



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, October 24, 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 meeting held October 10, 2019
- G.1 - Certification as a Living Wage Employer
- G.2 - Commercial Loading Zone Permits

C. READING OF MINUTES

C.1 Minutes from the meeting held October 10, 2019

1

D. UNFINISHED BUSINESS

E. PRESENTATIONS

E.1 2019 External Audit Plan

8

A report providing Council with the Audit plan from the City's external auditor (BDO Canada LLP) for the 2019 financial statement audit.

F. LAND USE MATTERS

*F.1 913-929 Burdett Avenue and 914-924 McClure Street - Update on Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 (Fairfield)

51

Addendum: Presentation, Additional Correspondence, Revised Attachment H, Revised Attachment I

A report providing Council with new information, analysis, and recommendations regarding a Rezoning Application and a Heritage Alteration Permit Application that would allow for the construction of a 106-unit senior's residence to the rear and side of a heritage-designated building while incorporating two existing heritage-designated houses into the project.

*F.2 844 Johnson Street - Development Permit with Variance Application No. 00056

190

(Harris-Green)

Addendum: Presentation

A report providing Council with information, analysis, and recommendations for a Development Permit with Variance Application which would permit an existing 2.40m fence located at the front. The report recommends the application be declined.

***F.3 Local Area Planning - Next Phases**

216

Addendum: Revised Attachment A, Presentation

A report presenting a proposed approach for the next phase of local area planning, as well as a terms of reference for administering grant funding to neighbourhood associations to support local area planning.

***F.4 Recommendation for Pineapple Express at 608 Esquimalt Road**

246

Addendum: Revised Report, Revised Letter from the Applicant

A report seeking a Council resolution in accordance with the Cannabis Control and Licensing Act regarding an application by Pineapple Express at 608 Esquimalt Road to obtain a provincial cannabis retail store license. The report recommends the application not be supported.

***F.5 Recommendation for High 5 Retail at 732 Tyee Road**

347

Addendum: Applicant Correspondence, Revised Report

A report seeking a Council resolution in accordance with the Cannabis Control and Licensing Act regarding an application by High 5 Retail at 732 Tyee Road to obtain a provincial cannabis retail store license. The report recommends the application be supported.

G. STAFF REPORTS

G.1 Certification as a Living Wage Employer

377

A report providing a Living Wage Policy for Council's consideration, as a step toward becoming a certified Living Wage Employer.

G.2 Commercial Loading Zone Permits

383

A report providing Council with recommendations on creating interim commercial loading zone permits due to the end of the UBCM-run Commercial Vehicle Licensing Program.

H. NOTICE OF MOTIONS

I. NEW BUSINESS

J. ADJOURNMENT OF COMMITTEE OF THE WHOLE



MINUTES - COMMITTEE OF THE WHOLE

October 10, 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

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, Councillor Dubow, Councillor Young

LEAVE OF ABSENCE: Councillor Collins

STAFF PRESENT: J. Jenkyns - City Manager, C. Coates - City Clerk, P. Bruce - Fire Chief, S. Thompson - Deputy City Manager / Director of Finance, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, C. Havelka - Deputy City Clerk, A. Hudson - Acting Director of Sustainable Planning & Community Development, C. Mycroft - Manager of Executive Operations, T. Zworski - City Solicitor, R. Morhart - Manager, Permits & Inspections, J. O'Connor - Deputy Director of Finance, K. Moore - Head of Business and Community Relations, J. Day - Senior Cultural Planner, M. Heiser - Committee Secretary

A. APPROVAL OF AGENDA

Moved By Councillor Alto
Seconded By Councillor Thornton-Joe

That the agenda be approved.

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

That the following items be approved without further debate

C.1 Minutes from the meeting held September 19, 2019

Moved By Councillor Alto
Seconded By Councillor Thornton-Joe

That the minutes from the meeting held September 19, 2019 be adopted.

CARRIED UNANIMOUSLY

F.1 Request for Boulevard Removal from the Taxed Boulevard Program

Committee received a report dated September 19, 2019 from the City Clerk regarding the proposed boulevard removal from the Taxed Boulevard Program for the south side of Richardson Street between Harbinger Avenue and Cornwall Street.

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That Council approve the removal of the following boulevard from the Taxed Boulevard Program effective for the 2020 tax year:

1. South side of Richardson Street between Harbinger Avenue and Cornwall Street.

CARRIED UNANIMOUSLY

F.3 Appointment - Bylaw Officer

Committee received a report dated October 2, 2019 from the City Clerk regarding the appointment of Shannon Perkins as the Manager of Bylaw and Licensing Services.

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That Council approve the appointment of Shannon Perkins:

1. As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061).
2. As a Business License Inspector for the City of Victoria; and,
3. A Building Inspector for the purposes for Section 57 of the Community Charter.

CARRIED UNANIMOUSLY

F.4 Proclamation - Fair Employment Week

Committee received a report dated September 26, 2019 from the City Clerk regarding Fair Employment Week, October 7 to October 11, 2019.

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That the *Fair Employment Week* Proclamation be forwarded to the October 10, 2019 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

C. UNFINISHED BUSINESS

D.1 Postponed Motion - Fare Free Youth Bus Program - Update and Considerations

Director of Engineering and Public Works delivered an update to Council regarding the cost of proceeding with smart phone capabilities.

Moved By Councillor Alto

Seconded By Councillor Potts

That the motion postponed from the October 3, 2019 Committee of the Whole meeting be lifted for consideration.

CARRIED UNANIMOUSLY

Petition to BC Transit through the Victoria Regional Transit Commission (VRTC) to introduce the required Smart Bus capabilities to enable online pass allocation, single, digital tap payment systems, and data capture, for our regional transit system

Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

Petition to BC Transit through the Victoria Regional Transit Commission (VRTC) to introduce the required Smart Bus capabilities to enable online pass allocation, single, digital tap payment systems, and data capture, for our regional transit system, **and reiterate the City of Victoria's support for the introduction of fare-free public transit for the Capital Region.**

CARRIED UNANIMOUSLY

Main motion as amended:

Petition to BC Transit through the Victoria Regional Transit Commission (VRTC) to introduce the required Smart Bus capabilities to enable online pass allocation, single, digital tap payment systems, and data capture, for our regional transit system, and reiterate the City of Victoria's support for the introduction of fare-free public transit for the Capital Region.

CARRIED UNANIMOUSLY

D. LAND USE MATTERS

E.1 570 Yates Street: Liquor Primary License Application No. 000294, Leopold's Tavern (Downtown)

Committee received a report dated September 11, 2019 from the Acting Director of Sustainable Planning and Community Development regarding the proposed application by Leopold's Tavern for a Liquor Primary Licence.

Committee discussed:

- *Community response/feedback*
- *Recent communication received from the Downtown Residents Association*
- *Window specifications*
- *Patio licensing*

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. Council, after conducting a review with respect to noise and community impacts, does support the application of Leopold's Tavern located at 570 Yates Street having hours of operation from 9:00 am to 12:00 am daily with a total occupant load of 120 people (100 interior and 20 exterior, sidewalk cafe seats).

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community near the establishment was considered in relation to the request and noise impacts are expected to be proportional to existing licence capacity and associated noise levels in the vicinity. The applicant has requested a closing time of 12:00 am Sunday through Thursday and 1 :00 am on Friday and Saturday, which is not fully supportable due to existing density of licenced seating in the area and higher than average calls for service related to noise and other impacts associated with late night entertainment.
- b. 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.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice posted at the property. The City received five letters in response to the notification that went to 899 owners and occupants and all were opposed to the application which included one letter from the Downtown Residents Association.
- d. Council recommends the license be approved conditional on amending the closing hours to 12:00 am daily.

Amendment:

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

e. That the sidewalk be open to 10 p.m. daily.

FOR (3): Councillor Isitt, Councillor Alto, and Councillor Thornton-Joe

OPPOSED (5): Mayor Helps, Councillor Dubow, Councillor Loveday, Councillor Potts, and Councillor Young

DEFEATED (3 to 5)

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That the City introduce a closing time of 10 pm for the sidewalk cafe for when the permit comes up for renewal in January.

FOR (6): Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (2): Mayor Helps and Councillor Young

CARRIED (6 to 2)

Main motion as amended:

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. Council, after conducting a review with respect to noise and community impacts, does support the application of Leopold's Tavern located at 570 Yates Street having hours of operation from 9:00 am to 12:00 am daily with a total occupant load of 120 people (100 interior and 20 exterior, sidewalk cafe seats).

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community near the establishment was considered in relation to the request and noise impacts are expected to be proportional to existing licence capacity and associated noise levels in the vicinity. The applicant has requested a closing time of 12:00 am Sunday through Thursday and 1 :00 am on Friday and Saturday, which is not fully supportable due to existing density of licenced seating in the area and higher than average calls for service related to noise and other impacts associated with late night entertainment.
- b. 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.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice posted at the property. The City received five letters in response to the notification that went to 899 owners and occupants and all were opposed to the application which included one letter from the Downtown Residents Association.
- d. Council recommends the license be approved conditional on amending the closing hours to 12:00 am daily.

That the City introduce a closing time of 10 pm for the sidewalk cafe for when the permit comes up for renewal in January.

CARRIED UNANIMOUSLY

Committee recessed at 10:15 a.m. and reconvened at 10:21 a.m.

E. STAFF REPORTS

F.2 Canada Day Report

Committee received a report dated October 7, 2019 from the Senior Cultural Planner regarding the history and specifics pertaining to the City's role in programming annual Canada Day celebrations and seeking direction on how to proceed for 2020.

Committee discussed:

- *Volunteer t-shirts*
- *Corporate sponsorships*
- *Celebration history*
- *Ethnic representations*
- *Family focused activities*

Moved By Councillor Thornton-Joe

Seconded By Councillor Dubow

That Council direct staff to:

1. Maintain the City's current approach for the Canada Day celebrations and increase the special event operations budget by \$107,000 in the 2020 financial planning process to account for new police charges previously covered through the Police Board budget.

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (1): Councillor Isitt

CARRIED (7 to 1)

F. NOTICE OF MOTIONS

G.1 Council Member Motion - Affordable Artist Housing in the City of Victoria

Committee received a report dated October 3, 2019 from Councillor Loveday regarding the proposed alignment of the Create Victoria Masterplan with the Victoria Housing Strategy to include the creation of housing for artists.

Committee discussed:

- *The Victoria Housing Strategy*
- *Economic plans*

Moved By Councillor Loveday

Seconded By Mayor Helps

1. That Council direct staff to align the Create Victoria Masterplan with the Victoria Housing Strategy to include the creation of housing for artists as a goal of the Victoria Housing Strategy.
2. And that Council direct staff to consider ways to encourage the creation of affordable housing through the implementation of existing policies including the inclusionary housing policy, housing reserve fund, and other relevant policies.

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

G. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Loveday

Seconded By Councillor Alto

That the Committee of the Whole Meeting be adjourned at 11:50 a.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



Committee of the Whole Report For the Meeting of October 24, 2019

To: Committee of the Whole **Date:** October 10, 2019
From: Susanne Thompson, Deputy City Manager, CFO
Subject: 2019 External Audit Plan

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the audit plan from the City's external auditor (BDO Canada LLP) for the 2019 financial statement audit.

The external auditor is required to communicate with Council regarding the auditor's responsibilities under generally accepted auditing standards (GAAS). In their audit planning report (Appendix A), they have outlined their audit strategy and scope, audit risks, as well as an independence letter.

The scope of this audit is the City's 2019 financial statements and the audit will be performed to obtain reasonable assurance that the financial statements are free of material misstatement. The audit procedures include obtaining evidence supporting the amounts and disclosures in the financial statements as well as evaluating the appropriateness of accounting policies, the reasonableness of accounting estimates, and evaluating the overall financial statement presentation. The auditor has outlined the primary focus areas relevant to the audit and staff concur with the risk areas and the proposed audit approach.

At the conclusion of the audit, the financial statements will be presented to Council for acceptance. Also, an audit findings report will be provided summarizing the results of the audit.

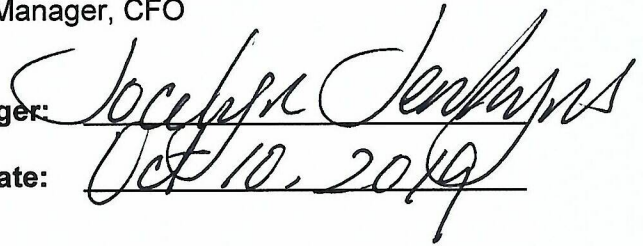
Respectfully submitted,


Laurel Westinghouse
Manager of Accounting


Susanne Thompson
Deputy City Manager, CFO

Report accepted and recommended by the City Manager:

Date:


Oct 10, 2019

List of Attachments

Appendix A: BDO Canada Audit Planning Report

City of Victoria
Audit Plan from BDO Canada LLP, External Auditors

The document attached - "Planning Report to Council - October 10, 2019" - is comprehensive and covers many details of our audit plan. We thought it would be useful to summarize the key points in a two-page overview. These are provided below with changes from prior year set out in blue.

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DELIVERABLES FROM AUDITORS

Auditor's report on financial statements prepared by management with the goal of concluding that the financial statements are fairly presented. This report will be provided with the December 31, 2019 year-end financial statements.

The auditors also prepare a "management letter" outlining recommendations for changes in process to improve internal control or meet best practices.

AUDIT MATERIALITY

Audit materiality impacts the level of audit testing required as well as the process for dealing with any audit differences that may arise. The level is preliminarily set at \$3.5 million (last year \$2.7 million) based on 1.5% of revenue.

KEY AUDIT AREAS

The audit is planned around identifying those items in the financial statement that require the greatest level of audit consideration.

Key audit areas:
- Management override of internal controls
- Deferred Revenue and Government Grants
- Cash and Investments
- Staff Salaries
- Tangible Capital Assets and Accumulated Amortization
- Employee Future Benefits
- Contaminated Sites
- Development Cost Charges



FRAUD MATTERS

Fraud risk areas and any concerns that Council may have in regard to fraud will be discussed at the upcoming Committee of the Whole meeting.

AUDITOR INDEPENDENCE

Auditors must regularly review their independence from the entity being audited. Such reviews require review of personal and business relationships, level of audit fees (too low and there can be a presumption that the auditors are not completing sufficient work, too high in comparison to total client fees of the partner or firm and there can be a presumption that the auditor is dependent upon the client), and extent of non-audit work performed.

We have reviewed our independence and found no issue.

NEW ACCOUNTING STANDARDS

A summary of new accounting and auditing standard changes is included as an appendix at the end of the letter. New standards applicable this year are not expected to create a significant level of work for your staff to comply with. However, note that the Asset Retirement Obligation Standard (coming for the City's year ending December 31, 2022) is expected to require significant effort and plans should be put in place shortly for implementing this standard. We have been in discussion with your staff on these matters over the course of the year and find that they have plans in place to deal with these new standards.

We look forward to discussing this document at the upcoming Committee of the Whole meeting meeting on October 24.

Yours truly,

A handwritten signature in black ink that reads "Bill Cox". The signature is written in a cursive, flowing style.

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP

A handwritten signature in black ink that reads "Brian Szabo". The signature is written in a cursive, flowing style.

Brian Szabo, CPA, CA
Partner through a corporation
BDO Canada LLP



THE CORPORATION OF THE CITY OF VICTORIA

AUDIT PLANNING REPORT TO THE COUNCIL

October 10, 2019

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EXECUTIVE SUMMARY



Your BDO Audit Team

Brian Szabo, CPA, CA will be the lead on the engagement team, supported by Bill Cox, FCPA, FCA as the quality review partner, and our other experts as deemed necessary. Please refer to page 7 for contact information should you have any questions or concerns regarding the financial statement audit.



Timeline

See the [Audit Timeline](#) section of the report for the detailed milestones.



Key Audit Areas

Our audit is focused on risks specific to your business and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Management override of internal controls
- ▶ Deferred revenue and government grants
- ▶ Cash and investments
- ▶ Staff salaries
- ▶ Tangible capital assets and accumulated amortization
- ▶ Employee future benefits
- ▶ Contaminated sites
- ▶ Development cost charges



Materiality

For purposes of our audit, we have set overall materiality at \$3.5M, based on 1.5% of the City's revenue, with a specific materiality level of \$10 million, based on 2% of the City's tangible capital assets, used for items related to infrastructure.

Our materiality calculation is based on the City's prior year results. We will re-evaluate this amount based on actual results and, should they vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Council as part of our year end communication.



Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Please see the attached engagement letter in [Appendix B](#) for specific details regarding the scope of our work.



Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the City or changes in your operations that would give rise to additional fraud risk. Please see [Appendix D](#) for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the City, we request that you provide us with this information.

YOUR DEDICATED BDO AUDIT TEAM

In order to ensure effective communication between Council and BDO Canada LLP, the contact details of the engagement team are outlined below. We provide continuity of service to our clients to the greatest extent possible. When rotation is required for key members of the engagement team, we will discuss this matter with management and, where appropriate, Council and determine the appropriate new individual(s) to be assigned to the engagement based on particular experience, expertise and engagement needs. Our team for the current year is as follows:

NAME	ROLE	PHONE NUMBER	EMAIL
Brian Szabo, CPA, CA	Engagement Partner	604.646.3389	bszabo@bdo.ca
Bill Cox, FCPA, FCA	Client Relationship Partner	604.443.4716	bcox@bdo.ca
Darren Taylor, CPA, CA	Tax Partner	604.443.4725	dtaylor@bdo.ca
Alex Oulton, CPA, CA	Assurance Senior Manager	604.646.3370	aoulton@bdo.ca
Tiffany Lau	Engagement Senior	604.688.5421	tlau@bdo.ca

AUDIT TIMELINE

The above schedule outlines the anticipated timing of the audit of the financial statements of the City.

As part of the year end Council meeting, we will provide Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the City's business, our past experience, and knowledge gained from management and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that Council has identified.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Management Override of Internal Controls <i>(Mandatory audit consideration)</i>	Management is in a unique position to perpetrate fraud because of its ability to directly or indirectly manipulate accounting records, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.	Review of transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.
Deferred Revenue and Government Grants	Accounting standards are complex and subject to potential misinterpretation. There is a risk that these charges and grants are not appropriately calculated and recorded in accordance with the relevant accounting standard.	Grant funding received will be confirmed through a review of agreements, which ensures that the amounts recorded exist. We will also ensure the revenue is recorded accurately in accordance with the settlement of any stipulations.
Cash and investments	Cash planning and investment management are important aspects of good financial controls. Due to its nature, cash and investments is almost always considered to be a risk area in any audit.	Our planned audit procedures include review of reconciliations, substantive testing of transactions and confirmations of end of period balances.
Staff Salaries	A significant single type of expenditure that covers many employees and departments. As a municipality, this figure is often of particular interest to financial statement users (taxpayers).	Application of computer audit testing to analyze all payroll transactions in the year is a key step to identify unusual payroll relationships for testing. We will also perform systems testing, tests of controls and analytical review of staff salary and levels.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Tangible Capital Assets and Accumulated Amortization	Useful life estimates require periodic re-evaluation to determine if they are still accurate. This involves a high level of estimation and coordination of the finance department with other departments.	<p>We will review policies on procurement for major projects and perform review of actual expenditures to approved budgets.</p> <p>We will also test a sample of asset acquisitions during the year to ensure they were accounted for appropriately under public sector accounting standards.</p> <p>We will also review repairs and maintenance ledgers for possible capital items that have been expensed.</p>
Employee Future Benefits	A complex area that requires much estimation and reliance on actuarial experts.	<p>We will review actuarial reports and audit the significant assumptions.</p> <p>We will directly communicate with the external actuaries and evaluate their credentials, independence and assumptions used.</p>
Contaminated Sites	This standard is complex and therefore there is a risk that liabilities may not be identified and appropriately accounted for.	<p>We will review management's process on identifying new potential contaminated sites, and management's assessment on whether a liability exists.</p> <p>We will also obtain an update of contaminated sites identified in prior years to determine if their accounting treatment continues to be appropriate and accurate.</p>
Development Cost Charges	As with all municipalities, DCC collection is a complex area requiring interaction of several City departments. There is a risk that the DCCs may not completely or properly charged.	We will review management's process for identifying the properties where new DCCs are applicable and test that appropriate amounts collected. We will also perform procedures over the use of funds in accordance with the relevant by-law.

MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary materiality is determined to be \$ 3,500,000, based on approximately 1.5% of revenue. For items related to the City's infrastructure a "specific materiality" will be used which is expected to be approximately \$10 million based on 2% of the value of tangible capital assets.

Our preliminary materiality calculation is based on the City's prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

USING THE WORK OF OTHERS

Experts

In order for us to perform adequate audit procedures on certain financial statement areas, we will be using the work of, and the report prepared by, Mercer Canada Limited ("Mercer"). Mercer is considered to be "management's expert". Canadian generally accepted auditing standards require us to communicate with the expert and to assess their independence and qualifications. We propose to discuss the following with Mercer Canada Limited:

- ▶ The objective and nature of our audit engagement and how we intend to use the expert's findings and report.
- ▶ Our assessment of the significant and risk aspects of the engagement that will affect the expert's work.
- ▶ The requirement to advise us if they have any relationship with the organization which could impair their judgment or objectivity in the conduct of their engagement.
- ▶ The nature, timing and extent of the expert's work and our planned review of it, possibly including review of their working papers.
- ▶ Confirmation that the assumptions used in their calculations are consistent with those used in the prior periods and with industry standards.
- ▶ Their obligation to advise BDO Canada LLP of any matters up to the estimated audit report date that may affect their calculations and their report.

We require that the appropriate level of management review the data provided to Mercer Canada Limited and that they also review the assumptions used and results reported by the expert for reasonableness.

APPENDICES

Appendix A: BDO audit strategy

Appendix B: Communication requirements

Appendix C: Engagement letter

Appendix D: Responsibilities

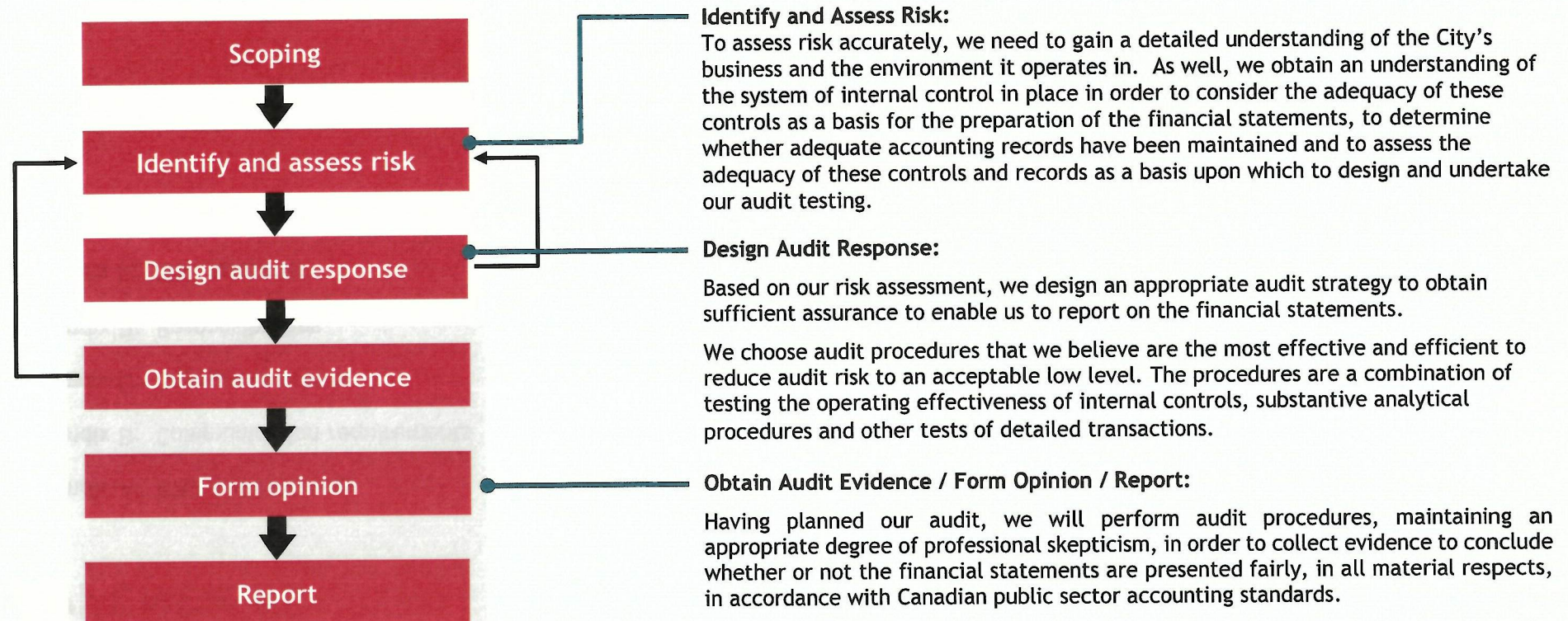
Appendix E: BDO resources

Appendix F: Changes in accounting standards with potential to affect the City

APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the City.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and Council.



APPENDIX B: COMMUNICATION REQUIREMENTS

Required Communication	Audit Planning Presentation	Audit Results Presentation	Communication Completed
1. Our responsibilities under Canadian GAAS	✓		Y
2. Our audit strategy and audit scope	✓		Y
3. Fraud risk factors	✓		Y
4. Going concern matters		✓	N
5. Significant estimates or judgments		✓	N
6. Audit adjustments		✓	N
7. Unadjusted misstatements		✓	N
8. Omitted disclosures		✓	N
9. Disagreements with Management		✓	N
10. Consultations with other accountants or experts		✓	N
11. Major issues discussed with management in regards to auditor retention		✓	N
12. Significant difficulties encountered during the audit		✓	N
13. Significant deficiencies in internal control		✓	N
14. Material written communication between BDO and Management		✓	N
15. Any relationships which may affect our independence		✓	N
16. Any illegal acts identified during the audit		✓	N
17. Any fraud or possible fraudulent acts identified during the audit		✓	N
18. Significant transactions with related parties not consistent with ordinary business		✓	N
19. Non-compliance with laws or regulations identified during the audit		✓	N
20. Limitations of scope over our audit, if any		✓	N
21. Written representations made by Management		✓	N
22. Any modifications to our opinion, if required		✓	N

APPENDIX C: ENGAGEMENT LETTER



Tel: (250) 383 0426
Fax: (250) 383 1091
Toll free:
www.bdo.ca

BDO Canada LLP
Suite 500
1803 Douglas Street
Victoria, BC
V8T 5C3

October 31, 2016

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

Attention: Susanne Thompson, CPA, CGA, Director of Finance

Dear Sirs/Mesdames

We understand that you wish to appoint us as the auditors of City of Victoria commencing with its fiscal year ended December 31, 2016.

We are pleased to accept appointment as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Bill Cox, FCPA, FCA will be the Engagement Partner for all assurance work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

Our Role as Auditors

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.



Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements 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 your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or Council.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

***Role of Management and Those Charged with Governance***

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.



These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- that you create the source data for all accounting entries;
- that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. Accordingly, the audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the organization has specific tax compliance issues. We will, however, provide advice on an ongoing basis on general income tax matters as requested by you. A separate engagement letter may be issued for significant tax projects. To the extent that tax services requested by you are not covered by a separate engagement letter, the terms of this Agreement shall apply to the tax services.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.



It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

Bob Leander

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

City of Victoria

Susanne Thompson

Susanne Thompson
Name (please print)

Director of Finance
Position

Nov 17, 2016
Date

Laurel Westphal

Laurel Westphal
Name (please print)

Manager Acc
Position

Nov 17, 2016
Date



Appendix 1 Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying Engagement Letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

- BDO Member Firm or Firms** - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited
- Confidential Information** - information that contains identifying features that can be attributed to you or individual personnel
- 2. BDO Network and Sole Recourse**

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.

- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.

- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.



3. *Respective Responsibilities*

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.

- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4. *Working Papers and Deliverables*

- 4.1 **Ownership** Any documents prepared by us or for us in connection with Services belong solely to us.

- 4.2 **Oral advice and draft deliverables** You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.

- 4.3 **Translated documents** If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.

- 4.4 **Reliance by Third Parties** Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

4.5

Consent to use the Report - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

5. *Confidentiality*

5.1

We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may, however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing services.

5.2

BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may



analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

Implement appropriate safeguards to maintain our independence.

8. *Professional and Regulatory Oversight*

6. *Independence*

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.

7. *Offers of Employment*

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can

8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.

- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. *Privacy and Consents*

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal



information), Our services are provided on the understanding that:

- you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
- we will hold all personal information in compliance with our Privacy Statement.

10. *Electronic Communications*

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

- 10.2 Unless BDO is otherwise advised in writing, by executing this agreement you provide BDO with consent to communicate with you electronically, including sending newsletters, publications, announcements, invitations and other news and alerts.

11. *Limitation of Liability*

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the services performed by BDO pursuant to this engagement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which

create, or purport to create, joint and several liability.

- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.

- 11.3 You agree that BDO shall not be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed hereunder for an aggregate amount no more than the higher of:

- three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
- \$25,000.

- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.

- 11.5 You agree claims or actions relating to the delivery of services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.



12. Indemnity

12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a misrepresentation by a member of your management or Council member, regardless of whether such person was acting in your interest
- the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your company, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

13. Alternative Dispute Resolution

13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the services provided hereunder through good faith negotiations.

13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator

or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware (or ought reasonably to have become aware) of the facts giving rise to any such claim and in any event no later than two years after the completion of the relevant services. The parties to this Agreement agree that the limitation period established by any limitations act and/or any other applicable legislation shall be considered not to apply (to the extent permitted by law).

15. Intentionally Deleted

16. Termination

16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).

16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all services performed up to the date of termination, including services performed, work-in-progress and expenses incurred by us up to and



20. Force Majeure

- 20.1** We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

- 21.1** No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

- 22.1** If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

APPENDIX D: RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the City and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO’s responsibilities are outlined below and within the annual engagement letter attached as Appendix B to this letter.

AUDITOR’S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the City in accordance with Canadian public sector accounting standards.

Year-End Audit Work	Other Information
<ul style="list-style-type: none">▶ Work with management towards the timely issuance of financial statements.▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.▶ Present significant findings to Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.	<ul style="list-style-type: none">▶ Read the other information included in the City’s Annual Report to identify material inconsistencies, if any, with the audited financial statements.▶ Provide opinions on the C2 - Home Owner Grant/Treasure/Audit Certificate and the compliance with the agreement relating to Part 8 of the School Act (British Columbia).
	Year-Round Work
	<ul style="list-style-type: none">▶ Consult regarding accounting, indirect tax and reporting matters as requested throughout the year.

AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the City, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the City; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



Response to Assessed Fraud Risks

- ▶ Inquire of management, the Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

RESPONSIBILITIES OF THOSE CHARGED WITH GOVERNANCE

- ▶ Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- ▶ Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- ▶ Approve the annual financial statements.
- ▶

MANAGEMENT RESPONSIBILITIES

- ▶ Maintain adequate accounting records and maintain an appropriate system of internal control for the City.
- ▶ Select and consistently apply appropriate accounting policies.
- ▶ Prepare the annual financial statements in accordance with Canadian public sector accounting standards.
- ▶ Safeguard the City's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- ▶ Make available to us, as and when required, all of the City's accounting records and related financial information.



APPENDIX E: BDO RESOURCES

BDO is a leading provider of professional services to clients of all sizes in virtually all business sectors. Our team delivers a comprehensive range of assurance, accounting, tax, and advisory services, complemented by a deep industry knowledge gained from nearly 100 years of working within local communities. As part of the global BDO network, we are able to provide seamless and consistent cross-border services to clients with global needs. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to Council.

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO Canada's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#)

Government Entities operating in Canada are impacted by commodity taxes in some way or another. These include GST/HST, QST, PST, various employer taxes, and unless managed properly, can have a significant impact on your organization's bottom line. The rules for Government Entities can be especially confusing, and as a result many organizations end up paying more for indirect tax than they need to.

Government Entities must keep on top of changes to ensure they are taking advantage of the maximum refund opportunities. At BDO, we have helped a number of organizations of all sizes with refund opportunities, which can reduce costs for the organization and improve overall financial health.

For more information, please visit the following link: <https://www.bdo.ca/en-ca/services/tax/commodity-tax-services/overview/>

IT SECURITY

The Equifax data breach first came to light almost two years ago. Yet the questions it triggered remain as current as ever. The Equifax breach poses the ultimate challenge: how can I protect my customers' data?

The mistakes made by Equifax seem obvious in retrospect, but for many companies the breach is a worrying reminder that an ineffective cybersecurity program can be costly and cause irreversible reputational damage. This especially applies to NPOs and government organizations that record and store confidential employee and stakeholder information.

For more information, please visit the following link: <https://www.bdo.ca/en-ca/insights/industries/financial-services/how-to-prevent-an-equifax-type-data-breach-in-your-company/>

SMART CITY ARCHITECTURE: A BLUEPRINT FOR BUILDING URBAN INFRASTRUCTURE

Transforming a city into a smart city can bring long-term benefits and opportunities for sustainability and innovation for both citizens and businesses. However when undertaking an integration initiative of this magnitude many issues can surface. A well-established plan coupled with active stakeholder engagement can clear the path to realizing this new urban infrastructure vision.

For more information, please visit the following link: <https://www.bdo.ca/en-ca/insights/industries/public-sector/smart-cities-blueprint-urban-infrastructure/>

APPENDIX F: CHANGES IN ACCOUNTING STANDARDS WITH POTENTIAL TO AFFECT THE CORPORATION OF THE CITY OF VICTORIA

The following summarizes the status of new standards and the changes to existing standards as of the fall of 2018. The Appendix also reviews Exposure Drafts, Statements of Principles, Projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.

NEW STANDARDS - PSAS

Section PS 3430, Restructuring Transactions

This Section addresses a problem area for public sector accounting. In the past there was no Canadian standard that addressed acquisition of services and service areas, therefore, accountants looked to the US and international standards for guidance.

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities, that does not involve an exchange of consideration based primarily on the fair value of the individual assets and liabilities transferred.

- The net effect of the restructuring transaction should be recognized as a revenue or expense by the entities involved.
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

This Section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2018. For entities with a December year, end this means that 2019 is the first year that the standard must be followed.

NEW STANDARDS - PSAS (NOT YET EFFECTIVE)***Section PS 2601, Foreign Currency Translation***

This Section revises and replaces *PS 2600, Foreign Currency Translation*. The following changes have been made to the Section:

- The definition of currency risk is amended to conform to the definition in *PS 3450, Financial Instruments*;
- The exception to the measurement of items on initial recognition that applies when synthetic instrument accounting is used is removed;
- At each financial statement date subsequent to initial recognition, non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with Section PS 3450 are adjusted to reflect the exchange rate at that date;
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued;
- Until the period of settlement, exchange gains and losses are recognized in the statement of re-measurement gains and losses rather than the statement of operations; and
- Hedge accounting and the presentation of items as synthetic instruments are removed.

The new requirements are to be applied at the same time as *PS 3450, Financial Instruments*, and are effective for fiscal years beginning on or after April 1, 2021. For the City, this means the year ending December 31, 2022 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3450, Financial Instruments

This new Section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.

The main features of the new Section are:

- Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost.
- Almost all derivatives, including embedded derivatives that are not closely related to the host contract, are measured at fair value.
- Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market.
- Other financial assets and financial liabilities are generally measured at cost or amortized cost.
- Until an item is derecognized, gains and losses arising due to fair value re-measurement are reported in the statement of re-measurement gains and losses.
- Budget-to-actual comparisons are not required within the statement of re-measurement gains and losses.
- When the reporting entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category.

- New requirements clarify when financial liabilities are derecognized.
- The offsetting of a financial liability and a financial asset is prohibited in absence of a legally enforceable right to set off the recognized amounts and an intention to settle on a net basis, or to realize the asset and settle the liability simultaneously.
- New disclosure requirements of items reported on and the nature and extent of risks arising from financial instruments.

The new requirements are to be applied at the same time as *PS 2601, Foreign Currency Translation* and are effective for fiscal years beginning on or after April 1, 2021. For the City, this means December 31, 2022 is the first year that the standard must be followed. Earlier adoption is permitted. This Standard should be adopted with prospective application except for an accounting policy related to embedded derivatives within contracts, which can be applied retroactively or prospectively.

Note also that Narrow Scope Amendments are expected (see below) that will not impact many readers of this Appendix.

Section PS 3041, Portfolio Investments

This Section revises and replaces Section *PS 3040, Portfolio Investments*. The following changes have been made:

- The scope is expanded to include interests in pooled investment funds;
- Definitions are conformed to those in *PS 3450, Financial Instruments*;
- The requirement to apply the cost method is removed, as the recognition and measurement requirements within Section PS 3450 apply, other than to the initial recognition of an investment with significant concessionary terms; and
- Other terms and requirements are conformed to Section PS 3450, including use of the effective interest method.

The new requirements are effective for fiscal years beginning on or after April 1, 2021. For the City, this means the year ending December 31, 2022 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3280, Asset Retirement Obligations

This new Section establishes standards on how to account for and report a liability for asset retirement obligations. The main features of the new Section are:

- An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs associated with a tangible capital asset controlled by the entity increase the carrying amount of the related tangible capital asset (or a component thereof) and are expensed in a rational and systematic manner.
- Asset retirement costs associated with an asset no longer in productive use are expensed.
- Measurement of a liability for an asset retirement obligation should result in the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date.
- Subsequent measurement of the liability can result in either a change in the carrying amount of the related tangible capital asset (or a component thereof), or an expense, depending on the nature of the re-measurement and whether the asset remains in productive use.
- A present value technique is often the best method with which to estimate the liability.
- As a consequence of the issuance of Section PS 3280:
 - editorial changes have been made to other standards; and
 - SOLID WASTE LANDFILL CLOSURE AND POST-CLOSURE LIABILITY, Section PS 3270, has been withdrawn.

As this Section applies to fiscal years beginning on or after April 1, 2021, the year ending December 31, 2022 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3270 will remain in effect until the adoption of Section PS 3280 for fiscal periods beginning on or after April 1, 2021, unless a public sector entity elects earlier adoption.

Section PS 3400 Revenue

This section is related to revenue recognition principles that apply to revenues of governments and government organizations other than government transfers and tax revenue.

The Public Sector Accounting Handbook has two Sections that address two major sources of government revenues, government transfers and tax revenue. Revenues are defined in Section PS 1000, Financial Statement Concepts. Recognition and disclosure of revenues are described in general terms in Section PS 1201, Financial Statement Presentation.

This section addresses recognition, measurement and presentation of revenues that are common in the public sector. It is less complex than the comparable new IFRS standard, although generally consistent in philosophy.

This new Section will be effective for fiscal years beginning on or after April 1, 2022. As a result, the year ending December 31, 2023 is the first year this new standard will be required for the City. Earlier adoption is permitted.

STATUS OF CURRENT PROJECTS - PSAB

	2018 Q4	2019 Q1
Concepts Underlying Financial Performance		
Employment Benefits	Invitation to Comment #3	
Financial Instruments - Narrow Scope Amendments		Exposure Draft
Public Private Partnerships		Exposure Draft
Revenue	Handbook Release	
Review of International Strategy		Deliberating feedback

INVITATION TO COMMENT - PSAS***Employment Benefits***

Identified as the top priority in PSAB's 2014 Project Priority Survey, the Board has approved a project to review Section PS 3250, *Retirement Benefits*, and Section PS 3255, *Post-employment Benefits, Compensated Absences and Termination Benefits*. Since the issuance of these Sections decades ago, new types of pension plans have been introduced and there have been changes in the related accounting concepts.

This project will involve looking at issues such as continued appropriateness of deferral of experience gains and losses, discount rates, how to account for shared risk plans, multi-employer defined benefit plans and vested sick leave benefits. Other improvements to existing guidance will also be considered.

A new, comprehensive Handbook Section on employment benefits will replace the two existing Sections.

To date, two Invitations to Comment have been issued related to Discount Rates and Deferral Provisions. Invitation to Comment #3 is expected in Q4 2018 in regard to Risk Sharing Provisions.

Final standard is on track for release in 2022.

EXPOSURE DRAFTS - PSAS

Financial Instruments - Narrow Scope Amendments

In conjunction with the decision to move forward with Section PS 3450, *Financial Instruments*, the Public Sector Accounting Board (PSAB) will provide amendments in 3 narrow areas:

1. Accounting treatment of a bond repurchase

The current standard states that, when a public sector entity acquires its own bond from the market, this transaction should be treated as an extinguishment. PSAB is investigating alternatives to this treatment.

2. Scope exclusion of certain activities by the Federal government

Section PS 2601, Foreign Currency Translation, excludes foreign exchange balances “*intended to sustain foreign exchange reserves and orderly conditions in the foreign exchange market for the Canadian dollar or to provide assistance to foreign countries.*” PSAB is investigating whether derivatives that are used as part of such activities should be excluded from the scope.

3. Improvements to transitional provisions

Several improvements to the transitional provisions of Section PS 3450, *Financial Instruments*, were proposed in the Exposure Draft, *Financial Instruments: Transition*, issued in 2014. PSAB is revisiting these improvements to ensure they remain appropriate.

Public Private Partnerships

Identified as a priority in PSAB’s 2014 Project Priority Survey, the Board approved a project to develop authoritative guidance specific to public private partnerships.

The project is underway with a Statement of Principles issued in 2017 and an exposure draft expected to be issued in Q4 2019.

Concepts Underlying Financial Performance (Statement of Concepts and Statements of Principles issued)

The conceptual framework in Sections PS 1000, *Financial Statement Concepts*, and PS 1100, *Financial Statement Objectives*, require review with a focus on measuring the financial performance of public sector entities.

This review was identified as a high priority in the Public Sector Accounting Board’s (PSAB) 2010-2013 Strategic Plan in response to a suggestion from the senior government finance community.

This project will consider the concepts underlying the measure of financial performance. The review may result in amendments to the conceptual framework and could also affect Section PS 1201, *Financial Statement Presentation*.

A Statement of Concepts and a Statement of Principles for financial reporting were issued in May 2018. A final exposure draft is expected for Q4 2019.

Review of International Strategy (Consultation Paper Issued)

In developing the 2017-2020 Strategic Plan, the Public Sector Accounting Board (PSAB) determined the time was appropriate to review its current approach towards International Public Sector Accounting Standards.

Over the 2017-2020 period, the Board intends to:

- conduct research on differences between Canadian Public Sector Accounting Standards and International Public Sector Accounting Standards;
- learn about experiences of other jurisdictions that choose to follow International Public Sector Accounting Standards;
- publish a consultation paper to get the opinion of stakeholders; and develop options for the Board's International Strategy.

A second Consultation Paper was approved in March 2019, with a Final Pronouncement expected in Q1 2020.

Not-for-Profit Project (Consultation Paper released in Q1 2019)

When government not-for-profits were brought into the PSA Handbook they were given the option of applying PSAS standards or PSAS standards in conjunction with the "4200 Series" of standards that mirror Part III of the CPA Handbook. It was always recognized that the 4200 Series was likely a stop-gap measure with additional NPO-specific standards being brought into the "regular" PSA Handbook. The situation became more timely with several provinces mandating that their organizations not use the 4200 series.

In 2017 PSAB conducted broad outreach with Government Not-for-Profit Organizations across Canada. A Consultation Paper on this matter was released in Q2 2019, comments were accepted until September 30, 2019.

PROJECTS - PSAB (DEFERRED)

Impairment of Non-Financial Assets

Currently, there is a lack of Canadian guidance on the impairment of non-financial assets that have service potential.

The objective of this project is to issue a standard that addresses the impairment of tangible capital assets that have service potential.

The project will define impairment, as well as provide guidance on assessment, recognition, measurement and disclosure of impairment losses.

PSA Handbook Terminology

Application of sections in the CPA Canada Public Sector Accounting (PSA) Handbook for government organizations that previously followed the CPA Canada Handbook - Accounting and were directed to adopt the PSA standards need to be considered.

The PSA Handbook was originally written primarily for government summary financial statements. The term "government" is used throughout the PSA Handbook.

This project will update terminology in the PSA Handbook to clarify standards and guidance that are applicable to public sector entities, which will be specifically defined in the Introduction to the Public Sector Accounting Standards.

NEW STANDARDS - AUDITING AND ASSURANCE STANDARDS BOARD (AASB)

Auditor Reporting

The following new/revised auditor reporting standards were effective for audits of financial statements for periods ending on or after December 15, 2018.

CAS 700 - Forming an Opinion and Reporting on Financial Statements.

CAS 701 - Communicating Key Audit Matters

CAS 705 - Modifications to the Opinion

CAS 706 - Emphasis of Matters and Other Matters

CAS 720 - Responsibilities Relating to Other Information

CAS 570 - Going Concern

The recently revised Canadian Auditing Standards (CASs) were designed for the unique aspects of the Canadian environment, and with the ultimate objective of providing stakeholders with more useful information by focusing on the key output from the audit process - the auditor's report.

Key changes, which will help improve the communicative value of the auditor's report include:

- Placing the opinion section at the beginning of the report.
- Revised format and structure of the auditor's report.
- Enhanced reporting on going concern matters - including a separate section when there is a material uncertainty relating to going concern.
- Emphasizing the nature of the audit and the role and responsibilities of the auditors.
- Including an explicit statement about the auditor's independence in accordance with relevant ethical standards.
- Emphasizing the importance of the annual report (or similar document) and the auditor's work performed on such other information.
- Providing enhanced descriptions about the responsibilities of management, and those charged with governance where applicable.
- Voluntary reporting of key audit matters.
- For listed entities, disclosure of the name of the engagement partner.

