



## REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, September 5, 2019, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

The City of Victoria is located on the homelands of the Songhees and Esquimalt People

Pages

### A. APPROVAL OF AGENDA

### B. CONSENT AGENDA

#### Proposals for Consent Agenda:

- C.1 - Minutes from the Citizens' Assembly Council Committee held July 26, 2019
- F.2 - 1209 Yukon Street - Heritage Designation Application No. 000183 (Fernwood)
- G.3 - Proclamation - Mitochondrial Disease Awareness Week
- G.4 - Proclamation - Project Serve Day
- G.5 - Proclamation - One Day Together
- I.4 - Council Member Motion - Operational Funding for Transit - Federal Election
- I.5 - Council Member Motion - Support for Geronimo Canoe Club at World Distance Outrigging Championship

### C. READING OF MINUTES

C.1	<u>Minutes from the Citizens' Assembly Council Committee held July 26, 2019</u>	1
-----	---	---

### D. PRESENTATIONS

D.1	<u>Transgender, Non-Binary and Two Spirit Inclusion Action Plan</u>	11
-----	---	----

*A report and presentation providing information on the completed Transgender, Non-Binary, and Two-Spirit Inclusion Action Plan with a recommendation to approve.*

D.2	<u>Second Quarter 2019 Update</u>	103
-----	-----------------------------------	-----

#### ***Addendum: Presentation***

*A report providing details of the City of Victoria's activities and accomplishments on major projects, initiatives, and programs contained in the 2019-2022 Strategic Plan and the 2019 Financial Plan for the period of April 1,*

E. UNFINISHED BUSINESS

F. LAND USE MATTERS

- F.1 2251 Lydia Street - Heritage Alteration Permit with Variance Application No. 00015 and Development Permit with Variances Application No. 00040 (Fernwood) 306

*Addendum: Presentation*

*A report providing information on an application for a Development Permit with Variances to allow for the construction of two new small lot single family dwellings and a Heritage Alteration Permit that would allow for the addition of a powder room, a garage, and a deck. The recommendations are to approve the Development Permit with Variances, and decline the Heritage Alteration Permit.*

- F.2 1209 Yukon Street - Heritage Designation Application No. 000183 (Fernwood) 385

*Addendum: Presentation*

*A report providing information on an application to designate 1209 Yukon Street as a Heritage Property with a recommendation to approve.*

G. STAFF REPORTS

- G.1 Early Adoption Initiative - Mass Timber Construction 408

*Addendum: Presentation, Revised Presentation*

*A report providing information on the Province's Tall Wood Early Adoption program with a recommendation to be an early adopter of the program.*

- G.2 Marking the 100th Remembrance Day 435

*A report providing information on an initiative to mark the 100<sup>th</sup> Remembrance Day through the installation of memorial medallions with a recommendation to approve the project.*

- G.3 Proclamation - Mitochondrial Disease Awareness Week 440

*A report regarding the proclamation for Mitochondrial Disease Awareness Week.*

- G.4 Proclamation - Project Serve Day 443

*A report regarding the proclamation for Project Serve Day.*

- G.5 Proclamation - One Day Together 446



*A report regarding the proclamation for One Day Together Day.*

<b>*G.6</b>	<b><u>Renters Advisory Committee Request for Childcare</u></b>	<b>449</b>
	<b><i>Addendum: New Item</i></b>	
	<i>A report regarding the Renters Advisory Committee request for childcare at all committee meetings.</i>	
<b>H.</b>	<b>NOTICE OF MOTIONS</b>	
<b>I.</b>	<b>NEW BUSINESS</b>	
<b>I.1</b>	<b><u>Council Member Motion - Letter from the Minister of Public Safety and Solicitor General</u></b>	<b>450</b>
	<i>A letter of response dated July 5, 2019, regarding the City's resolution in support of a regional police department for the Capital Regional District (CRD).</i>	
<b>I.2</b>	<b><u>Council Member Motion - Correspondence from City of White Rock - Proposed Vacancy Tax</u></b>	<b>451</b>
	<i>A Council Member Motion regarding a request to support a resolution from the City of White Rock.</i>	
<b>I.3</b>	<b><u>Council Member Motion - Attendance at the UN Secretary-General's Climate Action Summit, New York, Sept 20-24</u></b>	<b>456</b>
	<i>A Council Member Motion regarding a request for attendance at the UN Secretary General's Climate Action Summit in New York, Sept 20-24, 2019.</i>	
<b>I.4</b>	<b><u>Council Member Motion - Operational Funding for Transit - Federal Election</u></b>	<b>460</b>
	<i>A Council Member Motion requesting Council support for a resolution urging federal parties to commit to funding for transit in their election platforms.</i>	
<b>I.5</b>	<b><u>Council Member Motion - Support for Geronimo Canoe Club at World Distance Outrigging Championship</u></b>	<b>465</b>
	<i>A Council Member Motion regarding a request to provide financial support to the Geronimo Canoe Club.</i>	
<b>I.6</b>	<b><u>Council Member Motion - Setback Regulations for Retaining Walls and Other Structures</u></b>	<b>467</b>
	<i>A Council Member Motion directing staff to amend the Zoning Regulation Bylaw to apply building setback regulations to retaining walls and other structures on all waterfront properties with residential developments.</i>	
<b>I.7</b>	<b><u>Council Member Motion - Removal of Graffiti</u></b>	<b>468</b>

*A Council Member Motion regarding a request to provide the Downtown  
Victoria Business Association with funds to assist with the removal of graffiti.*

**J. ADJOURNMENT OF COMMITTEE OF THE WHOLE**



## MINUTES - JOINT CITIZENS' ASSEMBLY COUNCIL COMMITTEE

July 26, 2019, 9:03 A.M.

Joint Meeting with Victoria & Saanich Committees  
Saanich Municipal Hall - Council Chambers - 770 Vernon Avenue

### CITY OF VICTORIA:

PRESENT: Mayor Helps, Councillor Young, Councillor Potts, Councillor Alto

STAFF PRESENT: J. Jenkyns - City Manager, C. Havelka - Deputy City Clerk, M. Fedyczkowska – Legislation and Policy Analyst, B. Eisenhower - Head of Engagement, P. Angelblazer - Committee Secretary

### DISTRICT OF SAANICH:

PRESENT: Mayor Haynes, Councillor Brownoff, Councillor Chambers, Councillor Mersereau

STAFF PRESENT: P. Thorkelsson – Chief Administrative Officer, A. Bains – Manager, Legislative Services/Municipal Clerk, L. Merry – Senior Committee Clerk

### A. CALL TO ORDER

### B. APPROVAL OF AGENDA

**Moved By** Councillor Alto

**Seconded By** Councillor Potts

That the agenda be approved.

**CARRIED UNANIMOUSLY**

### D. INTRODUCTORY REMARKS

*Committee remarks:*

- *Expression of willingness to work together to facilitate the Citizens' Assembly*
- *General background*
- *Necessity for compromise*
- *Accessibility of the Assembly and its deliberations is key to a transparent and fair democratic process*

### E. NEW BUSINESS

#### E.1 Rules of Order

Citizens' Assembly Council Committee

July 26, 2019

## **E.2 Discussion on Terms of Reference for Citizen's Assembly**

### **3.0 Mandate**

General Agreement:

- The mandate of the assembly shall be that of the ballot question which received voter assent in 2018.

### **3.1**

Saanich:

- Outcome of discussion with the Ministry was that there is no explicit requirement for a yes or no recommendation from the assembly.
- Overt prescription on the question of amalgamation might limit or reduce focus on other potential service integration opportunities.

Victoria:

- Appreciation of original Saanich wording
- Importance that the proposed verbiage is included in the terms of reference

**Recommended changes:**

- **Use the original Saanich wording**
- **That the text “This Assembly will make fact-based, evidence-based and informed recommendations to the Councils in order to determine a path forward” will be discussed later in the meeting**

### **3.3**

**Recommended change:**

- **Victoria will strike the proposed language**

### **3.4**

**Recommended change:**

- **Victoria will strike the proposed language**

### **3.3 (Saanich) / 3.5 (Victoria)**

**General agreement:**

- That consideration be taken to combine section 3.3, 3.4, and 3.18

### **3.4 (Saanich) / 3.6 (Victoria) / 3.7 (Victoria)**

Saanich:

- Importance of protecting Saanich's unique agricultural heritage
- Updates to the Regional Growth Strategy would be left to the Council of an amalgamated municipality as opposed to being discussed by the Assembly

Victoria:

- Agreement with the importance of preserving local farms

**Recommended change:**

- **Saanich and Victoria will consider adding Urban Containment Boundary Strategy language to this document**

### **3.5 (Saanich) / 3.9 (Victoria) / 3.10 (Victoria)**

**Recommended change:**

- **Victoria will strike 3.9**

**General agreement:**

- Saanich will refer Victoria's proposed 3.10 to their respective Council

### **3.8 (Victoria) / 3.10 (Saanich)**

**Recommended change:**

- **Victoria will strike the proposed language**

### **3.6 (Saanich) / 3.12 (Victoria)**

**Recommended change:**

- **Victoria will strike the proposed language**

### **3.11 (Vic) / 3.11 (Saanich)**

**Recommended change:**

- **Victoria will strike the proposed language**

### **3.7 (Saanich) / 3.13 (Victoria)**

**Recommended change:**

- **Victoria will strike the proposed language**

### **3.8 (Saanich) / 3.15 (Victoria)**

#### **Recommended change:**

- **Victoria will strike the proposed language**

### **3.14 (Victoria)**

#### Victoria:

- Importance of ensuring that core principles of democratic representation and accessibility of elected officials remain untouched as a part of the Assembly's proceedings

#### **General Agreement:**

- Saanich will refer Victoria's proposed language to their respective Council.

### **3.9 (Saanich) / 3.16 (Victoria)**

#### **Recommended change:**

- **Victoria will strike the proposed language**

### **3.12 (Saanich) / 3.17 (Victoria)**

#### Victoria:

- Intent of the proposed change is to improve clarity of the document
- No disagreement with proposed Saanich wording
- Mandate as voted on by citizens does not explicitly include service integration

#### Saanich:

- Considered an aspect of the mandate
- Proposed language pre-empts the purpose of the Assembly to be amalgamation, and could impede study of service integration
- Recommendations should arise as part of the process of the assembly

#### **Recommended change:**

- **Victoria will strike the proposed language**

### **3.13 (Saanich) / 3.18 (Victoria)**

**Recommended change:**

- **Victoria will strike the proposed language**

**General agreement:**

- That consideration be taken to combine section 3.3, 3.4, and 3.18

**3.14 (Saanich) / 3.18 (Victoria)**

**Saanich:**

- Consistent with previous understanding
- Agreement with the general intent of the proposed changes

**Victoria:**

- Importance of ensuring that views outside of the majority and minority reports are considered as part of the final report.
- Concern that without an outlet, participants of the Assembly would express themselves outside of conventional channels

**Recommended change:**

- **Victoria will strike ‘and community members’**

**4.0**

**Saanich:**

- Disagreement with the proposed wording
- Need for an unbiased, well-informed process that is able to make recommendations on topics outside amalgamation directly

**Recommended change:**

- **Victoria will adopt Saanich’s proposed wording with an alteration**
- **Add the previously discussed language of “this Assembly will make fact-based, evidence-based, and informed recommendations to the Councils in order to determine a path forward”**

**General Agreement:**

- The proposed language will be referred to respective Councils

**5.0 Schedule of the Citizens’ Assembly**

**Recommended change:**

- **That the number of days be amended to be 4-12**

## 7.2 Number of Members

Victoria:

- Best practices from previous Assemblies have limited the amount of participants at 50
- Difficulty of having 100 participants deliberate with Roberts' Rules
- Appreciation of Saanich's reasoning, but concern that the ratio of representatives should not be a dominating factor for the assembly size, but rather the functioning of the Assembly

Saanich:

- In order to properly represent the views of citizens, including special groups with targeted levels of participation, there needs to be a large number to ensure a meaningful sample size
- A number of 49 might be more appropriate for a smaller region such as Duncan or for topics such as the future of healthcare in Ontario
- Facilitators that would not be able to manage 100 person need not apply

### General Agreement:

- That a middle number of 73 be referred to respective Councils for consideration

### 7.2.6

Victoria:

- Discussion on specific interest groups that have publically opted out of the process
- Discomfort with the current language due to the broad and uncertain nature of groups and individuals captured
- Impossibility of excluding participants based on past public commentary

Saanich:

- Discussion on what level of detail is needed to exclude participants
- Challenges with ongoing lobbying by interest groups
- Intention that members are open-minded, not empty-minded

### Recommended change:

- **That applicants will be asked to indicate organization that they have participated in that they may perceive to give them a conflict in participating in this process**



### 7.3 Assembly Composition

#### General agreement:

- Consistent reference to census agreed upon, though will be referred to Council due to Victoria's disproportionately female population

### 7.4

#### Victoria:

- Importance of providing proper incentives for participants especially those who are low-income
- Honourarium ensures that self-selection is equal and consistent

#### Saanich:

- No need for an honourarium due to an already engaged populace

#### Recommended changes:

#### Saanich:

- **Should a participant wish to receive an honourarium, they may voluntarily declare it on their application**

#### Victoria:

- **Each municipality may follow their own honourarium policy**

*Committees recessed at 10:47 a.m., and reconvened at 10:57 a.m.*

### 7.5

#### Recommended change:

- **Victoria will strike the proposed language**

### 8.1 Roles and Responsibilities of Citizens' Assembly Members

#### Recommended change:

- **Victoria will strike the proposed language**

#### General agreement:

- Purpose and topics of the open house forums shall be decided at a later time

### 8.2 Roles and Responsibilities of the Facilitator

**General agreement:**

- No conflict in language

**8.2.3 / 8.2.4**

**On the advisory working group**

Victoria:

- Concern with facilitator potentially having too much authority
- Need for oversight in the process
- Possibility of embedding the language in a request for proposals

Saanich:

- Concern that many experts in the field of amalgamation have public opinions on the topic and therefore could be perceived as biased
- Instead of a single facilitator, there could be a facilitation team

**Recommended change:**

- **Victoria will strike the proposed language**

**General agreement:**

- Will be referred to respective Councils

**Rest of sections**

Victoria:

- Language being considered is appropriate
- Importance of ensuring that the ability to call a vote has a proportionate number of both Saanich and Victoria residents

Saanich:

- Some elements of Roberts Rules can be inserted in the terms of reference

**Recommendation:**

- **That the language may be kept in roles and responsibilities, and that it can also be added to section 2 under guided principles.**

**General Agreement:**

- Consideration of elements of Roberts Rules in the terms of reference
- Number of members for a vote to be determined at a later date
- Will be referred to respective Councils

### 8.2.9

#### **Recommended change:**

- **Victoria will strike the proposed language**

### 8.3 (Saanich) / 8.4 (Victoria)

#### **Recommended change:**

- **Victoria will strike the proposed language**

### 8.3.2

#### **Victoria:**

- As there will be webcasts, there is no requirement to keep this language

#### **General agreement:**

- Will be referred to respective Councils

### 8.4 (Saanich) / 8.5 (Victoria)

#### **Recommendation:**

- **Keep Saanich wording**
- **Add to the end of first paragraph: “And will not comment publicly on the work of the Assembly while it is underway”**

#### **General agreement:**

- Will be referred to respective Councils

## 9.0 Decision Making of the Assembly

#### **Victoria:**

- Strong dissenters still need a space for their voice to be represented

#### **Recommended change:**

- **Victoria will strike proposed wording**
- **If consensus cannot be reached then a group of X members may ask the Facilitator to call an item to a vote”**

## 10.0 Process Concerns

#### **Victoria:**

- Should the process fail, there would need to be recourse to bring the matter forward to Council

Saanich:

- Disagreement with the use of a standing committee
- Agreement with the idea of a contingency
- Preference for deciding the terms of reference for the Assembly first, and then opening the matter

**Recommended change:**

- **That there be the possibility of an appeal for a review to a joint Council meeting of both Saanich and Victoria**

**E.3 Next Meeting**

**General agreement:**

- Both Councils will bring draft terms of reference back to their respective Councils near the middle of September for further discussion
- Pending the outcome of this discussion, if there is an agreed upon draft terms of reference it will be sent to the Province for discussion

**F. ADJOURNMENT**

**Moved By** Councillor Alto

**Seconded By** Councillor Potts

That the meeting be adjourned at 11:48 a.m.

**CARRIED UNANIMOUSLY**

---

CITY CLERK

---

MAYOR



## **Committee of the Whole Report**

### **For the Meeting of September 5, 2019**

---

**To:** Committee of the Whole **Date:** August 16, 2019  
**From:** Jodi Jensen, Head of Human Resources  
**Subject:** Transgender, Non-Binary and Two Spirit Inclusion Action Plan

---

### **RECOMMENDATION**

That Council approve the Transgender, Non-Binary and Two Spirit Inclusion Action Plan; and direct staff to report back on resource implications through the 2020 and future financial planning processes.

### **EXECUTIVE SUMMARY**

Concurrent with federal and provincial legislative amendments to protect the rights of individuals from discrimination and hate based offences on the grounds of gender identity or expression, Council adopted a series of motions to engage members of Victoria's Transgender, Non-Binary and Two-Spirit (TNB2S) communities in the development of an inclusion policy; adopt a policy statement; and direct staff to develop a plan, in consultation with TNB2S communities, to make civic facilities, operations, and programs safe, inclusive, and equitable for people of all genders, gender identities and gender expressions.

The Transgender, Non-Binary and Two Spirit + Inclusion Action Plan was developed through an engagement intensive planning process which identified seven themes, or guiding directions, to support the ultimate vision of Victoria as a community that is welcoming and affirming to TNB2S+ people, where everyone is treated with compassion and respect. The plan identifies direct actions for the City to support TNB2S+ inclusion over time, as well as future community led actions which the City can enable and support. The plan also identifies key enablers for successful implementation, and guidance regarding the sequencing of individual plan actions relative to each other over time.

If endorsed by Council, staff will report back on resources required to implement the plan through the annual financial planning process, beginning in 2020.

### **PURPOSE**

The purpose of this report is to present the Transgender, Non-Binary and Two Spirit + Inclusion Action Plan to Council.

## BACKGROUND

In July of 2016, the provincial government amended the BC Human Rights Code to add gender identity and expression as a prohibited ground of discrimination. The following year, in June of 2017, the federal government adopted Bill C-16, to add protection of gender identity and expression to the Canadian Human Rights Act, and also to the Criminal Code provisions protecting identifiable groups against hate propaganda and hate-based offences.

On June 9, 2016, Council endorsed a motion regarding Transgender Human Rights Protection, committing Council to work with transgender Victoria residents to develop a transgender inclusion policy for the City, and urge other municipalities in the Capital Region to develop and implement transgender inclusion policies in order that transgender and gender variant citizens can be better included in all our communities.

Following engagement with an ad-hoc advisory committee, Council adopted the following motion on September 7, 2017:

BE IT RESOLVED THAT Council approves the following policy statement:

"The City of Victoria is committed to making civic facilities, operations and programs safe, inclusive and equitable for people of all genders, gender identities, and gender expressions, and their communities.

In the City of Victoria, this may include but is not limited to:

- a) Signage and Literature
- b) Public Spaces (including washrooms and change-rooms)
- c) Human Resource Training and Staff Policies
- d) Programming (including "all-bodies" programming)
- e) Collaborative Public and Community Partnerships
- f) Forms and records and instruments of data collection and management."

BE IT FURTHER RESOLVED THAT Council direct staff to report back with a plan to:

- Identify and change policies needed to make civic facilities, operations, and programs safe, inclusive, and equitable for people of all genders, gender identities and gender expressions
- Engage Transgender, Gender Non-Binary and Two-Spirit communities as such identification and changes are undertaken.

On December 7, 2017 staff reported that development of a comprehensive plan to identify and address all potential barriers to a fully inclusive approach to services and City operations, with respect to gender identity and expression, would require external consultant support to engage members of the community, conduct an assessment of current state, identify leading practices in other jurisdictions, and develop an implementation plan.

On January 11, 2018 Council adopted the following motion:

Developing New Inclusion Policy and Program

That Council direct staff to allocate up to \$60,000 to develop this inclusion policy from the 2017 surplus and the ad hoc committee be adopted as an advisory committee to support this work.



The Advisory Committee was engaged in the development of the City's Request for Proposals, and the contract was awarded to MNP LLP.

## **ISSUES & ANALYSIS**

### **Engagement Approach**

The Transgender, Non-Binary and Two-Spirit + (TNB2S+) Inclusion Action Plan was developed through a four-phase, engagement intensive planning process. There were multiple touchpoints and meetings with a Project Working Group and the Advisory Committee to provide project updates, seek feedback and share information.

The Advisory Committee was instrumental in informing and developing the scope for the project, and was engaged by the project team at several key milestones on the project's progress.

The Working Group, composed of a broad range of community organizations that support and interact with TNB2S+ individuals, acted as key connectors, guides and interpreters to the project team on how best to incorporate community input into the planning process, and were pivotal in event planning support. The Working Group met regularly during each phase of the project to provide input on session planning and provide feedback to shape the final plan.

From May to June 2019, the City hosted four community engagement sessions to understand local needs and priorities and to explore potential ideas for the plan. These sessions were positively received and well attended, with more than 50 community members providing feedback on draft plan ideas at the final session. In addition, the project team provided discussion guides for local support groups and community gatherings and arranged meetings with service providers to collect feedback throughout the project.

A community survey was deployed during the analysis phase of the community engagement input to provide an opportunity for anonymous, remote input on draft plan themes and ideas. The intent of the survey was to understand the level of importance and priority for emerging themes and actions.

Steps were taken throughout the process to make engagement opportunities inclusive and accessible to a wide range of people by providing honoraria, food, child minding services, remote participation options, advance site accessibility information, gender neutral and universal washrooms, on-site counsellors, security and safety strategies, and neuro-diversity sensitive facilitation techniques.

A separate report was prepared to capture community input. The *What We Heard: Engagement Summary Report* appears as Appendix Two to the plan.

### **About the Plan Actions**

The major themes arising from the community engagement process appear in the TNB2S+ Inclusion Action Plan as guiding directions for action over time, in support of the ultimate vision: a community that is welcoming and affirming to TNB2S+ people, where everyone is treated with compassion and respect. The guiding directions are:

- TNB2S+ Housing Solutions and Supports
- Intersectionality and Multiple Barriers are Addressed

- Poverty Reduction and Economic Inclusion
- TNB2S+ Personal and Community Wellbeing is Encouraged and Enabled
- New Approaches to Community Safety and Policy Interactions
- Leading the Way Forward as a TNB2S+ Inclusive City and Employer
- Public Spaces and City Facilities are Welcoming and Affirming

The plan actions are organized according to the guiding direction they most closely address and fall into two categories:

- Future collaborative actions with community are opportunities for the City to enable and support community led action. These actions may be initiated or realized through broader community collaboration that includes engagement with the City.
- Direct actions for the City, including:
  - Priorities: Meaningful first steps
  - Work Planned or Already Underway: Existing work or commitments where the City can, or is already, taking steps to be TNB2S+ inclusive
  - Future actions: Work the City anticipates initiating within 1 to 3 years; 3 to 5 years; and 5+ years

In recognition that co-implementing community inclusion is a long-term, complex and relational process, the plan includes *Foundations for Decision-Making* to guide the sequencing of individual plan actions relative to each other over time. This section summarizes what has been learned from other jurisdictions, staff and community about the interconnectedness of plan actions to reduce harm, promote incremental change, and build the City's capacity to implement the plan over time.

Finally, the plan identifies key enablers of success, which are tasks critical for successful plan implementation. These tasks relate to governance, training, policy and other corporate standards and guidelines.

## Implementation and Reporting

Should Council approve the TNB2S+ Inclusion Action Plan, staff will identify resource implications for implementation beginning with the 2020 financial planning process. Resource implications of implementing future actions will be identified in future financial plans for Council approval. Staff will also provide Council with an annual status report on plan implementation as part of the regular quarterly reporting process.

## OPTIONS & IMPACTS

### Option 1 (Recommended)

That Council approve the Transgender, Non-Binary and Two Spirit Inclusion Action Plan; and direct staff to report back on resource implications through the 2020 and future financial planning process.

### Option 2 (Not Recommended)

That Council provide staff with further direction regarding a City of Victoria Transgender, Non-Binary and Two Spirit Inclusion Action Plan.



### *Accessibility Impact Statement*

Many of the plan actions, including those related to addressing intersectionality and multiple barriers are anticipated to have positive accessibility impacts.

### *2019 – 2022 Strategic Plan*

The TNB2S+ Inclusion Action Plan delivers on the Strategic Plan Objective #5 Health, Well-Being and a Welcoming City, and specifically the development of a Trans Inclusion Policy.

### *Impacts to Financial Plan*

A number of actions in the TNB2S+ Inclusion Action Plan will have financial impacts. Staff recommend that resource implications associated with implementation of the plan be identified through the annual Financial Planning process in 2020 and in future years.

### *Official Community Plan Consistency Statement*

The TNB2S+ Inclusion Action Plan reflects the OCP values of inclusivity and accessibility, individual well-being and community capacity building, and includes actions supporting OCP policies related to community well-being, and housing and homelessness.

## **CONCLUSIONS**

The TNB2S+ Inclusion Action Plan, developed through extensive community engagement, fulfils a Strategic Plan objective and supports the vision of Victoria as a community that is welcoming and affirming to TNB2S+ people, where everyone is treated with compassion and respect. The plan identifies direct actions for the City to support TNB2S+ inclusion over time, as well as future collaborative actions with community. The plan also identifies key enablers for successful implementation, and guidance regarding the sequencing of individual plan actions relative to each other over time. Some of the direct actions for the City relate to work which is already planned or underway. With adoption of the plan, staff will identify resource implications associated with implementation in the annual financial planning process, beginning in 2020.


Respectfully submitted,

  
Jodi Jensen  
Head of Human Resources

  
Susanne Thompson  
Deputy City Manager / Chief Financial Officer

Report accepted and recommended by the City Manager:

Date:

  
Aug 27, 2019

## **List of Attachments**

- **Attachment 1:** Transgender, Non-Binary and Two-Spirit + Inclusion Action Plan

# Transgender, Non-Binary and Two-Spirit + Inclusion

---

A CITY OF VICTORIA ACTION PLAN



August 2019  
PREPARED BY MNP LLP



# Contents

Contents .....	3
About the Plan .....	5
Enabling and Supporting Community-Led Action .....	5
Taking Direct Action .....	6
Terminology .....	6
Project Overview .....	8
Engagement Approach .....	8
Working Group .....	8
Advisory Committee .....	9
Community Engagement Sessions .....	9
Community Survey .....	9
Inclusion Measures and Limitations .....	10
Engagement by the Numbers .....	11
Foundations for Decision-Making .....	12
Summary of Actions .....	15
Leading the Way Forward as a TNB2S+ Inclusive City and Employer .....	16
Intersectionality and Multiple Barriers are Addressed .....	18
Poverty Reduction and Economic Inclusion .....	20
TNB2S+ Personal and Community Wellbeing is Encouraged and Enabled .....	22
TNB2S + Housing Solutions and Supports .....	24

New Approaches to Community Safety and Police Interactions .....	25
Public Spaces and City Facilities are Welcoming and Affirming .....	27
Next Steps: Key Enablers of Success .....	29
Acknowledgements.....	30
Appendix One: Project Plan and Methodology .....	32
Project Work Phases .....	32
Phase 1: Project Initiation .....	32
Phase 2: Current State and Leading Practices .....	32
Phase 3: Understanding Local Priorities and Solutions .....	32
Phase 4: Final Report and Presentation.....	33
Methodology: Inputs and Analysis.....	33
City of Victoria Strategic Plan 2019/2022 Objectives .....	33
Jurisdictional Research.....	33
Internal Assessment.....	34
Appendix Two: What We Heard Engagement Summary Report.....	35

# ABOUT THE PLAN

---

The City of Victoria's Transgender, Non-Binary and Two-Spirit + Inclusion Action Plan (TNB2S+) was developed through a four-phase, engagement intensive planning process that included four community engagement sessions of various sizes, a community survey, as well as one-on-one meetings with TNB2S+ serving organizations and individuals in the community. The City also had multiple touchpoints and working meetings with a Project Working Group, as well as an Advisory Committee of Council. This served to provide project updates, seek feedback on project progress and share advance information about community engagement sessions in an effort to broaden awareness and outreach regarding engagement opportunities.

This plan prioritizes and outlines actions the City will take to enhance TNB2S+ inclusion both internally at the City, as a workplace, and externally for the benefit of all TNB2S+ individuals and communities who live, work, play, or visit Victoria. It includes actions the City will take on in collaboration with community or other partners, as well as direct actions for the City to implement.

## Enabling and Supporting Community-Led Action

The actions within this plan have been organized to reflect the major themes from the City's community engagement process. These major themes became the guiding directions for action over time. The City's ultimate vision for the future is to foster a community that is welcoming and affirming to TNB2S+ communities, where everyone is treated with compassion and respect. In support of that desired future, the guiding directions for action are:

- TNB2S+ Housing Solutions and Supports;
- Intersectionality and Multiple Barriers are Addressed;
- Poverty Reduction and Economic Inclusion;
- TNB2S+ Personal and Community Wellbeing is Encouraged and Enabled;
- New Approaches to Community Safety and Police Interactions;
- Leading the Way Forward as a TNB2S+ Inclusive City and Employer; and
- Public Spaces and City Facilities are Welcoming and Affirming.

Community members shared ideas and suggestions for this plan that may require new partnerships or changes at a regional, provincial, national, or even global level. A number of these suggestions or considerations are outside of the City's direct control or influence. Many other actions will require building new partnerships, enabling community-led action, or engaging in advocacy and awareness building as a City.

**Collaborative Actions with Community** are distinctly highlighted to outline how the City will collaborate with and enable communities to lead TNB2S+ inclusion actions. Many of these actions require

established community connection, lived experience, peer knowledge sharing and established trust with TNB2S+ communities. As such, the City looks forward to engaging with community-based organizations and individuals who want to take on initiating or advancing these actions.

## Taking Direct Action

In addition to community engagement input, the TNB2S+ Action Plan also reflects the City of Victoria's Strategic Plan objectives, approaches and lessons learned from other jurisdictions engaged in gender diversity inclusion work, and input from City staff on work underway or planned which may impact or enhance TNB2S+ inclusion going forward. In doing so, the City has accounted for existing work or commitments that can be enriched or shaped to support TNB2S+ inclusion, as well as what additional direct action it can take as a municipality and a workplace.

*Direct Actions for the City* have been segmented into priorities, work already planned or underway, and future actions for the City.

## Terminology

The absence of language contributes to keeping people's identities and experiences invisible or excluded. It also keeps others from acting in support of change, as they have no words for what needs changing.

Within the context of the City of Victoria's work, the terms "trans," "non-binary," and "Two-Spirit" are used to describe the communities the City is seeking to welcome and better include in civic life within the scope of this plan; however, there must also be ongoing consideration for how other aspects of identity interact with gender identity and expression to impact how individuals experience barriers and inclusion differently. While terminology is continuously evolving, some terminology is needed to support understanding of the plan's actions. The following terms are used throughout the plan, consistent with definitions provided by TransCare BC and Gender Based Analysis +.

Honouring people's right to name and define themselves has led to a diverse and rich landscape of queer identity terminology over time that continues to evolve. While this plan is built around the terms Transgender, Non-Binary and Two-Spirit, there are many other ways in which people define their experience of gender and sexuality relative to other identity and social factors. The use of the "+" as part of TNB2S+ is intended to recognize that the field of self-determination around identity is always evolving. For more information on self-definition related to gender and sexual identity, visit Qmunity's Queer Terminology Glossary at: [https://qmunity.ca/wp-content/uploads/2019/06/Queer-Glossary\\_2019\\_02.pdf](https://qmunity.ca/wp-content/uploads/2019/06/Queer-Glossary_2019_02.pdf)

<b>TRANS</b>	An umbrella term that describes a wide range of people whose gender identity differs from their assigned sex at birth.
<b>NON-BINARY</b>	An umbrella term that refers to a person whose gender and/or expression does not align with the gender-based expectations for their sex assigned at birth. Some individuals self-identify as non-binary, whereas others may use terms such as gender non-conforming, genderqueer, or agender, among others. Non-binary people may or may not conform to societal expectations for their gender expression and gender role, and they may or may not seek gender-affirming medical or surgical care.
<b>TWO-SPIRIT</b>	Two-Spirit is a term used within some Indigenous communities, encompassing cultural, spiritual, sexual, and gender identity. Often, being Two-Spirit is connected to specific roles and responsibilities within the community. While some Indigenous people who hold diverse sexual and gender identities consider themselves Two-Spirit, others may have terms in their own traditional languages, or identify themselves as LGBTQ and Indigenous.
<b>CISGENDER</b>	An umbrella term used in reference to people whose gender and sex assigned at birth align according to dominant social narratives; non-trans.
<b>INTERSECTIONALITY</b>	A research and policy lens that recognizes that people have multiple and diverse identity factors that intersect to shape their perspectives, ideologies and experiences. In addition to their gender identity and expression, some TNB2S+ individuals also experience barriers related to these other aspects of their identity such as race, Indigeneity, religion, age and ability. An intersectional approach involves working to address inequality and barriers to inclusion without isolating one factor from another and recognizing that inclusion is going to impact people differently due in part to how their many identity factors intersect to influence their experiences.



# PROJECT OVERVIEW

---

In developing this plan, the City focused on identifying meaningful actions related to:

- Signage and literature;
- Public spaces;
- Human resource training and staff policies;
- Corporate programming;
- Collaborative public and community partnerships; and
- Forms, records, and instruments of data collection and management.

The City's aims through the planning process were to:

- Support transgender, non-binary and Two-Spirit ('2S') communities to represent their interests in policies and programs that impact their well-being;
- Improve the City's capacity to integrate gender wellness into strategic planning, policy and program development, implementation, and service delivery;
- Understand leading practices in other jurisdictions and work with the community to gauge what actions or solutions may be relevant in our local context; and
- Promote a spirit of inclusion through the planning process.

## Engagement Approach

Engagement in the project was multi-layered and included community sessions that centered on the lived experience and knowledge of TNB2S+ people, as well as dialogue with community agencies that serve or impact TNB2S+ communities in Victoria. Efforts were made throughout the engagement process to provide both in-person and remote participation options, hold individual agency meetings and teleconferences when needed, and provide regular updates to engaged groups regarding the progress of the project.

## Working Group

The project working group was composed of a broad range of community organizations that support and interact with TNB2S+ individuals. Working Group agencies included:

- Agencies that provide direct supports or have regular interaction with TNB2S+ people and their families;
- Indigenous-focused service providers who currently serve, or have a desire to support, 2S and Indigenous trans and non-binary people; and

- Policing and community safety partners who could share about what their agencies are doing to address the needs of TNB2S+ individuals and communities, as well as how to collectively address violence and barriers to TNB2S+ safety in the community.

Throughout the process, Working Group members acted as key connectors, guides and interpreters to the project team on how to best incorporate community input into the planning process. They also provided insights into their experiences interacting with or serving the community through their work.

Working Group members were also pivotal in holding space, providing on-site and advance event support to participants and giving the City input on what measures to put in place for safer, more inclusive engagement with TNB2S+ communities.

The Working Group met regularly during each phase of the project for project updates to provide input on session planning and to give feedback to shape the final plan.

## Advisory Committee

Prior to initiating this project, City Council already had an ad hoc, lived experience Advisory Committee, which had been instrumental in informing and developing the scope for this project. The project team engaged the Advisory Committee at several key milestones through both in-person and teleconference updates on the project's progress and engaged with Advisory Committee members during broader community sessions as well.

## Community Engagement Sessions

From May to June 2019, the City hosted four community engagement sessions to understand local needs and priorities and to explore potential ideas for the plan. The sessions were promoted through the Working Group, Advisory Committee, and the project team's local networks, as well as through limited online promotion. In addition to these sessions, the project team provided discussion guides for local support groups and community gatherings and arranged meetings with service providers one-on-one to collect feedback throughout the project.

## Community Survey

During the analysis of the community engagement input, and the development of the City's TNB2S+ Inclusion Action Plan, a community survey was deployed to provide an opportunity for anonymous, remote input on draft plan themes and ideas. The intent of the survey was to understand the level of importance and priority level for different themes and actions emerging in the draft plan, with particular focus on understanding how TNB2S+ individuals and those directly connected to them viewed the relative importance of different actions over time. Key results and demographic information regarding the survey are summarized in the What We Heard: Engagement Summary Report, provided in Appendix Two of this plan.

## Inclusion Measures and Limitations

A spirit of inclusion was critical to the project approach. As such, a number of steps were taken to make engagement opportunities inclusive and accessible to a wide range of people. This included providing honoraria, bus tickets, food, child-minding services, remote participation options, advance site accessibility information, gender-neutral and universal washrooms, on-site counsellors during events, security and safety strategies, and neurodiversity-sensitive facilitation techniques.

Despite these inclusion measures, it is important to recognize the limitations of the engagement approach. Some of the potential limitations are listed here to inform how the City moves forward in engaging the community as part of implementing the plan. These include:

- Hosting events primarily at City facilities.
- A white and predominantly cisgender project team.
- A lack of local Indigenous and 2S leadership and guidance in the process.
- Hosting engagement in a compressed timeframe of two months in order to meet the overall project timeline.

Efforts were made throughout the project to address these limitations through measures such as:

- Hosting events and discussion opportunities in the community where possible.
- Providing inclusion measures specifically to support remote and anonymous participation.
- Providing opportunities for TNB2S+ individuals to have private, dedicated discussion space at events, without the participation of cisgender project team members or allies and caregivers present.
- Providing as much advance notice and promotion of engagement opportunities as possible within the progression of the project schedule.
- Inviting and centering the input of Indigenous elders at the 2S and Indigenous engagement session.
- Seeking guidance from Indigenous and 2S individuals or service providers who were willing and available to educate the project team and inform the process.
- Inviting First Nations representatives to be part of the project Working Group.

## ENGAGEMENT BY THE NUMBERS

---



# FOUNDATIONS FOR DECISION-MAKING

Recognizing that co-implementing community inclusion is a long-term, complex and relational process, many participants in the planning process, both staff and community members, highlighted overarching conditions for success or foundational considerations for implementation.

*Foundations for Decision-Making* summarize what has been learned from other jurisdictions, City staff, and community about how action items in this plan are interconnected to reduce harm, promote incremental and gradual community change, and build the City's capacity to implement the plan over time. These foundations for decision-making are critical reference points as the City determines the sequencing of individual plan actions relative to each other over time.

<b>Training</b>	Training is pivotal to implementing diversity and inclusion policy and initiatives in the workplace and it also contributes to meaningful social change when employees carry that training into their daily lives. Gender diversity fits within a broad framework of diversity and inclusion training topics that is being addressed as part of the City's Corporate Learning Program. The program will include diversity and inclusion training, with gender diversity being a particular topic of focus.
<b>Management Leadership</b>	Senior management engaged in the planning process noted the importance of demonstrating leadership to their teams regarding how to be affirming and inclusive of TNB2S+ gender identity and expression. Developing shared approaches to doing this, and learning new behaviours, are critical to modelling inclusion in their work and supporting employees who are TNB2S+ in the workplace going forward.
<b>Public Awareness and Education</b>	Broader public understanding of TNB2S+ identity, expression and human rights is still relatively limited. Making changes that support the rights of TNB2S+ people means ensuring people are equipped to inform and educate the public regarding those changes. In preparing communications materials, promoting the plan and implementing action items from the plan, the City will need to take an awareness-building approach to how it communicates these changes.
<b>Reconciliation</b>	Honouring 2S identity cannot be isolated from the City's approach to decolonization and Reconciliation. In addition to the work the City is already doing to build relationships with First Nations and Indigenous people, all governments have a responsibility to respond to the recommendations of the Truth and Reconciliation Commission and the National Inquiry on Murdered and Missing Indigenous Women and Girls. Going forward, it will be important that the City looks to Indigenous trans and 2S people in community as knowledge leaders for this work.

<b>Poverty Reduction, Housing, and Neighbourhoods</b>	Addressing poverty and housing was identified as important to fostering an inclusive city overall. With the adoption of Phase 2 of the City's 2019-2022 Housing Strategy and other actions related to affordable housing in the 2019-2022 Strategic Plan, the City has acknowledged the importance of housing to overall personal and community well-being. The Housing Strategy commits to ensuring safe, accessible, stable and affordable housing throughout City neighbourhoods. It further commits that housing options should serve and acknowledge diverse needs related to age, abilities, gender, income, health status, Indigenous background, beliefs and ethnicity.
<b>Accessibility</b>	Another intersectional consideration in the plan is how accessibility and TNB2S+ inclusion are being actioned in parallel to one another. Making spaces more inclusive of all abilities and health status can also make them more inclusive to TNB2S+ communities, and vice versa. Building on approaches, practices and initiatives already underway in support of accessibility will not only support inclusion of TNB2S+ people with disabilities but will also demonstrate an intersectional approach to being more inclusive as a City.
<b>Support for TNB2S+ Employees</b>	At present the City has processes to support employees who come forward and identify as TNB2S+. In determining how to strengthen this process through formal policy, the City will need to access TNB2S+ knowledge leadership and best practice from other jurisdictions regarding barriers to coming forward and how to ensure these employees have safe access to the supports available to them.

# PLAN OVERVIEW: THE VISION AND GUIDING DIRECTIONS

A community that is welcoming and affirming to Transgender, Non-Binary and 2S people, where everyone is treated with compassion and respect

**The Vision:** The future state the City is striving to create over time

TNB2S+ Housing Solutions and Supports	Intersectionality and Multiple Barriers are Addressed	Poverty Reduction and Economic Inclusion	TNB2S+ Personal and Community Wellbeing is Encouraged and Enabled	New Approaches to Community Safety and Police Interactions	Leading the Way Forward as a TNB2S+ Inclusive City and Employer	Public Spaces and City Facilities are Welcoming and Affirming
<i>Address barriers TNB2S+ individuals face in accessing stable, safer, affordable housing</i>	<i>Address the ways in which multiple identities impact on lived experience, including Indigenous people, people with disabilities and other marginalized communities</i>	<i>Create economic opportunities where the skills and lived experiences of TNB2S+ individuals are recognized and compensated through the implementation of the plan; Take actions to demonstrate and advocate for TNB2S+-inclusion within the local business community</i>	<i>Take steps to enhance recreation, community, and family supports</i>	<i>Work with the community on new approaches to safety, violence prevention and engaging with police</i>	<i>Be a visible advocate for TNB2S+ inclusion and take leadership actions in areas such as public awareness, policy, and training</i>	<i>Create a comprehensive plan for updates to City facilities that considers and balances all public uses of the space, including TNB2S+ rights and safety</i>

**Guiding Directions:** How the City will realize this future, through community collaboration and direct action

## Key Enablers of Success:

Critical tasks for implementation



- Conduct a targeted policy and training review
- Establish an internal Implementation Committee
- Identify options for ongoing lived experience community engagement mechanisms, as part of City governance review
- Model economic inclusion through equity-based workforce strategies
- Update Visual Standards and Communication Guidelines
- Take gender diversity training (Senior Management, Mayor and Council)

# SUMMARY OF ACTIONS

---

This section of the plan sets out actions that the City will undertake, both in collaboration with community and through direct action, to realize the vision for the future over time.

These actions are organized according to the guiding direction they most closely address. However, most plan actions reflect and address multiple guiding directions.



## Collaborative Actions with Community

### What We Heard

What the City heard on this topic from community engagement

### Future Actions with Community

Actions that may be initiated or realized through broader community collaboration that includes engagement with the City.



## Direct Actions for the City

### Priorities

Meaningful first steps the City will take in support of this guiding direction

### Work Planned or Already Underway

Existing work or commitments where the City can, or is already, taking steps to be TNB2S+ inclusive

### Future Actions

Work the City anticipates initiating in the longer-term, according to the following anticipated timelines.

#### Legend

- Initiate in 1 to 3 Years
- Initiate in 3 to 5 Years
- 5+ Year Actions



## Leading the Way Forward as a TNB2S+ Inclusive City and Employer

*Be a visible advocate for TNB2S+ inclusion and take leadership actions in areas such as public awareness, policy, and training*

### Collaborative Actions with Community



#### What We Heard

- Advancing TNB2S+ inclusion as an employer is a big challenge. From parks, to customer service, to by-law, there are many staff who interact with TNB2S+ individuals every day and do not currently have the tools or knowledge to do so respectfully.
- It will be important to consider how to put enforcement mechanisms and measurement behind any internal training and policy changes.
- When screening job applicants for culture and fit, having competency or sensitivity benchmarks or indicators related to inclusion would help ensure successful applicants for positions of high public interaction are, or are willing to become more inclusive and respectful of human rights.
- Maintaining a relational approach and demonstrating a desire to learn from community is an important part of demonstrating leadership as a City.
- Existing community-based organizations working in the community are also valuable partners in further collaboration and ongoing engagement.
- The library is an important collaborator and partner in advancing inclusion for many marginalized groups.
- Creating a community liaison, committee, or other formal group to provide guidance and direction to staff and Council on an ongoing basis is needed. This group should have clear terms of reference, scope, and responsibilities. The City should be transparent in determining who sits on these groups and why they were selected.
- Consider developing and promoting a feedback mechanism for TNB2S+ employees and members of the public to report negative or discriminatory interactions while using City spaces and services. This supports identifying barriers to inclusion through day to day lived experience knowledge.
- Long-term engagement with TNB2S+ individuals and TNB2S+ serving organizations will be essential to establishing credibility and trust in this initiative.
- Consider providing gender diversity training for all staff, including Senior Management, Mayor, and Council. If pursued, establish evaluation methods for this training.
  - Intervention training may be of value for front-line staff in public facilities.
  - Training could also be extended to people receiving City grants, security at public events, local business owners and managers, and health offices.
- Examine ways to support TNB2S+ training for first responders, shelter staff and others working directly with the public.
- Free public information sessions and awareness campaigns would support normalizing and celebrating gender diversity in the broader community.
- Positive communication campaigns would also show how the City wants to normalize and reflect TNB2S+ individuals as part of the broader community.
- How the City centres and highlights artists is an important cultural and economic affirmation and arts and culture granting is also currently under review.
- Look for ways to amend forms and records to eliminate unnecessary gender or sex based information. Look also to streamline names required in systems so that legal names are not the only permissible way to address or identify someone.
- 34 per cent of survey respondents said that demonstrating leadership as a city and as an employer is very important to improving inclusion and quality of life for TNB2S+ individuals and their families.

### Future Actions with Communities

- Conduct further engagement with the TNB2S+ community related to their service experiences and interactions with City forms and procedures to identify barriers.
- Engage TNB2S+ community serving organizations and academics to design a review of City forms, questionnaires and data collection processes.
- Provide input to any TNB2S+ serving organizations that want to lead the development of a formal community resource guide for TNB2S+ communities.

## Direct Actions for the City



### Priorities

- Advocate for the importance of the newly established BC Human Rights Commission to municipalities' ability to advance diversity and inclusion, especially its training and public education functions.
- Develop a City Inclusion Policy Statement to broadly affirm an intersectional approach to implementing diversity and inclusion measures and provide public and staff guidance.

### Work Planned or Already Underway

- Update Strategic Plan Grants criteria to align with the City's Strategic Plan supporting diversity and inclusion so that funding opportunities exist for community organizations seeking to lead the implementation of the plan actions.
- Reflect TNB2S+ inclusion in the City's Corporate Learning Program curriculum.

### Future Actions

- Consider ways to incorporate TNB2S+ demographic questions into the Citizen Survey to better understand the size, composition and priorities of TNB2S+ communities
- Assess and address the Citizen Survey for barriers to access and participation by marginalized groups.
- Consider ways to incorporate TNB2S+ demographic questions into employee surveys to better understand and support diversity and inclusion in the workplace.
- Conduct a review of internal and external forms, questionnaires and City databases for unnecessary sex or gender-based questions and fields.
- In establishing future themes for the City's Poet Laureate, Artist in Residence or Indigenous Artist in Residence, consider having a TNB2S+ artist occupy one or more of these positions and making gender diversity an arts theme.

#### Legend



Initiate in 1 to 3 Years



Initiate in 3 to 5 Years



5+ Year Actions

## Intersectionality and Multiple Barriers are Addressed

*Address the ways in which multiple identities impact on lived experience, including Indigenous people, people with disabilities and other marginalized communities*

### Collaborative Actions with Community



#### What We Heard

- Many TNB2S individuals are also:
  - Living in poverty;
  - Living with one or more disabilities;
  - Homeless or underhoused;
  - Street-involved;
  - Racialized;
  - Facing mental health stigma and barriers; and
  - Facing discriminatory treatment from landlords, employers and others in positions of economic power.
- The City is in the early stages of unlearning colonial practices and developing new relationships with Indigenous communities and local First Nations.
- The City needs to learn more about the intertwined institutional, cultural, and systemic barriers that Indigenous gender-diverse people encounter.
- Binary gender and a patriarchal social order are some of the ways that colonialism has attempted the erasure of 2S identity and expression.
- A 2S and Indigenous-led initiative is needed for further dialogue on TNB2S+ inclusion in the context of the City's current relationships with First Nations and Indigenous people.
- More work is needed for the City to establish relationships, learn and follow protocols, and conduct culturally-informed dialogue about what matters to Indigenous communities in terms of City-supported actions and commitments.
- Being an Indigenous person within predominantly white workplaces, with significant colonial structures and institutional practices, can be emotionally taxing and challenging, especially if individuals are unfairly framed as the "expert" on Indigenous or 2S perspectives and are expected to take on all that associated labour.
- There is a need to seek out diversity of lived experience within recruitment efforts and support the mentorship and hiring of more 2S and Indigenous people.
- The City can make a difference by giving space and resources to local First Nations to provide public education on the histories of their people and land.
- Engage, consult with, and hire local Black, Indigenous, and People of Colour (BIPOC) TNB2S people to develop culturally relevant TNB2S+ inclusion strategies.
- Highlight and showcase the contributions of TNB2S+ in this community. Find ways to make visible, normalize, and celebrate TNB2S+ people of all racial identities and abilities.
- Anti-oppression training would be beneficial for all public institutions, in recognition of intersectionality and overlapping identities.
- Consider advocating to the Province for better income and employment supports for people with disabilities.
- Consider implementing housing solutions locally that integrate and recognize the needs of families with disabilities.

- Providing online/remote access to information and engagement opportunities is critical to including TNB2S+ individuals with disabilities.
- 60 per cent of survey respondents said that addressing intersectionality and multiple barriers is very important to improving inclusion and quality of life for TNB2S+ individuals and their families.
- 41 per cent of survey respondents considered engaging with local BIPOC communities to develop culturally relevant TNB2S inclusion strategies to be a first priority.
- 24 per cent of survey respondents considered addressing the 2SLGBTQQIA-specific calls for justice from the National Inquiry into Missing and Murdered Indigenous Women and Girls to be a first priority.

#### Future Actions with Communities

- Engage Indigenous trans, non-binary and 2S communities to lead the development of outcomes and actions related to how the City can better support their inclusion and quality of life.
- Engage TNB2S+ Indigenous, disabled and racialized people, as well as TNB2S+ sex workers and street involved individuals in the development of the City's Mental Health and Addictions Strategy.

## Direct Actions for the City



#### Priorities

- Establish intersectional living or lived experience and TNB2S+ related competencies for the City's new Indigenous Relations function.
- Prioritize hiring someone from the Lekwungen territories to ensure the Indigenous Relations role is operationalized consistent with local protocols and culture.

#### Future Actions

- Designate a Council Townhall to Intersectionality and Diversity.
- Explore as a Council how to develop City responses to the 2SLGBTQQIA-Specific Calls for Justice from the National Inquiry into Missing and Murdered Indigenous Women and Girls.
- Appoint one or more Indigenous Elders in Residence in concert with the new Indigenous Relations function.

Legend

- Initiate in 1 to 3 Years
- Initiate in 3 to 5 Years
- 5+ Year Actions

## Poverty Reduction and Economic Inclusion

*Create economic opportunities where the skills and lived experiences of TNB2S+ individuals are recognized and compensated through the implementation of the plan; Take actions to demonstrate and advocate for TNB2S+ inclusion within the local business community*

### Collaborative Actions with Community



#### What We Heard

- Businesses in Victoria have a significant impact on TNB2S+ inclusion as service providers, employers, and places where people gather and interact.
- The City can promote dialogue about diversity and inclusion with the business community and normalizing the topic of honouring the B.C. Human Rights Code in employment practices and work environments.
- The public needs ongoing education and awareness related to TNB2S+ inclusive language, respectful interaction, and lived experience.
- Engage TNB2S+ individuals to deliver training, information sessions, or other facilitated meetings on behalf of the City or in collaboration with TNB2S+ employees of the City already in related roles.
- If the City is going to provide further opportunities for TNB2S+ individuals to take on roles in implementing the Action Plan, it is important to also foster opportunities for coaching, mentorship and learning that can support a diversity of individuals accessing those opportunities.
- To support the economic inclusion of TNB2S+ individuals, the City could:
  - Explicitly recruit/invite/welcome the TNB2S+ community to participate in City volunteer or temporary work opportunities;
  - Formally recognize TNB2S+ individuals as an equity group and implement equity measures to hiring/recruitment strategies to encourage TNB2S+ hiring; and
  - Offer both permanent and rotating temporary positions as a way of generating a wider reach or impact on job skill development for marginalized people.
- 78 per cent of survey respondents said that poverty reduction and economic inclusion is very important to improving inclusion and quality of life for TNB2S+ communities.
- 79 per cent of survey respondents said that new roles and economic opportunities for TNB2S+ individuals to advance inclusion is an important way of engaging the community going forward.

#### Future Actions with Communities

- Engage community-based organizations in dialogue about ways to provide mentorship and employment skills opportunities to people with living and lived experience of marginalization, including TNB2S+ people.
- Look for opportunities to support and promote community-based organizations that are putting on TNB2S+ awareness or information sessions in community.
- Encourage dialogue in the business community about diversity and inclusion policy and strategies.

### Direct Actions for the City



#### Priorities

- Establish a procurement mechanism to engage TNB2S+ facilitators on an as-needed basis.
- Use the Business Hub as a central resource to assist TNB2S+ entrepreneurs and potential contractors.
- Engage TNB2S+ facilitators who can provide internal training to key staff and leadership.

### Work Planned or Already Underway

- Include language in the City's social procurement policy that speaks to including people with living or lived experience of marginalization or barriers to economic and social inclusion.

### Future Actions

- Use City of Victoria Business Info Sessions and speaking opportunities with the Chamber of Commerce to promote dialogue and learning about TNB2S+ inclusion.
- Provide gender diversity training for City staff in the Business Hub and other customer service roles supporting TNB2S+ businesses and entrepreneurs.
- Through the City's annual business survey, gather information from the business community on actions they have taken in support of TNB2S+ communities or other marginalized groups.

Legend



Initiate in 1 to 3 Years



Initiate in 3 to 5 Years



5+ Year Actions

# TNB2S+ Personal and Community Wellbeing is Encouraged and Enabled

*Take steps to enhance recreation, community, and family supports*

## Collaborative Actions with Community



### What We Heard

- TNB2S+ individuals face economic, social and physical barriers to safely participating in City recreation programming and facilities.
- TNB2S+ recreation programming is a current gap that can be meaningfully addressed in support of personal and community wellness.
- Dedicated recreation programming requires staff with specialized training as well as affirming facilities and supports.
- There is currently no accessible resource centre for the TNB2S+ community in the City and most emerging resources appear to be geared towards seniors and youth.
- As exists in other cities, TNB2S+ communities need a hub that can act as centre for social service access, system navigators and supports, and practitioners and professionals who can address TNB2S+ health, legal, social and community needs.
- While the health care system is not within the City's immediate control, the City can take meaningful actions to support TNB2S+ individuals improved access to health care services and professionals.
- The City can impact TNB2S+ health by encouraging the incorporation of Indigenous approaches to healing and culturally-informed wellbeing practices in City spaces and processes, according to local First Nations' protocols.
- For the delivery of a number of actions in this plan, community-based organizations may be better positioned, more knowledgeable and more relevant leads to the actions that will enhance TNB2S+ inclusion.
- TNB2S+ families and youth need dedicated supports in early years and as their children transition to young adulthood, especially when the TNB2S+ member of the family is the young adult.
- TNB2S+ and queer families are also seeking childcare from individuals who are skilled in including all gender identities and expressions in their delivery of care but there is presently no resource for locating childcare providers with this capacity.
- Parents would like to see the library expand on what books and resources are available to promote awareness of TNB2S+ family models and gender expression, including a TNB2S+/queer families or Sexual Orientation and Gender Identity (SOGI) oriented Kid Kit as well as gender neutral options for other Kid Kits (e.g. potty training).
- 47 per cent of survey respondents said that enabling TNB2S+ personal and community wellbeing is very important to improving inclusion and quality of life for TNB2S+ communities.
- 50 per cent of survey respondents considered advancing a dedicated TNB2S community hub for health, wellness, and social programming to be a first priority—this was the highest rating of potential first priority actions put forward for community feedback.

### Future Actions with Communities

- Explore with community service providers how the City can facilitate the eventual establishment of a TNB2S+ community hub.
- Engage TNB2S+ and queer families in the development of the City's Childcare Strategy and in the Childcare Solutions Working Group.

- Assist TNB2S+ communities with accessing publicly available City spaces for community events and gatherings.
- Advocate for the implementation of TNB2S+ resources and programming within City libraries.
- Convene community discussions with centre operators and TNB2S+ serving organizations on the distinct needs of TNB2S+ youth, seniors, and families.
- Make space for Indigenous approaches to healing and culturally-informed health and wellbeing programming where possible and relevant.

## Direct Actions for the City



### Priorities

- Incorporate TNB2S+ needs in the design of the new Crystal Pool facility.
- Create a TNB2S+ Community Liaison role to nurture partners, scope projects and generally support a community-led and peer-informed approach to implementing actions within this plan.

### Work Planned or Already Underway

- Provide specialized training for recreation staff on TNB2S+ inclusion and safety.
- As part of the City's strategy to attract new physicians to Victoria, recruit those with experience and interest in providing health TNB2S+ health care.
- Through the City's LGBTQ2IS Taskforce, explore partnership opportunities with local TNB2S+ health and wellbeing focused organizations.
- Ensure TNB2S+ youth engagement and needs are a focus of the City's Youth Strategy.

### Future Actions

- Revise community centre operator agreements to include diversity and inclusion policy language.
- Ensure childcare providers running City childminding services at City Hall receive basic TNB2S+ inclusive childcare information and training.
- Create a dedicated Diversity and Inclusion Recreation role and evaluate further staffing needs over time.
- Develop dedicated TNB2S+ recreation program opportunities and address TNB2S+ youth needs within recreation programming.
- Work to make general population programming TNB2S+ accessible and inclusive.
- Update long-term lease agreements with third-party non-profit operators to include City-developed diversity and inclusion policy language.

#### Legend



Initiate in 1 to 3 Years



Initiate in 3 to 5 Years



5+ Year Actions



# TNB2S + Housing Solutions and Supports

*Address barriers TNB2S+ individuals face in accessing stable, safer, affordable housing*

## Collaborative Actions with Community



### What We Heard

- TNB2S+ individuals face discrimination and barriers to finding and maintaining stable, safer, affordable housing and these barriers are exacerbated for racialized, disabled, and Indigenous TNB2S individuals. Some of this discrimination comes directly from landlords.
- As the City undertakes new housing related initiatives, it is important to retain anti-oppression, inclusion, and equity lenses in how these initiatives are implemented to ensure they engage and benefit marginalized or vulnerable communities.
- Community members noted that shelter spaces in the City of Victoria are highly gendered and often present safety risks for unhoused TNB2S+ individuals.
- Shelter staff need training on how to be TNB2S+ inclusive.
- The city currently has a lack of housing options that integrate family and disability needs with TNB2S+ needs.
- There is not presently enough affordable housing for people with disabilities and TNB2S+ individuals with disabilities face additional discrimination in seeking housing.
- Participants expressed concern that seniors and elders do not have adequately informed and inclusive health care environments and there is a need to focus on how to uphold the rights of TNB2S+ seniors and elders.
- 75 per cent of survey respondents said housing solutions and supports for TNB2S+ is very important to improving inclusion and quality of life for TNB2S+ communities.

### Future Actions with Communities

- Engage with, learn from, and support awareness building on TNB2S+ inclusion with social housing providers and shelters.
- Advance and uphold the City Housing Strategy Guiding Principles that housing be accessible, inclusive, offer choice to meet diverse needs, promote wellbeing, build community capacity and partnerships, and feature innovation and sustainability considerations.

## Direct Actions for the City



### Priorities

- In identifying available land for additional emergency shelter space, support and encourage dialogue with the province and community partners on the development of a TNB2S+ shelter.

### Work Planned or Already Underway

- Establish TNB2S+ positive competencies, such as anti-oppression and trauma-informed service provision, for the City's new Tenant Housing Ambassador function.
- Refer the TNB2S+ Action Plan and What We Heard Engagement Summary Report to the City's Renters' Advisory Committee to inform discussion about how to ensure TNB2S+ lived experience knowledge is incorporated into the Committee's work.
- Conduct further community engagement and risk assessment on the Seniors and Eligible Lodgers pilot project.

### Future Actions

- Review and Update the City's Official Community Plan to include language on inclusion and wellbeing for marginalized communities, including TNB2S+ communities.

Legend



Initiate in 1 to 3 Years



Initiate in 3 to 5 Years



5+ Year Actions

## New Approaches to Community Safety and Police Interactions

*Work with the community on new approaches to safety, violence prevention and engaging with police*

### Collaborative Actions with Community



#### What We Heard

- Nearly all TNB2S+ people have had some trans-specific negative experiences from family, service providers, police, or their broader communities.
- TNB2S+ individuals are disproportionately experiencing violence and personal safety risks in their day-to-day life.
- TNB2S+ individuals have concerns about the historic and current state of relations with police, as well as the ways in which police engage with TNB2S+ communities on a day-to-day basis.
- Fear and distrust of police for many is exacerbated by a lack of knowledge about rights and police procedures.
- A TNB2S+ police liaison function would be beneficial to serving TNB2S+ communities and it could be delivered through an existing community safety organization where TNB2S+ individuals are already served and supported.
- Community service providers and TNB2S+ individuals have been instrumental in developing resources for police departments, providing training and policy guidance, and creating public awareness materials in collaboration with police departments.
- It is problematic to position police as the authorities on safety for communities who have historically faced violence or fear of violence from police.
- Anti-SOGI and transphobic events held in the community are destabilizing and dehumanizing and the City needs to find a way to take a stand against these events if it wants to be an ally.
- Designating TNB2S+ safer spaces in the community is also important for affirming TNB2S+ individuals' rights to the space and for building awareness among cis people in the general public of the City's commitment to fostering TNB2S+ safety in public space.
- There could be additional value in defining Safer Spaces as safer for people who face multiple system of oppression based on their identities (e.g., People of Colour, people with disabilities).
- 69 per cent of survey respondents said addressing community safety and police interactions for TNB2S+ is very important to improving inclusion and quality of life for TNB2S+ communities.

#### Future Actions with Communities

- Support dialogue with the Victoria Police Department and other community safety partners on a Police Liaison Function.
- Engage organizations that work with survivors of sexualized violence as part of the 2019/2022 Strategic Plan commitment to end sexual harassment and assault in Victoria.
- Encourage and enable peer-led and peer-informed projects in the community.
- Convene dialogue with community safety partners and TNB2S+ serving organizations to better understand peer-based solutions and approach to community safety.

- Work with community-safety partners to develop a Safer Places Program that designates places in the City where TNB2S+ individuals be assured that measure have been taken to support and affirm the space is welcoming and inclusive.

## Direct Actions for the City



### Priorities

- Engage sex workers in the Late Night Taskforce or other aspects of the City's approach to sexualized violence prevention.
- Conduct a legal review on policy options for assessing and addressing whether a proposed use of a City facility will encourage, incite or promote transphobia or hate speech.

### Work Planned or Already Underway

- Evaluate existing peer-informed engagements, such as the City's Mental Health and Addiction Strategy, to develop the City's capacity to deliver projects through peer-led approaches over time.

### Future Actions

- Establish a corporate business process to receive, review and respond to use of public space requests, building on the outcome of the hate speech in public spaces legal review.

Legend



Initiate in 1 to 3 Years



Initiate in 3 to 5 Years



5+ Year Actions

## Public Spaces and City Facilities are Welcoming and Affirming

*Create a comprehensive plan for updates to City facilities that considers and balances all public uses of the space, including TNB2S+ rights and safety*

### Collaborative Actions with Community



#### What We Heard

- TNB2S+ individuals can experience heightened personal safety risks in accessing public restroom and changeroom facilities, especially in urban park settings.
- Locks on all stall doors and locks on single stall public washrooms would enhance safety when using public washrooms, such as park washrooms.
- Urinal dividers add privacy.
- The City could involve the community in selecting design standards to adopt.
- Consider:
  - Advocating for additional gender-neutral, multi-stall washrooms for the library and City parks
  - Encouraging community centres to have more inclusive washrooms,
  - Adding change tables to all washrooms, not just those designated for women,
  - Consider providing free menstrual supplies in all City public facilities, and
  - Proposed wording for signage should be reviewed with TNB2S+ communities.
- In Vancouver, poster campaigns with inclusive messaging, featuring TNB2S people of many backgrounds, have been effective when combined with facility changes.
- When City space becomes available for lease, consider providing subsidized rates to those running social/community wellness programs/services.
- Examine ways to incentivize developers to allocate space in new properties for social service providers.
- Allow vacant City space to be used free or at low cost by TNB2S+ serving community organizations.
- 56 per cent of survey respondents said creating welcoming public spaces and city facilities for TNB2S+ is very important to improving inclusion and quality of life for TNB2S+ communities.
- 33 percent of survey respondents considered modifying City changerooms, restrooms, and signage for safety, accessibility, and gender diversity to be a first priority.

#### Future Actions with Communities

- Gather further community input on use of parks, personal safety in parks and the importance of broader social inclusion in the use of public park spaces.

### Direct Actions for the City



#### Priorities

- Incorporate all-gender and universal restrooms and change rooms in new public facilities.

#### Work Planned or Already Underway

- Include TNB2S+ inclusive measures in future facility planning and development goals and objectives, as part the Facilities Master Plan.
- Review existing facilities and public restroom opportunities for all-gender conversion, renovation, or upgrade opportunities.
- Upgrade existing restroom signage to reflect new gender neutral sign standards where possible.

### Future Actions

- Conduct a review of all gender renovation or conversion opportunities to internal restrooms to prioritize modifications ensuring all gender and universal restrooms are available across City work environments.
- Develop new strategies for ensuring the safe access to park spaces by all user groups.
- Adopt design standards that reflect TNB2S+ safety and rights in public facilities such as park and public restrooms and changerooms.

Legend



Initiate in 1 to 3 Years




Initiate in 3 to 5 Years



5+ Year Actions

## NEXT STEPS: KEY ENABLERS OF SUCCESS

Moving from planning to implementation, the City will set up the necessary structure and accountabilities to ensure momentum and support for the actions it has committed to taking. Further, there are also tasks the City must initiate to enable staff and Council to effectively lead the implementation of the plan in the immediate term. These tasks are identified in the Plan Overview on page 14 as **Key Enablers of Success**.

 <b>Key Enablers of Success:</b> Critical tasks for implementation	<b>How This Helps:</b> How this task provides the necessary knowledge, accountability or tools for the work ahead
<ul style="list-style-type: none"> <li>Conduct a targeted policy and training review.</li> </ul>	<i>Supports creating a long-term, modern internal infrastructure for TNB2S+ inclusion by identifying gaps and areas for new policy development.</i>
<ul style="list-style-type: none"> <li>Establish an internal Implementation Committee.</li> </ul>	<i>Provides cross-departmental oversight to ensure progress on the plan's priority actions; Acts as internal change leadership.</i>
<ul style="list-style-type: none"> <li>Identify options for ongoing lived experience community engagement mechanisms, as part of City governance review.</li> </ul>	<i>Enables the creation of ongoing, regular dialogue with TNB2S+ communities going forward through an intersectional approach.</i>
<ul style="list-style-type: none"> <li>Model economic inclusion through equity based workforce strategies.</li> </ul>	<i>Encourages diversity within the City's workforce; addresses poverty and barriers to meaningful employment opportunities.</i>
<ul style="list-style-type: none"> <li>Update Visual Standards and Communication Guidelines.</li> </ul>	<i>Provides City staff with the tools to acknowledge and make visible TNB2S+ expression in City materials.</i>
<ul style="list-style-type: none"> <li>Take gender diversity training: Senior Management, Mayor and Council.</li> </ul>	<i>Builds the capacity to lead; Addresses internalized biases and demonstrates commitment to unlearning approaches which keep barriers to inclusion in place.</i>

# ACKNOWLEDGEMENTS

---

The City of Victoria acknowledges and honours the wisdom, courage and knowledge of the many individuals, agencies, staff, youth, families, and elders who engaged in this project. This action plan is a roadmap for continued collaboration, while also highlighting specific ways the City will remain accountable for and focused on the actions it can directly take to model and advance TNB2S+ inclusion.

Community-based organizations and TNB2S+ serving individuals working within them have played a deeply central and personal role in fostering connection to this project and creating a spirit of inclusion as the plan was developed. This occurred through participation on the Working Group, through participation on the Advisory Committee, and in personally taking the time to engage with the project team throughout. Going forward, a great deal of trust must be built over time, and the City is grateful for those who are working to help us build it. The actions within this plan are intended to foster that trust by providing a transparent tool through which the community can continue to engage with the City about our progress.

At the same time, the City recognizes there is still much listening to be done as an overarching priority action. It will be a long-term process to fully grasp the lived experience of those who encounter multiple barriers to enjoying a good quality of life and everything our beautiful City has to offer. Through the Future Actions with Community, the City will continue to listen and learn and consider how to enable and empower community to lead.

# APPENDICES

---

APPENDIX ONE: PROJECT PLAN AND METHODOLOGY

APPENDIX TWO: WHAT WE HEARD ENGAGEMENT SUMMARY REPORT



# APPENDIX ONE: PROJECT PLAN AND METHODOLOGY

For further understanding of the work plan and the methodology guiding the development of the plan, this section includes an overview of the work phase and key tasks of the project, as well as the methodology used to analyze plan inputs and develop the plan.

## Project Work Phases

### Phase 1: Project Initiation

Work in Phase 1 included finalizing the project plan with the project sponsor, conducting initiation meetings with the Project Working Group and the Advisory Committee and preparing the approach and tools for the research conducted in Phase 2. It also included significant early outreach to community organizations and other potential stakeholders in the plan, to establish information sharing and engagement practices for ongoing involvement with or communication about the project.

### Phase 2: Current State and Leading Practices

Work in Phase 2 included current state information gathering through City staff interviews and internal document review, as well as desk-based external research on gender inclusion initiatives and practices in other jurisdictions (Vancouver, Edmonton, and Toronto). This work culminated in the Current State Leading Practices Report, which documented key success factors for the City of Victoria's plan, existing work underway at the City that may align to or support TNB2S+ inclusion, as well case studies and lessons learned from the other jurisdictions.

### Phase 3: Understanding Local Priorities and Solutions

Work in Phase 3 included planning and conducting four community-based engagement sessions, as well as a community survey and multiple one-on-one dialogues with individuals and service providers who serve, interact with or otherwise impact TNB2S+ safety and quality of life in Victoria. The objective of Phase 3 was to understand barriers faced by TNB2S+ communities, as well as meaningful actions the City can take to address those barriers and foster a more welcoming and affirming community.

This phase of work also involved developing a draft framework of inclusion plan ideas and refining that framework through engagement with community safety partners, service providers, City staff and TNB2S+ individuals and their loved ones who participated in the project's community engagement sessions. Draft ideas within the framework were organized around the major themes emerging from community engagement and aligned, where possible, to the work already planned or underway at the City. Lastly, at the end of Phase 3, a community survey provided an additional remote, anonymous mechanism or providing input to the final plan, with a focus on identifying meaningful first steps and an appropriate sequencing of actions over time.

See the appended What We Heard: Engagement Summary Report for more details on the engagement approach, work steps and results.

## Phase 4: Final Report and Presentation

The focus of Phase 4 was to conduct detailed analysis of all inputs toward the development of a comprehensive What We Heard Engagement Summary Report, as well as this document, the final TNB2S+ Action Plan. Work in this phase aimed to consolidate and integrate inputs received throughout the engagement process, as well as organize and sequence plan ideas. Following completion of these deliverables, City staff provided edits and feedback on the draft plan, as well as the presentation to Council. The Project Working Group and Advisory Committee also provided final comments on the plan through close-out meetings held following completion of the plan.

## Methodology: Inputs and Analysis

In addition to the community engagement inputs, the TNB2S+ Action Plan also reflects the City of Victoria 2019/2022 Strategic Plan objectives, approaches and lessons learned from other jurisdictions engaged in gender diversity inclusion work, and input from City staff on work underway or planned which may impact or enhance TNB2S+ inclusion going forward.

## City of Victoria Strategic Plan 2019/2022 Objectives

Where possible, TNB2S+ Action Plan commitments reflect or align to existing commitments or aspirations outlined in the City of Victoria's 2019/2022 Strategic Plan. These include:

1. Good Governance
2. Reconciliation and Indigenous Relations
3. Affordable Housing
4. Prosperity and Economic Inclusion
5. Health, Wellbeing and a Welcoming City

These objectives, and the supporting actions within those objectives, were used to develop actions within the TNB2S+ Action Plan and to articulate an Ultimate Outcome and Guiding Directions for the plan.

## Jurisdictional Research

The plan also incorporates considerations and learnings from other jurisdictions. In the three jurisdictions studied (Vancouver, Edmonton and Toronto), common approaches or lessons taken from their experience addressing gender diversity and inclusion included:

- ◇ Co-implementing policy, training and awareness campaigns across both the internal and external environments at once
- ◇ Mechanisms to seek continuous input from TNB2S+ individuals and other marginalized communities
- ◇ Providing space and other in-kind support to community-based service providers and organizations working to advance equity and quality of life for TNB2S+ people
- ◇ Enabling community organizations through funding, partnerships and in-kind resources
- ◇ Co-developing plans or strategies together with local agencies and providing the funding for those agencies to lead community-based implementation
- ◇ TNB2S+/Lived Experience facilitators, advisors and functions within the work environment, contributing to both internal and external awareness building and change
- ◇ Identifying safer spaces, people and mechanisms for TNB2S+ people to seek the supports and resources they need as employees or members of the public
- ◇ Programming, events and community connections for TNB2S+ community members, which are promoted and supported by the municipality
- ◇ Significant and ongoing efforts to retrofit existing facilities, create new design standards and adapt public infrastructure to make them more accessible, while also making them affirming of TNB2S+ gender identities
- ◇ TNB2S+ liaison roles between police, community and service providers
- ◇ TNB2S+ serving and centering organizations engaged to develop policy and training for police and municipalities

## Internal Assessment

City Staff engaged in developing the plan by informing the current state analysis and refining or providing feedback on actions within the draft plan framework. Departments and work units represented in these information gathering and engagement activities included:

- ◇ Parks, Recreation and Facilities
- ◇ By-law Services
- ◇ Human Resources
- ◇ Business and Community Relations
- ◇ Finance
- ◇ Engagement
- ◇ Public Works
- ◇ Strategic Real Estate
- ◇ Sustainable Planning and Community Development

To complement City staff input, the project team also reviewed a variety of relevant and supplementary background documentation including 2019/2022 Strategic Plan update reports, memorandums on related programs or initiatives, existing corporate policy and procedure documents, and public facing corporate programming materials.

# APPENDIX TWO: WHAT WE HEARD ENGAGEMENT SUMMARY REPORT



## What We Heard

City of Victoria Transgender, Non-Binary and  
Two-Spirit + Inclusion Plan  
**Community Engagement Summary Report**

**July 2019**



1

## ACKNOWLEDGEMENTS

The project team would like to acknowledge the openness, passion, courage, and generosity of the many individuals, agencies, families, and elders who engaged in this project. There are numerous components to the final plan that are grounded in the ideas, wisdom, and collaboration of these people. The project team acknowledges that the quality of the plan reflects the significant community-based labour that has informed it.

This report is a record of the depth and extent of that labour and is intended to enable ongoing community engagement on how to improve the quality of life and inclusion of TNB2S+ individuals and communities.

Further, this report acknowledges that gender justice is not independent of justice on the basis of disability, race, socio-economic status, housing status, and countless other aspects of identity that influence how power and oppression operate in communities. This report reflects that there is a vast diversity of experience within the TNB2S+ community, and that TNB2S+ people and their families may (and often do) experience multiple barriers at the same time. There is no way to singularly isolate TNB2S+ considerations from these other aspects of identity when the intent is to move towards an inclusive, welcoming and affirming community overall.

It is hoped that this report will provide further value to the community as a tool for discussion, independent of how the City proceeds on implementing the TNB2S+ Inclusion Action Plan. The community can and will lead the way forward.

## CONTENTS

Acknowledgements.....	2
Background .....	4
Scope.....	4
Engagement Approach.....	5
Working Group.....	5
Advisory Committee .....	5
Community Engagement Sessions .....	5
Community Survey.....	6
Inclusion Measures and Limitations .....	6
Engagement by the Numbers .....	8
About this Report.....	10
Community Survey Results .....	11
Foundations for Implementation.....	13
Relational and Anti-Opressive Practice.....	13
Two-Spirit and Indigenous Engagement .....	13
Police Engagement.....	14
Community Partnerships .....	15
Providing Support for those Advancing Change .....	15
Local Needs and Priorities.....	17
Exploring Ideas for the Plan .....	33
Next Steps .....	43
Further Reading .....	44



## BACKGROUND

The City of Victoria is creating a plan to advance the inclusion of transgender, non-binary and Two-Spirit members of our community (The TNB2S+ Inclusion Action Plan). This plan will prioritize and recommend specific actions to enhance inclusion both internally and externally, with specific focus on the following areas:

- Signage and literature;
- Public spaces;
- Human resource training and staff policies;
- Corporate programming;
- Collaborative public and community partnerships; and
- Forms, records, and instruments of data collection and management.

In developing the plan, the City is striving to:

- Support transgender, non-binary and Two-Spirit communities to represent their interests in policies and programs that impact their well-being;
- Improve the City's capacity to integrate gender wellness into strategic planning, policy and program development, implementation, and service delivery;
- Understand leading practices in other jurisdictions and work with the community to gauge what actions or solutions may be relevant in our local context; and
- Promote a spirit of inclusion through the planning process.

### SCOPE

Community members shared ideas and suggestions that may require new partnerships or changes at a regional, provincial, national, or even global level. Recognizing that the City requested an action plan, with a focus on topics within the City's direct control or influence, a number of these suggestions or considerations fall outside the scope of this project. These ideas reflect the experiences and wisdom of those who participated in the process and have been included to inform the City's understanding, regardless of present power structures and jurisdictional boundaries. For example, many of these ideas included areas where the City can play an advocacy role on behalf of community.

Nonetheless, it is important to acknowledge that based on the City's intended scope, the plan will not be centred around systems or barriers where the City does not have direct authority or control, such as:

- Hospitals, primary care, and the medical system;
- Buildings and public spaces owned by the provincial government;
- Transit; or
- Schools.

## ENGAGEMENT APPROACH

Engagement in the project was multi-layered and included community sessions that centred on the lived experience and knowledge of TNB2S+ people, as well as dialogue with community agencies that serve or impact TNB2S+ communities in Victoria. Efforts were made throughout the engagement process to provide both in-person and remote participation options, hold individual agency meetings and teleconferences when needed, and provide regular updates to engaged groups regarding the progress of the project.

### WORKING GROUP

The project working group was composed of a broad range of community organizations that support and interact with transgender, non-binary, and Two-Spirit individuals. Working Group agencies included:

- Agencies that provide direct supports or have regular interaction with transgender, non-binary and Two Spirit people and their families;
- Indigenous-focused service providers who currently serve, or have a desire to support, Two-Spirit and Indigenous transgender and non-binary people.
- Policing and community safety partners who could share about what their agencies are doing to address the needs of TNB2S+ individuals and communities, as well as how to collectively address violence and barriers to TNB2S+ safety in the community.

Throughout the process, Working Group members acted as key connectors, guides and interpreters to the project team on how to best incorporate community input into the planning process. They also provided insights into their experiences interacting with or serving the community through their work.

Working Group members were also pivotal in holding space, providing on-site and advance event support to participants and giving the City input on what measures to put in place for safer, more inclusive engagement with TNB2S+ communities.

The Working Group met regularly during each phase of the project for project updates to provide input on session planning and to give feedback to shape the final plan.

### ADVISORY COMMITTEE

Prior to initiating this project, the City of Victoria already had an ad hoc Advisory Committee from the community, which had been instrumental in informing and developing the scope for this project. The project team engaged the Advisory Committee at several key milestones through both in-person and teleconference updates on the project's progress.

### COMMUNITY ENGAGEMENT SESSIONS

From May to June 2019, the City hosted four community engagement sessions to understand local needs and priorities and to explore potential ideas for the plan. The sessions were promoted through the Working Group, Advisory Committee, and the project team's local networks, as well as through limited online promotion. In addition to these sessions, the project team provided discussion guides for



local support groups and community gatherings and arranged meetings with service providers one-on-one to collect feedback throughout the project.

## COMMUNITY SURVEY

During the analysis of the community engagement input, and the development of the City's TNB2S+ Inclusion Plan, a community survey was deployed to provide an opportunity for anonymous, remote input on draft plan themes and ideas. The intent of the survey was to understand the level of importance and priority level for different themes and actions emerging in the draft plan, with particular focus on understanding how TNB2S+ individuals and those directly connected to them viewed the relative importance of different actions over time. Details of the survey results are summarized on **page 11** and also integrated throughout the report.

## INCLUSION MEASURES AND LIMITATIONS

A spirit of inclusion was critical to the project approach. As such, a number of steps were taken to make engagement opportunities inclusive and accessible to a wide range of people. This included providing honoraria, bus tickets, food, child-minding services, remote participation options, advance site accessibility information, gender-neutral and universal washrooms, on-site counsellors during events, security and safety strategies, and neurodiversity-sensitive facilitation techniques.

Despite these inclusion measures, it is important to recognize the limitations of the engagement approach. Some of the potential limitations are listed here to inform how the City moves forward in engaging the community as part of implementing the plan. These include:

- Hosting events primarily at City facilities,
- A white and predominantly cisgender project team,
- A lack of local Indigenous and Two-Spirit leadership and guidance in the process, and
- Hosting engagement in a compressed timeframe of two months in order to meet the overall project timeline.

Efforts were made throughout the project to address these limitations through measures such as:

- Hosting events and discussion opportunities in the community where possible;
- Providing inclusion measures specifically to support remote and anonymous participation;
- Providing opportunities for TNB2S+ individuals to have private, dedicated discussion space at events, without the participation of cisgender project team members or allies and caregivers present;
- Providing as much advance notice and promotion of engagement opportunities as possible within the progression of the project schedule;
- Inviting and centring the input of Indigenous elders at the Two-Spirit and Indigenous engagement session;
- Seeking guidance from Indigenous and Two-Spirit individuals or service providers who were willing and available to educate the project team and inform the process; and
- Inviting First Nations representatives to be part of the project Working Group.

While numbers provide a limited view of the depth and success of any engagement process, they nonetheless provide a useful snapshot. **Engagement by the Numbers** on the following page provides some of these key participation figures.

## ENGAGEMENT BY THE NUMBERS



# MAJOR THEMES FROM WHAT WE HEARD

*In describing what action the City can take to improve quality of life and civic participation for TNB2S+ individuals and communities, dialogue centred on the following major themes:*





## ABOUT THIS REPORT

The major themes emerged followed the project's first community engagement session and these then acted as foundations for feedback in subsequent engagement opportunities. Generally, many of the ideas expressed were interconnected and addressed several major themes at once. For the purposes of organizing and supporting reader understanding, the major themes are used through the report when they provide context or organization to like or related ideas.

To support an interpretation of how engagement feedback contributed to the planning process, this report is organized into the following three sections:

<b>Foundations for Implementation</b>	<i>Offering foundational and overarching input to the City on how it approaches TNB2S+ engagement over the long term</i>	<i>p. 12</i>
<b>Local Needs and Priorities</b>	<i>Sharing experiences and ideas for meaningful actions and changes</i>	<i>p. 16</i>
<b>Exploring Ideas for the Plan</b>	<i>Offering reflections on and improvements to potential action items for the plan</i>	<i>p. 32</i>

Unless otherwise noted, the summary points within each section of this report represent ideas expressed from across all the engagement opportunities held throughout the project. It's important to note that the summary points in each section of the report are generalized or anonymized statements from across all engagement opportunities, and not a direct record of community conversations.

This report concludes with a Further Reading section, which contains publicly available resources that individuals or agencies referenced during the engagement process as beneficial to either TNB2S+ individuals or anyone seeking to learn how to best support TNB2S+ inclusion in their own lives.

## COMMUNITY SURVEY RESULTS

The community survey provided another platform for remote, anonymous participation beyond the remote participation options offered at sessions. It is important to keep the following demographic profile of the results in mind when reviewing survey respondent results throughout this report.

### Gender Identity

- 40.00% Non-binary
- 34.29% Gender non-conforming
- 31.42% Trans men / transmasculine
- 28.57% Trans women / transfeminine
- 11.43% Cisgender women
- 5.71% Two-Spirit
- 5.71% Femme
- 2.86% Cisgender men
- 2.86% Genderqueer, Mahu
- 2.86% Gender fluid, trans neutral
- 2.86% Trans, genderqueer

### Racial Identity

- 85.71% White
- 14.29% Person of Colour
- 11.43% Indigenous
- 2.86% Chinese

### Residency Status

- 0% newcomer, immigrant, or refugee to Canada
- 100% residing in Canada for more than three years

### Disabilities

- 51.43% No disabilities
- 48.57% One or more disabilities

### Housing Status

- 68.57% rent the home they live in
- 17.14% own the home they live in
- 11.43% live at home with family
- 2.86% live in social/subsidized housing (e.g., housing co-op, housing that is partly paid for by another party)
- 5.71% have no home of their own (e.g., couch-surfing, shelter, live outside)

The survey results are referenced throughout this report as reflections of what was heard; however, they will not receive more weight than in-person community engagement feedback in determining sequencing, prioritization, and other aspects of the final TNB2S+ Inclusion Plan.

