Ave. & 2708 Graham St.
Development Permit with Variances #00043



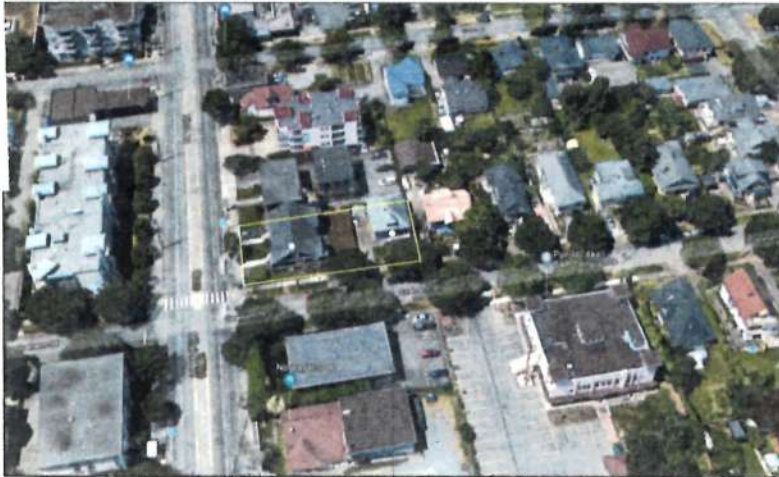


1050-1054 Hillside Ave. & 2708 Graham St.
Development Permit with Variances #00043



LOCATION PLAN
PROPOSED 4 UNITS TOWNHOUSE
2708 GRAHAM STREET

PROPOSED TOWNHOMES
FOR ANDREW MILLS
2708 GRAHAM STREET
VICTORIA, BC



DUPLEX
1050 HILLSIDE AVE
TO REMAIN

DWELLING
2708 GRAHAM STREET
TO BE REMOVED

DWELLING
2718 GRAHAM ST
(INCLUDED IN
STREETSCAPE)



PROPOSED MATERIALS & COLORS

Colour Legend

- Hardy Lap Siding
- Langenside House 2128-35
- Horizontal Ply-wooded Shale Siding
- Langenside House 2144-35
- Hardy Plywood
- Langenside House 2111-75
- Black Vinyl Windows
- Trim, Barge Boards
- Langenside House 2125-35
- House
- Langenside House 2128-35



- P1 - Location & Context
- P2 - Site Plan
- P3 - Elevations
- P4 - First Floor
- P5 - Second Floor
- P6 - Third Floor
- P7 - Section & Duplex Elevations
- P8 - Existing Duplex Floor Plans

**VICTORIA
DESIGN
GROUP**

drawing#
7898
drawn by
NCT/LIS
page: 1 / 8

8103 - 891ATERS AVENUE
VICTORIA, B.C.
V8N 6A1

2708 GRAHAM STREET

DEVELOPMENT PERMIT WITH VARIANCE PRESENTATION

Date: 2018 Dec 14

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The Northerly 50 feet of Lot 4, Block 1,
Section 4, Victoria District, Plan 299
&

The Southerly 103 feet of Lot 4, Block 1,
Section 4, Victoria District, Plan 299
except the southerly 7.5 feet thereof taken for road
purposes as shown on said plan

Prop. Grade Calculation (See Elevations)

Pts A+B $((16.55+16.46)/2) \times 17.68 = 291.81$
 Pts B+C $((16.46+16.70)/2) \times 11.10 = 184.04$
 Pts CL+DL $((15.85+15.85)/2) \times 2.87 = 45.49$
 Pts D+E $((16.80+16.80)/2) \times 6.99 = 117.84$
 Pts EL+FL $((16.67+16.67)/2) \times 3.71 = 61.85$
 Pts F+G $((16.88+16.90)/2) \times 6.99 = 117.99$
 Pts GL+HL $((15.85+15.85)/2) \times 2.87 = 45.49$
 Pts H+A $((16.83+16.55)/2) \times 11.10 = 185.26$

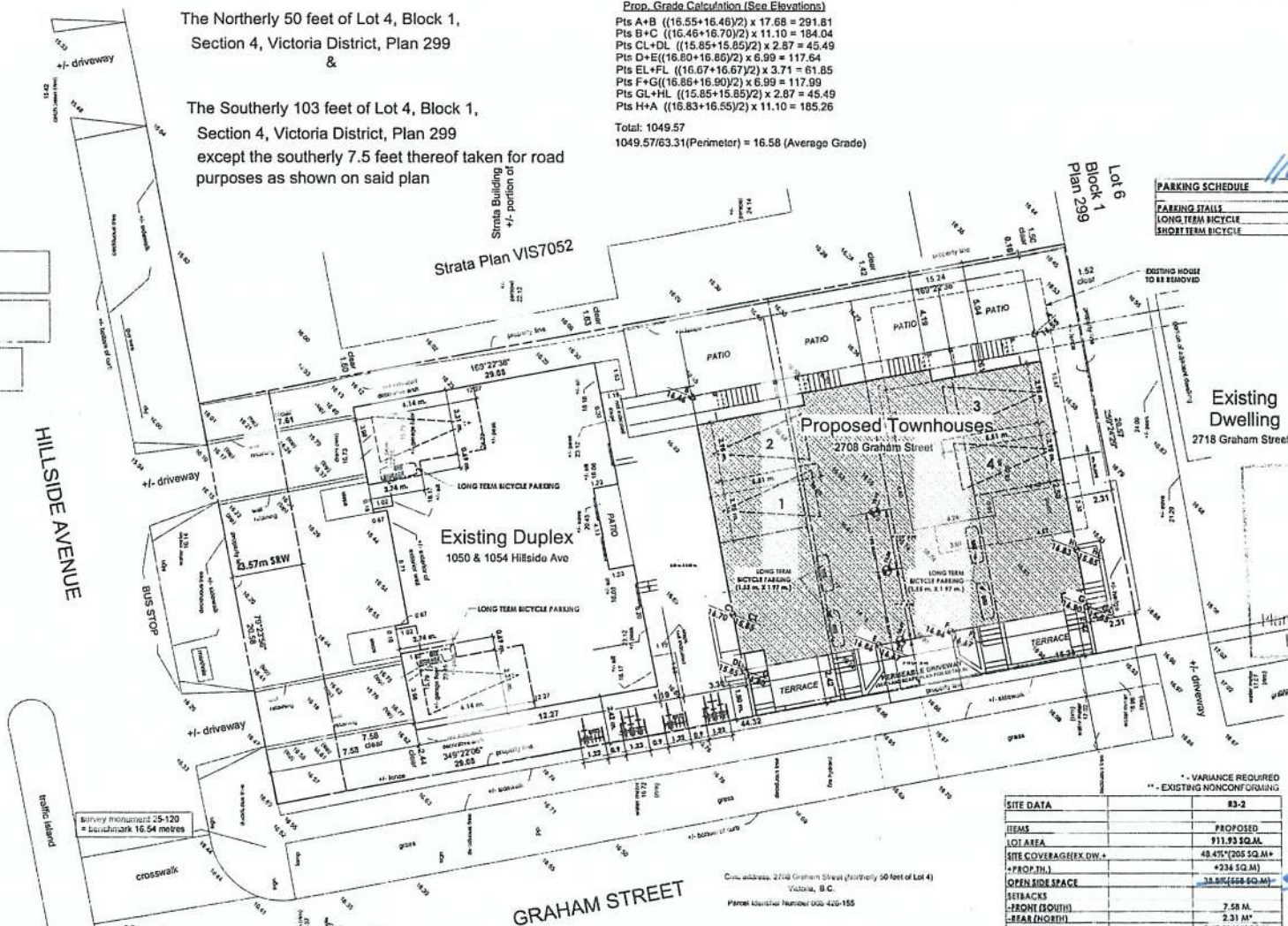
Total: 1049.57

1049.57/63.31(Perimeter) = 16.58 (Average Grade)

Area of the Northerly 50 feet of Lot 4 +/- 313.5 square metres
Area of the Southerly Part of Lot 4 +/- 608.4 square metres
total site area (both sites) +/- 911.9 square metres

Handwritten: 110.48

PARKING SCHEDULE	SCHEDULE C	PROPOSED
PARKING STALLS	45 / UNIT = 9	4*
LONG TERM BICYCLE	1 / UNIT = 4	4
SHORT TERM BICYCLE	6 / BUILDING = 12	12



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* - VARIANCE REQUIRED
** - EXISTING NONCONFORMING

SITE DATA	PROPOSED
ITEMS	83-2
LOT AREA	911.93 SQ.M.
SITE COVERAGE EX. DW. +	48.41% (205 SQ.M. + 234 SQ.M.)
+ PROP. TH. 1	38.81% (668 SQ.M.)
OPEN SPACE	51.6%
SETBACKS	
- FRONT (NORTH)	7.58 M.
- REAR (SOUTH)	3.31 M.
- LEFT (WEST)	1.40 M. ** / 4.19 M.
- RIGHT (EAST)	2.42 M. ** / 7.42 M. *
EX. DUPLEX FLOOR AREA	255.9 SQ.M.
PROP. TH. FLOOR AREA	469.84 SQ.M.
TOTAL FLOOR AREA	725.74 SQ.M.
F.S.R.	0.80 TO 1.0
PARKING	4*

Civ. address: 2708 Graham Street (northerly 50 feet of Lot 4)
Victoria, B.C.
Parcel Identifier Number 000-420-155

Civ. address: 1050 & 1054 Hillside Avenue (Southerly Part of Lot 4)
Victoria, B.C.
Parcel Identifier Number 000-420-244

1 Site Plan
P2 Scale: 1:100

1102 - 801 LATTER AVENUE
VICTORIA, B.C.
V8M 1A1

PH: 250-683-7777
FAX: 250-683-7778

2708 GRAHAM STREET

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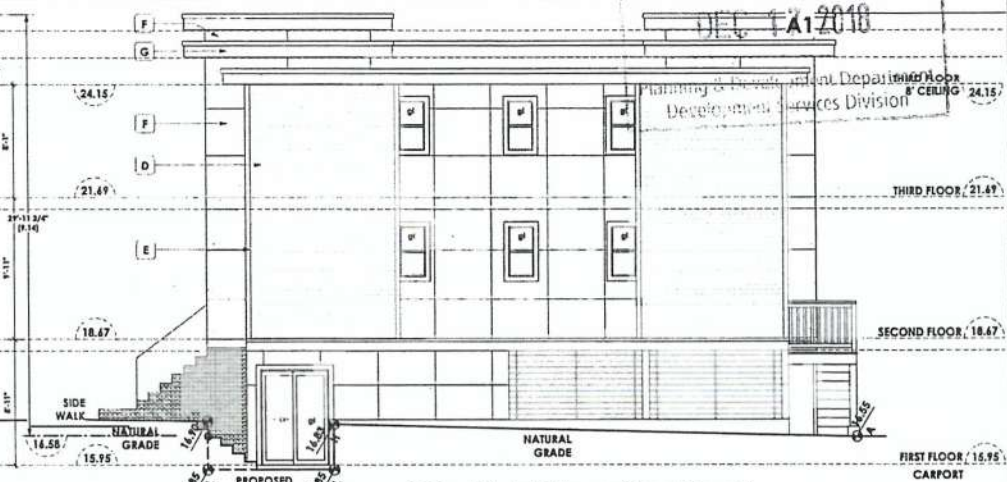
1 Front Elevation (South)

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



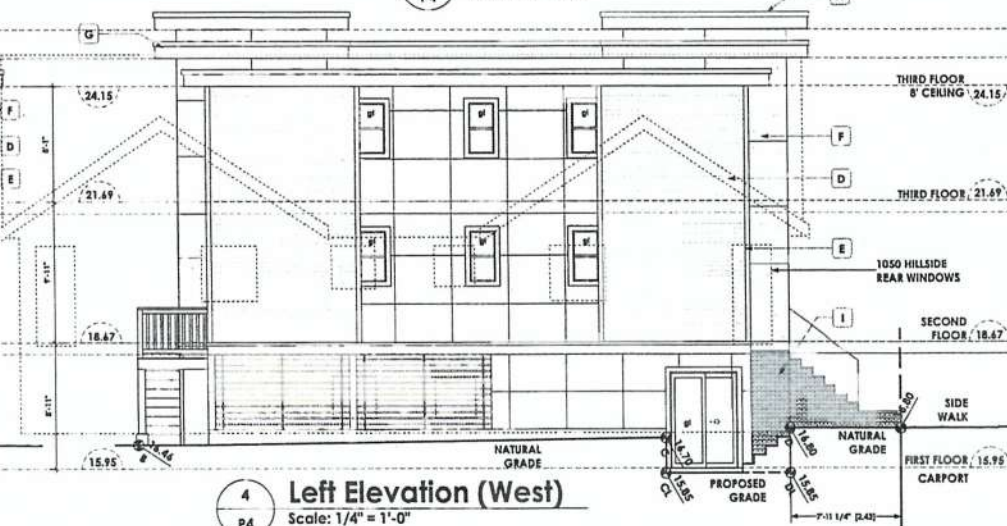
3 Rear Side Elevation (North)

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



2 Right Elevation (East)

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



4 Left Elevation (West)

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

EXTERIOR APPLICATION

- | | | | | |
|--------------------------------------|------------------------------------|---|--|----------------|
| A TORCH ON ROOFING | C VERTICAL WOOD SIDING | E 1"x4" WINDOW & DOOR TRIM (metal flashing where req) | G 1"x4" TRIM BOARD ON 2"x10" BARGE BOARD | I BRICK VENEER |
| B 1"x4" FASCIA BOARD ON 2"x10" BOARD | D HORIZONTAL PRE-FIN. METAL SIDING | F CONC. FIBRE PANELS | H 42" FIN. HT. GUARD C/W 5.7' GLAZING PANEL TO COMPLY W/ BC BLDG CODE 2004 9.8.8 | |

5105 - 5111 SPRUCE AVENUE
VICTORIA, B.C.
V8N 0A4

2708 GRAHAM STREET

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DOOR SCHEDULE

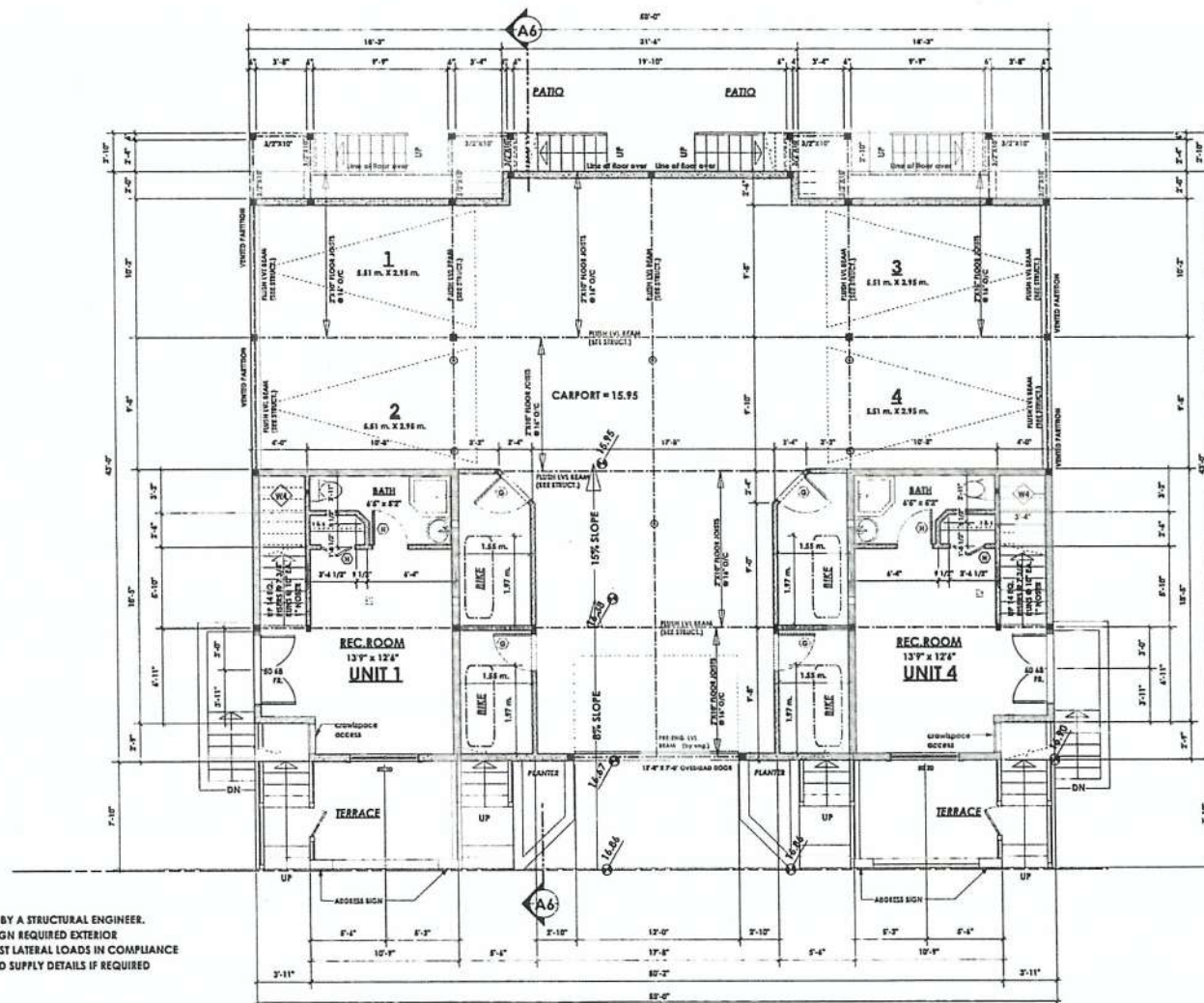
A	8'0" X 6'8" (2438 X 2032)
B	4'0" X 6'8" (1219 X 2032)
C	5'0" X 6'8" (1524 X 2032)
D	4'0" X 6'8" (1219 X 2032)
E	3'0" X 6'8" (914 X 2032)
F	2'10" X 6'8" (654 X 2032)
G	2'8" X 6'8" (713 X 2032)
H	2'6" X 6'8" (762 X 2032)
J	2'4" X 6'8" (711 X 2032)
K	2'0" X 6'8" (610 X 2032)
L	1'8" X 6'8" (508 X 2032)

FRAMING WALL LEGEND
(SEE SECTION FOR COMPLETE ASSEMBLIES)

- W1 8" CONC. FOUNDATION WALL (SEE STRUCT.)
- W2 INTERIOR PARTITION 2X4 STUDS @ 16" O/C
- W3 INTERIOR PARTITION 2X4 STUDS @ 16" O/C
- W4 1 HL. F.B.R. (12 STC) PARTY WALL 8 C.S.C. 2012 W16 3 ROWS STAGGERED 2X4 STUDS @ 16" O/C ON COMMON 2X4 PLATE
- W5 1 HL. F.B.R. EXTERIOR WALL 8 C.S.C. 2012 W16 2X4 STUDS @ 16" O/C
- W6 EXTERIOR WALL 2X4 STUDS @ 16" O/C
- W7 EXTERIOR WALL 2X4 STUDS @ 16" O/C (EXTERIOR FINISHED BOTH SIDES)
- W8 1 HL. RATED INTERIOR PARTITION 8 C.S.C. 2012 W16 2X4 STUDS @ 16" O/C

STRUCTURAL ENGINEER TO VERIFY EXIST OF ALL REQUIRED INTERIOR & EXTERIOR BRACINGS.
B.C. BLDG. CODE 2012 9.23.13.3.

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER.
STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND INTERIOR BRACED WALL PANELS TO RESIST LATERAL LOADS IN COMPLIANCE WITH B.C. BUILDING CODE 2012 9.23.13.2 AND SUPPLY DETAILS IF REQUIRED



1 First Floor Plan
Scale: 1/4" = 1'-0"

Unit 1: 287.17 sq.ft. (26.70 sq.m.)
Unit 4: 287.17 sq.ft. (26.70 sq.m.)
Total Units Floor Area: 574.34 sq.ft. (53.40 sq.m.)
Carport: 1725.05 sq.ft. (160.26 sq.m.)

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DEC 17 2018

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5123 - 8711 AVENUE
VICTORIA, B.C.

100-100-0000-0000

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2708 GRAHAM STREET

VICTORIA DESIGN GROUP
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DOOR SCHEDULE

A	6/0 X 4/8 (1438 X 2032)
B	6/0 X 4/8 (1829 X 2032)
C	5/0 X 4/8 (1524 X 2032)
D	4/6 X 4/8 (1219 X 2032)
E	3/0 X 4/8 (914 X 2032)
F	2/10 X 4/8 (854 X 2032)
G	2/0 X 4/8 (813 X 2032)
H	2/4 X 4/8 (742 X 2032)
J	2/4 X 4/8 (711 X 2032)
K	2/0 X 4/8 (610 X 2032)
L	1/4 X 4/8 (308 X 2032)

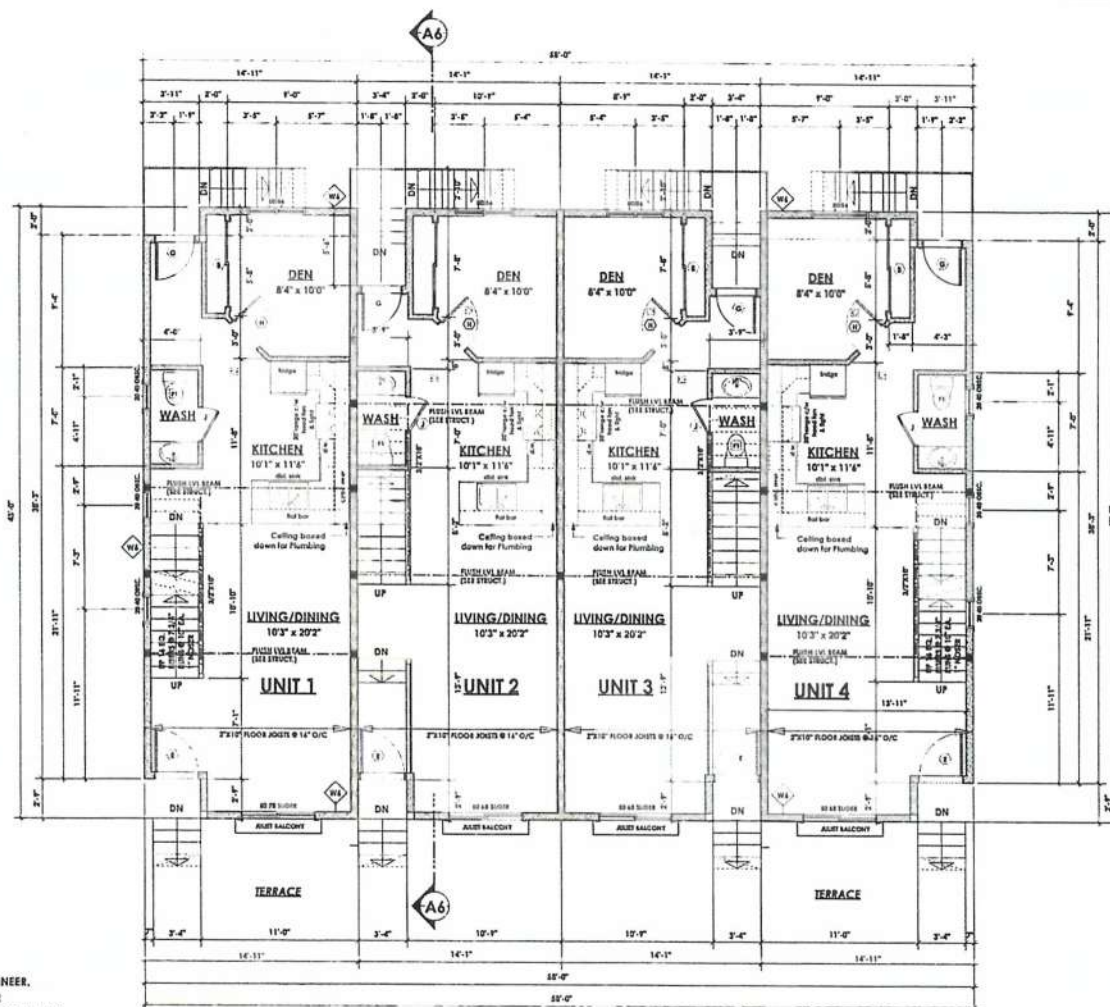
FRAMING WALL LEGEND

(SEE SECTION FOR COMPLETE ASSEMBLIES)

- W1. 8" CONC. FOUNDATION WALL (SEE STRUCT.)
- W2. INTERIOR PARTITION 2X4 STUDS @ 14" O/C
- W3. INTERIOR PARTITION 2X4 STUDS @ 14" O/C
- W4. 1 HE. P.B.L. (30 STC) PARTY WALL S.C.I.C. 2012 W16 2 ROWS STAGGERED 2X4 STUDS @ 14" O/C ON COMMON 2X4 PLATE
- W5. 1 HE. P.B.L. EXTERIOR WALL S.C.I.C. 2012 W16 2X4 STUDS @ 14" O/C
- W6. EXTERIOR WALL 2X4 STUDS @ 14" O/C
- W7. EXTERIOR WALL 2X4 STUDS @ 14" O/C
- W8. 1 HE. BATED INTERIOR PARTITION S.C.I.C. 2012 W16 2X4 STUDS @ 14" O/C

STRUCTURAL ENGINEER TO VERIFY EXTENT OF ALL REQUIRED INTERIOR & EXTERIOR BRACINGS. S.C.I.C. CODE 2012 9.23.13.2.

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER. STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND INTERIOR BRACED WALL PANELS TO RESIST LATERAL LOADS IN COMPLIANCE WITH B.C. BUILDING CODE 2012 9.23.13.2 AND SUPPLY DETAILS IF REQUIRED



1 Second Floor Plan
Scale: 1/4" = 1'-0"

Unit 1: 575.21 sq.ft. (53.44 sq.m.)
Unit 2: 582.60 sq.ft. (54.13 sq.m.)
Unit 3: 582.60 sq.ft. (54.13 sq.m.)
Unit 4: 575.21 sq.ft. (53.44 sq.m.)
Total Units Floor Area: 2315.62 sq.ft. (216.14 sq.m.)

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DEC 17 2018
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2102 - 201 LATIMER AVENUE
VICTORIA, B.C.
V8N 5A4

PH: 250.333.7334
FAX: 250.333.7334

2708 GRAHAM STREET

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DOOR SCHEDULE

A	6/0 X 6/8 (1023 X 2032)
B	6/0 X 6/8 (1029 X 2032)
C	6/0 X 6/8 (1024 X 2032)
D	4/0 X 6/8 (1019 X 2032)
E	3/0 X 6/8 (914 X 2032)
F	3/10 X 6/8 (934 X 2032)
G	2/8 X 6/8 (813 X 2032)
H	2/4 X 6/8 (762 X 2032)
J	2/4 X 6/8 (711 X 2032)
K	3/0 X 6/8 (1010 X 2032)
L	1/4 X 6/8 (308 X 2032)

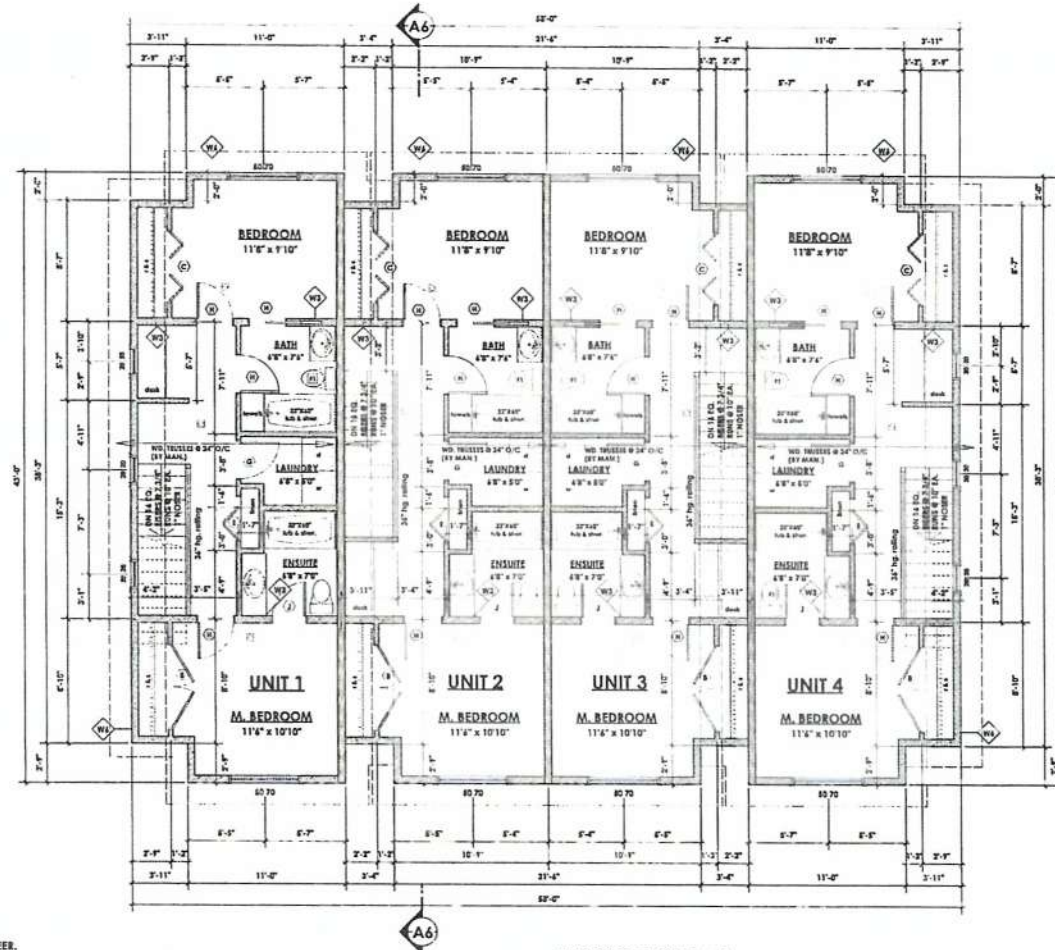
FRAMING WALL LEGEND

(SEE SECTION FOR COMPLETE ASSEMBLIES)

- W1. 8" CONC. FOUNDATION WALL (SEE STRUCT.)
- W2. INTERIOR PARTITION 2X4 STUDS @ 14" O/C
- W3. INTERIOR PARTITION 2X4 STUDS @ 14" O/C
- W4. 1 HL. P.S.L. (10 STC) PARTY WALL 8" C.I.C. 2013 W10 2 ROWS STAGGERED 2X4 STUDS @ 14" O/C ON COMMON 2X4 PLATE
- W5. 1 HL. P.S.L. EXTERIOR WALL 8" C.I.C. 2013 W10 2X4 STUDS @ 14" O/C
- W6. EXTERIOR WALL 2X4 STUDS @ 14" O/C
- W7. EXTERIOR WALL 2X4 STUDS @ 14" O/C (EXTERIOR FINISHES BOTH SIDES)
- W8. 1 HL. BATED INTERIOR PARTITION 8" C.I.C. 2013 W10 2X4 STUDS @ 14" O/C

STRUCTURAL ENGINEER TO VERIFY EXIST OF ALL REQUIRED INTERIOR & EXTERIOR BRACED WALLS, S.C. B.D.S. CODE 2012 9.23.13.2.

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER. STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND INTERIOR BRACED WALL PANELS TO RESIST LATERAL LOADS IN COMPLIANCE WITH B.C. BUILDING CODE 2012 9.23.13.2 AND SUPPLY DETAILS IF REQUIRED



1 Third Floor
Scale: 1/4" = 1'-0"

Unit 1: 540.00 sq.ft. (50.17 sq.m.)
Unit 2: 543.47 sq.ft. (50.49 sq.m.)
Unit 3: 543.47 sq.ft. (50.49 sq.m.)
Unit 4: 540.00 sq.ft. (50.17 sq.m.)
Total Units Floor Area: 2166.94 sq.ft. (201.32 sq.m.)

City of Victoria
DEC 17 2018
Planning & Development Department
Development Services Division

2105 - BRISTOL AVENUE
VICTORIA, B.C.

PH: 250-330-7334
FAX: 250-330-7334

2708 GRAHAM STREET

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page: 6 / 8

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Roofs

- B1. 2"PLY TAPES ON ROOFING MEMBRANE
Use comply w/ CGSB 37-92-GM
1/8" MIN. THICKNESS
1/2" SPACING BETWEEN SCARS ON
ROOFING TAPERS TO PROVIDE ANCL. 1.5% SLOPE ON
DOWN-SIDE OFWOOD SHEDS AND/OR SG. ON
TOP OF WOOD STRAPPING B/E O/C
C/W 1/2" SQ. JOIST @ 16" O.C.
C/W 8-10 S.F. MAT. REDUCED
TO POLYM V.S.
1/2" OFFSHIELD BRIDGE
[Include adequate drawings
Reference "Appendix"
containing w est. work]
- B2. PROVIDE 3 1/2" CLEAR BETWEEN
8-08 BRIDGELAND SHEATHINGS.
- B3. SAVE PROTECTION
COAT OF ROOF SLIGHT FOR 12"
PAST EXTERIOR WALL.
- B4. PROVIDE 1 SQ. FT. ATTIC VENT PER
150 SQ. FT. OF INSULATED AREA SIDE
WALLS. INSURED IN EAVE AND RYNDON
(w comply w/ B.C. Bldg. code 7.19.1).
- B5. GUTS-IN QUINCE
VEHICLE DIRT
[Include drawing]

F1. FRESH FLOODING ON
5/8" TAG PITWOOD OR EQ.
(NOTED & glued to floor struct. below) [see
F1/F1/F1 FLOOR JOISTS @ 14" OR 12" O/C
C/W 2" X 8" S-BEEDING @ 7.5" O/C (max)
1/2" GYPSUM BOARD
3/4" CONCRETE SLAB
4 MIL POLYTH V.S.
1" COMPACTED GRAVEL OR SAND

F1.3. 3/4" CONCRETE SLAB
4 MIL POLYTH V.S.
1" COMPACTED GRAVEL OR SAND
SLOPE TO DOORS 1"

F1.4. FRESH FLOODING ON
5/8" TAG PITWOOD OR EQ.
(NOTED & glued to floor struct. below) [see
F1/F1/F1 FLOOR JOISTS @ 14" OR 12" O/C
C/W 2" X 8" S-BEEDING @ 7.5" O/C (max)
3/4" X 8" INCLINATION
4 MIL POLYTH V.S.
6/8" X 11" TYPE GYPSUM BOARD
(Slope over gurgles)

F1. DEMOLISHED (where required) ON 6" THICK CONCRE. FOUNDATION WALL
C/W 16 IN BARS @ 24" O.C. RW
ON UNDISTURBED SOIL (TWO BEARINGS)

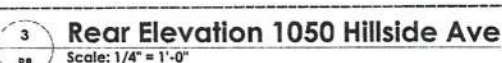
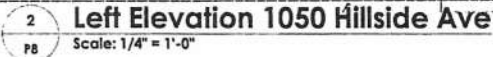
F2. 12X8 FT. CONCR. FOOTINGS
CONCRE. BEAMS 3 IN. FROM BOT.
ON UNDISTURBED SOIL (TWO BEARINGS)

F3. 6" FEMSTER DRAUM
2" TIGHT PMP FOR RWL
ANCHOR BOLT

F4. DRAIN BOTS @4.0 Ft. c/w MAX
c/w S&S GASETS

F5. UNDER SLAB INSULATION
2 1/2" (2 @ 1 1/2") INSULATED POLYSTYRENE
FOAM INSULATION 4" (1.2m)
CONT. AROUND PERIMETER UNDER
SLAB INSTALLED HORIZONTALLY TO
STOP RW SLABS ABOVE FUTURE SLAB.
(verify with municipality depth of frost line)

F6. STEP DOWN TO GARAGE SLAB
MAY VARY, VERIFY EXIST ON
SITE



Date: 2018 Dec 14

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2708 GRAHAM STREET



LACER CINCINATUM

CORPUS EDDIE'S WHITE

Lucy

— LESCHMISIA CESPICATA

HILLSIDE AVENUE



GRAHAM STREET

TAXUS X MEDIA HOLDING

POLYSTICHUM MURITUM

RETAIN EXISTING LOW LANDSCAPE.

— RHODODENDRON 'MOONSHINE'

—*BUXUS sempervirens suffruticosa*

MAHDI SA/ALOUFCILIM -



PLANT LIST				
ABB. QTY. SIZE		BOTANICAL NAME	COMMON NAME	
TREES				
AC	4	5cm cal.	ACER CIRCINATUM	VINE MAPLE
CE	2	5cm cal.	CORNUS EDDIE'S WHITE WONDER	EDDIE'S WHITE WONDER DOGWOOD
LS	3	5cm cal.	LIQUIDAMBAR STYRACIFLUA 'SLENDER SILHOUETTE'	SLENDER SILHOUETTE SWEET GUM
SHRUBS				
B5	52	#1	BUXUS SEMPERVIRENS 'SUFFRUTICOSA'	DWARF ENGLISH BOXWOOD
HO	10	#5	MAHONIA AQUIFOLIUM	ORIGON GRAPE
PH	3	#5	PHYSCOCARPUS CAPATUS	PACIFIC NOVELARK
RH1	1	#5	RHODODENDRON 'HOONSTONE'	HOONSTONE RHODODENDRON
RS	4	#5	RIBES SANGUINEUM	RED FLOWERING CURRANT
TH1	24	#5	TAXUS X MEDIA 'WICKSII'	HICK'S YEW
PERENNIALS, FERNS AND GRASSES				
DC	9	#1	DESCHAMPSIA CESPITOSA	TUFTED FAWN GRASS
PH	29	#3	POLYSTICHUM MUNIUM	SWORD FERN
GROUNDCOVERS				
AU	46	4"	ASTROTAPHYLOS UVA URSI	KINKIDINKIN

ARCTOSTAPHYLOS UVA URSI



RIBES SANGUINEUM —



PHYSOCARPUS _____



GREENSPACE DESIGNS
sustainable landscape design



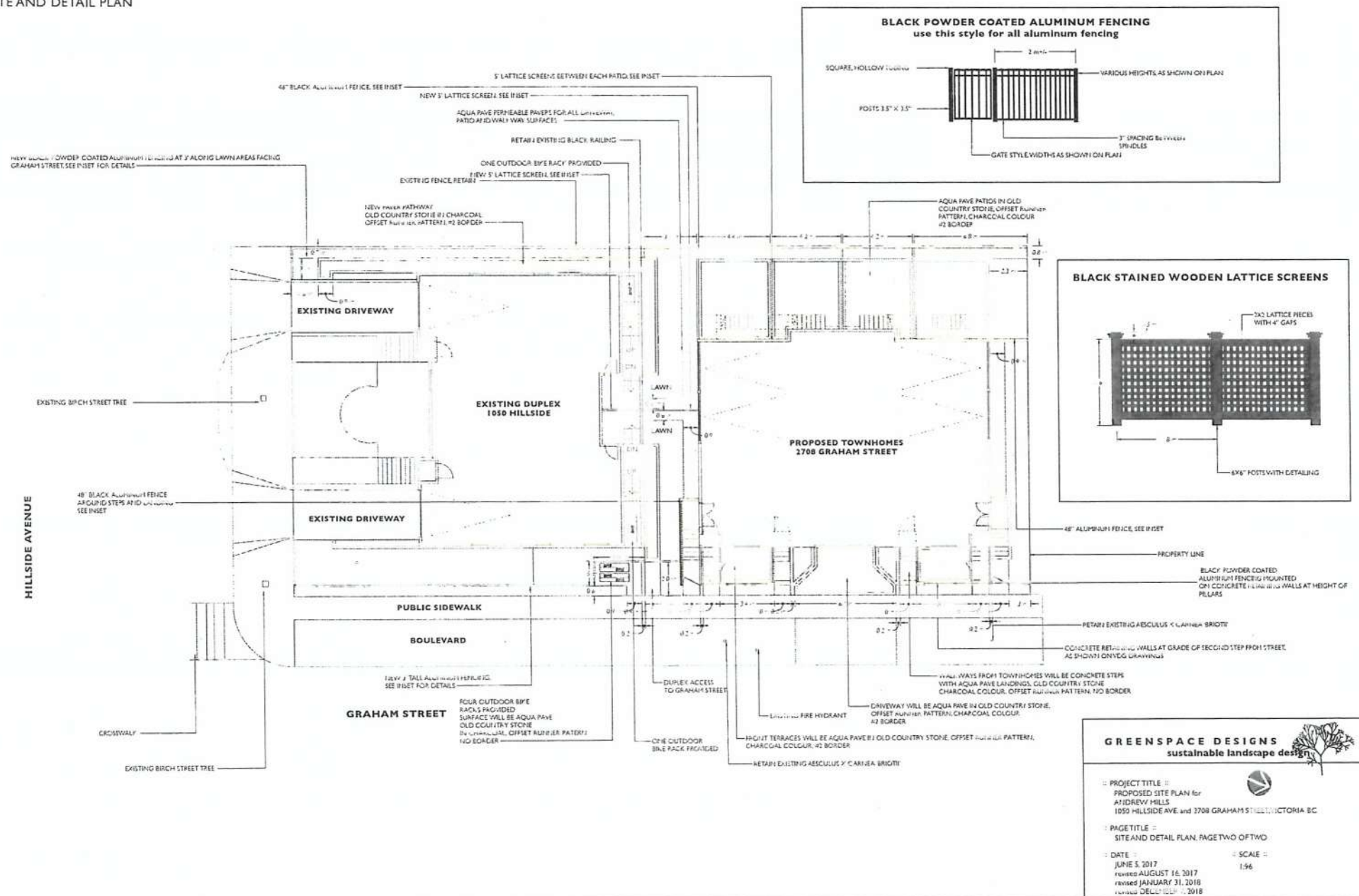
PROJECT TITLE :
 PROPOSED PLANTING PLAN for
 ANDREW MILLS
 1050 HILLSIDE AVE. and 2708 GRAHAM STREET, VICTORIA BC

:: PAGE TITLE ::
 PLANTING PLAN, PAGE ONE OF TWO

DATE
 JUNE 5, 2017
 revised AUGUST 16, 2017
 revised JANUARY 31, 2018
 revised SEPTEMBER 7, 2018

196

SITE AND DETAIL PLAN



Andrew Mills

4-771 Central Spur Road

Victoria BC V9A 0E9

February 20th, 2019

Re: 1050/2708 Development Permit Application

Dear Mayor and Council,

Thank you for considering my development permit application for 1050 Hillside Avenue/2708 Graham Street.

The proposed development would see consolidation of 2708 Graham Street with 1050/54 Hillside Ave; two R3-2 zoned lots. Currently, there is a single family home at 2708 Graham Street and a duplex at 1050 Hillside Ave. With this proposal, the duplex at 1050 Hillside, which is in excellent condition, would be retained while the proposed 4 row style townhouses would replace the single family home.

The proposed development fits with the Official Community Plan (OCP) for these parcels. The OCP calls for urban residential class buildings and specifically calls for townhouses. The existing neighborhood is urban residential consisting of apartment style buildings along Hillside Avenue corridor with a transition to traditional residential, single family homes up the adjoining streets including Graham Street. In the immediate vicinity there is a mix of traditional peaked roofs as well as flat roofed, more modern looking buildings to the rear of the property as well as directly across the street.

Each unit would be very livable. Each would include private outdoor areas, secure storage, the requisite one parking space per unit, and private long term as well as short term bicycle storage.

Each unit would be constructed conforming to step 2 of the BC energy step code. This is a step higher than is currently required. There are also a number of green benefits associated with this proposal. A list is attached as Appendix A.

I am also cognizant of the current affordable housing situation in Victoria. In consultation with the planning department I have attempted to propose a development which could provide benefits to affordable housing. Specific benefits include:

1. Maintenance of two 5-bedroom side by side units in the existing duplex. These are rented to students and younger members of the workforce. They have been rented for the past 7 years.
2. Creation of four ground oriented, 3-bedroom townhouse units which would, if completed, be suitable for family occupation. The current plan is for members of my immediate family to live in some or all of the new units. However, if the units were to be rented given their size and location they would naturally situate themselves as moderate income rental units likely renting in and around the \$2000/month mark. It will be noted this is within an "affordable rent" level as defined by the city of Victoria. Also, if the units were to be sold, they would fill the so called "missing middle" of housing and could be marketed to moderate income families looking for ownership but not able to afford in the single family home market.
3. Contribution of \$20,000 to the Victoria housing reserve fund which would fund city grants for one two bedroom affordable housing unit contingent on approval.

I am proposing this development with variances. These include:

Number of Buildings - This was the preferred option suggested by city staff. This allows there to be outdoor space for all units and leads to a more preferable streetscape.

Site Coverage - I am asking for an increase in site coverage from the zone standard 40% to 48.4% I believe this increase is justified given the difficulty attaining the increased density called for in the official community plan while being mindful of the benefits of retaining the existing duplex. This difficulty is especially visible when one

considers the existing duplex would account for over half the zone standard site coverage.

Open Site Space – Along with a variance in site coverage comes a corresponding variance in open site space. This proposal is for 51.6% open site space down from the zone standard of 60%

Setbacks- I am requesting two setback variances: One at the rear (north) of the proposed building which would see a setback of 2.31 meters down from the zone standard 4.5 meters. The second is along the east of the proposed building (Graham frontage). This is a continuation of the existing duplex's non-conforming setback. This setback would be 2.42 meters down from the zone standard of 4.5 meters. Stairs setback would be 1.1 meters down from the zone standard 3 meters.

To conclude, this is a proposal for infill development in which an existing duplex is to be retained and 4 new townhouses are to be constructed. This design has gone through numerous iterations. The planning department and I have worked hard to consider all options for this site. The proposal's current form I believe is the best possible for the site and I believe is a good project for the area. The owners of this project, my immediate family, intend to occupy some or all of proposed units. As such we have designed spaces we would like to occupy. The variances requested reflect the challenges of infill development. However, I would respectfully suggest the benefits of this proposal justify approval of these requests.

Sincerely,

Andrew Mills

Applicant

Appendix A: List of Green Building Features

Retention of existing duplex:

Development proposal is infill development that will ensure retention of the existing duplex.

Transportation:

The proposed development meets schedule C car and bicycle parking requirements. This will discourage multiple cars per family and encourage walking, bicycling, and transit use.

Proposed development is on an existing bicycle route and is located within easy walking distance of many amenities including recreation, groceries, restaurants. It is also on major bus routes.

Energy Efficiency:

The proposed building will be constructed in compliance with step 2 of the BC energy step code

This proposal will employ water conservation measures including low flow faucets and showerheads, dual flush toilets, and drought resistant landscape features to minimize irrigation needs.

Site Permeability:

New construction will utilize permeable surfaces on drive aisles and pathways.

Landscaping and Urban Forest:

Design ensures boulevard trees will be maintained.

Hillside Quadra Neighbourhood Action Committee

Via email to: mangrove@victoria.ca and mayorandcouncil@victoria.ca

December 29, 2017

Mayor and Council,
Michael Angrove, Planner
City of Victoria
1 Centennial Square
Victoria, BC
Re: Folder DPV00043 2708 Graham Street and 1050-1054 Hillside Avenue

Dear Mayor and Council:

The Neighbourhood Action Committee would like to offer the following comments based on the plans dated received November 15, 2017.

Prior to specific comments it needs to be noted that the development tracker tool on the city's web site in no way assisted the assessment of the application and interpretation of the specific zone, the Zoning Bylaw, the Official Community Plan, or the applicable Development Permit Guidelines. At a minimum, a table of requirements (based on a written interpretation), requested variances and resulting differences, better than the one provided below, needs to be provided for lay people to understand and intelligently comment on the application. In addition, there at least needs to be hyperlinks to all pertinent bylaw sections and guidelines and preferably a guideline checklist.

The committee requests to clarify the question of density. A density requirement can't be varied, so why can the number of buildings per lot, a density measure, be the subject of a variance? With respect to Floor Area Ratio (FSR), the zone permits an increasing FSR per building storey, and increases FSR provisions with an enclosed parking space—one that is **entirely within** the structure. The proposed below grade parking labelled "carport" is open on two sides, so it is not entirely within the structure.

To determine FSR by building storey, one must note that the Zoning Bylaw definition of "storey" does not include vehicle parking. Units 1 – 3 are two-storey units and unit 4 is a four-storey unit, so is the FSR required 0.6 or 0.9? Is there a provision to determine FSR in cases such as this, or is the building determined to have two storeys because $\frac{3}{4}$ of the building has two storeys, or three storeys because $\frac{1}{4}$ of the building footprint has three storeys? **This needs to be spelled out by the applicant and the staff interpretation of the bylaw in the development tracker, as this would need to be done prior to acceptance of the application.** The applicant calculation of FSR is 0.8 which may or may not exceed the permitted density. In addition, it needs to be noted that unit 4 has a basement floor which includes two full bathrooms and two separate outside entrances, typical of a secondary suite conversion.

If the use and density for this proposal are considered as conforming to the zone, then the following comments pertain to requirements for a multiple dwelling with an under-building carport, not enclosed parking. The plans refer to a landscape plan which is not available on the development tracker, so further review of the application is needed.

Proposed new building in the R3 – 2 Zone

FSR required: 0.6 – 2 storeys, 0.9 – 3 storeys; requested 0.8

No.	Variances	Requirement	Request	Difference
1	Number of buildings (density?)	1/lot	2	1
2	Site area,	920 m ²	911.93 m ²	8.07 m ²
	Open site space	30%	38.8%	8.8%
3	TH setbacks, street (East), North non-conforming	7.5m	2.42m	5.08m
	TH setbacks, rear (South)		2.31	
	Setbacks, interior side (W)		4.03, 5.04	
	Building separation		3.51	
4	Site coverage	30%	48.4%	18.4%
5	Parking for vehicles and	9 (1.5 x 6 units?)	6	3?
6	Bicycle requirements.	1/unit + 6 sp rack	6, 6 sp rack?	6 sp rack?

The committee agrees in general that attached dwellings in this context between apartment buildings and single houses can be appropriate. The width, size, siting and design of the proposed attached dwellings, shoehorned into consolidated lot at the rear of an existing duplex, does not fit the context. If proposed prior to duplex renovations a few years ago, it might have been reasonable to replace the existing buildings with one or more new buildings which could better respond to the site conditions. It is reasonable to retain the duplex because it provides good recently renovated affordable housing for families with children. Children and most humans need usable open space adjacent to dwellings, particularly ground-oriented dwellings. This open space is replaced by the parking access driveway.

As noted above, the proposal is shoehorned into the site, falling below the minimum site area and required yard setbacks, and exceeding the maximum site coverage. The lack of a landscape plan makes it difficult to determine if the open space is usable by residents.

There are several reasons why the proposed multiple/ attached unit building does not fit into the neighbourhood. Development Permit Area 16: Design Guidelines For: Multi-Unit Residential, Commercial and Industrial areas applies, and largely addresses the characteristics of a good fit. The approximately 100 applicable guidelines are divided into 10 sections. The applicant's letter does not mention any design related to following guidelines.

1.0 Context and Transition. The missing-middle transition of the built form from apartment to single house that proposal attempts to fill, does not reflect design or function of the single house neighbours in terms of usable open space and materials used. The transition of scale is uneven from duplex to attached to single house forms. Privacy at the south could be maintained even if parking access was moved south and the duplex open space largely retained. A combination of screening and collaborating with the southern neighbour in driveway design could do the trick.

2.0 Streetscape and Street Orientation. The proposal does have ground-oriented pedestrian only front entrances like most neighbourhood houses. The setback difference between the attached housing proposed and the existing single houses is significant, so it does not follow the guidelines. More horse chestnut trees are needed for a green transition.

- 3.0 Human Scale, Massing and Height. The proposal is built at a human scale. Treatment of 'back-of-house' functions such as parking, recycling and utility boxes is unclear. The porches are minimal, provide a poor transition between public and private spaces, and there are no sheltering overhangs.
- 4.0 Exterior Finishes. The proposed brick and stucco facing reflects few if any nearby houses..The building design is basic and unremarkable.
- 5.0 Open Spaces and Landscaping. Due to the lack of a landscape plan, there is no way to determine if there is any usable private open space. The usable private open space for the duplex (child-friendly housing) has been eliminated. Native species and multiple horse chestnut street trees would help make a good fit.
- 6.0 Lighting. There is no indication of lighting. Energy efficient full cut-off lights to minimize light pollution would be neighbor-friendly.
- 7.0 Universal Design and Safety. There is no indication that any of the units are accessible for people with any disability or that crime prevention has been taken into account.
- 8.0 Parking. Under-building vehicle parking and bicycle storage is noted, but no design details are provided for comment.
- 9.0 Access and Circulation. It is unclear what function or utility the rear attached housing stairs provide.
- 10.0 Loading, Service and Unenclosed Storage. It is unclear if this is applicable.

Sincerely,

Hillside-Quadra Neighbourhood Action Committee.

3.3 Development Permit with Variances Application No. 00043 for 1050-1054 Hillside Avenue and 2708 Graham Street

The City is considering a Rezoning and Development Permit Application to allow for a new four-unit townhouse development within one building.

Applicant meeting attendees:

WIL PEEREBOOM
ERIN RENWICK

VICTORIA DESIGN GROUP
GREENSPACE DESIGNS

Mr. Angrove provided the Panel with a brief introduction of the application and the areas that Council is seeking advice on, including the following:

- north, south and west elevations
- transition to the single-family dwelling to the north
- site coverage.

Wil Peereboom provided the Panel with a detailed presentation of the site and context of the proposal, and Erin Renwick provided the Panel with details of the proposed landscape plan.