The requirements relating to Key Audit Matters (KAM) are set out under CAS 701, Communicating Key Audit Matters in the Independent Auditor's Report. Unless specifically required by law or regulation, the reporting of KAM is optional. This differs from the international standard whereby KAM are required to be disclosed for all listed entities. Canadian standards do not contain a KAM reporting requirement, but allow for the KAM reporting when:

- The auditor decides to communicate KAM in the auditor's report, or
- The auditor is required by law or regulation to communicate KAM in the auditor's report.

Reporting of KAM is not required for audits of the public sector entities because there is no or regulation that requires it. However, we are aware that some Auditors General are considering whether they may apply this for reports prepared by their offices.

EXPOSURE DRAFT- AASB

Auditing Accounting Estimates (Closed for Comments)

Accounting estimates and related disclosures have become more complex. Stakeholders have indicated that clearer or additional guidance is needed to enable auditors to appropriately deal with these complexities.

The International Auditing and Assurance Standards Board (IAASB) released International Standard on Auditing (ISA) 540 (Revised), its revised standard for the audit of accounting estimates and related disclosures. The new standard reflects the rapidly evolving business environment, keeping pace with the changing market. It requires consideration of the factors such as complexity, subjective management judgement and other inherent risk factors.

The Canadian Standard, CAS 540, is expected to be effective for financial statement audits for periods beginning on or after December 15, 2019.

Identifying and Assessing the Risks of Material Misstatement (Open for Comments)

There are challenges involved in identifying and assessing audit risks for entities – in particular, those that vary in size and nature. Clearer or additional guidance is needed to help address these challenges.

As a result, the International Auditing and Assurance Standards Board (IAASB) is proposing revisions to ISA 315, *Identifying and Assessing the Risks of Material Misstatement through Understanding of the Entity and its Environment*.

The IAASB proposal includes establishing more robust requirements and appropriately detailed guidance to drive auditors to perform appropriate risk assessment procedures in accordance with the size and nature of the entity. This would be done by focusing on enhancing the auditor's approach to understanding the entity and risk assessment activities in light of the changing environment.

The Canadian Standard, CAS 315, is expected to be effective for financial statement audits for periods beginning on or after December 15, 2020.

PROJECTS - AASB

Group Audits

Many audits today are audits of group financial statements - also known as group audits - these type of engagements can be very challenging.

This is a result of complex group structures, cultural and language barriers, differences in laws and regulation, involvement of component auditors and many other factors.

The IAASB is proposing revisions to ISA 600, *Special Considerations - Audits of Group Financial Statements (Including the Work of Component Auditors)* to:

- strengthen the auditor's approach to planning and performance of a group audit; and
- clarify the interaction of ISA 600 to the other ISAs.

The Exposure Draft is expected to be approved during the first quarter of 2020.

Quality Control

Auditors must effectively manage audit quality, both at the firm and the engagement level, with high-quality audits supporting financial stability.

Through consultations with stakeholders, the International Auditing and Assurance Standards Board (IAASB) identified a need to strengthen standards addressing quality control.

Therefore, the IAASB is proposing revisions to:

- ISQC 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements*; and
- ISA 220, *Quality Control for an Audit of Financial Statements*.

The IAASB proposals includes revisions to these standards to:

- strengthen and improve a firms' management of quality for all engagements by more explicitly incorporating a quality management approach, fostering the ability of the standards to be applied to a wide range of circumstances; and
- focus on identifying, assessing and responding to quality risks in a broad range of engagement circumstances.

The Exposure Drafts for CSQC 1, CSQC 2 and CAS 220 are expected to be approved during the fourth quarter of 2018.

APPENDIX A

Conditions of Heritage Alteration Permit No. 00214

Mount St. Angela 917-923 Burdett Avenue

The Heritage Alteration Permit No. 00214 subject to the following conditions specific to Mount St. Angela (917-923 Burdett Avenue):

1. The Applicant agrees to preserve, rehabilitate, and restore the 1866 appearance of Mount St. Angela College (917-923 Burdett Avenue) in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, and as outlined in Section 4.0 of the Mount St. Angela Conservation Plan dated September 2010 by Don Luxton and Associates, and will not undertake any work that is contrary to the Conservation Plan.
2. The Applicant agrees to respect the hierarchy of heritage values in the preservation, rehabilitation, and restoration of Mount St. Angela as described in Section 3 of the Mount St. Angela Conservation Plan.
3. The Applicant agrees that all work required for the preservation, rehabilitation, restoration of Mount St. Angela will be in accordance with good engineering and heritage conservation practices.
4. The Applicant agrees that all work will be in accordance with the review of proposed interventions to Angela College as detailed in the Donald Luxton and Associates Heritage Review date stamped March 18, 2016, and in the plans, date stamped November 8, 2016.
5. The Applicant agrees to the **preservation and restoration of the exterior** of Angela College as detailed in Section 4.0 of the 2010 Conservation Plan, including:
 - i. maintain the building in its current location
 - ii. remove later intrusive alterations, including the Annex, porte-cochere, and rear additions to the structure that linked it to the Annex
 - iii. restore missing elements from the original construction period, such as replaced wooden-sash windows and the front oriel window, based on archival documentation and surviving building elements
 - iv. retain existing front entry door, as there is no clear evidence of the appearance of the original, and the door dates to an earlier intervention but is appropriate and matches interior detailing
 - v. preserve surviving original elements, including protection and stabilization
 - vi. repair exterior brickwork, rubble-stone foundation, fascia and woodwork
 - vii. repair and repaint existing wooden window sashes
 - viii. undertake seismic upgrade to current standards.
6. The Applicant agrees to the **preservation and rehabilitation of the interior** of Angela College as detailed in Section 4.0 of the 2010 Conservation Plan, that will make possible the building's new use for senior living, which provides interventions that:
 - i. preserve specific original features and features from later periods considered of heritage value
 - ii. rehabilitate interior spaces and services suitable for new use.
7. The Applicant agrees to undertake necessary seismic upgrading of the existing structure where necessary to ensure adequate and safe lateral support in the likelihood of a seismic event.

8. The Applicant agrees to engage a third-party "**Certified Professional**" architectural heritage consultant to oversee the work of contractors and tradespersons to ensure all preservation, rehabilitation, and restoration work is carried out in accordance with the 2010 Heritage Conservation Plan.
9. The Applicant will notify the City as soon as possible if the Certified Professional's engagement with the applicant is terminated for any reason.
10. The Applicant agrees, upon substantial completion of the work and prior to applying for an occupancy permit for Mount St. Angela, to provide written confirmation from the "Certified Professional" confirming that (1) all work identified in the Heritage Conservation Plan has been completed; and (2) the architectural, engineering and technical details and components of the work comply in all material respects with the requirements of the 2010 Mount St. Angela Conservation Plan.

APPENDIX B

Conditions of Heritage Alteration Permit No. 00214

Cartreff Residence

913 Burdett Avenue

The Heritage Alteration Permit No. 00214 subject to the following conditions specific to the Cartreff Residence (913 Burdett Avenue):

1. The Applicant agrees that they will preserve, rehabilitate, and restore the 1904-05 exterior appearance of the Cartreff Residence in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and will not undertake any work that is contrary to the intentions of the September 2010 Mount St. Angela Conservation Plan by Don Luxton and Associates.
2. The Applicant agrees to respect the hierarchy of heritage values in the preservation, rehabilitation, and restoration of the Cartreff Residence as described in Section 3 of the Mount St. Angela Conservation Plan.
3. The Applicant agrees that all work required for the relocation, preservation, rehabilitation, and restoration of the Cartreff Residence will be in accordance with good engineering and heritage conservation practices.
4. The Applicant agrees to the **preservation, rehabilitation, and restoration of the exterior** of the Cartreff Residence meeting the intentions of the 2010 Conservation Plan, and that all work will be in accordance with the review of proposed interventions to Cartreff Residence as detailed in the Donald Luxton and Associates Heritage Review dated March 18, 2016, and in the plans, dated November 8, 2016, which will:
 - i. raise the historic structure 0.53m and relocate the structure 1.8 metres forward onto a new foundation within the existing property while retaining its same relative orientation to Burdett Avenue
 - ii. raise grade and landscaping to maintain its existing relationship to the historic structure and to the street
 - iii. preserve and restore the exterior facades, including repair and repaint of wood-frame windows,
 - iv. repair, replace and repaint cedar wall shingles
 - v. repair, replace, and paint wood trim
 - vi. reconstruct chimneys with existing brick after relocation
 - vii. install new aluminum gutters
 - viii. refinish exterior stucco pebble dash finish with colour consistent with recommended 2010 Conservation Plan colour historical palette, or evidence from on-site paint discoveries through paint layer scraping
 - ix. construct an addition that does not impair, and is sensitive to the function and context of, the original structure.
5. The Applicant agrees to engage a third-party “**Certified Professional**” architectural heritage consultant to oversee the work of contractors and tradespersons to ensure all preservation, rehabilitation, and restoration work is carried out in accordance with the 2010 Heritage Conservation Plan.
6. The Applicant will notify the City as soon as possible if the Certified Professional’s engagement with the applicant is terminated for any reason.

7. The Applicant agrees, upon substantial completion of the work and prior to applying for an occupancy permit for the Cartreff Residence, to provide written confirmation from the "Certified Professional" confirming that (1) all work identified in the Heritage Conservation Plan has been completed; and (2) the architectural, engineering and technical details and components of the work comply in all material respects with the requirements of the 2010 Mount St. Angela Conservation Plan.

APPENDIX C

Conditions of Heritage Alteration Permit No. 00214

Temple Residence

924 McClure Avenue

The Heritage Alteration Permit No. 00214, subject to the following conditions specific to the Temple Residence (924 McClure Avenue):

1. The Applicant agrees to relocate, preserve, rehabilitate, and restore the 1906 appearance of Temple Residence in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and as outlined in Section 6.0 of the Mount St. Angela Conservation Plan dated September 2010 by Don Luxton and Associates, and will not undertake any work that is contrary to the Conservation Plan.
2. The Applicant agrees to respect the hierarchy of heritage values in the preservation, rehabilitation, and restoration of the Temple Residence as described in Section 3 of the Mount St. Angela Conservation Plan.
3. The Applicant agrees that all work required for the relocation, preservation, rehabilitation, and restoration of the Temple Residence will be in accordance with good engineering and heritage conservation practices.
4. The Applicant agrees that all work will be in accordance with the review of proposed interventions to the Temple Residence as detailed in the Donald Luxton and Associates Heritage Review date stamped March 18, 2016, and in the plans, date stamped November 8, 2016.
5. The Applicant agrees to the **preservation, rehabilitation, and restoration of the exterior** of the Temple Residence as detailed in Section 6.0 of the 2010 Conservation Plan, including:
 - i. provide guidelines to relocate the historic structure onto a new foundation approximately 23m east within the existing property while retaining its same relative orientation to McClure Street
 - ii. recreate the front stone wall and stairs
 - iii. preserve and restore the exterior facades, including square but shingle wall finishes from grade level to soffit, eyebrow flares, board-and-batten finish in front gables
 - iv. retain and preserve original windows with stained glass and fixed lattice, wood trim and sills
 - v. replace aluminum sash window units with historically appropriate wood-sash windows
 - vi. retain and preserve verandah elements including square columns, capitals, wooden solid balustrade, and tongue-and-groove ceiling
 - vii. retain and preserve sleeping porch with tongue-and-groove ceiling and walls
 - viii. retain and preserve original bargeboards with decorative ends, finials, and brackets
 - ix. reconstruct the chimneys with existing brick after relocation
 - x. reinstate original exterior colour scheme
 - xi. and rehabilitate the interior
 - xii. construct an addition that does not impair the original structure.
6. The Applicant agrees to engage a third-party **"Certified Professional"** architectural heritage consultant to oversee the work of contractors and tradespersons to ensure all preservation,

rehabilitation, and restoration work is carried out in accordance with the 2010 Heritage Conservation Plan.

7. The Applicant will notify the City as soon as possible if the Certified Professional's engagement with the applicant is terminated for any reason.
8. The Applicant agrees, upon substantial completion of the work and prior to applying for an occupancy permit for the Temple Residence, to provide written confirmation from the "Certified Professional" confirming that (1) all work identified in the Heritage Conservation Plan has been completed; and (2) the architectural, engineering and technical details and components of the work comply in all material respects with the requirements of the 2010 Mount St. Angela Conservation Plan.

4. Cycle Network Implementation Update – Fort Street Design

Motion:

It was moved by Mayor Helps, seconded by Councillor Loveday, that Council direct staff to:

1. Approve the value-engineered, "complete streets" AAA Bicycle Facility in 2017/2018, and implement the three 800-1000 block crosswalk upgrades in future years;
2. Amend the 2017 Financial Plan to allocate an additional \$270,000 from the Gas Tax Reserve to fund the Fort Street project, and authorize staff to proceed to tender a construction contract as outlined in this report;
3. Amend the 2017 Financial Plan to allocate an additional \$110,000 from the Accessibility Capital Reserve for accessibility features for the Fort Street Bike Lane project; and
4. The 8 parking spots and taxi stand on 600 block of Fort Street be retained, that we fund the \$500,000 by borrowing from the infrastructure reserve and that we repay the infrastructure reserve, with interest, from revenues generated from those 8 parking meters until the amount is repaid.

Council discussed the following:

- *Whether it would be beneficial to wait until an assessment of the in place design is received before major infrastructure is finished.*

Carried Unanimously

5. Updated on Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street (Fairfield)

Motion:

It was moved by Councillor Lucas, seconded by Councillor Alto:

Rezoning Application No. 00466

1. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street; and that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council.
2. That Council instruct staff:
 - a. To prepare a Housing Agreement Bylaw to secure a minimum of 50% of the total units as market rental for a minimum of 20 years, plus a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and repeal the formerly adopted Housing Agreement from a past development proposal.
 - b. That a portion of the units in the building be secured at below market rental.
3. That the introductory readings of these Bylaws be considered by Council and a Public Hearing date be set once the following conditions are met:
 - a. Preparation of a Section 219 Covenant for sewage attenuation as required, and executed by the applicant to the satisfaction of the Director of Engineering and Public Works.
4. That Council give authorization for the following, if the Housing Agreement and Rezoning Bylaws are adopted:
 - a. Mayor and City Clerk to execute the documents required in order to discharge or terminate the following legal documents related to a past development proposal, which are not applicable to the current development proposal:
 - i. S.219 Covenant relating to the provision of full frontage works along the Burdett Avenue and McClure Street frontages
 - ii. Statutory Right-of-Way for the provision of a 1.2m public walkway along the east of the property
 - iii. Heritage Revitalization Agreement dated February 14, 2008.
 - b. Introduction of a bylaw to repeal the February 14, 2008 Heritage Revitalization Agreement, as required.

Heritage Alteration Permit No. 00214

Following consideration of Rezoning Application No. 00466, staff recommend that Council consider this updated motion with respect to Heritage Alteration Permit with Variances No. 00214:

"That Council authorize the issuance of the Heritage Alteration Permit No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street in accordance with:

1. Plans date stamped May 3, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. increasing the building height from 16.5m to 20.55m
 - b. reducing the front yard setback from 10.6m to 8.75m
 - c. Reducing the rear yard setback from 5.4m to 4.7m
 - d. Reducing the west yard setback from 3.6m to 3.2m for the principal building and from 3.6m to 3.05m for the Cartreff Residence.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of City staff.
4. The Heritage Alteration Permit is subject to the conditions for Mount St. Angela (917-923 Burdett Avenue), the Cartreff Residence (913 Burdett Avenue), and the Temple Residence (924 McClure Street), detailed in Appendix A, Appendix B, and Appendix C attached to this report.

5. Sustainability features and construction achieving the BUILT GREEN® Certification level.
6. The Heritage Alteration Permit lapsing two years from the date of this resolution."

Carried

For: Mayor Helps, Councillors Alto, Isitt, Loveday, Lucas, and Young
Opposed: Councillors Madoff

6. Application for a Permanent Change to Hours of Service for a Liquor Primary Licence (212046), D'arcy McGee's, 1127 Wharf Street (Downtown)

Motion:

It was moved by Councillor Alto, seconded by Councillor Loveday, that Council direct staff to provide the following response to the Liquor Licensing Agency:

1. Council, after conducting a review with respect to noise and community impacts, does support the application of D'arcy McGee's, located at 1127 Wharf Street to extend closing hours from 1:00 am to 2:00 am on Fridays and Saturdays.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request to extend the hours to 2:00 am on Friday and Saturdays and is not expected to be a significant issue.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the request of the business.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received one letter in support of the application and three letters opposed to the application which included a letter from the Victoria Downtown Residents Association. The letter from VDRA states a number of concerns related to densification of similar establishments with similar closing hours due to the proximity of existing residential units.
- d. Council recommends the issuance of the license.

Carried Unanimously

7. 2016 Regional Growth Strategy - Dispute Resolution Process

Motion:

It was moved by Councillor Isitt, seconded by Councillor Loveday, that Council advise the CRD of the City's interest in appointing a designated representative to participate in the RGS dispute resolution process.

Carried

For: Mayor Helps, Councillors Isitt, Loveday, Lucas, and Madoff
Opposed: Councillors Alto and Young

8. Lessons Learned Policy

Motion:

It was moved by Councillor Alto, seconded by Councillor Isitt, that Council receive this report for information.

Carried Unanimously

9. Public Engagement Roadmap

Motion:

It was moved by Mayor Helps, seconded by Councillor Alto, that Council endorse the Public Engagement Roadmap and direct staff to report back for final consideration after consultation.

Carried Unanimously

10. Correspondence Management Policy

Motion:

It was moved by Councillor Alto, seconded by Councillor Isitt, that Council approve the Correspondence Management Policy and include an amendment to Section D of the policy:

*Correspondence received from the Federal or Provincial Government, **Regional**, Local and First Nations Governments within the capital-Regional-District, shall, where the subject matter warrants...*

Carried Unanimously

BYLAWS

a. Bylaws for Land Use Contract Termination – Phase 1

Motion:

It was moved by Councillor Alto, seconded by Councillor Lucas, that the following bylaws be given first and second reading:

1. *Land Use Contract Discharge (104 Dallas Road) Bylaw No. 17-055*

6. LAND USE MATTERS

6.1 Update on Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street (Fairfield)

Committee received a report dated May 25, 2017 from the Director of Sustainable Planning and Community Development providing new information for the property located at 913-929 Burdett Ave and 914-924 McClure Street, also known as the Mt. St. Angela property, following the Joint Heritage Advisory Panel and the Advisory Design Panel which was held February 1, 2017.

Councillor Isitt returned to the meeting at 1:34 p.m.

Committee discussed:

- Whether a provision of low market housing will be included with a housing agreement.
- How staff are ensuring that a diverse range of housing options are available.

Motion:

It was moved by Councillor Alto, seconded by Councillor Young,
Rezoning Application No. 00466

1. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street; and that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council.
2. That Council instruct staff :
 - a. to prepare a Housing Agreement Bylaw to secure a minimum of 50% of the total units as market rental for a minimum of 20 years, plus a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and repeal the formerly adopted Housing Agreement from a past development proposal.
3. That the introductory readings of these Bylaws be considered by Council and a Public Hearing date be set once the following conditions are met:
 - a. Preparation of a Section 219 Covenant for sewage attenuation as required, and executed by the applicant to the satisfaction of the Director of Engineering and Public Works.
4. That Council give authorization for the following, if the Housing Agreement and Rezoning Bylaws are adopted:
 - a. Mayor and City Clerk to execute the documents required in order to discharge or terminate the following legal documents related to a past development proposal, which are not applicable to the current development proposal:
 - i. S.219 Covenant relating to the provision of full frontage works along the Burdett Avenue and McClure Street frontages
 - ii. Statutory Right-of-Way for the provision of a 1.2m public walkway along the east of the property
 - iii. Heritage Revitalization Agreement dated February 14, 2008.
 - b. Introduction of a bylaw to repeal the February 14, 2008 Heritage Revitalization Agreement, as required.

Heritage Alteration Permit No. 00214

Following consideration of Rezoning Application No. 00466, staff recommend that Council consider this updated motion with respect to Heritage Alteration Permit with Variances No. 00214:

"That Council authorize the issuance of the Heritage Alteration Permit No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street in accordance with:

1. Plans date stamped May 3, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. increasing the building height from 16.5m to 20.55m
 - b. reducing the front yard setback from 10.6m to 8.75m
 - c. Reducing the rear yard setback from 5.4m to 4.7m
 - d. Reducing the west yard setback from 3.6m to 3.2m for the principal building and from 3.6m to 3.05m for the Cartreff Residence.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of City staff.
4. The Heritage Alteration Permit is subject to the conditions for Mount St. Angela (917-923 Burdett Avenue), the Cartreff Residence (913 Burdett Avenue), and the Temple Residence (924 McClure Street), detailed in Appendix A, Appendix B, and Appendix C attached to this report.
5. Sustainability features and construction achieving the BUILT GREEN® Certification level.
6. The Heritage Alteration Permit lapsing two years from the date of this resolution."

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

Rezoning Application No. 00466

1. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street; and that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council.
2.
 - a. That Council instruct staff to prepare a Housing Agreement Bylaw to secure a minimum of 50% of the total units as market rental for a minimum of 20 years, plus a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and repeal the formerly adopted Housing Agreement from a past development proposal.
 - b. **That a portion of units in the building be secured at below market rental.**
3. That the introductory readings of these Bylaws be considered by Council and a Public Hearing date be set once the following conditions are met:
 - a. Preparation of a Section 219 Covenant for sewage attenuation as required, and executed by the applicant to the satisfaction of the Director of Engineering and Public Works.
4. That Council give authorization for the following, if the Housing Agreement and Rezoning Bylaws are adopted:
 - a. Mayor and City Clerk to execute the documents required in order to

discharge or terminate the following legal documents related to a past development proposal, which are not applicable to the current development proposal:

- i. S.219 Covenant relating to the provision of full frontage works along the Burdett Avenue and McClure Street frontages
 - ii. Statutory Right-of-Way for the provision of a 1.2m public walkway along the east of the property
 - iii. Heritage Revitalization Agreement dated February 14, 2008.
- b. Introduction of a bylaw to repeal the February 14, 2008 Heritage Revitalization Agreement, as required.

On the amendment:
CARRIED 17/COTW

For: Mayor Helps, Councillors Alto, Isitt, and Loveday
Against: Councillors Madoff and Young

Committee discussed:

- What may happen to the rental units and tenants following the expiration of the 20 year Housing Agreement.
- Amending the policy to require social housing and rental units for higher density projects.

Main motion as amended:

Rezoning Application No. 00466

1. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street; and that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council.
2. a. That Council instruct staff to prepare a Housing Agreement Bylaw to secure a minimum of 50% of the total units as market rental for a minimum of 20 years, plus a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and repeal the formerly adopted Housing Agreement from a past development proposal.
b. That a portion of units in the building be secured at below market rental.
3. That the introductory readings of these Bylaws be considered by Council and a Public Hearing date be set once the following conditions are met:
 - a. Preparation of a Section 219 Covenant for sewage attenuation as required, and executed by the applicant to the satisfaction of the Director of Engineering and Public Works.
4. That Council give authorization for the following, if the Housing Agreement and Rezoning Bylaws are adopted:
 - a. Mayor and City Clerk to execute the documents required in order to discharge or terminate the following legal documents related to a past development proposal, which are not applicable to the current development proposal:
 - i. S.219 Covenant relating to the provision of full frontage works along the Burdett Avenue and McClure Street frontages
 - ii. Statutory Right-of-Way for the provision of a 1.2m public walkway along the east of the property

- iii. Heritage Revitalization Agreement dated February 14, 2008.
- b. Introduction of a bylaw to repeal the February 14, 2008 Heritage Revitalization Agreement, as required.

Heritage Alteration Permit No. 00214

Following consideration of Rezoning Application No. 00466, staff recommend that Council consider this updated motion with respect to Heritage Alteration Permit with Variances No. 00214:

"That Council authorize the issuance of the Heritage Alteration Permit No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street in accordance with:

1. Plans date stamped May 3, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. increasing the building height from 16.5m to 20.55m
 - b. reducing the front yard setback from 10.6m to 8.75m
 - c. Reducing the rear yard setback from 5.4m to 4.7m
 - d. Reducing the west yard setback from 3.6m to 3.2m for the principal building and from 3.6m to 3.05m for the Cartreff Residence.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of City staff.
4. The Heritage Alteration Permit is subject to the conditions for Mount St. Angela (917-923 Burdett Avenue), the Cartreff Residence (913 Burdett Avenue), and the Temple Residence (924 McClure Street), detailed in Appendix A, Appendix B, and Appendix C attached to this report.
5. Sustainability features and construction achieving the BUILT GREEN® Certification level.
6. The Heritage Alteration Permit lapsing two years from the date of this resolution."

On the main motion as amended:

CARRIED 17/COTW

For: Mayor Helps, Councillors Alto, Isitt, Loveday, and Young
Against: Councillors Madoff

Committee of the Whole Meeting – June 8, 2017

REPORTS OF COMMITTEES3. Committee of the Whole – January 9, 2017

Councillor Coleman withdrew from the meeting at 8:34 p.m. due to a potential pecuniary conflict of interest with the following item, as his wife works for the Anglican Synod of the Diocese of BC.

7. Rezoning Application No. 00466 for 913-929 Burdett Avenue & 914-924 McClure Street (Fairfield) & Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street (Fairfield)

Motion:

It was moved by Councillor Madoff, seconded by Mayor Helps, that a meeting of the Joint Heritage Advisory Panel and the Advisory Design Panel be convened to consider the application for 913-929 Burdett Avenue and 914-924 McClure Street and that the report from the joint panel be included in the agenda when the application is considered by the Committee of the Whole.

That the panel be asked for comments on, but not limited to:

1. The relationship between the scale of the proposed development and the OCP policy that supports new additions that conserve and enhance heritage property.
2. Does the proposal appropriately respond to Standard 1 of the National Standards and Guidelines in respect to the removal of heritage designated elements/additions and the relocation of the Cartreffe and Temple buildings
3. Does the proposal respond appropriately to Standard 11 of the National Standards and Guidelines in terms of new construction being physically and visually compatible with, subordinate to, yet distinguishable from, the historic place.
4. Does the Conservation Plan adequately address the National Standards and Guidelines and provide appropriate detail on how the proposal responds to the Guidelines
5. Has adequate information been provided by the applicant to support the claim that the level of Burdett Street has been raised over time and that this justifies the moving and raising of the Cartreffe House.
6. Does the proposed landscape plan respect and retain historic landscaping appropriate to the 1860s Mt. St. Angela building and the 1905, Samuel McClure designed, Cartreffe House as outlined in the Standards and Guidelines.

Amendment:

It was moved by Councillor Isitt, seconded by Councillor Loveday, that the applicant be asked to reconsider the dedication of a midblock pathway between Burdett Avenue and McClure Street.

Council discussed the following:

- *That the midblock pathway was not recommended by staff.*
- *That the heritage elements of this application should be the focus.*

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

On the amendment:
Defeated

On the motion:
Carried Unanimously

Councillor Coleman returned to the meeting at 8:41 p.m.

7. LAND USE MATTERS

7.1 Rezoning Application No. 00466 for 913-929 Burdett Avenue & 914-924 McClure Street (Fairfield) & Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street (Fairfield)

Committee received a reports dated December 16, 2016 from the Director of Sustainable Planning and Community Development providing information and recommendations on the proposed rezoning and Heritage Alteration Permit for the property located at 913-929 Burdett and 914-924 McClure Street to amend the existing CD-10 Zone to create a new site specific zone to permit increased density and allow for the construction of a 106-unit senior's residence.

Councillor Isitt returned to the meeting at 10:37 a.m.

Councillor Loveday excused himself at 10:50 a.m. and returned at 10:51 a.m.

Committee discussed:

- Heritage buildings taking the centre stage as opposed to the new construction.
- The Advisory Design Panel and the Heritage Advisory Committee coming together for a joint meeting to discuss the proposal.
- The reasoning for not proceeding with the midblock walk way.

Motion: It was moved by Councillor Madoff, seconded by Mayor Helps, that a meeting of the Joint Heritage Advisory Panel and the Advisory Design Panel be convened to consider the application for 913-929 Burdett Avenue and 914-924 McClure Street and that the report from the joint panel be included in the agenda when the application is considered by the Committee of the Whole.

That the panel be asked for comments on, but not limited to:

1. The relationship between the scale of the proposed development and the OCP policy that supports new additions that conserve and enhance heritage property.
2. Does the proposal appropriately respond to Standard 1 of the National Standards and Guidelines in respect to the removal of heritage designated elements/additions and the relocation of the Cartreff and Temple buildings
3. Does the proposal respond appropriately to Standard 11 of the National Standards and Guidelines in terms of new construction being physically and visually compatible with, subordinate to, yet distinguishable from, the historic place.
4. Does the Conservation Plan adequately address the National Standards and Guidelines and provide appropriate detail on how the proposal responds to the Guidelines
5. Has adequate information been provided by the applicant to support the claim that the level of Burdett Street has been raised over time and that this justifies the moving and raising of the Cartreff House.

6. Does the proposed landscape plan respect and retain historic landscaping appropriate to the 1860s Mt. St. Angela building and the 1905, Samuel McClure designed, Cartreff House as outlined in the Standards and Guidelines.

Committee discussed:

- The proposed new elements having more prominence than the heritage elements.
- Concerns with the length of time this project has taken come before Committee of the Whole.
- The density of the property taking more priority than the heritage elements.
- Providing an invitation to all members of the Advisory Design Panel and the Heritage Advisory Committee to discuss these issues; the meeting taking place in the Ante-Chamber.

CARRIED UNANIMOUSLY 17/COTW



924 McClure St.
 Victoria, BC. V8V 3E7
 c. 250.413.7307
 o. 778-432-3550
 e. arcata@telus.net

August 13, 2019

Mayor and Council,
 1, Centennial Square
 Victoria, BC

Your Worship and Council

Re: Update on Committee of the Whole Report for the meeting June 08, 2017
Specifically rezoning application No.0046 for 913-929 Burdett Avenue and 914-924 McClure Street and Heritage Alteration Permit Application No.00214 for 913-929 Burdett Avenue and 914-924 McClure Street. (Fairfield)

We have made a number of further substantial changes to our proposed housing agreement to reflect Councils adopted Amendments to the housing agreement presented at the June 08 COTW.

"a That Council instruct staff to prepare a Housing Agreement Bylaw to secure a minimum of 50% of the total units as market rental for a minimum of 20 years, plus a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and repeal the formerly adopted Housing Agreement from a past development proposal.

b. That a portion of units in the building be secured at below market rental."

Inclusionary Zoning

We feel that our application includes inclusionary rezoning as part of the Mount St Angela rezoning.

The proponent has acquired property at 1046/1048 North Park to build a purpose designed building to house for 34 affordable units for people who suffer from mental illness currently housed in Mount St Angela. This would be the first purpose built brand new building the VIHA program has seen and it is an important piece to the on going legacy of Mount St Angela

North Park

The Rezoning Application No. 00632 along Development Permit with Variances Application No. 00071 was approved by council at the public hearing on November 22, 2018.

The project is for 34 single room occupancy units purposed built for VIHA . This number represents 25% of the Mount St. Angela total unit count of 132 .

A housing agreement would not be registered as the intended use and wording in the zoning bylaw would ensure compliance similar to a housing agreement. VIHA can only sign a 10 year lease as per their policy/mandate. The developer intends to offer VIHA or similar non profit provider similar renewal lease options in perpetuity.

The units would rent under the definition of affordable rent, affordable units, and low income threshold - based on VIHA's housing mandate.

Mount St Angela

With respect to this proposed development the developer intends to build a 132 unit strata.

The Developer will consent to the registration of a housing agreement.

The housing agreement would:

- a. Limit occupancy to seniors and their caregivers.
- b. Include 26 dedicated assisted living units, subject to a 20 year term.
- c. 50% of the units will be subject to a 20 year rental obligation and otherwise no rental restrictions will be permitted.
- d. 5 units would be dedicated for affordable rent.

This represents 5% of the remaining units and brings the total number of below market units for both projects to 39 or 30% of the total unit count.

The dedicated units are as follows:

- 1 studio unit located on Level 3 on the submitted plan (attached)
- 1 bedroom unit located on Level 4 on the submitted plan
- 1 bedroom + den unit located on Level 1 on the submitted plan
- 1 bedroom + den unit located on Level 4 on the submitted plan
- 2 bedroom unit located on Level 4 on the submitted plan

The above units would follow affordable rental units found in Schedule A of the City of Victoria's Inclusionary Housing Expectations 2019.

A revised land lift analysis reflecting the associated heritage revitalization costs & revised housing model based on the terms of reference was submitted to city staff by Rollo & Associates Land Economists in April 2019

We look forward to meeting with Council to answer any questions regarding our revised housing agreement.

Yours truly,



Larry Cecco, MRAIC, AIA Int.

on behalf of MI Ventures

MOUNT ST. ANGELA

Senior Living. Redefined.

ARCHITECTURAL:
KEY Architecture Ltd.
2ND FLR, 1124 FORT STREET
VICTORIA, BC, V8V 3K3
Phone: (250) 382-3823
Email: info@keyarchitecture.com

LANDSCAPE:
SMALL & ROSSSELL LANDSCAPE ARCHITECTS INC.
3012 MANZER ROAD
SOOKE, BC, V9Z 0C9
Phone: (250) 842-4947
Email: design@smallandrossell.com

A 0.0 DRAWING LEGEND
A1.0 PROJECT DATA / CONTEXT PLAN
A1.0a KEY PLAN
A1.0b SITE PLAN
A1.0c AVERAGE GRADE CALCULATIONS
A1.1 PARKING LEVEL PLAN
A1.2 LEVEL 1 PLAN
A1.3 LEVEL 2 PLAN
A1.4 LEVEL 3 PLAN
A1.5 LEVEL 4 PLAN
A1.6 LEVEL 5 PLAN
A1.7 LEVEL 6 PLAN
A1.8 ROOF PLAN
A2.0 ELEVATIONS
A2.1 ELEVATIONS
A2.2 ELEVATIONS
A3.0 SECTIONS

L1 LANDSCAPE PLAN - OVERALL
L2 LANDSCAPE PLAN - MAIN FLOOR LEVEL
L3 LANDSCAPE PLAN - LOWER FLOOR LEVELS
L4 ACTIVITY ROOF GARDEN & GREEN ROOFS
L5 PROPOSALS TO ALTER HERITAGE GARDEN
L6 WALL ON BURDETT FRONTAGE
L8 TREE RETENTION / REMOVAL PLAN
L7 PLANT SCHEDULE & EXAMPLES

DESIGN CONSULTANT:
ARCATA LTD.
924 McCLURE ST.
VICTORIA, BC, V8V 3E7
Phone: (250) 413-7307
Email: arcata@telus.net

HERITAGE ALTERATION ADDITIONAL PLANS

A1.0 SITE / KEY PLAN
M.A2.0 MSA COLLEGE - PHOTOGRAPHS
M.A2.1 MSA COLLEGE - PHOTOGRAPHS
M.A2.2 MSA COLLEGE - PHOTOGRAPHS
M.A3.0 MSA COLLEGE - DEMO PLANS
M.A4.0 MSA COLLEGE - RENO PLANS - GROUND FLOOR
M.A4.1 MSA COLLEGE - RENO PLANS - SECOND FLOOR
M.A4.2 MSA COLLEGE - RENO PLANS - THIRD FLOOR
M.A5.0 MSA COLLEGE - ELEVATIONS
M.A5.1 MSA COLLEGE - ELEVATIONS
M.A6.0 MSA COLLEGE - SECTIONS / DETAILS

C.A2.0 CARTREFF - PHOTOGRAPHS
C.A3.0 CARTREFF - DEMO PLANS - GARDEN & MAIN LEVEL
C.A3.1 CARTREFF - DEMO PLANS - SECOND LEVEL
C.A4.0 CARTREFF - RENO PLANS - GARDEN LEVEL
C.A4.1 CARTREFF - RENO PLANS - MAIN LEVEL
C.A4.2 CARTREFF - RENO PLANS - SECOND LEVEL
C.A5.0 CARTREFF - ELEVATIONS
C.A5.1 CARTREFF - ELEVATIONS
C.A6.0 CARTREFF - SECTIONS

T.A2.0 TEMPLE - PHOTOGRAPHS
T.A3.0 TEMPLE - DEMO PLANS - GARDEN & MAIN LEVEL
T.A3.1 TEMPLE - DEMO PLANS - SECOND LEVEL
T.A4.0 TEMPLE - RENO PLANS - PARKING & GARDEN LEVEL
T.A4.1 TEMPLE - RENO PLANS - MAIN & SECOND LEVEL
T.A5.0 TEMPLE - ELEVATIONS
T.A5.1 TEMPLE - ELEVATIONS
T.A6.0 TEMPLE - SECTIONS

A7.0 SHADOW STUDY
A7.1 PERSPECTIVES
A7.2 PERSPECTIVES
A7.3 PERSPECTIVES
A7.4 PERSPECTIVES
A7.5 RENDERINGS
A7.6 RENDERINGS
A7.7 RENDERINGS
A7.8 RENDERINGS
A7.9 RENDERINGS
A7.10 RENDERINGS
A7.11 RENDERINGS
A7.12 RENDERINGS

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

CLIENT

MI Ventures
&
Norwood Group

ARCHITECT - CRP

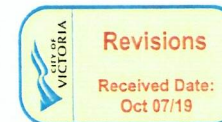
key
architecture ltd
250-412-7307 / 924 McCLURE ST.
VICTORIA, BC, V8V 3E7

CONSULTANT

Arcata
250-412-7307 / 924 McCLURE ST.
VICTORIA, BC, V8V 3E7

COMMENTS

#	DESCRIPTION	DATE	BY
1.	1. VPP FRESHING SUBMISSION	SEP 2019	
2.	2. REV VPP FRESHING SUBMISSION	SEP 2019	
3.	3. REV AVERAGE GRADE CALC	SEP 2019	
4.	4. REV GATE AND GARAGE DOOR	OCT 2019	
5.	5. REV as per MCP comments	OCT 2019	
6.	6. REV as per VAC (MCP) comments	FEB 2020	
7.	7. REV as per MCP comments	MAY 2020	
8.	8. REV as per MCP comments - parking	OCT 2019	



MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE

DRAWING LEGEND

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2019	A0.0
DRAWN BY	



CONTEXT PLAN
Scale: 1:500



SURVEY PLAN
Scale: 1:500

BC Land Surveyors Site Plan of
at 913-929 Burdett Avenue
Victoria City, Plan VIP85236
Legal Description - Lot 1, Christ Church Trust Estate
Victoria City, Plan VIP85236

PARKING CALCULATIONS

NUMBER OF STANDARD UNITS: 106
ASSISTED CARE UNITS: 26

PARKING REQUIRED:
standard unit 35 x 106 37.1
assisted care 28/15 5.2
Total unit stalls required 43
Total unit stalls provided 43

Visitors parking
.1 Unit .1x 132
Total visitor stalls required 13
Total visitor stalls provided 13

Total unit stalls required 56
Total parking provided 56

NOTE: parking not calculated for bistro/cafe as it is part of seniors complex and not a public amenity

Parking breakdown
underground for units 43
underground for visitors 10
surface-visitor 2
surface-visitor HC 1
service vehicle 1
Total parking provided 57

BICYCLE PARKING
class 1
standard units 1 x 106 106
assisted care 28/15 1.73
class 2 6
TOTAL REQUIRED 114

PARKING PROVIDED
class 1 - secure underground 116
class 2 - 1 space rack at entrance 6
TOTAL PROVIDED 122

PROJECT DATA

Project Address - 913-929 Burdett Ave. & 914 McClure St.
Legal Description - Lot 1, Christ Church Trust Estate
Victoria City, Plan VIP85236
Lot 2, Christ Church Trust Estate
Victoria City, Plan VIP85236
Lot 22, Block 6, Plan 35, Section CCT, Victoria

Zone - CD-10, R-K

OCP - Guidelines
Site within 200 m of the designated Core Residential

Built Form - Multi-unit residential
- Buildings up to six storeys

Uses - Diversity of mixed housing types
- meets community services

FSR - Allowed 2.1
Proposed 1.96

Site Area - 5429 m² (58,437 sq. ft.)

Site Coverage - existing 1364 m² (14,574 sq. ft.) - 25 %
- proposed 2667 m² (28,822 sq. ft.) - 49.4 %
- allowed 43%

Open Space - 38% 2048 m² (22,052 sq. ft.)

Floor Area - Parking/McClure Street Level - 366 m² (3944 sq. ft.)
Level 1 - 2224 m² (23,930 sq. ft.)
Level 2 - 2853 m² (30,852 sq. ft.)
Level 3 - 1752 m² (18,864 sq. ft.)
Level 4 - 1659 m² (17,853 sq. ft.)
Level 5 - 1119 m² (12,041 sq. ft.)
Level 6 - 865 m² (9,320 sq. ft.)

Total Floor Area - Proposed 10,638 m² (114,504 sq. ft.)

Total Number of Stories
Proposed - 1 @ 6 Storey
Existing - Unchanged

Proposed Set Backs -
Front (Burdett): 8.75m
Rear (McClure): 4.7 m building & 3.3 m stairs
Side Yard (East): 3.6m
Side Yard (West): 1.7m Carlift stair
3.05 m Carlift
3.02 m building
Interior Yard (South): 3.1m

Residential Units

Minimum Unit Floor Area - 23 m² (assisted living unit)
Maximum Unit Floor Area - 84 m²

Unit Count - Parking/McClure Street Level - 4 units
Level 1 - 26 units
Level 2 - 19 units
Level 3 - 19 units + 13 assisted
Level 4 - 15 units + 13 assisted
Level 5 - 12 units
Level 6 - 09 units

Total Number of Units - 132

Parking - as per schedule c - refer to parking plan and calc
required - 43 stalls - proposed - 43 stalls
visitor required - 4 stalls - proposed - 4 stalls
service vehicle proposed - 1 stalls

Bicycles - as per schedule c - refer to parking plan
Class 1
required - 107 stalls
proposed - 108 stalls

Class 2
required - 7
proposed - 1 rack for 8

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

CLIENT

MI Ventures
&
Norwood Group

ARCHITECT - CRP

key
architectural ltd.
201 West 12th Ave. Suite 1000
Vancouver, BC V6E 2E7
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CONSULTANT

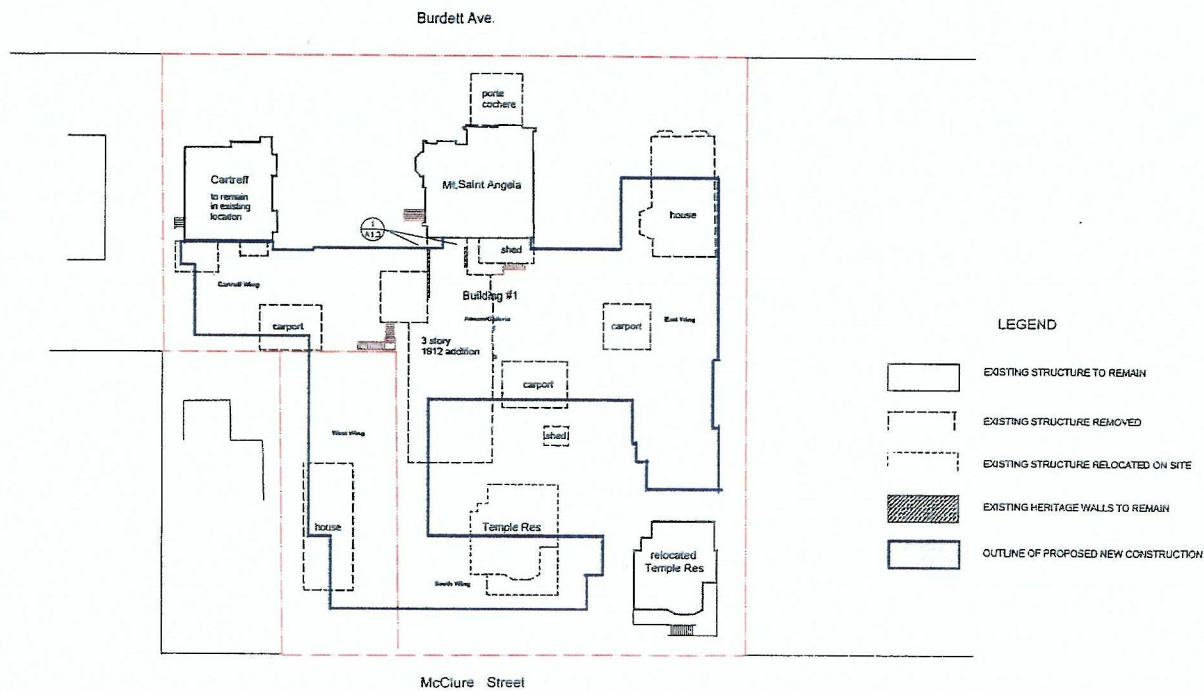
Arcata
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COMMENTS

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY SUBMISSION	SEP 2010	
2	PRELIMINARY SUBMISSION	SEP 2010	
3	PRELIMINARY SUBMISSION	SEP 2010	
4	PRELIMINARY SUBMISSION	SEP 2010	
5	PRELIMINARY SUBMISSION	SEP 2010	
6	PRELIMINARY SUBMISSION	SEP 2010	
7	PRELIMINARY SUBMISSION	SEP 2010	
8	PRELIMINARY SUBMISSION	SEP 2010	

MOUNT ST. ANGELA
Senior Living, Redefined.

