



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, April 18, 2019, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

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A. APPROVAL OF AGENDA

B. CONSENT AGENDA

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F. 2 - Proclamation - Child Abuse Prevention Month

F. 3 - Proclamation - St. George Day

F. 4 - Proclamation - Falun Dafa Day

C. READING OF MINUTES

D. UNFINISHED BUSINESS

E. LAND USE MATTERS

*E.1 Work without permit - 1162/1164 Kings Rd./Bylaw File #74282
(Hillside/Quadra)

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An opportunity for the owner to be heard by Council and a report providing information and recommendations to file a notice on title with respect to work done without permits to construct two additional dwelling units.

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*E.2 Request to Study a Portion of Robert Street as a Potential Heritage
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A report regarding the proclamation for Child Abuse Prevention Month.

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A report regarding the proclamation for St. George Day.

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A report regarding the proclamation for Falun Dafa Day.

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G. NOTICE OF MOTIONS

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I. ADJOURNMENT OF COMMITTEE OF THE WHOLE



Committee of the Whole Report For the Meeting of April 18, 2019

To: Committee of the Whole **Date:** April 1, 2019
From: Barrie Cockle – Leader, Bylaw & Licensing Services
Subject: Work without permit – 1162/1164 Kings Rd. / Bylaw File #74282

RECOMMENDATION

1. That the Council direct the City Clerk to file a notice in the Land Title Office in relation to a property located at 1162/1164 Kings Road, legally described as **LOT 15 SECTION 4 VICTORIA PLAN 971** indicating that a resolution relating to this property has been made under the authority delegated pursuant to Section 57(3) of the *Community Charter* and the provisions of the *Property Maintenance Delegation Bylaw*, and advise that further information regarding this resolution may be inspected at the Legislative & Regulatory Services Department in Victoria City Hall.

EXECUTIVE SUMMARY

The purpose of this report is to recommend the filing of a notice on title in respect to work that has been done without permit to construct two additional dwelling units. City staff became aware of this work in July 2016 upon receipt of a complaint. An inspection conducted on September 22, 2016 revealed that a third dwelling unit had been constructed in the basement of the main structure, and a fourth dwelling unit had been constructed in an existing accessory building. The property owner was directed to make application for the permits required to bring the property into compliance with City bylaws. Despite a follow-up letter and on-going communication, the property owner has to date failed to address the building, plumbing, and electrical work completed without permit. As consistent with standard practice staff recommend filing notice on the title of the property to ensure the violation is noted for any current or future owners. It is notable that this is not the first time that this type of enforcement action has been taken against the owner. In 2016 a notice was placed on title for work done without permit to construct an additional dwelling unit at another of the owner's properties.

PURPOSE

The purpose of this report is to advise the Council about the condition of the property located at 1162/1164 Kings Road, the action that has been taken in order to secure voluntary compliance with the City's bylaws, and to recommend that Council consider the filing of a notice on title in respect to work that has been done without permit to construct two additional dwelling units.

BACKGROUND

Section 57 of the *Community Charter* allows the City to file notice on title of any property where the Building Inspector:

- a) observes a contravention of a municipal bylaw, provincial building regulation, or another enactment that relates to the construction or safety of buildings or other structures; or
- b) discovers that something was done without a permit or inspection.

Before notice may be filed on title under Section 57 of the *Community Charter*, Council must give the Building Inspector and the property owner an opportunity to be heard.

For the purpose of filing notices under Section 57(1)(b) of the *Community Charter*, the Manager of Bylaw & Licensing Services is a Building Inspector under the *Building Bylaw*.

Section 57 of the *Community Charter* provides that the owner of the property must be provided the opportunity to be heard prior to a notice being registered on the title. The property owners have been advised that Council will be considering this matter on April 18, 2019 and that they may appear before Council to make representation at that time.

Section 2.2(1) of the *Building Bylaw* states that a person must not:

- a) construct; or
- b) change the occupancy of a building unless the building's owner has obtained a building permit from the Building Inspector.

The *Building Bylaw* defines "occupancy" as the use or intended use of a building or part of a building for the shelter or support of persons, animals or property, according to the occupancy classifications for buildings set out in the *Building Code*.

ISSUES & ANALYSIS

The property at 1162/1164 Kings Road is located in the Oaklands neighbourhood and currently zoned R-2, Two Family Dwelling District. The approved use of the structure is duplex. City staff became aware of this work in July 2016 upon receipt of a complaint and a Building Inspector attended to investigate and take photographs. Although unable to gain entry to the structure at that time, the inspector observed building materials and debris that indicated that there was active construction (see Schedule A).

The property owner was sent a letter, dated August 4, 2016 advising that a complaint had been received, and a search of City records failed to show any approved permits for the construction activity observed by the Building Inspector. The property owner was advised that the City intended to conduct a safety and compliance inspection to assess the scope of the current renovation, and confirm that there was no immediate health, electrical, or fire safety issues which might have posed a risk to the occupants (see Schedule B).

An inspection conducted on September 22, 2016 revealed that there were in fact 4 separate self-contained dwelling units on the property; the third unit located in the basement of the main structure, and the fourth unit within the accessory building. The City had no record of an accessory building, however, it appeared to be old construction and would have originally been a coach house and/or horse stable. The Building Inspector observed that considerable work had been done without permit throughout the main structure, and within the accessory building. All building and plumbing work had been done without permit and no occupancy permit had been issued for either of the two illegal suites. The Electrical Inspector observed that considerable electrical work had been done without permit and immediately issued the owner an order requiring that she hire a qualified Electrician to complete a safety survey including a load calculation. The purpose of the safety survey was to identify and correct any deficiencies related to electrical safety, but not to legalize the work.

The property owner was sent a letter, dated October 12, 2016 detailing the results of the inspection and explaining the violations found. In addition to violations under the *Building and Plumbing Bylaw*, additional offences were found under the *Zoning Regulation Bylaw*, *Electrical Safety Regulation Bylaw*, and the *Business License Bylaw*. The owner was directed to make application for, and obtain approved building, plumbing, and/or electrical permits necessary to bring the structure into compliance with City bylaws within 90 days (see Schedule C).

The property owner did eventually comply and hire a qualified Electrician who obtained an electrical permit and completed the electrical safety survey and load calculation as required. The owner did not, however, hire any other contractors and/or make application for any of the other permits required to address the unpermitted improvements and bring the property into compliance. A follow-up letter, dated February 22, 2018 was sent to the owner advising that more than 16 months had passed since she was directed to take the action necessary to bring the property into compliance and that unless some progress was made, additional enforcement action including the placing of a notice on title would commence (see Schedule D).

On October 31, 2018 staff met with the property owner in regards to another property, but had a brief discussion regarding bringing this property into compliance. The owner stated that she was unable to take the action required to bring the property into compliance, was aware that the next step in progressive enforcement would be to place a notice on the land title, and had no objection to this action being taken.

OPTIONS & IMPACTS

The filing of a notice on land title is part of a graduated enforcement strategy intended to bring a property into compliance with the applicable bylaws and regulations. A notice on title provides incentive to the property owner to resolve the outstanding issues as it serves to warn lenders or prospective purchasers that work has been done without a permit.

Filing a notice on title under Section 57 of the *Community Charter* is therefore intended to ensure that a potential purchaser is aware of bylaw violations in respect to the work that has been done without permit to construct two additional dwelling units. The notice can be easily removed at no cost to the property owner once the property has been brought into compliance.

CONCLUSION

Despite ongoing communication between staff and the property owner and the owner being granted appropriate time within which to resolve this matter, the property owner has not taken the action required to bring the property into compliance. As a result, Council may wish to proceed with filing a notice on title.

Respectfully submitted,



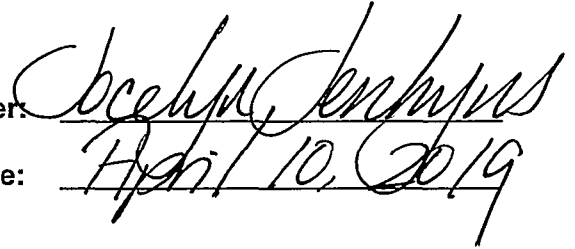
Andrew Dolan
Senior Bylaw Officer



Barrie Cockle
Leader - Bylaw & Licensing Services

Report accepted and recommended by the City Manager:

Date:


April 10, 2019

List of Attachments (if relevant)

- Schedule A – Photos taken Jul 6/16 and Sep 22/16
- Schedule B – Letter from staff to the property owner dated Aug 4/16
- Schedule C – Letter from staff to the property owner dated Oct 12/16
- Schedule D - Letter from staff to the property owner dated Feb 22/18
- Schedule E – Map showing the location of the property
- Schedule F – Aerial photograph showing the location of the structures on the property