Questions of clarification were asked by the Panel on the following:

- what in this application triggers the ADP's review?
 - Mr. Angrove clarified that while the ADP is typically requested to review proposals for townhouses with 5 or more units, this application's unique characteristics would benefit from the ADP's knowledge and would also benefit future applications
- what private outdoor space is proposed for the existing duplex?
 - small balconies off the rear of the existing duplex, as well as converting part of the lawn into two small gardens
- does the existing building have a garden?
 - no, but there is a yard
- what is proposed for the patio shown behind the existing duplex?
 - the sunken patio will remain up against the driveway, separated by a 3 ft. retaining wall
- is the patio above the driveway?
 - yes, there are two steps up to the patio from the driveway
- are there windows overlooking the existing building?
 - there are two windows at the basement and another two at the second level
- what is the difference in elevation between the duplex patio and the driveway?
 - 0.38m difference
- how does the patio access work?
 - there will be access from inside by going down the stairs or walking up the steps from the driveway
- is the parking area open to the back yards?
 - yes
- is the opening to the parking area at the south for air circulation?
 - yes
- are there guards or railings for the sunken patio?

- there is a fence, railing and gate on the street side
- is a variance required for the proposed setback to the rear of the new townhouses?
 - yes
- have the neighbours been consulted?
 - yes, they were clear in not wanting an adjacent parking lot
- will trees be planted behind the new townhouses?
 - yes
- has the invasiveness of Salal been considered?
 - it will be contained between the side and retaining walls
- is there any landscape buffer proposed around the parkade area to the south of the new townhouses?
 - this area is under the stairs and the building overhang, so it would not be an ideal planting location
 - there is planting proposed against the fence, but not against the stairs
- would planting be possible in this location?
 - this is not a very hospitable place for plants
- has the City's Engineering department reviewed the proposed parking design, and does it meet bylaw requirements?
 - it has been shared with Engineering and the proposal does comply with bylaws, although the bylaw doesn't consider the turning radius
 - the parking stalls are almost 10 ft. wide, as some cars will need more space to manoeuvre
 - the bicycle stalls are shown as one stall but are large enough for two bicycles
- has the existing tree on Graham Street been surveyed?
 - yes
- why is the lattice on the south elevation not used elsewhere as well?
 - this can be changed.

Panel members discussed:

- the application would benefit from including all required elevations as well as more views from the street and surrounding areas
- apprehension for use of Salal due to its invasiveness
- opportunity to improve shading issues arising from overplanting around the patio area of unit 4
- problematic proximity of existing tree on Graham Street
- opportunity to resolve many components including ramp and patio access
- desire for a reconsideration of the stair connection to the back decks
- opportunity to increase north-facing outdoor space at ground level
- concern for the proposal's impact on existing suites, especially the elimination of green space for the shared, sloped driveway
- desire for all units to have equal amounts of green space
- the functionality of the parking area could be improved by reducing the driveway slope and relocating bicycle parking spaces
- concern for the proposed density creating unliveable spaces on such a small site
- opportunity to eliminate one or two units to create more usable indoor, outdoor and parking manoeuvring spaces.

Motion:

It was moved by Elizabeth Balderston, seconded by Justin Gammon, that the Advisory Design Panel recommend to Council that that Development Permit with Variances Application No. 00043 for 1050-1054 Hillside Avenue and 2708 Graham Street does not sufficiently meet the applicable design guidelines and polices and should be declined.

Carried Unanimously

4. ADJOURNMENT

The Advisory Design Panel meeting of April 11, 2018 was adjourned at 3:32 pm.

Jesse Garlick, Chair

EXECUTIVE SUMMARY

The purpose of this report is to seek a Council resolution, in accordance with the requirements of the *Liquor Control and Licensing Act*, regarding an application by Herald Street Brew Works to add a lounge endorsement to their manufacturer's licence and having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons. The application has been reviewed by City staff including Planning, Engineering, Business and Community Relations, Bylaw, and Police. In addition, a public notification process is conducted, as required by the Liquor Licence Policy, to allow individuals and the community to share comments through written correspondence. The application has been reviewed against technical policy, and inputs provided by City staff, and through the public notification process have been considered. The proposal has also been considered in the context of the local vicinity and the City as a whole, all of which are reflected in this report and the resulting recommendation.

Herald Street Brew Works application to add a lounge endorsement to their manufacturer's licence, having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 is not in conflict with the City's current Liquor License Policy. The proposal is not inconsistent with other establishments in the area in terms of occupant load and hours, and cautions with compatibility of this proposal, along with others in the area has been expressed by staff due to increases in residential occupancies in the area. Opportunity for public comment included two letters opposed to the application. No letters were received in support of the application and no correspondence was received from the community association. Staff have recommended for Council's consideration that a resolution be made regarding the application, and that Council support the application to add a lounge endorsement to their manufacturer's licence, having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons at 506 Herald Street.

PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Liquor Control and Licensing Act* (the Act), regarding an application by Herald Street Brew Works to have a lounge endorsement added to their manufacturing license and having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons.

The letter of intent provided in conjunction with the application is included as Appendix A.

BACKGROUND

The Liquor and Cannabis Regulations Branch (LCRB) issues liquor licences under the authority of the *Liquor Control and Licensing Act* and regulations. LCRB determines the category of licence appropriate for the business based on submitted details. In the case of Herald Street Brew Works, the establishment will have a manufacturing licence with lounge endorsement. The manufacture's licence with lounge endorsement is the appropriate licence for the proposed business model and while they are not a food primary, licence conditions do require that food is available while open. Local governments are not referred the manufacturing licence component, but they are referred applications for lounge endorsement, and so at a minimum, the manufacturing component can be approved with no input from local government subject to Zoning Bylaw requirements.

With regard to the application for a lounge endorsement on their manufacturing licence at Herald Street Brew Works, local government is asked to provide comments and recommendations to the LCRB regarding:

1. The impact of noise on nearby residents.
2. Impact on the community if the application is approved.

A map of the subject property and the immediate area is attached to this report (Appendix B) and illustrates the 100m public notification area targeted for comment.

As noted above, this application is to have a lounge endorsement added to a manufacturing license, having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons. The Liquor and Cannabis Regulations Branch is requesting a resolution from the City of Victoria regarding the application and the review criteria noted above.

ISSUES & ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration:

Zoning

The site is zoned for a Brew-Pub which is defined as facilities used for the consumption of beer, spirits, wine or other alcoholic beverages which are produced and manufactured on the premises and which may be provided in combination with Food and Beverage Service or Retail Trade. The zone places no restrictions on occupant loads or hours of operation. The production and manufacturing area for a Brew Pub (beer, spirits, wine) must not be located above the First Storey and is not permitted within six metres of the wall of any Building that abuts a Street or pedestrian walkway, except where the Brew Pub (beer, spirits, wine) is provided in conjunction with Retail Trade or Food and Beverage Service. Production capacity is limited to not more than 35% of the first storey floor area of a Brew Pub (beer, spirits, wine) for the purpose of production and manufacturing of beer, spirits, wine and other alcoholic beverages.

Compliance is demonstrated conceptually through application for a building permit and the resulting construction is monitored for compliance through the City inspection process related to the issued building permit.

Noise Bylaw

The City's Noise Bylaw sets forth limits on four key areas within the City which are the Quiet District, Intermediate District, Harbour Intermediate and Activity District. Herald Street Brew Works is within the Intermediate Noise District and limited to 60 dBA at the point of reception during daytime hours which end at 10:00 pm. During nighttime hours, noise at the point of reception received is limited to 50 dBA in Quiet districts, 55 dBA in the Harbour Intermediate and Intermediate districts and 65 dBA in the Activity district. 50 dBA is comparable to rainfall, light traffic or a refrigerator and 60 dBA is comparable to conversational speech or an air conditioner. Where issues of non-compliance exist, Bylaw Officers and Police have authority to order compliance.

The City of Victoria Noise District Map is included for reference (Appendix C).

Vicinity and Municipal Impacts

Predictability of noise related issues or other community impacts, negative or positive in effect, is challenging due to a number of variable factors. The business model, target clientele, quality of owner/operator, existing density of licenced capacity in the area, hours of service, demographics, and fluctuating populations due to tourism factor into predicting the likelihood of noise related issues and impacts on the community.

Consideration of those factors can assist a municipality to predict negative aspects associated with licenced establishments. The factors considered in conjunction with any application approval at

time of consideration change over the life of a licenced establishment, and when they do change, and issues arise, compliance related to noise and other aspects is re-established using tools of enforcement. These tools include LCRB enforcement which ensure responsible and appropriate service as required by the terms of the licence with LCRB. The Noise Bylaw can be enforced to bring an establishment into compliance, and police have authority to bring an establishment back into compliance where issues are more complex.

Herald Street Brew Works' application has been considered with regard to the impact it would have on the community and its potential to generate noise related issues. The impact has been considered in terms of the vicinity and within the city as a whole. The category of licence required by Herald Street Brew Works for their operational concept is a manufacturer's licence with lounge endorsement. This type of licence carries a requirement that they must provide, at a minimum, a variety of hot or cold snacks and non-alcoholic beverages during all hours of operation. The establishment is neither a Liquor Primary nor Food Primary but has been compared to both to illustrate the impact it is likely to have in the vicinity.

Vicinity Analysis – Licenced Occupant Load and % Increase							
Opening & Closing Hours	Herald Street Seating	Existing Liquor Primary Seats	Increase in Seat Capacity	Existing Food Primary Seats	Increase in Seat Capacity	All Existing Seats	Increase in Seat Capacity
9:00 AM	178	171	104.1%	431	41.3%	602	29.6%
2:00 AM	178	907	19.6%	115	154.8%	1022	17.4%
City Wide Analysis							
Opening & Closing Hours	Herald Street Seating	Existing Liquor Primary Seats	Increase in Seat Capacity	Existing Food Primary Seats	Increase in Seat Capacity	All Existing Seats	Increase in Seat Capacity
9:00 AM	178	15,504	1.15%	16,965	1.05%	32,469	0.5%
2:00 AM	178	9,253	1.9%	2,658	6.7%	11,911	1.49%

The local vicinity and the city as a whole have been considered in terms of contributory impact related to occupant load and hours of operation, and if approved, represents a 17.4% increase to licenced capacity in the evening hours within the vicinity and an increase of 1.49% city wide. Vicinity information is attached as Appendix D.

The hours proposed for licensed service are in keeping with the vast majority of other licenced establishments in the vicinity. Herald Street Brew Works' proposal and its potential impact on residents in the area is not expected to be significant in terms of contribution to existing conditions in the area. The area is well established as host to a number of licenced venues, but residential growth is expected in the area and compatibility of these interfacing uses creates potential for conflict due to disturbances. Approval will contribute to the impacts associated with licenced establishments, and at the hour of 2:00 am the impact is 1.49% in terms of existing licensed capacity city wide and 17.4% in the vicinity of the establishment.

City Liquor Licensing Policy

The City's Liquor Licensing Policy directs staff to consider applications for liquor licences having hours of operation not later than 2:00 am. The applicable Council Policy is attached to this report (Appendix E).

The hours of licensed service proposed in this application are within the parameters of the policy.

City Referrals

An inter-departmental review of the project has been undertaken by City staff. The inter-departmental review includes circulation to Planning, Engineering, Community Development, Bylaw, and Police. That review has resulted in the following feedback:

Planning

- The use is permitted in the zone and there is no restriction on hours of business.

Engineering

- Transportation related noise impacts or general community impact are not anticipated.

Business and Community Relations

- Business and Community Relations noted that, in its current context, the proposal is unlikely to cause issues typically associated with interfacing residential uses and licenced establishments during evening hours as the location is somewhat remote from residences in the area. However, caution is recommended where future residential developments are anticipated in close proximity to the establishment.

Bylaw

- Bylaw echoes comments made by Business and Community Relations

Police

- Police express limited concern regarding the application in context of the current make-up of businesses and residences in the area. However, concern regarding future residential development and proximity to this establishment is expressed. Full Police comments attached separately as Appendix F.

From the perspective of provincial process relative to Food Primaries, midnight can be considered as normal or expected in terms of impacts. LCRB's Food Primary licence category, regardless of occupant load, is not referred to local government for consideration of impacts unless the closing hours are past midnight. This is recognized as a baseline for potential impact associated with the establishment as any Food Primary could occupy the space with no limitations on occupant load and without consideration by local government where hours do not extend beyond midnight.

Community Consultation

In accordance with the City's Liquor Licensing Fee Bylaw and Liquor Licensing Policy, all property owners and occupiers within 100 metres of the applicant's location were solicited by a mailed notice to provide input regarding this application. In addition, Herald Street Brew Works displayed a notice poster at the entrance for 30 days which invited people to provide input to the City with respect to this application.

A total of two letters were received, and both opposed the application. Concerns with the application were representative of experiences associated with other establishments in the area and a general preference to limit the amount of licenced establishments in the area to what currently exists. Correspondence from the Downtown Residents Association DRA was not received. The letters are available in Appendix G.

Applicant Response

As is standard practice as a part of the liquor licence process, after City staff gives input, the applicant has a chance to review the information (and this report) and respond prior to the report being forwarded to Council. After the applicant reviewed City staff comments, the applicant chose to provide additional correspondence related to the staff review. This is available as Appendix H.

In summary, after conducting a review with respect to noise and community impacts and soliciting community views regarding Herald Street Brew Works application for a lounge endorsement to be added to their manufacturing license, and having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons, it is considered that the proposal is consistent with current City policy. Therefore, staff recommend that Council consider directing staff to notify the Liquor Licensing Agency that Council supports the application for the addition of a lounge endorsement to the manufacture's license.

IMPACTS

Accessibility Impact Statement

None

Strategic Plan 2015 – 2018

The recommendation to support the application is likely to increase the business viability of the pub, which is consistent with Strategic Plan Objective #5 - *Create Prosperity Through Economic Development*.

Impacts to Financial Plan

None

Official Community Plan

The existing and proposed uses of the lounge endorsement and manufacturing license are consistent with the *Official Community Plan* objectives for this neighbourhood.

CONCLUSIONS

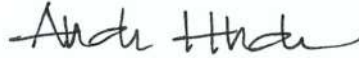
The application for a lounge endorsement to Herald Street Brew Works manufacturing license, having hours of operation from 9:00 am to 2:00 am daily, and an occupant load of 178 persons is not in conflict with the City's current liquor licensing policy. While the site is zoned appropriately, caution is expressed regarding future residential development in close proximity to the establishment. In its current context, potential impacts related to the establishment if approved will likely be minimal based on experience with similar establishments and their proximity to residences in the area, and the establishment has proposed hours similar to other establishments in close proximity. Staff recommend for Council's consideration that a resolution be made regarding the application and that Council support the application for lounge endorsements for Herald Street Brew Works.

ALTERNATE MOTION (No Support)

That Council, after conducting a review with respect to noise and community impacts regarding the application to add lounge endorsements to the manufacturing licences of Herald Street Brew Works, at 506 Herald Street, does not support the request for the amendment.

Respectfully submitted,



Ryan Morhart
Manager
Permits & Inspections



Andrea Hudson
Acting Director
Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager:

Date:


March 8, 2019

List of Attachments

Appendix A: Rationale Letter
Appendix B: Site Map
Appendix C: Noise District Map
Appendix D: Vicinity Map
Appendix E: Council Policy
Appendix F: Police Comments
Appendix G: Public Response from 30 day posting
Appendix H: Applicant Comments
Appendix I: Provincial Liquor License Types



Nov. 14th, 2018.

To whom it may concern,

We are applying for a lounge endorsement for our new brewery at 506 Herald Street (Herald Street Brew Works).

My husband, Mike Spence and I (owners of The Drake Eatery), will be the owner/operators and we will be assisted by our partners, the owners of Steel & Oak Brewing from New Westminster. Steel & Oak Brewing is an award winning brewery and the owners, Jorden Foss and James Garbutt, are very well thought of in their city of New Westminster. We have secured an extremely talented young brewer, Ryan Voigt, who has made a name for himself in the Vancouver brewing scene. Ryan has relocated back home to Victoria, but while awaiting our opening, is currently interning with Cantillon in Belgium, one of the world's best breweries. We hope to open for business in May/June of 2019.

This will be a 'destination brewery' meaning all product is meant to be consumed on site in the Tasting Lounge or packaged in personal sized containers for take-home. There will be no traditional distribution to liquor stores, bars or restaurants therefore delivery vehicle traffic will be very limited. This also eliminates excessive noise associated with a commercial bottling line.

Herald Street Brew Works is meant to honour the rich history of old town Victoria. We also want to enhance the developing craft beer trail in Victoria. From Spinnakers, across the new bridge, through old town and over to the Rock Bay area. While our location is at the centre of what is mainly a commercial district we are aware of the new residential development now under construction nearby (IronWorks).

We plan on Herald Street Brew Works being a comfortable environment to socialize with family and friends, such as the atmosphere that we worked to create at The Drake Eatery. It will have no TVs but will have background music playing and will be a room to encourage conversation. Games such as darts and pinball may be included in one section. These spaces are inside and we do not expect there to be bothersome noise extending beyond our doors to the surrounding area. Live music may be included as part of very limited special events. Occasional, educational speaking engagements may occur that include video presentations. We will monitor our guests and ask that they be respectful to any neighbours when exiting the building.

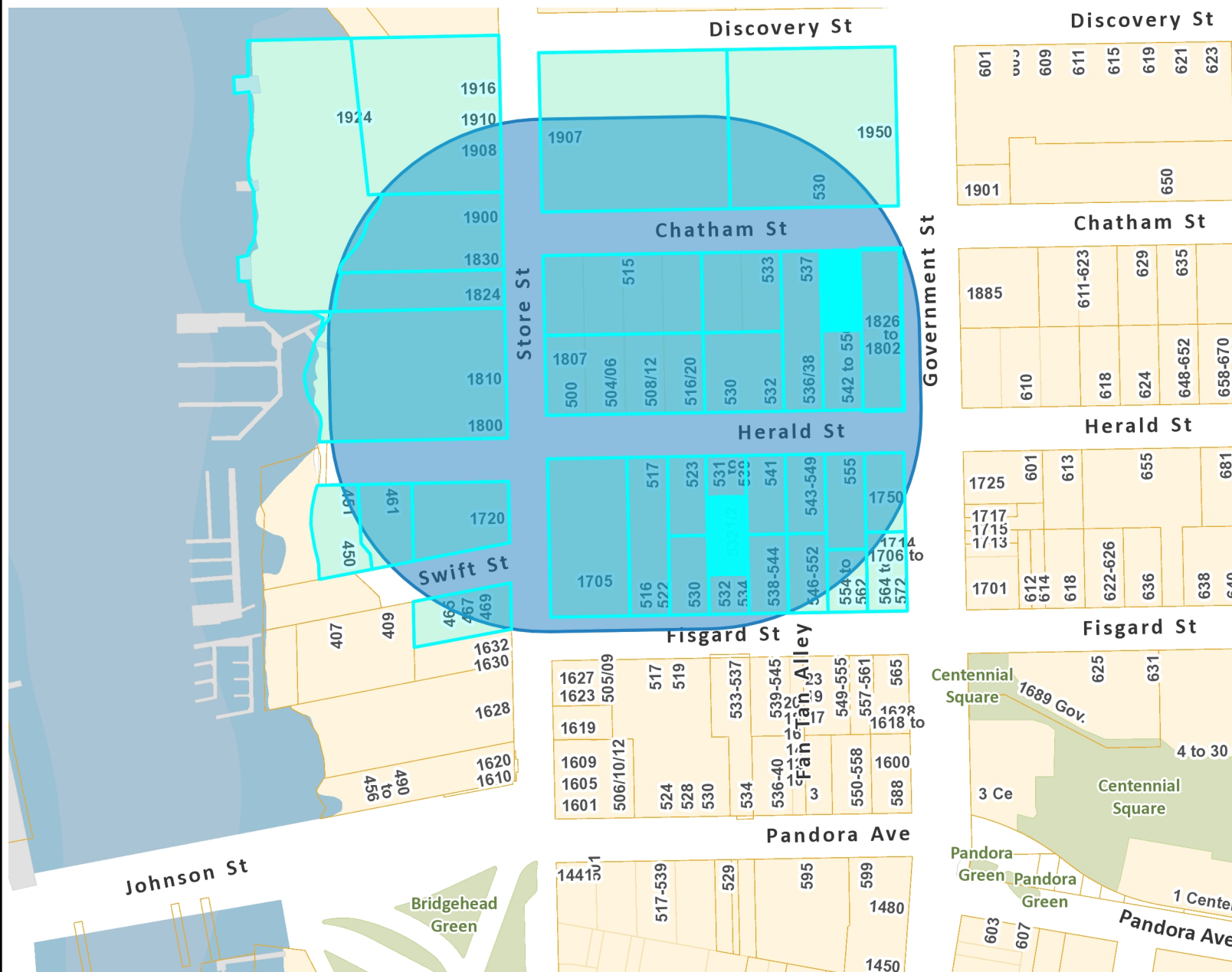
We will offer a variety of hot and cold prepared foods and snacks from The Drake Eatery, including nuts, pepperoni, cheese (also vegan cheese) and meat boards, and wrapped sandwiches. We have acquired two parking spots in the back parking lot, where one spot could potentially be used for a food truck to park, for additional food offerings. We will sell our rotating brews, a couple of guest beer taps, a couple of quality wines and cider, and Phillips sodas, juices and sparkling water. The offerings, serving sizes, pricing, well trained staff and 'family friendly' atmosphere will encourage a responsible and respectful environment for our guest.

Herald Street Brew Works will be a premium craft brewery that we feel will become a welcome cultural piece of old town Victoria.

Sincerely,



Lee Spence
Owner/Operator The Drake Eatery
work 250-590-9075
cell 250-818-5465
lee.spence.112@gmail.com



Legend

 Victoria Parcels

1: 2,678



Notes

Appendix A

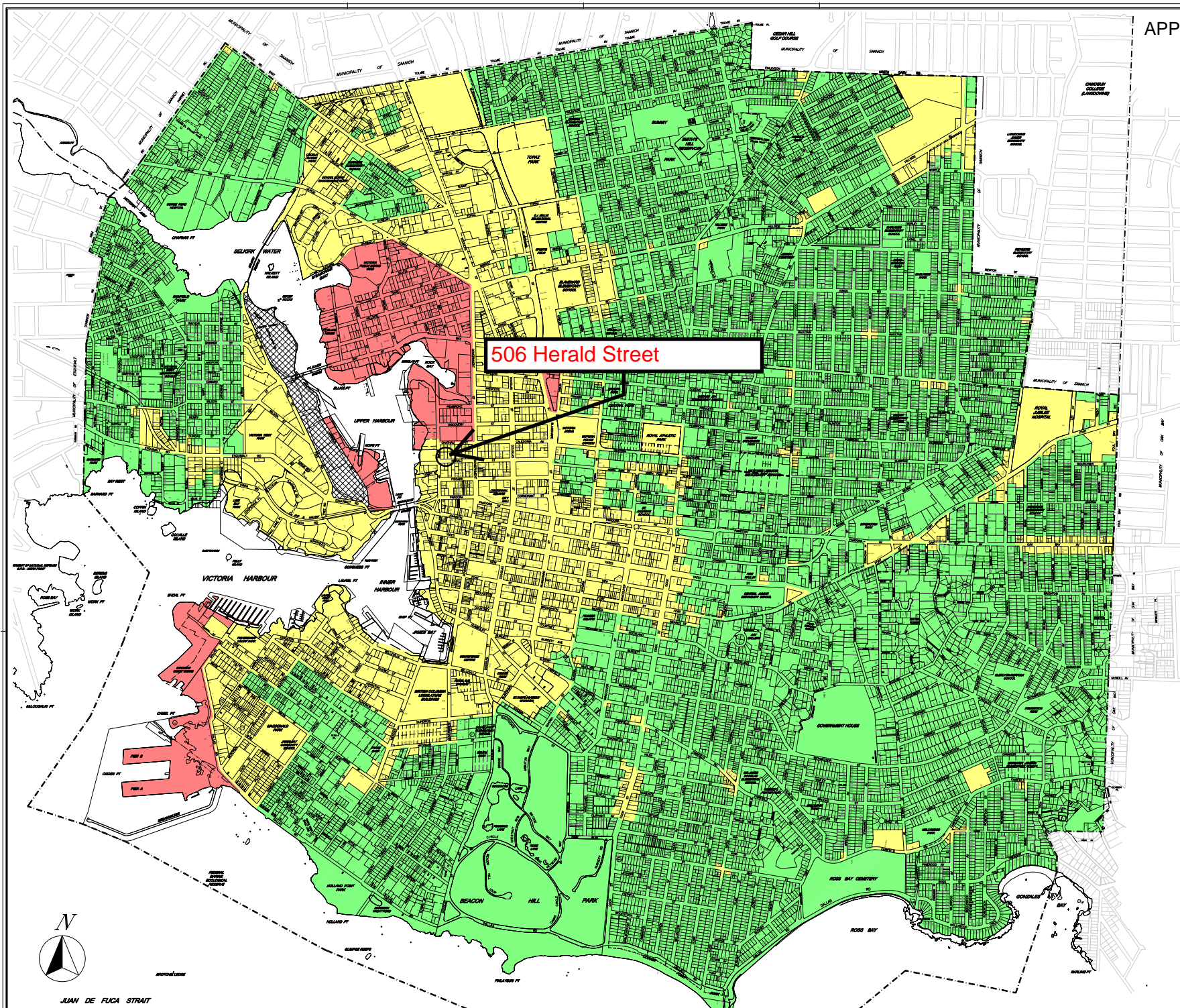
136 0 68 136 Meters

NAD_1983_CSRS_UTM_Zone_10N

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This plan should be field confirmed by the user prior to beginning construction. BC Hydro, Fortis Gas, Telus, and Fibre Optics locations must be confirmed with the appropriate utility. For internal use only. Do not distribute.

City of Victoria Noise District Map



LEGEND

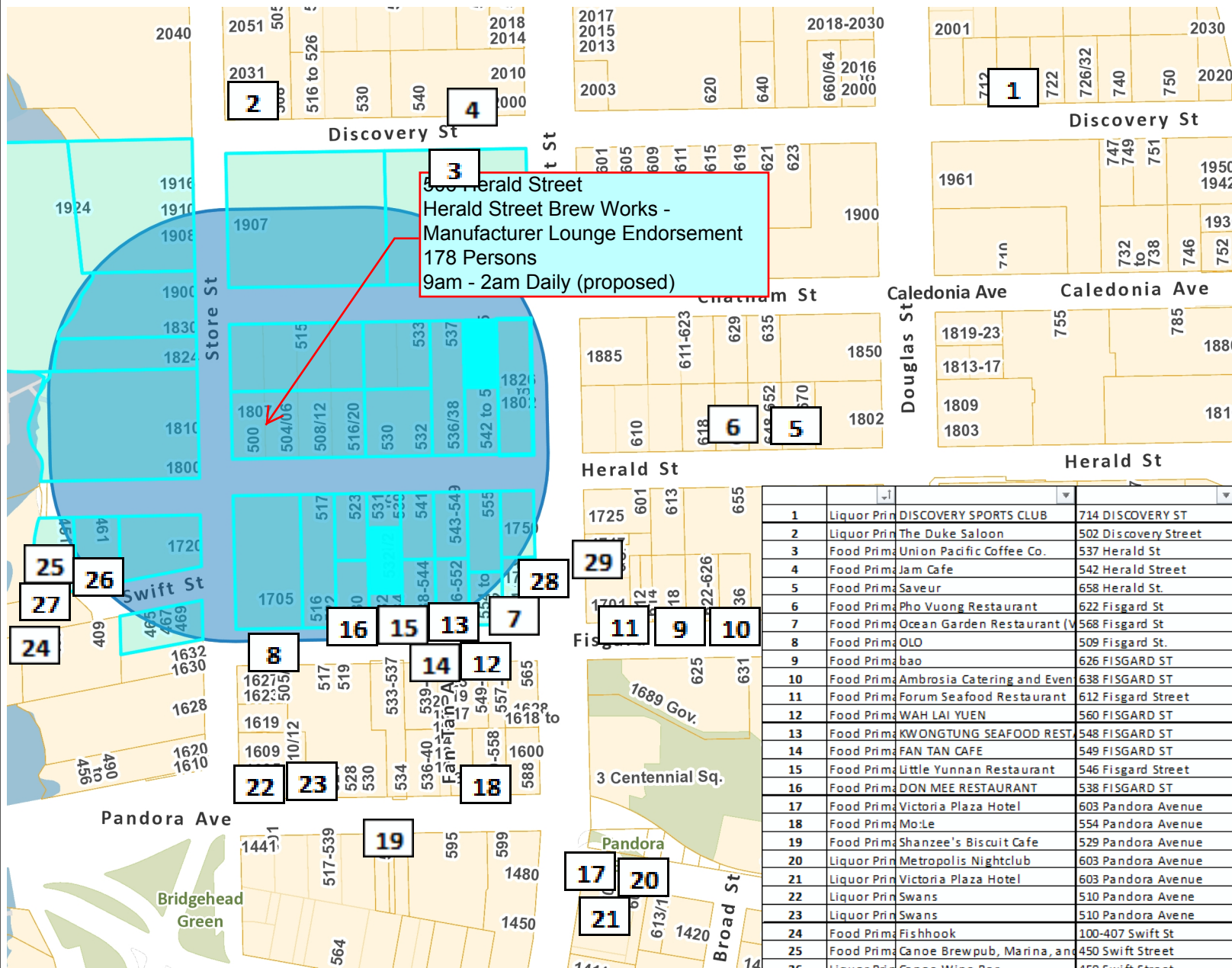
- Quiet District
- Intermediate District
- Harbour Intermediate District
- Activity District

Date: February 17, 2004

Scale: Not to Scale



Appendix D



Legend

 Victoria Parcels

						Fri	Fri	Sun	Sun
1	Liquor Pri	DISCOVERY SPORTS CLUB	714 DISCOVERY ST	65	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
2	Liquor Pri	The Duke Saloon	502 Discovery Street	293	12:00 PM	2:00 AM	12:00 PM	2:00 AM	
3	Food Pri	Union Pacific Coffee Co.	537 Herald St	28	9:00 AM	12:00 AM	9:00 AM	12:00 AM	
4	Food Pri	Jam Cafe	542 Herald Street	45	9:00 AM	12:00 AM	9:00 AM	12:00 AM	
5	Food Pri	Saveur	658 Herald St.	50	10:00 AM	12:00 AM	10:00 AM	12:00 AM	
6	Food Pri	Pho Vuong Restaurant	622 Figgard St	70	10:00 AM	12:00 AM	10:00 AM	12:00 AM	
7	Food Pri	Ocean Garden Restaurant (V	568 Figgard St	70	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
8	Food Pri	OLO	509 Figgard St.	75	9:00 AM	2:00 AM	9:00 AM	12:00 AM	
9	Food Pri	bao	626 FIGGARD ST	40	10:00 AM	12:00 AM	11:00 AM	12:00 AM	
10	Food Pri	Amrosia Catering and Even	638 FIGGARD ST	200	10:00 AM	12:00 AM	10:00 AM	12:00 AM	
11	Food Pri	Forum Seafood Restaurant	612 Figgard Street	80	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
12	Food Pri	WAH LAI YUEN	560 FIGGARD ST	68	10:00 AM	12:00 AM	11:00 AM	12:00 AM	
13	Food Pri	KWONGTUNG SEAFOOD REST	548 FIGGARD ST	100	11:30 AM	1:30 AM	11:00 AM	12:00 AM	
14	Food Pri	FAN TAN CAFE	549 FIGGARD ST	40	12:00 PM	2:00 AM	11:00 AM	12:00 AM	
15	Food Pri	Little Yunnan Restaurant	546 Figgard Street	77	12:00 PM	1:00 AM	11:00 AM	12:00 AM	
16	Food Pri	DOE MEE RESTAURANT	538 FIGGARD ST	280	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
17	Food Pri	Victoria Plaza Hotel	603 Pandora Avenue	229	10:00 AM	12:00 AM	11:00 AM	12:00 AM	
18	Food Pri	MoLe	554 Pandora Avenue	50	9:00 AM	12:00 AM	9:00 AM	12:00 AM	
19	Food Pri	Shanzee's Biscuit Cafe	529 Pandora Avenue	83	9:00 AM	12:00 AM	9:00 AM	12:00 AM	
20	Liquor Pri	Metropolis Nightclub	603 Pandora Avenue	225	7:00 PM	2:00 AM	7:00 PM	12:00 AM	
21	Liquor Pri	Victoria Plaza Hotel	603 Pandora Avenue	225	11:30 AM	1:30 AM	11:00 AM	12:00 AM	
22	Liquor Pri	Swans	510 Pandora Avene	171	9:00 AM	2:00 AM	9:00 AM	2:00 AM	
23	Liquor Pri	Swans	510 Pandora Avene	218	12:00 PM	2:00 AM	12:00 PM	12:00 AM	
24	Food Pri	Fishhook	100-407 Swift St	150	9:00 AM	12:00 AM	9:00 AM	12:00 AM	
25	Food Pri	Canoe Brewpub, Marina, and	450 Swift Street	471	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
26	Liquor Pri	Canoe Wine Bar	450 Swift Street	15	12:00 PM	1:00 AM	12:00 PM	12:00 AM	
27	Liquor Pri	Canoe Brewpub, Marina, and	450 Swift Street	300	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
28	Food Pri	Shizen Sushi	1706 Government Street	114	11:00 AM	1:00 AM	11:00 AM	12:00 AM	
29	Food Pri	BRASSERIE L'ECOLE	1715 GOVERNMENT ST	50	11:00 AM	1:00 AM	11:00 AM	1:00 AM	


161	0	80	161 Meters
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NAD_1983_CSRS_UTM_Zone_10N

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This map reference only, or otherwise construction. Be	27	Liquor Pri	Canoe Brew pub, Marina, and	450 Swift Street
	28	Food Pri	Shizen Sushi	1706 Government Street
	29	Food Pri	BRASSERIE L'ECOLE	1715 GOVERNMENT ST
	Hydro, Fortis Gas, Telus, and Hore Optics locations must be confirmed with the appropriate utility. For internal use only. Do not distribute.			

THIS MAP IS NOT TO BE USED FOR NAVIGATION 73

	Liquor Licencing Policy
	Page 1 of 2
SUBJECT:	Liquor Licencing Policy
PREPARED BY:	Sustainable Planning and Community Development
AUTHORIZED BY:	City Council
EFFECTIVE DATE:	October 12, 2017
REVIEW FREQUENCY:	Every three years
	REVISION DATE:

A. PURPOSE

The purpose of the City of Victoria's Liquor Licensing Policy is to provide direction to the following parties:

1. Liquor licence applicants on the process and fees associated with City of Victoria review of applications;
2. Liquor Control and Licencing Board (LCBC) on the types of applications that the City will opt-out of providing comment on; and
3. City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

B. POLICY STATEMENTS

1. This policy applies to liquor license applications in the City of Victoria.:
2. The city will opt out of the review and comment requirements for the following types of applications;
 - a. Liquor Primary with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
 - b. Manufacturer with Lounge Endorsement, Special Event Area, or Picnic Area with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
 - c. A temporary extension to hours of licensed service for all licence types up to 3:00 am on New Year's Eve.
 - d. The addition of an Entertainment Endorsement to any Food Primary with licensed service up to 12:00 am.
3. The City of Victoria generally does not approve the extension of liquor service past 2:00 am, with the exception of New Year's Eve, which allows for service up to 3:00 am. In extraordinary cases, the City may consider short term or one time provisions for allowing liquor service between 2:00 am and 9:00 am to accommodate international sporting or significant cultural events.

C. PROCEDURES

A business engaging in the manufacture, sale or service of liquor must have a City of Victoria Business License to lawfully conduct its businesses.

The provincial government, through the Liquor Control and Licencing Branch, is the first and last point of contact for businesses interested in applying for a liquor licence.

The application process and related fees will be made available to any business or member of the public through the internet or by request.

For any liquor applications where the City of Victoria has not opted out of providing comment, the following provisions apply:

1. Public notification for comment will be placed at the site for a period no less than 30 days.
2. The City will provide public notification through mailed notice to all residents and businesses within a 100 metre radius.
3. The City will provide notification to the applicable community association.
4. When providing comment on an application, the City will include comments on those aspects within the parameters set by LCLB which currently include:
 - a. Noise impacts in the immediate vicinity of the establishment;
 - b. Impact on the community if approved (including the location of the establishment and person capacity and hour of liquor service of the establishment)
 - c. Confirm that the establishment is being operated in a manner that is consistent with its primary purpose (only for food primary)

D. ENFORCEMENT POLICY

Businesses that have a history of non-compliance with local and provincial government bylaws and legislation or re-occurring nuisance issues may be subject to a Good Neighbour Agreement that will be reviewed along with the annual renewal of a business licence. Lack of adherence to this agreement may result in a business licence being revoked. This will be assessed by staff on a case by case basis.

E. REFERENCES

Business License Bylaw (89-071)
Land Use Procedures Bylaw (16-028)
Noise Bylaw (03-012)
Liquor Licensing Fee Bylaw (01-06)

F. REVISION HISTORY

None

Ryan Morhart

From: DoNotReply@escribemeetings.com on behalf of eSCRIBE Notification
<DoNotReply@escribemeetings.com>
Sent: Monday, June 18, 2018 3:15 PM
To: Ryan Morhart
Subject: eSCRIBE Task Alert: Motion Arising from the Motion to Postpone to the June 14, 2018 Committee of the Whole meeting the 1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License (0302087) Earl's Restaurant...

This is an automated task reminder from eScribe.

A Task has been assigned to you does not have a due date.

Meeting: **VCC_Jun14_2018**

Agenda Item: **Motion Arising from the Motion to Postpone to the June 14, 2018 Committee of the Whole meeting the 1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License (0302087) Earl's Restaurant (Downtown)**

Due Date: **None**

Task Description:

That Council direct staff that all future liquor licence applications include a letter from the Police Department attached to the report.

To view the task, please [click here](#).

Please complete the task as soon as possible. Thank you.

Ryan Morhart

From: [REDACTED]
Sent: Wednesday, December 19, 2018 2:43 PM
To: Ryan Morhart
Subject: RE: LL000281 Herald Street Brew Works Lounge Endorsement | 506 Herald Street

Hi Ryan,

Comments:

We would preface all our comments with the caveat that they pertain to the current make-up of the immediate neighbourhood, as we are not privy to other developments in the area. (I only mention this because of the work underway at the IronWorks Condo development on the north side of this applicants premise)

Based on the current composition of the neighbourhood, this application would have minimal effects on residential units in the area. There are some residential units that face the applicant's premise. These are the units down "Dragon Alley" accessed to the rear of 531 Herald Street, that face westward onto a parking lot, and are line-of-sight to the applicant's premises. The only other current residential units are the supported housing units in the old Streetlink Shelter building at Store/Swift.

The proposed capacity of 178 seats is significant. The hours of operation are that of a nightclub. These hours draws late-night street disorder issues well into the early morning hours, and will affect our service levels.

As the core population increases, (not just the residential population, but the night time entertainment-seeking population) liquor licence applications/increases like these will further tax our limited policing resources.



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ryan Morhart

From: Sarah Iles [REDACTED]
Sent: Thursday, January 17, 2019 11:38 AM
To: Ryan Morhart
Subject: 506 HERALD STREET // Notice of Application for Lounge

Hi Ryan, I'm going to keep this short and sweet.

We are **100% against the application** for the Lounge Endorsement for 506 Herald Street. **We do not support this.**

My husband and I have lived in this area of town for the last 6+ years, and it is nice and quiet. Having a lounge at this end of town will be very destructive to the neighborhood and not enjoyable for all.

Thank you,
Sarah Iles & Matt Magi

Ryan Morhart

From: giecege [REDACTED]
Sent: Sunday, January 27, 2019 5:25 PM
To: Ryan Morhart
Subject: Herald Street Brew Works

Hello

I live in Dragon Alley 532 1/2 Herald St.

I have had a problem with the Duke Saloon since it opened with noice, fast cars, ppl drunk walking down the streets in groups or single yelling, singing, FIGHTING, throwing beer bottles at my dogs, peeing everywhere including door handle of surrounding businesses.

Late at night you can't sleep until after the bar is closed

I object to bring a bar "Herald Street Brew" that close to where ppl are LIVING!!!!!!!!!!!!!!

Please no please

Thank you for allowing me to have a voice

HERALD STREET BREW WORKS

Appendix H

Wed. Feb. 20th, 2019.

Dear Council Members,

Here are a few additional notes for your consideration, concerning our lounge liquor license application:

Hours - We have applied for the range of hours allowed by the liquor board. To begin with, when our new business opens, we will open for business for a smaller range of hours . From those hours, we will adjust accordingly to business flows. When we opened The Drake Eatery, we started with hours of 11:30 a.m until 10 p.m. We were quickly asked by hospitality workers and city councillors to remain open later in the evening. We extended until midnight and we have felt this has worked well for The Drake Eatery so far.

Noise - On Fri. Jan. 25th we met with Chris LeFevre, the developer for Ironworks, to assuage any of his concerns about noise from our venue. As we discussed with Mr. LeFevre, our brewery will not offer jugs of beer or discount alcohol. We have practices in place that allow our leadership team to quickly recognize and deal with a patron on the way to impairment. We feel that this is important to maintain a comfortable ambiance for our wide range of guests. Our businesses offer a room that is good for conversation with friends and family. Our staff are trained to monitor guests as they are leaving, and to intercede with any group that is louder than appropriate for the time of day.

Police - The Victoria Police do regular inspections of The Drake Eatery and have always been happy with what they see in our establishment. We have called the police only for occurrences that have happened with people on the street, outside of our business (not patrons).

With kind regards,

Lee & Mike Spence
Owner/Operators of The Drake Eatery

Types of Liquor Licences Issued in the Province of British Columbia

Last updated: October 5, 2017

The Liquor Control and Licensing Branch (LCLB) supervises over 10,200 licensed establishments and over 25,000 temporary special events per year in B.C.

The purpose of this document is to give a broad understanding of the types of liquor licences issued in B.C. Visit the LCLB's website at www.gov.bc.ca/liquorregulationandlicensing and the hyperlinks below for the most up to date information.

Licences:

[Agent](#) – for independent liquor agents who market products from liquor manufacturers outside of B.C.

[Catering](#) – for catering companies who wish to serve liquor in addition to food, with food service as the primary purpose.

[Food Primary](#) – for businesses where the primary purpose is to serve food (such as restaurants).

A Patron Participation Endorsement is an additional term and condition on a food primary licence that permits the active involvement of patrons in entertainment or results in patrons leaving their seats, such as dancing or karaoke. An application for this endorsement requires additional considerations beyond the routine assessment of an initial application. To ensure that community concerns about noise, nuisance and other impacts are considered, input from local government or First Nation authorities is required before patron participation entertainment will be approved for a food primary establishment.

[Liquor Primary](#) – for businesses where the primary purpose is to sell liquor (such as bars, pubs, and nightclubs, as well as stadiums, theatres, aircraft, etc.). Liquor primary licences are also for businesses that wish to serve liquor as an additional service to their primary business (such as spas, salons, art galleries, etc.)

Liquor Primary Club – a sub-class of the liquor primary licence for private clubs. To be eligible to apply, the club must be a society registered under the provincial Societies Act or a non-profit or veterans organization incorporated by special act of parliament. LP Clubs must have at least 50 members who pay annual fees. The service area of an LP Club is restricted to members and guests only.

[Manufacturer](#) – for businesses making wine, cider, beer (this includes brew pubs), or spirits (known as wineries, breweries, and distilleries). Manufacturers can also apply to add a lounge, special event area, and/or picnic area endorsement to their manufacturer licence.

[UBrew/UVin \(Ferment-on-Premises\)](#) – for businesses that sell ingredients, equipment and provide advice for customers to make their own beer, wine, cider or coolers.

[Licensee Retail Store*](#) – for selling liquor by the bottle at retail stores (often called private liquor stores).

[Wine Store*](#) – for wine stores including winery-operated stores, independent wine stores, VQA stores and tourist wine stores.

[Special Wine Store](#) – available to eligible grocery stores only, the special wine store licence permits the sale of 100% BC wine on grocery store shelves.

**No new licences are available at this time.*

Permits:

[Special Event Permit](#) – for individuals and groups holding special events (such as community celebrations, weddings or banquets).

[Ethyl Alcohol Purchase Permit](#) – for purchasing ethyl alcohol for commercial and industrial use.

[Charitable Auction Permit](#) – for registered charities and non-profit organizations that wish to hold liquor auctions to raise funds for a charitable purpose.

What is the difference between a food primary and a liquor primary licence?

A food primary licence is issued when the primary purpose of the business is the service of food (such as restaurants and cafes). A liquor primary licence is issued when the primary purpose of the business is the service of liquor, hospitality or entertainment (such as bars, pubs, spas, and art galleries).

The approval process is different for both types of licences, with the process for liquor primaries being more involved. Minors are generally prohibited from liquor primary establishments, unless the licence specifically allows them.

Additional Resources:

[Forms](#) – access to all LCLB forms, including application forms and licence change forms.

[Frequently Asked Questions](#) – answers to common liquor-related questions.

[Licensed Establishment Locations](#) – a list of all licensed establishments in B.C.

[Publications & Resources](#) – access to the licensee terms and conditions handbooks, public consultations, and the Local Government/First Nations Guide page and more.



Committee of the Whole Report

For the Meeting of March 14, 2019

To: Committee of the Whole **Date:** February 28, 2019
From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development
Subject: **Victoria Housing Reserve Fund Application for 2558 Quadra Street (Forest Heights)**

RECOMMENDATIONS

That Council approve a Victoria Housing Reserve Fund grant application to the Greater Victoria Housing Society in the amount of \$440,000 to assist in the construction of 40 units of housing for low-income seniors, working adults, adults with disabilities and small families at Forest Heights located at 2558 Quadra Street, subject to the following conditions:

1. The applicant receives Council approval for the required rezoning and development permit applications for 2558 Quadra Street and the applicant executes a Housing Fund Agreement and Housing Agreement in the form satisfactory to the City Solicitor and the Director of Sustainable Planning and Community Development; and
2. The applicant fulfills the requirements of the Victoria Housing Reserve Fund Guidelines.

EXECUTIVE SUMMARY

The City of Victoria is in receipt of a Victoria Housing Reserve Fund (VHRF) grant application (attachment 1) from the Greater Victoria Housing Society (GVHS) seeking \$440,000 to assist in the redevelopment of the an existing (GVHS owned) three-storey, 19-unit, affordable housing apartment into a five-storey, 40-unit, affordable housing apartment at 2558 Quadra Street (attachment 2). The application complies with the Victoria Housing Reserve Fund Guidelines and outlines a proposed new development that will provide affordable housing for existing and new tenants composed of low-income seniors, working adults, adults with disabilities and small families. The proposed low-income monthly rents range from \$863 for studios, \$995 for one-bedroom units and \$1,293 for two-bedroom units. These affordable housing rental rates are consistent with the VHRF Guidelines and will be secured through a Housing Agreement.

The applicant has also provided a Tenant Assistance Plan (attachment 3) that complies with the City's Tenant Assistance Policy and outlines an approach for housing and supporting existing tenants while the new apartment is under construction. The Tenant Assistance Plan also provides existing tenants with right of first refusal for affordable housing in the new building or the ability to seek similar housing in another GVHS owned building at a rental rate no more than 10% higher than their current rent.

This grant application, in combination with another current grant application for 330-336

Michigan Street, has the potential to reduce the remaining balance of the VHRF that may potentially impact funding opportunities for future applications received in 2019. However, the proposed project has strong alignment with the affordable housing priorities outlined in the VHRF. If approved, the disbursement of the VHRF grant will be subject to Council's approval of the required rezoning and development permit applications, which have not yet been received by the City; as well as, fulfilling the requirements of the Victoria Housing Reserve Fund Guidelines, and execution of a Housing Agreement and a Housing Fund Grant Agreement.

PURPOSE

The purpose of this report is to present Council with information, analysis and recommendations for a Victoria Housing Reserve Fund grant application from the Greater Victoria Housing Society to assist in the construction of a five-storey, 40-unit, affordable housing apartment that will replace an existing three-storey, 19-unit, affordable housing apartment known as Forest Heights, located at 2558 Quadra Street.

BACKGROUND

The Greater Victoria Housing Society (GVHS) has been developing and operating affordable housing for over 60 years and currently owns and operates 17 properties and 726 units of affordable housing within the Victoria region. Since 2010, the GVHS has received a total of \$1.3 million from the VHRF which has led to the construction of 130 affordable housing units within three separate projects.

ISSUES AND ANALYSIS

Located in the Hillside-Quadra neighbourhood at 2558 Quadra Street, Forest Heights was constructed in 1955 as a three-storey (walk-up) wood frame apartment building containing 19 (non-subsidized) affordable rental units for individuals and families with low to moderate incomes. The GVHS is proposing to redevelop this property with a five storey 40-unit affordable housing apartment.

Staff have completed an eligibility evaluation (attachment 4) of the Greater Victoria Housing Society's VHRF application and conclude that the application meets the VHRF Guidelines and is a secure investment for the City which will lead to the construction of 40 housing units for low-income seniors, working adults, adults with disabilities and small families. The evaluation form also notes how the project aligns with other City objectives such as those outlined in the *Official Community Plan*.

Affordability Requirements

Rental rates for the 40 units proposed at Forest Heights will vary from \$863 per month for studio units, \$995 for one-bedroom units and \$1293 for two-bedroom units. These rental rates fall within the criteria for low-income limits, as set out in the Victoria Housing Reserve Fund Guidelines which define low-income at or below current (2018) Housing Income Limits.

Leveraging Additional Funding

The applicant has confirmed that the project was not able to secure an operating grant through BC Housing, thereby preventing the ability to provide housing for tenants with very low incomes (e.g. shelter rate); however, the project has been successful in securing a \$2.5 million grant through the National Housing Strategy, a program of CMHC, as well as, an additional \$40,000 grant from CMHC and a \$24,500 grant from Vancity for pre-construction work. Operations at

the new Forest Heights building are anticipated to be largely supported by the low-income rents received. The applicant has confirmed that if they do not receive the funding from the City of Victoria, then their grant from CMHC would be jeopardized as it is contingent on the applicant securing other funding partnerships such as with the City of Victoria. This means that the affordable housing project would not be constructed, or the project would be significantly delayed until other funding partnerships are identified and established.

Legal Agreements

If Council approves the grant request, the applicant has made a commitment to enter into a legal agreement (Housing Fund Grant Agreement) with the City of Victoria to secure the conditions of the grant as outlined in the Victoria Housing Reserve Fund Guidelines. The applicant has also agreed to enter into a Housing Agreement with the City to:

- secure in perpetuity 40 new units of affordable housing for seniors, working adults, adults with disabilities and small families that qualify as low-income tenants as defined in the Victoria Housing Reserve Fund Guidelines;
- secure a mix of studio, one bedroom and two bedroom affordable housing units as outlined in the grant application for 2558 Quadra Street; and
- secure low income rent levels as defined by the VHRF Guidelines (e.g. rents that cost no more than 30% of gross household income and that are at or below the current (BC Housing) Housing Income Limits).

The existing property does not have a Housing Agreement in place with the City. The applicant is also required to provide a one-year progress report to the City outlining how the project is achieving the affordability targets outlined in the Housing Agreement.

Capacity of the Victoria Housing Fund

The VHRF has a current unallocated balance of \$1,238,915; however, it is anticipated that in April 2019, Council will be considering the annual VHRF contribution of \$250,000 and a one-time supplementary contribution of \$750,000 as part of the 2019 Financial Plan Bylaw. If approved, the VHRF will have a balance of \$2,238,915. The City currently has two remaining grant applications from 2018 that are seeking a combined grant amount of \$1,925,000 (\$440,000 + \$1,485,000). Therefore, if both VHRF grants are approved in full and the 2019 VHRF contributions are approved, the VHRF will have a remaining balance of approximately \$313,915 to support grant applications received as part of the 2019 grant intakes on March 31 and September 30, 2019.

OPTIONS AND IMPACTS

Option 1 - Approve the Grant Request

Approval of a \$440,000 grant request will allow the Greater Victoria Housing Society to provide 40 units of affordable rental housing for low-income seniors, working adults, adults with disabilities and small families. However, approval of this grant, in combination with another remaining grant application seeking \$1,485,000 for 330-336 Michigan Street, has the potential to significantly reduce the VHRF prior to receiving applications through the 2019 intake process.

Option 2 – Approve a reduced grant amount

Council may consider approving a reduced grant amount for the project. A reduced grant amount could result in a reduced number of affordable housing units being provided and other potential financial impacts to the project. However, a reduced grant amount may also allow for

increased Housing Reserve Funds to better support future applications received through the 2019 intake process.

Option 3 - Decline the Grant Request

Should the grant be declined, construction of the 40-unit affordable housing project may not be economically feasible. This would allow for the current Housing Reserve Fund to be used in support of other grant applications received through the 2019 intake process.

Accessibility Impact Statement

This grant request will have no accessibility impacts.

2015 - 2018 Strategic Plan

Providing grants to support the development of supportive and affordable rental housing aligns with and supports Council's strategic priority to Make Victoria More Affordable (Objective 6). Support for the development also aligns with Council's strategic priority to Facilitate Social Inclusion and Community Wellness (Objective 7).

Impacts to Financial Plan

Issuance of a \$440,000 grant to the GVHS will not affect the current Financial Plan, as the current VHRF balance of \$1,238,915 is sufficient to fund this application. However, the City is also in receipt of another application for 330-336 Michigan Street that is seeking a \$1,485,000 grant to support the development of 98 new units of affordable housing. The combined total of both applications is \$1,925,000, which exceeds the current VHRF balance. It is anticipated that in April 2019 Council will be considering the annual VHRF contribution of \$250,000, and a one-time supplementary contribution of \$750,000, as part of the 2019 Financial Plan Bylaw. If these contributions to the VHRF funds are approved, and the two current applications are approved at the proposed grant request levels, the VHRF will have a remaining balance of approximately \$313,915 to support any VHRF grants that are received as part of the 2019 grant intakes on March 31 and September 30, 2019.

Official Community Plan Consistency Statement

This project supports OCP policies related to working with coordinated community and regional efforts to enable stable affordable housing for seniors.

CONCLUSIONS

The VHRF grant application from the Greater Victoria Housing Society presented in this report meets the updated VHRF Guidelines and would lead to the construction of 40 affordable housing units for low-income individuals and families.