## FOUNDATIONS FOR IMPLEMENTATION

Although the engagement process focused on understanding local needs and priorities and potential actions and initiatives for the City's plan, participants also provided feedback on **how** the City approaches implementing the plan.

This section of the report summarizes comments made across a variety of community engagement opportunities that speak to how the City can address oppressive systems, commit to anti-colonial approaches to gender justice work, and form new relationships in order to implement its plan in ways that address intersectionality, the criminalization of poverty and homelessness, socio-economic justice, and many other disparities. These ideas are foundational to how the City moves forward, and they are important context to have when reviewing and interpreting other comments throughout the report.



## FOUNDATIONS FOR IMPLEMENTATION

### RELATIONAL AND ANTI-OPPRESSIVE PRACTICE

- Implementing this plan will be a long-term relational practice and not purely a series of corporate actions staged over time.
- The City needs to be prepared to engage authentically and continuously with communities in a way that continues to influence and shape how the plan is implemented and how the impacts of the plan are measured or assessed.
- Throughout discussions on training and education for City staff, participants recommended taking an anti-oppression and equity lens to everything the City does, seeking out trauma-informed and strength-based approaches. Additionally, participants recommended looking for individuals with lived experience as part of future procurements or hiring for the implementation of this and other inclusion or diversity-focused planning projects.
- Participants called upon the City to recognize how many of its public and internal processes and requirements replicate oppressive and colonial systems. The City needs to be prepared to question how and why bureaucratic technical approaches to fulfilling its responsibilities limit inclusion and create barriers to change.
- Council can demonstrate leadership and support by showing up when TNB2S+ communities are gathering on a City space or hosting a topic to learn and engage directly.
- 59 per cent of survey respondents said that Intersectionality and Addressing Multiple Barriers is very important to improving inclusion and quality of life for TNB2S+ individuals and their families.

### TWO-SPIRIT AND INDIGENOUS ENGAGEMENT

*Note that the majority of these suggestions were contributed by Two-Spirit people.*

- Two-Spirit people have always been here. Two-Spirits belong here. Two-Spirit lives are sacred. Two-Spirit existence is, in and of itself, resistance to colonialism.
- Part of decolonizing and honouring Indigenous ways of knowing and Indigenous rights means taking approaches to implementing change and conducting community engagement that aligns with local Indigenous protocols.
- The City needs to look at the protocols of local Indigenous communities to establish the framework for future dialogue, engagement, and consultation.
- Territory acknowledgements are necessary and Welcomings are earned through relationship building and respect. Consultations do not equal consent.
- In addition to initiatives that are directly related to reconciliation and land, The City can prioritize Indigenous leadership in all areas of operations, programming, and community engagement.
- The City did not hire Indigenous consultants to lead the project and this, in and of itself, was a barrier to participation for some individuals.



- When colonial systems have been, and continue to be, a source of harm, it is difficult to trust that same system as a driver of positive, meaningful, and healing changes.
- The City needs to create spaces and supports for all staff to do the work of unlearning colonial ways of thinking and working.
- This is not only work for staff to do in formal training sessions, this work is personal and ongoing.
- 73 per cent of survey respondents said that they would like the City to engage TNB2S+ individuals and their families through relationship building with Indigenous communities and organizations that can help centre Two-Spirit and Indigenous ways of knowing.
- Ways to meaningfully centre Two-Spirit experience and advance Indigenous reconciliation can include:
  - Learning, supporting and centring local Indigenous protocols and leadership;
  - Consulting with local chiefs, elders, and Two-Spirit people who can share traditional teachings on Two-Spirit identity, roles, and responsibilities, in order to resist collapsing Western gender paradigms and inclusion strategies with those that are culturally relevant and meaningful to Lkwungen Peoples;
  - Taking more time to listen and learn people's truths, rather than driving to have all the answers and solutions quickly;
  - Hosting regular internal discussions as a City about what decolonizing the work looks like/means—the "Me and White Supremacy Workbook" by Layla Saad can be a helpful guiding tool;
  - Attending cultural sensitivity and safety training and hosting cultural sensitivity and safety training for the community, such as the blanket exercise;
  - Attending an Indigenous Allyship Training and hosting the same for community such as Heart to Heart offered by Indigenous Relations Consultation;
  - Attending a Colonial Reality Tour by Lkwungen community member Cheryl Bryce and hosting the same tour for community;
  - Using Pride flags that include black and brown colors;
  - Building in opportunities to pair more experienced Two-Spirit/Indigenous facilitators with a less experienced ones. This a mentoring, skill-building, experiential, and support opportunity, and also disrupts power structures such as who gets to do paid work;
  - Seeking mentorship from Indigenous people about understanding one's own power and privilege as a settler engaged in consultation with Indigenous people and communities.
  - Remembering that when engagement is professionalized, it also dehumanizes the process and often the decisions that are made.

## POLICE ENGAGEMENT

- There is no cohesive view within the community about how to engage the police going forward. The City needs to consider how to move forward with engaging TNB2S+ communities on their police interactions and experiences while also respecting that a cohesive community view on how to improve relations with police is not a given or a goal of the engagement process.

- The City has distinct ways it can enhance quality of life and inclusion for TNB2S+ individuals, separate from police; however, the City must continue to dialogue with the police department as part of TNB2S+ advocacy going forward.
- Fear of, and violence from, police has a very real impact on TNB2S+ individuals' lives. TNB2S+ people (and especially Indigenous TNB2S+ people and TNB2S+ people of colour) are disproportionately affected by this.
- Building on this planning process, City needs to demonstrate that it is holding the police department accountable for the impact it has on TNB2S+ safety and inclusion.

### COMMUNITY PARTNERSHIPS

- Throughout engagement activities, participants urged the City to locate partners in the community who are knowledgeable, experienced, competent, and can conduct culturally safer, sensitive, and informed work to advance the inclusion and quality of life of TNB2S+ individuals.
- Wherever possible, participants want to see the City supporting and partnering with community-based organizations and coalitions who can advance their shared goals.
- 59 per cent of survey respondents said that going forward they would like to see the City engage TNB2S+ individuals by building relationships with community service providers and organizations that are already known and trusted.

### PROVIDING SUPPORT FOR THOSE ADVANCING CHANGE

- It will be important to honour the deeply emotional and taxing labour involved in advancing inclusion.
- The City will need to explore how to ensure the emotional support and safety of those who are doing the work of advancing inclusion both in community on the City's behalf and within the City as a workplace through the availability of counselling services, ongoing learning opportunities, and appropriate workload expectations.
- People doing the work of advancing inclusion in any capacity (community, City staff, hired consultants) are continually confronting and unlearning their own historical biases. They are engaged in an ongoing learning process while enacting change initiatives that impact them professionally and personally.
- They are also learning from others, demonstrating vulnerability and challenging assumptions and existing power structures.

# LOCAL NEEDS AND PRIORITIES

The intent of centring engagement on local needs and priorities was to:

- Understand barriers and challenges for TNB2S+ people when they interact with the City of Victoria's infrastructure, services, and programs;
- Understand what action the City of Victoria could take that would recognize, validate, and support the inclusion of TNB2S+ people in civic life; and
- Identify areas for change that would have the most meaningful impact on the quality of life of TNB2S+ people and their families.

This section of the report summarizes comments made relating to local needs and priorities from throughout the engagement process.



City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

16

**MNP**  
LLP



## LOCAL NEEDS AND PRIORITIES

The following tables summarize commentary from across community engagement opportunities. These have been organized by the major themes of the engagement process, with sub-themes defined where useful.

### Demonstrating Leadership as a City and an Employer

Topic	Summary of Comments
Broad Staff-Wide Training and Policy	<ul style="list-style-type: none"> <li>Pursue broad staff-wide training on how to be TNB2S+ inclusive and respectful in the conduct of their duties.</li> <li>Consider transparently defining inclusion as an organization and establishing an inclusion policy statement that can drive training.</li> <li>Internal change is required before external change can be effective. Trained staff internally will have a trickledown effect into their interactions with the community.</li> <li>Training could take the form of a Transgender Basics course. There are numerous local options available.</li> <li>First priority for training: City Councillors and Senior Leadership Team; Second priority for training: frontline staff who engage with the public and seasonal employees, such as summer camp instructors.</li> <li>Have mechanisms for transparency about the training you are engaging in.</li> <li>The impacts of this training should also be evaluated.</li> <li>This training could result in a certificate or credential that needs renewal on an annual and/or ongoing basis (vs. one-and-done).</li> <li>If pursued, develop training that is strength-based, trauma-informed, and non-shame based.</li> <li>Advocate for public school staff training related to TNB2S+ positivity.</li> <li>Seek out people who are already doing work within the TNB2S+ community (TNB2S+ community members) to lead training.</li> <li>Build awareness and competency amongst cisgender staff to support TNB2S+ individuals in leading these changes.</li> <li>Ensure that training objectives address institutional and systemic problems in addition to personal behaviors.</li> <li>Find ways to support TNB2S+ education and training for first responders.</li> </ul>
Specialized Training and Other Measures for Supporting TNB2S+ Safer Use and Access to Spaces and Services	<ul style="list-style-type: none"> <li>In addition to broad staff training, consider specialized training for roles where staff are interacting with TNB2S+ individuals and/or the public, such as Parks and Recreation. Other patrons/users in the space may be aggressive, negative, and/or make the space unsafe for TNB2S+ community members. City staff should feel equipped to appropriately intervene and moderate these situations.</li> <li>Public education and communications strategies are important measures to implement simultaneously with changes to signs, facilities, access, and programming.</li> </ul>

17

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP

Topic	Summary of Comments
	<ul style="list-style-type: none"> <li>• Training could also be incorporated into the City's granting process. For example, anyone who gets a City grant, or is doing something public-related that receives City funding, could be subject to basic training or meeting certain requirements.</li> <li>• TNB2S+ training could be extended to security at public events.</li> <li>• Training could be applied to local business owners and managers before and after acquiring business licenses.</li> <li>• Consider what role the City can play in educating private medical offices and health service providers.</li> <li>• Consider working with Foundry to host 2-day training through TransCare BC.</li> </ul>
Job Screening and Qualification Requirements Related to Gender Diversity (for City Positions)	<ul style="list-style-type: none"> <li>• For the City's hiring processes, consider incorporating competencies surrounding TNB2S+ inclusion. These could include demonstrating awareness, knowledge, training, or sensitivity to TNB2S+/gender-inclusive ways of interacting with the public.</li> <li>• Through these hiring competencies/standards, the City could define standards or guidelines for local businesses as well.</li> <li>• Consider what measures are currently in place to identify applicants with attributes and attitudes that are not in alignment with diversity and inclusion (e.g., transphobic or racist positions and opinions).</li> </ul>
Language, Information Systems, and Decision-Making	<ul style="list-style-type: none"> <li>• Take a position on decolonizing the City's decision-making and language as informed by local nations and local protocols.</li> <li>• Take a self-reflective and externally accountable examination of the places in which gender expectations, misogyny, transphobia, and racism exist in current City structures, policies, and interactions with community.</li> <li>• Assess what information about citizens is collected, how that information is coded, and how that information is used to make decisions.</li> <li>• Create ways that the names people currently go by (rather than "legal name," if different) are affirmed through City information systems and communications (e.g., utility bills, public communication mail outs).</li> <li>• Consider new approaches to community engagement that centre on local Indigenous cultures and approaches.</li> <li>• Spend more time listening before creating all the action items to address inclusion.</li> </ul>
Ongoing TNB2S+Community Engagement and Communication	<ul style="list-style-type: none"> <li>• TNB2S+ community members indicated that they have no stable, well-known feedback mechanism for reaching the City regarding concerns specific to the barriers they encounter.</li> <li>• Participants expressed concern that this project will be a brief engagement exercise; they would strongly prefer it to be the beginning of learning how to support TNB2S+ communities.</li> <li>• Consider measuring the ongoing effects of implementation and engage TNB2S+ individuals in this process.</li> </ul>



Topic	Summary of Comments
Modelling Gender-Inclusive Language and Pronouns	<ul style="list-style-type: none"> <li>• Make all areas where gendered language or gender-related terminology is used inclusive of TNB2S+ identities and lives. This includes public signage, forms, records, and public communications materials.</li> <li>• Hire TNB2S+ community members or fund a community-led TNB2S+ organization to inform a full-scale review of forms, records, systems, and public communications materials.</li> <li>• Take steps to broaden public awareness around TNB2S+ inclusive language and correct pronoun use.</li> <li>• Introduce pronouns to City staff email signatures, name tags, and other forms or records where this can help normalize TNB2S+ identities within the workplace.</li> </ul>
The Business Community	<ul style="list-style-type: none"> <li>• Consider playing a leadership role in educating the business community about how to be accessible and welcoming to TNB2S+ communities.</li> <li>• Use the business license process as a mechanism to require the business community to participate in training, attend an awareness session, or answer a questionnaire about their level of understanding about gender diversity and fostering an all-gender welcoming business.</li> <li>• Aside from retail, education to the business community could also be specifically targeted at health and wellness practitioners and clinicians in the community (e.g., optometrists, RMTs and acupuncture practitioners, GPs). TNB2S+ community members are vulnerable when accessing these practitioners, often feeling high discrimination, without having any other option to turn to for their needs.</li> <li>• For small businesses, the City could subsidize the cost of Trans 101 training or offer free sessions in which the business receives a trans competency certificate (which would require ongoing renewal). This could be a part of identifying trans-positive businesses and promoting trans-friendly tourism in the City.</li> <li>• Businesses with rainbow stickers at present often give the impression that they are a positive space, when they may not actually be so. There is no training or requirement behind this sticker, and it may be led by an employee who is trans-aware, but other employees may not be.</li> </ul>
Being a Leader Among Cities	<ul style="list-style-type: none"> <li>• Participants noted that compared to other Western Canadian cities, Victoria feels better, safer, and is at least demonstrating good intention with this project.</li> <li>• Victoria has the potential to set a high bar on quality of life for TNB2S+ individuals.</li> <li>• Pro-TNB2S+ advocacy from within the City has the potential to have a cascading effect and across the community, setting an example for other sectors to follow.</li> </ul>
Building Awareness, Knowledge, and Compassion	<ul style="list-style-type: none"> <li>• Participants suggested that any awareness-building communications be: <ul style="list-style-type: none"> <li>• Anti-colonial,</li> <li>• Anti-racist,</li> <li>• Inclusive of children and youth voices,</li> </ul> </li> </ul>

19

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report



Topic	Summary of Comments
Within the General Public	<ul style="list-style-type: none"> <li>• Strength-based,</li> <li>• Trauma-informed</li> <li>• Consent based, and</li> <li>• Meet people “where they are at.”</li> <li>• Consider providing additional opportunities for the TNB2S+ community to voice needs, concerns, and goals.</li> <li>• Messages could include: “Trans people/gender-diverse people live in your community”—publish more positive images/posters within community that normalize TNB2S+ as part of the social fabric.</li> <li>• Consider highlighting/showcasing TNB2S+ individuals working, contributing, and engaging with the city.</li> <li>• Positive communication campaigns would show that the City wants to normalize and reflect TNB2S+ individuals as part of the broader community.</li> <li>• Take action to help boost local media representations of Two-Spirit identities within their coverage of Indigenous culture and perspectives</li> <li>• Include a page on the City website where community members can go to access more information about TNB2S+ communities, identities and activities.</li> <li>• Many people aspire to allyship but have not had mentorship, models, or resources directed to them.</li> <li>• Conduct awareness training and exploratory conversations in the community about topics such as sharing pronouns, misgendering, and how to make amends and demonstrate an openness to continuous learning about how to be inclusive.</li> </ul>
Supports for TNB2S+ youth and their families	<ul style="list-style-type: none"> <li>• In developing awareness sessions or materials for public awareness campaigns, consider the scope of what is offered in public schools and how the City can supplement or fill in the gaps in information and training provided within schools for youth and adults already.</li> <li>• Look at designating safer places as a way of supporting TNB2S+ youth as they navigate the city alone.</li> <li>• Provide more resources and support to schools regarding SOGI.</li> <li>• Place pad and tampon machines and change tables in all bathrooms, including “men’s” bathrooms.</li> <li>• Siblings of TNB2S+ individuals are also navigating social issues as teenagers.</li> <li>• Parents and caregivers of TNB2S+ youth shared how the stress can strain family relationships and how important family friendly emergency supports are for youth and their caregivers.</li> <li>• Other families referenced the importance of facilitating access to legal advice and trans-friendly and trans-knowledgeable lawyers.</li> </ul>



## Intersectionality and Addressing Multiple Barriers

Topic	Summary of Comments
Restoring Respect and Knowledge of Two-Spirit Identities	<ul style="list-style-type: none"> <li>Participants noted that gender-binary thinking was introduced through colonization, and that reinforcing gender binaries is part of maintaining the oppressive structures of colonialism.</li> <li>Pre-colonization, Two-Spirit people were honoured for their unique gifts, roles, and responsibilities in Indigenous communities. The City can facilitate the creation of healing spaces and relationship building opportunities (without trying to lead) to aid in repairing harm and restoring traditional knowledge of gender.</li> <li>For youth, it is important to support them in: <ul style="list-style-type: none"> <li>Fostering connection with identity, land, and community,</li> <li>Unlearning the colonial “truths” that they have come to accept,</li> <li>Bringing back language around what being Two-Spirit means, and</li> <li>Prioritizing opportunities for mentorship and capacity building relationships with adults and elders.</li> </ul> </li> <li>Consider what barriers exist for Métis children, youth, and families.</li> </ul>
Centring and Elevating Indigenous Voices	<ul style="list-style-type: none"> <li>Being an Indigenous person within predominantly white workplaces, with significant colonial structures and institutional practices, can be emotionally taxing and challenging.</li> <li>There is a need to seek out diversity of lived experience within recruitment efforts and support the mentorship and hiring of more Two-Spirit and Indigenous people.</li> <li>It was shared that if there is only a single Two-Spirit or Indigenous person on staff, they are often unfairly framed as the “expert” on Two-Spirit and Indigenous issues and expected to take on all the labour around Reconciliation efforts.</li> <li>To determine the impacts of policies being considered, bring Indigenous and Two-Spirit people to the table (in paid positions when possible).</li> <li>Collaborate with local First Nations to provide public education on the histories of their people and land.</li> <li>Engage Indigenous and Two-Spirit people as leaders in engaging their communities going forward.</li> <li>Build in opportunities to pair more experienced Two-Spirit and Indigenous facilitators with less experienced ones. This a mentoring, skill-building, experiential, and support opportunity. It also centres identities that rarely get centred and counteracts existing socio-economic privilege.</li> </ul>
Economic, Physical and Social Barriers to Well Being	<ul style="list-style-type: none"> <li>Many TBN2S individuals are also: <ul style="list-style-type: none"> <li>Poor,</li> <li>Homeless or underhoused,</li> <li>Facing mental health stigma and barriers, and</li> </ul> </li> </ul>

21

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP



Topic	Summary of Comments
	<ul style="list-style-type: none"> <li>• Discriminatory treatment by landlords and others in positions of power economically.</li> <li>• TNB2S+ individuals shared how difficulties finding TNB2S+-informed health care means many individuals are in constant survival mode and afraid to seek health care services.</li> <li>• Engage, consult with, and hire local Black, Indigenous, and People of Colour (BIPOC) TNB2S people to develop culturally relevant TNB2S+ inclusion strategies</li> <li>• Highlight and showcase the contributions of TNB2S+ in this community. Find ways to make visible, normalize, and celebrate TNB2S+ people of all racial identities and abilities.</li> </ul>
Anti-Oppression Training	<ul style="list-style-type: none"> <li>• Anti-oppression training would be beneficial for all public institutions, in recognition of intersectionality and overlapping identities.</li> <li>• Anti-oppression learning was raised repeatedly as a focus for training undertaken with City staff, shelters, social housing, elder care facilities, etc.</li> </ul>
Barriers for People with Disabilities	<ul style="list-style-type: none"> <li>• Participants on disability income noted landlord discrimination and the inability to support themselves with the cost of living in Victoria, the low amount of funding and impacts of marriage, common-law partnerships, and roommates on eligibility for funding or housing supports.</li> <li>• Finding housing that is accessible and also affordable has been extremely difficult, if not impossible, for many disabled TNB2S+ individuals.</li> <li>• At times, a TNB2S+ person with a disability may have to choose housing they can afford or that is accessible, but that requires dealing with landlords and neighbours who are also ignorant of or discriminatory towards TNB2S+ people. These are not choices a person should have to make.</li> <li>• Consider advocating to the province for better income and employment supports for people with disabilities.</li> <li>• Consider implementing housing solutions locally that integrate and recognize the needs of families with disabilities.</li> <li>• Providing online/remote access to information and engagement opportunities is critical to including TNB2S+ individuals with disabilities.</li> </ul>

## TNB2S+ Personal and Community Wellbeing

Topic	Summary of Comments
Childcare and Early Years Parenting Supports	<ul style="list-style-type: none"> <li>Consider funding organizations that provide trans-friendly training and support in schools to help children experiencing self-identification challenges.</li> <li>To connect TNB2S+ families and foster queer family support more broadly, the City could offer a parent support group or family events</li> <li>It was also suggested that the City offer resources and space for TNB2S+ inclusive youth group activities or youth programming, something neighbouring municipalities already do.</li> <li>As above, the City could identify childcare providers that are TNB2S+ friendly through business licensing procedures.</li> <li>Consider providing this information to the Childcare Resource and Referral Office so that families can receive filtered childcare referrals that indicate this information, just as they can now for allergies, special needs, and other care-matching needs.</li> <li>City of Victoria business hub staff could also consider liaising with community care facility licensing to determine a City-specific or regional approach to identifying queer-friendly childcare providers in the City.</li> </ul>
Resources That Are TNB2S+ And Queer Family Positive	<ul style="list-style-type: none"> <li>Youth expressed a desire for more young adult content in libraries featuring queer and trans characters.</li> <li>Consider creating a space within City libraries where all books that feature TNB2S+ themes can be easily located by families.</li> <li>The Kid Kits provided by the library include a number of topics for families to dive into more deeply. Consider adding one on gender diversity with queer family models and examples. Families also indicated a desire for ungendered Kid Kit options (e.g., gender-neutral potty-training books).</li> </ul>
A TNB2S+ Community Hub	<ul style="list-style-type: none"> <li>Consider providing in-kind support for safer, social community building events for TNB2S+ community (this might include the regular free use of City spaces and in-kind support for the production and distribution of promotional material to the community.)</li> <li>Provide a venue where TNB2S+ communities can gather to share stories, develop and build social connection, and share meals together.</li> <li>Additionally, if this space could evolve into a stable, dedicated TNB2S+ hub for social services, supports and connection, that would ultimately best support TNB2S+ communities various health, legal, social and community needs.</li> <li>Some participants described significant difficulties in finding adequate health care services of all kinds as well as social disconnection and isolation.</li> <li>The City may not be able to address shortages of TNB2S+-informed physicians, but it can support communities in accessing TNB2S+ health care</li> </ul>

23

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP



Topic	Summary of Comments
	<p>practitioners through a trans-friendly clinic space or drop-in centre where practitioners can use the space to provide services.</p> <ul style="list-style-type: none"> <li>• This space could also include drop-in services by doctors who are able to offer TNB2S+-informed medical care.</li> <li>• Some gaps identified in care at present included: <ul style="list-style-type: none"> <li>• Trans Care BC offers some support, but they are not based in Victoria. The City of Victoria could consider filling this gap.</li> <li>• There is no central hub within Victoria—all information is online or through 811.</li> <li>• There is currently no accessible resource centre for the TNB2S+ community in the City; resources appear to be geared towards seniors and youth.</li> </ul> </li> <li>• Support access to free or sliding-scale gender counselling, which would greatly benefit the community.</li> </ul>
Navigating Systems and Accessing TNB2S+ Positive Service Providers	<ul style="list-style-type: none"> <li>• Participants reported that finding trans-friendly medical practitioners is extremely difficult.</li> <li>• Consider providing incentives for health care service providers who are TNB2S+ friendly.</li> <li>• Participants also reported very limited access to mental health care; purportedly, no psychologists in the city are taking patients.</li> <li>• Participants are also seeking endocrinologists (not just family doctors).</li> <li>• Staff and doctors currently taking transgender patients would benefit from further TNB2S+ training and increased sensitivity.</li> <li>• TNB2S people would benefit from having more advocates to help navigate confusing systems.</li> <li>• Consider creating/supporting a Two-Spirit Society of Greater Victoria.</li> <li>• Participants perceive major gaps—people are self-navigating through systems. <ul style="list-style-type: none"> <li>• Is it possible for the City to create a list of resources for TNB2S+ people to access (service providers that are either TNB2S+ themselves or TNB2S+ competent)?</li> </ul> </li> <li>• Sometimes, the services that exist to help are where community members experience the most harm/trauma.</li> <li>• Consider providing more access to legal advice and transgender friendly/knowledgeable lawyers.</li> </ul>
Support Access to Recreational Activities and Fund Recreational Programming	<ul style="list-style-type: none"> <li>• In addition to training for staff so that all programs become TNB2S+inclusive over time, the City can implement dedicated programming, including options raised below:</li> <li>• Consider programming trans-specific gym/workout times in community centres and programs.</li> <li>• Consider providing additional support for non-binary children and youth to access sports.</li> <li>• Consider providing TNB2S+/all-bodies swims and yoga.</li> </ul>

Topic	Summary of Comments
	<ul style="list-style-type: none"> <li>• Regarding nature and park access, it was noted that there are economic barriers to getting out of the City to local beaches.</li> <li>• As a result, participants suggested a program that takes TNB2S+ individuals out into nature, outside the City.</li> <li>• Consider additional funding for outdoor recreation (for homeless/poor/TB2S+ sex workers)</li> <li>• Making all transit free (or a creating a taxi voucher program) would help provide TNB2S+ with the freedom of mobility to access nature.</li> <li>• Consider providing wheelchair access at more beaches.</li> <li>• Consider expanding LIFE pass access to TNB2S+ individuals.</li> <li>• It may be unfair to exclude students from LIFE passes on the basis that they have access to a gym through their post-secondary institution, because those gym spaces are not necessarily inclusive for trans students.</li> <li>• Evaluate the LIFE program for barriers to wellbeing and inclusion. Some participants noted inconsistently applied rules for accessing LIFE passes that negatively impact their ability to access recreation (e.g., fixed address requirement, income threshold).</li> </ul>

## Poverty Reduction and Economic Inclusion

Topic	Summary of Comments
Funding and grants to community	<ul style="list-style-type: none"> <li>Consider examining and bolstering community members and service providers who are engaged in violence response in ways that may be unique from what the police offer.</li> <li>Consider using existing funds to enrich local community organizations working enhance quality of life and safety for TNB2S+ communities.</li> <li>Consider implementing neighborhood level funding programs, such as those used by Trans Care BC and the Victoria Foundation.</li> <li>Participants suggested that the City engage with the community TNB2S+ organizations to determine what kind of funding or grants supports they might need help deliver City inclusion projects.</li> </ul>
Volunteer and employment opportunities for TNB2S+ individuals	<ul style="list-style-type: none"> <li>Participants suggested that the City: <ul style="list-style-type: none"> <li>Explicitly recruit/invite/welcome the TNB2S+ community to participate in City volunteer or temporary work opportunities;</li> <li>Formally recognize TNB2S+ individuals as an equity group and implement equity measures to hiring/recruitment strategies to encourage TNB2S+ hiring;</li> <li>Recruit TNB2S+ individuals to conduct training for City staff;</li> <li>Create transgender facilitators within City departments; and</li> <li>Bring TNB2S+ individuals to the table for all projects and programs, not just the ones serving trans-specific programs. This would help ensure that TNB2S+ concerns are reflected in all branches of City operations and programs.</li> </ul> </li> <li>Participants suggested both permanent and rotating temporary positions (with benefits)—the latter so that more TNB2S+ individuals have capacity-building employment opportunities rather than only a select few people being offered these opportunities.</li> <li>To help increase the odds of program successes, consider examining how intersecting barriers (e.g., sex work, homelessness, hospitalization, mental health) disproportionately affect TNB2S+ communities.</li> </ul>



## TNB2S+ Housing Solutions and Supports

Topic	Summary of Comments
Emergency Housing and Shelters	<ul style="list-style-type: none"> <li>• Work with existing shelters and social housing providers on TNB2S+ inclusion and safety measures, including the development of a dedicated TNB2S+ shelter.</li> <li>• This shelter needs to be staffed with TNB2S people and people who are trained in anti-oppressive practices.</li> <li>• Community members noted that shelter spaces in the City of Victoria are highly gendered and often present safety risks for unhoused TNB2S+ individuals.</li> <li>• According to community members, none of the current shelters are adequate in terms of being safe or positive spaces for TNB2S+ individuals.</li> <li>• Community members suggested that shelter staff require training. Along with this, they suggested the need for accountability and evaluation on any inclusion measures implemented at shelters going forward.</li> <li>• There is no policy from the City on being TNB2S+ inclusive in terms of accessing emergency or temporary housing.</li> <li>• Several trans women shared stories of being denied access or being unsafe in gendered service provider spaces or temporary housing.</li> <li>• Unhoused TNB2S+ people need safer places to sleep and have a right to access public spaces just as everyone else does; however, they experience heavy policing for their use of public space.</li> <li>• TNB2S+ individuals with disabilities face significant economic and social discrimination from landlords.</li> </ul>
Safer, Stable and Affordable Rental Housing	<ul style="list-style-type: none"> <li>• TNB2S+ individuals shared stories of landlord discrimination, anxiety over dealing with landlords, and challenges with maintaining housing references due to name changes and how this requires them to disclose their gender transition or status to previous and prospective landlords.</li> <li>• TNB2S+ community members also reported being evicted when landlords have noticed them transitioning.</li> <li>• Consider creating opportunities for transgender, Two-Spirit and gender diverse folks to access emergency housing funds like emergency social services funding.</li> <li>• Consider introducing rental caps for people with disabilities.</li> <li>• Create housing options that integrate family and disability needs with TNB2S+ needs.</li> <li>• Provide anti-oppression training for private operators and City staff working on housing initiatives.</li> <li>• Create an independent reporting body for tenant advocacy.</li> <li>• Create a new, dedicated task force to review instances of discrimination by landlords and respond to these cases with specialized knowledge.</li> <li>• Ensure there is housing stock available for people with disabilities.</li> <li>• Provide additional public communication regarding land/housing regulations and enforcement.</li> </ul>

27

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP

Topic	Summary of Comments
	<ul style="list-style-type: none"> <li>• Provide access to food-growing spaces in City housing.</li> <li>• Provide housing supports for TNB2S+ youth housing.</li> </ul>
Elders and Senior Housing Needs	<ul style="list-style-type: none"> <li>• Participants expressed concern that seniors and elders are hiding their gender identity when they have to move into elder care environments.</li> <li>• Housing supports and strategies for seniors need to include consideration of the needs of TNB2S+ elders.</li> </ul>

## Community Safety and Police Interactions

Topic	Summary of Comments
Interactions with Police	<ul style="list-style-type: none"> <li>Participants expressed that police are not the authority on how to create safer space for communities who disproportionately face violence from police.</li> <li>TNB2S+ community members shared stories of feeling unduly monitored by police and subject to higher degrees of surveillance, enforcement, and force.</li> <li>Many commented that police are a tool of oppression.</li> <li>As a result, many TNB2S+ people do have trust in police.</li> <li>Consider how police response is not the only tool to responding to crisis.</li> <li>Consider examining how other professionals can be part of community violence response (social workers, mental health or street nurses).</li> <li>Pride represents struggle against oppression and police represent that oppression for many queer and TNB2S+ people, especially BIPOC TNB2S+ people. As such, police support for and presence at Pride is problematic for many.</li> <li>Consider taking a formal position on if/how/why police are incorporated into Pride.</li> <li>Consider how the City can advocate for changes to situations where TNB2S+ individuals currently must go to police (for example, identification changes).</li> </ul>
Focus on the Safety of Marginalized Communities	<ul style="list-style-type: none"> <li>Consider shifting the police budget away from enforcement (which some participants believe disproportionately impacts TNB2S+ individuals) toward supporting marginalized communities' safety.</li> <li>Some participants expressed concern that the police department does not currently serve marginalized community members.</li> <li>Consider working with the department on demonstrating how they will engage with and serve the needs of marginalized communities. Suggestions to this end included: <ul style="list-style-type: none"> <li>Building additional oversight and accountability structures for police related to TNB2S+ concerns,</li> <li>Hosting a "Know Your Rights" workshop for marginalized groups (as it relates to interactions with the police),</li> <li>Implementing a TNB2S+ liaison position as an intermediary for police department interactions, so that TNB2S+ individuals have a witness/advocate when dealing with police,</li> <li>Providing training to Victims' Services regarding TNB2S+ competencies,</li> <li>Conducting outreach to TNB2S+ street youth,</li> <li>Taking an explicitly supportive position on decriminalizing sex work, and</li> <li>Putting measures in place to protect sex workers' safety.</li> </ul> </li> <li>Engage sex workers as decision-makers about plans or measures related to their safety, and conduct these consultations outside of City Hall.</li> </ul>
Take Action to Support TNB2S+ in Dealing with Hate	<ul style="list-style-type: none"> <li>Consider implementing bylaws around hate speech.</li> <li>Create public education materials on what hate speech and freedom of speech are and how they are different.</li> <li>Participants expressed a desire for stronger protections from hate speech. Suggestions to this end included:</li> </ul>

29

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP



Topic	Summary of Comments
	<ul style="list-style-type: none"> <li>• Better defining and addressing hate speech in policies in general;</li> <li>• Educating city staff on human rights laws, freedom of speech, and hate speech, so they feel supported by the City if they need to deny access to a group;</li> <li>• Implementing a protocol for City staff to recognize and shut down hate speech; and</li> <li>• Ensuring accountabilities are clear to ensure applicable policies are carried out.</li> </ul> <ul style="list-style-type: none"> <li>• It can be challenging to prove that an action is a hate crime; consider shifting burden of proof onto offenders (reverse onus).</li> <li>• Take a stand against religious or ideological groups who are spreading transphobia and misinformation.</li> <li>• TNB2S+ community members indicated feeling very unsafe online; hate groups are targeting TNB2S+ people by posting photos of TNB2S+ events on social media,</li> <li>• Are there laws to protect TNB2S+ individuals online? If there are, are these laws being enforced?</li> <li>• Consider linking community members to lawyers who can help advocate / provide free legal advice, so the community has some direction on what they can do about online harassment.</li> <li>• Consider providing access to specialists educated in online discrimination.</li> <li>• Take a stand on transphobic events or events that incite hatred towards gender non-conforming/trans people.</li> </ul>

## Creating Welcoming Public Spaces and City Facilities

Topic	Summary of Comments
Updating Restroom Facilities' Infrastructure and Safety	<ul style="list-style-type: none"> <li>Consider making more City facilities that are gender inclusive (Throughout the Lower Mainland, a number of facilities modified their changeroom spaces and took out large portions of available gendered spaces to do this).</li> <li>Urinal dividers add privacy.</li> <li>Consider additional gender-neutral washrooms for the library.</li> <li>Encourage community centres to have more inclusive washrooms.</li> <li>Consider adding change tables to all washrooms, not just those designated for women.</li> <li>Consider gender inclusive multi-stall bathrooms in City parks.</li> <li>Consider providing free menstrual supplies in all City public facilities</li> <li>Locks on all stall doors and locks on single stall public washrooms would enhance safety when using public washrooms, such as park washrooms.</li> </ul>
Updating Restroom Facility Signage	<ul style="list-style-type: none"> <li>Proposed wording for signage should be reviewed with TNB2S+ communities.</li> <li>Some participants said that design standards should be done in consultation with TNB2S+ communities, while others suggested the City look to construction best practice and other communities.</li> <li>In Vancouver, poster campaigns with inclusive messaging, featuring TNB2S people of many backgrounds, have been effective when combined with facility changes.</li> </ul>
Identify Safer Public Spaces	<ul style="list-style-type: none"> <li>Safer Space stickers have been found useful.</li> <li>There could be additional value in defining Safer Spaces as safer for people who face multiple system of oppression based on their identities (e.g., People of Colour, people with disabilities).</li> <li>Consider public communications to ensure everyone sees public spaces being defined as safer spaces and TNB2S+ inclusive space.</li> <li>It was noted that it is problematic to position police as the authorities of safety for communities who have historically faced violence or fear of violence from police. As a result, consider: <ul style="list-style-type: none"> <li>Adjusting the authority(ies) responsible for issuing Safer Space stickers, and</li> <li>Providing a non-police response to Safer Spaces related incidents.</li> </ul> </li> </ul>
New Developments and Vacant Spaces	<ul style="list-style-type: none"> <li>When City space becomes available for lease, consider providing subsidized rates to those running social/community wellness programs/services.</li> <li>Consider reviewing developmental approvals to examine the feasibility of requiring social-service provider space in bottom floors.</li> <li>Examine ways to incentivize developers to allocate space in new properties for social service providers.</li> <li>Allow vacant City space to be used free or at low cost by TNB2S+ serving community organizations.</li> </ul>

31

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP

65

## EXPLORING IDEAS FOR THE PLAN

Through multiple in-person and tele-engagement opportunities, community service providers and TNB2S+ individuals provided input on draft plan ideas, as they were being shaped and refined. This occurred alongside engagement with City staff so that actions in the plan are meaningful and appropriately prioritized and sequenced over time. The engagement process included:

- Testing and refining draft plan ideas that had been developed to date,
- Providing open-ended questions, feedback stations and small group facilitated dialogues for seeking more depth and direction on draft plan ideas, and
- Deploying a community survey asking individuals to assist with prioritizing actions, identifying important first steps and giving direction to how the City engages with the community going forward.

It's important to note that the draft plan ideas referenced in this report are only a portion of all the ideas that were assessed for inclusion in the final plan. Not every plan idea was put back to community for discussion; many of these were easily ported directly into the plan based on ample initial discussions with community and City staff.

In exploring ideas for the plan, some discussions focused on specific action items, and others focused on **how** the City implements the plan over time. These themes have been captured in the third and final section of this report, Foundations for Implementation.



32

**MNP**



## EXPLORING IDEAS FOR THE PLAN

Building on the major themes, the tables below summarize how plan ideas were received and explored by participants in community engagement opportunities. Each section below includes:

- A summary of survey responses related to the major theme,
- A description of any specific potential plan ideas that were explored through feedback stations or group dialogue during engagement sessions, and
- A summary of the feedback received related to these ideas and any relevant and related survey results.

### Demonstrating Leadership as a City and as an Employer

34 per cent of survey respondents said that Demonstrating Leadership as a City and as an Employer is very important to improving inclusion and quality of life for TNB2S+ individuals and their families.

9 per cent of survey respondents also said that Demonstrating Leadership as a City and as an Employer is important **as a first step** in affirming and improving the lives of TNB2S+ individuals and their families.

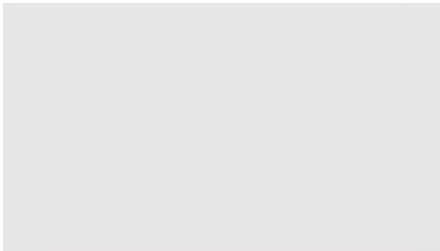
Feedback on specific actions items for the plan also included:

Engaging the Community Going Forward	
Engage TNB2S+ individuals and communities in any actions taken to advance their inclusion and quality of life	
Community Engagement Feedback	
<b>Anonymous Feedback Mechanisms</b> <ul style="list-style-type: none"> <li>• Develop and promote a feedback mechanism for TNB2S+ employees and members of the public to report negative or discriminatory interactions while using City spaces and services. This supports identifying barriers to inclusion based on day-to-day lived experience in the city.</li> </ul>	<ul style="list-style-type: none"> <li>• 41 per cent of survey respondents said this type of action is important to improving inclusion and quality of life for TNB2S+ individuals and their families.</li> <li>• 6 per cent said this action is important as a first step.</li> </ul>
<b>Ongoing TNB2S+ Engagement Group</b> <ul style="list-style-type: none"> <li>• Establish a standing committee or working group from within the community for TNB2S+ individuals to advise and potentially lead the implementation of actions or initiatives from within the City's plan.</li> <li>• Create a community liaison committee or other formal group that provides guidance and direction to staff and Council on an ongoing basis.</li> </ul>	<ul style="list-style-type: none"> <li>• City staff and Council need to engage in long-term relationship building with TNB2S+ communities.</li> <li>• Community representative bodies need clear terms of reference, scope and responsibilities and the City should be transparent in determining who sits on these groups and how they are selected.</li> <li>• People should be compensated for the labour they are doing through these groups.</li> </ul>

33

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP



- The engagement process for this project has been a great start, but it cannot be the sole, token engagement.
- It's important that the City consider Indigenous communities and models of engagement that do not fall within these settler/colonial approaches.
- 76 per cent of survey respondents indicated this action is an important first step.

## TNB2S+ Personal and Community Wellbeing

47 per cent of survey respondents said that Enabling TNB2S+ Personal and Community Wellbeing is very important to improving inclusion and quality of life for TNB2S+ communities.

17 per cent of survey respondents also said that Enabling Personal and Community Wellbeing is important **as a first step** in affirming and improving the lives of TNB2S+ individuals and their families.

Feedback on specific actions items for the plan also included:

TNB2S+ Recreation, Resources and Community Connection	
Take actions that support TNB2S+ individuals and their families in wayfinding to local resources, building community and social connection and accessing recreation and health and wellness programs and services.	
Community Engagement Feedback	
Develop a Service and Resource Guide for TNB2S+ Individuals and Their Families	<ul style="list-style-type: none"> <li>• Create a condensed resource of local health and wellness information, with pathways that are accessible and that can help people self-advocate.</li> <li>• Wayfinding for TNB2S+ community members is a critical area of local need.</li> <li>• Identifying trans-friendly places is important; however, it cannot become just a vehicle for businesses/programs to self-promote if they are not truly invested in enhancing TNB2S+ communities' inclusion and safety.</li> <li>• Inclusion in such a resource guide could be one of the benefits that the City offers to a business licensee that takes any City-provided training.</li> <li>• If the guide were updated on an annual basis, it would require those businesses to renew their competency/training to maintain a listing.</li> <li>• This guide could also have housing-related benefits to TNB2S+ communities by creating a "good landlords" list, as other cities have done.</li> <li>• The City could create this guide as an online resource with limited paper copies printed.</li> <li>• The guide could work in conjunction with a hired community navigator resource.</li> <li>• The City does not need to do this work itself and should consider granting funds to a local TNB2S+ group to do this project and maintain the guide annually.</li> <li>• While 9 per cent of survey respondents identified this as a priority action, the overall recommendation of assisting TNB2S+ individuals with wayfinding and navigating community resources was frequently discussed as an important local need.</li> </ul>
Establish a dedicated TNB2S+ Community Hub	<ul style="list-style-type: none"> <li>• Provide funding and/or space for the creation of a dedicated TNB2S+ Community Hub for Health, Wellness and Social Programming.</li> <li>• Look to community organizations like the Victoria Sexual Assault Centre (VSAC) and Victoria Native Friendship Centre as models.</li> </ul>

35

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report





for Accessing Resources, Wellness and Social Programming	<ul style="list-style-type: none"> <li>• Ideally, the TNB2S+ Community Hub should be a peer-driven safer space, with awareness initiatives to help TNB2S+ community members access it.</li> <li>• The centre could start small and grow into a one-stop shop over time.</li> <li>• The centre should hire as many TNB2S+ and BIPOC staff as possible.</li> <li>• Other staff would need to meet a specific list of competencies.</li> <li>• This Centre could provide support for TNB2S+ to help navigate social services system, especially those facing multiple barriers.</li> <li>• The Centre could include the following services and supports: <ul style="list-style-type: none"> <li>○ Street team,</li> <li>○ Decompression,</li> <li>○ Harm reduction,</li> <li>○ First aid/medical support,</li> <li>○ Community care,</li> <li>○ Food bank,</li> <li>○ Legal advice,</li> <li>○ Advocacy,</li> <li>○ Social connection and events,</li> <li>○ Counselling,</li> <li>○ Training for service workers,</li> <li>○ Education and training opportunities for community, and</li> <li>○ Access to gender-affirming treatment and gear (hormones, binders, clothing, etc.)</li> </ul> </li> <li>• The staff from the centre could also act as witnesses to come with community members to doctors, to shelters, and to other services. These interactions can be improved by having an advocate present.</li> </ul>
Support TNB2S+ Individuals' Access to Informed, Quality Health and Legal Services	<ul style="list-style-type: none"> <li>• By creating the community hub/centre, the City can create space to support legal and health needs amongst its TNB2S+ communities, such as: <ul style="list-style-type: none"> <li>○ Free legal advice to TNB2S+ people feeling unsafe or experiencing harassment; and</li> <li>○ TNB2S+ counselling.</li> </ul> </li> <li>• Trans Care BC is creating dedicated clinics and centres. Consider collaborating with Trans Care BC on the creation of this multi-use community space.</li> <li>• Write to the province advocating for incentives to trans health care providers (care &amp; health professionals who are trans/queer/racialized).</li> <li>• Consider offering subsidized space for these clinics if they have trans health care providers.</li> <li>• Create dialogue with private practice health professional about inclusive care and including inclusive language when providing care (e.g., optometrists, physiotherapists, massage therapists).</li> </ul>

Safer Places Program
Develop a Victoria Safer Place Program in partnership with TNB2S+ centred organizations in the community to identify TNB2S+ positive businesses, service providers, and spaces.
Community Engagement Feedback
<ul style="list-style-type: none"> <li>• Vancouver Police Department operates a “safe places” program; however, this program is centred around spaces that can help initiate police response and provide crisis support until police respond.</li> <li>• TNB2S+ individuals commented that such a program in Victoria would better serve the community if police response was not at the centre of the approach.</li> <li>• Providing training, signage, and ongoing support to businesses and service providers that want to be welcoming and affirming is something the City can do that helps make the City safer for TNB2S+ individuals, especially those who do feel safer accessing police.</li> <li>• It’s important to recognize that workers in a business may not all be competent and knowledgeable to support TNB2S+ people.</li> <li>• Training and competency within a space must be regularly updated, so that people do not go there thinking it is safer and end up having a harmful interaction with someone who is not TNB2S+ aware.</li> <li>• Community safety partners were supportive of this idea and the potential for the program to be developed and administered by a community-based organization through City funding, rather than through the City or police department.</li> <li>• Additionally, consider creating signage that can be used throughout the City to indicate spaces that are working to be safer, welcoming, and inclusive to TNB2S+ communities. Businesses in particular could be required to take training, and maintain that training on an ongoing basis, in order to join the program.</li> <li>• This program could be especially valuable to youth and young adults who are learning to navigate the City alone. Parents commented they worry about their TNB2S+ teens being able to know where they can go to feel supported and safer when they are in the City alone.</li> <li>• While this topic received significant attention in in-person community engagement sessions, six per cent of survey respondents identified this type of a program as a priority action.</li> </ul>



## Poverty Reduction and Economic Inclusion

78 per cent of survey respondents said that Poverty Reduction and Economic Inclusion is very important to improving inclusion and quality of life for TNB2S+ communities.

43 per cent of survey respondents also said that Poverty Reduction and Economic Inclusion is important **as a first step** in affirming and improving the lives of TNB2S+ individuals and their families.

79 per cent of survey respondents said that new roles and economic opportunities for TNB2S+ individuals to advance inclusion is an important way of engaging the community going forward.

Feedback on specific actions items for the plan also included:

Economic Inclusion Through New Roles and Positions	
Ensure TNB2S+ individuals economically benefit from work to advance their inclusion in civic life. Employ TNB2S+ individuals, especially in positions dedicated to advancing the actions within the plan.	
Community Engagement Feedback	
<b>Contracted TNB2S+ Facilitators</b> <ul style="list-style-type: none"><li>• The City will have an initial and ongoing need for community and employee information and awareness sessions.</li><li>• Contract this work out to TNB2S+ individuals to deliver on behalf of the City and/or in conjunction with TNB2S+ employees of the City who are in related roles already.</li><li>• The City may eventually evolve to developing its own in-house materials and permanent functions or roles internally for this work; however, it should remain work that prioritizes hiring TNB2S+ individuals to deliver it.</li><li>• The facilitators will work with a TNB2S+ Community Liaison function within the City.</li></ul>	<ul style="list-style-type: none"><li>• As a first step, lay the groundwork for these potential employees through external contracting so current TNB2S+ employees at the City are not being harmed/exhausted by having to educate their cisgender colleagues.</li><li>• Necessary competency for these roles would include knowledge of relational and anti-oppressive practices.</li><li>• These individuals would benefit from emotional support and mandatory training to further their learning on anti-colonial and anti-oppressive practices.</li><li>• The initial areas of focus are police, business owners, and City staff who are interacting with the public on a regular basis.</li><li>• Engage with faith-based and religious organizations.</li><li>• Work with others in the community to address and respond to hate.</li><li>• Provide inclusivity training at elderly care homes for staff and management so trans elders don't have to hide or experience mistreatment on the basis of their gender identity and expression.</li><li>• Include healthcare facilities and health professionals in the dialogue about inclusive care and including inclusive language when providing care.</li><li>• The City needs to consider what accountability measures will be placed around the plan so that</li></ul>
<b>A TNB2S+ Community Liaison</b> <ul style="list-style-type: none"><li>• Create a TNB2S+ Community Liaison function, beginning first a single role that would oversee the TNB2S+ facilitators hired to develop and deliver early initial trainings and community information sessions.</li><li>• They would also be a leader on building effective partnerships with</li></ul>	

38

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report



community agencies that support and interact with TNB2S+ individuals.

- This role would also be a lead in interfacing with the Victoria Police Department on TNB2S+ community and individuals' concerns.
- Consider making this a term position that gets evaluated and re-appointed after two years so there is further opportunity for others in the community to build employment skills and experience.
- When the City has formalized its feedback mechanisms for ongoing TNB2S+ community engagement, this liaison can eventually play a lead role in reviewing feedback/reports of discrimination and mistreatment from the community for internal action.

these individuals are not expected to advance such a large-scale change primarily through their roles.

- The work is too significant to land on the shoulders of only a few staff and contractors
- The City must be prepared to expand this team over time.

## TNB2S+ Housing Solutions and Supports

75 per cent of survey respondents said housing solutions and supports for TNB2S+ is very important to improving inclusion and quality of life for TNB2S+ communities.

43 per cent of survey respondents also said that Housing Solutions and Supports are important **as a first step** in affirming and improving the lives of TNB2S+ individuals and their families.

Feedback on specific actions items for the plan also included:

Housing Solutions and Supports
Work with existing shelters and social housing providers on TNB2S+ inclusion and safety measures, including the development of a dedicated TNB2S+ shelter.
Community Engagement Feedback
<ul style="list-style-type: none"><li>• Consider providing a gender-free shelter.</li><li>• Provide training for shelter staff on TNB2S+ inclusion.</li><li>• Address elder care homes and how older TNB2S+ individuals are impacted by moving into supported living.</li><li>• Consider how to work with social housing or subsidized housing providers to adapt their application processes in order to identify and address potential barriers and discrimination against TNB2S+ applicants.</li><li>• 32 per cent of survey respondents said that creating a dedicated TNB2S+ shelter is an action that should be a first priority for the City's plan.</li></ul>

## Community Safety and Police Interactions

69 per cent of survey respondents said that addressing Community Safety and Police Interactions for TNB2S+ are very important to improving inclusion and quality of life for TNB2S+ communities.

29 per cent of survey respondents also said that addressing Community Safety and Police Interactions are important **as a first step** in affirming and improving the lives of TNB2S+ individuals and their families.

Feedback on specific actions items for the plan also included:

Sex Worker Safety, Autonomy and Empowerment
Engage and empower sex workers to develop solutions and strategies related to their quality of life, health and safety.
Community Engagement Feedback
<ul style="list-style-type: none"><li>• The City can choose to take a non-enforcement response to sex work.</li><li>• Consider how to support and increase funding to sex worker friendly organizations.</li><li>• Help educate others in the community about sex worker competency training.</li><li>• Open dialogue with the police department about its enforcement approaches related to sex work and allow sex workers to advocate for what works and what doesn't.</li><li>• Involve sex workers in the formation of City policy on this.</li><li>• Sex workers need stable advocates when police response falls short or does harm.</li></ul>



- Draw on a mixture of professionals (lawyers) and community to address sex worker safety and quality of life.
- Community safety partners, including the Victoria Police Department, indicated a desire to continue to work with PEERS and sex workers on this change.
- 23 per cent of survey respondents said that addressing sex worker safety and sexual violence prevention in the community should be a first priority in the City's plan.

#### Peer-led Safety Networks

Support and formalize peer-led safety networks as an important part of how TNB2S+ people create and maintain safety.

#### Community Engagement Feedback

- Support trans-led safety committees and work with their knowledge of how to make and keep their communities safer.
- Don't let police go to pride events. Their violence and antagonism towards the LGBTQ+ community is what started the pride parade in the first place.
- Peer-led networks work well for conflict resolution, creating support system for and within community, maintaining accountability and non-disposability, and addressing lateral violence.
- Establish and promote awareness of TNB2S+ people to go to for support and a mobile outreach person, which should also include emergency response capabilities.
- Create a non-violent intervention hotline for support; Edmonton has this.

#### TNB2S+ Liaison for Police Interaction

Establish a community-based liaison who can support TNB2S+ in their interactions with police and accessing appropriate supports.

#### Community Engagement Feedback

- Engaged community safety partners were supportive of creating a TNB2S+ liaison to support TNB2S+ individuals.
- The Victoria Police Department and Victoria Sexual Assault Centre indicated that they have a strong working relationship and could work together towards this specific initiative.
- The Victoria Police Department and Victoria Fire Department are both keen to continue to work alongside community organizations.
- Community safety partners indicated awareness that people have assumptions, misinformation or challenges with knowing their rights and what can happen during interactions with police.
- TNB2S+ individuals should be aware that there is an outside body (the Office of the Police Complaints Commissioner) that they can report to beyond the police themselves. They should also be aware of their rights. There is insufficient community-level access to information on these topics currently.
- Community safety partners providing services to community also mentioned there can be misunderstanding about their services too, not just police interactions, and it would be

41

City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
What We Heard Engagement Summary Report

**MNP**  
LLP

75

beneficial to work with the City on ways to build understanding within the TNB2S+ community about the services available to them.

- The new TNB2S+ Community Liaison could also help bridge gaps in understanding and trust.
- Presently, police do not have mandatory training that relates to TNB2S+ inclusion.
- Police need education by someone from the community who is TNB2S+, in partnership with a TNB2S+ police officer when possible.
- Community safety partners indicated many individuals in an enforcement position want to be able to understand protocols and inclusive approaches to interacting with the public but are lacking models and mentors in their day-to-day work environment.

#### Anti-Hate Policy for Public Spaces

Establish policy to assess public booking requests for City facilities in a way that appropriately addresses when a proposed use will encourage, incite, or promote transphobia or hate speech. Work with legal counsel in the development of this policy as well procedures to ensure staff safety.

#### Community Engagement Feedback

- Community safety partners suggested that the City engage legal advisors for advice on the best way to go about approving and/or denying public permits on the basis of hate gatherings.
- When the City decides its position on moderating uses of City space, it needs to implement an anonymous or corporate response approach so that no staff are personally required to communicate if a permit has been denied to a group.
- The City should support the full prosecution for hate crimes.
- Participants expressed frustration that people who are not the target of hate crimes are often the authorities on what is and is not a hate crime.
- This sentiment also led to the perception that police and other public organizations are protecting hate groups through inaction.

## NEXT STEPS

The City of Victoria is grateful for the engagement and knowledge of the many individuals who participated in the planning process. The TNB2S+ Inclusion Action Plan will be submitted to City Council in September 2019, building on the ideas reflected in this report, alongside actions that reflect work already underway to support TNB2S+ inclusion and lessons learned from other jurisdictions' experiences. The final report will contain immediate priority actions, key tasks to enable the implementation of the plan over time, and future actions and initiatives with a three- and five-year horizon.

Although the plan has been framed as an action plan, it is expected to evolve through the ongoing engagement of TNB2S+ individuals and the families and community organizations committed to supporting them.



## FURTHER READING

Throughout the engagement process, participants from the community and from the City of Victoria referenced specific resources or recommended reading for those seeking to advance TNB2S+ inclusion, gender justice, anti-oppression, and reconciliation. To honour and extend the reach of these suggestions, a list of these resources is provided below for further reading. This list is not an exhaustive or prioritized list of best resources, but a reflection of the content participants raised during engagement opportunities.

City of Vancouver. (2019). Trans, gender Diverse, and Two-Spirit community.

<https://vancouver.ca/parks-recreation-culture/trans-gender-diverse-and-two-spirit-community.aspx>

HMCA Architecture + Design. (January, 2018) Designing for Inclusivity. Strategies for Universal Washrooms and Change Rooms. [https://hcma.ca/wp-content/uploads/2018/01/Designing\\_For\\_Inclusivity.pdf](https://hcma.ca/wp-content/uploads/2018/01/Designing_For_Inclusivity.pdf)

Province of BC. (May 18, 2018). Words Matter: Using Inclusive Language in the Workplace.

<https://www2.gov.bc.ca/assets/gov/careers/all-employees/working-with-others/words-matter.pdf>

University of Victoria Chair in Transgender Studies. (n.d.)

<https://www.uvic.ca/research/transchair/index.php>

Trans Vancouver Island <https://transvancouverisland.ca/>

Provincial Health Services Authority. Trans Care BC (n.d.) <http://www.phsa.ca/our-services/programs-services/trans-care-bc>

Vancouver Island Queer Resource Collective <http://www.Viqueercollective.com>

Saad, Layla. (2018). Me and White Supremacy. <https://www.meandwhitesupremacybook.com/>

Ambit Gender Diversity Consulting (n.d.). <https://www.ambitgenderdiversity.com/blog>

QMUNITY, Vancouver, B.C. (2019). <https://qmunity.ca/>

Sherbourne Health. (2019). <https://sherbourne.on.ca/about/>

Trans Alliance Society, Vancouver, B.C. (2010). <http://www.transalliancesociety.org/about.html>

Trans PULSE. (2019). Retrieved from <http://www.transpulseproject.ca>

DiverCity Victoria. (June 6, 2017). <https://www.youtube.com/watch?v=vctLudwDHZA&feature=youtu.be>

O'Mara, Julie, and Alan Richter. (2017) "Global diversity and inclusion benchmarks." New York: The Centre for Global Inclusion. Retrieved from <http://centreforglobalinclusion.org/gdib/#tips>



City of Victoria  
Transgender, Non-Binary and Two-Spirit Inclusion Plan  
**What We Heard Engagement Summary Report**





# City of Victoria TNB2S+ Inclusion Action Plan

Presented By:

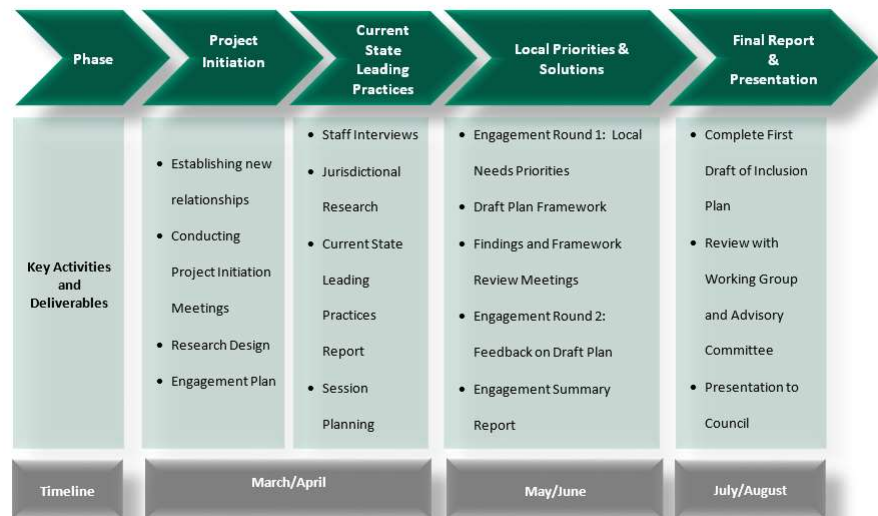
Christine Matte, Project Manager and  
Co-Facilitator

Kingsley Strudwick, Co-Facilitator

September 5, 2019



## Project Overview



## Language

- Absence or erasure of language can be a barrier to inclusion and positive change
- The terms “trans,” “non-binary,” and “Two-Spirit” describe the communities of focus (see p. 6-7 of the TNB2S+ Inclusion Action Plan)
- Other aspects of identity (race, class, ability, ...) interact with gender to impact how individuals experience barriers and inclusion.

## Community Engagement Approach



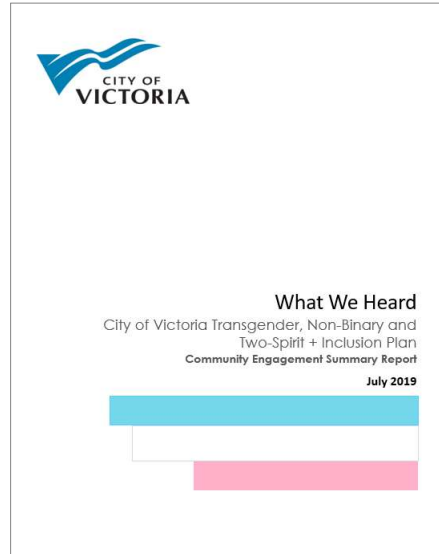
## Engagement Activities

- In-person and teleconference meetings
- Three Community Engagement Sessions
  1. Understanding Local Needs and Priorities
  2. Understanding Indigenous and Two-Spirit Experiences and Perspectives
  3. Exploring Draft Plan Ideas
- TNB2S+ Community Survey
- One-on-one meetings with service providers and community-based organizations
- Service provider-led community-based dialogues

## Engagement By the Numbers



## What We Heard From Community



## Major Themes from What We Heard



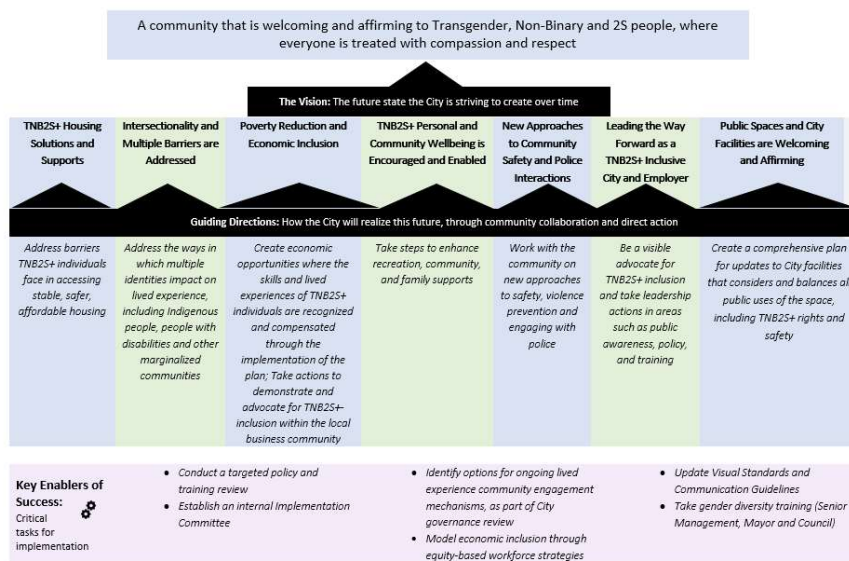


# Foundations for Decision-Making

What was learned from community, from staff, and from other jurisdictions:

- Training
- Management Leadership
- Public Awareness and Education
- Reconciliation
- Poverty Reduction, Housing and Neighbourhoods
- Accessibility
- Support for TNB2S+ Employees

## Plan Overview



## Plan Actions



### Collaborative Actions with Community

Actions that require community collaboration and engagement with the City



### Direct Actions for the City

Actions where the City will lead and has direct authority and accountability for implementing



### Key Enablers of Success

Tasks that establish the necessary structure and accountabilities to support actions in the plan

Tasks that enable staff and Council to effectively lead implementation

## Plan Actions



### Collaborative Actions with Community

- Reflect community input on what actions are meaningful and/or high priority
- Actions where community-based leadership was identified as key to how the action is undertaken
- Actions have not been assigned a timeline.

## Plan Actions



### Direct Actions for the City

**Priorities:** Meaningful first steps in support of each guiding direction

**Work Planned or Already Underway:** Existing work or commitments where the City can, or is already, taking steps to be TNB2S+ inclusive

**Future Actions:** Work the City anticipates initiating in the longer-term, with time horizons indicated as 1 to 3 years, 3 to 5 years or 5+ years.

## How the City Moves Forward

Community engagement feedback about how the City approaches implementing the plan.

- Relational and Anti-Oppressive Practice
- Two-Spirit and Indigenous Engagement
- Police Engagement
- Community Partnerships
- Providing Support for those Advancing Change

## Questions?

Christine Matte, Senior  
Consultant  
MNP LLP  
[Christine.matte@mnp.ca](mailto:Christine.matte@mnp.ca)  
(250) 824-2807





## Committee of the Whole Report For the Meeting of September 5, 2019

**To:** Committee of the Whole  
**From:** Jocelyn Jenkyns, City Manager  
**Subject:** Second Quarter Accountability Report

**Date:** August 30, 2019

### RECOMMENDATION

That Council receive this report for information.

### EXECUTIVE SUMMARY

The following report provides a summary of major achievements, accomplishment and highlights for the period of April 1, 2019 to June 30, 2019. It includes a summary of work undertaken in the second quarter of 2019 included in the Strategic Plan and Financial Plan, as well and other information that Council has directed staff to include in quarterly updates starting this year.

#### Strategic Plan Progress Report – Attachment A

A progress report on the 2019-2022 Strategic Plan is contained in Attachment A. This Attachment provides a listing of all Strategic Plan action items assigned to staff to be initiate in 2019 and organized by Strategic Objective. New in Q2 is the re-introduction of the Project Status Dashboard:

- Green = On Track
- Yellow = Some Challenges (initiative delayed by a quarter)
- Red = Major Challenges (initiative delayed by more than one quarter)
- Blue = Complete
- Black = Initiation in Future Quarters

At the end of Q2 2019, 43 of the 63 Strategic Plan initiatives were on track as planned earlier this year (68%), with an additional 5 action items being completed or in operational sustainment mode (8%). Two initiatives are experiencing minor challenges, due to a delays in meeting the original project schedules (3%). Thirteen initiatives and action items contained in the Strategic Plan had not yet been initiated at the end of June 2019, largely related to affordable housing, because of a dependency on hiring new staff in Q3 to initiate this work. A summary of project status is below.





#### Operational Highlights, Accomplishments and Metrics – Attachment B

Major operational accomplishments and metrics are contained in Appendix B and organized by department. These accomplishments include on-going arts and cultural events and supports, support to small businesses, town halls, and a number of major capital project improvements. Major projects completed in the second quarter include the grand opening of the Cecelia Ravine Park, opening of the Johnson Street Bridget underpass, and adoption of the Inclusionary Housing and Community Amenity Policy.

Also included in Attachment B are some emerging issues and challenges – these include on-going vacancies and recruitment delays for specialized positions, aging facilities and infrastructure, construction coordination with private development and utility providers on right-of-ways, as well as changes in winter weather patterns.

#### Core Service Delivery Work Plan – Attachment C

The City of Victoria provides over 200 services to citizens. Attachment C is a new addition to the quarterly update report that was introduced in the first quarter of 2019 to highlight some of the main service and program areas, as well as key activities that will be undertaken throughout the year.

#### Council Motions (Q2) – Attachment D

In addition to the work that is underway to initiate new actions in the 2019-2022 Strategic Plan and deliver on-going daily service delivery contained in the Financial Plan, Attachment D provides a summary of Motions that were approved by Council in Q2. These Motions are being provided to Council through the quarterly update for information have been categorized as into three groups as follows:

- (1) Council Added
- (2) Operational
- (3) Strategic Plan

#### Budget Update – Attachment E

An update of the operating and capital budget for the first quarter is contained in Attachment E. As of June 30, 2019, the overall operating revenues and expenditures/transfers are 73% and 35% respectively, of the annual budgeted amount. This compares to 76% and 36% to the prior fiscal period.

Revenues are expected to meet or exceed budget; revenues from short term rentals, permits and inspections and rezoning are trending higher than expected for the second quarter. Dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

Expenditures/transfers are expected to be within budget. Seasonal variations in municipal operations and accounting processes that occur outside the quarterly basis affect the proportion of revenues received or expenditures incurred to June 30, 2019. Seasonal impacts are reflected in Parks, Recreation, Sustainable Planning and Community Development and Corporate budgets due to work programs that will commence in the third and fourth quarters such as the Parks Boulevard program, summer recreation programs, Official Community Plan, Downtown Area Core Plan Canada Day celebrations.

As of June 30, 2019, the actual capital expenditures are at 18% spent of total budgeted expenditures for the year, compared to 13% in the prior year. Capital projects have varying



schedules and the majority of the work planned for 2019 is scheduled to start in Q2 and Q3.

#### Council Member Expenses – Attachment F

Attachment F contains all expenses submitted by members of Council for reimbursement during the second quarter. This is a new attachment to the quarterly report that was introduced at the start of 2019 and fulfils the strategic plan objective to more openly report on expenses.

Starting this Quarter, the carbon pricing is being added for airline travel in the Council expense report in attachment F to capture the full cost of travel. These costs will be transferred to the Climate Action Reserve.

#### Grant Update – Attachment G

Attachment G contains an update on the grant activity in Q 2019. A major achievement during the quarter was the award of a federal grant funding of \$15.3 million from the Disaster Mitigation and Adaptation Fund for upgrades to water, sanitary sewer and storm drain infrastructure.

#### Awarded Contracts – Attachment H

On March 14, 2019, Council passed a motion that directed staff to report back at quarterly updates on new contracts awarded for external procurement of goods and services where the total anticipated purchase amount exceeds \$50,000. These purchases may extend over several years and are contained Appendix H.

#### New Position Recruitment

Through the 2019 financial planning process, Victoria City Council approved 41 new positions to support advancement of strategic objectives and actions starting in 2019 identified in the 2019-2022 Strategic Plan. A summary of the status of retaining staff related to the Strategic Plan is below.

Status	Description	Number
Filled	Position has been filled or no recruitment was required	17
Active	Currently in active competition (includes advertisement, shortlisting, interviews and offer)	9
Planning	Development of a job description and/or job evaluation currently underway	15
Total		41

*\*As of August 30, 2019*

#### 2018 Statement of Financial Information – Attachment I

The 2018 Statement of Financial Information is contained in Attachment I.

#### Council Motions referred to Quarterly Update

Through the normal deliberations of Council, the following motion was forwarded to the quarterly update on May 23, 2019.

*“That Council refers the following resolution to the next Quarterly Update, with staff providing information on the resource implications of proceeding with the action outlined:*

- 1. That Council amends the Strategic Plan 2019-2022 to include the new 2020 action: “Develop regulations to phase out commercial horse-drawn carriage operations on city streets by 2023, providing adequate notice to operators, employees and members of the public.”*
- 2. The Council encourages collaboration between industry, the City and provincial regulators to pursue innovation in electric-powered vehicles for*

*hire, to provide ongoing and enhanced opportunities for experiential tourism, employment and economic development.*

3. *That Council refers the recommendations in the letter received by Council on May 28, 2018 and July 25, 2018, to staff to inform revisions to regulations and policies between now and 2023.*

**Motion to Refer:**

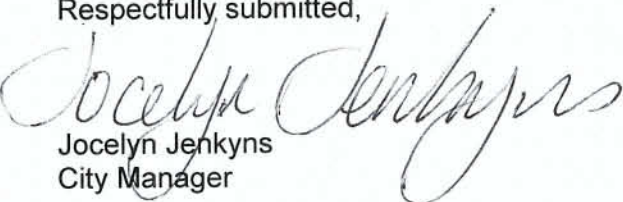
*Refer this item back to COTW pending a delegation from the BCSPCA to the COTW meeting.*

As of August 30, 2019, the meeting date has not yet been finalized, and as such, this item will be brought forward through the Third Quarter Accountability Report.

**CONCLUSIONS**

City staff are continuing work outlined contained in the 2019-2022 Strategic Plan. Within the Service Delivery Work Plan for 2019, all staff resources are fully committed and any new additional work plan items or emerging needs may be accommodated pending trade-off discussions with Council on deferring existing work plan items. The City of Victoria remains committed to transparency and accountability through the provision of quarterly reports to ensure value for tax dollars.

Respectfully submitted,



Jocelyn Jenkyns  
City Manager

**List of Attachments**





- A. Strategic Plan Progress Report
- B. Operational Plan Highlights, Achievements and Metrics
- C. Core Service Delivery Work Plan
- D. Council Motions (Q2)
- E. Budget Update
- F. Council Member Expenses
- G. Grant Update
- H. Contracts Awarded (Q2 2019)
- I. Statement of Financial Information (2018)



## Attachment A: Strategic Plan Progress Report (Q2 2019)






Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

The following attachment provides a summary of timelines and key milestones for the actions identified in the 2019-2022 Strategic Plan that are to be initiated in 2019, along with the individual project or initiative status at the end of June 30, 2019.

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>#1: Good Governance and Civic Engagement</b>							
<b>Council Expense Disclosure</b>	Improve timely publication of Council member expenses and financial disclosure statements quarterly		First Council expense report as part of Q1 update	On-going		✓	
<b>Strategic Plan Outcome Measures</b>	Develop measurement and monitoring process for Strategic Plan Outcomes	Preliminary assessment of data sources	Retain external support to develop process for outcome measures	Communicate to departments on information needs			
<b>Facilitation Training</b>	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		Planning with HR begins in late Q2	Coordination and delivery	Delivery	✓	
<b>Town Halls</b>	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	Scope options	Planning underway. Town Hall #1 June 6 (Open Topic) and Town Hall #2 on July 4 (accessibility theme)	Planning (date and theme to be determined)	Planning (date and theme To be determined)		

# Attachment A: Strategic Plan Progress Report (Q2 2019)






Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Accessibility Training	Deliver training to Council and senior staff on accessibility				Establish training scope to reflect other initiatives such as Accessibility and Transgender, Non-binary, Two Spirit Inclusion Policy		
Citizen's Assembly	Work with Saanich Council to develop and implement a Citizens Assembly process		Establish Terms of Reference			✓	
Closed Meeting Disclosure	Improve proactive disclosure of closed meeting records and decisions quarterly			Implement		✓	
Child Care at City Hall	Offer childminding service at City Hall during public hearings		Initiative Launched June 13			✓	
Youth Strategy	Continue to implement Youth Strategy		Determine 2019 workplan with existing funds.	Re-request to Council for funding support previously identified in 2019			







## Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Real Estate Strategy	Complete and implement Real Estate Strategy	Complete collection of land requirements	Determine future budget requirements and potential reserve funding models	Complete draft and conduct workshop with council	Complete Strat Plan	✓	
Renters Advisory Committee	Establish a Renters Advisory Committee	First Committee meeting				✓	
<b>#2: Reconciliation and Indigenous Relations</b>							
Reconciliation Dialogue	Create the Victoria Reconciliation Dialogues	Initial planning meetings Funding applications for external grants	Workshop planning and partnership work	Dialogues workshops held	Dialogues workshops held		
Statue Relocation	Determine appropriate context for the Sir John A. Macdonald Statue	Continue discussions through City Family					
Reconciliation Training	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	Research options	Draft Procurement Agreement	Procurement Agreement in place	Training delivery initiated		






# Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>#3. Affordable Housing</b>							
Community Amenity Contribution Policy	Develop Community Amenity Contribution Policy		Policy to COTW			✓	
Secondary Suite Grant Program	Consider a grant program for secondary suites including those that are accessible and serve an aging population			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff		
Garden Suite Grant Program	Examine a grant program to incentivize the creation of affordable garden suites			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff		
House Conversions	Update zoning regulations for additional house conversion opportunities			Updated policy to COTW and bylaw to Council for public hearing & adoption		✓	

# Attachment A: Strategic Plan Progress Report (Q2 2019)






Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Family Housing	Incentivize and mandate the creation of family-appropriate two and three bedroom rental units.			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff		
Funding for Land	Identify funding mechanisms to acquire land to facilitate federal, provincial and regional investment in affordable housing			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff		
Tax Exemptions	Explore the expanded use of tax exemptions to create more affordable housing				Project initiation in concert with rental and family housing projects		
Tiny Homes and Garden Suites	Allow tiny homes and garden suites on lots that already have secondary suites or duplexes				Project initiation		
Garden Suite Program Expansion	Expand garden suite program to allow larger units on larger lots			Project initiation	Initiate public consultation		







# Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Houseplexes and Townhouses	Undertake a city-wide planning exercise to identify suitable locations for townhouses and houseplexes; Support houseplexes as a form of multi-unit housing that provide a sensitive transition within neighbourhoods; Support more family housing including townhouses and row houses; Support new ground-oriented housing forms and lock-off suites				Project initiation		
Affordable Housing Targets	Set targets, define affordable housing, and track and measure the creation of affordable housing units	Project initiation	Update targets established in Housing Strategy update	Track and measure	Track and measure		
Rental Zoning	Implement rental-only zoning	Zoning Bylaws amended to include rental tenure definitions	Report to Council to confirm approach and Initiation	Initiate public consultation	Report to Council with Zoning Bylaw Amendments	✓	
Rental Housing Incentives	Incentivize development of rental housing and look for further opportunities to expedite and simplify development processes for affordable rental housing				Project initiation		
Affordable Housing Sites	Examine existing City land as possible sites for affordable housing and emergency shelter spaces including road-edge remnants, wide roads, 1240 Yates Street	Negotiate extension of My Place	Secure Council owner authority for Caledonia and Burnside Projects	Rezoning Process underway for Caledonia and Burnside Projects	Complete legal agreements and road closure processes if rezoning approved		

## Attachment A: Strategic Plan Progress Report (Q2 2019)







Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Tiny Homes	Allow moveable tiny homes in all backyards that currently allow garden suites at rents of no more than \$500 per month				Project initiation		
Market Rental Revitalization	Implement Market Rental Revitalization Program			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff		
<b>#4. Prosperity and Economic Inclusion</b>							
Create Jobs for the Future 2041 Action Plan	Work with DVBC to develop a downtown retail Strategy; Explore the creation of a Legacy Business Program that specifically protects and highlights longstanding local businesses that are being priced out of our neighbourhoods; Explore ways for businesses in Victoria to become living wage employers; Continue work to support entrepreneurs and small businesses; Support placemaking entrepreneurs (food trucks, more patio spaces)	Working Group Meetings	Data collection for analysis to determine areas of focus	Economic Roundtable discussions to help inform action plan	1. Public Engagement  2. Final Economic Development & Prosperity Action Plan 2.0 report to Council in Q1 of 2020		
Bastion Square Arts Hub	Secure federal, provincial and philanthropic funding and operational model for Bastion Square Creative Hub	Working Group Meetings	Business plan and operational model in progress	Community engagement			









## Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Arts and Culture Funding	Examine effectiveness of arts and culture grants funding versus direct staff support		Staff to request further direction on this action item from Council				
Living Wage Certification	Apply for certification as a Living Wage Employer		Present Policy and Implementation Plan for Council Approval	Submit certification application; Notify Unions and Suppliers			
<b>#5. Health, Well-Being and a Welcoming City</b>							
Barrier Free Business Program	Partner (potentially with the Downtown Victoria Business Association) to create a program to make businesses barrier free		Explore options with DVBA				
Vacant Storefronts	Work with Downtown Victoria Business Association for rotating mural artists to beautify empty storefronts and large windows	Stakeholder engagement	AIPP Approval. Draft Call to Artist.	Exhibition installation	Evaluation	✓	
Seniors Task Force	Create a Seniors Task Force and develop a Seniors Strategy	Initial planning meetings	Drafting TOR, convening of working group	Engagement workshops	Production of draft strategy		
Mental Health and Addictions Task Force	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	Initial planning meetings	Draft TOR, scoping review, identify and recruit task force participants, identify engagement participants, organize information gathering sessions	Organize/facilitate info gathering sessions with key individuals and groups to undertake complementary research	Collaboratively draft and finalize strategy, initiate community survey		

# Attachment A: Strategic Plan Progress Report (Q2 2019)




Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>Sexual Harassment</b>	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		Consultant contracted to begin research as part of the Municipal Alcohol Policy	Preliminary recommendations presented to Council	Municipal Alcohol Policy report to Council	✓	
<b>Accessibility Framework</b>	Develop and implement an Accessibility Framework	Complete Phase 1	Develop draft Framework and begin next phase of engagement	Draft framework and support tools review	Final report to COTW	✓	
<b>Accessible Parking Standards</b>	Adopt accessible parking standards for on-street and off-street parking			Issue RFP		✓	
<b>Transgender, Non-binary, Two Spirit Inclusion</b>	Develop a Transgender, Non-binary, Two Spirit Inclusion Policy	Award RFP and Project Kick Off	Establish Project Working Group; Hold Community Engagement Sessions	Final Report to Council		✓	
<b>Child Care Strategy</b>	Create a city-wide Childcare Strategy and Action Plan	Working group meetings	Working group meetings and engagement workshops	Working group meetings and engagement workshops	Write Strategy and Action Plan		
<b>LIFE Program</b>	Update the LIFE Pass program to year-round registration and two-year terms		Project planning	Complete Program updates for July 1 implementation		✓	








# Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>#6: Climate Leadership and Environmental Stewardship</b>							
<b>Zero Waste Strategy</b>	Develop a Zero Waste Strategy	Undertake baseline waste generation assessment and scan of global best practices	Establish draft vision, principles, focus areas, and long-term goals for zero waste	Conduct targeted stakeholder consultations	Refine strategies and present to Council		
<b>Climate Leadership Plan</b>	Implement the Climate Leadership Plan	Progress Building retrofit strategy  Partner with the Province to offer fuel-switching incentive  Progress CLP actions and programs.	CLP Acceleration Planning - Climate Policy Workshops  Launch Corporate Energy and Emissions Management System  Climate Risk and Vulnerability Assessment updated	Annual CLP update to Council  Complete Climate Change Adaptation Plan  Launch Solar Rooftop App	Complete EV strategy and install additional EV infrastructure		
<b>Plastic Straw Ban</b>	Ban plastic straws taking into consideration accessibility needs			Summarize policy options and review precedent regulations from other jurisdictions  Begin stakeholder consultation	Review options for comprehensive single-use item bylaw		






# Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>Climate Champion Program</b>	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	Initial planning meetings  Note that the program will be broader than original 'one child, youth, adult and elder' conceptualization	Meetings with key stakeholders and partner groups, project planning	Program launch event	Continued support of climate champion activities and group check-ins		
<b>Urban Forest Master Plan</b>	Expedite Implementation of the Urban Forest Master Plan	Project Initiation	Staff Hiring	Staff Hiring/Fleet Procurement	Staff Hiring, Council Orientation		
<b>Tree Preservation Bylaw</b>	Undertake a comprehensive review and update the Tree Preservation Bylaw		Project Initiation	Bylaw update Phase 1 presented to Council	RFP development for Phase 2		
<b>Naturalization of Gardens</b>	With the exception of hanging baskets and Beacon Hill Park, between 2019 and 2022, develop and implement a plan to naturalize all garden beds on City land.	Project Initiation	City Hall beds converted		Garden bed naturalization completed		
<b>City Staff Transit</b>	Implement a City staff transit pass program		Staff to begin to look at options and costs				

## Attachment A: Strategic Plan Progress Report (Q2 2019)





Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>#7: Sustainable Transportation</b>							
<b>Child and Youth Transit Pass Program</b>	Depending on response from the VRTC, implement creative financing mechanism to fund transit for children 18 and under in Victoria	Council approval of paid Sunday on-street metered parking to fund youth transit passes	May 1 start of paid Sunday on-street metered parking	Meetings with School Districts, BC Transit and community organizations to shape program design			
<b>Low Income Bus Pass Program</b>	Explore bus pass tied to income program, including for low-income seniors (could be added to LIFE Pass program)		Determine project governance				
<b>Greenway Improvements</b>	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		Initiate project with release of new Provincial Design Guidelines				
<b>Sustainable Mobility Strategy</b>	Develop and begin implementation of the Sustainable Mobility Strategy including improvements to pedestrian, cycling and transit travel	Analysis, Consultation and Engagement	Analysis, Consultation and Engagement	Strategy Development, Consultation, Engagement	COTW Presentation		






## Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
<b>Bike Master Plan</b>	Bike Master Plan Implementation	Construction of Wharf and Humboldt AAA projects;  Design consultation on Harbour Road, Vancouver Street and Hillside/Quadra AAA projects	Initiate corridor alignment confirmation process for James Bay, Oak Bay and Burnside Gorge AAA routes	Design approval for Harbour Road, Vancouver Street and Hillside/Quadra  Hiring of temporary employees	Initiate design consultation for Haultain, Richardson, Government Street North, and Kings AAA projects		
<b>#8: Strong, Liveable Neighbourhoods</b>							
<b>Municipal Alcohol Policy</b>	Develop a Municipal Alcohol Policy to address concerns brought forward by the Late Night Advisory Committee		Consultant contracted to research and develop a Municipal Alcohol Policy	Preliminary recommendations presented to Council	Municipal Alcohol Policy report to Council	✓	
<b>Annual Neighbourhood Summit</b>	Facilitate an annual Neighbourhoods Summit to consider emerging best practices in neighbourhood placemaking, planning and engagement		Working group formed to provide guidance for Summit content			✓	
<b>Pedestrian Street</b>	Continue the 'Open Government Street to Pedestrians' pilot and consider pedestrian-only Government Street in 2020-2021 budget process		Scope project governance	Report to Council		✓	

# Attachment A: Strategic Plan Progress Report (Q2 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Status
Quadra Village Centre and Greenspace	Explore opportunities to expand the Quadra Village Community Centre and greenspace in partnership with the Downtown Blanshard Advisory Committee and the CRD	Project initiation and scoping; staff hiring plan developed	Complete Meetings with CRD, CRHD and BC Housing for draft governance proposal				
Fairfield Neighbourhood Plan	Complete the Fairfield Local Area Plan		Draft plan to Council  Initiate final phase of public engagement	Final plan to Council		✓	
Placemaking Guide and Toolkit	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 gathering places within neighbourhoods			Project Initiation	Draft Guide/Tool Kit		



## Business & Community Relations

### Highlights & Accomplishments:

#### Arts, Culture & Events:

- **Centennial Square Youth Project:** Two BBQs for youth were held in Centennial Square, in partnership with the Foundry, Coalition to End Homelessness, John Howard Society, Beacon Community Services, and others. The objective of these BBQs is to engage the youth in positive interactions with City staff and social service providers and build towards a youth driven initiative.
- **Poetry Month:** The Green Muse hosted at the Central Library branch. Readings by Yvonne Blomer, Sonnet L'Abbe, Kevin Paul, and John Barton.
- **Drawing Branches Art Installation:** Luke Ramsey's illuminated artwork and mural installed at the sx̱w̱eṉx̱w̱əŋ təṉəx̱w̱ James Bay Library Branch. A public unveiling took place on May 31, 2019.
- **Artist in Residence:** Musician Kathryn Calder announced as the next Artist in Residence for 2019-2021.
- **Commute artwork installed in bus shelters:** Six emerging artists were chosen to exhibit their works in bus shelters throughout the city.
- **Indigenous Artist in Residence Roundtables:** Staff held three roundtable discussions with a group of Indigenous artists, curators, and art administrators. The discussions were Indigenous-led, and focused on debriefing on the Indigenous Artist in Residence program and proposed improvements for the next residency.