SCHEDULE A

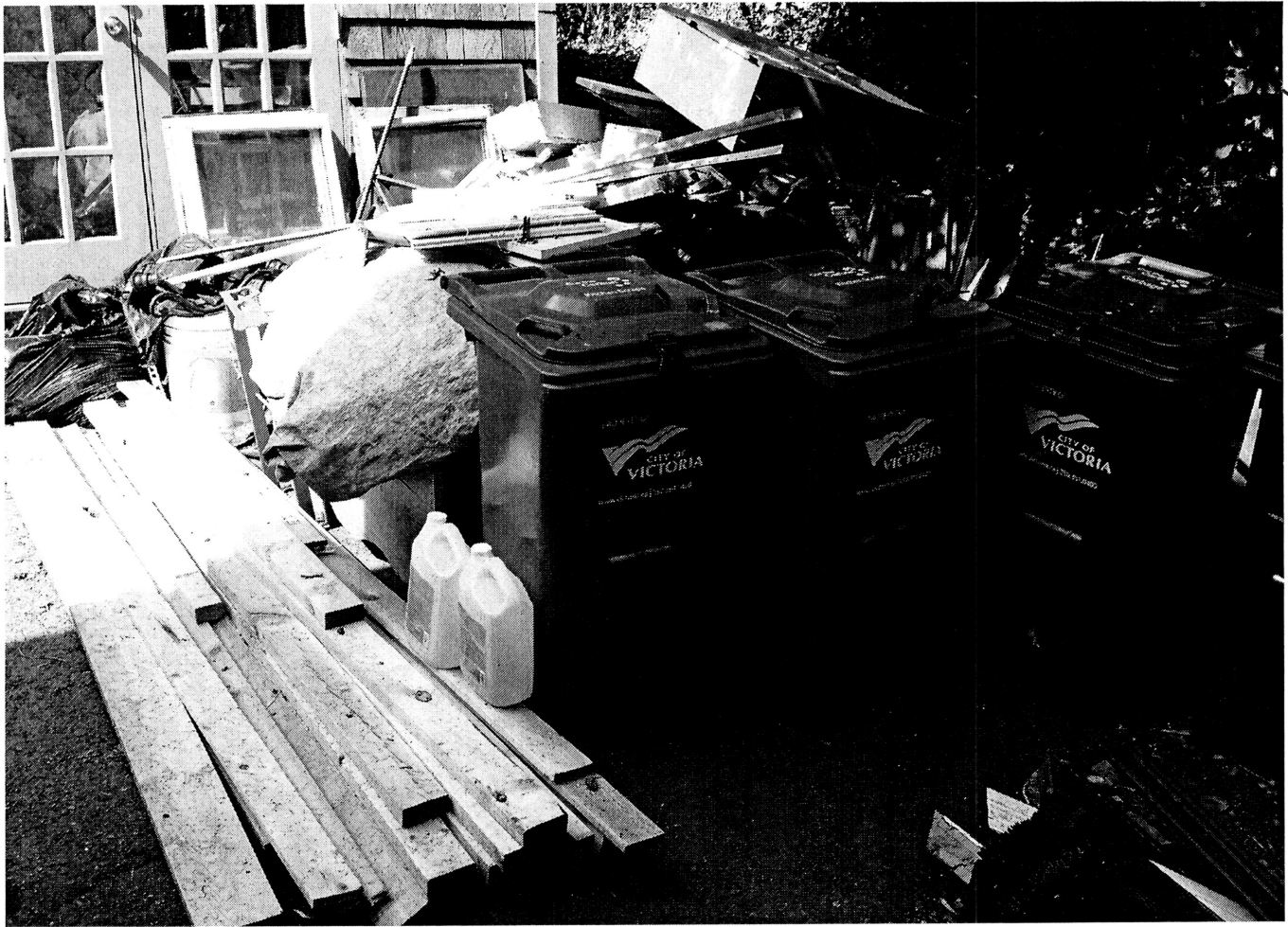


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JUL 8/16



1162/1164 KINGS RD.



JUL 8/16
Dolan.

11621164 KINGS RD



1162/1164 KINGS RD.

SEP 22/16

Dolan



August 4, 2016

Legislative and
Regulatory Services
Department

Ms. Alyson Culbert
1450 Hamley St.
Victoria, BC
V8S 1N1

COPY

Bylaw and Licensing
Services Division

1 Centennial Square
Victoria BC V8W 1P6

Re: 1162/1164 Kings Rd. / Bylaw File #74282

Dear Ms. Hamley,

This letter is to advise you that the City of Victoria has received multiple complaints regarding this property. The complaints refer specifically to the existence of an illegal 3rd dwelling unit in the basement of the main structure, and the suspected creation of a 4th dwelling unit in an accessory building.

A Building Inspector attended the property within the last 2 weeks and saw building materials which indicate that some renovations are underway. A search of City records fail to show any approved permits for any of this current work. Records also indicate that this property is zoned R-2, two family dwelling, and that the approved use of this structure is Duplex. The BC Assessment Authority indicates that the actual use of the structure is triplex.

Therefore, the City of Victoria intends to conduct a safety and compliance inspection of the structure at 1162/1164 Kings Road. The purpose of this inspection is to confirm that there are no immediate health, electrical and/or fire safety issues which may pose a risk to the occupants, and assess the scope of the current renovations. Authority to conduct such an inspection is contained within Section 16(6) of the *Community Charter*.

This inspection will be conducted by a small team of city inspectors, and should take approximately 60 minutes. Inspectors will require full access to all areas of the main structure and any/all accessory buildings. This is an important matter and your cooperation would be appreciated. Please contact me immediately upon receipt of this letter in order to arrange a date and time that is convenient. I can be reached at 250.361.0578 or by email at adolan@victoria.ca.

Regards,

Andrew Dolan
Senior Bylaw Officer
Bylaw & Licensing Services
City of Victoria

To Contact

Telephone: 250.361.0215

Fax: 250.361.0205

E-Mail: bylawenforcement@victoria.ca

Web: www.victoria.ca

and Esquimalt, Nanaimo and the traditional territories we live and work
"I lay swx qa"



October 12, 2016

COPY

Legislative and
Regulatory Services
Department

Ms. Alyson Culbert
1450 Hamley St.
Victoria, BC V8S 1N1

Re: 1162/1164 Kings Rd. / Bylaw File #76126

Bylaw and Licensing
Services Division

Dear Ms. Culbert,

1 Centennial Square
Victoria BC V8W 1P6

This letter is a follow-up to the safety and compliance inspection that was conducted at 1162/1164 Kings Road on September 22, 2016. The inspection of the main structure and the accessory building at the rear of the property revealed a number of safety concerns. The subsequent search of city records have confirmed that this structure and the property is in violation of a number of city bylaws including, but not limited to; the *Zoning Regulation Bylaw*, the *Building Bylaw*, *Electrical Safety Regulation Bylaw*, and the *Business License Bylaw*.

Zoning Regulation Bylaw

The property located at 1162/1164 Kings Road is zoned R-2, two family dwelling and the approved use of the main structure according to City records is "duplex". As such, only 2 dwelling unit are permitted on the property and those are located within the main structure; units 1162 and 1164. The inspection revealed that there are in fact 4 separate self-contained dwelling units on the property; the third being located in the basement of the main structure, and the fourth within the accessory building. There is no record of the accessory building, however, it appears that it may have originally been a coach house and/or horse stable. Neither the basement of the main structure, nor the accessory building would have been intended and/or approved for occupancy. As a result, the 2 additional dwelling units are considered illegal suites and constitute an illegal use of the property. These are violations for which the penalty are fines in the amount of \$200 and \$300 per day respectively, as per Schedule B Part 2.1 Section 2 of the *Zoning Regulation Bylaw*.

Building Bylaw and Plumbing Bylaw

Upon inspection, the Building/Plumbing Inspector found significant discrepancy between the current layout of the main structure and the layout that is shown on the approved building plans. Records indicate that both the main structure and the accessory building contain work without permit throughout. Notes on the plumbing cards from 1985 indicate the existence of illegal/unpermitted plumbing in the "coach house", in the basement of the main structure, and on the first floor of the main structure. The Inspector observed the following;

- **Accessory Building** – All building and plumbing work has been done without permit and there are no records indicating that approval was granted for occupancy and/or a self-contained suite.
- **Main structure basement** - All building and plumbing work has been done without permit and there are no records indicating approval was granted for a self-contained suite.
- **Main structure first floor** – Kitchen and both bathrooms have been relocated without building or plumbing permit.
- **Main structure second floor** – Kitchen has been relocated without building or plumbing permit.

To Contact

Telephone: 250.361.0215

Fax: 250.361.0205

E-Mail: bylawenforcement@victoria.ca

Web: www.victoria.ca

The City of Victoria represents the Cowichan, Esquimalt, Nanaimo, and Victoria Regional Districts and the additional territories we live and work in. "Hay swx qa"

Please be advised that that completing work without a building permit and/or changing the occupancy of a building without a building permit are an offence for which the penalty is a fine of \$400 per day as per Sec. 2.2(1) of the *Building Bylaw*. Completing work without a plumbing permit is an offence for which the penalty is a fine of \$400 per day as per Sec. 6(1) of the *Plumbing Bylaw*.

Electrical Safety Regulation Bylaw

The inspection revealed a number of safety issues and violations related to electrical work that has been done throughout the main structure and the accessory building without permit and/or inspection. As the work is unpermitted it is deemed unsafe. The Electrical Inspector issued you a Certificate of Electrical Inspection which requires you to retain a certified Electrician to conduct an electrical safety survey and correct all deficiencies. Electrical permits and follow-up inspection will be required. Completion of an electrical safety survey including a load calculation will in no way legitimize the use and is just intended to address any possible safety issues arising from unpermitted work. Completing electrical work without a valid electrical permit is an offence for which the penalty is a fine of \$400 per day as per Sec. 5(1) of the *Electrical Safety Regulation Bylaw*.

Business License Bylaw

A business license is required for rental accommodation. Currently, you have 4 unlicensed rental suites. Operating a business without a valid license is an offence for which the penalty is a fine of \$250 per day as per Section 4(a) of the *Business License Bylaw*.

In addition to having an electrical safety survey completed for the Electrical Inspector, you are hereby directed to take the following action:

1. Make application for, and obtain approved building, plumbing, and/or electrical permits necessary to bring the property/structure into compliance with City bylaws within 90 days of the date of this letter.

It is recommended that you hire a qualified home design professional and/or licensed contractor to assist you in this process. Once the required building, plumbing, and/or electrical permits are approved and issued, they are considered valid for a period of 1 year. This should allow you suitable time within which to have the required work completed, and pass a final inspection. **FAILURE TO COMPLY WILL RESULT IN THE ISSUANCE OF FINES, THE PLACING OF A NOTICE ON THE LAND TITLE, AND/OR FURTHER LEGAL ACTION.** If you have any questions or require additional information please don't hesitate to contact me directly at 250.361.0578 or by email at adolan@victoria.ca

Regards,



Andrew Dolan
Senior Bylaw Officer
Bylaw & Licensing Services
City of Victoria

Cc: Reed Cassidy, Building Inspector
Andy Wilson, Plumbing Inspector
Philip Corby, Electrical Inspector
Kim Ferris, Business License Inspector
Chris Kelly, Fire Inspector
Karen Brown, Coordinator / Permits & Inspections
Bylaw File #74282



February 22, 2018

COPY

Legislative and
Regulatory Services
Department

Ms. Alyson Culbert
1450 Hamley St.
Victoria, BC
V8S 1N1

Bylaw and Licensing
Services Division

Re: 1162/1164 Kings Rd. / Bylaw File #74282

1 Centennial Square
Victoria BC V8W 1P6

Dear Ms. Culbert,

The purpose of this letter is to advise you that more than 16 months has now elapsed since you were directed to take the action necessary to bring the property at 1162/1164 Kings Road into compliance with City bylaws. We have reached the point where we need to see positive action being taken to bring this property into compliance or we need to commence enforcement action to compel compliance with our bylaw.

The legal use of the structure according to city records is "duplex", meaning that there should be only 2 dwelling units. An inspection conducted on September 22, 2016 revealed that there are in fact 4 separate self-contained dwelling units. Work has been done to create 2 additional "illegal" dwelling units. This work was done without the required building, plumbing, and electrical permits.

In a letter, dated October 12, 2016, you were directed to make application for and obtain the permits required to bring this property into compliance. While it appears that you did comply with an order from the Electrical Inspector and hire an Electrician to conduct an electrical safety survey and correct any deficiencies, you have taken no further action to bring the property into compliance.