SHEET TITLE	
PROJECT DATA	
CONTEXT PLAN	
SCALE	JOB NO.
AS NOTED	1124 - 1410
DATE PLotted	
OCT 07 2010	
Drawn by	A1.0



Key Plan
Scale: 1:300

PROJECT
Mount St Angela
913-929 Burdett Ave.
Victoria B.C.
CLIENT
**MI Ventures
&
Norwood Group**
ARCHITECT - CRP

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CONSULTANT

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352 413 7307 / 524 McClure St
4th fl Arcata @telus net

COMMENTS

#	DESCRIPTION	DATE	BY
1	HAP / RECORDING SUBMISSION	SEP 2016	
2	REV: HAP / RECORDING SUBMISSION	APR 2016	
3	REV: AVERAGE GRADE CALC	NOV 2015	
4	REV: GATE AND GARAGE DOOR	AUG 2015	
5	REV: 1st FLOOR ADP EQUIPMENT	NOV 2014	
6	REV: 1st FLOOR ADP EQUIPMENT	FEB 2014	
7	REV: 1st FLOOR ADP EQUIPMENT	AUG 2013	
8	REV: 1st FLOOR ADP EQUIPMENT	OCT 2013	

MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE
KEY PLAN

SCALE
AS NOTED
DATE PLOTTED
OCT 07 2016
DRAWN BY

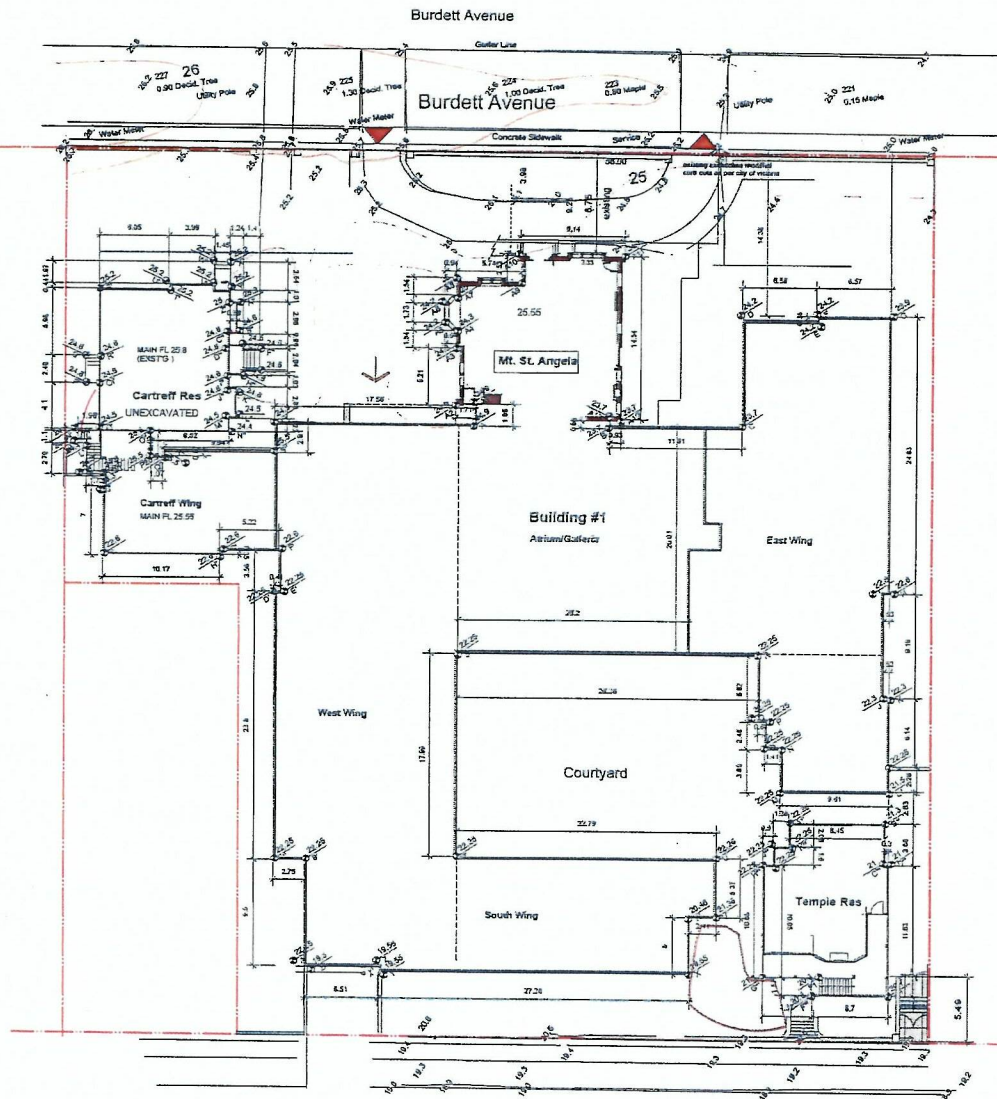
A1.0a



Building No. 1
Average Grade Calculation

Point	Elevation
A 1 (24.3 - 24.3) / 2 ± 1.00m	48.45
A 2 (24.3 - 24.3) / 2 ± 1.70m	42.59
A 3 (24.3 - 24.3) / 2 ± 2.20m	120.15
A 4 (24.3 - 24.3) / 2 ± 1.50m	37.42
A 5 (24.3 - 24.3) / 2 ± 1.00m	32.49
A 6 (24.3 - 24.3) / 2 ± 1.70m	41.59
A 7 (24.3 - 24.3) / 2 ± 1.00m	32.19
A 8 (24.3 - 24.3) / 2 ± 1.50m	26.59
A 9 (24.3 - 24.3) / 2 ± 1.00m	14.59
A 10 (24.3 - 24.3) / 2 ± 1.50m	42.35
A 11 (24.3 - 24.3) / 2 ± 1.00m	22.15
A 12 (24.3 - 24.3) / 2 ± 1.50m	21.15
A 13 (24.3 - 24.3) / 2 ± 1.00m	16.49
A 14 (24.3 - 24.3) / 2 ± 1.50m	22.15
A 15 (24.3 - 24.3) / 2 ± 1.00m	22.15
A 16 (24.3 - 24.3) / 2 ± 1.50m	22.15
A 17 (24.3 - 24.3) / 2 ± 1.00m	22.15
A 18 (24.3 - 24.3) / 2 ± 1.50m	22.15
A 19 (24.3 - 24.3) / 2 ± 1.00m	22.15
A 20 (24.3 - 24.3) / 2 ± 1.50m	22.15
A 21 (24.3 - 24.3) / 2 ± 1.00m	22.15
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Perimeter
Average Grade 10,662.8 / 434.97 = 22.02



AVERAGE GRADE CALCULATIONS
Scale: 1:200

McClure Street

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

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key

architectural ltd
250 413.7307 / 524 McClure St
victoria bc v8v 1h1

CONSULTANT

Arcata
250 413.7307 / 524 McClure St
victoria bc v8v 1h1

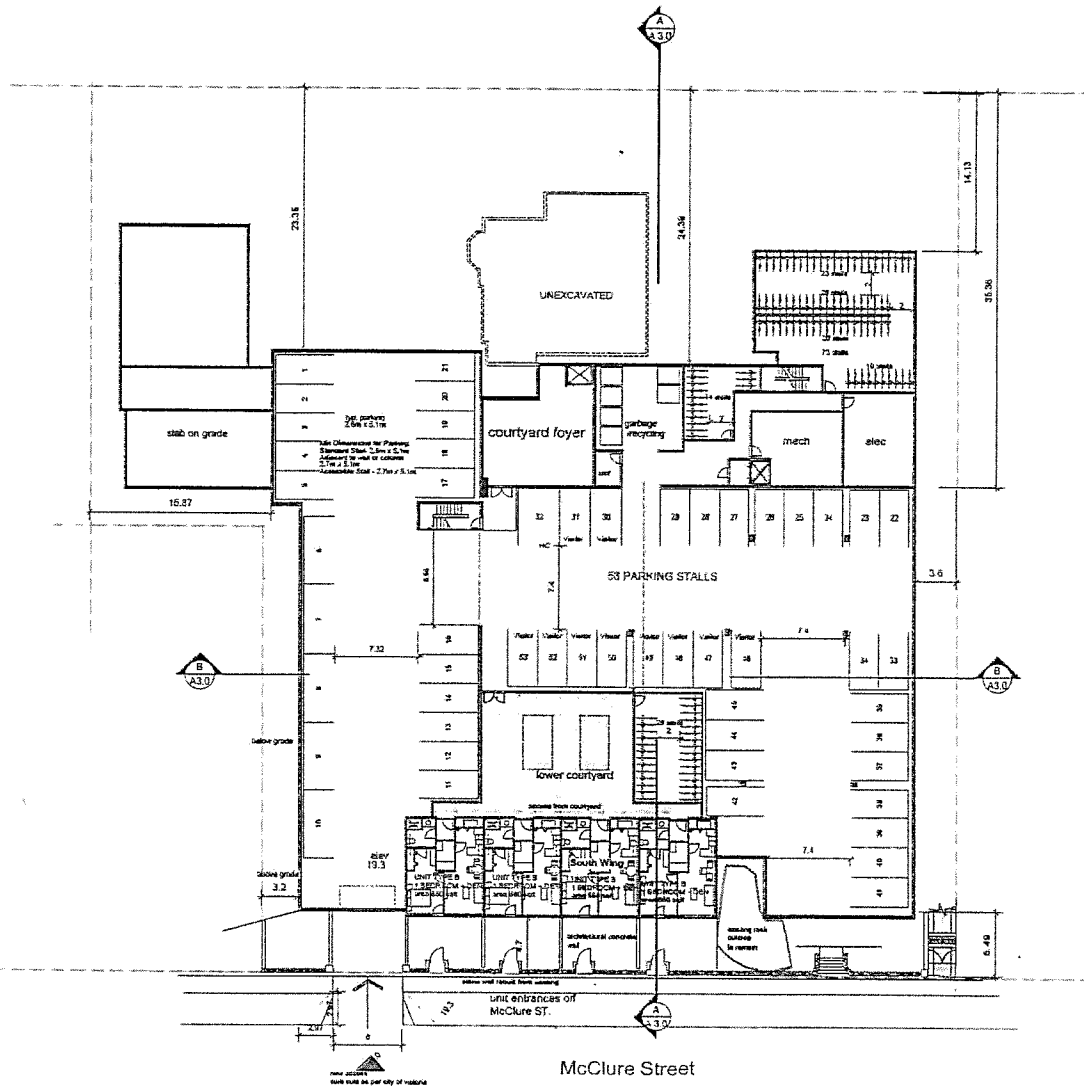
COMMENTS

No.	DESCRIPTION	DATE	BY
1.	HAD / RETURNING SUBMISSION	SEP 2016	
2.	REV HAD / RETURNING SUBMISSION	SEP 2016	
3.	REV AVERAGE GRADE CALC	NOV 2016	
4.	REV GATE AND GARAGE DOOR	JAN 2017	
5.	REV as per ACP comments	NOV 2016	
6.	REV as per HAD (ACP) comments	FEB 2017	
7.	REV as per staff comments	MAY 2017	
8.	REV as per staff comments - parking	OCT 2016	

MOUNT ST. ANGELA
Senior Living, Redefined.

SHEET TITLE
AVERAGE GRADE CALC.

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2016	
DRAWN BY	A1.0c



PARKING LEVEL PLAN/McCLURE ST. UNITS
Scale: 1/200

Total McClure Street Level Units - 4 units

PROJECT
Mount St Angela
913-929 Burdett Ave.
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architecture ltd
250 413 7307 / 5211 McLure St
V6E 4A1 501-19-02-1001

CONSULTANT
Arcata
250 413 7307 / 5211 McLure St
V6E 4A1 501-19-02-1001

COMMENTS

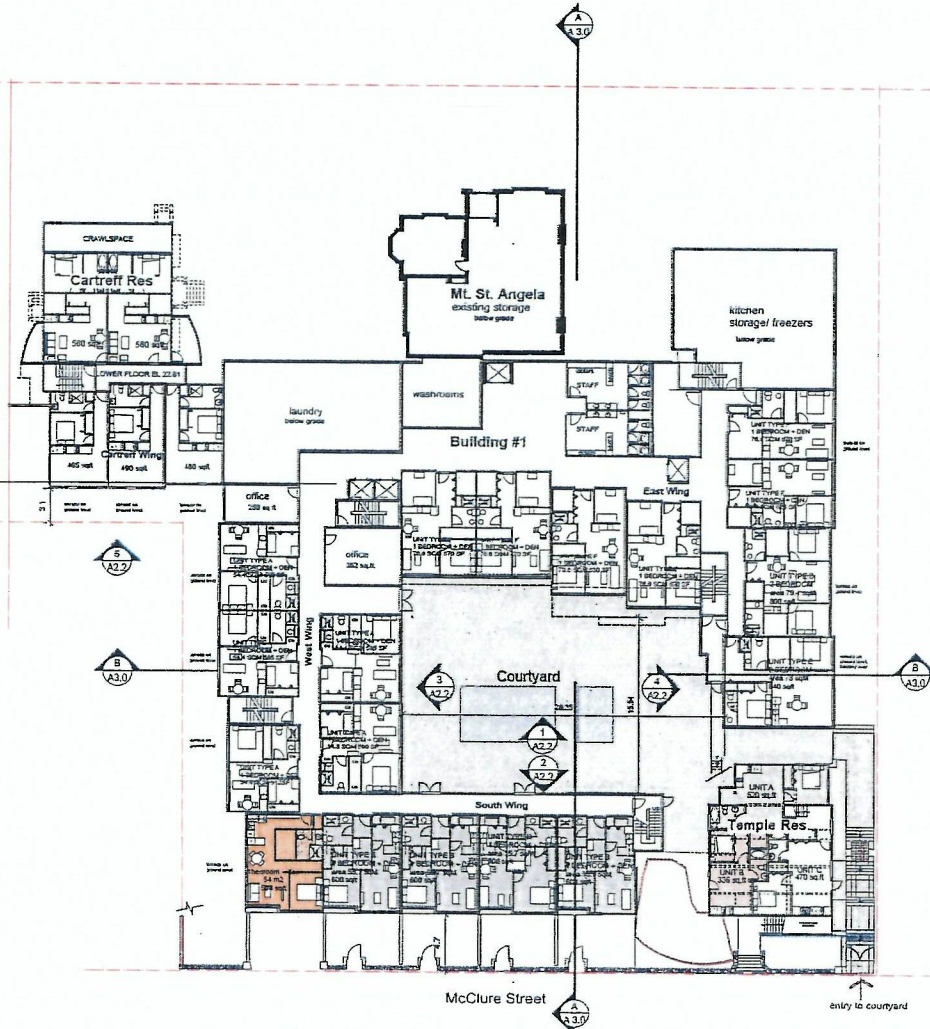
NO.	DESCRIPTION	DATE	BY
1.	MAP / RECORDING SUBMISSION	SEP 2010	
2.	REV MAP / RECORDING SUBMISSION	NOV 2010	
3.	REV AVERAGE GARAGE CALC	NOV 18 10	
4.	REV GATE AND GARAGE DOOR	JULY 10 10	
5.	REV as per ADP comments	NOV 2010	
6.	REV as per HMC ADP and comments	FEB 2011	
7.	REV as per staff comments	MAY 2011	
8.	REV as per staff comments updating	JUN 2011	

MOUNT ST. ANGELA
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SHEET TITLE
PARKING LEVEL PLAN
McCLURE ST. UNITS

SCALE
AS NOTED
DATE PLOTTED
OCL 07 2010
DRAWN BY

A1.1



LEVEL 1 PLAN
Scale: 1:200

- Cartreff Res - 2 units
 - Mt. St. Angela - 0 units
 - Building #1 - 0 units
 - Cartreff Wing - 3 units
 - West Wing - 5 units
 - South Wing - 5 units
 - East Wing - 8 units
 - Temple Res. - 3 units
- Total Level 1 - 26 units

PROJECT
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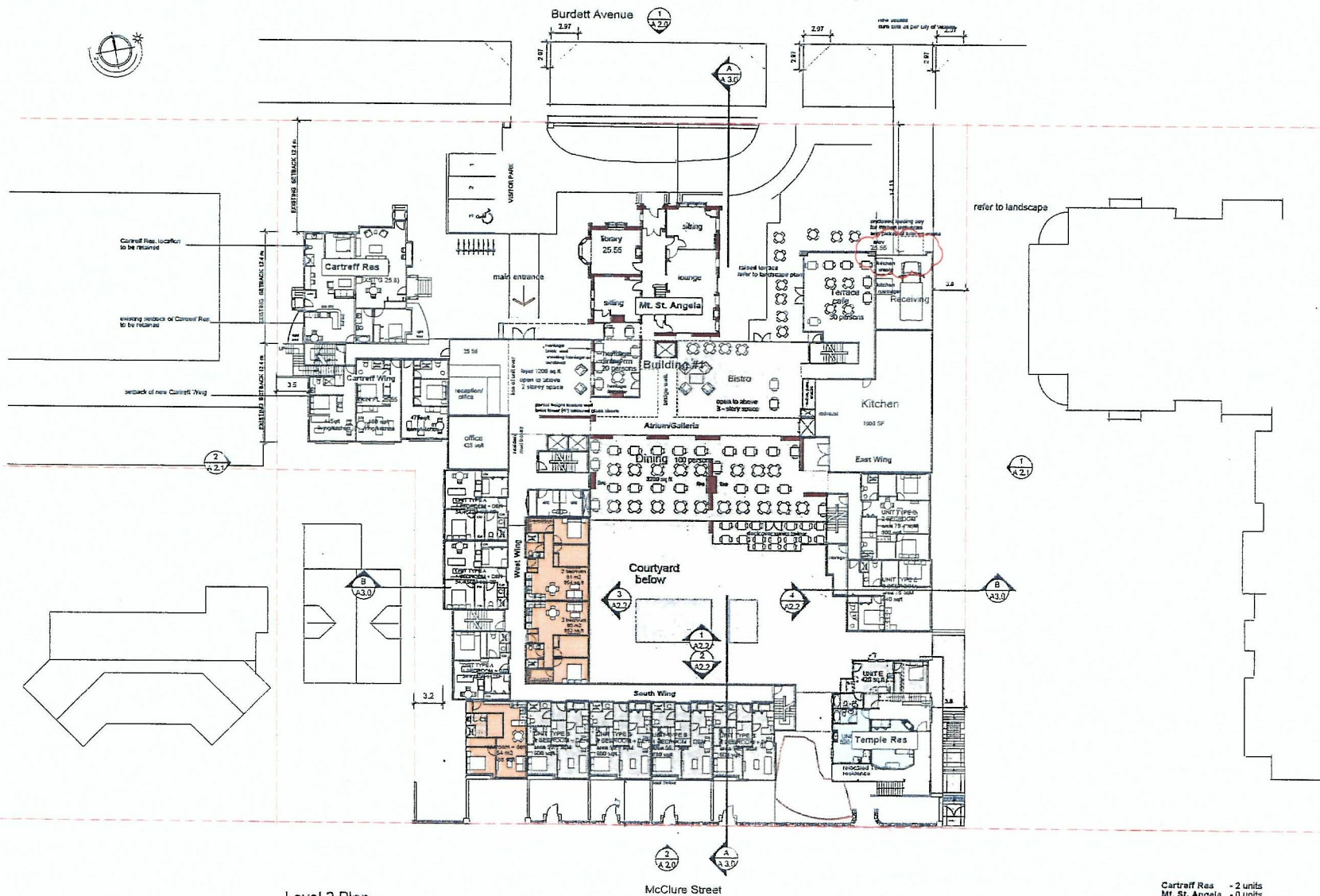
CONSULTANT
@Arcata
250 1124 Park Street, Victoria, B.C. V8T 2G4
604.251.1822 @arcata@key.ca

COMMENTS			
No.	Description	Date	By
1.	REV. REVISIONS SUBMISSION	SEP. 2014	
2.	REV. REV. REVISIONS SUBMISSION	NOV. 2014	
3.	REV. LANSING GRADE CALC.	NOV. 2014	
4.	REV. GATE AND GARAGE DOOR	NOV. 2014	
5.	REV. AS PER ADP COMMENTS	NOV. 2014	
6.	REV. AS PER RUCIADP (part) COMMENTS	DEC. 2014	
7.	REV. AS PER STAFF COMMENTS	NOV. 2014	
8.	REV. AS PER STAFF COMMENTS - PARKING	OCT. 2014	

MOUNT ST. ANGELA
Senior Living, Redefined.

SHEET TITLE
LEVEL 1 PLAN

SCALE AS NOTED	JOB No. 1124 - 1410
DATE NOTED OCT. 07 2014	A1.2
DESIGNED BY	



Level 2 Plan
Scale: 1/200

- Cartreth Res - 2 units
- Mc. St. Angela - 0 units
- Building 1
- Atrium/Galleria - 0 units
- Cartreth Wing - 3 units
- West Wing - 7 units
- South Wing - 3 units
- East Wing - 2 units
- Temple Res. - 2 units
- Total Level 2 Units - 19 units

PROJECT
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CONSULTANT

Arcata
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P.O. Box 30000, Victoria B.C. V8N 3P1

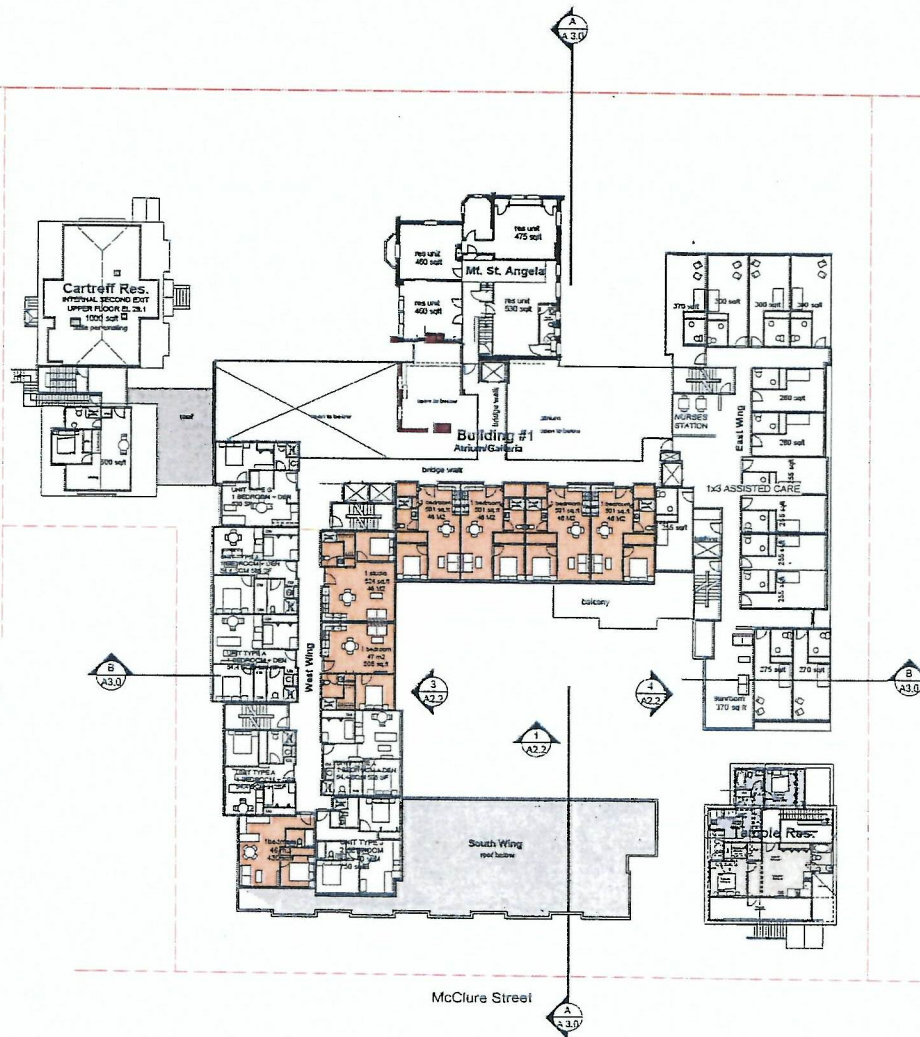
COMMENTS

No.	Description	DATE	BY
1.	MAP / RECORDING SUBMISSION	SEP. 2016	
2.	REV. MAP / RECORDING SUBMISSION	NOV. 2016	
3.	REV. AVERAGE GRADE CALC.	NOV. 19.16	
4.	REV. GATE AND GARAGE DOOR	AUG. 19.16	
5.	REV. as per ADP comments	NOV. 2016	
6.	REV. as per HAZ ADP comments	DEC. 2017	
7.	REV. as per ADP comments	NOV. 2017	
8.	REV. as per ADP comments - parking	DEC. 2017	

MOUNT ST. ANGELA
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SHEET TITLE
LEVEL 2 PLAN

SCALE	1/200
AS NOTED	1/200 - 1/4" = 1'-0"
DATE PLOTTED	
DATE OF 2016	
DRAWN BY	
A1.3	



LEVEL 3 PLAN
Scale: 1:200

- Cartreff Res. - 1 units
 - Mt. St. Angela - 4 units
 - Building #1 - 4 units
 - Atrium/Gallery - 1 units
 - Cartreff Wing - 1 units
 - West Wing - 8 units
 - South Wing - 0 units
 - East Wing - 13 units
 - Temple Res. - 2 units
- Total Level 3 Units - 34 units

PROJECT
Mount St Angela
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201 West 112th Street, Victoria, BC V8M 2K6
Phone: 250-362-1001 Email: info@keyarch.ca

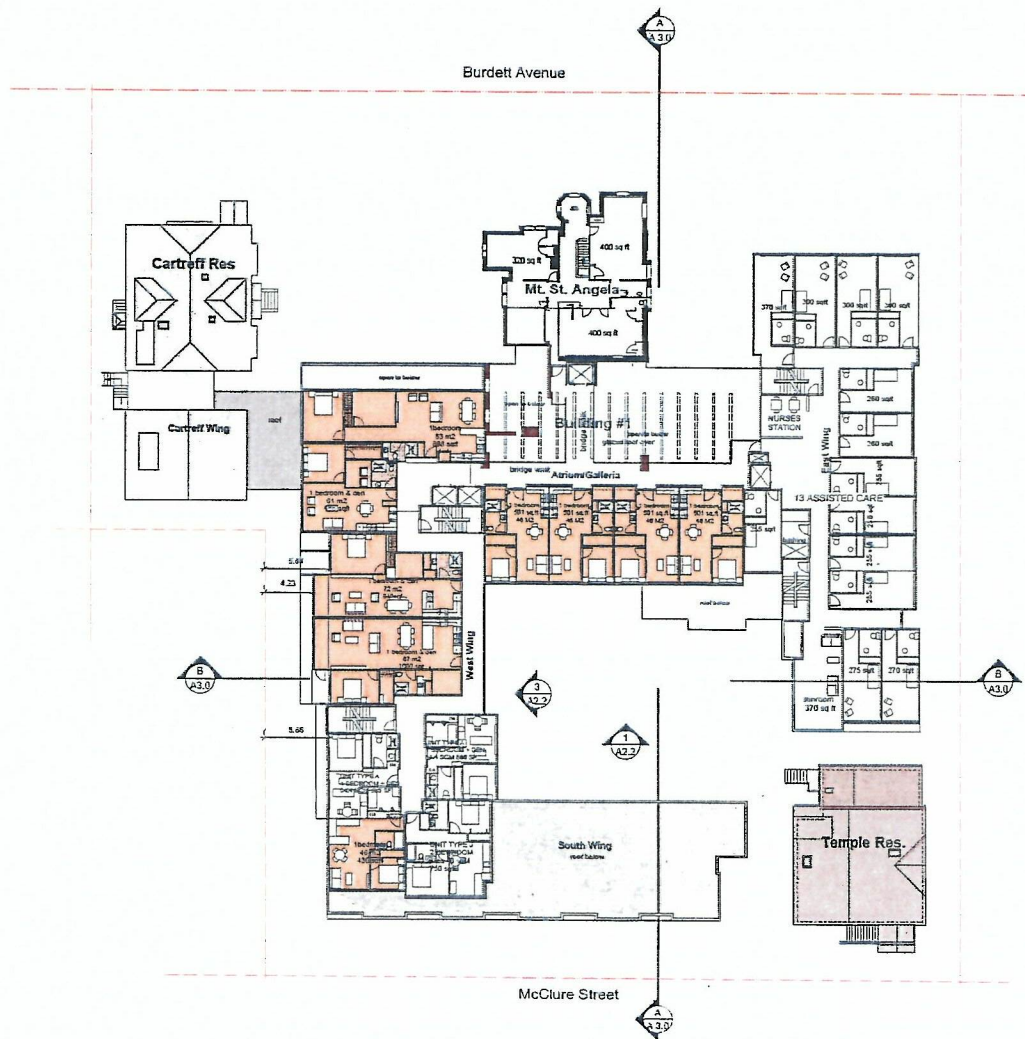
CONSULTANT
@Arcata
250-1117307 / 934 McClure St
4-3-11 Arcata @ plus net

COMMENTS			
NO.	REVISION	DATE	BY
1.	PREP / REDLINING SUBMISSION	NOV 2010	
2.	PREP / PREP / REDLINING SUBMISSION	NOV 2010	
3.	PREP / AVERAGE GRADE CHIEF	NOV 2010	
4.	PREP / GATE AND GARAGE DOOR	NOV 2010	
5.	PREP / AS PER ACP COMMENTS	NOV 2010	
6.	PREP / AS PER AISC / ACP JOINT COMMENTS	NOV 2010	
7.	PREP / AS PER STAFF COMMENTS	NOV 2010	
8.	PREP / AS PER STAFF COMMENTS - PARKING	NOV 2010	

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SHEET TITLE
LEVEL 3 PLAN

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2010	A1.4
DRAWN BY	



LEVEL 4 PLAN
Scale: 1:200

Mt. St. Angela - 3 units
Building 1
 Atrium/Galleria - 4 units
 West Wing - 8 units
 East Wing - 13 units
Total Level 4 Units - 28 units

PROJECT
Mount St Angela
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phone 252 342-1872

CONSULTANT

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arcata@arcatawireless.net

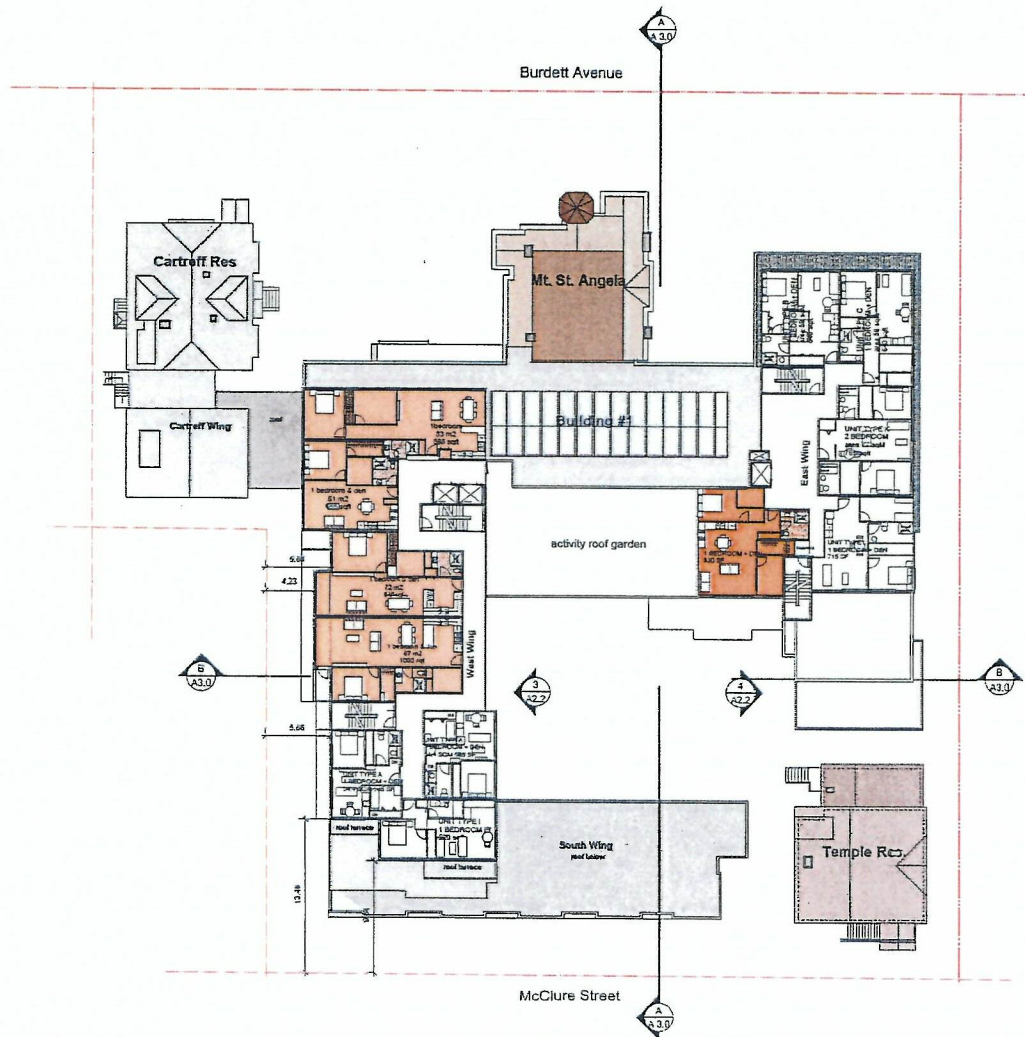
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2.	REV. HAP / REZONING SUBMISSION	NOV 23/16
3.	REV-AVERAGE GRADE CALC.	MAY 12/16
4.	REV-GATE AND GARAGE DOOR	AUG 9/16
5.	REV-as per ADP comments	NOV 23/16
6.	REV-as per HAD ADP joint comments	DEC 2/17
7.	REV-as per staff comments	NOV 23/16
8.	REV-as per staff comments - parking	NOV 23/16

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LEVEL 4 PLAN

SCALE AS NOTED	JOB No. 1124 - 1410
DATE PLOTTED OCT 07 2010	A1.5
DRAWN BY	

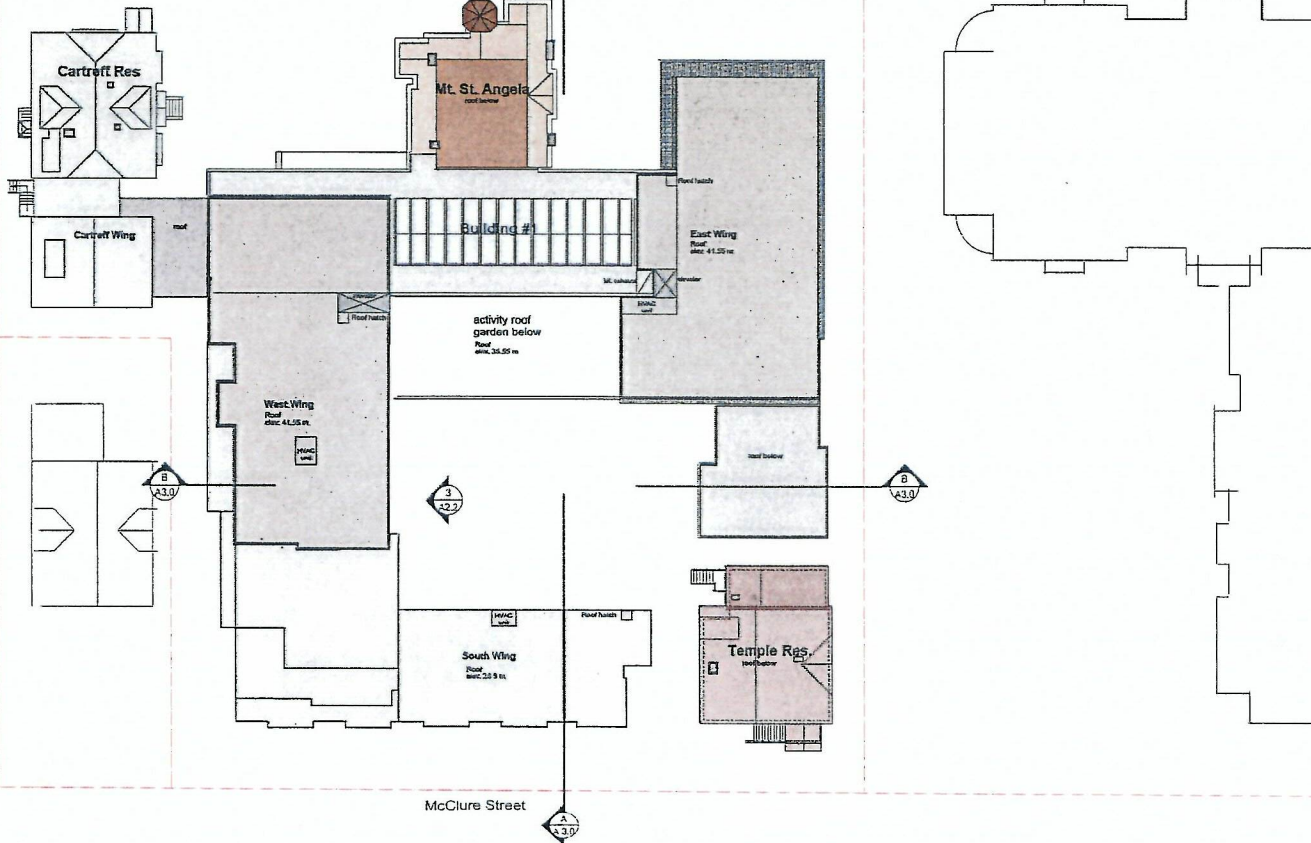


Building 1
West Wing - 7 units
East Wing - 5 units
Total Level 5 Units - 12 units

SCALE AS NOTED	JOB No. 1124 - 1410
DATE PLOTTED OCT 07 2019	A1.6
DRAWN BY	



Burdett Avenue



McClure Street

ROOF PLAN
Scale: 1:200

PROJECT

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victoria bc v8t 1c1

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COMMENTS

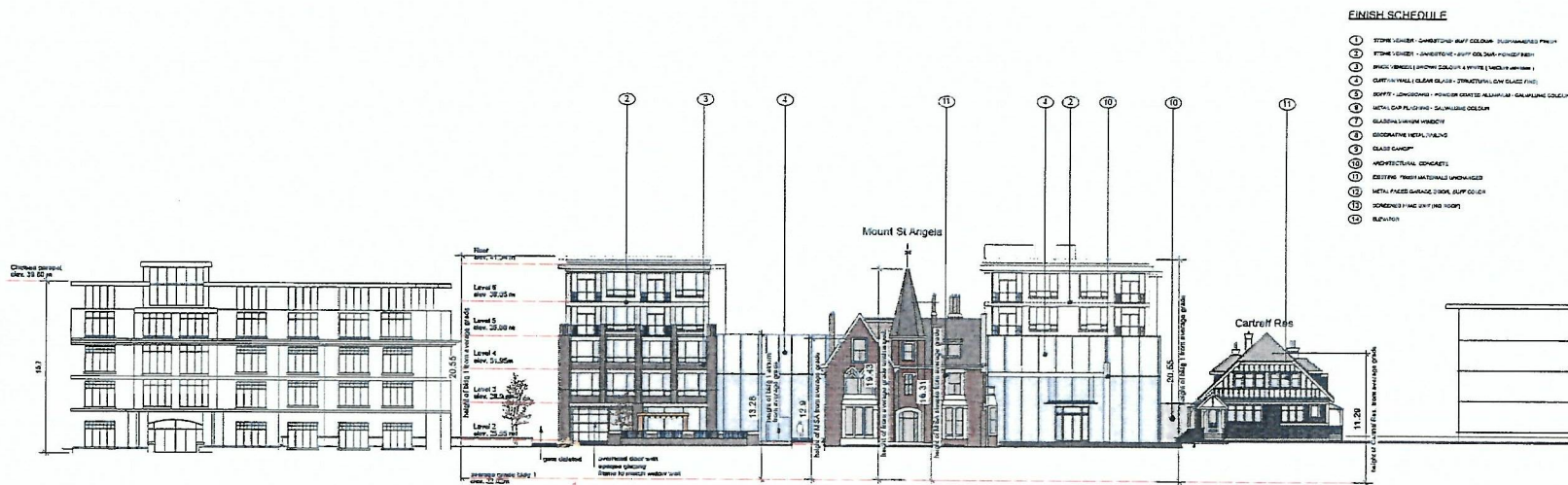
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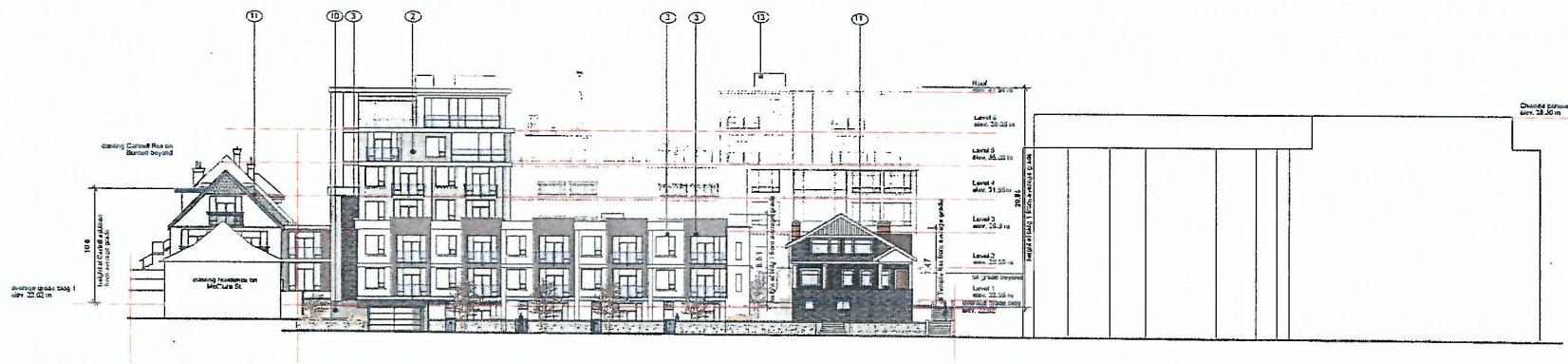
SHEET TITLE

ROOF PLAN

SCALE	JOB NO.
AS NOTED	1124 - 1410
DATE PLOTTED	
Oct. 07 2010	
DRAWN BY	
	A1.8



1 Burdett Ave. Elevation
Scale: 1:200



2 McClure St. Elevation
Scale: 1:200

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Mount St Angela
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Tel: 604-271-1121 Fax: 604-271-1122

CONSULTANT

Arcata
353-113707/353-113708
www.arcata.ca

COMMENTS

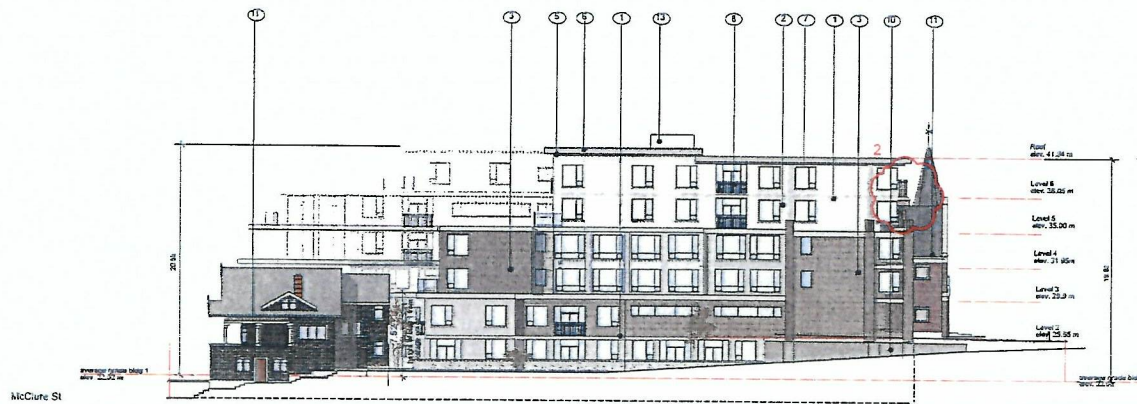
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8.	PRELIMINARY SUBMISSION	SEP 2016	

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ELEVATIONS

SCALE
AS NOTED
DATE PLOTTED
OCT 07 2019
DRAWN BY

A2.0



① East Elevation
Scale: 1:200



② West Elevation
Scale: 1:200

FINISH SCHEDULE

- ① STONE (RANDOM - CONCRETE) - BURNED COLOR - UNPAINTED FROM
- ② STONE (RANDOM - CONCRETE) - BURNED COLOR - UNPAINTED FROM
- ③ BRICK (RANDOM - CONCRETE) - BURNED COLOR - UNPAINTED FROM
- ④ BRICK (RANDOM - CONCRETE) - BURNED COLOR - UNPAINTED FROM
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- ㊿ BRICK (RANDOM - CONCRETE) - BURNED COLOR - UNPAINTED FROM

PROJECT
Mount St Angela
913-929 Burdett Ave.
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COMMENTS			
NO.	DESCRIPTION	DATE	BY
1	CRP / REVISION SUBMISSION	SEP 2016	
2	REV. MAP / REVISION SUBMISSION	SEP 2016	
3	REV. JAVASCRIPT GRADE CALC	NOV 19 16	
4	REV. GATE AND GARAGE DOOR	NOV 19 16	
5	REV. as per ADP comments	NOV 20 16	
6	REV. as per ADP comments	NOV 20 16	
7	REV. as per ADP comments	NOV 20 16	
8	REV. as per ADP comments	NOV 20 16	

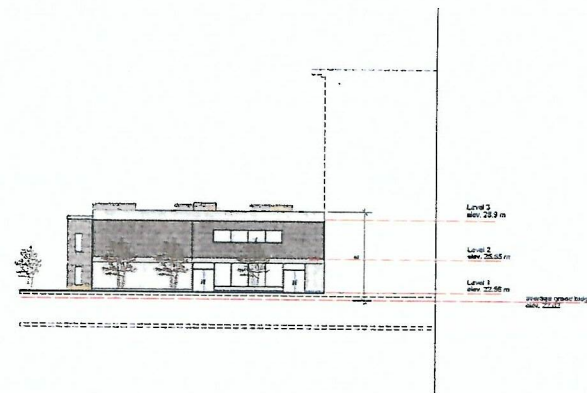
MOUNT ST. ANGELA
Senior Living. Redefined.