Respectfully submitted,



Robert Batallas,
Senior Planner
Community Planning Division



Andrea Hudson,
Acting Director
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager

Joelyn Entwistle
Date: March 8, 2019

List of Attachments:

- Attachment 1: Application to the Victoria Housing Fund
- Attachment 2: Aerial Map – 2558 Quadra Street
- Attachment 3: Tenant Assistance Plan
- Attachment 4: Project Eligibility Evaluation Form.

Charles D. Dwyer
March 3, 1897



August 13, 2018

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

Dear Mayor Helps and Council,

Re: Victoria Housing Reserve Fund Application: 2558 Quadra Street, Victoria, BC

We are pleased to submit the attached application form and accompanying documents to the Victoria Housing Reserve Fund for a proposed 40-unit affordable rental redevelopment project at 2558 Quadra Street.

Founded in 1956, Greater Victoria Housing Society (GVHS) is a non-profit charitable organization dedicated to providing affordable rental housing. For over 60 years GVHS has provided homes to low to moderate-income seniors, families, working singles, and adults with disabilities. GVHS owns and operates 17 properties and 726 units of affordable housing. GVHS currently owns and manages 427 units of seniors and family housing in Victoria and has been a member of the Victoria community for over 60 years.

2558 Quadra Street, known as Forest Heights, is a 3-storey 19-unit apartment building owned and operated by the Greater Victoria Housing Society (GVHS). The building has been in operation well past its effective life. The site is under utilized and a recent feasibility study conducted by a local architect indicates that the property can support a building more than twice its size. Situated directly within the rapidly growing Quadra Village, it is in a prime location for additional affordable housing. The property is located close to shopping, employment, and recreational facilities.

GVHS has taken the decision to redevelop the property to a mixed-use 5-storey 40-unit affordable rental building with 1 ground floor commercial space to house the future GVHS offices. The existing tenants will be provided with full assistance according to GVHS and City of Victoria Policies.

The units will be geared to house seniors, working adults, adults with disabilities, and small families. All units will be affordable. Rents will be set to at or below HILs for 2018. Additional grants and funding will assist in maintaining long term affordable rents.

The building will be designed and constructed using Passive House methodologies and be built to a minimum of Step 3 of the BC Energy Step Code for Part 3 buildings. 10% of the units will be fully built to CSA wheelchair accessibility design standards. The proposed development meets and exceeds the OCP and Neighbourhood Plan. A Development Permit with variances will only be required for FAR (1.4 to 2.5) and Height (4 to 5 storeys). We are exceeding the off-street parking requirements for vehicles and bicycles as required by the newly adopted Zoning Bylaw 2018.

Financing is currently being sought from BC Housing and CMHC Feasibility study and pre-construction funds have been secured through Vancity at a low-interest rate loan.

We are excited about the opportunity to develop 40 new units of affordable housing in the City of Victoria. With the help of the Victoria Housing Reserve Fund by providing \$10,000 per studio (20) and one-bedroom (16) units, and \$20,000 per 2-bedroom (4) units (\$440,000 total), we will be able to ensure the long-term affordability and financial viability of the project. This contribution will allow GVHS to lower rents on the units by almost 10%.

If you have any questions, please do not hesitate to contact us.

Yours truly,

Kaye Melliship
Executive Director



Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0382
E communityplanning@victoria.ca

Victoria Housing Reserve Fund Application for Funding

The Victoria Housing Reserve Fund Program Guidelines contain important information on project eligibility and the application process. Please review the guidelines prior to completing an Application for Funding.

The entire Application for Funding must be completed along with all other documents identified on the Application Checklist. Please attach additional pages if more space is needed.

An appointment is strongly encouraged prior to applying for funding to ensure the project meets eligibility criteria. To make an appointment, email communityplanning@victoria.ca.

If you have any questions about the criteria or the process, please contact the Community Planning Division at communityplanning@victoria.ca or 250.361.0382.

1. Letter to Mayor and Council

Please include a letter to Mayor and Council highlighting key aspects of the proposed project and how it meets the objectives of the Victoria Housing Reserve Fund Program as outlined in the Program Guidelines.

2. Proponent Information

Organization Name Greater Victoria Housing Society Non-profit Society Yes ☒ No ☐

Contact Person/Position James Munro, Director Real Estate Development

Business Address 2326 Government Street

Telephone 250-384-3434 ext. 40

Fax 250-386-3434

Email jmunro@greatervichhousing.org

Date of Incorporation 1962

Canada Revenue Agency Charity # 10817 3238 RR0001

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: _____

I have read and understand the Victoria Housing Reserve Fund Program Guidelines ☒

I understand funding is a one-time, non-renewable grant ☒

Application Date mm/dd/yyyy 08/10/2018

Applicant Signature 

3. Project Summary

Submission of building and site plans are required as part of the application package.

Address/location of project 2558 Quadra Street, Victoria, BC V8T 4E2

Developer and contact information (if different from the Proponent) _____

Project Architect and contact information Rob Whetter, dHK architects, raw@dhk.ca, 250-658-3367

Owner and Operator of Housing Greater Victoria Housing Society

Housing type (strata/apt etc.), number of units and sizes (bedrooms) 40-unit affordable rental apt. 18 studios, 18 1-beds, 4 2-beds



Victoria Housing Reserve Fund Application for Funding

Target population, incomes (as defined in the Program Guidelines) and target rents or sale price per unit

Units geared to seniors, adults with disabilities, working individuals, and small family households. Rents will be targeted to those at or below HILs.	Units	Assumptions	Units		Income
		HILs	HILs	Total Units	2018 HILs Victoria Area
Support services provided (if any)	Studio	\$ 863	20	20	\$ 34,500
	1 bedroom	\$ 995	16	16	\$ 39,800
	2 bedroom	\$ 1,293	4	4	\$ 51,700
	Totals		40	40	
	Percentages		100%	100%	

Additional features

Built using Passive House methodologies to a minimum level of Step 3 to the BC Energy Step Code, achieving over 40% energy reductions with lower CO2 emissions and reduced carbon footprint. Other sustainability & design goals include transit oriented developments (TODs), compact designs, lower project waste, parking management, car sharing on-site (memberships provided at no additional cost to tenants), provide electric vehicle & bicycle plug-in outlets.

Target Completion Date

August 2021

How does the project meet the objectives of the Victoria Housing Reserve Fund Program as described in the Program Guidelines?

Project to utilize financing from either provincial or federal government via BCHMC or CMHC.

All units to be deemed affordable at or below HILs, geared to those with low incomes.

10% of units will be fully built to CSA wheelchair accessibility design standards.

Describe how the project is consistent with the City's Official Community Plan (OCP), Neighbourhood Plan policies and zoning.

2558 Quadra St. is in the DPA5 - Large Urban Village known as Quadra Village. DPA5 allows for buildings up to 6 stories with mixed-use or multi-family designations. Off-street underground parking provided with access at rear. Ground oriented commercial space creating a 1-storey street wall provided by a commercial unit with remaining 4 stories stepped back from street-front lot lines. All setbacks, bicycle and vehicle parking, and site coverage requirements are being met. Building design exceeds minimum off-street parking requirement of Zoning Bylaw 2018. Secure underground Class 1 bicycle parking provided. The building is designed to reduce both embodied GHG and GHG production.

What development approvals are required or have been received?

Land use change to mixed-use from multi-family required. Development Permit required with variances for height (4 -> 5 stories) and FAR (1.4 -> 2.5 FAR).



4. Experience and Capacity to Develop and Manage Affordable Housing

Outline the proponent's experience in the development and management of affordable housing. How does this project compare to this previous experience and the proponent's capacity to complete the project in the short-term and manage it over the long-term?

GVHS manages 726 units over 17 properties throughout the greater Victoria area. The project is a small-scale increase in terms of overall units and the building is within the scale of what is currently managed. The additional property will help ensure the long-term viability of the Society by providing additional housing spreading overhead over more units. Within the last 5 years, GVHS has successfully completed similar-size projects in Victoria including Pembroke Mews (25-units at 2014 Government Street) and Dahli Place (68-units at 35 Gorge Road East).

5. Project Financing and Sustainability

A. Describe how the funding model will support long-term financial sustainability and housing affordability. Please also attach a detailed Capital Budget and 10-year Operating Budget. For affordable home ownership projects, detail how the units will be affordable and will remain so over time.

The attached capital and operating budget show the grant will allow rents to be lower and the project to be sustainable over the long term.

6. Partnerships

List partners in this project (developers, agencies, other levels of government etc.), and detail their involvement.

CMHC - SEED funding grant and pre-development loan confirmed. Construction financing under the National Housing Strategy (NHS) Co-Investment Fund considered.
BCHMC - Possible longterm financing and grants with operating agreement under the Community Housing Fund (CHF) program.
Vancity - Funds provided for feasibility studies and pre-construction work.

7. Other Information

Provide any other information that supports your application.

We have met with the Quadra-Hillside Neighbourhood Advisory Group and have been provided with positive encouragement. We will be meeting with the CALUC mid-September 2018.

VHRF Application Form Feb 21

Final Audit Report

2019-02-21

Created:	2019-02-21
By:	Daniel Saxton (dsaxton@greatervichousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwixhKL8XUCO1fnHFGQ2SCOOychCSmTS

"VHRF Application Form Feb 21" History



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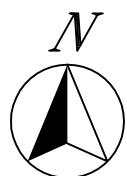
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2019-02-21 - 11:36:09 PM GMT



CITY OF
VICTORIA 95



***Tenant Relocation Assistance Plan
Forest Heights
2558 Quadra Street
September 6, 2018***

Summary

Greater Victoria Housing Society (GVHS) is working on a redevelopment plan that requires the relocation of 19 households currently living at 2558 Quadra St. GVHS is committed to providing support to current tenants in order to make the transition out of 2558 Quadra St smooth with as little financial pressure as possible. Furthermore, if desired by the tenants, we hope they will feel welcome to return to the building upon its completion. Tenants residing at 2558 Quadra Street at the time we deliver formal notice that we are beginning to depopulate the building will be eligible for the Tenant Relocation Assistance Plan. Below is a variety of information and assistance measures we are putting in place for the tenants.

Property Address, Legal Description, Units

Property Address: 2558 Quadra Street

Legal Address: Parcel Identifier: 005-121-299

Legal Description: Lot A Plan VIP11029 Section 4 Land District 57

Units	1	Studio
	15	One-bedroom
	3	Two-bedroom

Current Rent Roll (as of August 1, 2018)

Unit	Amount	Size of Unit
6	700.00	1 bedroom
101	663.00	Studio
102	740.00	1 bedroom
103	740.00	1 bedroom
104	740.00	1 bedroom
105	745.00	1 bedroom
106	896.00	2 bedroom
201	725.00	1 bedroom
202	739.00	1 bedroom
203	743.00	1 bedroom
204	745.00	1 bedroom
205	743.00	1 bedroom
206	893.00	2 bedroom
301	743.00	1 bedroom
302	738.00	1 bedroom
303	740.00	1 bedroom
304	745.00	1 bedroom
305	743.00	1 bedroom
306	805.00	2 bedroom

14,326.00

Relocation Assistance Plan

Communication

Greater Victoria Housing Society has a Communication Plan in place for 2558 Quadra St. that addresses the following:

- Initiation of the process
- Tenant Relocation Assistance Plan
- Introduction of Relocation Coordinator
- Contact and Availability of Greater Victoria Housing Society staff
- Timeline changes
- Notice to End Tenancy

Relocation Assistance

Greater Victoria Housing Society is committed to re-housing current tenants of 2558 Quadra within our own portfolio wherever possible at a similar or equivalent rent. Where a unit within our portfolio is not available, if requested, we will assist in finding

three comparable units in the Greater Victoria area that will fit as closely to their current accommodation as possible; at least one of the comparable units will be in the same neighbourhood as 2558 Quadra St. For existing tenants requesting assistance in finding alternative accommodation, we will provide a comparable option that rents for no more than 10% above current rent levels, unless otherwise agreed to by the tenant.

All current tenants will be provided with contact information for the designated tenant relocation manager/coordinator. If desired, tenants can provide their accommodation specifications and the designated tenant relocation manager/coordinator will actively search out vacant units that match the requirements.

Compensation

Greater Victoria Housing Society will provide a compensation package in accordance to the City of Victoria's policy guidelines based on the length of tenancy as calculated for spring 2020

- Tenancies up to 5 years: 3 months' rent
- 5 to 9 years: 4 months' rent
- 10-19 years: 5 months' rent
- 20+ years: 6 months' rent

Move In Date	Unit	Rent	Compensation
August 1, 2007	306	805.00	4,025.00
January 1, 2010	106	896.00	4,480.00
June 1, 2012	206	893.00	3,572.00
July 1, 2012	201	725.00	2,900.00
August 1, 2012	302	738.00	2,952.00
June 1, 2014	102	740.00	2,960.00
September 15, 2014	305	743.00	2,972.00
December 11, 2014	203	743.00	2,972.00
April 1, 2015	202	739.00	2,956.00
May 1, 2016	6	700.00	2,100.00
May 1, 2016	103	740.00	2,220.00
May 1, 2016	104	740.00	2,220.00
May 1, 2016	303	740.00	2,220.00
May 16, 2016	101	663.00	1,989.00
January 1, 2017	301	743.00	2,229.00
February 1, 2017	205	743.00	2,229.00
June 1, 2018	304	745.00	2,235.00
July 25, 2018	105	745.00	2,235.00
August 1, 2018	204	745.00	2,235.00
		14,326.00	51,701.00

Moving Expenses

Greater Victoria Housing Society will designate a professional moving company to assist tenants with the moving process, if they move within the Greater Victoria area. For tenants moving beyond the Greater Victoria area, we will provide the necessary assistance in coordinating the moving process and the financial equivalent as those moving within the Greater Victoria area. We will provide an appropriate amount of moving supplies as part of this package. Invoicing for moving services is planned to be between the moving company and Greater Victoria Housing Society, which will provide more ease and less financial pressure for the tenants.

Tenant Notice

As required by the Residential Tenancy Act, Greater Victoria Housing Society will provide four month's notice to end tenancy for the purpose of demolishing a building. We commit to verbal and written communication with the tenants throughout the project to keep them informed of our intended end date giving them unofficial notice far in advance of the required move out date.

First Right of Refusal

Tenants will be offered the first right of refusal, based on their length of tenancy, to the new building if they desire to return to 2558 Quadra once the new building is complete.

Conclusion

Greater Victoria Housing Society is committed to ensuring that the tenant relocation process is smooth with little financial burden on the existing residents. We look forward to working with the residents over the coming months and years to successfully relocate them to alternative accommodation that suits their need and providing them with the opportunity to return after construction is complete.

VHRF Project Assessment Criteria – 2558 Quadra Street

Submission Requirements

Has the applicant submitted a complete application with all required information and supporting documentation? N/A

- Application checklist and all supporting documents are included; however, the proposed project also requires a rezoning application to accommodate an increase in density as well as a development permit. The applicant has confirmed that the rezoning and DP applications will be received by April 1, 2019. Development approval is required prior to the release of any funds.

Applicant Capacity & Project Support

1. Is the proponent a non-profit society, a private developer or a formal partnership between a private developer and a non-profit society that will own and operate the units? Potential max points (10/7/5 pts)

- Yes, Greater Victoria Housing Society (GVHS) is a registered non-profit charitable organization.

2. Does the proponent have experience in developing and operating non-profit housing? Potential max points (5 pts)

- Yes, the GVHS has been providing and operating affordable rental housing since 1956. GVHS currently owns and operates 17 properties and 726 units of affordable rental housing with the Victoria region.

3. Have there been previous applications or funding agreements with this applicant. If yes, have they produced successful results? Potential max points (5 pts)

- Yes, the City has provided a total of **\$1.3 million** in grants to the GVHS as follows:
 - (Dec 30, 2010) 15/21 Gorge Road: **\$370,000** (37 units)
 - (Feb 7, 2011) 575 Pembroke Pl: **\$250,000** (25 units)
 - (Nov 28, 2012) 35-39 Gorge Road: **\$680,000** (68 units)

4. Does the project leverage funding from other sources such as other levels of government, private organizations, community agencies or private individuals? What is the status and conditions for those funding source applications or agreements? Potential max points (10 pts)

- National Housing Strategy (CMHC) – \$2,500,000 grant (Confirmed)
- CMHC – \$40,000 grant (Confirmed)
- Vancity – \$24,500 grant for feasibility study and pre-construction work (Confirmed)

5. What is the ratio (percentage) of the City's contribution through the VHRF in relation to total capital cost and to other non-City grants and contributions?

- The City of Victoria VHRF contribution of \$440,000 represents approximately **3.3%** of the total project cost (\$13,152,040) and **14.2%** of all grants and contributions (\$3,079,500) excluding land value. **Potential max points (5 pts)**

Unit Type	Unit Count	VHRF Contribution per Unit	Total
Studio	16	\$10,000	\$160,000
Accessible Studio	4	\$10,000	\$40,000
One Bedroom	16	\$10,000	\$160,000
Two Bedroom	4	\$20,000	\$80,000
			\$440,000

6. Is the applicant providing a financial contribution to the project? (i.e. equity or in-kind contributions) **Potential max points (10 pts)**

- Land value: \$1,300,000 (Owned by GVHS)
- GVHS Cash \$75,000

Development Concept & Schedule

7. What project priorities from the VHRF Guidelines does the project align with? **Potential max points (10 pts)**

- Yes, it is targeted at providing affordable rental housing in perpetuity for seniors, working adults, adults with disabilities and small families with low household incomes as defined by the VHRF Guidelines. The project is also not receiving any other financial support from the City of Victoria.

8. Does the project location complement the recommendations of the Regional Housing Affordability Strategy? (i.e.: access to transit and amenities, etc.)

- Yes, the project is located on Quadra Street which is a frequent transit route. The Location is also within walking distance to Quadra Village which has a range of services and retail options. **Potential max points (5 pts)**

9. Is the project in keeping with the OCP, Neighbourhood Plan policies and zoning? **Potential max points (5 pts)**

- The project is located within the Quadra Village (large Urban Village) as defined by the OCP which supports multi residential development and affordable housing within the urban village. The project requires a rezoning to increase the density however the proposed density is within the density limits outlined in the OCP for Large Urban Villages.

Project Business Case & Affordability

10. What is the breakdown of unit types for each income group? (N/A)

Unit Type	Number of Units	Target Income Group	Proposed Monthly Rent
Studio	16	Low	\$863
Studio (Accessible)	4	Low	\$863
1 bedroom	16	Low	\$995
2 bedroom	4	Low	\$1293
Total Units:	40		

11. What levels and mixture of affordability are being provided through this project as per the VHRF Guidelines?

(Mixed 10pts) (Low/Very Low 7pts) (Moderate 5pts)

- The project is focused on **low income** rents that align with the 2018 HIL thresholds for each unit type:

Unit Type	Proposed Rents/month (Low Income)	2018 HILs (Low Income) for unit types	Max Low Income Rent/mo based on 30% of 2018 HIL
Studio	\$863	\$34,500	\$862.50
1 Bedroom	\$995	\$39,800	\$995.00
2 Bedroom	\$1,293	\$51,700	\$1292.50

12. Does the project include a Housing Agreement to secure the units as affordable in perpetuity or for a specified time approved by Council?

Potential max points (10pts)

- A Housing Agreement will be prepared to secure the units as affordable housing for moderate income tenants in perpetuity prior to the release of funds

13. Has the proponent submitted a Tenant Assistance Plan that meets policy expectations?

Potential max points (10pts)

- Yes, the TAP complies with the CoV TAP policies including right of first refusal, moving expense compensation and relocation assistance if needed.

Project Risk

14. What is the risk that the project will not be completed or continue to operate long term?

Potential max points (10pts)

- Very low risk as the project is well financed for the construction and operating costs. GVHS owns the current property and has a long track record of developing and operating affordable housing projects.

VHRF Project Evaluation

Applications for funding will be evaluated by staff based on the following evaluation criteria.

CATEGORY	WEIGHTING	PROJECT SCORE
Applicant Capacity & Project Support		
1. (a) Non - profit designation	10	10
(b) Partnership (Non-profit/Private)	7	N/A
(c) Private developer only	5	N/A
2. Non-profit housing development experience	10	10
3. Success with previous funding agreements	10	10
4. Community funding partnerships	10	8
5. Proportional funding	5	5
6. Applicant contribution	10	10
Subtotal	50-55	53
Development Concept & Schedule		
7. Project priorities	10	8
8. Project location	5	5
9. Plan consistency	5	4
Subtotal	20	17
Project Business Case & Affordability		
10. Unit type and income group(s)	N/A	N/A
11. Affordability and income mix		
(a) Mixed income units	10	0
(b) Low or Very Low only	7	7
(c) Moderate only	5	0
12. Housing Agreement – Duration of Affordability	10	10
13. Tenant Assistance Plan Approval	10	10
Subtotal	25-30	27
Project Risk		
14. Risk of project not being completed	10	10
Subtotal	10	10
Total:	105-115	107



Committee of the Whole Report

For the Meeting of March 14, 2019

To: Committee of the Whole **Date:** February 28, 2019
From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development
Subject: **Victoria Housing Reserve Fund Application for 330-336 Michigan Street (Michigan Square)**

RECOMMENDATIONS

That Council approve a Victoria Housing Reserve Fund grant application from the Capital Region Housing Corporation in the amount of \$1,485,000 to assist in the construction of 98 units of affordable housing for seniors, adults with disabilities, working singles and small families at Michigan Square located at 330-336 Michigan Street, subject to the following conditions:

1. The applicant receives Council approval for the required development permit applications for 330-336 Michigan Street and the applicant executes a Housing Fund Agreement and Housing Agreement in the form satisfactory to the City Solicitor and the Director of Sustainable Planning and Community Development; and
2. The applicant fulfills the requirements of the Victoria Housing Reserve Fund Guidelines.

EXECUTIVE SUMMARY

The City of Victoria is in receipt of a Victoria Housing Reserve Fund (VHRF) Grant Application (attachment 1) from the Capital Region Housing Corporation (CRHC) seeking \$1,485,000 to assist in the redevelopment of the an existing (CRHC owned) three-storey, 62-unit, affordable housing apartment into a four-storey, 98-unit, affordable housing apartment at 330-336 Michigan Street (attachment 2). The new development will provide affordable housing for existing and new tenants composed of very low, low and moderate income seniors, adults with disabilities, working singles and small families. The proposed monthly rents range from \$375 for (very low income) up to \$2300 for (moderate income) three-bedroom units. The monthly rental rates for very low, low and moderate incomes are consistent with the VHRF Guidelines and will be secured through a Housing Agreement. Staff have also completed an evaluation of the project (attachment 3) and confirm that the project provides strong alignment with the Victoria Housing Reserve Fund Guidelines and objectives for providing affordable housing.

The CRHC has also provided a Tenant Assistance Plan (attachment 4) as part of their grant application that generally complies with the City's Tenant Assistance Policy. The plan outlines an approach for working with each existing tenant to develop individualized tenant assistance plans to support their relocation to other CRHC properties during construction, including additional compensation and support for vulnerable tenants. The Tenant Assistance Plan also commits to providing existing tenants with the right of first refusal for affordable housing in the

new building or the ability to seek similar housing in other comparable properties at a comparable rent.

This grant application, in combination with another current grant application for 2558 Quadra Street, has the potential to reduce the remaining balance of the VHRF that may impact funding opportunities for future applications received in 2019. However, the proposed project has strong alignment with the affordable housing priorities outlined in the VHRF. If approved, the disbursement of the VHRF grant will be subject to Council's approval of the required development permit applications, which have not yet been received by the City; as well as, fulfilling the requirements of the Victoria Housing Reserve Fund Guidelines and execution of a Housing Agreement and a Housing Fund Grant Agreement.

PURPOSE

The purpose of this report is to present Council with information, analysis and recommendations for a Victoria Housing Reserve Fund grant application from the Capital Region Housing Corporation (CRHC) to assist in the construction of a four-storey, 98-unit, affordable housing apartment that will replace an existing three-storey, 44-unit affordable housing apartment and 11 townhouses known as Michigan Square, located at 330-336 Michigan Street.

BACKGROUND

The CRHC is the largest social housing provider in the capital region. The CRHC currently owns and/or manages 1450 rental units in 50 different properties across seven different Greater Victoria municipalities. The CRHC received a \$55,000 VHRF grant in 2007 to support the development of a 21-unit, affordable assisted living project at 408 Parry Street.

ISSUES AND ANALYSIS

Located in the James Bay neighbourhood at 330-336 Michigan Street, Michigan Square is composed of a three-storey apartment building with 44 units and 12 townhouses that were originally constructed in 1985. The site also contains a heritage building with six units. Michigan Square provides affordable housing for families and persons with disabilities. The CRHC is proposing to redevelop the apartment building and 11 townhouses with a new four-storey, 98-unit affordable housing apartment. The existing heritage building with six units and an attached townhouse with three units will be retained. Therefore, once complete, the new development will contain a total of 107 affordable housing units.

Staff have completed an eligibility evaluation of the Capital Region Housing Corporation's VHRF application and conclude that the application meets the VHRF Guidelines and is a secure investment for the City, which will lead to the construction of 98 new housing units for existing and new tenants composed of very low, low and moderate income seniors, adults with disabilities, working singles and small families. The evaluation form also outlines how the project aligns with other City objectives such as those outlined in the *Official Community Plan*.

Affordability Requirements

Michigan Square will provide a mix of unit types for a range of incomes (very low, low and moderate) as outlined in the following table:

Unit Type	Unit Count	Target Income Level	Monthly Rent	VHRF Contribution per Unit	Total VHRF Contribution
Studio	4	Very Low	\$375	\$10,000	\$40,000
One bedroom	7	Very Low	\$525	\$10,000	\$70,000
Two bedroom	7	Very Low	\$600	\$20,000	\$140,000
Three bedroom	1	Very Low	\$600	\$30,000	\$30,000
One bedroom	11	Low	\$648	\$10,000	\$110,000
Two bedroom	33	Low	\$840	\$20,000	\$660,000
Three bedroom	5	Low	\$1208	\$30,000	\$150,000
One bedroom	9	Moderate	\$1350	\$5,000	\$45,000
Two bedroom	15	Moderate	\$1800	\$10,000	\$150,000
Three bedroom	6	Moderate	\$2300	\$15,000	\$90,000
Total	98 units				\$1,485,000

The proposed rental rates fall within the income criteria set out in the Victoria Housing Reserve Fund Guidelines.

Leveraging Additional Funding

The applicant has confirmed that they have applied for \$9.8 million grant from BC Housing that is currently pending approval. The applicant has also applied for a \$750,000 grant from the Regional Housing Trust Fund, which is also pending approval. Operations at the new Michigan Square project are anticipated to be largely supported by the rents received. The Capital Region Housing Corporation has confirmed that if they do not receive funding from the City of Victoria, their grant applications with BC Housing and the Regional Housing Trust Fund would both be jeopardized as they are each contingent on the applicant securing other funding partnerships. This may result in the affordable housing project either not being constructed or delayed significantly until other funding partnerships or sources are established.

Legal Agreements

If Council approves the grant request, the applicant has made a commitment to enter into a legal agreement (Housing Fund Grant Agreement) with the City of Victoria to secure the conditions of the grant, as outlined in the Victoria Housing Reserve Fund Guidelines. The applicant has also agreed to enter into a Housing Agreement with the City to:

- secure in perpetuity, 98 new units of affordable housing for adults with disabilities, working singles and small families;
- secure a mix of studio, one-bedroom, two-bedroom and three-bedroom affordable housing units, as outlined in the grant application for 330-336 Michigan Street; and
- secure very low, low and moderate income rent levels as defined by the VHRF Guidelines.

The existing property does not have a Housing Agreement in place with the City. The applicant is also required to provide a one-year progress report to the City outlining how the project is achieving the affordability targets outlined in the Housing Agreement.

Capacity of the Victoria Housing Fund

The VHRF has a current unallocated balance of \$1,238,915; however, it is anticipated that in

April 2019, Council will be considering the annual VHRF contribution of \$250,000 and a one-time supplementary contribution of \$750,000, as part of the 2019 Financial Plan Bylaw. If approved, the VHRF will have a balance of \$2,238,915. The City currently has two remaining grant applications from 2018 that are seeking a combined grant amount of \$1,925,000 (\$1,485,000 + \$440,000); therefore, if both VHRF grants are approved in full, and the 2019 VHRF contributions are approved, the VHRF will have a remaining balance of approximately \$313,915 to support grant applications received as part of the 2019 grant intakes on March 31 and September 30, 2019.

Tenant Assistance Plan

The Tenant Assistance Plan generally complies with the City's Tenant Assistance Policy as it outlines an approach for working with each existing tenant to develop individualized tenant assistance plans to support their relocation to other CRHC properties during construction, including additional compensation and support for vulnerable tenants. The Tenant Assistance Plan also commits to providing existing tenants with the right of first refusal for affordable housing in the new building, or the ability to seek similar housing in other comparable properties at a comparable rent. The applicant has identified that contrary to the requirements of the City's Tenant Assistance Policy, they are not able to discount rents in the new building by 10% off the starting rate for current tenants that choose to remain in the building. Subsidized rents in affordable housing projects are generally set and agreed upon with BC Housing which prevents housing providers from being able to easily alter the rents. Staff have also confirmed that the 10% requirement was introduced primarily as a policy for private property owners rather than non-profit housing providers. In addition, the need for increased flexibility for tenant assistance strategies by non-profit housing providers was a key recommendation identified by with the Victoria Housing Reserve Fund Guidelines working group. These recommendations were also presented to Council on December 13, 2018.

OPTIONS AND IMPACTS

Option 1 - Approve the Grant Request

Approval of a \$1,485,000 grant request will allow the Capital Region Housing Corporation to provide 98 new units of affordable rental housing for seniors, adults with disabilities, working singles and small families with very low, low and moderate incomes; however, approval of this grant, in combination with another remaining grant application seeking \$440,000 for 2558 Quadra Street, has the potential to significantly reduce the VHRF prior to receiving applications through the 2019 intake process.

Option 2 – Approve a reduced grant amount

Council may consider approving a reduced grant amount for the project. A reduced grant amount could result in a reduced number of affordable housing units being provided and other potential financial impacts to the project; however, a reduced grant amount may also allow for increased Housing Reserve Funds to better support future applications received through the 2019 intake process.

Option 3 - Decline the Grant Request

Should the grant be declined, construction of the 98 new affordable housing units may not be economically feasible. This would allow for the current Housing Reserve Fund to be used in support of other grant applications received through the 2019 intake process.

Accessibility Impact Statement

This grant request will have no accessibility impacts.

2015 - 2018 Strategic Plan

Providing grants to support the development of supportive and affordable rental housing aligns with and supports Council's strategic priority to Make Victoria More Affordable (Objective 6). Support for the development also aligns with Council's strategic priority to Facilitate Social Inclusion and Community Wellness (Objective 7).

Impacts to Financial Plan

Approval of a \$1,485,000 grant to the CRHC will affect the current (2018) Financial Plan, as the current VHRF balance of \$1,238,915 is insufficient to fund this application. The City is also in receipt of another grant application seeking \$440,000 to support the development of 40 new units of affordable housing at 2558 Quadra Street. The combined total of both applications is \$1,925,000, which exceeds the current VHRF balance. It is anticipated that in April 2019 Council will consider the annual VHRF contribution of \$250,000, and a one-time supplementary contribution of \$750,000, as part of the 2019 Financial Plan Bylaw. If these contributions to the VHRF funds are approved, and the two current applications are approved at the proposed grant request levels, the VHRF will have a remaining balance of approximately \$313,915 to support any VHRF grants that are received as part of the 2019 grant intakes on March 31 and September 30, 2019.

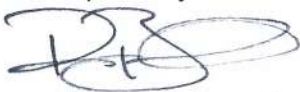
Official Community Plan Consistency Statement

This project supports OCP policies related to working with coordinated community and regional efforts to enable stable, affordable housing for seniors.

CONCLUSIONS

The VHRF grant application from the Capital Region Housing Corporation presented in this report meets the updated VHRF Guidelines and would lead to the construction of 98 new affordable housing units for seniors, adults with disabilities, working singles and small families with very low, low and moderate incomes.

Respectfully submitted,

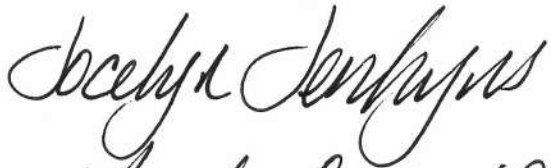


Robert Batallas,
Senior Planner
Community Planning Division



Andrea Hudson,
Acting Director
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager:


Date: March 8, 2019

List of Attachments:

- Attachment 1: Application to the Victoria Housing Fund
- Attachment 2: Aerial Map – 330/336 Michigan Street
- Attachment 3: Project Eligibility Evaluation Form
- Attachment 4: Tenant Assistance Plan.

March 6, 2019

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

Dear Mayor Helps and Council:

Re: Housing Reserve Fund Request for Funding – Michigan Square Redevelopment, James Bay

We are pleased to submit an application for funding for a proposed redevelopment at 330 – 336 Michigan Street. The Capital Region Housing Corporation is seeking a \$1,485,000 capital contribution from the Housing Reserve Fund. This contribution support the feasibility and affordability of this 107-unit project affordable housing project. There will be 98 new units and 9 units will be retained, including the heritage house.

Organization Information

The Capital Region Housing Corporation (CRHC) is a wholly-owned subsidiary of the Capital Regional District (CRD). The CRHC owns and/or manages 1,450 rental units in 50 different properties across 7 Greater Victoria municipalities. The CRHC Board is committed to improving and expanding housing opportunities in the region for households in core housing need. The Board's 2016/19 Strategic Plan focuses on increasing its rental units for households in core housing need by adding to the number of rent-geared-to-income units.

Existing Building Conditions

The building was built in 1985. Over the years, the building has experienced significant water penetration issues, especially on the ground level units. This has resulted in the loss of three units and there has been continued rotting of the floor joists supporting the buildings, atop the parkade. In 2009, the CRHC engaged structural engineering firm Read Jones Christoffersen to undertake a Building Envelope Condition Assessment. A number of building envelope issues were identified and the estimated cost of renovations is between \$8million and \$12million. The CRHC Board has approved proceeding with redevelopment of the property rather than renovation.

Project Description

The property has 62 rental units in four blocks, including an original heritage-listed house. CRHC proposes to demolish three of the buildings on site (53 units), while keeping the nine units in the original heritage house and attached townhouse intact. New construction would be done on the site of the demolished buildings. The completed project will be a 98-unit, 4-storey wood-framed building with a single level concrete underground parkade. The buildings will have 10 accessible units as defined by BC Housing.

The layout will comprise of two buildings connected by an elevated pedestrian walkway that overlooks Michigan Street. The westerly building will overlook a shared community garden space to the south of the property fronting Michigan Street. The easterly building will also overlook Michigan Street to the south and will overlook a courtyard and the heritage building to the north.

The property is already zoned for the proposed development and is ready for redevelopment. This project will therefore address the current deteriorating buildings while increasing the number of units on the site from 62 to 107. The Project will further invigorate the James Bay neighborhood, provide additional housing diversity that complements the eclectic make-up of the neighborhood, encourage the use of multi-modal transportation options, and activate the streetscape.

The site is underutilized within the current zoning. This redevelopment will add 45 additional affordable rental housing units in the City of Victoria.

Tenant Considerations

The CRHC has developed a tenant relocation policy which has been approved by the CRHC Board. CRHC staff have provided current tenants with information sessions about the proposed redevelopment, and have gone door-to-door to gather tenant feedback toward creating the relocation policy. See Appendix A: Tenant Relocation Policy September 2018.

CRHC has committed to:

- Supporting tenants in finding alternate housing;
- Offering tenants choice;
- Offering frequent, accurate and timely information as the redevelopment process progresses.

Table 1: Project Specifics

Total site size (ha) and (sq.ft.)	54,618
Building size (sq.ft.)	75,607
Building description	4 storey wood framed building atop a concrete u/g parkade
Building amenities	Laundry, common room, bicycle storage, private courtyard with playground, shared community garden space.
Number of units	107 (98 new)
Parking	69
Total site size (ha) and (sq.ft.)	54,618
Site Access	Vehicular access on Superior Street and pedestrian access from both Superior and Michigan Street.
Unit Mix	4 Studio – 4% 32 One-Bedroom – 30% 58 Two-Bedroom – 54% 13 Three-Bedroom - 12%

Compliance with the City of Victoria Regulations

The site is located in James Bay; however, it is not in a specific development permit area. It is zoned R3-2 Multiple Dwelling District. The Official Community Plan designates this section of James Bay as Urban Residential.

The project complies with the R3-2 zone and the design guidelines for multi-unit residential buildings pertaining to density, building height, location, orientation, massing, articulation, and materials; circulation; and the aesthetics of landscaping, open space, lighting, colors, windows, entrances, and signage. The development proposes a density of 1.54:1 within 4 storeys, while the R3-2 zone allows a density of 2:1 up to 6 storeys.

Mindful of the James Bay Neighbourhood plan, the project is scaled to harmonize with the surrounding neighbourhood through the form and scale between the proposed new buildings and adjacent residential units, while respecting the existing streetscape character.

Relevant excerpts from the City of Victoria *Design Guidelines for: Multi-Unit Residential, Commercial and Industrial*, the City of Victoria *Official Community Plan* and the *James Bay Neighbourhood Plan* are shown in Appendix B.

Funding/ Affordability Highlights

The CRHC has applied to the Building BC: Community Housing Fund program. The Building BC: Community Fund provides \$100,000 per door and a mortgage subsidy for the shortfall. It also anticipates participation from the housing provider and other sources of equity. See Table 2 for the Project Financial Information including requested sources of funding.

Table 2: Project Financial Information

Item	Baseline
Soft Costs	\$9,923,113
Hard Costs	\$22,735,855
Contingency	\$3,104,661
(A) Total Project Costs	\$35,763,629
Equity Contributions	
CRHC equity	\$1,000,000
CRHC land	\$6,448,000
Victoria Housing Reserve Fund	\$1,485,000*
(B) Total Equity Contributions	\$8,933,000
(C) Mortgage serviced by operations	\$14,615,629
(D) Building BC Contribution (\$100,000 per door)	\$9,800,000
(E) Total costs: (B)+(C)+(D)	\$33,348,629
(F) Shortfall (RHTF and Other)	\$2,415,000*

*Serviced by mortgage subsidy provided by BC Housing.

The budget and equity requirements are guided by the following unit income mix which is defined by the Building BC: Community Housing Fund program.

The project will target clients with low to moderate income levels. The project offers the following:

- 19 very low-income units
 - 4 studio units, 7 one-bedroom, 7 two-bedroom, 1 three-bedroom
- 49 low-income units:
 - 11 one-bedroom, 33 two-bedroom, 5 three-bedroom
- 30 moderate income level units:
 - 9 one-bedroom, 15 two-bedroom, and 6 three-bedroom units

The equity requested through the City of Victoria is aligned with the program guidelines as outlined in Table 3.

Table 3:

Suite Type	Rent/Month	Total Suites	Income Levels per unit	CoV Funding Request	CoV Affordability Level
Studio Unit (Deep Subsidy)	\$375	4	\$15,000	40,000	Very Low Income
One Bedroom (Deep Subsidy)	\$525	7	\$21,000	70,000	Very Low Income
One Bedroom (RGI)	\$739	11	\$29,560	110,000	Low Income
One Bedroom (Affordable)	\$1,350	9	\$54,000	45,000	Moderate Income
Two Bedroom (Deep Subsidy)	\$600	7	\$24,000	140,000	Very Low Income
Two Bedroom (RGI)	\$960	33	\$38,400	660,000	Low Income
Two Bedroom (Affordable)	\$1,650	15	\$66,000	150,000	Moderate Income
Three Bedroom (Deep Subsidy)	\$600	1	\$24,000	30,000	Very Low Income
Three Bedroom (RGI)	\$1,380	5	\$55,200	150,000	Low Income
Three Bedroom (Affordable)	\$2,000	6	\$80,000	90,000	Moderate Income
		98	\$1,485,000		

Please contact us if you require further information or have any questions or concerns.

Sincerely,



Paul Kitson
Manager, Capital Projects, CRHC

PK:ce



Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0382
E communityplanning@victoria.ca

Victoria Housing Reserve Fund Application for Funding

The Victoria Housing Reserve Fund Program Guidelines contain important information on project eligibility and the application process. Please review the guidelines prior to completing an Application for Funding.

The entire Application for Funding must be completed along with all other documents identified on the Application Checklist. Please attach additional pages if more space is needed.

An appointment is strongly encouraged prior to applying for funding to ensure the project meets eligibility criteria. To make an appointment, email communityplanning@victoria.ca.

If you have any questions about the criteria or the process, please contact the Community Planning Division at communityplanning@victoria.ca or 250.361.0382.

1. Letter to Mayor and Council

Please include a letter to Mayor and Council highlighting key aspects of the proposed project and how it meets the objectives of the Victoria Housing Reserve Fund Program as outlined in the Program Guidelines.

2. Proponent Information

Organization Name Capital Region Housing Corporation Non-profit Society Yes ☒ No ☐

Contact Person/Position Paul Kitson, Manager, Capital Projects

Business Address 631 Fisgard Street

Telephone 2503603364

Fax _____

Email pkitson@crd.bc.ca

Date of Incorporation December 10, 1982

Canada Revenue Agency Charity # _____

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: _____

I have read and understand the Victoria Housing Reserve Fund Program Guidelines ☒

I understand funding is a one-time, non-renewable grant ☒

Application Date mm/dd/yyyy 10/9/2018

Applicant Signature _____

3. Project Summary

Submission of building and site plans are required as part of the application package.

Address/location of project 330-336 Michigan Street, Victoria BC,

Developer and contact information (if different from the Proponent) _____

Project Architect and contact information de Hoog & Kierulf architects

Owner and Operator of Housing Capital Region Housing Corporation (CRHC)

Housing type (strata/apt etc.), number of units and sizes (bedrooms) Apartment building 98 units (107 on site. Unit mix attached)



Target population, incomes (as defined in the Program Guidelines) and target rents or sale price per unit

The targeted residents are seniors, adults with disabilities, working singles and small family units. The target population income levels fall between low-to-moderate income as defined by the program guidelines and BC Housing Income Limits (HILs).

Support services provided (if any)

Additional features

The project aims to provide a vibrant, green, and safe place where people of varying ages and incomes can live comfortably. The project's design will be guided by the energy step code design principles and methods to reduce energy consumption and operational costs while meeting the residents' desire for comfort.

Target Completion Date

The target date to complete construction is May 2022.

How does the project meet the objectives of the Victoria Housing Reserve Fund Program as described in the Program Guidelines?

Michigan Square Redevelopment is a 62-unit affordable housing complex in James Bay, built in 1985. The proposed redevelopment is to demolish 53 units, replace them with 98 units, and retain an existing 9 units for a total of 107 units. All 107 units will be rented to low-to-moderate income households. The proposed development is directly aligned with the City's Housing Reserve Fund (HRF) in that this proposal is for the development and retention of affordable rental housing for low-to-moderate income households. CRHC was established in 1983 as a non-profit provider of affordable units in the capital region, which the fund requires. The project is located in the City of Victoria, proposes to leverage finances from BC Housing (a government funding agency), and will utilize the City of Victoria HRF contribution for construction costs. CRHC is willing to enter into a housing agreement to secure units for affordable housing. The project will have up to 10 accessible units, included in the unit mix of 4 studio, 32 one-bedroom, 58 two-bedroom and 13 three-bedroom units.

Describe how the project is consistent with the City's Official Community Plan (OCP), Neighbourhood Plan policies and zoning.

Part of the neighbourhood plan includes objectives such as creating appropriate affordable housing which meets the needs of a rich diversity of residents, and the proposed redevelopment will house residents with a variety of income levels, ages and family types. The City's Housing Strategy goals places an emphasis on family housing including new affordable housing, encouraging the visual harmony of form and scale between new buildings and adjacent residential units, and respecting the existing streetscape character. Heritage Preservation encourages the conservation and rehabilitation of structures with heritage significance, any redevelopment should enhance existing heritage/character, promote the continued economic life of heritage structures. The proposal considers these.

What development approvals are required or have been received?

The proposed 107-unit development is within the current R3-2 zone regulations. A development permit, building permit, heritage restoration, and demolition permit approvals are required.

4. Experience and Capacity to Develop and Manage Affordable Housing

Outline the proponent's experience in the development and management of affordable housing. How does this project compare to this previous experience and the proponent's capacity to complete the project in the short-term and manage it over the long-term?

CRHC owns 1,286 rental units, and manages more than 1,450 rental units in 50 different properties. The CRHC has a 73-unit apartment building under construction in the District of Saanich, and proposes to build an additional three affordable housing development projects including Michigan Square in the next two to three years. The proposed 107-unit Michigan Square redevelopment project is similar in size to other developments owned and operated by the CRHC. CRHC employs more than 25 office and caretaker staff dedicated to the development and operation of all existing and new projects. Additionally, CRHC utilizes consultants where necessary in the development of new housing projects.

5. Project Financing and Sustainability

A. Describe how the funding model will support long-term financial sustainability and housing affordability. Please also attach a detailed Capital Budget and 10-year Operating Budget. For affordable home ownership projects, detail how the units will be affordable and will remain so over time.

The total project is estimated to cost \$35.76million. CRHC already owns the land and has equity due to the piles section of the underground parkade that will remain in place. The project requires equity of \$21.18million. Of this amount, the land is valued at \$6.45million, CRHC is providing an additional equity contribution of \$1million, BCH proposed equity is \$9.8million, and the City of Victoria Housing Reserve Fund is \$1.485million. The equity shortfall is \$2,415,000 which will be accommodated through a mortgage subsidy provided by BC Housing.

See attached proforma.

6. Partnerships

List partners in this project (developers, agencies, other levels of government etc.), and detail their involvement.

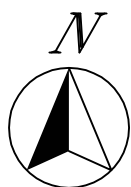
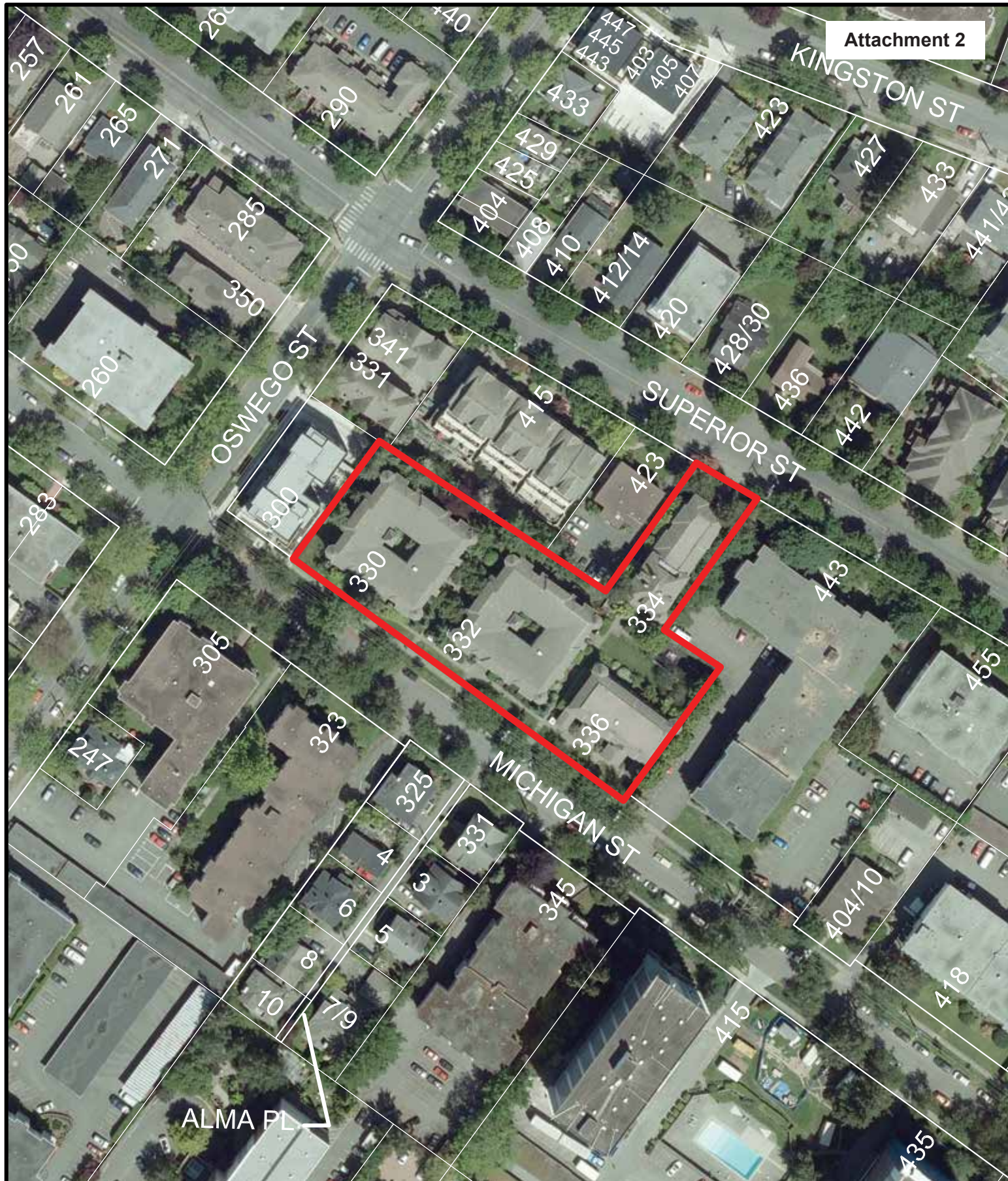
BC Housing is the primary partner on this project and will provide construction and takeout financing. The project will be designed to the BC Housing design guidelines and will be supported by an operating agreement which secures the units as affordable.

7. Other Information

Provide any other information that supports your application.

The following are some of the guiding principles:

- Design the project to meet the demand for Affordable Housing;
- Create a project that offers positive visual effects and relationships with the local community;
- Communicate and engage effectively with all stakeholders, including the community;
- Ensure that the design incorporates energy efficient measures & sustainability principles;
- Match building form and bedroom numbers with prospective residents and community;
- Continuously identify, evaluate and manage project risks; and



330 to 336 Michigan Street
Michigan Square Affordable Housing Project



VHRF Project Assessment Criteria – 330-336 Michigan Street

Submission Requirements

Has the applicant submitted a complete application with all required information and supporting documentation? N/A

- Application checklist and all supporting documents are included. Approval of a Development Permit is required prior to the release of any funds.

Applicant Capacity & Project Support

1. Is the proponent a non-profit society, a private developer or a formal partnership between a private developer and a non-profit society that will own and operate the units? Potential max points (10/7/5 pts)

- The applicant is the Capital Region Housing Corporation (CRHC) a registered non-profit corporation wholly owned by the Capital Regional District.

2. Does the proponent have experience in developing and operating non-profit housing? Potential max points (5 pts)

- Yes, the CRHC is the largest social housing provider in the capital region. The CRHC currently owns and/or manages 1450 rental units in 50 different properties across seven different Greater Victoria municipalities.

3. Have there been previous applications or funding agreements with this applicant. If yes, have they produced successful results? Potential max points (5 pts)

- \$55,000 grant provided to the CRHC on August 9, 2007 to support 408 Parry Street (Beckley Farm)

4. Does the project leverage funding from other sources such as other levels of government, private organizations, community agencies or private individuals? What is the status and conditions for those funding source applications or agreements? Potential max points (10 pts)

- Applicant has applied for a \$9,800,000 grant from Building BC: Community Housing Fund (BC Housing) –based on \$100,000 per door. (Pending approval)
- Applicant has applied for a \$750,000 grant from the Regional Housing Trust Fund - (Pending approval)

5. What is the ratio (percentage) of the City's contribution through the VHRF in relation to total capital cost and to other non-City grants and contributions?

- The City of Victoria VHRF potential contribution of \$1,740,000 represents approximately **4.1%** of the total project cost (\$35,763,629) and **14%** of all pending grants and contributions (\$10,550,000) excluding land value. Potential max points (5 pts)

6. Is the applicant providing a financial contribution to the project? (i.e. equity or in-kind contributions) Potential max points (10 pts)

- Land value: \$6,488,000 (Owned by CRHC)
- CRHC cash contribution: \$1,000,000

Development Concept & Schedule

7. What project priorities from the VHRF Guidelines does the project align with? Potential max points (10 pts)

- The project is targeted at providing affordable rental housing in perpetuity for seniors, adults with disabilities, working singles and small families. The project targets a mix of income levels including Very Low, Low and Moderate as defined by the VHRF Guidelines as well as a range of unit types including studios, one bedroom, two bedroom and three bedroom units. The project is also not receiving any other financial support from the City of Victoria.

8. Does the project location complement the recommendations of the Regional Housing Affordability Strategy? (i.e.: access to transit and amenities, etc.)

- Yes, the project is located adjacent to several bus stops and is within close walking distance to services and amenities within James Bay. The project also seeks to provide a range of housing types for varying income levels on a site where an existing affordable housing project exists.

Potential max points (5 pts)

9. Is the project in keeping with the OCP, Neighbourhood Plan policies and zoning? Potential max points (5 pts)

- This multi residential affordable housing project is located James Bay and has an Urban Residential designation that supports multi unit buildings up to six storeys in height. The project is also located approximately 200m from the James Bay Large Urban Village that contains a full range of services and amenities such as groceries, medical, retail, coffee shops, etc. The project will be developed under the existing R3-2 Zone that permits buildings up to 18.5m in height (5-6 storeys) and a density up to 1.6:1 FSR.