Artist in Resident: Kathryn Caldermmute (left); Bus Shelter Project. Artwork by Andrea Fritz (right)



Drawing Branches. Artwork by Luke Ramsey



## Business & Community Relations

- **Mural Underpass for Johnson Street Bridge:** Artist Lydia Beauregard painted a mural under the Johnson Street Bridge.
- **Victoria Music Strategy:** The City's Music Advisory Committee partnered with Music BC to obtain funding through FACTOR Canada to take the next steps in developing the Victoria Music Strategy. Music BC secured Sound Diplomacy as a consultant that will work with the Committee to assess the current music ecosystem and develop an action plan for music development in Victoria.
- **Events:** The City was active with many significant events including the 157<sup>th</sup> Highland Games, the 121<sup>st</sup> Island Farms Victoria Day Parade, the expanded Khalsa Day Parade, the Times Colonist 10K, and the 5<sup>th</sup> annual Car Free Day YYJ.

### Neighbourhoods:

- **Neighbourhood Grants:** Twenty-six grants were awarded through the spring program intake, including 13 placemaking projects and 13 community events/activities.
- **Neighbourhood Day:** City staff and members of Council pre-promoted Neighbourhood Day in advance of the May 5 celebration with 'pop-up' stations in four different village corridors to hand out 'tea for two' package and encourage residents to reach out to their neighbours.



Johnson Street Bridge Underpass. Mural by Lydia Beauregard



Neighbour Day 'Pop Up' in Vic West (left); Spring Small Business Information Session at City Hall (right)



## Business & Community Relations

### Economic Development:

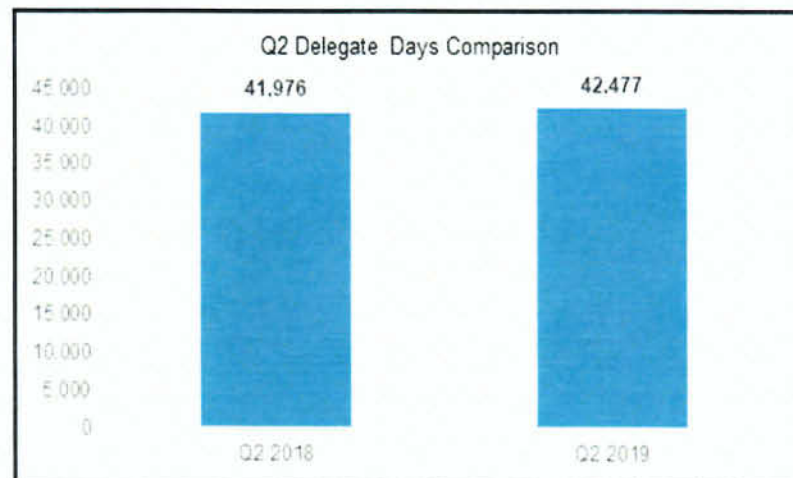
- **Small Business Information Session:** The City hosted a session at City Hall to provide information to 126 registered participants about the resources available locally and regionally for individuals interested in building prosperity in Victoria.
- **Inter-Community Business License:** The ICBL was adopted and made available to assist mobile type businesses who operate across several municipalities on Vancouver Island.
- **Events:** Douglas Magazine 10 to Watch Awards, Chamber AGM, SIPP Index Update, DVBA AGM, VIATEC Awards, Best of the City Awards, YAM Best Restaurant Awards, YYJ Eats, Thought Leaders Presentation
- **Memberships:** Became members of both the Economic Development Association of Canada (EDAC) and the Vancouver Island Economic Alliance.

### Victoria Conference Centre:

- **Events and Contracts:** Sixty-two events were held at the Victoria Conference Centre in Q2, including 12 city-wide conferences. An additional 19 contracts were executed in Q2 for future conferences, including 13 city-wide conferences.
- **Familiarization Tours:** Business Events Victoria hosted a familiarization tour for eight clients. One client confirmed a citywide conference on-site.



The Business Hub saw 128 inquiries in Q2, a slight increase from 2018.



Delegate days in Q2 showed a slight increase compared to Q2 2018.

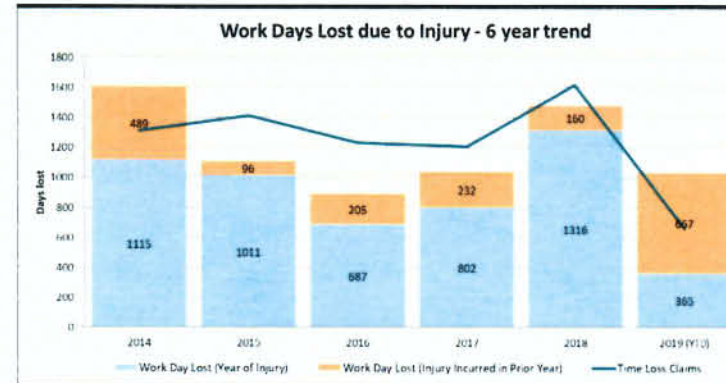
## Corporate Services

### Highlights and Accomplishments:

- **Laurel Point:** Completion of agreements supporting City acquisition of the federal government's two acres of land located at Laurel Point, after remediation, for incorporation into a new three acre City park.
- **Caledonia Affordable Housing Project:** Provide Owner's Authorization to Capital Regional Housing Corporation to initiate rezoning process on City owned lands located within the Caledonia Affordable Housing Project.
- **Real Estate Revenue:** The Real Estate portfolio increased annual revenue in the by 20% through successful completion of lease renegotiations.
- **On Street Parking Fees:** The City introduced fees for on-street metred parking on Sundays to offset future costs related transit passes for children and youth.
- **Mobile Bike Vending:** The City launched a new Program after two years of pilot projects to allow bike vending
- **Council Voting Dashboard:** A new dashboard was launched to allow the public to track individual Council member votes for every Motion, as well as attendance at meetings.

### Emerging Issues and Challenges:

- Recruitment delays for specialized and seasonal positions due to lack of qualified applicants.



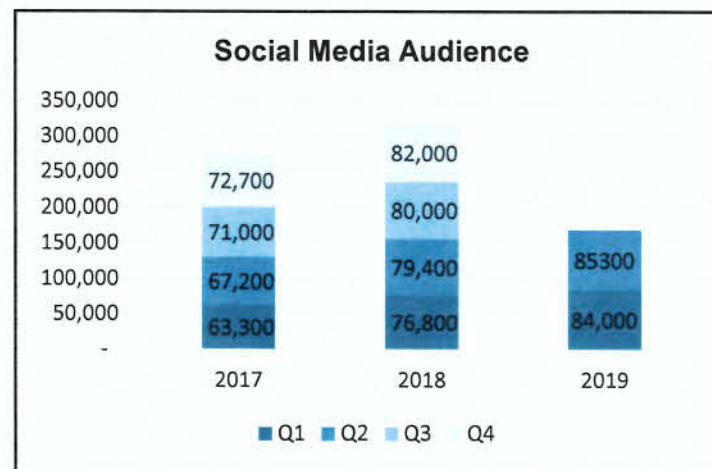
For Q2 2019, there is a significant increase in the number of work days lost due to injury in the prior year, and in the ratio of days lost due to injury in current vs prior year, reflecting the increase in the number of time loss claims in Q4 of 2018.



## Engagement

### Highlights and Accomplishments:

- Ramadan:** Mayor and Council hosted a Ramadan ceremony with Imam Ismail of the Masjid Al-Iman at City Hall. Imam Ismail spoke to the significance of Ramadan to the Muslim community. Ramadan is the holiest month in the Islamic calendar marked by fasting, contemplation and prayer.
- Town Halls:** The City held its first *Town Hall @ City Hall* on June 6. Topics for discussion were open to the public. The City has committed to hosting four Town Halls per year as part of its 2019 – 2022 Strategic Plan.
- Engagement Portal:** The City launched the *Have Your Say* engagement portal to make it easier for the community to learn about and engage with the City to inform Council's decision-making. Available on the City's website, the public can learn about current projects and share their views and input.
- Transportation Engagement:** The City reached out to the community for design input on transportation capital projects in April. There are three major neighbourhood cycling network projects proposed for 2019: Vancouver Street; Harbour Road; and a Hillside/Quadra connector.
- Events:** There were 37 engagement events, attended by more than 1,500 people and 2,227 online surveys were completed.



Compared to Q2 2018, the total combined social media audience (Twitter, Facebook, Instagram) increased by 5,859 (7.38%) in Q2 2019.



Q2 2019, there was an increase of 46,948 (14.19%) in user sessions on the City's website compared to Q2 2018. Source: City of Victoria.

## Engineering and Public Works

### Highlights and Accomplishments:

#### Engineering:

- **Ship Point:** Completed joint Ship Point Pier repair project with Greater Victoria Harbour Authority.
- **Zero Waste Strategy:** Advanced the Zero Waste Strategy through development of an inventory of waste generated across the city and analysis of municipal case studies and best practices.
- **Grant Funding:** The City was a successful applicant for an award of \$15.3 million from the federal Disaster Mitigation and Adaptation Fund for upgrades to water, sanitary sewer and storm drain infrastructure.

#### Utilities:

- **CRD wastewater treatment:** Supported conveyance projects.
- **Watermain Replacement:** Completed a watermain replacement along Johnson Street east of Cook Street.
- **Stormwater Mains:** Completed storm main installation along Belton, with associated road works.
- **Service Calls:** Received almost 800 service calls for water, sewer and storm services in Q2.





## Attachment B – Operational Highlights, Accomplishments and Metrics (Q2 2019)

### Public Works:

- **Public Works Day:** Hosted the 20<sup>th</sup> annual Public Works Day with 32 classes comprising of over 750 elementary students participating in 20 interactive stations.
- **Public Works Facility:** The Public Works yard and facility definition and space requirements study was completed.
- **Service Calls:** Responded to over 1400 Calls for Service, as well as prepared 46 Traffic Management Plans for special events.

### Transportation:

- **Paving:** Completed paving projects on Delta Street, Shakespeare Street, and Holly Street; Fort Street (Oak Bay to Belcher) road rehabilitation project completed with new crosswalk installation at Fern Street; and new sidewalk completed on Blackwood Street
- **Traffic Signals and Calming:** A new traffic signal at Fernwood and Johnson was installed; traffic calming project at Reno at Belton was completed; Superior & Menzies traffic signal upgrade and paving project completed.
- **Johnson Street Bridge:** The JSB underpass opened to public.
- **Bike Education:** The City sponsored Youth Cycling Skills courses at Central Middle School.

### Fleet:

- **Street Sweeper:** Delivered, commissioned and operationalized the third (and last) new street sweeper.
- **Johnson Street Bridge:** Supported the ongoing Johnson Street bridge hydraulic system maintenance procedures



## Attachment B – Operational Highlights, Accomplishments and Metrics (Q2 2019)

### Street Cleaning & Sanitation:

- **Street Cleaning:** Deployed three new street cleaning units, in addition to increased public space and sidewalk cleaning focusing on downtown, and commercial areas, and bike lanes.
- **Cigarette Butts Collection:** Program expansion completed, including installation of approximately 50 new canisters. Public feedback was very positive and many requests to install more canisters have been received.

### Streets:

- **Asphalt:** Milled and topped approximately 2500 m<sup>2</sup> of alligatored asphalt roadway as routine maintenance, sealed approximately 20,000 lineal meters of cracks along residential, collector, and arterial roads, repaired approximately 150 potholes and lifted the Johnson Street Bridge 317 times.
- **Concrete:** Poured 372 m<sup>3</sup> of concrete, removed and replaced 18 deficient sidewalk, and ground smoothed 82 linear meters of sidewalk lips to reduce trip hazards

### Surface Infrastructure:

- **Metrics:** Sign installations at occurred at 161 locations, Graffiti removal at 138 locations, and power washed, primed and painted at 88 cluster lights and 39 hydrants. Prepped and painted approximately 1100 ft of railing along Wharf Street.

### Issues and Challenges:

- Vacant positions
- Construction co-ordination across public, private projects / development and third party utilities.
- Business disruptions due to the Plaza Hotel Fire





## Parks, Recreation & Facilities

### Highlights and Accomplishments:

- **Cecelia Ravine Park Grand Opening:** On June 8<sup>th</sup>, the community was invited to an opening celebration of the new and improved Cecelia Ravine Park. Approximately 300 people joined the fun-filled event to play on the accessible playground and connect with their neighbors in the updated green space. A special thank you to the Burnside Gorge Community Centre for providing food and refreshments at the event.
- **Naturalizing Garden Beds:** Staff completed the naturalization of 15 locations in Quarter 2, including City Hall gardens and many roadway medians. Plant selection includes adaptable plants that are drought-tolerant, pest/disease resistant, pollinator-friendly, native to the region, have aesthetic value, lower maintenance and low-allergen.
- **Orca Whale Display:** The 3D horticulture Orca whale display was installed at Humboldt and Government Streets for the 9th consecutive year. Comprised of 10,000 plants, the Orca weighs 12,000 lbs and is transported by crane truck in pieces. The Orca will be displayed for 5 months.
- **Hanging Basket Program:** For 80 years, the placement of flower baskets on lamp posts every June has signaled the start of summer in Victoria. This year, 1,250 baskets were constructed and hung in the downtown core.
- **United Way Period Promise:** As part of the United Way Period Promise movement, free menstrual products were made available in public washrooms at City Hall, Crystal Pool and various downtown civic facilities.



*Cecelia Ravine Park*



*Naturalized plantings at JSB Public Realm Waterfront*

## Parks, Recreation & Facilities

- **VeeDub Skateboard Competition:** The 16<sup>th</sup> Annual Vic West (VeeDub) skateboard competition was hosted at Vic West Park on Saturday, June 8<sup>th</sup>. Skateboard Canada now recognizes the Victoria competition as one of 8 sanctioned events in Canada. This new development provides a platform for athletes to pursue their dreams of qualifying for the National Team and the Olympic Games.
- **LIFE Program Enhancement:** The City has made improvements to increase access to recreation programs and services for individuals and families with low income. Eligible residents now receive unlimited access to City of Victoria recreation facilities for a term of two years.

### Emerging Issues and Challenges

- Staffing challenges: recruitment delays for specialized and seasonal positions
- Aging facilities



*VicWest Skateboard Competition*



## *Sustainable Planning & Community Development*

### **Highlights and Accomplishments:**

- **Fairfield Neighbourhood Plan:** Staff presented a draft Fairfield Neighbourhood Plan, design guidelines and proposed Official Community Plan amendments for Council's consideration, which directed a final phase of community engagement and to return in the spring with a proposed plan for adoption.
- **Affordable Housing:** Council workshop on affordable housing was held with federal, provincial and local stakeholders to discuss new housing programs, an up-to-date market context for the development of affordable housing and opportunities for partnerships to advance a shared objective of increasing affordability in Victoria.
- **Inclusionary Housing and Community Amenity Policy:** The city adopted an Inclusionary Housing and Community Amenity Policy, aimed at increasing affordability in new strata housing developments in the City through rezoning, either through the inclusion of on-site affordable units or cash-in-lieu contributions.
- **Pollinator Habitats:** Guidelines were prepared to ensure 30% of plants provided in landscape designs be native vegetation, adapted (non-invasive) species, food bearing plants or plants that provide pollinator habitats in multi-unit residential, commercial and industrial developments throughout the city. Council directed staff to consult on the guidelines prior to public hearing consideration.
- **Heritage Conservation Area:** Staff brought forward a citizen request to study and evaluate a portion of Robert Street in the Victoria West neighbourhood for its potential as a Heritage Conservation Area in accordance with the Citizen-Led Heritage Conservation Areas Policy.



Housing Summit



Robert Street panorama

## Sustainable Planning & Community Development

### Emerging Issues and Challenges

- The Development Services Division experienced significant staff vacancies due to retirements, leaves, and career advancement, creating challenges with meeting application processing times and advancing other initiatives within desired timelines. Recruitment is underway to fill vacancies.

Total Application Volume (2015-2018)



Total Application Volumes at the end of Q2 was slightly lower than 2018 (168 compared to 185)

Total Construction Permit Value (\$000)



Construction Permit values at the end of June 2019 was approximately \$132 million, compared to \$244 million at the end of Q2 2018.



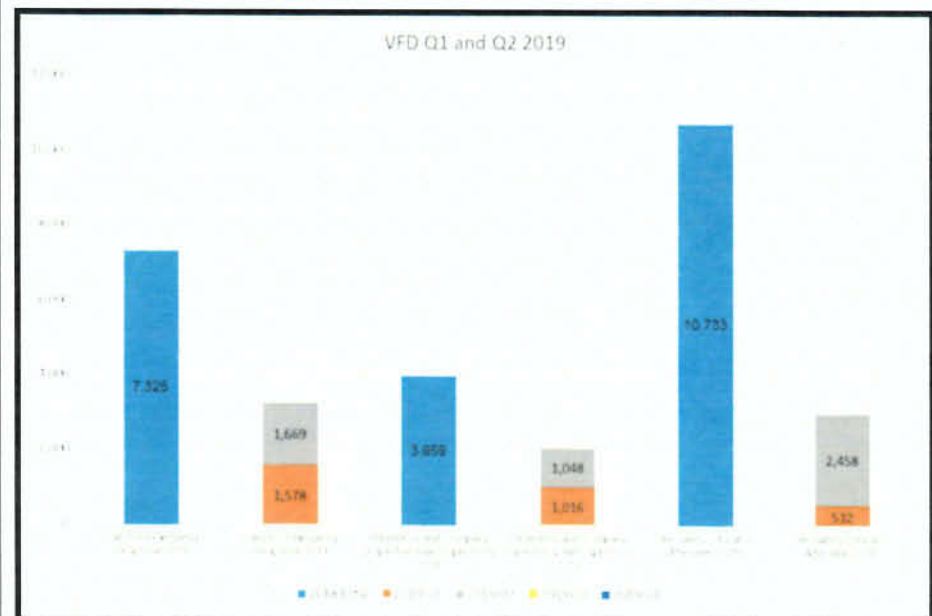
## Victoria Fire Department

### Highlights and Accomplishments:

- Emergency Operations Centre (EOC):** The EOC was activated for the first time to coordinate and support events at the 603 Pandora Fire on May 6<sup>th</sup>. The EOC consisted of Senior City staff representing all City departments to oversee operations at the site. An After-Action Report was conducted with input from the senior leadership team. In addition to the benefits and success of the activation, several recommendations and areas for improvement were identified which will be followed up on for implementation.
- Hoarding Education and Action Team:** The HEAT Team had a soft launch of the Facebook online support group "Vancouver Island Hoarding and Clutter Support." The purpose of the group is to create a local community of support and sharing for those struggling with clutter. There are currently 61 members of the new online group.
- Victoria Emergency Social Services (ESS):** The ESS provided mutual aid to Saanich in response to an apartment fire on Richmond Road - 12 Victoria ESS volunteers and 1 staff member provided over 13 hours of assistance at the reception centre. The ESS was also called out to a significant fire at Evergreen Terrace on May 17<sup>th</sup>, and provided emergency support services to 25 evacuees in the form of food, shelter, clothing, and coordination with other support agencies such as the Canadian Red Cross, Ministry of Social Development and Poverty Reduction, Santa's Anonymous, Quadra Village Community Centre, etc. to ensure a smooth transition to recovery.
- Remotely Piloted Aircraft System (RPAS):** Two staff obtained the new Transport Canada certifications, compliant to the new June 1<sup>st</sup> regulations. Six other RPAS team members completed

Firefighting Aid Provided To:	Date	Incident Type	Apparatus Deployed
Oak Bay	2019/01/15	House Fire	Engine, Rescue, Battalion
Oak Bay	2019/01/18	Apartment Fire	Engine, Ladder, Battalion
Oak Bay	2019/04/01	House Fire	Engine, Battalion
Esquimalt	2019/04/07	Apartment Fire	Engine, Rescue, Battalion
Oak Bay	2019/04/09	Apartment Fire	Engine, Battalion
Oak Bay	2019/05/03	Apartment Fire	Engine, Ladder, Battalion
Saanich	2019/06/21	Apartment Fire	2 Engines, Battalion
Esquimalt	2019/07/05	House Fire	2 Engines, Ladder, Rescue, Battalion
Firefighting Aid Provided To:	Date	Incident Type	Apparatus Deployed
Victoria	N/A	N/A	N/A

Victoria Fire Department provided firefighting aid to Saanich, Oak Bay and Esquimalt a combined total of 8 times in the first half of 2019. During this timeframe, Victoria Fire Department did not require any firefighting aid in support of its operations.

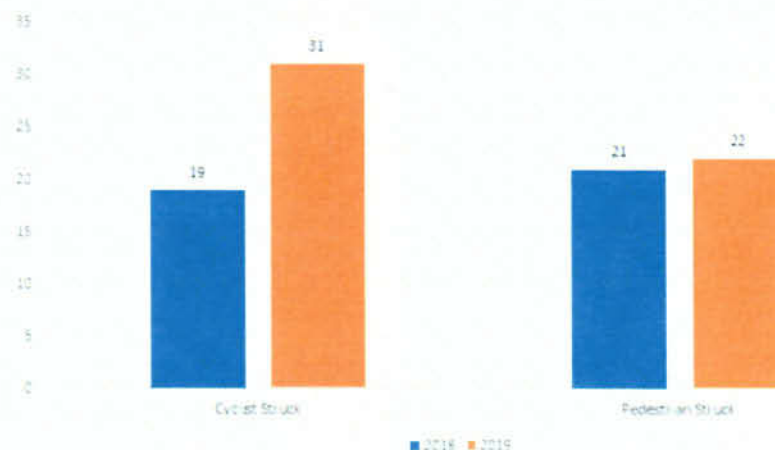


## Victoria Fire Department

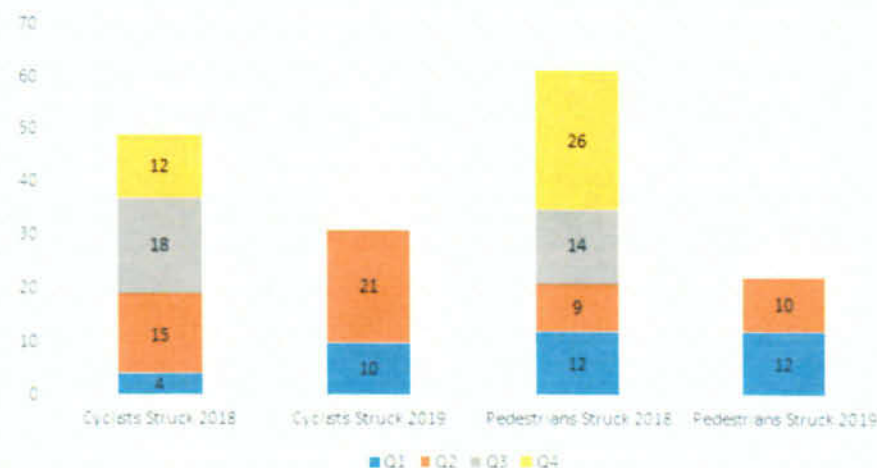
and passed their basic exams and advanced pilot flight tests, bring the program's total number of pilots up to eight. Three additional members are working on completing their advanced certification exams under the new regulations.

- Garth Homer Society:** The City partnered with the Garth Homer Society for weekly visits to the fire station. The Garth Homer Society provides day services and programming for adults with developmental disabilities. These weekly visits have proven successful and memorable for both Garth Homer clients and VFD members. Garth Homer Society volunteers also designed and participated in an emergency exercise involving activation of a Level 3 EOC and Reception Centre as well as deployment of the Cyclist Response Team, GIS and Auxiliary Communication teams.
- Rapid Damage Assessment:** The Emergency Management division hosted a Rapid Damage Assessment course presented through BC housing. 48 City staff from various departments and volunteers attended the training.
- Metrics:**
  - The Department responded to 1,669 incidents this quarter, including 139 fire responses.
  - Fire Prevention and Suppression Staff completed 1,048 Fire and Life Safety Inspections.
  - Staff completed 7,701 aggregate training hours in the first half of 2019 including Fire Officer Certification and other specialized training to meet operational requirements, meet NFPA Standards and WorkSafeBC requirements.
  - Fire Department Staff presented fire and emergency preparedness community education through 53 sessions with 2,458 attendees.

2018 vs 2019 Cyclist and Pedestrian Struck  
Top 10 wind of Q2 each year



2018 vs. 2019 Cyclist and Pedestrian Struck





Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Business Hub</b>	To guide new and existing businesses thru the City's processes, find ways to reduce or mitigate red tape, provide resources in the community to assist businesses	Business and Community Relations	CFB Esquimalt Small Business Start Up Workshop, Family Business and Young Entrepreneurs Excellence Awards	Inter-Community Business License (ICBL) Report to Council, Small Business Information Session, Business Awards; 10 to Watch, Chamber, Leadership Victoria, VIATEC	Small Business Information Session - partner with ICA, VIRCS, etc. to focus on newcomers, immigrants & refugees, Small Business BC Pop-Up	Small Business Information Session Business Awards; EcoStar, Launch Annual Business License Renewal Survey
<b>Create Victoria Master Plan</b>	Implementation of Create Victoria Arts and Culture Master Plan	Business and Community Relations	Research and stakeholder engagement on Vacant Storefront Program.	28 Bastion Square Creative Hub: business plan development and host community workshop	Launch Mural Toolkit and Vacant Storefront Program	Draft Music Strategy ready for public feedback
<b>Creative Animation and Programming of Public Space</b>	Programming includes free arts and culture activities in Centennial Square and Cameron Bandshell, poet laureate and youth poet laureate events and readings, artist in residence and Indigenous artist in residence programs, Canada Day celebrations, public art programs, Indigenous symposium, seasonal animation and banner program.	Business and Community Relations	Calls to Artists: Commute, Commercial Alley and Summer Banner Design. Chinese New Year celebration and decor	Poetry Month events, scheduling and programming Centennial Square and Cameron Bandshell, publication of CityVibe festival brochure, launch call to artist for Artist in Residence Program. Continue to hold space for dialogue with Indigenous community regarding the next Call for Indigenous Artist in Residence Program. Summer and Event Banners	Canada Day Celebration, free programming begins in CSQ and CB, Artworks installed for Commute and Commercial Alley projects. Artist in Resident begins term.	Nominations for Youth Poet Laureate launched. Installation of Winter Animation Program. Indigenous Symposium held.
<b>Festival and Event Support</b>	Includes regulation of public space use for film and event requests, and event resource support including Festival Investment Grant program, Festival Equipment Loan program and liaison role with community groups.	Business and Community Relations		COTW report on Festival Investment Grant 2019 Allocations	COTW report on Festival Investment Grant policy and guidelines.	Applications received for Festival Investment Grant program.
<b>Late Night Program</b>	Receive input from the Late Night Advisory Committee on arising issues and interests and monitor the late night economy activity on a quarterly basis through the Multi Agency Task Force which includes City staff, VicPD, LCRB inspectors, Fire Dept and VIHA	Business and Community Relations		Contract initiated with consultant to assist with Municipal Alcohol Policy	Municipal Alcohol Policy - Report to Council on preliminary recommendations	Municipal Alcohol Policy - Report to Council
<b>Neighbourhood Liaison Activities</b>	Facilitate efforts to improve communication between neighbourhood groups and residents with the City of Victoria. Assist neighbourhoods to access information and understand City processes and decision making. Assist staff in understanding neighbourhood issues and better collaborating with neighbourhood groups and residents	Business and Community Relations		My Great Neighbourhood Grant - Spring intake Report to Council Neighbour Day Promotion Initiative	Community project bike tour event	My Great Neighbourhood Grant - Fall intake Report to Council League of Champions - workshop to commence Neighbourhood Summit Event
<b>Victoria Conference Centre</b>	Sell, manage and service 73,000 sq.ft. of space in the Victoria Conference Centre and 25,000 sq.ft. of space in Crystal Garden for conferences, special events, meetings and trade consumer shows in Victoria.	Business and Community Relations	Customer Advisory Board Annual Meeting CSAE in Ottawa GM Mission - Mississauga/Toronto, Ottawa, and Montreal	Prestige Event in Portland/Seattle Global Meetings Industry Day Cities in Sync Spring Sales Mission in Toronto/Ottawa Business Events Victoria - Spring Fam	ASAE Annual Meeting in Ohio Canadian Meetings & Events Expo in Toronto IMEX America Trade Show in Las Vegas Meetings West Live in Victoria	GM Mission in San Francisco/Seattle CSAE Conference & Showcase in Vancouver PCMA CIC Conference in Quebec City Cities in Sync Sales Mission / MPI / CSAE Holiday Showcase in Toronto/Ottawa

Service Area	Description	Department	Q1	Q2	Q3	Q4
Protocol Office	The protocol program handles various events, activities and services that benefit, promote, celebrate or enhance Victoria. The office also provides guidance and support for First Nations relationships, and works to hold events with dignitaries or when Mayor and Council are called upon to act in an official capacity.	City Manager's Office	New Years Day Levee at City Hall Hosted Minister of Environment and Regional Mayors meeting Hosted Morioka (Twin City) delegation	Marked Sikh Heritage Day for the first time at City Hall Ramadan Community Dinner at City Hall Facilitated Victoria's participation in Suzhou's (Twin City) dragon boat festival Victoria Pride Week kickoff at City Hall	Host Ugandan government & study group delegation Host Korean job-creation study group delegation	Victoria Poppy Campaign kickoff at City Hall Host Morioka (Twin City) school group Holiday Carolling Week at City Hall with local student choirs
Bylaw and Licensing Services	Responsible for bylaw enforcement (compliance and investigations), business licence reviews and compliance checks, and developing a City strategy aimed at regulating short term rental market.	City Manager's Office	Initiate Short Term Vacation Rental Enforcement Plan for non-confining operations	Initiate patrols of public space in Victoria	Complete short term rental compliance and enforcement plan	Conclude the removal of derelict boats in the Gorge waterway
Corporate Initiatives	Advance the City's Corporate Plan objectives through process and service improvements, performance measure development, and sustainment of the Project Management Framework implementation.	Corporate Services			Service Improvement Strategy Report to COTW	
Finance	Responsible for safeguarding the City's financial assets and planning to ensure the financial stability and viability of the City. Provides financial reporting and information and advice to all City departments, Council and the general public.	Corporate Services	Start of the External Audit, Application deadlines for Strategic Plan Grants, Micro Grants and Community Volunteer Grants	Annual Report and Audited Financial Statements Released	Property Taxes due July 2, Tax Sale of properties that have three years of outstanding taxes	Financial Plan Discussions
Fire Hall #1 Replacement	Replacement of the Fire Hall #1 located on Yates Street.	Corporate Services		Rezoning Process	Rezoning Process	
Human Resources - Learning Services	Plan and deliver learning programs to support corporate priorities including leadership capacity, change management and business enablers.	Corporate Services	Learning Program - Communications plan initiated Core Learning - resources launched, revise and expand Corporate New Hire Orientation Business Enabling Learning offered in support of CRM initiative - Responding Effectively to Public Emails, Effective Telephone Customer Service Business Enabling learning Project Management for Team members, IT Security offered Leadership Development Learning RFP(s) evaluated in support of three level City Leadership Development program Provide team session support to Directors/AD/Managers	Review and revise Corporate Learning and Development Policy(s) Develop Corporate Coaching Framework Launch Leadership Development (LD) Level 1 Provide succession analysis to Directors/AD/Managers	Launch Core Learning - on Reconciliation, Diversity and Inclusion Pilot Leadership Development Learning (LD) Level 1 and 2 Launch New Corporate Orientation Define Business enabling learning priorities for 2020 Evaluate P + P framework resources	Update Communications plan Update SharePoint Registration site Deliver Core Learning and Business Learning Pilot LD Level 3 Launch 2nd Cohorts of LD Level 1 and Level 2 Launch New City of Victoria mentoring program



Service Area	Description	Department	Q1	Q2	Q3	Q4
Human Resources - Health and Safety	Develop and implement safety management systems to proactively prevent workplace accidents, and coordinate rehabilitation programs to provide ill or injuries employees with stay at work and return to work opportunities.	Corporate Services	<p>Safety training: 21 course topics offered, 27 sessions, 396 employees trained, 75% Managers in PW &amp; Parks received Due Diligence training</p> <p>SJP creation/revisions for Public Works</p> <p>Violence Risk Assessment recommendations for Crystal Pool initiated</p> <p>Bi-weekly Ability Management Meetings initiated</p>	<p>New Traffic Control Regulations training</p> <p>Job Hazard Analysis and Risk Assessments for PW &amp; Parks tasks</p> <p>Focus on Increasing Jobsite Inspections in PW</p> <p>Continue to create and revise SJPs</p> <p>Start development of Contractor Management Program</p> <p>Document new Disability Management Program processes</p> <p>Initiate COR-based internal Safety Audit at PW</p>	<p>Develop Contractor Management Program</p> <p>Due Diligence training push for Managers and Supervisors City-wide</p> <p>Update OHS Program Manual and supporting documents</p> <p>Role out new DM Program</p>	<p>Implement Contractor Management Program</p> <p>Continue Safety Training for Managers and Supervisors</p> <p>Complete JHAs and Risk Assessments for PW &amp; Parks</p> <p>Roll out updated OHS Program Manual and supporting documents.</p>
Human Resources - Recruitment	Full cycle recruitment and staffing support including new employee onboarding and orientation	Corporate Services	Recruitment to new positions approved by Council through Strategic Plan and Financial Plan	Recruitment to new positions approved by Council and Fire Fighter Recruitment	Recruitment to new positions approved by Council and Fire Fighter Recruitment; Planning for 2020 Seasonal Staffing	Fire Fighter Recruitment Complete; Plan for 2020 Seasonal Temporary Recruitment
Information Technology	Helpdesk	Corporate Services	Provide IT client support to all city staff, participate in IT project work and lead corporate refresh of city's multi-function printers	Provide IT client support to all city staff, participate in IT project work and lead corporate refresh of city's multi-function printers and perform annual refresh of desktops and laptops	Provide IT client support to all city staff, participate in IT project work and continuing annual refresh of desktops and laptops	Provide IT client support to all city staff and participate in IT project work
Information Technology	Technical Infrastructure	Corporate Services	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time
Information Technology	Business Solutions	Corporate Services	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools
Legislative Services - Council Process	Legislative Services manages the council meeting process preparing and publishing Council and Committee of the Whole meetings, recording minutes and webcasting	Corporate Services	Council voting dashboard established with public launch in Q2; Framework for a rise and report policy and process for closed meetings commenced	Public launch of Council voting dashboard at COTW	Rise and report Policy to COTW	
Legislative Services - Policy	Legislative Services undertakes policy related projects on a variety of issues in the City not lead by other departments	Corporate Services	Mobile Bicycle Street Vending Regulations approved by Council; 2018 Election lessons learned report to Council; DVBA's Business Improvement Area renewal was reported to COTW and approved to proceed	BIA Renewal assent report to COTW; Cannabis Retailer Bylaw and Enforcement Approach report; Cannabis Consumption Sites Pilot Project report back; Animal Control Services Contract RFP; Intercommunity Business Licence Bylaw	Deer management regulations Animal control regulations sale of cats and dogs Council Procedure Bylaw Amendments	



Service Area	Description	Department	Q1	Q2	Q3	Q4
Parking Services	Operation of five parkades, three surface parking lots and nearly 2,000 on street parking spaces downtown.	Corporate Services	Annual update report to Council	Implementation of paid Sunday on-street metered parking to fund transit passes for youth		
Real Estate	Leads all aspects of the City's strategic real estate program and holdings including the City's active portfolio of commercial properties. In particular, the business unit seeks to maximize the City's returns from its property holdings and ensure the City has the appropriate real estate portfolio to meet its current and long terms needs	Corporate Services	Investigating and developing options for affordable housing projects and securing necessary staffing assets in support. Negotiations on Laurel Point acquisition and other David Foster Harbour Pathway projects north of JSB. Complete renewal of leases including Myplace.	Investigating and developing options for affordable housing projects. Negotiations with BC Housing on partnership MOU. Recruitment for new positions in support of affordable housing and implementation of strategic plan. Complete renewal of leases including key lease at Crystal Gardens	Caledonia and Burnside Housing Project agreements completed and rezoning initiated. Completion of Apex Competition	Acquisition of new lands in support of affordable housing. Completion of Real Estate Strategic Plan
Coastal Communities Social Procurement Initiatives	Social Procurement means leveraging a social value from your existing procurement. An additional way that local governments can direct resources towards community benefit.	Corporate Services	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities
Supply Management Services	Provides businesses and suppliers transparent, fair and equal access to business opportunities with the City. Provide purchasing expertise and advice to foster a consistent and standardized approach to purchasing within the City	Corporate Services		Develop list of purchases over \$50,000 as part of the Quarterly Reporting to Council		
Communications	Provide strategic communications for City department programs, services and initiatives.	ENG	Major Highlights: Announced Poet Laureate and Youth Poet Laureate, tsunami preparedness and neighbourhood-based Connect and Prepare, My Great Neighbourhood Grant, Coastal Communities Social Procurement, Recruitment for Victoria Red Cross Emergency Social Support Team.	Major Highlights: Strategic Plan, CityVibe Guide, Connect Summer Edition, Poetry Month, Emergency Preparedness Week, summer camps, Cecelia Ravine Opening, updated Art in Public Places Policy, announce Artist in Residence, Commute Bus shelter artists and shortlist for Victoria Book Prize Awards, Ellice Bridge repairs.	Major Highlights: Canada Day, Artist in Residence and Youth Poet Laureate, Seniors' Taskforce, Climate Champions Program, Active Living Guide, Orange Shirt Day, Victoria Book Prize Awards Gala, Victoria Fire Department recruitment, Crystal Pool maintenance shutdown	Major Highlights: Financial Plan 2020, ShakeOut, Mural Took Kit, Indigenous Arts Symposium, Annual Caroling Week at City Hall, Connect Winter Edition.
Engagement	Provide strategic engagement services for City department's programs, services and initiatives.	ENG	Developed and led engagement on the City's draft Budget and Financial Plan; launched Go Victoria: Our Mobility Future engagement strategy; Participatory Budgeting, and delivered ongoing bike lane construction engagement.	Major initiatives to include: Launch new online Engagement Portal section of City website, engagement on GoVictoria, Climate Leadership Plan, Inclusionary Housing and Housing Strategy, AAA cycling network.	Major initiatives to include: AAA cycling network, Housing Strategy, Neighbourhood Summit, Rental Zoning, Bastian Square Arts Hub, Laurel Point Park, Climate Champions, Accessibility Framework, Reconciliation Dialogues.	Major initiatives to include: Budget 2020, Local Area Planning, Urban Forest Master Plan, AAA cycling network, Housing Strategy, Zero Waste Strategy, Economic Development Taskforce, City-wide Infill Housing, Reconciliation Dialogues, Create Victoria Music Strategy
Engagement Summit	Develop, implement and evaluate the objectives and results of the City's annual Engagement Summit to inform Council's decision making.	ENG	Developed, implemented and evaluated the 2019-2022 Strategic Plan Engagement Summit.	Strategic Plan layout and design	Develop theme and event plan for 2020 Engagement Summit	Implement engagement strategy for 2020 Engagement Summit.
Participatory Budgeting	Supported annual participatory budgeting process, being led this year by the Victoria Youth Council. The 2019 theme is improving life for youth.	ENG	Support the community-led Participatory Budgeting Steering Committee.	Public voting June 16-July 19 for shortlisted proposals.	Announce winners	Implementation of projects begins
Asset Management and GIS	Implement and maintain the City's corporate asset management system. Capture, maintain, analyze and communicate the spatial location and key attributes of property parcels and City-owned infrastructure.	Engineering and Public Works	Implemented enhancements to the asset management system for Facilities. Initiated Fleet business process review.	Mapped fleet business process for review and integration into the City's asset management system.	Establish corporate asset classification standard and structure for integration of the City's asset management systems with the financial system.	Transition underground utilities engineering and operations to the corporate asset management system.



Service Area	Description	Department	Q1	Q2	Q3	Q4
Fleet Management	The project management of the procurement of all new City Fleet and Equipment assets. Life cycle management and asset management of the City of Victoria Fleet. Maintenance provision for the fleet of Police vehicles. The administration and management of the corporate vehicle registration and insurance program. Administration and management of the commercial fleet to ensure CVSE compliance	Engineering and Public Works	Ongoing Fleet management Procurement of 2018 back log of fleet replacements	Ongoing Fleet management Procurement of 2018 back log of fleet replacements Begin 2019 planned replacements	Ongoing Fleet management Procurement of 2018 back log of fleet replacements Begin 2019 planned replacements Business process review - prep. for transition to Cartegraph	Ongoing Fleet management Procurement of 2018 back log of fleet replacements Begin 2019 planned replacements Business process review - prep. for transition to Cartegraph
Land Development	Administration of land development applications including processing applications for subdivisions and strata permits, frontage and right of way construction permits, and encroachment and excavation permits.	Engineering and Public Works	Ongoing	Ongoing	Ongoing	Ongoing
Retaining Walls and Railings	Undertake the construction, maintenance and repair of city owned seawalls, railings and retaining walls	Engineering and Public Works	Ongoing	Ongoing	Ongoing	Ongoing
Streets and Surface Infrastructure	Undertake the construction, maintenance and repair of the road, sidewalk, pathway surfaces (asphalt, concrete and pavers), and the infrastructure that is placed on these surfaces, such as benches, bollards, poles etc. to ensure safety, extend the useful life, ensure good esthetics and to replace or install when required.	Engineering and Public Works	Implement annual maintenance programs and undertaking new projects on behalf of Engineering.	Implementing annual maintenance programs and undertaking new projects on behalf of Engineering.		
Transportation	Manage the planning, operations and function of the City's transportation infrastructure and associated network to support the safe movement of people, goods and services.	Engineering and Public Works	Undertake the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;  Review and process re-zoning, subdivision and/or development applications for Council's consideration;  Review and process street occupancy permits;  Review and process building permits  Undertake approved transportation policy and bylaw work  Manage requests for changes to public right-of-way including parking, loading, and speciality zones  Collect local transportation and traffic data	Continue the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;  Review and process re-zoning, subdivision and/or development applications for Council's consideration;  Review and process street occupancy permits  Review and process building permits  Continue with approved transportation policy and bylaw work  Manage requests for changes to public right-of-way including parking, loading, and speciality zones  Collect local transportation and traffic data	Continue the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;  Review and process re-zoning, subdivision and/or development applications for Council's consideration;  Review and process street occupancy permits  Review and process building permits  Continue with approved transportation policy and bylaw work  Manage requests for changes to public right-of-way including parking, loading, and speciality zones  Collect local transportation and traffic data	Continue the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;  Review and process re-zoning, subdivision and/or development applications for Council's consideration;  Review and process street occupancy permits  Review and process building permits  Continue with approved transportation policy and bylaw work  Manage requests for changes to public right-of-way including parking, loading, and speciality zones  Collect local transportation and traffic data



Service Area	Description	Department	Q1	Q2	Q3	Q4
Underground Utilities	Underground Utilities Section oversees maintenance and renewal of City's underground infrastructure (water, sanitary sewer and storm drains).	Engineering and Public Works	Holly St, Hamilton to Belmont watermain replaced. Johnson Str, east from Cook, watermain replaced. Belton St, Dominion to Reno, stormdrain installed. Fort St, Oak Bat to Belcher, storm drain replaced. Shelbourne, Kings to Haultin, storm drain lined. Humboldt St, Phase 1 force main installed. Rehabilitation of Cook St brick storm drain completed.  Ongoing design of 2020 underground infrastructure capital projects.  Ongoing review and process of building permit, subdivision, development and rezoning applications	Humboldt Street forcemain Phase 2 started. Linden sanitary sewer main installed. Lining of sanitary and stormwater mains started. Inspection of sanitary and stormwater manholes started. Menzies stormdrain replaced.  Ongoing design of 2020 underground infrastructure capital projects.  Ongoing review and process of building permit, subdivision, development and rezoning applications	Humboldt sewer forcemain Phase 2 - Contractor Shelbourne sanitary sewer - in-house Jutland watermain - in-house Basil, Blackwood and Rithet storm drains construction - Contractor Condition assessment of brick stormdrains - consultant	Completion of Humboldt sewer forcemain Phase 2 Gorge, Cave watermain construction
Waterfront Public Realm Improvements	Implementation of the designs for the public realm improvements, including a pedestrian connection underneath the Johnson Street bridge, boulevard landscaping, Janion Plaza and Northern Junk Plaza improvements, and expansion of Songhees Park.	Engineering and Public Works / Parks, Recreation and Facilities	Substantial completion of the boulevard landscaping Substantial completion of the Janion Plaza Construction of the David Foster Harbour Pathway	Completion of the David Foster Harbour Pathway Underpass connection. Procure design consultant and commence Songhees Park Expansion design development	Songhees Park Expansion detailed design, and project planning for the relocation of Commerce Canoe to Triangle Island	Songhees Park Expansion detailed design, and project planning for the relocation of Commerce Canoe to Triangle Island
Crystal Pool & Wellness Centre Replacement	Replacement of the Crystal Pool and Fitness Centre	Parks, Recreation and Facilities	Investigation of arena parking lot options with RG Facilities	Progress update to Council	Progress update to Council	Progress update to Council
Facilities - Building Services	Cleaning and janitorial support to City buildings to provide effective, healthy space for municipal operations	Parks, Recreation and Facilities	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces
Facilities - Maintenance	Preventative and corrective maintenance on 1.9 million square feet of City owned facilities	Parks, Recreation and Facilities	Elevator inspections, electrical maintenance, snow and ice removal	Roof inspection and repair program, water fountain maintenance program	Crystal Pool annual maintenance shutdown, HVAC inspection and repair program	Back-up generator testing and repair program
Facilities Master Plan	The project will deliver a plan that strategically assesses current and future requirements for City facilities. The document will be shaped by input from existing City policy/plans, staff, consultants and stakeholders.	Parks, Recreation and Facilities		Project initiation and planning	Consultant procurement	Presentation to Council for input on project scope, key deliverables
Laurel Point Park Improvement Plan	Redevelopment of the waterfront lands following the remediation project, currently underway by Transport Canada. Staff will develop a park design, with input from the community, for construction in 2020.	Parks, Recreation and Facilities	Project Initiation	Land acquisition completed	Procure Design Services Public Engagement and Design Development	Report to Council, finalize concept design and costing
Parks - Horticulture and Nursery Operations	Maintenance of all gardens in parks and medians, including hanging baskets, plantings, hedges and the orca display	Parks, Recreation and Facilities	Propagation of plants, garden bed renovations, chip trail maintenance	Hanging basket installation, orca display installation, garden and median maintenance	Hanging basket decommissioning, orca display decommissioning, garden and median maintenance, propagation of winter display plants	Garden bed renovation, winter planting program, poinsettia display installation, plant propagation



Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Parks - Infrastructure</b>	Maintenance of hard assets/ infrastructure in parks, including fences, playgrounds, outdoor sport facilities and equipment, benches, picnic tables, pathways, signage, and irrigation systems.	Parks, Recreation and Facilities	Playground and sport infrastructure safety inspections, furnishing dedication program installations	Capital construction program	Capital construction program	Capital construction program, irrigation winterization
<b>Parks - Tree Care</b>	Maintenance of public trees in parks and on boulevards. Oversight of Tree Preservation Bylaw and administration of permits for removal and pruning.	Parks, Recreation and Facilities	Tree planting program, risk assessments of existing trees and removal, annual branch pick-up program	Young tree care program, maintenance of existing trees	Young tree care program, maintenance of existing trees	Winter tree planting begins
<b>Parks - Turf and Boulevard Management</b>	Maintenance of City green space, including all parks and boulevards	Parks, Recreation and Facilities	Annual leaf pick-up program, edging program, turf top dressing begins	Field top dressing, mowing program, sport field change-over (baseball to soccer)	Mowing and weeding	Annual leaf pick-up program begins
<b>Recreation - Programs and Services</b>	Planning and delivery of community recreation programs and services	Parks, Recreation and Facilities	Winter program session, LIFE program registration, spring/summer program registration, Spring Break camps	Spring program session	Summer program session, summer day camps	Fall/winter program session, Winter Break camps
<b>Recreation - Royal Athletic Park</b>	Facility and event coordination, including sales/ ticketing, food and beverage operations, field maintenance, building operations and public inquiries.	Parks, Recreation and Facilities	Pre-season facility preparations and maintenance	Victoria HarbourCats baseball season, special events	Special events; Great Canadian Beer Festival, Rifflandia Music Festival, Brewery and the Beast	Facility maintenance
<b>Recreation - Sport</b>	Sport service coordination, including ice rink programs, sport field and court bookings	Parks, Recreation and Facilities	Sport field and ice rink rental allocation, sport court permit administration	Spring program session	Summer program session, sport field and ice rink rental allocation	Winter program session
<b>Topaz Park Improvements</b>	The Topaz Park Improvement Plan was approved in June 2018. The plan includes a phased implementation strategy that considers replacement timelines for existing amenities, impacts on park users including user groups, construction efficiencies, priorities from public consultation and financial impacts. The detailed design of the artificial turf project and design of the Southern Park enhancements are scheduled for 2019.	Parks, Recreation and Facilities	Project initiation	Council approval of design adjustment regarding the artificial turf field	Procure Design consultant	Project update to Council
<b>Centennial Square Action Plan</b>	In response to direction from the Downtown Public Realm Plan, staff initiated a planning process in early 2018 to develop an Action Plan for Centennial Square to address immediate operations, accessibility and maintenance issues, identify programming and other 'quick win' opportunities to activate the plaza, and develop a vision and strategic framework to guide phased and more comprehensive improvements over the medium and long term.	Sustainable Planning and Community Development		Report outcomes of process and engagement to Council and seek Council direction on next steps	Procure engineer and initiate design of square renewal to the upper terrace area	
<b>Community Planning</b>	Community Planning provides services to guide decision making through preparation of long range policy plans, public realm plans and heritage conservation initiatives. This includes city-wide and local area planning, zoning updates, Housing Strategy implementation, Victoria Housing Reserve Fund administration, plan monitoring and adaptation, and data collection and reporting.	Sustainable Planning and Community Development		Victoria Housing Reserve Fund applications considered by Council (March 31 application in-take). *Two applications were received in Q2 but were not brought forward to Council for consideration at the request of the applicants pending resolution of their rezoning applications.	1) OCP Annual Review and Housing Report to Council 2) OCP Amendment to update Regional Context Statement (requirement by Regional Growth Strategy)	Victoria Housing Reserve Fund applications considered by Council (September 30 application in-take)

Service Area	Description	Department	Q1	Q2	Q3	Q4
Development Services	Development Services coordinates the processing of all types of development applications including rezoning, development permit, heritage alteration permit and variance applications. Additionally it provides staff support for the Board of Variance and Council's Heritage Advisory Panel, Advisory Design Panel and Renters Advisory Committee and provides ongoing liaison with the CALUCs. This Division is also responsible for a number of short term policy initiatives and making ongoing process improvements to ensure a streamlined approach to development review.	Sustainable Planning and Community Development	Ongoing	Ongoing	Ongoing	Ongoing
Downtown Core Area Plan	Update and improve DCAP design guidelines.	Sustainable Planning and Community Development		Pre-project consultation to scope project and identify issues	Develop project plan	Initiate project
Heritage Conservation	Heritage policy initiatives, ongoing identification and conservation of heritage sites and areas	Sustainable Planning and Community Development	Citizen-Led Heritage Conservation Areas Policy approval	Authorization of Robert Street HCA Study (April 18, 2019)	Completion of Robert Street HCA study and report to Council  Report on potential Heritage Register additions (based on 50 properties recommended for inclusion in 2016)  Report on potential HCA on Lewis Street in James Bay (nomination impending)	
Permits and Inspections	Front line customer service, administrative and field review services related to the responsibilities set out in the Building and Plumbing Bylaw, Electrical Bylaw, Sign Bylaw, Liquor Licensing and other miscellaneous responsibilities. Administrative Services includes circulation of applications to all City departments, coordinating review outcomes to applicants, and record management. Regular business also includes service delivery improvements, development of online application capabilities, and delivery work flow management tools.	Sustainable Planning and Community Development	Ongoing	Ongoing	Ongoing	Ongoing
Wayfinding Implementation	Phase 1 implementation started in August 2017 and will be completed in May 2019. This phase of the project included the installation of 56 signs Downtown and along the Harbour Pathway. Phase 2 planning will carry on in 2019 with implementation in 2020.	Sustainable Planning and Community Development	Fabrication of remaining phase 1 signs; Project scope and planning of phase 2	Final installations of phase 1 signs, sighting and content prep testing for phase 2 signs, community engagement with neighbourhoods	Content development for signs, community engagement	Technical drawing prep prior to fabrication, coordination
VFD - Administration	Ongoing identification and conservation of heritage sites and areas in the City of Victoria	Victoria Fire Department			Fire Fighter Recruitment in collaboration with HR and Engagement	Fire Fighter Recruitment in collaboration with HR and Engagement



Service Area	Description	Department	Q1	Q2	Q3	Q4
VFD - Emergency Management	Training City staff and coordinating an emergency response in the event of a disaster. Responsible for facilitation of Emergency Social Service programs in post incident programs.	Victoria Fire Department	Hosted a volunteer recruitment night and a Volunteer Visioning Session to review goals and outcomes for the volunteer teams; Council Orientation of Emergency Operations Centre; Leonard Street emergency preparedness neighbourhood bench installed; completed the online Emergency Support Services training program. This program which is accessible by staff and volunteers provides an overview of Provincial Legislation, and City of Victoria ESS procedures	Complete a Cyclist Response Team Exercise integrating the new e-Bikes and cargo bikes; Delivery of Connect & Prepare workshops with BRN and CRHC housing, conducted volunteer recognition week activities, national tsunami preparedness week public education and outreach, Emergency Preparedness Week public education and outreach (San Andreas movie screening)		BC Shake Out
VFD - Fire Prevention	Provision of Fire and Life Safety Inspections to meet Fire Prevention and Regulation Bylaw, Fire Investigations as required by the Fire Services Act, and Community Education programming	Victoria Fire Department			Victoria Fire Department (VFD) and Regional Fire Department customers on a "fee for service" basis.	Fire Prevention Week; In-school Education Program - Fire Prevention and EM Staff
VFD - Mechanical	Provides mechanical maintenance and servicing of fire apparatus and equipment to the Victoria Fire Department (VFD) and Regional Fire Department customers on a "fee for service" basis. Regular maintenance of department power tools and equipment including oversight of departmental fuel and lubricant use, apparatus design, as well as the maintenance two fire boats required to support marine responses.	Victoria Fire Department			Provision of specialized mechanical maintenance and servicing of Regional Fire Department apparatus on a "fee for service" basis	Provision of specialized mechanical maintenance and servicing of Regional Fire Department apparatus on a "fee for service" basis
VFD - Suppression	Provision of Fire, Rescue, Medical and Marine emergency response	Victoria Fire Department		Fire Officer Certification		

Meeting Site	Agenda Item	Description	Work Plan Category
April 11 2019	FCM Special Advocacy Fund Election 2019 City of Victoria Contribution	<p>That Council adopt the following resolution:</p> <p>WHEREAS FCM has a long track-record of delivering gains for all Canadian municipalities, like the permanent Gas Tax Fund.</p> <p>WHEREAS FCMs hard work and influence has significantly shaped historic gains for local governments starting with our Election 2015 breakthrough, including:</p> <p>The Investing in Canada infrastructure plan a 12-year, \$180 billion federal investment in local infrastructure, from public transit to wastewater system upgrades.</p> <p>Canadas first-ever national housing strategy, including key commitments to repair and build affordable housing across the country.</p> <p>A strengthened seat at the table, including through unprecedented engagement with federal ministers, as well as with opposition leaders and the Prime Minister.</p> <p>A predictable federal allocation model for transit expansions that puts municipalities in the drivers seat.</p> <p>A \$2 billion rural and northern infrastructure fund the biggest investment of its kind in a generation.</p> <p>Better access to high-speed broadband through the federal Connect to Innovate program and the CRTC decision to mandate universal broadband access.</p> <p>New capacity-building programs on asset management and</p>	Council Added

Attachment D: Council Motions (Q2)

April 11 2019	Annual Parking Services Update	<p>That Council:</p> <p>Direct staff to bring forward amendments to the Streets and Traffic Bylaw to authorize charging fees for metered on-street parking on Sundays</p> <p>Direct staff to update the Parking Rates Policy to reflect monthly rate increases</p> <p>Direct staff to implement a four hour time limit on Sundays</p> <p>and rates in 90 minute zones to be at \$2 per hour and \$1 per hour in other areas.</p>	Council Added
April 11 2019	Municipal Survivor Challenge	<p>That Council participates in the Municipal Survivor Climate Challenge and directs staff to calculate Councils averages and send them to the Highlands Corporate Officer before April 22, 2019.</p> <p>That Council notes that collective responses to climate change by all levels of government are central to solving this problem.</p>	Council Added
April 11 2019	Paid Leave for Employees Who Have Experienced Violence	<p>That Council requests that the Mayor write, on behalf of Council, to the provincial Minister of Labour, indicating the City of Victorias support for amendments to the Employment Standards Act to provide a minimum of ten (10) days paid leave to employees who have experienced intimate, personal and relationship violence, to provide a measure of economic security for employees to leave violent relationships in order to keep themselves and their children safe.</p>	Council Added

April 11 2019	Amendment to the AVICC Climate Emergency Declaration Motion	<p>That Council endorse the proposed amendments to AVICC Resolution 16 Climate Emergency Declaration submitted by the Sunshine Coast Regional District. The deletions are struck through and the additions are in red:</p> <p>WHEREAS the impacts of climate change in the form of extreme weather events, wildfires and drought are occurring at an accelerated rate and with growing frequency throughout BC and are creating major financial, social and environmental costs which are largely being borne by local governments and the residents they serve;</p> <p>AND WHEREAS there is an urgency for action but a lack of resources and coordination to support local governments in their ability to adapt to and mitigate the ongoing effects of climate change, especially with respect to infrastructure upgrades, repairs and maintenance, and emergency preparedness measures:</p> <p>THEREFORE BE IT RESOLVED that the provincial government be urged to declare a province wide Climate Emergency and to assist local governments in achieving carbon neutrality by 2030 and a 45% reduction in greenhouse gas emissions by 2030 and a 100% reduction in greenhouse gas emissions by 2050 as per the Intergovernmental Panel on Climate Change October 2018 report. in order to emphasize the critical imperative for</p>	Council Added
---------------	---	--	---------------



Attachment D: Council Motions (Q2)

April 11 2019	Late Motion to AVICC Convention - Subsidies to Fossil Fuel Companies	<p>That Council endorse the following motion and submit to the Association of Vancouver Island and Coastal Communities as a late resolution for consideration at the 2019 Convention:</p> <p>WHEREAS the Federal government recently released a scientific report that reveals that Canada is warming at twice the global rate, the Provincial government recently approved a \$5.35-billion package of tax incentives for a \$40-billion LNG Canada megaproject, supported by \$1.275 billion from the Federal government, and, according to a 2015 report by the International Monetary Fund, the annual Federal government subsidy to the fossil fuel industry is \$46 billion;</p> <p>AND WHEREAS the funding formula for local governments has changed little since 1867 with local governments receiving roughly 8 cents of every tax dollar leaving them unprepared for the emerging and significant costs of mitigation and adaption to climate change;</p> <p>THEREFORE BE IT RESOLVED that UBCM call on the Provincial government to end all subsidies to fossil fuel companies and to invest the money instead in climate change mitigation and adaptation activities being undertaken by local governments in a predictable and</p>	Council Added
April 25 2019	CleanBC Grant Application for HVAC Replacement Project at Oaklands Community Centre	That Council approve the City's application for a CleanBC grant for the HVAC Replacement Project at Oaklands Community Centre and that the Mayor and City Clerk be authorized to execute a contribution agreement should the grant application be successful.	Council Added
April 25 2019	Carbon Pricing on Corporate Air Travel	That staff report back with potential amendments to the business travel policy to allow for carbon pricing to be considered as a factor in determining the most economical mode for transportation.	Council Added

April 25 2019	Federation of Canadian Municipalities Conference - Housing Affordability Motion	<p>That Council forward the following motion to the Federation of Canadian Municipalities for consideration as an emergency resolution at the 2019 annual conference.</p> <p>Prioritizing Housing Affordability</p> <p>WHEREAS the National Housing Strategy prioritizes housing solutions for low- and moderate income households, per FCMs recommendations;</p> <p>WHEREAS renters and homeowners at a range of income levels and in cities and communities of all sizes are increasingly unlikely to be able to access or maintain a home that is affordable to them and meets their needs;</p> <p>WHEREAS, on average, owning a home is more expensive now than at any time in the last 30 years;</p> <p>WHEREAS average rent increases are outstripping inflation in many housing markets;</p> <p>WHEREAS housing affordability pressures are exacerbated by record-high household debt-to income levels in a rising interest-rate environment;</p> <p>WHEREAS the stability of national and local housing markets has a direct linkage to national and local economic outcomes;</p>	Council Added
---------------	---	---	---------------

Attachment D: Council Motions (Q2)

April 25 2019	Carbon Pricing on Corporate Air Travel	<p>That Council:</p> <p>Adopt the principles laid out in this report as the basis for a Carbon Pricing for Air Travel Interim Policy including:</p> <p>The rate of \$150 per tonne set as the price on carbon for air travel.</p> <p>The carbon price to be funded from the travel budget set for mayor, council and staff in the annual budget.</p> <p>The carbon price calculator to be determined by the finance department based on current best practices.</p> <p>Council and staff include the price of carbon in requests for travel approval.</p> <p>The monies generated from the price on carbon to be deposited into the Citys Climate Action Reserve Fund.</p> <p>The price on carbon be reviewed as part of the CEEMS program development, and on an annual basis as part of the Citys annual update on the Climate Action Program.</p> <p>Staff be directed to include the cost of carbon, as an additional line, in the annual expense report.</p> <p>2. Direct staff to put the principles in #1 into the Citys policy template (see attached) as the Carbon Pricing on</p>	Council Added
---------------	--	---	---------------

April 25 2019	City of Montreal - Motion for International Accountability Against the Government of Myanmar	<p>MOTION TO CALL FOR INTERNATIONAL ACCOUNTABILITY OF THE GOVERNMENT OF MYANMAR FOR ITS CRIMES OF GENOCIDE AGAINST THE ROHINGYA AND OTHER MINORITIES</p> <p>WHEREAS the Parliament of Canada unanimously adopted M.P. Andrew Leslie's motion on September 20, 2018 recognizing that the crimes committed by Myanmar against the Rohingya constitute genocide;</p> <p>AND WHEREAS the "cleansing operation" by Myanmar's military caused the exodus of over 725,000 people to flee to Bangladesh creating the world's largest refugee camp and one of the world's worst humanitarian crises;</p> <p>AND WHEREAS the genocide is on-going with Myanmar continuing its persecution of the remaining Rohingya in Rakhine State;</p> <p>AND WHEREAS the Government of Myanmar is defiant in its blatant disregard of international norms and standards, imprisoning journalists, denying access to the United Nations Special Rapporteur, and burning down villages of other ethnic groups such as the Kachin, Karen, Shan, and Chin minorities;</p>	Council Added
---------------	---	---	---------------



Attachment D: Council Motions (Q2)

April 25 2019	Climate Action through a Major Expansion of Public Transit Ridership	<p>That Council endorses the following resolution and directs staff to forward copies to members of the Victoria Regional Transit Commission and to the Mayors and Councils of local governments in the Capital Region by April 26, 2019, requesting favourable consideration and resolutions of support:</p> <p>Resolution: Climate Action through a Major Expansion of Public Transit Ridership</p> <p>WHEREAS local governments in the Capital Region have declared a climate emergency, pledging to achieve carbon neutrality by 2030 to avoid the worst consequences of global warming;</p> <p>AND WHEREAS emissions from transportation generate the majority of community-based emissions within the region, meaning that switching from private vehicles to public transit has the potential to make a very large impact in achieving carbon neutrality;</p> <p>AND WHEREAS forward-looking jurisdictions around the world from Kingston, Ontario to Luxembourg and Estonia are eliminating user-fee barriers to public transit ridership, with public transit services paid through the tax system rather than at the fare box.</p> <p>THEREFORE BE IT RESOLVED THAT the City of Victoria calls</p>	Council Added
May 09 2019	Letter from the Minister of Finance	<p>That the correspondence dated April 29, 2019 from the Minister of Finance be received for information and that Council request that the Mayor write the federal government and appropriate ministers attaching this letter and requesting action on money laundering and its impact in the Province of British Columbia including launching a public inquiry.</p>	Council Added

Attachment D: Council Motions (Q2)

May 09 2019	Federation of Canadian Municipalities Conference - Housing Affordability	<p>That Council forward the following motion to the Federation of Canadian Municipalities for consideration as an emergency resolution at the 2019 annual conference.</p> <p>Prioritizing Housing Affordability</p> <p>WHEREAS the National Housing Strategy prioritizes housing solutions for low- and moderate income households, per FCMs recommendations;</p> <p>WHEREAS renters and homeowners at a range of income levels and in cities and communities of all sizes are increasingly unlikely to be able to access or maintain a home that is affordable to them and meets their needs;</p> <p>WHEREAS, on average, owning a home is more expensive now than at any time in the last 30 years;</p> <p>WHEREAS average rent increases are outstripping inflation in many housing markets;</p> <p>WHEREAS housing affordability pressures are exacerbated by record-high household debt-to income levels in a rising interest-rate environment;</p> <p>WHEREAS the stability of national and local housing</p>	Council Added
-------------	--	---	---------------

Attachment D: Council Motions (Q2)

May 23 2019	Restoring Provincial Support for Libraries	<p>WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;</p> <p>WHEREAS libraries are now so much more than books, building community and a sense of inclusion;</p> <p>WHEREAS restoring funding to libraries supports the BC Governments agenda to eliminate poverty, improve access to education, and address social justice in BC;</p> <p>WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;</p> <p>WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,</p> <p>THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.</p> <p>BE IT FURTHER RESOLVED that this resolution be</p>	Council Added
May 23 2019	Transitioning from Commercial Horse-Drawn Carriage Operations to E-Carriages	That this matter be referred back to COTW pending a delegation from the BCSPCA to the COTW meeting.	Council Added

Attachment D: Council Motions (Q2)

May 23 2019	Ensuring Appropriate Land Use at 950 Kings Road	<p>That Council:</p> <p>Direct staff to prepare and bring forward for Councils consideration necessary amendments to the Zoning Regulation Bylaw and the Official Community Plan to limit the permitted uses at 950 Kings Road to:</p> <ul style="list-style-type: none"> <li>-school;</li> <li>-park;</li> <li>-community centre;</li> <li>-gymnasium or fitness centre;</li> <li>-daycare centre;</li> <li>-art school;</li> <li>-cultural centre;</li> <li>-community garden;</li> <li>-library.</li> </ul> <p>and to restrict the maximum site coverage to:</p> <ul style="list-style-type: none"> <li>-a percentage equivalent to the current building footprint.</li> </ul> <p>and to provide the following setbacks:</p> <ul style="list-style-type: none"> <li>-westerly (side yard) setback consistent with the existing building;</li> <li>-southerly (front yard) setback consistent with the existing</li> </ul>	Council Added
-------------	--	--	---------------



May 23 2019	Supporting the Ban on Shark Fin Importation Act Bill S238	<p>Whereas:</p> <p>The Canadian Government has banned "shark finning" in Canadian waters since 1994 as has the United States (2009) and the European Community (2003), but the sale and importation of shark fins continues in cities across Canada and the world;</p> <p>In July 2012, Victoria City Council unanimously passed a motion put forward by Councillor Thornton-Joe and seconded by then Councillor Lisa Helps that Council endorse the Federation of Canadian Municipalities (FCM) resolution regarding Shark Fins and Related Products Bill C-380.</p> <p>In March 2014 the motion was narrowly defeated in Parliament by 143 nays to 138 yeas.</p> <p>On April 11, 2017, Senator Michael MacDonald introduced Bill S-238, "An Act to amend the Fisheries Act and the Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (importation of shark fins)", also referred to as "The Ban on Shark Fin Importation Act". This Bill will create a law that will prohibit the inhumane act of shark finning in Canada and ban the importation of shark fins that have been harvested through shark finning</p> <p>In the last two years, Toronto and Vancouver City Council passed a motion expressing its support to the Prime Minister and Government of Canada for Bill S238, The Ban on Shark Fin Importation Act.</p>	Council Added
May 23 2019	Application of Equity and Affordability Policies	That this entire matter be referred to the June 13 COTW meeting, for consideration following a presentation by the North Park Neighbourhood Association, and that Council suspend the Rules of Procedure at the June 6 Committee meeting to allow the North Park Neighbourhood Association to present to Council.	Council Added
June 13 2019	Police Board Special Events Budget	<p>Motion:</p> <p>That Council allocate up to \$135,300 from the 2019 contingency to fund expenses for Canada Day, non-profit run community events, and military events, with a final decision to be made at the Council meeting of June 13th after receiving a more detailed outline of Canada Day policing expenditures, a report on projected VicPD overtime expenditures for 2019 and opportunities to reduce overtime costs in the future.</p> <p>Carried</p>	Council Added

Attachment D: Council Motions (Q2)

June 13 2019	Police Board Special Events Budget	Motion:  That Council request the Mayor to work with other mayors from CRD municipalities to secure support for policing of events that serve the regional community.  Carried	Council Added
June 13 2019	Police Board Special Events Budget	Motion:  And that Council direct staff to consider alternative community safety models for special events where appropriate.  Carried	Council Added
June 13 2019	External Grant Review Committee - Grant Allocations	Motion:  That Council direct staff to contact the crossing guard society to determine the potential impact of the proposed allocation and report back on a possible alternate amount funded from contingency for consideration at a future COTW meeting. Carried	Council Added
June 13 2019	Letter from the Minister of Environment and Climate Change Strategy	Motion:  That the correspondence dated June 3, 2019 from the Minister of Environment and Climate Change Strategy be received for information.  That this matter be forwarded to the June 20 COTW meeting.  Carried  Main motion: Carried	Council Added
June 27 2019	Exploring Solar Power for the City Facility at 1240 Gladstone Avenue	Exploring Solar Power for the City Facility at 1240 Gladstone Avenue  That Council direct to staff to:  Explore the option of installing solar panels on the roof of the municipal facility at 1240 Gladstone Avenue; Consider providing property owners in the city with the option of participating in a bulk purchase of solar panels on a cost recovery basis if it is deemed advisable to install solar panels on 1240 Gladstone Avenue or another municipal facility.	Council Added

Attachment D: Council Motions (Q2)

June 27 2019	Tax Relief for the Royal Canadian Legion Trafalgar Pro Patria Branch 292	<p>Tax Relief for the Royal Canadian Legion Trafalgar Pro Patria Branch 292</p> <p>That Council provide an immediate grant to the Royal Canadian Legion Trafalgar Pro Patria Branch No. 292, in the amount of \$36,481.12, to be paid from the 2019 contingency.</p> <p>That this matter be referred to the Committee meeting when Finance presents the tax exemptions for 2020.</p>	Council Added
June 27 2019	Letters Regrading Restoration of Provincial Support for Libraries	<p>H.2 Letters Regrading Restoration of Provincial Support for Libraries</p> <p>That the correspondence regarding advocacy for the restoration of provincial funding for libraries be received for information.</p>	Council Added
June 27 2019	UBCM Motion to Allow Incorporated Municipalities to Institute Safe Speed Zones in Residential Areas	<p>UBCM Motion to Allow Incorporated Municipalities to Institute Safe Speed Zones in Residential Areas</p> <p>That Council, with Vancouver, co-submit the below motion for consideration at UBCM, to be held in September, 2019:</p> <p>WHEREAS currently, the Motor Vehicle Act (MVA) stipulates a speed limit of 50 kilometers per hour (km/h) within city limits;</p> <p>WHEREAS the probability of pedestrian survival is about 90% if struck by a motor vehicle travelling at 30 km/h, while survival is reduced to 20% if struck by a motor vehicle travelling at 50 km/h;</p> <p>WHEREAS lower speed limits are more compatible with active transportation, and create safer, better engaged, healthier and more inclusive communities;</p> <p>WHEREAS in 2015, the BC Road Safety Strategy set out the goal of zero traffic fatalities and serious injuries and discussed safe speeds. In 2016, the Provincial Health Officers Annual Report also recommended a 30 km/h speed limit in urban areas;</p> <p>WHEREAS in June 2016, as part of its position paper,</p>	Council Added



Attachment D: Council Motions (Q2)

June 27 2019	Tax Relief for the Royal Canadian Legion Trafalgar Pro Patria Branch 292	<p>Tax Relief for the Royal Canadian Legion Trafalgar Pro Patria Branch 292</p> <p>Motion Arising</p> <p>That Council submit the following motion for consideration at UBCM, to be held in September, 2019:</p> <p>WHEREAS Royal Canadian Legion Branches around British Columbia have a history of community service, neighbourhood social service partnership, and are active contributors to their host municipalities and residents, including those with and without past or current military service;</p> <p>WHEREAS most BC municipalities in which a Legion branch exists offer a mechanism to relieve tax payment, but do so in a variety of different ways (e.g. grants to offset tax payments, or exemptions based on different classes of assessments as defined and allowed by BC Assessment, or classifications of use etc.);</p> <p>WHEREAS exemption applications to municipalities depend on widely variable municipal policies and consideration of differential tax assessments;</p> <p>WHEREAS unexpected increases in property tax assessment jeopardize the future sustainability and operational capacity of Legion branches;</p>	Council Added
--------------	--	--	---------------



June 27 2019	Library Funding	<p>Library Funding</p> <p>That Council submit the following motion for consideration at UBCM, to be held in September, 2019:</p> <p>WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income level and are now so much more than books, building community and a sense of inclusion,</p> <p>AND WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries. Municipalities face downloading from upper levels of government and have few tools to raise funds. Restoring funding to libraries supports the BC Governments agenda to eliminate poverty, improve access to education, and address social justice in BC.</p> <p>THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities call on the Provincial Government to restore library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.</p>	Council Added
April 11 2019	Direction for 2020 VicPD Budget	<p>That Council requests that VicPD examine the following measures as part of the 2020 budget process:</p> <p>(a) Consolidation of exempt management positions.</p> <p>(b) Discussions with City of Victoria staff to identify potential efficiencies and cost savings to VicPD through the potential transfer of delivery of some functions from VicPD civilian employees to direct City of Victoria delivery of services, with cost recovery from the Township of Esquimalt.</p> <p>(c) Submission of detailed, transparent, and available information in time for public consultation inline with the rest of the City of Victoria budget.</p>	Operational

Attachment D: Council Motions (Q2)

April 11 2019	Conference Attendance Request for Mayor Helps: Association of Vancouver Island Coastal Communities Conference	That Council authorize the attendance and associated costs for Mayor Lisa Helps to attend the AVICC Conference to be held in Powell River, April 12-14, 2019.	Operational												
April 11 2019	Grant for the Victoria Hospitality Awards Program	That Council authorize a grant of \$950 from the Contingency Fund to cover the cost of engraving the City of Victoria pins which are given to VHAP award winners.	Operational												
April 11 2019	Attendance at the AVICC Conference, Powell River, April 12-14	That Council authorize the attendance and associated costs for Councillor Sarah Potts to attend the AVICC Conference to be held in Powell River, April 12-14, 2019.	Operational												
April 11 2019	Revenue and Tax Policy Benchmark Monitoring and 2019 Tax Rates	<p>That Council:</p> <p>Approve 2019 tax rates based on current policy as follows:</p> <table><tr><td>Residential</td><td>3.1564</td></tr><tr><td>Utility</td><td>31.6048</td></tr><tr><td>Major Industrial</td><td>10.9821</td></tr><tr><td>Light Industrial</td><td>10.9821</td></tr><tr><td>Business</td><td>10.9821</td></tr><tr><td>Rec/Non Profit</td><td>7.1031</td></tr></table> <p>Direct staff to bring forward Tax Bylaw, 2019 for first, second and third readings to the April 25, 2019 Council meeting and for adoption at the daytime Council meeting on May 2, 2019.</p>	Residential	3.1564	Utility	31.6048	Major Industrial	10.9821	Light Industrial	10.9821	Business	10.9821	Rec/Non Profit	7.1031	Operational
Residential	3.1564														
Utility	31.6048														
Major Industrial	10.9821														
Light Industrial	10.9821														
Business	10.9821														
Rec/Non Profit	7.1031														
April 11 2019	1150 McClure Street: Rezoning Application No. 00652	<p>That the following bylaw be adopted:</p> <p>1. Zoning Regulation Bylaw, Amendment Bylaw (No. 1176) No. 19-04</p> <p>2. Housing Agreement (1150 McClure Street) Bylaw 2019 No. 19-035</p>	Operational												

Attachment D: Council Motions (Q2)

April 11 2019	430 Parry Street: Rezoning Application No. 00641 and Development Permit Application No. 000528	<p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1174) No. 19-006</p> <p>2. Housing Agreement (430 Parry Street) Bylaw 2019 No. 19-007</p> <p>Development Permit with Variances Approval</p> <p>That Council authorize the issuance of Development Permit with Variances Application No. 000528 for 430 Parry Street, in accordance with:</p> <p>Plans date stamped August 30, 2018.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the required number of parking stalls from sixteen to ten</p> <p>increase the maximum site coverage from 60% to 75%</p> <p>decrease the open site space from 20% to 10.5%</p> <p>reduce the front yard setback from 5.0m to 0m</p> <p>reduce the side yard setback (north) from 2.0m to 0m.</p>	Operational
---------------	---	---	-------------

Attachment D: Council Motions (Q2)

April 11 2019	1491 Edgeware Road and 2750 Gosworth Road: Rezoning Application No. 00659 and Development Permit with Variances Application No. 00090	<p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1185) No. 19-038</p> <p>Development Permit with Variances Approval Motion:</p> <p>"That Council authorize the issuance of Development Permit with Variances Application No. 00090 for 1491 Edgeware Road and 2750 Gosworth Road, in accordance with:</p> <p>Plans date stamped January 15, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>Proposed Lot 1</p> <p>decrease the lot width from 10.0m to 9.99m</p> <p>ii. decrease the front yard setback from 6.00m to 2.48 m</p> <p>iii. decrease the rear yard setback from 6.00m to 1.50m</p> <p>iv. decrease the front yard setback for an accessory building from 18.0m to 3.74m</p> <p>v. allow an accessory building to be located in the side yard.</p>	Operational
---------------	---	--	-------------



April 11 2019	Liquor Licence Application for 301 Cook - Beagle Pub - Increase Hours (Fairfield)	<p>That Council direct staff to provide the following response to the Liquor Licensing Agency:</p> <p>Council, after conducting a review with respect to noise and community impacts, does support the application of The Beagle Pub located at 301 Cook Street having hours of operation from 11:00 am to 11:00 pm Monday through Thursday, 11:00 am to 12:00 am Friday, 9:00 am to 12:00 am Saturday, and 9:00 am to 11:00 pm Sunday.</p> <p>Providing the following comments on the prescribed considerations:</p> <p>The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request and assumptions are the noise impacts would be proportional in comparison to existing licence capacity, and associated noise levels in the vicinity. The request, if approved affects only opening hours on Saturday and Sunday allowing the establishment to open two hours early on those days and the adjustment is not likely to cause additional impacts.</p> <p>If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long term viability of the establishment.</p> <p>The views of residents were solicited via a mail out to 306</p>	Operational
---------------	---	---	-------------

Attachment D: Council Motions (Q2)

April 11 2019	933 Collinson Street - Development Permit with Variances Application No. 00086 (Fairfield)	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variance Application No. 00086 for 933 Collinson Street, in accordance with:</p> <p>Plans date stamped March 9, 2019. Development meeting all Zoning Regulation Bylaw requirements, R1-S2 Zone, except for the following variances:</p> <p>to reduce the rear yard setback from 6.0m to 2.0m (for deck and stairs) increase the site coverage from 40% to 60.1% (for deck and stairs).</p> <p>The Development Permit lapsing two years from the date of this resolution."</p>	Operational
---------------	--	--	-------------

Attachment D: Council Motions (Q2)

April 11 2019	1900 - 1912 Richmond Road - Rezoning Application No. 00651 and Development Permit Application No. 000531 (North Jubilee)	<p>Rezoning Application No. 00651</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00651 for 1900-1912 Richmond Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of the following legal documents to the satisfaction of the City Solicitor:</p> <p>Statutory Right-of-Way of 1,82m off Fort Street  Statutory Right-of-Way of 1,39m off Birch Street  Statutory Right-of-Way of 4.53m off Richmond Road  Statutory Right-of-Way of 1,44m off Ashgrove Street  Housing Agreement to secure the building as rental in perpetuity and to secure the amenity spaces as noted on plans date stamped March 14, 2019.</p> <p>Submission of revised plans that address the parking shortfall and the slope of the driveway to the underground parking.</p>	Operational
April 11 2019	2921 Gosworth Road - Rezoning Application No. 00667 and Development Permit with Variances Application No. 00096 (Oaklands)	<p>That the applicant works with staff to make changes to the proposed design and return to a Committee of the Whole meeting. Revisions should address:</p> <p>reducing the massing of the proposed house to better respond to the neighbourhood context  revise the materials and colour of the proposed house to better reflect the neighbourhood context  revise the landscaping and screening for the proposed patio for the existing house</p>	Operational

Attachment D: Council Motions (Q2)

April 25 2019	Request to Study a Portion of Robert Street as a Potential Heritage Conservation Area (Vic West)	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.	Operational
April 25 2019	Work Without Permit - 1162/1164 Kings Rd./Bylaw File #74282 (Hillside/Quadrant a)	That Council give the property owner 90 days to apply for building, plumbing and electric permits and report back to Council for Councils consideration of a Notice on Title at that time.	Operational
April 25 2019	2018 Financial Statements	That Council approve the 2018 Financial Statements.	Operational



April 25 2019	3055A Scott Street (The Original FARM): Application for a Provincial Cannabis Retail Store Licence	<p>That Council direct staff to provide the following response to the Liquor and Cannabis Regulation Branch:</p> <p>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:</p> <p>Council recommends that the LCRB issue a license to The Original FARM located at 3055A Scott Street, subject to the condition that this license not be issued until after The Original FARM obtains a Development Permit for any proposed alterations to the building exterior that are required to operate the business.</p> <p>The application has been reviewed by the Victoria Police Department, Bylaw Services Division, and Sustainable Planning and Community Development Branch and there are no site-specific comments in terms of impacts on the community.</p> <p>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.</p>	Operational
April 25 2019	1276 and 1278 Gladstone Avenue: Rezoning Application No. 00629	<p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1166) No. 19-009</p>	Operational
April 25 2019	926 and 932 Pandora Avenue: Rezoning Application No. 00605 and Development Permit Application No. 000508	<p>That this application be referred back to staff and the applicant to do further engagement with the neighbourhood and report back to Council.</p>	Operational

Attachment D: Council Motions (Q2)

May 09 2019	Attendance at the ICCA Conference, Heidelberg, Germany May 21-24, 2019	That Council authorize the attendance and associated costs for Mayor Lisa Helps to attend the International Conference on Climate Action (ICCA2019) conference to be held in Heidelberg, Germany May 21-24, 2019.	Operational
May 09 2019	Attendance at the Infrastructure Canada's Smart Cities award for SIPP in Ottawa May 12-15, 2019	That Council authorize the attendance and associated costs for Mayor Lisa Helps to meetings with Ministers Duclos and McKenna and the National Bike Summit in conjunction with her trip to Infrastructure Canada's Smart Cities awards, May 12 - 15, 2019.	Operational
May 09 2019	Festival Investment Grant 2019 Allocations	That Council approve the Festival Investment Grant allocations as recommended in Appendix 1 and 2 for total cash grants of \$276,828 and in-kind City services grants of up to \$128,700.	Operational
May 09 2019	Vehicles for Hire Bylaw	That the following bylaw be adopted:  Vehicles for Hire Bylaw, Amendment Bylaw (No. 19) No. 19-046	Operational

Attachment D: Council Motions (Q2)

May 09 2019	224 Superior Street: Rezoning and Development Permit Application No. 00582, and Heritage Alteration Permit with Variances Application No. 00007	<p>Bylaw Approval: Motion: That the following bylaw be given third reading:  Zoning Regulation Bylaw, Amendment Bylaw (No. 1141) No. 19-010</p> <p>Bylaw Approval: Motion: That the following bylaw be adopted:  Zoning Regulation Bylaw, Amendment Bylaw (No. 1141) No. 19-010 Housing Agreement (224 Superior Street) Bylaw (2019) No. 19-011</p> <p>Development Permit Approval: Motion: That Council authorize the issuance of Development Permit No. 00582 for 224 Superior Street, in accordance with:  Plans date stamped August 8, 2018. Development meeting all Zoning Regulation Bylaw The Development Permit lapsing two years from the date of this resolution</p>	Operational
May 09 2019	933 Collinson Street: Development Permit with Variance Application No. 00086	<p>Development Permit with Variances Approval: Motion: That Council authorize the issuance of Development Permit with Variance Application No. 00086 for 933 Collinson Street, in accordance with:  Plans date stamped March 9, 2019. Development meeting all Zoning Regulation Bylaw requirements, R1-S2 Zone, except for the following variances:  to reduce the rear yard setback from 6.0m to 2.0m (for deck and stairs) increase the site coverage from 40% to 60.1% (for deck and stairs).</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>	Operational