SH-SHEET TITLE
ELEVATIONS

SCALE
AS NOTED
DATE PLOTTED
OCT 07 2016
DRAWN BY
A2.1



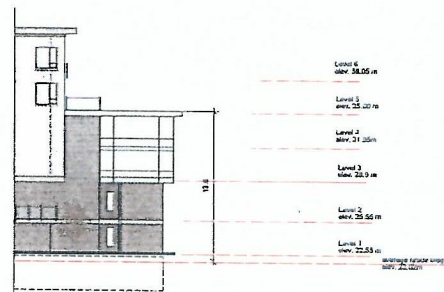
① Courtyard North Elevation
Scale: 1:200



② Courtyard South Elevation
Scale: 1:200



③ Courtyard West Elevation
Scale: 1:200



④ Courtyard East Elevation
Scale: 1:200



⑤ Cartreff Addition McClure Elevation
Scale: 1:200

PROJECT
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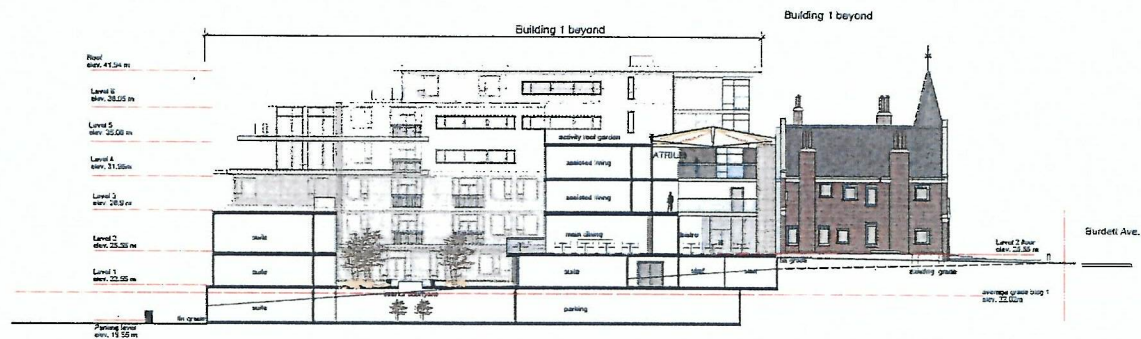
keay
architecture ltd.
350 413 1307 / 524 McClure St
4th fl. Arcata 95521-3317
CONSULTANT
Arcata
350 413 1307 / 524 McClure St
4th fl. Arcata 95521-3317

COMMENTS			
No.	Description	Date	By
1.	HAP / RECORDING SUBMISSION	SEP 2016	
2.	REV. HAP / RECORDING SUBMISSION	APR 2016	
3.	REV. AVERAGE GRADE CALC	APR 16/16	
4.	REV. GATE AND GARAGE DOOR	JULY 8/16	
5.	REV. as per ADP comments	NOV 2016	
6.	REV. as per AMCLADP joint comments	FEB 2017	
7.	REV. as per final approvals	MAY 2017	
8.	REV. as per final comments - parking	OCT 2017	

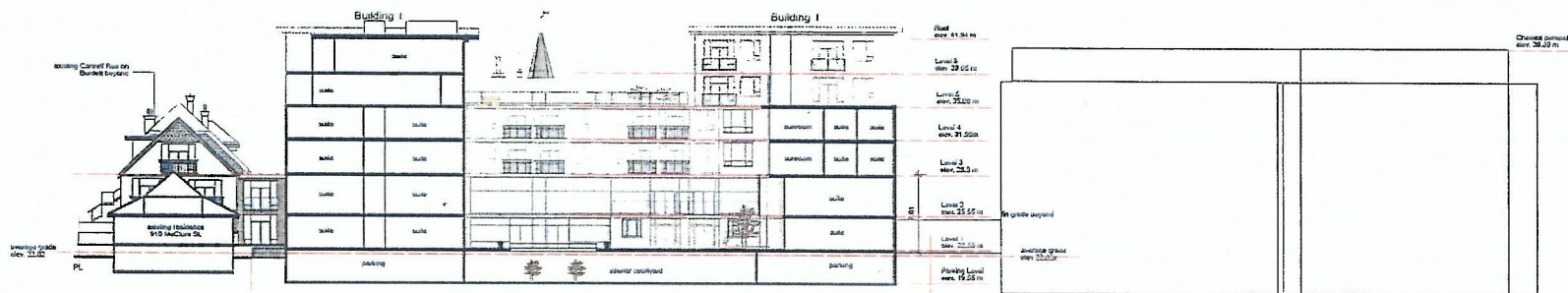
MOUNT ST. ANGELA
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SHEET TITLE
ELEVATIONS

SCALE
AS NOTED
DATE PLOTTED
OCT 07/2016
DRAWN BY
A2.2



Scale: 1:200
SECTION A-A



SECTION B-B
Scale: 1:200

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250 413 7307 / 924 MacDure St
victoria bc v8v 1c3

CONSULTANT

Arcata
250 413 7307 / 924 MacDure St
victoria bc v8v 1c3

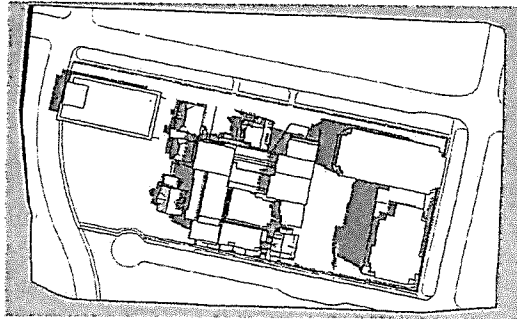
COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	PRELIMINARY SUBMISSION	SEP 2016	
2.	PRELIMINARY SUBMISSION	SEP 2016	
3.	PRELIMINARY SUBMISSION	SEP 2016	
4.	PRELIMINARY SUBMISSION	SEP 2016	
5.	PRELIMINARY SUBMISSION	SEP 2016	
6.	PRELIMINARY SUBMISSION	SEP 2016	
7.	PRELIMINARY SUBMISSION	SEP 2016	
8.	PRELIMINARY SUBMISSION	SEP 2016	

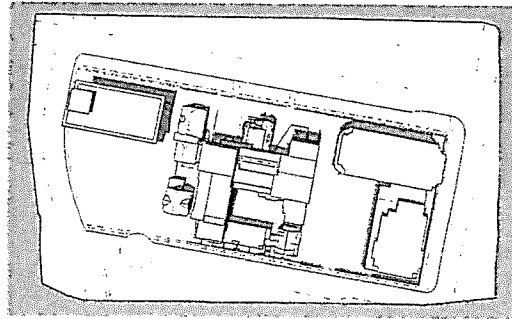
MOUNT ST. ANGELA
Senior Living, Redefined.

INVEST TITLE
SECTIONS

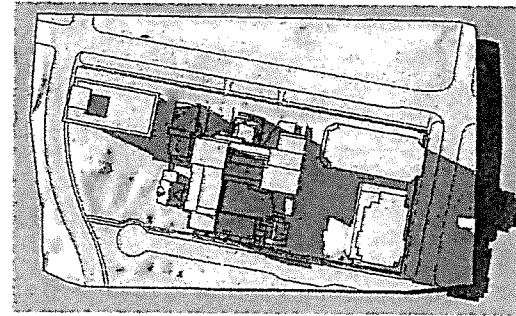
SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2016	
DRAWN BY	A3.0



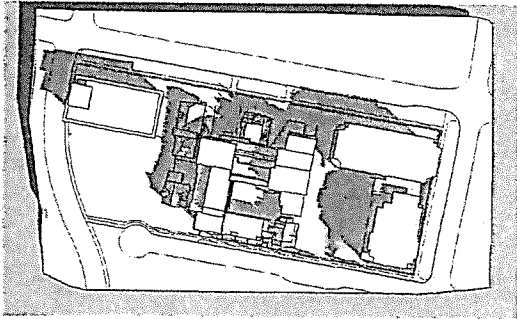
Morning
Summer Solstice



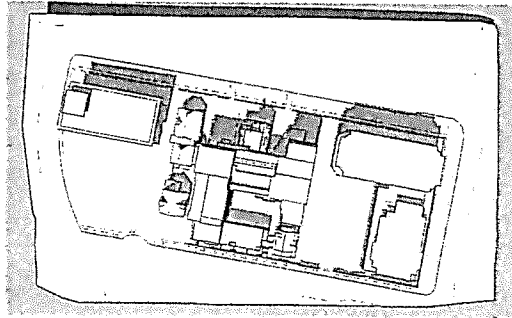
Noon



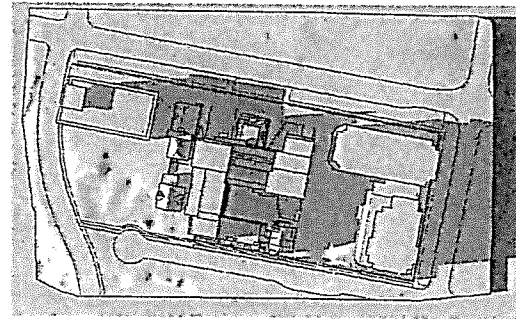
Evening



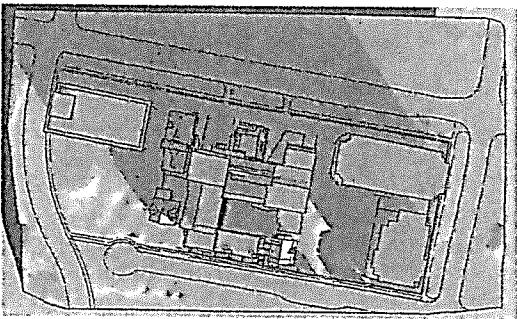
Morning
Equinox



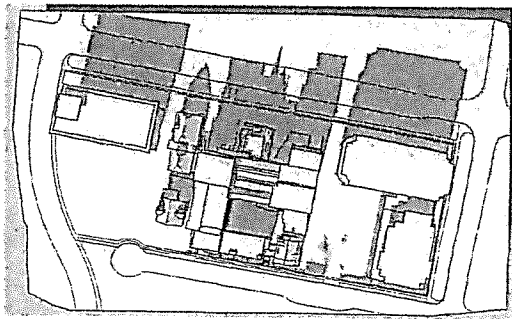
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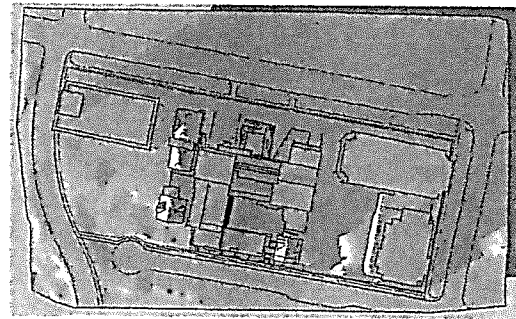
Evening



Morning
Winter Solstice



Noon



Evening

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CONSULTANT

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COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	DRAWING SUBMISSION	SEP. 2013	
2.	REV. HAP / RECONING SUBMISSION	SEP. 2013	
3.	REV. HAP / RECONING SUBMISSION	SEP. 2013	
4.	REV. GATE AND GARAGE DOOR	JAN. 2014	
5.	REV. GATE AND GARAGE DOOR	JAN. 2014	
6.	REV. GATE AND GARAGE DOOR	JAN. 2014	
7.	REV. GATE AND GARAGE DOOR	JAN. 2014	
8.	REV. GATE AND GARAGE DOOR	JAN. 2014	

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SHEET TITLE
SHADOW STUDY

SCALE
AS NOTED
DATE PLOTTED
OCT. 07, 2019
DRAWN BY

JOB NO.
1124 - 1410

A 7.0



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 www.keayarchitecture.com

CONSULTANT
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COMMENTS			
#	DESCRIPTION	DATE	BY
1.	PRELIMINARY SUBMISSION	SEP 2017	
2.	PRELIMINARY SUBMISSION	APR 2018	
3.	PRELIMINARY GRADING CALC	APR 2018	
4.	PRELIMINARY GRADING CALC	APR 2018	
5.	PRELIMINARY GRADING CALC	APR 2018	
6.	PRELIMINARY GRADING CALC	APR 2018	
7.	PRELIMINARY GRADING CALC	APR 2018	
8.	PRELIMINARY GRADING CALC	APR 2018	

MOUNT ST. ANGELA
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SHEET TITLE	
Perspectives	
SCALE	JOB NO.
AS NOTED	1124 - 1410
DATE NOTED	
OCT 07 2018	
DESIGNED BY	
	A 7.1



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 250-1117 207 / 254 McDougall St

CONSULTANT
Arcata
 250-1117 207 / 254 McDougall St
 250-1117 207 / 254 McDougall St

COMMENTS			
No.	Description	Date	By
1.	1. HAP / PRELIMINARY SUBMISSION	SEP 2010	
2.	2. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	
3.	3. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	
4.	4. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	
5.	5. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	
6.	6. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	
7.	7. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	
8.	8. PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011	

MOUNT ST. ANGELA
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SHEET TITLE
 Perspectives

SCALE
 AS NOTED
 1:124 = 1:110
 DATE
 OCT 27 2010
 DRAWN BY
 A 7.2



Limited view of cathedral tower behind existing residence

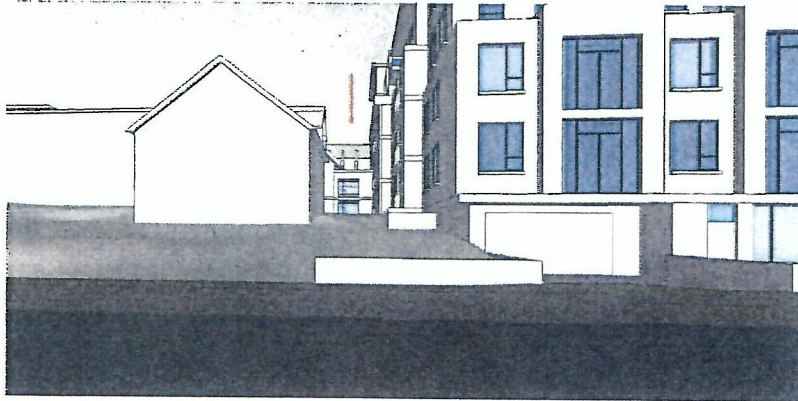
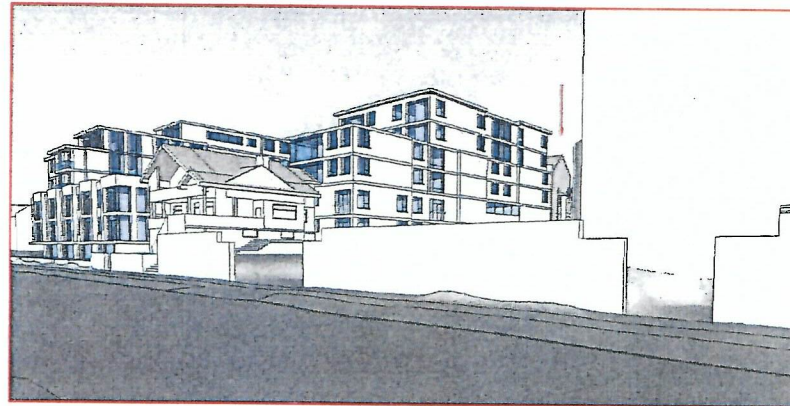
Limited view of cathedral tower through trees during fall season

Roof line of cathedral visible behind Chelsea building during fall season

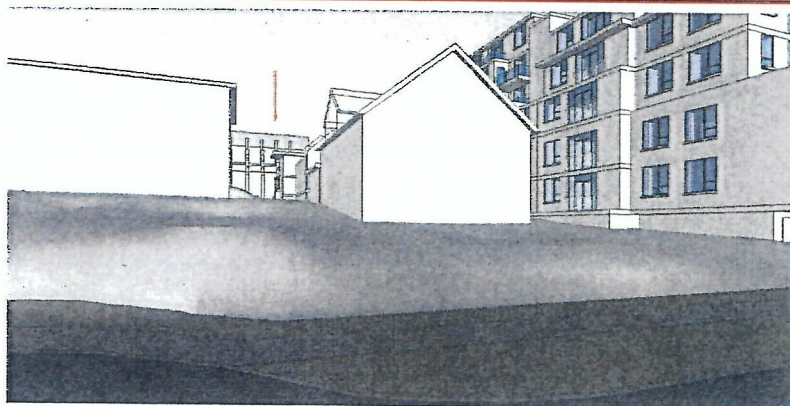
Current Conditions: McClure St. views looking north toward Christ Church Cathedral.
(Photos taken from the south sidewalk on McClure St.)



Roof line of cathedral remains visible behind Chelsea building



Roof line of cathedral remains visible during fall season



Roof line of cathedral remains visible during fall season

New Conditions: Views of Christ Church Cathedral will be maintained

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V8N 4G1, 250-113-7307

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V8N 4G1, 250-113-7307

COMMENTS		
NO.	DESCRIPTION	DATE
1.	HAP / PRELIMINARY SUBMISSION	SEP 2016
2.	PRELIMINARY HAP / PRELIMINARY SUBMISSION	NOV 2016
3.	PRELIMINARY AVERAGE GROUND CALC	NOV 2016
4.	PRELIMINARY GATE AND GARAGE DOOR	NOV 2016
5.	PRELIMINARY HAP / PRELIMINARY SUBMISSION	NOV 2016
6.	PRELIMINARY HAP / PRELIMINARY SUBMISSION	NOV 2016
7.	PRELIMINARY HAP / PRELIMINARY SUBMISSION	NOV 2016
8.	PRELIMINARY HAP / PRELIMINARY SUBMISSION	NOV 2016

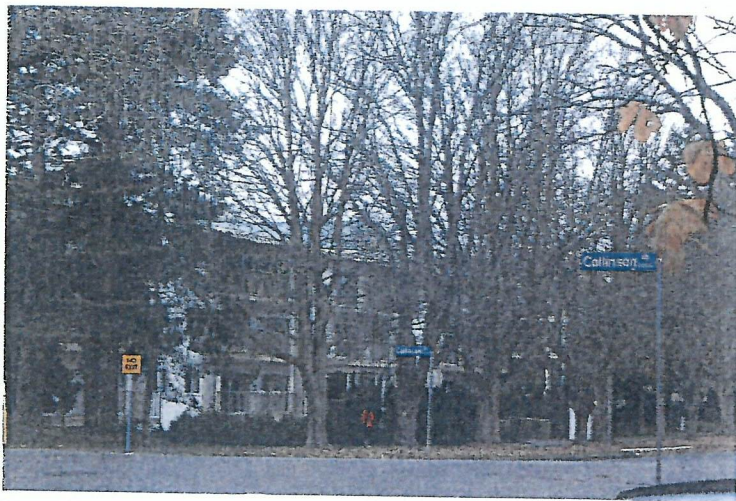
MOUNT ST. ANGELA
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SHEET TITLE
Perspectives-Public views
of Christ Church Cathedral
from McClure St.

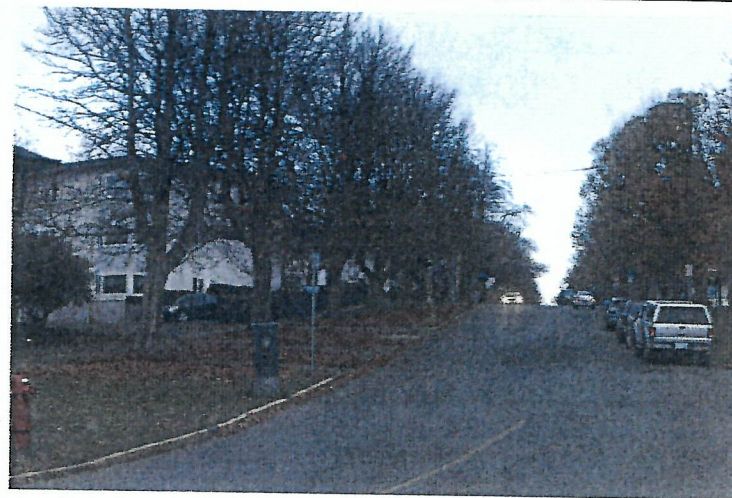
SCALE AS NOTED	JOB NO. 1124 - 1410
GATE PLANTED OCT 07/2019	A 7.3
DATE PLOTTED	



View at the corner of Sutlej St. and Vancouver St. looking north toward Christ Church Cathedral during fall season. Proposed project does not impinge on current view.



View at the corner of Collinson St. and Vancouver St. looking north toward Christ Church Cathedral during fall season. Roof and tower are visible here. The roof line of the proposed project does not impinge on current view.



View at the corner of Humboldt St. and Vancouver St. looking north toward Christ Church Cathedral, no view from this location.



View at the corner of Quadra St. and Burdett Ave. looking south toward proposed project during fall season.



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250.417.7307 250.417.7307

CONSULTANT

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4111 211 Arcata @ 10101 211

COMMENTS

No.	Description	Date	By
1.	PRELIMINARY SUBMISSION	SEP 2016	
2.	PRELIMINARY SUBMISSION	APR 2016	
3.	PRELIMINARY SUBMISSION	APR 2016	
4.	PRELIMINARY SUBMISSION	APR 2016	
5.	PRELIMINARY SUBMISSION	APR 2016	
6.	PRELIMINARY SUBMISSION	APR 2016	
7.	PRELIMINARY SUBMISSION	APR 2016	
8.	PRELIMINARY SUBMISSION	APR 2016	

MOUNT ST. ANGELA
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3-11111
Perspectives-Public views
of Christ Church Cathedral

SCALE AS NOTED	DATE 11/24/2016
DATE NOTED OCT 07 2016	DRAWN BY A 7.4



View from Burdett Ave.

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253-213-7307 924 McDougall St
Victoria B.C. V8T 2C8

CONSULTANT

Arcata
253-213-7307 924 McDougall St
Victoria B.C. V8T 2C8

COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	PRELIMINARY SUBMISSION	SEP 2019	
2.	REV. PRELIMINARY SUBMISSION	SEP 2019	
3.	REV. AVANCE GARAGE CALC.	NOV 2019	
4.	REV. GATE AND GARAGE DOOR	AUG 2019	
5.	REV. AS PER ACP COMMENTS	NOV 2019	
6.	REV. AS PER ACP (PARKING) COMMENTS	DEC 2019	
7.	REV. AS PER ACP COMMENTS	NOV 2019	
8.	REV. AS PER ACP COMMENTS	NOV 2019	

MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE

Views

SCALE
AS NOTED
DATE PLOTTED
OCT 07 2019
DRAWN BY

JOB NO.
1134 - 1410

A 7.5



View along Burdett Ave.

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 250-412-7309 / 250-412-7310

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 250-412-7309 / 250-412-7310

COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	PRELIMINARY SUBMISSION	SEP 2016	
2.	REV. PRELIMINARY SUBMISSION	APR 2017	
3.	REV. AVERAGE GRADE CALC	MAY 15 17	
4.	REV. GATE AND GARAGE DOOR	JULY 18 17	
5.	REV. AS PER MEP DRAWINGS	NOV 2017	
6.	REV. AS PER PAC (ACP) COMMENTS	FEB 2017	
7.	REV. AS PER MEP DRAWINGS	APR 2017	
8.	REV. AS PER MEP DRAWINGS (parking)	OCT 2017	

MOUNT ST. ANGELA
 Senior Living. Redefined.

SHEET TITLE

Views

SCALE	SHEET NO.
AS NOTED	1124 - 1410
GATE PLUMED	
COL. 07/2019	
DRAWN BY	
	A 7.6



View along McClure St.

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 Victoria B.C. V8M 1P4

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 253-113.7307 / 924 McClure St
 Victoria B.C. V8M 1P4

COMMENTS				
No.	REVISION	DATE	BY	
1.	MAP / ZONING SUBMISSION	SEP 2010		
2.	RELI MAP / ZONING SUBMISSION	SEP 2010		
3.	RELI ADVICE GRADE CALC	SEP 10 10		
4.	RELI GATE AND GARAGE DOOR	JUL 10 10		
5.	RELI AS PER ADP COMMENTS	DEC 10 10		
6.	RELI AS PER ADP COMMENTS	FEB 11 11		
7.	RELI AS PER ADP COMMENTS	MAY 2011		
8.	RELI AS PER ADP COMMENTS	OCT 2011		

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SHEET TITLE	
Views	
SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2010	A 7.7
DRAWN BY	



View along McClure St.

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COMMENTS

#	Description	Date	By
1	3D/4D PRELIMINARY SUBMISSION	SEP 2010	
2	PRELIMINARY PRELIMINARY SUBMISSION	APRIL 2010	
3	PRELIMINARY GRADE CALC.	APRIL 2010	
4	PRELIMINARY GRADE CALC.	APRIL 2010	
5	PRELIMINARY GRADE CALC.	APRIL 2010	
6	PRELIMINARY GRADE CALC.	APRIL 2010	
7	PRELIMINARY GRADE CALC.	APRIL 2010	
8	PRELIMINARY GRADE CALC.	APRIL 2010	

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SHEET TITLE

Views

SCALE	JOB NO.
AS NOTED	1124 - 1410
DATE PLOTTED	
CEL 07 2010	
DRUMMER	

A 7.8



Courtyard entrance off Burdett Ave.

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 250.412.7307 250.412.7307
 4 1/2 21/ 31/213 @telus net

COMMENTS		
NO.	DESCRIPTION	DATE
1.	HAP / PRELIMINARY SUBMISSION	SEP 2010
2.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
3.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
4.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
5.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
6.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
7.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
8.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011
9.	PRELIMINARY / PRELIMINARY SUBMISSION	APR 2011

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SHEET TITLE	
Views	
SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2010	A 7.9
DRAWN BY	



Entrance Lobby

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 350-413.7337 / 524 McDougall St
 Victoria, BC V8M 1A1

COMMENTS			
NO.	DESCRIPTION	DATE	BY
1.	MAP / PRELIMINARY SUBMISSION	SEP 2015	
2.	REV. MAP / PRELIMINARY SUBMISSION	APRIL 2016	
3.	REV. AVERAGE GRADE CALC	MAY 2016	
4.	REV. GATE AND GARAGE DOOR	JULY 2016	
5.	REV. SEE DEF ACP COMMENTS	NOV 2016	
6.	REV. SEE DEF ACP COMMENTS	NOV 2016	
7.	REV. SEE DEF ACP COMMENTS	NOV 2016	
8.	REV. SEE DEF ACP COMMENTS	NOV 2016	

MOUNT ST. ANGELA
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SHEET TITLE	
Views	
SCALE	JOB NO.
AS NOTED	1124 - 1410
DATE PLOTTED	A 7.10
OCT 07 2016	
DESIGNED BY	



Atrium View

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403.282.3623

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Arcata
250-413-7307 / 524 McDougall St
vancouver arcata.com

COMMENTS

NO.	REVISION	DATE	BY
1.	HAUP / RETURNING SUBMISSION	SEP 2017	
2.	REV. HAUP / RETURNING SUBMISSION	SEP 2017	
3.	REV. AVERAGE GARAGE CALC	NOV 2017	
4.	REV. GATE AND GARAGE DOOR	NOV 2017	
5.	REV. as per ADP comments	NOV 2017	
6.	REV. as per HMC ADP print comments	DEC 2017	
7.	REV. as per HMC comments	NOV 2017	
8.	REV. as per HMC comments - parking	NOV 2017	

MOUNT ST. ANGELA
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SHEET TITLE

Views

SCALE	SHEET NO.
AS NOTED	1124 - 1410
DATE PLOTTED	
OCT 07 2018	
DRAWN BY	

A 7.11



Entrance at night

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 250 413.7307 / 524 McDougall St

CONSULTANT

Arcata
 250 413.7307 / 524 McDougall St
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COMMENTS

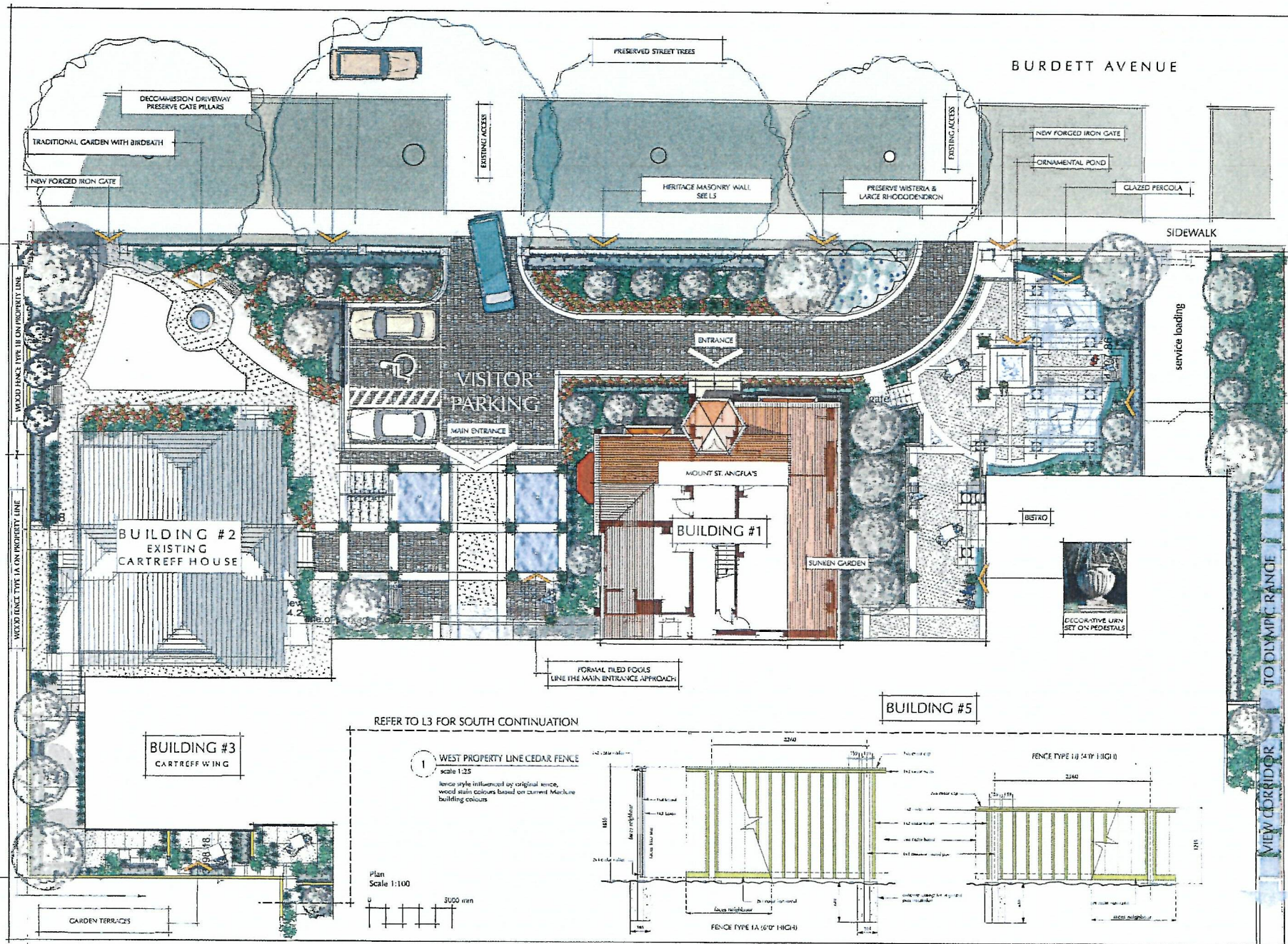
No.	Description	Date	By
1.	POP / PRELIMINARY SUBMISSION	SEP 2016	
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3.	PRELIMINARY SUBMISSION	SEP 2016	
4.	PRELIMINARY SUBMISSION	SEP 2016	
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6.	PRELIMINARY SUBMISSION	SEP 2016	
7.	PRELIMINARY SUBMISSION	SEP 2016	
8.	PRELIMINARY SUBMISSION	SEP 2016	

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SHEET TITLE

Views

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2016	A 7.12
Drawn by	

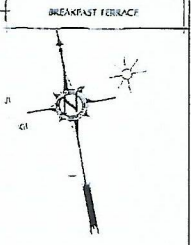


KEY & CECGO
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phone 250 382 0885 fax 250 382 0812
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SMALL & ROSSELL
LANDSCAPE ARCHITECTS INC

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email: larry@smallrossell.com



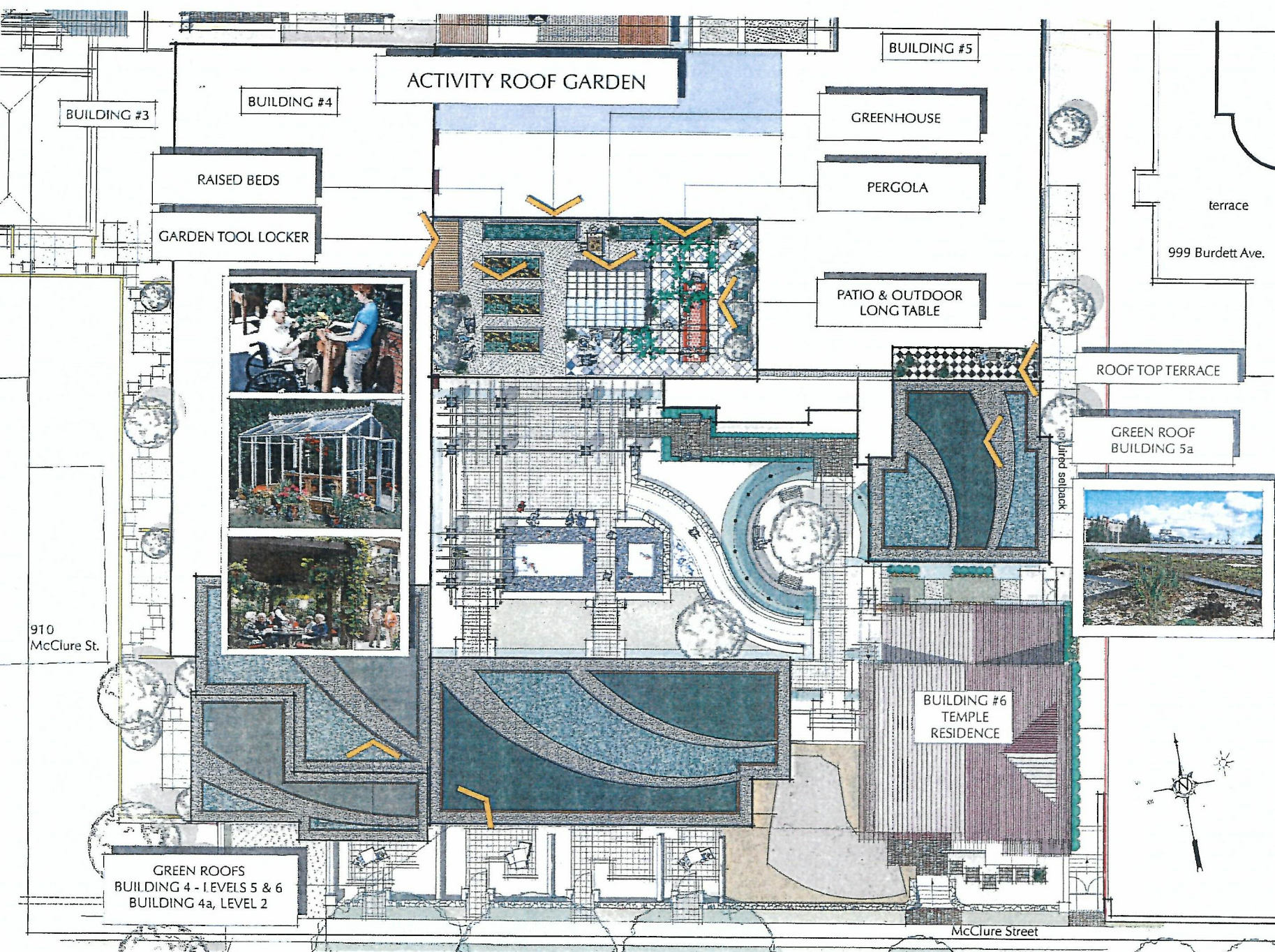
DRAWING REVISIONS
REVISION 27 APRIL 2017 - CARTRIFF MODIFICATION
CORRECTED
REVISION 9 MARCH 2017
TO REVISION TO JOINT ADVISORY DESIGN PANEL
+ HERITAGE FOR RENEWAL PANEL RECOMMENDATION
+ HERITAGE GARDEN REPLACED WITH TRADITIONAL
GARDEN SPACE
+ ENTRANCE SPACE & BREAKFAST TERRACE REVISION
TO COORDINATE WITH ARCHITECTURE
+ REVISIONS
REVISION 6 APRIL 2016
+ WEST PROPERTY LINE FENCE (ON L3) ADJUSTED
HERITAGE WALL POSTS MODIFIED
REVISION - PLASTIC WALKWAY (D1) ST83
28 NOVEMBER 2015
REVISION FOR REVISION OF D1 APPLICATION
3 NOVEMBER 2015

MOUNT ST. ANGELA

LANDSCAPE
PLAN
MAIN FLOOR LEVEL

SCALE 1:100
DATE PARTIAL
DRAWN BY JLR
JOB NO. L2

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terrace

999 Burdett Ave.

ROOF TOP TERRACE

GREEN ROOF
BUILDING 5a



BUILDING #6
TEMPLE
RESIDENCE

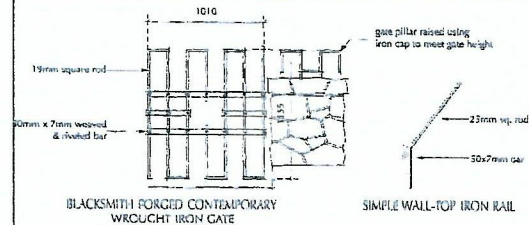
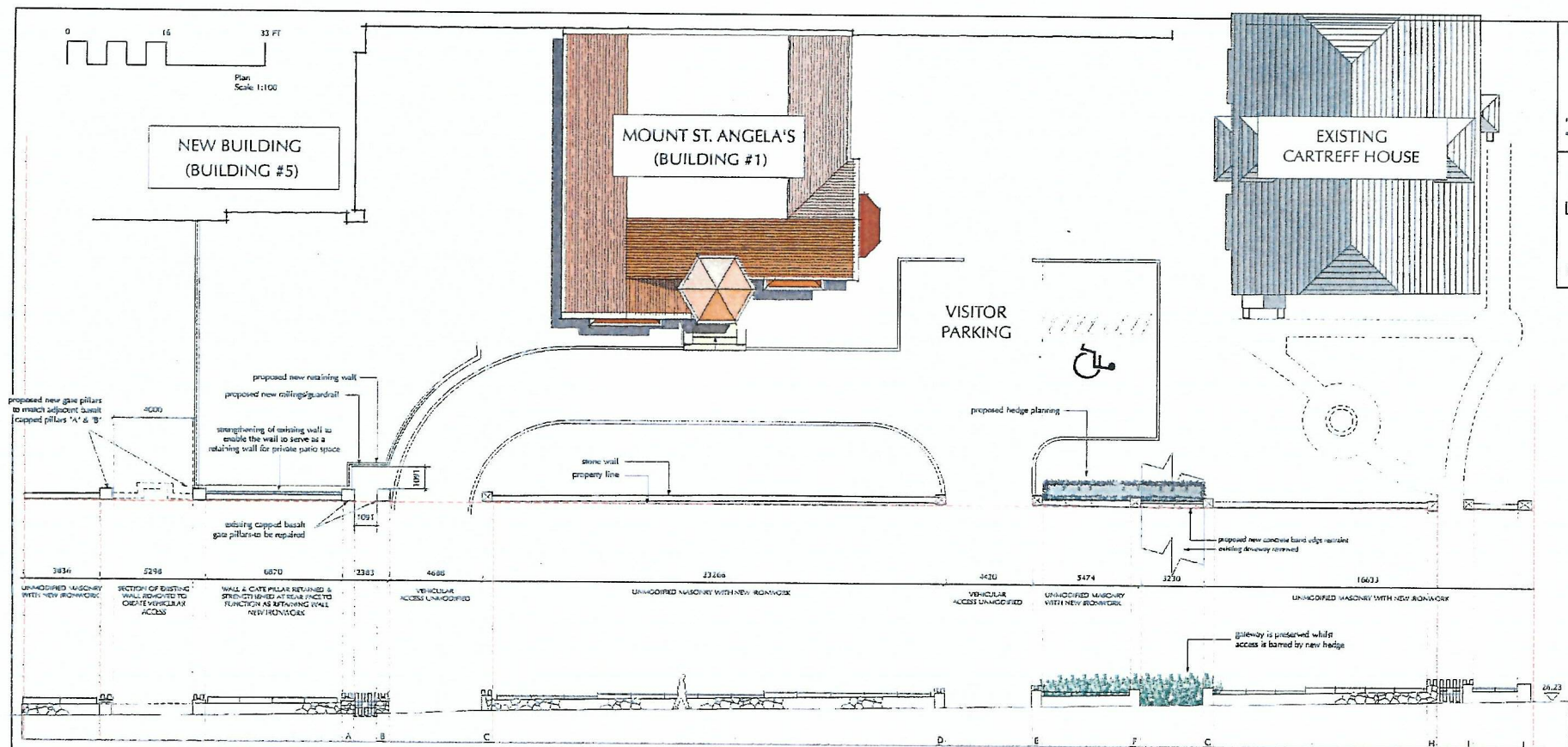
GREEN ROOFS
BUILDING 4 - LEVELS 5 & 6
BUILDING 4a, LEVEL 2

DRAWING REVISIONS
REVISED 27 APRIL 2017 - TERRACE RELOCATED
LOCATION CORRECTED
REVISED 9 MARCH 2017
* GREEN ROOFS ADDED TO BUILDING 4
LEVELS 5 AND 6
* ROOF TOP TERRACE ADDED
REVISED 28 NOVEMBER 2015
* P.L. & C. COMPANY DRAFTED
SHEED FOR RECORDING & OF APPLICATION
13 NOVEMBER 2015

SHEET TITLE
ACTIVITY
ROOF GARDEN
&
GREEN ROOFS

SCALE 1:100	JOB NO.
DATE APRIL 06, 2016	
DRAWN BY CDP	L4

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BASALT GATE PILLARS 'A' & 'B'



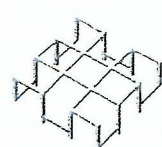
WHITE GRANITE PILLAR 'C'



WHITE GRANITE PILLAR 'F'



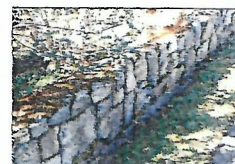
STONE PILLAR 'G'



GATE PILLAR IRON CAP



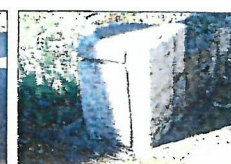
CONCRETE MASS / REAR FACE OF WALL, TYPICAL



RANDOM STONE FACE OF WALL, TYPICAL



WHITE GRANITE PILLAR 'D'



WHITE GRANITE PILLAR 'B'



STONE GATE PILLARS 'H' & 'I'