Project Business Case & Affordability

10. What is the breakdown of unit types for each income group? (N/A)

Unit Type	Unit Count	Target Income Level	Monthly Rent	VHRF Contribution per Unit	Total VHRF Contribution
Studio	4	Very Low	\$375	\$10,000	\$40,000
One bedroom	7	Very Low	\$525	\$10,000	\$70,000
Two bedroom	7	Very Low	\$600	\$20,000	\$140,000
Three bedroom	1	Very Low	\$600	\$30,000	\$30,000
One bedroom	11	Low	\$648	\$10,000	\$110,000
Two bedroom	33	Low	\$840	\$20,000	\$660,000
Three bedroom	5	Low	\$1208	\$30,000	\$150,000
One bedroom	9	Moderate	\$1350	\$5,000	\$45,000
Two bedroom	15	Moderate	\$1800	\$10,000	\$150,000
Three bedroom	6	Moderate	\$2300	\$15,000	\$90,000
Total	98 units				\$1,485,000

11. What levels and mixture of affordability are being provided through this project as per the VHRF Guidelines?

(Mixed 10pts) (Low/Very Low 7pts) (Moderate 5pts)

- The project is focused on **Very low, low and moderate Income** rents that align with the VHRF Guidelines.
- Low income rents are significantly below the 2018 HILs

12. Does the project include a Housing Agreement to secure the units as affordable in perpetuity or for a specified time approved by Council?

Potential max points (10pts)

- A Housing Agreement will be prepared to secure the units as affordable housing for moderate income tenants in perpetuity prior to the release of funds

13. Has the proponent submitted a Tenant Assistance Plan that meets policy expectations?

Potential max points (10pts)

- Yes, the TAP complies with the CoV TAP policies including right of first refusal, moving expense compensation and relocation assistance if needed.

Project Risk

14. What is the risk that the project will not be completed or continue to operate long term?

Potential max points (10pts)

- Very low risk as the project is well financed for the construction and operating costs. CRHC owns the current property and has a long track record of developing and operating affordable housing projects.

VHRF Project Evaluation

Applications for funding will be evaluated by staff based on the following evaluation criteria.

CATEGORY	WEIGHTING	SCORE
Applicant Capacity & Project Support		
1. (a) Non - profit designation	10	10
(b) Partnership (Non-profit/Private)	7	N/A
(c) Private developer only	5	N/A
2. Non-profit housing development experience	10	10
3. Success with previous funding agreements	10	10
4. Community funding partnerships	10	6
5. Proportional funding	5	5
6. Applicant contribution	10	10
Subtotal	50-55	51

Development Concept & Schedule		
7. Project priorities	10	10
8. Project location	5	5
9. Plan consistency	5	5
Subtotal	20	20
Project Business Case & Affordability		
10. Unit type and income group(s)		N/A
11. Affordability and income mix		
(a) Mixed income units	10	10
(b) Low or Very Low only	7	0
(c) Moderate only	5	0
12. Housing Agreement – Duration of Affordability	10	10
13. Tenant Assistance Plan Approval	10	10
Subtotal	25-30	30
Project Risk		
14. Risk of project not being completed	10	10
Subtotal	10	10
Total:	105-115	111

March 03, 2019

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

Dear Mayor Helps and Council:

Re: Michigan Square - Tenant Relocation Plan

We are pleased to submit a Tenant Relocation Policy as a part of our request for funding from the City of Victoria's Housing Reserve Fund. The CRHC has developed a Tenant Relocation Policy which has been approved by the CRHC Board.

Tenant Demographics

As identified in the attached Tenant Relocation Policy, vulnerable tenants has been identified as rent-geared-to-income (RGI) tenants. CRHC can commit to reducing the rents of existing market rent tenants by 10% for those identified as market rent tenants. The rents for RGI tenants are determined in part by BC Housing and will be supported by an operating agreement.

The current mix of RGI and market tenant units shown below is 47. There are 3 current vacant units, which bring the total proposed redeveloped units to 53.

	Units	# of Tenants	Rent Levels	Tenants Length of Tenancy
Vulnerable	24	31	\$240 - \$920	11 @ 0 - 4 years
				8 @ 5 - 9 years
				12 @ 10-19 years
Low end Market	23	39	\$735 - \$1,060	17 @ 0 - 4 years
				3 @ 5 - 9 years
				19 @ 10-19 years

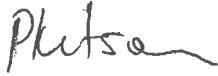
Relocation Plans

CRHC has commenced redevelopment communications in July 2018. A tenant assistance plan will be submitted alongside the rezoning and development permit application for the complex. The relocation plan will show the proposed compensation and proposed rents for each tenant.

CRHC has hired an internal "Property Assist Tenant Relations Coordinator" to be the direct liaison with tenants and to assist tenants with finding alternate housing options. The Tenant Relations Coordinator will work with each tenant to develop plans related to their specific needs.

Please contact us if you require further information or have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Kitson", with a stylized flourish at the end.

Paul Kitson
Manager, Capital Projects, CRHC

Attachments:

- Attachment A: Tenant Relocation Policy
- Attachment B: Tenant Communication Timeline

POLICY AND PROCEDURES MANUAL	Tenant Relocation Policy		
	POLICY NO.	EFFECTIVE	AMENDMENT NO.
	2.48	September 25, 2018	

1. Policy

This policy will ensure that the CRHC adheres to fair and transparent tenant relocation practices that abide with the British Columbia Residential Tenancy Act (BC RTA) and BC Housing's Guiding Principles on redevelopment and tenant relocation. This policy will assure that the redevelopment of aging affordable housing properties *"will ensure that people in greatest housing need in the capital region will have improved access to housing that best meets those needs and that affordable housing residents currently living at sites slated for redevelopment will be considered first at all key stages of the redevelopment process."*¹

2. Purpose

This policy outlines rehousing provisions for current affordable housing tenants in aging CRHC affordable housing communities that are being proposed for redevelopment.

3. Management of the Policy

This policy is managed by Regional Housing Services, the CRHC Tenant Services staff. Any modifications to this policy subsequent to implementation must be reviewed and approved by the CRHC Board.

4. Definitions

a) Affordable Market

Applicants from households with income over the Housing Income Limits (HILs) but below the moderate income limit can apply for low-end market housing. Low-to-moderate income households are defined as those whose income level is within the second quintile of the total household income of two persons or more in British Columbia. To be eligible for an affordable market unit, total household income must not exceed this amount at move-in.

¹ <https://www.bchousing.org/partner-services/asset-management-redevelopment/redevelopment-process-principles>

b) *Household Income Limits (HILS)*

HILs is set by BC Housing and represents the income required to pay the average market rent for an appropriately sized unit in the private market.

c) *Official Notice*

Official Notice refers to an official provision of a “Notice to End Tenancy” that is provided to the tenant four months prior to demolition or renovation as per the *Residential Tenancy Act (BC)*.

d) *Rent Geared to Income (RGI)*

To be eligible for rent-geared-to-income (RGI) or subsidized housing, the applicant’s gross household income must be below certain income limits, as established by the (HILs).

e) *Unofficial Notice*

Unofficial Notice refers to the CRHC providing advance notification to tenants of a renovation or redevelopment 12 months prior to demolition in order to support the tenants in acquiring housing.

f) *Vulnerable Tenants*

Vulnerable tenants, those occupying rent-geared-to-income units such as seniors, persons with disabilities, or those living on very low incomes, are among those most affected by redevelopment or renovation. They often require more assistance in the relocation process as there are fewer choices available to them. These individuals also tend to be longer-term residents, and the process of moving may be more challenging for them.

5. Policy Priority

This policy takes priority over *CRHC Policy 2.10 Applicant Eligibility*.

6. Tenant Engagement

a) *Informing of proposed redevelopment*

CRHC tenants will be provided *Unofficial Notice* at least 12 months prior to demolition if a redevelopment of their community is proposed.

b) *Tenant Relocation Plans*

Once the funding is approved and a resolution by the CRHC Board is made to proceed with the redevelopment, the CRHC staff will meet with tenant households to develop individualized Tenant Relocation Plans (TRP).

c) *Design Consultation*

Tenants will be provided opportunities to consult on the design of the proposed redevelopment throughout the process. Notice of these opportunities will be provided in writing.

d) *Updates*

Monthly updates will be provided in writing.

7. Tenant Relocation Plans (TRP)

a) Staff will meet with Tenant Households to develop individualized TRP. These plans will support tenants in moving to an existing CRHC unit or with another social housing provider.

b) TRP will take into consideration the requirements of *Vulnerable Tenants*. Additional financial compensation or support, such as partnering with health organizations and other non-profit services, may be requested for *Vulnerable Tenants* and will be reviewed for consideration in the TRP.

c) The TRP will guide staff in providing appropriate housing choices based on employment, location of school(s) and health requirements.

d) Tenants will be provided three offers of housing based on their choices and availability of CRHC housing.

e) Offers of housing will reasonably accommodate medical requirements. Written confirmation by a health professional of medical accommodation requirements must be provided.

f) *Affordable Market* tenants that meet the eligibility requirements will be offered CRHC units based on Canadian National Occupancy Standard guidelines.

g) *Affordable Market* tenants that meet the eligibility requirements will be advised during the TRP meeting of the rental rates in CRHC communities. Tenants will be required to pay the rents that are applicable in their “chosen” community and the accompanying security deposit. Proof of income will be required.

h) *Rent-Geared-to Income (RGI)* tenants that meet the eligibility requirements will be offered CRHC units based on Canadian National Occupancy Standard guidelines.

- i) Current Tenants who do not meet the eligibility requirements for RGI or affordable market housing will be provided with information on at least three rental options in the community that are rented for no more than 30% of their household income.
- j) Arrangement for an insured moving company or a flat-rate payout for moving expenses will be as follows:
 - i. A maximum of \$750 for bachelor and 1-bedroom households; and
 - ii. A maximum of \$1,000 for two or more bedroom households.
- k) Current tenants will be given right of first refusal to move back into the redevelopment and tenants must meet the eligibility requirements for the redevelopment.
- l) CRHC will work with other housing providers to secure appropriate housing for tenant households where applicable.
- m) Tenants will be provided with move-out cleaning instructions prior to vacating their current units.
- n) After completing a move-out inspection, CRHC may agree to the transfer of security deposits to the new unit for tenants relocating to CRHC units. Depending on the rent of the new unit, an additional damage deposit may be required, and the tenant will be required to make up the difference. Alternatively, if the rent is less, the tenant will receive a refund for the balance.

8. Reasonable Notice

All reasonable efforts will be made to house tenants prior to the demolition of the building. CRHC will provide at least four months' *Official Notice* to tenants prior to demolition as per the *Residential Tenancy Act (BC)*.

9. Tenant Relocation Report

CRHC must keep records and documentation for reporting purposes. At minimum that is to include:

- a) Names of the tenants;
- b) Accommodations provided;
- c) Outcome of their search for alternate accommodation; and
- d) A summary of the monetary value given to each tenant (e.g., moving costs, rent, etc.).

10. Municipal Tenant Relocation Policies

The CRHC will work in cooperation with those municipalities who have adopted tenant relocation guidelines or policies.

11. Related Legislation, Policies and Documents

- a) British Columbia Residential Tenancy Act
- b) BC Housing's Guiding Principles
- c) CRHC Policy 2.10 Applicant Eligibility
- d) CRHC Policy 2.11 Tenant Eligibility for Rent Supplement/RGI
- e) CRHC Policy 2.12 Occupancy Guidelines
- f) CRHC Policy 2.34 Pet Policy
- g) CRHC Policy 2.47 Smoke-Free

Appendix B: Tenant Communication Timeline

July 26, 2018: letter re: exploration of redevelopment

- 7 staff on-site (between 1:30pm – 4:30pm) to hand deliver letter and discuss implications
- Letter left on door for tenants who were not home with a note to contact the office.

July 27th – August 3rd

- Staff followed up with tenants who were not home by phone and email to discuss implications and questions from letter.

July 26th to present: On-going invitation for tenants to speak to staff regarding any concerns

August 2018

- On-going one-on-one tenant conversations with staff in office and via phone
- Calendar of Activities posted in common areas to advise tenants of proposed redevelopment timeline

September 8, 2018

- Tenant Meeting for Michigan Square Residents

October 15, 2018

- Letter of response to tenant's letter to Capital Region Housing Corporation Board of Directors, received September 24th, 2018

October 16, 2018

- Tenant Relocation Meeting Follow-up from September 8, 2018 meeting

November 5, 2018

- Tenant meeting including architectural designs, timelines, etc.

November 6, 2018

- Open House for community members to review designs plans, timelines, etc.

December 18, 2018

- Tenant Meeting for Michigan Square Residents

On-going: responding to any inquiries from tenants.



Committee of the Whole Report

For the Meeting of March 14th, 2019

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Mobile Bicycle Vending Pilot Review

Date: March 7th, 2019

RECOMMENDATION

That Council direct staff to

1. Bring forward an amendment bylaw containing provisions for a mobile bicycle vending program.

EXECUTIVE SUMMARY

The mobile bicycle vending pilot began in 2017 as a part of a general street vending review. The broader street vending review was cancelled because the Council did not carry over this project in the Strategic Plan. The second mobile bicycle vending pilot continued until the end of 2018 with Council direction for staff to report in the first quarter of 2019.

Council approved a mobile bicycle vending pilot for 2017 and renewed the pilot for 2018 due to low uptake in the first year. This pilot allowed vendors to sell food, non-alcoholic beverages, and flowers on some City property once solicited by a customer. The City issued 9 bicycle vendor licenses during the pilot (4 licenses in 2017 and 5 licenses in 2018).

Staff received feedback from 2 vendors and 6 prospective vendors between December 2018 and January 2019, as well as feedback from prospective vendors during the first pilot in 2017. All responses support for the City continue this program. Some feedback suggested reviewing rules about where and for how long a vendor can be stationary, how a vendor may attract customers, what items could be sold, and whether to limit the number of licenses per business. Vancouver Island Health Authority recommended only allowing vendors to sell food and beverages that are pre-packaged and/or require limited food preparation, limiting the size of vendor operations, and restricting vendors from selling indoors.

Following the two seasons of the pilot on City streets, and in view of the seemingly minimal impact on neighbouring business, it is recommended to adopt a revised and permanent mobile bicycle vending program. The proposed revisions would allow vendors to be stationary, to solicit customers, to affix a small sign to their vending units, and to sell some food, non-alcoholic beverages, and local artisan crafts. Licences would be available for \$100.

PURPOSE

The purpose of this report is to provide an update about the mobile bicycle vending pilot and to recommend establishing a mobile bicycle vending program on public property.

BACKGROUND

Previous Council Direction

Following a Council member motion to develop a mobile bicycle vending program in October 2016, Council directed staff to report back with implications related to a mobile bicycle vending pilot. Council approved a staff recommendation in December 2016 to conduct a comprehensive street vending review, including consideration for other vendors such as food trucks, street entertainers, and storefront retail displays. Council approved a mobile bicycle vending pilot to start in summer 2017. In March 2018, Council renewed the pilot until December 31, 2018 with minor bylaw revisions. Council directed staff to report in the first quarter of 2019 with recommendations. Reports are attached Appendix A and B.

Pilot Uptake

9 vendors obtained a license during the pilot. The initial pilot was finalized in June 2017 which many vendors considered to be too late to set up a business and obtain a business license during the peak season. 4 vendors obtained a business license. Then, when the pilot was extended in March 2018 in advance of the peak season, 5 vendors obtained a business license. However, 5 prospective vendors considered the preliminary financial and time commitment too significant to participate in a pilot without certainty about future program opportunities.

Licensing Rules

The licensing rules were set up similar to the mobile food truck and cart vending licensing rules at special events and on private property. With one exception, these licensing rules have not changed. The Victoria Fire Department now inspects operations of any vendors using propane instead of the British Columbia Safety Authority.

Operating Rules

Under the *Street Vendors Bylaw*, a “mobile bicycle vendor” means a person who sells goods from a human-powered or electric motor-assisted bicycle or tricycle. Operating rules are contained within the *Street Vendors Bylaw*, the *Streets and Traffic Bylaw*, and the *Parks Regulation Bylaw*. The amendment bylaw is attached as Appendix C. Below is a summary of the current operating rules:

Bicycle Street Vendor Operating Rules	
<i>General</i>	Adhere to rules governing bicycles
<i>Permitted Locations</i>	Private property (with property owner permission and zoning in place) City streets and parks, except: <ul style="list-style-type: none">• Sidewalks• Multi-use pathways• Beacon Hill Park
<i>Proximity To Schools And Businesses</i>	Must remain 30 metres away from public and private schools Must remain 100 metres of restaurants, events, or concessions that sell a similar food product
<i>Stopping And Standing</i>	May stop adjacent to a portion of the curb painted yellow for 60 minutes Stop only if hailed by a customer
<i>Hours Of Operation</i>	Operate between 7 a.m. and 10 p.m.
<i>Permitted Items for Sale</i>	Flowers, food, and non-alcoholic beverages, (e.g. ice cream and popsicles, juice, tea, coffee, baked goods, pre-assembled foods, etc.)

<i>Noise</i>	May install a bell, ring bell for intervals of 20 seconds or fewer only, between 9 a.m. and 9 p.m.
<i>Bicycle Condition</i>	Maintain bicycle and clean and in good repair
<i>Decal</i>	Display vending decal on each licensed bicycle
<i>Litter And Waste Control</i>	Provide integrated waste receptacle, and recycling and compost must be separate

Feedback from Vendors and Prospective Vendors

Staff received feedback from 2 vendors and 6 prospective vendors between December 2018 and January 2019. Vendor and prospective vendor feedback is attached in Appendix D. All would like to see a permanent bicycle street vending program and have indicated that they would obtain a business license for summer 2019.

Some vendors commented about the pilot's strengths, such as an opportunity to start a new business, and low barrier entry into the market.

A few vendors suggested revisions, which include:

- Do not require customer to solicit vendor in order to stop
- Allow vendor to affix small sign to bicycle
- Allow sale of handcrafted items
- Restrict number of licenses per business
- Establish vendor storage warehouse
- Allow sale on Capital Regional District, Inner Causeway, and Ogden Point properties

Feedback from Vancouver Island Health Authority (VIHA)

VIHA is responsible for approving bicycle street vending operations to ensure that they satisfy food safety requirements.

VIHA staff suggested revisions, which include:

- Only allowing vendors to sell food and beverages that are pre-packaged and/or require limited preparation (to ensure food safety)
- Limit the size of mobile bicycle vending units, including storage and restrict setting up tables and chairs (to reduce instances of changing menus, which require new VIHA approval)
- Only allow bicycle street vendors to operate outside.

ISSUES AND ANALYSIS

The identified areas for improvement and issues are analyzed in the following section. Some revisions are suggested to create a more viable mobile bicycle vending model.

Location and Duration

A mobile bicycle vendor has few locations to stop. Vendors are allowed to sell adjacent to a portion of the curb painted yellow. Due to rules governing bicycles and mobile bicycle vendors, a vendor is prohibited from selling on roads, sidewalks, multi-use trails, and in Beacon Hill Park. Additionally vendors must also remain at a distance from schools and restaurants, events, and concessions with similar products. Given the limited spaces that a vendor can stop, it is therefore recommended to allow vendors to be stationary rather than first be solicited by a customer, which would allow the vendor to stop in safe and convenient locations to sell items and attract new customers. The vendor would move after 60 minutes to another location.

It is also recommended to allow vendors to sell products within City of Victoria parks, with the exception of Beacon Hill Park. Under the *Parks Regulation Bylaw*, a “park” includes a public park, playground, square, green, footpath, beach, road in park, and other public place that is not a street and includes Bastion Square and Centennial Square. This pilot would align with strategic actions identified in the 2017 Parks and Open Spaces Master Plan:

- 1.1.5 Identify opportunities to incorporate more support amenities such as washrooms, drinking fountains, lighting and food services at select parks.
- 3.1.4 Enable animation of Victoria’s parks and open spaces by developing a permitting process for temporary arts and culture installations and activities.

Permitted Products for Sale

Vendors are currently permitted to sell flowers, food, and non-alcoholic beverages. Due to VIHA food safety requirements, vendors are typically limited to selling food and beverages that are pre-packaged and/or do not require significant preparation. Due to operational limitations, bike vendors are not able to meet VIHA food safety requirements for more elaborate food and beverage preparation within a self-contained bicycle vending unit.

There is an opportunity to allow artisans to sell their merchandise. An artisan could mean a painter, photographer, silversmith, weaver, jeweller, candle maker, leather worker, or another artisan who resides in the Province and manufactures their own products or vends handmade products made within the Province (definition from Halifax artisan stand licence).

All previously licensed vendors sold food and non-alcoholic beverages; none sold flowers.

Size Limitations

Currently there are no size restrictions for bicycle vending units. VIHA proposed a size limit to prevent mobile bicycle vendors from having large vending operations that facilitate complex food preparation. Size limits would establish the dimensions of a bicycle and attached vending cart, that the vending unit be self-contained, and that a vendor may not set up table and chairs.

Signs

Currently a vendor must integrate any advertising into the bicycle. It is suggested to allow bicycles to affix a sign to their bicycle or cart to advertise their own business.

Restrict Number of Licenses for Each Business

Currently there are no restrictions on the number of licenses that a mobile bicycle vendor may purchase. A limit on the number of licenses could provide vendors with an equal chance to succeed with their sales by preventing a monopoly. Council may choose to limit the number of licences to one or not place any limits on licenses.

Financial and human resource implications

Uptake was low during the pilot and is not expected to significantly increase. There would be no significant impact on business license administration, and any additional costs would be covered by business licensing costs. Business licenses are proposed to be set at \$100.

OPTIONS AND IMPACTS

Option 1 – Permit Mobile Bicycle Vending With Proposed Revisions (*Recommended*)

Option 2 – Restrict Mobile Bicycle Vending

Option 3 – Undertake a Third Pilot with Proposed Revisions

Impacts on Strategic Plan

Option creates prosperity by promoting economic development.

Impacts to Financial Plan

Option is expected to be revenue neutral.

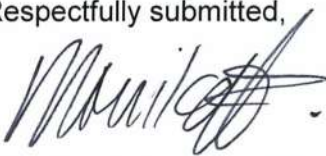
Accessibility Impact Statement

No impact on accessibility.

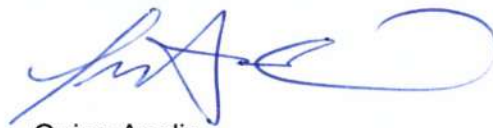
CONCLUSION

A mobile bicycle vending program would support new economic opportunities, and animate City streets, parks, and open spaces. A successful pilot and revisions based on feedback would likely lead to greater uptake of mobile bicycle vending licences. This program would build on the success of the 2016-2018 pilot.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst



Quinn Anglin
Business Ambassador



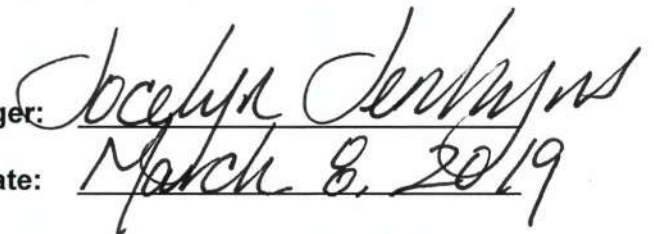
Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


March 8, 2019

Attachments

Appendix A – June 12, 2017 report

Appendix B – March 22, 2018 report

Appendix C – Mobile Bicycle Vending Miscellaneous Amendments Bylaw No. 17-073

Appendix D – Vendors Feedback



Council Report

For the Meeting of June 22, 2017

To: Council
From: Chris Coates, City Clerk
Subject: Mobile Bicycle Vending Bylaw Amendments

Date: June 12, 2017

RECOMMENDATION

That Council give First, Second and Third reading of Bylaw No. 17-073.

EXECUTIVE SUMMARY

On May 11, 2017 Council approved establishing a seasonal pilot project to permit two types of street vending; mobile bicycle vending and storefront displays, as part of a Government Street event.

Staff have developed the bylaw amendments that provide for the implementation for Council's consideration to permit mobile bicycle vending this year. The proposed requirements were developed from a variety of sources including best practises from other municipalities as well as existing City procedures for permitting mobile food vendors. In consultation with the DVBA, the Government Street event will be captured in the larger street vending pilot next year, which will test the proposed new comprehensive street vending policy and regulatory recommendations that staff are currently developing.

Staff will report back to Council in Quarter 1 of 2018, with proposed regulatory changes in advance of the second pilot, which will include lessons learned from the 2017 mobile bicycle vendor pilot.

PURPOSE

The purpose of this report is to seek Council approval of the proposed bylaw amendments to permit a pilot mobile bicycle vending project in the summer and fall 2017.

BACKGROUND

Council received a report from staff on May 11, 2017, which outlined the overall street vending work plan as well as recommended a seasonal pilot project to permit two types of street vending; mobile bicycle vending and storefront displays in the City over the summer and fall of 2017. The May 11 Committee of the Whole report is attached as Appendix A.

Council approved the recommendation and the following motion was passed:

That Council direct staff to proceed with bylaw amendments to the Street Vendor Bylaw, Streets and Traffic Bylaw and Park Regulation Bylaw to permit a seasonal pilot project in 2017 to allow bicycle food vending and storefront displays as part of a Government Street event and to report back in Quarter 1 of 2018 with street vending policy and regulatory recommendations for Council's consideration.

Over the past month, staff have developed the necessary bylaw amendments for Council's consideration, as outlined in this report and attached as Appendix B. The 2017 pilot project for mobile bicycle vending is expected to launch in early July and will complete by December 31, 2017. Lessons learned from this pilot project will be used to inform regulations for all types of food vending as well as the second pilot, planned for spring and summer of 2018.

ISSUES & ANALYSIS

Mobile Bicycle Vending

The May 11, 2017 Committee of the Whole Report, attached as Appendix A identified a proposed list of requirements that bicycle vendors would need to adhere to. These requirements have been expanded upon and refined in the bylaw amendments and include:

- Permitted Locations
- Hours of operation
- Proximity to schools and businesses
- Noise
- Advertising
- Litter and Waste Control
- Stopping and Standing

Interested vendors will also need to obtain a Business Licence. The business licence application for mobile bicycle vendors, attached as Appendix C has been modelled after the existing City process for food trucks and carts.

As an important note, contrary to what was previously indicated, a criminal record check is not included as a requirement during this pilot. A criminal record check is not currently required for other mobile vendors (i.e. food carts and trucks) and processing times would likely impede vendor's ability to participate in the pilot. This requirement will be included in the larger review for consideration.

The above requirements were developed from a variety of sources including experience from other municipalities including Vancouver, Halifax, Toronto, and Mississauga as well as existing City procedures for permitting mobile food vendors.

Storefront Displays

In consultation with the DVBA, the Government Street event will be captured in the 2018 street vending pilot, to allow sufficient time for merchants and the DVBA to organize the event.

Next Steps

Staff are currently developing a resource document that would be provided to mobile bicycle vendors, similar to the City of Seattle's Mobile Food Vending Permit information sheet, attached as Appendix D. This user-friendly guide will provide vendors with all the information they require to operate in the City, including step-by-step instructions on how to apply for a business licence.

OPTIONS & IMPACTS

Option 1 – Give First, Second and Third readings to the proposed Bylaw (Recommended).

Option 2- Council may identify further amendments or considerations to be included in the bylaw amendments.

2015 – 2018 Strategic Plan

This proposed work is consistent with Strategic Plan Objectives of "Create Prosperity Through Economic Development" and "Enhance and Steward Public Spaces, Green Spaces and Food Systems".

Impacts to Financial Plan

This project has been included in the 2017 Key Initiatives plan and no additional resources are needed for this work.

Official Community Plan Consistency Statement

Section 8: Placemaking describes several broad objectives that are relevant to this project, including:

8 (h) That the public realm is animated through street life and festivals, celebrations and special events.

CONCLUSIONS

This pilot will provide useful experience to assess the impacts of bicycle vending prior to Council considering a more permanent regime. The lessons learned from the pilot project will be used to inform regulations for all types of food vending as well as the second pilot, which is planned for spring and summer of 2018.

Respectfully submitted,



Shannon Jamison
Legislative Planning Analyst



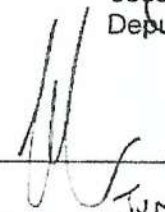
Chris Coates
City Clerk



Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


June 16, 2017

List of Attachments

- Attachment A – May 11, 2017 Committee of the Whole Street Vending
- Attachment B – Mobile Bicycle Vending Miscellaneous Amendments Bylaw, 2017
- Attachment C – Business Licence Application form for Mobile Bicycle Vendors
- Attachment D - Example City of Seattle Information Sheet for Mobile Vendors



Committee of the Whole Report For the Meeting of May 11, 2017

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Street Vending Review Project

Date: May 5, 2017

RECOMMENDATION

That Council direct staff to proceed with bylaw amendments to the Street Vendor Bylaw, Streets and Traffic Bylaw and Park Regulation Bylaw to permit a seasonal pilot project in 2017 to allow bicycle food vending and storefront displays as part of a Government Street event and to report back in Quarter 1 of 2018 with street vending policy and regulatory recommendations for Council's consideration.

EXECUTIVE SUMMARY

Street vendors such as musicians, food sellers and buskers can animate public spaces, contribute to the local economy and create a sense of place. To better align with the objectives of the 2015-2018 Strategic Plan, in December 2016, Council directed staff to conduct a comprehensive review of street vending in the City of Victoria.

The intended outcomes of the street vending review are to:

- Develop a set of policies for street vending in the City of Victoria;
- Modernize the existing Street Vendors Bylaw to allow for a greater variety of vending options (e.g. food trucks, bicycle vending); and,
- Amend additional City bylaws as needed, to expand permitted street vending locations.

To undertake this review comprehensively is expected to take approximately eighteen months and includes five phases:

1. Background research and analysis (Spring - Summer 2017);
2. Phase 1 Pilot – bicycle vending and sidewalk displays (Spring - Fall 2017);
3. Policy and regulatory development (Fall 2017 - Winter 2018);
4. Phase 2 Pilot – proposed policy and regulatory changes (Spring - Summer 2018); and,
5. Policy and bylaw refinement and adoption (Fall 2018).

In response to the two original Council Motions regarding bicycle vending and street sales, interim measures for the 2017 tourist season to permit bicycle food vending and sidewalk displays as part of a Government Street event are proposed through a seasonal pilot project. Amendments to three existing bylaws, the Street Vendors Bylaw, Parks Regulation Bylaw and Streets and Traffic Bylaw would be required to allow the pilot to proceed.

Should Council wish to proceed with the Pilot Project, staff would report back to Council in Quarter 1 of 2018 on that along with the more fulsome review of street vending in the City with a

comprehensive set of proposed street vending policy and regulatory recommendations for Council to consider.

PURPOSE

The purpose of this report is to seek Council approval to proceed with a seasonal pilot project over the summer and fall of 2017 to permit bicycle food vending and storefront sidewalk displays as part of a Government Street event. This report also provides details on the overall street review work plan.

BACKGROUND

High-quality street vending can bring to the community. Street vendors, including buskers, food sellers and artists can enliven public spaces, strengthen community identity, encourage social interaction and spur economic development and vibrancy.

Previous Council Direction

In October and November 2016, two Council member reports attached as Appendices A and B related to street vending were considered by Council resulting in the following motions:

1. That Council approve the addition of the following 2017 Action to the Strategic Plan: Consolidate and update the Street Vendors Bylaw to permit the licensing operations and regulation of responsible bicycle street vending in the City of Victoria.
2. That Council direct staff to report back at the next Quarterly Update on the implications of amending the Street Vendors Bylaw to accommodate downtown merchants to sell wares directly in front of their stores.

The intention behind the above motions was to permit ice cream bicycle vending and storefront displays as a component of larger City events such as Car Free YYJ and a pedestrianization pilot project on Government Street, which proposes to close sections of Government Street to vehicles on a re-occurring basis.

In December 2016, during the Quarterly Update presentation, Council approved a staff recommendation to conduct a full review of street vending in 2017. This report outlines the work plan for this review and provides recommendations specific to the original Council direction regarding street vending.

Street Vending Definition

Street vending includes the selling of goods and services on City-owned property, primarily on the street or sidewalk and often with the use of a mobile structure. Street vendors can be stationary and occupy space on a temporary, seasonal or permanent basis or can be mobile and move from place to place carrying their products in carts, bicycles and trucks with no fixed destination.

Types of vending can include:

- Food vending (e.g. food trucks, carts and bikes)
- Street entertainment (e.g. musicians, performance artists)
- Non-food vending (e.g. sports rentals, newspapers, artwork, flowers)
- Sidewalk displays (e.g. displaying merchandise outside a storefront)
- Peddlers (e.g. door to door salespeople)

Street Vending Examples



Figure 1: Permanent Food Truck 'Pod' on Private Property



Figure 2: Mobile Food Cart attending a Special Event



Figure 3: Street Entertainer - Chalk Artist



Figure 4: Permanent Storefront Sidewalk Display



Figure 5: Newspaper Hawker



Figure 6: Bicycle Vendor - Non-food

Existing Regulatory and Policy Context

Council Policy

In 2011, Council adopted a *Guiding Principles for the Use of Public Space* policy, attached as Appendix C, which provides a set of principles that can be used to guide decisions regarding the use of public space for commercial activity. Guiding principles include ensuring consistency with applicable bylaws, charging fair market value for the use of space and maintaining public safety and mobility. No policy or framework exists specific to street vending.

Street Vending Bylaw

The Street Vending bylaw was adopted in 1989 and has been the primary mechanism for regulating street vendors in the City of Victoria. The bylaw designates approved vending locations, the number of annual licences available, hours of operation, time of year and acceptable cart dimensions. The bylaw also includes regulations for street entertainers as well as peddlers. Over the last two decades, multiple amendments have been made to the bylaw, described in the table below.

Table 1 Street Vendor Bylaw Amendments

Year	Amendment
1992	Bastion Square and the 700 block of Yates Street were added as designated vending locations, bringing the total number of licences available per year to 13.
1993	Provisions for street entertainers were added.
1994	Stipulations on the time and locations when carts must be active were revised. Automatic renewal of licences for established vendors was permitted.
1995	The use of amplification by street entertainers was prohibited.
1996	Licences were reduced to a total of 11 per year.
2001	Ticket vendor structures were eliminated. Tourism Victoria's mobile commercial advertising cart was re-instated and then again repealed.
2006	A vending location at Reeson Park was added, bringing the total number of annual licences available to 12.
2010	Ticketing penalties were standardized across multiple City bylaws and fees were increased for street entertainers.
2012	Street entertainers were permitted to sell recordings or copies of their performance or work.
2014	Additional stipulations for newspaper hawkers were added.

The Parks Regulation Bylaw and Streets and Traffic Bylaw also place restrictions on street vending locations:

Parks Regulation Bylaw

Commercial activity is prohibited in all City Parks, unless approved by the Director of Parks, Recreation and Facilities.

Streets and Traffic Bylaw

Commercial goods, merchandise or any other articles of trade or commerce are not permitted in the street "longer than is reasonably necessary to deliver them expeditiously or to remove them into a vehicle."

Street Vending Status in Victoria

Street Food Vendors, including bicycle vending: The food vending program was originally introduced in the 1980's. Three mobile food vendors are currently operating at designated locations on City-owned property. No new food vendors, including food trucks, carts and bicycles have been permitted to operate on City-owned property, except through a special event permit, as part of a larger event or festival. Food vending on private property is permitted if the vendor has a valid City business licence, the property is zoned for food services and they have secured the written approval of the property owner.

Non-Food Vendors: The only type of non-food vending currently permitted under the Street Vendor Bylaw is newspaper hawkers. There are currently thirty-five licenced newspaper hawkers in Victoria.

Street Entertainers: There are no limits to the number of busking licences available in the City of Victoria. Approximately 500 busker licences are sold annually, which has remained largely unchanged for the last 5 years. A suite of existing regulations govern the conduct of street entertainers.

Storefront Sidewalk Displays: A small portion of existing sidewalk displays are permitted under the Street Vendor Bylaw, if fresh produce is sold and no more than 1/5 of the sidewalk is used. As well, some existing displays are within the property line of the business and are not regulated under the Street Vending Bylaw. A large number of existing sidewalk displays on public property are not in compliance with current regulations, as they are either selling non-permitted goods or extend beyond the allowable sidewalk width.

In addition, some sidewalk displays have been accommodated under a special event permit, if certain conditions are met. Standalone sidewalk display sales (i.e. individual business) or events (i.e. downtown-business block party) where the primary purpose is economic activity are not currently permitted by the City. A more detailed analysis, including recommendations are included in the Issues and Analysis section of this report.

Peddlers: The Street Vendor Bylaw outlines regulations for peddlers (i.e. door-to-door salespeople). The program has been phased out due to lack of demand and no new licences have been issued.

The Greater Victoria Harbour Authority (GVHA) also manages a vending program for street food, artists, and buskers along the Inner Harbour Causeway. The GVHA will be undertaking a review of their vending and busking programs this year and has indicated a willingness to collaborate and coordinate with the City.

ISSUES & ANALYSIS

Growing Demand for Street Vending

Interest in street vending is on the rise. Community feedback gathered through current planning initiatives, including Visual Victoria, the Parks and Open Spaces Master Plan and Local Area Planning in the Vic West, Burnside and Fairfield/Gonzales suggests that residents are seeking dynamic and diverse public spaces, with increased opportunities for commercial activity. Requests for additional mobile food options in neighbourhoods and parks is especially common.

Entrepreneurs are also increasingly interested in opening a mobile food vending business. The number of licenced street food vendors in the City has increased by approximately 800% since 2009. Frontline staff with business licencing and at the Business Hub indicate that mobile food

vending on City-owned property is the number one inquiry received, especially in the lead up to the summer season.

Proposed 2017 Seasonal Pilot

In response to the two original Council Motions, interim measures to enable bicycle food vending and storefront sidewalk displays over the summer 2017 season are identified for Council's consideration.

1. Storefront Displays

In consultation with City staff and the Downtown Victoria Business Association the following existing City processes could be used to accommodate storefront sidewalk displays for Car Free YYJ and a potential pedestrianization pilot on Government Street.

Special Event Permit

Car Free YYJ is considered a special event as the primary purpose of the event is to be engaging and accessible to the community and non-commercial. Established businesses within the event permit area along Douglas Street interested in a storefront display are considered event vendors and are listed on the special event application along with other vendors. Vendors are pre-approved by the event organizer (i.e. DVBA). Event vendors often pay fees to the event organizer to help cover event costs and provide goods in support of the event (e.g. beverages for a marathon).

Licence Agreement

The Downtown Victoria Business Association has indicated that the purpose of the potential pedestrianization pilot of Government Street is primarily as an economic generator for businesses along the street. Therefore, this event would not qualify for a special event permit. If Council wishes, a licence agreement between the DVBA and the City of Victoria could be created, which would specify terms and conditions, including vender requirements, times, locations and fees.

The conditions of the agreement would be informed by the *Guiding Principles for the Use of Public Space* policy. Alternatively, the DVBA could propose an event that is primarily focused on community benefit, with sidewalk displays as a secondary element. Staff could then consider issuing a special event permit.

The DVBA has indicated that a summer-fall 2017 pilot on Government Street may not be feasible, given the time commitment and resources necessary to plan a project of this size. Staff have allowed for flexibility, with the option to include the Government Street project in either the 2017 or spring 2018 pilot.

2. Bicycle Food Vending

Staff met with both individuals, who had previously written to Council requesting amendments to the existing bylaw to allow the selling of ice cream by bicycle. One individual isn't in a position to launch their business this summer but is excited that the City is undertaking a comprehensive review of street vending and is eager to participate in the process. The second vendor has indicated they are ready to launch their business this year.

Staff are recommending a summer-fall 2017 seasonal pilot to allow bicycle food vending. Three existing City Bylaws: Parks Regulation, Streets and Traffic and the Street Vendor Bylaw require amendment prior to commencing the pilot. This pilot will provide some degree of experience to assess the impacts of bicycle vending prior to Council considering a more permanent regime. Lessons learned from the pilot project will be used to inform regulations for all types of food vending.

Gathering information from a variety of sources including experience from other municipalities as well as existing City procedures, staff have developed a list of rules and requirements that bicycle vendors must meet, as outlined below.

Business Licence

Interested vendors would first need to obtain a Business Licence. The business licence application process for bicycle vendors has been modelled after the existing City process for food trucks and carts, attached as Appendix D. For example, vendors must provide details on their vending unit, including pictures, receive approval from the Island Health Authority and pay a licencing fee. In addition, vendors would need to supply adequate insurance coverage and be subjected to a criminal record check prior to the issuance of the business licence. The number of licences would not be capped as uptake during the pilot is expected to be low, given the timing in the year and relatively modest demand.

Fees

The proposed fee is \$100 dollars for the duration of the pilot project. This fee is in line with other municipalities, including Vancouver and Halifax and is the current fee charged by the City to food carts and trucks.

General Requirements

Bicycle vendors would need to comply with the City's Noise Bylaw as well as the stopping, standing and parking provisions of the Street and Traffic Bylaw and Motor Vehicle Act. A business licence would need to be visible and work and storage areas must be kept clean and presentable.

Permitted Vending Times and Locations

Permitted	Not Permitted
<ul style="list-style-type: none"> All City streets, including in parks for up to 30 minutes at a time. 	<ul style="list-style-type: none"> In Beacon Hill Park, based on the provisions of the Beacon Hill Park Trust of 1882 In the Inner Causeway and Ogden Point as these properties are owned by the Greater Victoria Harbour Authority Within 30 meters of grade schools on school days between 8:00 am - 5:00 pm. Stay a certain distance from restaurants that sell a similar food product (e.g. ice cream store)

The proposed 2017 seasonal pilot is one component of the larger street vending review work plan, outlined below.

Street Vending Review Work Plan

Purpose and Objective

The existing street vendor legislation requires revision to better address the public's demand for expanded street vending opportunities. The purpose of this project is to develop a set of policies and regulations for street vending in the City, which balances the desire for increased street vending opportunities on public property while ensuring that public spaces remain open, accessible and beneficial for the whole community. Mobile food vending is expected to be a key focus area of this review.

Timeline and Process

The project is expected to take approximately 18 months and will include several phases. This timeline has been developed based on similar projects in the City of Victoria as well as in consultation with other jurisdictions in Canada who have recently undergone a comprehensive review of their street vending program.

Phase 1: Background Research and Analysis (Spring-Summer 2017)

- Review existing City of Victoria bylaws and practices related to street vending;
- Review current best practices and legislation in other Canadian and North American cities to determine how street vending issues were addressed;
- Identify key considerations, challenges and opportunities for street vending; and,
- Conduct targeted stakeholder consultation (i.e. focus groups, surveys, one-one-one interviews, establish a working group).

Phase 2: Phase 1 Pilot – Bicycle Vending and Sidewalk Displays (Summer-Fall 2017)

- Amend relevant City bylaws to permit a pilot of bicycle vending and sidewalk displays during the 2017 tourist season.

Phase 3: Policy and Regulatory Development (Fall 2017-Winter 2018)

- Based on information gathered in Phase 1 and 2, staff would develop a series of proposed policy recommendations as well as bylaw revisions and amendments to share with Council for consideration.

Phase 4: Seasonal Pilot (Spring-Summer 2018)

- A seasonal pilot program would be launched to test policy and regulatory recommendations, allowing residents and business owners an opportunity to experience the proposed changes and provide feedback in advance of any final decisions.

Phase 5: Final Policy and Bylaw Amendments (Spring 2018)

- Based on the feedback received, staff would revise the policy and proposed bylaw amendments for approval from Council.

OPTIONS AND IMPACTS

Option 1 – Proceed with the street vending review as outlined in this report (Recommended)

1. Direct staff to proceed with bylaw amendments to the Street Vendor Bylaw, Streets and Traffic Bylaw and Park Regulation Bylaw to permit a seasonal pilot project to enable bicycle vending and storefront displays, as part of a larger event.
2. Direct staff to report back in Quarter 1 of 2018 with street vending policy and regulatory recommendations for Council approval

Option 2- Council may identify further amendments or considerations to be included in the street vendor review project.

2015 – 2018 Strategic Plan

This proposed work is consistent with Strategic Plan Objectives of "Create Prosperity Through Economic Development" and "Enhance and Steward Public Spaces, Green Spaces and Food Systems".

Impacts to Financial Plan

This project has been included in the 2017 Key Initiatives plan and no additional resources are needed for this work.

Official Community Plan Consistency Statement

Section 8: Placemaking describes several broad objectives that are relevant to this project, including:

8 (h) That the public realm is animated through street life and festivals, celebrations and special events.

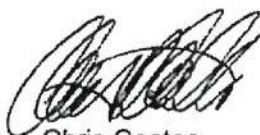
CONCLUSIONS

Undertaking a comprehensive review of street vending will help the City of Victoria to better address increasing public demand for a variety of street vending opportunities. This project will result in the development of clear and transparent guidelines and a modernized user-friendly bylaw to guide a wide spectrum of street vending activities in the City.

Respectfully submitted,



Shannon Jamison
Legislative Planning Analyst



Chris Coates
City Clerk



Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:



Date: May 5, 2017

List of Attachments:

- Appendix A: October 13, 2016 Council Motion Bicycle Street Vending
- Appendix B: November 3, 2016 Council Motion Street Vendors Bylaw
- Appendix C: Guiding Principles for the Use of Public Space policy
- Appendix D: Business Licence Requirements for Food Truck/Cart Operators

NO. 17-073

Mobile Bicycle Vending Miscellaneous Amendments Bylaw, 2017

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Streets and Traffic Bylaw, Parks Regulation Bylaw and Street Vendors Bylaw to regulate mobile bicycle vendors and the use of public space.

Under its statutory powers, including sections 8(3) (b) and (h), and sections 36, 46 and 62 of the *Community Charter*, the Council of The Corporation of the City of Victoria enacts the following provisions:

Title

1. This Bylaw may be cited as the "Mobile Bicycle Vending Miscellaneous Amendments Bylaw, 2017."

Streets and Traffic Bylaw

2. Bylaw No. 09-79 the Streets and Traffic Bylaw, is amended as follows:

- a. By adding the following new subsection (3) to section 87:
"(3) Despite subsection (j) (IV) a mobile bicycle vendor is permitted to sell products as defined in Schedule A attached to the Bylaw."
- b. By adding the following new subsection (c) to section 90
"(c) Despite section 90 (a) and (b) a mobile bicycle vendor may stop on a yellow curb within 6 m of a legal parking or loading space for a maximum of 30 minutes, unless otherwise restricted by a traffic order under the Streets and Traffic Bylaw."
- c. By renumbering section 100 as 100(a) and adding the following new subsection (b) to section 100. "(b) Despite section 100 a mobile bicycle vendor may sell commercial goods on the street as defined in Schedule A attached to this Bylaw."

Street Vendors Bylaw

3. Bylaw No. 89-72, the Street Vendors Bylaw is amended as follows:

- a. By adding the following definition after "peddler" in section 2:
"mobile bicycle vendor" means a person who sells goods from a human-powered or electric motor-assisted bicycle or tricycle.
- b. By adding the following subsection (3) to section 25
"(3) Despite section 25 (1) (2) a mobile bicycle vendor may sell goods on City streets and in parks, except in Beacon Hill Park and on multi-use pathways within the City of Victoria."
- c. By adding the following subsection (1) to section 27
"(1) Despite section 27, a bicycle vendor may only sell goods permitted in Schedule A."

Parks Regulation Bylaw

4. Bylaw No. 07-059, the Parks Regulation Bylaw is amended as follows:
 - a. By renumbering section 8 as 8 (1) and adding the following subsection (2) to section 8

"(a) Despite section 8, a mobile bicycle vendor may sell permitted goods in a park as described in Schedule A."

5. Period of Applicability

The provisions of this bylaw shall be in effect from the date of adoption until December 31, 2017.

6. General Conditions

A mobile bicycle vendor must comply with the conditions set out in Schedule A of this Bylaw.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Adopted this	day of	2017

CITY CLERK

MAYOR

Schedule A

CONDITIONS

General Conditions

A bicycle vendor shall:

1. Display a vending decal on each licenced bicycle. The decal is non-transferable.
2. Only sell permitted products, including flowers, food and non-alcoholic beverages.
3. Operate only on City streets and parks, except Beacon Hill Park and on designated multi-use pathways within the City of Victoria.
4. Bicycle vendors must remain 100 metres away from restaurants, events or concessions that sell a similar product.
5. Bicycle vendors must remain 30 metres away from a public or private school.
6. Operate between 7 a.m. – 10 p.m only.
7. Maintain their bicycles and keep them clean and in good repair.
8. Advertise only for their business. Advertising must be integrated into the bike.
9. Install a bicycle bell, if desired but only ring the bell for intervals of 20 seconds or fewer.
10. Provide an integrated waste receptacle. Recycling and compost must be separated from garbage, either as part of the bicycle design or at the vendor's base of operations.
11. Stop, only if hailed by a customer first.
12. Comply with all applicable bylaws, including *Streets and Traffic, Park Regulation, Noise* and the *Motor Vehicle Act*.



BICYCLE VENDING APPLICATION

City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

For information, or assistance completing this form, please contact the Business Licensing Department at 250.361.0572 ext.1 or by email at businesslicence@victoria.ca

IMPORTANT: Application must be completed in full, accompanied by appropriate documentation. Incomplete forms will not be processed. Completion of this application does not guarantee approval of application. Approved licences will be issued only upon receipt of payment of the business licence fee. The fee for this licence is \$100 effective July 1st – December 31st, 2017. Conducting business without a valid licence is an offence for which penalties are prescribed. The minimum penalty is a fine of \$250 per day for each day that the offence continues, pursuant to Sec. 4 of the Business Licence Bylaw. **Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested.**

PART A: APPLICATION

Business Name: _____

Home Address: _____ Victoria, BC Postal Code: _____

Phone: _____ Email: _____ Cellular: _____

Owner (1) Name: _____

Owner (2) Name: _____

Limited / Incorporated Company Name: _____

Inc. documents to be provided with application

List products that will be sold: _____

DOCUMENTS REQUIRED: (photocopies accepted)

Checklist

- ☐ Photographs of bicycle
- ☐ Proof of Valid Liability Insurance not less than \$2,000,000
- ☐ Valid Island Health Approval and/or Permit
- ☐ Valid Government issued Photo ID
- ☐ If using propane you will need to obtain a Certificate of Inspection from British Columbia Safety Authority and complete an inspection with the Victoria Fire Department

PART B: APPLICANT INFORMATION

Applicant / Representative Name: _____

Applicant / Representative Signature: _____ Date Signed: ____/____/____

Important: In providing this information, you have consented to its use for the above-mentioned purpose and declare that all the information provided herein is correct. Applicant has read and agrees to comply with the stated regulations and requirements of the Bicycle Vendors Conditions included in Schedule A. I am aware that failure to comply with City Bylaws could result in my licence being suspended or cancel.



**Seattle
Department of
Transportation**

Seattle Department of Transportation
700 Fifth Avenue, Suite 2300 | P.O. Box 34596
Seattle, Washington 98121-4996
(206) 684-5253 | SDOTPermits@seattle.gov

CLIENT ASSISTANCE MEMO

2509

SEATTLE PERMITS - Part of a multi-departmental City of Seattle series on getting a permit

www.seattle.gov/transportation

MOBILE FOOD VENDING PERMITS

This Client Assistance Memo (CAM) summarizes the rules and process for obtaining a mobile food unit vending permit. This CAM addresses mobile vendors such as:

- Ice cream trucks; or
- Non-motorized food carts; or
- Similar mobile units

For information on stationary-food-vehicle vending in a designated curb space Food Vehicle Zone refer to CAM 2507, for Stadium and Event Center Vending refer to CAM 2508, or for Temporary Curb Space Vending refer to CAM 2511.

MOBILE FOOD VENDING PERMITS

- Vending from a mobile vending unit is allowed on public streets, sidewalks and plazas with a valid Street Use vending permit.
- Mobile vendors may sell flowers and food and beverages that are exempt from the food-establishment permit requirement of the King County Board of Health.
- Products other than food, non-alcoholic beverages and flowers are not allowed to be vended in the right-of-way.
- This type of Street Use permit is valid for one year.

A. LOCATION AND ROUTE

1. **Route.** To vend out of a mobile unit, a vendor must find a route that meets all setback requirements (at the designated points the vendor will stop to vend). Mobile vending is prohibited:

- Within 50 feet of any public park;
- Within 1,000 feet of any public or private school containing any class - kindergarten through 12th grade;
- Within 50 feet of any food-service business;

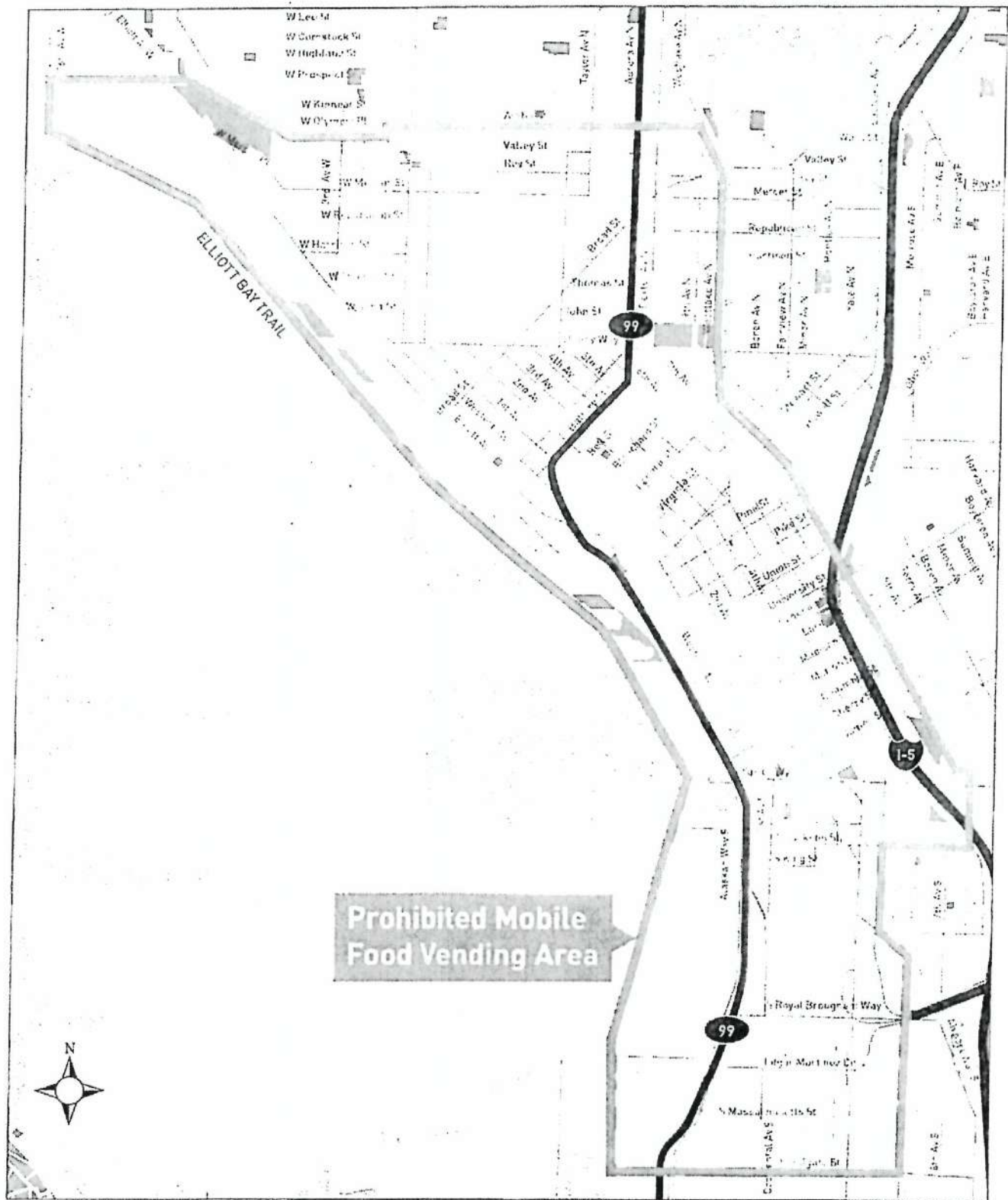


2. **No Vending Zones.** Mobile food vending is prohibited within the greater downtown and university district boundaries shown on maps on the following pages.