While our preferred course of action is to have you voluntarily comply with our bylaws and bring your property into compliance, failure on your part to take such action in the next 90 days from the date of this letter will result in us pursuing enforcement action. Such action can include, issuing fines, placing a notice on land title, or additional legal action through the courts.

If you have any questions or require additional information please don't hesitate to contact me at 250.361.0578 or by email at adolan@victoria.ca.

Regards,

Andrew Dolan
Senior Bylaw Officer
Bylaw & Licensing Services
City of Victoria

To Contact

Telephone: 250.361.0215

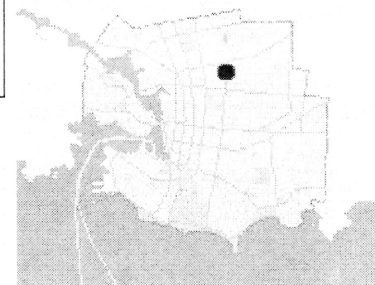
Fax: 250.361.0205

E-Mail: bylawenforcement@victoria.ca

Web: www.victoria.ca

The City of Victoria is located on the traditional territories of the Squamish, Nuxalk, and Esquimalt-Nanaimo First Nations. We live and work on the traditional territories of the Squamish, Nuxalk, and Esquimalt-Nanaimo First Nations. We live and work on the traditional territories of the Squamish, Nuxalk, and Esquimalt-Nanaimo First Nations. We live and work on the traditional territories of the Squamish, Nuxalk, and Esquimalt-Nanaimo First Nations.

"Hay swx qa"



Legend

☐ Victoria Parcels

1: 857

Notes

1162/1164 Kings Rd.

44 0 22 44 Meters

NAD_1983_CSRS_UTM_Zone_10N

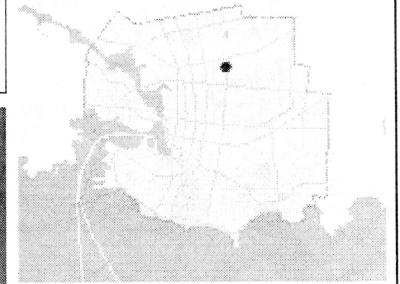
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SCHEDULE E

12

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

☐ Victoria Parcels



11 0 5 11 Meters

NAD_1983_CSRS_UTM_Zone_10N

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1: 214

Notes

1162/1164 Kings Rd.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

SCHEDULE F

13

**Legislative and
Regulatory
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0571

Fax (250) 361-0348

www.victoria.ca

April 9, 2019

Ms. Alyson Culbert
1450 Hamley Street
Victoria BC V8S 1N1

Dear Ms. Culbert,

**Re: Work without Permit – 1162 / 1164 Kings Road
Bylaw File No. 74282**

Please be advised that City of Victoria staff are recommending to Council's Committee of the Whole, that the City Clerk file a Notice in the Land Title Office regarding work without permit for 1162 / 1164 Kings Road. A copy of the report is enclosed for your records.

An opportunity to be heard will occur at the Committee of the Whole meeting, to grant the owner an opportunity to address this matter. Therefore, the registered owner is requested to attend the Committee of the Whole meeting on **Thursday, April 18, 2019, at 9:00 a.m.**, in the Council Chambers, at Victoria City Hall, #1 Centennial Square (corner of Douglas and Pandora), should you wish to make any representation to City Council.

Further information respecting this matter may be obtained from the offices of the City of Victoria, Legislative Services, 1 Centennial Square, Victoria, BC between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

The agenda for this meeting will be produced on Friday, April 12 by 5:00 p.m. and will be available on the City's website: www.victoria.ca

Please contact Legislative Services at 250.361.0571 or legislativeservices@victoria.ca if you have any written materials you wish to have added to the agenda.

Yours truly,



Chris Coates
City Clerk
Enclosure (1)

c. B. Cockle, Lead, Bylaw & Licensing Services



Procedure for *Section 57* of the *Community Charter* Notice Reports

In open session of the meeting:

1. Mayor asks City Clerk to Introduce the Item and the process involved with Council consideration.
2. City Clerk to provide context for Section 57 Notices and overview of issues specific to the matter before Council (Bylaw Services Manager and representative from Permits and Inspections Building Inspector will be on hand to respond to technical matters if necessary).
3. Mayor asks if property owner or representative is present and wishes to address Council on the matter.
4. Council gives consideration to the issues presented and determines whether to approve the filing of the Notice on the title of the Property.
5. If Council approves filing the Notice on Title, it is removed as a matter of course upon achieving compliance.



Committee of the Whole Report For the Meeting of April 18, 2019

To: Committee of the Whole **Date:** April 4, 2019
From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development
Subject: Request to Study a Portion of Robert Street as a Potential Heritage Conservation Area

RECOMMENDATIONS

1. That Council direct staff to study and evaluate the portion of Robert Street shown on Attachment A for its potential as a Heritage Conservation Area in accordance with the Council adopted *Citizen-led Heritage Conservation Areas Policy*.
2. If staff conclude that a Heritage Conservation Area designation is justified, report back to City Council with a draft Official Community Plan Amendment Bylaw that outlines the justification, objectives and guidelines in accordance with section 614 of the *Local Government Act*.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with preliminary information, analysis and recommendations regarding a citizen request to designate a portion of Robert Street (see Attachment B: Proposed Robert Street HCA - Study Area Boundary (Aerial)) as a Heritage Conservation Area ("HCA") (see Attachment C: HCA Nomination). The area contains a concentration of 1 and 1.5 storey bungalow style residential homes constructed during two different time periods: the turn-of-the-century (1888-1911) and the wartime period (1939-1945) (see Attachment D: Photographs of existing buildings on the street).

Preliminary research indicates that the properties have recognizable heritage character embodied by the consistent form, scale and massing of buildings, similar rooflines and the consistent architectural details shared among the buildings constructed within each time period. Preliminary research indicates a relationship between the original turn-of-the-century estates and the Muirhead Family, who co-owned and operated the Muirhead and Mann Company, otherwise known as the Victoria Planing Mills, one of the largest employers in late 19th century Victoria.

The nominator of the proposed HCA consulted with their neighbours in advance of submittal through direct conversations and the circulation of a petition (see Attachment C: HCA Nomination). Since that time, staff consulted with and gained the support of the Victoria West Community Association Land Use Committee for the nomination and proposed boundaries. Staff and the nominator organized a walking tour of the street for affected residents in August 2018, which was

well attended. A follow-up meeting took place in September where staff delivered a more comprehensive overview of the proposed HCA, including the preliminary rationale and the potential implications of an HCA bylaw for homeowners. On December 3rd, staff sent out a survey to all affected homeowners. Survey results showed that 75% of respondents were in support of an HCA. The nomination also included a petition supporting the proposed Robert Street HCA with over 30 signatories from residents on the street and surrounding area.

BACKGROUND

Description of Proposal

The proposed Robert Street HCA is an area located in the Victoria West Neighbourhood (see Attachment A: Proposed Robert Street HCA - Study Area Boundary). The proposed HCA includes a collection of 14 one and one and a half storey houses, of which four were constructed around the turn-of-the-century (1888-1911) in the Queen Anne and Colonial Bungalow styles. Most of the remaining houses are from the wartime era (1939-1943) and designed in the English or French storybook style. The nomination describes the area as having heritage value for its association with the Muirhead family estate and heritage character for the cohesiveness of form, scale and massing, setbacks and consistent landscaping of front yards. In considering the *Victoria Heritage Thematic Framework*, the nomination cites the historical presence of the Rainbow Sea Cadets/James Bay Athletic Association building in Rainbow Park (Theme 3: Capital City, 3.2 Military Activity) and the Muirhead family homestead. The Muirhead family established the Victoria Planing Mill, a significant late 19th century employer and manufacturer (Theme 2: Gateway Economy, 2.2 - Resource Base). The nomination also cites the Songhees Coffin Island and Colville Island burial grounds as evidence of a link between the street and Theme 1 - Coastal Settlement, 1.1 First Nations Presence. Staff have not included Coffin Island and Colville Island in the study area. In staff's opinion, it would be more appropriate to study these islands for individual significance after receiving permission from the Songhees and Esquimalt Nations and proceeding in close consultation with them.

If an HCA study is authorized for this area, staff would evaluate the research completed and undertake additional research assessing the integrity and condition of individual properties within the proposed HCA to determine if the proposed area has sufficient heritage value and heritage character to justify its conservation under the *Local Government Act*. If staff determine that the area merits designation as an HCA, staff will prepare a draft bylaw to amend the *Official Community Plan*, which will contain a description of the special features justifying the designation, objectives of the designation and guidelines for achieving the objectives.

An HCA establishes a heritage alteration permit process for land subdivision, new construction and alterations to existing properties.

Regulatory Considerations

If the proposed group of properties is designated as the Robert Street HCA, the following actions would require municipal authorization through a heritage alteration permit:

- a. Subdivide land within the area;
- b. Start the construction of a building or structure or an addition to an existing building or structure within the area;
- c. Alter a building or structure or land within the area;
- d. Alter a feature that is protected heritage property.

However, the *Local Government Act* allows the City to specify exemptions from permit requirements. The following actions would likely be proposed for exemption from municipal authorization in the Robert Street HCA:

- a. Interior renovations;
- b. Exterior painting of single detached homes, unless specifically identified as a character-defining element;
- c. Roof replacement using similar materials;
- d. Rear deck construction;
- e. On lots with a single street frontage, additions to the rear elevation of a building, which are under 100 square metres (1077 square feet) in size, less than the width of the rear elevation, and equal to or less than the height of the lowest portion of the roof;
- f. On lots with a single street frontage, garden suites or tiny homes located in the rear yard;
- g. Landscaping alterations to features not identified as character-defining elements;
- h. Replacement of eaves troughs, downspouts and exterior lighting;
- i. Building envelope remediation, so long as there are no changes to appearance or design when the remediation is completed, and the only change to materials is in-kind replacements;
- j. In-kind replacements of missing, worn or damaged exterior materials, so long as there are no changes to appearance or design when the replacements are completed;
- k. Sustainability upgrades that do not affect the appearance of buildings from the street;
- l. Interior insulation;
- m. Envelope air sealing (e.g. weather-stripping);
- n. Mechanical system upgrades (including those with exterior equipment such as heat pumps and air conditioning units).

Under the draft HCA bylaw, property alterations would be reviewed against the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The demolition of existing character buildings would be discouraged and require authorization by City Council. The HCA bylaw would establish design guidelines for the construction of new buildings on properties that do not already have a building that contributes to the heritage character of the HCA.

ANALYSIS

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

1. Official Community Plan

The proposed study of this area is consistent with the *Official Community Plan* (2012). Section 8 entitled, "Placemaking (Urban Design and Heritage)", directs the City to identify, celebrate and retain heritage and cultural values, to continue conserving and enhancing the heritage value, character and special features of historic areas through designation of new Heritage Conservation Areas and use the heritage thematic framework for evaluation.