STONE PILLAR 'J' AT WEST END

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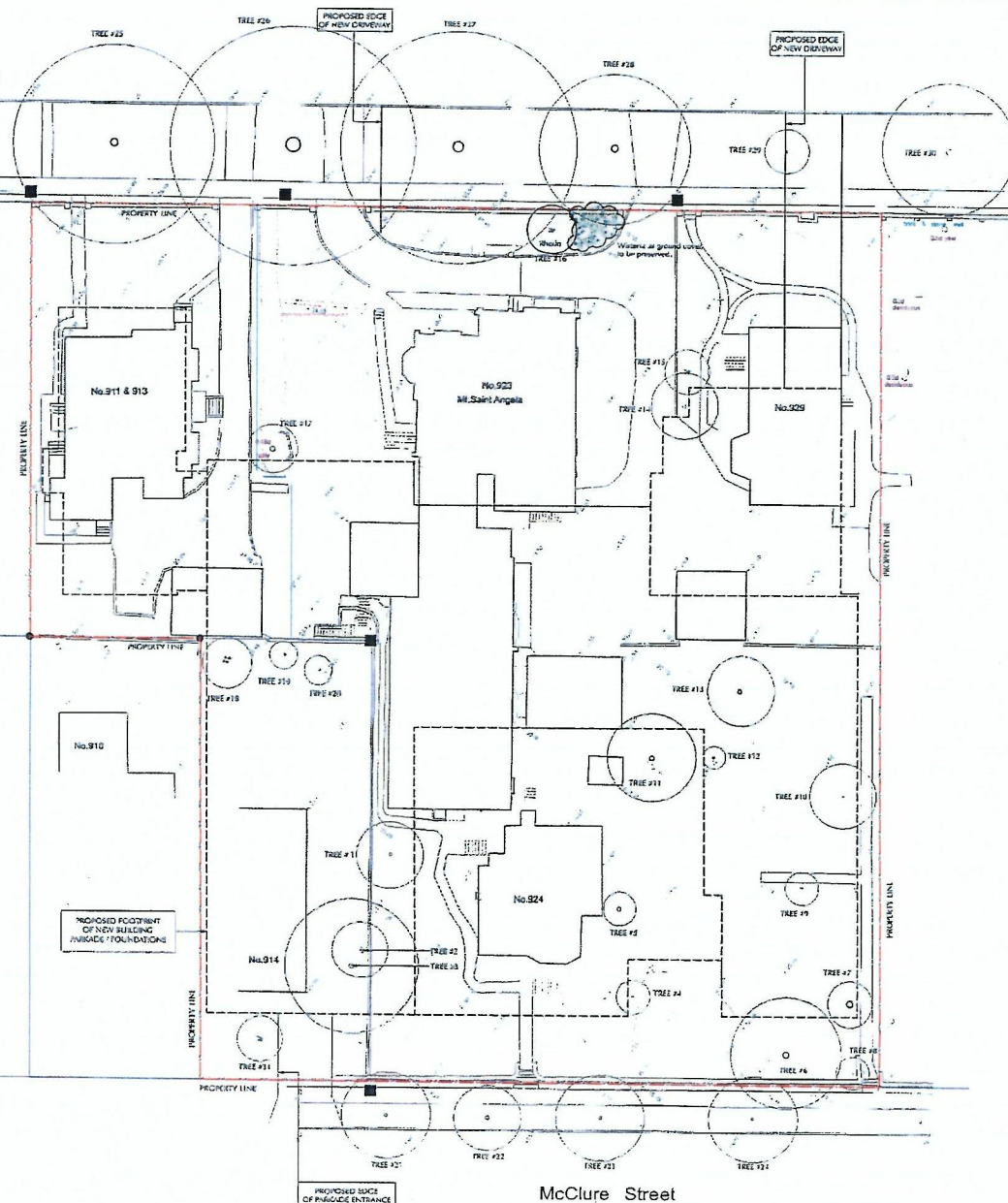
DRAWING REVISIONS
REVISED 17 APRIL 2017
+ BUILDING 2, DRILLING COMMENCED
+ RUBBLE ADDED TO IDENTIFY HERB GARDEN
REPLACED WITH TRADITIONAL GARDEN SPACE

MOUNT ST. ANGELA

SHEET TITLE
PROPOSALS TO
ALTER HERITAGE
GARDEN WALL ON
BURDETT FRONTAGE

SCALE	1:100	200 mm
DATE PLOTTED	APRIL 08, 2016	
DRAWN BY	ajf	
		L5

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REPORT #1: ANGLES IN TREE RETENTION / SPECIAL SCHEDULE						
TREES ON SITE						
LINE#	DESCRIPTION	DRAIN DITCH	CANOPY IN METERS	REASON FOR REMOVAL	REMARKS	
TREE #1	DOGWOOD	7.04	5.0	REMOVAL		
TREE #2	TAXUS SP. VIEW	10.1 X 3	5.0	REMOVAL	ONE SAVED	
TREE #3	GLORY OAK	3.4	2.0	REMOVAL	POOR	
TREE #4	MAPLE	6.1	3.0	REMOVAL	SNIP SAVED	
TREE #5	HAWTHORNE	0.56	3.0	REMOVAL		
TREE #6	PURSH PLUM	9.08	1.0	REMOVAL		
TREE #7	BIRCH	TWIN 0.12 X 1	5.0	REMOVAL	SOME DECAY	
TREE #8	MAPLE	3.1	4.0	REMOVAL		
TREE #9	MAPLE	3.12	4.0	REMOVAL	SNIP SAVED	
TREE #10	WALNUT	TWIN 3.1 X 2	3.0	REMOVAL	SNIP SAVED	
TREE #11	FRUIT	3.1	3.0	REMOVAL	SNIP SAVED	
TREE #12	FRUIT	8.13	4.0	REMOVAL		
TREE #13	FRUIT	0.52	8.0	REMOVAL		
TREE #14	FRUIT	3.18	3.0	REMOVAL	IN DECAY	
TREE #15	CYPRESS	10.1 X 1	5.0	REMOVAL		
TREE #16	SPRINGBURN	10.1 X 1	5.0	REMOVAL	SEVERELY DAMAGED	
TREE #17	SPRINGBURN	10.1 X 1	5.0	REMOVAL		
TREE #18	SPRINGBURN	10.1 X 1	5.0	REMOVAL		
TREE #19	SPRINGBURN	10.1 X 1	5.0	REMOVAL		
TREE #20	SPRINGBURN	10.1 X 1	5.0	REMOVAL		
TREE #21	SPRINGBURN	10.1 X 1	5.0	REMOVAL		
MUNICIPAL TREES						
MUNICIPAL STREET						
TREE #21	CHERRY	0.4	8.0	REMOVAL	POOR HEALTH, REPLACES TO MUNICIPAL REQUIREMENTS	
TREE #22	SPRINGBURN	0.33	8.0	REMAIN		
TREE #23	CHERRY	0.4	8.0	REMOVAL	POOR HEALTH, REPLACES TO MUNICIPAL REQUIREMENTS	
TREE #24	CHERRY	0.2	8.0	REMOVAL	POOR HEALTH, REPLACES TO MUNICIPAL REQUIREMENTS	
BUNKER STREET						
TREE #25	MAPLE	0.8	18.0	REMAIN		
TREE #26	MAPLE	1.9	21.0	REMAIN		
TREE #27	MAPLE	9.22	21.0	REMAIN		
TREE #28	MAPLE	9.04	13.0	REMAIN		
TREE #29	MAPLE	0.48	3.0	REMAIN		
TREE #30	MAPLE	0.41	3.0	REMAIN	UPST A HAZARD	













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MOUNT ST. ANGELA

TREE RETENTION / REMOVAL PLAN

SCALE 1: 200	JOB No.
DATE PLOTTED April 06, 2018	L6
DRAWING BY CAR	

TREES			SHRUBS - MASSING		
					
Flowering dogwood	Japanese maple	Magnolia "Vulcan"	Hydrangea "Bluebird"	Hardy fuchsia	Azalea
SHRUBS - SPECIMEN			PERENNIALS / GROUND COVERS		
					
Red veined enkianthus	Witch-hazel	Mock orange blossom	Hardy geranium	Calla lily	Hosta

PLANT SCHEDULE, INDICATES TYPICAL SPECIES, PLANT SIZES AND APPROXIMATE NUMBERS				
BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY	COMMENTS
TREES				
ACER PALMATUM	JAPANESE MAPLES	#5 - #15 pots	50	SPRING / AUTUMN COLOUR
CORNUS KUSA "SATOMI"	PINK FL. DOGWOOD	40CM CALIPER		FLOWERS
CARPINUS BETULUS PASTIGIATA	HORNBEAM	50CM CALIPER		PLEACHED
MAGNOLIA VARIETIES	MAGNOLIA, EVERGREEN & DECIDUOUS	4/50CM CALIPER		FLOWERS
STYRAX JAPONICA	BELL FLOWER TREE	50CM CALIPER		FLOWERS
FRUIT TREES	"HERITAGE" VARIETIES	#5 - #10 pots	5	FRUIT / HERITAGE VALUE
BOULEVARD				
SPECIES AS REQUESTED BY CITY PARKS		50CM CALIPER	1	IN BOULEVARD
SHRUB PLANTING - TOTAL AREA 1163 SQM				
SPECIMEN SHRUBS - 110% - 115 sqm @ 9.3 / sqm = 35 plants				
ARBUTUS UNEDO "COMPACTA"	STRAWBERRY TREE	#5 - #15 pots	35	EVERGREEN / ORNAMENTAL
AZALEA VARIETIES	AZALEAS, DECIDUOUS & EVERGREEN			FRUIT
ENKIANTHUS CAMPANULATUS	ENKIANTHUS			SPRING COLOUR
HAMELIS X INTERMEDIA	WITCHHAZEL			FLOWERS
HYDRANGEA VARIETIES	HYDRANGEAS			SPRING FLS / FRAGRANCE
PHILADELPHUS "BELLE ETOILE"	MOCK ORANGE BLOSSOM			FLOWERS
RHODODENDRON SPP.	RHODO VARIETIES			SUMMER FLS / FRAGRANCE
VIBURNUM X BODNANTENSE "DAWN"	WINTER FL. VIBURNUM			SPRING COLOUR / EVERGREEN
MASSING SHRUBS - 150% - 576 sqm @ 1.4 / sqm = 864 plants				
AZALEA	DWARF EVERGREEN AZALEA	#1 pots	864	COLOUR
ERUKIA SEMPERVIRENS	BOX			DRY TOLERANT
LAVANDULA ANGUSTIFOLIA "HIDCOTE"	ENGLISH LAVENDER			DRY TOLERANT
LONICERA "MIGGY"	DWARF SHRUBBY HONEYSUCKLE			DRY TOLERANT
ROSA VARIETIES	SHRUB ROSES			COLOUR / FRAGRANCE
SARCOCCOA RUSCIFOLIA	FRAGRANT WINTER BOX			FRAGRANCE / DROUGHT RESISTANT

PLANT SCHEDULE, INDICATES TYPICAL SPECIES, PLANT SIZES AND APPROXIMATE NUMBERS				
BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY	COMMENTS
PERENNIALS / GROUND COVERS (40% - 461 sqm @ 3.1 / sqm = 1383 plants)				
ARCTOSTAPHYLOS UVA URSI	KINKIDINK	#1 pots	1383	NATIVE SPP.
GERANIUM MACGROBIZUM	HARDY GERANIUM			DRY TOLERANT
HOSTA VARIETIES	PLANTAIN LILY			FOLIAGE
LIGULARIA DENTATA	LIGULARIA			FOLIAGE
POLYSTICHUM MUNITUM	SWORD FERN			NATIVE SPP.
ZANTEDESCHIA AETHIOPIA	CALLA LILY			FLOWERS / FOLIAGE
GREEN ROOF 332 SQ.M.				
SEDUM MATS TO COVER 332 SQ.M. & PLANT PLUGS				
PLANT PLUGS		10cm POTS	100	EVERGREEN
ALLIUM CERNUM	NODDING ONION	10cm		
CALAMAGROSTIS STRICTA	NARROW LEAVED REED GRASS	10cm		NATIVE BULB
GERANIUM MACGROBIZUM	CRANESBILL	10cm		FOLIAGE
HELIOTRICHON SEMPERVIRENS	BLUE OAT GRASS	10cm		FOLIAGE
KNIPHOFIA BORDER BAILEY	RED HOT POKER, DWARF	10cm		DRY TOLERANT
LAVANDULA STOECHAS	SPANISH LAVENDER	10cm		BIRD ATTRACTOR
PENSTEMON FRUTICOSUS	BUSH PENSTEMON	10cm		DRY TOLERANT
SEDUM SPECTABILE "AUTUMN JOY"	SEDUM SPECTABILE	10cm		DRY TOLERANT
STIPA TENISSINIA	MEXICAN FEATHER GRASS	10cm		AUTUMN INTEREST

1. PLANT SCHEDULES

PROPOSED PLANT SPECIES, SPACING, SIZE AND NUMBERS ARE A GUIDE TO THE PLANTING CONCEPT AND CHARACTER. THIS INFORMATION WILL BE CONFIRMED AT BUILDING PERMIT APPLICATION STAGE WHEN DETAILED PLANTING PLANS WILL BE PROVIDED.

2. LANDSCAPE STANDARDS

SOFT LANDSCAPE WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH THE PROVISIONS OF THE LATEST BC LANDSCAPE STANDARD. SOFT LANDSCAPE WORKS SHALL BE IRRIGATED WITH AN AUTOMATED LOW VOLUME UNDERGROUND IRRIGATION SYSTEM IN ACCORDANCE WITH APPLICABLE PLUMBING REGULATIONS AND INSTALLED TO THE STANDARDS OF THE IRRIGATION INDUSTRY ASSOCIATION OF BC AND TO THE STANDARDS OF THE CITY OF VICTORIA.

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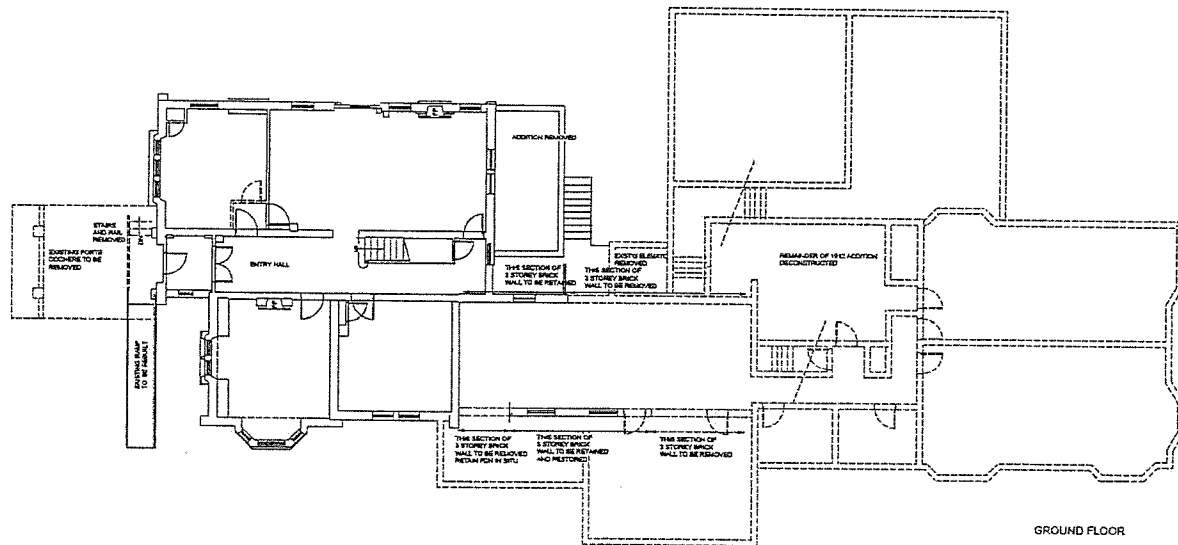
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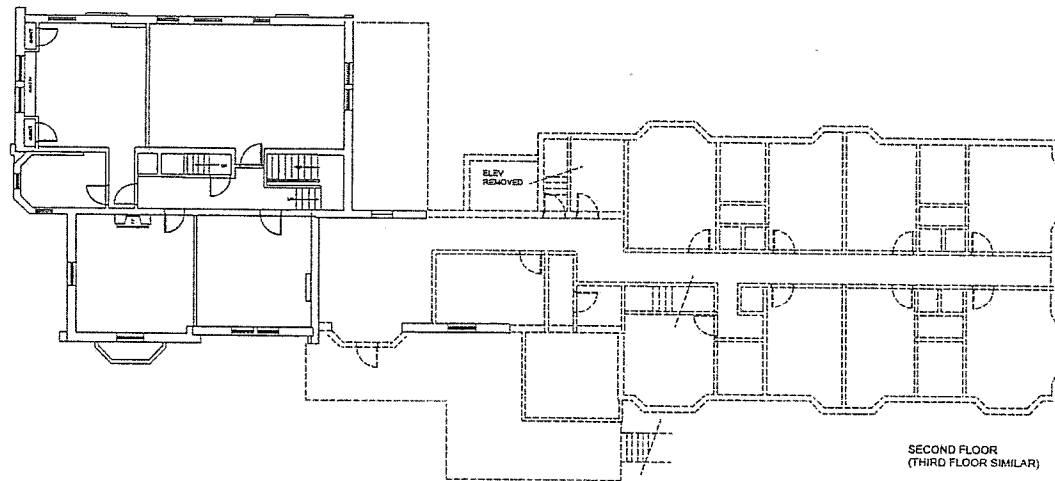
MOUNT ST. ANGELA

PLANT SCHEDULES
&
EXAMPLES

L7



GROUND FLOOR



SECOND FLOOR
(THIRD FLOOR SIMILAR)



DEMOLITION LEGEND & GENERAL NOTES	
	EXISTING WALLS - DRYWALL/PLASTER TO REMAIN
	EXISTING WALLS - TO BE STRIPPED OF DRYWALL/PLASTER
	WALLS TO BE REMOVED
GENERAL NOTES	
1. ALL WOOD PANEL DOORS, PRIMERS AND ALL HOLDINGS ETC. ARE TO BE REMOVED WITH CARE, CATALOGUED, CLEARED AND RETAINED FOR POTENTIAL REUSE AS PER ARCHITECTURAL INSTRUCTIONS AND THE DOOR AND WINDOW SCHEDULES.	
2. REMOVE DOORS AND WINDOW SCHEDULES (SEE MECHANICAL DRAWINGS).	
3. REMOVE AND DISPOSE OF ALL EXISTING ELECTRICAL PANELS AND EQUIPMENT AS PER LOCAL ORDINANCE.	
4. CONFIRM CONDITION OF ELECTRICAL BRANCH WORKS, REVIEW WITH THE ELECTRICAL CONSULTANT AND REPORT TO ELECTRICAL DRAWINGS AND SPECIFICATIONS.	
5. WINDOWS AND TRAIL TO BE REMOVED WITH CARE AND STORED FOR RE-USE.	
6. DEMOLISH WALLS, CEILING AND PARTIAL BRICKS FOR RE-USE.	
7. REMOVE ALL EXISTING FIXTURES AND PLUMBING (TO BE REPLACED WITH NEW).	
8. REMOVE ALL PLASTER/CONCRETE CEILING AND FLOOR WHERE APPLICABLE.	
9. REMOVE ALL CARPET, VINYL TILE, RUBBER BASE TRIM AND WINDOW COVERINGS.	
10. REMOVE AND STORE ANY EQUIPMENT, ARTIFACTS AS DIRECTED BY THE ARCHITECT.	
11. ADHER TO THE SPECIFICATIONS TO BE USED IN CONSTRUCTION WITH THESE DRAWINGS.	
12. PROTECT ALL OPENINGS CREATED AT THE CONTRACT DURING STRIKE-OUT.	
13. PROVIDE SECURITY TO OWNER'S SPECIFICATION.	

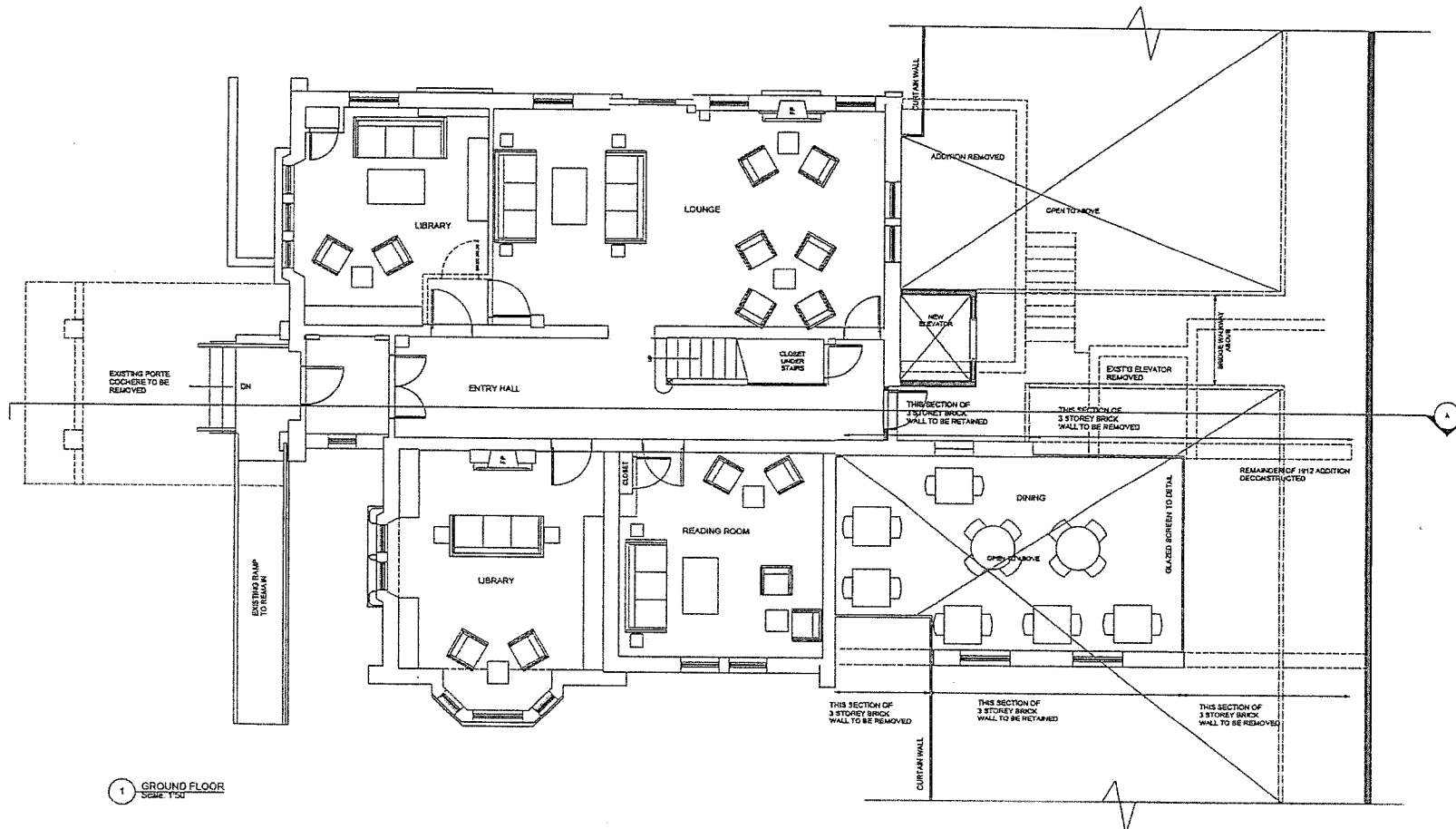
PROJECT
Mount St Angela
 913-829 Burdett Ave.
 Victoria B.C.
 CLIENT
 MI Ventures
 &
 Norwood Group
 ARCHITECT - CRP

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 email: keay@keay.ca
 CONSULTANT
Arcata
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 email: arcata@telus.net

COMMENTS		
NO.	DESCRIPTION	DATE
1.	PDP / PRELIMINARY SUBMISSION	SEP 2016
2.	REV. MAP / PRELIMINARY SUBMISSION	NOV 2016
3.	REV. AVERAGE GRADE CALC	NOV 2016
4.	REV. GATE AND GARAGE DOOR	JAN 2017
5.	REV. 1st FLOOR ELEVATIONS	FEB 2017
6.	REV. 2nd FLOOR ELEVATIONS	FEB 2017
7.	REV. 3rd FLOOR ELEVATIONS	MAY 2017
8.	REV. 4th FLOOR ELEVATIONS	OCT 2017

MOUNT ST. ANGELA
 Senior Living. Redefined.

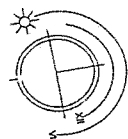
COLLEGE RESTORATION DEMO PLANS	
SCALE AS NOTED	DATE 11/24/16
DATE NOTED OCT 07/2016	PROJECT NO. M.A3.0
DRAWN BY	



1 GROUND FLOOR
SCALE 1:50

RENOVATION LEGEND & GENERAL NOTES

	EXISTING WALLS		EXHAUST FAN
	EXISTING WALLS - STRAPPED FILLING WITH INSULATION		WALL CAP FOR VENTING
	EXISTING WALLS - STRAPPED AND STRAPPING PLASTER WITH INSULATION TO THE EXISTING WALLS - FULL THICK BRICK / PLASTER BLANKS EXISTING TO FILL		DROPPED CEILING FOR SERVICES
	NEW CONCRETE POLYMERIZATION WALLS		BULKHEAD
	NEW RATED WALL - EXISTING STUCCO	GENERAL NOTES:	
	NEW RATED WALL - NEW FRAMED WALL	1. WOOD PANEL DOORS TO BE RE-INSTALLED AS PER ARCHITECT'S INSTRUCTION	
	NEW INTERIOR WALL	2. WINDOW RE-INSTALLED, REBUILT WINDOW AND FRAME. INSTALL INSULATION TO WALL THICKNESS AROUND WINDOWS AND IN IN WALLS WHICH ARE REMOVED.	



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Norwood Group

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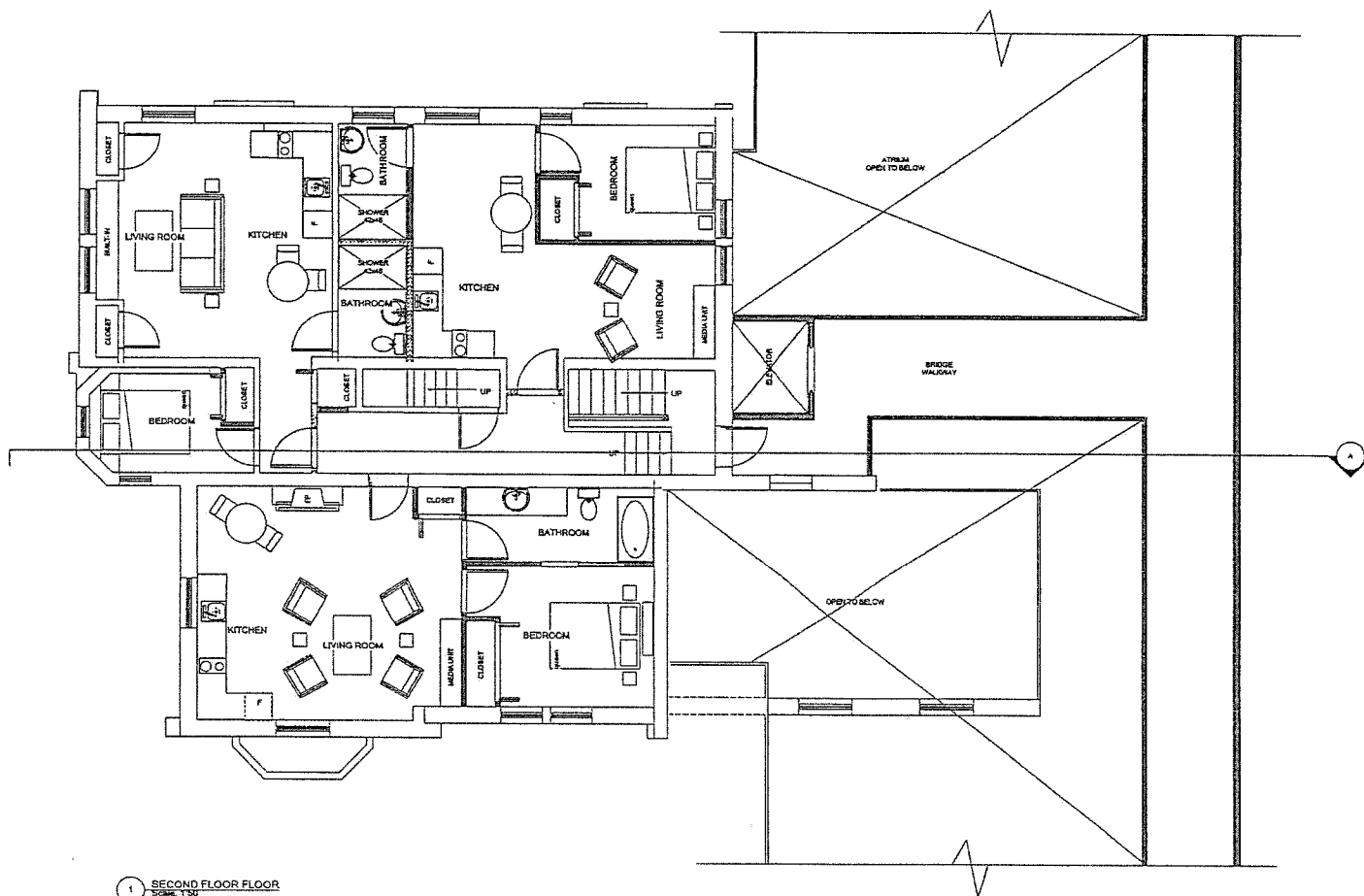
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arcata@arcata.ca keay@keayarchitects.com

COMMENTS

No.	Description	Date	By
1.	HAP / RECONSTRUCTION SUBMISSION	SEP 2016	KEAY
2.	REV. HAP / RECONSTRUCTION SUBMISSION	NOV 2016	KEAY
3.	REV. AVERAGE GRADE CALC	NOV 2016	KEAY
4.	REV. GATE AND GARAGE DOOR	NOV 2016	KEAY
5.	REV. as per ACP comments	NOV 2016	KEAY
6.	REV. as per HAC ACP comments	DEC 2017	KEAY
7.	REV. as per staff comments	NOV 2017	KEAY
8.	REV. as per staff comments - parking	NOV 2017	KEAY

MOUNT ST. ANGELA
Senior Living. Redefined.

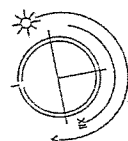
SHEET TITLE	
COLLEGE RESTORATION RENO PLANS	
SCALE AS NOTED	SHEET NO. 1124 - 1410
DATE PLOTTED Oct. 07 2019	M.A4.0
DRAWN BY	



1 SECOND FLOOR FLOOR
SCALE: 1/8" = 1'-0"

RENOVATION LEGEND & GENERAL NOTES

	EXISTING WALLS		EXHAUST FAN
	EXISTING WALLS - STRIPPED FILLED WITH INSULATION		WALL CAP FOR VENTING
	EXISTING WALLS - STRIPPED, NO STRIPPING, FILLED BATT INSULATION TO JOIST		DROPPED CEILING FOR SERVICES
	EXISTING WALLS - FILL WITH SPRAY FOAM GLASS INSULATION TO R15		BULKHEAD
	NEW CONCRETE FOUNDATION WALLS	GENERAL NOTES:	
	NEW PLASTER WALL - EXISTING STUDS	1. WOOD PANEL DOORS TO BE RE-INSTALLED AS PER ARCHITECT'S INSTRUCTION	
	NEW PLASTER WALL - NEW FRAMED WALL	2. WINDOW RE-INSTALLED, REBUILD WINDOW AND FRAME	
	NEW INTERIOR WALL	3. INSTALL INSULATION TO WALL THICKNESS AROUND WINDOWS AND IN 2x4 WALLS WHICH ARE REMAINING	



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victoria@arcata.net

COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	TRIP / REDRAWING SUBMISSION	SEP 2019	
2.	REV. RAMP / REDRAWING SUBMISSION	NOV 2019	
3.	REV. AVERAGE GARAGE CALC	NOV 2019	
4.	REV. GATE AND GARAGE DOOR	JAN 2020	
5.	REV. as per ADP comments	NOV 2019	
6.	REV. as per ADP joint comments	FEB 2020	
7.	REV. as per staff comments	MAY 2020	
8.	REV. as per staff comments - parking	SEP 2020	

MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE
COLLEGE
RESTORATION
RENO PLANS

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2019	M.A.1
DESIGNED BY	

PROJECT
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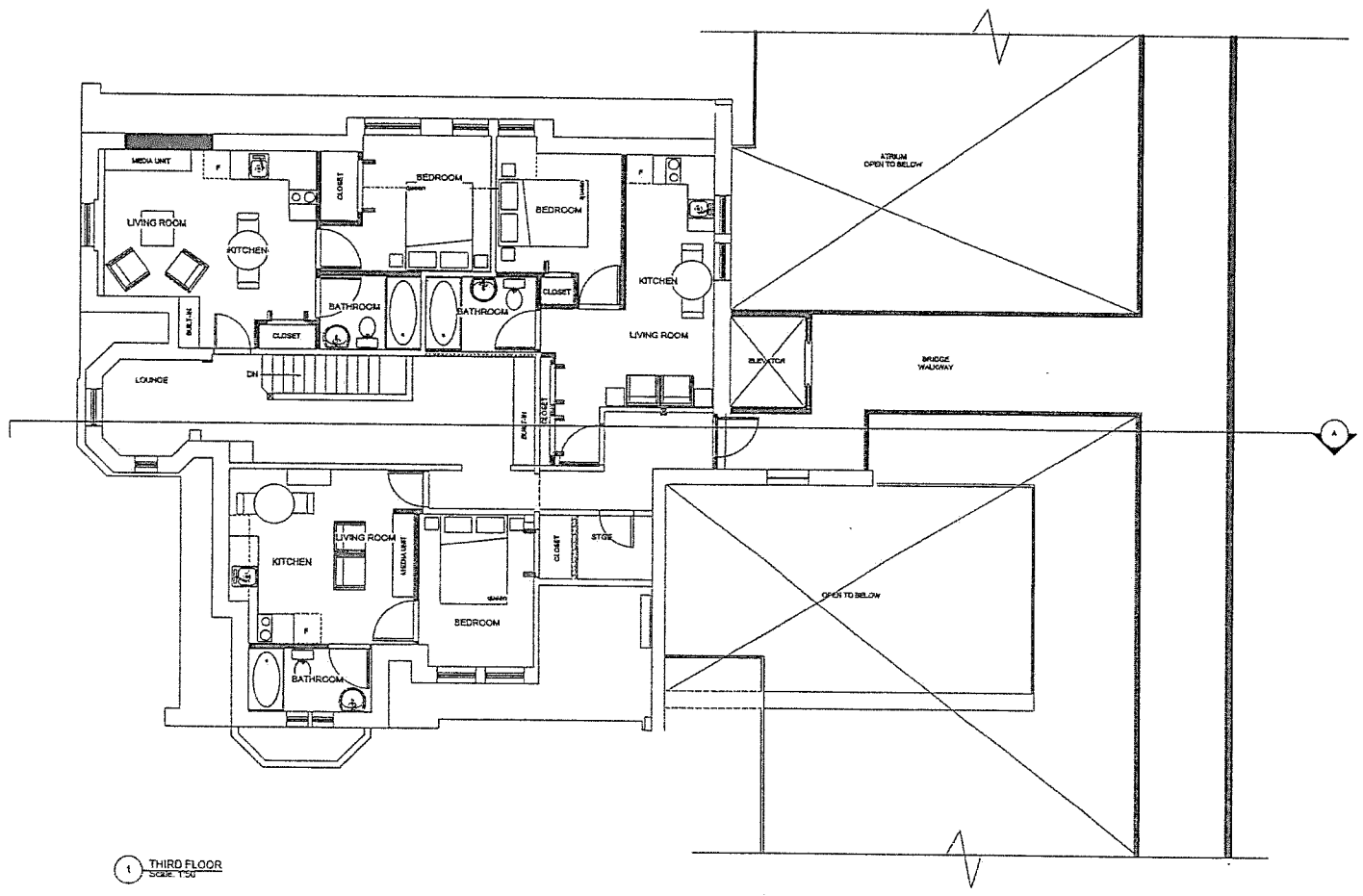
COMMENTS

No.	Description	DATE	BY
1.	HAP / RECORDING SUBMISSION	SEP 2010	
2.	REV. HAP / RECORDING SUBMISSION	SEP 2010	
3.	REV. AVERAGE GARAGE CALC	NOV 1910	
4.	REV. GATE AND GARAGE DOOR	JAN 2011	
5.	REV. see per ACP comments	NOV 2010	
6.	REV. see per HACS ACP park entrance	FEB 2011	
7.	REV. see per staff comments	AUT 2011	
8.	REV. see per staff comments (parking)	OCT 2011	

MOUNT ST. ANGELA
 Senior Living. Redefined.

PROJECT TITLE
**COLLEGE RESTORATION
 RENO PLANS**

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2010	
DRAWN BY	M.A.2

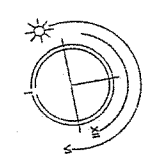


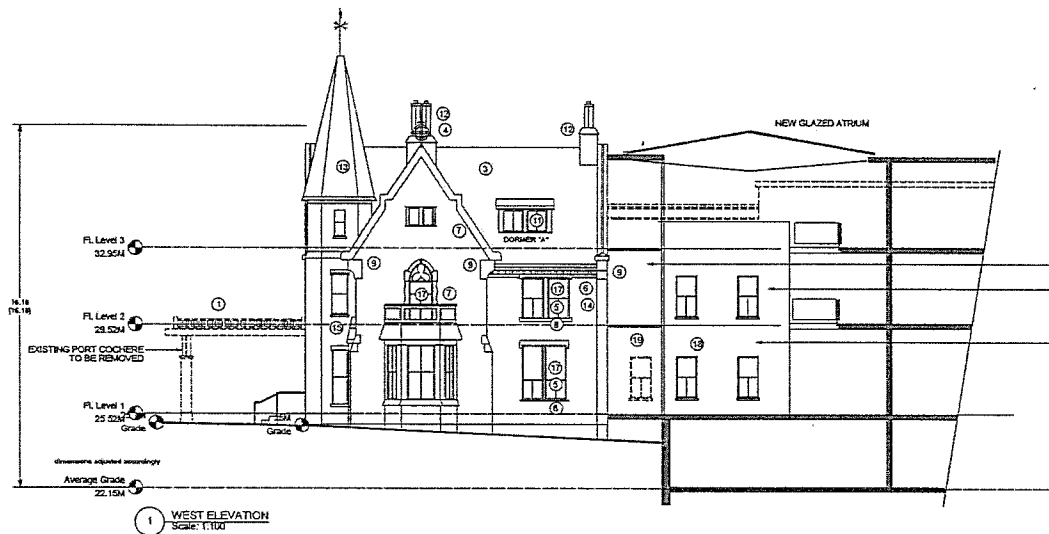
1 THIRD FLOOR
 SCALE: 1/32"

RENOVATION LEGEND & GENERAL NOTES

EXISTING WALLS	EXHAUST FAN
EXISTING WALLS - REMOVED FILL WITH INSULATION	WALL CAP FOR VENTING
EXISTING WALLS - STRIPPED, NO STRAPPING FILL WITH BATT INSULATION TO R/S	DROPPED CEILING FOR SERVICES
EXISTING WALLS - FILL WITH SPRAY FRAME GLASS INSULATION TO R/S	BUILDING
NEW CONCRETE FOUNDATION WALLS	
NEW PLASTER WALL - EXISTING STUD	
NEW PLASTER WALL - NEW FRAMED WALL	
NEW INTERIOR WALL	

GENERAL NOTES:
 1. WOOD FRAME DOORS TO BE RE-INSTALLED AS PER ARCHITECT'S INSTRUCTION. WINDOW RE-ADJUSTED, REBUILT WINDOW AND FRAME. INSTALL INSULATION TO WALL THICKNESS AROUND WINDOWS AND IN ISH WALLS WHICH ARE REMAINING.

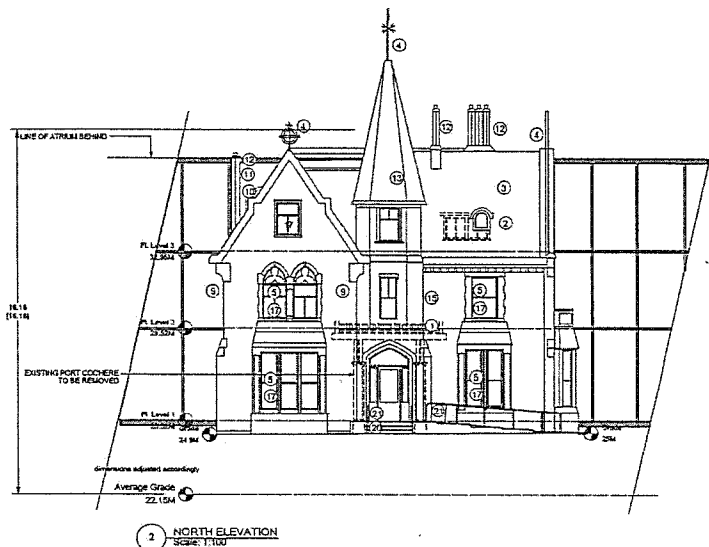




PART OF BRICK WALL TO BE REMOVED AND REPLACED WITH GLAZING

UPPER PORTION OF 1912 BRICK WALL TO REMAIN

LOWER PORTION OF ORIGINAL BRICK WALL TO REMAIN



- ANSELIA COLLEGE
- SCOPE OF EXTERIOR RESTORATION WORK:
1. DECONSTRUCT PORTE COCHERE, MAKE BRICK EXTERIOR WALL GOOD
 2. REMOVE DORMER ON NORTH ELEVATION, RECONSTRUCT ORIEL WINDOW
 3. NEW PT CEDAR SHINGLE ROOF
 4. RE AND RE SHEET METAL FINIALS AS REQUIRED
 5. REPAIR MORTAR AS REQUIRED, TO MORTAR SPECIFICATIONS
 6. REBUILD GUTTER AND RVL AS REQUIRED, TO MATCH ORIGINAL
 7. RE AND RE SHEET METAL DECORATIVE ELEMENTS
 8. REPAIR MORTAR BILLS AND WINDOW SURROUNDS CONFIRM MORTAR AND PROCEDURES
 9. ELASTOMERIC COATINGS ON CORBELS AND OTHER ELEMENTS MAKE GOOD. FLASH JUNT AT BRICKWORK, FLASHING COLOR TO MATCH COATING, DO NOT REMOVE COATING
 10. DORMER REMOVED, ROOF MADE GOOD
 11. DORMER AND WINDOWS RESULT TO DETAIL
 12. CHIMNEYS STABILIZED PER STRUCTURAL
 13. RE AND RE SHINGLE ROOF ON TOWER
 14. NEW 4" ROUND RVL THROUGHOUT
 15. REMOVE METAL FIRE ESCAPE
 16. DECONSTRUCT REAR ADDITION AND REAR STAIR
 17. REBUILD WINDOWS AS REQUIRED, REPAINT
 18. THIS SECTION OF ORIGINAL CONSTRUCTION TO REMAIN
 19. THIS SECTION OF ORIGINAL CONSTRUCTION ALTERED AS SHOWN
 20. NEW CAST CONC STAIRS
 21. NEW STAINLESS STEEL HANDRAILS

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

CLIENT
**MI Ventures
&
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COMMENTS

REV	DESCRIPTION	DATE	BY
1	TRIP / PRELIMINARY SUBMISSION	SEP. 2018	
2	REV. SLIP / PRELIMINARY SUBMISSION	NOV. 2018	
3	REV. AVERAGE GRADE CALC	NOV. 2018	
4	REV. GATE AND GARAGE DOOR	JAN. 2019	
5	REV. AS PER ADP COMMENTS	MAY. 2019	
6	REV. AS PER HADJADP JUNE COMMENTS	MAY. 2019	
7	REV. AS PER STAFF COMMENTS	MAY. 2019	
8	REV. AS PER STAFF COMMENTS - PARKING	OCT. 2019	

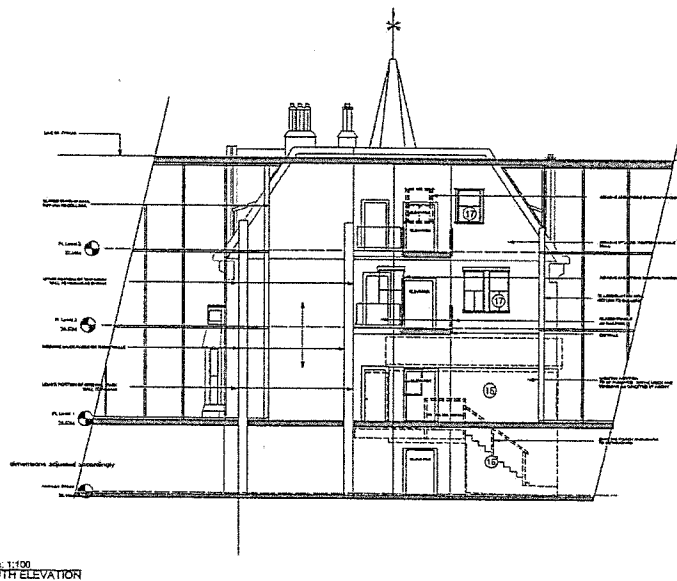
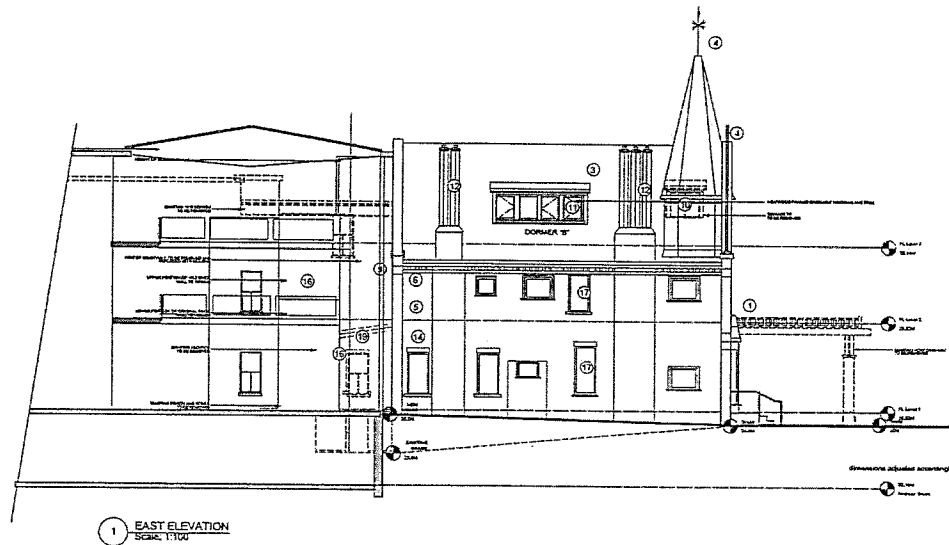
MOUNT ST. ANGELA
Senior Living, Redefined.