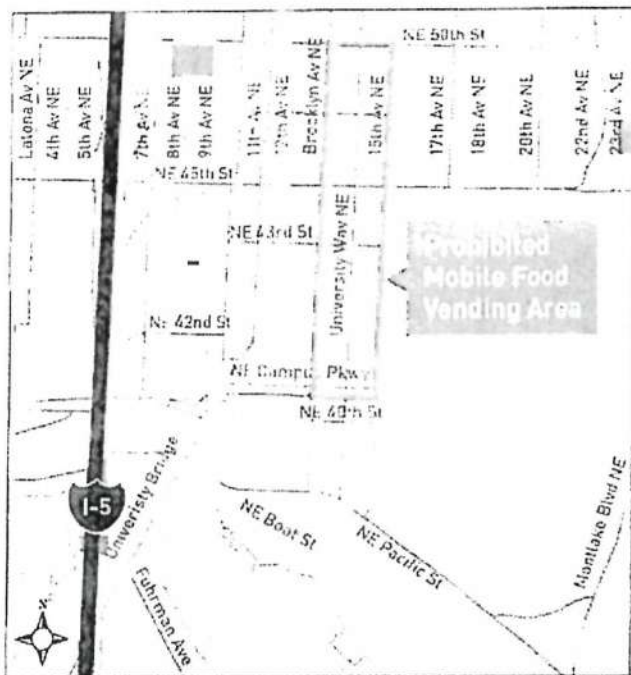
Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/stuse_home.htm. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

PROHIBITED MOBILE FOOD VENDING AREA - GREATER DOWNTOWN



PROHIBITED MOBILE FOOD VENDING AREA - UNIVERSITY DISTRICT



3. **Clear Pedestrian Zone.** A clear pedestrian zone at least five feet wide and linear pedestrian visual corridor at least 3 wide must be maintained at all times on the sidewalk adjacent to the food cart. The pedestrian zone is measured from the outside edge of the mobile vending unit to the nearest obstruction; for example, a tree pit, parking pay station, bike rack, sign post, or other similar object. If no obstruction exists, the pedestrian zone is measured to the back of the curb. See diagram A at the end of this CAM.

Free-standing umbrellas or canopies, A-frame signs, portable signs, planters, seating or any other objects are not allowed to be placed in the right-of-way associated with a mobile food vending unit. Umbrellas attached to a cart must have a vertical clearance of 8-feet.

4. **Setbacks.** In addition to the zone restrictions described above, the following setbacks are required and must be maintained at each vending location:
 - 3 feet from the front of the curb for vending carts on the sidewalk;

- 5 feet from alleys, driveways, transit-zone areas, disabled-person parking zones, food-vehicle zones, and commercial loading zones;
- 5 feet from curb ramps, parking meters or parking pay stations, traffic signs, SDOT and utility poles, fire hydrants, bike racks, and other street fixtures;
- 10 feet along the curb line from the point where the radius of the corner-curb area intersects the curb line (see Diagram B);
- 15 feet from any business entrance or exit.

B. ALLOWABLE TYPES OF FOOD

Food vended from a mobile vending unit must be King County health-permit exempt. Documentation of King County approval of exemption is required. The following are examples of exemption-eligible food products:

- Popcorn (including kettle corn)
- Ice cream
- Cotton candy
- Machine-crushed ice drinks (aka "slushies," in which premix is frozen within and dispensed from an enclosed machine)
- Corn on the cob (Prepared for immediate service. Butter, shake-on spices or commercial mayonnaise in squeeze bottle OK.)
- Roasted nuts, roasted peanuts (including candy-coated)
- Ready-to-eat food, that is not potentially hazardous, produced in a licensed food establishment or food processing plant (such as premixed soda pop, powdered creamer, pretzels, cookies, doughnuts, cake, or meat jerky) that are served without direct hand contact, with limited portioning, directly onto or into sanitary single-use articles or single-service articles from the original package
- Hot beverages (such as coffee, hot tea, or hot apple cider)

For more information on health-permit exempt food, please visit King County Public Health's website at www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/exemptions.aspx, or call them at (206) 296-4600.



Committee of the Whole Report

For the Meeting of March 22, 2018

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Street Vending Review Project

Date: March 12, 2017

RECOMMENDATION

That Council:

1. Direct staff to proceed with bylaw amendments to the Street Vendor Bylaw, Streets and Traffic Bylaw and Park Regulation Bylaw to permit a seasonal pilot project to enable bicycle vending from May 1 to December 31, 2018.
2. Direct staff to report back in Quarter 1 of 2019 with street vending policy and regulatory recommendations for Council approval.

EXECUTIVE SUMMARY

Council approved a seasonal pilot project for 2017 to permit bicycle street vendors to operate in the City. The Bylaw changes were adopted at the beginning of July 2017. The Committee of the Whole Report addressing this that was considered in May 2017 is attached as Appendix A and the adopted bylaw amendments are attached as Appendix B.

The uptake on business licenses for the Pilot was very low. Only three vendors obtained Licenses. In a follow up to stakeholders in the fall of 2017, the feedback from the operators and prospective operators generally identified interest in participating further and provided some suggestions on regulatory modifications. Subsequently, staff have received a number of enquiries on next steps in the last few weeks from prospective operators. A further outreach to interested operators has provided more feedback, again expressing interest in participating and no clear impediments. In addition, staff touched base with the Downtown Victoria Business Association who indicated that they have some degree of concern about the lack of experiential knowledge gained from the low uptake and the ongoing concern about the impacts mobile vendors could have on existing storefront businesses. DVB is supportive of an extension to the Pilot to gain more insight into issues.

In view of the limited experience with the regulations and the associated impacts from the operations, it is difficult for staff to suggest anything more than an extension of the Pilot be approved, but for a longer period than last year, to better assess the longer term impacts from both a transportation and business impacts perspective. In addition, the balance of the work approved by Council last year has been held off pending the discussion on the mobile vending component.

PURPOSE

The purpose of this report is to update Council on the bicycle street vending pilot program approved for the summer of 2017 and seek Council direction on the next steps.

BACKGROUND

Prior to the Pilot established for bicycle vendors on the street and in park areas, the opportunities for this activity in public spaces resulted in the case of special events.

The seasonal bicycle street vending pilot was initiated in July 2017. Leading up to the Pilot, there were a number of interested vendors. Ultimately only three licenses were obtained, resulting in limited experience with the regulations and the impacts of these operations.

ISSUES & ANALYSIS

The requirements that were established on the operations for the Pilot in 2017 were:

Business Licence

Interested vendors would first need to obtain a Business Licence. The business licence application process for bicycle vendors has been modelled after the existing City process for food trucks and carts. For example, vendors must provide details on their vending unit, including pictures, receive approval from the Island Health Authority and pay a licencing fee. In addition, vendors would need to supply adequate insurance coverage and be subjected to a criminal record check prior to the issuance of the business licence. The number of licences would not be capped as uptake during the pilot is expected to be relatively low.

Fees

The license fee is \$100 dollars for the duration of the pilot project. This fee is in line with other municipalities, including Vancouver and Halifax and is the current fee charged to food carts and trucks.

General Conditions

A bicycle vendor shall:

1. Display a vending decal on each licenced bicycle. The decal is non-transferable.
2. Only sell permitted products, including flowers, food and non-alcoholic beverages.
3. Operate only on City streets and parks, except Beacon Hill Park and on designated multi-use pathways within the City of Victoria.
4. Bicycle vendors must remain 100 metres away from restaurants, events or concessions that sell a similar product.
5. Bicycle vendors must remain 30 metres away from a public or private school.
6. Operate between 7 a.m. – 10 p.m. only.
7. Maintain their bicycles and keep them clean and in good repair.
8. Advertise only for their business. Advertising must be integrated into the bike.
9. Install a bicycle bell, if desired but only ring the bell for intervals of 20 seconds or fewer, and only between the hours of 9 a.m. – 9 p.m.
10. Provide an integrated waste receptacle. Recycling and compost must be separated from garbage, either as part of the bicycle design or at the vendor's base of operations.
11. Stop, only if hailed by a customer first.
12. Comply with all applicable bylaws, including *Streets and Traffic, Park Regulation, Noise* and the *Motor Vehicle Act*.

Stakeholder Feedback

Five vendors shared their feedback on the summer pilot. All respondents stated they would like the program to continue. Feedback around areas for improvement included requests to:

- Provide dedicated bicycle storage facilities Extend maximum standing time from 30 minutes to one hour
- Permit vendors on bicycle paths (Galloping Goose), and
- Allow some types of amplified sound

Further outreach with potential operators was undertaken over the last few weeks to inform recommendations to Council. Vendors who had expressed interest in the summer pilot were invited to provide feedback on the future of the program. Seven people provided input.

Two vendors had participated in the summer pilot, four were aware of the pilot but didn't participate (mainly because their business operations were not in place i.e. license or equipment) and one person was not aware of the pilot.

When asked about the strengths of the pilot, responses were:

- Quick turnaround on application process
- Creates new opportunities for entrepreneurs
- Provides a needed service to Victoria residents and tourists

When asked about areas of improvement for the program, responses were:

- Greater public outreach to allow vendors to prepare to take advantage of the opportunity
- Allow vendors to solicit sales more proactively
- Extend 30 minute standing time (short window restricts potential sales)
- Permit extended standing time for sales in parks and around beaches
- Extend pilot to CRD, GVHA property and allow sales near events (Inability to use CRD or GVHA property and restrictions around proximity to events prevents vendors from going to where the people are)

Five respondents said they would participate in a future pilot program, one stated they wouldn't participate and one stated they might participate (contingent on the cost of the investment).

Analysis of Feedback

Some of the feedback from operators and prospective operators involve issues outside of the City's authority such as cart storage and promotion which would be considered granting assistance to business As well as the issue locating on CRD and GVHA property for which the City has no authority over.

In terms of the operational issues raised, staff are not recommending any changes to the terms for a further pilot, changes to the operational requirements based on the feedback could be considered. It is not clear what implications of the changes would have particularly from an increase to the standing time of 30 minutes from a traffic perspective. Changes could be implemented to reflect the issues noted in the feedback relative to the regulations in the Bylaw.

OPTIONS AND IMPACTS

Option 1 – Proceed with 2018 Pilot Program for Bicycle Street (Recommended)

3. Direct staff to proceed with bylaw amendments to the Street Vendor Bylaw, Streets and Traffic Bylaw and Park Regulation Bylaw to permit a seasonal pilot project to enable bicycle vending from may 1 to December 31, 2018.
4. Direct staff to report back in Quarter 1 of 2019 with street vending policy and regulatory recommendations for Council approval

Option 2- Identify Regulatory Amendments based on Feedback.

Council could provide direction to change regulations pertaining to:

- standing time of 30 minutes,
- permit proactive solicitation, and;
- allow amplified sound to be generated

2015 – 2018 Strategic Plan

This proposed work is consistent with Strategic Plan Objectives of "Create Prosperity Through Economic Development" and "Enhance and Steward Public Spaces, Green Spaces and Food Systems".

Impacts to Financial Plan

This project has been included in the 2018 Key Initiatives plan and no additional resources are needed for this work.

Official Community Plan Consistency Statement

Section 8: Placemaking describes several broad objectives that are relevant to this project, including:

8 (h) That the public realm is animated through street life and festivals, celebrations and special events.

CONCLUSIONS

A further extension of the Pilot for this year, for a longer duration with an anticipated increase in uptake will help to further identify what if any impacts these vendors have and the better inform long term regulations the City can consider.

Respectfully submitted,



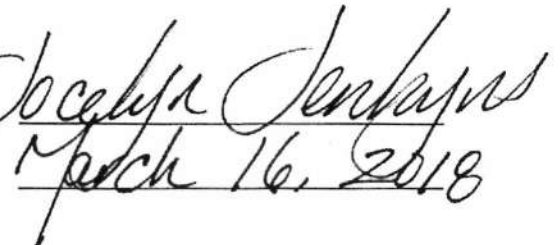
Quinn Anglin
Business Ambassador



Chris Coates
City Clerk

Report accepted and recommended by the City Manager:

Date:


March 16, 2018

List of Attachments

Appendix A: May 11, 2017 Committee of the Whole Report

Appendix B: Mobile Bicycle Vending Miscellaneous Amendments Bylaw No. 17-073

NO. 17-073

Mobile Bicycle Vending Miscellaneous Amendments Bylaw, 2017

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Streets and Traffic Bylaw, Parks Regulation Bylaw and Street Vendors Bylaw to regulate mobile bicycle vendors and the use of public space.

Under its statutory powers, including sections 8(3) (b) and (h), and sections 36, 46 and 62 of the *Community Charter*, the Council of The Corporation of the City of Victoria enacts the following provisions:

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"(3) Despite subsection (j) (IV) a mobile bicycle vendor is permitted to sell products as defined in Schedule A attached to the Bylaw."
 - b. By adding the following new subsection (c) to section 90
"(c) Despite section 90 (a) and (b) a mobile bicycle vendor may stop on a yellow curb within 6 m of a legal parking or loading space for a maximum of 30 minutes, unless otherwise restricted by a traffic order under the Streets and Traffic Bylaw."
 - c. By renumbering section 100 as 100(a) and adding the following new subsection (b) to section 100. "(b) Despite section 100 a mobile bicycle vendor may sell commercial goods on the street as defined in Schedule A attached to this Bylaw."

Street Vendors Bylaw

3. Bylaw No. 89-72, the Street Vendors Bylaw is amended as follows:
 - a. By adding the following definition after "peddler" in section 2:
"mobile bicycle vendor" means a person who sells goods from a human-powered or electric motor-assisted bicycle or tricycle.
 - b. By adding the following subsection (3) to section 25
"(3) Despite section 25 (1) (2) a mobile bicycle vendor may sell goods on City streets and in parks, except in Beacon Hill Park and on multi-use pathways within the City of Victoria."
 - c. By adding the following subsection (1) to section 27
"(1) Despite section 27, a bicycle vendor may only sell goods permitted in Schedule A."

Parks Regulation Bylaw

4. Bylaw No. 07-059, the Parks Regulation Bylaw is amended as follows:
 - a. By renumbering section 8 as 8 (1) and adding the following subsection (2) to section 8 "(a) Despite section 8, a mobile bicycle vendor may sell permitted goods in a park as described in Schedule A."

Period of Applicability

5. The provisions of this bylaw shall be in effect from the date of adoption until December 31, 2017.

General Conditions

6. A mobile bicycle vendor must comply with the conditions set out in Schedule A of this Bylaw.

READ A FIRST TIME the	22nd	day of	June	2017.
READ A SECOND TIME the	22nd	day of	June	2017.
READ A THIRD TIME the	22nd	day of	June	2017.
ADOPTED on the	6th	day of	July	2017.

"CHRIS COATES"
CITY CLERK

"LISA HELPS"
MAYOR

Schedule A

CONDITIONS

General Conditions

A bicycle vendor shall:

1. Display a vending decal on each licenced bicycle. The decal is non-transferable.
2. Only sell permitted products, including flowers, food and non-alcoholic beverages.
3. Operate only on City streets and parks, except Beacon Hill Park and on designated multi-use pathways within the City of Victoria.
4. Bicycle vendors must remain 100 metres away from restaurants, events or concessions that sell a similar product.
5. Bicycle vendors must remain 30 metres away from a public or private school.
6. Operate between 7 a.m. – 10 p.m. only.
7. Maintain their bicycles and keep them clean and in good repair.
8. Advertise only for their business. Advertising must be integrated into the bike.
9. Install a bicycle bell, if desired but only ring the bell for intervals of 20 seconds or fewer, and only between the hours of 9 a.m. – 9 p.m.
10. Provide an integrated waste receptacle. Recycling and compost must be separated from garbage, either as part of the bicycle design or at the vendor's base of operations.
11. Stop, only if hailed by a customer first.
12. Comply with all applicable bylaws, including *Streets and Traffic*, *Park Regulation*, *Noise* and the *Motor Vehicle Act*.

Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:33 AM
To: Rob Gordon
Subject: FW: Bike Vendor Feedback by January 15, 2019

From: Rosy de Vries <Personal info>
Sent: January 15, 2019 5:38 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Bike Vendor Feedback by January 15, 2019

I had a great idea to sell homemade Personal info . They would have had Victoria BC logos etc on their clothes. But I was told only flower vendors were allowed. I found the whole process very restrictive and unimaginative. I didn't get to participate because of very limited business ideas allowed.
Rosy de Vries

On Tuesday, January 15, 2019, 9:44:01 a.m. PST, Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Good morning,

This is a reminder to take a moment to provide your responses to the questions below about the bike vending pilot in Victoria. Staff are preparing a report to go to Council in mid February for a decision about the future of bike vending in the City. Your feedback is valuable if you participated or were interested in participating in the program. I will be accepting responses until the end of the day. Thank you!

Questions:

1. If participated, what were strengths of the pilot project?
2. If participated, what improvements would you have suggested?
3. If you didn't participate, what prevented you from participating in the pilot project?
4. Would you like the City to establish a permanent mobile bicycle vending program?
5. If the program becomes permanent, do you intend to acquire a business license for this purpose?
6. Do you have any other comments? Feel free to share.

Warmly,

Monika Fedyczkowska

Monika Fedyczkowska

Legislative and Policy Analyst

Legislative & Regulatory Services Department

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:32 AM
To: Rob Gordon
Subject: FW: Seeking Mobile Bike Vendor Feedback by January 15, 2019

From: Aaron Watson <Personal info>
Sent: January 7, 2019 11:57 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Hello, I am Aaron Watson the owner of Curbside Treats Victoria Inc. I Was the first person ever granted a business license under the pilot project.

The following are my responses to the questions asked.

- 1) N/A
- 2) The strengths of the project are allowing entrepreneurs like myself to access a market not currently utilized properly and allows a green service to residents of Victoria.
- 3) improvements would be extended hours and being able to be in one spot for longer periods and possibly have access to CRD properties.
- 4) Yes I would like to see the City establish a permanent mobile bicycle vending program.
- 5) if the program becomes permanent I would acquire a license.
- 6) N/A

Hope this helps.
Thank you have have a great day.

Aaron Watson
Curbside Treats Victoria Inc
Personal info

On Mon, Jan 7, 2019 at 11:37 AM Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Good morning,

I am writing because you have either expressed interest in the Mobile Bicycle Vending Pilot Project that the City of Victoria ran until the end of 2018, or you obtained a business licence from the City to participate in

this pilot project. I sent an e-mail in December 2018 seeking your feedback. This is a reminder for those who have not yet returned your feedback to respond to the questions below by January 15th, 2019.

As you may know, this pilot project will be ending at the end of December 2018. The next step is for staff conduct a review of the pilot project and report to Council in winter 2019 with recommendations. Your feedback on the pilot project would inform these recommendations.

If you are interested, I would I encourage you to respond to the following questions by **January 15, 2019**.

1. If you didn't participate in the pilot project, what prevented you from participating in the pilot project?
2. If you did participate, what were strengths of the pilot project?
3. If you did participate, what improvements would you have suggested?
4. Would you like the City to establish a permanent mobile bicycle vending program?
5. If the program becomes permanent, do you intend to acquire a business license for this purpose?
6. Do you have any other comments? Feel free to share.

Warmly,

Monika Fedyczkowska

Monika Fedyczkowska

Legislative and Policy Analyst

Legislative & Regulatory Services Department

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



Sent from Gmail Mobile

Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:32 AM
To: Rob Gordon
Subject: FW: Seeking Mobile Bike Vendor Feedback by January 15, 2019

From: Luke Spencer <Personal info>
Sent: January 5, 2019 12:45 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Hello Monika,

I have answered your questions in numerical order as follows:

1. I did not participate in the pilot project last year because, although very interested, by the time it was confirmed that it would be running again I did not have enough time to create the vision I wanted. If it was confirmed sooner I could take the steps to creating the business without having to worry if there would be amendments.

4. Yes, very much so.

5. Yes, I would acquire a license.

6. Please keep me up to date with any changes or news regarding the project.

Sincerely,
Luke Spencer

On Dec 10, 2018, at 2:42 PM, Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Good afternoon,

I am writing to you because you have either expressed interest in the Mobile Bicycle Vending Pilot Project that the City of Victoria ran in 2017 until the end of 2018, or you obtained a business licence from the City to participate in this pilot project.

As you may know, this pilot project will be ending at the end of December 2018. The next step is for staff conduct a review of the pilot project and report to Council in winter 2019 with recommendations. Your feedback on the pilot project would inform these recommendations.

If you are interested, I would encourage you to respond to the following questions by **January 15, 2019**.

1. If you didn't participate in the pilot project, what prevented you from participating in the pilot project?
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6. Do you have any other comments? Feel free to share.

Warmly,

Monika Fedyczkowska

Monika Fedyczkowska
Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 **E** mfedyczkowska@victoria.ca

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Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:32 AM
To: Rob Gordon
Subject: FW: Seeking Mobile Bike Vendor Feedback by January 15, 2019

From: Arq M Karina Gomez <Personal info>
Sent: December 10, 2018 6:14 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Hello Monika,

Our names are Mario and Karina, as you may know, we applied in April 2018 for the Mobile Bicycle Vending project and during that time we were ready to start the business for the selling of our products. As we continued moving forward Karina <Personal info> ; and therefore, we were unable to for fulfil the rest of what was needed to continue. We strongly suggest the city to make this project or program permanently to assure us, vendors, that we can financially commit more securely without the doubts of project closing it down. As per us, we have already spent <Personal info>

Our plan is to go fully ready for the 2019 season with the vending tricycle along with the licensing required for the mentioned. We would appreciate if you please can send us updates if any changes occur.

Thank you

Mario & Karina

El lun., 10 dic. 2018 a las 14:42, Monika Fedyczkowska (<mfedyczkowska@victoria.ca>) escribió:

Good afternoon,

I am writing to you because you have either expressed interest in the Mobile Bicycle Vending Pilot Project that the City of Victoria ran in 2017 until the end of 2018, or you obtained a business licence from the City to participate in this pilot project.

As you may know, this pilot project will be ending at the end of December 2018. The next step is for staff conduct a review of the pilot project and report to Council in winter 2019 with recommendations. Your feedback on the pilot project would inform these recommendations.

If you are interested, I would I encourage you to respond to the following questions by **January 15, 2019**.

1. If you didn't participate in the pilot project, what prevented you from participating in the pilot project?
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6. Do you have any other comments? Feel free to share.

Warmly,

Monika Fedyczkowska

Monika Fedyczkowska

Legislative and Policy Analyst

Legislative & Regulatory Services Department

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



--

Arq. Karina Gomez
Victoria BC Canada

Personal info

Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:32 AM
To: Rob Gordon
Subject: FW: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Incoming! Thank you very much!

From: Autumn Maxwell <Personal info>
Sent: December 10, 2018 5:41 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Definitely more likely!

Hey, do you know who I need to talk to about getting a mobile vending license for my little ice cream vehicle, so I can sell out of the back of my truck around town?

Thank you,
Autumn

On Mon, Dec 10, 2018 at 3:34 PM Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Hi Autumn,

Thanks for your response. I'm also curious about other barriers to participation in this program. If there were was a permanent bike vending project, do you think you'd participate in the summer?

Monika

From: Autumn Maxwell <Personal info>
Sent: December 10, 2018 3:16 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Ice cream doesn't sell in the winter which is why I didn't invest in a bicycle vending cart and why I didn't participate.

Autumn

On Mon, Dec 10, 2018 at 2:42 PM Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Good afternoon,

I am writing to you because you have either expressed interest in the Mobile Bicycle Vending Pilot Project that the City of Victoria ran in 2017 until the end of 2018, or you obtained a business licence from the City to participate in this pilot project.

As you may know, this pilot project will be ending at the end of December 2018. The next step is for staff conduct a review of the pilot project and report to Council in winter 2019 with recommendations. Your feedback on the pilot project would inform these recommendations.

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6. Do you have any other comments? Feel free to share.

Warmly,

Monika Fedyczkowska

Monika Fedyczkowska

Legislative and Policy Analyst

Legislative & Regulatory Services Department

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



Autumn Maxwell
Ice Cream Lady

Cold Comfort Ice Cream Inc.
2-1115 North Park Street
Victoria BC
Canada V8T 1C7
www.coldcomfort.ca

Personal info

--

Autumn Maxwell
Ice Cream Lady

Cold Comfort Ice Cream Inc.
2-1115 North Park Street
Victoria BC
Canada V8T 1C7
www.coldcomfort.ca

Personal info

Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:32 AM
To: Rob Gordon
Subject: FW: Seeking Mobile Bike Vendor Feedback by January 15, 2019

From: Ryan Place <Personal info>
Sent: January 7, 2019 5:28 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Seeking Mobile Bike Vendor Feedback by January 15, 2019

Monika,

I had great interest in the mobile bike vending pilot project however two reasons I did not participate. One was the investment required and no guarantee of the continuation of the program and the next issue was the housing of the bikes. We were thinking numerous frozen treat trikes and needed space to keep them at night. Than once we looked at any kind of mini warehousing space it was just out of this world. The small business just got expensive. I bet I wasnt the only one who may have seen this as an obstacle. I would love to see this program continue and support small business. Perhaps some type of cooperative space for locked storage with power to run freezers etc may be of mutual benefit to all involved. How many vendors did participate in 2018?

Ryan

On Mon, Jan 7, 2019 at 11:37 AM Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Good morning,

I am writing because you have either expressed interest in the Mobile Bicycle Vending Pilot Project that the City of Victoria ran until the end of 2018, or you obtained a business licence from the City to participate in this pilot project. I sent an e-mail in December 2018 seeking your feedback. This is a reminder for those who have not yet returned your feedback to respond to the questions below by January 15th, 2019.

As you may know, this pilot project will be ending at the end of December 2018. The next step is for staff conduct a review of the pilot project and report to Council in winter 2019 with recommendations. Your feedback on the pilot project would inform these recommendations.

If you are interested, I would I encourage you to respond to the following questions by **January 15, 2019**.

1. If you didn't participate in the pilot project, what prevented you from participating in the pilot project?
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Warmly,

Monika Fedyczkowska

Monika Fedyczkowska

Legislative and Policy Analyst

Legislative & Regulatory Services Department

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



Rob Gordon

From: Monika Fedyczkowska
Sent: March 6, 2019 11:33 AM
To: Rob Gordon
Subject: FW: Bike Vendor Feedback by January 15, 2019

From: David Delaney <Personal info>
Sent: January 15, 2019 12:22 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: Re: Bike Vendor Feedback by January 15, 2019

Hi Monika,

Apologies for my delayed response. I did participate in the pilot program last year. I sold homemade lemonade freeze pops and I called them Niceicles.

1. Strengths

- Obviously the ability to move around and follow the crowds was a huge advantage.
- The low cost of the license, vending from a bike does not generate huge amounts of money, so the low cost of entry was nice.

2. Improvements

- Allow vendors to place signage either side of their cart, being so small people tend not to see you until they walk past you, most people are too confused to stop by then. If you had signage say 20m either side of you people would be alert to you, have time to consider approaching you when they come to bike. I imagine small A frame sign that fold and attach to the bike.
- It is tough to find a spot that affords you visibility and foot traffic, the downtown core is saturated, people don't even consider a bike vendor down there as there is so much else going on. Maybe creating little areas, even a painted circle on the side walks, that bike vendors can use. The effect of this would be two fold, one it would avoid overlap of other business operating in area, two it would be easy for the public to remember and review if they regularly saw bike vendors in the same place. One of the biggest issues not having a fixed location is no one can plan to come visit you, repeat customers are always by chance. Having a few fixed locations in the downtown core would allow locals and tourist alike to become familiar with seeing bike vendors. Without this bike vending in the downtown core is extremely difficult to make profitable
- The best business I did was in the area that didn't have other options, such as around <Personal info>
If there was more freedom to operate in the more out of the way locations, where you might have to push your bike into rather cycle, then the mobile bike have tremendous value. Bike vendors just can't compete on the same level as well review and established business and food trucks. They need to fill a niche. One of those niches is offering products where other food trucks can't go.
- Extend the time of stop to 2/3hrs. It still means bike will be moving around, but also allows them to do a good amount of business in one location.
- Allowing music or bells would be nice for residential areas, like the old ice cream trucks.

4. Make a permeant program

- Yes I would

5. Would I acquire another license

- Yes I would

6. Other comments

As I said above bike vendors cannot compete with the brick and mortars/ food trucks in the downtown, online reviewing is so powerful that few people would want to try a random bike on the street when there is so much on offer in the downtown core. Mobile bike vendors are unlikely to be profitable in the downtown core, have dedicated areas for multiply vendors to set up downtown, creating a sort of mobile/rotating market vibe in areas with foot traffic would draw attention and online reviews. In its current format, I was unable to make vending downtown core profitable. Every inch of parking/sidewalk is already controlled by other businesses.

If you want me to clarify any of these points feel free to call me.

I hope this program can be amended to benefit the city and vendors alike. I think there is lots of room to grow.

Regards

David Delaney
Personal info

Niceicles

On Jan 15, 2019, at 9:43 AM, Monika Fedyczkowska <mfedyczkowska@victoria.ca> wrote:

Good morning,

This is a reminder to take a moment to provide your responses to the questions below about the bike vending pilot in Victoria. Staff are preparing a report to go to Council in mid February for a decision about the future of bike vending in the City. Your feedback is valuable if you participated or were interested in participating in the program. I will be accepting responses until the end of the day. Thank you!

Questions:

2. If participated, what improvements would you have suggested?
3. If you didn't participate, what prevented you from participating in the pilot project?
4. Would you like the City to establish a permanent mobile bicycle vending program?

5. If the program becomes permanent, do you intend to acquire a business license for this purpose?
6. Do you have any other comments? Feel free to share.

Warmly,

Monika Fedyczkowska

Monika Fedyczkowska
Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 **E** mfedyczkowska@victoria.ca

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Committee of the Whole Report For the Meeting of March 14th, 2019

To: Committee of the Whole **Date:** March 7th, 2019
From: Chris Coates, City Clerk
Subject: Local Government Recommendation for Cloud Nine Collective at 778 Fort Street

RECOMMENDATION

That Council direct staff to provide the following response to the Liquor and Cannabis Regulation Branch:

1. Council supports the application of Cloud Nine Collective located at 778 Fort Street to receive a provincial cannabis retail store license.

Providing the following comments on the prescribed considerations:

- a. The Council recommends that the LCRB issue a cannabis retail store license to Cloud Nine Collective located at 778 Fort Street, with the provision that this license be issued after Cloud Nine Collective obtains a Development Permit for any proposed alterations to the building exterior.
- b. The City solicited the views of residents by sending public notification letters to property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. The City sent 485 letters and received 4 letters. 2 letters support the application and 2 letters oppose the application. The City did not receive correspondence from the neighbourhood association.

EXECUTIVE SUMMARY

Since the Government of Canada legalized cannabis on October 17, 2018, the Province of British Columbia (The Province) is responsible for cannabis retail store licensing. The Province established a framework that sends referrals to the City for a positive or negative recommendation, which must include residents' views. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* to set the public consultation process and fees to manage these referrals.

Prior to this, the City issued cannabis storefront retailer licences. The City continues to play a role in licensing by providing a positive or negative recommendation on referrals to the Liquor and Cannabis Regulation Branch (LCRB). Provincial licences must comply with both the federal and provincial rules, as well as any municipal rules that may be in effect. The City's *Cannabis-Related Business Regulation Bylaw* contains rules for cannabis storefront retailers.

Cloud Nine Collective at 778 Fort Street obtained a business licence on July 24, 2017 and has complied with municipal rules. They suspended operations on October 23, 2018, in order to comply with the new provincial requirements. In undertaking internal referrals to the Victoria Police

Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch, staff did not raise any issues with previous operations under the past municipal rules.

The required public consultation process enables residents to share their views by providing written comments about the application. The City sent 485 notices to owners and occupiers within 100 metres of the proposed location for the Licence and received 4 letters regarding the application. 2 letters support the application and 2 letters oppose the application. The correspondence is attached as Appendix C. The neighbourhood association did not provide a response.

Staff recommend that Council support the application by Cloud Nine Collective to obtain a provincial cannabis retail store licence at 778 Fort Street, subject to the applicant first obtaining a Development Permit for alterations to the building exterior.

PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by Cloud Nine Collective to obtain a provincial cannabis retail store licence at 778 Fort Street.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act) and regulations. LCRB refers an applications to the City for a recommendation about whether or not to issue a licence. The City must issue a positive recommendation for the LCRB to issue a licence.

Under the Act, a local government recommendation must provide comments about community impact and include the views of residents. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishing a public consultation method and fees (Appendix A). A public notification letter is sent to owners and occupiers of parcels within 100 metres of the proposed location, and the neighbourhood association for the area, initiating an opportunity to provide written comment about the application. The public has two weeks to provide a response to the application.

The City's internal review may include comments from staff in Bylaw Services Division, Sustainable Planning and Community Development Branch, and the Victoria Police Department.

Provincial licensees must obtain a business licence. The *Business Licence Bylaw* and *Cannabis-Related Business Regulation Bylaw* set out licensing and operating conditions for cannabis retail stores.

The Applicant

Cloud Nine Collective obtained a business licence on July 24, 2017. A map of the property and the immediate 100 metre area is attached as Appendix B. They suspended operations on October 23, 2018.

Public Comments

A public consultation process for this application concluded on February 14th, 2019. The City distributed 485 public notification letters and received 4 letters. 2 letters support this application and 2 letters oppose this application. The neighbourhood association did provide a response. The correspondence is attached as Appendix C.

On their own initiative, an advocacy group provided approximately 1500 letters in support of five applications currently awaiting a Council decision. These are available for viewing on request but are excluded from the City process established in the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw*.

ISSUES AND ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration.

Previous Operations

Cloud Nine Collective has never been issued a ticket, does not have outstanding monies owed to the City, and has been a compliant operator.

The Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch have no site-specific comments. VPD comments are attached as Appendix D.

Community Impact

The City received 4 letters. 2 letters support issuing a licence, and 2 letters oppose issuing a licence. The correspondence is attached as Appendix C.

Opponents are believe that a cannabis retail store is not suitable in this area, that activities associated with the business will result in a loss of customers for nearby businesses, and that this business will lead to more public consumption in this area.

Municipal Requirements for Building Exteriors

The Act requires a licenced cannabis retail store to have non-transparent walls, which would require the applicant to alter the building exterior. The subject property is located within Development Permit Area 2 (HC). Alterations to exterior materials, including windows, require a Development Permit within this area. This type of application has been delegated to staff to complete.

OPTIONS AND IMPACTS

Option 1 – Refer application with a positive local government recommendation, subject to obtaining a Development Permit (Recommended)

Option 2 – Refer application with a negative local government recommendation with a comment about the reason for the negative recommendation

Accessibility Impact Statement

The recommended option has no accessibility implications within the City's authority under this process.

CONCLUSION

Cloud Nine Collective at 778 Fort Street has been a compliant licenced cannabis storefront retailer in the City since July 2017. The proposed option would enable the LCRB to continue their consideration of the applicant for a cannabis retail store license.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst



Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:




Attachments

Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw
Appendix B: A map of the property and the immediate 100 metre area
Appendix C: Residents' Views
Appendix D: VPD Comments

**CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish a process for the City to provide a recommendation to the Provincial Government for a cannabis retail store licence application referral, and to establish fees to recover the City's costs incurred in the course of work on a referral.

Contents

- 1 Title
- 2 Definitions
- 3 Public Consultation Method
- 4 Fees
- 5 Effective Date

Under its statutory powers, including section 33 of the *Cannabis Control and Licensing Act*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

Title

- 1 This Bylaw may be cited as the "CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW".

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means the *Cannabis Control and Licensing Act*;

"City"

means the Corporation of the City of Victoria;

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means the Council of the Corporation of the City of Victoria;

"general manager"

has the same meaning as under the Act;

"licence"

has the same meaning as under the Act;

"licence application referral"

means a referral to the City by the general manager of an application for the issue, amendment, or renewal of a licence under section 33 of the Act.

Public Consultation Method

- 3 (1) Subject to subsection (4), after receiving a licence application referral the City will
 - (a) notify the neighbourhood association for the area to which the licence application referral relates to; and
 - (b) provide a written notice of the licence application referral to the owners and occupants of the properties located within 100 metres from the property to which the licence application referral relates; and
 - (c) after considering any written responses received, provide to the general manager comments and recommendations on the licence application referral, including Council's views on the impact of the proposed application on the community.
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- (4) The City shall be under no obligation to provide notice or consider a licence application referral until after it has received
 - (a) confirmation from the general manager that the general manager has made a determination in accordance with section 26(2)(e) of the Act and the applicant has been found to be fit and proper; and
 - (b) the applicant has paid to the City the fees under section 4.

Fees

- 4 For the purpose of recovering the costs, the applicant whose licence application is referred to the City must pay to the City the following fees:
 - (a) a \$750 processing fee; and
 - (b) the City's actual costs for providing notice under section 3(1).

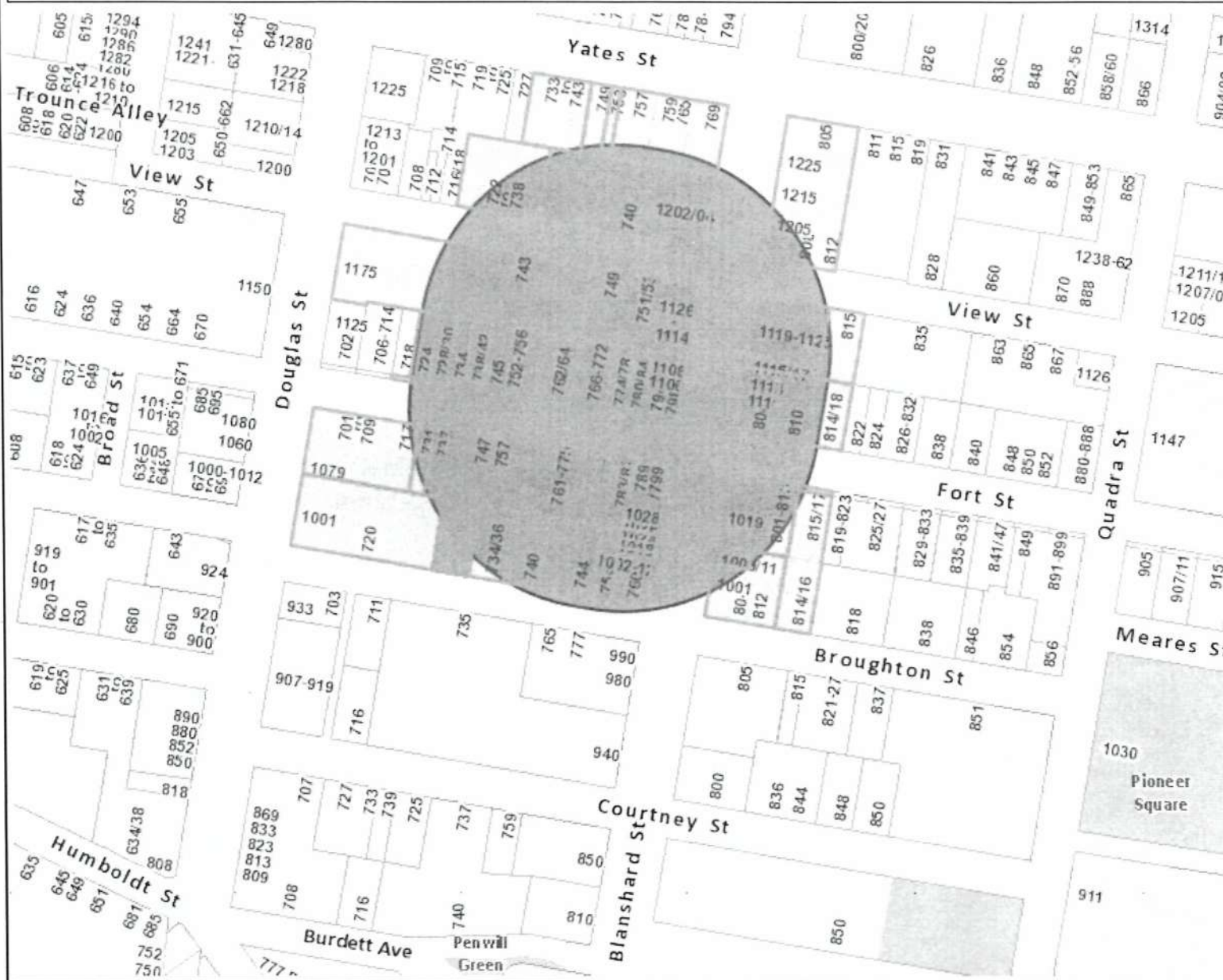
Effective Date

- 5 This bylaw comes into force on adoption.

READ A FIRST TIME the	8 th	day of	November	2018.
READ A SECOND TIME the	8 th	day of	November	2018.
READ A THIRD TIME the	8 th	day of	November	2018.
ADOPTED on the	22nd	day of	November	2018.

CITY CLERK

MAYOR



Legend

☐ Victoria Parcels

1: 2,925



Notes

THIS MAP IS NOT TO BE USED FOR NAVIGATION

149 0 74 149 Meters

NAD_1983_CSRS_UTM_Zone_10N

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Monika Fedyczkowska

From: Monika Fedyczkowska
Sent: March 7, 2019 10:07 AM
To: Monika Fedyczkowska
Subject: FW: Support of Cloud Nine Collective's provincial license application

From: Colin Cuncannon <colin.cuncannon@gmail.com>
Sent: February 4, 2019 4:04 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Support of Cloud Nine Collective's provincial license application

I am fully in support of Cloud Nine Collective having a provincial license.

Alcohol is sold all over the city, so too should cannabis. Rake in the taxes, protect our children by limiting black market exposure, and de-stigmatize the consumption of something that does far less harm than alcohol.

Alcohol kills and ruins hundreds, maybe thousands of lives every year, and I've yet to see one instance of cannabis doing anything remotely close to the societal damage that alcohol does.

Please see the hypocrisy and brainwashing of reefer madness that governments have subjected you to for hundreds of years, wake up, and smell the flowers.

I overwhelmingly support this motion; grant them the license:

Further reading:

<http://www.capilanocourier.com/2019/01/29/alcohol-vs-marijuana/>

424-759 Yates Street Victoria BC V8W0E2

Monika Fedyczkowska

From: Alicia Ferguson on behalf of Legislative Services email
Sent: February 6, 2019 8:26 AM
To: Monika Fedyczkowska; Pamela Martin
Subject: FW: Cloud Nine Collective Cannabis Retail License

From: Chloe Hamilton <chloe95hamilton@outlook.com>
Sent: February 5, 2019 2:30 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cloud Nine Collective Cannabis Retail License

Hello, I have received notice of the Cloud Nine Cannabis Retail License application by mail, and I am sending this email as a neighbor at 208-759 Yates Street to express my support for this to go through.

Thank you,

Chloe Hamilton

Monika Fedyczkowska

From: Alicia Ferguson on behalf of Legislative Services email
Sent: February 6, 2019 8:26 AM
To: Monika Fedyczkowska; Pamela Martin
Subject: FW: Cannabis retail store application 778 Fort St

From: Pacific Coast Dental <drmlbennett@shaw.ca>
Sent: February 6, 2019 8:14 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis retail store application 778 Fort St

Dear City Of Victoria:

I am writing in response to the application by Cloud Nine Collective address 778 Fort Street, Victoria, BC as per the letter I received "It's Your Neighborhood". As a business owner at 736 View Street and also as someone who frequents downtown Victoria businesses and eateries I am concerned about the proliferation of Cannabis shops in the downtown core and the associated smells. When Cloud Nine was operating illegally there was always a pot stench coming from the business every time we walked by on Fort Street. There is already a nauseating pot smell everyday as people smoke pot on the View Street side of MacDonald's in the 600 block and the alleyways across from and behind CIBC. Having Cloud Nine in such close proximity to that area as well as other cannabis shops within a few blocks will only exacerbate the problem with even more supply and no bylaw enforcement of the no smoking laws. I am therefore opposed to the license application as it is a further deterrent to tourists, residents and business clients to frequent this area without having to endure the objectionable pot odours.

Thank-you for registering my reply.

Sincerely,

Michael L Bennett, DDS

Rob Gordon

To: Monika Fedyczkowska
Subject: RE: Cloud Nine Collective

From: Alicia Ferguson <aferguson@victoria.ca> **On Behalf Of** Legislative Services email
Sent: February 11, 2019 11:50 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Cloud Nine Collective

From: Personal info
Sent: February 8, 2019 5:59 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cloud Nine Collective

Hi,

I am Personal info
Fort Street. Personal info
cannabis business will not fit well in it.

Fort Street, Victoria. I am against the above applicant to rent 778
that are of minor age. This

Please do not disclose my email address. Please keep my information confidential.

Personal info

Monika Fedyczkowska

From: Watson, Cliff <cliff.watson@vicpd.ca>
Sent: February 19, 2019 1:42 PM
To: Monika Fedyczkowska
Subject: RE: Cloud Nine Collective Referral due by February 19th

Follow Up Flag: Follow up
Flag Status: Completed

The Victoria Police Department does not have any site-specific comments with respect to this application. We would reply upon the existing fit and proper results through the LCRB and their background checks through the RCMP, and the community consultation process through the City of Victoria, Sustainable Planning and Community Development. The Victoria Police Department will not be conducting any further background investigation (in part due to the lack of named individuals) on the application by "Cloud Nine Collective" at 778 Fort Street.

Regards,



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
Mobile. 250-812-0872
cliff.watson@vicpd.ca

From: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Sent: February 5, 2019 12:06 PM
To: jason.laidman@vicpd.ca; Barrie Cockle <bcockle@victoria.ca>
Cc: Chris Coates <cchoates@victoria.ca>
Subject: Cloud Nine Collective Referral due by February 19th

Good afternoon,

The City has received fit and proper results for **Cloud Nine Collective**, a cannabis retail store license applicant located at **778 Fort Street**. They have now paid their fees to the City which initiates the internal referral and public consultation process.

Please consider this application and submit your comments by Tuesday, February 19th.

Review and comment by City Staff including Police and Bylaw is required. The comments will support a recommendation to Council. In preparation of your comments please consider **general impact on the community**, as requested by the BC Liquor and Cannabis Regulation Branch.

Thank you,

Monika Fedyczkowska

Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



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Committee of the Whole Report For the Meeting of March 14th, 2019

To: Committee of the Whole

Date: March 7th, 2019

From: Chris Coates, City Clerk

Subject: Local Government Recommendation for Clarity Cannabis at 851 Johnson Street

RECOMMENDATION

That Council direct staff to provide the following response to the Liquor and Cannabis Regulation Branch:

1. Council supports the application of Clarity Cannabis located at 851 Johnson Street to receive a provincial cannabis retail store license.

Providing the following comments on the prescribed considerations:

- a. The Council recommends that the LCRB issue a license to Clarity Cannabis located at 851 Johnson Street, with the provision that this license be issued after Clarity Cannabis obtains a Development Permit for any proposed alterations to the building exterior.
- b. The views of residents were solicited through a mail-out to neighbouring property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. The City sent 951 letters and received 12 letters. 10 letters support the application and 2 letters oppose the application. The City did not receive correspondence from the neighbourhood association.

EXECUTIVE SUMMARY

Since the Government of Canada legalized cannabis on October 17, 2018, the Province of British Columbia (The Province) is responsible for cannabis retail store licensing. The Province established a framework that sends referrals to the City for a positive or negative recommendation, which must include residents' views. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* to set the public consultation process and fees to manage these referrals.

Prior to this, the City issued cannabis storefront retailer licences. The City continues to play a role in licensing by providing a positive or negative recommendation on referrals to the Liquor and Cannabis Regulation Branch (LCRB). Provincial licences must comply with both the federal and provincial rules, as well as any municipal rules that may be in effect. The City's *Cannabis-Related Business Regulation Bylaw* contains rules for cannabis storefront retailers.

The applicant was involved in previous operations of Medijuana at 851 Johnson Street. Medijuana applied for a business licence on September 23, 2016 but did not receive a business licence due to outstanding building permits. Medijuana continued to operate, and has received two Municipal Tickets in 2018. Both tickets in the amount of \$500.00 were paid. They have suspended operations.

In undertaking internal referrals to the Victoria Police Department and Sustainable Planning and Community Development Branch staff did not raise any issues with previous operations under the past municipal rules.

The required public notification process enabled residents to share their views by providing written comments. The City sent 951 notices to owners and occupiers within 100 metres of the proposed location for the Licence and received 12 letters regarding the application. 10 letters support the application and 2 letters oppose the application. The correspondence is attached as Appendix C. The neighbourhood association did not provide a response.

Staff recommend that Council support the application by Clarity Cannabis to obtain a provincial cannabis retail store license at 851 Johnson Street, subject to the applicant first obtaining a Development Permit for alterations to the building exterior.

PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by Clarity Cannabis to obtain a provincial cannabis retail store license at 851 Johnson Street.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act) and regulations. LCRB refers an applications to the City for a recommendation about whether or not to issue a licence. The City must issue a positive recommendation for the LCRB to issue a licence.

Under the Act, a local government recommendation must provide comments about community impact and include the views of residents. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishing a public consultation method and fees (Appendix A). A public notification letter is sent to owners and occupiers of parcels within 100 metres of the proposed cannabis retail store, and the neighbourhood association for the area, initiating an opportunity to provide written comment about the application. The public has two weeks to provide a response to the application.

The City's internal review may include comments from staff in Bylaw Services Division, Sustainable Planning and Community Development Branch, and the Victoria Police Department.

Provincial licensees must obtain a business licence. The *Business Licence Bylaw* and *Cannabis-Related Business Regulation Bylaw* set out licensing and operating conditions for cannabis retail stores.

The Applicant

The applicant was involved in previous operations of Medijuana at 851 Johnson. Medijuana applied for a business licence on September 23, 2016. Medijuana operated however it did not receive a business licence due to outstanding building permits. They have suspended operations. A map of the property and the immediate 100 metre area is attached as Appendix B.

Public Comments

A public consultation process for this application concluded on February 14th, 2019. The City distributed 951 public notification letters and received 12 letters. 10 letters support the application

and 2 letters oppose the application. The neighbourhood association for the area did not provide a response. The correspondence is attached as Appendix C.

On their own initiative, an advocacy group provided approximately 1500 letters in support of five applications currently awaiting a Council decision. These are available for viewing on request but are excluded from the City process established in the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw*.

ISSUES AND ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration.

Previous Operations

The applicant provided oversight to previous operations of Medijuana at 851 Johnson Street.

Medijuana did not receive a business licence due to outstanding building permits, but continued operate. Medijuana has received two Municipal Ticket Information, March 21, 2018 Section 8 (b) Failure to provide required staff and Feb 21, 2018 Section 7 (e) Failure to install and maintain air filtration system. Both tickets in the amount of \$500.00 were paid.

The Victoria Police Department and Sustainable Planning and Community Development Branch have no site-specific comments. VPD comments are attached as Appendix D.

Community Impact

The City received 12 letters. 10 letters support issuing license, and 2 letters oppose issuing a license. The correspondence is attached as Appendix C.

2 respondents who opposed the application shared a concern that this cannabis retail store would not have a positive impact on the community. They felt that a cannabis retail store in this community would exacerbate existing community issues. Further, one respondent noted the high-volume of youth attending a school near the proposed cannabis retail store.

Municipal Requirements for Building Exteriors

The Act requires a licensed cannabis retail store to have non-transparent walls, which would require the applicant to alter the building exterior. The subject property is located within Development Permit Area 2 (HC). Alterations to exterior materials, including windows, require a Development Permit within this area. This type of application has been delegated to staff to complete.

OPTIONS AND IMPACTS

Option 1 – Refer application with a positive local government recommendation, subject to obtaining a Development Permit (Recommended)

Option 2 – Refer application with a negative local government recommendation with a comment about the reason for the negative recommendation

Accessibility Impact Statement

The recommended option has no accessibility implications.

CONCLUSION

Clarity Cannabis at 851 Johnson Street has been an unlicensed cannabis storefront retailer in the City. The proposed option would enable the LCRB to continue their consideration of the applicant for a cannabis retail store license.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst




Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


March 8, 2019

Attachments

- Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw
- Appendix B: A map of the property and the immediate 100 metre area
- Appendix C: Residents' Views
- Appendix D: VPD Comments

**CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish a process for the City to provide a recommendation to the Provincial Government for a cannabis retail store licence application referral, and to establish fees to recover the City's costs incurred in the course of work on a referral.