Attachment D: Council Motions (Q2)

May 09 2019	2832 and 2838 Shakespeare Street: Rezoning Application No. 00656 (Oaklands)	<p>Rezoning Application No. 00656</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00656 for 2832 and 2838 Shakespeare Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.</p> <p>Development Permit with Variances Application No. 00116</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00656, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variances Application No. 00116 for 2832 and 2838 Shakespeare Street in accordance with:</p> <p>Plans date stamped March 7, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the rear yard setback from 6.00 m to 1.80 m for Lot 2</p> <p>reduce the front yard setback for an accessory building from 18.00 m to 15.25 m for Lot</p>	Operational
May 09 2019	553 Raynor Avenue: Rezoning Application No. 00616 (Vic West)	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00616 for 553 Raynor Avenue, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set.</p>	Operational



Attachment D: Council Motions (Q2)

May 09 2019	331 / 337 St. Charles Street: Development Variance Permit Application No. 00204 (Fairfield- Gonzales)	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>"That Council authorize the issuance of Development Variance Permit Application No. 00204 for 331 and 337 St. Charles Street, in accordance with:</p> <p>Plans date stamped April 4, 2018. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the front yard setback of Lot A from 7.5m to 2.89m reduce the rear yard setback of Lot A from 9.1m to 4.5 reduce the lot width of Lot B from 15.0m to 11.64m</p> <p>reduce the front yard setback of Lot C from 7.5m to 4.78m reduce the north side yard setback of Lot C from 2.78m to 1.54m reduce the combined side yard setback of Lot C from 5.4m to 4.58m.</p> <p>Revised site plan, to the satisfaction of the Director of Sustainable Planning and Community Development, correcting the Lot A parking stall dimensions to match the landscape plan.</p> <p>The Development Permit lapsing two years from the date of this resolution."</p>	Operational
-------------	---	---	-------------

Attachment D: Council Motions (Q2)

May 09 2019	952 Johnson Street and 1400 Vancouver Street - Rezoning Application No. 00666, Development Permit with Variance Application No. 00095 and Heritage Designation Application No. 000184 (McCall's Floral Chapel) (Harris Green)	<p>Rezoning Application</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00666 for 952 Johnson Street and 1400 Vancouver Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council, and a Public Hearing date be set subject to:</p> <p>Preparation of a Housing Agreement to secure the tenure of all dwelling units as rental in perpetuity, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Registration of legal agreements on the property's title to secure public realm improvements, to the satisfaction of the Director of Engineering and Public Works.</p> <p>Heritage designation of the chapel building located at 952 Johnson Street and 1400 Vancouver Street.</p> <p>That Council authorize the street-level projecting canopies over the City Right-of-Way and anchor-pinning into the City Right-of-Way, provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.</p>	Operational
May 09 2019	1068 Chamberlain - Development Permit with Variance Application No. 00110 (Gonzales)	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variance Application No. 00110 for 1068 Chamberlain Street, in accordance with:</p> <p>Plans date stamped March 28, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>reduce the rear yard setback from 12.7m to 10.26m.</p> <p>The Development Permit lapsing two years from the date of this resolution."</p>	Operational

Attachment D: Council Motions (Q2)

May 09 2019	Storefront Cannabis Retailer Regulation Bylaw 19-053	<p>That Council direct staff to:</p> <p>Bring forward the Storefront Cannabis Retailer Regulation Bylaw 19-053 for first and second readings.</p> <p>Schedule an Opportunity for Public Comment at a regular Council meeting as an opportunity to make representations on the proposed bylaw in accordance with section 59 of the Community Charter.</p> <p>Provide notice of the intention to adopt the new Storefront Cannabis Retailer Regulation Bylaw by mail to all known storefront cannabis retailers as well as through normal advertising of Council's agenda.</p> <p>Undertake a review and analysis of business license fees once Provincial Licensing and Enforcement has stabilized.</p>	Operational
May 09 2019	Proposed Amendments to the Land Use Procedures Bylaw No. 16-028	<p>That Council give first, second and third readings for the attached Land Use Procedures Bylaw amendments which would clarify and/or revise the following:</p> <p>The Zoning Regulation Bylaw and the Zoning Bylaw 2018 are subject to this bylaw.</p> <p>A 90% refund is available until 15 business days after application submission and a 75% refund is available until 40 business days after application submission.</p> <p>If a motion to approve a development application is defeated by a vote of Council, the application is not approved and is considered closed.</p> <p>Signs are not required for any City-initiated development applications regardless of application type or number of parcels.</p> <p>All encroachment agreements are delegated to staff regardless of whether the proposed development requires approvals by Council or approvals that are delegated to staff.</p> <p>Fees for variances are payable on a one-time basis.</p> <p>No base fee is required for a Heritage Alteration Permit for a single family dwelling or duplex regardless of whether the application requires Council approval or if it is delegated to staff.</p> <p>No resubmission fee is required when an applicant resubmits plans in response to staff comments.</p> <p>Staff may specify the number and location of notice signs</p>	Operational



Attachment D: Council Motions (Q2)

May 23 2019	Support for Establishment of Regional Food and Farmland Trust	<p>That Council requests that the Mayor respond, on behalf of Council, to the Capital Regional District Board Chairs letter regarding establishing a Regional Food and Farmland Trust, indicating that Council:</p> <p>Endorses the establishment a Regional Food and Farmland Trust on a priority basis.</p> <p>Requests that the Capital Regional District prepare a Service Establishment Bylaw for referral to member local governments, based on:</p> <p>Voluntary participation among local governments; Collection of a Regional Food and Farmland Levy from ratepayers in participating local governments beginning in the 2020 Financial Plan, priced at an initial rate of \$10 per average household per year, with indexation to inflation for future years; A mandate to acquire lands to expand food production and improve access to healthy, locally grown, affordable food in perpetuity in the context of climate change.</p> <p>Requests that the Capital Regional District work with members of the agricultural sector, including established farmers as well as prospective farmers who currently lack access to land, and report back to the Capital Regional District Board with a proposed operating model for the</p>	Operational
May 23 2019	Letter from the Mayor of the Corporation of the District of Saanich	That the correspondence dated April 23, 2019 from the Mayor of the Corporation of the District of Saanich be received for information and that Council request that the Mayor on behalf of Council, write to the province on this matter.	Operational



Attachment D: Council Motions (Q2)

May 23 2019	Bylaw Amendment to Indicate Access to Sightseeing Vehicle Parking Stands	<p>That Council direct staff to:</p> <p>Bring forward amendments to Schedule D of the City of Victoria Vehicles for Hire Bylaw No. 03-060 that will allocate Sightseeing Vehicle Parking Stands as follows:</p> <ul style="list-style-type: none"> <li>a. Parking Stand 1 - CVS Cruise Victoria Ltd.;</li> <li>b. Parking Stand 2 - Gray Line Sightseeing;</li> <li>c. Parking Stand 3 - Rolling Barrel Tours;</li> <li>d. Parking Stand 4 - Wilson's Transportation Ltd.;</li> </ul> <p>And assess an additional future amendment to the bylaw should the fifth respondent to the 2018 Request for Expressions of Interest meet the emissions standards.</p> <p>That staff report back at the time renewal is considered on options and implications for expediting the transition to zero-emission vehicles.</p>	Operational
May 23 2019	3020 Douglas Street and 584 Burnside Road East - Rezoning Application No. 00676 and Development Permit with Variance Application No. 00542 (Burnside)	<p>Rezoning Application No. 00676</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00676 for 3020 Douglas Street and 584 Burnside Road East, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Prepare and execute a housing agreement to secure the following:</p> <ul style="list-style-type: none"> <li>all dwelling units remain affordable and rental in perpetuity</li> <li>a minimum of nine three-bedroom units are provide</li> <li>a minimum often accessible dwelling units are provided.</li> </ul> <p>Prepare and execute legal agreements to secure the following:</p> <ul style="list-style-type: none"> <li>a 3.95m Statutory Right-of-Way on Burnside Road East</li> <li>the location and construction of a publicly-accessed pathway linking Douglas Street and Burnside Road Eas</li> <li>a rain garden and shrub planting in the City-owned Right-of-</li> </ul>	Operational

May 23 2019	2220 Cook Street - Rezoning Application No.00684 & Development Permit with Variances Application No. 00107 (North Park)	<p>Rezoning Application No. 00684</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00684 for 2220 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of a Statutory Right-of-Way of 4.91m off Cook Street, to the satisfaction of the City Solicitor.</p> <p>Preparation and execution of a Statutory Right-of-Way and Section 219 Covenant, which secures the northern-most parking stall as a car share stall and provides free access to this stall for public use, to the satisfaction of the City Solicitor.</p> <p>Preparation and execution of an easement that permits shared use between the two lots of the driveway, to the satisfaction of the City Solicitor.</p> <p>Proof of an agreement with a car share organization, to the satisfaction of the Director of Sustainable Planning and Community Development, ensuring eleven lifetime car share memberships (three on the southern lot and eight on the northern lot) that run with the individual units.</p>	Operational
-------------	---	---	-------------

Attachment D: Council Motions (Q2)

May 23 2019	2566-2580 Fifth Street - Rezoning Application No. 00673 and Associated Official Community Plan Amendment & Development Permit with Variances Application No. 00100 (Hillside/Quadrant a)	<p>Rezoning Application No. 00673</p> <p>That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the Local Government Act and the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00673 for 2566-2580 Fifth Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public. Hearing date be set once the following conditions are met:</p> <p>Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:</p> <p>Housing Agreement Bylaw to secure the building as rental in perpetuity, secure 10% of the units as affordable in perpetuity, and securing an additional 10% of the units as affordable for five years; and</p> <p>Legal agreements and a car share agreement to secure the purchase of one car share vehicle, one parking stall for the car share vehicle on-site, access for the public to the car share stall, one car share membership for that runs with each unit and \$100 in credit to the car share company for each unit.</p>	Operational
June 13 2019	Mayor Helps Travel Request- Tour of Ambrose Place, Edmonton, Alberta on June 17-18	<p>Mayor Helps Travel Request- Tour of Ambrose Place, Edmonton, Alberta on June 17-18</p> <p>Motion for both</p> <p>That Council authorize the attendance and associated costs for a tour of Ambrose Place, Edmonton, AB, June 17-18, 2019.</p> <p>Mayor Helps Travel Request - Wellbeing Cities Forum, Montreal, Quebec on June 18-20</p> <p>That Council authorize the attendance and associated costs for Mayor Lisa Helps to attend the Wellbeing Cities Forum to be held in Montreal, Quebec, June 18-20, 2019.</p> <p>Carried</p>	Operational



Attachment D: Council Motions (Q2)

June 13 2019	Conference Attendance Request for Councillor Dubow at the Federation of Canadian Municipalities	<p>Motion:</p> <p>That Council authorize the attendance and associated costs for Councillor Dubow to attend the FMC Conference to be held in Quebec City, May 30-June 2, 2019.</p> <p>Carried</p>	Operational
June 13 2019	902, 906 & 910 McClure Street (Abigail's Hotel) - Rezoning Application No. 00648, Development Permit with Variance Application No. 000530, & Heritage Designation Application No. 00181 (Fairfield)	<p>Motion:</p> <p>Rezoning Application No. 00648</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00648 for 902, 906 and 910 McClure Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following condition is met:</p> <p>Preparation and execution of a legal agreement to secure a 1.83m Statutory Right-of Way along Quadra Street, to the satisfaction of the Director of Engineering and Public Works.</p> <p>Development Permit with Variance Application No. 000530</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00648, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variance Application No. 000530 for 902, 906 and 910 McClure Street, in accordance with:</p> <p>Plans date stamped March 5, 2019.</p>	Operational



June 13 2019	2921 Gosworth Road - Update Report for Rezoning Application No. 00649 and Development Permit with Variances Application No. 00096 (Oaklands)	<p>Rezoning Application No. 00649</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00677 for 2921 Gosworth Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and that a Public Hearing date be set.</p> <p>Development Permit with Variances Application No. 00096</p> <p>That Council, after giving notice and allowing an Opportunity for Public Comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00667, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variances Application No. 00096 for 2921 Gosworth Road, in accordance with:</p> <p>Plans date stamped April 18, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the front yard setback from 6.00m to 3.38m for Lot A</p> <p>reduce the front yard setback from 6.00m to 4.91m for Lot</p>	Operational
June 13 2019	589 Toronto Street - Rezoning Application No. 00661 (James Bay)	<p>Motion:</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00661 for 589 Toronto Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of a Housing Agreement to secure two units as rental for a period of five years, or the duration of the current ownership of the property, whichever is longer.</p> <p>The preparation and execution of a statutory right of way of 2m along Toronto Street, to the satisfaction of the Director of Engineering and Public Works.</p> <p>Carried</p>	Operational

Attachment D: Council Motions (Q2)

June 13 2019	561 & 565 Toronto Street - Development Permit with Variances Application No. 00091 (James Bay)	<p>Motion:</p> <p>That, subject to the preparation and execution of the related legal agreements, Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>“That Council authorize the issuance of Development Permit with Variance Application No. 00091 for 561 and 565 Toronto Street, in accordance with:</p> <p>Plans date stamped April 26, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the street boundary setback from 10.5m to 4.6m; reduce the rear yard setback from 6.99m to 3.9m; reduce the West side yard setback from 6.99m to 4.39m; reduce the East side yard setback from 6.99m to 0m; reduce the distance from property line to centre line from 7.5m to 5.0m; increase the site coverage from 40% to 46%; reduce the open site space from 60% to 54%.</p> <p>Registration of legal agreements on the property's title to secure:</p>	Operational
--------------	---	---	-------------

Attachment D: Council Motions (Q2)

June 13 2019	701 Tyee Road (Railyards) - Development Permit with Variances Application No. 00080 (Victoria West)	<p>That Council, subject to the execution of a Housing Agreement ensuring that no restrictions are placed on the rental of dwelling units within this building, to the satisfaction of the Director of Sustainable Planning and Community Development, and after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variances Application No. 00080 for 701 Tyee Road, in accordance with:</p> <p>Plans date stamped April 12, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>increase the height from 31m to 33.01m (building) and to 35.65m (mechanical room).</p> <p>The Development Permit lapsing two years from the date of this resolution. Direct staff to work with the applicant to re-examine the design of the Victoria West Entry Park to better address the revised building design and the ADP's comments; and that prior to bringing forward the necessary MDA amendment for Council's consideration, the applicant</p>	Operational
--------------	---	---	-------------

June 13 2019	2713 Quadra Street - Development Permit with Variance Application No. 00112 (Hillside/Quadra)	<p>Motion:</p> <p>That, subject to the preparation and execution of a Statutory Right of Way, Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>“That Council authorize the issuance of Development Permit with Variances Application No. 00112 for 2713 Quadra Street, in accordance with:</p> <p>Plans date stamped April 25, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the</p> <p>following variances:</p> <p>reduce the number of vehicle parking stalls from 38 to 7; and reduce the landscape buffer between a parking stall and a street from 1.0m to 0.50m.</p> <p>Registration of a Statutory Right of Way of 3.2m off Quadra Street to the satisfaction of the Director of Engineering. The Development Permit lapsing two years from the date of this resolution.”</p>	Operational
June 13 2019	Opportunity for Public Comment & Consideration of Approval	<p>Motion:</p> <p>Development Permit with Variances Approval</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00110 for 1068 Chamberlain Street, in accordance with:</p> <p>Plans date stamped March 28, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>reduce the rear yard setback from 12.7m to 10.26m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p> <p>Carried</p>	Operational



Attachment D: Council Motions (Q2)

June 13 2019	Public Hearing & Consideration of Approval	<p>Bylaw Approval Motion: That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1188) No. 19-056</p> <p>Carried</p> <p>Bylaw Approval Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1188) No. 19-056</p> <p>Carried</p> <p>Development Permit with Variances Approval Motion: That Council authorize the issuance of Development Permit with Variances Application No. 00116 for 2832 and 2838 Shakespeare Street in accordance with:</p> <p>Plans date stamped March 7, 2019. Development meeting all Zoning Regulation Bylaw</p>	Operational
June 13 2019	Opportunity for Public Comment & Consideration of Approval:	<p>Bylaw Approval Motion: That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1190) No. 19-059</p> <p>Carried</p> <p>Bylaw Approval Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1190) No. 19-059</p> <p>Carried</p>	Operational

Attachment D: Council Motions (Q2)

June 13 2019	1708 Coronation Avenue - Rezoning Application No. 00663 and Development Permit with Variances Application No. 00663 (North Jubilee)	<p>Motion:</p> <p>Rezoning Application No. 00663</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00663 for 1708 Coronation Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set, subject to the receipt of an executed Statutory Right-of-Way (SRW) along Shelbourne Street as illustrated on the plans dated April 5, 2019, to the satisfaction of the Director of Engineering and Public Works.</p> <p>Carried</p>	Operational
June 13 2019	1712 and 1720 Fairfield Road (Rhodo) - Update on Rezoning Application No. 00618 and Development Variances Application No. 00098 (Gonzales)	<p>Motion:</p> <p>Rezoning Application No. 00618</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00618 for 1712 &amp; 1720 Fairfield Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council, and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of the following legal agreements:</p> <p>Statutory Right-of-Way to secure 1.15 metres of 1712 Fairfield Road adjacent to Fairfield Road, to the satisfaction of the Director of Engineering and Public Works</p> <p>Housing Agreement to ensure that future strata bylaws cannot restrict the rental of units to non-owners (with the exception of two below-market ownership units), to the satisfaction of the Director of Sustainable Planning and Community Development</p> <p>A legal agreement between the owner and the CRD to secure two one-bedroom units for ownership as below-market housing (offered for sale at 15% below market rate, in perpetuity) in a form satisfactory to the City Solicitor.</p>	Operational

June 13 2019	603-607 Pandora Avenue (Plaza Hotel) - Heritage Alteration Permit Application No. 00235 (Downtown)	<p>Motion:</p> <p>That Council authorize the issuance of Heritage Alteration Permit Application No. 00235 for 603607 Pandora Avenue to authorize the demolition of the heritage-designated Plaza Hotel, historically known as the Hotel Westholme, conditional upon the following elements being salvaged, documented and stored by the applicant with a photographic inventory provided to the City, all under the supervision of a heritage consultant, for the purpose of integration into a future proposed development, to the satisfaction of the Director of Sustainable Planning and Community Development:</p> <p>two round polished granite columns a selection of white glazed brick heavy structural timbers that only suffered minor fire damage cast iron structural columns above and below grade from the Government Street elevation sidewalk prisms.</p> <p>Carried</p>	Operational
June 13 2019	External Grant Review Committee - Grant Allocations	<p>Motion:</p> <p>That Council approve the External Grant Review Committee's recommendations for grant awards for the Strategic Plan Grant Program.</p> <p>Carried</p> <p>Motion:</p> <p>That Council approve the recommendations to improve the process as proposed in the External Grant Review Committee report.</p> <p>Carried</p> <p>Motion:</p> <p>That Council direct that \$8,265 be allocated from contingency to the Pandora Arts Collective.</p> <p>Carried</p>	Operational



June 27 2019	Johnson Street Bridge and Bastion Square Public Art Report	<p>That Council:</p> <p>Decline proceeding with the Orca Project in Triangle Island.</p> <p>Approve the Welcome Pole request from Bastion Square Revitalization Association funded by the funds held in trust for the Bastion Square Revitalization Association.</p> <p>Direct staff to hold a new design competition funded from the \$250,000 public art budget within the Johnson Street Bridge project.</p> <p>Direct staff to relocate Commerce Canoe to Triangle Island</p>	Operational
June 27 2019	331 and 337 St. Charles Street: Development Variance Permit Application No. 00204	<p>Development Variance Permit Approval</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 00204 for 331 and 337 St. Charles Street, in accordance with:</p> <p>Plans date stamped April 4, 2018.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the front yard setback of Lot A from 7.5m to 2.89m</p> <p>reduce the rear yard setback of Lot A from 9.1m to 4.56</p> <p>reduce the lot width of Lot B from 15.0m to 11.64m</p> <p>iii. reduce the front yard setback of Lot C from 7.5m to 4.78m</p> <p>reduce the north side yard setback of Lot C from 2.78m to 1.54m</p> <p>reduce the combined side yard setback of Lot C from 5.4m to 4.58m.</p> <p>Revised site plan, to the satisfaction of the Director of Sustainable Planning and Community Development, correcting the Lot A parking stall dimensions to match the landscape plan.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>	Operational



Attachment D: Council Motions (Q2)

June 27 2019	210 Gorge Road East: Rezoning Application No. 00620 and Development Permit with Variances Application No. 00076	<p>Bylaw Approval</p> <p>That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1167) No. 18-095</p> <p>Bylaw Approval</p> <p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1167) No. 18-095</p> <p>Housing Agreement (210 Gorge Road) Bylaw (2019) No. 18-096</p> <p>Development Permit with Variances Approval</p> <p>Subject to the applicant entering into an agreement with a local car share company to secure 20 car share memberships to the satisfaction of City Staff, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00620, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variances Application No. 00076 for 210 Gorge</p>	Operational
--------------	---	---	-------------

Attachment D: Council Motions (Q2)

June 27 2019	919 and 923 Caledonia Avenue: Rezoning Application No. 00622, Development Permit with Variance Application No. 00521, and Heritage Designation Application No. 000182	<p>Bylaw Approval</p> <p>That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1192) No. 19-061</p> <p>Heritage Designation (919 Caledonia Avenue) Bylaw No. 19-044</p> <p>Bylaw Approval</p> <p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1192) No. 19-061</p> <p>Heritage Designation (919 Caledonia Avenue) Bylaw No. 19-044</p> <p>Housing Agreement (919 and 923 Caledonia Avenue) Bylaw (2019) No. 19-062</p> <p>Development Permit with Variances Approval</p>	Operational
June 27 2019	2330 Government Street - Rezoning Application No. 00682 (Burnside Gorge)	<p>2330 Government Street - Rezoning Application No. 00682 (Burnside Gorge)</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw amendment that would authorize the proposed development outlined in Rezoning Application No. 00682 for 2330 Government Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.</p>	Operational

Attachment D: Council Motions (Q2)

June 27 2019	515 Foul Bay Road - Rezoning Application No. 00675 and Development Permit Application No. 00084 (Gonzales)	<p>515 Foul Bay Road - Rezoning Application No. 00675 and Development Permit Application No. 00084 (Gonzales)</p> <p>Rezoning Application No. 00675 for 515 Foul Bay Road That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00675 for 515 Foul Bay Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of the following legal agreements:</p> <p>A Housing Agreement to secure rental of the five unit house conversion for a ten year period and to ensure future Strata Bylaws could not restrict the rental of units, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>A Section 219 Covenant to establish no build areas and tree protection.</p> <p>A Section 219 Covenant to ensure the proposed building fire prevention sprinkler system is installed and maintained to the satisfaction of the Fire Chief.</p>	Operational
--------------	--	---	-------------

Attachment D: Council Motions (Q2)

June 27 2019	1900 Richmond Road - Rezoning Application No. 00651 and Development Permit Application No. 000531 Update (North Jubilee)	<p>1900 Richmond Road - Rezoning Application No. 00651 and Development Permit Application No. 000531 Update (North Jubilee)</p> <p>Rezoning Application No. 00651: That first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following legal documents are prepared and executed:</p> <p>Statutory Right-of-Way of 1.82m off Fort Street Statutory Right-of-Way of 1.39m off Birch Street Statutory Right-of-Way of 4.53m off Richmond Road Statutory Right-of-Way of 1.44m off Ashgrove Street Housing Agreement to secure the building as rental in perpetuity and to secure the amenity spaces as noted on plans date stamped March 14, 2019.</p> <p>Development Permit Application No. 000531: That Council, after the Public Hearing for Rezoning Application No. 00651, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development</p>	Operational
--------------	--	--	-------------



Attachment D: Council Motions (Q2)

June 27 2019	<p>Application to Change Hours of Licensed Service for Chuck's Burger Bar, Food Primary License at 101-538 Yates Street (Downtown)</p>	<p>1900 Richmond Road - Rezoning Application No. 00651 and Development Permit Application No. 000531 Update (North Jubilee)</p> <p>Rezoning Application No. 00651: That first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following legal documents are prepared and executed:</p> <p>Statutory Right-of-Way of 1.82m off Fort Street Statutory Right-of-Way of 1.39m off Birch Street Statutory Right-of-Way of 4.53m off Richmond Road Statutory Right-of-Way of 1.44m off Ashgrove Street Housing Agreement to secure the building as rental in perpetuity and to secure the amenity spaces as noted on plans date stamped March 14, 2019.</p> <p>Development Permit Application No. 000531: That Council, after the Public Hearing for Rezoning Application No. 00651, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development</p>	Operational
--------------	--	--	-------------

Attachment D: Council Motions (Q2)

June 27 2019	<p>Application to Change Hours of Licensed Service for Clark &amp; Co. at 1002 Blanshard Street (Downtown)</p>	<p>Application to Change Hours of Licensed Service for Clark &amp; Co. at 1002 Blanshard Street (Downtown)</p> <p>That Council direct staff to provide the following response to the Liquor Licensing Agency:</p> <p>Council, after conducting a review with respect to noise and community impacts, does support the application of Clarke &amp; Co., located at 1002 Blanshard Street, to adjust hours of licensed service to 9:00 am to 1:00 am daily, with an occupant load of 32 persons.</p> <p>Providing the following comments on the prescribed considerations:</p> <p>The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are the noise impacts would be negligible based on experience with the operator, and nature of the request. The requested hours of operation in conjunction with the existing occupant load are not expected to result in negative impacts to the community. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long term viability of the establishment. The business model embraces the combination of small occupant load and high quality of</p>	Operational
--------------	--	--	-------------

Attachment D: Council Motions (Q2)

June 27 2019	2915 Douglas Street - Temporary Use Permit Application No. 00014 (Burnside)	<p>2915 Douglas Street - Temporary Use Permit Application No. 00014 (Burnside)</p> <p>That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>"That Council authorize the issuance of Temporary Use Permit Application No. 00014 for 2915 Douglas Street, in accordance with:</p> <p>Plans date stamped May 17, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the required number of parking spaces from 60 to 40.</p> <p>Registration of a Section 219 Covenant on the adjoining properties located at 2905 and 2909 Douglas Street and 720, 730 and 740 Topaz Avenue to secure an additional 20 parking spaces in order to comply with the parking requirement for the proposed uses in the existing building at 2915 Douglas Street, to the satisfaction of the Director of Engineering and Public Works.</p>	Operational
June 27 2019	1661 Burton Avenue - Rezoning Application No.00692 (Oaklands)	<p>1661 Burton Avenue - Rezoning Application No.00692 (Oaklands)</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00692 for 1661 Burton Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following condition is met:</p> <p>Preparation and execution of a Statutory Right-of-Way of 1.21m off Shakespeare Street and 1.17m off the laneway.</p>	Operational

April 11 2019	Inclusionary Housing and Density Bonus Policy	<p>That the matter be referred to staff to report back by May 16 with any proposed amendments to the revised Attachment A to ensure a workable policy; and Revised attachment A be forwarded to the working group for comment; and</p> <p>That any amendments be consistent with the principle that new density beyond the entitlement in the existing zoning should be targeted toward the social purpose of expanding inclusivity and affordability in the community.</p> <p>That the Interim Policy adopted by Council in November 2018 remain in effect until a new policy is adopted.</p>	Strategic Plan
April 11 2019	Fairfield Neighbourhood Plan Update	<p>That Council receive the draft Fairfield Neighbourhood Plan (March 2019) (Attachment A), for consideration.</p> <p>That Council consider consultation for proposed Official Community Plan (OCP) amendments associated with Fairfield Neighbourhood Plan alignment:</p> <p>Consider consultation under Section 475(1) and 475(2) of the Local Government Act] and direct staff to undertake consultation with those affected by the proposed amendments to the Official Community Plan as identified in the following recommendations.</p> <p>Consider consultation under Section 475(2)(b) of the Local Government Act and direct staff:</p> <p>to refer the proposed Official Community Plan amendments to the Songhees Nation, the Esquimalt Nation, and the School District Board;</p> <p>that no referrals are necessary to the Capital Regional District Board, or the provincial or federal governments.</p> <p>That Council direct staff to prepare Official Community Plan amendment bylaws following consultation, and in accordance with feedback received, to amend Section 6: Land Management and Development and related maps</p>	Strategic Plan



Attachment D: Council Motions (Q2)

May 09 2019	Community Engagement Strategy for the Transgender, Non-Binary and Two-Spirit (TNB2S) Inclusion Plan	That Council approve an expenditure of up to \$3,000.00, from funding already allocated for engagement activities related to strategic plan objectives, to provide honoraria of \$25 per participant at each TNB2S session and at the Indigenous and Two Spirit session.	Strategic Plan
May 23 2019	Support for Victoria Reconciliation Dialogues Grant Applications	That Council support a \$10,000 grant application to be submitted by staff on May 24, 2019 to the Union of BC Municipalities (UBCM) Urban Communities Partnering for Reconciliation Fund to support the Victoria Reconciliation Dialogues. Authorize the Mayor and City Clerk to execute any agreement related to a successful grant application.	Strategic Plan
May 23 2019	Late Night Program Update	That Council receive this report for information. That Council direct staff to reach out to the May I? Project, the Retail Action Network, and the Good Night Out project to invite them to participate in the Late Night Advisory Committee, and connect with downtown service providers and others to include individuals from marginalized communities, including but not limited to the street-involved community, international students, racialized communities, and the LGBTQI+ community.	Strategic Plan

June 13 2019	Update: Growing in the City Urban Food Program	<p>Motion:</p> <p>That Council direct staff to proceed with the recommendations listed below, with all resource implications referred to the annual financial planning process;</p> <p>Expand City grant eligibility Pilot a City-built allotment garden Pilot City-sponsored distribution of gardening materials Investigate the re-introduction of the Sharing Backyards program Support access to agricultural water rates Establish food system targets and outcomes</p> <p>Carried</p>	Strategic Plan
June 13 2019	Food Bearing, Pollinator and Native Plant Species Landscape Design Guidelines	<p>Motion:</p> <p>That Council:</p> <p>Direct staff to amend the Design Guidelines For: Multi-Unit Residential, Commercial and Industrial and the Design Guidelines for Attached Residential Development to include the following landscape design guideline:</p> <p>A minimum of 30% of the plants provided in the landscape design for common areas should be native vegetation, adapted (non-invasive) species, food bearing plants or plants that provide pollinator habitats.</p> <p>Direct staff to bring forward an Official Community Plan Amendment Bylaw to amend:</p> <p>Development Permit Areas 4, 5, 6A, 7A, 10A, 10B, 13 and 16 with an updated reference to the revised Design Guidelines For: Multi-Unit Residential, Commercial and Industrial.</p> <p>Development Permit Area 15F: Intensive Residential - Attached Residential Development with an updated reference to the revised Design Guidelines for Attached Residential Development.</p>	Strategic Plan

June 13 2019	Topaz Park Improvement Plan and Victoria High School Sport Field Project	<p>Motion: That Council;</p> <p>Approve an amendment to the Topaz Park Improvement Plan, to replace the existing artificial turf field with a new similar size field located on the final site of one of the paired fields proposed under the existing plan, subject to stakeholder notification; and</p> <p>Carried</p> <p>Motion: That Council;</p> <p>Approve an amendment to the 2019 Financial Plan to allocate the capital funding (\$430,000) previously approved for the Topaz Park artificial turf field expansion, to detailed design work for the replacement of the Topaz Park field and the Victoria High School sport field project and to have consultation with the community before moving forward.</p> <p>That the design of the Vic High field proceed in a manner that preserves the existing memorial bleachers.</p> <p>Carried</p>	Strategic Plan
--------------	--	--	----------------

June 13 2019	Application of Equity and Affordability Policies	<p>Main Motion as amended:</p> <p>That Victoria City Council direct staff to develop a plan to revisit the objectives, scope and schedule of activities for the Crystal Pool project that aligns with the new Strategic Plan, including application of the evaluative tools described in section i, ii, iii, iv below, for Council consideration:</p> <p>Ensure no net loss of green space in the neighbouring area. Apply an equity lens to siting, design, amenity selection, engagement, procurement, and evaluation, to inform decisions about and investment in community</p> <p>iii. Apply an affordability lens to assess total cost of ownership, siting, amenity selection, operating costs, costs to taxpayers and users</p> <p>Invite potential partners and neighbourhood representatives to collaborate to align and help achieve these equity, accessibility and affordability objectives Embed distributional, procedural, structural and inter-generational equity into the City's corporate policies guiding hiring, staff training and professional development, procurement and civic engagement Report back to Council on potential locations in the North Park and Hillside / Quadra neighbourhoods.</p>	Strategic Plan
--------------	--	---	----------------



June 13 2019	Application of Equity and Affordability Policies	<p>Main Motion as amended:</p> <p>That Victoria City Council direct staff to develop a plan to revisit the objectives, scope and schedule of activities for the Crystal Pool project that aligns with the new Strategic Plan, including application of the evaluative tools described in section i, ii, iii, iv below, for Council consideration:</p> <p>Ensure no net loss of green space in the neighbouring area. Apply an equity lens to siting, design, amenity selection, engagement, procurement, and evaluation, to inform decisions about and investment in community</p> <p>iii. Apply an affordability lens to assess total cost of ownership, siting, amenity selection, operating costs, costs to taxpayers and users</p> <p>Invite potential partners and neighbourhood representatives to collaborate to align and help achieve these equity, accessibility and affordability objectives Embed distributional, procedural, structural and inter-generational equity into the Citys corporate policies guiding hiring, staff training and professional development, procurement and civic engagement Report back to Council on potential locations in the North Park and Hillside / Quadra neighbourhoods.</p>	Strategic Plan
June 13 2019	Jobs for the Future 2041 Action Plan	<p>Motion Arising:</p> <p>MOTION:</p> <p>That Council provide input into the proposed process. That Council approve the proposed process and amend the strategic plan Objective #4 2019 Action #1 to Create Jobs for the Future 2041 Action Plan.</p> <p>Carried</p>	Strategic Plan

Attachment D: Council Motions (Q2)

June 27 2019	Inclusionary Housing and Community Amenity Policy	<p>H.1 Inclusionary Housing and Community Amenity Policy</p> <p>That Council approve:</p> <p>the project size threshold at 60 units</p> <p>the proportion of cash-in-lieu CACs allocated to municipal reserve funds that support:</p> <p>affordable housing at: 70%</p> <p>local amenities at: 30%</p> <p>Adopt the Inclusionary Housing and Community Amenity Policy, 2019 as presented on April 11, 2019 (Attachment A)</p> <p>Direct staff to:</p> <p>apply the Inclusionary Housing and Community Amenity Policy, 2019 to rezoning applications received after June 13, 2019;</p> <p>issue an Expression of Interest to non-profit housing and government agencies to purchase and/or operate inclusionary housing units;</p> <p>monitor the requirements for staff resources needed for policy implementation, administration and monitoring and report back in one year with requests for additional resources as needed; and</p>	Strategic Plan
--------------	---	---	----------------

## Attachment E: Q2 Budget Update

### Budget Update

This report outlines the actual results compared to the budget for operating and capital budgets and staffing levels for the second quarter ending June 30, 2019.

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

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

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

### Operating Budget

As of June 30, 2019, the overall operating revenues and expenditures/transfers are 73% and 35% respectively, of the annual budgeted amount. This compares to 76% and 36% to the prior fiscal period. A summary of the actual operating revenues and expenditures/transfers compared to the budget is attached.

Revenues are expected to meet or exceed budget; revenues from short term rentals, permits and inspections and rezoning are trending higher than expected for the second quarter. Dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

Expenditures/transfers are expected to be within budget. Seasonal variations in municipal operations and accounting processes that occur outside the quarterly basis affect the proportion of revenues received or expenditures incurred to June 30, 2019. Seasonal impacts are reflected in Parks, Recreation, Sustainable Planning and Community Development and Corporate budgets due to work programs that will commence in the third and fourth quarters such as the Parks Boulevard program, summer recreation programs, Official Community Plan, Downtown Area Core Plan Canada Day celebrations.

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

### Capital Budget

As of June 30, 2019, the actual capital expenditures are at 18% spent of total budgeted expenditures for the year, compared to 13% in the prior year. Capital projects have varying schedules and the majority of the work planned for 2019 is scheduled to start in Q2 and Q3. A summary of capital programs and projects are attached.

At present, most capital projects are expected to be completed according to schedule; though some projects have been deferred/delayed. These projects include:



## Attachment E: Q2 Budget Update

- Major Streets:
  - Gorge Road – Balfour to Harriet and Esquimalt Road – Tyee to Sitkum (deferred due to Point Ellice Bridge project)
  - Vancouver Street – Pandora to Caledonia and Bay Street – Cook to Fifth (deferred to coordinate with Vancouver Street bike lanes)
  - Yates Street – Cook to Douglas (deferred to coordinate with underground utility projects)
- Local Streets:
  - Blackwood – Hillside to Summit (deferred to coordinate with underground utility projects)
- Retaining Walls:
  - Dallas Road Bluff Study and Clover Point Shoreline Remediation (deferred pending outcome of the CRD Wastewater project)

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

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

### Staff Levels

The City's full-time equivalent employees for 2019 is 849.11 as attached. The FTE count has increased by 33.80 compared to the first quarter ending March 31, 2019 as a result of Council motions passed during the 2019 budget deliberations.

Changes to staffing levels include permanent positions for underground utilities, human resources, strategic real estate, mayor's office support, climate action, housing planners, urban forest master plan, Sunday parking ambassadors and transportation planners.



**City of Victoria - Operating Budget Revenues/Funding Sources**  
**For the Six Months Ending June 30, 2019**

	Q1 2018 Actual	Q2 2018 Actual	2018 Budget	Variance	%	Explanation
<b>Business and Community Relations</b>						
Arts, Culture and Events	26,503	29,937	318,250	288,313	9%	Seasonal revenues
Third Party Billing - Special Events	13,452	8,555	-	(8,555)	-	Full cost recovery of related expenses
Economic Development	10,000	-	3,000	3,000	0%	Bastion Square Public Market License Fee
Neighbourhoods	-	5,600	-	(5,600)	-	BC Healthy Communities Grant received for the Municipal Alcohol Policy
Victoria Conference Centre (VCC)	1,839,706	1,812,994	3,986,370	2,173,376	45%	Seasonal revenues, majority of fees recognized between May - September
VCC Event Costs Paid by Clients	3,238,047	2,701,821	3,460,000	758,179	78%	Full recovery of related expenses
<b>Legislative and Regulatory Services</b>	23,000	34,600	35,000	400	99%	Rezoning Fees
<b>Bylaw Services</b>	555,341	722,535	687,937	(34,598)	105%	Dog and Short Term Rental licenses
Bylaw Enforcement Third Party Billing	8,612	10,566	-	(10,566)	-	Full cost recovery of related expenses
<b>Council</b>	-	17,475	23,300	5,825	75%	UBCM Grant for the Child Care Action Plan
<b>Human Resources</b>	-	-	59,167	59,167	0%	Funding for Inclusionary Policy and Program carried over from previous year; offsetting expenses
<b>Real Estate</b>	873,117	964,179	1,899,692	935,513	51%	
<b>Engineering and Public Works</b>						
Engineering and Public Works	379,053	210,359	1,971,070	1,760,711	11%	Transfer from reserve entries not recorded yet; grant payments not yet received
Third Party Billings	501,993	643,611	528,400	(115,211)	122%	Full cost recovery of related expenses
Solid Waste and Recycling	1,587,850	1,333,606	3,224,380	1,890,774	41%	Timing of billings
Sewer Utility	4,307,541	3,946,427	7,957,347	4,010,920	50%	Timing of billings
Water Utility	9,363,467	8,501,036	21,350,683	12,849,647	40%	Timing of billings
Storm Drain Utility	(7,267)	(2,334)	6,880,740	6,883,074	0%	Billing is in September
<b>Finance</b>						
Parking Services	9,272,119	9,518,765	19,107,800	9,589,035	50%	Total parkade transactions decreased by 3.5%; ParkVictoria transactions increased by 24%; compared to Q2 2018
<b>Information Systems</b>	-	-	195,002	195,002	0%	Funding for Records Management carried over from previous year; offsetting expenses
<b>Parks, Recreation and Facilities</b>	1,627,739	1,587,967	3,234,910	1,646,943	49%	Parks Boulevard program revenue recognized in Q2. Seasonal programs; with majority of revenue recognized in Q3 and facility rentals are trending lower. Transfer from reserve entries not yet done; include funding for Downtown Trees and High Risk Tree Removal
<b>Sustainable Planning and Community Development</b>	4,267,715	3,517,803	4,225,564	707,761	83%	Building permits, electrical and plumbing permits and rezoning revenues are trending higher; year end entry to transfer amount to Development Stabilization Reserve account
<b>Victoria Fire Department</b>	74,813	82,748	226,750	144,002	36%	Mechanic program revenue, fire technical high angle rope rescue cost sharing and emergency management grants are received later in year
<b>Corporate</b>						
Payment in Lieu of Taxes/Special Assessments	3,319,729	2,574,403	7,625,149	5,050,746	34%	Payments received later in the year
Fees and Interest	1,087,082	2,074,010	3,490,000	1,415,991	59%	
Business and Other Licences	1,405,516	1,398,239	1,504,378	106,139	93%	Majority of business licenses revenue recognized in Q1
Overhead Recoveries	2,040,903	1,926,407	3,796,713	1,870,305	51%	

**City of Victoria - Operating Budget Revenues/Funding Sources**  
**For the Six Months Ending June 30, 2019**

	Q2 2018 Actual	Q2 2019 Actual	2018 Budget	Variance	%	Explanation
Miscellaneous	3,690,568	3,043,565	11,932,621	8,889,056	26%	Revenues received later in year; includes Gas Tax and event and ticket surcharge revenue. Traffic Fine Revenue \$28,000 more than budget
Prior Year's Surplus	-	-	4,544,000	4,544,000	0%	
Victoria Police Department	4,204,345	4,720,154	9,864,490	5,144,336	48%	
Property Taxes	130,751,326	139,700,938	139,700,261	(677)	100%	
<b>Total</b>	<b>\$ 194,492,273</b>	<b>\$ 191,085,808</b>	<b>\$ 261,837,371</b>	<b>\$ 70,247,808</b>	<b>23%</b>	

**City of Victoria - Operating Budget Expenditures/Transfers to Reserve  
For the Six Months Ending June 30, 2019**

	Q2 2018 Actual	Q2 2018 Actual	2019 Budget	Variance	%	Explanation
<b>City Manager's Office</b>	422,665	432,196	946,156	513,960	46%	
<b>Council</b>	327,764	383,001	854,836	471,835	45%	
<b>Corporate Initiatives</b>	-	141,369	296,231	154,862	48%	
<b>Business and Community Relations</b>						
Arts, Culture and Events	610,000	609,737	1,618,728	1,008,991	38%	Events are seasonal
Third Party Billing - Special Events	11,150	4,441	-	(4,441)		Full cost recovery; offsetting revenues
Economic Development	419,820	419,386	638,860	219,474	66%	Grant to SIPP paid in April
Neighbourhoods	253,053	281,969	600,286	318,317	47%	
Victoria Conference Centre (VCC)	1,688,048	1,509,663	3,299,467	1,789,803	46%	Vacancies
VCC Event Costs Paid by Clients	1,526,250	1,457,634	3,460,000	2,002,366	42%	Full cost recovery; offsetting revenues
<b>Legislative Services</b>	547,101	680,182	1,564,271	884,089	43%	Vacancies and transfer to reserve not done yet
<b>Bylaw Services</b>	715,079	875,111	1,972,753	1,097,643	44%	Vacancies and timing of short term rental expenses
Third Party Billing - Bylaw Enforcement	7,407	10,478	-	(10,478)		Full cost recovery; offsetting revenues
<b>Real Estate</b>	455,630	540,867	1,932,550	1,391,683	28%	Transfer to reserve for 812 Wharf Street not done; vacancies
<b>Engagement</b>	709,131	541,869	1,488,917	947,048	36%	Participatory budgeting projects scheduled for later in year; vacancies
<b>Engineering and Public Works</b>						
Engineering and Public Works	6,666,711	8,319,948	18,115,846	9,795,899	46%	
Third Party Billings	785,833	538,660	428,400	(110,260)	126%	Full cost recovery; offsetting revenues
Solid Waste & Recycling	1,332,441	1,383,018	3,224,380	1,841,362	43%	Transfer to capital & reserves not done yet
Water Utility	5,643,579	7,407,614	21,350,683	13,943,069	35%	Transfer to capital & reserves not done yet
Sewer Utility	1,659,426	1,915,074	7,957,347	6,042,273	24%	Transfer to capital & reserves not done yet
Stormwater Utility	1,416,836	1,646,031	6,880,740	5,234,708	24%	Transfer to capital & reserves not done yet
<b>Finance</b>						
Finance	1,872,797	1,929,761	4,386,096	2,456,336	44%	
Parking Services	4,170,018	4,364,092	10,611,713	6,247,622	41%	Broughton Revenue Share with Province recorded later in the year
Human Resources	853,403	781,668	2,268,450	1,486,782	34%	Vacancies
<b>Information Systems</b>	2,037,791	1,969,524	4,544,723	2,575,199	43%	
<b>Legal Services</b>	310,616	363,377	844,327	480,949	43%	
<b>Parks, Recreation and Facilities</b>						
Parks	4,966,840	5,021,823	12,818,027	7,796,204	39%	Seasonal work programs that start in Q2 & Q3 include the Parks Boulevard Program, Natural Resources, Turf and Field Management, High Risk Tree Removal; Urban Forest Management Program to start later in year
Recreation	2,056,858	2,235,121	4,702,595	2,467,475	48%	Seasonal programs that start in Q2 & Q3 include Summer Camps, Outdoor Recreation and RAP
Facilities	2,441,393	2,726,579	6,186,295	3,459,716	44%	
<b>Sustainable Planning and Community Development</b>	2,646,486	2,440,146	7,005,631	4,565,485	35%	The majority of the Downtown Core Area Plan, Official Community Plan and Victoria Housing Strategy work is scheduled for later in the year
<b>Victoria Fire Department</b>	8,001,424	8,570,722	17,677,598	9,106,876	48%	
<b>Corporate</b>						
Contingencies	-	-	1,870,579	1,870,579	0%	
Debt Principal, Interest and Reserve Transfer	1,996,947	2,283,025	8,167,942	5,884,917	28%	Timing of debt payments; and transfer to reserve not done yet
Grants	610,291	491,419	3,502,530	3,011,111	14%	Majority of grants are paid in July
Miscellaneous	860,715	1,298,406	3,749,042	2,450,636	35%	Canada Day and Crest Levy expenses not recorded yet, and timing of projects including Citizen Assembly and the Witness Reconciliation program
Transfers to Reserve	-	-	22,867,459	22,867,459	0%	Transfers to reserve not recorded yet
Transfer to Capital Budget	-	-	11,140,000	11,140,000	0%	Year end transfer not recorded yet
<b>Greater Victoria Public Library</b>	2,611,135	2,524,067	5,451,900	2,927,833	46%	
<b>Victoria Police Department</b>	26,137,597	25,113,037	57,437,460	32,324,423	44%	Transfer to reserve and year end entries not recorded yet



City of Victoria - Capital Budget Expenditures  
City of Victoria - Capital Budget Expenditures  
For the Six Months Ending June 30, 2019

	Q2 2019 Actual	2019 Budget	Variance	%	Explanation
Active Transportation	2,729,722	19,045,000	16,315,278	14%	Complete projects include Humboldt and Wharf Street bike lanes, JSB Public Realm Janion Plaza project, asphalt improvements and new paint on the DFHP at Ship point and Blackwood - Topaz to Summit sidewalk. In progress with a majority of other projects are scheduled for Q3 and Q4
Complete Streets	1,348,943	4,363,000	3,014,057	31%	Complete projects include Fort - Oak Bay to Belcher and Superior - Menzies to Gov't, Delta - Burnside to Gama and Shakespeare - Hillside to Myrtle. In progress with a majority of projects scheduled for Q3 and Q4; Belleville Street to be complete in Q4
Neighbourhoods	24,495	70,000	45,505	35%	Wayfinding projects scheduled throughout the year
Parks	931,977	6,202,000	5,270,023	15%	Cecelia Ravine New Park complete; Songhees Park Expansion design, Topaz Park design and Laurel Point Park Improvement Plan to procure services in Q3 and Q4. Majority of other projects are scheduled throughout Q3 and Q4
Street Infrastructure	413,915	1,913,000	1,499,085	22%	In progress with majority of the projects to start throughout the year
Retaining Walls and Railings	699,688	1,557,000	857,312	45%	Ship Point Pier is complete; Dallas Road Bluff Study and Clover Point Shoreline Remediation is on hold pending outcome of the CRD Waste Water project; majority of other projects scheduled throughout the year
Bridges	1,180,554	8,283,000	7,102,446	14%	Point Ellice Bridge Rehabilitation/Painting started in Q2, to be complete Q4
Facilities	1,175,393	18,661,000	17,485,607	6%	Projects complete/substantially complete include: City Hall Window Replacement and West HVAC Design, Centennial Parkade Repairs, Johnson St Parkade Roof Repair, Visitor's Centre (812 Wharf St) Elevator Upgrade & Bathroom Partition Replacement, SOFMC Boards Replacement, Public Works Yard Cameras, VCC Freight Elevator Repair. Majority of remaining projects in progress
Equipment	838,389	9,959,000	9,120,611	8%	Vehicle and Heavy Equipment procurement underway, majority of projects to start in Q2 and Q3
Environmental Remediation	74,575	2,151,000	2,076,425	3%	Laurel Point Park environmental remediation is complete and post remediation reporting will start this fall; portion of budget only spent if needed
Sanitary Sewers	2,526,198	9,079,000	6,552,802	28%	Carry forward projects are complete; design for 2019 mains projects complete; majority of projects in progress with completion expected in Q3 and Q4. Lining projects scheduled to start and complete in Q3
Stormwater	2,588,661	6,746,000	4,157,339	38%	Carry forward mains replacement and brick main rehabilitation projects are complete; 2019 mains and brick main replacement design complete. Majority of projects are scheduled to start in Q3 and Q4
Waterworks	2,598,062	6,691,000	4,092,938	39%	Carry forward projects are complete; water replacement work on Dallas road in conjunction with CRD Forcemain complete. Projects are in progress and other projects are scheduled to start in Q3 and Q4
Contingency	-	350,000	350,000	0%	
Victoria Police	419,431	2,107,000	1,687,569	20%	Vehicle replacement underway and projects scheduled throughout the year
	16,400,000	16,400,000	16,400,000	100%	



**City of Victoria - Budgeted Full-Time Equivalent Employees  
For the Six Months Ending June 30, 2019**

	FTE 2019
<b>Business and Community Relations</b>	
Arts, Culture & Events	7.29
Economic Development	2.00
Neighbourhoods	3.00
Victoria Conference Centre	13.62
<b>Bylaw Services</b>	10.00
<b>City Manager's Office</b>	7.00
<b>Council</b>	1.00
<b>Deputy City Manager</b>	2.00
<b>Engagement</b>	11.00
<b>Engineering &amp; Public Works</b>	296.72
<b>Finance</b>	85.07
<b>Human Resources</b>	13.00
<b>Information Systems</b>	23.00
<b>Legal Services</b>	4.00
<b>Legislative Services</b>	9.88
<b>Parks, Recreation and Facilities</b>	187.75
<b>Real Estate</b>	5.00
<b>Sustainable Planning and Community Development</b>	44.43
<b>Victoria Fire Department</b>	124.09
<b>Total</b>	<b>849.85</b>

Statement of Expenses Processed April - June 2019  
Mayor Lisa Helps

<u>Event / Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
The Ruby on Johnson / Meeting with Victoria Police Chief February 5	Meal	17.39	
Housing Summit Vancouver February 15	Airfare	410.48	6.00
The Ruby on Johnson / Meeting with Victoria Police Chief March 5	Meal	13.78	
Victoria Forum Advisory Board Meeting March 6	Parking	8.57	
The Ruby on Johnson /Economic Development Action Plan Meeting March 15	Meal	20.64	
Azuma Sushi / Meeting with City Manager March 18	Meal	10.33	
Swans Brew Pub / Monthly Partners Meeting March 27 (Chamber of Commerce, DGV, GVHA, DVBA)	Meal	27.58	
The Ruby on Johnson / Meeting with Victoria Police Chief April 2	Meal	14.81	
The Ruby on Johnson /Economic Development Action Plan Meeting April 9	Meal	15.78	
Golden City Restaurant / Monthly Partners Meeting April 23 (DGV, Chamber of Commerce, GVHA, SIPP & DVBA)	Meal	18.68	
AVICC Conference Powell River April 12-14	Registration	410.00	
AVICC Conference Powell River April 12-14	Accommodation	326.25	
AVICC Conference Powell River April 12-14	Airfare Cancellation Fee	150.00	
AVICC Conference Powell River April 12-14	Ferry	171.90	
AVICC Conference Powell River April 12-14	Car Rental	202.12	
AVICC Conference Powell River April 12-14	Meal	41.73	
Alberta Oil Sands Tour April 26-27	Carbon Pricing Assessment on Airfare	0.00	36.00
Delta Victoria Hotel / Meeting with Victoria Police Chief May 7	Meal	18.08	
Smart Cities Conference Ottawa May 12-15	Airfare	1,037.25	171.00
Smart Cities Conference Ottawa May 12-15	Taxi	62.23	
Smart Cities Conference Ottawa May 12-15	Meal	15.90	
Smart Cities Conference Ottawa May 12-15	Accommodation	620.88	
Smart Cities Conference Ottawa May 12-15	Taxi	95.49	
Smart Cities Conference Ottawa May 12-15	Travel Reimbursement by South Island Prosperity Partnership (SIPP)	(1,633.54)	
ICCA Conference Germany May 20-25	Accommodation	901.26	
ICCA Conference Germany May 20-25	Airfare	2,088.21	396.00
ICCA Conference Germany May 20-25	Meal	14.51	
ICCA Conference Germany May 20-25	Taxi	247.70	
Golden City Restaurant / Monthly Partners Meeting May 27 (Chamber of Commerce, DGV, GVHA, DVBA)	Meal	14.83	
FCM Conference Quebec City May 30-June 2	Registration	983.17	
FCM Conference Quebec City May 30-June 2	Airfare	1,961.74	186.00
FCM Conference Quebec City May 30-June 2	Accommodation	1,046.19	
FCM Conference Quebec City May 30-June 2	Meal	23.63	
FCM Conference Quebec City May 30-June 2	Taxis	222.87	
Ambrose Tour Edmonton June 17	Airfare	279.24	21.00
Wellbeing Cities Conference Montreal June 19	Airfare	588.22	162.00
Making Cities Liveable Conference Portland June 17-21	Registration Cancellation Fee	119.19	
<b>Total</b>		<b>\$10,567.09</b>	<b>\$978.00</b>

Statement of Expenses Processed April - June 2019  
Councillor Marianne Alto

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Registration	205.00	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Accommodation	143.19	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Ferry	100.40	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Mileage	203.83	
Urban Development Institute June 5	Luncheon	42.86	
	<b>Total</b>	<b>\$695.28</b>	<b>\$0.00</b>

Statement of Expenses Processed April - June 2019  
Councillor Laurel Collins

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Golden City Restaurant / Monthly Partners Meeting May 27 (Chamber of Commerce, DGV, GVHA,DVBA)	Meal	\$ 14.83	\$ -



**Statement of Expenses Processed April - June 2019**  
**Councillor Sharmarke Dubow**

<u>Event / Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Ferry	100.40	
AVICC Conference Powell River April 12-14	Registration	360.00	
AVICC Conference Powell River April 12-14	Accommodation	317.40	
Greater Victoria Chamber of Commerce/Chamber Member Meeting April 25	Federal Minister Address	52.00	
FCM Conference Quebec City May 30-June 2	Registration	1,154.73	
	<b>Total</b>	<b>\$1,984.53</b>	<b>\$0.00</b>

Statement of Expenses Processed April - June 2019  
Councillor Ben Isitt

<u>Event/Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Accommodation	452.88	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Ferry	149.65	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Meals	98.91	
AVICC Conference Powell River April 12-14	Accommodation	294.80	
AVICC Conference Powell River April 12-14	Ferry	111.40	
AVICC Conference Powell River April 12-14	Taxi	17.48	
AVICC Conference Powell River April 12-14	Meals	115.73	
FCM Conference Quebec City May 30-June 2	Registration	1,010.67	
FCM Conference Quebec City May 30-June 2	Accommodation	1,303.30	
FCM Conference Quebec City May 30-June 2	Airfare	513.30	93.00
FCM Conference Quebec City May 30-June 2	Ferry	34.65	
FCM Conference Quebec City May 30-June 2	Transit	3.35	
FCM Conference Quebec City May 30-June 2	Train	545.00	
FCM Conference Quebec City May 30-June 2	Meals	347.17	
FCM Conference Quebec City May 30-June 2	Taxi	112.38	
FCM Conference Quebec City May 30-June 2	Meals	434.47	
Various Meetings with Stakeholders and Community Representatives			
	<b>Total</b>	<b>\$5,545.14</b>	<b>\$93.00</b>

**Statement of Expenses Processed April - June 2019**  
**Councillor Jeremy Loveday**

<u>Event / Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Accommodation	198.69	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Ferry	149.70	
Columbia Institute's 2019 Higher Ground: Centre for Civic Governance Forum Harrison Hot Springs March 29-31	Meals	41.16	
AVICC Conference Powell River April 12-14	Registration	300.00	
AVICC Conference Powell River April 12-14	Accommodation	308.48	
AVICC Conference Powell River April 12-14	Ferry	111.40	
AVICC Conference Powell River April 12-14	Meals	96.42	
FCM Conference Quebec City May 30-June 2	Registration	983.17	
FCM Conference Quebec City May 30-June 2	Accommodation	1,309.25	
FCM Conference Quebec City May 30-June 2	Airfare	520.56	91.50
FCM Conference Quebec City May 30-June 2	Ferry	17.20	
FCM Conference Quebec City May 30-June 2	Train	504.09	
FCM Conference Quebec City May 30-June 2	Meals	248.39	
		<b>\$4,788.51</b>	<b>\$91.50</b>

**Statement of Expenses Processed April - June 2019**  
**Councillor Sarah Potts**

No expenses processed



Statement of Expenses Processed April - June 2019  
Councillor Charlayne Thornton-Joe

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Swans Brew Pub / Monthly Partners Meeting March 25 (DGV, Chamber of Commerce, GVHA, SIPP & DVBA)	Meal	28.17	
Urban Development Institute April 10	Luncheon	42.86	
Golden City Restaurant / Monthly Partners Meeting April 23 (DGV, Chamber of Commerce, GVHA, SIPP & DVBA)	Meal	18.68	
	<b>Total</b>	<b>\$89.71</b>	<b>\$0.00</b>






**Statement of Expenses Processed April - June 2019**  
**Councillor Geoff Young**

No expenses processed



## Attachment G: Grant Update

### External Grants Quarterly Report – Q2 2019

As of June 30, 2019

Status	 Application review and/or writing	 Award decision pending	 Awarded	 Not awarded	 Application/contract withdrawn
--------	---	--	---	---	--

The following is a listing of the status of grant applications applied for, the amount requested and the amount, if any awarded.

Current Grant Application Status								
Grant Provider	Grant Program Name	City of Victoria Project Name	Description of Project	Grant Expiry Date	Grant proposal or contract Status	Amount Requested	Amount Awarded	Comment
Union of British Columbian Municipalities	Urban Communities Partnering for Reconciliation	Victoria Reconciliation Dialogues	A program of six reconciliation workshops to be held between September 2019 and July 2020.	N/A		\$10,000	N/A	Decision expected August 2019
Union of British Columbian Municipalities	Community Child Care Planning Program	City of Victoria Collaborative Child Care Action Plan 2020-2030	Creation of updated inventory of Child Care spaces and a Collaborative Child Care Action Plan	March 1 <sup>st</sup> 2020		\$23,300	\$23,300	Contract signed April 2, 2019

## Attachment G: Grant Update

Current Grant Application Status								
Grant Provider	Grant Program Name	City of Victoria Project Name	Description of Project	Grant Expiry Date	Grant proposal or contract Status	Amount Requested	Amount Awarded	Comment
Government of Canada – Infrastructure Canada	Smart City Challenge Fund	Freedom to Move – Innovative Transportation	Develop a multi-modal transportation network that is convenient, green and affordable	N/A	✗	\$10 million	N/A	Letter of Support for the Southern Island Prosperity Project (SIPP) proposal sent
Via Sport	Community Sport Program Development	Inclusive Swimming Lessons	This program will provide access to swim lessons for children with disabilities	N/A	🕒	\$3,000	N/A	Decision expected in September 2019
BC Hydro	Community Energy Manager Program	Hiring a Community Energy Specialist	Hiring a Community Energy Manager for the Energy and Climate Action Department	July 31, 2019	💰	\$100,000	\$100,000	Employee to start in August 2019
BC Hydro	BC Hydro Corporate Energy Manager Program	Corporate Energy Specialist – Term Employee	Hiring a Corporate Energy Specialist for the Facilities Department	N/A	💰	\$50,000	\$50,000	Funds to be released once staff member recruited



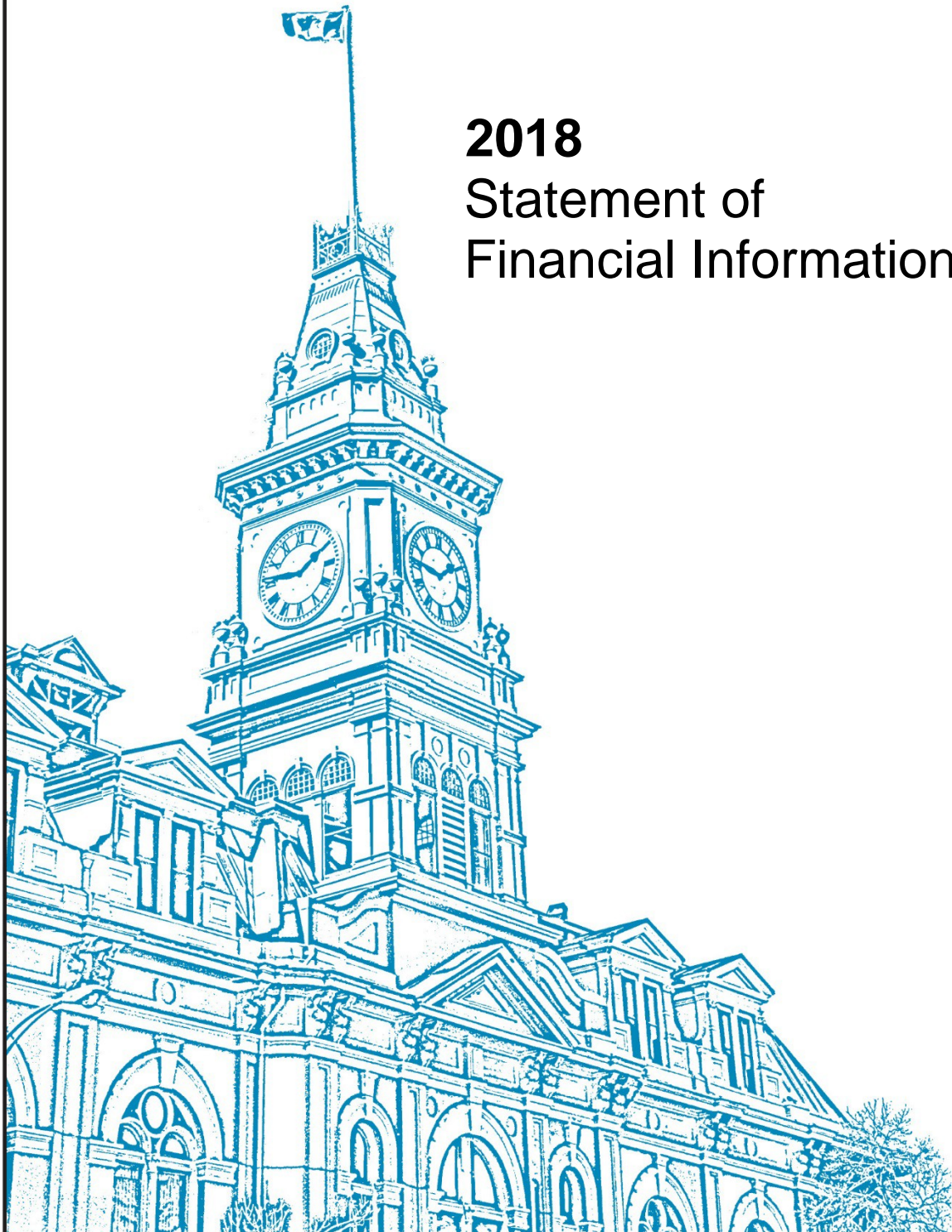
## Attachment G: Grant Update

Current Grant Application Status								
Grant Provider	Grant Program Name	City of Victoria Project Name	Description of Project	Grant Expiry Date	Grant proposal or contract Status	Amount Requested	Amount Awarded	Comment
Canadian Tire	Jumpstart Community Development Grants	Elementary School Swim Lessons	Provision of swim lessons to help kids overcome financial and accessibility barriers to sport and physical recreation	November 22 2019	\$	\$2,346	\$2,346	
Federation of Canadian Municipalities	Infrastructure Canada – Disaster Mitigation and Adaptation Fund	Climate Adaptation in Underground Infrastructure Program	Climate Adaptation in Underground Infrastructure	N/A	\$	\$15.3 million	\$15.3 million	Contract to be finalized in Q3 2019
Ministry of Municipal Affairs and Housing	Clean BC Communities Fund	Updated HVAC system for the Oaklands Community Centre	Updated HVAC system for the Oaklands Community Centre	N/A	⌚	\$118,000	N/A	Decision expected August 2019
Canadian Tire	Para Sport Jump Start Fund	Aquatic Inclusion	Swim lessons for children and youth with disabilities	August 29 2020	\$	\$10,837	\$10,837	

Purchases Exceeding \$50,000 - Quarter 2, 2019					
Description	Department	Awarded To	Value	Term Ending	Renewal Option
Artist in Residence	Arts, Culture and Events	Kathryn Calder	\$ 84,000.00		
JSB Fish Habitat Monitoring and Reporting	Engineering	Hemmera Envirochem Inc	\$ 54,309.00		
Sanitary Sewer and Storm Drain CCTV Inspections	Engineering	Victoria Drain Services Ltd.	\$ 450,987.50		
Storm Drain Main Lining (various locations)	Engineering	Mar-Tech Underground Services Ltd	\$ 690,069.70	Dec 31,2019	1 Year
Point Ellice Bridge Remediation	Engineering	Seismic 2000 Construction Ltd.	\$ 4,730,698.00		
Two Pickup Trucks	Engineering (Fleet)	Suburban Motors	\$ 71,598.42		
Asphalt/Hotbox Truck	Engineering (Fleet)	Vimar Equipment Ltd.	\$ 244,594.00		
Two Step Vans	Engineering (Fleet)	First Truck Centre	\$ 389,598.00		
Catch Basin Cleaner Truck	Engineering (Fleet)	Vimar Equipment Ltd.	\$ 450,668.00		
Combination Vactor Truck	Engineering (Fleet)	Vimar Equipment Ltd.	\$ 517,729.00		
Supply of Self Contained Breathing Apparatus (SCBA)	Fire Department	Guillevin International	\$ 58,389.42		
Century Plaza Hotel Fire (labour and equipment)	Fire and Engineering	Ralmax Contracting	\$ 101,347.41		
Leadership Development Classroom Learning	Human Resources	Kwela Leadership and Talent Management	\$ 131,000.00	Dec 31,2021	2 Year
Office 365 Modernization Project	Information Technology	ITGroove Professional Services	\$ 75,075.00		
Re-Roof Topaz Park Fieldhouse	Parks Rec & Facilities	Alpha Roofing and Cladding Inc	\$ 123,074.33		
Bastion Square Parkade Elevator Modernization	Parks Rec & Facilities	Richmond Elevator	\$ 219,000.00		
Window Restoration City Hall	Parks Rec & Facilities	Story Construction Ltd.	\$ 479,954.02		

\$ 8,872,091.80

# 2018 Statement of Financial Information





# **Statement of Financial Information**

For The Year Ended December 31, 2018

**(Financial Information Act)**

The Statement of Financial Information was previously known as the Public Bodies Report.  
The information reported on remains the same.



## Statement of Financial Information

Year Ended December 31, 2018


### Index

	PAGE
Statement of Financial Information Approval	1
Management's Responsibility for the Financial Statements	2
Independent Auditor's Report	3
<b>Financial Statements</b>	
Statement of Financial Position	5
Statement of Operations	6
Statement of Change in Net Financial Assets	7
Statement of Cash Flows	8
Notes to Financial Statements	9
<b>Schedules</b>	
Schedule of Debts	34
Schedule of Guarantee and Indemnity Agreements	35
Statement of Employee Remuneration and Expenses Paid – 2018 Excluding Police Department	36
Statement of Employee Remuneration and Expenses Paid – 2018 Police Department	44
Statement of Council Remuneration and Expenses Paid – 2018	45
Statement of Grants Paid – 2018	46
Statement of Accounts Paid – 2018	52



## STATEMENT OF FINANCIAL INFORMATION

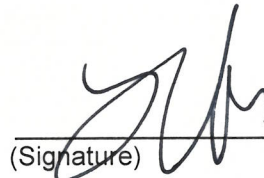
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the ***Financial Information Act***.

  
(Signature)

Susanne Thompson, BAccS, CPA, CGA

Deputy City Manager / CFO

June 30, 2019

  
(Signature)

Lisa Helps

Mayor

June 30, 2019

---

## Management's Responsibility for the Financial Statements

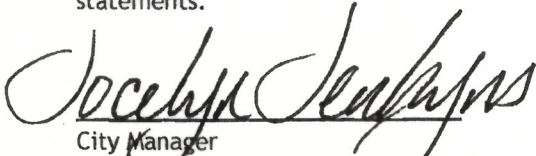
---

The accompanying financial statements of The Corporation of the City of Victoria (the "City") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the City. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.



City Manager

April 25, 2019



Deputy City Manager / CFO

---

## Independent Auditor's Report

---

### To the Mayor and Councilors of The Corporation of the City of Victoria

#### Opinion

We have audited the financial statements of The Corporation of the City of Victoria, which comprise the Statement of Financial Position as at December 31, 2018, the Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2018, and its results of operations, its changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



---

## Independent Auditor's Report

---

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Victoria, British Columbia  
April 25, 2019

**The Corporation of the City of Victoria**  
**Statement of Financial Position**

**December 31** **2018** **2017**

**Financial Assets**

Cash and cash equivalents (Note 2)	\$ 104,955,258	\$ 110,003,479
Accounts receivable		
Property taxes	1,652,910	1,816,637
Other (Note 3)	31,117,781	31,000,807
Portfolio investments (Note 4)	171,000,025	137,900,025
Mortgage receivable (Note 5)	893,216	865,687
Other assets	56,774	1,798
Restricted cash (Note 18)	1,270,467	1,243,414
	<u>310,946,431</u>	<u>282,831,847</u>

**Liabilities**

Accounts payable and accrued liabilities (Note 6)	28,578,753	29,406,143
Deposits and prepayments	17,638,717	15,664,116
Deferred revenue (Note 7)	30,602,821	24,876,181
Long-term debt (Note 8)	69,272,953	73,250,606
Employee future benefit liability (Note 9)	17,896,700	17,688,187
	<u>163,989,944</u>	<u>160,885,233</u>

**Net Financial Assets**

146,956,487 121,946,614

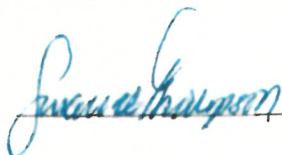
**Non-Financial Assets**

Tangible capital assets (Note 10)	525,021,658	495,784,736
Inventory of supplies	1,147,765	1,045,591
Prepaid expenses and deposits	2,153,337	1,145,524
	<u>528,322,760</u>	<u>497,975,851</u>

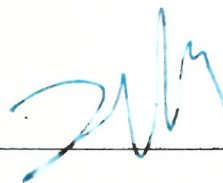
**Accumulated Surplus (Note 11)** **\$ 675,279,247** **\$ 619,922,465**

Contractual obligations (Note 16)

Contingent liabilities (Note 18)



Deputy City Manager/CFO



Mayor

The accompanying notes are an integral part of these financial statements

## The Corporation of the City of Victoria

### Statement of Operations

For the year ended December 31	Financial Plan 2018 (Note 19)	2018	2017
<b>Revenue</b>			
Taxation (Note 12)	\$ 133,485,983	<b>\$ 133,547,760</b>	\$ 127,697,471
Net grants in lieu of taxes	6,186,400	<b>6,249,533</b>	6,328,534
Sale of goods and services	48,215,251	<b>54,890,533</b>	51,152,653
Sale of water	19,760,763	<b>21,040,252</b>	20,516,753
Licences and permits	4,509,840	<b>5,273,383</b>	4,417,980
Fines	3,255,000	<b>3,767,054</b>	3,399,598
Rentals and leases	1,480,817	<b>1,536,055</b>	1,489,176
Other penalties and interest	790,000	<b>656,745</b>	658,474
Investment income	2,700,000	<b>5,418,758</b>	3,493,023
Unconditional transfers (Note 13)	1,755,000	<b>1,861,494</b>	1,755,723
Conditional transfers (Note 13)	5,258,000	<b>5,002,380</b>	8,708,374
Actuarial adjustment on debt	-	<b>912,982</b>	781,729
Miscellaneous (Note 14)	10,095,133	<b>14,114,047</b>	8,337,747
	<u>237,492,187</u>	<u><b>254,270,976</b></u>	<u>238,737,235</u>
<b>Expenses</b>			
General government	21,247,635	<b>18,096,703</b>	16,868,104
Protective services	75,837,496	<b>76,001,095</b>	75,128,184
Transportation services	24,794,439	<b>29,112,312</b>	25,980,557
Environmental and public health services	8,122,039	<b>7,835,510</b>	7,614,739
Social services and housing	1,048,186	<b>1,250,590</b>	1,550,606
Planning and development	15,290,711	<b>17,381,621</b>	15,353,385
Parks, recreation and cultural services	30,493,687	<b>30,273,382</b>	28,937,509
Water utility	14,660,592	<b>15,106,478</b>	14,257,562
Sewer utility	3,890,415	<b>3,856,503</b>	3,561,492
	<u>195,385,200</u>	<u><b>198,914,194</b></u>	<u>189,252,138</u>
<b>Annual Surplus</b>	42,106,987	<b>55,356,782</b>	49,485,097
<b>Accumulated Surplus, beginning of year</b>	619,922,465	<b>619,922,465</b>	570,437,368
<b>Accumulated Surplus, end of year</b>	<u>\$ 662,029,452</u>	<u><b>\$ 675,279,247</b></u>	<u>\$ 619,922,465</u>

The accompanying notes are an integral part of these financial statements

## The Corporation of the City of Victoria

### Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2018 (Note 19)	2018	2017
<b>Annual Surplus</b>	\$ 42,106,987	\$ 55,356,782	\$ 49,485,097
Net acquisition of tangible capital assets	(95,200,000)	(42,634,040)	(52,894,881)
Amortization of tangible capital assets	10,000,000	13,334,709	11,872,574
Gain on disposal of tangible capital assets	-	(8,651)	(112,225)
Proceeds on disposal of tangible capital assets	-	71,060	112,225
	(43,093,013)	29,236,921	8,462,790
Net consumption of inventory of supplies	-	(102,174)	(81,378)
Net acquisition (use) of prepaid expenses and deposits	-	(1,007,813)	34,051
<b>Change in Net Financial Assets</b>	(43,093,013)	25,009,873	8,415,463
<b>Net Financial Assets, beginning of year</b>	121,946,614	121,946,614	113,531,151
<b>Net Financial Assets, end of year</b>	\$ 78,853,601	\$ 146,956,487	\$ 121,946,614



# The Corporation of the City of Victoria

## Statement of Cash Flows

**For the year ended December 31**

**2018**

**2017**

Cash provided by (used in):

### Operating Transactions

Annual surplus	\$ 55,356,782	\$ 49,485,097
Items not involving cash		
Amortization of tangible capital assets	13,334,709	11,872,574
Gain on disposal of tangible capital assets	(8,651)	(112,225)
Change in future employee benefits and other liability	208,513	637,064
Actuarial adjustment on debt	(912,982)	(781,729)
Changes in non-cash operating assets and liabilities		
Accounts receivable other	(116,974)	(3,035,800)
Property taxes receivable	163,727	862,924
Mortgage receivable	(27,529)	(26,680)
Other assets	(54,976)	466
Restricted cash	(27,053)	(118,426)
Accounts payable and accrued liabilities	(827,390)	2,330,293
Deposits and prepayments	1,974,601	2,057,026
Deferred revenue	5,726,640	5,539,233
Inventory of supplies	(102,174)	(81,378)
Prepaid expenses and deposits	(1,007,813)	34,051
	<b>73,679,430</b>	<b>68,662,490</b>

### Capital Transactions

Acquisition of tangible capital assets	(42,634,040)	(52,894,881)
Proceeds on disposal of tangible capital assets	71,060	112,225
	<b>(42,562,980)</b>	<b>(52,782,656)</b>

### Investing Transactions

Net increase in portfolio investments	<b>(33,100,000)</b>	<b>(1,000,000)</b>
---------------------------------------	---------------------	--------------------

### Financing Transactions

Debt issued	-	9,600,000
Debt repayments	(3,064,671)	(2,691,090)
	<b>(3,064,671)</b>	<b>6,908,910</b>

### Increase (decrease) in Cash and Cash Equivalents

	<b>(5,048,221)</b>	<b>21,788,744</b>
Cash and Cash Equivalents, beginning of year	<b>110,003,479</b>	<b>88,214,735</b>
Cash and Cash Equivalents, end of year	<b>\$ 104,955,258</b>	<b>\$ 110,003,479</b>

The accompanying notes are an integral part of these financial statements

---

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

---

The Corporation of the City of Victoria (the "City") is incorporated and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The City provides municipal services such as: protective services, transportation services, environmental and public health services, community planning, parks, recreation and community development, water utility, sewer utility and other general government operations.

The financial statements of The Corporation of the City of Victoria (the "City") are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. Significant accounting policies adopted by the City are as follows:

### 1. Significant Accounting Policies

#### (a) Reporting Entity

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the City's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

The financial statements exclude trust assets that are administered for the benefit of external parties (Note 15).

#### (b) Basis of Accounting

The City follows the accrual method of accounting for revenues and expenses. Revenues are accounted for in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

#### (c) Government Transfers

Government transfers are recognized in the financial statements as revenues in the period the transfers are authorized and any eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue and are recognized over the period that the liability is settled.

#### (d) Deferred Revenue

Certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or the services are performed.

#### (e) Deposits and Prepayments

Receipts restricted by third parties for future services or repayment are deferred and reported as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

---

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

---

### 1. Significant Accounting Policies (Continued)

#### (f) Taxation Revenue

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

#### (g) Investment Income

Investment income is reported as revenue in the period earned. When required by the funding agreement, investment income earned on deferred revenue is deferred and forms part of the deferred revenue balance.

#### (h) Cash and Cash Equivalents

Cash equivalents include short term highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

#### (i) Long-Term Debt

Long-term debt is recorded net of related sinking fund balances and actuarial earnings.

#### (j) Employee Future Benefits

- (i) The City and its employees make contributions to the GVLRA- CUPE Long Term Disability Trust and Municipal Pension Plan. As these are multi-employer pension plans, contributions are expensed as incurred.
- (ii) Sick leave and other retirement benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

---

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

---

### 1. Significant Accounting Policies (Continued)

#### (k) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

##### (i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

	Useful life in years
Land improvements	15-50
Buildings	20-50
Furniture, equipment, technology and motor vehicles	5-25
Roads, bridges and highways	10-80
Water infrastructure	20-125
Sewer infrastructure	50-100
Drainage infrastructure	50-100

Tangible capital assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset. Assets under construction are not amortized until the asset is available for service. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

##### (ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

##### (iii) Natural Resources

Natural resources are not recognized as assets in the financial statements.

##### (iv) Works of Art and Cultural and Historic Assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.



---

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

---

### 1. Significant Accounting Policies (Continued)

#### (k) Non-Financial Assets (Continued)

##### (v) Leased Tangible Capital Assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

##### (vi) Inventories of Supplies

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

##### (vii) Tangible Capital Assets Disclosed at Nominal Values

Where an estimate of fair value could not be made upon adoption of accounting standard PSAS 3150 - Tangible Capital Assets, the tangible capital asset was recognized at a nominal value.

#### (l) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating useful lives of tangible capital assets, estimating provisions for accrued liabilities, estimates related to contaminated sites and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

#### (m) Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the mediation strategy for a contaminated site. **No liability for contaminated sites exists as at December 31, 2017 or 2018.**

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 2. Cash and Cash Equivalents

	2018	2017
Cash	\$ 31,423,204	\$ 25,475,696
MFA Money Market Funds	73,532,054	69,527,783
Guaranteed investment certificate	-	15,000,000
	<b>\$ 104,955,258</b>	<b>\$ 110,003,479</b>

### 3. Accounts Receivable

	2018	2017
Sewer	\$ 3,850,910	\$ 3,468,768
Water	14,885,088	14,800,754
Grants	2,466,218	4,741,274
GST and carbon tax	455,020	772,560
Investment interest income	1,461,091	923,120
Parks, recreation and community development	2,571,827	2,304,463
Municipal tickets	1,585,811	1,411,054
Victoria police department	1,160,651	875,504
Rental properties	64,334	69,053
Permits	475,856	334,811
Garbage	532,044	505,837
Third party billing	544,892	406,507
Miscellaneous	2,099,374	1,182,507
Valuation allowance	(1,035,335)	(795,405)
	<b>\$ 31,117,781</b>	<b>\$ 31,000,807</b>

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

#### 4. Portfolio Investments

	Yield	Maturity	2018	2017
Schedule 1 bank bonds	3.10%	December 17, 2019	\$ 9,000,000	\$ -
Term deposits	2.35% to 3.07%	December 24, 2019	162,000,025	137,900,025
			<b>\$ 171,000,025</b>	<b>\$ 137,900,025</b>

Portfolio investments are comprised of Canadian bank bonds and Guaranteed Investment Certificates of Canadian Banks and Credit Unions with yields of 2.35% to 3.07% (2017 - 1.88% to 2.25%), and maturity dates to December 24, 2019. The City's investments are carried at cost which approximates market values.

#### 5. Mortgage Receivable

In 2011, the Federal Government of Canada entered into an agreement with the Capital Regional District to provide a financial contribution for new permanent, safe, transitional and supportive housing. Subsequently, the Capital Regional District entered into a sub project funding agreement in which \$1,200,000 was contributed to the City towards the purchase of two properties within the City. The agreement states that if the properties are not operated for their intended purpose or are sold and the proceeds of disposition are not applied to providing similar services then the City will be required to repay the contribution amount. The amount of the required repayment is dependent on the length of time that the intended purpose of the contribution is met and extends to March 31, 2026 at which point no further repayment is required.

In 2013, one of the properties was purchased by Provincial Rental Housing Corporation. In 2015, the remaining property was purchased by a not-for-profit housing society and a mortgage of \$1,300,000 was issued by the City. The mortgage bears no interest and is secured by the property. Payment is not due until the mortgage matures on September 15, 2029. The mortgage is guaranteed by BC Housing Management Commission, therefore if the not-for-profit organization defaults on the terms of the loan, BC Housing Management Commission assumes responsibility for the loan repayment. The balance represents the present value of the payment, using the City's estimated cost of borrowing.

Both purchases include transfer of the funding agreement repayment obligation applicable to each property.

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 6. Accounts Payable and Accrued Liabilities

	2018	2017
Trade account payable and other liabilities	\$ 11,055,700	\$ 8,662,899
Capital projects	3,156,782	3,484,069
Payroll accounts payable	7,940,805	7,213,279
Contract holdbacks	717,393	6,192,934
School authorities	651,689	686,706
Capital Regional District	437,644	445,004
Capital Regional District sewer	2,374,072	1,378,996
Legal settlements	1,916,051	1,003,683
Recreation Integration Victoria	86,472	81,830
BC Transit	130,151	140,112
Regional Hospital District	92,429	96,469
BC Assessment Authority	19,565	20,162
	<b>\$ 28,578,753</b>	<b>\$ 29,406,143</b>

### 7. Deferred Revenue

	2018	2017
Building permit fees	\$ 7,182,343	\$ 5,612,043
Development cost charges	19,388,787	15,973,761
General operating deferred revenue	4,031,691	3,290,377
	<b>\$ 30,602,821</b>	<b>\$ 24,876,181</b>

#### Building permit fees

	2018	2017
Opening balance of building permit fees	\$ 5,612,043	\$ 3,958,073
Add: fees and contributions received	3,917,843	3,666,196
Less: revenue earned and/or fees refunded	(2,347,543)	(2,012,226)
	<b>\$ 7,182,343</b>	<b>\$ 5,612,043</b>

#### Development cost charges

	2018	2017
Opening balance of unspent funds	\$ 15,973,761	\$ 13,534,862
Add: development cost charges received during year	3,174,580	2,474,357
Add: interest earned	354,619	216,357
Less: amount spent on projects and recorded as revenue	(114,173)	(251,815)
	<b>\$ 19,388,787</b>	<b>\$ 15,973,761</b>



# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 7. Deferred Revenue (Continued)

Development cost charges include the following:

	2018	2017
Water and environment	\$ 715,316	\$ 748,809
Transportation	7,844,455	6,614,537
Water	883,940	676,462
Drainage	522,365	393,136
Sewage	3,301,083	2,720,171
Parkland acquisition and development	6,121,628	4,820,646
	<b>\$ 19,388,787</b>	<b>\$ 15,973,761</b>

There are no waivers and/or reductions in development cost charges during 2018 or 2017.