SHEET TITLE
**COLLEGE
RESTORATION
ELEVATIONS**

SCALE
AS NOTED

DATE PLOTTED
OCT. 07 2019

DRAWN BY
M.A5.0



- ANGELA COLLEGE
SCOPE OF EXTERIOR RESTORATION WORK
1. DECONSTRUCT PORTE COCHERE, MAKE BRICK EXTERIOR WALL GOOD
 2. REMOVE DORMER ON NORTH ELEVATION, RECONSTRUCT ORIEL WINDOW
 3. NEW PT CEDAR SHINGLE ROOF
 4. RE AND RE SHEET METAL FINIALS AS REQUIRED
 5. REPAIR MORTAR AS REQUIRED, TO MORTAR SPECIFICATIONS
 6. REBUILD GUTTER AND RYM AS REQUIRED, TO MATCH ORIGINAL
 7. RE AND RE SHEET METAL DECORATIVE ELEMENTS
 8. REPAIR MORTAR BELLS AND WINDOW SURROUNDS
CONFIRM MORTAR AND PROCEDURES
 9. ELASTOMERIC COATINGS ON CORBELS AND OTHER ELEMENTS
MADE GOOD. FLASH JOINT AT BRICKWORK, FLASHING COLOR TO
MATCH COATING. DO NOT REMOVE COATING
 10. DORMER REMOVED, ROOF MADE GOOD
 11. DORMER AND WINDOWS REBUILT TO DETAIL
 12. CHIMNEYS STABILIZED PER STRUCTURAL
 13. RE AND RE SHINGLE ROOF ON TOWER
 14. NEW 4" ROUND RYM THROUGHOUT
 15. REMOVE METAL FIRE ESCAPE
 16. DECONSTRUCT REAR ADDITION AND REAR STAIR
 17. REBUILD WINDOWS AS REQUIRED, REPAINT
 18. THIS SECTION OF ORIGINAL CONSTRUCTION TO REMAIN
 19. THIS SECTION OF ORIGINAL CONSTRUCTION ALTERED AS SHOWN
 20. NEW CAST CONC STAIRS
 21. NEW STAINLESS STEEL HANDRAILS

PROJECT
Mount St Angela
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P.O. Box 111111

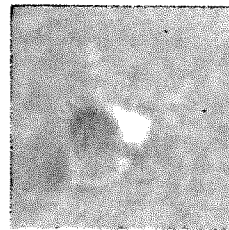
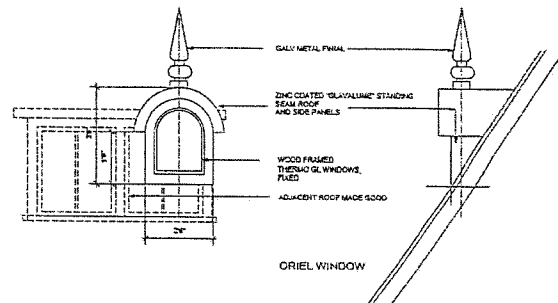
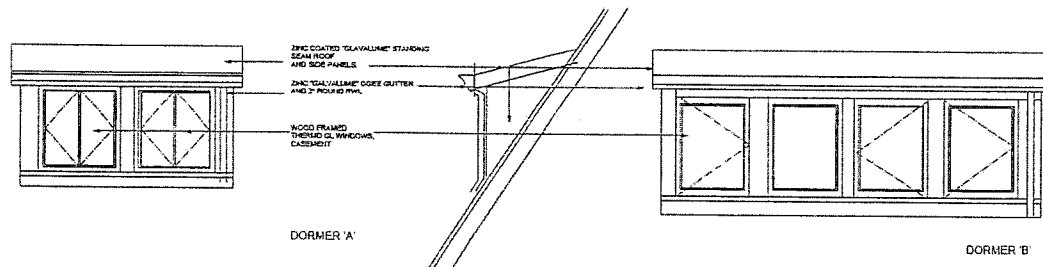
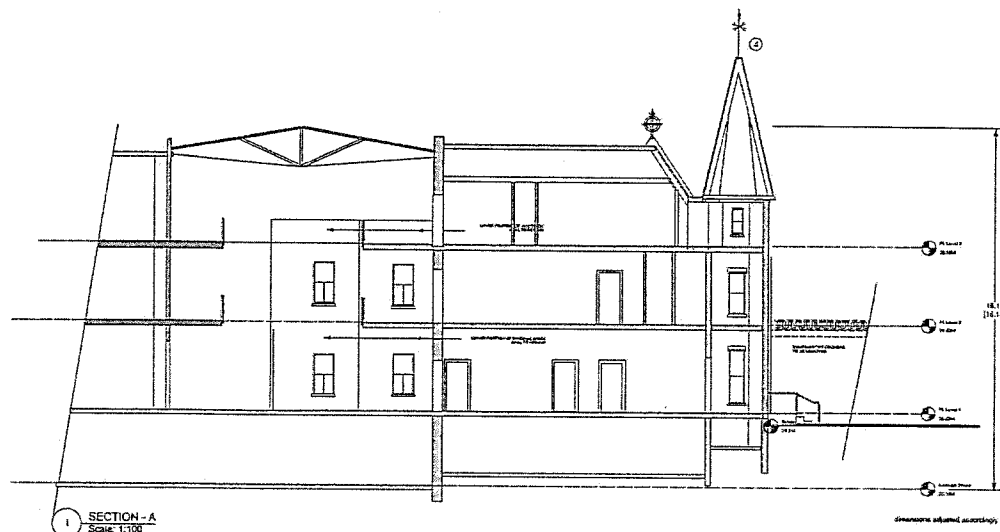
COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	PAV / PRELIMINARY SUBMISSION	SEP 2011	
2.	REV. PAV / PRELIMINARY SUBMISSION	SEP 2011	
3.	REV. LANDSCAPE GRADE CALC	MAY 2012	
4.	REV. GATE AND GARAGE DOOR	JULY 2012	
5.	REV. as per ACP comments	NOV 2012	
6.	REV. as per HAC ACP comments	FEB 2013	
7.	REV. as per staff comments	MAY 2013	
8.	REV. as per staff comments - parking	OCT 2013	

MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE
COLLEGE
RESTORATION
ELEVATIONS

SCALE
AS NOTED
DATE PLOTTED
OCT 07 2013
DRAWN BY
M.A5.1



DETAIL OF ORIEL WINDOW AND FINIAL,
FROM 1876 PHOTOGRAPH

PROJECT

Mount St Angela
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COMMENTS

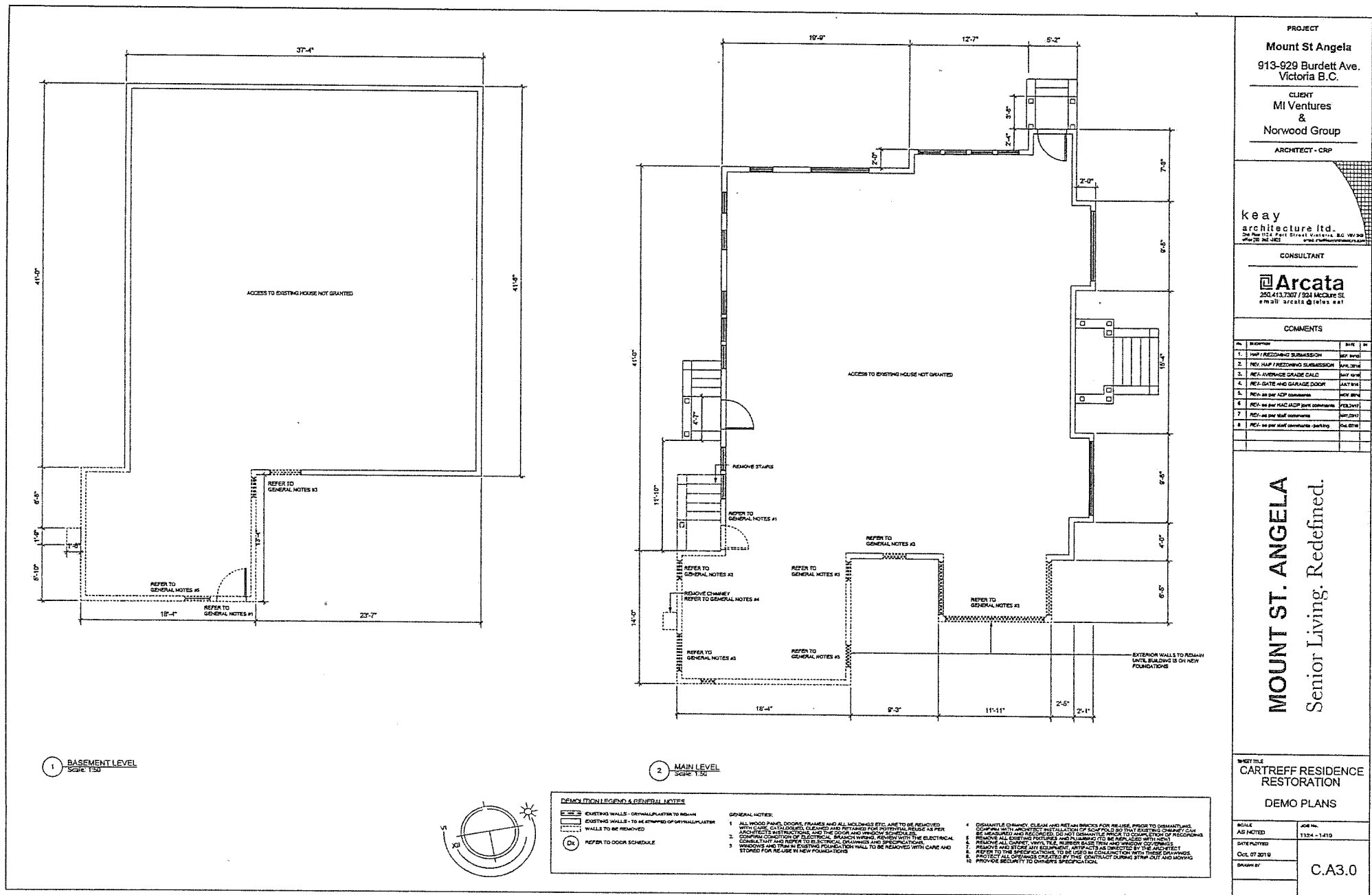
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1.	1. HAP / REZONING SUBMISSION	SEP 2019	
2.	2. REV / HAP / REZONING SUBMISSION	SEP 2019	
3.	3. REV / AVERAGE GRADE CALC.	SEP 2019	
4.	4. REV / GATE AND GARAGE DOOR	JAN 2020	
5.	5. REV / as per ADP comments	APR 2020	
6.	6. REV / as per HAP / ADP comments	PER 2020	
7.	7. REV / as per staff comments	MAY 2020	
8.	8. REV / as per staff comments - parking	MAY 2020	

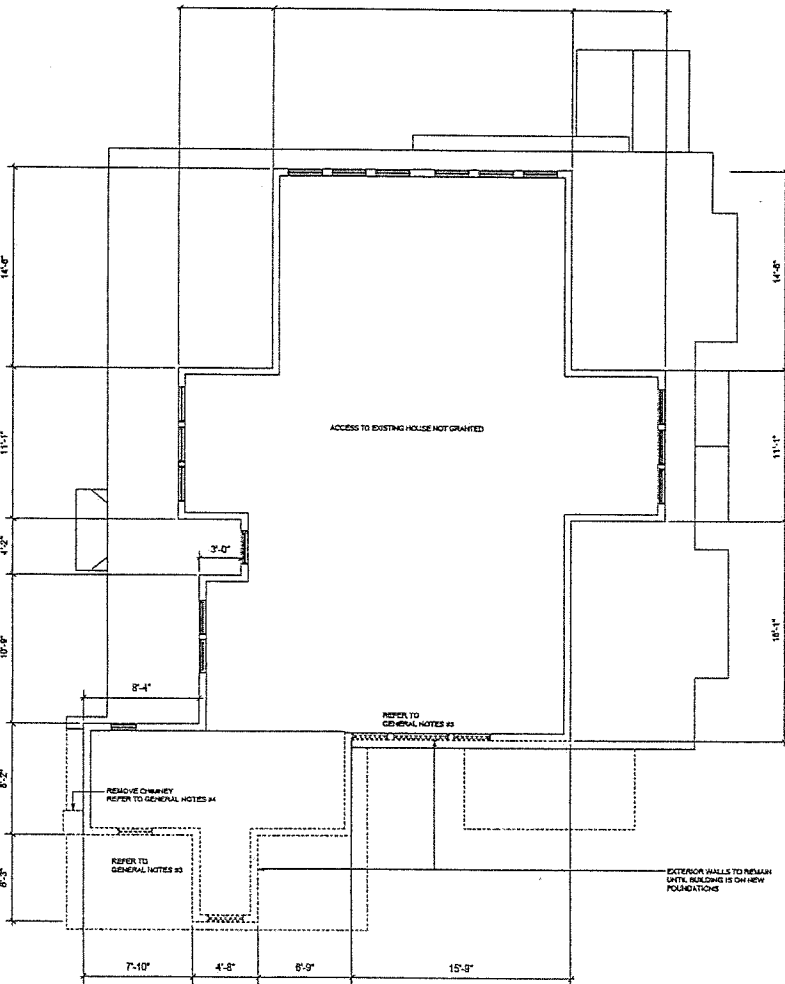
MOUNT ST. ANGELA
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SHEET TITLE

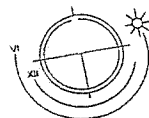
COLLEGE
RESTORATION
SECTIONS & DETAILS

SCALE	JOB No.
AS NOTED	1124-1410
DATE PLOTTED	
OCT 07 2019	
DRAWN BY	
	M.A6.0





1 SECOND LEVEL
SCALE 1/32"



DEMOLITION LEGEND & GENERAL NOTES

- EXISTING WALLS - DRYWALL PLASTER TO REMAIN
 EXISTING WALLS - TO BE STRIPPED OF DRYWALL/PLASTER
 WALLS TO BE REMOVED
 (X) REFER TO DOOR SCHEDULE

GENERAL NOTES

- ALL WOOD PANEL, DOORS, FRAMES AND ALL MOLDINGS ETC. ARE TO BE REMOVED WITH CARE, CATALOGUED, CLEANED AND REPAIRED FOR POTENTIAL REUSE AS PER ARCHITECT'S INSTRUCTIONS AND THE DOOR AND WINDOW SCHEDULES.
- CONFIRM CONDITION OF ELECTRICAL, PLUMBING WORKS, REVIEW WITH THE ELECTRICAL CONSULTANT AND REFER TO ELECTRICAL, PLUMBING AND SPECIFICATIONS.
- WINDOWS AND TRIM IN EXISTING FOUNDATION WALL TO BE REMOVED WITH CARE AND STORED FOR RE-USE IN NEW FOUNDATIONS.

- DEMOLISH CHIMNEY, CLIMB AND RETURN BRICKS FOR RE-USE. PRIOR TO DEMOLITION, CONFIRM WITH ARCHITECT INSTALLATION OF SCAFFOLD SO THAT EXISTING CHIMNEY CAN BE MAINTAINED AND RECORDED. DO NOT DEMOLISH BRICK TO COMPLETION OF REPAIRING.
- REMOVE ALL EXISTING PICTURE AND PLUMBING TO BE REPLACED WITH NEW.
- REMOVE ALL CORNER, TENTS, T.E.E. RUBBER BASE TRIM AND WINDOW CORNICES.
- REMOVE AND STORE ANY COUNCILMAN ARTIFACTS AS DIRECTED BY THE ARCHITECT.
- REFER TO THE SPECIFICATIONS TO BE USED IN CONSTRUCTION WITH DOOR AND WINDOWS.
- PROTECT ALL OWNERS CREATED BY THE CONTRACT DURING STRIP-OUT AND MOVING.
- PROVIDE SECURITY TO OWNER'S SPECIFICATION.

PROJECT

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COMMENTS

NO.	DESCRIPTION	DATE	BY
1.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
2.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
3.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
4.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
5.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
6.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
7.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	
8.	PREP / PRECONSTRUCTION SUBMISSION	SEP. 2016	

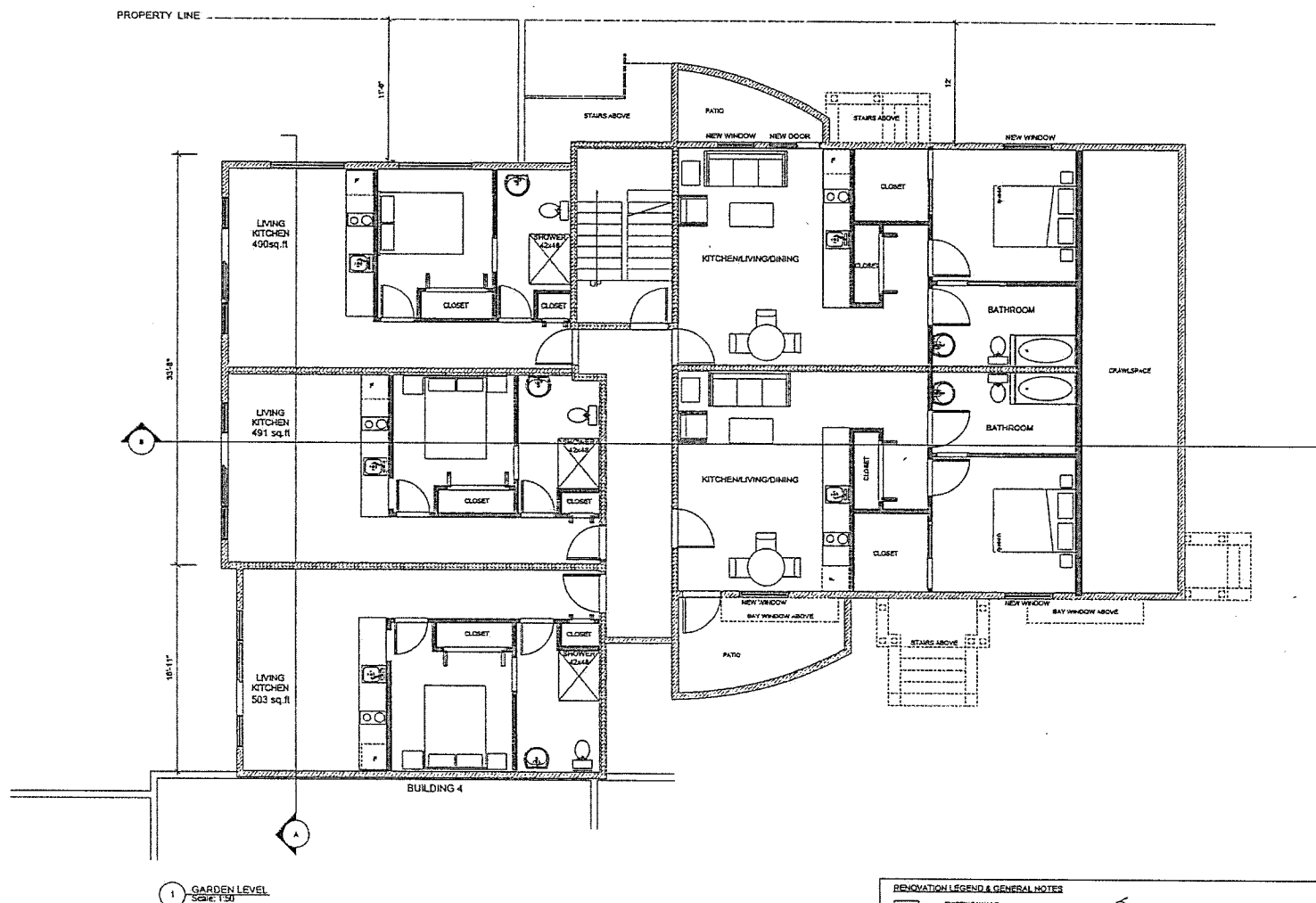
MOUNT ST. ANGELA
 Senior Living. Redefined.

SHEET TITLE
 CARTREFF RESIDENCE
 RESTORATION

DEMO PLANS

SCALE	AS NOTED	JOB No.	1124 - 1419
DATE PLOTTED	Oct. 07 2019		
Drawn by			

C.A3.1



RENOVATION LEGEND & GENERAL NOTES	
	EXISTING WALLS
	EXISTING WALLS - STRIPPED FILL WITH INSULATION
	EXISTING WALLS - EXPOSED S3 STRAPPING FILLED WITH INSULATION TO 40'
	EXISTING WALLS - FILL WITH 5/8\"/>
	NEW CONCRETE FOUNDATION WALLS
	NEW RATED WALL - EXISTING STYLE
	NEW RATED WALL - NEW FRAMED WALL
	NEW WALL
	EXHAUST FAN
	WALL CAP FOR VENTING
	DROPPED CEILING FOR SERVICES
	BULKHEAD
GENERAL NOTES:	
1. WOOD PANELS, DOORS TO BE RE-INSTALLED AS PER ARCHITECT'S INSTRUCTION	
2. WINDOW RE-INSTALLED, REBUILD WINDOW AND FRAME	
3. INSTALL INSULATION TO WALL THICKNESS AROUND WINDOWS AND IN 2x4 WALLS WHICH ARE REMAINING	

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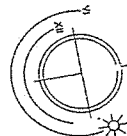
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





COMMENTS	
No.	REVISION
1.	HART / REVISIONS SUBMISSION
2.	REV. HART / REVISIONS SUBMISSION
3.	REV. AVERAGE GRADE CALC
4.	REV. GATE AND GARAGE DOOR
5.	REV. as per ACP comments
6.	REV. as per HART / ACP comments
7.	REV. as per HART comments
8.	REV. as per HART comments - parking

MOUNT ST. ANGELA
 Senior Living. Redefined.

PROJECT TITLE
**CARTREFF RESIDENCE
 RESTORATION**
 LOWER FLOOR PLAN

SCALE
 AS SHOWN
 DATE PLOTTED
 Oct. 07 2019
 DRAWN BY
 C.A4.0



RENOVATION LEGEND & GENERAL NOTES	
	EXISTING WALLS
	EXISTING WALLS - STRIPPED, FLEED WITH PLASTER
	EXISTING WALLS - STRIPPED, FLEED WITH STRAPPING, FLEED SHT INSULATION TO RIB
	EXISTING WALLS - FULL INTERIAR PORE GLASS INSULATION TO RIB
	NEW CONCRETE FOUNDATION WALLS
	NEW RATED WALL - GROUND FLOOR
	NEW RATED WALL - 1ST/FLOOR/2ND FLOOR
	NEW WALL
	EXHAUST FAN
	WALL CAP FOR VENTING
	DROPPED CEILING FOR SERVICES
	RUN/HEAD
GENERAL NOTES	
<p>1. WOOD PANEL DOORS TO BE AS INSTALLED AS PER ARCHITECT'S INSTRUCTION WINDOW BE INSTALLED INSULATED WINDOW AND FRAME 2. INSTALL INSULATION TO WALL THICHES AROUND WINDOWS AND IN 3/4 WALLS WHICH ARE REMAINING</p>	

PROJECT

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COMMENTS

No.	description	DATE
1.	HAP / MATCHING SUBMISSION	SEP. 2010
2.	REV. HAP / REZONING SUBMISSION	APR. 2016
3.	REV. AVERAGE GRADE CALC.	JULY 2016
4.	REV. GATE AND GARAGE DOOR	2017 0116
5.	REV. as per HAP comments	NOV. 2017
6.	REV. as per HAP / HAZ JCDT comments	FEB. 2017
7.	REV. as per staff comments	NOV. 2017
8.	REV. as per staff comments - parking	OCT. 2018

MOUNT ST. ANGELA
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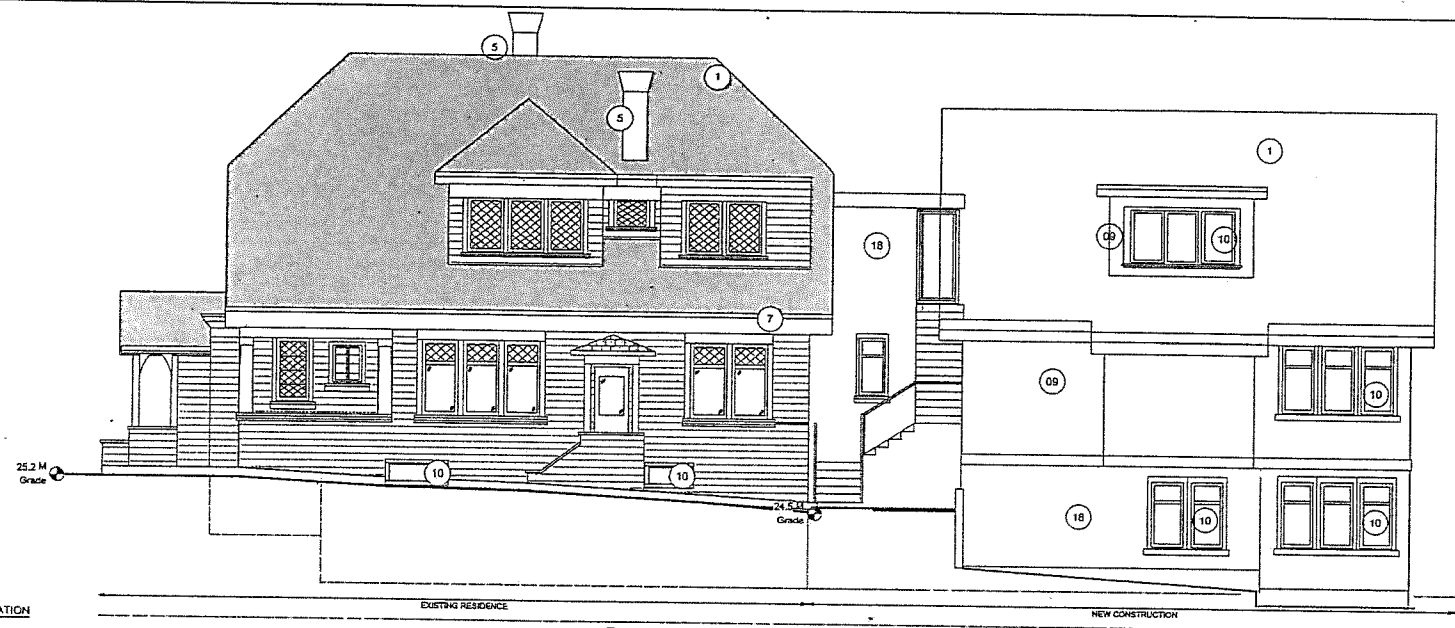
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CARTREFF RESIDENCE
RESTORATION
UPPER FLOOR PLAN

SCALE AS NOTED	JOB No. 1124 - 1410
-------------------	------------------------

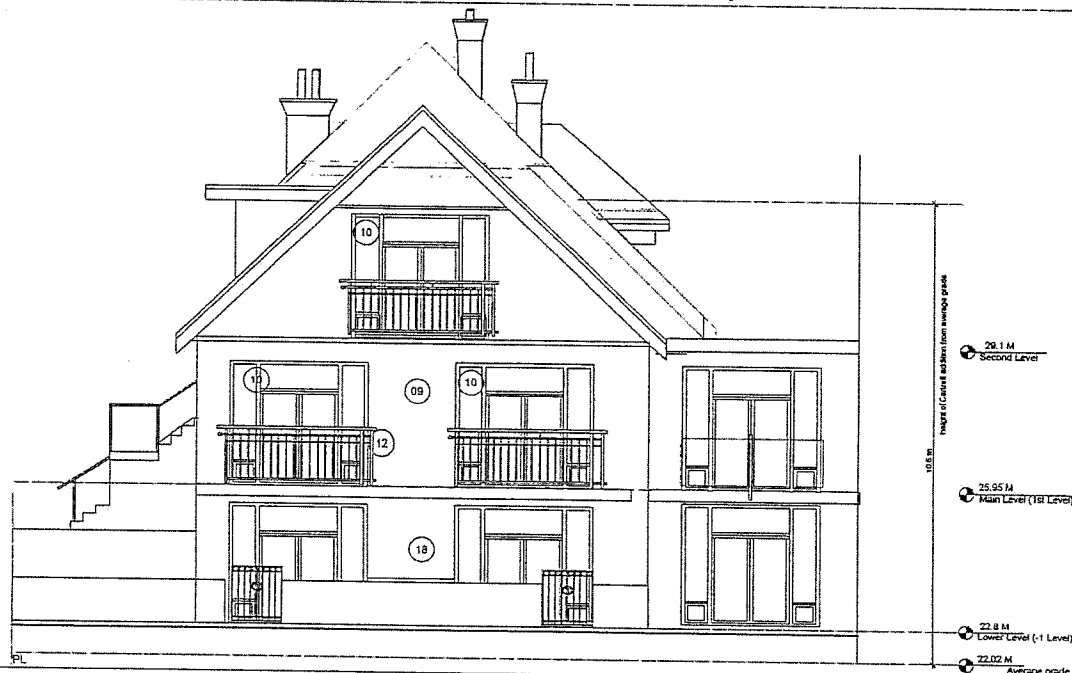
DATE PLOTTED
OCT. 07 2018

DATE: 01/11/2011

C.A4.2



WEST ELEVATION
SCALE 1/32



SOUTH ELEVATION
SCALE 1/32

FINISH SCHEDULE

SCOPE OF EXTERIOR RESTORATION WORK

1. FIREGLASS SHINGLE ROOF
2. RE AND RE CEDAR WALL SHINGLES, PAINTED
3. RE AND RE WOOD TRIM, PAINTED
4. REPAIR WOOD FRAME WINDOWS AS REQUIRED, REPAINT
5. CHIMNEYS RECONSTRUCTED
6. NEW TORCH ON MEMBRANE ROOF
7. NEW ALU GUTTERS CW ROUND RAIL
8. EXTEND EXISTING TOWER AS SHOWN TO ACCOMMODATE CUT STAIR. SHINGLE FINISH TO MATCH
9. STUCCO, PEBBLE DASH FINISH. COLOR TO SPEC
10. WOOD FRAME THERMO GL WINDOWS, PAINTED
11. ALUMINUM FRAMED THERMO GL WINDOWS, PAINTED
12. ALUMINUM PICKETS AND RAIL FOR JULIETTE BALCONY
13. BRICK WALL CW ALUMINUM GATE, PAINTED
14. TYPICAL LIMESTONE PANELS
15. METAL FLASHING, BAKED ENAMEL FINISH
16. ALUMINUM RAILING SYSTEM W/ GLAZED PANELS
17. STONE VENEER - SANDSTONE - BUFF COLOUR - HONED FINISH
18. BRICK VENEER (BROWN COLOUR)

PROJECT

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COMMENTS

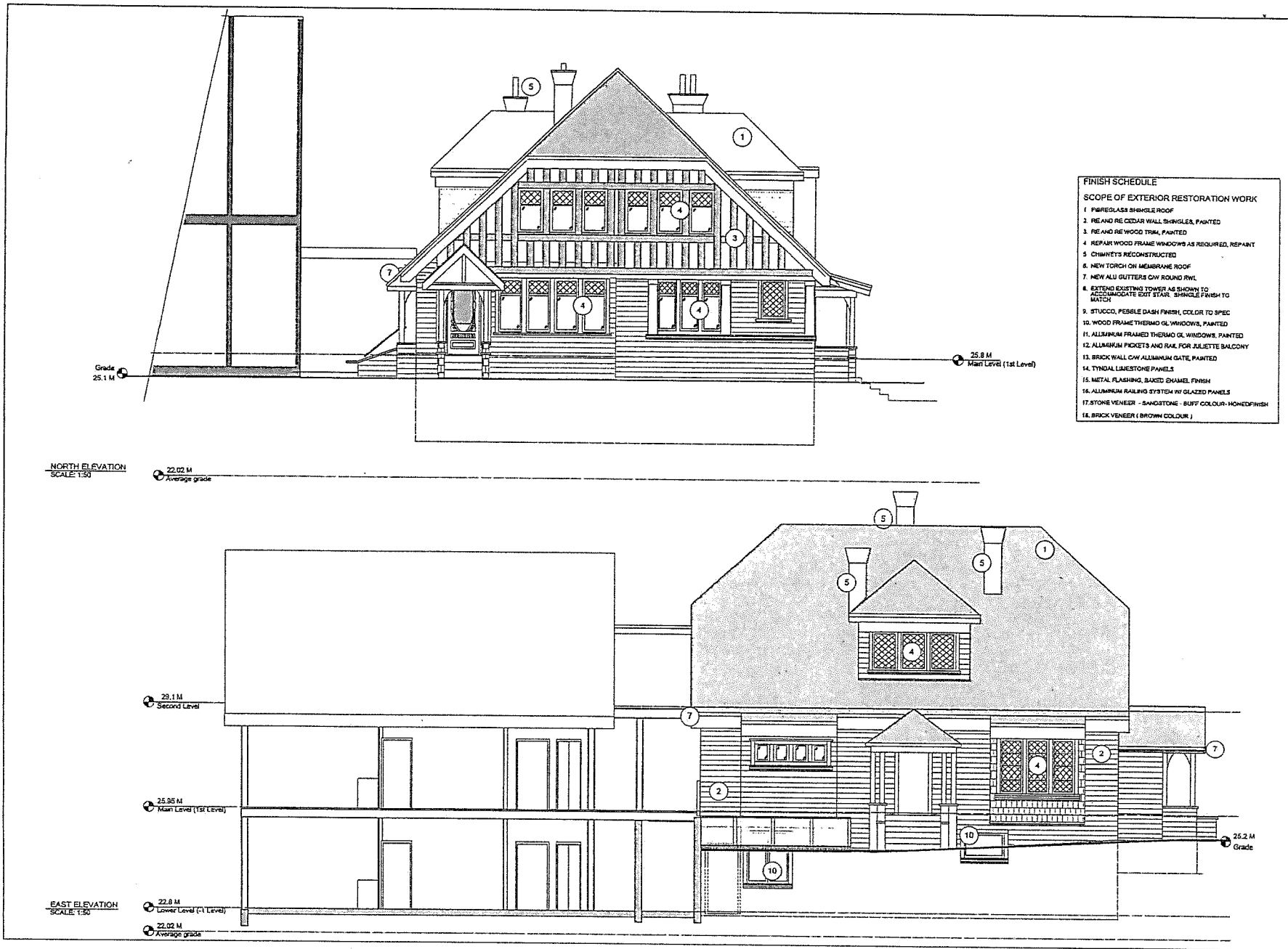
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8.	PREP / PREP / RECONSTRUCTION SUBMISSION	NOV. 2010	

MOUNT ST. ANGELA
Senior Living. Redefined.

PROJECT TITLE
CARTREFF RESIDENCE
RESTORATION

ELEVATIONS

SCALE AS NOTED	JOB NO. 1124 - 1410
DRAWN BY Oct. 07 2010	C.A5.0



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COMMENTS

NO.	DESCRIPTION	DATE	BY
1	HAP / REVISION SUBMISSION	SEP 2013	
2	REV: HAP / REVISION SUBMISSION	APR 2014	
3	REV: AVERAGE GRADE CALC	SEPT 2014	
4	REV: GATE AND GARAGE DOOR	APR 2015	
5	REV: as per RCP windows	NOV 2016	
6	REV: as per HAD HAD RCP windows	NOV 2017	
7	REV: as per HAD HAD RCP windows	NOV 2017	
8	REV: as per HAD HAD RCP windows	NOV 2017	

MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE
**CARTREFF RESIDENCE
RESTORATION
ELEVATIONS**

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2019	
DESIGNED BY	C.A.5.1



1 SECTION - A
Scale: 1:50



2 SECTION - B
Scale: 1:50

PROJECT

Mount St Angela
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CONSULTANT

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200 WEST 12TH STREET, VICTORIA, BC

COMMENTS

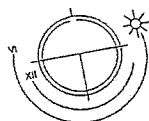
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2.	REV. HAP / REZONING SUBMISSION	APR. 2016	
3.	REV. AVERAGE GRADE CALL	MAY 2016	
4.	REV. GATE AND GARAGE DOOR	JULY 2016	
5.	REV. as per ACP comments	NOV. 2016	
6.	REV. as per HAC ACP joint comments	FEB. 2017	
7.	REV. as per staff comments	MAY 2017	
8.	REV. as per staff comments - parking	OCT. 2017	





MOUNT ST. ANGELA
Senior Living. Redefined.

PROJECT TITLE
CARTREFF RESIDENCE
RESTORATION

SECTIONS

SCALE	JOB NO.
AS NOTED	1124 - 1410
DATE PLOTTED	
OCT. 07 2016	
DRAWN BY	C.A6.0



 EXISTING WALLS - DRYWALL/PLASTER TO REMAIN
 EXISTING WALLS - TO BE STRIPPED OF DRYWALL/PLASTER
 WALLS TO BE REMOVED
 REFER TO DOOR SCHEDULE

- 1 ALL WOOD PANELINGS, FRAMES AND ALL MOLDINGS ETC. ARE TO BE REMOVED WITH CARE, CATALOGUED, CLEANED AND RETAINED FOR POTENTIAL REUSE AS PER ARCHITECT'S INSTRUCTIONS, AND THE DOOR AND WINDOW SCHEDULES.
- 2 REMOVE AND DISPOSE OF ALL EXISTING ELECTRICAL PANELS AND EQUIPMENT AS PER ELECTRICAL DRAWINGS.
- 3 REMOVE AND DISPOSE OF ALL EXISTING ELECTRICAL BRANCHING, REVIEW WITH THE ELECTRICAL CONSULTANT AND REFER TO ELECTRICAL DRAWINGS AND SPECIFICATIONS.
- 4 WINDOWS AND TRIM IN EXISTING FOUNDATION WALL TO BE REMOVED WITH CARE AND STORED FOR RE-USE IN NEW FOUNDATIONS.

9. DISMANTLE CHIMNEYS PRIOR TO DISMANTLING, COMPAIR WITH ARCHITECT INSTALLATION
HARDWOODS TO THAT EXISTING. DISMANTLING CAN BE MEASURED AND RECORDED
DO NOT DISMANTLE PRIOR TO COMPLETION OF RECORDING.

10. REMOVE ALL EXISTING FEATURES AND PLUMBING (TO BE REPLACED WITH NEW)

11. REMOVE ALL CARPET, VINYL, TILE, RUBBER BASE TRIM AND WINDOW COVERINGS

12. REMOVE AND STORE ANY EQUIPMENT, ARTIFACTS AS DIRECTED BY THE ARCHITECT

13. RETURN TO THE CONTRACTOR ALL PACKAGES AND MATERIALS WITHIN THESE DRAWINGS

14. PROTECT ALL OPENINGS CREATED BY THIS CONTRACT DURING STRIP-OUT AND MOVING

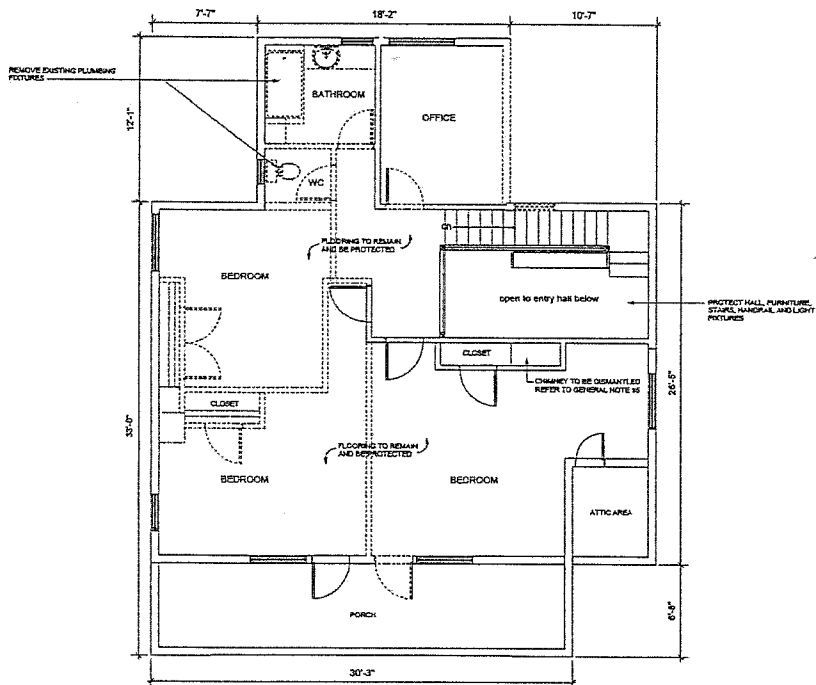
15. PROVIDE SECURITY TO OWNER'S SPECIFICATION.

NO.	DESCRIPTION	DATE
1.	HAF/FETCHING SUBMISSION	SEP 04/06
2.	REV. HAF/FETCHING SUBMISSION	APR 20/06
3.	REV-AVERAGE GRADE CALC.	JULY 28/06
4.	REV-GATE AND GARAGE DOOR	AUG 01/06
5.	REV-as per ACP comments	NOV. 09/06
6.	REV-as per HAF ACP job's comments	FEB 24/07
7.	REV-as per staff comments	MAY 22/07
8.	REV-as per staff comments -parking	NO 02/07

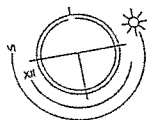
MOUNT ST. ANGELA
Senior Living. Redefined.

SHEET TITLE
 TEMPLE RESIDENCE
 RESTORATION
 DEMO PLANS

SCALE AS NOTED	JOB NO. 1124 - 1410
DATE PLOTTED OCT 07 2019	T.A3.0
DRAWN BY	



1 SECOND LEVEL
SCALE: 1/8" = 1'-0"



DEMOLITION LEGEND & GENERAL NOTES

- DEMOLITION LEGEND:**
- EXISTING WALLS - STRIP WALL PLASTER TO BRICK
 - EXISTING WALLS - TO BE STRIPPED OF BRICK/PLASTER
 - WALLS TO BE REMOVED
 - REFER TO DOOR SCHEDULE

GENERAL NOTES

1. ALL WOOD PANEL DOORS, FRAMES AND ALL MOLDINGS ETC. ARE TO BE REMOVED WITH CARE, CATALOGUED, CLEANED AND RETAINED FOR POTENTIAL REUSE AS PER ARCHITECT'S INSTRUCTIONS AND THE DOOR AND WINDOW SCHEDULES.
2. REMOVE AND DISPOSE OF ALL EXISTING ELECTRICAL PANELS AND EQUIPMENT AS PER ELECTRICAL SCHEDULES.
3. CORRECT CONDITION OF ELECTRICAL BRANCH WIRING, REMOVE WITH THE ELECTRICAL CONTRACTOR AND REFER TO ELECTRICAL DRAWINGS AND SPECIFICATIONS.
4. REMOVE AND STRIP EXISTING FOUNDATION WALLS TO BE REMOVED WITH CARE AND STORED FOR RE-USE IN NEW FOUNDATIONS.
5. DEMANTLE CHIMNEYS PRIOR TO DEMANTLING CHIMNEY WITH ARCHITECT INSTALLATION OF SCAFFOLD SO THAT EXISTING CHIMNEY CAN BE MEASURED AND RECONSTRUCTED.
6. REMOVE ALL EXISTING FLOORING AND FLOORING TO BE REPLACED WITH NEW.
7. REMOVE ALL CARPET, VINYL, TILE, RUBBER BASE, TRIM AND WINDOW COVERINGS.
8. REMOVE AND STORE ANY EQUIPMENT, APPLIANCES AS DIRECTED BY THE ARCHITECT PRIOR TO THE DISPOSITION TO BE USED IN CONNECTION WITH THESE DRAWINGS.
9. PROTECT ALL OPENINGS CREATED BY THE CONTRACT DURING STRIP-OUT AND MOVING.
10. PROVIDE SECURITY TO OWNERS SATISFACTION.