Contents

- 1 Title
- 2 Definitions
- 3 Public Consultation Method
- 4 Fees
- 5 Effective Date

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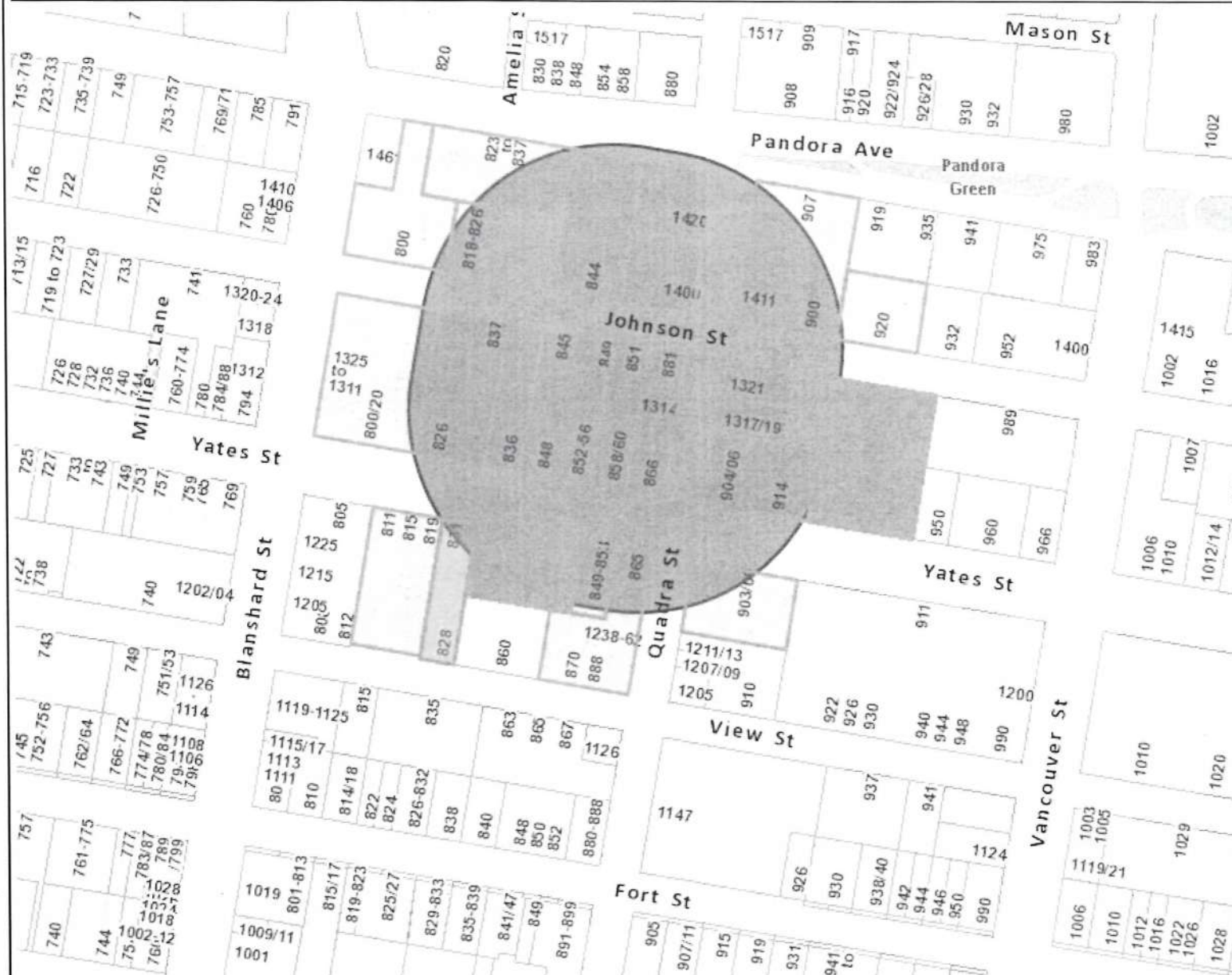
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MAYOR



Legend

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152 0 76 152 Meters

NAD_1983_CSRS_UTM_Zone_10N

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Monika Fedyczkowska

From: Michael Forbes michael@forbesgroup.ca
Sent: February 10, 2019 3:31 PM
To: Chris Coates; Monika Fedyczkowska
Subject: 855 Johnson St Clarity Cannabis
Attachments: DOC021019-02102019151745.pdf

Hi Monika and Chris,

Please see attached letters of support for the land use application for 855 Johnson st. I am the landlord of 851 Johnson st and so I am in support as well:)

I have more support letters coming in as well so will forward them to you once I receive them.

Thanks again.

Kind regards,

Michael Forbes BSc. Pharm, Certified in Anti-aging Medicine

Chief Executive Officer Forbes Group

Ageless Living Bio-Hacking Centre
851 Johnson Street
Victoria, BC V8W 1N4

February 5th, 2019

To Whom It May Concern:


This letter is to voice my support for keeping Clarity Cannabis at 851 Johnson Street in business. I am a Registered Massage Therapist and practitioner at Ageless Living Bio-Hacking Centre next door and have found the dispensary to be a respectful and valuable neighbour. I've frequented the Market at Ageless Living on average three times per week over the past couple years as a customer and have never once had an incident with or concern from the dispensary next door.

Not only are the staff and clientele at Clarity considerate of our health centre, store, and clients but we have found that they even shop at our market and use our services as well. Our Bio-Hacking centre and health food market is focused on improving a person's health and wellness through natural therapies (rather than invasive medical treatments or pharmaceuticals) so we find that the Clarity Cannabis is actually a complimentary business to our own.

As a Victoria healthcare professional in practice since 2006 who has been advocating for a move towards alternative therapies rather than the traditional dependency on medications and surgeries, I feel that what Clarity Cannabis provides is crucial for maintaining and improving the health & wellness of suffering individuals in our city. I've known many patients who've benefited from the use of cannabis for things such as reduction of pain, muscle spasms, anxiety, stress, epileptic seizures, and PTSD symptoms.

I have seen a positive shift towards natural therapies in our community and my hope is that Clarity Cannabis, who is promoting just that, will stay in operation.

Sincerely,



Elizabeth Belfry, RMT
Registered Massage Therapist

Ageless Living Bio-Hacking Centre
851 Johnson Street
Victoria, BC V8W 1N4

Neil Rockerbie MD

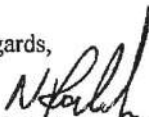
922 Pandora Ave., Victoria, B.C., V8V3P3
Phone 250-294-6714

February 2, 2019

Dear City of Victoria,

I am writing in support of a land use application for a licensed cannabis dispensary at 855 Johnson Street. I work in and help operate a medical clinic near the proposed dispensary site and have no objections to the permitted use of the site as a licensed cannabis dispensary. I am familiar with the applicant, Michael Forbes, who has operated pharmacies with the utmost of ethic paying attention to both his clients and employees and I would anticipate that he would apply the same principles to the proposed cannabis dispensary.

Regards,



Neil Rockerbie, M.D, CCFP

7/26/2017

Forbes Pharmacy Mail - Parking

Forbes Pharmacy

Michael Forbes

Parking

1 message

Peter Quakenbush

Wed, Jul 26, 2017 at 2:20 PM

To:

To City of Victoria

from One Hour Cleaners 881 Johnson St.

The Medijuana business located at 851 Johnson has provide me with assurances that they will maintain vigilance in asking there customers not to park next door on our property.

They have put up security cameras and signage and are paying for cleanup and patrol of the general area both there's and ours. I consider this effort to be good neighbourly.

The continued problem with the central park lodge residents is the largest problem we currently have.

Peter Quakenbush

Pres., Vancouver Island Linen Supply Ltd.

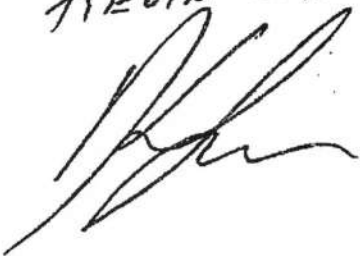
7/26/2017

To whom it may concern,

Medijuana located at 851 Johnson has been one of our neighbours for more than a year. The business is operated by friendly, community oriented people. I do not object to the business being rezoned and allowed to continue to service the community.

Thank You from Big O Tires.

Sincerely,

KEVIN JENSEN




**JOHNSON STREET
COMMUNITY**

**844 JOHNSON STREET | VICTORIA, BC V8W 1N3
OFFICE TEL : 250 834 1732 | STAFF CELL : 250 812 1762**

To Whom It May Concern,

I am the project manager of the Johnson St Community, at 844 Johnson St. and have been working with the community since we opened in August 2016. I have grown to appreciate Medijuana as a cannabis provider to the area. I am aware of their strong culture of equality and fairness to all patrons. I am aware of their support for helping the community by providing our residents with an opportunity to access a neighbourhood service and be treated with respect. I hope that council will consider Medijuana as a valuable member to our community. In addition, I support their application for rezoning.

Thanks, and if you have any further questions, please don't hesitate to contact me.

Patrick Pouponneau

Project Manager – Johnson Street Community

~~patrickp@phs.ca~~

IAN LAING

— PROPERTIES LTD —

855 Johnson St - Clarity Cannabis:

February 6, 2019

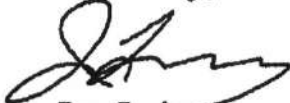
Re: Support for 855 Johnson Street - Clarity Cannabis.

To Whom It May Concern,

I am writing to confirm that I am the owner of the building located at 722 Johnson Street about a block away from the applicant's location.

I wanted to write mayor and council and express my support for this retail cannabis store at this specific location and my support for the operator. This location is well suited for a retail cannabis location and I welcome this operator and use in the neighborhood.

Sincerely,



Ian Laing



100 - 388 Harbour Road
Victoria BC V9A3S1
250-883-7368

www.ianlaingproperties.com

Monika Fedyczkowska

From: Legislative Services email
Sent: February 13, 2019 8:24 AM
To: Monika Fedyczkowska
Subject: FW: Against 851 Johnson Cannabis Shop

From: Tracy White <tracy.white@dealercorp.com>
Sent: February 12, 2019 10:49 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Against 851 Johnson Cannabis Shop

To whom it may concern,

I'm a resident at 834 Johnson, and I also work from home, which means I'm generally in the neighbourhood quite often!

I am VERY concerned and OPPOSED to this cannabis shop. We live in an already extremely fragile neighbourhood, with 844 Johnson not yet under control, the continued gong show up on Pandora: outside Our Place, and various other social services in this VERY small neighbourhood.

The last thing we need is a pot shop. As councillors you should be very concerned that four local businesses in our vicinity have closed and the ongoing issues are constant and a tremendous struggle to deal with as a resident, and obviously as a business owner. We need more businesses, I agree, however not this type.

I'm happy to discuss further and I ask that you take my opinion into consideration. FYI, Mayor Helps is very aware of all the issues we deal with here.

Thanks so much,
Tracy

Tracy White | VP Business Development

50.216.4133 | tracy.white@dealercorp.com
linkedin.com/in/tracywhite

Monika Fedyczkowska

From: Alicia Ferguson on behalf of Legislative Services email
Sent: February 8, 2019 9:05 AM
To: Monika Fedyczkowska
Subject: FW: Input on Cannabis Retail Store 851 Johnson St

From: Eve Olynyk <eolynyk@gmail.com>
Sent: February 6, 2019 12:19 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Input on Cannabis Retail Store 851 Johnson St

Hello,

I think this is great. I would much prefer there to a licensed retail store than all of these weird gray-market cannabis shops that currently exist. The applicant's location also seems appropriate to me, and they present a clean and modern storefront.

Please do not disclose my contact information.

Best,

Eve Olynyk
114-819 Yates St
Victoria, BC
V8W 0E5

Monika Fedyczkowska

From: Legislative Services email
Sent: February 8, 2019 3:59 PM
To: Monika Fedyczkowska
Subject: FW: Supporting cannabis retail at 851 Johnson Street

Pamela Martin
Council Secretary
Legislative Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0617 F 250.361.0348



From: Riley Martin <rileymartinn@gmail.com>
Sent: February 7, 2019 4:06 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Supporting cannabis retail at 851 Johnson Street

Hello!

My name is Riley Martin. I live at suite #403 at 935 Johnson street. I wholeheartedly support Victoria in issuing a cannabis retail license to operate a business at 851 Johnson street, for two reasons:

- With how close 'Our Place' is, I see A LOT of drug deals in this area. I suppose it is an unfortunate reality of the proximity of that establishment to this neighbourhood (let it be known that I don't have anything against the establishment though, this is just my observation). I have no idea what kinds of drugs are being exchanged, I assume hard drugs and mostly not cannabis, but either way. My condo faces the street and I unfortunately even see this happen in the wheelchair ramp to my condo, which I can see from my living room. I think having a fully licensed cannabis shop in the area might be one possible way to reduce this illegal action on the streets in the neighbourhood.
- I am a paraplegic wheelchair user. I am in constant pain and have tremendous difficulty sleeping. The benefits of cannabis to me are massive, but I am uninterested in consuming cannabis if it's not from a legal licensed producer I can trust, which I imagine a licensed retailer would get their supply from a licensed producer. Increasing the availability and ways for me to access legal cannabis would be a great help in my personal life will always have my support. I can not always plan perfectly to have legal cannabis come from the bc online order in time or reliably. Sort of secondary to this, I'd love to support a local business with this.

Thank you very much for your time in receiving my comments. Please let me know if there is anything else I can do to help this happen for this company.

Riley Martin

--

Riley



JOHNSON STREET
COMMUNITY

844 JOHNSON STREET | VICTORIA, BC V8W 1N3
OFFICE TEL : 250 834 1732 | STAFF CELL : 250 812 1762

Letter of Support

February 11, 2019

To whom it may concern,

I am the Project Manager of the **Johnson Street Community (JSC)** at 844 Johnson Street. I am a resident of the neighbourhood and I have been working in this community since we began the project operations in August 2016. In the last 2.5 years, I have grown to appreciate **Medijuana** as a cannabis provider in the area. I am aware of the strong culture of equality and fairness to all the patrons. I am aware of their support to our community by providing the residents of 844 Johnson with an opportunity to access a neighborhood health service and be treated with respect. I hope the council will consider **Medijuana** as a valuable member to our community and support their application for rezoning.

Jesús J. Lozano-Villarreal

B. LL | MBA | MSc.

Project Manager – PHS Community Services

Email: [REDACTED] Phone: [REDACTED]

844 Johnson Street Victoria BC. Canada

Unceded Coast Salish Territory of the Lekwungen and WSÁNEĆ nations.

Monika Fedyczkowska

From: Watson, Cliff <cliff.watson@vicpd.ca>
Sent: February 19, 2019 1:40 PM
To: Monika Fedyczkowska
Subject: FW: Clarity Cannabis Referral due by February 19th

Follow Up Flag: Follow up
Flag Status: Flagged

The Victoria Police Department does not have any site-specific comments with respect to this application. We would reply upon the existing fit and proper results through the LCRB and their background checks through the RCMP, and the community consultation process through the City of Victoria, Sustainable Planning and Community Development. The Victoria Police Department will not be conducting any further background investigation (in part due to the lack of named individuals) on the application by "Clarity Cannabis" at 851 Johnson Street.

Regards,



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
Mobile. 250-812-0872
cliff.watson@vicpd.ca

From: Monika Fedyczkowska [mailto:mfedyczkowska@victoria.ca]
Sent: February-05-19 12:16 PM
To: Laidman, Jason; Barrie Cockle
Subject: Clarity Cannabis Referral due by February 19th

Good afternoon,

The City has received fit and proper results for **Clarity Cannabis**, a cannabis retail store license applicant located at **851 Johnson Street**. They have now paid their fees to the City which initiates the internal referral and public consultation process.

Please consider this application and submit your comments by Tuesday, February 19th.

Review and comment by City Staff including Police and Bylaw is required. The comments will support a recommendation to Council. In preparation of your comments please consider **general impact on the community**, as requested by the BC Liquor and Cannabis Regulation Branch.

Thank you,

Monika Fedyczkowska
Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6



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requirements. In undertaking internal referrals to the Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch, staff did not raise any issues with previous operations under the past municipal rules.

The required public notification process enabled residents to share their views by providing written comments. The City sent 170 notices to owners and occupiers within 100 metres of the proposed location for the Licence and received 7 letters regarding the application. 6 letters support the application and one letter supports the application with some provisions. The correspondence is attached as Appendix C. The neighbourhood association did not provide a response.

Staff recommend that Council support the application by Clarity Cannabis at 603 Gorge East Street to obtain a provincial cannabis retail store license.

PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by Clarity Cannabis to obtain a provincial cannabis retail store license at 603 Gorge East Street.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act) and regulations. LCRB refers an applications to the City for a recommendation about whether or not to issue a licence. The City must issue a positive recommendation for the LCRB to issue a licence.

Under the Act, a local government recommendation must provide comments about community impact and include the views of residents. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishing a public consultation method and fees (Appendix A). A public notification letter is sent to owners and occupiers of parcels within 100 metres of the proposed cannabis retail store, and the neighbourhood association for the area, initiating an opportunity to provide written comment about the application. The public has two weeks to provide a response to the application.

The City's internal review may include comments from staff in Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch.

Provincial licensees must obtain a business licence. The *Business Licence Bylaw* and *Cannabis-Related Business Regulation Bylaw* set out licensing and operating conditions for cannabis retail stores.

The Applicant

Clarity Cannabis at 603 Gorge East Street obtained a business licence on June 15, 2018. After obtaining a business license, the current applicant became the new director of this cannabis storefront retailer on the same day. They suspended operations on October 23, 2018. A map of the property and the immediate 100 metre area is attached as Appendix B.

Public Comments

A public consultation process for this application concluded on February 14th, 2019. The City distributed 485 public notification letters and received 7 letters. 6 letters support the application and a letter supports the application with some provisions. The neighbourhood association for the area did not provide a response. The correspondence is attached as Appendix C.

On their own initiative, an advocacy group provided approximately 1500 letters in support of five applications currently awaiting a Council decision. These are available for viewing on request but are excluded from the City process established in the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw*.

ISSUES AND ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration.

Previous Operations

Clarity Cannabis at 603 Gorge East Street has never been issued a ticket, does not have outstanding monies owed to the City, and has been a compliant operator.

The Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch have no site-specific comments. VPD comments are attached as Appendix D.

Community Impact

The City received 7 letters. 6 letters support the application and one letter supports the application with some provisions. The correspondence is attached as Appendix C.

A nearby place of worship supports the application, however has concerns about cannabis consumption in the area on Sunday between 9:30 a.m. and 12:00 p.m. and within 300 metres of the place of worship on all days. The respondent proposes to restrict the hours of operation to be closed on Sunday from 9:30 a.m. to 12:00 p.m.

OPTIONS AND IMPACTS

Option 1 – Refer application with a positive local government recommendation (Recommended)

Option 2 – Refer application with a negative local government recommendation with a comment about the reason for the negative recommendation

Accessibility Impact Statement

The recommended option has no accessibility implications.

CONCLUSION

Clarity Cannabis at 603 Gorge Street has been a compliant licensed cannabis storefront retailer in the City since June 2018. The proposed option would enable the LCRB to continue their consideration of the applicant for a cannabis retail store license.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst



Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:




Attachments

Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw
Appendix B: A map of the property and the immediate 100 metre area
Appendix C: Residents' Views
Appendix D: VPD Comments

**CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish a process for the City to provide a recommendation to the Provincial Government for a cannabis retail store licence application referral, and to establish fees to recover the City's costs incurred in the course of work on a referral.

Contents

- 1 Title
- 2 Definitions
- 3 Public Consultation Method
- 4 Fees
- 5 Effective Date

Under its statutory powers, including section 33 of the *Cannabis Control and Licensing Act*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

Title

- 1 This Bylaw may be cited as the "CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW".

Definitions

- 2 In this Bylaw,

"Act"

means the *Cannabis Control and Licensing Act*;

"City"

means the Corporation of the City of Victoria;

"Council"

means the Council of the Corporation of the City of Victoria;

"general manager"

has the same meaning as under the Act;

"licence"

has the same meaning as under the Act;

"licence application referral"

means a referral to the City by the general manager of an application for the issue, amendment, or renewal of a licence under section 33 of the Act.

Public Consultation Method

- 3 (1) Subject to subsection (4), after receiving a licence application referral the City will
 - (a) notify the neighbourhood association for the area to which the licence application referral relates to; and
 - (b) provide a written notice of the licence application referral to the owners and occupants of the properties located within 100 metres from the property to which the licence application referral relates; and
 - (c) after considering any written responses received, provide to the general manager comments and recommendations on the licence application referral, including Council's views on the impact of the proposed application on the community.
- (2) The notice referred to in subsection (1) shall be mailed out at least 14 days before Council considers the licence application referral.
- (3) The obligation to give notice under subsection (1) is satisfied if the City made a reasonable effort to mail or otherwise deliver the notice.
- (4) The City shall be under no obligation to provide notice or consider a licence application referral until after it has received
 - (a) confirmation from the general manager that the general manager has made a determination in accordance with section 26(2)(e) of the Act and the applicant has been found to be fit and proper; and
 - (b) the applicant has paid to the City the fees under section 4.

Fees

- 4 For the purpose of recovering the costs, the applicant whose licence application is referred to the City must pay to the City the following fees:
 - (a) a \$750 processing fee; and
 - (b) the City's actual costs for providing notice under section 3(1).

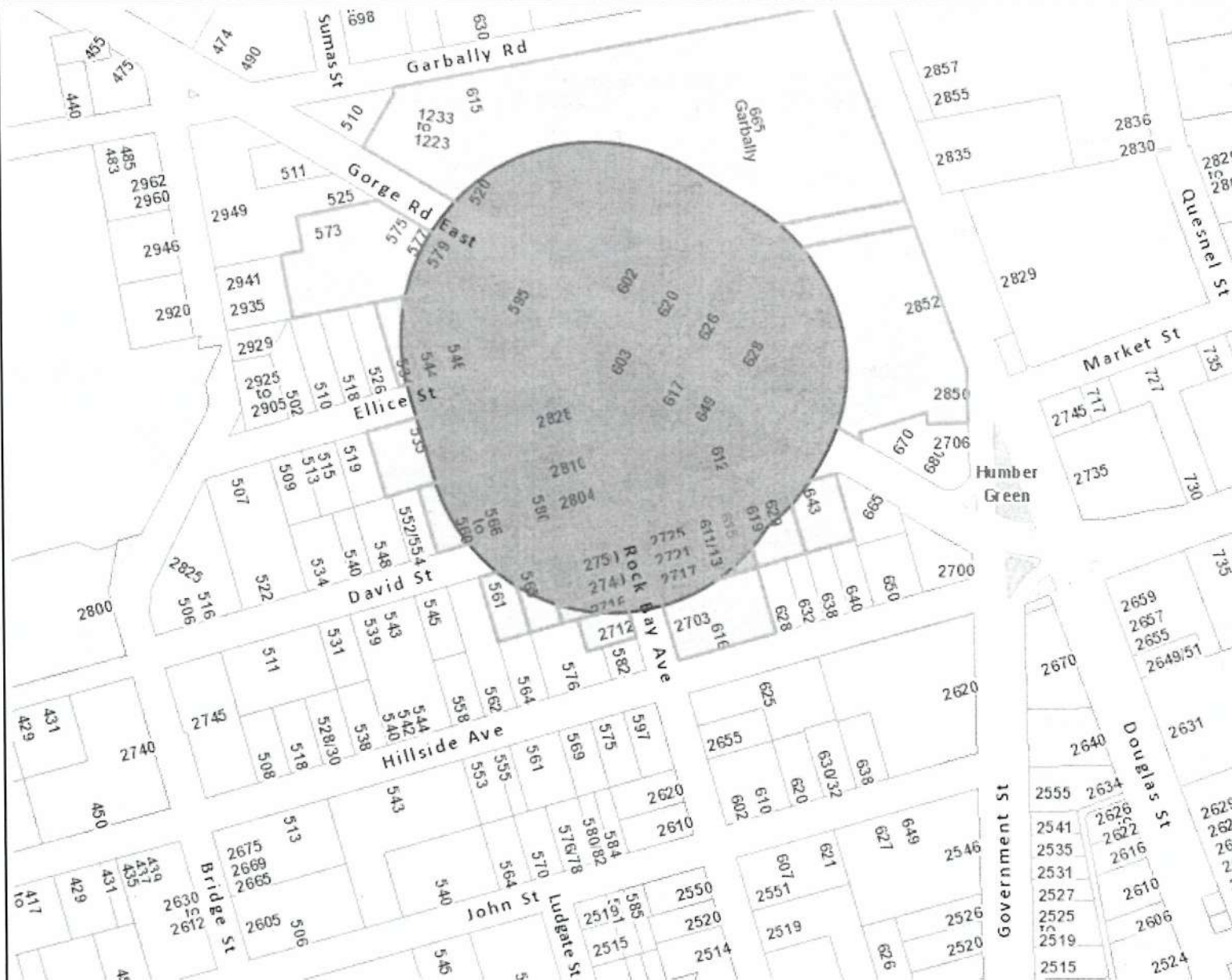
Effective Date

- 5 This bylaw comes into force on adoption.

READ A FIRST TIME the	8 th	day of	November	2018.
READ A SECOND TIME the	8 th	day of	November	2018.
READ A THIRD TIME the	8 th	day of	November	2018.
ADOPTED on the	22nd	day of	November	2018.

CITY CLERK

MAYOR



Legend

 Victoria Parcels

1: 3,137



Notes

THIS MAP IS NOT TO BE USED FOR NAVIGATION

159 0 80 159 Meters

NAD_1983_CSRS_UTM_Zone_10N

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This plan should be field confirmed by the user prior to beginning construction. BC Hydro, Fortis Gas, Telus, and Fibre Optics locations must be confirmed with the appropriate utility. For internal use only. Do not distribute.

Monika Fedyczkowska

From: Michael Forbes [mailto:michael@forbesgroup.ca]
Sent: February 10, 2019 3:28 PM
To: Chris Coates; Monika Fedyczkowska
Subject: Letters of Support for Clarity Cannabis 603 Gorge rd East
Attachments: DOC021019-02102019151713.pdf

Hi Chris and Monika,

I have attached some letters of support for the public hearing approaching. I am in support as well being the owner of Forbes Pharmacy 603 Gorge Rd and 626 Gorge Rd East :)

I have a few more letters of support coming in as well when people are back from holidays that I will forward to you. Have a great week!

Thanks again for your help.

Kind regards,

Michael Forbes BSc. Pharm, Certified in Anti-aging Medicine

Chief Executive Officer Forbes Group

Hindi Engineering Ltd.

February 5, 2019

To: **City of Victoria**
Victoria, BC

Subject:

Clarity Cannabis
603 Gorge Road East

Hindi Engineering Ltd. is the landlord to 603 Gorge Road East Victoria BC and I would like to express my satisfaction with the operations that Michael Forbes has had over the last 10 years as a pharmacist in Forbes Pharmacy. I think that having a licensed pharmacist oversee the operation only makes sense. I am happy to have Clarity as a tenant and hope that you support their application to obtaining permission to operate.

Please do not hesitate to call if you have any question.

Azez Hindi, P. Eng.

Hindi Engineering Ltd.
1061 Richmond Ave.
Victoria, BC V8S 3Z6

Tel: 250 598 9866

Fax: 250 598 7633

ahindi@shaw.ca

IAN LAING

— PROPERTIES LTD —

603 George Road - Clarity Cannabis:

February 6, 2019

Re: Support for 603 George Road - Clarity Cannabis.

To Whom It May Concern,

I am writing to confirm that I am the owner of the building located at 723 Field Street about 400 meters away from the applicant's location.

I wanted to write mayor and council and express my support for this retail cannabis store at this specific location and my support for the operator. This location is very well suited for a retail cannabis location and I welcome this operator and use in the neighborhood.

Sincerely,



Ian Laing

~~Blind Copy~~

100 – 388 Harbour Road
Victoria BC V9A3S1
250-883-7368

www.ianlaingproperties.com



Outreach Services Clinic Ltd.

603 Gorge Road East, Victoria, B.C.

Phone: 480-1232 Fax: 480-1231 Toll Free 1-877-480-1232

September 22, 2016


To Whom It May Concern,

This letter is in support of Medijuana Dispensary to continue business at 603 Gorge Rd. I am their neighbor and business owner of Outreach Services Clinic, where we provide services to those suffering opioid addiction. I believe the dispensary to be extremely helpful and caring for those that are suffering from various health concerns and diseases.

Their services have proven advantageous for some of my patients who benefit from products specific to their needs. Many people become addicted to opiates when they are initially a pain patient and having a healthier alternative to manage their chronic pain has been instrumental in tapering off opiates.

I have found that all staff members at Medijuana are very kind, helpful, educated, knowledgeable, and always conduct themselves in a professional manner. I am happy to have them as neighbors as they cause no issue and provide a good service to our community. I hope that you help them continue to provide a professional service.

Sincerely,


Angela Elder
Executive Director

Neil Rockerbie MD

107-755 Goldstream Ave., Victoria, B.C., V9B 0H9
Phone 250-478-1764 Fax 250-478-1300

February 2, 2019

Dear City of Victoria,

I am writing in support of a land use application for a licensed cannabis dispensary at 603 Gorge Road East. I work in and help operate a medical clinic a few doors down from the proposed dispensary site and have no objections to the permitted use of the site as a licensed cannabis dispensary. I am familiar with the applicant, Michael Forbes, who has operated pharmacies with the utmost of ethic paying attention to both his clients and employees and I would anticipate that he would apply the same principles to the proposed cannabis dispensary.

Regards,



Neil Rockerbie, M.D, CCFP

CLARITY MEDICAL CENTRE

CLARITYMEDICALCENTRE.COM • TOLL-FREE FAX: 1-844-380-3980

Dear City of Victoria,

As a medical specialist I have seen firsthand the benefits of medicinal cannabis, as have many of my patients. Although recreational use has risks such as addiction, mental health issues, a cognitive impairment, so do substances such as alcohol and tobacco; actually, cannabis use is safer in many respects than alcohol and tobacco. My opinion is that the federal government has done right in trying to regulate recreational marijuana use in order to create a safe environment for its enjoyment and try to prevent abuse, much like they do in regulating liquor. In this regard, it is important that responsible individuals be chosen to run these retail stores so that policies and regulations can be collaboratively created, ensuring the safe enjoyment of these products and protection for the community. I am writing to support, Michael Forbes, a pharmacist by training, and Clarity Cannabis, as they seek approval for a retail license at 603 Gorge Rd E. Given that we are possible neighbours, I hope to work together with Clarity Cannabis insofar that they send us their customers looking to access cannabis for medical reasons.

Best,



Jean Paul Lim, MD, FRCPC

Medical Director, Clarity Medical Centre

Dr.'s J & Y.B. Copen Professional Corporation

John Copen, MSc, MD, FRCPC
Psychiatrist

Y. Brenda Copen, MD, FRCPC
Child Psychiatrist

September 22, 2016

Dear City of Victoria,

I am a medical doctor with a specialty in psychiatry, addictions, and pain management and have found the use for cannabis can be useful for some of my patients. Medijauna is a dispensary operation next to one of my offices at 603 Gorge Road East and I am aware that it is overseen by Michael Forbes BSc Pharm who is a pharmacist and used to dealing with complex patient needs and controlled drugs. I support that a regulated health care professional should be the best course of action for the dispensing of cannabis to the public.

Professionally,



Dr. John Copen

202 – 780 Tolmie Ave Victoria, BC V8X 3W4

Phone: 778-402-9958

Fax: 778-265-4082

djybc@ki-life.com

www.ki-life.com

Uplift your Mental Health!

Monika Fedyczkowska

From: Legislative Services email
Sent: February 14, 2019 6:44 PM
To: Monika Fedyczkowska
Subject: FW: Notice re: Clarity Cannabis, 603 Gorge Road East, Victoria, BC VGT 2W6 -- sale of cannabis application

From: Garry Froese <gwaynefroese@gmail.com>
Sent: February 14, 2019 10:49 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Notice re: Clarity Cannabis, 603 Gorge Road East, Victoria, BC VGT 2W6 -- sale of cannabis application

To: City Hall Ambassador, Legislative Services Department, City of Victoria & Members of City Council

It has come to our attention that Clarity Cannabis has applied for a license to sell cannabis related products at 603 Gorge Road East. It is in the best interests of our church, Centennial United Church, 612 David Street, to encourage and co-operate with legitimate and responsible businesses in our most immediate environs. Given that the sale of cannabis has now been legalized this application would fall under that category. Furthermore, it is our understanding that this is the same business/owner that operated a cannabis enterprise in the facility in the past. In our experience, this company has been a good neighbour in our sector of the community.

Given the nature of the product(s) sold at such an establishment and the likelihood of such products being used in the immediate vicinity during this company's business hours, we have specific concerns about cannabis being smoked in the proximity of our facility during one of our 'busiest hours of business,' namely Sunday morning from 9:00 a.m. - 12:30 p.m. Our parishioners would not consider encountering the smell of such consumption in close proximity to the church on a Sunday morning to be welcoming or courteous. We would therefore, request that consideration be given to the following:

a) that the business not be allowed to open during the hours of 9:00 a.m. to 12:30 p.m. on Sundays

and/or

b) that smoking of cannabis not be allowed within 300 meters of the church on any day, by way of posted signage and bylaw enforcement.

We thank you for the courtesy extended to neighbours of this proposed facility by City Council by inviting feedback on the proposed license.

Sincerely,

Dr. Garry Froese
Chair
Church Council
Centennial United Church
612 David Street,

Monika Fedyczkowska

From: Watson, Cliff <cliff.watson@vicpd.ca>
Sent: March 7, 2019 2:06 PM
To: Monika Fedyczkowska
Subject: RE: urgent: 603 gorge street east

The Victoria Police Department does not have any site-specific comments with respect to this application. We would reply upon the existing fit and proper results through the LCRB and their background checks through the RCMP, and the community consultation process through the City of Victoria, Sustainable Planning and Community Development. The Victoria Police Department will not be conducting any further background investigation (in part due to the lack of named individuals) on the application by "Clarity Cannabis" at 603 Gorge Rd East.



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
Mobile. 250-812-0872
cliff.watson@vicpd.ca

From: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Sent: Thursday, March 7, 2019 12:03 PM
To: Watson, Cliff <cliff.watson@vicpd.ca>
Subject: RE: urgent: 603 gorge street east

Thank you! 603 gorge east street is Clarity Cannabis.

From: Watson, Cliff <cliff.watson@vicpd.ca>
Sent: March 7, 2019 11:57 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: RE: urgent: 603 gorge street east

Sure – any other details? Store name? Anything?

Cliff

From: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Sent: Thursday, March 7, 2019 11:33 AM
To: Watson, Cliff <cliff.watson@vicpd.ca>
Subject: urgent: 603 gorge street east

Hey Cliff,

I may not have sent a request for feedback for 603 gorge street east for a cannabis retail store. This is definitely my bad!
I need it asap. Would you be able to send me one when you get a moment?

Sorry again!

Monika Fedyczkowska
Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



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Committee of the Whole Report

For the Meeting of March 14th, 2019

To: Committee of the Whole **Date:** March 7th, 2019

From: Chris Coates, City Clerk

Subject: Local Government Recommendation for The Original FARM at 1402 Douglas Street

RECOMMENDATION

That Council direct staff to provide the following response to the Liquor and Cannabis Regulation Branch:

1. Council supports the application of The Original FARM located at 1402 Douglas Street to receive a provincial cannabis retail store license.

Providing the following comments on the prescribed considerations:

- a. The Council recommends that the LCRB issue a license to The Original FARM located at 1402 Douglas Street with the provision that this license be issued after The Original FARM obtains a Heritage Alteration Permit for any proposed alterations to the building exterior.
- b. The views of residents were solicited through a mail-out to neighbouring property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. The City sent 334 letters and received 1 letter. The letter supports the application. The City did not receive correspondence from the neighbourhood association.

EXECUTIVE SUMMARY

Since the Government of Canada legalized cannabis on October 17, 2018, the Province of British Columbia (The Province) is responsible for cannabis retail store licensing. The Province established a framework that sends referrals to the City for a positive or negative recommendation, which must include residents' views. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* to set the public consultation process and fees to manage these referrals.

Prior to this, the City issued cannabis storefront retailer licences. The City continues to play a role in licensing by providing a positive or negative recommendation on referrals to the Liquor and Cannabis Regulation Branch (LCRB). Provincial licences must comply with both the federal and provincial rules, as well as any municipal rules that may be in effect. The City's *Cannabis-Related Business Regulation Bylaw* contains rules for cannabis storefront retailers.

The Original Farm at 1402 Douglas Street obtained a business licence on May 25, 2018 and has complied with municipal rules. They have never been issued a ticket, do not have any outstanding monies owed to the City, and have been a compliant operator. They have suspended operations. In undertaking internal referrals to the Victoria Police Department, Bylaw Services Division, and

Sustainable Planning and Community Development Branch, staff did not raise any issues with previous operations under the past municipal rules.

The required public notification process enabled residents to share their views by providing written comments. The City sent 334 notices to owners and occupiers within 100 metres of the proposed location for the Licence and received 1 letter. The letter supports the application. The correspondence is attached as Appendix C. The City did not receive correspondence from the neighbourhood association.

Staff recommend that Council support the application by The Original FARM to obtain a provincial cannabis retail store license at 1402 Douglas Street, subject to obtaining a Heritage Alteration Permit for alterations to the building exterior.

PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by The Original FARM to obtain a provincial cannabis retail store license at 1402 Douglas Street.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act) and regulations. LCRB refers an applications to the City for a recommendation about whether or not to issue a licence. The City must issue a positive recommendation for the LCRB to issue a licence.

Under the Act, a local government recommendation must provide comments about community impact and include the views of residents. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishing a public consultation method and fees (Appendix A). A public notification letter is sent to owners and occupiers of parcels within 100 metres of the proposed cannabis retail store, and the neighbourhood association for the area, initiating an opportunity to provide written comment about the application. The public has two weeks to provide a response to the application.

The City's internal review may include comments from staff in Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch.

Provincial licensees must obtain a business licence. The *Business Licence Bylaw* and *Cannabis-Related Business Regulation Bylaw* set out licensing and operating conditions for cannabis retail stores.

The Applicant

The Original Farm at 1402 Douglas Street obtained a business licence on May 25, 2018. They have suspended operations. A map of the property and the immediate 100 metre area is attached as Appendix B.

Public Comments

A public consultation process for this application concluded on February 21st, 2019. The City distributed 334 public notification letters and received 1 letter. The letter supports this application. The City did not receive correspondence from the neighbourhood association. The correspondence is attached as Appendix C.

On their own initiative, an advocacy group provided approximately 1500 letters in support of five applications currently awaiting a Council decision. These are available for viewing on request but are excluded from the City process established in the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw*.

ISSUES AND ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration.

Previous Operations

The Original Farm at 1402 Douglas Street has never been issued a ticket, does not have any outstanding monies owed to the City, and has been a compliant operator.

The Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch have no site-specific comments. VPD comments are attached as Appendix D.

Community Impact

The City received 1 letter. The letter supports this application. The public consultation process did not raise any concerns about negative community impact.

Municipal Requirements for Building Exteriors

The Act requires a licensed cannabis retail store to have non-transparent walls, which would require the applicant to alter the building exterior. The subject property is located within Development Permit Area 1 (HC). As this building is Heritage Designated, alterations to exterior materials, including windows, require a Heritage Alteration Permit.

OPTIONS AND IMPACTS

Option 1 – Refer application with a positive local government recommendation, subject to obtaining a Heritage Alteration Permit (Recommended)

Option 2 – Refer application with a negative local government recommendation with a comment about the reason for the negative recommendation

Accessibility Impact Statement

The recommended option has no accessibility implications.

CONCLUSION

The Original FARM at 1402 Douglas Street has been a compliant licenced cannabis storefront retailer in the City since June 2018. The proposed option would enable the LCRB to continue their consideration of the applicant for a cannabis retail store license.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst




Chris Coates
City Clerk


Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


March 8, 2019

Attachments

Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw
Appendix B: A map of the property and the immediate 100 metre area
Appendix C: Residents' Views
Appendix D: VPD Comments

**CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish a process for the City to provide a recommendation to the Provincial Government for a cannabis retail store licence application referral, and to establish fees to recover the City's costs incurred in the course of work on a referral.

Contents

- 1 Title
- 2 Definitions
- 3 Public Consultation Method
- 4 Fees
- 5 Effective Date

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Title

- 1 This Bylaw may be cited as the "CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW".

Definitions

- 2 In this Bylaw,

"Act"

means the *Cannabis Control and Licensing Act*;

"City"

means the Corporation of the City of Victoria;

"Council"

means the Council of the Corporation of the City of Victoria;

"general manager"

has the same meaning as under the Act;

"licence"

has the same meaning as under the Act;

"licence application referral"

means a referral to the City by the general manager of an application for the issue, amendment, or renewal of a licence under section 33 of the Act.

Public Consultation Method

- 3 (1) Subject to subsection (4), after receiving a licence application referral the City will
 - (a) notify the neighbourhood association for the area to which the licence application referral relates to; and
 - (b) provide a written notice of the licence application referral to the owners and occupants of the properties located within 100 metres from the property to which the licence application referral relates; and
 - (c) after considering any written responses received, provide to the general manager comments and recommendations on the licence application referral, including Council's views on the impact of the proposed application on the community.
- (2) The notice referred to in subsection (1) shall be mailed out at least 14 days before Council considers the licence application referral.
- (3) The obligation to give notice under subsection (1) is satisfied if the City made a reasonable effort to mail or otherwise deliver the notice.
- (4) The City shall be under no obligation to provide notice or consider a licence application referral until after it has received
 - (a) confirmation from the general manager that the general manager has made a determination in accordance with section 26(2)(e) of the Act and the applicant has been found to be fit and proper; and
 - (b) the applicant has paid to the City the fees under section 4.

Fees

- 4 For the purpose of recovering the costs, the applicant whose licence application is referred to the City must pay to the City the following fees:
 - (a) a \$750 processing fee; and
 - (b) the City's actual costs for providing notice under section 3(1).

Effective Date

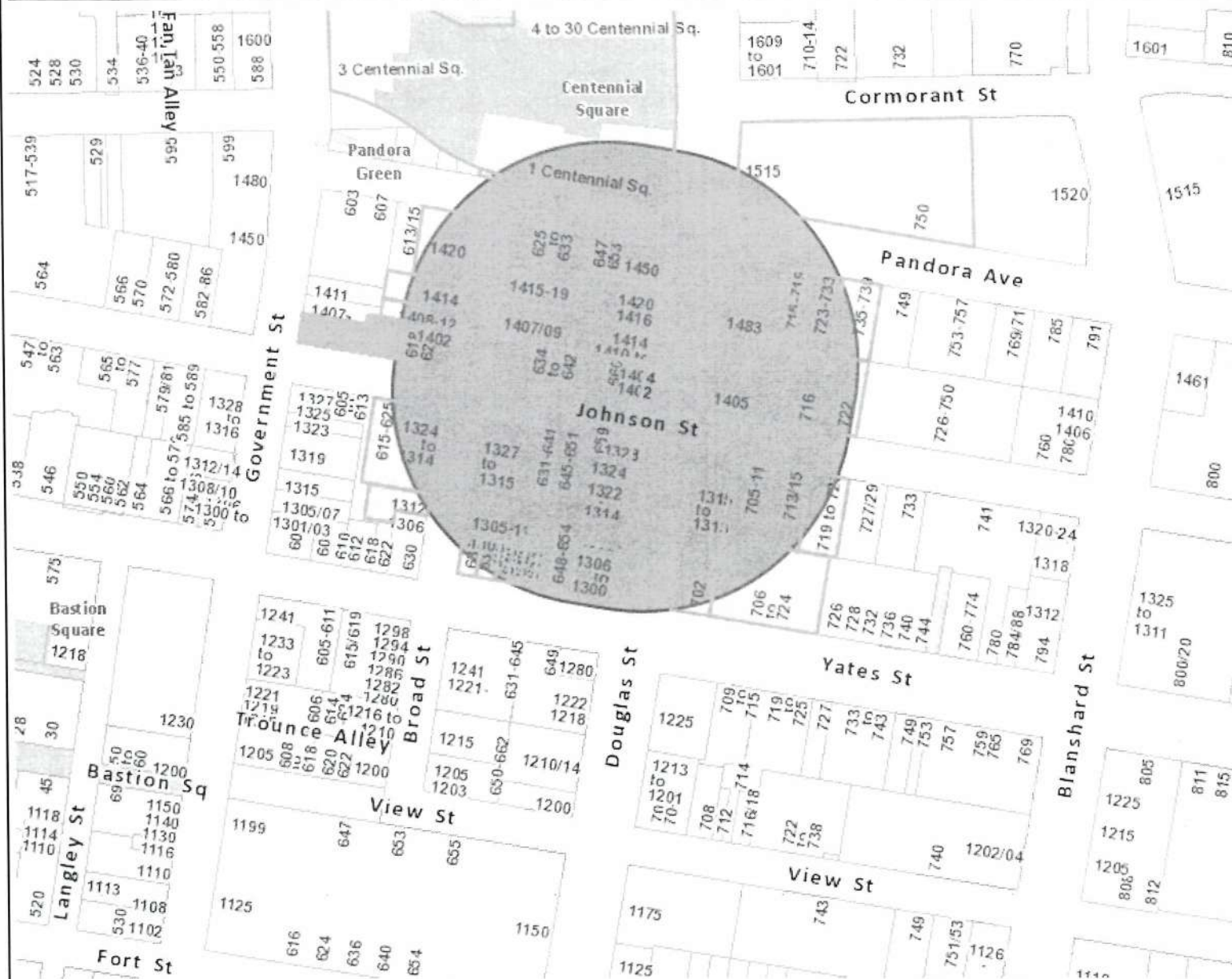
- 5 This bylaw comes into force on adoption.

READ A FIRST TIME the	8 th	day of	November	2018.
READ A SECOND TIME the	8 th	day of	November	2018.
READ A THIRD TIME the	8 th	day of	November	2018.
ADOPTED on the	22 nd	day of	November	2018.

CITY CLERK

MAYOR

1402 Douglas Street Printed from VicMap (Internal Version)



Legend

☐ Victoria Parcels

1: 2,748



Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This plan should be field confirmed by the user prior to beginning construction. BC Hydro, Fortis Gas, Telus, and Fibre Optics locations must be confirmed with the appropriate utility. For internal use only. Do not distribute.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

140 0 70 140 Meters

NAD_1983_CSRS_UTM_Zone_10N

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Monika Fedyczkowska

From: Legislative Services email
Sent: February 13, 2019 8:25 AM
To: Monika Fedyczkowska
Subject: FW: Cannabis Retail Store - 1402 Douglas Street

-----Original Message-----

From: William Gudgeon <willie.gudgeon@gmail.com>
Sent: February 11, 2019 4:22 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis Retail Store - 1402 Douglas Street

In my opinion, this application should be approved at your earliest convenience and Farmacy should be complimented for their efforts to comply with various legislation.

More importantly, I think it is imperative that - once a retail cannabis store is approved - the City punish downtown dispensaries that refuse or neglect to comply with the law. Frankly, it is a disgrace that the City and Victoria PD have allowed dispensaries like Trees on Yates to continue to stuff their pockets and mislead the public by suggesting they are operating 'legally.'

Sincerely,

Willie Gudgeon

Monika Fedyczkowska

From: Watson, Cliff <cliff.watson@vicpd.ca>
Sent: February 22, 2019 2:10 PM
To: Monika Fedyczkowska
Subject: RE: The Original FARM Referral due by February 25th (Second location)

From: Watson, Cliff
Sent: Friday, February 22, 2019 1:49 PM
To: 'Monika Fedyczkowska'
Subject: RE: The Original FARM Referral due by February 25th (Second location)

The Victoria Police Department does not have any site-specific comments with respect to this application. We would reply upon the existing fit and proper results through the LCRB and their background checks through the RCMP, and the community consultation process through the City of Victoria, Sustainable Planning and Community Development. The Victoria Police Department will not be conducting any further background investigation (in part due to the lack of named individuals) on the application by "The Original FARM" at 1402 Douglas St.

Regards,



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
Mobile. 250-812-0872
cliff.watson@vicpd.ca

From: Monika Fedyczkowska [mailto:mfedyczkowska@victoria.ca]
Sent: Monday, February 11, 2019 12:24 PM
To: Watson, Cliff; Barrie Cockle; Kim Ferris
Cc: Chris Coates
Subject: The Original FARM Referral due by February 25th (Second location)

Good afternoon,

The City has received fit and proper results for **The Original FARM**, a cannabis retail store license applicant located at **1402 Douglas Street**. They have now paid their fees to the City which initiates the internal referral and public consultation process.

Please consider this application and submit your comments by Monday, February 25th.

Review and comment by City Staff including Police, Bylaw, and Planning is required. The comments will support a recommendation to Council. In preparation of your comments please consider **general impact on the community**, as requested by the BC Liquor and Cannabis Regulation Branch.

Thank you,

Monika Fedyczkowska
Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0722 E mfedyczkowska@victoria.ca



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Committee of the Whole Report

For the Meeting of March 14th, 2019

To: Committee of the Whole

Date: March 7th, 2019

From: Chris Coates, City Clerk

Subject: Local Government Recommendation for The Original FARM at 3055A Scott Street

RECOMMENDATION

That Council direct staff to provide the following response to the Liquor and Cannabis Regulation Branch:

1. Council supports the application of The Original FARM located at 3055A Scott Street to receive a provincial cannabis retail store license.

Providing the following comments on the prescribed considerations:

- a. Council recommends that the LCRB issue a license to The Original FARM located at 3055A Scott Street, with the provision that this license be issued after The Original FARM obtains a Development Permit for any proposed alterations to the building exterior.
- b. The views of residents were solicited through a mail-out to neighbouring property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. The City sent 532 letters and received 6 letters. All the respondents are concerned with the application moving forward and 2 respondents oppose the application. The City did not receive correspondence from the neighbourhood association.

EXECUTIVE SUMMARY

Since the Government of Canada legalized cannabis on October 17, 2018, the Province of British Columbia (The Province) is responsible for cannabis retail store licensing. The Province established a framework that sends referrals to the City for a positive or negative recommendation, which must include residents' views. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* to set the public consultation process and fees to manage these referrals.

Prior to this, the City issued cannabis storefront retailer licences. The City continues to play a role in licensing by providing a positive or negative recommendation on referrals to the Liquor and Cannabis Regulation Branch (LCRB). Provincial licences must comply with both the federal and provincial rules, as well as any municipal rules that may be in effect. The City's *Cannabis-Related Business Regulation Bylaw* contains rules for cannabis storefront retailers.

The Original Farm at 3055A Scott Street obtained a business licence on April 26, 2017 and has complied with municipal rules. They have never been issued a ticket, do not have outstanding monies owed to the City, and have been a compliant operator. The Original Farm suspended operations. In undertaking internal referrals to the Victoria Police Department, Bylaw Services

Division, and Sustainable Planning and Community Development Branch, staff did not raise any issues with previous operations under the past municipal rules.

The required public notification process enables residents to share their views by providing written comments about the application. The City sent 532 notices to owners and occupiers within 100 metres of the proposed location for the Licence and received 6 letters. All the respondents are concerned with the application moving forward and 2 respondents oppose the application. The correspondence is attached as Appendix C. The neighbourhood association did not provide a response.

Staff recommend that Council support the application by The Original FARM to obtain a provincial cannabis retail store license at 3055A Scott Street, subject to obtaining a Development Permit for alterations to the building exterior.

PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by The Original FARM to obtain a provincial cannabis retail store license at 3055A Scott Street.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act) and regulations. LCRB refers an applications to the City for a recommendation about whether or not to issue a licence. The City must issue a positive recommendation for the LCRB to issue a licence.

Under the Act, a local government recommendation must provide comments about community impact and include the views of residents. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishing a public consultation method and fees (Appendix A). A public notification letter is sent to owners and occupiers of parcels within 100 metres of the proposed cannabis retail store, and the neighbourhood association for the area, initiating an opportunity to provide written comment about the application. The public has two weeks to provide a response to the application.

The City's internal review may include comments from staff in Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch.

Provincial licensees must obtain a business licence. The *Business Licence Bylaw* and *Cannabis-Related Business Regulation Bylaw* set out licensing and operating conditions for cannabis retail stores.

The Applicant

The Original Farm at 3055A Scott Street obtained a business licence on April 26, 2017. They have currently suspended operations. A map of the property and the immediate 100 metre area is attached as Appendix B.

Public Comments

A public consultation process for this application concluded on February 21st, 2019. The City distributed 532 public notification letters and received 6 letters. All 6 letters express one or more concerns with the application moving forward and 2 oppose the application. The neighbourhood association did provide a response. The correspondence is attached as Appendix C.

On their own initiative, an advocacy group provided approximately 1500 letters in support of five applications currently awaiting a Council decision. These are available for viewing on request but are excluded from the City process established in the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw*.

ISSUES AND ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration.

Previous Operations

The Original Farm has never been issued a ticket, does not have outstanding monies owed to the City, and has been a compliant operator.

The Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch have no site-specific comments. VPD comments are attached as Appendix D.

Community Impact

The City received 6 letters. All 6 letters express one or more concerns with the application moving forward and 2 oppose the application.

The respondents are concerned about the impact of previous operations on the community. These concerns include:

- customers using limited residential parking,
- illegal pedestrian crossing between residential parking and the cannabis retail store,
- public consumption, noise, 'rowdy' behaviour, and litter,
- proximity to schools, after-school care, and a mall

Municipal Requirements for Building Exteriors

The Act requires a licenced cannabis retail store to have non-transparent walls, which would require the applicant to alter the building exterior. The subject property is located within Development Permit Area 2 (HC). Alterations to exterior materials, including windows, require a Development Permit within this area. This type of application has been delegated to staff to complete.

OPTIONS AND IMPACTS

Option 1 – Refer application with a positive local government recommendation, subject to obtaining a Development Permit (Recommended)

Option 2 – Refer application with a negative local government recommendation with a comment about the reason for the negative recommendation

Accessibility Impact Statement

The recommended option has no accessibility implications.