### 8. Long-Term Debt

The City issues debt instruments through the Municipal Finance Authority ("MFA"), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures. Sinking fund balances, managed by the MFA, are used to reduce long-term debt. Interest rates on long-term debt range from 2.10% to 4.90%. The weighted average interest rate for 2018 was 2.91% (2017 - 3.03%).

- (a) Gross amount of debt and the repayment and actuarial earnings to retire the debt are as follows:

	Rate	Gross debt	Repayment & actuarial earnings	Net debt 2018	Net debt 2017	Year of Maturity
Issue 79	2.10%	10,000,000	(3,341,759)	6,658,241	6,964,861	2033
Issue 80	2.40%	10,000,000	(3,287,481)	6,712,519	7,014,160	2033
Issue 81	2.40%	10,000,000	(3,052,111)	6,947,889	7,241,543	2034
Issue 102	2.25%	4,509,000	(3,046,901)	1,462,099	1,796,523	2022
Issue 103	4.65%	1,800,000	(1,109,083)	690,917	822,398	2023
Issue 105	4.90%	5,240,015	(2,833,472)	2,406,543	2,772,968	2024
Issue 110	4.50%	5,200,000	(2,462,893)	2,737,107	3,088,846	2025
Issue 115	3.89%	10,200,000	(2,727,336)	7,472,664	7,908,274	2031
Issue 130	3.00%	23,200,000	(3,336,686)	19,863,314	20,747,183	2034
Issue 139	2.10%	5,500,000	(418,485)	5,081,515	5,293,850	2036
Issue 142	3.15%	9,600,000	(359,855)	9,240,145	9,600,000	2037
		<b>\$ 95,249,015</b>	<b>\$ (25,976,062)</b>	<b>\$ 69,272,953</b>	<b>\$ 73,250,606</b>	

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 8. Long-Term Debt (Continued)

- (b) Future aggregate payments of net outstanding debenture debt, including sinking fund payments, over the next five years and thereafter are as follows:

2019	\$ 4,091,598
2020	4,258,040
2021	4,431,404
2022	4,611,983
2023	4,394,540
Thereafter	<u>47,485,388</u>
Total	<u>\$ 69,272,953</u>

- (c) Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$3,064,671 (2017 - \$2,691,090). Interest paid during the year was \$2,769,203 (2017 - \$2,668,366).

### 9. Employee Future Benefit Liability

Information about liabilities for the City's employee obligation is as follows:

	<u>2018</u>	<u>2017</u>
Accrued benefit obligation		
Balance, beginning of year	\$ 18,270,101	\$ 18,093,001
Service cost	1,298,000	1,389,300
Interest cost	537,300	618,700
Benefits payments	(1,801,600)	(1,364,400)
Immediate recognition loss/(gain) for event driven liabilities	90,000	(167,700)
Actuarial (gain)/loss	<u>(818,600)</u>	<u>(298,800)</u>
Accrued benefit obligation, end of year	17,575,201	18,270,101
Less unamortized net actuarial loss	(72,059)	(1,022,577)
Add pension over contributions due to staff	<u>393,558</u>	<u>440,663</u>
Accrued benefit liability, end of year	<u>\$ 17,896,700</u>	<u>\$ 17,688,187</u>

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 9. Employee Future Benefit Liability (Continued)

The accrued benefit obligation and the benefit costs for the year were estimated by actuarial valuation as of December 31, 2018 by an independent actuarial firm. Key estimates were used in the valuation including the following:

	2018	2017
Discount rates	3.30%	2.90%
Expected future inflation rates	2.25%	2.25%
Expected wage and salary increases	2.33% to 4.38%	2.33% to 4.38%
Estimated average remaining service life of employees	11 years	11 years

The accrued benefit liability includes both vested and non-vested amounts as follows:

	City	Police	2018	2017
Vested benefits	\$ 4,828,606	\$ 8,052,435	\$ 12,881,041	\$ 12,185,123
Non-vested benefits	4,015,957	999,702	5,015,659	5,503,064
Total accrued benefit liabilities	8,844,563	9,052,137	17,896,700	17,688,187
Charged to operating fund surplus in current and past years	(4,828,605)	(7,676,753)	(12,505,358)	(11,722,766)
Portion of benefits charged against reserves	\$ 4,015,958	\$ 1,375,384	\$ 5,391,342	\$ 5,965,421

Vested benefits include lump sum payments, death benefits, and certain sick leave and vacation in the year of retirement benefits. Vested benefits are contractually required to be paid to an employee regardless of their future employment. Non-vested benefits include long service leave, personal leave program and certain sick leave programs. Non-vested benefits are conditional upon future employment.

#### ***GVLRA - CUPE Long Term Disability Trust***

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long term disability income benefit plan. The City and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined as of December 31, 2017. At December 31, 2017, the total plan provision for approved claim was \$15,844,900 and the provision for unreported claims was \$1,332,400 with an accumulated surplus of \$3,852,573. The total plan provision for approved and unreported claims and net surplus or deficit at December 31, 2018 will be available later in 2019.

The City paid \$561,314 (2017 - \$584,709) for employer contributions and City employees paid \$561,314 (2017 - \$584,709) for employee contributions to the Plan in fiscal 2018.

---

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

---

#### 9. Employee Future Benefit Liability (continued)

##### *Municipal Pension Plan*

The City of Victoria and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan) (the "Plan"). The Board of Trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the Plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of the funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged. The next valuation will be as at December 31, 2018, with results available later in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and costs to individual employers participating in the Plan.

The City of Victoria paid \$11,515,427 (2017 - \$11,428,849) for employer contributions and City of Victoria employees paid \$9,089,467 (2017 - \$8,964,286) for the Plan in fiscal 2018.



**The Corporation of the City of Victoria**  
**Notes to the Financial Statements**

**December 31, 2018**

**10. Tangible Capital Assets**

	Land & land improvements	Buildings	Furniture, equipment, technology, motor vehicles	Roads, bridges, highways	Water infrastructure	Sewer infrastructure	Drainage infrastructure	Assets under construction	2018 Total	2017 Total
Cost, beginning of year	\$ 138,382,972	\$ 112,096,953	\$ 75,414,390	\$ 109,137,764	\$ 68,644,720	\$ 24,210,056	\$ 23,725,459	\$ 115,308,436	\$ 666,920,750	\$ 615,114,599
Additions	77,121	2,563,244	4,655,474	113,357,520	4,282,795	3,879,337	1,354,116	17,375,364	147,544,971	58,388,705
Disposals/transfers	-	-	(572,204)	-	-	-	-	(104,910,930)	(105,483,134)	(6,582,554)
Cost, end of year	138,460,093	114,660,197	79,497,660	222,495,284	72,927,515	28,089,393	25,079,575	27,772,870	708,982,587	666,920,750
Accumulated amortization, beginning of year	364,846	45,824,855	51,390,274	53,990,355	10,156,679	6,039,089	3,369,917	-	171,136,015	160,352,170
Disposals	-	-	(509,795)	-	-	-	-	-	(509,795)	(1,088,730)
Amortization	102,513	2,939,857	5,390,730	3,709,876	645,169	299,735	246,829	-	13,334,709	11,872,574
Accumulated amortization, end of year	467,359	48,764,712	56,271,209	57,700,231	10,801,848	6,338,824	3,616,746	-	183,960,929	171,136,014
Net carrying amount, end of year	\$ 137,992,734	\$ 65,895,485	\$ 23,226,451	\$ 164,795,053	\$ 62,125,667	\$ 21,750,569	\$ 21,462,829	\$ 27,772,870	\$ 525,021,658	\$ 495,784,736

- a.) Work in Progress - Assets under construction having a value of \$27,772,870 (2017 - \$115,308,436) have not been amortized. Amortization of these assets will commence when the asset is put into service.
- b.) Contributed Assets - No contributed assets have been recognized in 2018 or 2017.
- c.) Tangible Capital Assets Disclosed at Nominal Values - Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value.
- d.) Works of Art and Historical Treasures - The City manages and controls various works of art and non-operational historical cultural assets. These assets are not recorded as tangible capital assets are not amortized.
- e.) Write down of Tangible Capital Assets - No write down of tangible capital assets occurred during 2018 or 2017.
- f.) Leased Tangible Capital Assets - Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

# The Corporation of the City of Victoria

## Notes to the Financial Statements

**December 31, 2018**

### 11. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2018	2017
Surplus		
Equity in tangible capital assets	<u>\$ 455,615,655</u>	<u>\$ 422,401,080</u>
Non-Statutory Reserve Accounts		
Development Stabilization Reserve Account	1,880,449	327,846
Reserves		
Operating Fund	4,544,049	4,026,427
Financial Stability Reserves	60,145,602	54,794,382
Equipment and Infrastructure Replacement Fund	146,796,907	131,429,908
Tax Sale Lands Fund	3,975,956	5,789,588
Parks and Greenways Acquisition Fund	2,886,917	2,724,295
Local Amenities	965,636	754,439
Victoria Housing Fund	2,230,915	1,950,332
Climate Action	794,445	850,691
Art in Public Places	467,467	596,335
Downtown Core Area Public Realm Improvements	216,180	153,451
Downtown Heritage Building Seismic Upgrades	150,411	89,112
Less:		
Underfunded employee benefit obligation (Note 9)	<u>(5,391,342)</u>	<u>(5,965,421)</u>
Total reserves	<u>219,663,592</u>	<u>197,521,385</u>
	<u><b>\$ 675,279,247</b></u>	<u><b>\$ 619,922,465</b></u>

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 12. Taxation

Taxation revenue, reported on the Statement of Operations is made up of the following:

	Financial Plan 2018	2018	2017
General taxation			
General municipal purposes	\$ 130,751,783	<b>\$ 130,751,326</b>	\$ 124,916,051
Utility 1% tax	1,329,000	<b>1,329,555</b>	1,300,830
Collections for other governments			
Capital Regional District	-	<b>23,152,530</b>	21,072,574
School Authorities	-	<b>49,533,747</b>	48,471,680
Regional Hospital District	-	<b>7,792,266</b>	7,681,732
Municipal Finance Authority	-	<b>6,857</b>	5,971
BC Assessment Authority	-	<b>1,530,969</b>	1,463,498
BC Transit	-	<b>8,520,191</b>	8,673,719
Business Improvement Association	-	<b>1,066,050</b>	1,035,314
Special assessments			
Boulevard frontage	535,200	<b>535,042</b>	538,235
Specified area improvement	81,000	<b>138,852</b>	150,370
Sewer frontage	789,000	<b>792,985</b>	791,985
Hotel tax			
Tourism Victoria	-	-	-
Victoria Conference Centre	-	-	-
	<b>133,485,983</b>	<b>225,150,370</b>	216,101,959
Less taxes levied for other authorities			
Capital Regional District	-	<b>23,152,530</b>	21,072,574
School Authorities	-	<b>49,533,747</b>	48,471,680
Regional Hospital District	-	<b>7,792,266</b>	7,681,732
Municipal Finance Authority	-	<b>6,857</b>	5,971
BC Assessment Authority	-	<b>1,530,969</b>	1,463,498
BC Transit	-	<b>8,520,191</b>	8,673,719
Business Improvement Association	-	<b>1,066,050</b>	1,035,314
	-	<b>91,602,610</b>	88,404,488
Net taxes available for municipal purposes	<b>\$ 133,485,983</b>	<b>\$ 133,547,760</b>	\$ 127,697,471

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 13. Government Transfers

The City recognizes the transfer of government funding as revenues in the period that the events giving rise to the transfer occurred. The Government transfers reported on the Statement of Operations are:

	Financial Plan 2018	<b>2018</b>	2017
Unconditional transfers			
Traffic fine revenue sharing	\$ 1,755,000	<b>\$ 1,861,494</b>	\$ 1,755,723
Conditional transfers			
Jail	34,000	<b>28,947</b>	38,884
Gas tax	3,591,000	<b>3,590,746</b>	3,474,900
Infrastructure grants:			
General capital	250,000	-	1,019,492
Johnson Street Bridge	1,383,000	<b>1,382,687</b>	3,550,355
Cost-sharing agreements:			
General capital	-	-	624,743
	<b>5,258,000</b>	<b>5,002,380</b>	8,708,374
	<b>\$ 7,013,000</b>	<b>\$ 6,863,874</b>	\$ 10,464,097

Traffic Fine Revenue Sharing program is an unconditional grant provided to municipalities to assist in ensuring community safety and addressing community specific strategic priorities. The program returns 100% of net revenues from traffic violations to municipalities that are directly responsible for paying for policing.

Gas Tax is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. These funds may be used towards designated infrastructure projects that achieve positive environmental results.

Infrastructure grants related to the Johnson Street Bridge Replacement Project are restricted to eligible expenses as defined by the funding agreement established between the City, Union of British Columbia Municipalities and The Government of Canada's Building Canada Fund Program.



# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 14. Miscellaneous Revenue

	Financial Plan 2018	2018	2017
Third party billing, cost sharing and recoveries	\$ 6,208,010	\$ 8,853,770	\$ 3,658,808
Arena lease equivalent, share of naming rights and ticket surcharge	634,000	738,040	504,133
CREST levy	400,000	341,672	338,395
Rezoning applications	371,250	1,237,618	984,657
Dog licences and fines	210,000	384,722	355,476
Bus shelter advertising	150,000	171,765	188,264
Tax certificates	125,000	127,060	145,585
Bonus density	-	280,341	-
Traffic and sidewalk permits	138,250	126,487	118,203
Fortis franchise fee	574,000	573,805	542,359
Development cost charges	671,000	105,147	251,815
Other: administrative fees, lease fees, information sales and asset disposals	613,623	1,173,620	1,250,052
	<b>\$ 10,095,133</b>	<b>\$ 14,114,047</b>	<b>\$ 8,337,747</b>

Third party billing and CREST levy are offset by expenses therefore budget variance has no impact on the City's operating surplus. Ticket surcharge revenue from the arena is impacted by arena annual operational activity. Amounts for bonus density are not determinable in advance, and do not impact operating surplus as balances are transferred to reserves, therefore no budget amount is provided in the Financial Plan.

### 15. Trust Funds

Trust funds administered by the City have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations .

	2018	2017
Ross Bay Cemetery	\$ 1,024,932	\$ 972,181
Nature Interpretation Centre	632,668	618,928
Bastion Square Revitalization	242,524	237,256
	<b>\$ 1,900,124</b>	<b>\$ 1,828,365</b>

The Ross Bay Cemetery Trust is a fund for the non-commercial Ross Bay Cemetery and is used for perpetual maintenance.

The Nature Interpretation Centre is a trust for the construction of a nature interpretation centre in Beacon Hill Park.

The Bastion Square Revitalization Trust is a trust received from the Bastion Square Association Society for the sole purpose of improving Bastion Square.

---

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

---

#### 16. Contractual obligations

In the normal course of business, the City enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual budget and have been approved by Council.

---

#### 17. Contractual rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The significant contractual rights that existed at December 31, 2018 are as follows:

##### *Lease revenue*

The City has entered into a number of fixed term lease agreements for the use of City owned land and/or buildings that are anticipated to provide the City with future revenues.

##### *Developer contributions*

The City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution, which cannot be determined with certainty at this time.

---

#### 18. Contingent Liabilities

The City is a defendant in various lawsuits. The City records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. Included in reserve funds is an insurance reserve of \$4,003,695 (2017 - \$3,916,744), maintained to offset settlements and insurance coverage is maintained to provide for insurable claims should they exceed the liability deductible of \$1,000,000 in any year. As of November 2008, the City joined the Municipal Insurance Association and all insurable claims from that date forward will be subject to a liability deductible of \$250,000 in any year.

Change orders for significant additional construction costs have been presented to the City by the contractor responsible for the construction of the Johnson Street Bridge. A smaller amount has been claimed to be owing by the City for additional fees by the designer of the Bridge. The City disputes that it owes any amount to either party. Litigation has been commenced by both parties and the City is represented by legal counsel. Any settlement is subject to approval by City Council.

---

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

---

#### 18. Contingent Liabilities (Continued)

Under borrowing arrangements with the Municipal Finance Authority, the City is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are included in the City's financial assets as restricted cash and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the City. At December 31, 2018 the balance of the deposits was \$1,270,467 (2017 - \$1,243,414). At December 31, 2018 there were contingent demand notes of \$2,490,784 (2017 - \$2,490,784) which are not included in the financial statements of the City.

Capital Regional District debt, under provisions of the Local Government Act, is a direct, joint and several liability of the Capital Regional District and each member municipality within the Capital Regional District, including the City.

The City of Victoria and the District of Saanich established the Board of Cemetery Trustees of Greater Victoria (the "Board") in 1922 under the Municipal Cemeteries Act. The Board is a not-for profit organization that operates the Royal Oak Burial Park. The terms of the agreement provides the Board a borrowing limit of \$3 million with the City and the District of Saanich providing equal guarantee. At December 31, 2018 the Board had an outstanding demand loan of \$1,196,655 (2017 - \$1,819,791) with the Bank of Montreal and long-term debt of \$821,814 (2017 - \$884,041) through the Municipal Finance Authority. The City's guarantee portion of the outstanding debt at December 31, 2018 is \$1,009,235 (2017 - \$1,351,916).

The City is reviewing environmental objectives and potential liabilities for its activities and properties including potential site reclamation obligations. The amount of any such obligations is not presently determinable.

The City is a shareholder and member of Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

# The Corporation of the City of Victoria

## Notes to the Financial Statements

December 31, 2018

### 19. Financial Plan Data

The financial plan data presented in these financial statements is based upon the 2018 operating and capital financial plan approved by Council on April 26, 2018. The table below reconciles the approved financial plan to the financial plan figures reported in these financial statements.

	Financial plan bylaw	Financial statement budget
Revenues		
Taxation	\$ 139,672,383	\$ 139,672,383
User fees and other revenue	67,976,014	67,976,014
Other	29,843,790	29,843,790
	<u>237,492,187</u>	<u>237,492,187</u>
Expenses		
General government	19,782,037	21,247,635
Protective services	74,554,425	75,837,496
Transportation services	20,445,572	24,794,439
Environmental and public health services	7,722,993	8,122,039
Social services and housing	1,048,186	1,048,186
Planning and development	14,754,356	15,290,711
Parks, recreation and cultural services	29,235,230	30,493,687
Water utility	14,176,765	14,660,592
Sewer utility	3,665,636	3,890,415
Amortization	10,000,000	-
	<u>195,385,200</u>	<u>195,385,200</u>
	42,106,987	42,106,987
Less:		
Capital expenditures	(95,200,000)	-
Debt repayment	(3,064,671)	-
Add:		
Interfund transfers	56,157,684	-
Annual surplus	<u>\$ -</u>	<u>\$ 42,106,987</u>



---

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

---

#### 20. Segmented Information

The City of Victoria is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. City services are provided by departments and their activities reported within these funds. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(i) General Government

The General Government operations provide the functions of Corporate Administration, Finance, Human Resources, Legislative Services and any other functions categorized as non-departmental.

(ii) Protective Services

Protective Services is comprised of four different functions, including the City's Emergency Management Agency, Fire, Police and the permits and inspections function of the Sustainable Planning and Community Development department. The Emergency Management Agency prepares the City to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The Fire Department is responsible for providing critical, life saving services in preventing or minimizing the loss of life and property from fire and natural or man made emergencies. The Police Department ensures the safety of the lives and property of Victoria as well as Esquimalt citizens through the enforcement of municipal bylaws, criminal laws and the laws of British Columbia, the maintenance of law and order, and the prevention of crime. The Sustainable Planning and Community Development department has a broad range of policy, regulatory and program responsibilities including processing undertakings related to permits and inspections for Building Permits, Plumbing Permits, Electrical Permits, and signs.

(iii) Transportation Services

Transportation Services is responsible for a wide variety of transportation functions such as Parking, Engineering Operations and Streets. As well, providing services around infrastructure, traffic control, transportation planning, review of land development impacts on transportation, traffic management, pedestrian and cycling issues, on-street parking regulations, including street signs and painting as well as traffic signal timing.

(iv) Environmental and Public Health Services

The Environmental and Public Health Services is comprised of three sections in the areas of Solid Waste Services, Storm Drains, and Street Cleaning. The Solid Waste Collection and Recycling Operations section is responsible for the collection of household garbage. The Storm Drains section provides the design, inspection and technical supervision of civil engineering projects related to the construction and maintenance of the storm drain collection systems to protect public health. The Street cleaning section is responsible for the collection and disposal of litter and debris from streets, sidewalks and squares.

---

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

---

#### 20. Segmented Information (Continued)

(v) Social Services and Housing

Social Services and Housing includes grants to non-profit organizations for the purpose of facilitating social inclusion and community wellness, and to support affordable housing initiatives.

(vi) Parks, Recreation and Cultural Services

Parks is responsible for the maintenance, planning and development of all park facilities such as ornamental gardens, natural ecosystems, sport and entertainment venues and playgrounds for recreational and cultural enjoyment in a beautiful and safe environment; preserves and enhances green spaces on public lands. Recreation Services facilitates the provision of recreation and wellness programs and services through the Crystal Pool, Save-On Foods Memorial Centre, Royal Athletic Park, and Community and Seniors Centres. The Arts and Culture function supports community vibrancy and economic impact through tourism and visitor attraction.

(vii) Planning and Development

This segment is composed of four departments:

Sustainable Planning and Community Development: Supports quality development and economic health of the City. This function includes regulatory and program responsibilities including: community and city-wide land use planning; urban design; planning applications including zoning, development and variance permits, demographic and other planning information services.

Real Estate: Administers the City's portfolio of commercial properties; in particular, negotiating leases and lease renewals with tenants (lease-outs) and landlords (lease-ins).

Economic Development: This function is guided by six primary "engines" to drive Victoria's businesses, generate jobs, raise household incomes, and increase well-being. The six engines include: advance education and research and development; the ocean and marine sector; experimental tourism; government; technology; and entrepreneurship, start-ups and social enterprise.

Victoria Conference Centre: Responsible for strengthening the City's economy through the implementation of a vision and action plan for economic sustainability and growth in Victoria. Economic development in Victoria focuses on the prospects for the future as a city with high quality of life which supports the building of a vibrant, prosperous, fiscally sound and economically robust community.

---

## The Corporation of the City of Victoria

### Notes to the Financial Statements

December 31, 2018

---

#### 20. Segmented Information (Continued)

##### (viii) Water and Sewer Utilities

The Sewer Utility protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the City. The Water Utility delivers clean, safe and aesthetically pleasing potable water, in accordance with the Provincial Drinking Water Protection Act, to the citizens of the City of Victoria and Township of Esquimalt. The water is for the purpose of domestic consumption and firefighting.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues. Taxation and payments in lieu of taxes are apportioned to the General Fund services based on budgeted taxation revenue as presented in the 2018-2022 consolidated financial plan.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

**The Corporation of the City of Victoria**  
**Notes to the Financial Statements**

**For the year ended December 31, 2018**

**20. Segmented Information (Continued)**

	<b>General Fund</b>							<b>Water Fund</b>	<b>Sewer Fund</b>	
	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Social Services and Housing	Parks Recreation and Cultural Services	Planning and Development	Water Utility	Sewer Utility	Total
<b>2018</b>										
<b>Revenues</b>										
Taxation	\$ 25,851,501	\$ 63,554,732	\$ 13,166,712	\$ 2,504,177	\$ 756,697	\$ 28,325,502	\$ 4,844,987	\$ -	\$ 792,985	\$139,797,293
Goods & services	39,587	8,982,645	15,040,559	8,964,781	-	2,373,612	11,429,033	21,609,781	7,490,787	75,930,785
Government transfers	-	1,890,441	3,162,772	1,810,661	-	-	-	-	-	6,863,874
Other	7,437,985	5,064,432	10,268,887	37,083	87,529	2,075,484	5,278,931	867,054	561,639	31,679,024
	<b>33,329,073</b>	<b>79,492,250</b>	<b>41,638,930</b>	<b>13,316,702</b>	<b>844,226</b>	<b>32,774,598</b>	<b>21,552,951</b>	<b>22,476,835</b>	<b>8,845,411</b>	<b>254,270,976</b>
<b>Expenses</b>										
Salaries & wages	10,430,000	65,693,042	14,087,336	4,722,293	84,722	13,802,468	6,142,292	3,589,786	2,534,742	121,086,681
Materials, supplies, & services	5,005,373	8,564,234	7,169,537	2,417,907	320,143	11,641,395	10,034,416	10,813,005	763,238	56,729,248
Interests, & Foreign Exchange	72,995	-	1,801,690	-	-	748,226	168,561	-	-	2,791,472
Grants	-	-	-	-	845,725	2,313,669	314,416	-	-	3,473,810
Other	632,401	-	-	-	-	-	-	-	-	632,401
Capital expenditure not meeting tangible capital asset criteria	1,600	32,880	254,662	163,194	-	89,508	6,723	58,518	258,788	865,873
Amortization	1,954,333	1,710,939	5,799,087	532,116	-	1,678,116	715,214	645,169	299,735	13,334,709
	<b>18,096,702</b>	<b>76,001,095</b>	<b>29,112,312</b>	<b>7,835,510</b>	<b>1,250,590</b>	<b>30,273,382</b>	<b>17,381,622</b>	<b>15,106,478</b>	<b>3,856,503</b>	<b>198,914,194</b>
<b>Annual surplus</b>	<b>\$ 15,232,371</b>	<b>\$ 3,491,155</b>	<b>\$ 12,526,618</b>	<b>\$ 5,481,192</b>	<b>\$ (406,364)</b>	<b>\$ 2,501,216</b>	<b>\$ 4,171,329</b>	<b>\$ 7,370,357</b>	<b>\$ 4,988,908</b>	<b>\$ 55,356,782</b>



**The Corporation of the City of Victoria**  
**Notes to the Financial Statements**

**For the year ended December 31, 2017**

**20. Segmented Information (Continued)**

	<b>General Fund</b>							<b>Water Fund</b>	<b>Sewer Fund</b>	
	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Social Services and Housing	Parks Recreation Cultural Services	Planning and Development	Water Utility	Sewer Utility	Total
<b>2017</b>										
<b>Revenues</b>										
Taxation	\$ 24,610,419	\$ 61,848,820	\$ 10,676,307	\$ 2,389,623	\$ 1,593,061	\$ 27,223,195	\$ 4,892,595	\$ -	\$ 791,985	\$134,026,005
Goods & services	41,494	8,567,115	14,185,281	8,437,761	-	2,258,821	9,123,463	21,290,240	7,765,231	71,669,406
Government transfers	-	1,794,608	7,117,460	1,220,657	-	331,372	-	-	-	10,464,097
Other	5,746,429	4,400,195	5,319,295	47,778	-	1,498,809	4,396,100	719,181	449,940	22,577,727
	<b>30,398,342</b>	<b>76,610,738</b>	<b>37,298,343</b>	<b>12,095,819</b>	<b>1,593,061</b>	<b>31,312,197</b>	<b>18,412,158</b>	<b>22,009,421</b>	<b>9,007,156</b>	<b>238,737,235</b>
<b>Expenses</b>										
Salaries & wages	10,338,994	64,787,852	13,579,528	4,470,817	-	13,009,336	5,496,687	3,430,490	2,357,179	117,470,883
Materials, supplies, & services	4,681,704	8,508,105	6,125,816	2,359,011	53,106	11,082,294	8,478,953	10,210,006	798,938	52,297,933
Interests, & Foreign exchange	127,146	-	1,601,996	-	-	794,112	168,561	-	-	2,691,815
Grants	-	-	-	-	1,497,500	1,978,055	319,031	-	-	3,794,586
Other	(315,285)	-	-	-	-	27,059	-	-	-	(288,226)
Loss (gain) on disposition of capital assets	-	-	-	-	-	-	-	-	-	-
Capital expenditure not meeting tangible capital asset criteria	19,475	168,933	179,219	275,511	-	432,372	188,647	10,718	137,698	1,412,573
Amortization	2,016,070	1,663,294	4,493,998	509,400	-	1,614,281	701,506	606,348	267,677	11,872,574
	<b>16,868,104</b>	<b>75,128,184</b>	<b>25,980,557</b>	<b>7,614,739</b>	<b>1,550,606</b>	<b>28,937,509</b>	<b>15,353,385</b>	<b>14,257,562</b>	<b>3,561,492</b>	<b>189,252,138</b>
<b>Annual surplus</b>	<b>\$ 13,530,238</b>	<b>\$ 1,482,554</b>	<b>\$ 11,317,786</b>	<b>\$ 4,481,080</b>	<b>\$ 42,455</b>	<b>\$ 2,374,688</b>	<b>\$ 3,058,773</b>	<b>\$ 7,751,859</b>	<b>\$ 5,445,664</b>	<b>\$ 49,485,097</b>

---

**The Corporation of the City of Victoria**  
**Notes to the Financial Statements**

**December 31, 2018**

---

**21. Comparative Figures**

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**SCHEDULE OF DEBT**

DEBT ISSUE	REGION SI BYLAW	OUTSTANDING BALANCE AT		INTEREST RATE	MATURITY DATE
			DEC 31/18		
79	3026	\$	6,752,116	2.10%	2033
80	3026		6,752,117	2.40%	2033
81	3026		7,050,125	2.40%	2034
102	3467		1,472,084	2.25%	2022
103	3515		720,723	4.65%	2023
105	3515/3595		2,470,581	4.90%	2024
110	3515		2,807,123	4.50%	2025
115	3770		7,472,664	3.89%	2031
130	3770		19,891,594	3.00%	2034
139	3770		5,084,487	2.10%	2036
142	3770		9,242,729	3.15%	2037
Accrued actuarial gains			(443,390)		
		\$	69,272,953		

Further information on all long-term debt is included in Note 8 to the financial statements.

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS - 2018**

The City of Victoria and the District of Saanich established the Board of Cemetery Trustees of Greater Victoria (the "Board") in 1922 under the Municipal Cemeteries Act. The Board is a not-for-profit organization that operates the Royal Oak Burial Park. Together the City of Victoria and the District of Saanich guarantee the debt of the Board. The City's guarantee portion of the outstanding debt at December 31, 2018 is \$1,009,235. Further information is included in Note 18 of the financial statements.



**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS	EXPENSES
<b>Canadian Union of Public Employees (CUPE), Local 50</b>				
Adam, R	Supervisor - Transportation Operations	\$ 86,667.89	\$ 765.96	\$ 2,680.08
Amaral, D	Assistant Supervisor - Water and Underground Utilities Maintenance	86,366.19	28,170.92	70.00
Andrews, G	Senior Leadhand - Street Cleaning	82,489.55	2,981.60	75.00
Anglin, Q	Business Ambassador	81,621.16	1,372.76	8,483.56
Angrove, M	Planner	85,835.06	435.96	896.38
Antrobus, S	Financial Analyst - Utility Billing Coordinator	74,319.38	1,096.68	2,131.30
Armstrong, N	Transportation Technologist	77,162.67	1,096.68	1,858.24
Ashbaugh, L	Technology Security Specialist	94,780.47	841.56	3,719.21
Babicz, A	Urban Designer	86,008.49	1,155.96	314.33
Baldini, P	Supervisor - Parks Operations	100,112.82	2,075.27	1,422.82
Balkwill, D	Leadhand - Parks Operations	77,343.81	1,184.12	413.61
Barcelos, G	Senior Buyer	79,762.08	1,115.40	2,734.47
Bass, C	Assistant Supervisor - Parks Infrastructure	82,376.63	802.95	739.39
Batallas, R	Senior Planner	99,490.72	2,582.37	526.86
Bateman, R	Senior Process Planner	94,716.61	1,201.56	3,036.60
Beatty, S	Building Project Administrator	81,814.82	415.68	-
Beaulac, C	Waterworks Fitter Mechanic	81,185.11	1,073.16	3,439.31
Bell, G	Information Technology Support Supervisor	96,186.12	3,344.98	-
Bentley, C	Welder Fabricator	79,997.70	1,110.36	333.70
Berkeley, R	Senior Building Inspector and Quality Control Coordinator	84,606.11	1,135.68	3,410.93
Betanzo, D	Senior Planner - Urban Design	89,347.20	481.56	1,863.61
Blazey, S	Senior GIS Specialist	81,705.41	775.68	198.81
Bonella, D	Infrastructure Administrator	90,428.26	1,177.92	1,126.15
Bourk, Z	Supervisor - Roads and Bridges	88,852.85	2,750.02	5,594.74
Braun, G	Senior Geomatics Technologist	85,980.97	1,155.96	898.51
Brown, D	Infrastructure Administrator	91,488.11	3,527.91	2,112.39
Bunyan, P	Technologist - Underground Design	74,246.53	3,947.85	768.59
Burrows, J	Supervisor - Solid Waste and Recycling	89,108.16	1,171.08	-
Callan, P	Leadhand - Cemetery Operations	73,248.83	5,371.02	75.00
Carere, W	Building Project Administrator	84,460.35	3,186.55	-
Chang, R	Supervisor Infrastructure Planning - Underground Utilities	86,175.05	1,155.96	1,977.00
Chudley, M	Engagement Coordinator	74,883.55	1,096.68	67.93
Cittone, M	Senior Planner	97,204.76	1,825.24	840.36
Coghlan, C	Utilities Planning Technologist	70,415.96	6,839.39	1,044.80
Conley, M	Senior Planner - Heritage	94,713.57	17,303.91	5,872.68
Correia, J	Mechanical Technician	78,618.49	1,110.36	365.31
Crawford, R	Assistant Supervisor - Solid Waste	84,286.62	1,128.84	457.65
Creighton, M	Supervisor - Ornamental Horticulture / Nursery Operations	93,581.40	1,194.84	150.00
Czypya, B	Stormwater Management Specialist	86,487.21	1,155.96	75.00
Daitl, B	Leadhand - Parks Operations	77,713.97	1,110.36	297.45
Dalby, A	Equipment Technician	77,865.55	750.36	1,938.23
Davie, C	Active Transportation Project Coordinator	82,653.16	776.20	949.70
Day, J	Senior Cultural Planner	85,908.03	1,325.81	-
De Frias, J	Technical Support Analyst	74,692.62	1,261.51	-
De Jong, E	Supervisor - Underground Utilities Construction	93,337.52	474.84	2,459.40
Desautels, K	Mechanical Technician	78,646.07	750.36	2,503.99
Doiron, M	Facilities Planner	81,668.95	415.68	-
Dolsen, A	Building Inspector I	74,136.64	1,096.68	2,811.40
Doyle, K	Assistant Supervisor - Arboriculture	81,564.72	768.84	1,005.33
Duke, G	Leadhand - Concrete	74,257.12	4,326.67	-

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS		EXPENSES
Ellard, M	Mechanical Technician - Fire	85,348.97	1,110.36		669.40
Enns, C	Assistant Supervisor - Water and Underground Utilities Construction	83,942.96	15,600.76		2,603.01
Erickson, B	Arts, Culture and Events Liaison	74,740.56	2,935.55		3,727.39
Fawdrey, B	Supervisor - Construction Projects	87,997.19	556.56		490.39
Ferris, T	Leadhand - Mechanical	89,250.60	3,338.06		-
Fisher, G	Risk Management and Insurance Specialist	82,325.44	415.68		671.77
Follis, H	Customer Service Advisor	96,923.75	1,182.38		400.00
Friday, M	Supervisor - Building Maintenance	88,814.09	1,164.36		259.05
Furtado, C	Senior Leadhand - Roads	74,310.47	9,759.97		-
Gill, N	Occupational Health and Safety Advisor	81,528.00	775.68		977.17
Girvin, E	Infrastructure Administrator	89,613.08	1,177.92		2,196.12
Godbeer, J	Technical Support Analyst	74,162.53	1,096.68		-
Gordon, R	Information Access and Privacy Analyst	77,322.61	1,115.40		-
Gortan, J	Senior Leadhand - Concrete	75,679.14	1,091.64		3,920.99
Gravelle, G	Utility Operator II	70,297.64	12,439.36		275.83
Gray, C	Chief Building and Plumbing Inspector	87,673.64	1,772.92		1,605.96
Grayson, D	Leadhand - Nursery	76,887.43	1,396.18		-
Green, T	Leadhand - Parks Operations	78,054.81	1,110.36		917.50
Handy, J	Senior Planner - Development Agreements	96,633.70	1,201.56		3,022.81
Hansen, P	Assistant Supervisor - Concrete	81,667.99	1,128.84		5.10
Harper, D	Utility Operator III	80,578.28	810.59		785.17
Harris, M	Strategic Plan and Communications Advisor	99,700.41	5,971.42		354.24
Hewett, T	Interdisciplinary Planner	85,835.05	1,332.89		289.97
Hill, M	Community Development Coordinator	85,045.27	2,106.22		-
Hittos, J	Street Cleaning Operator	85,679.85	5,107.32		-
Ho, J	Community Energy Specialist	84,947.83	-		362.91
Hodder, M	Business Coordinator - Fleet Equipment Management Program	75,195.48	386.46		720.73
Hodge, S	Accounts Receivable Coordinator	78,423.27	1,241.90		-
Holmes, S	Utility Operator II	72,573.28	4,746.93		203.96
Hu, Z	Sewer and Stormwater Quality Technician	74,476.83	2,175.82		527.34
Hughes, R	Supervisor - Parks Operations, Arboriculture and Natural Areas	93,401.82	2,423.05		2,528.69
Hutchison, S	Transportation Planner	87,634.49	3,788.13		4,283.40
Ibbitson, L	Graphic Designer	74,304.75	2,419.46		300.00
Jalonen, C	Works Technologist	84,650.71	790.92		699.70
Jedynak, M	Supervisor Infrastructure Planning - Underground Utilities	74,209.98	1,096.68		754.70
Johnson, A	Senior Planner - Parks	86,259.67	976.34		834.00
Johnston, J	Senior Planner	95,053.55	1,201.56		623.83
Jokinen, M	Mechanical Technician	80,430.60	390.36		915.50
Jolley, M	Engagement Coordinator	74,675.43	582.22		299.00
Karakas, J	Senior Urban Designer	95,564.14	1,201.56		614.72
Karashev, E	Financial Data Analyst - ERP System	82,325.81	415.68		1,175.00
Kaur, S	Supervisor - Public Works Support Services	83,829.35	784.08		638.78
Kellington, R	Plumbing Inspector	78,427.18	1,115.40		914.76
Kelner, G	Leadhand - Sign Fabrication	78,154.17	1,056.24		118.36
Kent, D	Senior Leadhand - Milling	76,328.47	1,368.10		75.00
Kozlik, M	Building Inspector II	77,775.70	1,115.40		3,225.63
Kresse, K	Supervisor - Transportation Infrastructure Design	86,017.47	1,242.91		699.70
Krop, B	Supervisor - Fleet and Power Equipment Maintenance	91,431.98	430.92		3,554.04
Kruse, N	Financial Analyst - Accounting Services	74,064.21	1,795.11		450.00
Lavallee-Picard, V	Food Systems Coordinator	74,064.08	1,096.68		984.39
Lazaro, L	Senior Bridge Operator	68,747.66	17,693.32		155.00
Liverton, T	Archivist	81,851.30	1,135.68		-

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS	EXPENSES
Luzzi, D	Technologist - Transportation Design	74,783.14	1,590.74	-
Lynka, J	Supervisor - Parks Construction, Irrigation and Capital Projects	93,300.88	1,194.84	1,215.00
MacLean, M	Community Planner	85,835.05	795.96	1,075.86
Mann, J	Financial Analyst - Budgets	74,064.19	1,523.32	-
Matanowitsch, D	Asset Management Specialist	90,650.59	1,177.92	1,405.37
McDonald, D	Utility Operator III	79,145.38	2,216.76	1,500.17
McKay, M	Supervisor - Solid Waste and Recycling	91,062.05	1,921.69	2,028.69
McMorran, K	Assistant Supervisor - Parks	82,100.74	1,128.84	545.58
Medd, C	Planner	87,532.17	577.98	333.50
Miller, D	Community Energy Specialist	82,072.50	1,135.68	2,292.67
Milton, B	Mechanical Technician	81,860.31	390.36	144.73
Mitchell, L	Supervisor - IT Infrastructure	94,823.06	8,638.59	1,458.08
Morrical, D	Business Analyst	85,944.49	1,343.74	74.10
Murai, M	Welder Fabricator	77,353.94	1,110.36	150.00
Norman, B	Technologist - Transportation Design	74,263.23	2,512.29	-
O'Hanley, S	Assistant Supervisor - Parks	83,824.19	1,984.84	250.00
O'Keeffe, L	Financial Analyst - Budgets	74,279.99	1,096.68	-
Ollech, D	Supervisor - Sidewalks and Concrete	74,791.24	1,091.64	3,732.69
Orton, G	Senior Buyer	78,739.51	1,115.40	-
Paine, P	Financial Analyst - Budgets	74,064.18	1,723.27	-
Parker, J	Supervisor - Tool Depot	90,512.86	451.08	2,206.25
Pebernat, T	Zoning Administrator	84,296.65	2,184.34	-
Pepper, G	Assistant Supervisor - Roads and Bridges	89,742.77	8,212.23	2,297.79
Pierce, S	Payroll Coordinator	77,958.11	7,310.96	249.78
Pollard, K	Leadhand - Street Cleaning	78,915.93	713.16	337.50
Preston, L	Supervisor - Business Solutions	99,670.38	16,704.49	53.67
Prpich, J	Leadhand - Mechanical	87,940.35	1,150.92	-
Reddington, N	Senior Cultural Planner	86,536.59	1,051.81	7,538.81
Richens, W	Asphalt Plant Operator	76,957.52	4,269.34	255.00
Sandher, O	Utility Operator II	73,249.85	3,295.63	3,343.09
Sandhu, H	Supervisor - Water Works and Underground Utilities Maintenance	98,187.51	6,057.94	2,113.37
Sandhu, M	Utility Operator III	79,733.40	3,369.26	1,530.42
Scallion-Pond, P	Business Analyst	81,059.11	1,132.30	2,154.58
Schmidt, A	Leadhand - Welding and Fabrication	85,184.16	1,150.92	100.00
Schumann, K	Welder Fabricator	77,148.58	1,110.36	353.70
Scott, R	Utility Operator II	77,602.70	713.16	2,395.66
Senechal, R	Technical Field Arborist	77,135.24	800.83	2,258.27
Shorting, A	Public Works Service Person	65,235.93	12,372.00	-
Shotton, R	Engagement Coordinator	76,792.99	1,850.98	47.89
Soepboer, J	Fleet Asset Management Project Coordinator	98,097.20	1,098.36	911.10
Sparks, C	Tractor Trailer Operator	82,151.55	696.24	200.00
Spouse, R	Storekeeper	74,892.40	1,091.64	-
Staniforth, G	Tree Preservation Coordinator	80,560.00	1,128.84	3,075.15
Staples, M	Chief Electrical Inspector	85,871.52	795.96	1,222.24
Stenberg, C	Property Officer	90,690.07	457.92	895.00
Stern, S	Supervisor - Land Development	83,003.34	419.20	290.00
Stratford, K	Community Recreation and Neighbourhood Development Coordinator	77,854.44	918.85	2,200.34
Sue, M	Information Technology Support Supervisor	90,220.09	817.92	-
Sundher, J	Technologist - Transportation Design	75,827.11	1,096.68	699.70
Tarbotton, J	Senior Planner - Housing Policy	87,201.45	-	387.50
Taylor, D	Supervisor - Sidewalks and Concrete	92,679.05	1,897.83	1,969.05
Taylor, J	Recreation Programmer	81,717.67	1,157.69	1,942.67

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS	EXPENSES
Taylor, L	Senior Planner	94,713.56	841.56	4,262.11
Terlesky, K	Infrastructure Administrator	90,268.66	6,498.01	754.88
Turpin, K	Works Technologist	85,950.85	1,150.92	1,321.36
Tytgat, D	Leadhand - Thermal Paving	76,743.93	5,210.26	1,922.99
Vivian, M	Infrastructure Administrator	88,578.17	-	-
Warren, C	Infrastructure Administrator	90,685.19	1,177.92	43.40
Waters, J	Senior Planner - Parks	85,815.07	1,155.96	7.50
Watson, A	Leadhand - Thermal Paving	71,062.78	5,550.83	55.00
Welle, K	Leadhand - Parks Operations	76,773.36	750.36	419.21
Wells, K	Utility Operator III	86,923.02	1,110.36	451.43
Wevers, D	Supervisor Infrastructure Design - Underground Utilities	87,667.67	2,672.04	2,343.65
Wilson, A	Plumbing and Building Inspector	79,186.96	2,105.32	3,013.35
Wilson, L	Infrastructure Administrator	90,183.56	1,457.94	220.97
Wilton, M	Senior Leadhand - Support Services	79,405.37	2,488.14	138.75
Woodfine, W	Mechanical Technician	79,684.33	1,768.44	1,700.00
Wylie, B	Mechanical Technician	78,806.21	390.36	98.06
Young, S	Climate and Environmental Sustainability Specialist	90,292.73	1,177.92	3,048.81
Zapp, R	Equipment Technician	79,589.96	750.36	1,513.21
<b>Subtotal - CUPE</b>		<b>14,302,802.42</b>	<b>407,749.66</b>	<b>199,120.48</b>
<b>Exempt</b>				
Atkinson, D	Deputy Chief - Operations	139,227.07	15,212.49	9,683.70
Banton, P	Manager - Streets Operations	108,353.54	4,209.10	6,424.45
Belfie, B	HR Systems and Records Specialist	81,973.03	3,240.74	200.62
Brehaut, J	Manager - Recreation Services	106,342.57	9,979.43	52.80
Bruce, P	Fire Chief	185,150.07	11,887.30	9,729.43
Campbell, L	Manager - Park Planning, Design and Development	107,257.04	4,092.99	753.10
Carroll, R	Manager - Real Estate	107,269.24	5,688.47	597.86
Coates, C	City Clerk	153,911.46	18,266.83	1,712.82
Daliran, T	Manager - Civic Services	119,417.53	17,106.47	3,951.10
Dawe, J	Manager - Energy and Climate Action	95,317.31	2,252.71	9,207.55
Dellebuur, B	Assistant Director - Transportation	139,227.10	14,021.89	713.16
Eisenhauer, W	Head of Engagement	151,670.99	13,450.61	134.53
Fisk, N	Talent Specialist	71,768.70	3,879.02	203.05
Frost, M	Manager - Operations and Fleet	108,353.55	5,339.03	1,080.55
Gauld, N	Event Manager - Victoria Conference Centre	85,302.68	3,291.97	345.00
Getty, T	Manager - IT Operations	108,353.54	10,761.53	-
Havelka, C	Deputy City Clerk / Manager Legislative Services	93,933.56	7,265.12	2,226.35
Hayes, L	Event Manager - Victoria Conference Centre	92,765.25	5,222.79	345.00
Heinz, M	Manager - Surface Infrastructure	97,862.35	3,843.37	3,555.75
Hennessey, K	Manager - Supply Management Services	113,365.75	6,002.36	6,030.12
Hudson, A	Director - Sustainable Planning and Community Development	144,406.83	6,972.09	6,353.65
Husu, I	Manager - Parking Services	108,353.59	4,236.63	3,421.13
Jenkyns, J	City Manager	227,524.98	35,864.30	6,828.94
Jensen, J	Head of Human Resources	151,939.43	4,304.48	521.44
Johnston, N	Manager - Bylaw and Licensing	115,312.29	9,858.67	495.00
Lebedynski, M	Senior Account Executive - Victoria Conference Centre	90,485.47	7,490.24	-
Lee, D	Manager - Administrative Services	112,216.87	4,848.30	932.02
Lockhart, J	Manager - Revenue	106,452.91	4,313.46	3,042.84
Meyer, A	Assistant Director - Development Services	136,488.88	5,031.12	2,688.52
Mitchell, L	Human Resources Advisor	89,886.13	5,371.20	889.38
Moffatt, C	Assistant City Solicitor	106,495.55	3,912.88	3,514.94



**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup>	EXPENSES
			BENEFITS & PAYOUTS	
Moore, K	Manager - Strategic Relations / Business Development	116,658.32	6,391.31	7,758.16
Morhart, R	Manager - Permits and Inspections	108,693.56	5,823.65	5,248.57
Mycroft, C	Manager - Executive Operations	92,833.54	9,304.25	1,293.47
Newman, D	Manager - Construction and Parks Infrastructure	101,286.30	5,489.55	689.74
O'Connor, E	Senior Account Executive - Victoria Conference Centre	90,525.51	5,196.16	-
O'Connor, J	Manager - Financial Planning	136,488.84	7,622.94	4,622.53
O'Halloran, J	HR Consultant - Learning and Development	100,985.35	5,553.42	-
Olak, S	Manager - Human Resources	84,109.55	6,126.21	-
Palmer, M	Chief Information Officer	139,227.10	12,190.65	3,942.01
Parkinson, T	Event Coordinator - Victoria Conference Centre	78,249.87	3,826.61	345.00
Patterson, T	Emergency Program Coordinator	101,458.26	4,182.21	17,564.19
Paul, J	Assistant Director - Engineering	136,489.19	14,022.65	1,891.74
Rantucci, P	Head - Strategic Real Estate	139,227.08	11,476.45	984.30
Robertson, E	Assistant Director - Public Works	136,489.53	4,131.12	932.14
Royle, C	Deputy Chief - Administration	139,227.05	14,087.28	10,828.15
Sandhu, M	Head - Service Improvement and Innovation	108,693.56	7,667.85	-
Sidhu, N	Assistant Director - Parks, Recreation and Facilities	131,568.47	8,820.29	8,031.58
Soulliere, T	Director - Parks, Recreation and Facilities	187,723.04	19,631.95	2,038.45
St. Jacques, D	Executive Coordinator	77,634.92	8,374.60	665.00
Stark, B	Manager - Parks Construction, Arboriculture and Natural Systems	109,931.85	6,634.84	1,034.10
Sutic-Bata, K	Manager - Underground Utilities	107,394.21	9,248.32	2,876.47
Thompson, S	Deputy City Manager / CFO	190,535.71	24,495.37	1,726.58
Tinney, J	Director - Sustainable Planning and Community Development	148,803.02	12,332.64	7,929.77
Tooke, T	Manager - Sustainability, Asset and Support Services	91,318.98	2,200.73	12,815.24
Villanueva, S	Manager - Facility and Event Operations Victoria Conference Centre	110,867.13	11,799.71	65.92
Webb, S	Manager - Sustainable Transportation, Planning and Development	101,008.46	3,531.53	7,387.96
Westinghouse, L	Manager - Accounting	108,353.54	5,540.81	2,819.69
Williams, J	Manager - Health and Safety	105,379.03	4,596.29	3,855.54
Work, F	Director - Engineering and Public Works	184,030.77	9,047.48	21,525.70
Zworski, T	City Solicitor	216,477.35	21,161.21	3,870.04
<b>Subtotal - Exempt</b>		<b>7,338,054.34</b>	<b>527,725.67</b>	<b>218,376.84</b>

**International Association of Fire Fighters (IAFF), Local 730**

Anderson, C	Fire Fighter 1st Class (10th yr)	101,838.34	696.24	3,079.50
Atherton, L	Fire Fighter 1st Class (10th yr)	98,694.10	1,054.56	1,303.16
Ayre, R	Fire Fighter 1st Class (10th yr)	96,586.33	1,046.16	4,277.71
Baker, G	Fire Fighter 2nd Class	81,483.90	1,179.21	283.78
Batters, G	Battalion Chief	137,644.01	1,110.42	8,400.00
Beattie, C	Fire Fighter 1st Class (10th yr)	99,661.95	793.31	158.05
Beckner, M	Fire Fighter 1st Class (10th yr)	102,293.97	1,056.24	1,166.68
Bellagente, S	Fire Fighter 1st Class (15th yr)	101,753.81	1,058.34	1,301.66
Birtwistle, G	Platoon Captain	129,868.92	501.12	299.64
Blackwell, D	Fire Fighter 1st Class (15th yr)	107,110.51	1,064.64	30.00
Bosworth-Rumm, G	Fire Fighter 2nd Class	80,970.87	805.70	271.20
Bourne, M	Fire Fighter 1st Class (15th yr)	111,231.26	1,064.64	-
Bradstock, M	Battalion Chief	25,564.10	77,398.84	-
Bremner, D	Fire Fighter 1st Class (15th yr)	104,389.88	704.64	285.00
Brown, R	Captain	124,062.01	383.76	286.21
Carey, D	Battalion Chief	142,905.12	990.42	8,632.42
Carson, S	Alarm Dispatch Operator 1st Class	87,752.18	654.00	388.71
Charlton, G	Assistant Chief - Training and Development	106,699.27	83,677.87	1,095.31
Chunyk, M	Fire Fighter 1st Class (10th yr)	105,707.75	1,056.24	1,622.78

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS		EXPENSES
Cole, C	Fire Fighter 1st Class	97,944.81	1,046.16		158.06
Corby, K	Fire Fighter 1st Class (15th yr)	104,381.68	1,059.74		1,364.40
Cracknell, I	Captain	123,033.80	383.76		4,181.77
Cullen, J	Fire Fighter 2nd Class	77,638.25	620.72		30.00
Cullen, V	Acting Battalion Chief	24,080.42	70,434.67		-
De Bruin, K	Captain	119,158.13	724.20		285.00
Dixon, G	Fire Fighter 1st Class (10th yr)	100,758.23	1,056.24		205.94
Dolcetti, M	Fire Fighter 2nd Class	88,075.94	1,730.98		158.05
Dunford, J	Fire Fighter 1st Class	96,674.67	3,608.02		158.05
Durrance, D	Fire Fighter 1st Class (15th yr)	106,419.29	344.64		1,196.66
Elliott, B	Fire Fighter 1st Class	97,248.84	1,046.16		4,303.03
Ellis, S	Fire Fighter 1st Class (15th yr)	102,458.34	1,058.34		529.00
Elvedahl, B	Battalion Chief	137,980.90	630.06		8,558.06
Elvedahl, J	Fire Fighter 1st Class	88,951.26	1,374.86		30.00
Fair, B	Fire Fighter 1st Class (10th yr)	101,315.74	1,056.24		30.00
Forster, N	Fire Fighter 1st Class	98,219.35	686.16		206.11
Fryer, R	Fire Fighter 1st Class (15th yr)	103,936.81	1,064.64		281.76
Fulton, K	Fire Fighter 1st Class (10th yr)	100,059.78	1,056.24		158.06
Griffin, A	Platoon Captain	126,798.38	1,798.92		4,343.06
Hanley, T	Fire Fighter 1st Class (15th yr)	104,427.67	1,064.64		230.00
Hardman, J	Fire Prevention Inspector 2nd Class	86,703.85	1,014.00		309.38
Harris, T	Fire Fighter 1st Class (15th yr)	111,782.31	1,368.97		649.47
Hicke, P	Fire Fighter 1st Class (10th yr)	103,976.63	1,056.24		-
Hoepfner, B	Fire Fighter 1st Class (15th yr)	105,900.68	1,064.64		175.93
Horton, G	Fire Fighter 1st Class	96,586.32	326.16		30.00
Humber, G	Fire Fighter 1st Class (10th yr)	99,764.23	1,056.24		298.06
Huva, E	Fire Fighter 1st Class	89,004.82	659.36		-
Hyde, J	Fire Fighter 1st Class (15th yr)	109,856.74	1,058.34		-
Isherwood, R	Captain	129,078.04	376.94		5,066.66
Judge, T	Alarm Dispatch Operator 1st Cl	87,120.02	654.00		552.77
Kelly, C	Lieutenant - Fire Prevention	112,962.66	1,787.38		3,993.09
Kelly, R	Fire Fighter 1st Class (15th yr)	100,711.04	698.34		359.06
Kennell, C	Captain	123,361.97	1,103.76		406.06
Kirkendale, J	Fire Fighter 1st Class (15th yr)	109,713.26	1,064.64		85.50
Kowalyk, K	Fire Fighter 1st Class	93,268.29	672.76		-
Lajoie, N	Fire Prevent Inspector 4th Class	75,995.06	343.07		889.13
Lampard, L	Fire Prevention Inspector / Fire Fighter 3rd Class	74,932.28	959.19		175.94
Lawson, B	Alarm Dispatch Operator 1st Class	75,486.03	3,706.67		1,001.86
Leblanc, A	Fire Fighter 1st Class (10th yr)	98,974.39	1,209.09		5,749.98
Leblanc, M	Fire Fighter 1st Class	99,149.81	2,106.24		-
Lester, S	Fire Fighter 1st Class (10th yr)	100,067.86	1,054.56		691.60
Loewen, T	Captain	122,793.93	1,103.76		798.48
Long, R	Platoon Captain	127,416.33	745.92		-
Lund, J	Fire Fighter 1st Class (10th yr)	102,127.85	1,056.24		2,470.86
MacKenzie, J	Fire Fighter 1st Class (10th yr)	101,741.80	696.24		-
Mackie, K	Fire Fighter 1st Class	97,421.24	1,046.16		2,397.62
Mair, S	Fire Fighter 1st Class	97,955.59	1,046.16		3,255.44
McLachlan, K	Alarm Dispatch Operator 1st Cl	87,318.77	864.00		130.00
McLean, C	Fire Prevention Inspector 1st Cl	91,852.53	664.72		309.38
McNeill, J	Captain	123,838.72	1,103.76		316.21
McQueen, S	Fire Fighter 1st Class (15th yr)	103,895.08	1,064.64		188.05
Meeres, C	Fire Master Mechanic (10th yr)	119,585.59	923.28		-

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS		EXPENSES
Mitchell, S	Fire Fighter 1st Class (10th yr)	99,700.32	1,056.24		3,207.55
Mokosak, J	Captain	122,988.90	1,103.76		350.56
Mollberg, C	Fire Fighter 3rd Class	74,094.71	965.80		273.84
Mollberg, L	Fire Fighter 1st Class	98,607.34	1,046.16		158.05
Montgomery, J	Fire Fighter 1st Class	96,862.38	1,046.16		1,282.20
Moody, W	Battalion Chief	141,612.12	1,111.32		4,500.00
Nanninga, K	Fire Fighter 1st Class	97,414.76	723.69		485.84
Newberry, J	Captain	61,255.32	25,362.67		158.06
Oliver, D	Fire Fighter 1st Class	97,425.56	326.16		1,252.18
O'Neil, S	Fire Fighter 1st Class (10th yr)	99,694.88	1,054.56		448.67
Ooms, P	Fire Fighter 1st Class (15th yr)	103,595.31	1,064.64		30.00
Pakos, J	Fire Fighter 1st Class (10th yr)	103,156.03	334.56		136.51
Partlo, T	Fire Fighter 1st Class	103,495.47	686.16		206.11
Pepper, G	Captain	113,208.76	2,609.70		175.00
Peterson, D	Captain	116,621.20	1,739.68		390.65
Phillips, M	Fire Fighter 1st Class (10th yr)	99,650.37	1,056.24		85.50
Pierson, N	Fire Fighter 1st Class (15th yr)	113,700.24	1,023.53		457.77
Pohl, O	Captain	124,841.16	5,683.34		4,425.31
Rawlins, M	Fire Fighter 1st Class (10th yr)	101,190.37	696.24		-
Rosenbloom, J	Fire Fighter 2nd Class	75,723.57	611.44		1,686.37
Rudd, P	Fire Fighter 1st Class	93,550.96	912.76		30.00
Rutherford, R	Fire Fighter 1st Class (10th yr)	102,228.03	2,534.67		236.11
Sabell, M	Captain - Fire Prevention	123,021.72	743.76		7,561.01
Schrank, M	Captain	122,105.53	743.76		-
Sharpe, M	Fire Fighter 1st Class	96,586.32	1,443.69		-
Shepherd, J	Fire Fighter 1st Class	97,420.15	686.16		175.94
Sherman, L	Fire Fighter 1st Class (10th yr)	100,423.70	696.24		-
Sifert, B	Assistant Chief - Fire Prevention	138,994.31	1,111.32		3,012.08
Sims, N	Fire Fighter 1st Class (15th yr)	107,275.87	344.64		30.00
Spence, G	Fire Fighter 1st Class	99,049.05	686.16		158.06
Sulsbury, R	Fire Fighter 1st Class (15th yr)	108,479.74	2,516.06		2,125.53
Taylor, G	Platoon Captain	128,205.65	1,104.84		453.71
Thom, I	Fire Fighter 1st Class (15th yr)	106,288.78	1,064.64		-
Thompson, T	Fire Fighter 1st Class (15th yr)	112,718.25	1,064.64		-
Verch, C	Captain	123,370.11	383.76		747.14
Ward, C	Fire Fighter 1st Class (15th yr)	101,408.28	1,058.34		158.05
Williams, H	Fire Fighter 1st Class (10th yr)	98,183.69	1,069.93		136.50
Wilson, J	Fire Fighter 1st Class (15th yr)	104,740.74	704.64		30.00
Winkler, B	Fire Fighter 1st Class (10th yr)	100,468.08	1,056.24		1,342.60
<b>Subtotal - IAFF</b>		<b>11,315,482.02</b>	<b>371,025.51</b>		<b>125,496.25</b>

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018**  
**EXCLUDING POLICE DEPARTMENT**

EMPLOYEE	TITLE	REMUNERATION <sup>1</sup>	TAXABLE <sup>2</sup> BENEFITS & PAYOUTS	EXPENSES
<b><u>The International Brotherhood of Electrical Workers (IBEW), Local 230</u></b>				
Galisky, D	Electrical Foreman	91,060.41	1,587.64	3,826.09
Heagle, B	Sub-Foreman Wireman	89,641.15	2,111.97	306.25
Hearst, M	Sub-Foreman Instrument Technician	88,624.18	2,907.75	709.70
Heuman, C	Sub-Foreman Electronics Technician	89,847.87	2,120.24	317.24
Lange, A	Sub-Foreman Wireman	86,929.84	2,111.97	361.99
Noseworthy, N	Wireman - Electrician	77,412.45	1,351.42	-
Olsten, C	Wireman - Electrician	75,070.31	2,071.42	-
Owen, C	Wireman - Electrician	78,004.91	2,071.42	80.00
Priddy-Camson, P	Traffic Signal Technician	77,329.64	2,083.18	422.40
Raposo, J	Traffic Signal Technician	82,016.95	2,083.18	212.68
<b>Subtotal - IBEW</b>		<b>835,937.71</b>	<b>20,500.19</b>	<b>6,236.35</b>
<b><u>The United Brotherhood of Carpenters and Joiners of America (UBCJ), Local 1598</u></b>				
Blasetti, C	Carpenter - Journeyman	75,610.19	1,098.34	-
Carson, H	Carpenter - Journeyman	81,680.15	2,103.18	-
Carvalho, N	Carpenter - Journeyman	82,483.02	2,271.67	-
Clark, K	Carpenter - Journeyman	81,456.63	923.23	-
Devocht, C	Carpenter - Journeyman	79,827.28	1,644.41	-
Hocking, D	Carpenter - Journeyman	82,372.16	2,267.64	-
Hubbard, J	Carpenter - Journeyman	75,910.50	905.38	-
Larkey, S	Carpenter - Supervisor	93,591.40	5,258.57	221.80
Madison, W	Carpenter - Journeyman	73,553.45	1,657.59	-
Storey, J	Carpenter - Journeyman	81,974.93	1,929.23	-
Tucker, R	Carpenter - Journeyman	80,407.48	1,442.09	-
<b>Subtotal - UBCJ</b>		<b>888,867.19</b>	<b>21,501.33</b>	<b>221.80</b>
<b>SUBTOTAL REMUNERATION AND EXPENSES OVER \$75,000</b>		<b>34,681,143.68</b>	<b>1,348,502.36</b>	<b>549,451.72</b>
<b>REMUNERATION AND EXPENSES UNDER \$75,000</b>		<b>28,846,360.39</b>	<b>892,474.92</b>	<b>120,463.91</b>
<b>TOTAL NOT INCLUDING POLICE</b>		<b>\$ 63,527,504.07</b>	<b>\$ 2,240,977.28</b>	<b>\$ 669,915.63</b>
<b>EMPLOYER PORTION PAID TO RECEIVER GENERAL, EI AND CPP (City and Police)</b>		<b>\$ 4,532,432.90</b>		

There were five severance agreements under which payment commenced between the Corporation of the City of Victoria and its non-unionized employees during fiscal year 2018.

These agreements represented 51.6 months of compensation.

<sup>1</sup>Remuneration includes base salary, senior pay, overtime and allowances.

<sup>2</sup>Taxable benefits and payouts includes Medical Services Plan, group life insurance and parking as well as one time payments such as retiring allowance, retroactive pay, banked vacation and banked overtime.



**THE CORPORATION OF THE CITY OF VICTORIA, BC  
STATEMENT OF EMPLOYEE REMUNERATION AND EXPENSES PAID - 2018  
POLICE DEPARTMENT**

The Provincial Government has instructed all organizations covered by the Financial Information Act (FIA) not to publish remuneration and expenses for employees of municipal police boards.

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF COUNCIL REMUNERATION AND EXPENSES PAID - 2018**

<b>COUNCIL MEMBER</b>	<b>REMUNERATION</b>	<b>RETRO PAY</b>	<b>EXPENSES</b>
Alto-Bond, Marianne	\$ 43,896.06	\$ 5,060.25	\$ 5,035.03
Coleman, Chris	37,646.98	5,060.25	7,885.01
Collins, Laurel	6,249.04	-	-
Dubow, Sharmarke	6,249.09	-	-
Helps, Lisa	109,737.97	10,916.08	15,634.80
Isitt, Ben	43,896.06	5,060.25	5,187.47
Loveday, Jeremy	43,896.06	3,906.35	4,143.34
Lucas, Margaret	37,646.98	3,906.35	-
Madoff, Pamela	37,646.98	5,060.25	-
Potts, Sarah	6,249.09	-	-
Thornton-Joe, Charlayne	43,896.06	5,060.25	2,986.00
Young, Geoff	43,896.06	5,060.25	113.24
<b>TOTAL</b>	<b>\$ 460,906.43</b>	<b>\$ 49,090.28</b>	<b>\$ 40,984.89</b>

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF GRANTS PAID - 2018**

<b>GRANTS 2018</b>	<b>GRANTS</b>	<b>IN-KIND SERVICES</b>	<b>EXEMPTION FROM MUNICIPAL PORTION OF PROPERTY TAXES</b>	<b>TOTAL</b>
5th BC Field Regiment, RCA	\$	\$ 109	\$	\$ 109
Aboriginal Tourism Association of BC	7,200			7,200
AIDS Vancouver Island			31,030	31,030
Anawim Companions Society		54	3,989	4,043
Anglican Synod Diocese of BC			116,933	116,933
Art Gallery of Greater Victoria	8,500	9,364	85,917	103,781
Arthritis Society of BC and Yukon			12,055	12,055
ArtsREACH	1,000			1,000
Ballet Victoria Society	7,000			7,000
Bayanihan Cultural and Housing Society			3,756	3,756
BC Accordion and Tango Society	5,120			5,120
BC Dom Operations Canadian Forces		1,015		1,015
BC Law Enforcement		686		686
BC Muslim Association			4,844	4,844
BC Society for the Prevention of Cruelty to Animals			29,786	29,786
Beacon Community Services			31,286	31,286
Belfry Theatre Society			32,402	32,402
Bishop of Victoria			16,475	16,475
Black Hat Building (Heritage)			62,421	62,421
Blue Bridge Theatre Society			10,591	10,591
Bridges for Women Society	20,000			20,000
British Motor Car Club		108		108
Burnside Gorge Community Association	106,096	1,046		107,142
Canada Tibet Committee		84		84
Canadian Cancer Society BC and Yukon Division			50,829	50,829
Canadian Red Cross Society			52,201	52,201
Casa Maria Emergency Housing Society			3,167	3,167
Centennial United Church			19,747	19,747
Central Baptist Church			18,440	18,440
Cerebral Palsy Association of BC	2,500			2,500
Chabad of Vancouver Island			4,420	4,420
Chinese Consolidated Benevolent Association		2,207		2,207
Chinese Empire Reform Association Building (Heritage)			10,384	10,384
Christ Church Cathedral	5,000			5,000
Church of Jesus Christ of Latter Day Saints			22,233	22,233
Church of Our Lord			17,583	17,583
Cine-Vic Society of Independent Filmmakers	2,500			2,500
City Electronic Music Society	2,000			2,000
Clover Point Anglers' Association			3,663	3,663
Community of Christ Inc			4,354	4,354
Community Social Planning Council of Greater Victoria		191		191
Compass Group Canada		82		82
Congregation Emanu-El			1,558	1,558
Cook Street Business Association		931		931
Cook Street Village Activity Centre Society (New Horizons)	52,644			52,644
Cornerstone Christian Fellowship			2,493	2,493
Council of Canadians		2,436		2,436
Craigdarroch Castle Historical Museum Society			112,168	112,168
Cridge Centre for the Family		372	7,262	7,634
Crisis Intervention and Public Information Society of Greater Victoria	18,000			18,000

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF GRANTS PAID - 2018**

<b>GRANTS 2018</b>	<b>GRANTS</b>	<b>IN-KIND SERVICES</b>	<b>EXEMPTION FROM MUNICIPAL PORTION OF PROPERTY TAXES</b>	<b>TOTAL</b>
Disaster Aid Canada	7,500			7,500
Dockside Green Limited			59,914	59,914
Dogwood Building (Heritage)			153,511	153,511
Downtown Residents' Association	18,587	822		19,409
Downtown Victoria Business Association	24,500	20,609		45,109
Easter Seals / BC Lions Society		136		136
Ecole Quadra Elementary	5,000			5,000
Ending Violence Association of BC	2,500			2,500
Fairfield Gonzales Community Association	148,244	848		149,092
Fairway Gorge Paddling Club	11,000	192		11,192
FED Restaurant Society	16,500			16,500
Fernwood Allotment Garden		782		782
Fernwood Community Association	10,983	1,529	4,778	17,290
Fernwood Neighbourhood Resource Group	85,001	1,064		86,065
Fire Fighters' Burn Fund of Greater Victoria			2,286	2,286
First Baptist Church			3,238	3,238
First Church of Christ Scientist			12,209	12,209
First Church of Truth			5,709	5,709
First Metropolitan United Church			29,695	29,695
First Open Heart Society of BC			3,078	3,078
Flamenco de la Isla Society	7,500	728		8,228
Foursquare Gospel Church of Canada			2,218	2,218
Franciscan Friars of Western Canada			4,631	4,631
Freshwater Fisheries Society of BC			18,206	18,206
Fung Loy Kok Institute of Taoism			9,416	9,416
Gaston, Bill (Butler Book Prize)	5,000			5,000
Girl Guides of Canada Southern Vancouver Island			8,022	8,022
Glad Tidings Pentecostal Church			82,967	82,967
Gorge Swim Fest Society	1,000			1,000
Governing Council of the Salvation Army in Canada			60,402	60,402
Grace Evangelical Lutheran Church			22,322	22,322
Greater Victoria Bike to Work Society	5,000	560		5,560
Greater Victoria Citizens' Counselling Centre			9,859	9,859
Greater Victoria Crossing Guards Association	27,725			27,725
Greater Victoria Cycling Coalition	5,000			5,000
Greater Victoria Festival Society	13,800	21,639		35,439
Greater Victoria Housing Society			6,591	6,591
Greater Victoria Placemaking Network	615			615
Greater Victoria Rental Development Society			14,320	14,320
Greater Victoria School District #61		82		82
Greater Victoria Visitors and Convention Bureau	10,000			10,000
Gurdwara Singh Sabha Society of Victoria		760	13,929	14,689
Headway Victoria Epilepsy and Parkinson's Centre	3,000			3,000
Heart and Stroke Foundation		81		81
Hillside Quadra Neighbourhood Action Committee	500			500
Hockey Canada (World Junior Championships)	35,000			35,000
Hook Sin Tong Building (Heritage)			26,225	26,225
Hotel Rialto Building (Heritage)			108,541	108,541
Hudson Building (Heritage)			160,370	160,370
Impulse Theatre Society	1,000			1,000



**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF GRANTS PAID - 2018**

<b>GRANTS 2018</b>	<b>GRANTS</b>	<b>IN-KIND SERVICES</b>	<b>EXEMPTION FROM MUNICIPAL PORTION OF PROPERTY TAXES</b>	<b>TOTAL</b>
India Canada Cultural Association	4,240	5,681		9,921
InnovativeCommunities.Org Foundation			4,200	4,200
Integrate Arts Society	3,600	55		3,655
Intrepid Theatre Company	18,500	1,872		20,372
Island Community Mental Health			31,553	31,553
Island Corridor Foundation			24,404	24,404
Island Equipment Owners Association		8,578		8,578
James Bay Anglers' Association			3,454	3,454
James Bay Community Project	5,000			5,000
James Bay Community School Centre	67,408			67,408
James Bay Health and Community Services Society			24,138	24,138
James Bay Neighbourhood Association	16,556	66		16,622
James Bay New Horizons Society	80,057			80,057
James Bay United Church	5,000		14,679	19,679
Janion (Heritage)			62,725	62,725
John Howard Society of Victoria			8,472	8,472
Jubilee Congregation of Jehovah's Witnesses			7,365	7,365
Just Love Animals Society		143		143
Kaleidoscope Theatre Productions Society	4,000	55		4,055
Kalghidhar Shromani Society			3,915	3,915
Keystone Victoria Christian Ministries Inc			4,331	4,331
Khalsa Diwan Society of Victoria			20,490	20,490
KidSport Victoria	18,000			18,000
Kiwanis Club of Victoria			8,811	8,811
Knights of Columbus		119		119
Laren Society			5,019	5,019
Leiser Building (Heritage)			48,551	48,551
Lewis and Humphrey Block (Heritage)			42,526	42,526
Lifecycles Project Society	8,000	66		8,066
Living Edge Community	10,000			10,000
Loo Chew Fan Building / Ning Yung Building (Heritage)			34,383	34,383
Lum Sam Building / Lee Chong Building (Heritage)			48,785	48,785
Make-A-Wish BC and Yukon		136		136
Maplewood Gospel Hall			10,366	10,366
Margaret Jenkins Elementary		410		410
Maritime Museum	20,000	136		20,136
Maximus BC Health Inc (Victoria UrbaCity Challenge)		89		89
Mexican Canadian Community Association of Victoria		1,478		1,478
Morley's Soda Factory Building (Heritage)			12,480	12,480
Move Adapted Fitness	6,000			6,000
Murray, Eden (Mayor's School Entrepreneur Award)	250			250
Mustard Seed Street Church	5,000		5,513	10,513
New England Hotel Building (Heritage)			25,169	25,169
North Jubilee Neighbourhood Association	2,668	848		3,516
North Park Neighbourhood Association	17,628	1,810		19,438
Oak Bay Gospel Assembly			6,981	6,981
Oaklands Chapel		222	4,349	4,571
Oaklands Community Association	91,406	340	2,944	94,690
Oaklands Elementary School	5,000			5,000
Open Door Spiritualist Church			2,023	2,023

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF GRANTS PAID - 2018**

<b>GRANTS 2018</b>	<b>GRANTS</b>	<b>IN-KIND SERVICES</b>	<b>EXEMPTION FROM MUNICIPAL PORTION OF PROPERTY TAXES</b>	<b>TOTAL</b>
Open Space Arts Society			9,347	9,347
Oriental Hotel Building (Heritage)			56,380	56,380
Our Place Society	200,000			200,000
Pacific Montessori Society		230		230
Pacific Peoples' Partnership	4,600	403		5,003
Pacific Training Centre for the Blind	13,000			13,000
Pacific Transfer Building (Heritage)			15,705	15,705
Pacifica Housing Advisory Association	270,000		27,193	297,193
Palladian (Heritage)			46,261	46,261
Parkdale Evangelical Free Church			4,072	4,072
Peers Victoria Resource Society	13,000			13,000
Pentecostal Assemblies of Canada			5,811	5,811
Phoenix Human Services Association			15,684	15,684
Pollinator Partnership Canada	11,500			11,500
Portland Hotel (Heritage)			53,939	53,939
Promis Block / Warner Building (Heritage)			79,720	79,720
Province of BC, Ministry of Health		191		191
Quadra Village Community Centre	95,083	230		95,313
Rainbow Health Cooperative	4,800			4,800
Recreation Integration Victoria	35,139			35,139
Religious Society of Friends			9,950	9,950
Rockland Community Association	3,005			3,005
Ross Bay Villa Society			3,403	3,403
Royal and McPherson Theatre Society			94,741	94,741
Royal Victoria Yacht Club		218		218
Ryder Hesjald's Tour de Victoria		16,685		16,685
Saint Germain Foundation of Canada (Victoria Branch)			4,543	4,543
Saint Sophia Parish of The Russian Orthodox Church			4,119	4,119
Sandor, Nicholas (Mayor's School Entrepreneur Award)	250			250
Scouts Canada 2nd Fort Victoria Group			11,184	11,184
Selkirk Montessori School	5,000			5,000
Seventh-Day Adventist Church			2,895	2,895
Shekinah Homes Society			4,654	4,654
SHIFT Collaborative Society	8,000			8,000
Shon Yee Benevolent Association		2,051		2,051
Silver Threads Service	205,033			205,033
Societe Francophone de Victoria	8,000			8,000
Society for Kids at Tennis (KATS)	8,000			8,000
Society of Saint Vincent de Paul of Vancouver Island			40,331	40,331
South Island Prosperity Project	218,916			218,916
South Jubilee Neighbourhood Association	1,984			1,984
South Park School PAC		863		863
Spray, Kristin (Orange Shirt Day)	4,990			4,990
St Andrew's Presbyterian Church			31,024	31,024
Story Studio Writing Society	4,000			4,000
Suddenly Dance Theatre Society	800			800
Surfrider Foundation Vancouver Island Chapter		50		50
Synergy Sustainability Institute	7,000			7,000
Terry Fox Foundation		2,138		2,138
Theatre Inconnu	1,000			1,000

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF GRANTS PAID - 2018**

<b>GRANTS 2018</b>	<b>GRANTS</b>	<b>IN-KIND SERVICES</b>	<b>EXEMPTION FROM MUNICIPAL PORTION OF PROPERTY TAXES</b>	<b>TOTAL</b>
Theatre SKAM Association	16,000	777		16,777
Thomas Earle Warehouse (Heritage)			25,425	25,425
Threshold Housing Society	25,000	82	3,039	28,121
Tides Canada Initiatives Society	4,000			4,000
Times Colonist Cycling Festival		5,349		5,349
TLC (The Land Conservancy) of BC			31,253	31,253
Tweed Ride Victoria		732		732
Ukrainian Catholic Eparchy of the New Westminster			5,562	5,562
United Church of Canada			9,603	9,603
Unity Church of Victoria			3,538	3,538
University of Victoria - Faculty Association		453		453
University of Victoria - Native Student Union		930		930
University of Victoria - Music Radio Society		54		54
Vancouver Island Addiction Recovery Society			2,213	2,213
Vancouver Island Counselling Centre for Immigrants and Refugees	10,000			10,000
Vancouver Island South Film and Media Commissions	45,000			45,000
Victoria Association For Community Living			6,328	6,328
Victoria BC SKA Society	13,480	2,932		16,412
Victoria Brain Injury Society	8,500			8,500
Victoria Chinese Alliance Church			4,389	4,389
Victoria Chinese Presbyterian Church			10,431	10,431
Victoria Civic Heritage Trust	532,000			532,000
Victoria Community Association		538		538
Victoria Community Micro Lending Society	5,000			5,000
Victoria Compost And Conservation Education Society	6,000	1,002		7,002
Victoria Conservatory of Music	9,000		79,360	88,360
Victoria Cool Aid Society	52,644	81	37,239	89,964
Victoria Cycling Series		3,528		3,528
Victoria Disability Resource Centre	500			500
Victoria Dragon Boat Festival Society		3,722		3,722
Victoria Festival of Authors Society	2,500			2,500
Victoria Health Cooperative	1,000			1,000
Victoria Heritage Foundation	220,841			220,841
Victoria High School		782		782
Victoria Highland Games Association	8,000	3,040		11,040
Victoria Hospice Foundation		54		54
Victoria Immigrant and Refugee Centre Society	12,000			12,000
Victoria Independent Film and Video Festival	13,000	1,189		14,189
Victoria Innovation, Advanced Technology and Entrepreneurship Council (ViaTEC)	15,000			15,000
Victoria International Running Society		6,256		6,256
Victoria Jazz Society	19,200	12,773		31,973
Victoria Marathon Society		36,330		36,330
Victoria Native Friendship Centre			25,443	25,443
Victoria Pretty Good Society	4,000	310		4,310
Victoria Pride Society	8,800	16,780		25,580
Victoria Shambhala Centre			4,143	4,143
Victoria Single Parent Resource Centre Society	5,000		8,940	13,940
Victoria Social Innovation Centre Society			32,402	32,402
Victoria Symphony Society	13,500	16,450		29,950

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF GRANTS PAID - 2018**

<b>GRANTS 2018</b>	<b>GRANTS</b>	<b>IN-KIND SERVICES</b>	<b>EXEMPTION FROM MUNICIPAL PORTION OF PROPERTY TAXES</b>	<b>TOTAL</b>
Victoria Theatre Guild and Dramatic School			19,762	19,762
Victoria Truth Centre Inc			3,434	3,434
Victoria West Community Association	108,368	1,274		109,642
Victoria Women in Need Community Cooperative			10,591	10,591
Victoria Women's Sexual Assault Centre	40,000		6,604	46,604
Victoria Women's Transition House Society	40,000		13,503	53,503
Victoria Youth Empowerment Society	11,000		7,580	18,580
Volunteer Victoria	3,000			3,000
Wholesale Woolens Building (Heritage)			20,046	20,046
Winners Chapel Victoria			5,554	5,554
Wounded Warriors of Canada		804		804
YM/YWCA of Greater Victoria			68,433	68,433
<b>TOTAL</b>	<b>\$ 3,446,261</b>	<b>\$ 229,903</b>	<b>\$ 3,027,820</b>	<b>\$ 6,703,984</b>



**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
Aardvark Pavement Marking Services	\$ 59,906.39
Access Records and Media Management Ltd	96,435.59
Acme Supplies Ltd	265,594.05
Action Motorcycles Inc	36,145.80
Aecom Canada Ltd	195,848.06
Airmark Corporation	31,971.62
AJ Forsyth	34,886.13
All Ways Towing	63,115.37
Altec Capital Services Llc	74,587.50
Altec Nuevo Llc	168,075.00
Anderson Hill Management Consulting	31,747.98
Andrew Sheret Ltd	159,615.89
Anixter Canada Inc	29,303.62
Applied Geologics Inc	151,166.05
Aral Construction Ltd	135,390.36
Arbutus Excavating Ltd	71,984.39
Associated Fire Safety Equipment	107,040.91
Astrographic Industries Ltd	86,913.05
AT Maintenance Plus Contracting Ltd	151,312.33
Atomique Productions	226,391.20
Authorize.Net	27,446.59
BC Hydro	1,888,594.59
BDO Canada Llp	50,107.73
Bee Clean Building Maintenance	201,159.47
Bell Mobility	350,003.25
Boyden Executive Search	83,536.25
Brunnell Construction Ltd	1,531,550.44
Bullet Security Cameras	50,216.25
Butler Brothers Supplies Ltd	643,872.93
Butler Concrete and Aggregate Ltd	27,958.22
Canada Post Corporation	34,928.57
Canada Ticket Inc	98,907.97
Canadian Induracoat Corporation	370,151.46
Canadian Linen and Uniform Service	46,897.17
Cansel Survey Equipment	35,453.88
Capital Regional District	606,305.00
Capital Regional District Water Supply	9,836,686.50
Capital Tree Service Inc	87,241.38
CGI Information Systems	37,931.26
Charles Bates	25,800.00
Charter Telecom Inc	167,260.71
Chris Woeller	25,846.00
City of Vancouver	93,529.16

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
Citygreen Systems Ltd	30,239.82
Cloverdale Paint and Paper	98,128.20
Columbia Fire and Safety Ltd	168,342.81
Columbia Fuels	63,068.14
Commercial Lighting Products Ltd	37,523.56
Compugen Systems Ltd	98,495.88
Concert Realty Services Ltd	263,920.88
Coriolis Consulting Group	71,440.75
Corix Water Products	526,931.85
Cornerstone Planning Group	28,439.92
Corporation of the District of Saanich	255,782.44
CREST	647,522.10
Crop Product Services	28,220.95
CSN Parkers Autobody and Paint Ltd	29,880.58
Datafix	44,800.00
Davey Tree Services Ltd	118,578.03
David G Butcher Law Corporation	41,229.05
Davinci Plumbing	51,864.69
Dentons Canada Llp	145,194.90
Design Electronics	88,242.27
District of Central Saanich	56,080.78
Domcor Traffic Control International Inc	261,217.99
Dominion Voting Systems Corporation	32,420.33
Don Friesen	35,565.60
Don Mann Excavating Ltd	3,990,389.24
DS Tactical	38,089.27
Duncan Electric Motor Ltd	30,699.51
Econolite Canada Inc	41,107.58
Eecol Electric Ltd	183,695.25
EMCO Corporation Water Works	352,449.23
Emterra Environmental Victoria	234,011.66
Envirosmart Biodegradables	51,296.00
ERB Technical Contracting Ltd	44,887.50
Ernst and Young Orenda Corporate Finance Inc	97,095.25
Escribe Software Inc	44,688.00
Esri Canada	109,190.45
EST Environmental Technologies	40,656.00
Event Service Production	29,279.25
Express Custom Trailer Mfg Inc	52,352.45
Facility Condition Assessment Portfolio Expert	87,801.00
Fairmont Empress	5,960,915.86
FCA Canada Inc	156,629.76
FDM Software Ltd	46,016.42

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
Fineline Road Marking Ltd	42,026.20
Finning Ltd	69,044.18
Fisher Road Recycling Centre	122,957.84
Footprints Security Patrol Inc	1,255,950.80
Fortis BC	186,670.31
Fortran Traffic Systems Ltd	54,579.62
Four Seasons Fire Prevention Services Ltd	36,909.14
Four Star Waterworks	53,185.35
Fred Surridge Ltd	176,348.30
Freeman Audio Visual Canada	1,149,311.13
Freshworks Studio Inc	27,063.75
Frontline Outfitters	29,755.84
Full Swing Excavating Ltd	148,935.97
Gall Legge Grant and Zwack Llp	51,465.26
Gibson Waterworks Supply Inc	26,078.08
Glave Communications	28,482.58
Glen Oak Ford Sales Ltd	41,542.03
Global Rental Canada Ulc	210,560.00
Golder Associates Ltd	31,296.28
Graphic Office Interiors Ltd	282,552.14
Great West Life	478,802.34
Greater Victoria Labour Relations Association	56,150.78
Greater Victoria Labour Relations Association - CUPE LTD Trust	561,314.00
Greater Victoria Public Library	5,403,018.14
Greater Victoria School Board	42,442.23
Green Line Hose and Fittings Ltd	29,223.92
Guillevin International	53,285.13
Gunn Consultants Inc	58,716.85
GWG Rentals Vancouver Island	59,380.05
Habitat Systems Inc	49,330.65
Hammertime Bobcat Services Ltd	135,654.02
Harris Oceanside Chevrolet Buick GMC Ltd	50,094.24
Hazmasters	31,607.44
HCMA Architecture and Design	758,806.91
Heightsafe Fall Protection Systems Ltd	39,870.60
Hemmera Envirochem Inc	39,776.07
Herold Engineering Ltd	89,828.05
Host Compliance Llc	44,048.00
Houle Electric Limited	213,870.44
Hub International Insurance Brokers	803,319.00
Hydro Force Excavating	554,201.28
IBM Canada Ltd	145,825.63
ICLEI Canada	56,150.00

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
IGI Resources	105,381.74
IMS Infrastructure Management Services	47,685.44
Individual Dry Cleaners	96,502.73
Indro Robotics	31,920.00
Info Tech Research Group Inc	39,224.33
Inland Equipment Sales and Rentals	82,768.00
Innov8 Digital Solutions	72,044.47
Innovative Traffic Solutions Inc	80,889.90
Innovyze Inc	41,087.25
Insituform Technologies Ltd	1,498,886.01
Integra Strategic Solutions Inc	57,554.00
Integrity Sales and Distributors	30,250.89
Interprovincial Traffic Services Ltd	39,859.75
Intime Services Inc	26,843.75
IPI Tech Inc	97,114.62
Island Asphalt Ltd	1,271,364.88
Island Blue Print Co Ltd	29,073.50
Island Business Print Group Ltd	38,054.74
Island Key Computer Ltd	117,258.80
Itexpress Direct Inc	33,546.24
Itgroove Professional Services Ltd	97,905.97
JR Huggett Co	287,928.34
Justice Institute of BC	121,990.40
K-Bro Linen Systems Inc	27,356.53
Kal Tire	67,969.33
Kerr Controls Inc	95,799.08
Knight Signs Ltd	83,671.87
Lafrentz Road Marking	37,008.51
Landmark Sign Ltd	41,754.00
Lawson Products Inc	32,336.58
Len Hollingsworth	27,094.65
Liesch Interiors Ltd	158,245.50
Lindsay Delaronde	79,512.62
Lloyd Libke Law Enforcement Sales Inc	105,292.95
Lombard Precast Inc	160,033.04
Longview Systems	52,443.56
Lordco Parts Ltd	27,718.90
Loss Control Consultants Ltd	33,213.60
Low Hammond Rowe Architects Inc	37,924.71
Luke Ramsey	53,281.87
MR Crane Service Ltd	35,902.13
Macnutt Enterprises Limited	46,296.65
Mainroad Maintenance Products Ltd	48,178.97



**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
Masters Digital	29,022.23
Maximum Express	39,086.04
McElhanney Consulting Services Ltd	203,757.64
McGregor and Thompson Hardware Ltd	26,937.71
McRae's Environmental Services Ltd	228,385.50
MD Charlton Co Ltd	82,488.95
Megson Fitzpatrick	395,339.24
Microserve	96,540.30
Microsoft Corporation	419,774.15
Mile Zero Motorsports Ltd	89,017.60
Millennia Research Ltd	35,580.56
Miller Welding and Ironworks Inc	33,048.62
Minister of Finance	706,116.78
MNP Llp	73,184.93
Monk Office Supply Ltd	291,459.67
Morfco Supplies Ltd	26,042.20
Morrison Hershfield	57,100.67
Mortimers Monumental Works 1977 Ltd	71,813.00
Municipal Insurance Association	286,304.00
Municipal Pension Plan	11,515,427.00
National Concrete Accessories	97,485.57
Nelson Nygaard	65,312.65
Neptune Technology Group	28,056.00
North Star Parking Services Ltd	63,406.71
Northridge Excavating Ltd	188,103.58
Nova Pole International Inc	96,820.21
Novus Plants	28,897.15
NSPS Services Ltd	117,168.18
Nutrien AG Solutions (Canada)	25,869.60
Oakcreek Golf and Turf Inc	83,382.09
Odell Slinger Service	53,404.73
Oracle Canada Ulc	155,206.44
Organized Crime Agency of BC	80,641.12
P&R Truck Centre	100,474.87
Pacific Blue Cross	2,600,282.22
Pacific Flow Control	66,623.03
Paladin Security Group Ltd	221,564.22
Parkland Refining (BC) Ltd	1,073,800.53
Parsons Inc	173,405.61
PBX Engineering Ltd	74,628.78
PCL Constructors Westcoast Inc	10,191,305.81
Peterson Commercial Property Management	101,163.00
Petro Canada Lubricants Inc	38,199.29

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
PitneyWorks	280,000.00
Playspace Adventures	247,590.00
PRIMECorp	296,562.39
Public Communication	58,087.12
PW Trenchless Construction Inc	328,499.81
PWL Partnership Landscape Architects Inc	80,589.49
Quadra Village Community Centre	26,000.00
Queens Printer	60,576.89
Questica Inc	43,070.90
QV Cafe and Bakery	31,415.21
Radio Works	47,337.78
Ralmax Contracting	2,112,492.31
Ralmax Group Holdings Ltd	76,512.69
Rampart International Corporation	31,779.10
RCAP Leasing Inc	40,656.00
RDH Building Science Inc	138,356.04
Receiver General for Canada	1,500,000.00
Rescue Tools Canada	28,748.16
Restorative Justice Victoria	80,000.00
Retro Specialty Contractors	97,346.82
Richmond Elevator	196,435.89
Rollins Machinery Ltd	58,458.56
Royal Canadian Mounted Police	70,743.94
RTB Safe Traffic Inc	444,354.24
Russels Crane and Cartage	52,392.51
Ryzuk Geotechnical	110,191.39
Saanichton Development Ltd	47,003.19
Salish Sea Industrial Services	185,525.34
Save-On-Foods Memorial Centre	189,652.88
SDRJ Consulting	29,400.00
Shaw Cable	41,376.20
Sherwin Williams	39,091.24
Sierra Systems	52,045.90
Sigma Safety Corporation	220,913.85
Slegg Limited Partnership	124,912.71
SLR Consulting Canada Ltd	77,955.49
Socor Contracting	90,908.52
South Island Sign Services	65,173.50
Specimen Trees Wholesale Nurseries Ltd	41,349.31
Spinnakers Brew Pub Inc	59,325.64
Stanley Convergent Solutions	43,052.20
Stantec Consulting Ltd	211,874.53
Stewart McDannold Stuart	53,115.29

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**

<b>NAME</b>	<b>AMOUNT</b>
Story Construction Ltd	468,222.79
Suburban Motors	158,265.28
Summit Mechanical Systems Ltd	152,604.43
Sunbelt Rentals	172,008.37
Tacel Ltd	76,230.00
Team Sales	26,928.81
Tedford Overhead Doors Ltd	77,272.53
TELUS	427,391.19
Tempest Development Group	272,213.70
Terradyne Armored Vehicles Inc	383,538.40
Think Communications Inc	198,206.16
ThinkTel	30,332.86
Thurber Engineering Ltd	58,575.81
Times Colonist	147,136.73
Tomko Sports Systems	92,610.28
Tower Fence Products Ltd	25,744.13
Township of Esquimalt	98,376.20
Toyota Credit Canada Inc	31,384.12
Trane Canada	46,205.65
Trapeze Communications Inc	61,999.35
Tri City Finishing	89,167.05
Turnbull Construction Project Managers	327,969.64
Tycrop Specialty Trailers	126,141.12
Tyee Aquatic Club	36,150.79
UAP Napa Auto Parts	54,781.11
Union of BC Municipalities	84,956.15
United Engineering Ltd	42,727.45
Universal Sheet Metal Ltd	209,557.95
Urban Systems	714,752.88
Vancouver Island Psychological Services	57,168.05
VECIMA Networks	44,611.22
Vector Corrosion Technologies Ltd	112,720.98
Victoria Animal Control Services Ltd	535,247.74
Victoria Landscape Gravel Mart Ltd	111,101.64
Victoria Materials Depot	637,438.34
Victoria Powder Coating	30,498.17
VIMAR Equipment Ltd	57,577.48
Waddington Strata Plan VIS4516	41,302.35
Web Express Printing Inc	34,286.82
Wee Bee Hauling and Services Ltd	365,818.02
Wesco Distribution	48,599.98
West Coast Elevator Services Ltd	75,563.15
Western Equipment Ltd	127,503.68

**THE CORPORATION OF THE CITY OF VICTORIA, BC**  
**STATEMENT OF ACCOUNTS PAID - 2018**  
**IN EXCESS OF \$25,000**


<b>NAME</b>	<b>AMOUNT</b>
Western Traffic Ltd	505,332.58
Western Turf Farms Ltd	33,404.75
Westerra Equipment Lp	35,997.36
Westvac Industrial Ltd	89,813.57
Wheaton Chevrolet Buick Cadillac GMC	62,088.42
Wille Dodge Chrysler Ltd	43,324.41
Workers Compensation Board	2,139,505.11
WSP Canada Group Ltd	417,630.40
WSP Canada Inc	264,211.81
Young Anderson	59,687.16
<b>Total \$25,000 or More</b>	<b>101,853,183.97</b>
Total Under \$25,000	8,174,121.27
<b>Grand Total</b>	<b>\$ 110,027,305.24</b>





1 Centennial Square  
Victoria, British Columbia  
V8W 1P6

[victoria.ca](http://victoria.ca)

 Printed on Recycled paper



**VICTORIA  
POLICE**

**FRAMEWORK AGREEMENT QUARTER TWO REPORT**  
**VICTORIA**

August 29, 2019

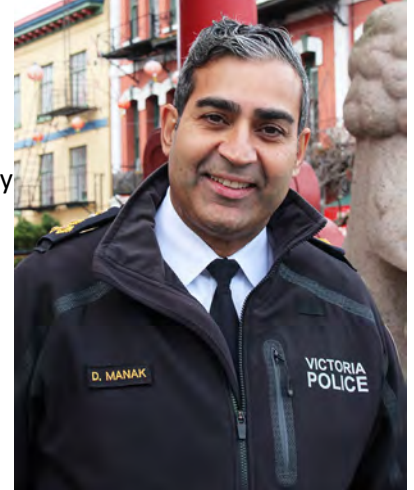
## Chief Constable's Message

For Quarter Two, we want to highlight some of the successes and forward looking initiatives of our officers and staff as we manage complex and resource consuming criminal investigations, stay connected through community engagement efforts, and navigate the many challenges we face while working hard to provide the police service our communities deserve. We also want to feature some of the important information we learned from the recent study of VicPD's involvement with the Assertive Community Treatment (ACT) Teams. The results speak to the important role police play within the teams as our communities endeavour to address the pervasive issues around homelessness and mental health.