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

CLIENT

MI Ventures
&
Norwood Group

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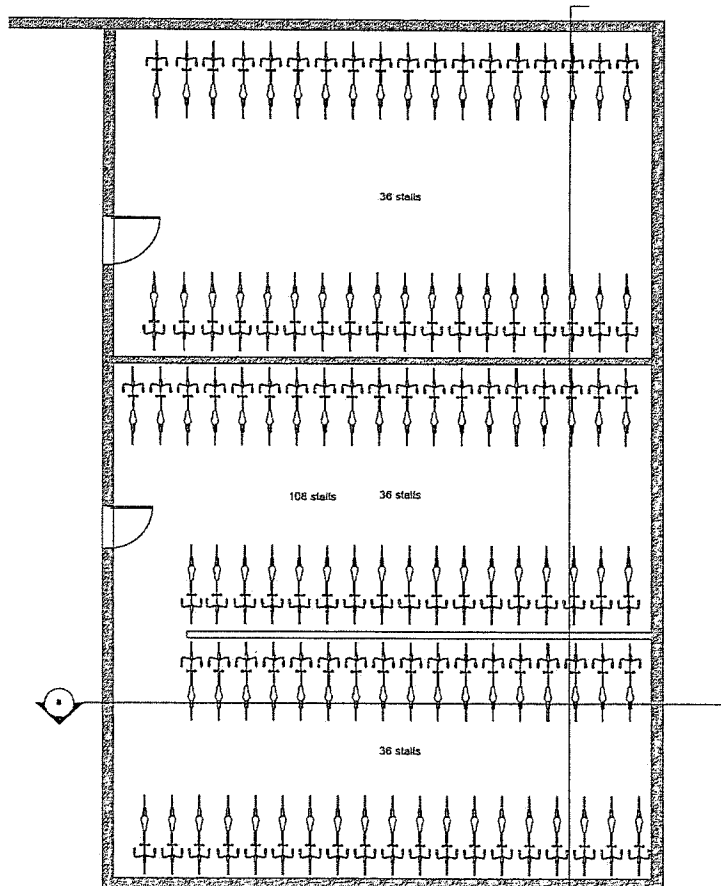
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3	HAP / HAP / REVISION SUBMISSION	NOV 28/12	
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6	HAP / HAP / REVISION SUBMISSION	NOV 28/12	
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8	HAP / HAP / REVISION SUBMISSION	NOV 28/12	

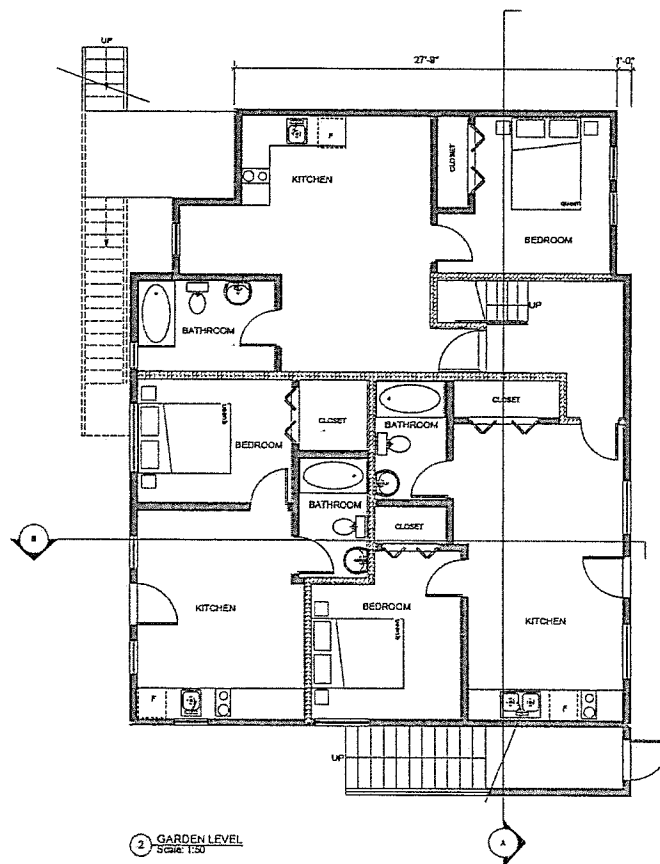
MOUNT ST. ANGELA
Senior Living, Redefined.

11-11-11
TEMPLE RESIDENCE
RESTORATION
DEMO PLANS

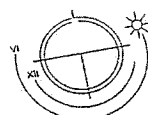
SCALE AS NOTED	JOB NO. 1124-1410
DATE PLOTTED OCT 07 2012	
DRAWN BY	T.A.3.1



1. PARKING LEVEL
Scale: 1/32



2. GARDEN LEVEL
Scale: 1/32



RENOVATION LEGEND & GENERAL NOTES

- EXISTING WALLS
- EXISTING WALLS - STRIPPED, FILLED WITH INSULATION
- EXISTING WALLS - STRIPPED, 2x4 STRAPPING, FILLED WITH INSULATION TO JOE
- EXISTING WALLS - FILL WITH SPRAY FOAM BLANK INSULATION TO FIT
- NEW CONCRETE FOUNDATION WALLS
- NEW RATED WALL - EXISTING STUDS
- NEW RATED WALL - NEW FRAMED WALL
- NEW INTERIOR WALL
- EXHAUST FAN
- WALL CAP FOR VENTING
- DROPPED CEILING FOR SERVICES
- BULKHEAD

- GENERAL NOTES
- 1. WOOD PANEL DOORS TO BE AS PER ARCHITECT'S INSTRUCTION
- 2. WINDOW RE-INITIALIZED, REBUILT WINDOW AND FRAME
- 3. INSTALL INSULATION TO WALL THICKNESS AROUND WINDOWS AND IN 2x4 WALLS WINDOW ARE REMAINING

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

CLIENT

MI Ventures
&
Norwood Group

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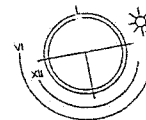
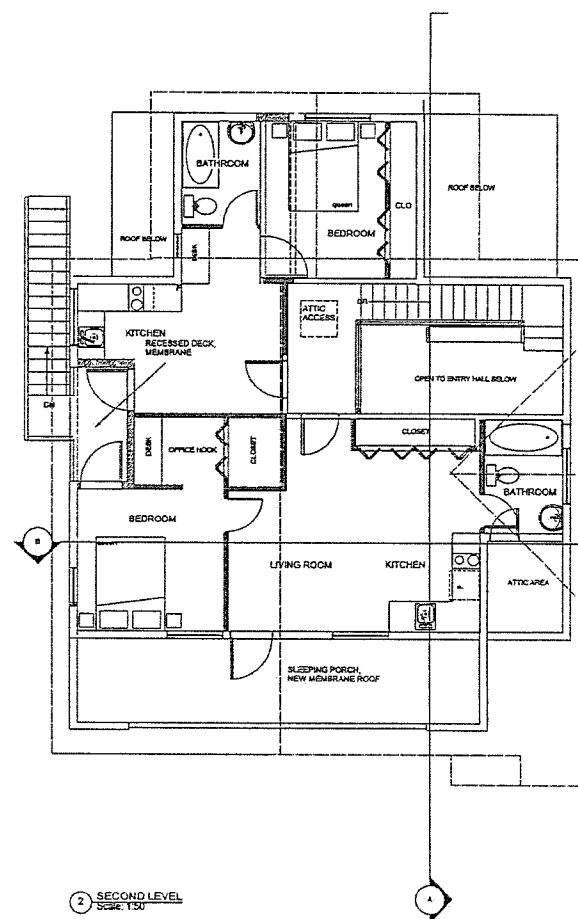
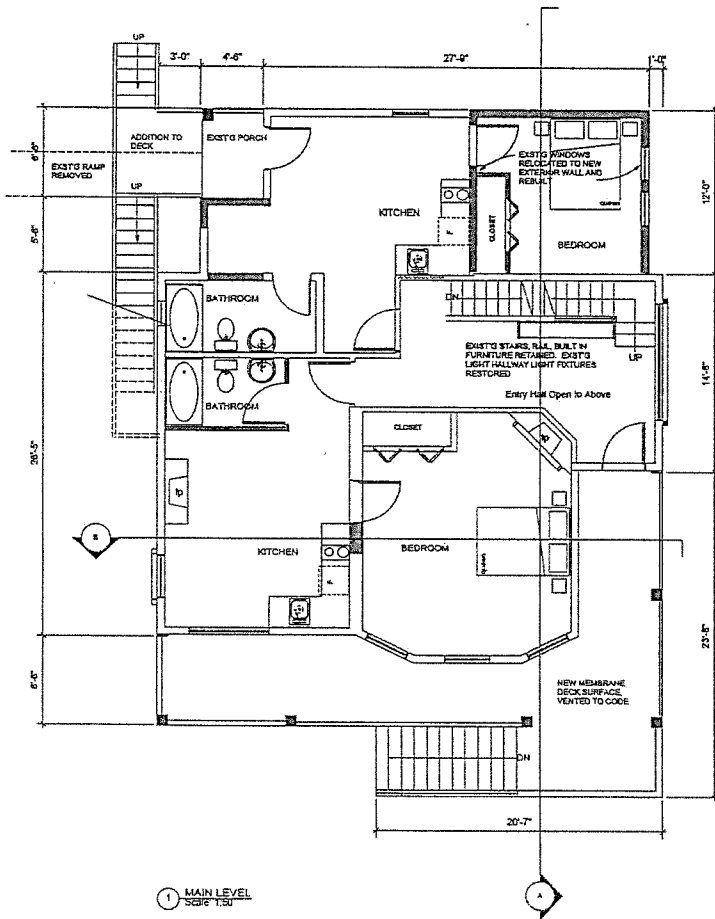
COMMENTS

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3.	RECI AIR-SEALING DRAFT CALC	NOV 2010	
4.	RECI-GATE AND GARAGE DOOR	JAN 2011	
5.	RECI-as per ADP comments	NOV 2010	
6.	RECI-as per HWP ADP (ADP) comments	DEC 2010	
7.	RECI-as per HWP comments	NOV 2011	
8.	RECI-as per HWP comments - parking	OCT 2011	

MOUNT ST. ANGELA
Senior Living: Redefined.

TEMPLE RESIDENCE
RESTORATION
RENO PLANS

SCALE	AS NOTED	DATE PLOTTED	OCT 07 2010
DATE PLOTTED	OCT 07 2010	Drawn BY	T.A4.0



RENOVATION LEGEND & GENERAL NOTES	
	EXISTING WALLS
	EXISTING WALLS - STRIPPED PLASTER
	EXISTING WALLS - STRIPPED 3/4" STRAPPING
	EXISTING WALLS - FULL WITH SPRAY FOAM GLASS INSULATION (STI)
	NEW CONCRETE FOUNDATION WALLS
	NEW RATED WALL - EXISTING STUCK
	NEW RATED WALL - NEW FRAMED WALL
	NEW INTERIOR WALL
	EXHAUST FAN
	WALL CAP FOR VENTING
	DROPPED CEILING FOR SERVICES
	RAILHEAD

GENERAL NOTES

1. WOOD PANEL DOORS TO BE RE-INSTALLED AS PER ARCHITECT'S INSTRUCTION
2. WINDOW RE-INSTALLED, REBUILD WINDOW AND FRAME
3. INSTALL INSULATION TO WALL THICKNESS AROUND WINDOWS AND IN 2x4 WALLS WHICH ARE REMAINING

PROJECT
Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

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COMMENTS			
No.	DESCRIPTION	DATE	BY
1.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
2.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
3.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
4.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
5.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
6.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
7.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	
8.	WAP / RECONSTRUCT SUBMISSION	SEP. 2016	

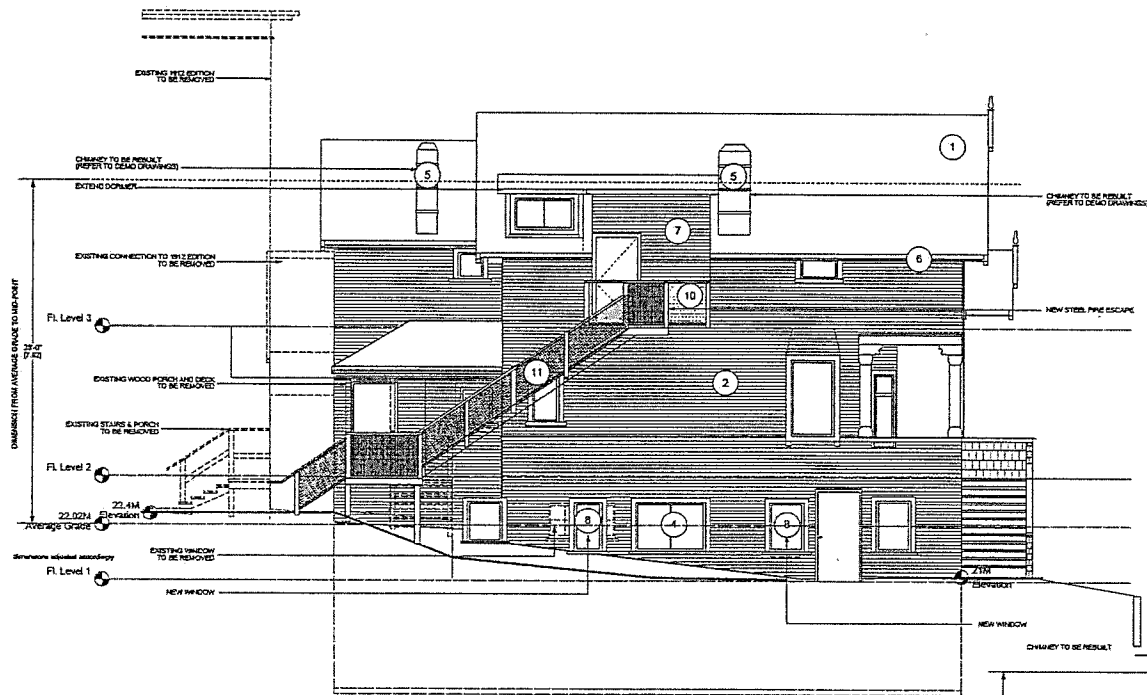
MOUNT ST. ANGELA
Senior Living, Redefined.

PROJECT TITLE
TEMPLE RESIDENCE
RESTORATION
RENO PLANS

SCALE
AS NOTED

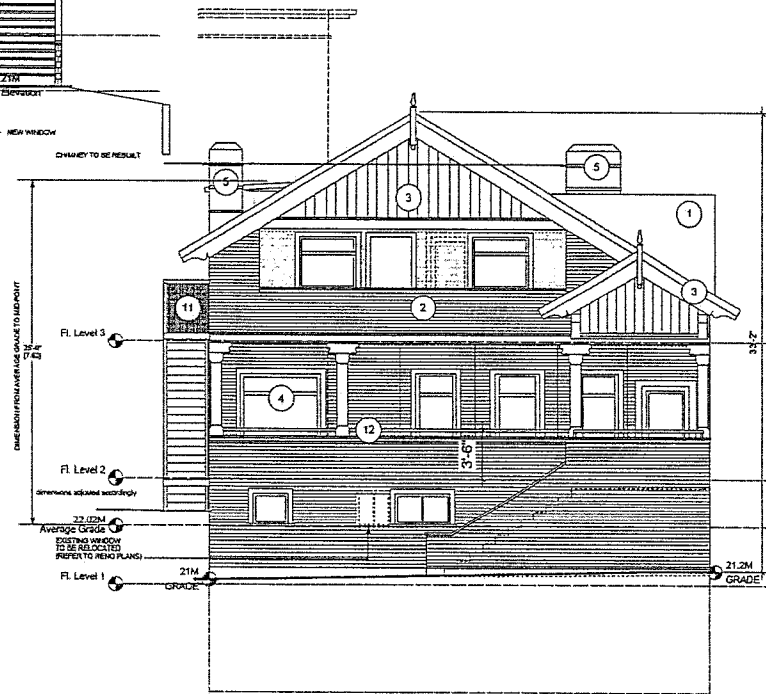
DATE PLOTTED
OCT. 07 2019

DESIGNED BY
T.A.4.1



1 West Elevation
Scale: 1:100

- FINISH SCHEDULE**
- SCOPE OF EXTERIOR RESTORATION WORK**
1. FIBERGLASS SHINGLE ROOF
 2. RE AND RE-EXISTING CEDAR WALL SHINGLES, PAINTED
 3. RE AND RE WOOD TRIM, PAINTED
 4. REPAIR EXISTING WOOD FRAME WINDOWS AS REQUIRED, REPAINT
 5. CHIMNEYS RECONSTRUCTED
 6. NEW ALU GUTTERS CW ROUND RVL
 7. NEW CEDAR SHINGLES, PAINTED, TO MATCH EXISTING RESIDENCE
 8. NEW WOOD FRAME THERMO GL WINDOWS, PAINTED
 9. METAL FLASHING, BAKED ENAMEL FINISH
 10. ALUMINUM RAILING SYSTEM W/ GLAZED PANELS
 11. STEEL FIRE ESCAPE WITH METAL MESH GUARD
 12. NEW STEEL RAIL TO MEET HEIGHT OF 42"



2 South Elevation
Scale: 1:100

PROJECT
Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

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Norwood Group**

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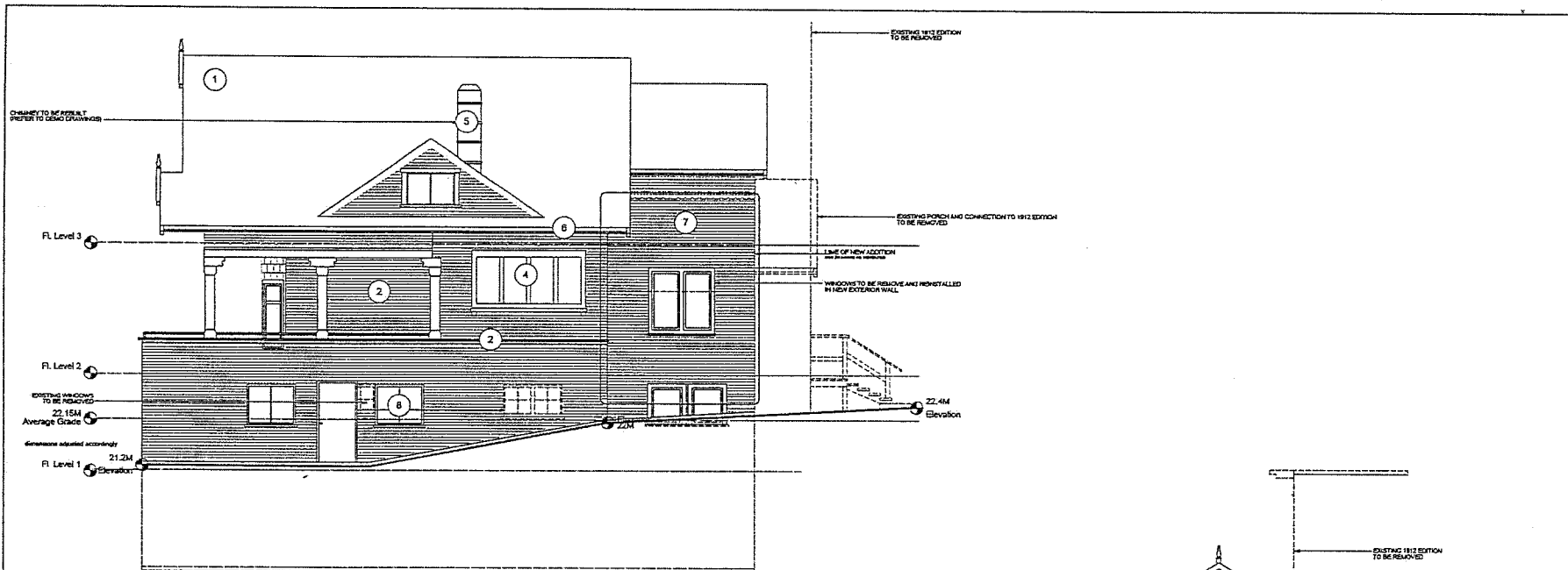
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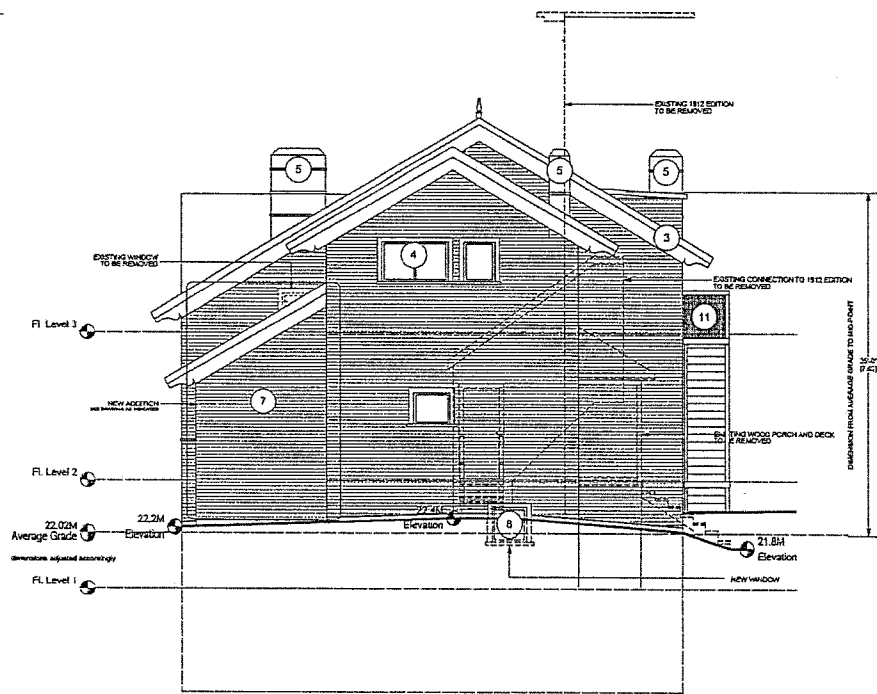
COMMENTS		
No.	Description	Date
1	1. HAP / REVISION SUBMISSION	SEP. 2016
2	2. HAP / HAP / REVISION SUBMISSION	NOV. 2016
3	3. HAP / HAP / REVISION SUBMISSION	NOV. 2016
4	4. HAP / HAP / REVISION SUBMISSION	JAN. 2017
5	5. HAP / HAP / REVISION SUBMISSION	JAN. 2017
6	6. HAP / HAP / REVISION SUBMISSION	JAN. 2017
7	7. HAP / HAP / REVISION SUBMISSION	JAN. 2017
8	8. HAP / HAP / REVISION SUBMISSION	JAN. 2017

MOUNT ST. ANGELA
Senior Living, Redefined.

SHEET TITLE TEMPLE RESIDENCE RESTORATION ELEVATIONS	
SCALE AS NOTED	JOB No. 1124 - 1410
DATE PLOTTED OCT. 07 2019	T.A5.0
DRAWN BY	



1 East Elevation
Scale: 1:100



2 North Elevation
Scale: 1:100

FINISH SCHEDULE

SCOPE OF EXTERIOR RESTORATION WORK

1. FIBERGLASS SHINGLE ROOF
2. RE AND RE-EXISTING CEDAR WALL SHINGLES, PAINTED
3. RE AND RE-EXISTING WOOD TRIM, PAINTED
4. REPAIR EXISTING WOOD FRAME WINDOWS AS REQUIRED, REPAINT
5. CHIMNEYS RECONSTRUCTED
6. NEW ALU GUTTERS C/W ROUND RVL
7. NEW CEDAR SHINGLES, PAINTED TO MATCH EXISTING RESIDENCE
8. NEW WOOD FRAME THERMO GL WINDOWS, PAINTED
9. METAL FLASHING, BAKED ENAMEL FINISH
10. ALUMINUM RAINING SYSTEM W/ GLAZED PANELS
11. STEEL FIRE ESCAPE WITH METAL MESH GUARD
12. NEW STEEL RAIL TO MEET HEIGHT OF 42"

PROJECT

Mount St Angela
913-929 Burdett Ave.
Victoria B.C.

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CONSULTANT

Arcata

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COMMENTS

NO.	REVISION	DATE	BY
1	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
2	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
3	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
4	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
5	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
6	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
7	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	
8	1.10.17 / 1.10.17 SUBMISSION	SEP 2017	

MOUNT ST. ANGELA
Senior Living. Redefined.

1912-1914
TEMPLE RESIDENCE
RESTORATION
ELEVATIONS

SCALE AS NOTED	JOB NO. 1124-1412
DATE PLOTTED OCT 27 2019	
DRAWN BY	T.A.5.1





April 25, 2019

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

Re: Mount St Angela Seniors Development Land Lift and Amenity Contribution Analysis

G.P. Rollo & Associates (GPRA) has been retained by the City of Victoria to complete land lift and amenity contribution analysis for the proposed rezoning of 913-929 Burdett Avenue and 914-924 McClure Street Victoria (the Site) from CD-10 Zone, Mount St. Angela District to a new zone with an increase in density from 1.2:1 FSR multiple dwelling to a proposed density of 1.96:1 FSR seniors residential project on the Site. This lift is expected to finance the costs of rehabilitation, restoration and seismic upgrading of the heritage buildings on the Site.

The analysis consisted of preparation of residual land value analyses which determines the maximum value that a developer could afford to pay for the site if developed under current zoning at 1.2:1 FSR as well as the land value supported by the proposed change in density to the proposed 1.96:1 FSR. GPRA used standard developer proformas for each case to model the economics of a seniors development project assuming it already had the zoning for a density of 1.96:1 FSR. The 'Lift' is then calculated as the difference in residual land values under both current zoning and the proposed new zoning.

METHODOLOGY & ASSUMPTIONS

The Site is 5,429 square metres in area and can be developed under current zoning under the CD-10 zone at a density up to 1.2:1 FSR with 6,515 square metres in gross floor area of residential (net saleable/rentable area of 5,537 square metres). Parking at the base density would be in an underground parking structure. Under the proposed new zoning the additional 0.76 FSR would add approximately 4,126 square metres of gross area to the building, with a proposed mix of rental independent and assisted living units for seniors, with 5 units to be secured as below market rentals, as well as 26 independent living units and 50% of the remaining units to be secured as rental for a 20 year term through a housing agreement.

The analyses are created using a standard developer proforma wherein estimates of revenues and costs are inputs and the remaining variable is the desired output. In typical proformas this output is usually profit, following a revenues minus costs equals profit formula.

For a residual land valuation, however, an assumption on developer's return needs to be included in order to leave the land value as the variable to solve for. For the analyses GPRA has determined the residual value for the residential strata based on the developer achieving an acceptable profit of 15% on total strata project costs (calculated as a representative portion of overall project costs for the proposed development). The residual values are the maximum supported land value a developer could pay for the site (under the density and conditions tested) while achieving an acceptable return for their project.

It is often the case that a developer cannot achieve a profit on the sale of a rental or commercial project immediately after completion and instead takes a long term perspective looking at value as an ongoing income stream with a potential disposition at some point in the future. As such, for the residual value of the project utilized for seniors rental GPRA has instead looked at the developer achieving an acceptable return on their investment measured as an Internal Rate of Return (IRR) and the maximum supported land value that would allow a developer to achieve a target IRR.

The residual land values determined from this analysis of the property developed as proposed under the rezoned density of 1.96:1 FSR as seniors rental is then compared to the residual land value of the Site if developed under current zoning at 1.2:1 FSR as residential strata to establish a 'lift' in value that arises from the change in density. This lift in value is the total potential monies that are available for public amenities or other public works not considered as part of the analysis. GPRA have made allowances for streetscape and public realm improvements that would typically be incurred through development in both sets of analysis. Any additional improvements that would be required only from the proposed rezoning and not from development under current zoning would impact the lift and would need to be identified, priced, and included in a revised analysis.

Typically there is some sharing of the lift value between the Municipality/District and the developer, but the percentage shared varies by community and by project. It is GPRA's understanding that in compliance with current policy, the City has determined that they will seek 75% of the lift for amenities.

GPRA determined strata revenues used in the analyses from a review of recent sales and offerings for sale of recently developed apartments of wood frame and of concrete construction within roughly 10 km of the Site, with a focus on projects that were deemed comparable to that which would likely be developed on the Site under current planning. Seniors rental rates were derived from a review of seniors developments offering a similar scope of supportive services in the Victoria region. Project costs were derived from sources deemed reliable, including information readily available from quantity surveyors on average hard construction costs in the City. Development or soft costs have been drawn from industry standards, and from the City's sources. All other assumptions have been derived from a review of the market and from other sources deemed reliable by GPRA.

CONCLUSIONS & RECOMMENDATIONS

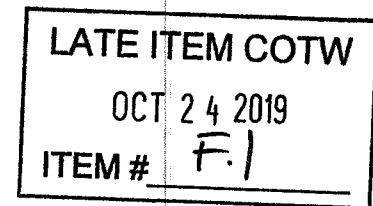
GPRA Estimates the lift from rezoning the Site from 1.2:1 FSR to 1.96:1 FSR with the uses discussed herein would be roughly \$1.35 million, with the City's 75% share totaling \$1.013 million.

However, as the purpose of this exercise is in part to determine whether the lift is sufficient to offset the cost of the heritage retention, it must be noted that the proponent has estimates for the refurbishment of the heritage building and seismic upgrades at a cost well in excess of \$5 million according to an estimate provided by Beacon Construction Consultants Inc. This would indicate that there is still a substantial shortfall between the increase in land value from the additional density and the cost of the heritage retention. As such, GPRA does not recommend the City seek any amenity contribution from the rezoning of the Site as proposed.

I trust that our work will be of use in the City's decision on the rezoning of 913-929 Burdett Avenue and 914-924 McClure Street Victoria. I am available to discuss this further at your convenience.



Gerry Mulholland | Vice President
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Committee of the Whole Report
For the Meeting of June 8, 2017

To: Committee of the Whole **Date:** May 25, 2017

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

Subject: Update on Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street

RECOMMENDATION

Rezoning Application No. 00466

1. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street; and that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council.
2. That Council instruct staff to prepare a Housing Agreement Bylaw to secure a minimum of 50% of the total units as market rental for a minimum of 20 years, plus a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and repeal the formerly adopted Housing Agreement from a past development proposal.
3. That the introductory readings of these Bylaws be considered by Council and a Public Hearing date be set once the following conditions are met:
 - a. preparation of a Section 219 Covenant for sewage attenuation as required, and executed by the applicant to the satisfaction of the Director of Engineering and Public Works.
4. That Council give authorization for the following, if the Housing Agreement and Rezoning Bylaws are adopted:
 - a. Mayor and City Clerk to execute the documents required in order to discharge or terminate the following legal documents related to a past development proposal, which are not applicable to the current development proposal:
 - i. S.219 Covenant relating to the provision of full frontage works along the Burdett Avenue and McClure Street frontages
 - ii. Statutory Right-of-Way for the provision of a 1.2m public walkway along the east of the property
 - iii. Heritage Revitalization Agreement dated February 14, 2008.
 - b. Introduction of a bylaw to repeal the February 14, 2008 Heritage Revitalization Agreement, as required.

WT00145 STAFF

Heritage Alteration Permit No. 00214

Following consideration of Rezoning Application No. 00466, staff recommend that Council consider this updated motion with respect to Heritage Alteration Permit with Variances No. 00214:

"That Council authorize the issuance of the Heritage Alteration Permit No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street in accordance with:

1. Plans date stamped May 3, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. increasing the building height from 16.5m to 20.55m
 - b. reducing the front yard setback from 10.6m to 8.75m
 - c. reducing the rear yard setback from 5.4m to 4.7m
 - d. reducing the west yard setback from 3.6m to 3.2m for the principal building and from 3.6m to 3.05m for the Cartreff Residence.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of City staff.
4. The Heritage Alteration Permit is subject to the conditions for Mount St. Angela (917-923 Burdett Avenue), the Cartreff Residence (913 Burdett Avenue), and the Temple Residence (924 McClure Street), detailed in Appendix A, Appendix B, and Appendix C attached to this report.
5. Sustainability features and construction achieving the BUILT GREEN® Certification level.
6. The Heritage Alteration Permit lapsing two years from the date of this resolution."

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with new information, analysis and recommendations regarding a Rezoning Application and a Heritage Alteration Permit Application for the properties located at 913-929 Burdett Avenue and 914-924 McClure Street. At the Council meeting of January 12, 2017, Council passed a motion to forward the applications to the Joint Heritage Advisory Panel and the Advisory Design Panel with comments included in the follow-up staff report.

A meeting of the Joint Heritage Advisory Panel and the Advisory Design Panel held on February 1, 2017, led to a recommendation to Council for the approval of the application with recommendations for the refinements to the proposal that are detailed later in this report. The applicant has made design revisions in response to the Panel and staff feedback.

Given that the applicant has satisfied the conditions related to this application, staff are recommending for Council's consideration that the Rezoning Application and Heritage Alteration Permit Application proceed for consideration at a Public Hearing.

BACKGROUND

Description of Proposal

The proposal is to amend the existing CD-10 (Mount St. Angela) Zoning Regulation Bylaw to create a new site-specific zone that permits the increase of the bonus density provision in exchange for the heritage conservation measures to be applied to the heritage-designated buildings on the subject site. The applicant proposes to construct a 106-unit senior's residence (plus 26 assisted living units) to the rear and the side of the existing heritage-designated Mount St. Angela building. Existing heritage-designated houses at 913 Burdett Avenue (Cartreff Residence) and at 924 McClure Street (Temple Residence) are also proposed to be incorporated into the project. The Committee of the Whole reports for Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 dated December 16, 2017, and presented at the Committee of the Whole (COTW) meeting of January 12, 2017, are attached for additional information and reference.

On January 12, 2017, Council passed the following motion:

"It was moved by Councillor Madoff, seconded by Mayor Helps, that a meeting of the Joint Heritage Advisory Panel and the Advisory Design Panel be convened to consider the application for 913-929 Burdett Avenue and 914-924 McClure Street and that the report from the joint panel be included in the agenda when the application is considered by the Committee of the Whole.

That the panel be asked for comments on, but not limited to:

- 1. The relationship between the scale of the proposed development and the OCP policy that supports new additions that conserve and enhance heritage property.*
- 2. Does the proposal appropriately respond to Standard 1 of the National Standards and Guidelines in respect to the removal of heritage designated elements/additions and the relocation of the Cartreff and Temple buildings.*
- 3. Does the proposal respond appropriately to Standard 11 of the National Standards and Guidelines in terms of new construction being physically and visually compatible with, subordinate to, yet distinguishable from, the historic place.*
- 4. Does the Conservation Plan adequately address the National Standards and Guidelines and provide appropriate detail on how the proposal responds to the Guidelines.*
- 5. Has adequate information been provided by the applicant to support the claim that the level of Burdett Street has been raised over time and that this justifies the moving and raising of the Cartreff house.*
- 6. Does the proposed landscape plan respect and retain historic landscaping appropriate to the 1860s Mt. St. Angela building and the 1905, Samuel McClure designed, Cartreff House as outlined in the Standards and Guidelines."*

Issues and Analysis

Further information and analysis are provided in this report on the following items associated with this application:

- Joint Heritage Advisory Panel and Advisory Design Panel meeting
- revisions resulting from the Joint Panel's comments

- revisions resulting from staff feedback
- regulatory considerations

Summary of Joint Heritage Advisory Panel and Advisory Design Panel Report

The Application was referred to the Joint Heritage Advisory Panel (HAPI) and the Advisory Design Panel (ADP) on February 1, 2017 (draft minutes attached). The majority of the Panel agreed that the:

- scale of the development in relation to OCP had been addressed satisfactorily
- proposal appropriately responds to Standard 1 of the National Standards and Guidelines and agreed with the removal of the hotel addition and the porte cochere
- proposal appropriately responds to Standard 11 of the National Standards and Guidelines; however, modifications to the addition of the Cartreff house should be less imitative, particularly the roofline
- Conservation Plan and design detail of the Temple residence pay particular attention to sensitive restoration and reconstruction of the staircase, front wall and gate and resolve the discrepancy in the front elevation of the building itself
- moving and lifting of the Cartreff residence is no longer part of the proposal
- front garden of the Cartreff residence be reconsidered to be more in line with an Edwardian bordered garden and distinct from the rest of the frontage. It was also recommended that the applicant consider the use of the fruit trees as part of the landscape given their historical presence on site
- project be reclassified as a rehabilitation, not as preservation.

Revisions Resulting from Joint Panel Comments

Cartreff Residence

The applicant is proposing to retain the Cartreff residence in its existing location and at its existing height. Roof articulation now reflects existing conditions and reconstructed chimneys are included on all roof plans, elevations, and three-dimensional views. The south wing addition is less imitative with a simple gable roofline, a shed roofed dormer on the west side, and a change of exterior colour that complements the Cartreff while transitioning to the darker foundation. Windows of the addition are more compatible and have been minimized on the west side to increase privacy.

Temple Residence

The applicant is proposing to reconstruct the design details of the staircase, front wall and gate as recommended in the Conservation Plan, and all reconstructed chimneys are on all roof plans, elevations, and three-dimensional views.

St. Angela College

Fenestration openings in the remnant west brick wall are consistent with existing conditions, and the intricate reconstructed chimneys are included on all roof plans, elevations, and three-dimensional views.

Landscaping

The applicant proposes a traditional formalized garden in front of the Cartreff residence distinct from the rest of the frontage. Existing stone gate pillars will be preserved and a new forged gate will be installed. A Plant Schedule and examples are included in the application package and details the proposed tree species, specimen and massing shrubs, as well as, perennials and ground cover.

Revisions Resulting from Staff Comments

The applicant has also responded to staff comments and have included the following revisions:

- an additional visitor parking stall has been allocated in the underground parkade to eliminate a parking variance
- detail has been provided for the overhead door on Burdett Avenue which includes translucent glazing and a mullion pattern to match the surrounding glazing. The assembly is also set back within the structure by 0.4m
- the east corner of the south wing elevation has been revised with the addition of corner glazing and refined architectural details to eliminate the blank wall
- inconsistencies related to bicycle stall calculation and setbacks have been addressed.

Regulatory Requirements

The following data table has been included for clarity and includes updated information related to building height, setbacks and parking that have arisen from the revised design. The building height has increased from 20.53m to 20.55m as a result of updated average grade calculations. Typographical and rounding errors on the plans have been corrected for the front and rear yard setbacks and are detailed in the table. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Zone Standard CD-10
Site area (m ²) - minimum	5429.00	3978.00
Number of dwelling units - maximum	106	N/A
Density (Floor Space Ratio) - maximum	1.96:1*	1.3:1
Total floor area (m ²) - maximum	10,638.00*	4976.00
Height (m) - maximum	20.55* (<i>previously 20.53</i>)	13.60
Storeys - maximum	6*	4
Site coverage % - maximum	49.4*	37.91
Open site space % - minimum	38*	46.56
Setbacks (m) – minimum		
Front (Burdett Avenue)	8.75* (<i>previously 8.8</i>)	10.60

Zoning Criteria	Proposal	Zone Standard CD-10
Rear (McClure Street)	4.70* (building) <i>(previously 4.20)</i> 3.30* (stairs) <i>(previously 3.70)</i>	5.40
Side (east)	3.60	3.60
Side (west)	3.05 (Cartreff residence) 3.20* (building)	3.60
Parking - minimum	46*	60 (number of parking stalls specified in existing zone is attributed to previous proposal)
Visitor parking (minimum) included in the overall units	4 <i>(previously 3*)</i>	4
Class 1 secure bicycle parking stalls (minimum)	108	107
Class 2 publicly accessible bicycle parking stalls (minimum)	8 <i>(previously 6*)</i>	7

Zoning Regulation Bylaw

In accordance with Rezoning Application No. 00466, staff recommend that Council consider a site-specific zone to accommodate the proposed development. The Applicant proposes a building height of 20.55m; given the prominence of this site to the Mount St. Angela building, staff are recommending that Council consider a lower height limit of 16.5m to be included in the new zone, which is the height of the Mount St. Angela building (measured to half the height of the steeple). This approach is recommended to ensure that the higher height does not become an entitlement entrenched in the zone, allowing future proposals to come forward and achieve a height of 20.55m as a right, rather than benefiting from a Council review process.

In addition, this Application is proposing reduced setbacks when compared to the current zone:

- from 10.6m to 8.75m for the front yard
- from 5.4m to 4.7m for the rear yard
- from 3.6m to 3.2m for the west yard for the new building, 3.05m for the Cartreff Residence building, and 1.06m for the Cartreff stairs (a projection allowance is proposed to be incorporated into the new zone).

Staff similarly recommend that Council consider issuing variances for the proposed setbacks to ensure a re-evaluation, if this project is for some reason never built. Appropriate wording has been included in the recommendation provided for Council's consideration.

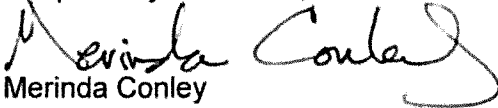
CONCLUSION

Given the results of the Joint Heritage Advisory Panel and Advisory Design Panel, as well as revisions undertaken by the applicant to address the recommendations by the Panel and staff feedback, it is recommended for Council's consideration that the Application move forward to a Public Hearing.

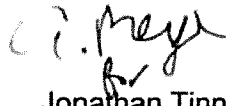
ALTERNATE MOTION

That Council decline Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street.

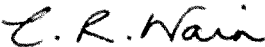
Respectfully submitted,



Merinda Conley
Senior Heritage Planner
Development Services Division

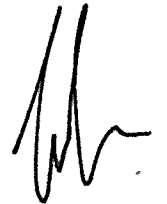


Jonathan Tinney
Director
Sustainable Planning and Community
Development Department



Charlotte Wain
Senior Planner – Urban Design
Development Services Division

Report accepted and recommended by the City Manager:



Date: _____

May 31, 2017

Appendices:

Conditions of Heritage Alteration Permit No. 00214:

- Appendix A, Mount St. Angela, 917-923 Burdett Avenue
- Appendix B, Cartreff Residence, 913 Burdett Avenue
- Appendix C, Temple Residence, 924 McClure Avenue

List of Attachments:

- Minutes from January 12, 2017 Committee of the Whole meeting
- Minutes from January 12, 2017 Council Meeting
- Letter from Larry Cecco, Keay Cecco Architecture Ltd., date stamped May 3, 2017
- Plans, dated May 3, 2017
- Staff report to Joint Advisory Design and Heritage Advisory Panel Report, dated January 19, 2017
- Minutes of February 1, 2017, Joint Advisory Design and Heritage Advisory Panel meeting



• Attachment I
• Item F.1

LATE ITEM COTW

OCT 24 2019

ITEM # F.1

Committee of the Whole Report For the Meeting of January 12, 2017

To: Committee of the Whole **Date:** December 16, 2016

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

Subject: Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street

RECOMMENDATION

That Council, after giving notice and allowing an opportunity for public comment and after the Public Hearing for Rezoning Application No. 00466, if it is approved, consider the following motion:

1. "That Council authorize the issuance of the Heritage Alteration Permit No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street in accordance with:
 - i. Plans date stamped November 8, 2016.
 - ii. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. increasing the building height from 16.5m to 20.6m
 - b. reducing the front yard setback from 10.6m to 8.8m
 - c. reducing the rear yard setback from 5.4m to 4.2m
 - d. reducing the west yard setback from 3.6m to 3.2m for the principal building and from 3.6m to 1.7m for the Cartreff Residence.
 - iii. Final plans to be generally in accordance with the plans identified above to the satisfaction of City staff.
 - iv. The Heritage Alteration Permit is subject to the conditions for Mount St. Angela (917-923 Burdett Avenue), the Cartreff Residence (913 Burdett Avenue), and the Temple Residence (924 McClure Street), detailed in Appendix A, Appendix B, and Appendix C attached to this report.
 - v. Sustainability features and construction achieving the BUILT GREEN® Certification level.
 - vi. The Heritage Alteration Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

A heritage-designated property, pursuant to Section 611(3) of the *Local Government Act*, requires a Heritage Alteration Permit for the occurrence of an alteration, a structural change, a relocation, removal, or damage to an interior feature or fixture, or a landscape feature. In accordance with Section 617 and 618 of the *Local Government Act*, Council may issue a Heritage Alteration Permit which may be subject to terms consistent with the purpose of the

heritage protection of the property, including: (i) conditions respecting the sequencing and timing of construction, (ii) conditions respecting the character of the alteration of action to be authorized, including landscaping and the siting, form, exterior design and finish of buildings and structures and (iii) security. Council may refuse to issue a Heritage Alteration Permit for an action that, in the opinion of Council, would not be consistent with the purpose of the heritage protection of the property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Heritage Alteration Permit Application for the properties located at 913-929 Burdett Avenue and 914-924 McClure Street. The Application is being considered concurrent with Rezoning Application No. 00466 to construct a 106-unit senior's residence (plus 26 assisted living units) to the rear and the side of the existing heritage-designated Mount St. Angela building. Existing heritage-designated houses at 913 Burdett Avenue (Cartreff Residence) and at 924 McClure Street (Temple Residence) are also proposed to be incorporated into the project.

A Heritage Revitalization Agreement was adopted by Council on February 14, 2008, in relation to a previous application when the property was rezoned to the current CD-10 (Mount St. Angela) District Zone in February 2008. A Development Permit and Heritage Alteration Permit were approved in March 2010 for the alternative design. These permits have since expired and are unrelated to the current application, and it is being recommended to Council in the concurrent rezoning report that all legal documents not attributable to the current proposal be discharged, which includes the Heritage Revitalization Agreement.

Staff is recommending for Council's consideration that utilizing a Heritage Alteration Permit process rather than a Heritage Revitalization Agreement to specify the conditions for the preservation, rehabilitation, and restoration of the three heritage properties provides a more direct, enforceable and elegant approach ensuring all measures are in place to respect heritage values and meet appropriate conservation standards.