CONCLUSION

The Original FARM at 1402 Douglas Street has been a compliant licensed cannabis storefront retailer in the City since June 2018. The proposed option would enable the LCRB to continue their consideration of the applicant for a cannabis retail store license.

Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst




Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:


Date: March 8, 2019

Attachments

- Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw
- Appendix B: A map of the property and the immediate 100 metre area
- Appendix C: Residents' Views
- Appendix D: VPD Comments

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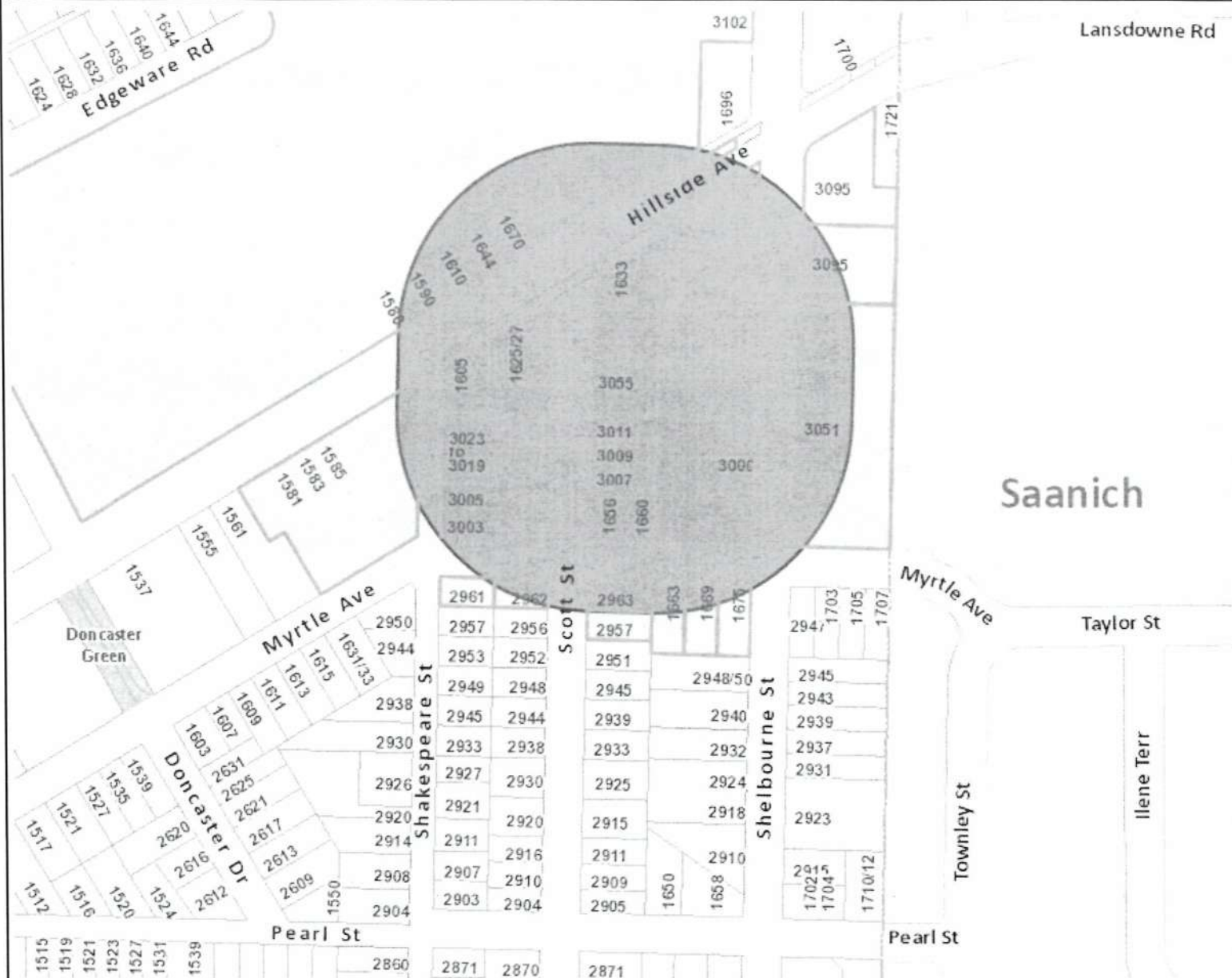
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CITY CLERK

MAYOR



Legend

☐ Victoria Parcels

1: 2,972



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151 0 75 151 Meters

NAD_1983_CSRS_UTM_Zone_10N

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Monika Fedyczkowska

From: Legislative Services email
Sent: February 25, 2019 1:40 PM
To: Monika Fedyczkowska
Subject: FW: Cannabis retail store at 3055 Scott Street

-----Original Message-----

From: Susan Woodburn <susan.woodburn54@gmail.com>
Sent: February 18, 2019 2:34 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis retail store at 3055 Scott Street

City of Victoria

My concern with this retail store, is the lack of parking in the lot adjacent to the store. I believe there are a couple dozen spots, used by at least eight businesses.

As a result, the store's cliental was using the 'residential parking only' spaces on Scott Street, then jay walking to cross the street, making it dangerous for both cars & pedestrians. Since the store has been closed I have noticed that there has been less traffic on the street.

Susan Woodburn
1642 Myrtle Avenue
Victoria, BC
V8R4J8
250-592-0052

I wish to remain anonymous, please do not disclose any of my personal information.

Sent from my iPad

Monika Fedyczkowska

From: Legislative Services email
Sent: February 25, 2019 1:40 PM
To: Monika Fedyczkowska
Subject: FW: Cannabis retail store at 3055 Street A

From: Kirsten McMenamie-Horncastle <kirstenmcmenamie.horncastle@gmail.com>
Sent: February 18, 2019 5:30 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: re: Cannabis retail store at 3055 Street A

Hello,

My family received a letter in reference to the license application of a cannabis retail store in our neighborhood. We live at 3007 Scott street.

My husband and I have a toddler and a new born baby. We have lived here for the last couple years. During that time we have experienced living with an unlicensed Cannabis store. We do not have a problem with the store itself. They employees seemed very friendly and nice when ever we walked by, but there were other problems that affected us due to the store.

The two most pressing issues were parking and public substance use. The area in front of our house is zoned for residential parking only but people were constantly parking in this area leaving no spots available for visiting guests or our own vehicles. In addition to parking out front of our house, customers of the store also smoked and used the products they purchased from the Cannabis store in front of our house.

If you are going to go ahead with this application, we would just ask that you would take these two concerns into account.

Sincerely,

Kirsten McMenamic and Jeffrey Horncastle
3007 Scott Street

Monika Fedyczkowska

From: Legislative Services email
Sent: February 25, 2019 1:56 PM
To: Monika Fedyczkowska
Subject: FW: Cannabis retail store

-----Original Message-----

From: Annie Shum <ajc.shum@gmail.com>
Sent: February 20, 2019 11:35 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis retail store

To whom it may concern,

I would like to express my concern regarding the cannabis store proposed for 3055 Scott St A.

The Original FARM has been in operation in this location since we moved to our house 1660 Myrtle Ave, which is just a block away, in 2016. I have noticed the following problems, all of which have ceased since the store closed in the summer of 2018:

- 1) Increased litter, including drug paraphernalia, left on our front garden and boulevard;
- 2) Increased traffic and parking on our street, which is clearly marked "residents only";
- 3) Increased noise and rowdy behaviour, including public drug use. This is especially concerning since our street is often used by the local elementary school and middle school students, and an after-school-care group.

I strongly oppose the location of this store, not only because I am a mother of two young children, but because the store is in very close proximity to two schools. Oaklands Elementary is the biggest single-track elementary school in the district. Landsdowne Middle School is also very large, and only a block away. Hillside Mall is just across the street and is frequented by children and families. All these children witness the behaviour of the patrons and the drug paraphernalia littered around.

Thank you for considering my input. You can reach me at this email should you have further questions, but please keep my personal information confidential. Thank you.

Annie Shum

Monika Fedyczkowska

From: Legislative Services email
Sent: February 25, 2019 1:56 PM
To: Monika Fedyczkowska
Subject: FW: Input for cannabis retail store at 3055 Scott street A

-----Original Message-----

From: Andy Thaler <militarymodeler@gmail.com>
Sent: February 20, 2019 5:27 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Input for cannabis retail store at 3055 Scott street A

Good day,

Please find below comments with regards to general impact to the community, personal view and my recommendation with regards to provincial licensing.

The store in question is located in a residential area of Oaklands and is steps away from Landsdowne Middle School. The location shares a small parking lot with a coffee shop, a Japanese restaurant, a Nail and Beauty salon, a lawyers office, a Karate School (mostly used by children) and a Subway Restaurant.

On street parking is very limited and the 11 unit Strata complex we live in has problems with street parking even though our street is zoned as residential parking only.

Both employees and owners at the cannabis store have told their customers to simply park on the street and not to worry about getting a ticket since the enforcement people would never be able to get here fast enough before the customers leave again.

This is unacceptable behaviour that clearly demonstrates the lack of respect for not only the residents of this street but for city parking regulations and bylaw personnel.

This store was open last fall when it was a medicinal dispensary. I have witnessed the parking fiasco first hand and do not wish this situation on anyone.

This is not the right location for this store, I therefore ask city council to deny the application for a cannabis retail store license.

Respectfully,

Andreas Thaler (retired Petty Officer First Class, Royal Canadian Navy)
1640 Myrtle ave
Victoria V8R 4J8

Monika Fedyczkowska

From: Legislative Services email
Sent: February 25, 2019 1:57 PM
To: Monika Fedyczkowska
Subject: FW: Residential Input - The Original Farm

From: lisa andres <lisa.andres22@gmail.com>
Sent: February 21, 2019 10:38 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Residential Input - The Original Farm

3006 scott st

Due to the high traffic volume The Original Farm (and other nearby business) create, parking is a concern in the residential area. Due to the number of commercial properties around Scott street I would like to see the city be proactive in ensuring only registered vehicles occupy the residential street parking and look to reducing the maximum speed in residential Areas where there is high volume of traffic/vehicles.

Please do not disclose my email address and other personal information

Thank you

Lisa

Monika Fedyczkowska

From: Legislative Services email
Sent: February 25, 2019 1:40 PM
To: Monika Fedyczkowska
Subject: FW: The Original Farm 3055A Scott

-----Original Message-----

From: Mike and Tracey FRASER <mtmfraser@shaw.ca>
Sent: February 18, 2019 3:08 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: The Original Farm 3055A Scott

Hi,

Our only concern is the lack of parking for the above retail store and other stores in the area. We live in the strata complex on Myrtle Street but our access to our garages/parking is off Scott St. We find that with all the stores and businesses that there is a lack of parking for customers especially during the hours of 4pm to 6pm. Also frequently people are walking between cars mid block which is unsafe and difficult for drivers.

We are not against the Original Farm or any other of the stores in our area, but the parking needs to be addressed. The parking lot on the back side of the Farm store does not seem to be utilized. Can you explain?

Tracey and Mike Fraser

1644 Myrtle Ave

250-370-0877

Please do not disclose our names or contact details

Monika Fedyczkowska

From: Watson, Cliff <cliff.watson@vicpd.ca>
Sent: February 22, 2019 2:10 PM
To: Monika Fedyczkowska
Subject: RE: The Original FARM Referral due by February 25th

The Victoria Police Department does not have any site-specific comments with respect to this application. We would reply upon the existing fit and proper results through the LCRB and their background checks through the RCMP, and the community consultation process through the City of Victoria, Sustainable Planning and Community Development. The Victoria Police Department will not be conducting any further background investigation (in part due to the lack of named individuals) on the application by "The Original FARM" at 3055 Scott St.

Regards,



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
Mobile. 250-812-0872
cliff.watson@vicpd.ca

From: Monika Fedyczkowska [mailto:mfedyczkowska@victoria.ca]
Sent: Monday, February 11, 2019 12:23 PM
To: Watson, Cliff; Barrie Cockle; Kim Ferris
Cc: Chris Coates
Subject: The Original FARM Referral due by February 25th

Good afternoon,

The City has received fit and proper results for **The Original FARM**, a cannabis retail store license applicant located at **3055 Scott Street**. They have now paid their fees to the City which initiates the internal referral and public consultation process.

Please consider this application and submit your comments by Monday, February 25th.

Review and comment by City Staff including Police, Bylaw, and Planning is required. The comments will support a recommendation to Council. In preparation of your comments please consider **general impact on the community**, as requested by the BC Liquor and Cannabis Regulation Branch.

Thank you,

Monika Fedyczkowska
Legislative and Policy Analyst
Legislative & Regulatory Services Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6



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VICTORIA POLICE DEPARTMENT

DATE:	March 14 th , 2019
SUBJECT:	2019 Victoria Police Budget
PREPARED BY:	Chief Cst. D. Manak

RECOMMENDATION:

The Police Board requests Council fund the cost for the new Employers' Health Tax in a manner consistent with the rest of the City's internal budgets. We have re-examined the budget and made suggestions for adjustments where there will be no significant impact on police operations. The impact of a tax increase of the rate of inflation plus 1%, excluding the Employers' Health Tax is far more preferable given that it will not result in civilian staffing reductions. An increase of the rate of inflation plus 1% including the Employers' Health Tax will result in significant reductions in civilian staffing that will severely impede the Department's ability to provide effective and adequate policing.

The February 26, 2019 letter from the Acting Assistant Deputy Minister and Director of Police Services stipulates the minimum police officer resource requirements for the Police Department to provide adequate policing as required under the *Police Act* thus limiting the areas we can consider for cost reductions.

A cost of this magnitude, to fund a new tax, cannot be absorbed into the parameters of the rate of inflation plus 1% without negatively impacting our ability to provide administrative and logistical support to the police officers.

EXECUTIVE SUMMARY:

The financial and operational impacts presented are for information purposes, as requested by Council, in order to make a budgetary decision. This does not constitute acceptance of any budget amendments or adjustments by the Police Board except where specifically stated in this document.

The decision by the Acting Assistant Deputy Minister and Director of Police Services provides, in the Police Board's opinion, direction to maintain a minimum of 249 police officers. The budget must reflect this accordingly. The impact of the options being examined by Council is therefore focused on reductions in civilian and non-salary budget items, as reductions in police strength would run counter to the direction provided by the Province.

A total of \$212,200 in non-staffing reductions were identified that could be absorbed without negatively impacting police operations, including a \$40,000 reduction in funding to the Restorative Justice program. It is our understanding that the City of Victoria has undertaken to fund their portion of this reduction, and that the Township of Esquimalt will receive a similar request.

A reduction of \$75,000 in civilian staffing could be absorbed, through the elimination of a planned clerical support position to front line police, funded through savings achieved by pooling and reducing the number of portable police radios, without negatively impacting police operations. By doing so we will lose an opportunity to reduce the amount of time police officers engage in administrative activities, running counter to the drive towards civilianization to free up police resources and reduce the pressure to increase policing numbers.

We examined potential opportunities to reduce the number of civilian staff, through the provision of those services being provided by the City within their existing resources at no cost to the Department. It was determined during discussions with the City Manager and Deputy City Manager that the City does not have sufficient capacity to perform those duties. Additionally, a number of technical, security, logistical and legislative hurdles made this impractical or inefficient to do so.

We have examined, in the past, opportunities to partner with other municipal police departments in the Greater Victoria area. This has proven successful for some police operations. We would like to continue to pursue opportunities to pool resources, where practical. This would require an incremental approach and will take some time, but would provide us with greater efficiencies and risk reduction.

The impact of a decision to include the Employers' Health Tax in the rate of inflation plus 1% cap will result in a loss of 9 existing and 1 proposed CUPE positions. This will bring the number of civilian staff down to 59, a reduction from 21.4% to 18.6% as a proportion of total staff (2018 – 27.1%) in the planned 2019 budget. The national average of civilian staff in Police Departments in 2017 is 30%, and has not been as low as 18% since 1962.

BACKGROUND:

At the City of Victoria February 14th Committee of the Whole, the following resolution was made:

1. That Council reaffirm its position limiting the increase in policing expenditures accounting for all items in the budget not to exceed the rate of inflation plus 1% tax increase related to the police budget

2. That Council does not approve the increase proposed for executive services, support services, or centralized corporate costs, unrelated to retirement benefits, in order to provide the Chief Constable with the maximum flexibility in order to determine how best to allocate the funding increase approved by Council
3. That Council invites the Chief Constable and/or the Police Board to submit a revised budget prior to final adoption of the City of Victoria 's 2019 Financial Plan, proposing adjusted increases in these line items or other line items, with the total proposed increase for policing expenditures not to exceed the rate of inflation plus 1% tax increase related to the police budget

Subsequently, the following resolution was made at the February 28th Committee of the Whole:

That Council requests that VicPD report back with two versions of the revised budget, based on past Council direction and the 6 new police officers approved by the Province

1. With the inflation plus 1% increase excluding the Employers' Health Tax
2. With the inflation plus 1% increase including the Employers' Health Tax

The Police Board met March 14th, at which time I was instructed to present to Council the financial and operational impacts of the February 28th Committee of the Whole resolution. This does not constitute acceptance of any budget amendments or adjustments by the Police Board except where stated within this document. The Police Board also recognizes the decision by the Acting Assistant Deputy Minister and Director of Police Services provides direction to maintain an authorized strength of 249 police officers.

EXAMINATION OF POTENTIAL COST REDUCTIONS:

Framework Agreement Considerations:

The Victoria Police Department has certain obligations under the Framework Agreement.

Appendix A of the Framework Agreement lays out the minimum strength required at the Dedicated Divisions, including a minimum of two civilian staff members at each location. We currently meet but do not exceed this requirement for the Township of Esquimalt. No reductions are therefore possible to the number of civilian staff at the Esquimalt Division. Consideration is being given to the workloads assigned to those positions, should staffing reductions become necessary.

The Framework Agreement contains language over the accumulation and use of reserve funds. Expenditures from the financial stability reserve fund must be approved by the Board and may only be used to deal with unanticipated events not contemplated at the time the budget was prepared. Therefore, we cannot budget to withdraw funds from this reserve to offset known or

ongoing operational costs. The amounts included in the budget are in line with the requirements of the Framework Agreement.

The Employee Benefit Obligation Reserve shall be maintained to ensure future liabilities for employee's retirement payouts, vacation payouts and sick leave are fully funded. At this time those liabilities are not fully funded which, under the terms of the Framework Agreement, requires us to maintain those reserves.

Funding for the Equipment and Infrastructure Reserve Fund is provided by annual transfers from the Department's operating budget. Expenditures must follow the 20 year capital plan approved by the Board.

Future and Current Opportunities for Efficiencies:

Pooling of Resources with Other Police Agencies:

The Regional Communications Centre is an excellent example of where pooling of resources can increase operational efficiency, contain cost pressures and reduce risk to the participating organizations. For years we have slowly increased the number of integrated units we operate within the region. We have also begun to work with larger police departments, such as Vancouver PD to secure superior pricing for operational vehicles. We also on a regular basis, tap into the resources of other agencies to learn and implement more efficient approaches to aspects of our organization. We recently explored the prospect of integrating IT and although this has not yet translated into action, there may be future opportunities to do so in this area or other areas such as FOI and Records.

Fleet Management:

Most of our V8 engine vehicles have now been replaced with V6 engines, to reduce emissions and operating costs. Patrol cars now have equipment factory installed, saving approximately \$2,000 per vehicle over previous costs, as well as reducing repair costs and differences in functionality between vehicles. A further \$2,000 per vehicle will be realized in savings on replacement of patrol cars by using standardized equipment. The average lifespan for a patrol car is based on a combination of age, mileage and condition rating. We do not currently have the ability to measure engine hours. Based on average usage, however, we estimate average replacement of patrol cars to be at around 30,000 engine hours.

For most of our officers, the police vehicle is more than a mode of transportation; it is a mobile office, often parked strategically whilst officers perform administrative work. A blended one-person and two-person deployment model provides the greatest efficiency and maximum capacity to respond to calls. Any financial gains from reducing the operational fleet would be outweighed by the loss to our response capacity.

Administrative and non-marked cars are rotated periodically to ensure maximum usage. Average lifespan, with the exception of surveillance vehicles, is 8-10 years depending on usage. We have replaced 3 administrative vehicles in the last 4 years, all of which were replaced with hybrid vehicles. The majority of our vehicle replacements are, however, for operational vehicles.

The Department purchased a key tracer system so we can expand the pooling system for non-patrol vehicles. There are still some technical issues to overcome before this can be achieved, but once implemented we believe we can reduce the non-marked vehicle fleet.

Non-Staffing Expenditures:

We have reviewed, on a line by line basis, non-staffing expenditures to determine potential cost reductions that will not have an impact on police operations. It was determined, and approved by the Police Board, that the following adjustments can be made within the Police Budget.

DNA Analysis:

Police Departments have been required to pay for DNA analysis since 2017. Our budget was prepared based on the initial cost estimates provided to us but, based on actual usage and cost, the costs to the Police Department have been lower than expected. This may be temporary but a reduction of \$50,000 in the budget could be absorbed without significant financial risk to the organization.

Restorative Justice Program:

We fully support the Restorative Justice Program and understand the municipalities are willing to consider funding the reduction of this funding in our budget. This will represent a \$40,000 reduction in our budget.

CCTV Maintenance Contract:

We are in the midst of installing a new camera system in our headquarters building, to be maintained by our IT department. This will save us approximately \$45,000 annually. The old system must be maintained for Freedom of Information Purposes for a period of time. Steps have been taken, however, to safeguard this information and we believe the risk to the organization of cancelling the existing maintenance contract can be managed. Cancellation of this contract prior to full transition to the new system represents a cost reduction of \$45,200 in 2019 and ongoing annual savings of approximately \$45,000.

Landlines/Mobility:

A renegotiation of our mobility contract, through a tender process, resulted in significant savings. As a result, the cost of rolling out smartphones to police officers has been lower than originally expected. A reduction of \$35,000 in the budget for communications can be accommodated. In 2019, we will conduct a thorough review of our landline phones. The move to the Regional Communications Centre and provision of smartphones to front line officers has reduced our need for landline phones, which may provide further cost savings in 2020.

Change Management Training:

The Information Management (IM) Strategy funding for 2019 included an amount of \$12,000 for change management training, as recommended in the IM Review. A locally provided alternative through the University of Victoria will reduce our costs and can be funded through the regular training budgets.

Special Duties:

The Police Department currently provides the first three police officers for special events at no cost. Over time the costs to ensure public safety at community events has increased. In 2018 the net cost to the department, including Canada Day, was in excess of \$200,000. Although charging for the first three officers will have an impact on event organizers, we believe this is unavoidable given our financial constraints. This will increase our revenue by \$30,000.

Police Staffing:

The ruling from Police Services Division, in our opinion, authorizes an increase in strength from 243 to 249 officers. The two additional ACT officers have not been included in this calculation as these positions were not considered a permanent part of authorized strength. We believe the University of Victoria research, yet to be published, will indicate the need for these positions. On-going full year cost for six police officers would be \$721,810, plus a one-time cost of \$60,000. Due to recruitment timelines, the cost in 2019 is estimated to be \$355,600, of which Victoria's share will be approximately \$303,328.

Civilian Staffing:

In January 2019 our Communications Centre moved over to a regional model, resulting in a planned decrease in civilian staff to 69. This would have brought our civilian staffing ratio to 21.4%. Should Council decide to limit the police tax increase to the rate of inflation plus 1%, including the Employers' Health Tax, further reductions of up to 10 civilian staff members may be required. This would bring our civilian staff ratio to below 19%.

The national average, according to Statistics Canada in 2017, was 30%. The percentage of civilian employees has gradually increased in time across the country. Increased civilianization is a goal of the Police Department, representing a trend towards providing services at a generally lower wage level and professionalism of tasks to achieve greater efficiency and effectiveness. The Police Department has followed this trend, with a net increase of 7 civilian positions over the last 8 years.

A reduction in civilian staff would not only mean a loss of all those gains, it would also substantially impede our ability to provide adequate and effective policing in the region. The requirements for Freedom of Information, disclosure, record keeping, technology and

accountability have increased steadily over time, increasing the need for civilian staff to provide services that are required to function adequately. Even with the limited number of additions, we are unable to keep up with workload demands. For example, the Record Section is many months behind in critical record keeping functions due to inadequate staffing levels. The *Police Act* requires adequate numbers in the police force, police department, accommodation, equipment and supplies. This includes the resources to adequately support the police officers.

To properly determine the impact on the budget, we examined options to provide services to the Police Department through the City. Appendix B provides further information on the scope and results of that exercise. It was determined there was no capacity within the City to assume any functions. Furthermore, even if the City was to assume these duties, the logistical, technical, security and legislative requirements would prove challenging and create further inefficiencies.

We therefore examined the existing administrative staffing levels. Through gradual increases we are approaching, but have not yet achieved, the national average in terms of civilian staffing levels for the organization. Through increases in staffing for FOI, IT, Policy Research and Analysis, and the addition of a Business Analyst we have managed to address some of our shortfalls. These additions have helped us to bridge some of the gaps we have on the civilian side, but several gaps have been identified that are yet to be addressed.

An increase of two positions in our Records Section is required to continue to provide specific legislatively required services that will not transition to the Regional Communications Centre. We had further hoped to expand operational support services to front line officers through the development of a Special Municipal Constable program and a civilian staffed Service Desk function.

The Information Management strategy recommended the addition of a management position and information management analyst position. We had requested additional funding for an analyst in the 2019 Provisional Budget as an additional resource, which was declined by council. A recent review of the Human Resources Division also recommends, given the high incidents of both mental and physical stress in our profession, the addition of a part time occupational health specialist to manage health and wellness support programs. This will not be achievable within the 2019 budget.

Further cuts to civilian staffing will not only undermine any progress we have made but send us backwards. Cuts in the magnitude of 9 positions will put us in a position of not being able to keep up with our responsibilities under the *Police Act*. Should cuts be necessary we will endeavor to do so based on an assessment of the criticality of those positions and the immediacy of the impact that elimination will have on our ability to perform legislated and common law responsibilities. This will only delay or slow down, but cannot prevent the impact on our ability to meet those responsibilities.

The adjustments to the 2019 Provisional Budget based on the elimination of civilian positions below was based on the premise the City would be able to assume those functions with available

skills sets, as well as the highest likelihood of integration at no cost to the Police Department. Some positions originally identified in that exercise are considered critical to the continuation of operations. In the eventuality positions must be eliminated, the actual positions eliminated may be different than those analyzed if those functions cannot be assumed by the City.

Business Units Included in Council Resolution:

- 2528 Office of the Chief Constable
- 2529 Executive Services, Policy and Professional Standards
- 2570 Esquimalt Division
- 2521 Police Board
- 2524 Public Affairs (Community Engagement)
- 2640 Automotive
- 2527 CISM
- 2530 Legal Services and Freedom of Information
- 2500 Finance, Exhibit Control and Purchasing
- 2510 Human Resources, Firearms and Use of Force Training
- 2630 Records Management
- 2550 IT
- 2520 Centralized Corporate Costs

A breakdown of these budgets, along with explanations for significant items is in Appendix A

FINANCIAL & OPERATIONAL IMPACT:

Scenario 1: With the rate of inflation plus 1%, excluding the Employers' Health Tax

The financial impact would be a reduction of \$168,905 to the Core Operating Budget, exclusive of the cost for the 6 additional officers. The subsequent approval of funding from the City, and potentially the Township, for Restorative Justice increases that amount to \$208,905.

This can be achieved without staffing reductions in administration or significant disruption to operations, with the following adjustments to the 2019 Provisional Police Budget:

Line Item	Description	Decrease	COV	ESQ
Centralized Corporate Costs	DNA Analysis	\$50,000	\$42,650	\$7,350
Centralized Corporate Costs	Restorative Justice	\$40,000	\$34,120	\$5,880
Information Systems	CCTV Maintenance	\$45,200	\$38,556	\$6,644
Finance	Landlines/Mobility	\$35,000	\$29,855	\$5,145
Records	Change Mgmt. Training	\$12,000	\$10,236	\$1,764

Line Item	Description	Increase	COV	ESQ
Revenue	Elimination first 3 officers	\$30,000	\$25,590	\$4,410

Victoria Council did not approve the continuation of the 2 ACT officers. The Township of Esquimalt is yet to make a decision on supporting the positions. The specific line item to adjust in the 2019 Provisional Police Budget for the discontinuation of funding for the ACT officers is as follows:

Line Items	Decrease	COV	ESQ
Focused Enforcement	\$262,210	\$223,665	\$38,545

Six additional police officers were approved by the Acting Assistant Deputy Minister and Director of Police Services. Where those resources are allocated is an operational decision. For the purposes of amending the budget, the information below has been based on allocating resources back to the units where officers were drawn down previously, with the following line item adjustments:

Line Items	Total Increase	COV	ESQ
School Resource Officers	\$177,800	\$151,663	\$26,137
Analysis & Intel	\$59,267	\$50,555	\$8,712
Reserve Program	\$59,267	\$50,555	\$8,712
Focused Enforcement	\$59,266	\$50,555	\$8,712

Amended Budget if adjusted for:

- Inclusion of six additional officers
- Elimination of ACT pilot funding
- Rate of inflation plus 1%, excluding the Employers' Health Tax
- Elimination of the Additional Resources

**Victoria Police Department 2019 Proposed Budget
Allocation of Provisional Budget**

	2018	2019	Increase	
			\$	%
Operating Budget Based on Funding Formula				
Operating Budget Before Adjustments	53,631,388	55,411,559	1,780,171	3.30%
Six Additional Officers		355,600	355,600	0.66%
Pilot - Mental Health Integration	253,898	-	(253,898)	-0.47%
Total Operating Budget Based on Funding Formula	53,885,286	55,767,159	1,881,873	3.49%
Optional Resources Under Framework Agreement				
Special Duties Funding (Esquimalt)	23,520	24,108	588	0.00%
	53,908,806	55,791,267	1,882,461	3.49%
Changes to Provincially Mandated Expenditures				
Employers' Health Tax	-	690,000	690,000	1.28%
Total 2019 Provisional Budget	53,908,806	56,481,267	2,572,461	4.77%

Cost Allocation Formula

Esquimalt (14.7%)

Victoria (85.3%)

Municipal Allocations:

	2018	2019	Increase	
			\$	%
CITY OF VICTORIA				
Operating Budget Based on Funding Formula				
Operating Budget Before Adjustments	45,747,574	47,266,060	1,518,486	3.30%
Six Additional Officers	-	303,327	303,327	0.66%
Pilot - Mental Health Integration	216,575	-	(216,575)	-0.47%
Total Operating Budget Based on Funding Formula	45,964,149	47,569,387	1,605,238	3.49%
Optional Resources Requested Under Framework agreement				
Special Duties Funding	-	-	-	0.00%
	45,964,149	47,569,387	1,605,238	3.49%
Employers' Health Tax	-	588,570	588,570	1.28%
Total 2019 Provisional Budget	45,964,149	48,157,957	2,193,808	4.77%

TOWNSHIP OF ESQUIMALT	2018	2019	\$	%
Operating Budget Based on Funding Formula				
Operating Budget Before Adjustments	7,883,814	8,145,499	261,685	3.29%
Six Additional Officers		52,273	52,273	0.66%
Pilot - Mental Health Integration	37,323	-	(37,323)	-0.47%
Total Operating Budget Based on Funding Formula	7,921,137	8,197,772	276,635	3.48%
Optional Resources Requested Under Framework agreement				
Special Duties Funding	23,520	24,108	588	0.01%
	7,944,657	8,221,880	277,223	3.49%
Employers' Health Tax	-	101,430	101,430	1.28%
Total 2019 Provisional Budget	7,944,657	8,323,310	378,653	4.77%

Summary by Object:

Description	2018	2019	Increase/(Decrease)	
	Budget	Provisional	\$	%
Salaries and Benefits	43,257,278	41,234,162	(2,023,116)	-4.7%
Overtime	2,117,220	2,597,792	480,572	22.7%
Integrated Units	565,500	664,395	98,895	17.5%
Other Operating Costs	6,814,288	10,238,186	3,423,898	50.2%
Contingency	100,000	842,724	742,724	742.7%
	52,854,286	55,577,259	2,722,973	5.15%
TRANSFER TO RESERVE FUNDS	1,456,000	1,856,000	400,000	27.5%
TRANSFER FROM RESERVE FUNDS	(100,000)	(750,000)	(650,000)	650.0%
REVENUE	(325,000)	(916,100)	(591,100)	181.9%
EMPLOYERS' HEALTH TAX	-	690,000	690,000	N/A
SPECIAL DUTIES - OPTIONAL RESOURCE	23,520	24,108	588	N/A
NET EXPENDITURES	53,908,806	56,481,267	2,572,461	4.77%

2019 BUDGET - Overview by Section

Section	2018	2019	Increase/(Decrease)	
	Budget	Provisional	\$	%
Expenditures				
EXECUTIVE SERVICES				
Office of The Chief Constable	886,342	994,789	108,447	
Executive Services, Policy and Professional Standards	1,515,042	1,653,411	138,369	
Esquimalt Administration	550,832	552,610	1,778	
Police Board	208,670	119,900	(88,770)	
Public Affairs	460,464	556,376	95,912	
	3,621,350	3,877,086	255,736	7.1%
INTEGRATED SERVICES				
Vancouver Island Integrated Major Crime Unit	1,029,259	1,047,172	17,913	
Diversity Unit	3,500	2,918	(582)	
Integrated Mobile Crisis Response Team	95,609	114,783	19,174	
Regional Domestic Violence Unit	188,399	184,734	(3,665)	
Crowd Management Unit	30,500	33,882	3,382	
Tactical Liaison Officer	2,758	2,836	78	
Critical Incident Scribes	493	493	-	
Explosive Ordinance Disposal	7,708	12,327	4,619	
Victoria Integrated Community Outreach Team	397,875	146,053	(251,822)	
Crime stoppers	57,681	61,120	3,439	
Mobile Youth Service Team	49,061	61,528	12,467	
Emergency Response Team	268,415	338,508	70,093	
Municipal Undercover Program	66,229	67,554	1,325	
Restorative Justice	40,000	-	(40,000)	
Crisis Negotiating	13,238	23,998	10,760	
PRIME tables	1,560	1,592	31	
Youth Camp	15,500	15,810	310	
Saanich Police Camp	11,357	-	(11,357)	
Canadian Intelligence Services British Columbia	26,000	26,520	520	
	2,305,142	2,141,827	(163,315)	-7.1%
CRIME PREVENTION				
Community Resource Officers	598,295	655,297	57,002	
School Resource Officers	396,375	177,800	(218,575)	
Community Programs	99,108	101,791	2,683	
Volunteer Program	272,196	137,476	(134,720)	
Reserve Program	26,500	85,767	59,267	
	1,392,474	1,158,131	(234,343)	-16.8%
CRIME REDUCTION DIVISION				
Strike Force	1,186,503	1,314,136	127,633	
Crime Reduction Unit	1,136,662	1,019,218	(117,444)	
Analysis and Intel	653,257	571,315	(81,942)	
Operational Planning	264,538	248,181	(16,357)	
Special Duties	163,520	740,000	576,480	
	3,404,480	3,892,850	488,370	14.3%

VICTORIA POLICE DEPARTMENT	2018	2019	Increase/(Decrease)	
2019 BUDGET - Overview by Section - Continued	Budget	Provisional	\$	%
K9	803,198	999,623	196,425	24.5%
PATROL - PRIMARY RESPONSE DIVISION	17,020,817	17,211,531	190,714	1.1%
FOCUSED ENFORCEMENT TEAM	2,596,141	2,378,070	(218,071)	-8.4%
INVESTIGATIVE SERVICES DIVISION				
Detective Division - Support	1,096,835	1,082,753	(14,082)	
Special Investigations	-	750,000	750,000	
Financial Crimes	452,696	293,616	(159,080)	
Integrated Tech Crime Unit	386,357	379,456	(6,901)	
Special Victims Unit	883,676	881,222	(2,454)	
Major Crimes	1,437,515	1,507,280	69,765	
Historical Case Review Unit	175,899	154,178	(21,721)	
Behavioural Assessment and Management Unit	570,379	571,926	1,547	
Forensic Identification	992,056	973,978	(18,078)	
	5,995,413	6,594,409	598,996	10.0%
TRAFFIC SECTION				
Traffic Enforcement and Crash Investigation	1,404,043	1,403,553	(490)	
Motorcycle Escort Team	13,500	10,000	(3,500)	
	1,417,543	1,413,553	(3,990)	-0.3%
COMMUNICATIONS CENTER - 911	3,196,107	3,034,667	(161,440)	-5.1%
CENTRALIZED CORPORATE COSTS	1,919,700	2,205,100.00	285,400	14.9%
SUPPORT SERVICES				
Automotive	908,000	844,000	(64,000)	
Marine Response Unit	-	-	-	
Critical Incident Stress Management	16,200	16,600	400	
Legal Services and Freedom of Information	297,823	377,395	79,572	
Finance, Exhibit Control and Purchasing	2,753,781	3,312,470	558,689	
Human Resources, firearms and use of force training	1,885,296	2,529,561	644,265	
Records Management	1,700,398	2,308,802	608,404	
Information Systems	1,100,689	1,044,836	(55,853)	
	8,662,187	10,433,664	1,771,477	20.5%
Jail Operations	943,254	960,856	17,602	1.9%
TOTAL EXPENDITURES	53,277,806	56,301,367	3,023,561	5.68%
Revenue				
Protective Services	(325,000)	(916,100)	(591,100)	181.9%
Transfer from Reserves	(100,000)	(750,000)	(650,000)	650.0%
TOTAL REVENUE	(425,000)	(1,666,100)	(1,241,100)	292.0%
Capital Transfer	1,056,000	1,156,000	100,000	9.5%
Employers' Health Tax		690,000	690,000	N/A
NET BUDGET	53,908,806	56,481,267	2,572,461	4.77%

Scenario 2: With the rate of inflation plus 1%, including the Employers' Health Tax

The financial impact would be a reduction of \$858,905 to the Core Operating Budget, exclusive of the cost for the 6 additional officers and reduction in ACT officers. The subsequent approval of funding from the City, and potentially the Township, for Restorative Justice increases that amount to \$898,905.

As in Scenario 1 the following reductions would be made to the 2019 Provisional Budget:

Line Item	Description	Decrease	COV	ESQ
Centralized Corporate Costs	DNA Analysis	\$50,000	\$42,650	\$7,350
Centralized Corporate Costs	Restorative Justice	\$40,000	\$34,120	\$5,880
Information Systems	CCTV Maintenance	\$45,200	\$38,556	\$6,644
Finance	Landlines/Mobility	\$35,000	\$29,855	\$5,145
Records	Change Mgmt. Training	\$12,000	\$10,236	\$1,764

Line Item	Description	Increase	COV	ESQ
Revenue	Elimination first 3 officers	\$30,000	\$25,590	\$4,410

Line Items	Decrease	COV	ESQ
Focused Enforcement	\$262,210	\$223,665	\$38,545

Line Items	Increase	COV	ESQ
School Resource Officers	\$177,800	\$151,663	\$26,137
Analysis & Intel	\$59,267	\$50,555	\$8,712
Reserve Program	\$59,267	\$50,555	\$8,712
Focused Enforcement	\$59,266	\$50,555	\$8,712

A further \$686,705 would need to be cut, through reductions in staffing. Based on discussions between the Chief and his Deputies, as well as the Senior Management Team, the following staffing reductions would be required (see Briefing Note for additional information):

- Elimination of 1 vacant CUPE position
- Elimination of 9 currently occupied CUPE positions, depending on the pay grade

Appendix B provides further detail on the analysis that formed the basis of discussions with the City Manager and Deputy Manager on the City's ability to assume functions in the event of staffing reductions. Aside from the City not having capacity to assume any of these tasks, as well as the legislative, technical and security issues surrounding such a proposal, doing so would have

led to reduced access to support services for police members, lower support service levels and increased inefficiency in the use of our police resources. A loss of staff in this magnitude would not be achievable solely through attrition and any cost reductions would need to take into account additional costs for severance payouts or early retirement incentives. We are also now part way through the year, which would result in only partial savings in 2019 for the elimination of any positions.

Staffing Reductions that will not significantly adversely affect police operations

A Service Desk position was included in the budget funded through savings from pooling and reducing the number of radios. Eliminating this position would not adversely affect police operations, as there would be no change in operations, but it does undermine the continuing drive towards civilianization of administrative tasks. The purpose of the position was to reduce police officer time engaged in administrative functions, provide better access to internal services and improve the timeliness of service delivery to the front-line officers.

The adjustment to the 2019 Provisional Budget to remove funding for this position would be as follows:

Line Item	Decrease	COV	ESQ
Records	\$75,000	\$63,975	\$11,025

Staffing Reductions that significantly adversely affect police operations

As mentioned previously, the actual positions eliminated may differ from Appendix B, based on an assessment of criticality and the length of time before operations are seriously impeded or affected. The provisional budget adjustments below are based on the positions in Appendix B.

Line Item	Decrease	COV	ESQ
Finance, Exhibit Control and Purchasing	\$264,705	\$177,595	\$30,605
Legal Services and Freedom of Information	\$208,200	\$177,595	\$30,605
Information Systems	\$138,800	\$118,396	\$20,404
Or alternatively,			
Civilian Salaries and Benefits	\$613,705	\$523,490	\$90,215

Amended Budget if adjusted for:

- Inclusion of six additional officers
- Elimination of ACT funding
- Rate of Inflation plus 1%, including the Employers' Health Tax
- Elimination of Additional Resources

**Victoria Police Department 2019 Proposed Budget
Allocation of Provisional Budget**

	2018	2019	Increase	
			\$	%
Operating Budget Based on Funding Formula				
Operating Budget Before Adjustments	53,631,388	54,724,855	1,093,467	2.03%
Six Additional Officers	-	355,600	355,600	0.66%
Pilot - Mental Health Integration	253,898	-	(253,898)	-0.47%
Total Operating Budget Based on Funding Formula	53,885,286	55,080,455	1,195,169	2.22%
Optional Resources Under Framework Agreement				
Special Duties Funding (Esquimalt)	23,520	24,108	588	0.00%
	53,908,806	55,104,563	1,195,757	2.22%
Changes to Provincially Mandated Expenditures				
Employers' Health Tax	-	690,000	690,000	1.28%
Total 2019 Provisional Budget	53,908,806	55,794,563	1,885,757	3.50%

Cost Allocation Formula

Esquimalt (**14.7%**)

Municipal Allocations:

CITY OF VICTORIA	2018	2019	Increase	
			\$	%
Operating Budget Based on Funding Formula				
Operating Budget Before Adjustments	45,747,574	46,680,301	932,727	2.03%
Six Additional Officers		303,327	303,327	0.66%
Pilot - Mental Health Integration	216,575		(216,575)	-0.47%
Total Operating Budget Based on Funding Formula	45,964,149	46,983,628	1,019,479	2.22%
Optional Resources Requested Under Framework agreement				
Special Duties Funding	-	-	-	0.00%
	45,964,149	46,983,628	1,019,479	2.22%
Employers' Health Tax	-	588,570	588,570	1.28%
Total 2019 Provisional Budget	45,964,149	47,572,198	1,608,049	3.50%

TOWNSHIP OF ESQUIMALT	2018	2019	\$	%
Operating Budget Based on Funding Formula				
Operating Budget Before Adjustments	7,883,814	8,044,554	160,740	2.02%
Six Additional Officers	-	52,273	52,273	0.66%
Pilot - Mental Health Integration	37,323	-	(37,323)	-0.47%
Total Operating Budget Based on Funding Formula	7,921,137	8,096,827	175,690	2.21%
Optional Resources Requested Under Framework agreement				
Special Duties Funding	23,520	24,108	588	0.01%
	7,944,657	8,120,935	176,278	2.22%
Employers' Health Tax	-	101,430	101,430	1.28%
Total 2019 Provisional Budget	7,944,657	8,222,365	277,708	3.50%

Summary by Object

Description	2018	2019	Increase/(Decrease)	
	Budget	Provisional	\$	%
Salaries and Benefits	43,257,278	40,547,458	(2,709,820)	-6.3%
Overtime	2,117,220	2,597,792	480,572	22.7%
Integrated Units	565,500	664,395	98,895	17.5%
Other Operating Costs	6,814,288	10,238,186	3,423,898	50.2%
Contingency	100,000	842,724	742,724	742.7%
	52,854,286	54,890,555	2,036,269	3.85%
TRANSFER TO RESERVE FUNDS	1,456,000	1,856,000	400,000	27.5%
TRANSFER FROM RESERVE FUNDS	(100,000)	(750,000)	(650,000)	650.0%
REVENUE	(325,000)	(916,100)	(591,100)	181.9%
EMPLOYERS' HEALTH TAX	-	690,000	690,000	N/A
SPECIAL DUTIES - OPTIONAL RESOURCE	23,520	24,108	588	N/A
NET EXPENDITURES	53,908,806	55,794,563	1,885,757	3.50%

2019 BUDGET - Overview by Section

Section	2018	2019	Increase/(Decrease)	
	Budget	Provisional	\$	%
Expenditures				
EXECUTIVE SERVICES				
Office of The Chief Constable	886,342	994,789	108,447	
Executive Services, Policy and Professional Standards	1,515,042	1,653,411	138,369	
Esquimalt Administration	550,832	552,610	1,778	
Police Board	208,670	119,900	(88,770)	
Public Affairs	460,464	556,376	95,912	
	3,621,350	3,877,086	255,736	7.1%
INTEGRATED SERVICES				
Vancouver Island Integrated Major Crime Unit	1,029,259	1,047,172	17,913	
Diversity Unit	3,500	2,918	(582)	
Integrated Mobile Crisis Response Team	95,609	114,783	19,174	
Regional Domestic Violence Unit	188,399	184,734	(3,665)	
Crowd Management Unit	30,500	33,882	3,382	
Tactical Liaison Officer	2,758	2,836	78	
Critical Incident Scribes	493	493	-	
Explosive Ordinance Disposal	7,708	12,327	4,619	
Victoria Integrated Community Outreach Team	397,875	146,053	(251,822)	
Crime stoppers	57,681	61,120	3,439	
Mobile Youth Service Team	49,061	61,528	12,467	
Emergency Response Team	268,415	338,508	70,093	
Municipal Undercover Program	66,229	67,554	1,325	
Restorative Justice	40,000	-	(40,000)	
Crisis Negotiating	13,238	23,998	10,760	
PRIME tables	1,560	1,592	31	
Youth Camp	15,500	15,810	310	
Saanich Police Camp	11,357	-	(11,357)	
Canadian Intelligence Services British Columbia	26,000	26,520	520	
	2,305,142	2,141,827	(163,315)	-7.1%
CRIME PREVENTION				
Community Resource Officers	598,295	655,297	57,002	
School Resource Officers	396,375	177,800	(218,575)	
Community Programs	99,108	101,791	2,683	
Volunteer Program	272,196	137,476	(134,720)	
Reserve Program	26,500	85,766	59,266	
	1,392,474	1,158,130	(234,344)	-16.8%
CRIME REDUCTION DIVISION				
Strike Force	1,186,503	1,314,136	127,633	
Crime Reduction Unit	1,136,662	1,019,218	(117,444)	
Analysis and Intel	653,257	571,316	(81,941)	
Operational Planning	264,538	248,181	(16,357)	
Special Duties	163,520	740,000	576,480	
	3,404,480	3,892,851	488,371	14.3%

VICTORIA POLICE DEPARTMENT	2018	2019	Increase/(Decrease)	
2019 BUDGET - Overview by Section - Continued	Budget	Provisional	\$	%
K9	803,198	999,623	196,425	24.5%
PATROL - PRIMARY RESPONSE DIVISION	17,020,817	17,211,531	190,714	1.1%
FOCUSED ENFORCEMENT TEAM	2,596,141	2,378,071	(218,070)	-8.4%
INVESTIGATIVE SERVICES DIVISION				
Detective Division - Support	1,096,835	1,082,753	(14,082)	
Special Investigations	-	750,000	750,000	
Financial Crimes	452,696	293,616	(159,080)	
Integrated Tech Crime Unit	386,357	379,456	(6,901)	
Special Victims Unit	883,676	881,222	(2,454)	
Major Crimes	1,437,515	1,507,280	69,765	
Historical Case Review Unit	175,899	154,178	(21,721)	
Behavioural Assessment and Management Unit	570,379	571,926	1,547	
Forensic Identification	992,056	973,978	(18,078)	
	5,995,413	6,594,409	598,996	10.0%
TRAFFIC SECTION				
Traffic Enforcement and Crash Investigation	1,404,043	1,403,553	(490)	
Motorcycle Escort Team	13,500	10,000	(3,500)	
	1,417,543	1,413,553	(3,990)	-0.3%
COMMUNICATIONS CENTER - 911	3,196,107	3,034,667	(161,440)	-5.1%
CENTRALIZED CORPORATE COSTS	1,919,700	2,205,100.00	285,400	14.9%
SUPPORT SERVICES				
Automotive	908,000	844,000	(64,000)	
Marine Response Unit	-	-	-	
Critical Incident Stress Management	16,200	16,600	400	
Legal Services and Freedom of Information	297,823	169,195	(128,628)	
Finance, Exhibit Control and Purchasing	2,753,781	3,047,765	293,984	
Human Resources, firearms and use of force training	1,885,296	2,529,561	644,265	
Records Management	1,700,398	2,233,802	533,404	
Information Systems	1,100,689	906,036	(194,653)	
	8,662,187	9,746,959	1,084,772	12.5%
Jail Operations	943,254	960,856	17,602	1.9%
TOTAL EXPENDITURES	53,277,806	55,614,663	2,336,857	4.39%
Revenue				
Protective Services	(325,000)	(916,100)	(591,100)	181.9%
Transfer from Reserves	(100,000)	(750,000)	(650,000)	650.0%
TOTAL REVENUE	(425,000)	(1,666,100)	(1,241,100)	292.0%
Capital Transfer	1,056,000	1,156,000	100,000	9.5%
Employers' Health Tax		690,000	690,000	N/A
NET BUDGET	53,908,806	55,794,563	1,885,757	3.50%

Appendix A – Sections Affected by City of Victoria Council Resolution

Sections as displayed in pages 18-19 of the 2019 Provisional Budget. Section groupings in the Provisional Budget do not necessarily reflect the divisional structure within the organization. These amounts do not reflect the potential reductions to the 2019 Provisional Budget above.

The following budget items were included in Council's resolution:

	2018 Budget	2019 Budget	Increase
Executive Services			
Office of the Chief Constable	886,342	994,789	108,447
Executive Services, Policy and Professional Standards	1,515,042	1,653,411	138,369
Esquimalt Administration	550,832	552,610	1,778
Police Board	208,670	119,900	-88,770
Public Affairs	460,464	556,376	95,912
Centralized Corporate Costs	1,919,700	2,255,100	335,400
Support Services			
Automotive	908,000	844,000	-64,000
Critical Incident Stress Management	16,200	16,600	400
Legal Services and Freedom of Information	297,823	377,395	79,572
Finance, Exhibit Control and Purchasing	2,753,781	3,347,470	593,689
Human Resources, Firearms and Use of Force Training	1,885,296	2,529,561	644,265
Records Management	1,700,398	2,320,802	620,404
Information Systems	1,100,689	1,090,036	-10,653
	14,203,237	16,658,050	2,454,813

Of this \$300,000 of the increased in Centralized Corporate Costs was excluded from consideration in Council's motion, representing the increase to the retirement costs under the Victoria Police Union Collective Agreement.

Note: These amounts do not include the adjustments to the budget under Scenarios 1 or 2

Office of the Chief Constable - 2528

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2528 4004	Salaries - Police	611,063	607,339	(3,724)	-0.61%
2528 4010	Salaries - Exempt	79,297	148,512	69,215	87.29%
2528 4102	Benefits - Civilians	19,031	37,128	18,097	95.09%
2528 4104	Benefits - Police	145,751	155,600	9,849	6.76%
2528 4112	Parking/Executive Vehicles	1,200	1,010	(190)	-15.83%
2528 4116	Business Travel	30,000	31,200	1,200	4.00%
2528.423	Professional Services	-	14,000	14,000	
TOTALS		886,342	994,789	108,447	12.24%

Explanation of expenditures:*Salaries – Police*

This item includes the salaries for the Chief Constable, the Deputy Chief of Administration and the Deputy Chief of Operations

Salaries – Exempt

This item includes the salaries for the Executive Assistant to the Chief and the Executive Assistant to the Deputy Chiefs. The Executive Assistant to the Deputy Chiefs was added in 2018, using the funding from eliminating the position of the Executive Assistant to the Board. Those functions are now performed by the Executive Assistant to the Chief.

Business Travel

This account is for business travel for the Chief and Deputies, all of whom belong to various organizations national, provincially and regionally that require travel for the purposes of conducting police business. A minor increase was included for general cost of living increases.

Professional Services

This account was set up to pay for 360 degree reviews for the Chief and Deputies as required under their employment contracts with the Police Board. This requirement was added to reduce risks to the organization and increase accountability and transparency.

Executive Services - 2529

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2529 4004	Salaries - Police	693,979	824,075	130,096	18.75%
2529 4016	Salaries - Civilian	207,808	150,478	(57,330)	-27.59%
2529 4102	Benefits - Civilians	36,840	37,619	779	2.11%
2529 4104	Benefits - Police	165,415	211,739	46,324	28.00%
2529 4116	Business Travel	9,000	9,000	-	0.00%
2529 4230	Professional Services	2,000	20,000	18,000	900.00%
2529 4238	Arbitration & Litigation Expense	300,000	300,000	-	0.00%
2529 4304	Employee Recognition Program	-	500	500	
2529 4806	Claims	100,000	100,000	-	0.00%
TOTALS		1,515,042	1,653,411	138,369	9.13%

Explanation of Expenditures:

Salaries – Police

This reflects the movement of a position back into Professional Standards that was previously reallocated temporarily to Investigative Services, representing the return to a full complement for this unit of 6 police officers. Due to workload and expected increases in requirements for professional standards investigations, reductions in personnel would run the risk of failing to meet our mandated obligations under the *Police Act*.

Salaries – Civilian

This reflects two civilian personnel, a coordinator for PRIME, the provincial police database, and a policy, research and audit staff member.