I would like to take this opportunity to thank VicPD's leadership team as well as our officers, staff, and volunteers for their tireless work in our communities. The past several months in particular have presented many challenges for us as an organization and our staff are feeling the very real impacts of high volumes of important work. I am very grateful to them for the work that they do. I will continue to work with our team and other stakeholders to ensure all members of VicPD are supported so that we can continue to serve the citizens of our vibrant communities to the best of our ability.



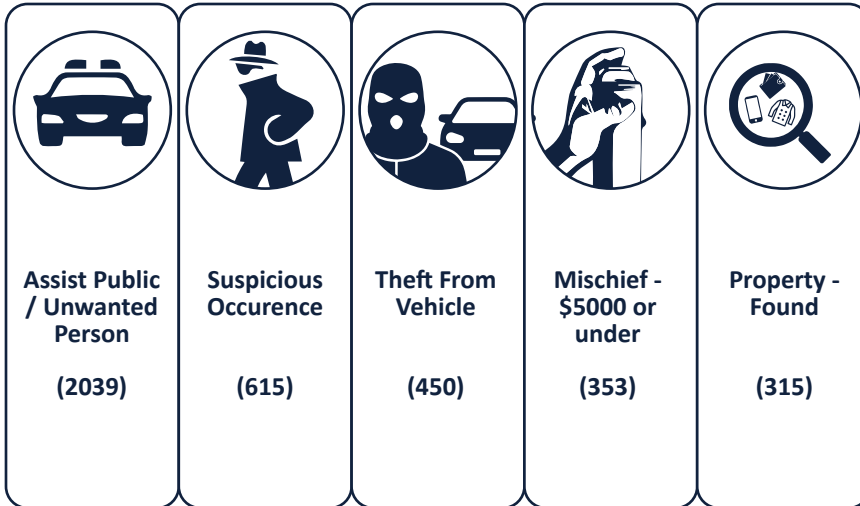
Del Manak  
Chief Constable



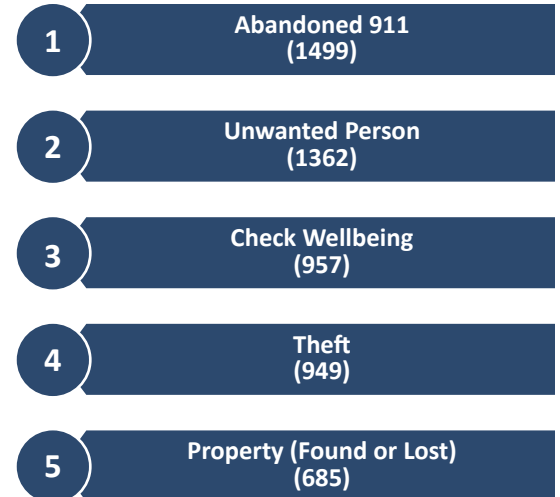
Q2

## IN REVIEW

## TOP 5 REPORTED OCCURRENCES IN VICTORIA



## TOP 5 CALL TYPES - CALLS FOR SERVICE (VICTORIA)



## DISPATCHED CALLS FOR SERVICE IN VICTORIA

	Priority 1	Priority 2	Priority 3	Priority 4
2019	808	2343	4792	1707
2018	720	2269	4953	1417
Response Benchmark Met?	No	No	No	No

## NUMBER OF CROSS-OVERS OUTSIDE JURISDICTION

82  
Victoria to  
Esquimalt

155  
Esquimalt to  
Victoria

336  
Media  
Requests

1,787  
Volunteer  
Hours Logged

460  
Hours Spent in  
Hospital Wait  
Rooms for *MHA*  
Apprehensions



## HIGHLIGHTS: INVESTIGATIVE SERVICES DIVISION



### ORGANIZED CRIME

This quarter, Crime Reduction Unit (CRU) investigators conducted two significant investigations focused on a Victoria area drug line believed to be set up by the Lower Mainland gang, "the Brothers Keepers". In one investigation, evidence consistent with drug trafficking, including 1000 individually pre-packaged drugs of an approximate street value of \$30,000 were seized. A second investigation into a man and a woman also believed to be tied to this gang resulted in the location of drugs, including fentanyl and cocaine, as well as nearly \$15,000 in cash. In addition, officers seized two vehicles. All three individuals are facing recommended charges of drug trafficking.

The Crime Reduction Unit hopes that these investigations will deter further gang activity in the Victoria area.



### PLAZA HOTEL FIRE

On May 6<sup>th</sup>, a devastating fire occurred at 603 Pandora Avenue. From the early stages, Major Crime and Forensic Identification investigators worked in concert with the Victoria Fire Department.

Over nine days, investigators thoroughly searched the site and determined that an arson had taken place. The site was also scoured for human remains; however, no human remains were found. Due to dangerous hazards, investigators were required to wear full apparatus for the duration of the investigation in order to conduct a comprehensive investigation and protect their health and safety.

The investigation is ongoing and we continue to work with the Victoria Fire Department.



### TRAINING SESSION

VicPD's Historical Case Review Unit collaborated with the Vancouver Island Integrated Major Crime Unit to host a one day training session in May related to new and emerging forensic DNA techniques. Presenters from the Lower Mainland's Integrated Homicide Investigations Team and members of the Golden State Killer Task Force from California presented case studies related to genealogy and phenotyping, techniques successfully being used in violent major crime and cold case investigations. Over 270 investigators and prosecutors from 46 law enforcement agencies and specialized investigative units attended from BC, Alberta, and Washington State. This valuable training opportunity was cost shared by attending agencies, and provided a rare opportunity for local investigators to connect with fellow investigators throughout Western Canada and the US, opening new dialogue and enhancing inter agency cooperation.

## EMERGING TRENDS / CONCERNS



Due to staffing challenges that have had an impact on many areas of the department, and particularly on front line policing efforts, a decision was made to collapse the Crime Reduction Unit (CRU) on June 1<sup>st</sup> and reassign most of the police positions to the front line. The CRU is a specialized unit that focuses on crime reduction by responding to crime trends and/or targeting individuals responsible for a high number of crimes, such as the dealing of fentanyl. The impact of dissolving this unit will be felt across the department as CRU is project based and focused on issues that are too complex or require increased investigative time and resources and/or skills such as surveillance, confidential informants, and warrant applications.

## HIGHLIGHTS: COMMUNITY SERVICES DIVISON



### YCI CAMP

Sixty middle and high school students joined 13 educators and nine VicPD and one Saanich police officer at this year's Youth for Change and Inclusion (YCI) camp. The camp, which took place May 1 to 4 at Camp Pringle, introduced youth from Victoria and Saanich to local, national, and global issues including: residential schools, environmental sustainability, homelessness, mental health, healthy communities, intolerance, and fast fashion (consumerism and waste).

YCI was originally started by Sergeant Paul Brookes in 2003 with the help of a Saanich police officer and two VicPD police officers. Over the past 16 years, this camp has been attended by well over 1200 youth. Over the years, camps have continued to be run with the financial support of VicPD, Coast Capital Savings, and Victoria School District 61.

### RENTAL FRAUD

This quarter, Community Services Division (CSD) officers investigated a Victoria resident for several months in relation to numerous rental frauds and outstanding warrants.

The suspect used various aliases to rent short-term furnished properties and once secured, re-advertised the properties on various rental sites such as Craigslist, Kijiji, and Booking.com posing as the owner and obtaining damage deposits from unsuspecting tenants. Tenants were unaware of the scam until it was too late, resulting in the loss of money. The owners of the rental properties had no knowledge of the rentals, and some also lost several months of rental income. After receiving intelligence on the suspects whereabouts, CSD officers, with the assistance of Patrol officers, arrested the suspect in June for charges relating to outstanding warrants and fraud.

### FAITH-BASED SAFETY EVENT

In response to recent attacks on places of worship in Canada and around the world, the VicPD organized a Faith-based Safety Forum led by members of CSD.

Thirty community leaders of all faiths joined members of VicPD at the BC Legislature in an open and inclusive discussion on how we can collaboratively keep our faith communities safe. Topics included: active attacker trends in Canada and abroad, concept of operational planning, command structure, Crime Prevention Through Environmental Design (CPTED): how you can make your property a less desirable target and enhance security, safety procedures in the event of an armed intruder or act of violence occurring in a place or area of worship, police response to in-progress critical incidents, and general guidelines on when to call police.

## EMERGING TRENDS / CONCERNS



The 900-block of Pandora Avenue continues to pose challenges due to street disorder issues. Recently, CSD, in collaboration with Island Health, BC Housing, and the City of Victoria, began a monthly Community Town Hall meeting at City Hall where a verbal report and work-plan is presented at quarterly meetings. These monthly meetings also provide residents, businesses, developers, service providers, and other community stakeholders with a forum to ask questions and express concerns. While these monthly meetings provide information and an opportunity to engage in mutual dialogue, efforts are aimed at containing the current situation due to the complexity and breadth of street disorder issues in that area.

# SPOTLIGHT ON:

## ASSERTIVE COMMUNITY TREATMENT (ACT) TEAMS

### PRIMARY TEAM DUTY



Provide intensive, assertive supports to individuals living with severe and persistent mental illness, who face multiple barriers to independent living, and are experiencing chronic homelessness with the goal of reducing negative contact with police and presentations to the health system.

Three Community Services Division members, including ACT Officer Constable Sue Hamilton (left), were the recipients of the Heart Award in April. The event recognizes the recovery efforts of mental health and substance use clients and community members that promote recovery.

### ACT OFFICER ROLE



- Facilitating enhanced supervision / support to offenders and mutual clients who have multiple risks and needs factors (i.e. addictions, mental illness, homelessness, etc.);
- Assisting with integrated case management to clients, in partnership with program team members and stakeholders;
- Providing security and security risk assessment for team members and procedures;
- Facilitating service access in a less enforcement-oriented manner;
- Accompanying team members in the field;
- Providing direct liaison with VicPD members in the field;
- Collaborating with community partners to identify where other mental health supports are needed; and
- Providing crisis response to individuals as required.

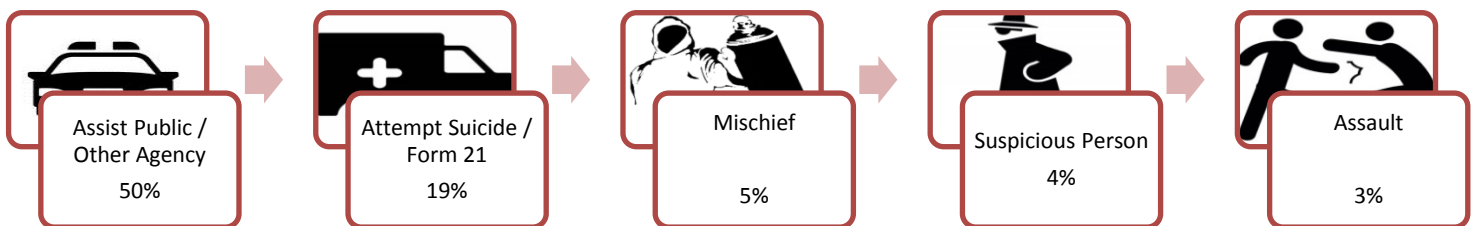
### STAKEHOLDERS



# 326

CLIENTS  
CURRENTLY  
SUPPORTED  
ACROSS ALL  
TEAMS

### TOP CALLS FOR SERVICE FOR ACTIVE CLIENTS ACROSS ALL TEAMS



### IMPACT

UVic's Department of Psychology is currently conducting research on the impact of police officers on ACT teams. A follow-up [study](#), inclusive of qualitative findings, was released in May. Research results are briefly summarized below.



- Development of positive & respectful relationships;
- Provision of longterm support & prevention;
- Unique combination of skills & abilities;
- Effective coordination with healthcare;
- Police involvement supported better outcomes; and
- Ability to see behaviour through a mental health lens rather than a criminal lens.



- Some recipients may fear looking like an informant if they interact with police;
- Mistrust of police may lead a recipient to become agitated; and
- Interactions can be triggers for recipients with past history of traumatic experiences with police.



## HIGHLIGHTS: PATROL DIVISION



### K9 PRESENTATION

In April, Patrol Division members and K9 units, including Police Service Dogs (PSDs) Jonny, Diesel, and Bodi, attended George Jay Elementary school to deliver a presentation and K9 demonstration to a grade one and two class.

The K9 units delivered a presentation and showed off some of their PSD capabilities. Patrol Division members engaged with the students and answered their questions. At the end of the presentation, additional Patrol Division members brought in two police vehicles and allowed the students to sit in the vehicles.

VicPD members received great feedback about the presentation and demonstration from both students and teachers at George Jay Elementary.

### OVERDOSE

In June, Patrol Division members were patrolling in the 800-block of Cormorant Street when they observed a man alone and slumped over in the back corner of a parking lot. The members approached the man, and discovered that he was suffering from an overdose, was unconscious, and was barely breathing. An ambulance was called while one member administered two doses of naloxone. The man still did not regain consciousness. Another Patrol Division member attended with additional naloxone. Eventually, the man regained consciousness and was transported to the hospital for further care and monitoring.

If not for the presence and quick action of members, along with their training and equipment, the man likely would have not survived.

### COMMUNITY INITIATIVE

In a follow up to an incident that occurred earlier in the quarter, police were asked to attend a meeting with a Syrian refugee family new to Victoria. A counselor asked police to attend to ensure the family, who were hesitant of police, understood that they are supported in the community.

This meeting, organized by a member of the Patrol Division, provided a chance for the family to meet some friendly officers and build rapport and trust with the police. Patrol Division members attended and met with the family along with representatives from the Ministry of Children and Family Development, family counselors, and a translator.

VicPD members emphasized to the family that they should never hesitate to call police, and helped direct them to the correct resources.

## EMERGING TRENDS / CONCERNS



VicPD is experiencing an increased call load and is significantly challenged to respond to calls for service that fall outside its primary mandate. Non-police related calls such as abandoned vehicles, parking complaints, noise complaints, panhandlers, animal conservation, medical calls, community corrections and parolee monitoring fall within the mandate of other agencies at the municipal, provincial and/or federal level. Due to resource challenges of their own, these agencies have relied on VicPD to field their calls after hours and on weekends. The call load for high-priority police-related matters makes it impossible for the Victoria Police Department to continue to provide this assistance as it has done in the past.

## HIGHLIGHTS: STRATEGIC OPERATIONS COUNCIL



### INTELLIGENCE GROUP

This quarter, Crime Analysts determined the total number of Theft from Auto calls comparing it to a three year average. The data indicates that since August 2018, thefts from vehicles in Victoria have consistently been above the three year average. The thefts were then mapped to determine priorities and resources at the front line level. Additionally, Crime Analysts conducted an analysis of certain types of calls for service, including, but not limited to: Suspicious Persons, Theft from Auto, Mischief, and Break and Enter to Underground Parking Garage to identify individuals that may be responsible. It was concluded that someone, or a couple of individuals, are committing a high number of offences and two persons of interest were identified.

Special Attention Areas, areas where patrol officers were directed to conduct extra patrols throughout their daily activities, were then developed by the Patrol Division. These areas included James Bay (focusing on Superior Street and Kingston Street) and the area surrounding Hillside Mall. K9 officers, who are now running the Bait Car Program, also deployed the Bait Car in these areas.

### MENTAL HEALTH / SOCIAL DISORDER GROUP

**Total Calls for Service (CFS):** 8826

**Total CFS where mental health was a factor:** 1776 or 20%

- Victoria: 1529 calls or 19.98% (1 in every 5)
- Esquimalt: 247 calls or 20.13%

**Total Section 28 Apprehensions:** 217

- Victoria: 173 or 79.72%
- Esquimalt: 44 or 20.28%

**Total hospital visits:** 286

**Total hospital wait time:** 460 hours and 22 minutes

(Average: 96 minutes; Longest: 6 hours and 45 minutes)

**Percent of hospital waits longer than 2 hours:** 39%

**Number of violent occurrences involving persons with a mental health issue:** 114 or 31.23 %

**Number of persons who appeared on the Early Warning System (EWS) list:** 998

**Number of persons who were identified as being in the greatest need of intervention / assistance:** 61

**Services accessed to support those identified with the EWS:** Integrated Mobile Crisis Response Team (IMCRT), Island Health, shelter housing (e.g. Arbutus, Rock Bay Landing, Our Place, etc.), 713 Outreach, Assertive Community Treatment (ACT) teams, hospital security

**Major Issues:** issues around current diagnosis of schizophrenia, bi-polar, and/or depression; self-medicating, ceasing to take medication, current medication not working; and attempted suicides.

### EMERGING TRENDS / CONCERNS



In April, officers responded to several incidents in Centennial Square, including: a fight between up to 20 people, assaults, weapons seizures, arson, and robberies. Towards the end of the quarter, there have been some improvements with fewer violent events; however, this area remains busy with a large number of people loitering in the area and openly consuming liquor. This area has also become a hang-out area for missing youth from all over the Capital Regional District (CRD). VicPD members attended Centennial Square at least 12 times in April and May looking for youth missing out of Saanich and Central Saanich.



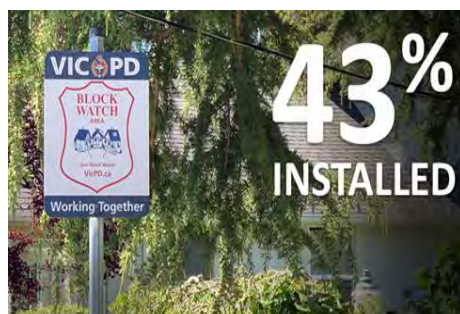
## HIGHLIGHTS: COMMUNITY ENGAGEMENT DIVISION

**336**  
MEDIA  
REQUESTS

**43**  
MEDIA  
RELEASES

**157**  
ACTIVE  
BLOCK  
WATCH  
GROUPS

**1787**  
VOLUNTEER  
HOURS  
LOGGED



### PUBLIC AFFAIRS

This quarter, Public Affairs staff conducted some amazing work during a number of initiatives, including National Police Week and the Harbourscats Home Opener. National Police week began in 1970, and is a way for communities to learn about what police do and the services that they provide. During National Police Week, the 41 officers and support staff who were recognized during the annual Honours Ceremony in March were highlighted each day of the week.

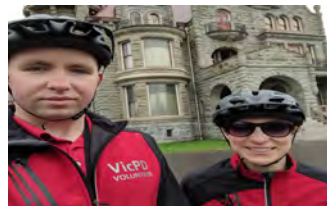
For the Harbourscats Home Opener, VicPD partnered with the Harbourscats baseball team, Central Middle School, and Rockheights Middle School to bring students to the game with police (pictured above). This was a very successful event with great feedback.

### BLOCK WATCH

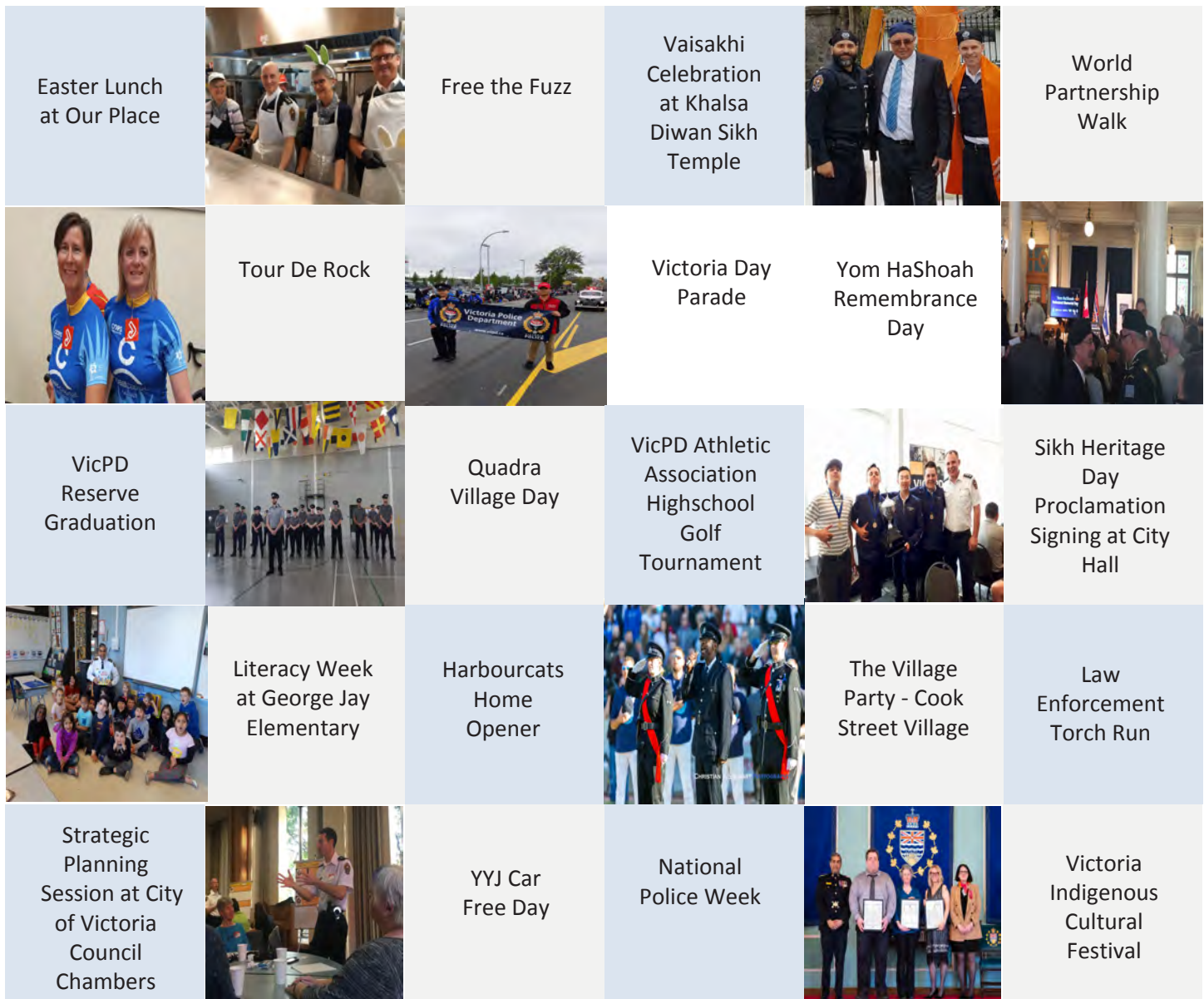
Block Watch continues to increase its presence in the communities of Victoria and Esquimalt. New Captains and participants are continually added to the program, and our Reserve Constables make regular presentations to Block Watch groups. During the second quarter we have seen a positive success rate for the installation of our new VicPD Block Watch signs. Thanks to excellent work by City of Victoria and Township of Esquimalt staff, working in partnership with our VicPD Block Watch and Community Programs Coordinator, the VicPD Block Watch Sign Revitalization process is 43% complete. In the coming months, we'll be reaching out to the public for assistance to ensure that we've located all the older, weathered signs and have refreshed them with the new, high profile signs.

### VOLUNTEER SERVICES

Quarter Two started with Volunteer Awards Night during National Volunteer Week, and the launch of our redesigned Community Events Program. Community events have been very busy with new interactive experiences for Pedestrian Safety, Home Security, and Child Find programs, engaging 18 team members. In May, we relaunched our Bike Program with seven volunteers patrolling the trails and welcomed 14 new Crime Watch volunteers. The reduction in front desk hours resulted in over half the front desk volunteer team being reassigned, building access challenges for our Crime Watch and Event Volunteers, and reducing accessibility of our volunteer program to community members. Finally, last year's redeployment of the Reserve program to the Patrol Division continues to impact the cooperative relationship between Reserves and Volunteers.



## HIGHLIGHTS: KEY MEETINGS AND COMMUNITY EVENTS



## UPDATE: FINANCIAL SERVICES DIVISION



As at the end of the second quarter, the net financial position was 0.3% above the approved budget. Salaries and benefits were slightly over budget, due to higher benefits loading in the first half of the year and recruitments at the beginning of the year in anticipation of retirements. This is expected to reverse for the 3rd quarter as recruitments lag turnover before stabilizing in the 4th quarter. Other line items are within budget, with the exception of contractually obligated retirement payouts. Retirements are over budget by \$266,575 at this time and are expected to exceed the budget by the end of the year, resulting in an approximate drawdown from reserves of \$400,000. We expect, with the exception of retirements and barring unforeseen events, the net financial position to remain in line with the budget. Capital expenditures are slightly below budget at this time and we expect expenditures to remain slightly below budget throughout the rest of the year.

## APPENDIX

### Number of Dispatched Calls in Each Municipality\*

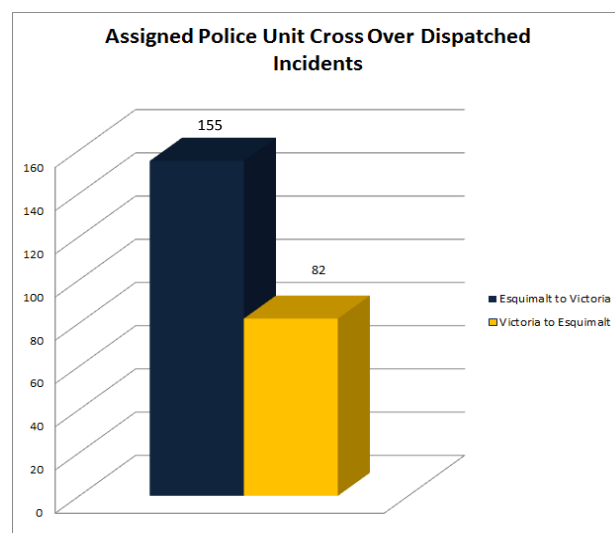
Dispatched Calls for Service by Municipality												
	Priority 1		Priority 2		Priority 3		Priority 4		Other		Grand Total	
	Q2 2018	Q2 2019	Q2 2018	Q2 2019	Q2 2018	Q2 2019	Q2 2018	Q2 2019	Q2 2018	Q2 2019	Q2 2018	Q2 2019
Victoria	720	808	2269	2343	4953	4792	1417	1707	3	9	9362	9659
Esquimalt	112	122	218	246	449	449	137	172	0	1	916	990
Outside	0	9	10	12	16	11	5	9	0	0	31	41
Grand Total	832	939	2497	2601	5418	5252	1559	1888	3	10	10309	10690
Note* All calls dispatched to Esquimalt do not include calls to Vic West												

\*Please note that statistics for previous periods may not match existing published reports because those figures can change over time. The data presented in this report is taken from the Police Records Information Management Environment (PRIME). This data is based on the day that it is extracted from PRIME, but due to ongoing investigations and internal quality control efforts, this information is subject to change including addition, deletion, and reclassification.

### Assigned Police Unit Cross-Overs outside Jurisdiction

The chart to the right details the number of incidents where police units were required to cross between Dedicated Municipal Division jurisdictional boundaries to provide assistance in relation to a call for service.

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



### Response Times to Calls against New Benchmarks

Priority	Definition	Response Benchmark*	Victoria	Esquimalt
Priority 1	Requires urgent attention, life-threatening	Officer(s) on scene in <b>7 minutes</b> or less, 95% of the time	No	No
Priority 2	Requires immediate attention, serious, may not be life-threatening	Officer(s) on scene in <b>12 minutes</b> or less, 90% of the time	No	No
Priority 3	Routine attention, no current threat to life or property	Officer(s) on scene in <b>40 minutes</b> or less, 90% of the time	No	No
Priority 4	Event must be documented, may or may not require police attendance	Officer(s) on scene in <b>90 minutes</b> or less, 90% of the time	No	No

\*Response times are calculated using "time received" to "time on scene" using standard police data analyst quality control methodology. Benchmarks were established using 4 metrics: response standards established by other police agencies where available, five-year call response data, 2017 Community Survey responses regarding community



response expectations, and overall assessment of reasonableness by the VicPD Senior Management Team. These benchmarks are subject to revision following a trial period of at least six months.

### Top 5 Call Types - Calls for Service

Victoria				
Top 5 Call Types	Q2 2019	Rank	Q2 2018	Rank
ABANDONED 911	1499	1	1786	1
UNWANTED PERSON	1362	2	1667	2
CHECK WELLBEING	957	3	1118	3
THEFT	949	4	870	4
PROPERTY (FOUND/LOST)	685	5	728	5
Grand Total (All call types)	13546		13660	
Esquimalt				
Top 5 Call Types	Q2 2019	Rank	Q2 2018	Rank
ABANDONED 911	165	1	176	1
CHECK WELLBEING	106	2	105	2
ASSIST GENERAL PUBLIC	79	3	73	3
ASSIST POLICE/FIRE/AMBULANCE	79	4	69	4
PROPERTY (FOUND/LOST)	58	5	59	5
Grand Total (All call types)	1297		1265	

### Top 5 Reported Occurrences for Each Municipality

Victoria				
	Q2 2019	Rank	Q2 2018	Rank
ASSIST PUBLIC / UNWANTED PERSON	2039	1	2131	1
SUSPICIOUS CIRCUMSTANCES	615	2	579	2
THEFT FROM VEHICLE	450	3	311	6
MISCHIEF - \$5000 OR UNDER	353	4	273	8
PROPERTY - FOUND	315	5	400	3
Grand Total (All occurrence types)	9059		9033	
Esquimalt				
	Q2 2019	Rank	Q2 2018	Rank
ASSIST PUBLIC / UNWANTED PERSON	207	1	221	1
SUSPICIOUS CIRCUMSTANCES	54	2	78	2
DOMESTIC DISPUTE - NO ASSAULT	38	3	42	3
MENTAL HEALTH	35	4	24	8
PROPERTY - FOUND	32	5	34	4
Grand Total (All occurrence types)	908		912	



## Quarterly Report for Victoria Council Q2 2019

September 5, 2019

**Chief Constable Del Manak**

### Highlights

- ☐ Community Engagement Efforts
- ☐ Spotlight on ACT teams
- ☐ Crime Prevention
- ☐ Operational Update
- ☐ Emerging Issues





## Community Engagement Efforts

### □ Highlights:

- Easter Lunch at Our Place
- Vaisakhi Celebration at Khalsa Diwan Temple
- Victoria Day Parade
- Quadra Village Days
- Yom HaShoah Remembrance Day
- VicPD Athletic Association Highschool Golf Tournament
- Harbourcats Home Opener



## Spotlight on ACT Teams

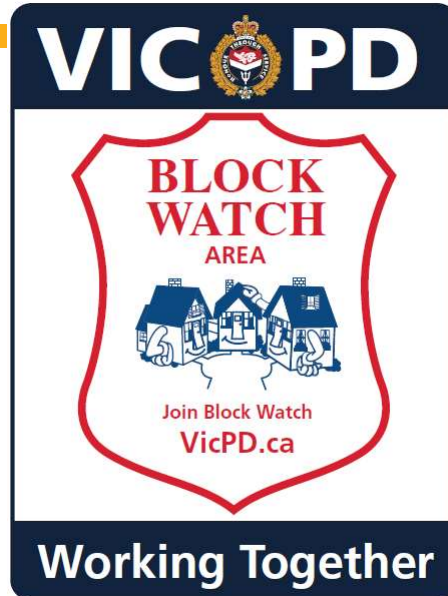


- 326 clients supported across all teams
- Top Calls for Service
- UVic Department of Psychology follow-up report

Three Community Services Division members, including ACT Officer Sue Hamilton (above), were the recipients of the Heart Award in April. The event recognizes the recovery efforts of mental health and substance use clients and community members that promote recovery.

## Crime Prevention

- ☐ Crime Watch
- ☐ Block Watch
- ☐ Public Information Campaigns



## Operational Update

- ☐ Strategic Operations Council
  - ☐ Intelligence Group
    - Thefts from Autos
    - Centennial Square Special Attention
    - 2900/3000 block of Douglas Street

## Operational Update

- ❑ Violent Domestic Assault
- ❑ Arson, Violent Male
- ❑ Officer Assaulted
- ❑ Downtown Assault
- ❑ Aggravated Assault – Forcible Confinement



## Operational Update

Important files in Victoria this quarter:

- ❑ Victoria Drug Line
- ❑ Plaza Hotel Fire
- ❑ Rental Fraud
- ❑ Overdose
- ❑ Syrian Refugee Family Engagement



## Emerging Trends / Concerns

- ❑ Transformation Report
- ❑ Community Wellness and Public Safety Alliance
- ❑ Increased Calls for Service
- ❑ Illicit Drug Overdoses
- ❑ Prevalence of Weapons

## Questions?





## Major Highlights – Q2

- Negotiated agreements for City acquisition of federal land at Laurel Point for a new City park
- Held a community celebration of the new and improved Cecelia Ravine Park
- Introduced a dashboard to allow the public to track individual Council member votes for every Motion and meeting attendance
- The City's Music Advisory Committee partnered with Music BC to obtain funding through FACTOR Canada to take the next steps in developing the Victoria Music Strategy
- Held 37 engagement events, attended by more than 1,500 people and 2,200 online surveys respondents



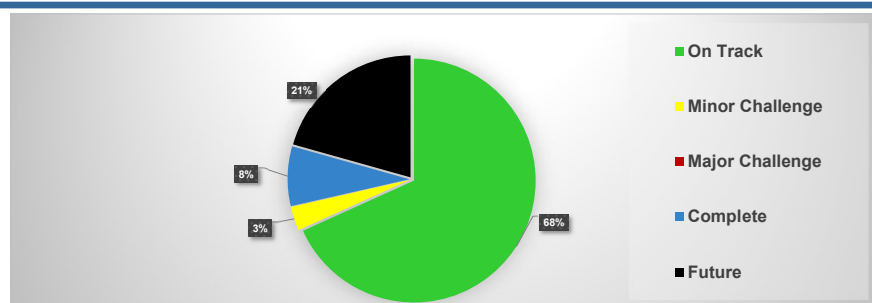


## Major Highlights – Q2

- Public Works responded to over 1400 Calls for Service, as well as prepared 46 Traffic Management Plans for special events
- Improved the L.I.F.E Program to increase access to recreation programs and services for individuals and families with low income
- Adopted an Inclusionary Housing and Community Amenity Policy, aimed at increasing affordability in new strata housing developments
- Activated the Emergency Operations Centre for the first time to coordinate and support events at the 603 Pandora Fire



## Strategic Plan Progress



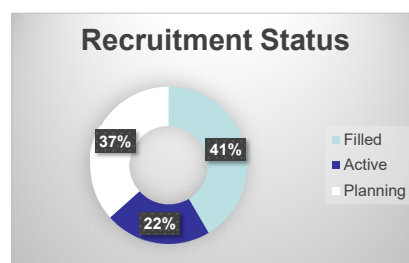
- On track for time, budget and scope
- Minor Challenges (1 Q time delay; up to 15% budget variance; scope changes)
- Major Challenges (1+ Q time delay; 15% + budget variance, or scope TBD)
- Action item complete and in sustainment mode
- Action requires resources and planning prior to dashboard reporting

*A number of Strategic Plan initiatives and actions began in Q2 and baselined to "Green" Status for this quarter*



## Strategic Plan Resources

- Recruitment of the 41 approved new staff resources to implement the Strategic Plan and Financial Plan continues
- Of the 17 Positions filled, 6 of those employees will be starting in September
- As of August 30, 2019



Status	Description	#
Filled	Position has been filled or no recruitment was required	17
Active	Currently in active competition (includes advertisement, shortlisting, interviews and offer)	9
Planning	Development of job description and/or job evaluation currently underway; or recruitment timing planned for Q3	15
Total		41

*Staffing continues to be a challenge to find qualified candidates for specialized positions*



## Budget Update – As of June 30, 2019

### Operating Budget

- Revenues are expected to meet or exceed budget
- Expenditures/transfers are expected to be within budget

### Capital

- Most capital projects are expected to be complete according to schedules
- Some have been deferred and delayed into next year due to:
  - Unforeseen and unplanned events
  - Coordination with other internal and external projects

### FTE Budgeted

- 849.85 FTEs



## Additional Quarterly Report Information

---

- Listing of Council Motions approved in Q2
- Council Member expenses submitted
- Grant activity update
- Contracts awarded over \$50 thousand
- 2018 Statement of Financial Information



## Looking Forward

---

- Staff are finalizing the draft 2020 Financial Plan for Council consideration in October
- Currently assessing new staff and resource requirements to initiate new 2020 Strategic Plan Actions and Council Motions
- Q3 Accountability Report to include further details on 42 Strategic Plan Actions carrying forward to 2020



## Recommendation

---

That Council receive this report for information.



## Strategic Plan Amendment Process

### Part Two – Emergency Issues & Extraordinary Opportunities

#### Step 1

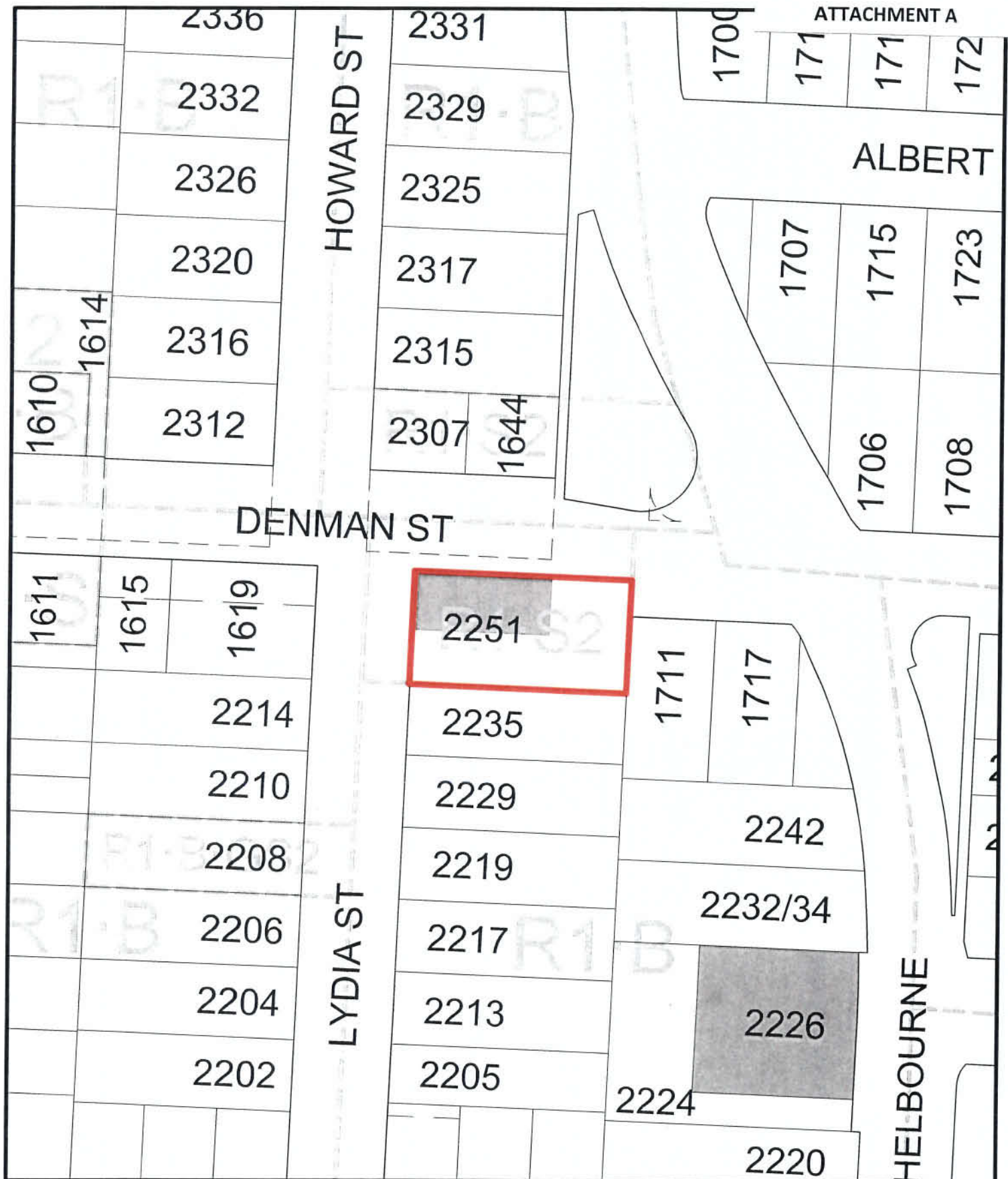
At a Committee-of-the-Whole meeting, Councillors interested in amending the Strategic Plan to address an emergency issue or extraordinary opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. Emergency Issues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

#### Step 2

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

#### Step 3

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed. If Committee (and Council) supports proposed Actions and Outcomes that fall outside of the 8 Strategic Objectives, a new section will be added to the plan entitled *Emergency Issues and Extraordinary Opportunities*.



2251 Lydia Street

Heritage Alteration Permit with Variance #00015



Designated

Registered







2251 Lydia Street

Heritage Alteration Permit with Variance #00015



Designated

Registered









### STREETSCAPE OF DENMAN STREET

1/8" = 1'



### STREETSCAPE OF LYDIA STREET

1/8" = 1'

**AJB HOME DESIGN**

4314-463 Goldstream Avenue  
Victoria BC V8B 2W3  
Office 250-595-0458  
Email: ajb@ajbdesign.com  
www.ajbdesign.com

#	DATE	DESCRIPTION
1	March 2019	Siteplan & Footings
2	April 2019	Siteplan & Footings Revised

**PROJECT TYPE**  
STREETSCAPE & RENDERING  
OF LYDIA & DENMAN  
DEVELOPMENT

**SITE:** LYDIA & DENMAN  
DEVELOPMENT

**CLIENT:** CUNNIN

**DRAWN BY:** Taylor SB

**DRAWING NO.**  
A-2 of 2



# MATERIAL AND COLOUR SCHEME TO BE USED AT

2247 LYDIA STREET

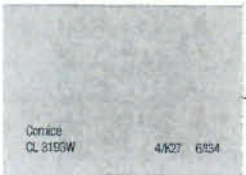
- 1 PRIMED COMB FACE PINE:  
GENERAL PAINT COLOUR-"BLACK BEAR"  
on  
VERTICAL TRIM  
BELLY BAND  
DECK POSTS  
PORCH POSTS



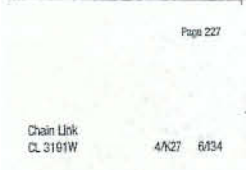
- 2 PRIMED COMB FACE PINE:  
GENERAL PAINT COLOUR-"MAYNE ISLAND"  
on  
WINDOW TRIM  
DOOR TRIM  
BARGE BOARDS  
EAVES & GUTTERS  
WOOD RAILINGS



- 3 HARDPLANK HORIZONTAL SIDING:  
GENERAL PAINT COLOUR-"CORNICE"



- 4 WOOD STAIRS &  
GENERAL PAINT COLOUR-"CHAIN LINK"



- 5 METAL EXTERIOR DOORS:  
GENERAL PAINT COLOUR-"SPRIT BEAR"



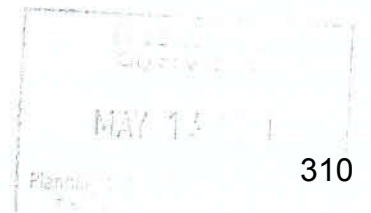
- 6 GAF TIMBERLINE ROOFING:  
"COOL ANTIQUE SLATE"

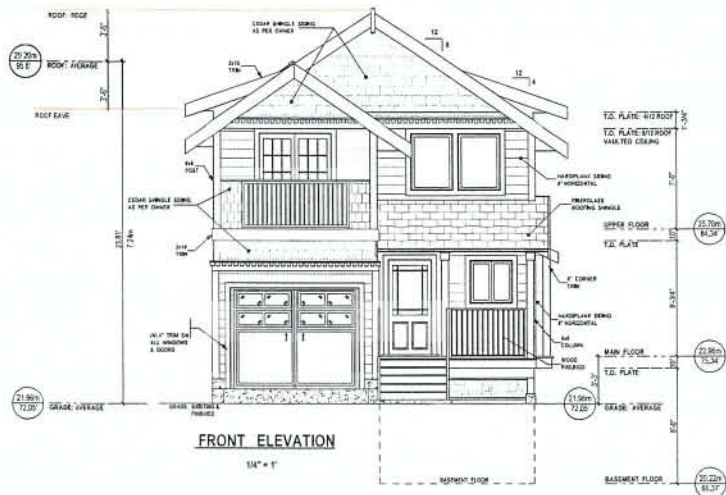


- 7 CEDAR SHINGLES:  
"RED CEDAR" STAIN



3D VIEW - FRONT PROPOSED





FRONT ELEVATION

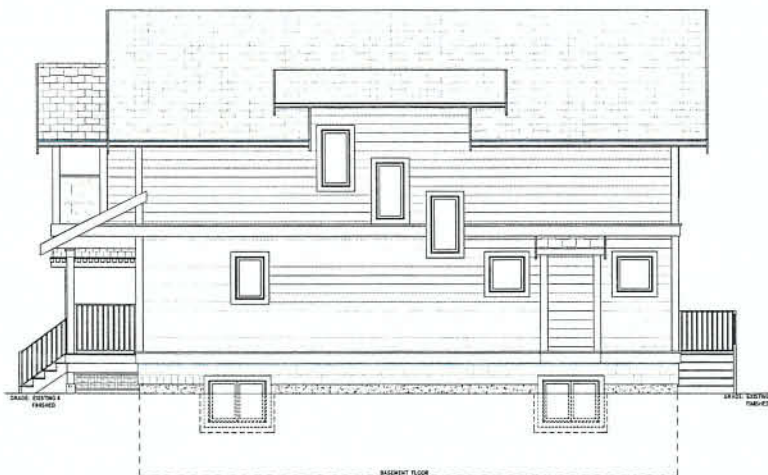
1/4" = 1'



LEFT (NORTH) SIDE ELEVATION

1/4" = 1'

Fire Separation  
41.2 sq. ft. / 745 sq. ft. = 5.5%  
unprotected openings.  
16.8% if all areas of window  
walls calculated.



RIGHT (SOUTH) SIDE ELEVATION

1/4" = 1'

Fire Separation  
41.0 sq. ft. / 703 sq. ft. = 5.8%  
unprotected openings.  
7.0% if all areas of window  
walls calculated.




REAR ELEVATION

1/4" = 1'

NOTE  
THESE PRELIMINARY PLANS ARE NOT FOR  
CONSTRUCTION USE OR ACCURATE PROJECT ESTIMATING.  
SEE WORKING DRAWINGS FOR ACCURATE FINAL DETAILS.

NOTE TO PRINTERS  
A/B HOME DESIGN DRAWS  
ITS DRAWINGS FOR THE BUILDER  
ON 1/4\"/>



**AJB HOME  
DESIGN**

2745 Belmont Ave. Office 250-595-0858  
Victoria BC V8R 4A8  
email: ajb@ajbdesign.ca

NO.	DATE	DESCRIPTION
1	Apr 5/12	1st Preliminary Drawings
2	Apr 16/12	2nd Preliminary Drawings
3	Apr 16/12	3rd Preliminary Drawings
4	Sept 23/12	4th Preliminary Drawings
5	Oct 4/12	5th Preliminary Drawings
6	Dec 2/12	6th Preliminary Drawings
7	May 2/12	7th Preliminary Drawings
8	June 18/14	8th Preliminary Drawings
9	Aug 22/14	9th Preliminary Drawings
10	Nov 11/14	10th Preliminary Drawings

**PROJECT TYPE**  
NEW RESIDENCE-SFD

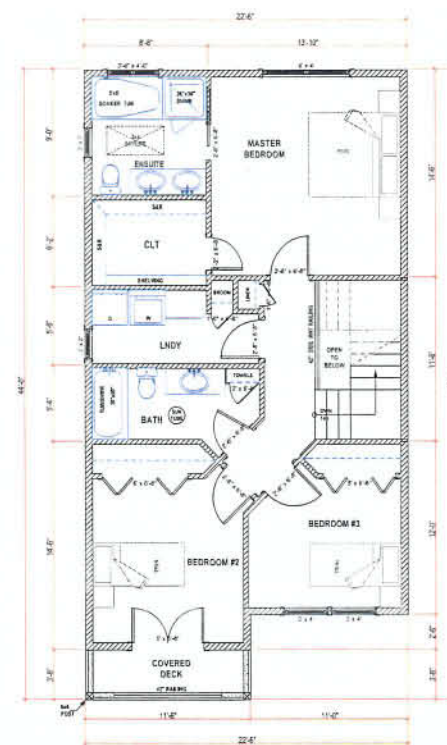
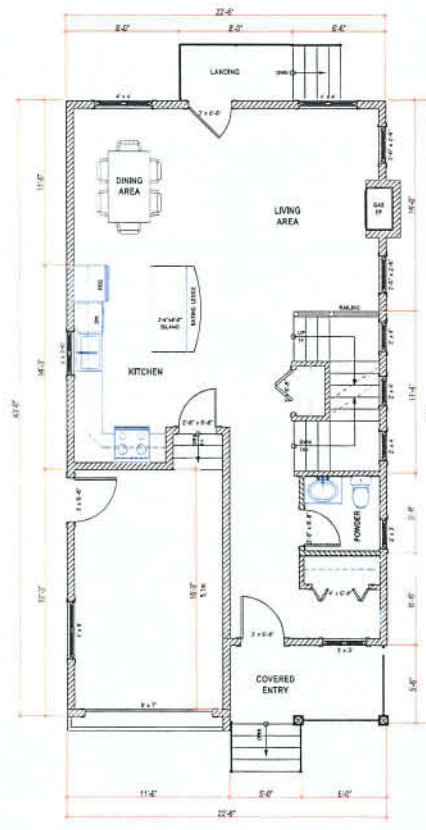
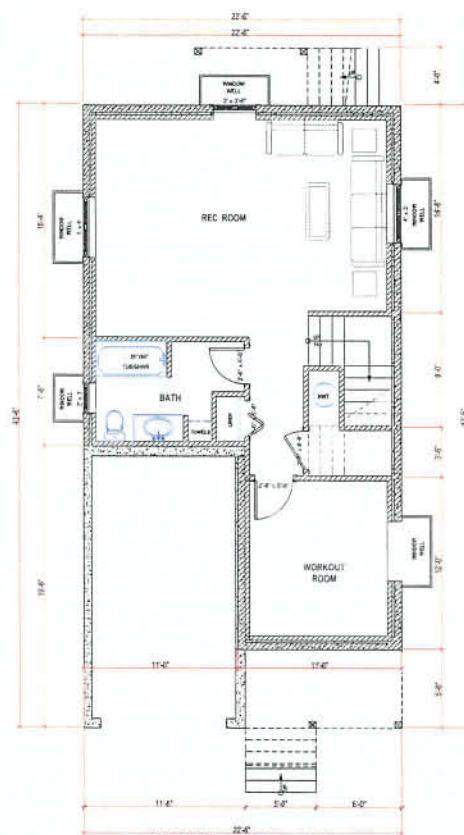
**SITE @**  
2245 LYDIA ST.

**FOR:** CUNNIN

**DRAWN BY:** Alan Bleson

**DRAWING NO.**  
**A-2**





- # LEGEND
- POST (3/4" x 1/2" R/L UP)

BEATING POINT

LINE OF FLOW ARROW

LINE OF FLOW ARROW

BEAM FACE  
BEAM CENTER  
BEAM FACE

BEAM FACE  
BEAM CENTER  
FLOOR ABOVE

END ROOF GABLE TRUSS

2ND WALL

2ND WALL

4" CONCRETE FOUNDATION  
WITH 6" W/ COAT FOOTINGS

8" CONCRETE FOUNDATION  
WITH 8" W/ COAT FOOTINGS

8" POST WALL ON  
4" CONCRETE FOUNDATION  
WITH 6" W/ COAT FOOTINGS

12" CONCRETE FOUNDATION WITH  
4" POST WALL, HEIGHT  
ACTUAL, STAIR WALKWAY  
AND 8" W/ FOOTINGS

EXEMPTED 4" CONCRETE WALL  
HEIGHT AS REQUIRED  
BY DETAIL, 8" W/ USE  
FOR TYPICAL  
12" DETAILS

25.61  
83.8' NORTH

GEODETIC DATUM  
FROM LOCAL SURVEY  
BY 8/12/82

DIRECTOR  
ON SHIP

FLOOR ARROW &  
ROOM LABEL NOTATION

CEILING EXHAUST FAN

FRAME ON SITE

START FINAL OPERATION  
BY DETERMINED ON SITE  
AND AT END OF CONSTRUCTION  
PER SUBMITTALS AND VOICES
- 5 x 5/8 x 1/2 LAL

SCREW ALARM &  
INTERNAL BOMB W/

5 x 5/8 x 1/2 LAL

SCREW ALARM &  
INTERNAL BOMB W/



2740 Belmont Ave. Office 250-535-0858  
Victoria, BC V8R 4A8  
email: [albjornedesign@shaw.ca](mailto:albjornedesign@shaw.ca)

NO.	DATE	DESCRIPTION
1	Apr 6/10	1st Preliminary Drawings
2	Apr 10/10	2nd Preliminary Drawings
3	Jul 15/10	3rd Preliminary Drawings
4	Sep 21/10	4th Preliminary Drawings
5	Oct 4/10	5th Preliminary Drawings
6	Dec 21/10	6th Preliminary Drawings
7	May 2/11	7th Preliminary Drawings
8	Mar 10/11	8th Preliminary Drawings
9	Apr 22/11	9th Preliminary Drawings
10	Mar 11/16	10th Preliminary Drawings

[illegible]

NEW RESIDENCE-SFD

SITE @  
2245 LYDIA ST.

FOR: CUNNIN

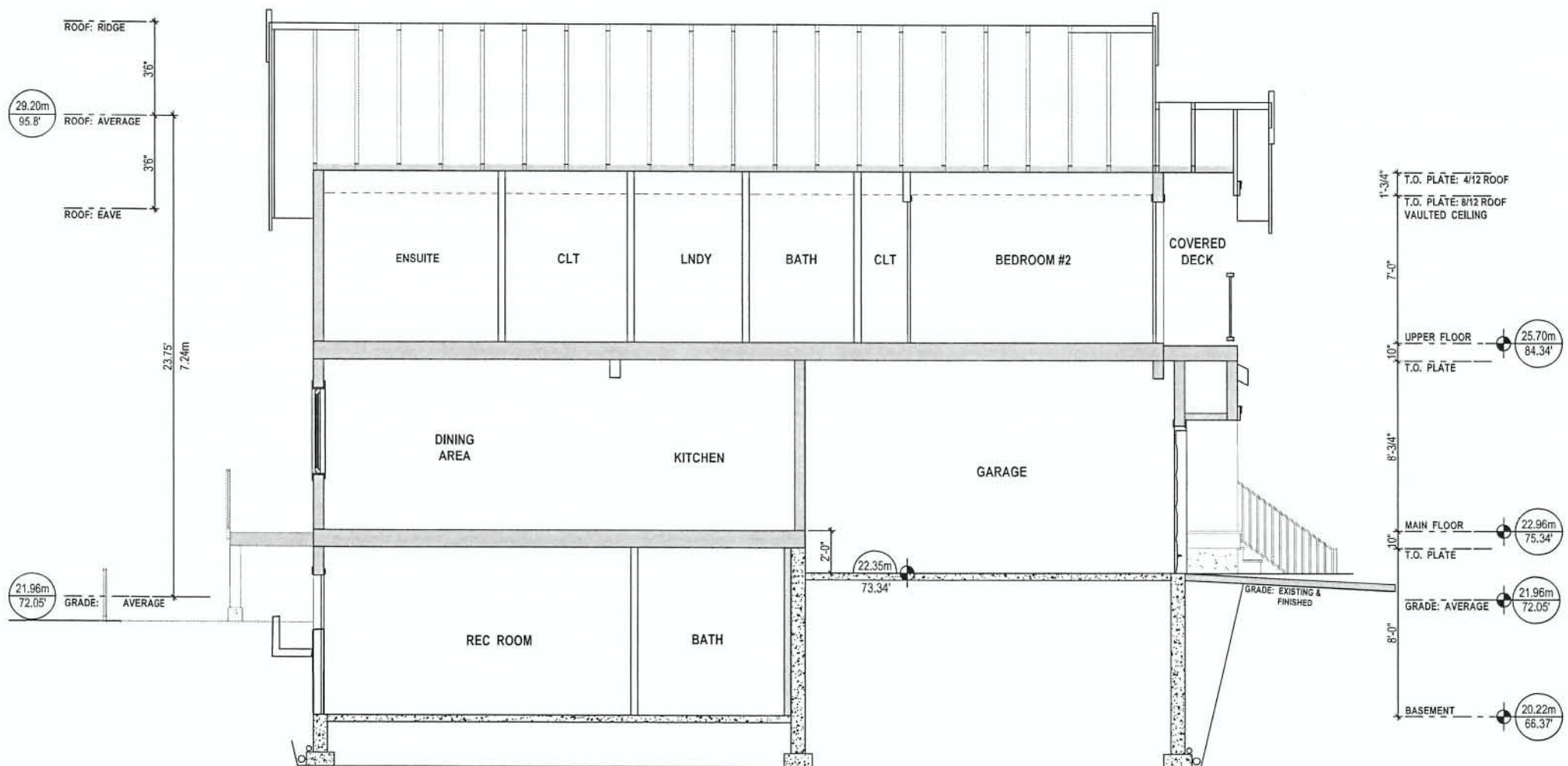
DRAWN BY: Alan Bisson

DRAFTING NO.

A-3

NOTE TO PRINTERS

NOTE:  
THESE PRELIMINARY PLANS ARE NOT FOR  
CONSTRUCTION USE OR ACCURATE PROJECT ESTIMATING.  
SEE WORKING DRAWINGS FOR ACCURATE FINAL DETAILS.



**PROPOSED LOT-2  
LYDIA ST.**

**CROSS SECTION AA**

1/4" = 1"

MARCH 17/17

**A-3.1  
4 APRIL, 2017**



- 1 GENERAL PAINT COLOUR-"CYPRESS"  
HARDPLANK HORIZONTAL & B&B SIDING:

- 2 GENERAL PAINT COLOUR-"CAPTIVA"  
PRIMED COMB FACE PINE:  
on  
VERTICAL TRIM  
BELLY BAND  
DECK POSTS  
PORCH POSTS

- 3 "RED CEDAR" WOOD STAIN:  
CEDAR SIDING SHINGLES

- 4 GENERAL PAINT "SANDSTONE"  
on  
STAIRS & RAILING  
EXTERIOR DOORS

- 5 GAF TIMBERLINE ROOFING:  
"WEATHERED WOOD"

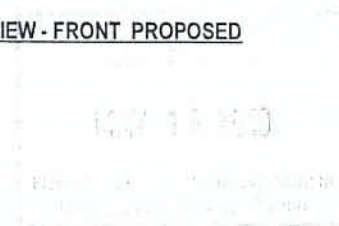
- 6 CULTURED STONE "SANDSTONE"  
on  
RETAINING WALLS

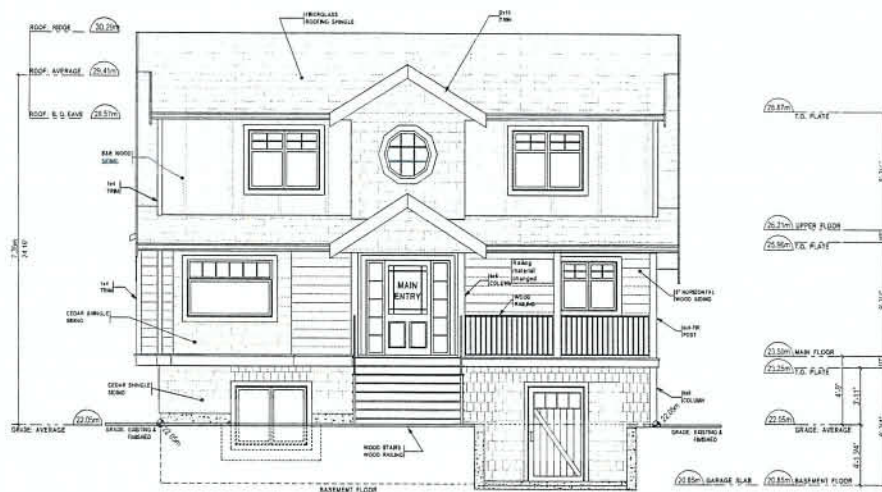
MATERIAL AND COLOUR SCHEME TO BE USED AT

~~2247 LYDIA STREET~~ **DENMAN**



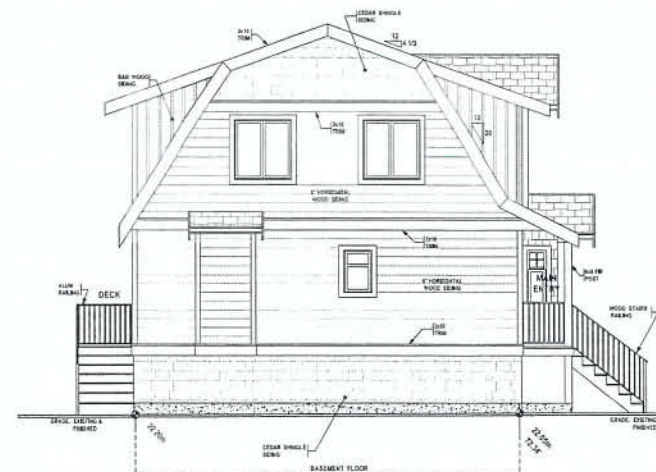
3D VIEW - FRONT PROPOSED





FRONT (North) ELEVATION

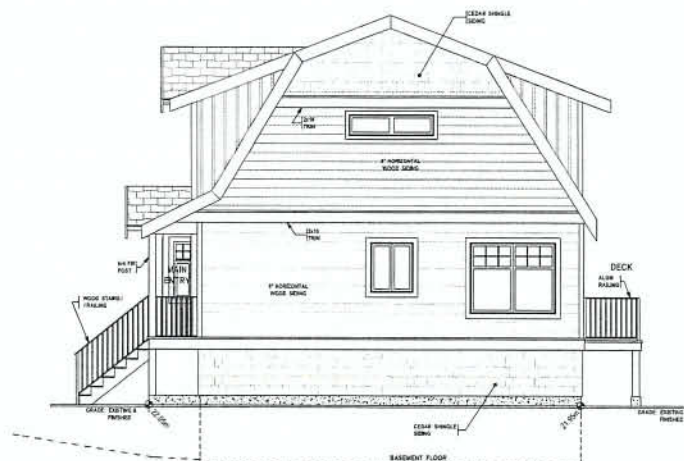
1/4" = 1'



LEFT (East) SIDE ELEVATION

1/4" = 1'

Fire Separation  
35.3 sq ft / 630 sq ft =  
5.6% unprotected  
openings.



RIGHT (West) SIDE ELEVATION

1/4" = 1'

Fire Separation  
48.1 sq ft / 630 sq ft =  
7.6% unprotected  
openings.



REAR (South) ELEVATION

1/4" = 1'



2740 Belmont Ave. Office 255-595-0856  
Victoria BC V8R 4A8  
email: ajb@home-design.ca

NO.	DATE	DESCRIPTION
1	Jun 6/12	1st Preliminary Drawings
2	Jun 10/12	2nd Preliminary Drawings
3	Jul 12/12	3rd Preliminary Drawings
4	Oct 21/12	4th Preliminary Drawings
5	Dec 4/12	5th Preliminary Drawings
6	Dec 21/12	6th Preliminary Drawings
7	Nov 2/12	7th Preliminary Drawings
8	Nov 19/12	8th Preliminary Drawings
9	Nov 20/12	9th Preliminary Drawings
10	Nov 1/12	10th Preliminary Drawings
11	Nov 21/12	11th Preliminary Drawings
12	Nov 21/12	12th Preliminary Drawings
13	Nov 19/12	13th Preliminary Drawings

PROJECT TYPE  
NEW RESIDENCE-SFD

SITE @  
Lot 3 DENMAN ST.

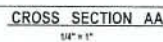
FOR: CUNNIN

DRAWN BY: Alan Blisson

DRAWING NO.  
A-2 of 3

NOTE TO PRINTERS  
AJB HOME DESIGN DESIGNS  
ITS CONTENT FOR THE BEARING  
OF THESE PLANS TO COPY  
SUCH ARE BURNED TO CD OR  
FLASH DRIVE THESE PLANS  
PRINT IN GREYSKALE



[illegible]



**AJB HOME  
DESIGN**

2745 Behrman Ave.     Office 256-555-0551  
Victoria BC     938 448  
email: [ajbdesign@shaw.ca](mailto:ajbdesign@shaw.ca)

NO.	DATE	DESCRIPTION
1	Aug-10	1st Preliminary Drawings
2	Aug-10/10	2nd Preliminary Drawings
3	Aug-10/10	3rd Preliminary Drawings
4	Sept-11/10	4th Preliminary Drawings
5	Sept-11/10	5th Preliminary Drawings
6	Sept-11/10	7th Preliminary Drawings
7	Sept-11/10	8th Preliminary Drawings
8	Oct-20/14	9th Preliminary Drawings
9	Jan-17/16	10th Preliminary Drawings
10	Jan-21/17	11th Preliminary Drawings
11	Sept-11/17	12th Preliminary Drawings
12	Sept-18/18	13th Preliminary Drawings

**PROJECT TYPE**  
New Residence-SFD

**SITE @**  
331 DENMAN ST.  
FOR: CUNNING

DRAWN BY: Alan Blisson  
DRAWING NO. A-3of 3

**BRAD CUNNIN**

2251 Lydia Street, Victoria, BC  
V8K 4K6

Phone: 250-727-2723

Cel: 250-480-9693

**City of Victoria**

31 Centennial Square  
Victoria BC  
V8V 3W4

22 June, 2019

IN THE MATTER OF

**2251 LYDIA STREET – DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION)****Mayor and Council:**

In April of 2007, the City approved a Re-Zoning of the above captioned property to R1-S2 and the required Development Permit for a 3 lot subdivision of the property. My personal priorities shifted and the Development Permit had expired before I commenced construction. As that DP has lapsed, we must re-apply.

It is my intention to complete the 3 small lot subdivision of my house at 2251 Lydia, to build 2 new homes on the new lots, and to restore the original old (~1905) house to its original look and condition. The old house is heritage designated. I have lived in the neighborhood for 13 years now and know most of my neighbours by name. We took the plans of this development to them again recently with a petition, and they again gave their unanimous approval to the project in whole, on all aspects. This petition was given to planning with our application on Nov 14, 2018

This DP application is, for the most part, the same as the DP that was recommended by staff and unanimously approved by council in 2007. The house shapes and sizes, and heights are all generally as they were before. To fit with the neighborhood, the form and character of the houses are of an older style, echoing elements of the nearby houses, without going to the more modern 'edgy' look. Exterior materials and colors are only slightly different than the last application, going towards more organic look (no metal) with more finished wood and shingles, and some stonework. There are variances required that were missed with the previous application that we seek to deal with them now. The only notable change is the preservation/restoration of the old garage on the old house.

The details of the application and requests are as follows:

**1) LOT 1 – 2251 LYDIA -EXISTING HOUSE – SIDE YARD VARIANCE TO RETAIN GARAGE**

After the original application, the foundation buckled and failed, and I have a Building Permit in progress replacing the basement to preserve this house, and to fully restore the exterior to the original heritage condition, including uncovering and restoring the stucco exterior on the upper floor. We wish to re-build the garage and the deck on top of it, as we could not include that original structure in the lift and drop for the foundation.

I ask the City to vary the interior side yard setback on the south side of the garage, from 1.5m to 0.6m, (a 90 cm variance) to preserve its use as a garage. Staff felt they are unable to support this request, indicating privacy and



overlook as their concern. I point out that a 60cm setback is the standard for accessory buildings, so if this garage was built detached from the house, no variance would be required. The City has allowed several minor variances in recent small lot re-zonings where they have preserved an amenity, and where the variance was not necessary to allow the development with reduced lot widths, or to allow for an increased house size. Such is the case here. For this house to comply without this variance we would have to tear off a perfectly good garage and replace it with just a deck. Having now lived there for more than 10 years, I feel the loss of the garage will be detrimental for the following reasons:

- 1) The garage allows one more car to be safely and securely parked off the street.
- 2) As an avid cyclist/cycle commuter, a safe, secure, dry place to keep and repair bicycles is desirable. Locking them outside anywhere in view (ie in a covered carport) is an invitation for trouble. I do not wish to tempt anyone with them or to have to replace them again un-necessarily. In the past, this neighbourhood has experienced a number of thefts from properties and vehicles (I have regrettable experience with that).
- 3) There are 2 trees; a pear and a plum, that we wish to retain. They hang over the driveway along the new property line. These trees drop sap and detritus that damage cars and increase significantly the amount of washing required. Preserving the garage aids in environmental preservation by reducing water used in constant vehicle washing, and reduces pressure to remove the trees.
- 4) With regard to the deck on the garage, and concerns about overlook and privacy, the wall on the side of the garage that is the subject of the variance request is only 6' above grade, and will be adjacent to a new house that I will build as part of this project. On the side of that proposed house there are only a door and window to the garage and a small kitchen window on the main floor. There are obscured windows to the second floor bathroom, and windows in wells for the basement, so no privacy is affected. The back wall of that house is further to the rear than this garage, with an apple tree between them, so there is no 'overlook' situation either.
- 5) A staff member in the past asked why not build a garage in the 'rear' yard of the old house. This is possible under the current bylaws without variance, but is clearly that is a wasteful use of land requiring a 65' driveway and under-utilizes uses a valuable back yard as car parking when it is better used as outdoor living space.

The Victoria Heritage Committee has seen and approved this variance in principal, and a heritage alteration permit had been granted. It is in the process of being renewed.

I trust that council can see this as a reasonable minor variance that is not necessary for the subdivision, but desirable from a good land use / utility / amenity preservation, and grant the variance.

## 2) LOT 2 – 2245 LYDIA STREET - Missed Variances for Rear Yard (Stairs) and Side Yard (Windows)

The overall design of this house is nearly identical to the first design, save that it has been amended to incorporate comments from staff in lowering the driveway, and pushing the garage door back behind the front line of the house and under the floor above, reducing its presence to the street. In the first approved DP application, 3 variances were missed, namely, a rear yard variance to accommodate the rear stairs and landing, and side yard variances triggered by 2 windows in the south wall of the building, and window wells on the north wall. There were and are two small proposed piano windows to the living room (habitable area) which increase the required side yard from 1.5m to 2.4m. These items were on the plans provided in the earlier application, but both staff and our designer missed that they triggered variances. Because there is no privacy issue with these windows, we do not wish to use obscured or fogged glass. The actual house complies with or exceeds the required setbacks. Similarly for the window wells.

## 3) LOT 3 – 1705 DENMAN STREET - House Plan Mirrored- Under-house bicycle parking added.

We feel it is better to mirror the proposed house from the old design, and place the driveway on the west / right side. This will preserve the existing Douglas Fir tree on the northeast corner of the lot, re-uses an existing driveway location, and provides better overall parking. We have also decided to place a bicycle room under the house, since we could not get a garage under the house due to driveway grade issues. From the street, since the house plan is nearly symmetrical, the mirroring of the house from the original DP is not particularly obvious.

Missed Variances. As with Lot 2 on the previous approved DP application, 2 minor variances for the rear porch/landing and for upper storey windows to habitable space were not noticed by my designer or by city staff, although they were depicted on the plans presented. We now request those variances. The actual building complies with or exceeds the required setbacks.

As you are aware, I am on the Fernwood Land Use Committee. I presented these matters to my fellow members on the Fernwood Community Association, and then had an informal Community Meeting, and no one at the meeting expressed any significant concerns about requesting any of these variances as evidenced by the letter from the secretary, Stephanie Hill, which was delivered to planning in December 2016.

In summary, the variances generated by these plans to be included in the Development Permit are:

Lot 1- 2251 Lydia - existing house

- To vary the sideyard from 1.5m to 0.6m to retain the attached garage.

Lot 2 – Lydia - new house

- To vary the sideyard setback for windows to habitable rooms from 2.4m to 1.5m (south side)
- To vary the sideyard setback for windows to habitable rooms from 2.4m to 1.5m (north side)
- To vary the rear yard set-back from 6.0m to 5.4m to permit construction of stairs.




Lot 3 – Denman – new house

- To vary the sideyard setback for windows to habitable rooms from 2.4m to 1.5m (east side upper bedroom windows )
- To vary the rear yard set-back from 6.0m to 5.0m to permit construction of rear stairs.

I respectfully ask that council re-approve the Development Permit for the property that I might complete this project and commence building the new homes for my children. I am available to you by phone or email at any time.

Please feel free to contact me by 'phone at 250-480-9693 or email at [brad@cunnin.ca](mailto:brad@cunnin.ca). if you wish any clarity on any of these matters.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bradley W. Cunnin', written in a cursive style.

Bradley W Cunnin.



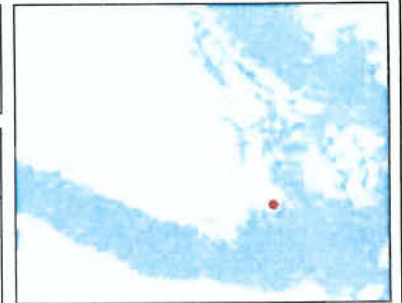
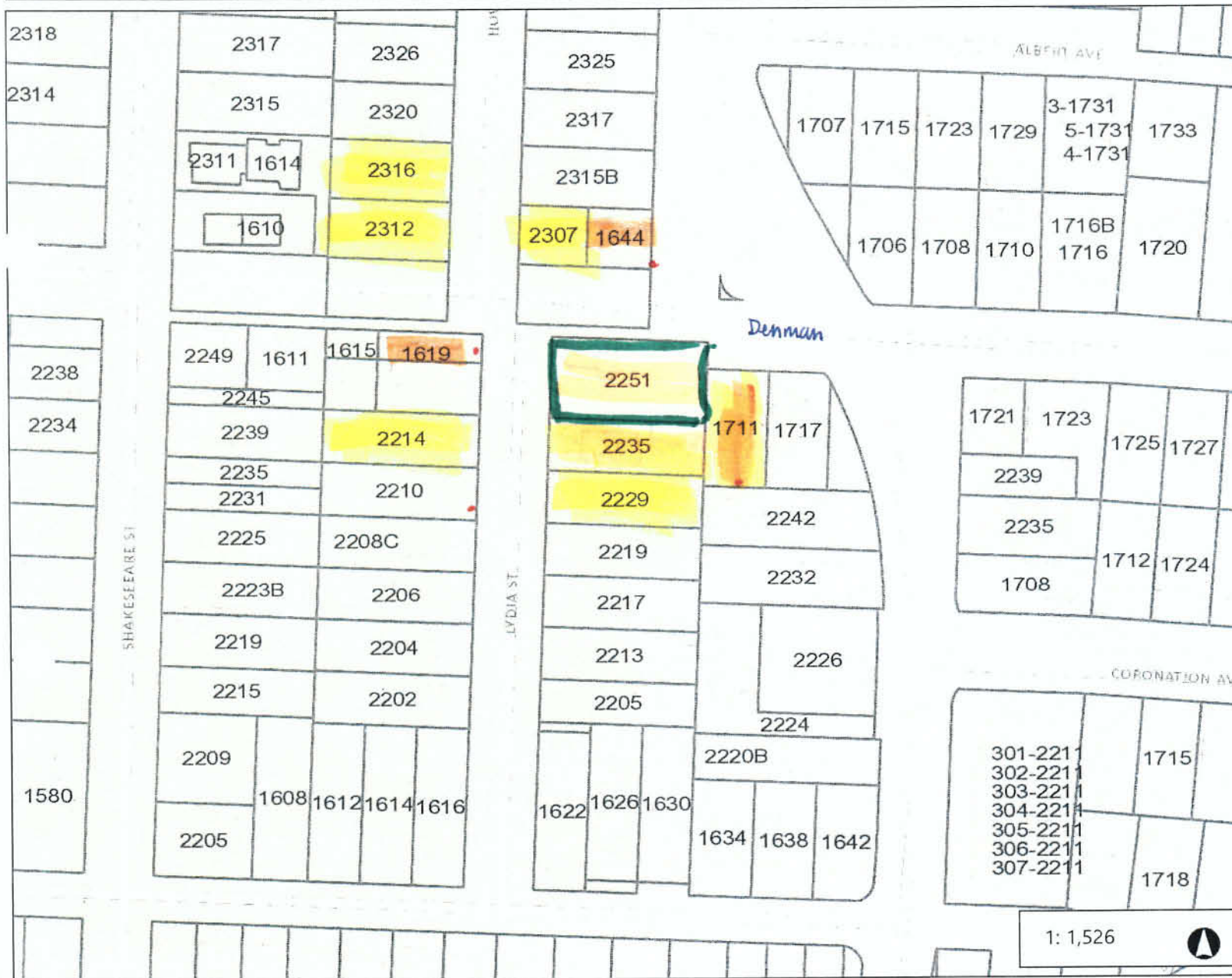


Location and height of  
Piano Windows - limited 'overlook'

Property Line

Building footprint





Legend

Brad = Owner

Approved by Neighbour.