Victoria Heritage Thematic Framework

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

thematic framework recognizes a broad range of values under which city-wide themes can be articulated. Staff will complete a detailed heritage value assessment of the area as part of the HCA study. On a preliminary basis, the association between the turn-of-the-century buildings on the street and the original Muirhead family estate, and the wartime houses and the Rainbow Sea Cadets suggest that the buildings on the street have heritage value.

2. Victoria West Neighbourhood Plan

The proposed study of this area is consistent with the *Victoria West Neighbourhood Plan*, which in the section entitled, "Neighbourhood Plan Goals" states:

1. Protect the historic character of significant buildings and important sites
2. Celebrate and interpret the heritage of the neighbourhood.

Section 10.2. "Heritage Conservation Areas" states:

- 10.2.1. Consider future citizen-initiated proposals for designation of Heritage Conservation Areas where heritage merit exists.

Study of the Robert Street HCA contributes to fulfilling two long-term actions (2028+) under the plan:

- Complete a reconnaissance survey of the neighbourhood to identify buildings of heritage merit (see Policy 10.1.2.)
- Consider citizen-initiated Heritage Conservation Areas, if proposed (see Policy 10.2.1.).

3. Heritage Conservation Area - Assessment Criteria

City Council adopted a new *Citizen-led Heritage Conservation Areas Policy* on January 31, 2019. The policy establishes four main criteria for evaluating a potential HCA:

1. A proposed Heritage Conservation Area should consist of multiple contiguous properties, preferably including properties on both sides of a public street.
2. A majority of properties in a proposed Heritage Conservation Area should have a shared heritage value or set of heritage values.
3. A majority of properties within a proposed Heritage Conservation Area should have cohesive heritage character, embodied in a set of shared traits or features that give the area a distinctive quality or appearance. The heritage character of a proposed Heritage Conservation Area should be obvious to the untrained eye.
4. Boundaries of the area should be based on shared cultural heritage values, heritage character and natural geography and not include unrelated areas.

The proposed new HCA includes multiple contiguous properties on both sides of Robert Street. Preliminary research indicates that houses on the street share common heritage value in their association with the original Muirhead estate. A majority have a cohesive heritage character, embodied in the consistent setbacks, low-scale massing, asymmetrical façade composition and sloped rooflines. These traits are especially distinctive and recognizable amidst the surrounding context of higher density multi-unit buildings. The proposed boundaries of the HCA study area omit areas that are clearly unrelated.

4. Proposed Study Area Boundaries

The nominator selected the boundaries to encompass a set of houses on Robert Street with consistent massing, setback and style characteristics (see Attachment D: Photographs of existing buildings on the street). The properties were created through a subdivision plan in the 1800s. Between 1881 and 1900, James Muirhead Sr. acquired six lots on Robert Street, and in 1903 constructed a house at the southeast corner of Esquimalt Road and Robert Street (527 Esquimalt Road). Members of the family eventually built two other houses on the street, only one of which survives at 223 Robert Street. The Muirheads maintained the lands in between 527 Esquimalt Road and 223 Robert Street as an apple orchard planted with King Apple trees, a variety that is close to extinct in Victoria. The nominator states that there are surviving specimens on the street.

Of the fourteen properties included in the study area, four of the detached homes date from the turn-of-the-century period and were individually designated through city bylaws in the 1970s (see Attachment D: Photographs of existing buildings on the street). Of these, 223, 230 and 242 Robert Street were designed in the Queen Anne style, and 614 Seaworth Street was designed in the Colonial Bungalow style. The designated houses are elaborately detailed, with horizontal wood siding, front porches, dormer windows, decorative brackets and columns. The remainder of the houses in the study area are not currently protected and were constructed between 1939 and 1945, with the exception of two houses constructed in 1955. In contrast to the turn-of-the-century houses, the remaining houses on the street are simpler. They are typically clad with stucco, have asymmetrical rooflines and have large front windows divided into three parts. All houses on the street have pitched roofs, relatively consistent front and side yard setbacks and are built to a consistent scale of one to one and a half storeys.

The study area includes Rainbow Park. The nominator included it because it is an important feature of the street and is associated with the wartime era. The park was named after the Rainbow Sea Cadets Corps (now the Royal Canadian Sea Cadet Corps Rainbow), an organization formed to recruit and train boys interested in navy service. During the Second World War, the sea cadets operated in a building located in Rainbow Park. The building was originally constructed in 1938 by the James Bay Athletic Association (see Attachment F: Historic Photographs). It has since been demolished; however, the footings of the building survive.

5. Engagement with the Local Community Association Land Use Committee (CALUC)

The nominator has communicated with the Victoria West CALUC about a potential Robert Street HCA since the Victoria West neighbourhood planning exercise was underway in 2018. Staff presented the new *Citizen-led Heritage Conservation Areas Policy* to the Victoria West CALUC on September 25, 2018 using the potential Robert Street HCA as an example and completed a follow-up presentation in February 2019. The Vic West CALUC has submitted a letter of support for the designation of Robert Street as an HCA (see Attachment G: Vic West CALUC Support Letter).

6. Engagement with Affected Owners

Staff and the nominator organized a walking tour of the street on Wednesday, August 8, 2018 at 5:30 pm for all property owners in the potential HCA. Over ten residents attended and the tour finished with a lawn chair discussion in the front yard of a heritage property on the street. Staff provided information about HCAs in the meeting and none of the attendees expressed opposition. Staff convened a follow-up "front yard meeting" on Sunday, September 23, 2018 at 3:00 pm where staff delivered a more comprehensive overview of the proposed HCA, including the preliminary rationale and the potential implications of an HCA bylaw for homeowners. The Robert Street HCA

nomination that the applicant submitted includes a petition with over 30 signatories from within the potential HCA and surrounding area.

7. Survey Results

On December 3, 2018 staff sent out a survey to all affected homeowners asking them whether they would support the designation of Robert Street as an HCA. The survey included information on the implications of an HCA designation. Of the sixteen surveys mailed out, twelve were returned. Nine of the respondents were in favour of a potential HCA and three were opposed, for an overall rate of 75% support among survey respondents. These supporters comprise 56% of all property owners on the street. Four property owners did not respond to the survey.

8. Heritage Advisory Panel

The Heritage Advisory Panel reviewed the nomination at its March 12, 2019 meeting and made the following motion concerning the nomination (see Attachment E: Heritage Advisory Panel Minutes):

- That the Heritage Advisory Panel recommend to Council that staff be authorized to study Robert Street as a potential Heritage Conservation Area.

OPTIONS AND IMPACTS

Accessibility Impact Statement

The study of Robert Street as a potential HCA has no accessibility impacts.

2019-2022 Strategic Plan

Study of Robert Street as a potential HCA supports the operational priority of heritage conservation and heritage designation in the Strategic Plan.

Impacts to Financial Plan

This initiative will have no impact on the Financial Plan as the study of potential heritage conservation areas is an operational duty for heritage staff. Establishing additional heritage conservation areas in the City will result in additional heritage alteration permits for staff to process should property owners propose changes to their properties. However, this particular area along Robert Street is a relatively small area, so impacts to staffing resources would be minimal. Further, staff are contemplating minor application exemptions to both lessen the permit process impacts to property owners and the volume of applications received.

Official Community Plan Consistency Statement

The proposed study of Robert Street as a potential HCA is consistent with heritage related directions in the *Official Community Plan* under Section 8: "Placemaking- Urban Design and Heritage".

Option 1 (Recommended)

That Council direct staff to study the portion of Robert Street shown on Attachment A: Proposed Robert Street HCA - Study Area Boundary as a potential HCA.

This option would support *Official Community Plan* and *Victoria West Neighbourhood Plan* objectives related to considering citizen requests for designation of Heritage Conservation Areas where heritage merit exists.

Option 2

That Council decline the study of the area shown on Attachment A: Proposed Robert Street HCA - Study Area Boundary as a potential HCA.

This option is not recommended given initial indications from homeowners show that 75% support examining this.

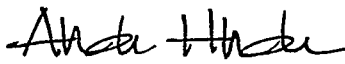
CONCLUSIONS

This application for the study of a portion of Robert Street as a potential HCA is consistent with *Official Community Plan* objectives for the continued identification and recognition of historic areas in the city. It is consistent with *Victoria West Neighbourhood Plan* policy to consider citizen-initiated Heritage Conservation Areas where heritage merit exists. The submitted nomination presents credible evidence for the heritage value and heritage character of the area, as well as the area's relationship to the *Victoria Heritage Thematic Framework*. Staff therefore recommend that Council authorize the study of the area shown on Attachment A.