Professional Services

An increase was made to the budget for legal expenditures in order to reflect the increasing financial burden on the organization from an increasing litigious environment and greater expectations from courts to ensure due process for persons who self-represent. Due to the nature of our operations, a substantial number of legal claims against the organization come from self-representing litigants.

Arbitration, Litigation and Claims

These line objects are in relation to legal fees and settlements of claims against the organization. Actual expenditures may vary from year to year. This budget amount is considered a sufficient amount to meet the legal obligations of the organization in a normal year of operations.

Esquimalt Division Admin - 2570

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2570 4004	Salaries - Police	301,226	299,666	(1,560)	-0.52%
2570 4016	Salaries - Civilian	108,618	106,470	(2,148)	-1.98%
2570 4070	Overtime - Civilian	1,000	1,000	-	0.00%
2570 4072	Overtime - Police	4,000	4,000	-	0.00%
	Hourly Wages - Auxiliary and/or				
2570 4080	vacation relief	24,000	24,500	500	2.08%
2570 4102	Benefits - Civilians	26,068	26,618	550	2.11%
2570 4104	Benefits - Police	71,920	76,356	4,436	6.17%
2570 4308	Supplies	3,000	3,000	-	0.00%
2570 4316	Uniforms	2,000	2,000	-	0.00%
2570 4418	Equipment	8,000	8,000	-	0.00%
2570 4814	Misc.	1,000	1,000	-	0.00%
TOTALS		550,832	552,610	1,778	0.32%

Explanation of Expenditures:

Salaries – Police

This covers the expenditures for an Inspector and Sergeant for the Esquimalt and Victoria West Division. These positions are required under the Framework Agreement

Salaries – Civilian

Two civilian employees are included in the staff compliment for the Esquimalt and Victoria West Division, as laid out in the Framework Agreement.

Auxiliary Hours

Full coverage is provided for the Esquimalt and Victoria West Division in order to satisfy the requirements of the Framework Agreement

Police Board - 2521

Description		2,018 Budget	2,019 Budget	Increase (Decrease) \$ %	
2521 4010	Salaries - Exempt	71,508	-	(71,508)	-100.00%
2521 4102	Benefits - Civilians	17,162	-	(17,162)	-100.00%
2521 4112	Mileage/Parking	2,000	-	(2,000)	-100.00%
2521 4116	Conference Travel	21,000	25,000	4,000	19.05%
2521 4118	Membership Fees	2,000	2,400	400	20.00%
2521 4125	Non Sworn Training	3,500	4,000	500	14.29%
2521 4230	Professional Services	20,000	22,000	2,000	10.00%
2521 4304	Operational Meetings	6,000	4,000	(2,000)	-33.33%
2521 4312	Office Supplies	1,000	1,000	-	0.00%
2521 4364	Telecommunications	-	3,500	3,500	
2521 4418	New Equipment	4,000	2,000	(2,000)	-50.00%
2521 4814	Honorarium	60,500	56,000	(4,500)	-7.44%
TOTALS		208,670	119,900	(88,770)	-42.54%

Explanation of Expenditures:

Salaries – Exempt

The Executive Assistant to the Police Board position was eliminated in 2018, and funds were reallocated towards the creation of an Executive Assistant to the Deputy Chiefs.

Conference Travel

Reductions were made in the budget for new equipment and meeting expenditures. Savings from these items were used to increase the budget for Board travel for conferences

Non-Sworn Training

Although the EA to the Board position was eliminated, training is still required for the EA to the Chief in order to stay current on issues relevant to the Board

Operational Meetings

Cuts were made during the 2019 budget process to this line item in order to reduce costs

New Equipment

This line item is intended for replacement of tablets provided to Board members

Honorarium

The budget reflects the maximum allowed under the Board's policy

Community Engagement - 2524

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2524 4004	Salaries - Police	101,552	99,882	(1,670)	-1.64%
2524 4010	Salaries - Exempt	148,294	148,292	(2)	0.00%
2524 4016	Salaries - Civilian	76,658	154,063	77,405	100.97%
2524 4070	Overtime - Civilians	8,000	8,000	-	0.00%
2524 4072	Overtime - Police	10,000	10,000	-	0.00%
2524 4104	Benefits - Police	23,972	24,970	998	4.16%
2524 4102	Benefits - Civilian	53,988	75,589	21,601	40.01%
2524 4112	Car Allowance	1,000	1,010	10	1.00%
2524 4114	Clothing & Boot Allowance	-	1,070	1,070	
2524 4116	Business Travel	3,000	8,000	5,000	166.67%
2524 4310	Publications				
	Community Outreach	10,000	10,000	-	0.00%
	Website, social media	10,000	10,000	-	0.00%
	Various publications	12,000	3,000	(9,000)	-75.00%
2524 4850	Employee Recognition Program	-	500	500	
2524 4418	New Equipment	2,000	2,000	-	0.00%
TOTALS		460,464	556,376	95,912	20.83%

Explanation of Expenditures:

Salaries - Police

One Constable embedded within the Public Affairs function. A police officer presence is considered important to maintain public confidence and provide valuable insight to situations

Salaries – Exempt

Salary for the Director of Community Engagement, responsible for Public Affairs, Volunteers, Reserves, Community Programs and Information Systems

Salaries – Civilian

Salary for two employees; A Business Analyst was added in 2018, using funding from the removal of a supervisor position in the Records Section. This position was a step forward in fulfilling the recommendations of the Information Management Review.

Business Travel

Increased to recognized increasing travel to accompany the Chief for important meetings/events

Publications

Reductions in cost have been realized in this line item, which was reflected in the budget

Corporate Services - 2520

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2520 4072	Police - Overtime (ERT Activations)	100,000	102,000	2,000	2.00%
2520 4096	Departmental Retirements	400,000	700,000	300,000	75.00%
2520 4112	RAP parking charges	100,000	98,000	(2,000)	-2.00%
2520 4116	Conferences/Travel	8,000	8,000	-	0.00%
2520 4118	Membership Fees	1,000	2,000	1,000	100.00%
2520 4220	Greater Victoria Labour Association	60,000	56,000	(4,000)	-6.67%
2520 4224	Laundry	100,000	106,000	6,000	6.00%
2520 4226	Photocopy Operation	55,000	75,000	20,000	36.36%
2520 4230	Professional Services				
	DNA	162,000	162,000	-	0.00%
	Ceremonial Guard	5,000	5,000	-	0.00%
	Telebail	55,000	55,000	-	0.00%
	Employment Family Assistance Progra	63,000	63,000	-	0.00%
2520 4304	Operational Meetings	6,000	6,100	100	1.67%
2520 4508	Credit Card Discount Fees	2,000	2,000	-	0.00%
2520 4512	Insurance	79,000	81,000	2,000	2.53%
2520 4718	Building Maintenance and Janitorial Service				
	Janitorial, mechanical, utilities HQ	695,000	708,900	13,900	2.00%
	Esquimalt Building	54,700	56,100	1,400	2.56%
2520 4814	Miscellaneous				
	PMBA Contribution	2,000	2,000	-	0.00%
	Public's Personal Property Damage	2,000	2,000	-	0.00%
2520 4816	Lease Rental Payments (Range Costs)	30,000	25,000	(5,000)	-16.67%
2520 4820	WCB Recovery	(110,000)	(110,000)	-	0.00%
2520 4822	Maintenance & Repairs				
	UPS Jail maintenance/Warranty	3,500	3,500	-	0.00%
	HVAC A Filters and Bulbs	8,000	8,000	-	0.00%
	Other - General Maintenance	38,500	38,500	-	0.00%
TOTALS		1,919,700	2,255,100	335,400	45.07%

Explanation of Expenditures:

Police – Overtime

Line item is for the cost of Emergency Response Team activations within the VicPD jurisdiction. Actual expenditures in recent years have been higher than this and have had to been absorbed through general operations. Activations are made based on operational needs.

Departmental Retirements

These are contractually obligated retirement payouts under the current Collective Agreements. This line item was increased for 2019 based on actual planned retirements. To date we have spent \$355,000 in this line item and expect an additional \$400,000 in payouts between March and July, based on retirement notifications currently received

RAP Parking Charges

Costs paid directly to the City of Victoria for parking for Police Officers, as required under Letter of Understanding in the Collective Agreement

Greater Victoria Labour Association

This represents annual dues for membership in GVLRA, the bargaining association for the Victoria Police Department. Savings could be achieved through withdrawal, but one year notification is required and actual savings will not be realized until 2020

Laundry

Laundry costs for police uniforms as required under the Collective Agreement. The laundry contract was issued under a tender process based on a combination of cost and the ability to meet minimum requirements for timeliness and security. Police Officers come into contact with noxious substances and bodily fluids that make proper cleanliness a health and safety priority

Photocopy Operation

Photocopiers were centralized several years ago. An adjustment was required to the budget based on actual costs realized after consolidation and operation for a period of time. Many of our publications and documents are printed internally. Any cost savings through elimination or reductions in photocopying would likely be accompanied by increases elsewhere

DNA Analysis

DNA Analysis was provincially mandated in 2017. These costs are largely outside of our control, being based on a rolling average of actual usage. This budget line item could be decreased based on our actual experience since this has been put into effect.

Telebail

Telebail and the new Bail Hearing Process are performed by independent contractors. This service is performed at a lower cost than would otherwise be possible using internal resources

Employment Family Assistance Program

This program is offered to employees and their families in addition to psychological benefits under extended health benefits. Given the recent arbitration for the Oak Bay Police, which increased the Police Department's requirements to provide psychological benefits, and increasing trends in PTSD claims, reductions in this line item may not produce any benefit to the organization. A review is underway of the usage and controls surrounding access to this program

Insurance

Liability Insurance paid, through the City of Victoria, for coverage through the Municipal Insurance Association of BC

Building Maintenance and Janitorial

Amounts are paid to the City of Victoria and the Township of Esquimalt for accommodation costs for Headquarters and the Esquimalt Division. Cost amounts are determined by the municipalities.

WCB Recoveries

This budget is based on average annual recoveries from Worksafe BC. Under the Collective Agreement we top up salary for employees on Worksafe. Due to the recovery method and salary caps, actual recoveries are seldom more than 50% of salary, a lower amount if benefits are included. Due to changes in the acceptance of PTSD claims, we are starting to see a significant increase in PTSD claims in recent months. We expect Worksafe claims to increase significantly in the short term due to these changes. The Victoria Police Union collective agreement includes top up provisions for officers on Worksafe. The CUPE collective agreement does not include a top up provision. The City has offered to provide assistance in determining whether a restructuring of payments to offset tax deductions may benefit the Department.

Maintenance and Repairs

Maintenance costs to the buildings above and beyond the amounts included in the annual costs allocated by the City of Victoria. Maintenance costs for Esquimalt are billed directly by the Township

AUTOMOTIVE - 2640

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2640 4208	Car Rental	45,000	55,000	10,000	22.22%
2640 4306	Fuel and Motor Oil	280,000	310,000	30,000	10.71%
2640 4308	Supplies	2,000	2,000	-	0.00%
2640 4512	Insurance	111,000	117,000	6,000	5.41%
2640 4822	Vehicle Maintenance				
	Mechanical Services - City Yard	225,000	140,000	-85,000	-37.78%
	Auto Parts and Outside Work	65,000	50,000	-15,000	-23.08%
	Motorcycle	30,000	20,000	-10,000	-33.33%
	Vehicle Depreciation Charged by the C	120,000	120,000	0	0.00%
	Insured Repairs	30,000	30,000	0	0.00%
TOTALS		908,000	844,000	(64,000)	-7.05%

Explanation of Expenditures:

Car Rental

Cars are rented for Strike Force and Crime Reduction Units for surveillance and other covert purposes. There was an increase of one rental vehicle in 2018, offset by the reduction on owned vehicle.

Fuel and Motor Oil

Includes an increase for expected inflation

Insurance

Motor vehicle incidents involving officers are examined by an internal review process. The City periodically reviews our claims history and the installation of backup cameras has reduced some of the single vehicle incidents with our cars

Vehicle Maintenance

This includes an overhead charge of \$120,000 by the City, as well as direct costs for maintenance and repairs to the fleet. A reduction in \$100,000 was made to the budget based on our 5 year experience of actual expenditures and current fleet plans, and replacement plans based on vehicle usage and condition. Changes to equipment and installations in patrol vehicles have led to reduced maintenance. A change in motorcycle tender will result in motorcycles with a longer season for usage, but lower maintenance and replacement costs over time

Critical Incident Stress Management Team - 2527

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2527 4070	Overtime - Civilian	1,025	-	(1,025)	-100.00%
2527 4072	Overtime - Police	7,175	7,600	425	5.92%
2527 4120	Training - Police	4,000	7,000	3,000	75.00%
2527 4125	Training - Non Sworn	1,000	1,000	-	0.00%
2527 4230	Professional Services	2,000	-	(2,000)	-100.00%
2527 4308	General Supplies	1,000	1,000	-	0.00%
TOTALS		16,200	16,600	400	2.47%

Explanation of Expenditures:

Overtime Civilian/Police

Costs for 3 in-house meetings per year

Training – Police/Non-Sworn

Annual training for a 3 day seminar

LEGAL SERVICES/FOI - 2530

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2530 4010	Salaries - Exempt	106,852	105,307	(1,545)	-1.45%
2530 4016	Salaries - Civilian	129,457	195,049	65,592	50.67%
2530 4070	Overtime - Civilian	3,000	-	(3,000)	-100.00%
2530 4102	Benefits - Civilians	56,714	75,089	18,375	32.40%
2530 4308	Supplies (Publications)	1,800	1,950	150	8.33%
TOTALS		297,823	377,395	79,572	26.72%

Explanation of Expenditures:*Salaries – Exempt*

Salary for the Manager of FOI

Salaries – Civilian

One FTE was created in 2018 at no additional cost by reducing wage costs for auxiliaries and overtime in other areas of the organization, including Executive Services. There was no net cost to the organization for the creation of this position. The addition was required in an attempt to meet our legally mandated deadlines. Appendix B provides more detail on the demands on FOI which led to this decision

Financial Services/Exhibit Control and Purchasing - 2500

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2500 4004	Salaries - Police - Inspector LTD	12,000	12,000	-	0.00%
2500 4010	Salaries - Exempt	148,294	148,292	(2)	0.00%
2500 4016	Salaries - Civilian	379,142	254,145	(124,997)	-32.97%
2500 4070	Overtime - Civilians	3,000	3,800	800	26.67%
2500 4080	Auxiliaries	2,720	-	(2,720)	-100.00%
2500 4102	Benefits - Civilians	126,585	103,609	(22,976)	-18.15%
2500 4112	Car Allowance	1,090	-	(1,090)	-100.00%
2500 4116	Business Travel	2,000	2,000	-	0.00%
2500 4125	Training	8,000	8,000	-	0.00%
2500 4230	Professional Services	124,950	127,500	2,550	2.04%
2500 4850	Employee Recognition Program	-	500	500	
2500 4308	General Supplies				
	Access Records	20,000	20,000	-	0.00%
	Building requirements	20,000	20,000	-	0.00%
	Business cards/general supplies	20,000	20,000	-	0.00%
	EC&P - disposal costs	5,000	5,000	-	0.00%
	Jail supplies	25,000	25,000	-	0.00%
	Police equipment	25,000	50,000	25,000	100.00%
	Uniform Cleaning/Repair	10,000	10,000	-	0.00%
	Narcan Nasal Spray	10,000	10,000	-	0.00%
	Replace CEWs	30,000	25,000	(5,000)	-16.67%
2500 4312	Office Supplies				
	Charge out cards, Criminal record clearance forms	3,000	3,060	60	2.00%
	Duty book refills & book covers	3,000	3,060	60	2.00%
	Stationery, supplies, etc.	38,000	38,760	760	2.00%
	Calendars	1,000	1,020	20	2.00%
	30 Criminal Codes	2,000	2,040	40	2.00%
	Paper - photocopy	12,000	12,240	240	2.00%
	CPIC paper	3,000	3,060	60	2.00%
	BCMP File folders	6,000	6,120	120	2.00%
	Other	2,000	2,040	40	2.00%
	BCMP Liquor/Exhibit/Property Forms	1,000	1,000	-	0.00%
2500 4314	Postage/Courier	28,400	28,900	500	1.76%
2500 4316	Uniforms				
	General	18,000	18,000	-	0.00%
	Body armor vests	45,000	45,000	-	0.00%
	Dress Uniforms	7,000	7,000	-	0.00%
	Pants, jackets and Shirts	42,000	42,000	-	0.00%
	ERT Uniforms	2,000	2,000	-	0.00%
	Metal Work	5,000	5,000	-	0.00%
	Senior Management	3,000	3,000	-	0.00%
	Duty Gear	30,000	40,000	10,000	33.33%
	Hats	1,000	1,000	-	0.00%
	Firearms	15,000	20,000	5,000	33.33%

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2500 4364	Telephone Line Charges				
	Landlines	41,000	41,000	-	0.00%
	Mobility	187,000	191,800	4,800	2.57%
	Long Distance	4,000	4,100	100	2.50%
	Repairs and Maintenance	20,000	20,400	400	2.00%
	PRIME Connection to PRIME BC	17,000	17,300	300	1.76%
	MDT Airtime	32,000	32,600	600	1.88%
	Telus Link To Esquimalt	24,000	24,500	500	2.08%
	Internet Account	35,000	35,700	700	2.00%
	Hardware Purchases	30,000	30,600	600	2.00%
2500 4364	CREST	735,000	660,000	(75,000)	-10.20%
2500 4816	PRIME				
	PRIME User Fees	265,900	271,230	5,330	2.00%
	PRIME RTI	3,500	3,570	70	2.00%
	2 Factor Authentication	-	23,500	23,500	
	PRIME maintenance agreement	6,200	6,300	100	1.61%
	ACCESS Records	25,000	25,000	-	0.00%
2500 4418	New Equipment	5,000	5,000	-	0.00%
2500 4814	Miscellaneous	6,000	6,000	-	0.00%
2500 4824	Recover Exhibits/found property	(23,000)	(23,000)	-	0.00%
2500 6035	Contingency	100,000	842,724	742,724	742.72%
TOTALS		2,755,799	3,349,489	593,689	21.56%

Explanation of Expenditures:

Salaries – Police Inspector LTD

LTD top up negotiated with Inspector on LTD. Obligation extends until retirement

Salaries – Exempt

Salary for Controller

Salaries – Civilian

The budget was adjusted to account for the planned movement of two Exhibit Control positions to the Records Section in 2019. Remaining salary is for payroll, financial administration, the purchaser and supervisor

Auxiliaries

Budget for auxiliaries was removed. Vacation coverage no longer required due to backfill arrangements agreed to with existing staff

Car Allowance

Subsidy for controller's parking removed

Professional Services

Cost item charged by the City of Victoria for the provision of accounting and payroll support

Police Equipment

The increase in police equipment related to increased recruitment costs due to high number of retirements in 2019. This cost item would be reduced if staff cuts were applied to police positions instead of civilian positions. Similar increases apply to duty gear and firearm expenditure line items

Access to equipment and supplies is in a controlled environment, manned by a staff member as part of their duties. We do not employ a quota system, as this was found to lead to unnecessary wastage, but equipment and uniforms are replaced based on an as needs basis. Experience has shown this to be the most effective and least costly approach. Approximately 40% of returned items from retiring or resigning members are reused. Changes to the body armour policy increased the replacement timelines from five to seven years, based on extensive research to ensure officer safety is maintained

CREST

This line item is related to access to the radio network and the cost for the new radios. The budget has been reduced to recognize cost savings from pooling of the new radios.

PRIME

This is a mandatory cost for access to the PRIME database, the provincially required police database

2 Factor Authentication

This is a mandatory requirement the Department has not had the human resources to implement for some time. At some point we will be forced to implement this and therefore the funds will need to remain in the budget. There are some additional funds under the IT budget for this, but as we begin to look at this project, the costs may be much higher than originally anticipated due to the larger upgrades that will be required in order to implement this

Contingency

The contingency line item is for an estimate of expected increases for expired collective agreements. Recording this item as a contingency item is in line with instructions from City of Victoria staff in order to align with the City's treatment of such items.

Human Resources - 2510

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2510 4004	Salaries - Police	780,854	1,193,733	412,879	52.88%
2510 4010	Salaries - Exempt	115,297	113,626	(1,671)	-1.45%
2510 4016	Salaries - Civilian	108,618	106,470	(2,148)	-1.98%
2510 4070	Overtime - Civilian	-	1,000	1,000	
2510 4072	Overtime - Police	25,000	25,000	-	0.00%
2510 4080	Auxiliaries	6,000	6,000	-	0.00%
2510 4102	Benefits - Civilians	53,740	55,024	1,284	2.39%
2510 4104	Benefits - Police	185,787	300,098	114,311	61.53%
2510 4112	Car Allowance	1,000	1,010	10	1.00%
2510 4114	Clothing & Boot Allowance	-	100	100	
2510 4116	Business Travel & Recruitment				
	Reference checks	5,000	5,000	-	0.00%
	Recruit accomodation and travel	130,000	150,000	20,000	15.38%
	Mileage Claims	5,000	5,000	-	0.00%
2510 4120	Training - POLICE	269,000	339,000	70,000	26.02%
2510 4125	Training - Civilian	15,000	15,000	-	0.00%
2510 4118	Memberships	10,000	15,000	5,000	50.00%
2510 4204	Advertising	5,000	10,000	5,000	100.00%
2510 4230	Professional Services				
	Medical First Aid coverage - firearms r	7,500	7,500	-	0.00%
	Recruitment contracts	19,500	19,500	-	0.00%
	Assessments	9,000	9,000	-	0.00%
	Polygraph	5,000	5,000	-	0.00%
	Mentorship Program	5,000	5,000	-	0.00%
	Medical review	12,000	12,000	-	0.00%
	Background Investigations	-	15,000	15,000	
	Pysch Assessment	3,000	3,000	-	0.00%
2510 4850	Employee Recognition	-	500	500	
2510 4308	General Supplies (Ammunition)	85,000	85,000	-	0.00%
2510 4814	Miscellaneous				
	Hepatitis B Vaccinations/Flu Shots	1,000	1,000	-	0.00%
	Other	2,500	3,000	500	20.00%
	Hearing Test	3,500	4,000	500	14.29%
	Occupational Health and Safety	5,000	5,500	500	10.00%
	Police Exemplary Service Awards	3,000	3,500	500	16.67%
	Retirement Certificates/Presentations,	9,000	10,000	1,000	11.11%
TOTALS		1,885,296	2,529,561	644,265	34.17%

Expected Expenditures:

Salaries – Police

Includes salaries for the police officers assigned to the Human Resources Division, including one Inspector, a Staff Sergeant, two Sergeants and two Constables.

For 2019 we have also included a budget line item for the cost of police officers on Worksafe. Traditionally this budget was included within other sections of the Department, but when officers are off on Worksafe the costs are actually charged to Human Resources. This does not represent an increase to the budget, but a reallocation of authorized strength based on actual historical costs. Note, an increase was made to the number of officers in Patrol in 2018 but the police salaries budget has not increased in 2019 due to this change in budgeting allocation and the total police salaries budget is still calculated based on authorized strength.

Salaries – Exempt

Salary for the Manager of Human Resources

Salaries – Civilian

Wages for 2 CUPE positions

Recruit Accommodation and Travel

Increase is related to expected increase to offset high number of retirements in 2019. This item is currently based on replacing 10 retiring officers. 5 recruits were hired in January, with 2-4 more expected in May and the remainder expected for September

Training – Police

Represents increases in tuition fees and increasing requirements for professional standards. This represents approximately \$1,400 per officer, with a minimum 20 hours of training required per year. Some specialty units, such as computer forensics and tech crime require regular, extensive training. Where possible we follow a 'train-the-trainer' model or pool with other police resources to reduce costs and maximize the number of people we can train

Background Investigations

Contracted service to increase the professionalism and reduce risk in screening of potential new employees

RECORDS - 2630

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2630 4010	Salaries - Exempt	148,294	148,292	(2)	0.00%
2630 4016	Salaries - Civilian ¹	1,090,419	1,533,222	442,803	40.61%
2630 4070	Overtime - Civilian ²	25,000	50,000	25,000	100.00%
	Hourly Wages Auxiliary and/or				
2630 4080	vacation relief	63,500	63,500	-	0.00%
2630 4102	Benefits - Civilians	282,577	420,378	137,801	48.77%
2630 4112	Car Allowance	1,008	1,010	2	0.20%
2630 4116	Business Travel	400	400	-	0.00%
2630 4125	Non Sworn Training	7,200	10,000	2,800	38.89%
2630 4230	Professional Services	50,000	62,000	12,000	24.00%
2630 4308	General Supplies	4,500	4,500	-	0.00%
2630 4418	New Equipment	8,500	8,500	-	0.00%
2630 4822	Repairs & Maintenance	1,000	1,000	-	0.00%
2630 4814	RCMP Civil fingerprints	18,000	18,000	-	0.00%
TOTALS		1,700,398	2,320,802	620,404	36.49%

Explanation of Expenditures:

Salaries – Exempt

Wages for Director of Information Management

Salaries – Civilian

Increase consists of transfer of 2 Exhibit Control positions from Finance, as well as retention of 2 FTEs in the Records Section to perform functions not transitioning over to E-Comm. The 2 additional positions will be Records positions, performing records functions previously performed by Communications Staff, as well as providing 24/7 support to the Patrol watches, where there is currently gaps in service. Records previously lost one supervisor position to fund the Business Analyst position for Information Management

Professional Services

Funding to implement Information Management Strategy to fund any required software, hardware or professional service costs for IM projects. The \$12,000 increase was funding for Change Management training, which can now be obtained locally at a lower cost

INFORMATION SYSTEMS - 2550

Object Code	Description	2,018 Budget	2,019 Budget	Increase (Decrease)	
				\$	%
2550 4010	Salaries - Exempt	115,297	113,626	(1,671)	-1.45%
2550 4016	Salaries - Civilian	410,810	410,883	73	0.02%
2550 4070	Overtime - Civilian	15,000	15,000	-	0.00%
2550 4102	Benefits - Civilians	147,582	131,127	(16,455)	-11.15%
2550 4230	Professional Services	10,000	10,000	-	0.00%
2550 4308	General Supplies				
	Supplies (Tapes, storage, cables)	10,000	10,000	-	0.00%
	USB Devices	5,000	5,000	-	0.00%
2550 4125	Training	17,000	17,000	-	0.00%
2550 4822	Equipment Repairs & Maintenance				
	BISPRO	8,400	8,400	-	0.00%
	Coplogic Maintenance Fee	14,700	14,700	-	0.00%
	Digital Boundary Group vulnerability s	2,200	2,200	-	0.00%
	Entrust - Identity Guard	3,000	3,000	-	0.00%
	I2 Maintenance - Crime System Integr	28,000	28,000	-	0.00%
	IBM Maintenance (significantly portio	78,500	78,500	-	0.00%
	Intime Scheduling	21,800	21,800	-	0.00%
	RIM/Blackberry Support	10,700	10,700	-	0.00%
	Server Switch (Compugen)	14,500	14,500	-	0.00%
	Server Switch (2) (Cisco Seviles) - Thinl	32,900	32,900	-	0.00%
	Stanley Securities - Video Surveillance	45,200	45,200	-	0.00%
	Symantec Net Backup	8,600	8,600	-	0.00%
	Systemtex - IPDMA Support	15,900	15,900	-	0.00%
	Vmware (Think)	8,500	8,500	-	0.00%
	Qlikview	5,100	5,100	-	0.00%
	2FA	51,000	51,000	-	0.00%
	Other	9,500	16,900	7,400	77.89%
	Dell Software Canada - Desktop authority and USB security	11,500	11,500	-	0.00%
TOTALS		1,100,689	1,090,036	(10,653)	-0.97%

Explanation of Expenditures:

No significant changes to expenditures or staffing expected in 2019. One of the two additional civilians approved in the 2018 budget was allocated to IT. There have been some deletions and additions to the software licenses but the amount represents the average cost of software and maintenance agreements.

Appendix B: Examination of City's Capacity to Absorb Workload

Purpose:

To determine whether efficiencies and cost savings could be achieved through the elimination of positions within the Police Department, and assumption of those duties by the City of Victoria

Rationale for selection of adjustment items

- No cuts to items required to provide adequate accommodation, equipment and supplies for operations as per 15(1)(b) of the Police Act
- No cuts to support services that are mandated or critical to police operations, that cannot be adequately provided by City of Victoria staff
- No cuts to support services that require a level of security clearance that require staff to be under the direction of the Police Department
- No cuts to integrated units where operational budgets have previously been agreed to by the Area Chiefs
- No cuts to contractually obligated expenditures, or internal cost allocations from municipal partners

Rationale for excluding sections from consideration

Office of the Chief Constable

- Positions related to police operations, includes access to sensitive information
- Chief & Deputy Chief positions are positions that require specific qualifications and are integral to the operations of the Department
- Executive Assistant to the Deputies was created with funds saved from elimination of the Board EA position. Responsibilities were transferred to the Chief's EA. The EA has created significant capacity for the Deputies, allowing for them to reduce their clerical work and increase efficiencies and effectiveness.

Executive Services, Policy & Professional Standards

- Professional Standards is a mandated function under the *Police Act* and is allocated police resources from the authorized strength
- Policy is specific to police operations, requiring an in-depth knowledge of police operations, and provides research and analysis support to the Deputy Chiefs

Esquimalt Administration

- This is a function required under the Framework Agreement that specifies minimum staffing levels
- More work can be transferred to these positions, but we are required to maintain two positions at the Esquimalt Division

Police Board

- Mandated under the *Police Act*
- Civilian staff member funding was reallocated to the Office of the Chief Constable
- Expenditures represent Board stipends, travel and training only

Public Affairs

- Integral to police operations; solving crime, missing persons, hazards, public messaging
- Plans, organizes and coordinates all community engagement sessions
- Draws on skill sets and knowledge basis unique to policing
- Required function given high public visibility of policing and police matters
- Small unit with a Director and two staff (one civilian, one police) with little room for adjustments
- Director's responsibilities also include managing the Information and Technology Section

Automotive

- Budget cut of \$100,000 was already made to this function
- Capital replacement and repair costs are inversely related and costing is based on the most efficient fleet management program
- Some capacity needs to remain in the budget to offset fluctuations in fuel prices and repairs of vehicles involved in accidents
- No civilian positions attached as services are provided by the City

Critical Incident Stress Management

- Small budget item, but with direct operational impact if curtailed
- Critical to well-being of departmental employees
- No positions permanently attached to this function

Records Management

- Section unable to keep up with the existing workload
- Reductions in resources could lead to inability to meet court appearance deadlines, decreasing file quality, inability to meet court imposed disclosure requirements
- Requires specialized skill sets, and the functions is deeply embedded into operations
- Skillsets for this unit are highly specialized towards police operations and couldn't be easily duplicated externally

Sections remaining for consideration

- Finance, Exhibit Control and Purchasing
- Human Resources, Firearms and Use of Force Training
- Information Technology
- Legal Services and Freedom of Information

Finance, Exhibit Control and Purchasing

This section consists of 7 staff members

- 1 Controller
- 1 Payroll position
- 1 Financial administration assistant
- 1 Purchaser/Fleet position
- 1 Supervisor and building position
- 2 Exhibit Control positions

We will have no ability to deliver support services to the Department internally if we need to cut positions in this section. With the exception of Exhibit Control, a significant amount of the knowledge and skillsets required to provide these services reside in the City of Victoria. The question on eliminating these positions would be around the City's capacity and willingness to take on these functions without any additional cost to the Police Department.

Exhibit Control consists of two civilian staff members, which is considered a minimum to maintain operations. Exhibit Control is highly integrated into police operations, through Patrol, Community Services Division and Investigative Services; investigative integrity of evidence is maintained in this section. We therefore see no opportunity to downscale or outsource this service, but do see an opportunity to move Exhibit Control under the Records Section, where services and skill sets are better aligned.

Potential savings in the remainder of this section could be realized by reducing the section by three net positions. The provision of the day to day services would need to be provided through the City of Victoria. Financial reporting, budgeting, long term planning, fleet specifications, long term accommodation requirements and decision support to the Chief, Deputies and Police Board could be maintained within the Police Department by the two remaining staff.

Services required to be provided by the City:

- Invoicing for Secondments and recoverable payroll costs
- Process of overtime, senior pay, shift differentials, field pay, clothing allowances, job share detail, maternity top up, retirement and termination payouts
- Distribution of pay cheques
- Produce reports on ICBC and Worksafe Claims
- Maintain petty cash reconciliations
- Processing of timesheets for auxiliaries
- Maintain records and documents for payroll
- Reporting on overtime
- Reporting on leave usage and balances
- Reconciliation, tracking and clerical administration of Worksafe Claims
- Processing, tracking and reconciliation of Purchase Card transactions
- Administrative support to the Emergency Response Team and Crisis Negotiators

- Logistical support for the Crowd Management Unit
- Daily operations and processing of building maintenance issues and complaints
- Arranging and coordinating building access for contractors
- Daily management of the fleet
- Purchasing for items over \$5,000
- Prepare and manage tenders, RFPs, RFQs
- Tendering of fleet purchases, liaising with vendors for capital requirements
- Manage mobility and telecommunications accounts
- Supplies, except firearms and life-saving equipment
- Keep of Prisoner quarterly reporting
- Processing of accounts payable
- Equipment and uniforms for new recruits

Services that would be retained by the Police Department

- Governance of the time and attendance system
- Financial reporting and analysis
- Budgeting
- Asset Management
- Financial Planning
- Professional support to the Senior Management Team, Chief and Deputies
- Supplies management for radios, firearms, protective vests and other life-saving devices
- Long term building planning

Projects that would need to be terminated

- Integration of the scheduling system into payroll
- Paperless processing of overtime and leave requests
- Service Desk function to provide support to operations
- Limit to the scope of the key tracer system

Technical considerations

- Access to payroll and accounting systems is already provided by the City
- Access to the timesheet system is through a web based program, which could be accessed from outside of the Police Department
- Scheduled on-site meetings could bridge some of the logistical gaps of not having the service provided in-house
- Security Clearance, submission to lifestyles questionnaire and polygraph

Human Resources Division

This section consists of 9 staff members

- 1 Inspector
- 1 Staff Sergeant
- 1 Training Sergeant

- 1 Recruitment Sergeant
- 1 Civilian Manager
- 2 Civilian clerical positions
- 2 Training Constables (Use of force and firearms)

We recently completed a full review of the HR function within VicPD. All comparable police agencies examined maintain an in-house HR section; however, the make-up of the HR departments varies greatly. Our review suggests some restructuring and an addition of a half-time position, a disability and wellness coordinator.

Council recently approved, in budget, deliberations, funding for a disability coordinator for the City. As it is unlikely we will be able to fund this position in the near future, thought could be given by the City to provide this service to the Police Department. Part of the financial administration position also involves the administration of the Worksafe claims, which may make the transition easier if those functions are being moved over to the City.

Overall, some of the services offered by our internal HR could be offered by the City. Other functions could not be performed. Due to the high integration of services provided within the HR section, we believe these services are inseparable and therefore find no opportunity to reduce positions in this section. The HR division consists of both police and civilian employees, which would make a transition over to the City very difficult to implement.

Examples of additional skill sets / requirements are:

- All recruitment functions for sworn and civilian staffing
- All city HR staff security screened (including polygraph testing)
- Knowledge of *Police Act* internal discipline and public trust processes
- Knowledge of police related core competencies
- City's willingness to embed police staff into city operations (if this was possible) around recruitment and training issues.
- Training function falls under HR and would need to be reassigned internally
- Performance management, internal transfers, promotion processes, Worksafe claims, officer and civilian wellness, etc.

Information Technology

This section consists of 7 staff members

- 1 Manager
- 1 Computer Analyst
- 2 IT Help Desk Technicians
- 2 Infrastructure/Systems Administrators
- 1 Web Master

- Was explored with the City previously to determine whether there was any synergy
- It was determined there was insufficient benefits to pool resources
- Pre-employment security screening is not conducted at same level for City staff
- IT is integral to front line operations
- IT Help Desk duties is a service that could potentially be provided by the City of Victoria instead of in-house, although we recognize there could be challenges providing this service, considering the different set up between the City and the Police Department
- The impact of this would be a reduction of 2 full time positions

Functions that would need to be assumed by the City:

- Provide help desk assistance and support to personal computer users on the application of software programs
- Answer questions, solve application and hardware related problems
- Evaluate users' needs and make recommendations on hardware allocations and software requirements
- Assist with configuration of personal computers, MDTs, smartphones and related equipment
- Install, remove and update software applications
- Perform system administrator functions for PRIME and other internal software applications
- Maintain inventory of computer hardware and software
- Create and maintain device descriptions and warranty support

Logistical & Technical Issues:

- An evaluation would need to be performed on the level of integration required for City staff to be able to perform this service to the Department
- Physical co-location of City staff may also be required in order to perform this service due to the logistics and network access requirements
- Previous discussions between the Police and City IT Departments determined no significant cost savings or efficiencies to be found through providing shared services
- Requires security clearance, including submission to life styles questionnaire and polygraph test

Legal Services and Freedom of Information

This section consists of 4 staff members

1 Manager

1 Disclosure Analyst

2 Disclosure Administrators

(2nd Administrator position added in 2018 from redistribution of existing salary dollars as a result of the 2016 study below)

A 2016 comparison was made to similar types or organizations, with the following results:

<u>Agency</u>	<u>FOI requests</u>	<u>Number of staff (excl. managers)</u>
Victoria Police Department	3,600	2
Vancouver Police Department	3,446	3
Edmonton Police Department	851	5
Toronto Police Department	5,900	10
ICBC	5,500	10
Winnipeg Police Department	680	2
Halifax Police Department	297	1
Calgary Police Department	1,800	5

- Requires security clearance and involves access to sensitive material
- The City has the required skills, and the clerical functions for Freedom of Information may be transferrable but their section is smaller than the Police Department's
- Management requires knowledge and skills specific to policing, and responsibility for legal decisions requires close coordination with the Inspector. For this reason, management of the unit should remain within the Police Department
- High number of FOI requests in comparison to similar sized agencies, resulting in significant strain on existing resources
- Reductions could result in failures to meet legally obligated response deadlines and lack of transparency
- The City has the expertise in house to manage and operate this section, although no assessment has been made on their capacity to take on this function
- The staffing impact would be the elimination of three CUPE positions

Functions that would need to be assumed by the City

- Process Court Orders and Summons by providing research, documentation, file verification and recommendations
- Receive, prioritize and research records, including information of a sensitive and confidential nature, in response to informal/routine access requests by reviewing, and providing information in accordance with *Freedom of Information and Protection of Privacy Act* exemptions, the *Youth Criminal Justice Act*, *Motor Vehicle Act* and information sharing protocols and prepare the appropriate response.
- Perform Canadian Police Information Centre (CPIC) and Police Records Management queries
- Research and process requests for digital video recordings for investigational or crown counsel disclosure purposes.
- Advise police members and support staff regarding the general requirements of the

Freedom of Information and Protection of Privacy Act.

- Perform related clerical functions

Logistical Issues

- Requires security clearance, including submission to life styles questionnaire and polygraph test
- Requires access to the PRIME (Provincial) database, which has specific IT requirements for security reasons
- Requires access to CPIC (National), with similar issues as PRIME
- Requires access to our security camera footage, also provides assistance to Patrol and Investigative Services with user issues and account administration
- Requires physical access to records held onsite as well as access to the email archiver
- Positions have a high level of exposure to disturbing material

Information Management Strategy

The Information Management (IM) review identified the following areas as high risk to the organization with regards to information;

- Findability
- Security
- Governance
- Compliance

In 2018 a Business Analyst was hired by the organization. Since that time additional resource requirements were identified as essential to implement the strategy. The 2019 Provisional Budget included resources to hire an IM Research Analyst and to provide \$62,000 in funding, of which \$50,000 is dedicated towards implementing IM initiatives

The IM Research Analyst position, a supplemental item in the City's budget process, was rejected. Further cuts to eliminate the funding for IM will also starve the project of funds to implement any strategies.

Further cuts to the Service Desk position, as well as the potential loss of Finance, Building, and Fleet and Purchasing staff will further diminish our ability to implement the IM Strategy.

Without sufficient funds and resources, it is unlikely we will achieve any of the major objectives of the IM Strategy without taking away resources from other activities that are essential for the day to day operations of the Department. It has been determined by the Chief and Deputies that this funding, and the Business Analyst position remain in order to begin to tackle the significant risks to the organization that were identified in the Information Management Review.

Appendix C – 20 Year Capital Plan

	2019	2020	2021	2022	2023	2024	2025
Opening Balance	1,085,969	284,969	60,969	74,969	100,969	126,969	140,969
Purchases							
Vehicle Replacement	(855,000)	(800,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Computer Hardware	(887,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Furniture & Equipment	(75,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Communications Equipment	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Building Upgrades	(100,000)	(100,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
K9 Unit	-	-	(12,000)	-	-	(12,000)	-
Funding	1,156,000	1,356,000	1,356,000	1,356,000	1,356,000	1,356,000	1,356,000
Closing Balance	284,969	60,969	74,969	100,969	126,969	140,969	166,969

	2026	2027	2028	2029	2030	2031	2032
Opening Balance	166,969	170,969	186,969	152,969	106,969	72,969	38,969
Purchases							
Vehicle Replacement	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Computer Hardware	(600,000)	(600,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)
Furniture & Equipment	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Communications Equipment	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Building Upgrades	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(70,000)
K9 Unit	(12,000)	-	-	(12,000)	-	-	(12,000)
Funding	1,356,000	1,356,000	1,356,000	1,356,000	1,356,000	1,356,000	1,456,000
Closing Balance	170,969	186,969	152,969	106,969	72,969	38,969	82,969

	2033	2034	2035	2036	2037	2038
Opening Balance	82,969	88,969	94,969	88,969	94,969	100,969
Purchases						
Vehicle Replacement	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Computer Hardware	(700,000)	(700,000)	(700,000)	(700,000)	(700,000)	(700,000)
Furniture & Equipment	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Communications Equipment	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Building Upgrades	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
K9 Unit	-	-	(12,000)	-	-	-
Funding	1,456,000	1,456,000	1,456,000	1,456,000	1,456,000	1,456,000
Closing Balance	88,969	94,969	88,969	94,969	100,969	106,969

IT Capital Requests for 2019

PRIORITY	Rationale
1	Legislation and criticality, data security, High risk
2	Unavoidable costs such as licenses, or replacement hardware
3	Public, Image, Profile, Reputation
4	Cost savings and efficiencies that will offer savings or cost avoidance
5	Items that offer benefit but can be deferred

Hardware Software	Description/Justification	Amount	Priority
Sufficient Funds in 2019			
Hardware/Software	2FA – PRIME requirement for security	50,000	1
Hardware	Media / backup tapes / archive / USB drives	40,000	1
Hardware	Additional Storage - Additional storage for CCTV, evidence, or retention	75,000	1
Software / Licenses	Replace corporate email archiver	30,000	1
Software / Licenses	Replace spam filter – (decrease spam)	40,000	1
Services	Move client aggregation rack (room 109) from the wall to proper racks.	35,000	1
Services	Purchase services for security review, network testing, development, Email migration	50,000	1
Services	Building Management System (BMS) Review	10,000	1
Hardware	CCTV - Internal Security and camera system and desktops will require further upgrades and expansion	100,000	1
Hardware	Fingerprint scanners	30,000	2
Hardware	Wireless and WiFi Upgrades	30,000	2
Hardware	Replacement PCs – Replace 25% (80) of the current desktop PC that are now end of life	120,000	2
Hardware	Replacement PCs – Replace (20) of the current vehicle/MC MDTs that are now end of life.	110,000	2
Hardware	UPS – Review and possibly amalgamate or reduce the number of separate UPS systems	35,000	2
Hardware	Replacement Monitors – (160)	55,000	2
Hardware	Zebra thermal printers (2)	1,600	2
Hardware	IT Laptops (2)	4,000	2
Hardware	Loaner Laptop Pool (4)	6,000	2
Hardware	Loaner Projectors (3)	3,000	2
Hardware	cables, racks, cords, mice, keyboards	15,000	2
Hardware	Wiring – network / phone drops	25,000	2
Hardware	Replace ID Card Printer	5,000	2
Total		869,600	

2019 Vehicle Replacements:

69 cars and Trucks

- 13 are scheduled for replacement in 2019
 - 8 patrol cars, average age 4 years
 - 2 specialized marked, average age 6 years
 - 3 non-marked cars, average age 11 years

10 Motorcycles in Traffic

- 7 scheduled for replacement, aged 7 years
- Replacement was accelerated due to safety and maintenance issues, and to align replacement and installation of hardware for the introduction of e-ticketing through the Province
- E-ticketing will reduce administrative work and has been shown in other jurisdictions to increase traffic fines revenue

Patrol cars have now been ordered. Others could be delayed but would have not budgetary impact as the current annual contributions to capital are insufficient and will need to be increased in future years to maintain reserve balances.



Committee of the Whole Report For the Meeting of March 14, 2019

To: Committee of the Whole **Date:** March 7, 2019
From: Chris Coates, City Clerk
Subject: Proclamation "World Kidney Day" March 14, 2019

RECOMMENDATION

That the *World Kidney Day* Proclamation be forwarded to the March 14, 2019 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *World Kidney Day* Proclamation. Council has established a 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 2018 Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

A blue ink signature of Chris Coates, written in a cursive style.

Chris Coates
City Clerk

LIST OF ATTACHMENTS

- Appendix A: Proclamation "World Kidney Day"
- Appendix B: List of Previously Approved Proclamations

“WORLD KIDNEY DAY”

WHEREAS *the Kidney Foundation of Canada is a national volunteer organization dedicated to improving the health and quality of life of people living with kidney disease; and*

WHEREAS *the mandate of the Kidney Foundation is to fund research and clinical education, provide services for the special needs of individuals living with kidney disease, advocate for access to high quality health care, actively promote awareness and commitment to organ donation.*

NOW, THEREFORE *I do hereby proclaim March 14th, 2019 as “WORLD KIDNEY DAY” on the TRADITIONAL TERRITORIES of the LEKWUNGEN SPEAKING, 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 14th day of March, Two Thousand and Nineteen.*

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

**Sponsored by:
Victoria Chapter
Kidney Foundation of Canada
BC and Yukon Branch**

Appendix B

Council Meetings	Proclamations
11-Jan-18	none
25-Jan-18	Eating Disorder Awareness Week - February 1 to 7, 2018
08-Feb-18	Rare Disease Day - February 28, 2018 International Development Week - February 4 - 10, 2018 Chamber of Commerce Week - February 19 - 23, 2018
22-Feb-18	Victoria Co-op Day - March 10, 2018 Tibet Day - March 10, 2018
08-Mar-18	Revised World Water Day - March 22, 2018 Purple Day for Epilepsy Awareness - March 26, 2018
22-Mar-18	Parkinson's Awareness Month - April 2018 Barbershop Harmony Quartet Week - April 8-14, 2018 Autism Awareness Day - April 2, 2018
12-Apr-18	St. George Day - April 23, 2018 Human Values Day - April 24, 2018
26-Apr-18	Huntington Awareness Month - May 2018 Neighbour Day - May 8, 2018 Earth Day - April 22, 2018 International Internal Audit Awareness Month - May 2018 MS Awareness Month - May 2018 Highland Games Week - May 14-21, 2018 North American Occupational Safety and Health (NOASH) Week - May 7-13, 2018 Child Abuse Prevention Month - April 2018 Thank a Youth Worker Day - May 10, 2018 National Organ and Tissue Donation Awareness Week - April 22 - 28, 2018
10-May-18	Tap Dance Day - May 25, 2018
24-May-18	Victims and Survivors of Crime Week - May 27 - June 2, 2018 Orca Awareness Month - June 2018 Intergenerational Day - June 1, 2018

	Co-op Housing Day - June 9, 2018 Planning Institute of BC 60th Anniversary Day - June 9, 2018 Pollinator Week - June 18 - 24, 2018 Independent Living Across Canada Day - June 4, 2018 Built Green Day - June 6, 2018 International Medical Cannabis Day - June 11, 2018
14-Jun-18	ALS Awareness Month - June 2018
28-Jun-18	Pride Week - July 1 to 8, 2018
12-Jul-18	None
26-Jul-18	A Day of Happiness - August 4, 2018
09-Aug-18	World Refugee Day - June 20, 2018 Literacy Month - September 2018
06-Sep-18	Prostate Cancer Awareness Month - September 2018 Performance and Learning Month - September 2018 BC Thanksgiving Food Drive for the Food Bank Day - September 15, 2018 United Way Day - September 19, 2018
20-Sep-18	International Day of Sign Languages and Week of the Deaf - September 23, 2018 Ride for Refugee Day - September 29, 2018 Wrongful Conviction Day - October 2, 2018 Fire Prevention Week 2018 - October 7 to 13, 2018 Occupational Therapy Month - October 2018 Manufacturing Month - October 2018
04-Oct-18	World Mental Health Day - October 10, 2018 Waste Reduction Week - October 15 to 21, 2018 Miriam Temple No. 2 Daughters of the Nile Day - October 18, 2018 Pulmonary Hypertension Awareness Month - November 2018 World Pancreatic Cancer Day - November 15, 2018 CUPE Local 50's 100th Anniversary - October 2018
08-Nov-18	Turkish Republic Day - October 29, 2018 Think Local Week - November 12 to 18, 2018 Diabetes Awareness Day - November 14, 2018

World Lymphedema Day - March 6, 2019

22-Nov-18

Movember - November 2018

Adoption Awareness Month - November 2018

13-Dec-18

National Homeless Persons' Memorial Day - December 21, 2018



Committee of the Whole Report For the Meeting of March 14, 2019

To: Committee of the Whole **Date:** March 7, 2019
From: Chris Coates, City Clerk
Subject: Proclamation "World Tuberculosis Day" March 26, 2019

RECOMMENDATION

That the *World Tuberculosis Day* Proclamation be forwarded to the March 14, 2019 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *World Tuberculosis Day* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

- A staff report to Committee of the Whole.
- Each Proclamation request requiring a motion approved at Committee of the Whole prior to forwarding it to Council for their consideration.
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A list of 2018 Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

A blue ink signature of Chris Coates, City Clerk.

Chris Coates
City Clerk

LIST OF ATTACHMENTS

- Appendix A: Proclamation "World Tuberculosis Day"
- Appendix B: List of Previously Approved Proclamations

“WORLD TUBERCULOSIS DAY”

- WHEREAS** *Tuberculosis, a preventable and treatable disease still affects more than 1700 people annually in Canada, at least 300 of whom reside in British Columbia; and*
- WHEREAS** *Globally tuberculosis is the deadliest infectious disease, claiming 1.6 million lives in 2017; and*
- WHEREAS** *People affected by the disease face an increased burden of social stigma, reducing their ability to access safe and effective treatment; and*
- WHEREAS** *There is a need to educate and support individuals and families affected tuberculosis in Canada and around the world.*

NOW, THEREFORE I do hereby proclaim March 26th, 2019 as **“WORLD TUBERCULOSIS DAY”** on the **TRADITIONAL TERRITORIES** of the **LEKWUNGEN SPEAKING 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 day of 14 or March, Two Thousand and Nineteen.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
RESULTS Canada
(Victoria)

Appendix B

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11-Jan-18	none
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	Co-op Housing Day - June 9, 2018 Planning Institute of BC 60th Anniversary Day - June 9, 2018 Pollinator Week - June 18 - 24, 2018 Independent Living Across Canada Day - June 4, 2018 Built Green Day - June 6, 2018 International Medical Cannabis Day - June 11, 2018
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World Lymphedema Day - March 6, 2019

22-Nov-18

Movember - November 2018

Adoption Awareness Month - November 2018

13-Dec-18

National Homeless Persons' Memorial Day - December 21, 2018

February 26, 2019

File: 5220-20
Climate Emergency Declaration
0400-50
Correspondence/Meetings/General

Mayor Helps and Council
City of Victoria
Via email: mayorandcouncil@victoria.ca

Dear Mayor Helps and Council:

RE: CLIMATE EMERGENCY DECLARATION

At its February 13, 2019 meeting, the Capital Regional District (CRD) Board unanimously passed a motion to declare a climate emergency and assume a leadership role to work towards achieving carbon neutrality in the region by 2030. The Board also acknowledged that efforts to accelerate climate adaptation efforts are imperative.

To show a cohesive voice and further support a regional collaborative approach to climate action, the CRD Board is asking that all local governments within the capital region declare a climate emergency and work towards achieving carbon neutrality in their municipalities and electoral areas by 2030.

An October 2018 report from the Intergovernmental Panel on Climate Change noted that limiting global emissions to 1.5°C is required to avoid catastrophic impacts and is possible with ambitious action from all parts of society, including local governments. The CRD acknowledges the leadership and actions within the region to date, but that local governments need to continue to inform, influence and lead accelerate climate action efforts.

In response to the Board's declaration, the CRD:

- has embedded the declaration and leadership intentions to greatly accelerate greenhouse gas emissions reductions in the 2019-2022 CRD Board strategic priorities;
- submitted a proposal to the \$1 million Pacific Institute Climate Solutions Theme Partnership Program to better understand how to achieve regional carbon neutrality by 2030;
- is in the process of advocating to the federal and provincial governments to assert the CRD's support for accelerated climate action and asking for additional support for the region and its local governments; and
- is considering immediate opportunities within existing services.

Using the Board priorities as a guide, the CRD will now develop a corporate plan that will inform individual service and budget plans for the next four years (including forthcoming strategies related to the climate emergency declaration).

Elected officials participating on the CRD Climate Action Inter-Municipal Task Force, and staff on the CRD Climate Action Inter-Municipal Working Group, will discuss the climate emergency declaration, opportunities and next steps in further detail at their upcoming meetings. The CRD Climate Action Program will continue to work with municipalities and electoral areas to support regional collaboration on climate action.

The CRD appreciates your consideration and continued leadership on climate action.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Colin Plant', is positioned above the printed name.

Colin Plant
Chair, Capital Regional District Board

cc: CRD Board
Robert Lapham, Chief Administrative Officer, CRD
Larisa Hutcheson, General Manager, Parks & Environmental Services, CRD
Glenn Harris, Senior Manager, Environmental Protection, CRD