Notes

0.1 0 0.04 0.1 Kilometres

1: 1,526



# BRAD CUNNIN

2235 Lydia Street, Victoria, BC  
V8K 4K6

email: brad@cunnin.ca  
Cel: 250-480-9693

**25 March, 2018**

## 2251 LYDIA STREET – DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) DELEGATED HERITAGE ALTERATION PERMIT

NEIGHBORS!

In April of 2007, the City approved a Re-Zoning of the above captioned property to R1-S2 and the required Development Permit for subdivision for my old house at 2251 Lydia Street. My priorities shifted and Development Permit had expired before we commenced construction. As the DP has lapsed, we must re-apply.

It is my intention to complete the 3 small lot subdivision and to build 2 new homes on the vacant lots, and to restore the original old (1905) house to a proper condition. The old house is heritage designated, and the alterations to the old house will require a Heritage Alteration Permit for the deck on the garage and a new bathroom on the main floor. (See sketches provided) .

This DP application is, for the most part, the same as the DP that was approved in 2007. The house shapes and sizes, and heights are all generally as they were before. To fit with the neighborhood, the houses are of an older style, echoing elements of the nearby houses, without going to the more modern 'edgy' look. There are variances required that were missed by the City with the previous application that would have become apparent at the building permit stage, and fortunately are able to deal with them now.

The details of the application and requests are as follows:

### 1) LOT 1 – 2251 LYDIA -EXISTING HOUSE – SIDE YARD VARIANCE TO RETAIN GARAGE - HERITAGE ALTERATION PERMIT

You will have noticed that we are in the process of replacing the basement of the old house. The foundation has failed and we must act quickly to preserve the house. Since we will be in the construction process, we are also asking the City to re-approve a Heritage Alteration Permit to add a bathroom to the second floor, and to formalize the deck on the garage roof.

As part of the small lot subdivision, we are asking for a variance on the south side of the existing garage. This variance is not necessary for lot width, or setback from the main house. Without a variance, we would have to tear off a perfectly good garage and replace it with surface parking spot.

I would justify this request with the following comments:

- 1) There is limited parking in the area and it allows one more car to be safely parked off the street.
- 2) As an avid cyclist/cycle commuter, having a safe, secure, dry place to keep and repair bicycles without having to carry them through the house to the basement is desirable. Locking them outside anywhere in view (ie in a covered carport) is an invitation for trouble. In the past, the neighbourhood has experienced a number of thefts from properties and vehicles (I have regrettable experience with that). This garage provides valuable secure and covered storage for a vehicle and bicycles.



3) There are 2 trees; a pear and a plum, over the driveway along the new property line that we wish to retain. These trees drop sap and detritus that damage cars and increase significantly the amount of car washing required. Preserving the garage aids in environmental preservation by reducing water used in constant vehicle washing, and reduces pressure to remove the trees.

4) The wall on the side of the garage that is the subject of the variance request is only 6.5' tall above grade, and will be adjacent to a new house that I will build as part of this project. On the near side of that house is only a door and window to the garage, a small kitchen window, and obscured windows to the second floor bathroom, so no privacy is affected.

5) Destroying a garage is a waste of resources, time and seems to run contrary to the cities efforts to usher in sustainable practices. Preserving it would have the least amount of impact.

The Victoria Heritage Committee has seen and approved this variance in principal, and a new heritage alteration permit had been granted and will likely be renewed.

## 2) LOT 2 – 2245 LYDIA STREET - Missed Variances for Rear Yard (Stairs) and Side Yard (Windows)

In the first approved DP application, 2 variances were missed by the City, namely, a rear yard variance to accommodate the rear stairs and landing, and a side yard variance triggered by 2 windows in the south wall of the building. There were and are two small proposed windows to the living room (habitable area) which increase the required side yard from 1.5m to 2.4m.

## 3) LOT 3 – 1705 DENMAN STREET

This is a mirrored Version of the original house with a bicycle room under the proposed house and place the driveway on the west side (right side) of the house. This will preserve the existing tree on the northeast corner of the lot. As with Lot 2, on the previous approved DP application, 2 minor variances for the rear porch/landing and for upper storey windows to habitable space were not noticed by my designer or by city staff, although they were depicted on the plans presented. The actual building complies with or exceeds the required setbacks.

In summary, to ensure that I have covered all bases, my understanding of the variances generated by these plans to be included in the Development Permit are:

### Lot 1- 2251 Lydia - existing house

- To vary the sideyard from 1.5m to 0.6m to retain the attached garage.

### Lot 2 – Lydia - new house

- To vary the sideyard setback for windows to habitable rooms from 2.4m to 1.5m (south side)
- To vary the rear yard set-back from 6.0m to 5.4m to permit construction of stairs.

### Lot 3 – Denman – new house

- To vary the number of stories from 2 to 3,
- To vary the sideyard setback for windows to habitable rooms from 2.4m to 1.5m (east side upper bedroom windows )
- To vary the rear yard set-back from 6.0m to 5.0m to permit construction of rear stairs.

Please feel free to contact me by 'phone at 250-480-9693 or email at [brad@cunnin.ca](mailto:brad@cunnin.ca).

Sincerely,



Bradley W Cunnin.

25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the Tom West

- ☒ Registered Owners  
☐ Tenant / Renters of

Address 2229 Lydia,

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☒ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    ○ Specific \_\_\_\_\_

Comments :

---

---

---

---

---

Signature or initials: J. West, \_\_\_\_\_

25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the Andrew Broadley / Elise

- ☒ Registered Owners  
☐ Tenant / Renters of

Address 2307 Howard,

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☐ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    ○ Specific \_\_\_\_\_

Comments :

---

---

---

---

---

Signature or initials: A. Broadley, Elise



25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the YANG, Hsien Ming

- ☒ Registered Owners  
☐ Tenant / Renters of

Address 2312 Scott Howard,

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☒ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    ○ Specific \_\_\_\_\_

Comments :

---

---

---

---

---

Signature or initials: 楊成海, 25 March, 2018



25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the Beverly Kirk

- ☒ Registered Owners  
☐ Tenant / Renters of

Address 2316 Howard St.

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☒ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    ○ Specific \_\_\_\_\_

Comments :

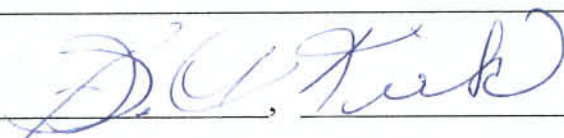
---

---

---

---

---

Signature or initials: 

25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the Roger Stephen

- ☒ Registered Owners  
☐ Tenant / Renters of

Address 2214 Lydia,

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☒ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    o Specific \_\_\_\_\_

Comments :

---

---

---

---

---

Signature or initials: sh

25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the Mandeep Shahi

- ☒ Registered Owners  
☐ Tenant / Renters of

Address 1171 Denman,

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☒ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    ○ Specific \_\_\_\_\_

Comments :

Plans look very nice!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature or initials: MS, \_\_\_\_\_

25 March, 2018

Neighborhood Canvassing

2251 LYDIA STREET –

DEVELOPMENT PERMIT APPLICATION (RE-APPLICATION) for Subdivision

DELEGATED HERITAGE ALTERATION PERMIT

I / We, the BRADLEY CUNNING

- ☒ Registered Owners  
☐ Tenant / Renters of

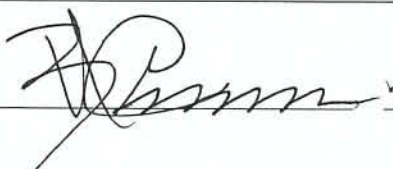
Address 2235 Lydia.

have been shown the plans for the Heritage Alteration Permit for the old house at 2251 Lydia and plans for the Development Permit for the subdivision of 2251 Lydia Street, and

- ☒ Support the application and Variances requested,  
☐ Do Not Support the application and Variances requested,  
☐ Do not support the following Variance request,  
    o Specific \_\_\_\_\_

Comments :

Great - PLANS!  
- DEVELOPMENT!  
- LAND USE!  
- Neighbor!

Signature or initials: 





## Committee of the Whole Report For the Meeting of September 5, 2019

---

**To:** Committee of the Whole **Date:** August 22, 2019

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

**Subject:** Development Permit with Variances Application No. 00040 for 2251 Lydia Street

---

### RECOMMENDATION

That subject to the applicant making revisions to Development Permit with Variances Application No. 00040 for 2251 Lydia Street to the satisfaction of the Director of Sustainable Planning and Community Development to:

- a. revise the design of Lot 2 (Lydia Street) to improve the street relationship and to change the size and/or glazing of windows on the south elevation; and
- b. revise the design of Lot 3 to create more consistency with the *Small Lot House Design Guidelines*.

Then 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 Variances Application No. 00040 for 2251 Lydia Street, in accordance with:

1. Plans date stamped May 14, 2019.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. reduce the minimum rear yard setback on Lot 2 from 6.00m to 5.25m
  - ii. reduce the minimum (south) side yard setback on Lot 2 from 2.40m to 1.50m
  - iii. reduce the minimum (north) side yard setback on Lot 2 from 2.40m to 1.64m
  - iv. reduce the minimum rear yard setback on Lot 3 from 6.00m to 4.80m
  - v. reduce the minimum (east) side yard setback on Lot 3 from 2.40m to 1.50m.
3. The Development Permit lapsing two years from the date of this resolution."

### LEGISLATIVE AUTHORITY

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

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

## EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 2251 Lydia Street in the Fernwood neighbourhood. The application is to approve the design and construction of two new small lot single family dwellings in the R1-S2 Zone, Restricted Small Lot (Two Storey) District. The existing house is subject to a separate Heritage Alteration with Variance Permit Application (see accompanying report). Setback variances are requested on all lots.

The following points were considered in assessing this application:

- the design of the proposed dwellings were reviewed for consistency with the *Small Lot House Design Guidelines*. The design of the proposed dwellings would benefit from revisions for consistency with the *Small Lot House Design Guidelines*. The changes requested would result in infill dwellings that are more sensitive to the immediate area and larger context.
- there are a number of variances for siting (setbacks) associated with this application. The variances were reviewed in response to potential privacy and visual impacts on adjacent properties.

## BACKGROUND

### Description of Proposal

The proposal is to construct two new small lot houses and retain the existing heritage-designated house. Specific details include:

- each of the new houses is two storeys with three bedrooms and a basement
- the traditional design of each new house features a front porch and gables
- materials include board and batten panels, cedar shingles and Hardie panel wood siding
- parking for the Denman Street property is surface parking, with a separate entrance to a bicycle room and a home office on the basement level
- the Lydia Street property incorporates a single car garage
- landscaping consists of a concrete patio in the rear yard of each house, lawn area and two new trees and retention of a number of existing trees and some fencing to match the existing fences.

The applicant is requesting several setback variances from the R1-S2 Zone. The proposed variances are related to:

- Proposed Lot 2 (Lydia Street) – both side yard setbacks due to the placement of a habitable window and a rear yard setback due to the exterior stair location
- Proposed Lot 3 (Denman Street) – a side yard setback due to the placement of habitable windows and a rear yard setback due to the exterior stair location.

These variances are further discussed in the Analysis section of this report.



## **Sustainability Features**

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

## **Active Transportation Impacts**

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

## **Public Realm Improvements**

No public realm improvements are proposed in association with this application.

## **Existing Site Development and Development Potential**

Under the current R1-S2 Zone, Restricted Small Lot (Two Storey) District, the property could be developed at a density of 0.6:1 Floor Space Ratio (FSR) for a single family dwelling. This zone does not permit secondary suites or garden suites.

## **Land Use Context**

There are two small lot houses in the immediate area directly across Denman Street to the north. The adjacent single family dwelling to the east is set back from Denman Street and is two storeys in height. There are also single family dwellings to the south and west. In general, the area is composed of predominantly single family dwellings of various styles, sizes and designs.

## **Relevant History**

In April 2007, Council approved Rezoning Application No. 00014 to rezone the subject lands from the R1-B Zone, Single Family Dwelling District, to the R1-S2 Zone to permit the land to be subdivided for three small lot single family dwellings. The subdivision into the three small lots has not been finalized, and can be concluded dependent on the direction from Council on the Heritage Alteration Permit with Variance Application.

## **Data Table**

The following data table compares the proposal with the R1-S2 Zone, Restricted Small Lot (Two Storey) District. An asterisk is used to identify where the proposal is less stringent than the existing zone (variances requested). A double asterisk indicates an existing situation.

Zoning Criteria	Lot 2 Lydia Street	Lot 3 Denman Street	Zone Standard R1-S2
Site area (m <sup>2</sup> ) - minimum	260	324	260
Density (Floor Space Ratio) - maximum	0.46:1	0.51:1	0.6:1
Total floor area (m <sup>2</sup> ) - maximum	135.7	162.1	190 (1 <sup>st</sup> and 2 <sup>nd</sup> floor, excluding floor space under a ceiling less than 1.8m above grade)
Lot width (m) - minimum	10.02	15.24	10
Height (m) - maximum	7.24	7.36	7.5
Basement ceiling height from grade (m) - maximum	0.79	1.2	1.2
Roof deck	No	No	Not permitted
Storeys - maximum	2	2	2 Any floor area 1.2m above grade is a first storey
Basement	Yes	Yes	Permitted
Site coverage % - maximum	35.50	35.50	40
<b>Front</b> (Street) (m) - minimum	6.0 (Lydia)	6.02 (Denman)	6.0
Projections (m) stairs - maximum	n/a	1.5	2.5 (1.7 m max height)
Projections (m) porch roof - maximum	n/a	n/a	maximum
<b>Rear</b> (m) - minimum	<b>5.25* (east) stairs</b> <b>(letter states 5.4m)</b>	<b>4.8* (south) stairs</b> <b>(letter states 5m)</b>	6.0
<b>Side</b> (m) - minimum	<b>1.50* (south) habitable</b>	<b>1.50* (east) habitable</b>	1.5 non-habitable 2.4 habitable (rec room)
<b>Side</b> (m) - minimum	<b>1.60* (north) habitable</b>	3.04 (west) habitable	1.5 non-habitable 2.4 habitable



Zoning Criteria	Lot 2 Lydia Street	Lot 3 Denman Street	Zone Standard R1-S2
Side on flanking street (m) - minimum	n/a	n/a	2.4
Parking - minimum	1	1	1

### Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the application and revisions were referred to the Fernwood Community Association four times for the 30-day comment periods. At the time of writing this report, a letter from the CALUC had not been received on this application.

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 and Variances

The *Official Community Plan (OCP)* identifies this property within Development Permit Area 15A: Intensive Residential Small Lot. The proposal is subject to the *Small Lot House Design Guidelines*; the purpose of these guidelines is to encourage a sensitive fit and infill that enhances an established streetscape. There are inconsistencies with the design guidelines, which compromise key principles related to privacy and the streetscape. As the design and variances are closely intertwined, the variances will be analyzed in this section.

#### Lot 2: Proposed House - Lydia Street

##### a) Street Relationship

The *Small Lot House Design Guidelines* encourage lessening of the visual impact of garage doors so it is not a dominant design element. Detailing such as recessing the garage doorway to create deep shadows, providing plant shelf recesses flanking the door or setting the garage façade back from the rest of the house would lessen its visual impact.

Stairs to the principal entry should be wide and interesting from the street. They may include planters, intermediate landings, sidewalls, banisters and walkway lighting.

Staff have recommended that the garage be recessed further into the façade of the house and that the main entry be brought closer to the street in order to lessen the visual impact of the garage and to create a more positive street relationship. The applicant has responded by creating a larger porch, but has not recessed the garage further into the façade. Staff do not believe this change is sufficient to address the Guidelines.



#### b) Side Yard Setback Variances for Habitable Room Windows

The applicant is seeking variances to reduce the side yard setbacks (north and south) from 2.4m to 1.5m to accommodate habitable room windows. On the north side, the setback variance is required for the family room (lower level). Potential for overlook and privacy concerns are minimal on these windows due to their size and placement and additional light into the basement level would improve liveability.

On the south side, the setback variance is required for the family room (lower level) and dining/living area on the main floor. With respect to the windows on the main floor (south side), it is recommended that they be redesigned or have obscured glass to mitigate privacy issues with respect to 2235 Lydia Street. The applicant has provided a photo showing the location of these windows illustrating the extent of the overlook. Staff are suggesting the changes noted and recommend the variance to the south side setback is supportable subject to the recommended revisions.

#### c) Rear Yard Setback Variance

In order to accommodate a set of stairs to the rear yard, the applicant requires a rear yard setback variance from 6.0m to 5.25m. As the building façade meets the setback requirement, and as this is not an area of concern regarding privacy, staff recommend that Council support this variance.

#### Lot 3: Proposed House - Denman Street

The *Small Lot House Design Guidelines* state the following:

- massing and building proportion of established housing should be reflected in the new development
- the proportion, size and detailing of windows should relate to that of neighbouring houses.

#### a) Street Relationship

Generally, the proposal does not form a positive relationship with the street nor is there a relationship to local context. This is reflective of the building massing, roof form and pitch, fenestration, lack of articulation, competing architectural elements, materials and colours and inclusion of a below-grade bike storage area.

It is the opinion of staff that further design refinement is needed to create a more positive street relationship, specifically that the following be considered:

- reduce the area of the upper storey
- redesign the barn style roof and/or redesign dormers that are more integral to the roof structure
- simplify the fenestration of the front façade to achieve a more cohesive design and to be more in keeping with neighbouring properties
- simplify the materials to form a more cohesive design
- change the bicycle storage access from the front of the house to the side or rear, and reduce the width of the ramp/grade change and reduce the amount of additional pavement as the width is excessive for bike access.



#### b) Side Yard Setback Variance for Habitable Room Windows

A variance is requested for the east elevation for two upper storey bedroom windows. Staff recommend support for this variance as the neighbouring property line and placement of the dwelling unit at 1711 Denman Street (adjacent house) is stepped back from the street which minimizes potential overlook and privacy concerns.

#### c) Rear Yard Setback Variance

In order to accommodate a set of stairs to the rear yard, the applicant requires a rear yard setback variance from 6.0m to 4.8m. As the building façade meets the setback requirement, and as this is not an area of concern regarding privacy (stairs face a garage), staff recommend that this variance is supportable.

### Local Area Plan

Although the subject lands are considered part of the Fernwood neighbourhood, the policies for this area are contained in the *Jubilee Neighbourhood Plan*. This Plan recommends that small lot house subdivisions and construction be considered and that applications comply with the *Small Lot House Design Guidelines*, as well as the standards set out in the R1-S2 Zone, Restricted Small Lot (Two Storey) District. The current proposal requires several variances from the standards set out in the R1-S2 Zone, Restricted Small Lot (Two Storey) District, as previously described.

### Tree Preservation and Urban Forest Masterplan

There are nine existing trees on the subject site, none of which are bylaw protected. A protected Horse Chestnut tree was removed several years ago with permits as it was diseased, and two replacement trees will be planted on Lots 1 and 3 as required by the Tree Preservation Bylaw as part of the final landscaping. Another Horse Chestnut tree (not protected) is proposed for removal as it would be too heavily impacted by Lot 3 adjacent home construction.

There are two existing public trees on Denman Street: a Flowering Plum and a Hawthorne. They will be retained and protected during construction. Two new boulevard trees are proposed with this development's frontage improvements along Lydia Street. Their species will be determined at Building Permit stage by Parks staff.

### Regulatory Considerations

The proposed variances from the *Zoning Regulations Bylaw* which were discussed in the Analysis section of this report can be summarized as:

- reduce the minimum rear yard setback on Lot 2 from 6.00m to 5.25m (supportable)
- reduce the minimum (south) side yard setback on Lot 2 from 2.40m to 1.50m (supportable subject to revisions)
- reduce the minimum (north) side yard setback on Lot 2 from 2.40m to 1.60m (supportable)
- reduce the minimum rear yard setback on Lot 3 from 6.00m to 4.80m (supportable)
- reduce the minimum (east) side yard setback on Lot 3 from 2.40m to 1.50m (supportable).



## CONCLUSIONS

The proposed dwellings were reviewed for consistency with the *Small Lot House Design Guidelines*. It is the opinion of staff that the design of the proposed dwellings would benefit from further revisions for consistency with the *Small Lot House Design Guidelines*. Changes requested to the proposed house on Lot 2 (Lydia Street) would decrease the prominence of the garage and create a more welcoming and positive street frontage. The changes requested to the proposed house on Lot 3 (Denman Street) are more substantial in nature in order to provide for a better fit of the proposed dwelling in the immediate and larger context.

The requested side yard variances for proposed Lot 2 (Lydia Street) to accommodate habitable room windows is not supportable due to the impact on the privacy and overlook of the neighbouring dwelling; however, the recommended changes by staff are relatively minor (change to size of windows or glazing), and with these changes this variance would be supportable.

The rear yard variances for proposed Lots 2 and 3 for the placement of stairs and landings are supportable and do not present privacy or overlook issues.

## ALTERNATE MOTIONS

### Option 1: Approve as presented

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

"That Council authorize the issuance of Development Permit Application No. 00040 for 2251 Lydia Street, in accordance with:

1. Plans date stamped May 14, 2019.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. reduce the minimum rear yard setback on Lot 2 from 6.00m to 5.25m
  - ii. reduce the minimum (south) side yard setback on Lot 2 from 2.40m to 1.50m
  - iii. reduce the minimum (north) side yard setback on Lot 2 from 2.40m to 1.64m
  - iv. reduce the minimum rear yard setback on Lot 3 from 6.00m to 4.80m
  - v. reduce the minimum (east) side yard setback on Lot 3 from 2.40m to 1.50m.
3. The Development Permit lapsing two years from the date of this resolution."

### Option 2: Decline

That Council decline Development Permit with Variances Application No. 00040 for the property located at 2251 Lydia Street.

Respectfully submitted,



Lucina Baryluk  
Senior Planner  
Development Services Division



Andrea Hudson, Director (Acting)  
Sustainable Planning and Community  
Development Department

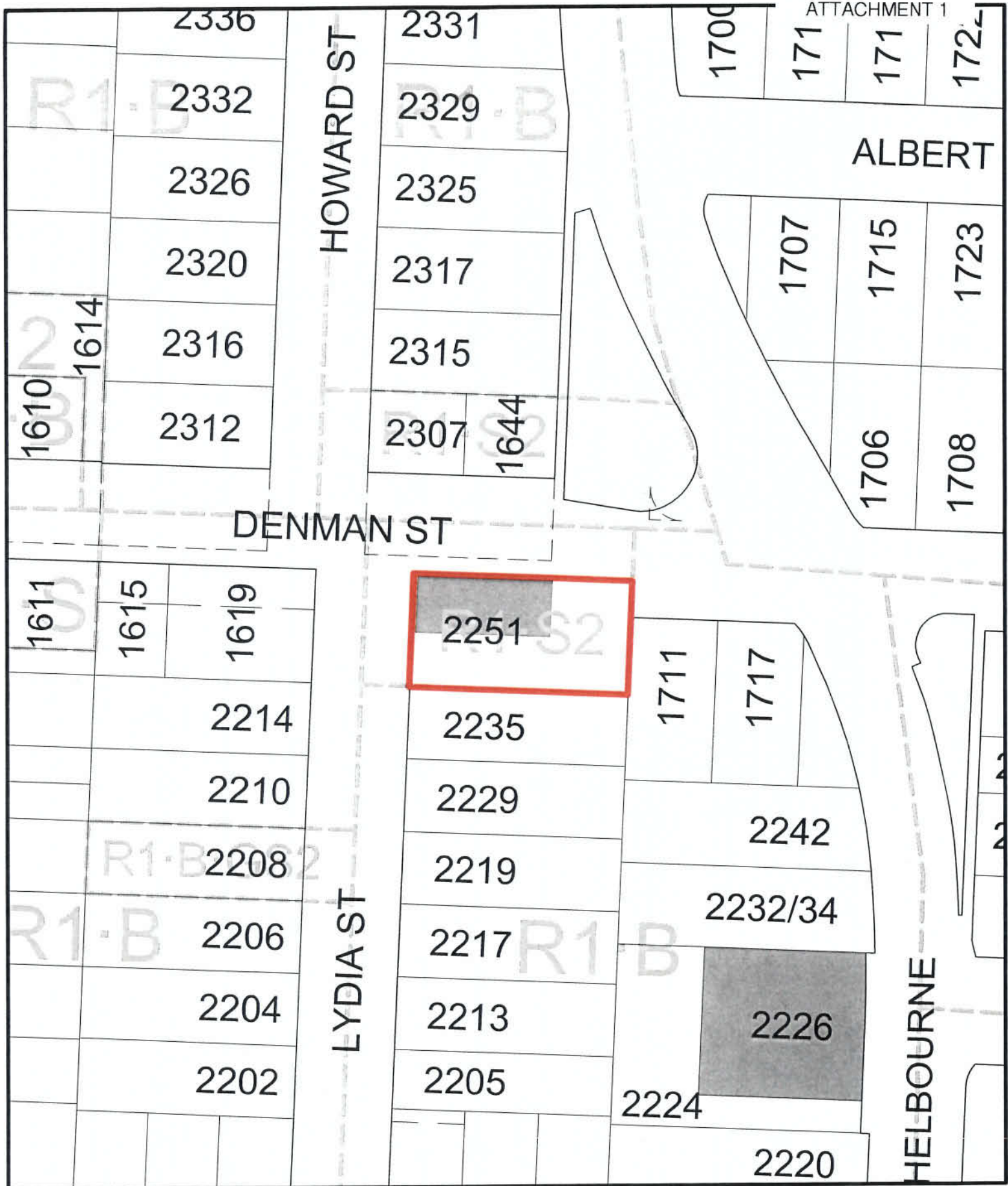


Report accepted and recommended by the City Manager:

*Joelyn Embury*  
Date: Aug 27, 2019

**List of Attachments**

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans, dated/date stamped May 14, 2019
- Attachment D: Letter from applicant to Mayor and Council, dated June 22, 2019 and public survey.



2251 Lydia Street

Heritage Alteration Permit with Variance #00015



Designated

Registered







2251 Lydia Street

Heritage Alteration Permit with Variance #00015



Designated

Registered





# Colour Scheme for HAP and Development Permit

2251 Lydia Street

VC-1  
Oxford Ivory

VC-16  
Comox Sage

VC-27  
Strathcona Red  
Window and Door Trim

VC-22  
Pendrell Verdigris

3D ISOMETRIC RENDERING  
OF 2251 LYDIA STREET  
GENERAL REPRESENTATION  
NOT TO SCALE

Received  
City of Victoria

JUN 24 2019

Planning & Development Department  
Development Services Division

AJB HOME  
DESIGN

8334-461 3d isometric houses  
V.I. & B.C. (28.201)  
Office: 250-551-0888  
email: ajb@home-design.com  
www.ajbhome-design.com

3	DATE	DESCRIPTION
1	10/01/2019	Initial Design & Rendering
2	12/11	Revisions & Final Design

PROJECT TYPE  
STREETSCAPE & RENDERING  
OF LYDIA & DENMAN  
DEVELOPMENT

SITE: LYDIA & DENMAN  
DEVELOPMENT

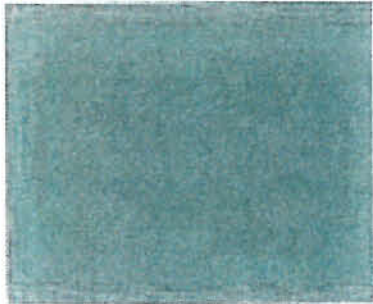
CLIENT:  
CUNNIN

DRAWN BY: Taylor SE  
DRAWING NO.

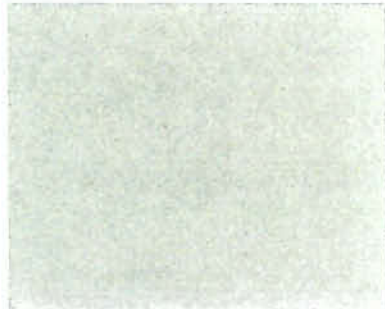
A-1 of 2



## COLOUR SCHEME (HERITAGE) FOR 2251 LYDIA STREET



VC-22  
Pendrell Verdigris



VC-16  
Cornox Sage

VC-1  
Oxford Ivory



VC-27  
Strathcona Red

Main siding - Stucco under Tudor - Primary Trim - windows sashes

All Colours are from Benjamin Moore Heritage Palette

Heritage Alteration and

Development Permit for Cunnin - 2251 Lydia





1711 DENMAN STREET  
EXISTING RESIDENCE



1708 DENMAN STREET  
PROPOSED RESIDENCE



2251 LYDIA STREET  
PROPOSED RESIDENCE  
(SIDE VIEW)

LYDIA STREET

## STREETSCAPE OF DENMAN STREET

1/8" = 1'



2251 LYDIA STREET  
PROPOSED RESIDENCE  
(FRONT VIEW)



2243 LYDIA STREET  
PROPOSED RESIDENCE



2235 LYDIA STREET  
EXISTING RESIDENCE

DENMAN  
STREET

## STREETSCAPE OF LYDIA STREET

1/8" = 1'



8214-652 Goldstream Avenue  
Victoria, BC V9E 2N5  
Office 250-555-0828  
email: ajb@home-design.ca  
www.ajbhome-design.ca

#	DATE	DESCRIPTION
1	2019-06-19	2D Architectural & Perspectives
2	2019-12-10	2D Streetscape & Renderings (Revised)

**PROJECT TYPE**  
STREETSCAPE & RENDERING  
OF LYDIA & DENMAN  
DEVELOPMENT

**SITE:** LYDIA & DENMAN  
DEVELOPMENT

**CLIENT:** CUNNIN

**DRAWN BY:** Taylor SB

**DRAWING NO.**

A-2 of 2

Received  
City of Victoria

JUN 24 2019

Planning & Development Department  
Development Services Division





## TO ACCOMPANY DEVELOPMENT PERMIT APPLICATION WITH VARIANCES

SCALE=1:100



Elevations are geodetic based on City of  
Victoria Integrated Survey Monument 15-7 (new = 22 123m)  
Sea level is uncorrected to tide

- UPL = - denotes Utility Pole with light
- CD = - denotes cable tray
- WT = - denotes Water tower
- TS = - denotes Traffic Sign
- FM = - denotes fountains
- RWL = - denotes Rain Water leader
- SE = - denotes sealing grade
- denotes key boulevard lines required by Developer
- denotes Existing shrub
- denotes Existing tree

On Proposed LOT 1

[illegible]

14. *Chrysomelidae* (beetles) (100%)

[illegible]

Received  
City of Victoria

JUN 24 2019

Planning & Development Department  
Development Services Division

2251 Lydia Street  
Subdivision of Am Lot 10, Blk 2, Sec 57, Plan 519

Figures 15-19	11/14/14 - 1/1/15
1-10/14 - 10/14/14	10/14/14 - 1/1/15
11/14/14 - 1/1/15	11/14/14 - 1/1/15

TRIAL NAME	Updated for DVP re-submission	
DATE FILED	Updated for BP re-submission	
KEY	OFFICIAL DOCUMENT	FILED
2025-05-15 10:00 AM Volume: 02 VET 115 (2025-05-15)		
		1 of 1





**3D VIEW - FRONT PROPOSED**

NTS  
NOTE: THIS 3D VIEW IS A GENERAL REPRESENTATION OF THE PROJECT AND IS ONLY MEANT TO HELP WITH COMMUNICATIONS BETWEEN ALL PARTIES. REFER TO DRAWINGS FOR ACCURATE DETAILS.



**3D VIEW - FRONT PROPOSED**

NTS  
NOTE: THIS 3D VIEW IS A GENERAL REPRESENTATION OF THE PROJECT AND IS ONLY MEANT TO HELP WITH COMMUNICATIONS BETWEEN ALL PARTIES. REFER TO DRAWINGS FOR ACCURATE DETAILS.



**GENERAL NOTES**

1. ALL WORK TO CONFORM TO THE PRESENT EDITION OF THE A.S.I. THE B.C.A.C. MUNICIPAL BYLAWS AND ZONING REGULATIONS.
2. KNOW YOUR HOME PLANS FIRST! READ THEM AND UNDERSTAND THEM AS THEY ARE THE ONLY WAY TO THE CANADIAN HOME COUNCIL.
3. DO NOT SCALE FROM PLANS. WORK ONLY TO DIMENSIONS INDICATED.
4. ALL CONSTRUCTION WORK IS TO BE DONE WITH A BUILDING PERMIT.
5. ALL ELECTRICAL WORK IS TO BE DONE WITH AN ELECTRICAL PERMIT TO THE ELECTRICAL CODE AND BY A REGISTERED ELECTRICAL CONTRACTOR.
6. ALL PLUMBING WORK IS TO BE DONE WITH A PLUMBING PERMIT TO THE PLUMBING CODE AND BY A REGISTERED PLUMBING CONTRACTOR.
7. ALL SHOWN SECTIONS TO BE INTERCONNECTED & WINDS TO 110 M.P.H.
8. FLASHING REQUIRED OVER ALL EXPOSED OPENINGS. ALL DOWNS & UP-DOWNS.
9. BATH SCREENING IS TO BE AS PER THE REQUIREMENTS OF THE MUNICIPALITY AND THE BC BUILDING CODE.
10. ALL MATERIALS USED IN THIS JOB ARE TO MEET APPLICABLE BC BUILDING CODE STANDARDS AND HAVE APPROPRIATE DOCUMENT NUMBERS AS FOR SECTIONS 3.1.1 & 3.1.2.
11. THESE DRAWINGS SHOW SPECIFIC CONSTRUCTION METHODS AND MATERIALS USED ON THIS PROJECT. IF A SUBMITTER THAT CHANGES OR SUBSTITUTES TO THESE METHODS AND MATERIALS ANY OTHER, ANY CHANGES OR SUBSTITUTIONS MUST BE APPROVED BY THE BUILDING DEPARTMENT OF THE APPLICABLE MUNICIPALITY. ANY REQUIRED ADDITIONAL DOCUMENTATION IS TO BE SUPPLIED BY OTHER.
12. THE FOLLOWING LIST CONTAINS WORK ITEMS THAT ARE NOT PART OF THESE PLANS AND MAY BE REQUESTED BY THE MUNICIPALITY:  
 12.1 LEGAL SITE SURVEY.  
 12.2 THE EXISTING STATUS OF THE HOUSE ON THE PROPERTY.  
 12.3 ALL SITE SERVICES.  
 12.4 STRUCTURAL ENGINEER'S REPORTS (GENERAL B.C.).  
 12.5 ALL OTHER ENGINEERING.  
 12.6 LAYOUTS AND FOR ENGINEERING FOR TRAIL BEAR AND FLOOR SYSTEMS.  
 12.7 HEATING SYSTEMS.  
 12.8 MECHANICAL CALCULATIONS & OTHER LIST.  
 12.9 GEOTECHNICAL REPORTS.  
 12.10 AIRBORNE REPORTS.

**DISCLAIMER:**

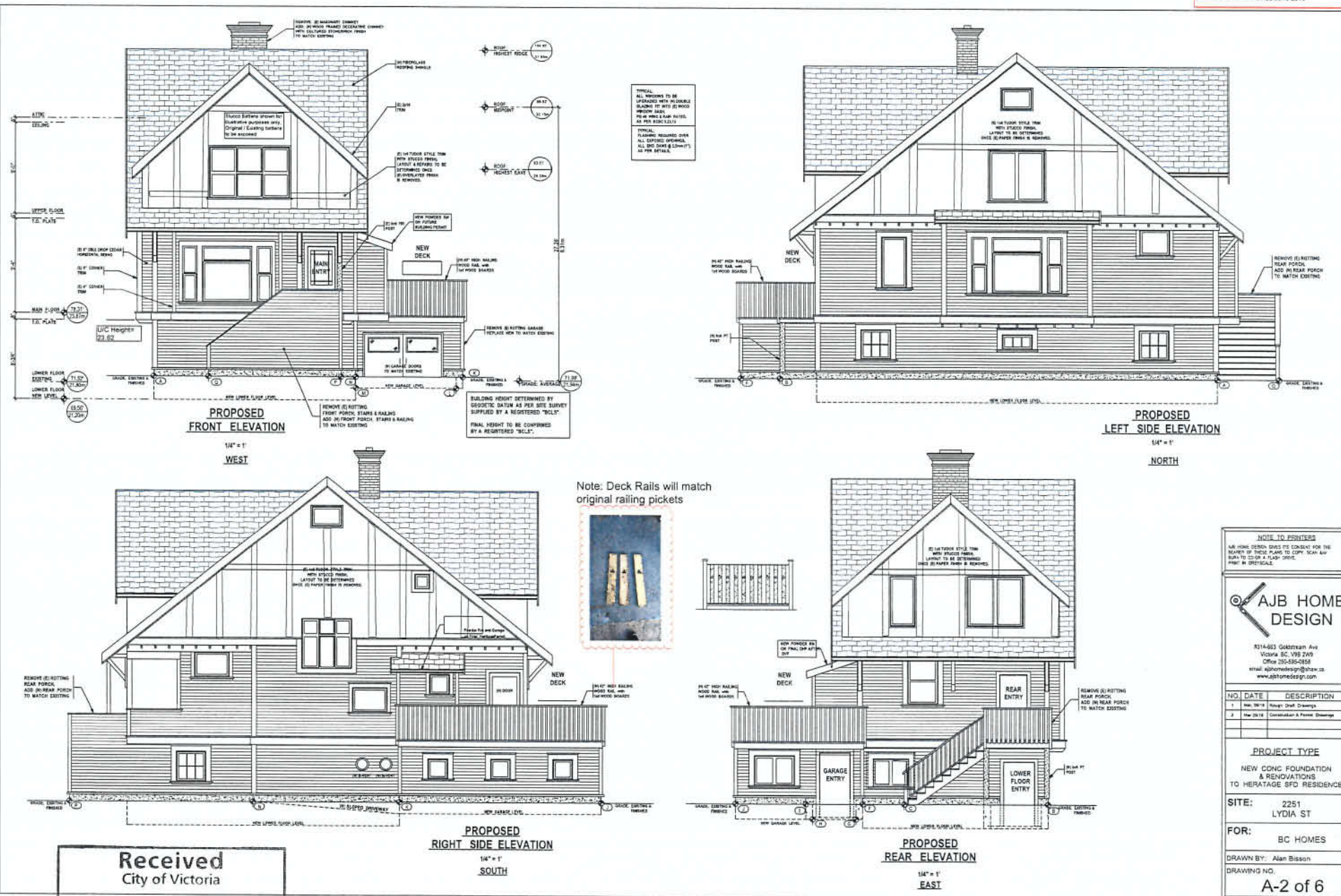
1. NO IS THE RESPONSIBILITY OF THE CONTRACTOR WHOSE WORK IS CHECKED AND VERIFY ALL ASPECTS OF THE PLANS PRIOR TO START OF ANY CONSTRUCTION OR DEMOLITION.
2. NO HOME DESIGN IS NOT RESPONSIBLE FOR ANY WORK DONE OR FOR ANY CHANGES TO ANYTHING NOT SHOWN OR WRITTEN.
3. NO HOME DESIGN WILL BE RESPONSIBLE FOR ANY CHANGES TO ANYTHING NOT SHOWN OR WRITTEN.
4. NO DIMENSIONS OF EXISTING STRUCTURES ARE TO BE USED TO BE CONFIRMED OR NOT. CHANGES TO DIMENSIONS MAY BE REQUIRED.

**NOTE TO PRINTERS**

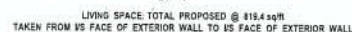
NO HOME DESIGN GIVES ITS CONSENT FOR THE READER OF THESE PLANS TO COPY, SCAN, OR PRINT TO CD OR A FLASH DRIVE. PRINT IN 1/8" SCALE.

**AJB HOME DESIGN**  
 2014-463 Goldstream Ave  
 Victoria BC V8B 2Y9  
 Office 250-555-0558  
 email: ajb@ajbdesign.com  
 www.ajbdesign.com

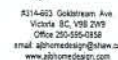
NO.	DATE	DESCRIPTION
1	Nov 2015	Rough Draft Drawings
2	Nov 2018	Construction & Permit Drawings
<b>PROJECT TYPE</b>		
NEW CONC FOUNDATION & RENOVATIONS TO HERATAGE SFD RESIDENCE		
<b>SITE:</b>		2251 LYDIA ST
<b>FOR:</b>		BC HOMES
<b>DRAWN BY:</b> Alan Bisson		
<b>DRAWING NO.</b>		
A-1 of 6		







ALL HOME DESIGN GIVES ITS CONSENT FOR THE  
RENDER OF THESE PAGES TO COPY, SCAN &  
BURN TO CD OR A FLASH DRIVE.  
PRINT IN DETAIL.



NO.	DATE	DESCRIPTION
1	Mar. 26/18	Rough Draft Drawings
2	Mar. 28/18	Construction & Finish Drawings

NEW CONC FOUNDATION  
& RENOVATIONS  
TO HERATAGE SFD RESIDENCE

A-3 of 6

350



LIVING SPACE TOTAL PROPOSED @ 723.5 sq'ft  
TAKEN FROM US FACE OF EXTERIOR WALL TO US FACE OF EXTERIOR WALL

**NOTE TO PRINTERS**  
 ALL HOME DESIGN GIVES ITS CONSENT FOR THE  
 BEARER OF THESE PLANS TO COPY, SCAN AND  
 BURN TO CD OR A FLASH DRIVE.  
 PRINT IN 1/8" SCALE.

---

 **AJB HOME  
 DESIGN**

8314-463 Goldstream Ave.  
 Victoria BC V8B 2V9  
 Office 250-595-0858  
 email [ajbhomdesign@shaw.ca](mailto:ajbhomdesign@shaw.ca)  
[www.ajbhomdesign.com](http://www.ajbhomdesign.com)

NO.	DATE	DESCRIPTION
1	MAY 2018	Rough Draft Drawings
2	MAY 2018	Construction & Permit Drawings

PROJECT TYPE  
NEW CONC FOUNDATION  
& RENOVATIONS  
TO HERATAGE SFD RESIDENC

**SITE:** 2251  
LYDIA ST

FOR: BC HOMES

DRAWN BY: Alan Bisson

DRAFTING NO.

A-4 of 6

Received  
City of Victoria

JUN 24 2019

Planning & Development Department  
Development Services Division



**BRAD CUNNIN**

2251 Lydia Street, Victoria, BC  
V8K 4K6

Phone: 250-727-2723  
Cel: 250-480-9693

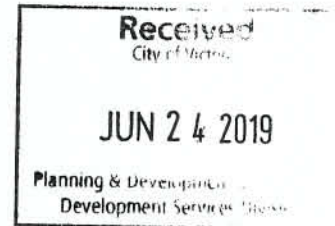
**City of Victoria**

31 Centennial Square  
Victoria BC  
V8V 3W4

**22 June, 2019**

**IN THE MATTER OF  
2251 LYDIA STREET –  
HERITAGE ALTERATION PERMIT WITH VARIANCE**

**Attention: Mayor and Council**



I am the owner of the above property, and ask the City to approve this Heritage Alteration permit to allow me to fully restore this old house.

Please find attached plans and materials for the above application, last approved on 11 October, 2018. That application was part of a building permit to rescue \ preserve the old house after the foundation failed. This application is part of a concurrent Development Permit Application for this property, to eventually complete a subdivision of 3 small R1-S2 Lots. The differences between the existing and this applications are

- 1) the reconstruction of the old garage with a deck over, which was not done with the BP stage at Planning's request,
- 2) add a door and restore railings on the roof of the garage so the use of the deck is safer,
- 3) changes to the exterior;
  - a. original stucco was discovered hiding under some shingling on the upper floor which will be restored,
  - b. Increased rail heights for compliance with building code,
- 4) The addition of a small 2 piece washroom on the main floor over a portion of the garage.

From my investigations and demolition work, we judge the age of the old house to be early 1900 (1905?). The records for the house are undated. The style of the house is recognized as Arts and Crafts 'Craftsman', although some of those details have been covered up and removed as the house was painted and re-covered over the years. As we proceed, we are restoring the house in finish material, color and style to an original look that would have been typical in that era. Staff, especially Merinda Conley, and the Victoria Heritage Foundation have been very helpful in this process. The age of the garage is a bit uncertain, but we estimate it was added in the early 20's from its height and doors, and dated materials found in some walls. Its style and siding reflect the old house.

We have now replaced the failed foundation under permit, and in so doing, replaced the entire basement level. During that process we lowered the house by 10cm as we dug 1 ½' further down than the old basement level to get a proper ceiling height in the new basement. This has replaced the old basement in size, shape and fenestration except that :

- 1) the new foundations and walls have a 1' bump out on part of the south side to properly structurally support the south side main floor cantilever at the interior stairs.

- 2) We moved a window from the common wall inside the old garage to the east (rear) wall to bring light into the new family room.

Lifting and dropping the house required the demolition and removal of the old brick chimney. We replaced the flue-works with a modern insulated steel chimney, encasing it in a falsework with true brick cladding that exactly replicates the old brick chimney. We have replaced the old oil furnace with a natural gas combination boiler for domestic hot water and in-floor heating, so the chimney will be for the gas fireplace only.

We take this opportunity to :

- 1) reconstruct the existing garage in exact replacement, with a proper deck on top. The roof of the existing garage had been used as a deck for as long as any neighbor can remember, (more than 20 years) but were no proper railings or door to the house.  
**Please note that as part of our subdivision, we are asking for and hope to have your support for a Variance to the eventual south side setback for this garage.**  
Reconstructed to its current dimensions, the south side (right side) setback will be 0.6m after the new property line is put in place. If we do not achieve this variance, we would have to take 3' off the garage, rendering it too narrow for a vehicular purpose. It would become just a deck and 'bike-port'.
- 2) return the second story exterior to the original Tudor style stucco that we discovered under the old donnacona shingles.
- 3) add a small 2 piece powder room off the main floor kitchen over a small part of the garage, (the old house had only one functional bathroom)
- 4) this work will also give us the opportunity to do interior repairs, upgrading , insulating, and to replace the single pane windows in the house with wood and sealed glass units that will fit into the existing sash-work. This will not be a visible change from the street.

We have applied for and been approved for grants from the Victoria Heritage Society for some of this work.

Please feel free to contact me @ 250-480-9693 or email [brad@cunnin.ca](mailto:brad@cunnin.ca).

Sincerely



Bradley W Cunnin.



## FERNWOOD COMMUNITY ASSOCIATION

August 9, 2019

Mayor and Council  
City of Victoria  
Victoria, B.C.

Re: 2251 Lydia Street, Heritage Alteration Permit with Variance (HAV00015)

Dear Mayor and Council,

The City is considering a Heritage Alteration Permit with Variance application to renovate 2251 Lydia Street, which includes rebuilding the previously existing garage and the deck over it, and also adding a small washroom over the garage.

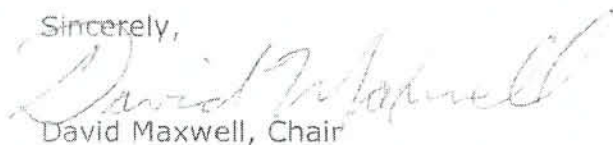
The garage, deck, and washroom were shown in the plans, for the three home development, presented at the CALUC's Official Community meeting held in June 2014. The neighbourhood supported the application at that time.

As the home immediately to the south of the garage and deck has yet to be built, a future owner or renter will be aware of the proximity of the garage and deck before they purchase or rent the house. This puts all the risk on the developer that the garage and deck will make the house to the south less desirable.

The extensive restoration underway will return the look and feel of this character house that will not be compromised by restoring the existing garage and adding a deck and small washroom over it. This house and the one across Denman Street from it complement each other and represent fine examples of the style of construction for the era when they were built. Mostly we are pleased this prominent and distinct corner house is being saved from the landfill.

Based on the above the Land Use Committee has no concerns in supporting this reduced sideyard setback variance application permitting the garage, deck and washroom.

Sincerely,



David Maxwell, Chair  
Land Use Committee  
Fernwood Community Association







# Denman Street & Lydia Street

Context

# Shelbourne and Denman



# Small lot houses on Denman Street



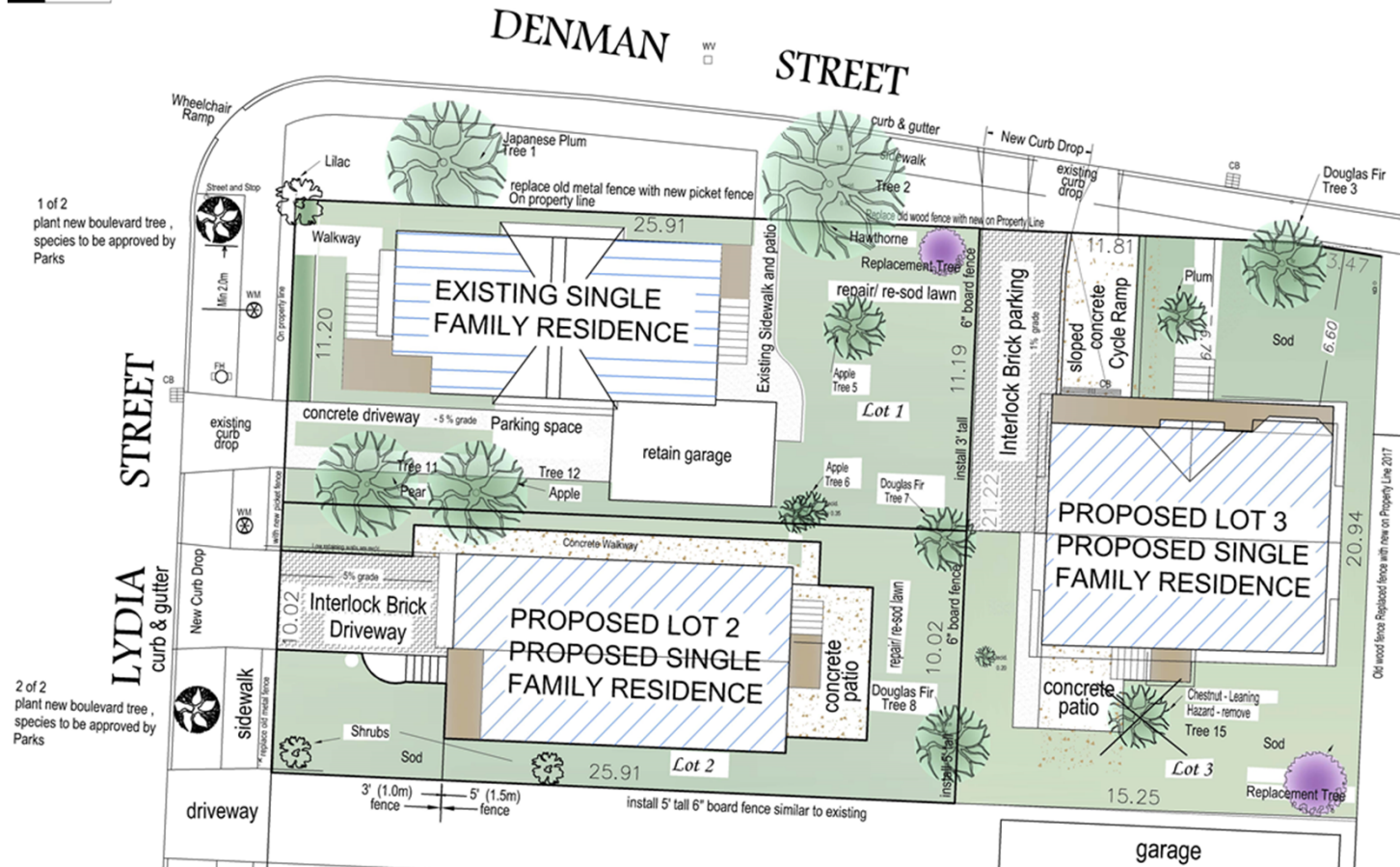


# Intersection of Denman & Lydia Streets





# Landscape and Site Plan



# Heritage Alteration Permit with Variance

2251 Denman Street  
Existing House

# 2251 Lydia Street Before renovations



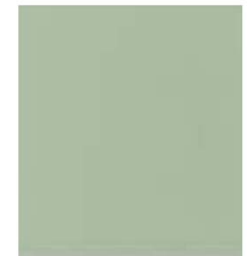
# 2251 Lydia Street Renovation proposal



3D ISOMETRIC RENDERING  
OF 2251 LYDIA STREET  
GENERAL REPRESENTATION  
NOT TO SCALE



VC-22  
Pendrell Verdigris



VC-16  
Comox Sage

Main siding -

Stucco under Tudor -



VC-1  
Oxford Ivory



VC-27  
Strathcona Red

1614 481 BUCKINGHAM AVENUE TORONTO, ONT. M6H 1Y5 (416) 291-0991 www.ajbdesign.ca	
#	DATE DESCRIPTION
1	10/1/2010 10/1/2010 10/1/2010
PROJECT TYPE:	
STREETSCAPE & LANDSCAPE DEVELOPMENT	
SITE: LYDIA & DENMAN DEVELOPMENT	
CLIENT: CUNNING	
DRAWN BY: TAYLOR SB	
DRAWING NO. A-1 of 2	

Primary Trim -

windows sashes



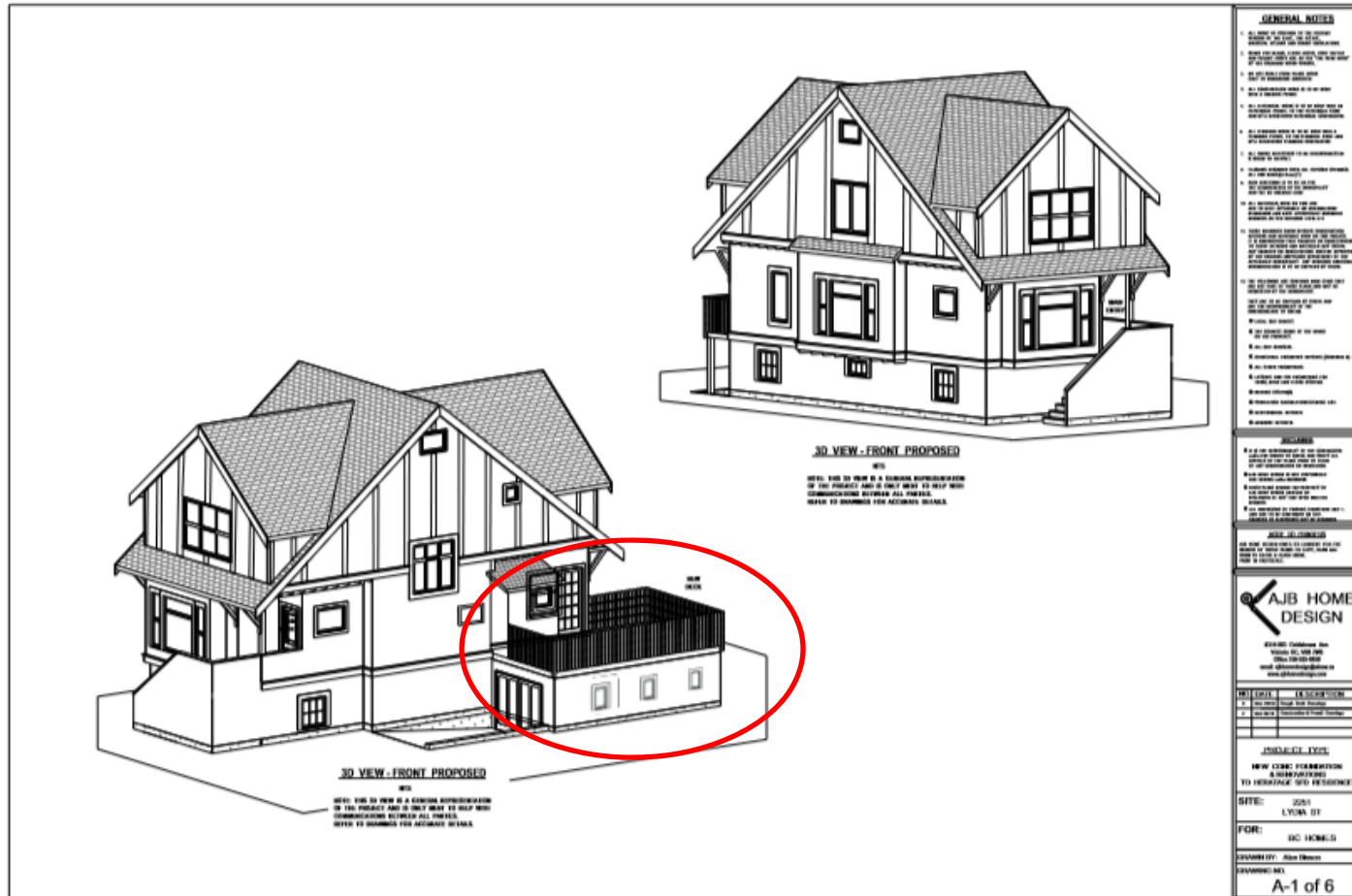
# 2251 Lydia – under alteration



# Side elevation (south)

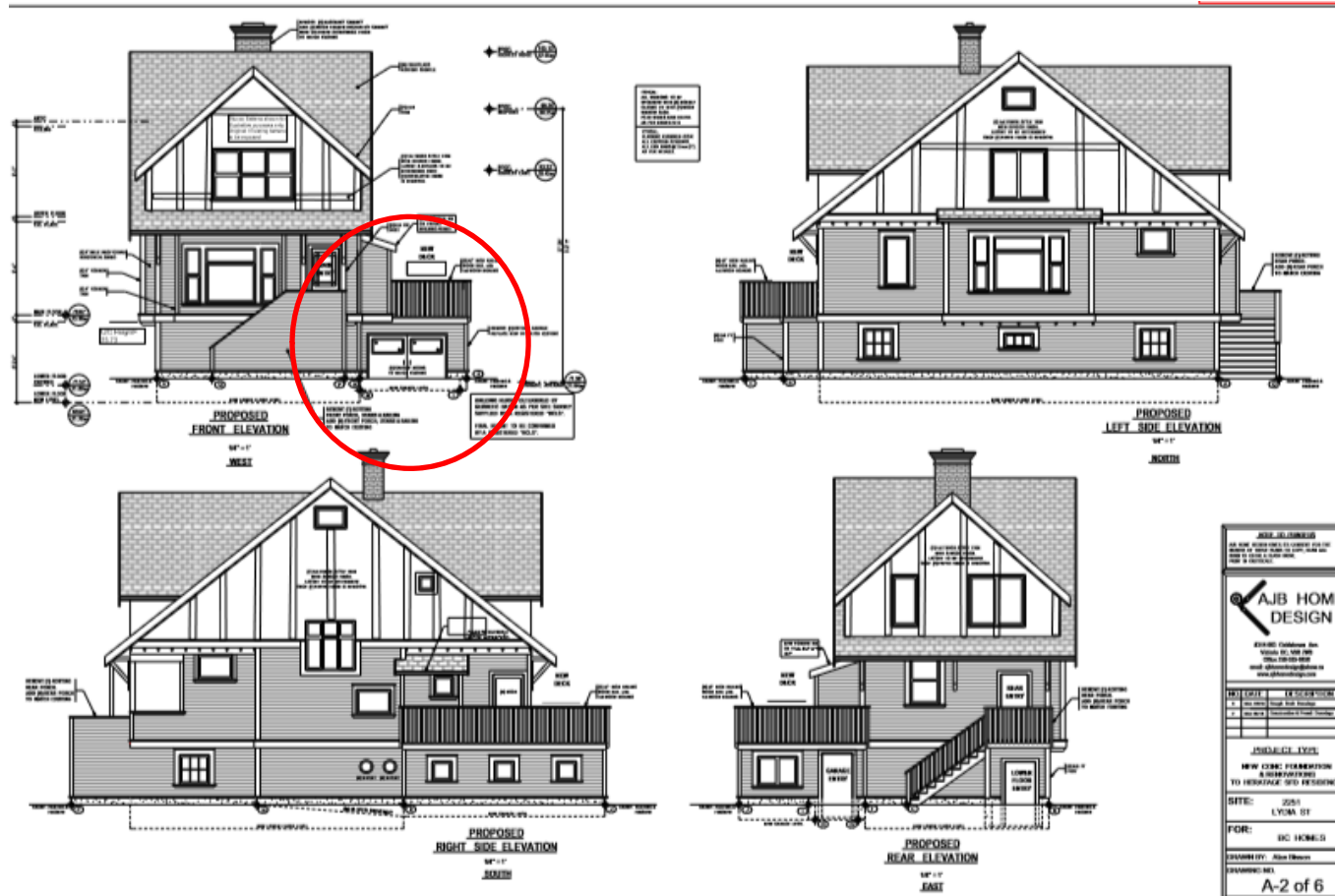


# Existing house as proposed



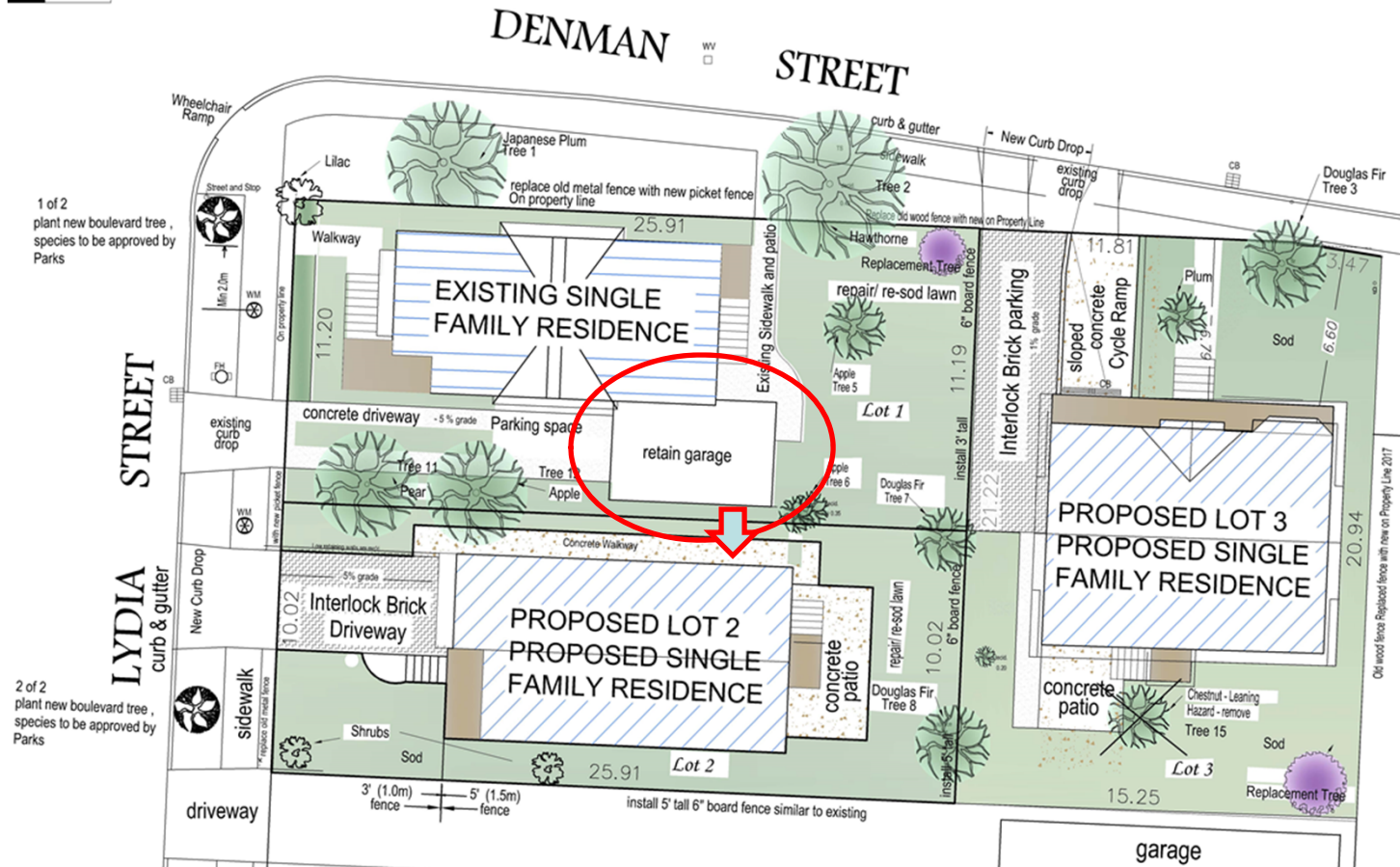


# Existing house elevations





# Landscape and Site Plan



Development Permit with Variances  
for  
Proposed Lydia Street House

[illegible]



# Lydia streetscape





# Lydia - location of new small lot

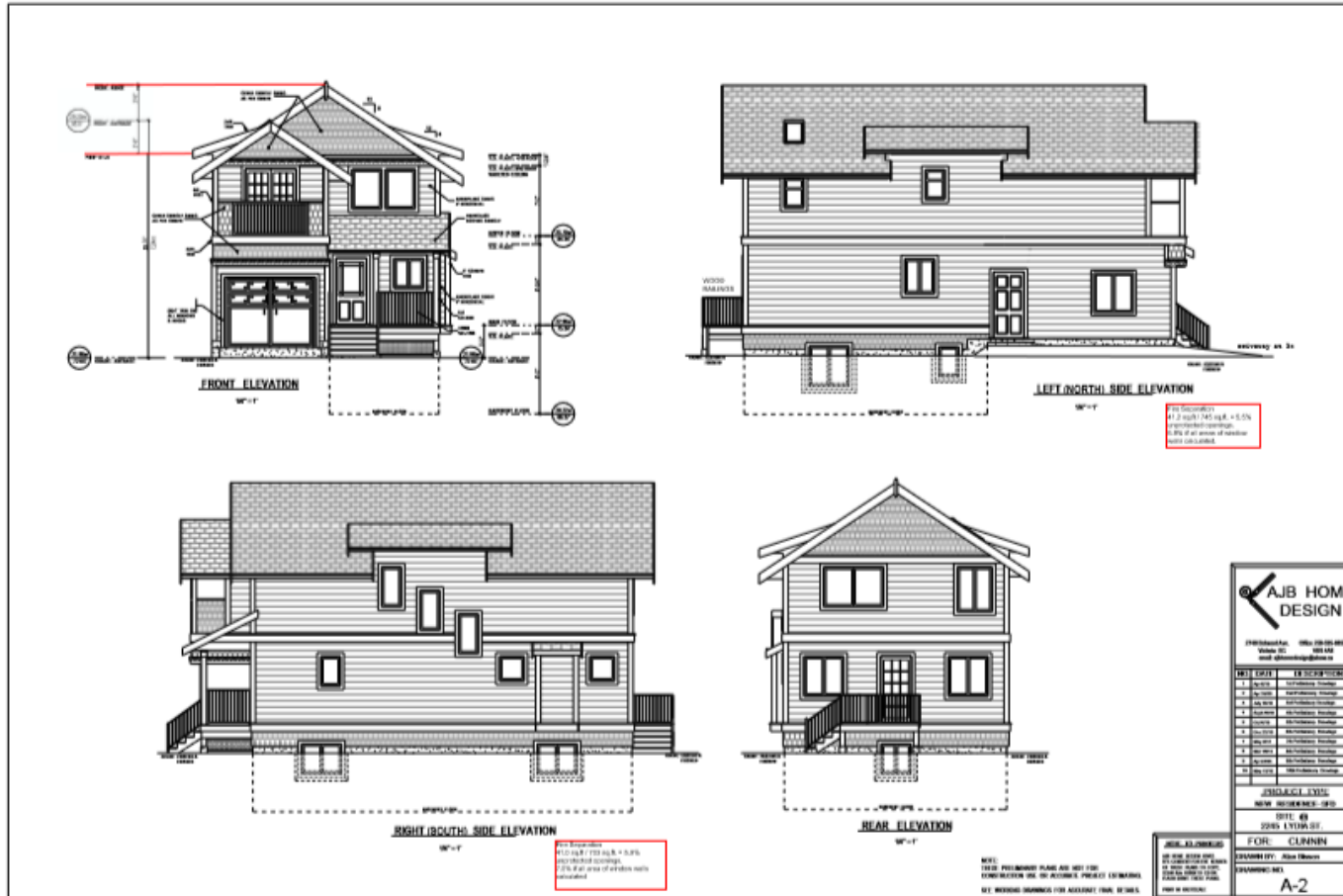




# Lydia - location of new small lot house



# Lydia - Small lot house elevations



# Lydia - new small lot house





Development Permit with Variances  
for  
Proposed Denman Street House

[illegible]

## Adjacent dwelling – 1711 Denman Street



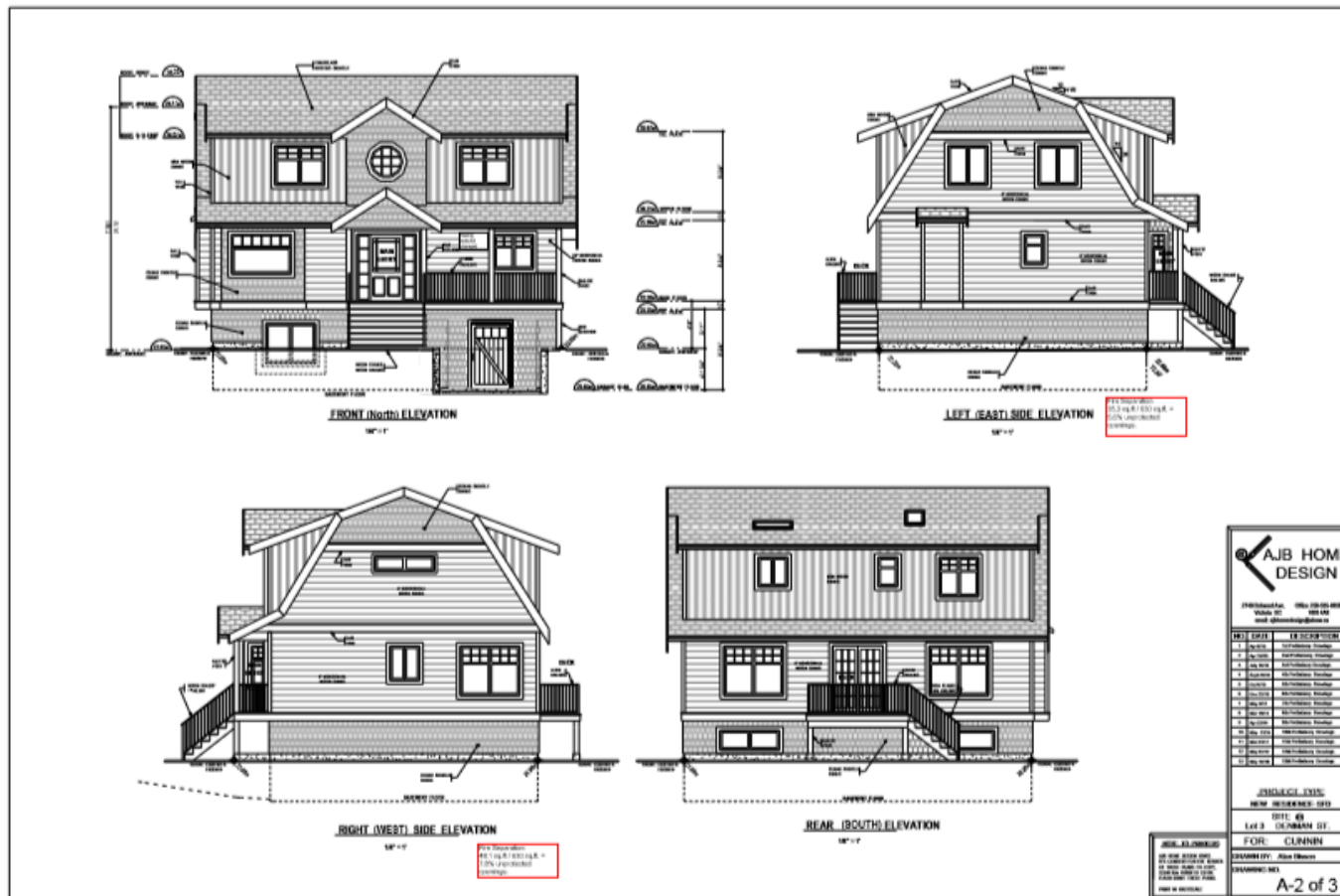


# Denman – location of small lot house





# Denman – Small lot house elevations



# Denman – Small lot house



# Streetscapes

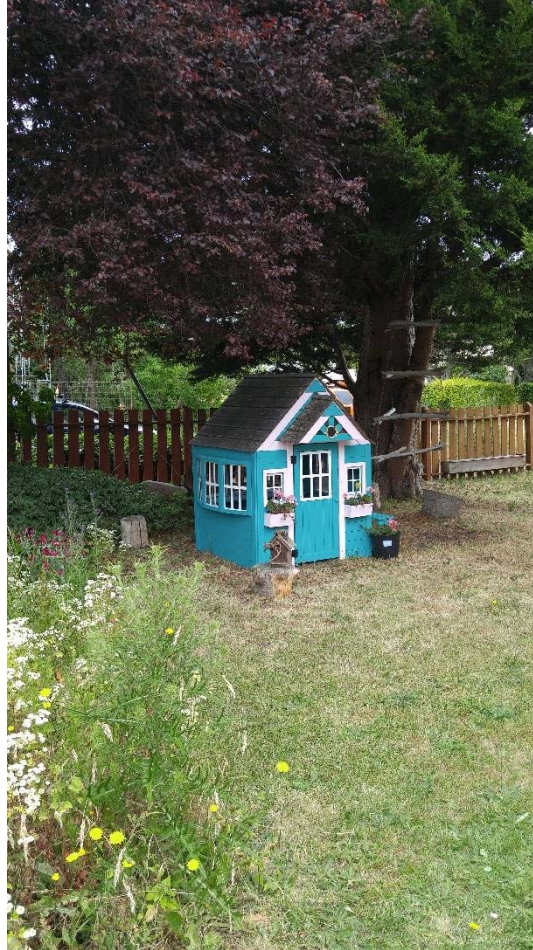


## STREETSCAPE OF DENMAN STREET 1/8" = 1'



## STREETSCAPE OF LYDIA STREET

# Questions?











## **Committee of the Whole Report**

### **For the Meeting of September 5, 2019**

---

**To:** Committee of the Whole **Date:** August 22, 2019  
**From:** Andrea Hudson, Acting Director, Sustainable Planning and Community Development  
**Subject:** Heritage Designation Application No. 000183 for 1209 Yukon Street

---

### **RECOMMENDATION**

That Council approve the designation of the heritage-registered property located at 1209 Yukon Street, pursuant to Section 611 of the *Local Government Act*, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.

### **LEGISLATIVE AUTHORITY**

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

### **EXECUTIVE SUMMARY**

The purpose of this report is to present City Council with information, analysis and recommendations regarding an owner request to designate the exterior of the heritage-registered property located at 1209 Yukon Street. The house was built in 1892 and contributes to the historic character of the Fernwood neighbourhood, an area characterized by a mix of residential, commercial and institutional uses in varied building styles.

The designation of this building is generally consistent with Section 8: "Placemaking (Urban Design and Heritage)" and Section 21: "Neighbourhood Directions" of the *Official Community Plan* (2012), the *Fernwood Neighbourhood Plan* (1994) and the *Victoria Heritage Thematic Framework*.

The application was reviewed by the Heritage Advisory Panel at its April 9, 2019 meeting and it recommended that Council consider approving the designation of the heritage registered property located at 1209 Yukon Street.

### **BACKGROUND**

#### **Description of Proposal**

The property located at 1209 Yukon Street is a two-storey wood frame vernacular Victorian-era house built in 1892. The exterior façade of 1209 Yukon Street has maintained much of its

original appearance. Its character-defining elements include its minimal front yard setback; residential form, scale and massing; front façade details including a hipped roof over a box bay window and porch; its wood materials and decorative Victorian era details like a chamfered corner post, scroll brackets and scroll cut panels and fenestration featuring two-over-two double hung wood sash windows. The building is currently used as a residential dwelling. The property is also valued for its continuous residential use; its location amongst a row of similar houses; its association with the Whittaker family and because it is a representative example of Fernwood's early development into a middle class neighbourhood comprised of vernacular Victorian homes.

## **Regulatory Considerations**

The proposed heritage designation is consistent with surrounding land uses.

## **Condition/Economic Viability**

The building is currently in good condition and the owner is in the midst of re-painting. The following alterations are foreseen in the future:

- removal of two non-original brick chimneys at the west side of the house
- removal of chimney protruding from rear one-storey addition
- re-instatement of central chimney in keeping with other surviving houses on Yukon Street
- conversion of the non-original rear door on the one-storey addition into what was originally a window
- re-construction of porch and restoration/preservation of original architectural details at front of house
- painting house with approved heritage colours
- completion of installation of period specific storm windows
- foundation repairs, including levelling of rear one-storey addition.

Staff support the above alterations in principle. The *Standards and Guidelines for the Conservation of Historic Places in Canada* support the restoration of original building features like chimneys, windows and porch details. The chimneys at the side of the house are not original and not identified as character-defining elements, so their removal would not detract from the heritage value of the house. Removal of the chimney at the rear of the house would have no visual impact on the property from the sidewalk. Foundation repairs will help ensure the longevity of the house. When preparing to make any of the above changes individually or in combination, the owner will submit a Heritage Alteration Permit Application so that the City can maintain a record of changes to the house over time.

## **ANALYSIS**

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

### **Official Community Plan**

The designation of this building is consistent with the *Official Community Plan* (2012), which in Section 8, "Placemaking (Urban Design and Heritage)", states:

#### Goals

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



### Broad Objectives

- 8 (j) *That heritage property is conserved as resources with value for present and future generations.*
- 8 (l) *That heritage and cultural values are identified, celebrated, and retained through community engagement.*

### City Form

- 8.6 *Conserve and enhance the heritage value, character and special features of areas, districts, streetscapes, cultural landscapes and individual properties throughout the city.*
- 8.11 *Determine the heritage value of areas, districts, streetscapes, cultural landscape and individual properties using the Victoria Heritage Thematic Framework as identified in Figure 12.*

### Buildings and Sites

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

## **Fernwood Neighbourhood Plan (1994)**

The designation of the building is consistent with the *Fernwood Neighbourhood Plan (1994)* which states:

### Heritage - Objectives

- 3.1 *To encourage the conservation of heritage buildings and associated streetscapes, views, trees of special merit and other elements of the natural heritage in Fernwood, with a view to maintaining them for future generations*

### Recommendations for Policy and Action

- 3.1.5 *That the Heritage Inventory be updated for buildings in public and private ownership, through Neighbourhood initiatives coordinated with the City of Victoria and funded by the B.C. Heritage Trust.*

## **Fernwood Strategic Directions**

1. *Maintain heritage character, buildings and streetscapes of significance.*

## **Victoria Heritage Thematic Framework**

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



## Statement of Significance

A Statement of Significance describing the historic place, outlining its heritage value and identifying its character-defining elements, is attached to this report.

## Resource Impacts

Heritage designation of 1209 Yukon Street will enable the property owner to apply for heritage grants from the Victoria Heritage Foundation for repainting and other repairs to character-defining elements.

## Heritage Advisory Panel

The Application was reviewed by the Heritage Advisory Panel at its April 9, 2019 meeting and was recommended for approval.

## CONCLUSIONS

The application for the designation of the heritage-registered property located at 1209 Yukon Street as a Municipal Heritage Site is for a building that is a significant example of Victoria's residential development from the 19<sup>th</sup> century. The heritage designation of the residence is consistent with relevant City policies and strategic directions for the Fernwood neighbourhood. Staff therefore recommend that Council approve the Heritage Designation Application for the heritage-registered building located at 1209 Yukon Street.

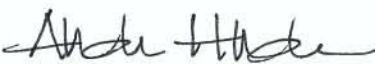
## ALTERNATE MOTION

That Council decline Heritage Designation Application No. 000183 for the property located at 1209 Yukon Street.

Respectfully submitted,



John O'Reilly  
Acting Senior Heritage Planner  
Development Services Division



Andrea Hudson, Acting Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



Date:

Aug 27, 2019

## List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Photographs
- Attachment D: Statement of Significance
- Attachment E: Letter from the applicant, date stamped April 2, 2019.



1209 Yukon Street

Heritage Designation #000183



Designated



Registered







1209 Yukon Street

Heritage Designation #000183



Designated



Registered



1209 YUKON STREET



Front (North) Elevation



Side (West) Elevation



Rear (South) Elevation



1209 YUKON STREET



Rear (South) Elevation



Side (East) Elevation



Door

1209 YUKON STREET



Scroll cut brackets and chamfered porch post



Scroll Cut Porch Balustrade



## 1209 YUKON STREET



1209 Yukon is one of five contiguous houses built by the Whittaker family in 1892



Vertical skirting boards at foundation level

## STATEMENT OF SIGNIFICANCE

**1209 Yukon Street (ex-3, 1209 Whittaker Rd)**

Original Owners: William & Mary Whittaker

Date of Construction: 1892



### Description of the Historic Place

1209 Yukon Street is a two-storey, wood-frame vernacular Victorian-era house, set amongst a row of five similar houses. The house is located on the south side of Yukon Street – a one-block cul-de-sac in the Fernwood neighbourhood, east of Victoria's city centre.

### Heritage Value of the Historic Place

The heritage value of 1209 Yukon Street is summarized below in accordance with the Victoria Heritage Thematic Framework established in the Official Community Plan.

#### Theme 1: COASTAL SETTLEMENT

##### Subtheme 1.3: Pioneer Farms to First Suburbs

1209 Yukon Street is valued as a significant example of Victorian-era middle-class housing in the Fernwood neighbourhood. Built 1892, the house is a reminder of the eastward expansion of one of Victoria's oldest residential neighbourhoods, spurred by the mid-1880s economic boom, and facilitated by the introduction of nearby streetcar lines in 1890s. This led to a boom in residential development for the growing working and middle classes, including this grouping of 1890s rental houses on Yukon Street. Fernwood's proximity to downtown, its variety of local schools, churches and parks, made Fernwood an appealing area that attracted many new residents.

The house is further valued for its association with the Whittaker family, prominent for many years in the neighbourhood. In 1892, barber William Whittaker (1840-1923), his wife Mary (1840-1903) and their children built six adjacent homes as rental properties, five of which remain. The street was named after the Whitakers until 1946, when it was renamed Yukon Street. The family continued to live nearby until the 1960s.



1209 Yukon Street symbolizes Fernwood's evolution and settlement patterns based on the surveying and subdivision into residential lots of Hudson's Bay Company lands to accommodate a growing population. The house makes a significant contribution to the rich and varied streetscapes of Fernwood, which continues today as a mix of residential, commercial and institutional uses.

## **Theme 5: CULTURAL EXCHANGE**

### **Subtheme 5.1: Architectural Expression**

1209 Yukon Street is valued as a good example of the vernacular influence on the Italianate style, as characterized by its simple cubical massing and hipped roofline. The façade is distinguished by a hipped roof over a one-storey box bay and porch with simple Carpenter ornamentation. There is a hip-roofed one-storey extension to the rear. 1209 Yukon Street is valued for its contribution to a rare intact streetscape of similar houses built at the same time.

### **Character-Defining Elements**

Key elements that express the heritage value of 1209 Yukon Street and continue to define the character and history of the Fernwood neighbourhood include:

- original location amongst a row of similar houses and the contribution it makes to neighbourhood character, in particular Yukon Street
- continuous residential use

Key elements that define the heritage character of the building's exterior include:

- minimal setback from the front property line
- residential form, scale, and massing as expressed by its: two-storey height with one-storey rear extension; cubical massing with medium-pitch hipped roof
- front façade comprised of hipped roof over one-storey box bay window and porch
- wood-frame construction with wide, v-groove siding; corner boards and window trim of dimensional lumber; vertical skirting boards at foundation level
- Victorian-era details such as: chamfered porch post; scroll-cut brackets, porch balustrade with scroll-cut panels
- fenestration featuring 2-over-2 double-hung wooden sash windows with horns on front façade; and glazed and paneled, wooden front door.

Brigitte Clark  
Victoria Heritage Foundation  
February 2019



Andrea Henning

1209 Yukon Street  
Victoria, BC  
V8T 1B6

January 15, 2019

Mayor and Council  
Victoria City Council  
Victoria, BC

Dear Mayor and Council,

I wish to have my house at 1209 Yukon Street designated as a Heritage property. Yukon Street is special in that it is one of a small handful of remaining streets in Victoria, which retain a full original complement of character homes. All of these homes are designated, except for mine. 1209 Yukon Street deserves to be preserved and maintained to heritage standards not only for Yukon Street but for all of Victoria.

The following is a summary of the improvements or changes I foresee making in future:

- Removal of two non-original brick chimneys at the west side of the house
- Removal of chimney protruding from rear one-storey addition
- Re-instatement of central chimney in keeping with other surviving houses on Yukon Street
- Conversion of the non-original rear door on the one storey addition into what was originally a window
- Re-construction of porch and restoration/preservation of original architectural details at front of house
- Painting house with approved heritage colours
- Completion of installation of period specific storm windows
- Foundation repairs, including levelling of rear one-story addition

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to be "Andrea Henning", with a long, flowing underline that extends to the right.