Respectfully submitted,



John O'Reilly
Heritage Planner
Community Planning



Andrea Hudson, Acting Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager

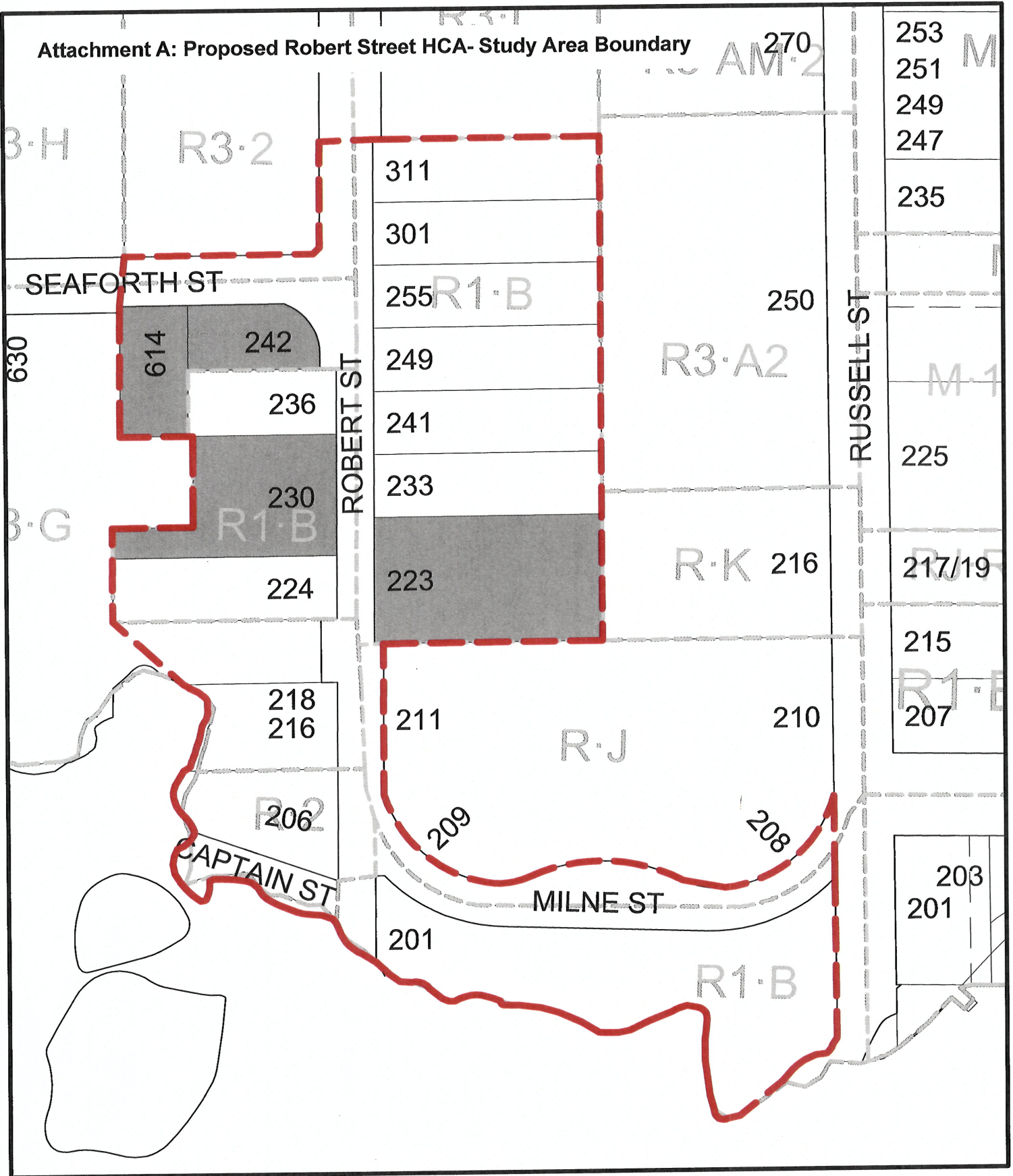


Date: April 10, 2019

List of Attachments

- Attachment A: Proposed Robert Street HCA - Study Area Boundary
- Attachment B: Proposed Robert Street HCA - Study Area Boundary (Aerial)
- Attachment C: HCA Nomination
- Attachment D: Photographs of existing buildings on the street
- Attachment E: Heritage Advisory Panel Minutes
- Attachment F: Historic Photographs
- Attachment G: Vic West CALUC Support Letter.

Attachment A: Proposed Robert Street HCA- Study Area Boundary



Proposed Robert Street
HCA Study Area



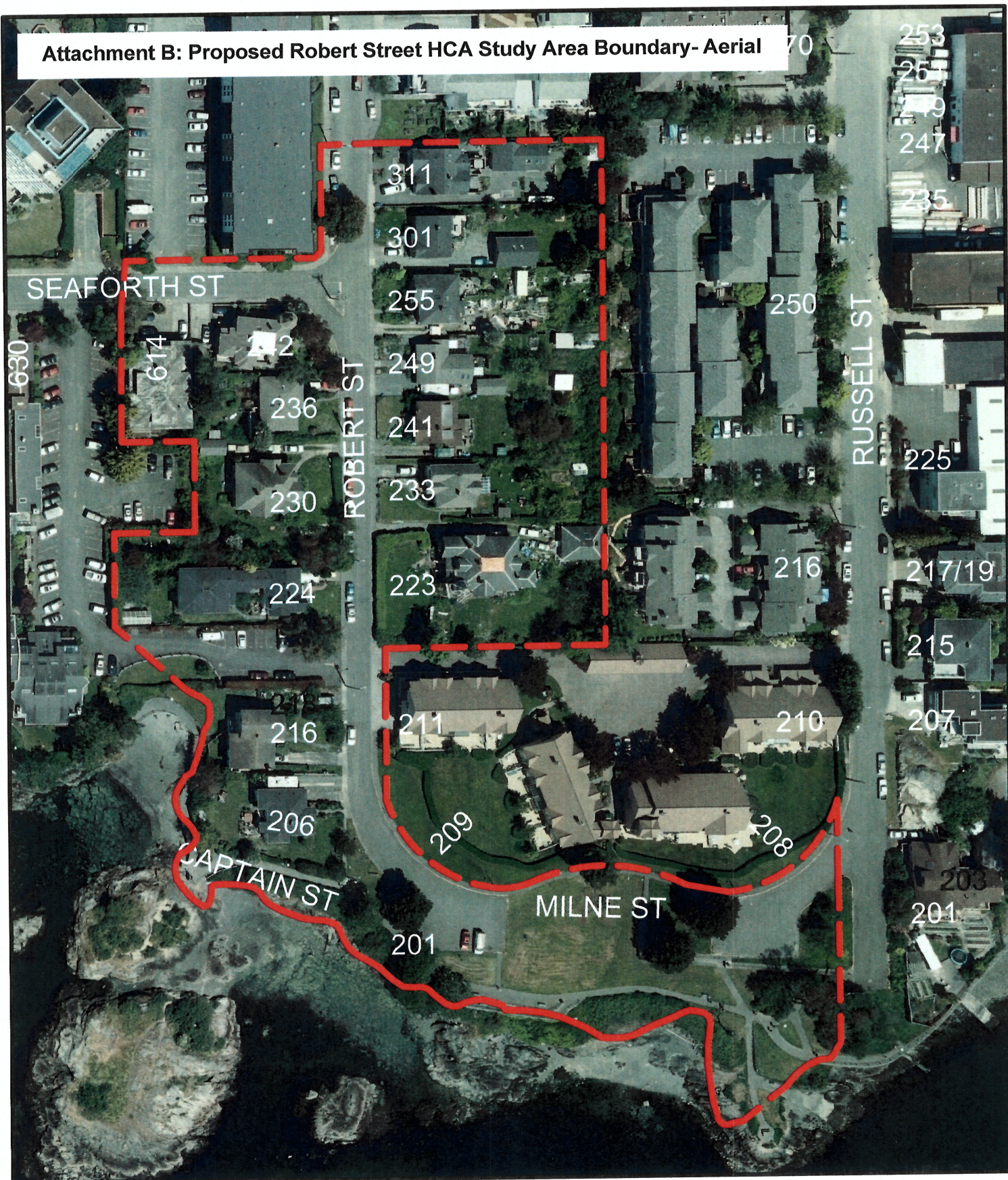
Designated



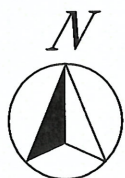
Registered



Attachment B: Proposed Robert Street HCA Study Area Boundary- Aerial



Proposed Robert Street
HCA Study Area



Designated



Registered



Attachment C: HCA Nomination



Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0283
E DevelopmentServices@cityofvictoria.ca

Heritage Conservation Area Nomination Form

Name of Nominator JUN LEE
Address ROBERT STREET VICTORIA V8A 3Z1
Phone Number _____
Email _____

Name of Sponsor (Required if nominator does not live in HCA) _____
Address in HCA _____
Phone Number _____
Email _____

Submission Requirements:

- Completed nomination form
- Provide a brief summary of consultation with the local Community Association Land Use Committee
- Provide a map with an outline of the proposed boundaries of the HCA
- Provide typical photographs of area properties
- Provide any letters of support you have

Please fill out the following:

1. In the field below, explain why the area you are nominating as a heritage conservation area has heritage value, defined as social, cultural, aesthetic, scientific or educational importance. What traits or features of properties in the area give it heritage character, defined as a distinctive quality or appearance? During what time period were the representative buildings constructed?

ROBERT ST. / SEAFORTH HAS FOUR CITY DESIGNATED HERITAGE HOMES (ONE IS FEDERAL NATIONAL HISTORIC SITE). OTHER (8) HOMES BUILT BETWEEN 1939-1946 AND 2 IN 1955 THIS IS A SMALL POCKET OF SINGLE FAMILY DETACHED HOUSES THAT REMAIN SOUTH OF ESQUIMAULT ROAD IN VIC WEST. ON SOUTH END, NORTH END, EAST & WEST SIDE BEHIND ROBERT ST (RUSSELL & SEAFORTH) ARE MULTI-UNIT STRATA & RENTAL PROPERTIES SO SURROUNDED. RAINBOW PARK AT SOUTH END WAS SITE OF JAMES BAY AMATEUR ATHLETIC ASSOCIATION, RAINBOW SEA CADETS THEN PARK. ALSO COFFIN ISLAND BURIAL GROUND & FOR SONGHEES BAND. MURKHEAD FAMILY HAD 3 HOMES ON STREET WITH ONLY ONE SAVED. THE CHARACTER & CHARM OF STREET S/B MAINTAINED WITH ANY NEW STRUCTURES OR RENOVATIONS TO FACADES BEING COMPATIBLE & IN SCALE WITH EXISTING.

AT REAR OF HOMES. SMALL GARDEN HOUSES (LOW RISE)
OR LANEWAY TYPE HOUSING WOULD BE SUITABLE
SUBJECT TO FEEDBACKS, DESIGN GUIDELINES ETC.
SEE PETITION ATTACHED - 26 NAMES

2. In the field below, describe the heritage value of the area in terms of the Victoria Heritage Thematic Framework, taken from the Official Community Plan. Which themes does the area embody?

COFFIN ISLAND ? FIDENEES BURIAL GROUND
RAINBOW SEA CADETS / JONES BAY ATHLETIC ASSOC.
RAINBOW PARK
MUIRHEAD FAMILY HOMES (MUIRHEAD & MANN PLANNING MILL)
DISTINCTIVE DESIGNATED HERITAGE HOMES OVER 115 YEARS

RE: VIC WEST DRAFT OCP & REQUEST FOR DESIGNATION OF ROBERT STREET AS
HERITAGE CONSERVATION AREA

x H. S. Longstrech

THAR and FRASER

ADDRESS

PHONE NUMBER/EMAIL

TONY GREEN

HAREN MONTANA

ALYSON HINKLEY
GARY CHILBECK (OWNER)


margit bodaren m.m.