Andrea Henning

---

Heritage Designation  
Application No. 000183  
for  
1209 Yukon Street

# 1209 Yukon Street

---



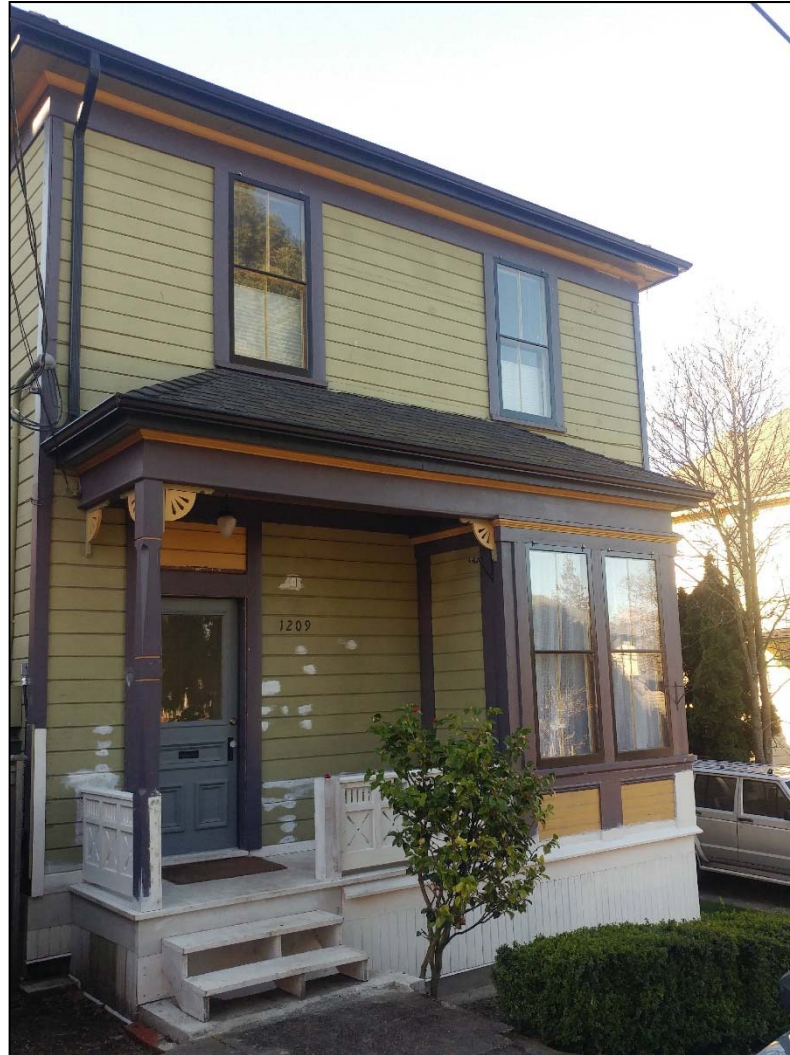


# 1209 Yukon Street

---

## Purpose of Application

The owner has applied to designate the house, constructed in 1892 by William and Mary Whittaker as part of a row of five nearly identical houses.

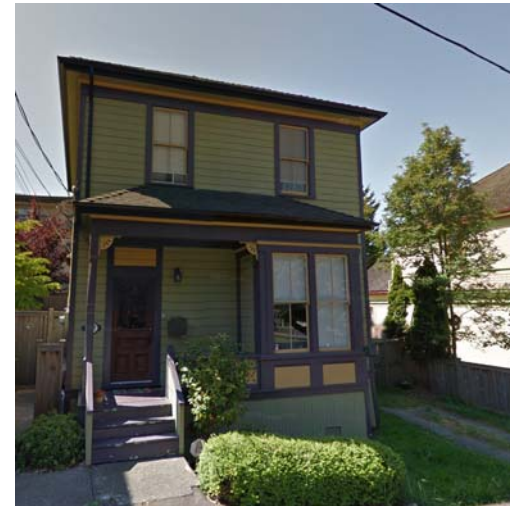


# 1209 Yukon Street

---

## Property History

- Built in 1892
- Constructed by the Whittaker family as one of five rental houses on the street
- The Whittaker family were locally prominent; William Whittaker was a barber
- William and Mary Whittaker were both born in 1840 in England and immigrated to Rhode Island before moving to Victoria in 1878
- Part of the eastward expansion of the City spurred by mid-1880's economic boom
- A good example of the vernacular Italianate style

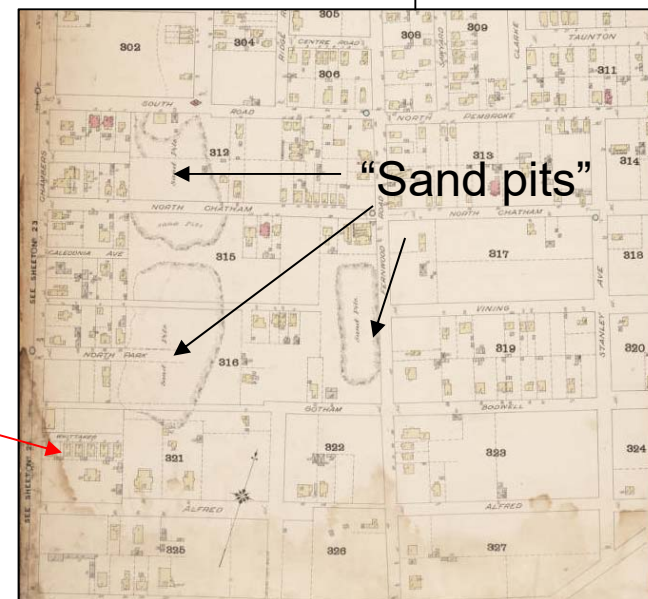
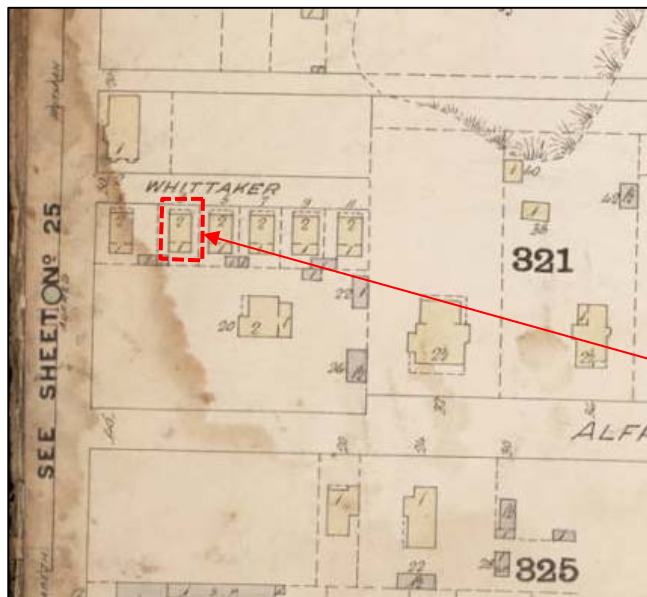


# 1209 Yukon Street

Street originally called Whittaker, but renamed Yukon in 1946. When the houses were built, the area was much more sparsely developed and unfinished.



1209 Yukon is shown on plate 30, which is The edge of the 1891-1895 fire insurance map for Victoria



1891 Fire Insurance Plan (Revised 1895)



# 1209 Yukon Street

---

## Heritage Value

- Historical and cultural worth for its association with the Whittaker family and the eastward expansion of Victoria during an economic boom
- Aesthetic value as a good example of the vernacular Italianate style

## Heritage Character

- The house today is an accurate representation of its original appearance in 1892
- Carpenter ornamentation, hip roof, v-groove wood siding and two-over-two centre bar sash windows produce a distinctive appearance





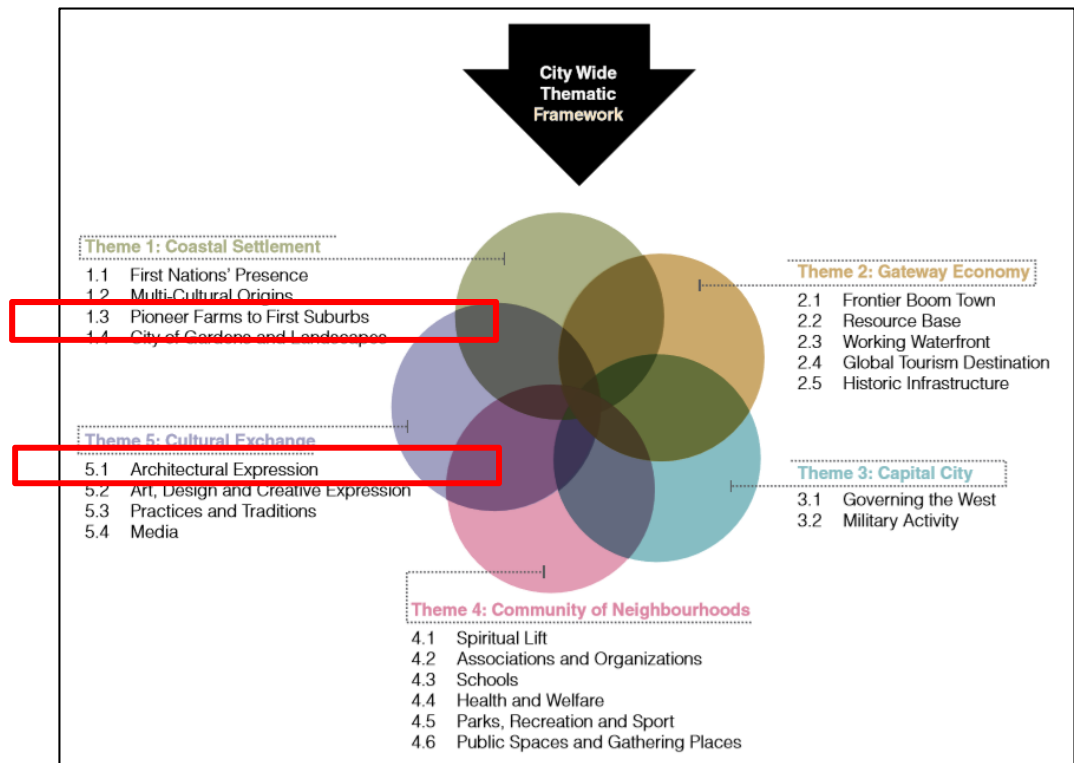
# 1209 Yukon Street

## 1.3 Pioneer Farms to first suburbs

Represents residential development for the working and middle class in the 1890s.

## 5.1 Architectural Expression

Good example of the vernacular Italianate style. A rare example of an intact streetscape.



# 1209 Yukon Street- Character Defining Elements





# 1209 Yukon Street

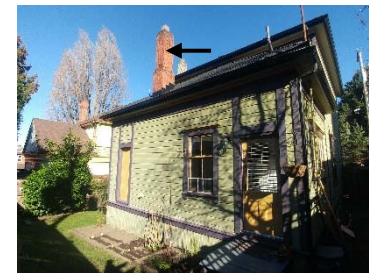
1. Removal of two non-original brick chimneys at the west side of the house
2. Removal of chimney protruding from rear one-storey addition
3. Reinstatement of central chimney in keeping with other surviving houses on Yukon Street
4. Conversion of the non-original rear door on the one-storey addition into what was originally a window
5. Re-construction of porch and restoration/preservation of original architectural details at front of house
6. Painting house with approved heritage colours
7. Completion of installation of period specific storm windows
8. Foundation repairs, including levelling of rear one-storey addition

## Staff Assessment

Proposed alterations are reasonable and do not detract from heritage character or value; in fact they enhance it.



1.



2.



3.



4.



5.



8.

# 1209 Yukon Street- Staff Recommendation

---

That Council approve the designation of the heritage-registered property located at 1209 Yukon Street, pursuant to Section 611 of the *Local Government Act*, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.







## **Committee of the Whole Report**

### **For the Meeting of September 5, 2019**

---

**To:** Committee of the Whole **Date:** July 11, 2019

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

**Subject:** Early Adoption Initiative – Mass Timber Construction

---

### **RECOMMENDATION**

That Council:

1. Support participation in the Province of British Columbia's Tall Wood Early Adoption Initiative to authorize the construction of encapsulated mass timber buildings that are seven to twelve storeys in height; and
2. Direct staff to request the Province of British Columbia to include the City of Victoria as a participating local authority in the regulation for the Tall Wood Early Adoption Initiative.

### **EXECUTIVE SUMMARY**

The BC Building Code has allowed for six storey wood framed buildings since the introduction of the 2006 edition. The Province is now proposing to allow for an increased height of combustible construction buildings to include up to twelve storeys with encapsulated mass timber construction. The proposal follows direction set through the National Building Code which will include regulations for twelve storey mass timber construction in its 2020 version. The Province announced its intention in March of 2019 to bring in a similar regulation in the next version of the BC Building Code. The intent is to advance the initiative before the National Building Code and the Province has invited eligible local governments in BC to become early adopters of twelve storey mass-timber technology. To be eligible as an early adopter, a municipality must have

1. The support of Council by way of resolution supporting the initiative;
2. Organizational alignment to support the initiative from Fire, Building and Planning divisions;
3. A Building Official with a Level 3 Certification from the Building Officials Association of BC;
4. Land use bylaws that support buildings greater than six storeys in height; and
5. Staff to participate in provincial working groups to provide feedback and other information on mass timber construction projects to the Building and Safety Standards Branch.

With Council support, the City would meet all early adopter criteria.

Early adopter municipalities will be permitted to use the 2020 National Building Code provisions to regulate construction through a jurisdiction-specific regulation enacted by the Province pursuant to Section 3 of the Building Act. The Province has provided a sample resolution which is included as Appendix A.

## **PURPOSE**

The purpose of this report is to provide information and recommendations to Council on a process for the City of Victoria to be considered as an early adopter of the Mass Timber Construction initiative. The objective is to accommodate mass timber construction of buildings up to 12 storeys in Victoria.

## **BACKGROUND**

In spring of 2019, the Building and Safety Branch (BSSB) approached select municipalities throughout BC in search of participants in the Early Implementation Initiative for Mass Timber Construction. This early adoption initiative will allow participating local governments to enable innovative tall wood buildings in their communities two to three years before adoption in the BC Building Code (BCBC). The BCBC is based on the National Building Code (NBC), and the 2020 National Building Code is targeted to contain provisions for the construction of encapsulated mass timber wood buildings up to 12 storeys in height. If this is supported, it would result in a jurisdictional specific regulation (JSR) that would bridge the period ending upon adoption of the next BCBC which would include provisions for encapsulated mass timber wood buildings up to 12 storeys in height.

The request for participation is included as Appendix B.

## **ISSUES & ANALYSIS**

### Mass Timber Construction

The load-bearing structure of mass timber buildings is made of solid or engineered wood. The term encapsulated refers to the mass timber components being surrounded by fire-resistant materials like drywall. Mass timber technology allows for faster construction as sections of a building can be manufactured in a plant and then later assembled on site. They can be one-fifth less than the weight of comparable concrete buildings, while still meeting performance standards for safety, structural resilience and fire protection.

Studies have shown that there are environmental benefits of using mass timber. The Province has estimated that the carbon benefit from constructing an 18-storey wood frame building on the University of British Columbia campus was equivalent to taking 511 cars off the road for one year. Other benefits include reduced traffic to a construction site, reduced waste and reduced noise during construction.

Although staff would participate in any Provincial discussions related to early adoption, supporting this initiative does not enable the City to adopt different regulations than what will be established by the Province in the BC Building Code. Information regarding the Province's initiative is attached as Appendix C.



## OPTIONS & IMPACTS

*Accessibility Impact Statement*  
Not applicable

*2019 – 2022 Strategic Plan*

The initiative supports Strategic Objective #6: Climate Leadership and Environmental Stewardship.

*Impacts to Financial Plan*  
None

*Official Community Plan Consistency Statement*  
Not Applicable

## CONCLUSIONS

The City of Victoria's participation in the Province's Tall Wood Early Adoption Initiative would allow the local construction market early access to develop leadership experience and to take advantage of the benefits of encapsulated mass timber construction for buildings up to twelve storeys tall in advance of coming changes to the National Building and BC Building codes.

## ALTERNATE MOTIONS

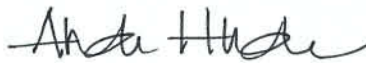
1. That the City not participate in the Province of British Columbia's Tall Wood Early Adoption Initiative.

This alternate motion is not recommended due to the impact to proponents of active DP applications proposing this type of construction as the projects would be delayed until the next BC Building code cycle.

Respectfully submitted,



Ryan Morhart  
Manager, Permits & Inspections



Andrea Hudson, Acting Director  
Sustainable Planning and Community Dev.



Paul Bruce  
Fire Chief

Report accepted and recommended by the City Manager:

Date:

  
Aug 28, 2019

## List of Attachments

Appendix A: Sample Certified Resolution Tall Wood Early Adoption Initiative Province of British Columbia

Appendix B: Early Adoption Initiative - Mass Timber Construction – Participation Request

Appendix C: Presentation - Early Adoption Initiative – Tall Wood Mass Timber Construction

## **Sample Certified Resolution Tall Wood Early Adoption Initiative Province of British Columbia**

CERTIFIED RESOLUTION of the (Legal Name of Local Government)

I, (Full Name), (Title) of the (Legal Name of Local Government), hereby certify that the following resolution was adopted by Council at its Regular Meeting held on (Month, Day, Year):

THAT Council is aware the province is considering a regulation pursuant to section 3 of the *Building Act*, SBC 2015, c. 2, which will authorize and regulate the construction of encapsulated mass timber buildings 7 to 12 storeys in height (the “Tall Wood Early Adoption Initiative”);

THAT Council, together with its planning, building, and fire service departments, supports participation in the Province of B.C.’s Tall Wood Early Adoption Initiative.

THAT Council requests the Province of B.C. to include the (Legal Name of Local Government) as a participating local authority in the regulation for the Tall Wood Early Adoption Initiative.

DATED at (Legal Name of Local Government), British Columbia, this      day of      , 20   .

---

Signature



March 18, 2019

Dear Chief Administrative Officer:

**Re: Expression of Interest – Early Adoption Initiative for Tall Wood Mass Timber Construction**

The 2020 National Building Code is targetted to contain provisions for the construction of encapsulated mass timber wood buildings up to 12 storeys in height. As recently [announced](#), the Province will provide opportunities to build taller buildings with engineered wood products (encapsulated mass timber) in advance of provincial adoption of the 2020 National Building Code.

The Office of Housing and Construction Standards is inviting expressions of interest from local governments to participate in such an opportunity. This early adoption initiative will allow participating local governments to enable innovative tall wood buildings in their communities two to three years before adoption in the BC Building Code. At this point, the Office of Housing and Construction Standards is asking for expressions of interest only. Please see the attachment for information on the types of building occupancies allowed and requirements for participation. Further details on program requirements, links to technical information and dates of information sessions will be sent to those who respond.

If this initiative is of interest to your local government, please email [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca) using "Tall Wood - Early Adoption" in the subject line **by Friday, April 5<sup>th</sup>, 2019** (extensions may be granted). **Please be assured that an Expression of Interest does not commit you to further participation in this process.**

Thank you in advance for your consideration and we look forward to hearing from you.

Sincerely,



Gord Enemark  
Acting Assistant Deputy Minister  
Attachment:

---

## ATTACHMENT

### Information for Interested Participants

A local government is an ideal candidate for participation in the early adoption initiative if they have a Building Official with Level 3 Certification from the Building Officials Association of BC and land use bylaws that support buildings greater than six storeys in height.

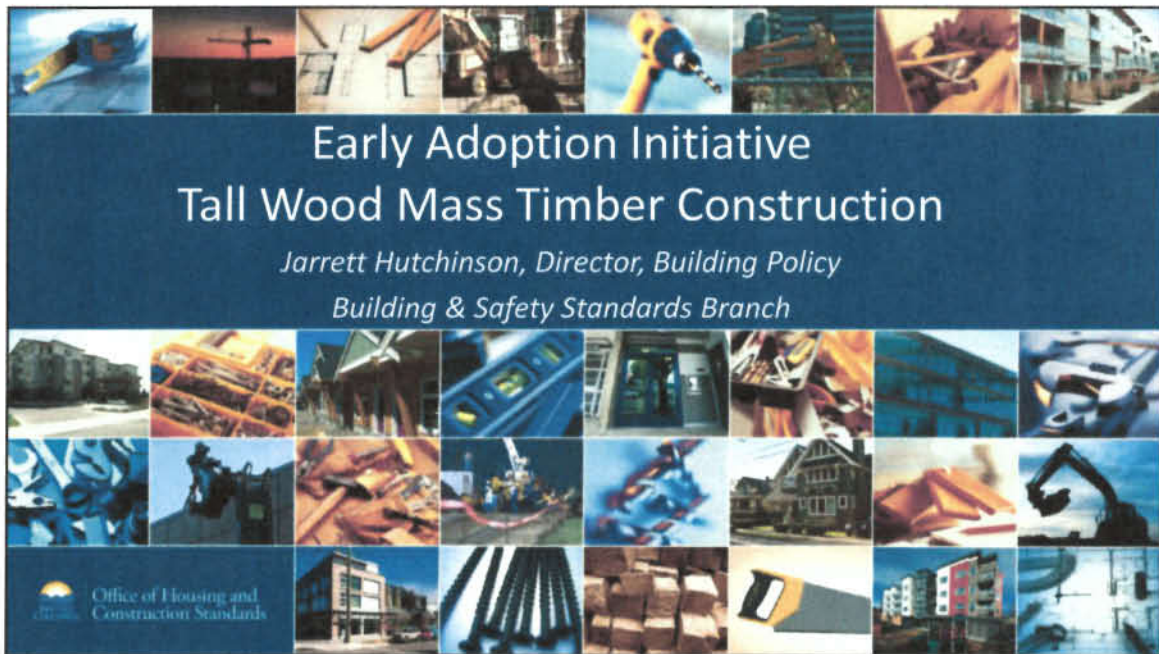
While not required at this stage of the process, prior to a community's participation, a council resolution in favour will be required along with written confirmation that the planning, building/development and fire departments support participation.

The building occupancies that will be considered are Residential, and Business and Personal Services (as defined in the 2018 BC Building Code). Select mixed uses like education, restaurants and retail will be allowed on lower stories. More details can be found in the 2018 B.C. Building Code –

*Division B: Acceptable Solutions Notes to Part 3 – Fire Protection, Occupant Safety and Accessibility (pages 2-5).*

This initiative is subject to a ministerial regulation under the *Building Act*.

## Appendix C





# Agenda

1. Why are we doing this?
2. Mass Timber – what is it?
3. What can be built?
4. How do you participate?
5. Timelines?
6. Questions & Answers



Source: Acton Ostry Architects

2

<https://www.actonostroy.ca/project/brock-commons-tallwood-house/>





## Context

- The 2020 National Building Code (NBC) will allow for Encapsulated Mass Timber Construction (EMTC) in buildings up to 12 storeys.
- Province wide adoption is anticipated with the next BC Building Code edition, currently proposed for 2022.
- To facilitate responsible implementation, the Building & Safety Standards Branch is inviting communities who wish to lead the way to participate in this early adoption initiative.

3

EMTC Tall wood construction will be enabled through a jurisdiction-specific regulation (JSR)



Context



Building & Safety Standards Branch

4

Jarrett Hutchinson (Director) – 5 from the bottom right  
Don Pedde (Code Administrator) – 2 from the top left  
Keith Calder (Code Consultant) – 6 from the top left  
Lori Roter (Sr. Policy Advisor) – 3 from the bottom left



Cross-Laminated Timber (CLT) is the most common type of manufactured mass timber. It is very similar to plywood in its construction. It is comprised of varying layers of thicker wood planks (depending on the thickness desired), oriented parallel to each other and glued together under pressure.

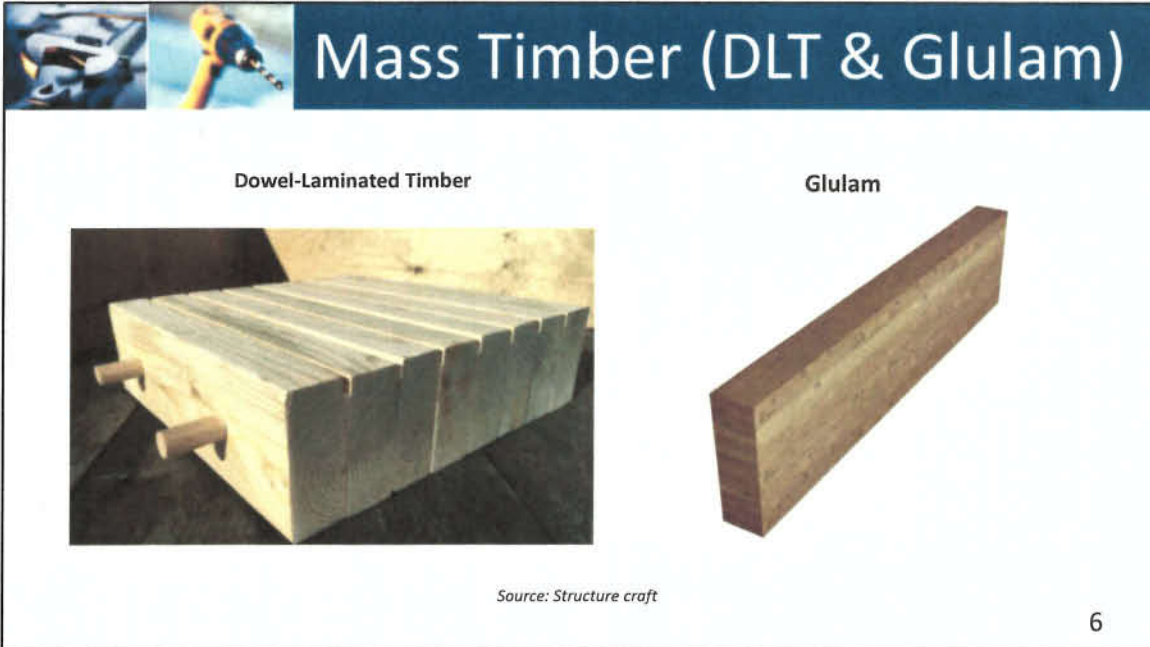
The diagram shows exposed mass timber for posts, beams and a wall and a close up of CLT.

#### PHOTO URL INFORMATION

Source for second photo – URL <https://www.structurlam.com/whats-new/news/tilt-wall-construction-wood-yes-meaning-behind-wood/>

Source for diagram - **Journal of Architectural Engineering** [Vol. 19, Issue 4 \(December 2013\)](https://doi.org/10.1061/%28ASCE%29AE.1943-5568.0000117) - <https://ascelibrary.org/doi/abs/10.1061/%28ASCE%29AE.1943-5568.0000117>

Source for close up URL <https://nbc16.com/news/local/cross-laminated-timber-were-seeing-some-major-growth-factors>



Dowel-Laminated and Glulam are two other common forms of manufactured mass timber.

**Dowel-laminated Timber (DLT)** – Many different layers of wood, oriented in parallel. To form DLT members, softwood lumber panels are stacked like NLT and are friction-fit together with hardwood dowels. The dowels hold the boards together, and the friction fit, achieved by the differing moisture content of the softwood panels and the hardwood dowels, affords additional dimensional stability.

**Glulam** – uses a special glue to laminate multiple pieces of timber together under pressure. Glulam differs from Cross-Laminated Timber in that the timber component are combined in parallel rather than perpendicular.

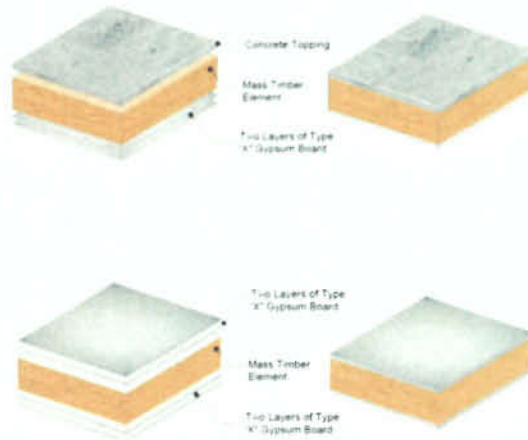
**Photo Source:**

<https://structurecraft.com/materials/mass-timber/dlt-dowel-laminated-timber>





## Encapsulation Graphic



Source: Morrison Hershfield (2018)

7

Mass timber encapsulation adds additional fire resistance to mass timber, creating a barrier, delaying the time it takes flames to reach the wood element. It is comprised of layers of gypsum board or concrete.

Major Occupancy Type	
Group C	Group D
Apartments Hotel	Bank/ Offices Doctor/Dentist Office Salon/Hair Dresser
Height	
12 Storeys (42m or approx. 138 ft)	
Footprint	
6 000 m <sup>2</sup> (approx. 64 500 ft <sup>2</sup> )	7 200 m <sup>2</sup> (approx. 77 500 ft <sup>2</sup> )
Other Occupancy Allowances	
A-2 and E at designated floors of the building – see below	A-2, E, F-2 and F-3 at designated floors of the building – see below

Group A - Division 2	Group E	Group F - Division 2 (Medium Hazard)	Group F - Division 3 (Low Hazard)
Art Gallery/Museum Place of worship Daycare Library/Auditorium Restaurant/Bank Gym	Department store Markets Grocery Store	Factory/Workshop Salesrooms Warehouse/TV Studios	Laboratories Salesroom Workshop/Factory Warehouse

8

There are two major occupancy that will be allowed in the regulation (as per the draft 2020 National Building Code provisions): Residential (Group C) and Business and Personal Services (Group D).

Other types of occupancies will be permitted on lower levels of the buildings (examples in four boxes at the bottom of the diagram).

Area footprints for Encapsulated Mass Timber Construction (EMTC) buildings are larger but limited to 6,000 sq m and 7,200 sq m for Group C and Group D buildings respectively.

The height limitation for EMTC is 12 m. The early adoption initiative will permit buildings that are between 7 and 12 storeys in height, up to the maximum measured height noted.

The storey height range for the early adoption is limited to 7 to 12 storeys to allow for learning on experiences building taller wood buildings. The current 2018 BC Building Code allows for wood frame constructed buildings up to 6 storeys in height.



## Participation

1. Land Use Bylaws permit building height above six storeys;
2. Building Official on staff with BOABC Level III Certification;
3. Organizational Alignment to work with initiative;
4. Council Resolution submitted by June 30, 2019;
  - ....*THAT Council gives permission to the Province of B.C. to include the (Legal Name of Local Government) as a participating local authority in the regulation for the Tall Wood Early Adoption Initiative...*
5. Commitment to share learning.

9

1. Political Support: A council or board resolution supporting participation in the initiative is required.
2. Organizational Alignment: This can be documented in the form of a letter from the Chief Administrative Officer stating that the Fire, Building and Planning Departments are comfortable with participating in the initiative OR a copy of the staff report regarding the initiative that went to Council/Board that included sign-off by the Fire, Building and Planning Departments can be supplied.
3. Organizational Capacity: A building official with a Level 3 certification from the Building Officials Association of B.C. who is either a staff member or contracted for the purposes of this initiative.
4. Land Use Bylaws: The community's zoning bylaw or official community plan must support buildings greater than six storeys in height.
5. The checklist forwarded in response to your Expression of Interest and a Council Resolution must be provided

Draft model resolution will be provided for consideration



## Local Government Feedback

- Jurisdiction staff participation & feedback:
  - Specified project information
  - Sharing lessons learned
  - In person group discussions/surveys etc.
- Rationale
  - To help inform BSSB of issues encountered in practical application of new Code language.
  - Help guide future National and BC Building Code development.

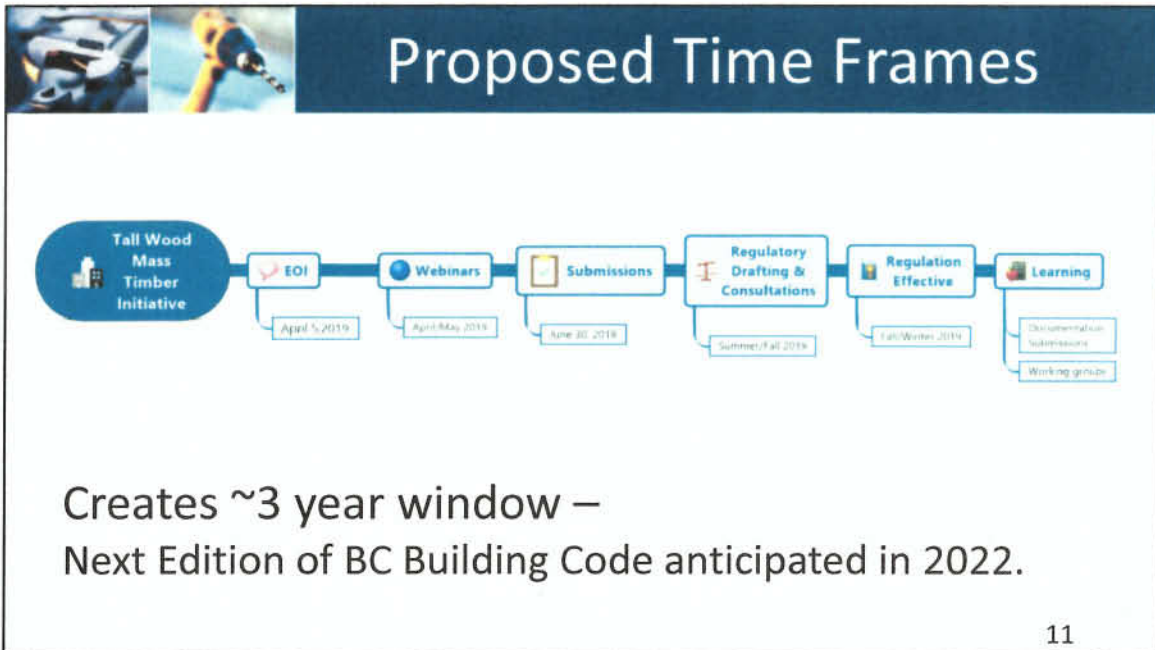


10

**Local Government Feedback:** It is expected that local government staff will participate in provincial working groups or provide feedback and other information on their encapsulated mass timber construction projects to the Building and Safety Standards Branch.

This will allow the Province and industry to learn and adapt building requirements based on real life experiences.





June 30 submission of application package

#### Timing

Jurisdiction Specific Regulation (JSR) end 2019 (est.)

EMTC up to 12 storeys province-wide in 2022/2023 BC Building Code



**Thank you!**  
Time for Q&A  
For More Information: [Lori.Roter@gov.bc.ca](mailto:Lori.Roter@gov.bc.ca) 778.974.2324



Office of Housing and  
Construction Standards

# TALL WOOD MASS TIMBER CONSTRUCTION EARLY ADOPTION INITIATIVE



## Implementing Tall Wood Construction in BC

*Jarrett Hutchinson, Director, Building Policy*

*Building & Safety Standards Branch*





# Agenda

1. Why are we doing this?
2. Mass Timber – what is it?
3. What can be built?
4. How do you participate?
5. Timelines?
6. Questions & Answers



[Source: Acton Ostry Architects](#)

3



# The Team



Building & Safety Standards Branch

4





## Context

- The 2020 National Building Code (NBC) will allow for Encapsulated Mass Timber Construction (EMTC) in buildings up to 12 storeys.
- Province wide adoption is anticipated with the next BC Building Code edition, currently proposed for 2022.
- To facilitate responsible implementation, communities who wish to lead the way in this early adoption initiative have been invited to participate in the process.
- The City of Victoria has expressed interest in being included.

5



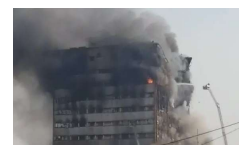
## What is EMTC?

1. NEW CLASS: unique qualities of EMTC neither aligns with the Combustible nor Non-Combustible Categories in the Code
2. Guidance on how assemblies can meet existing fire resistance ratings by:



Limiting fire contribution potential

Ensuring adequate structural resistance during a fire



Minimizing fire risk during the construction of a building

6



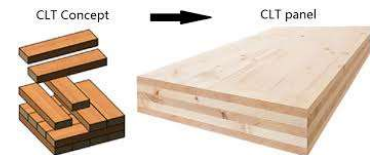
# Mass Timber (CLT)



*Source: AP/Don Ryan (2016)*



*Source: Structurlam Mass Timber Corporation (2019)*



*Source: ASCE (2013)*

7



# Mass Timber (DLT & Glulam)

**Dowel-Laminated Timber**



*Source: Structure craft*

**Glulam**




**Glulam Posts & Beams; CLT Ceiling and Floors**

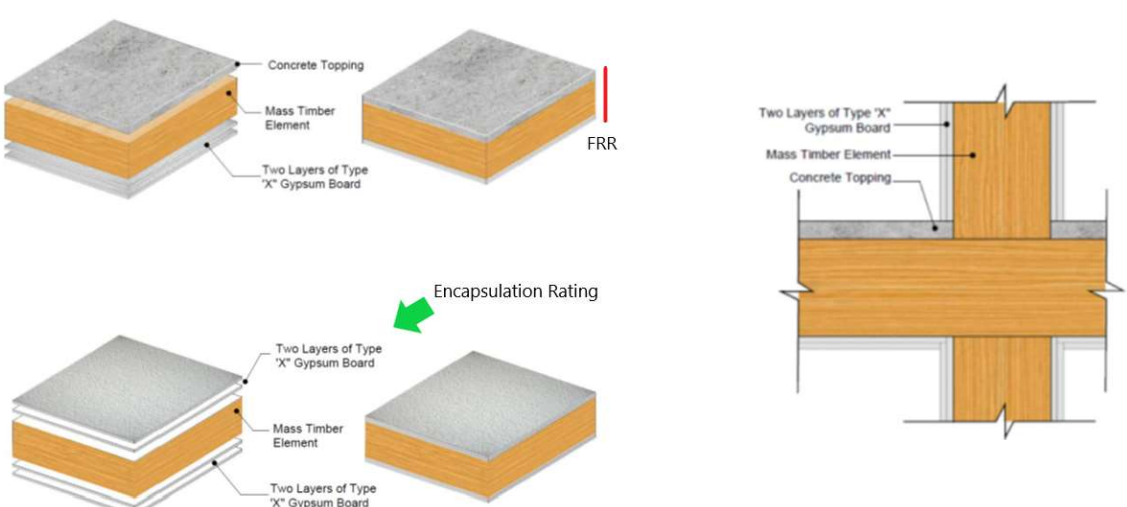


*Source: Engineered Wood Association (2018)*

8



# Encapsulation



Concrete Topping

Mass Timber Element

Two Layers of Type 'X' Gypsum Board

FRR

Encapsulation Rating

Two Layers of Type 'X' Gypsum Board

Mass Timber Element

Two Layers of Type 'X' Gypsum Board

Two Layers of Type 'X' Gypsum Board

Mass Timber Element

Concrete Topping

Source: Morrison Hershfield (2018)

9



# Permitted Occupancies

**Main Occupancies:** Condominiums, Apartments (Group C), Office Buildings (Group D)



Max. Footprint  
6 000 m<sup>2</sup>  
(~ 64 500 ft<sup>2</sup>)



Max. Footprint  
7 200 m<sup>2</sup>  
(~ 77 500 ft<sup>2</sup>)

12 Storey (42m/~138 ft)



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

**Option (Group A-2):**  
Library, Daycare,  
Restaurant  
(1<sup>st</sup> to 3<sup>rd</sup> Storey)

**Option (Group E):**  
Grocery Store  
(1<sup>st</sup> and 2<sup>nd</sup> Storey)

10



## Participation

1. **Land Use Bylaws** permit building height above six storeys;
2. Building Official on staff with **BOABC Level III Certification**;
3. **Organizational Alignment** to work with initiative;
4. **Council Resolution** submitted by June 30, 2019;
  - *....THAT Council gives permission to the Province of B.C. to include the (Legal Name of Local Government) as a participating local authority in the regulation for the Tall Wood Early Adoption Initiative...*
5. **Commitment** to share learning.

11



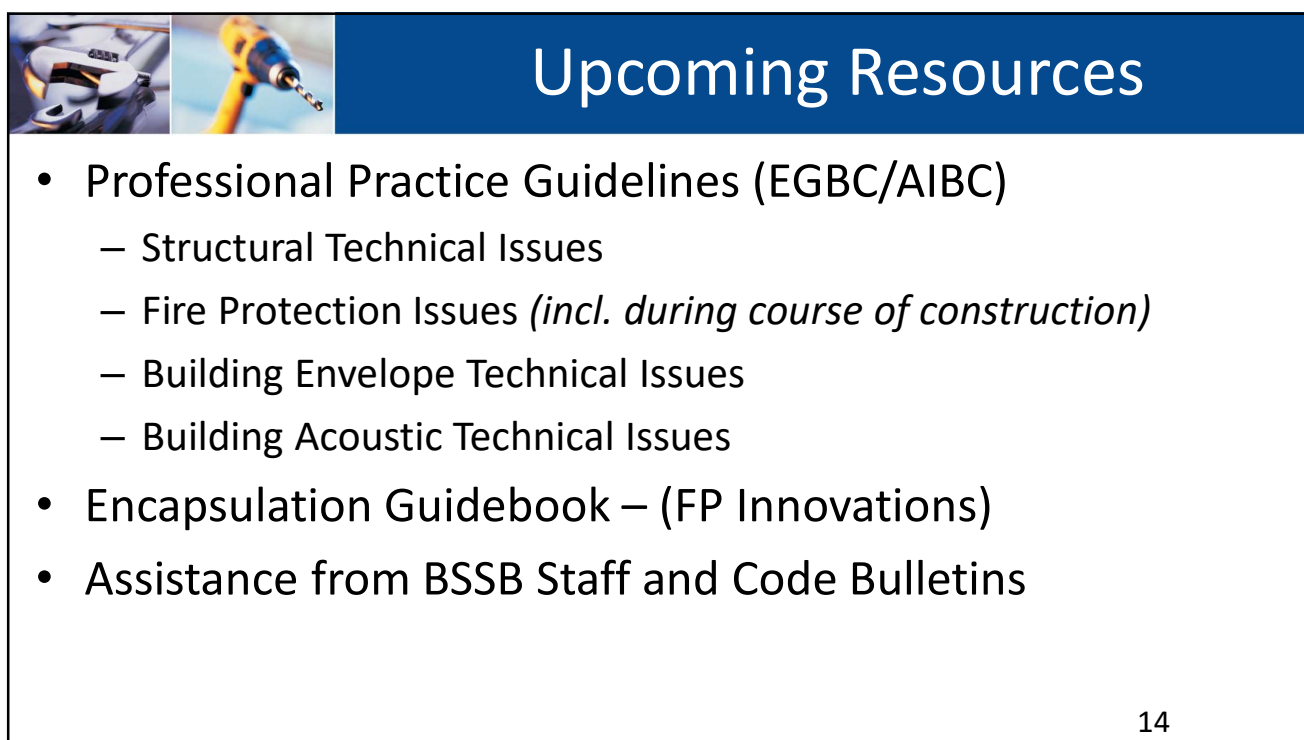
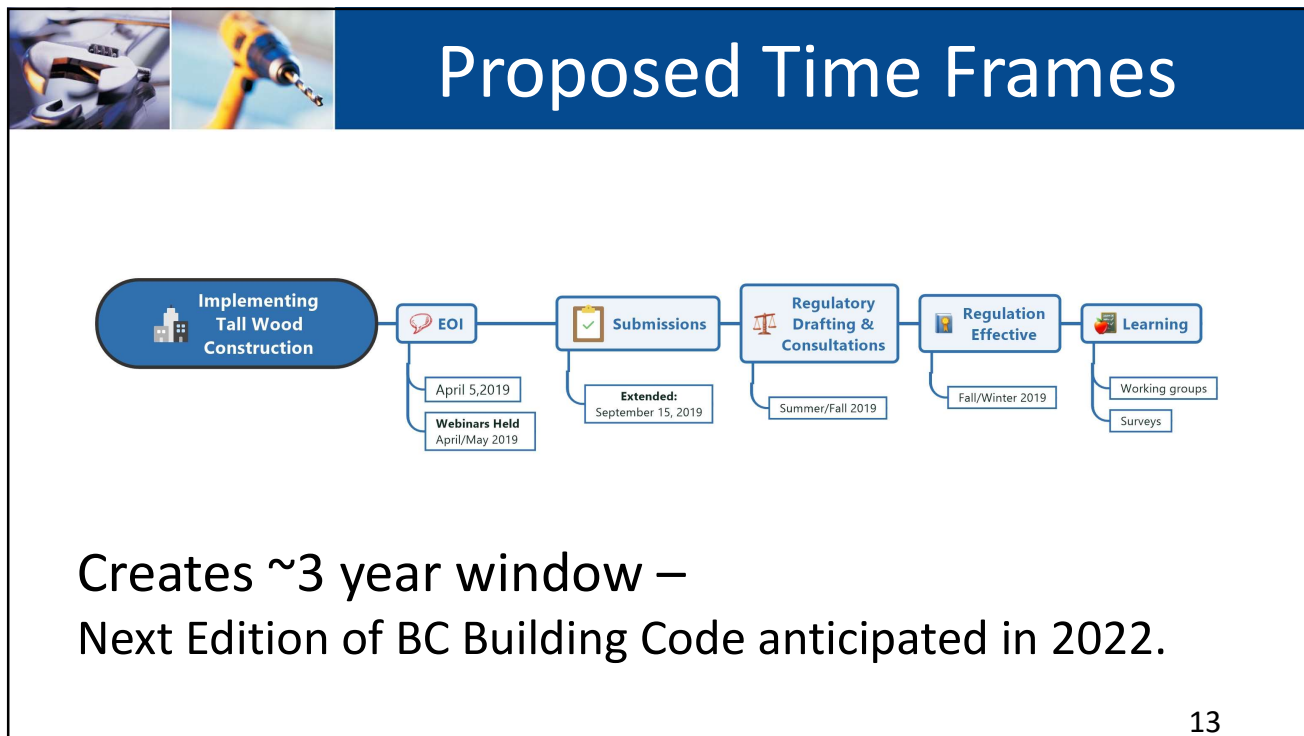
## Local Government Feedback

- Jurisdiction staff participation & feedback:
  - Specified project information
  - Sharing lessons learned
  - In person group discussions/surveys etc.
- Rationale
  - To help inform BSSB of issues encountered in practical application of new Code language.
  - Help guide future National and BC Building Code development.



12







# Thank you!

## Time for Q&A





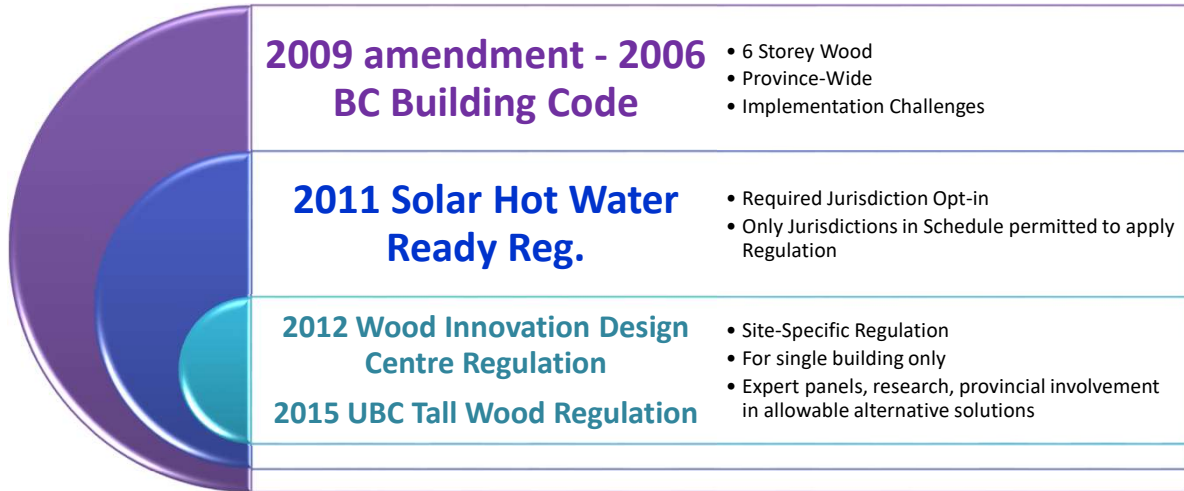
 Office of Housing and Construction Standards

## Recommendation

That Council supports participation in the Province of British Columbia's Tall Wood Early Adoption Initiative and directs staff to request the Province of British Columbia to include the City of Victoria as a participating local authority in the initiative.



## History - Regulatory Approaches







Respectfully submitted,



Kerri Moore  
Head of Business & Community Relations

**Report accepted and recommended by the City Manager:**

**Date:**

  
Aug 30, 2019

**List of Attachments**

Appendix A: Council Member Motion



**Council Member Report  
For the Committee of the Whole Meeting of August 8, 2019**

---

<b>To</b>	Committee of the Whole	<b>Date:</b>	August 2, 2019
<b>From</b>	Councilors Alto and Thornton-Joe		
<b>Subject</b>	Marking the 100 <sup>th</sup> Remembrance Day		

---

**Background**

In March 2018, the District of Saanich approved a proposal to recognize the London Plane memorial trees planted along Shelbourne Street as a memorial homage to soldiers from British Columbia who served and died in the First World War.

The London Plane trees were originally dedicated on October 2, 1921. Originally it was anticipated that there would be one tree for every BC soldier lost and that Shelbourne Street would be called Memorial Avenue. Given the high numbers of lost soldiers not all of the trees were planted and the proposed name was never implemented. Over the years some of the trees have been lost as Shelbourne Street has been widened, and as a result the historical significance of the trees has been diminished.

In 2018, memorial "medallions" noting the original intent to name the street "Memorial Avenue" and noting the phrase most often associated with Remembrance Day (*Lest We Forget*), were designed, manufactured and mounted on top of existing street signs and some traffic signs along Shelbourne Street in Saanich. Photographs of such medallions, on a dedicated pole, and mounted atop a street sign, are attached, below.

2019 marks the 100<sup>th</sup> anniversary of the establishment of Armistice Day, the precursor to our modern Remembrance Day. First observed in 1919, "Armistice Day" commemorated the armistice agreement that ended the First World War on Monday, November 11, 1918, at 11 am, the eleventh hour of the eleventh day of the eleventh month.

From 1921 to 1930, "Armistice Day" was held on the Monday of the week in which November 11 fell. In 1931, Alan Neill, Member of Parliament for Comox-Alberni, introduced a bill to observe "Armistice Day" only on November 11. Passed by the House of Commons, the bill also changed the name to "Remembrance Day". The first official "Remembrance Day" was observed on November 11, 1931.

Each year on November 11, Canadians pause in a moment of silence to honour and remember the men and women who have served, and continue to serve Canada during times of war, conflict and peace – the more than 2,300,000 Canadians who have served throughout our nation's history and the more than 118,000 who died while serving.

Remembrance Day is a federal statutory holiday. A national ceremony is held at the National War Memorial in Ottawa, at which the Governor General of Canada presides over a ceremony attended by the Prime Minister, government officials, representatives of Veterans' organizations, diplomatic representatives, dignitaries, Veterans and the general public.

Representatives of the local active branch of the Royal Canadian Legion, the Trafalgar/Pro Patria Branch #292, have indicated support for this project in principle.

This proposal is time sensitive, in that it promotes a recognition of the centenary of Remembrance Day in 2019.

### **Recommendation**

That staff be directed to report back at the September 5<sup>th</sup> Committee of the Whole meeting on the costs and resource implications associated with:

1. creating memorial medallions commemorating the 100<sup>th</sup> anniversary of the establishment of Remembrance Day
2. installing medallions on existing street and/or some traffic signs along both sides of Shelbourne Street from Bay Street to North Dairy Road
3. hosting an event to mark the installations in the week prior to November 11, 2019.

Respectfully submitted,



Councillor Alto



Councillor Thornton-Joe

### **ATTACHMENTS**

- **Attachment A: Examples of the medallions mounted on the Saanich stretch of Shelbourne Street**









## Committee of the Whole Report For the Meeting of September 5, 2019

---

**To:** Committee of the Whole

**Date:** August 9, 2019

**From:** Chris Coates, City Clerk

**Subject:** Mitochondrial Disease Awareness Week – September 15-21, 2019

---

### RECOMMENDATION

That the *Mitochondrial Disease Awareness Week* Proclamation be forwarded to the September 5, 2019 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Mitochondrial Disease Awareness Week* 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 "Mitochondrial Disease Awareness Week"
- Appendix B: List of Previously Approved Proclamations

**“MITOCHONDRIAL DISEASE AWARENESS WEEK”**

**WHEREAS** *Approximately 9000 Canadians have definitive mitochondrial disease; and*

**WHEREAS** *MitoCanada Foundation strives to find a cure for mitochondrial disease through the research we fund; and*

**WHEREAS** *There will be running, and walking, and other events in honor of those who have mitochondrial diseases and can't run or walk; and*

**WHEREAS** *Mitochondrial disease awareness will be achieved, and more people can be educated on a disease that affects many Canadians all over the world.*

**NOW, THEREFORE** *I do hereby proclaim the week of September 15<sup>th</sup> – September 21<sup>st</sup> 2019 as “MITOCHONDRIAL DISEASE AWARENESS WEEK” on the HOMELANDS of the Lekwungen speaking SONGHEES AND ESQUIMALT FIRST NATIONS in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

**IN WITNESS WHEREOF,** *I hereunto set my hand this 5<sup>th</sup> day of September, Two Thousand and Nineteen.*

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

**Sponsored by:  
Jess Vandenhazel  
MitoCanada Foundation**

**Appendix B****Council Meetings****Proclamations**


---

17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 - 7, 2019 International Development Week - February 3 - 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 - 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 - 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 - 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
09-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 - 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17-23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
1-Aug-19	National Polycystic Kidney Disease Awareness Day – July 25, 2019



## Committee of the Whole Report For the Meeting of September 5, 2019

---

**To:** Committee of the Whole  
**From:** Chris Coates, City Clerk  
**Subject:** Project Serve Day – September 14, 2019

---

**Date:** August 9, 2019

### RECOMMENDATION

That the *Project Serve Day* Proclamation be forwarded to the September 5, 2019 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Project Serve 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,



Chris Coates  
City Clerk

### List of Attachments

- Appendix A: Proclamation "Project Serve Day"
- Appendix B: List of Previously Approved Proclamations



### **“PROJECT SERVE DAY”**

- WHEREAS** *the University of Victoria is recognized annually as one of Canada’s top universities and civic engagement is a key part of their mission and their faculty, students & staff work with community partners locally & globally to tackle issues that matter to people, places and the planet; and*
- WHEREAS** *the University of Victoria is proud to partner with their community beyond the campus to make our region a better place and that building strong partnerships with community organizations and actively engaging local citizens from all walks of life is fundamental to the University of Victoria’s approach; and*
- WHEREAS** *it is recognized and strongly acknowledged that having students, alumni & staff engage in community as volunteers in a meaningful fashion builds capacities & resilience in both the participants & the places in which they volunteer and that participation in service learning activities as organized through Project Serve Day – a one day event that matches UVic students and alumni with local community organizations to spend one day volunteering to support a service project – is a meaningful way to facilitate learning & civic engagement; and*
- WHEREAS** *Project Serve Day in the Greater Victoria Region will take place on Saturday September 14 2019; and*
- WHEREAS** *I call upon all citizens to celebrate the many skills and talents that all volunteers bring to our region and to thank the student/alumni participants and Project Serve host organizations for their commitment to enhancing quality of life in our community through their mission of service.*

**NOW, THEREFORE** *I do hereby proclaim the day of Saturday, September 14<sup>th</sup>, 2019 as*  
**“PROJECT SERVE DAY”** *on the HOMELANDS of the Lekwungen speaking*  
**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 September 5<sup>th</sup>, Two Thousand and*  
*Nineteen.*

---

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

*Sponsored by:*  
**George Colussi**  
**Volunteer Victoria**

**Appendix B****Council Meetings****Proclamations**


---

17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 - 7, 2019 International Development Week - February 3 - 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 - 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 - 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 - 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
09-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 - 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17-23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
1-Aug-19	National Polycystic Kidney Disease Awareness Day – July 25, 2019



## Committee of the Whole Report For the Meeting of September 5, 2019

---

**To:** Committee of the Whole

**Date:** August 9, 2019

**From:** Chris Coates, City Clerk

**Subject:** One Day Together – September 7, 2019

---

### RECOMMENDATION

That the *One Day Together* Proclamation be forwarded to the September 5, 2019 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *One Day Together* 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 "One Day Together"
- Appendix B: List of Previously Approved Proclamations

**“ONE DAY TOGETHER”**

- WHEREAS** September 7<sup>th</sup>, 2019 marks the 10th anniversary of One Day Together, an event organized by community agencies that work with children, youth, and adults with intellectual disabilities; and
- WHEREAS** the purpose of One Day is to celebrate the diversity of the community through the planning of a free, family-oriented celebration that is inclusive and welcoming for everyone in our community; and
- WHEREAS** the organizers of One Day have worked hard for 10 years to encourage the community at large to attend in the hope that through celebrating our similarities, we can break down the barriers that can result in social isolation for some; and
- WHEREAS** any and all events that foster inclusiveness, community engagement, and mutual understanding enrich and benefit the City of Victoria.

**NOW, THEREFORE** I do hereby proclaim September 7<sup>th</sup>, 2019 as **“ONE DAY TOGETHER”** on the HOMELANDS of the Lekwungen speaking **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 September 5<sup>th</sup>, Two Thousand and Nineteen.

---

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

**Sponsored by:**  
**BeConnected Support Services**  
**Community Living Services**  
**Community Living BC**  
**ILHS**  
**Integra Support Services**  
**Kardel**  
**Lifetime Networks**  
**Recreation Integration Victoria**



**Appendix B****Council Meetings****Proclamations**


---

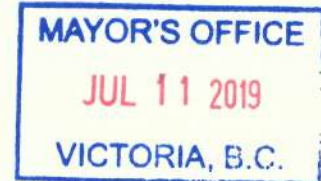
17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 - 7, 2019 International Development Week - February 3 - 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 - 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 - 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 - 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
09-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 - 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17-23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
1-Aug-19	National Polycystic Kidney Disease Awareness Day – July 25, 2019





July 5, 2019

Her Worship Lisa Helps  
Mayor of the City of Victoria  
1 Centennial Square  
Victoria BC V8W 1P6



Dear Mayor Helps:

Thank you for your letter dated April 10, 2019, containing a City of Victoria council resolution in support of a regional police department for the Capital Regional District (CRD).

In the resolution, council cites a number of reasons for establishing a regional police department for the region. These include: disproportionate costs borne by taxpayers, increasing demands for policing services in the core area of the region and the benefits of consolidation of command and coordination of resourcing and equipment.

It is my responsibility as Minister of Public Safety and Solicitor General to ensure that an adequate and effective level of policing, law enforcement and public safety are maintained throughout British Columbia.

Integration or regionalization has the potential to benefit the delivery of policing and law enforcement in a community. This government continues to be supportive of integration and regionalization where appropriate and has assisted communities in working with police agencies to achieve this objective. However, any change to policing and law enforcement in the Capital Region is a decision for the municipalities involved and their elected officials, subject to my overall responsibility to ensure adequate and effective policing and public safety in BC.

This government continues to be committed to working with local governments and key stakeholders in the CRD on furthering police service integration in the region or exploring regional service delivery options. I also welcome the opportunity to consider any proposals presented jointly by the CRD and the municipalities involved.

Sincerely,

Mike Farnworth  
Minister of Public Safety  
and Solicitor General



**Council Member Motion  
For the Committee of the Whole Meeting of September 5, 2019**

---

**Date:** August 21, 2019

**From:** Councillor Ben Isitt

**Subject:** Correspondence from City of White Rock – Proposed Vacancy Tax

---

**Background:**

The attached correspondence from the City of White Rock includes a motion passed by White Rock Council which seeks UBCM member support for working with the Provincial Government to amend the Community Charter to permit local governments to implement an annual vacancy tax similar to the City of Vancouver's authority granted under the Vancouver Charter.

**Recommendation:**

That Council:

1. Endorse the resolution from the City of White Rock regarding the proposed vacancy tax.
2. Direct staff to communicate this support electronically to the Mayor and Council of White Rock and other UBCM member local governments.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

**Attachment:**

1. Letter from the City of White Rock regarding Proposed Vacancy Tax





MAYOR DARRYL WALKER  
OFFICE OF THE MAYOR  
WHITE ROCK, BC CANADA

June 26, 2019

To the Union of British Columbia Municipalities:

**RE: PROPOSED VACANCY TAX**

On June 24, 2019, White Rock City Council considered a corporate report from the Director of Financial Services titled "Proposed Vacancy Tax" (attached). Discussions stemming from this report reinforce the need for local governments to address this matter directly.

I am writing on behalf of White Rock City Council, to canvass your support of our resolution requesting UBCM work with the Province in amending the *Community Charter*. If supported, the amendment would permit municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties. The City of Vancouver has set a precedent for this authority through the *Vancouver Charter*. Our resolution reads as follows:

WHEREAS The City of Vancouver has authority through the *Vancouver Charter* to implement an Annual Vacancy Tax

WHEREAS The City of White Rock is governed through the *Community Charter* where there is no current authority to implement a Vacancy Tax and it is believed that there are a number of vacant residential and commercial properties in the City of White Rock

THEREFORE BE IT RESOLVED THAT the City of White Rock request that UBCM work with the Province of British Columbia to amend the authority given to Local Governments through the *Community Charter* permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties, and that the criteria and administrative requirements be similar to those of the *Vancouver Charter*.

We believe that providing local governments this authority is one step closer towards addressing BC's affordable housing crisis.

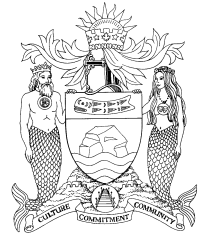
A copy of the resolution has been included with this correspondence for inclusion in your agenda packages.

We appreciate your time in considering our request, and look forward to connecting at the UBCM Convention this Fall.

Sincerely,

Darryl Walker  
Mayor

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** June 24, 2019

**TO:** Governance and Legislation Committee

**FROM:** Sandra Kurylo, Director of Financial Services

**SUBJECT:** Proposed Vacancy Tax

---

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated June 24, 2019 from the Director of Financial Services, titled “Proposed Vacancy Tax”.

---

**INTRODUCTION**

This corporate report is in follow-up to Council’s resolution of January 28, 2019, that directed staff to prepare a corporate report on a proposal that the City of White Rock implement a vacancy tax, similar to the City of Vancouver, with certain considerations. The motion states that the proposed vacancy tax be 5% of the tax assessed level of the property municipal levy on commercial and residential properties and include a 2.5% municipal levy on the sale of assignments (“flipping”). As well the motion states that all such receipts be earmarked for the acquisition and construction of affordable (or below market rate) housing in White Rock.

**ANALYSIS**

The first step in considering a plan for a vacancy tax is to determine if the City has the legal authority to impose it. The City has confirmed that, with the exception of the City of Vancouver who have their own Charter, local governments in British Columbia do not have the authority to impose a vacancy tax.

Section 193 (1) of the *Community Charter* states that a municipality may not impose a tax unless it is expressly authorized to do so by statute. The *Community Charter* provides the City with the authority to impose certain types of taxes, such as property value taxes, parcel taxes and local services taxes. However, there is no express authority in the *Community Charter* to impose a vacancy tax.

Unlike other municipalities in the province, the City of Vancouver is governed by the *Vancouver Charter*, rather than the *Community Charter*. Prior to imposing a vacancy tax, it was first necessary for them to work with the Province, to amend the *Vancouver Charter* granting them the authority to impose a vacancy tax. This was done as of July 2016.

If White Rock Council wanted to pursue a similar amendment to the *Community Charter*, an appropriate process would be through a UBCM resolution. The deadline for submitting

resolutions to the UBCM for debate at their fall conference is June 30, 2019. There are specific requirements for the drafting of such resolutions, and they must be adopted by the respective municipal councils before being submitted.

UBCM staff have advised that if resolutions are received past the June 30 deadline, they will be reported to the "Resolutions Committee" but not necessarily recommended to go forward for debate at the conference. All late resolutions are published and distributed to conference attendees, for information.

Another option is to submit a Council endorsed resolution to the LMLGA 2020 spring conference, which if supported, will be forwarded to the 2020 UBCM conference for consideration, if the City wishes.

### **CONCLUSION**

It is recommended that the information contained in this corporate report be received.

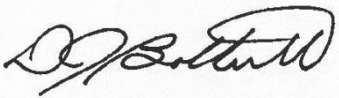
Respectfully submitted,



Sandra Kurylo  
Director of Financial Services

### **Comments from the Chief Administrative Officer:**

This corporate report is provided for information.



Dan Bottrill  
Chief Administrative Officer

## **RESOLUTION FOR UBCM FOR CONSIDERATION**

WHEREAS The City of Vancouver has authority through the *Vancouver Charter* to implement an Annual Vacancy Tax

WHEREAS The City of White Rock is governed through the *Community Charter* where there is no current authority to implement a Vacancy Tax and it is believed that there are a number of vacant residential and commercial properties in the City of White Rock

THEREFORE BE IT RESOLVED THAT the City of White Rock request that UBCM work with the Province of British Columbia to amend the authority given to Local Governments through the *Community Charter* permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties, and that the criteria and administrative requirements be similar to those of the *Vancouver Charter* .





**Council Member Motion**  
**For the Committee of the Whole Meeting of September 5, 2019**

---

**To:** Committee of the Whole **Date:** August 30, 2019  
**From:** Mayor Helps  
**Subject:** Attendance at the UN Secretary-General's Climate Action Summit, New York, Sept 20-24

---

**BACKGROUND**

In response to the Intergovernmental Panel on Climate Change report in October 2018, UN Secretary-General António Guterres has called a Climate Action Summit to be held in New York on September 23<sup>rd</sup>. The theme of the Summit is "A Race We Can Win."

I recently received an invitation from the Executive Secretary, Under-Secretary-General Olga Algayerova to attend this conference for a very specific purpose. Victoria seems to have caught global attention for our sustainability work.

Here is some relevant content from the invitation letter:

"I would like to invite you to join me at the United Nations Secretary-General's Climate Change Action Summit in New York City on 23 September 2019, to support the launch of my campaign for accelerated action against climate change.

"I would be honoured if you would join me as one of the first mayors to make the pledge and a pioneer of this initiative, which will then be open for other mayors to join after the Climate Change Action Summit. I believe there is a lot we can learn from the progress your city has already achieved in this area, and I would like to help you share this achievement with other cities and allow them to learn from it."

The details of the initiative have been embargoed by the UN until an event in New York on September 21<sup>st</sup> at which I have been invited to speak. The City will issue a press release after that event.

Further and more recently, I have also been invited by the Global Covenant of Mayors for Climate to speak at their events in New York on the weekend of September 21-22 as a lead up to the UN Secretary General's Summit.

Both of these opportunities are important in furthering Victoria's global reputation as a climate and urban sustainability leader, increasing Victoria's global fluency on climate issues, and learning from other cities.

In the 2019 budget, Council allocated \$15,000 for conference attendance for the Mayor. Including costs for me to participate in UBCM in September, this budget will have been met. The opportunity

to participate in the UN Secretary General's Conference was unanticipated in my travel and conference attendance planning for the year.

Given that it is an exciting and important initiative in which Victoria has been included, it is recommended that funding be allocated from the contingency budget to cover this expenditure.

The costs are as follows:

Registration	\$ 0.00
Transportation - airfare	\$ 1426.90
Accommodation	\$ 2027.08
Incidentals	
Taxi/bus	\$ 200
Meals	\$ 250
Carbon Offset Fee	\$ 193.50
Approximate total:	<b>\$ 4097.48</b>

## RECOMMENDATIONS

1. That Council authorize the attendance and associated costs from the contingency budget for Mayor Lisa Helps to attend the UN Secretary-General's Climate Action Summit New York City and related events, Sept 20-24, 2019.

Respectfully submitted,



Lisa Helps  
Victoria Mayor

Council Conference Attendance - Approved & Pending Requests 2019		Budget	Mayor / Council Motions	Total Requests/ Actuals
<b>Mayor Budget 2000.4116 (Conferences/Travel)</b>		<b>\$ 15,000</b>		
<u>Approved at the February 14 Meeting</u>				
Mayor Helps - New Westminster Mayor's Housing Roundtable at New Westminster, B.C. February 16			541	416
Mayor Helps - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2			2,406	4,529
Mayor Helps - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2			-	186
Mayor Helps - UBCM Annual Conference held in Vancouver Sep 23-27			1,671	1,671
Mayor Helps - Chamber Luncheon Jan 30			-	62
<u>Approved at the April 11 Meeting</u>				
Mayor Helps - Association of Vancouver Island and Coastal Communities Annual Meeting held in Powell River April 12-14			920	1,152
<u>Approved at the May 9 Meeting</u>				
Mayor Helps - International Conference on Climate Action (ICCA) held in Heidelberg, Germany on May 21-24			3,409	3,252
Mayor Helps - International Conference on Climate Action (ICCA) held in Heidelberg, Germany on May 21-24: Carbon Tax portion only			399	399
Mayor Helps - South Island Prosperity Partnership (SIPP) in Ottawa, Ontario on May 12-15			284	198
Mayor Helps - South Island Prosperity Partnership (SIPP) in Ottawa, Ontario on May 12-15: Carbon Tax portion only			177	171
<u>Approved at the June 13 Meeting</u>				
Mayor Helps - Tour of Ambrose Place in Edmonton, Alberta held on June 17-18, 2019			348	348
Mayor Helps - Tour of Ambrose Place in Edmonton, Alberta held on June 17-18, 2019: Carbon Tax portion only			21	21
Mayor Helps - Wellbeing Cities Forum held in Montreal, Quebec held on June 18-20, 2019			1,416	1,416
Mayor Helps - Wellbeing Cities Forum held in Montreal, Quebec held on June 18-20, 2019: Carbon Tax portion only			177	177
<u>Approved at the August 8 Meeting</u>				
Mayor Helps - Future Cities Canada Summit held on November 7-8, 2019: Carbon Tax portion only (Remainder to be reimbursed by conference organizers)			167	167
<u>Pending Requests for COTW Meeting on Sept 5, 2019:</u>				
Mayor Helps - UN Secretary - General's Climate Action summit, New York Sep 20-24			3,360	3,360
Mayor Helps - UN Secretary - General's Climate Action summit, New York Sep 20-24: Carbon Tax Portion Only			194	194
<b>Total Requests/Actuals</b>		<b>\$ 15,000</b>	<b>\$ 15,489</b>	<b>\$ 17,719</b>
<b>Remaining</b>				<b>\$ (2,719)</b>
<b>Council Budget 2000.4116 (Conferences/Travel)</b>		<b>\$ 35,000</b>		
<u>Approved at the January 31 Meeting</u>				
Councillor Isitt - Higher Ground Governance Forum held in Harrison Hot Springs March 29-30			1,050	1,101
Councillor Isitt - Association of Vancouver Island and Coastal Communities Annual Meeting held in Powell River April 12-14			1,000	1,000
Councillor Isitt - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2			2,700	3,870
Councillor Isitt - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2 Carbon Tax portion only			0	93
Councillor Collins - Association of Vancouver Island and Coastal Communities Annual Meeting held in Powell River April 12-14			1,000	1,000
Councillor Collins - New Westminster Mayor's Housing Roundtable at New Westminster, B.C. February 16			200	200
<u>Approved at the February 28 Meeting</u>				
Councillor Collins - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2			2,700	2,700

Council Conference Attendance - Approved & Pending Requests 2019	Budget	Mayor / Council Motions	Total Requests/ Actuals
<b><u>Approved at the March 28 Meeting</u></b>			
Councillor Dubow - Association of Vancouver Island and Coastal Communities Annual Meeting held in Powell River April 12-14		900	900
Councillor Alto - Higher Ground Governance Forum held in Harrison Hot Springs March 29-30		666	666
Councillor Loveday - Higher Ground Governance Forum held in Harrison Hot Springs March 29-30		1,100	1,100
Councillor Loveday - Association of Vancouver Island and Coastal Communities Annual Meeting held in Powell River April 12-14		915	915
Councillor Loveday - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2		3,145	3,583
Councillor Loveday - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2 Carbon Tax portion only		0	92
<b><u>Approved at the April 11 Meeting</u></b>			
Councillor Potts - Association of Vancouver Island and Coastal Communities Annual Meeting held in Powell River April 12-14		918	882
<b><u>Approved at the June 13 Meeting</u></b>			
Councillor Dubow - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2		3,767	3,767
Councillor Dubow - Federation of Canadian Municipalities Annual Meeting held in Quebec City May 30-June 2: Carbon Tax portion only		201	201
<b><u>Approved at the July 11 Meeting</u></b>			
Councillor Dubow - BC Active Transportation Summit in New Westminster, June 17-18		368	368
<b><u>Approved at the July 18 Meeting</u></b>			
Councillor Alto - Canadian Capital Cities Annual Conference in Regina, Saskatchewan Sept 13-18		1,877	1,877
Councillor Alto - Canadian Capital Cities Annual Conference in Regina, Saskatchewan Sept 13-18: Carbon Tax portion only		66	66
<b><u>Approved at the August 8 Meeting</u></b>			
Councillor Thornton-Joe - Canadian Capital Cities Annual Conference in Regina, Saskatchewan Sept 15-17		1,430	1,430
Councillor Thornton-Joe - Canadian Capital Cities Annual Conference in Regina, Saskatchewan Sept 15-17: Carbon Tax portion only		66	66
Councillor Young - UBCM Annual Conference held in Vancouver, B.C. held on Sept 23-27, 2019		1,339	1,339
Councillor Thornton-Joe - International Downtown Association Conference in Baltimore, Maryland Oct 26-30, 2019		3,170	3,170
Councillor Thornton-Joe - International Downtown Association Conference in Baltimore, Maryland Oct 26-30, 2019: Carbon Tax portion only		189	189
Councillor Alto - UBCM Annual Conference held in Vancouver, B.C. held on Sept 23-27, 2019		1,600	1,600
<b><u>Miscellaneous Conferences and Expenditures</u></b>			
Councillor Alto - Urban Development Luncheon held in Victoria Jan 31			65
Councillor Alto - Urban Development Institute Luncheon			43
Councillor Dubow - GVCC Breakfast			52
Councillor Thornton-Joe - Urban Development Institute Luncheon			43
Councillor Isitt - Misc meal expenses			434
<b><u>Probable Upcoming Events:</u></b>			
UBCM Annual Conference held in Vancouver Sep 23-27 (estimated 2 x \$2,300)			4,600
<b>Total Requests/Actuals</b>	<b>\$ 35,000</b>	<b>\$ 30,367</b>	<b>\$ 37,412</b>
<b>Remaining</b>			<b>\$ (2,412)</b>





**Council Member Motion**  
**For the Committee of the Whole Meeting of September 5, 2019**

---

**To:** Committee of the Whole **Date:** August 30 2019  
**From:** Mayor Helps and Councillor Dubow  
**Subject:** Operational Funding for Transit – Federal Election Party Platforms

---

**BACKGROUND**

In early August Mayor Helps received the attached letter from Montreal City Councillor Marvin Rotrand requesting that the City of Victoria support the motion attached based on the rationale laid out in Councillor Rotrand's letter.

On August 13<sup>th</sup>, we brought this motion to the Greater Victoria Transit Commission where it was unanimously endorsed. Recently a letter from the Transit Commission (also attached) was sent to all federal parties.

The City of Victoria has been a strong advocate for Transit. Therefore it is recommended that Council also adopt this resolution and request that the mayor write a letter to all federal parties as soon as possible.

**RECOMMENDATION**

That Council adopt the attached resolution and request that the mayor write a letter to all federal parties.

Respectfully submitted,

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

Mayor Helps

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

Councillor Dubow

## **Motion to Urge the Federal Parties to Commit if Elected to Creating a Program of Funding a Portion of the Operational Budgets of Local Public Transit Providers**

Whereas efficient, extensive and reliable public transit systems are vital in promoting sustainable mobility in Canada cutting congestion, reducing greenhouse gas emissions, permitting better land use policies for municipalities and regional authorities while providing commuters better travelling choices;

Whereas municipalities, regional authorities and local public transit providers do not have the tax base or financial resources to build and operate the effective transit systems that Canada requires for a greener future that offers a real alternative to the private automobile and a tool to combat climate change;

Whereas investments in public transit lead to economic growth promoting jobs and prosperity returning payroll and other taxes to the superior levels of Government in return for their investments to augment the offer of public transit;

Whereas population growth as well as the shared value of all the three levels of government to promote denser more compact cities requires more and better transit in the future;

Whereas there is a federal election October 21, 2019 and whereas for the 2015 election all the major political parties responded favourably to the demands of municipalities by inserting in their platforms investments in transit infrastructure;

Whereas the Government of Canada in the 2019 budget augmented gas tax transfers to municipalities to \$4.4 billion and whereas federal and provincial funding for transit infrastructure has and will continue to finance new lines across Canada over the next decade;

Whereas the launch of new lines adds to the operational costs of local transporters with in most cases no identifiable source of funding to boost the transit offer other than transit fares and local taxation;

Therefore be it resolved that the Victoria Regional Transit Commission urge the federal political parties to commit in their 2019 electoral platforms to creating funding to defray the operational costs of local transporters so as to allow new lines and augmented services to be introduced at an affordable cost to riders without over-reliance on local taxation.

**Councillor Susan Brice –  
Chair**  
*District of Saanich*

**Councillor Sharmarke Dubow**  
*City of Victoria*

TBD

**Mayor Fred Haynes**  
*District of Saanich*

**Mayor Lisa Helps**  
*City of Victoria*

**Mayor Rob Martin**  
*City of Colwood*

**Mayor Kevin Murdoch**  
*District of Oak Bay*

**Mayor Geoff Orr**  
*District of North Saanich*

**Mayor Maja Tait**  
*District of Sooke*

Re: Additional operational funding for public transit

The Victoria Regional Transit Commission funds and manages the second largest transit system in the Province of British Columbia, delivering over 27 million passenger trips per year.

This upcoming Federal election presents all candidates a critical opportunity to demonstrate how they will improve the lives of Canadians through enhanced funding models to support public transit systems. We all appreciate that efficient, extensive and reliable public transit systems are vital in promoting sustainable mobility in Canada. Reliable systems cut congestion, reduce greenhouse gas emissions, permit better land use policies for municipalities and regional authorities, all the while providing commuters better travelling choices.

Without new funding options, municipalities, regional authorities and local public transit providers do not have the tax base or financial resources to build and operate the effective transit systems required for a greener future that offers a real alternative to the private automobile and a tool to combat climate change.

At its August 13, 2019 meeting, the Commission unanimously voted to urge each party to commit additional funding to defray the operational costs of local public transit to support augmented services at an affordable cost to riders without over-reliance on local taxation. Incremental funding in the near term will also allow agencies, such as ourselves, to accelerate the adoption of low-to-zero emission transit vehicles in response to the climate crisis.

During the previous election, the Commission was very pleased to see that all the major political parties responded favourably to the demands of municipalities by campaigning on increased investments in transit infrastructure. Through this election, we look forward to your continued support of this vital service and a commitment to ongoing additional operational funding to enable the reliable and sustainable transportation services that families and workers deserve.

Yours sincerely,

Susan Brice, Chair  
Victoria Regional Transit Commission

cc: Commission Members

**Borough Mayor and  
City Councillors' office**  
5160 Décarie, Suite 710  
Montréal (Québec) H3X 2H9

[mrotrand@ville.montreal.qc.ca](mailto:mrotrand@ville.montreal.qc.ca)

BY E-MAIL / BY MAIL

August 2, 2019

Lisa Helps  
Mayor - City of Victoria  
1 Centennial Square  
Victoria, B.C. V8W 1P6

Dear Mayor Helps,

Earlier today I tabled a motion for the upcoming Montreal City Council meeting which urges Canada's federal political parties to add a promise to their 2019 electoral platforms which would provide funding for transit operations.

I wonder if you would consider bringing forward a similar motion to Victoria City Council.

In 2015 the work of municipalities from coast to coast helped convince the parties to commit to substantial new transit infrastructure funding. As a consequence the Liberal Party of Canada pledged to reinvest in infrastructure with a large portion aimed at assuring Canadians of a fast, efficient and comfortable sustainable transport future.

However it was not only a Liberal priority: the demand for building new transport infrastructure had resonance with all four major parties, with the Conservatives, NDP and Greens also committing to funding. The consensus that Canada needed a modern high capacity public transit network has aided the Government of Canada to live up to the promises made.

As Canadians begin to focus on the October 21, 2019 election, I am hopeful that a concerted effort by municipalities will attract the parties' attention to the fact that successful renewal of transit also needs increased funding for transporters to operate their networks.

Substantial new investment has indeed spurred the construction of new lines and allowed transporters to augment the size of their fleets. However the launch of new lines and the implementing of more frequent service has and is adding to the operational costs of local transporters.

.../2



In most cases no identifiable source of funding exists to boost the transit offer other than raising transit fares and boosting local taxation. Municipalities and local authorities have limited means to finance the additional services that new lines and new vehicles can offer. Raising fares to allow better service is a losing proposition and hiking municipal taxes to pay for more transit is an equally poor choice.

Recently newspapers across Canada carried an op-ed by Marco D'Angelo, President of the Canadian Urban Transit Association (CUTA) pointing out the gains made through the funding poured into infrastructure and warning of the coming cash crunch in transporters' operational budgets.

My motion reflects CUTA's stand for a commitment from the parties to take the next step and find a way for the Government of Canada to subsidize the operational cost of transit.

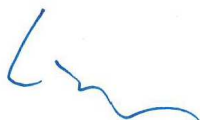
Last week the Federation of Canadian Municipalities, noting that the Gas Tax Fund (GTF) for 2019-2020 has been doubled to a total of \$4.4 billion, invited the next Government of Canada to consider making that level of funding in this program permanent.

The specifics of whether funds from the GTF could be allocated to transit operations or whether that should come from a separate fund are less important than winning all parties' support for federal money to aid transit operations which is why I am hopeful that a series of municipal motions will have an impact on the 2019 election campaign.

Attached please find a template of the motion that is being circulated across the country. It is my hope that a consensus of municipalities behind this request will win the support of the federal parties and come to fruition in time to facilitate the entry into service of new lines and additional vehicles.

Please feel free to contact me at 514 774 1073 should you have need of any clarifications. Please be so kind as to forward me a copy of any motion that your Council might adopt.

Best regards,



Marvin Rotrand  
City Councillor - Snowdon  
City of Montreal

Encl.



**Council Member Motion**  
**For the Committee of the Whole Meeting of September 5, 2019**

---

**Date:** August 14, 2019

**From:** Councillor Ben Isitt and Mayor Lisa Helps

**Subject:** Support for Geronimo Canoe Club at World Distance Outrigging Championship

---

**Background:**

Council has received correspondence from the Geronimo Canoe Club requesting assistance with costs associated with the club's participation at the 2019 World Distance Outrigging Championship in Brisbane, Australia from August 5-17, 2019 (see Attachment).

The correspondence notes a contribution from the Township of Esquimalt in the amount of \$500.

City of Victoria staff have inquired with the club and determined that a portion of the estimated \$18,610 total cost for the athletes remains unfunded.

In light of the City of Victoria's strategic commitment to strengthening relations with Indigenous people and supporting expressions of Indigenous interests, as well as supporting an inclusive community and health and wellness, it is recommended that Council consider providing a one-time grant of \$1000 to assist with costs arising from the Geronimo Canoe Club's participation at the World Distance Outrigging Championship, with the contribution funded from the 2019 contingency.

**Recommendation:**

That Council authorize a contribution of \$1000 from 2019 contingency to assist with costs arising from the Geronimo Canoe Club's participation at the World Distance Outrigging Championship.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

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

Mayor Helps

**Attachments:**

1. Letter from Geronimo Canoe Club, June 27, 2019

Cecelia Dick  
175 Maple bank rd.  
Victoria, B.C.  
27.06.2019



**Mayor Lisa Helps and Council**

1 Centennial Square  
Victoria, BC V8W 1P6

Dear Mayor Helps, Councillor Alto, Councillor Collins, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young,

Hello, my name is Cecelia Dick from the Songhees Nation. I am writing you this letter to request financial aid to Geronimo Canoe Club that are representing Team Canada in the World distance Outrigging Championship held in Brisbane, Australia, August, 5-17, 2019.

I have written a donation letter prior to this letter and received a response from Esquimalt Barbara Desjardins, **Mayor**. Town ship of Esquimalt donated \$ 500.00. We are very grateful for the help but are still quite a bit away from the goal to get them to their destination. I would like to ask if you are able to match the \$500.00 or better the amount.

The budget to get them there is \$18,610.00 for all Five of the Athletes. The club has been doing fundraising events to help but it has been a slow process. We only have 39 days left to raise the funds required.

In the spirit of reconciliation, we hope we can work together as one to send our boys to this international event. (In our language working together as one means *nétsamaát*: we are all one.)

Sincerely,

A handwritten signature in blue ink that reads "Cecelia Dick".

Cecelia Dick



**Council Member Motion**  
**Committee of the Whole Meeting of September 5, 2019**

---

**Date:** August 29 , 2019

**From:** Councillor G. Young

**Subject: Setback Regulations for Retaining Walls and Other Structures**

---

**Background**

The recent construction of a retaining wall on Hollywood Crescent has highlighted an apparent gap in City Bylaws relating to certain structures that can be located within setbacks prescribed in the Zoning Bylaw. Retaining walls and other types of construction that also do not require building permits have been known to occur within prescribed setback areas. Particularly in waterfront areas the lack of regulation appears to create an inconsistency with the intent behind the setbacks to water bodies.

**Motion:**

That Council direct staff to amend the Zoning Regulation Bylaw to apply building setback regulations to retaining walls and other structures on all waterfront properties with residential development.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "G. Young", written over the printed name "Councillor Young".

Councillor Young





Respectfully submitted,



Councillor Thornton-Joe



Councillor Alto

**List of Attachments:**

Schedule A: Photographs

Schedule A: Photographs