(Gary) Indaren P/lu

Suzanne Abraham

- In the Transit

- Anita Komar Anita Komar

DAVID PLAYER 

-MURRAY CAMPBELL *[Signature]*

LINDA BROWN ^{you} after

1. Tom-Bow To Bow

Lugie Miller

June 14 1893

Peter Kraus

RANJIT GUJ

32. TEMPERATURE SCHEDULE

Bernice Morris

VIOLA W. 207, 237, 257

- Emily Grav

Attachment D: Photographs of Existing Buildings on the Street

Queen Anne Style and Colonial Bungalow Style



614 Seaforth Street (c. 1911)
Designated



223 Robert Street (c.1903-1904)
Designated (National Historic Site)



230 Robert Street (c. 1899-1900)
Designated



242 Robert Street (c. 1888-1889)*
Designated
*Moved from 621 Seaforth in 1978

English or French Storybook Style



311 Robert Street c. 1939



301 Robert Street c. 1943



255 Robert Street c. 1940



249 Robert Street c. 1941



241 Robert Street c. 1940



233 Robert Street c. 1939



224 Robert Street c. 1940



206 Robert Street c. 1945

Mid-Century Builder Style



236 Robert Street c. 1955



216 Robert Street c. 1955

Attachment E: Heritage Advisory Panel Minutes

CITY OF VICTORIA HERITAGE ADVISORY PANEL MEETING MINUTES MARCH 12, 2019

Present: Pamela Madoff, Chair
Steve Barber
Julie Bréhéret
Doug Campbell
Hal Kalman
Shari Khadem
Lisa MacIntosh
Connie Quaedvlieg
Graham Walker

Absent: Katie Cummer

Staff: Merinda Conley, Senior Heritage Planner
John O'Reilly, Heritage Planner
Alison Meyer, Assistant Director, Development Services
Lauren Martin, Heritage Secretary

The Chair called the meeting to order at noon.

Merinda Conley welcomed new member, Julie Bréhéret, and introductions were provided by each Panel and staff member.

1. Adoption of the Minutes of the January 15, 2019 Meeting

Moved

Seconded

Carried

2. Business Arising from the Minutes

Procedural Update (Pamela Madoff):

- The procedure regarding the review of applications by the Panel is as follows: the planner gives a presentation; the applicant gives their presentation; the Panel asks the applicant questions; the applicant leaves the table; the Panel discusses the application through the chair and does not direct questions to the applicant.
- A reminder that the acoustics of the room require that everyone speak loudly and clearly.

3. Announcements

- Merinda Conley: The City does not have a budget to suitably acknowledge Heritage Week. It is proposed that Council consider providing annual funding for events such as walking tours or presentations. The Panel is in favour of this. Pamela Madoff will communicate with the Panel's Council Liaison, Charlayne Thornton-Joe. A Council representative must take the request forward to Council as a motion.

- Merinda Conley: At the January 24th Council meeting, Steve Barber and Hal Kalman presented a letter to Mayor and Council regarding the impact of development on Old Town. Steve stated that it resulted in positive interest and media coverage. Merinda Conley is preparing a presentation for Council and will reiterate the importance of Old Town in the heritage program.
- John O'Reilly: The Old Town Design Guidelines were presented to the Committee of the Whole on February 7th by Robert Batallas, Senior Planner, and they were unanimously approved in principle with several positive comments on the quality, comprehensiveness and usability. The next step is 1st and 2nd readings of the OCP Amendment Bylaw at Council on March 14th followed by a Public Hearing on March 28th.
- John O'Reilly: Pamela Madoff and John attended Heritage BC's Roundtable Session at Craigdarroch Castle in early February. The session's focus was on broadening the definition of heritage; emphasizing intangible heritage and cultural practices; changes to the Local Government Act; and definitions of heritage that are comprehensible to the public. Built heritage was not a major theme of the day. John, along with others, will meet on April 2nd to collate the information.
- Merinda Conley: The Heritage BC Conference is May 9th to 11th in Nanaimo. The theme is "Interpreting Heritage: Identity, Culture, Environment." The conference will focus on the many themes, values and visions the organization heard during their roundtables throughout the province in 2018. It will also explore tangible and intangible heritage, from built environment to cultural landscapes, and an in-depth interpretation of heritage through identity, culture and environment. John O'Reilly and possibly Merinda will attend.
- Merinda Conley: The National Trust for Canada Conference is October 17th to 19th in Winnipeg. The theme is "Heritage Delivers: Impact, Authenticity, and Catalytic Change" and how historic places are essential to building vibrant and diverse communities and sustainable economies.
- The Hallmark Heritage Society's Preserve Newsletter (Winter 2018) was distributed.
- The consolidated Heritage Property Protection Bylaw was distributed.
- The contact list for the Panel was circulated to members for confirmation of their addresses for the delivery of agenda packages.
- Please respond to Lauren Martin's initial email requesting confirmation of attendance at each meeting. This will reduce the need for additional emails.
- Merinda Conley: No applications were delayed due to the cancellation of February's Panel meeting because of weather.
- Hal Kalman (on behalf of the Hallmark Heritage Society): Craigflower Schoolhouse is being used as a part-time daycare which is transitioning to full time. A fence is required which conforms to the school board and heritage standards. It has been approved by the Provincial Heritage Branch. Pamela Madoff: There is also an application to construct a building on the Craigflower farm property.
- Pamela Madoff: St. Peter and Paul Church in Esquimalt is proposing a rear addition on the heritage building that may impact a stained glass window.
- Lisa MacIntosh: The Vancouver Real Estate Board has been working on a course for about two years to educate realtors about residential heritage properties, the difference between designated and registered, proper rehabilitation of heritage properties, etc. Recently the course was presented for the first time, and it garnered a very positive response. The course is part of the professional development program for realtors. Pamela will touch base with Lisa as a similar course would be useful for realtors in Victoria.

**4. 1402-1404 Douglas Street
Heritage Alteration Permit Application No. 00231**

Attendees: Deane Strongitharm, architect; Allen Spillette and Michael Supowitz, business owners

Merinda Conley provided a brief introduction. Deane Strongitharm presented.

Panel Questions and Comments

- Is the City actively pursuing changes to the regulations? Merinda Conley: The City Solicitor has communicated with the BC Liquor and Cannabis Regulation Branch. There is no amendment regarding window coverage forthcoming, but the discussion will continue. The regulation does not prescribe opaque windows, rather it prohibits transparent windows. In the past, an amendment to the Tobacco Control Regulation was made to allow the retention of the windows of Morris Tobacconist.
- Was the rezoning contingent on the heritage designation of the building? Deane Strongitharm: The building owner wanted to designate the property. Council cannot require that a property be designated in order to be rezoned.
- Can a screen be placed back from the window? Deane Strongitharm and Allen Spillette: This has been explored; however, it would impact the amount of natural light and the shopping experience.
- Is there a film on the windows already? Allen Spillette: There is a bit of tint on the windows.
- Have blinds been considered? Allen Spillette: This would make the store very dark.
- Will the film be on the interior or exterior of the glass? Allen Spillette: It will be on the exterior.
- Is it possible to make the requirement for window coverage temporary with a review by the City in a year or two? Merinda Conley: The Panel does not have the authority to make this condition; however, it could include an exemption of the requirement as a recommendation to Council.
- The window coverage should encourage vitality and interaction with the streetscape. Allen Spillette: Heritage images have been considered; he is open to suggestions.
- The member is sympathetic to the applicant's dilemma; however, all of the options have not been fully explored. The application should be declined due to the impact on the existing glazing. A translucent screen is proposed that allows light, but not a view. There are other design mechanisms that could be used, for example, stained glass or a screen placed behind the window.
- An opaque window covering on a storefront in a commercial district goes against general planning principles. Openness and transparency is paramount, particularly for heritage buildings.

Moved

Seconded

That the Heritage Advisory Panel recommend to Council that Heritage Alteration Permit Application No. 00231 for 1402-1404 Douglas Street does not sufficiently meet the applicable design guidelines and policies and should be declined and that the applicant be encouraged to explore alternatives that allow light transmission, but do not allow the cannabis products to be visible from outside the building and to consider the impact on:

- the exterior appearance of the heritage-designated building
- active land uses
- the pedestrian environment

- the vitality of the street
- the natural surveillance of the exterior and interior environment
- alternative screening options that could minimize visual impact on the heritage character of the building and the pedestrian environment.

In view of the conflict with heritage objectives and current cannabis regulations, Council and City staff are encouraged to pursue an exemption regarding the current regulation for windows of cannabis retailers.

Carried (7 in favour, 2 opposed)

5. 1058 Pandora Avenue (Wellburn's Market)

Attendees: Marie-Claire Bligh and Jordan Van Dijk of MGA/Michael Green Architecture; Chelsea Dunk of Donald Luxton & Associates; Brandon Crema, Michael Nygren, Jessica Gibson and Michael Fujii of District Group

Merinda Conley provided a brief introduction. Marie-Claire Bligh and Chelsea Dunk presented.

Panel Questions and Comments

- The proposal shows potential for garden terraces on the existing roof. Will these be part of the strata common area or individual? Marie-Claire Bligh: There is residential access on level 3; upper levels could potentially have access.
- Only the façade of the existing building is being retained? Marie-Claire Bligh: Yes. The façade will be heritage designated. The brick will be repaired/repointed.
- How will the resident-only mews be secured? Marie-Claire Bligh: The entrance will be gated at night.
- The north wall of the existing building is red brick. Why are you replacing the red brick with a white finish? Marie-Claire Bligh: We wanted to maintain continuity with the new building.
- Does the addition follow the same plane as the existing building? Marie-Claire Bligh: Yes.
- The principle of "distinguishability" does not mean "contrasting". The proposed new construction is too different from the old construction. It should respect and fit with the existing heritage building.
- The proposal does not comply with the Standards and Guidelines. Throughout the Official Community Plan, Downtown Core Area Plan, Old Town Design Guidelines and heritage policies, the City goes to great effort to discourage façadism. The building is an iconic landmark and should be conserved in its entirety. The massing and design of the proposed addition overwhelms the character and scale of the two-storey heritage building. It would be preferable to construct a separate 12 storey building and retain the existing building in its entirety.
- The proposal is a subpar approach to understanding and respecting the heritage and residential nature of the neighbourhood. The building is the gateway to Fernwood.
- In the Heritage Conservation Plan of 1975, this building was considered important.
- Harmony is lacking between the old and new construction in terms of composition.
- The setbacks are too close to the street; for example, the entrance to the garage.

- It is preferable to preserve historic buildings; however, the proposal meets current regulations. It is appreciated that the new building is not as high as it could be. The setback of 13.5m from Cook Street is good; however, a setback of more than 1.8m on Pandora Avenue would be better. The continuation of details from the old to new is good. The modern building is in the background because of its uniformity.
- What is the zoning entitlement? Merinda Conley: The existing parking lot is zoned R2 which allows a multi-unit dwelling, commercial and mixed use from 3 to 20 storeys. The Downtown Core Area Plan supports a maximum of 8 to 10 storeys.
- There is a distinction between the zoning entitlement and what the heritage conservation policy and other policies envision.
- There is what you can do and what you should do. Policies should be considered in tandem, not in isolation. Can the proposed development be seen as an architectural composition? No. Does the proposal enhance the heritage asset? No. Does it impact the heritage building? Yes, it completely overwhelms it and only retains the façades.

6. Parade of Ships

Attendees: Denton Pendergast, Executive Director, Victoria Harbour History Society (in collaboration with the Thermopylae Club)

John O'Reilly provided a brief introduction. Denton Pendergast presented.

Panel Questions and Comments

- Is the granite wall heritage designated? John O'Reilly: The property is heritage designated and the wall on which the plaques will be attached is a character-defining element. The initiative will require a heritage alteration permit.
- Alternative technology is available that requires zero intervention on the historic property.
- It is a fantastic initiative, but explore current technology to minimize the impact on the wall rather than adding 60 to 70 small plaques.
- Instead of having a QR code on each plaque, have one at either end of each section. The QR code would link to the website where the user could select the plaques that interest them. This eliminates the need for the user to scan each QR code and therefore the need for so many small plaques.
- The interpretation and telling of the stories is great and Victoria needs more of this.
- Coordination with the Maritime Museum of BC is an important aspect of the project. Denton Pendergast: The museum would be the ultimate curator of the display.
- It is important to provide the information in many languages.

7. Robert Street Heritage Conservation Area (HCA)

John O'Reilly provided an update regarding the proposed Robert Street HCA.

Panel Questions and Comments

- How much support is required for the designation? John O'Reilly: The policy does not specify; however, 75% of the owners who responded to the survey support the designation of the street. Unfortunately, some owners did not respond.

Shari Khadem left the meeting at 3:18 pm.

Moved

Seconded

That the Heritage Advisory Panel recommend to Council that staff be authorized to study Robert Street as a potential Heritage Conservation Area.

Carried (unanimous)

The Secretary left the meeting at 3:30 pm as the last agenda item did not require minutes.

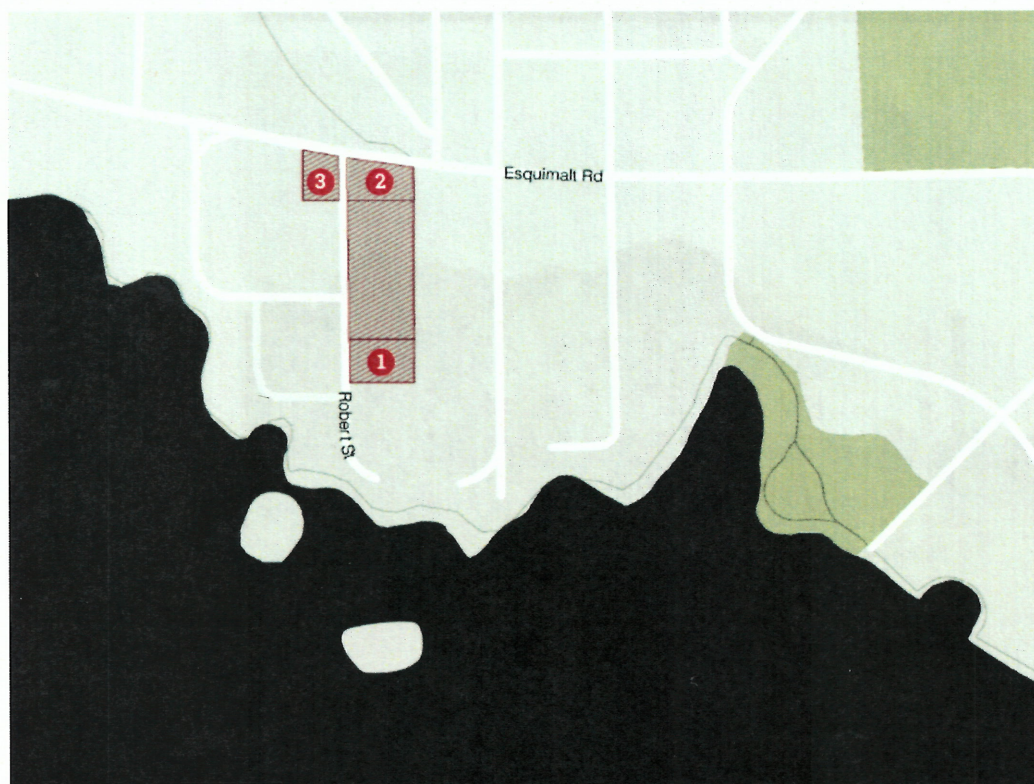
Attachment F: Historic Photographs



Rainbow Point at the Foot of Robert Street, 1942
Images of the Former James Bay Athletic Association Building during use by the Rainbow Sea Cadets.



View North from the roof of James Muirhead Jr.'s house towards Esquimalt Road. James Muirhead Sr.'s house is on the right and John Muirhead's house is on the left. In the foreground is an apple orchard. Some of the trees from this original orchard still exist on Robert Street today.



1. James Muirhead Jr.'s house
2. James Muirhead Sr.'s house
3. John Thomas Muirhead's House

Attachment G: Vic West CALUC Support Letter

521 Craigflower Rd. Victoria, BC V9A 6Z5

info@victoriawest.ca • www.victoriawest.ca



Victoria West Community Association
521 Craigflower Road
Victoria BC V9A 6Z5

April 3, 2019

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

Re: proposal to create the Robert Street Heritage Conservation Area

Dear Mayor and Council,

On February 26, 2019, the board of directors of the Victoria West Community Association received a presentation from John O'Reilly, the senior heritage planner for the City of Victoria, on a proposal he has been developing with the cooperation and assistance of residents and home owners to create a Heritage Conservation Area in the region of Robert Street in Victoria West.

Based on the merits of the proposal, the convincing research he presented, and the persuasive results of community consultation, the board of directors voted unanimously to endorse the creation of this Heritage Conservation Area. We believe this HCA would contribute positively to the life and character of Victoria West and that this HCA is vital to the conservation of a valuable heritage streetscape. This streetscape speaks to the rich history of our community as it has developed over time and provides local contexts for the understanding of urban heritage and the history of Victoria and Vancouver Island over the course of the nineteenth and twentieth centuries.

In summary, on behalf of the board of directors of the Victoria West Community Association, I am pleased to provide our enthusiastic endorsement of the authorization of the Robert Street Heritage Conservation Area by the mayor and council of the City of Victoria.

Yours sincerely,

A handwritten signature in dark ink, consisting of a stylized, cursive "J" followed by a horizontal line.

Justine Semmens

President
Victoria West Community Association

APRIL 18, 2019

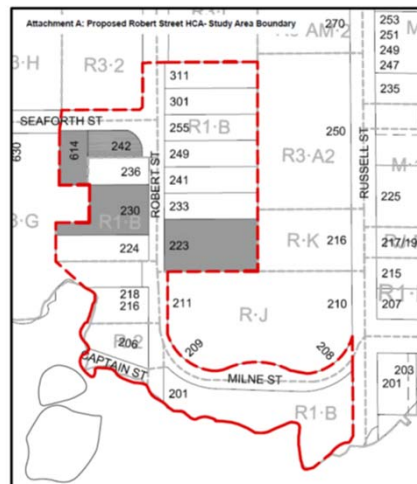
Proposed Robert Street HCA Study Area



Staff Recommendation to City Council

Staff Recommendation:

- That Council direct staff to study and evaluate the portion of Robert Street shown on Attachment A for its potential as a Heritage Conservation Area in accordance with the Council adopted *Citizen-led Heritage Conservation Areas Policy*.
- If staff conclude that a Heritage Conservation Area designation is justified, report back to City Council with a draft Official Community Plan Amendment Bylaw that outlines the justification, objectives and guidelines in accordance with section 614 of the *Local Government Act*.



Proposed Robert Street

HCA Study Area

■ Designated ■ Registered



April 18 Presentation to Committee of the Whole

Victoria West Neighbourhood Plan

10.2. Heritage Conservation Areas

Intent:

Conserve the historic character and integrity of special neighbourhood places.

10.2.1. Consider future citizen-initiated proposals for designation of Heritage Conservation Areas where heritage merit exists.

Ongoing Actions...

- Consider citizen-initiated Heritage Conservation Areas if proposed (see policy 10.2.1)



April 18 Presentation to Committee of the Whole

Proposed Robert Street HCA



- Study area encompasses 14 properties total + Rainbow Park
- Four constructed around the turn-of-the-century (1888-1911) in the Queen Anne and Colonial Bungalow styles
- Eight constructed between 1939 and 1945, most of which resemble the English or French storybook style
- Two constructed in 1955
- King apple trees (nearly extinct in Victoria) on the street are remnants of an orchard owned and maintained by the Muirhead family



April 18 Presentation to Committee of the Whole

Proposed Robert Street HCA

HCA Evaluation Criteria from Council-adopted Citizen-led Heritage Conservation Areas Policy

Criteria	Preliminary Assessment
The proposed HCA should consist of multiple contiguous properties, including properties on both sides of a public street	Criteria met
A majority of properties in a proposed Heritage Conservation Area should have a shared heritage value or set of heritage values.	Some evidence for a relationship between the Muirhead family lands and the subdivision and development of the street. Wartime era houses and Rainbow sea cadets in Rainbow park may share a connection.
A majority of properties within a proposed Heritage Conservation Area should have cohesive heritage character, embodied in a set of shared traits or features that give the area a distinctive quality or appearance. The heritage character of a proposed Heritage Conservation Area should be obvious to the untrained eye	Buildings in study area share consistent massing (1 - 1.5 storeys), asymmetrical composition, similar setbacks. Buildings within each period of development share features in common
Boundaries of the area should be based on shared cultural heritage values, heritage character and natural geography and not include unrelated areas.	Unrelated areas excluded (Colville Island and Coffin Island)



April 18 Presentation to Committee of the Whole

Building Stock

- 14 properties total
- Two main architectural eras represented
- All houses are 1.5 storeys in height with pitched roofs, chimneys and generous front yard setbacks



Building Stock- Wartime Houses

- 8 wartime houses constructed between 1939 and 1943
- English and French storybook style
- Asymmetrical design, Stucco or plaster facades,
- cross gabled roofs or hipped roofs with cross gables and chimneys
- Tri-partite windows
- Centred doorways



311 Robert Street c. 1939



301 Robert Street c. 1943



255 Robert Street c. 1940



249 Robert Street c. 1941



241 Robert Street c. 1940



233 Robert Street c. 1939



224 Robert Street c. 1940



206 Robert Street c. ?



April 18 Presentation to Committee of the Whole

Building Stock- Turn-of-the Century Houses



614 Seaforth Street (c. 1911)
Designated



223 Robert Street (c.1903-1904)
Designated (National Historic Site)



230 Robert Street (c. 1899-1900)
Designated



242 Robert Street (c. 1888-1889)*
Designated
*Moved from 621 Seaforth in 1978



April 18 Presentation to Committee of the Whole

Building Stock- Houses Built in 1955



236 Robert Street c. 1955



216 Robert Street c. 1955



April 18 Presentation to Committee of the Whole

Preliminary Heritage Value Assessment



1. James Muirhead Jr.'s house
2. James Muirhead Sr.'s house
3. John Thomas Muirhead's House

- Much of the study area was owned at one time by the Muirhead family, beginning with James Muirhead Sr., who acquired the lands shown in red between 1881 and 1900. He constructed his house at 527 Esquimalt Road in 1883.

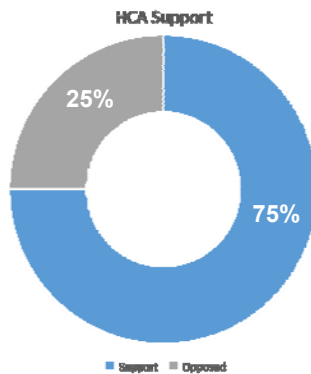
Graphic Courtesy of Wentworth Villa



April 18 Presentation to Committee of the Whole

Survey Results

- Sixteen surveys sent out (one property is a strata), twelve returned
- HCA FAQ included with survey
- Of survey respondents, nine owners support (75%), three oppose (25%)



April 18 Presentation to Committee of the Whole

Engagement

- **Wednesday August 8, 2018 at 5:30PM**- Walking tour of the street and front-yard meeting-10+ owners and supporters present
- **Sunday, September 23, 2018 at 3:00PM**- Front yard community meeting-20 owners and supporters present
- **February 26, 2019**- Presentation to CALUC
- No opposition heard at any consultation event so far



Meeting venue



April 18 Presentation to Committee of the Whole

Next Steps

Phase 1- Nomination

- Mechanism for identifying new residential HCA's are citizen nominations
- Nominator completes an HCA form assessing *heritage value* and *heritage character*, and proposes boundaries
- Staff assess heritage merits and proposed boundaries, consults with CALUC
- Staff administer a survey to local affected property owners
- Nomination and survey results will be presented to City Council for authorization to study
- If authorized, staff proceed to study phase



April 18 Presentation to Committee of the Whole

Initiation - Approval Process

Phase 2- Study Phase

- Staff complete detailed assessment of the area with the nominator (Subdivision histories, family histories)
- Staff will develop a statement of significance with the nominator
- Staff will prepare a draft by-law to amend the OCP
- OCP amendment is posted to the city website for two weeks and a public consultation is held
- Staff prepare a report to Council seeking approval of the OCP amendment



Words Baker House by Ron Thorn, 1952

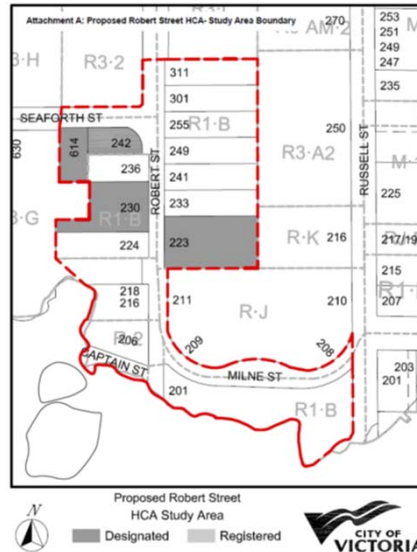


April 18 Presentation to Committee of the Whole

Conclusion

Staff Recommendation:

- That Council direct staff to study and evaluate the portion of Robert Street shown on Attachment A for its potential as a Heritage Conservation Area in accordance with the Council adopted *Citizen-led Heritage Conservation Areas Policy*.
- If staff conclude that a Heritage Conservation Area designation is justified, report back to City Council with a draft Official Community Plan Amendment Bylaw that outlines the justification, objectives and guidelines in accordance with section 614 of the *Local Government Act*.



April 18 Presentation to Committee of the Whole



Committee of the Whole Report

For the Meeting of April 18, 2019

To: Committee of the Whole **Date:** April 9, 2019
From: Chris Coates, City Clerk
Subject: Proclamation "Huntington Disease Awareness Month" May 2019

RECOMMENDATION

That the *Huntington Disease Awareness Month* Proclamation be forwarded to the April 25, 2019 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Huntington Disease Awareness Month* 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 handwritten signature in black ink, appearing to read "Chris Coates".

Chris Coates
City Clerk

LIST OF ATTACHMENTS

- Appendix A: Proclamation "Huntington Disease Awareness Month"
- Appendix B: List of Previously Approved Proclamations

“HUNTINGTON DISEASE AWARENESS MONTH”

WHEREAS *Huntington disease is a debilitating brain disorder that does not currently have a cure; and*

WHEREAS *one in every 7,000 Canadians has HD and approximately one in every 5,500 is at-risk of developing the disease. Many more are touched by HD as a caregiver, family member or friend; and*

WHEREAS *HD causes cells in specific parts of the brain to die. The disease leads to incapacitation and, eventually, death. It is likened to experiencing the symptoms of Alzheimers, Parkinsons, and Schizophrenia all in one disease; and*

WHEREAS *Huntington Awareness Month reflects the Huntington Society of Canada’s mission, which is to aspire to a world free from HD. The Society strives to: maximize the quality of life of people living with HD by delivering services; enable others to understand the disease; and further research to slow and to prevent HD; and*

WHEREAS *The Society works with health and social services professionals to enable them to better serve people living with HD; and*

WHEREAS *The Huntington Society of Canada (HSC) is a respected leader in the worldwide effort to end Huntington disease. HSC is the only Canadian health charity dedicated to providing help and hope for families dealing with HD across Canada.*

NOW, THEREFORE I do hereby proclaim the month of May 2019 as “HUNTINGTON DISEASE AWARENESS MONTH” on the TRADITIONAL TERRITORIES of the ESQUIMALT AND SONGHEES FIRST NATIONS in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.

IN WITNESS WHEREOF, I hereunto set my hand this 25th of April, Two Thousand and Nineteen.

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

**Sponsored by:
Khalilah Alwani
South Vancouver Island Chapter
Huntington Society of Canada**

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 - Febraury 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 fo rEpilepsy 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
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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 April 18, 2019

To: Committee of the Whole **Date:** April 9, 2019
From: Chris Coates, City Clerk
Subject: Proclamation "Child Abuse Prevention Month" April 2019

RECOMMENDATION

That the *Child Abuse Prevention Month* Proclamation be forwarded to the April 25, 2019 Council meeting for Council's consideration.


EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Child Abuse Prevention Month* 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,



Chris Coates
City Clerk

LIST OF ATTACHMENTS

- Appendix A: Proclamation "Child Abuse Prevention Month"
- Appendix B: List of Previously Approved Proclamations

“CHILD ABUSE PREVENTION MONTH”

WHEREAS *Children are the foundation for a prosperous and innovative society, and the foundation for a child's growth and development is established when the community takes responsibility for creating healthy environments where our children can thrive; and*

WHEREAS *All children deserve to have a safe, stable, nurturing home and community to foster their healthy growth and development; and*

WHEREAS *Child abuse and neglect is an important societal concern that may affect the long term health and well being of not only children, but also the adults they become; and*

WHEREAS *Child abuse and neglect impacts our entire society and our society's future; and*

WHEREAS *Child abuse prevention is a shared responsibility and finding solutions requires the involvement and collaboration of citizens, organizations and government entities; and*

WHEREAS *this month, we emphasize the importance of understanding the devastating problem of child abuse and neglect and commit to learn more about the behavioural and physical signs of possible abuse.*

NOW, THEREFORE *I do hereby proclaim month of April 2019 as “Child Abuse Prevention Month” on the **HOMELANDS** of the **SONGHEES AND ESQUIMALT PEOPLE** in the **CITY OF VICTORIA**, **CAPITAL CITY** of the **PROVINCE** of **BRITISH COLUMBIA**.*

IN WITNESS WHEREOF, *I hereunto set my hand this 25th day of April, Two Thousand and Nineteen.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored By:
Bev Moore-Davis
Miles for Smiles Foundation

Appendix B

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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

“ST. GEORGE DAY ”

WHEREAS, *the City of Victoria is named after Queen Victoria of the British United Kingdom; and*

WHEREAS, *many Victoria streets and other landmarks, got their names from British Immigrants or were constructed by British Immigrants from England; and*

WHEREAS, *much of Victoria’s History, Culture and Development is the result of those that came from England and it is still very visible in many parts of Victoria; and*

WHEREAS, *many that have a British heritage still continue to contribute and take an active role in the growth and development of the City of Victoria; and*

WHEREAS, *England’s influence can be seen in the English related businesses and buildings throughout Victoria.*

NOW, THEREFORE *I do hereby proclaim Tuesday, April 23rd, 2019 as “ST GEORGE DAY” on the HOMELANDS of the SONGHEES AND ESQUIMALT PEOPLE in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

IN WITNESS WHEREOF, *I hereunto set my hand this 25th day of April, Two Thousand and nineteen.*

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

**Sponsored by:
Steve McVittie
President, RSSG**

Appendix B

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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

“FALUN DAFA DAY”

WHEREAS *Falun Dafa is an advanced ancient exercise and meditation practice of mind, body, and spirit based on the universal principles of Truthfulness, Compassion and Forbearance; and*

WHEREAS *Falun Dafa practitioners follow the principles and incorporate them into their daily lives, striving to become better people in all environments and situations; and*

WHEREAS *Falun Dafa has benefited both physically and spiritually tens of millions of people in over 100 countries around the world since its public introduction in China on May 13, 1992; and*

WHEREAS *Falun Dafa transcends cultural and racial boundaries and contributes to a more peaceful, tolerant, and compassionate society; and*

NOW, THEREFORE I do hereby proclaim, Monday May 13th, 2019 as **“FALUN DAFA DAY”**, on the **HOMELAND** of the **SONGHEES AND ESQUIMALT PEOPLE** in the **CITY OF VICTORIA, CAPITAL CITY** of the **PROVINCE of BRITISH COLUMBIA**.

IN WITNESS WHEREOF, I hereunto set my hand this 25th day of April, Two Thousand and Nineteen.

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

**Sponsored by:
Sue Zhang
Falun Dafa Assoc.
of Vancouver**



Committee of the Whole Report For the Meeting of April 18, 2019

To: Committee of the Whole

Date: April 15, 2019

From: Chris Coates, City Clerk

Subject: Proclamation "Falun Dafa Day" May 13, 2019

RECOMMENDATION

That the *Falun Dafa Day* Proclamation be forwarded to the April 25, 2019 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Falun Dafa 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 handwritten signature in black ink, appearing to read "Chris Coates".

Chris Coates
City Clerk

LIST OF ATTACHMENTS

- Appendix A: Proclamation "Falun Dafa Day"
- Appendix B: List of Previously Approved Proclamations