The following points were considered in assessing this Application:

- The Application is consistent with the *Official Community Plan (OCP)*, 2012, that supports new additions that conserve and enhance heritage property.
- The Application is generally consistent with the *Design Guidelines for Multi-Unit Residential, Commercial and Industrial Development*.
- The Application is consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

BACKGROUND

Description of Proposal

The proposal is to to construct a 106-unit senior's residence (plus 26 assisted living units) to the rear and the side of the existing heritage-designated Mount St. Angela building at 917-923 Burdett Avenue. The building is proposed at six storeys. Since the ground level along Burdett Avenue is defined as a basement under the *Zoning Regulation Bylaw*, it does not count as a storey. Existing heritage-designated houses at 913 Burdett Avenue (Cartreff Residence) and at 924 McClure Street (Temple Residence) are also incorporated into the project. The proposal is to remove the existing 1912 addition at the rear of the 1866 Angela College building, the rear annex, the porte-cochere and the third-floor link. Portions of the existing north, west and east

brick walls of the 1912 addition are proposed for retention as features in the interior atrium/galleria containing the main dining area for the residents. The exterior of Angela College would be restored in accordance with the September 2010 Mount St. Angela Conservation Plan.

The Cartreff Residence at 913 Burdett Avenue will be incorporated as part of the complex through a rear addition linking it to the main building. The residence will retain its current duplex configuration and will be moved forward 1.8m, raised by 0.53m, and placed on a new foundation which will return it to its proximate original relationship to the street and sidewalk. The brick chimneys will be measured during deconstruction to form an accurate record, which will then be used as a guide when they are rebuilt using the existing brick.

The Temple Residence at 924 McClure Street is proposed for relocation to the southeast end of the site to allow for a parking garage entrance. The interior will be reconfigured to contain seven suites, but will retain the designated interior features. The exterior finishes will be restored, and a small sympathetic one-storey addition will be located on the northeast corner. New exterior window openings and one door opening are proposed on the garden level to accommodate the new interior layout. Two windows in the northeast corner of the main level will be reused for the small northeast addition, and positioned to match the existing configuration. One window on the second level will be removed to accommodate the new interior layout. A new metal fire escape is proposed for the west elevation. The existing brick chimneys will be reconstructed using the existing brick.

The Mount St. Angela Conservation Plan for the site was prepared by a heritage consultant in March 2007 as part of a previous rezoning application. The Conservation Plan was updated in September 2010 and issued again as a separate document. The same consultant reviewed the previous plan alongside the 2010 Conservation Plan and provided an updated review of the plan in the context of the current proposed development (see attached letter, dated stamped March 18, 2016).

Sustainability Features

As noted in the Applicant's letter, date stamped November 8, 2016, the following sustainability features are proposed as part of this Application:

- building orientation to take advantage of solar gain
- high performance wood frame system
- retention of three existing buildings
- recycling of building materials from the structures to be removed from the property
- solar collectors for hot water pre-heating
- rainwater harvesting for irrigation
- permeable paving to reduce storm water runoff
- heat recovery ventilation systems
- geothermal heating/cooling
- construction to BUILT GREEN® "Gold" standard.

Active Transportation Impacts

The Application proposes the following features which support active transportation:

- 108 secure bicycle racks located in the underground parkade
- 6 publicly accessible bicycle racks located outside the main entrance on Burdett Avenue
- showers and changing facilities for staff located on level one.

Advisory Design Panel Referral

This Application was referred to the Advisory Design Panel (ADP) on July 27, 2016. The Panel were asked to comment on the following aspects of the proposal:

- massing, height and transition in relation to the context
- interface on the west elevation
- loss of the mid-block walkway
- proposed finishes and materials.

The minutes from the meeting are attached for reference and the following motion was carried (unanimous):

That the Advisory Design Panel recommend to Council that Rezoning Application # 00466 and Heritage Application # 00214 for 913-929 Burdett Avenue and 914-924 McClure Street be approved with recommendations as follows:

- *to reconsider the 6-storey massing at the southwest corner*
- *to reconsider the 3-storey massing on the McClure elevation*
- *to reconsider the variety of window sizes and types*
- *resolution of structure, window glazing and materials of the window wall in the atrium to reflect the consideration that has gone into the rest of the project.*

The architect's detailed response to the Panel's recommendations (date stamped November 8, 2016) is attached to this report. The Applicant has responded to ADP's recommendations as follows:

- the proposed density decreased from 1.98:1 to 1.96:1 floor space ratio (FSR)
- the massing on the south west corner has been reduced by increasing the setback from McClure Street at the fifth storey by 1m and removing a unit on the sixth storey. This density was relocated to the south portion of the east wing on the third storey.
- the units along McClure Street have been revised to provide a unified expression for the first three storeys with modulations in the south elevation and the creation of bay windows
- additional windows have been included on the east elevation
- overall the number of window types has been reduced from 22 to 10
- additional detail for the glass atrium has been provided including structural glass fins
- the application of exterior finishes and materials has been refined.

The changes to the massing and proportion of the building in the south west corner are an improvement, and the refinement of the McClure Street frontage provides a sensitive response to the immediate context. The supporting perspective views demonstrate an articulation of the south elevation that respond well to the street with additional entrances to the ground floor units, and modulation in the façade that suggests a townhouse built form, despite the upper units being configured internally as apartments. The floor plans are not consistent with the perspective views and do not represent the same articulation of the façade, and staff therefore recommend for Council's consideration, revisions to the plans to be consistent with the architectural intent along this frontage. Appropriate wording has been included in the concurrent rezoning report to capture this requirement as a condition of setting the Public Hearing.

Heritage Advisory Panel Referral

The Heritage Advisory Panel met on July 12, 2016, (minutes attached) to review the Application. The following motion was carried (unanimously):

That the Panel recommend to Council that Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street be declined.

In summary, the Heritage Advisory Panel felt the proposed development's use is inappropriate in terms of scale and its attention to the natural landscape, existing outbuildings, adjacent heritage properties and view corridors. However, staff respectfully disagrees with this assessment as the Application does meet the *Official Community Plan* (OCP) policy in terms of supporting new additions that conserve and enhance heritage property, as well as general standards of the *Standards and Guidelines for the Conservation of Historic Places in Canada* - in particular, the relocation of an historic place within its current context maintains its heritage value, and the development is physically and visually compatible with, subordinate to, and distinguishable from the historic place. The 'Analysis' section of this report provides further information on the evaluation of the Application's consistency with City policy.

ANALYSIS

Official Community Plan

The Application is supported by *Official Community Plan* policies which state:

- 8.49 Continue to support new additions that conserve and enhance heritage property, as consistent with the *National Standards and Guidelines for the Conservation of Historic Places in Canada*.

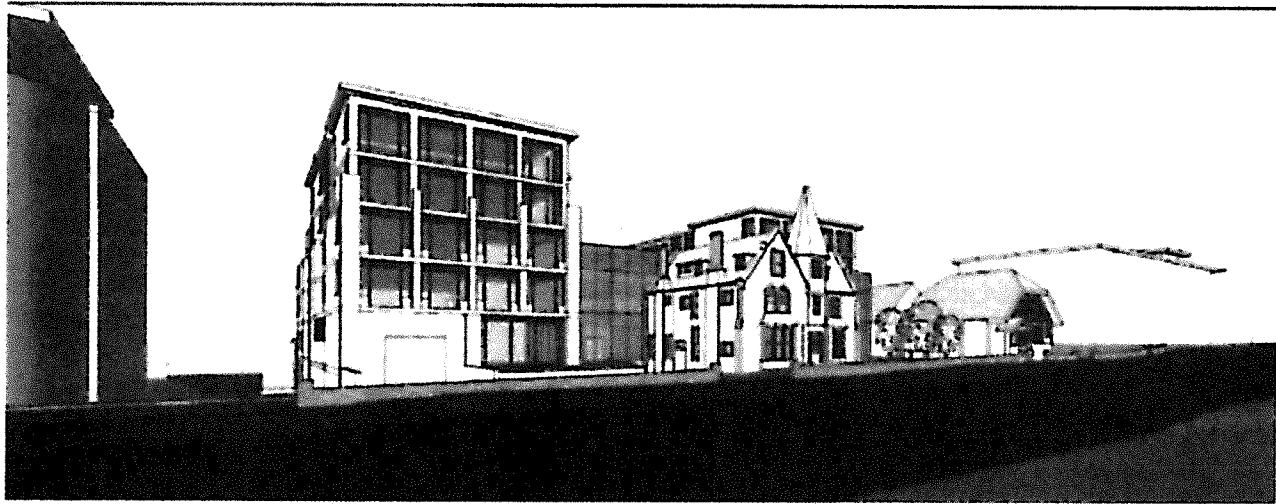
The subject property is within Development Permit Area (DPA) 16 of the *Official Community Plan* which seeks to integrate commercial, industrial and multi-unit residential buildings in a manner that is complementary to the established place character in the neighbourhood, including heritage character. Enhancing the character of the streetscape through high quality architecture, landscape and urban design, as well as creating human-scaled design, quality of open spaces, and safety and accessibility are also key objectives of this DPA.

Multi-Unit Residential, Commercial and Industrial Guidelines

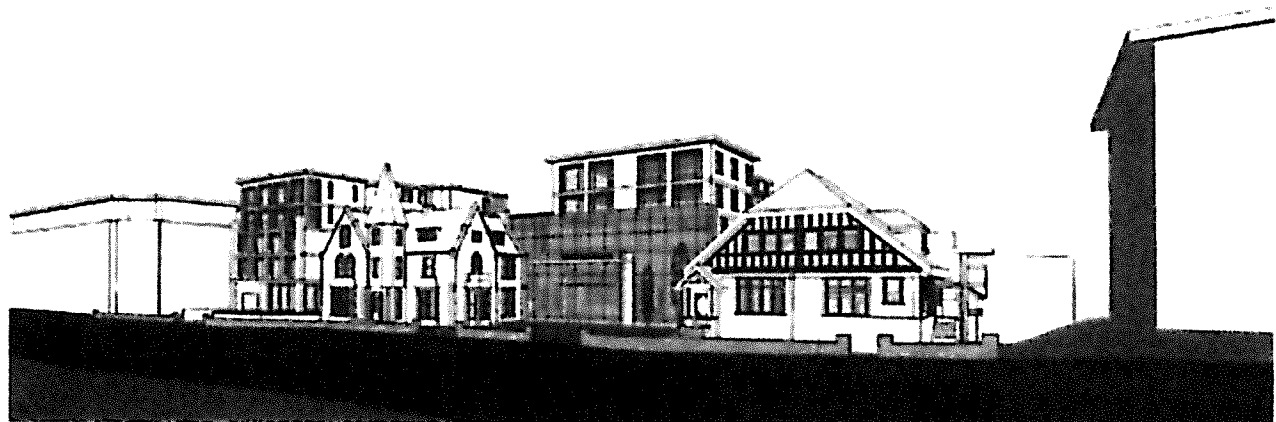
The *Design Guidelines for Multi-Unit Residential, Commercial and Industrial Development* are applicable and the proposal generally complies with the Guidelines as follows:

Height of Building in Relation to Context

The height of the rooftop of the proposed main east and west wings is 20.53m as measured from the site's average grade. This is approximately 1m higher than the adjacent multi-unit residential project to the east on Burdett Avenue known as the Chelsea so this is considered a reasonable fit with the context. The lower height of the Cartreff Residence provides a transition in scale to the four-storey apartment building to the west along Burdett Avenue with an approximate difference in height of 2.6m.

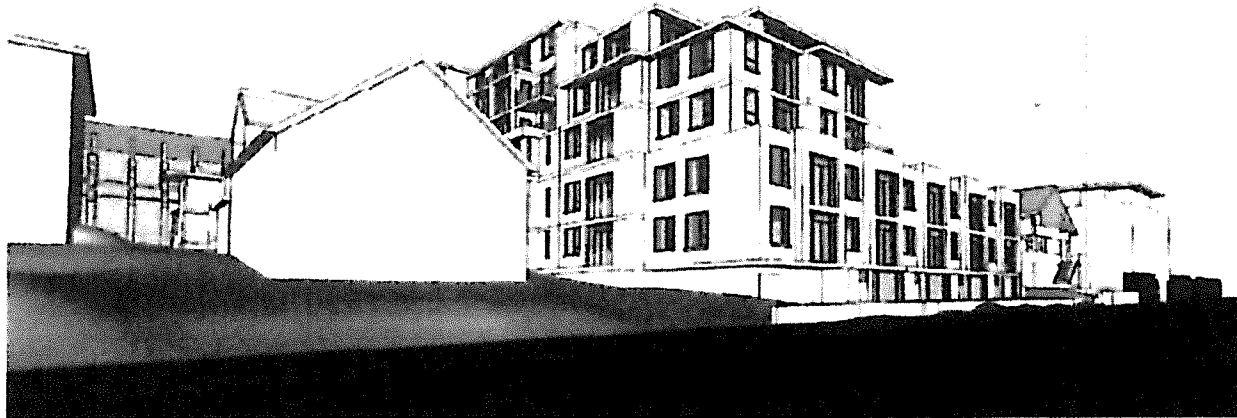


SW view along Burdett Avenue



SE view along Burdett Avenue

On McClure Street, there is a single-family dwelling located at 910 McClure Street (used as a legal duplex) immediately to the west, followed by a three and a half storey heritage-registered building known as Abigail's Hotel at 906 McClure Street. The bulk of the west wing of the proposed development does impact the adjacent house in terms of its height. Staff previously expressed concern with the south west portion of the building and the Applicant responded to comments from staff and ADP by increasing the setback at the fifth storey and removing a unit on the sixth storey as described earlier in this report. The supporting 3D views from street level along McClure Street demonstrate (provided on page 7 of this report) the effect on the overall massing, which now reads as a six storey building, consistent with the policy contained within the OCP.



NE view along McClure Street



NW view along McClure Street

Transition

The guidelines encourage new development to be compatible through sensitive design. The proposed development utilizes a transparent glass connection which provides a transitional backdrop that pronounces Mount St. Angela and the Cartreff Residence along Burdett Avenue. The darker brick veneer on the lower levels of the east and west elevations lessen the overall scale of the development by grounding the structure and creating a more solid transition to each of the three designated structures. At the same time, additional lighter-finished upper levels tend to be emphasized less with the selection of lighter material colours and glass. The proposal has created a more sensitive transition to the adjacent lot by aligning the parkade structure with the building above. This area is proposed to be landscaped with patio seating, paving, plants and shrubs as noted on the landscape plan.

Relationship to the Street

The proposed development respects the dense vegetation and tree canopy of Burdett Avenue by setting back the new portions of the building, and maintaining the existing spatial relationships of the heritage buildings with the street. The landscape treatment of the Burdett Avenue frontage and retention of the stone wall further reinforces this relationship.

On McClure Street, the project proposes a lower scale rhythm of façade elements reminiscent of the exterior colour pattern of the 1912 addition, and is set apart from, and not exceeding the height of, the relocated Temple Residence. The stone wall abutting the south property line will be retained with modifications for vehicle and pedestrian entrances as well as ground-oriented units on the south wing and the relocated Temple Residence.

Human Scale, Massing, Height and Architectural Features

The Guidelines encourage human scale in the design of buildings and public space that enhances local area distinctiveness with features that contribute to a sense of place. The building massing is visually broken down by utilizing varying heights, different materials (stone, brick and glazed curtain wall), horizontal overhangs, and stepping back of upper floors.

Although the building may be perceived as seven storeys from some perspectives along McClure Street, the structure is a six-storey building as the lowest storey meets the definition of basement under the *Zoning Regulation Bylaw* and is excluded from the storey calculations. The mechanical penthouse is also excluded from the storey calculation as it does not contain a roof. The proposed two-storey portion on the south wing contains ground-oriented units that are visually broken into human-scaled proportions through form, surface treatment and colour. It relates well to the relocated Temple Residence, and provides a good transition to the adjacent Chelsea building. Private alcove recesses along McClure Street make a transition from the private realm of the residences to the public realm of the street.

The stepping back of upper floors, mentioned previously, helps to mitigate the perception of the height from McClure Street.

Exterior Finishes

The primary exterior building materials are a combination of buff stone and brown and white brick veneers, glass curtain walls with structural glass fins, glass canopy, and decorative metal railings. Exterior finishes of Mount St. Angela, the Cartreff Residence and the Temple Residence will be fully restored.

Open Spaces and Landscaping

The open spaces of the project are enhanced through the landscape treatment, including ornamental ponds, glazed pergolas, a community herb garden and landscaped courtyards. The roofscape is enhanced by the proposed green roofs on the south wing on McClure Street and a portion of the east wing. Although staff have raised concerns regarding the impact of the west elevation with the adjacent building at 910 McClure Street, this portion of the proposal would be extensively landscaped with trees, shrubs and seating areas, which will assist in softening the building edge on this elevation. The proposal also benefits from some reductions in massing and increasing the stepping back portion of the upper levels on this side.

2010 Conservation Plan

The September 2010 Conservation Plan (updated from the previous March 2007 Conservation Plan) prepared by Donald Luxton and Associates provides a comprehensive plan for the conservation and rehabilitation of the heritage buildings on the site. This latest proposal plan has been reviewed by this consultant and found to be in conformance with the 2010 Conservation Plan (see attached letter, date stamped March 18, 2016).

Heritage Context

The proposal includes the demolition of the rear 1912 addition to Angela College to permit the new development on the site. This rear wing was previously approved for removal as part of the rezoning for the site approved by Council on February 14, 2008. Portions of the west and east brick exterior walls will be retained as features in the interior atrium/galleria containing the main dining area for the senior's residence.

The most significant aspect of the Application is the design of the new building and its relationship to the existing heritage buildings on the site. The concept is for a three-storey glazed curtain wall which will link the south wall of the 1866 Angela College building to the south end of a new addition to the Cartreff Residence at 913 Burdett Avenue. It will also link to a six-storey wing on the east end of the complex that steps down to four storeys adjacent to the Temple Residence, thereby providing a transparent, neutral backdrop to the prominent heritage buildings. The siting will also retain the existing spatial relationship between Angela College and the Cartreff Residence in a landscaped setting respecting the character of the 900 block of Burdett Avenue which has large trees on the boulevard and adjacent properties. The front elevation of the east wing is designed with a combination of a brick base, sandstone veneer on the upper floors, and glazed window walls to relate to the materials of Angela College. The massing of the project is concentrated in the centre of the block to allow for lower portions adjacent to the two or three-storey heritage buildings.

Standards and Guidelines for the Conservation of Historic Places in Canada

Relevant guidelines from the *Standards and Guidelines for the Conservation of Historic Places in Canada* include the following:

4.3.1 - Exterior Form

Recommended:

- 6 Retaining the exterior form by maintaining proportions, colour, and massing and the spatial relationships with adjacent buildings.
- 10 Reinstating the exterior form by recreating missing, or revealing obscured parts to re-establish character-defining proportions and massing.
- 13 Selecting the location of a new addition that ensures that the heritage value of the place is maintained.
- 14 Designing a new addition in a manner that draws a clear distinction between what is historic and what is new.
- 15 Designing an addition that is compatible in terms of materials and massing with the exterior form of the historic building and its setting.

With respect to the preservation and restoration approach to Angela College:

- 24 Reinstating the building's exterior form from the restoration period, based on documentary and physical evidence.
- 25 Removing a non character-defining feature of the building's exterior form, such as an addition built after the restoration period.
- 26 Recreating missing features of the exterior form that existed during the restoration period, based on physical or documentary evidence.

4.5.1 - All Materials

Recommended:

- 14 Repairing or replacing materials to match the original as closely as possible, both visually and physically.

4.5.2 - Wood and Wood Products

Recommended:

- 14 Retaining all sound and repairable wood that contributes to the heritage value of the historic place.
- 17 Replacing in kind extensively deteriorated or missing parts of wood elements, based on documentary and physical evidence.
- 20 Replacing in-kind an irreparable wood element, based on documentary and physical evidence.

The concept respects the above recommendations contained in the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The proposed new building complex links to the two heritage-designated buildings on Burdett Avenue through the rear elevation in both cases, thus minimizing the loss of historic features. The design of the new building repeats some of the primary materials of the original Angela College such as brick and Tyndall limestone, while still designed with a contemporary expression, thus providing a compatible but differentiated addition that preserves the historic character of the original.

The Temple Residence has several additional window and door openings on the lower level which are not original to the structure. The Applicant proposes to retain, repair and reuse existing wood frame windows, and new window openings and new window types will be reflective of the era and style of the house.

The changes proposed for the heritage-designated stone wall at the front of the property along Burdett Avenue are required as detailed on the new landscape plan, and will conserve and integrate the original materials and gateposts.

Regulatory Requirements

Zoning Regulation Bylaw

In accordance with Rezoning Application No. 00466, staff recommend that Council consider a site specific zone to accommodate the proposed development. The Applicant proposes a building height of 20.53m. Given the prominence of this site to the Mount St. Angela building, staff are recommending that Council consider a lower height limit of 16.5m to be included in the new zone, which is the height of the Mount St. Angela building (measured to half the height of the steeple). This approach is recommended to ensure that the higher height does not become an entitlement entrenched in the zone, allowing future proposals to come forward and achieve a height of 20.53m as a right, rather than benefiting from a Council review process.

In addition, this Application is proposing reduced setbacks when compared to the current zone:

- from 10.6m to 8.8m for the front yard
- from 5.4m to 4.2m for the rear yard
- from 3.6m to 3.2m for the west yard for the new building and 1.7m for the Cartreff Residence.

Staff similarly recommend that Council consider issuing variances for the proposed setbacks to ensure a re-evaluation, if this project is for some reason never built. Appropriate wording has been included in the recommendation for Council's consideration.

Tree Preservation Bylaw

The proposal would result in the loss of three trees along McClure Street and the relocation of one along Burdett Avenue. The proposal is to replace these with three street trees consistent with City standards along Burdett Avenue. An arborist report will be required at the same time as a building permit application, which will outline the construction impact mitigation measures to successfully retain the existing trees along the Burdett Avenue street frontage. One Garry Oak tree would be removed as part of the proposed development, since it is located within the proposed building envelope. This is the only bylaw protected tree within the subject site and would be replaced at a ratio of 2:1 as per the requirements of the *Tree Preservation Bylaw*.

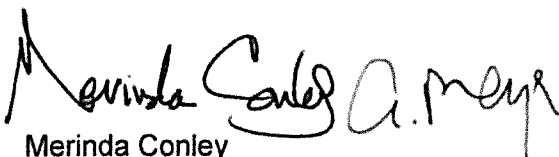
CONCLUSION

Staff recommend that the overall concept of the Application, including the relocation of the heritage houses to allow a more efficient use of the site, has merit and that the concept of linking heritage structures by glazed additions has been successfully used in other jurisdictions. Careful attention to detail will be critical to success. Given the scope and complexity of the project, staff also recommend that a "Certified Professional" architectural heritage consultant be commissioned by the Applicant to oversee all heritage conservation work to ensure consistency with the Heritage Revitalization Agreement and *Standards and Guidelines for the Conservation of Historic Places in Canada*.

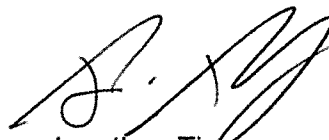
ALTERNATE MOTION

That Council decline Heritage Alteration Permit Application No. 00214 for 913-929 Burdett Avenue and 914-924 McClure Street.

Respectfully submitted,



Merinda Conley
Senior Heritage Planner
Development Services Division



Jonathan Tinney
Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date: December 30, 2016

Appendices

Conditions of Heritage Alteration Permit No. 00214

- Appendix A, Mount St. Angela, 917-923 Burdett Avenue
- Appendix B, Cartreff Residence, 913 Burdett Avenue
- Appendix C, Temple Residence, 924 McClure Avenue

List of Attachments

- Aerial Map
- Zoning Map
- Letter from John Keay, Keay Cecco Architecture Ltd., date stamped December 15, 2016
- Letter from Larry Cecco, Keay Cecco Architecture Ltd., date stamped November 8, 2016
- Background documentation, dated November 15, 2016
- Letter from Safe Design Council, received February 12, 2016
- Design Rationale, dated November 8, 2016
- Mount St. Angela Conservation Plan, Donald Luxton and Associates, September 2010
- Letter from Donald Luxton, date stamped March 18, 2016
- Plans, dated November 8, 2016
- Land lift analysis, dated October 27, 2016
- Staff report to Heritage Advisory Panel, dated July 5, 2016
- Minutes of July 12, 2016, Heritage Advisory Panel meeting
- Staff report to Advisory Design Panel, dated July 27, 2016
- Minutes of July 27, 2016, Advisory Design Panel meeting.



Committee of the Whole Report

For the Meeting of January 12, 2017

To: Committee of the Whole **Date:** December 16, 2016

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

Subject: Rezoning Application No.00466 for 913-929 Burdett Avenue and 914-924 McClure Street

RECOMMENDATION

"That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and direct staff to set a Public Hearing date once the following conditions are met:

1. Plan revisions to allocate an additional parking stall for visitor use;
2. Plan revisions to demonstrate articulation of the south elevation and any other changes required to ensure accuracy and consistency with plans to the satisfaction of City staff;
3. Discharge of all legal documents from past development proposals not attributable to the current proposal to the satisfaction of City staff including the following:
 - a. S.219 Covenant relating to the provision of full frontage works;
 - b. Statutory Right-of-Way for the provision of a 1.2m public walkway;
4. Introduction of bylaws to repeal the formerly adopted bylaws from past development proposals, including a bylaw pursuant to a Heritage Revitalization Agreement and a bylaw pursuant to a Housing Agreement, as required;
5. Preparation of the following documents, executed by the applicant to the satisfaction of City staff:
 - a. Housing Agreement to secure a minimum of 50% of the units as market rental and a minimum of 26 units be used as assisted living for a minimum of 20 years, and that future strata bylaws cannot prohibit strata owners from renting residential strata units, and that the former Housing Agreement be repealed and terminated;
 - b. Section 219 Covenant for sewage attenuation, as required, to the satisfaction of City staff;
 - c. Agreement to terminate Heritage Revitalization Agreement related to past development proposal."

LEGISLATIVE AUTHORITY

In accordance with Section 479 of the *Local Government Act*, Council may regulate within a zone the use of land, buildings and other structures, the density of the use of the land, building and other structures, the siting, size and dimensions of buildings and other structures as well as

the uses that are permitted on the land and the location of uses on the land and within buildings and other structures.

In accordance with Section 482 of the *Local Government Act*, a zoning bylaw may establish different density regulations for a zone, one generally applicable for the zone and the others to apply if certain conditions are met.

In accordance with Section 483 of the *Local Government Act*, Council may enter into a Housing Agreement which may include terms agreed to by the owner regarding the occupancy of the housing units and provided such agreement does not vary the use or the density of the land from that permitted under the zoning bylaw.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Rezoning Application for the property located at 913-929 Burdett Avenue and 914-924 McClure Street. The proposal is to amend the existing CD-10 (Mount St. Angela) Zone to increase the bonus density provision in exchange for the heritage conservation measures to be applied to the heritage-designated buildings on the subject site.

The following points were considered in assessing this application:

- the application is consistent with the OCP Urban Residential urban place designation, which envisions density up to 1.2:1 floor space ratio (FSR) with potential bonus density up to a total of approximately 2:1 FSR in strategic locations for the advancement of plan objectives
- the application meets the objectives of the Placemaking policy, Economy policy and Density Bonus policy in the *Official Community Plan (OCP)* which directs continued support for heritage conservation. A detailed analysis of the Heritage Alteration Permit is provided in a separate report, along with conditions to secure the rehabilitation and seismic upgrading of the heritage-designated building
- a third party economic analysis of the project was completed which states that the proposed increase in density is required in order to off-set the costs of retaining and rehabilitating the heritage-designated building. The analysis determined that the cost of retaining and rehabilitating the Heritage Registered façades was in excess of the projected value of the land lift associated with the project
- a Housing Agreement is recommended to ensure a minimum of 50% of the units are retained as market rental and a minimum of 26 units be used as assisted living for a minimum period of 20 years and to ensure that future strata bylaws cannot prohibit strata owners from renting residential strata units.

BACKGROUND

Description of Proposal

This Rezoning Application is to amend the Zoning Regulation Bylaw to create a new site specific zone that permits increased density.

The following amendments from the current CD-10 (Mount St. Angela) District Zone are proposed and would be accommodated in the new zone:

- increase in floor space ratio (FSR) from 1.3:1 to a maximum of 1.96:1 FSR
- amendment to the amenities in the zone to remove the requirement for a mid-block walkway along the eastern edge of the property

- additional building height from 13.6m to 16.5m.

Affordable Housing Impacts

The applicant proposes the creation of 106 new residential units plus 26 assisted living units which would increase the overall supply of housing in the area. A Housing Agreement is also being proposed which would ensure that a minimum of 50% of the units are retained as market rental for a minimum period of 20 years and that future Strata Bylaws could not prohibit the rental of units.

Sustainability Features

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

Active Transportation Impacts

The applicant has identified a number of active transportation features which will be reviewed in association with the concurrent Heritage Alteration Permit Application for this property.

Public Realm Improvements

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

Land Use Context

The area is characterized by a mixture of four and five storey multi-residential buildings along Burdett Avenue and lower scale residential along McClure Street. Christ Church Cathedral is situated opposite the subject site and contains four heritage-designated buildings.

Existing Site Development and Development Potential

The site is presently occupied by three heritage-designated buildings: Mount St. Angela College and the Cartreff residence along Burdett Avenue, and the Temple residence at 924 McClure Street. Two non-heritage-designated two-storey buildings are located at 929 Burdett Avenue and 914 McClure Street, which would be removed to accommodate the development.

Under the current CD-10 (Mount St. Angela) District Zone, the property could be developed as a four-storey multiple-dwelling with a maximum density of 1.3:1 FSR.

Data Table

The following data table compares the proposal with the existing CD-10 (Mount St. Angela) District Zone. The current zone is divided into two development areas; for the purpose of this comparison, these development areas have been combined. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Zone Standard CD-10
Site area (m ²) - minimum	5429.00	3978.00

Zoning Criteria	Proposal	Zone Standard CD-10
Number of dwelling units - maximum	106	N/A
Density (Floor Space Ratio) - maximum	1.96:1*	1.3:1
Total floor area (m ²) - maximum	10,630.00	4976.00
Height (m) - maximum	20.53*	13.60
Storeys - maximum	6*	4
Site coverage % - maximum	49.4*	37.91
Open site space % - minimum	38*	46.56
Setbacks (m) – minimum		
Front (Burdett Avenue)	8.80*	10.60
Rear (McClure Street)	4.20* (building) 3.70* (stairs)	5.40
Side (east)	3.60	3.60
Side (west)	1.70* (Cartreff residence) 3.20* (building)	3.60
Parking - minimum	46*	60 (number of parking stalls specified in existing zone is attributed to previous proposal)
Visitor parking (minimum) included in the overall units	3*	4
Class 1 secure bicycle parking stalls (minimum)	108	107
Class 2 publicly accessible bicycle parking stalls (minimum)	6	6

Relevant History

The property was rezoned to the current CD-10 (Mount St. Angela) District Zone on February 14, 2008. A Development Permit and Heritage Alteration Permit were approved on March 25, 2010 for an alternative design. These permits have since expired and are unrelated to the current application.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Fairfield Gonzales Community Association CALUC at a Community Meeting held on June 15, 2015. A letter date stamped June 19, 2015 is attached to this report.

ANALYSIS

Official Community Plan

The OCP identifies the subject property as being located in the "Urban Residential" designation which envisions floor space ratios generally up to 1.2:1 FSR with increased density up to approximately 2:1 FSR. Policy 6.23 of the OCP notes that applications seeking density towards the upper-end of the scale will generally be supported where proposals significantly advance Plan objectives and are located within 200m of the Urban Core. Although the proposal falls just outside the Urban Core at 220m, it does advance other objectives in the OCP such as the retention and seismic upgrades of the heritage designated buildings. The OCP notes that within each designation, decisions about density and building scale for individual sites will be based on site-specific evaluations in relation to the site, block and local area context, and will include consideration of consistency with all relevant policies within the OCP and local area plans (in this case, the *Humboldt Valley Precinct Plan*).

While the applicant is proposing density and height above the base density envisioned for the Urban Residential designation, the Placemaking Policy (8.52) in the OCP directs continued support for heritage conservation through incentives and allowances including property tax reductions, bonus density provisions and zoning variances.

The proposal is consistent with the place-character features envisioned for the Urban Residential designation through the provision of variable yard setbacks, with primary doorways facing the street. It is also consistent with other Placemaking policies that require new development to give careful consideration to maintain the views of identified heritage landmark buildings. The proposal includes view perspectives towards Christ Church Cathedral and has identified that there will be minimal impact on these views during the fall season. The dense tree canopy would obscure some views during the summer months.

The OCP encourages a range of housing types, forms and tenures across the City. The applicant is willing to include, as a voluntary amenity, the rental of at least 50% of the units (a minimum of 53 units) at market rate secured through a Housing Agreement. The Housing Agreement would also ensure that future strata bylaws could not prohibit strata owners from renting residential strata units.

Humboldt Valley Precinct Plan

The Applications are not consistent with the policies in the Humboldt Valley Precinct Plan which designate the subject property for institutional use up to four storeys. The properties at 914 and 924 McClure Street are identified for residential use up to three storeys, although the Plan does also recognise 914 McClure Street specifically as being a potential site for redevelopment.

The proposal is for a six-storey building, which is greater than the building heights envisioned in the Plan (four storeys along Burdett Avenue and three stories along McClure Avenue). Although technically the proposal is not consistent with this policy, it should be noted that the OCP provides the most current policy direction as it relates to density and building heights. The Plan encourages new development to respect the scale and massing of the surrounding area and this was an item identified for review by the Advisory Design Panel. Further details are provided in the concurrent Heritage Alteration Permit report.

Mid-Block Walkway

Previous versions of the proposal included a mid-block walkway connecting Burdett Avenue with McClure Street along the eastern property boundary, consistent with the Humboldt Valley Precinct Plan and current zoning; however, as noted in the applicant's letter, feedback from the community indicated this was not a desirable amenity. As a result, the mid-block walkway is not included in the current proposal. The applicant has also included a letter from the Safe Design Council, which concludes that a mid-block walkway would result in an increased perception of crime. Staff recommend for Council's consideration that this requirement be removed.

Third Party Economic Analysis

Paul Rollo and Associates was engaged to undertake an economic analysis of the project in order to justify that the proposed increase in density was required in order to off-set the costs of retaining and rehabilitating the Heritage Registered building façades. The analysis determined that based on the increase in density from a floor space ratio of 1.3:1 to 1.96:1 the resulting land lift was approximately \$3 million; however, the applicant proposes the rehabilitation of the Heritage Registered building including seismic upgrading. Based on a construction cost estimate provided by a professional quantity surveyor, the cost associated with this work is estimated at \$4.3 million.

In accordance with City Policy, bonus density incentives may be considered where heritage conservation is proposed. As a result, if Council is supportive of the Application moving forward for consideration at a Public Hearing, staff recommend that Council consider requiring specific conditions in association with the Heritage Alteration Permit to secure the retention and rehabilitation of the Heritage Registered building in lieu of monetary contributions to the City's Public Realm Improvement Fund and Heritage Building's Seismic Upgrade Fund, which would normally be based on top of the lift.

Sewage Attenuation

Sewage attenuation may be required for infrastructure improvements to support the proposed increase in density from the 1.3:1 FSR maximum for multiple dwellings in the existing zoning entitlement, to the proposed density of 1.96:1 FSR. The applicant has confirmed that a report from a qualified engineer will be submitted in order to evaluate the need for sewage attenuation. Should any amount of attenuation be necessary, a Section 219 covenant will be required to secure this commitment. Preparation of the S.219 covenant is required prior to a Public Hearing addressing this issue.

Legal Agreements

A number of legal agreements exist pertaining to the previous proposal. This includes a Heritage Revitalization Agreement (HRA) for the heritage buildings on the property, as well as a S.219 covenant for frontage works and a Statutory Right-of-Way (SRW) for a 1.2m mid-block walkway from Burdett Avenue to McClure Street. These documents are no longer attributable to the current proposal, therefore staff recommend for Council's consideration that these documents be rescinded. Further analysis of the HRA is included in the concurrent Heritage Alteration Permit No. 00214 report.

Staff recommend that Council consider requiring a new Housing Agreement, as authorised by Section 483 of the *Local Government Act*, to secure a minimum of 50% of the market seniors

rental units (at least 53 units) and that 26 of the units be used as assisted living for a minimum period of 20 years.

Regulatory Considerations

Building Height and Setbacks

The applicant proposes the new zone to include a maximum building height of 20.53m. Given the importance of the relationship of the new buildings to the Mount St. Angela building, staff are recommending that Council consider a lower height limit of 16.5m to be included in the new zone, which is the height of the Mount St. Angela building (measured to half the height of the steeple). This would allow Council to consider issuing a Heritage Alteration Permit with Variances for the new structure, as proposed in Heritage Alteration Permit Application No. 00214. This also ensures that the additional height could only be achieved through a variance process and not become an entitlement entrenched in the zoning, becoming a right for any future proposal that may be advanced if this proposal is not built. Similarly, a number of setback variances are proposed when compared to the current zone as outlined in the data table. Staff have provided further review of these in the concurrent Heritage Alteration Permit report.

In accordance with City Policy, zoning variances (including building height and setbacks) may be considered where heritage conservation is proposed. Staff have provided more detailed comment on the proposed height variance in the Heritage Alteration Permit report.

The floor plans associated with Heritage Alteration Permit Application No. 00214 do not accurately reflect the architectural intent to provide articulation along this façade. Normal practice is for minor design revisions to take place prior to issuance of a Heritage Alteration Permit, but in this circumstance the amendment may affect the setback variance along McClure Street. Staff therefore recommend for Council's consideration that this be corrected prior to setting a Public Hearing.

Parking

The requirement for 60 stalls in the existing zoning is based on the previous proposal. In reviewing the current proposal against the requirements under Schedule C of the *Zoning Regulation Bylaw*, a total of 42 stalls are required (37 stalls for seniors residential and 5 stalls for assisted living/community care). A total of 46 stalls is being proposed and three of these stalls are identified as visitor parking, which is one fewer than the requirements (based on 10% of 37 stalls); however, reallocating one of the underground stalls for visitor use would eliminate the visitor stall parking variance. Appropriate wording has been included in the staff recommendation for Council's consideration to revise the plans accordingly.

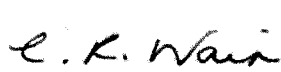
CONCLUSIONS

Although the Application is not consistent with the Humboldt Valley Precinct Plan as it relates to density, it does further the goals and objectives noted in the OCP and the DCAP regarding heritage conservation and place making. As the applicant is proposing to include a minimum of 50% of the dwelling units as market rental for a minimum period of 20 years and the upgrades to the heritage designated buildings will be secured through the Heritage Alteration Permit, the proposed increase in density is considered appropriate in this location. It is recommended for Council's consideration that the Application move forward for a Public Hearing subject to the conditions provided in the staff recommendation.

ALTERNATE MOTION

That Council decline Application No. 00466 for the property located at 913-929 Burdett Avenue and 914-924 McClure Street.

Respectfully submitted,



Charlotte Wain
Senior Planner, Urban Design



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date: December 30, 2016

List of Attachments

- Aerial Map
- Zoning Map
- Letter from John Keay, Keay Cecco Architecture Ltd., date stamped December 15, 2016
- Letter from Larry Cecco, Keay Cecco Architecture Ltd., date stamped November 8, 2016
- Background Documentation, dated December 15, 2016
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- Minutes of July 27, 2016, Design Advisory Panel meeting.

Heather McIntyre

From: Alieda Blandford [REDACTED]
Sent: October 22, 2019 10:16 AM
To: Victoria Mayor and Council
Cc: Riga Godron; Yuka Kurokawa; Leslie Robinson; Amy White
Subject: 913-929 Burdett Avenue and 914-924 McClure Street

Dear Mayor and Council,

I wish to express my support of the proposed development at 913-929 Burdett Avenue and 914-924 McClure Street as outlined in [Thursday's agenda](#) (p.51). (I am also in favour of the development proposed at 1046 North Park St, for adults living with mental illness.)

I am pleased that the Mount St. Angela's development makes considerations for the needs and desires of Victoria's residents. The character of the building will be retained, and more importantly, this development will deliver several affordable rental units for seniors, as well as assisted living facilities. Our residents are very sorely in need of purpose-built rentals; affordable units and assisted living facilities are also in high demand.

With that said, I am disappointed that only half of the units in this proposal will be designated as rentals, and then only for 20 years. The five affordable units and the 26 assisted living units will also only be available for 20 years. I would ask the City to push for a better deal for Victoria's senior residents: more rental units, more affordable units, and/or for a longer period of time: at least 25 or 30, and ideally a minimum of 50 years.

Otherwise, seniors who begin tenure in these affordable and assisted-living rental units in the near future will quickly face housing insecurity and rising rents at a time when they should be comfortable, safe, and cared for.

Thank you for your consideration. I know you will do all you can to secure the best deal possible for our senior citizens.

With warm regards,

Alieda Blandford
Renters' Advisory Committee Member

Heather McIntyre

From: Victoria E. Adams [REDACTED]
Sent: October 22, 2019 5:11 PM
To: Victoria Mayor and Council
Subject: Land Use Matters - 913-929 Burdett Ave., 914-924 McLure Street

City Council
City of Victoria

I cannot support this residential development project as a senior, a tenant, and a taxpayer in the City of Victoria.

There are several problems with this proposed housing development.

1. Why is the city approving even more site-specific zoning, when no other municipality in BC is doing do?

The City of Victoria has more than 770 site specific zones! Far from simplifying the zoning categories for Victoria, the City is simply perpetuating a system of one-off zoning requests to perpetuate land value appreciation for owners in an already unaffordable real estate market. Why doesn't the R-91 (North Park District Residential Zoning) apply to this residential project?

2. This development has no net public benefit in spite of the fact that it is a 106-unit residential development.

The land lift analysis points out that although the owner will benefit from increased density from 1:3:1 to 1:96:1 FSR, the land lift value was reduced to \$1.3 million, while the owner's heritage preservation and seismic upgrading cost would exceed \$5 million. There will be no public benefit since the owner's costs will exceed the value of the land lift. What has not been revealed is whether the properties within the complex designated "heritage" have received any civic grants or tax exemptions to maintain or upgrade the properties.

3. Parking requirements for 60 spaces (46 for residents and 13 for visitors) are based on the previous proposal. The new proposal reduces the total number of parking spaces to 56 and replaces the space with cycling storage and change room facilities. The real question is, if affordability, accessibility, social equity, reduction of GHGs are to be considered a public benefit, why not eliminate private parking for residents by including a limited number of car-share spaces for residents, and limited parking for visitors. This would align with the city's Active Transportation/Mobility strategy, climate action plan, and reduce the per unit housing costs.

4. Covenants for the property have been removed. In spite of the increased density, engineering reports there is no impact on the existing sewage infrastructure from this project. Where is the evidence? What staff have not considered is how new development in this area will impacted by or limited by the carrying capacity or loads whether for potable water, sewage, storm drainage, waste removal, as well as road capacity due to increased volume of traffic.

5. In the absence of an evidence-based, consistent and Housing Agreements policy, individual housing agreements appear to be entirely discretionary based primarily on the interests and needs of the owner/investors. Where is the public benefit ensured in the city's housing agreement policy and, how are the most vulnerable occupants, i.e. tenants, modest-income seniors protected? Why is housing tenure protected

for 20 years, but not 50 years, or in perpetuity? Furthermore, there are no limitations on the conversions to strata, or the conditions of the unit sales. What does “affordable” housing mean? If five units are designated “affordable” (according to the City’s “Inclusionary Housing and Community Amenity Policy”, how much will seniors be expected to pay for these strata units or rental units? While 34 units at 1046 and 1048 North Park (to be built for VIHA to house existing Mount Angela residents) will be designated “low-income affordable units”, what will seniors be expected to pay for these units? And, is the City’s definition of “affordability” the same as VIHA’s definition of “low-income affordable units”?

Furthermore, the 34-unit VIHA purpose-built seniors rental facility (McLure Street) will not be secured through a housing agreement. Why not? Apparently, VIHA can only sign 20-year lease agreements. This means there is no low-income rental housing security related to the development of this property. And, if the site’s R-91 zone (N. Park Residential District) limits residential use to rest-homes, then why is the owner asking for a spot rezoning of the 913 Burdett property when it could be part of the R-91 zone?

Summary:

In spite of the city’s adoption of new “inclusive” “affordable” housing policies, in this 106-unit development: Less than 30% of the units will be affordable many senior tenant households in the city.

- 22 units will be strata title residential units (presumably the going rate of more than \$500,000 per unit depending on the size)
- 53 units (50% of the total number of units will be “market rental”) based on the maximum rent that can be garnered in a Victoria’s high-rental market.
- 5 units will available as “affordable market rental” (but only for 20 years).
- 26 units will be designated assisted living units (but only for 20 years).

Sincerely,

Victoria Adams
Victoria, BC

References:

Staff Report Oct. 10/19 – Rezoning Application No. 00466 and Heritage Alteration Permit Application No.00214 for 913-929 Burdett Avenue and 914-924 McLure Street
<https://pub-victoria.escribemeetings.com/filestream.ashx?DocumentId=45809>

Nicole Crescenzi, “City of Victoria considers proposed senior rental development”, VicNews, 21 October 2019.
<https://www.vicnews.com/news/city-of-victoria-considers-proposed-senior-rental-development/>

Bill Cleverley, “Design and heritage panels tussle over Mount St. Angela overhaul”, Times Colonist, January 13, 2017.
<https://www.timescolonist.com/news/local/design-and-heritage-panels-tussle-over-mount-st-angela-overhaul-1.7235612>

Rezoning & Heritage Alteration Permit with Variances Application

Mount St. Angela

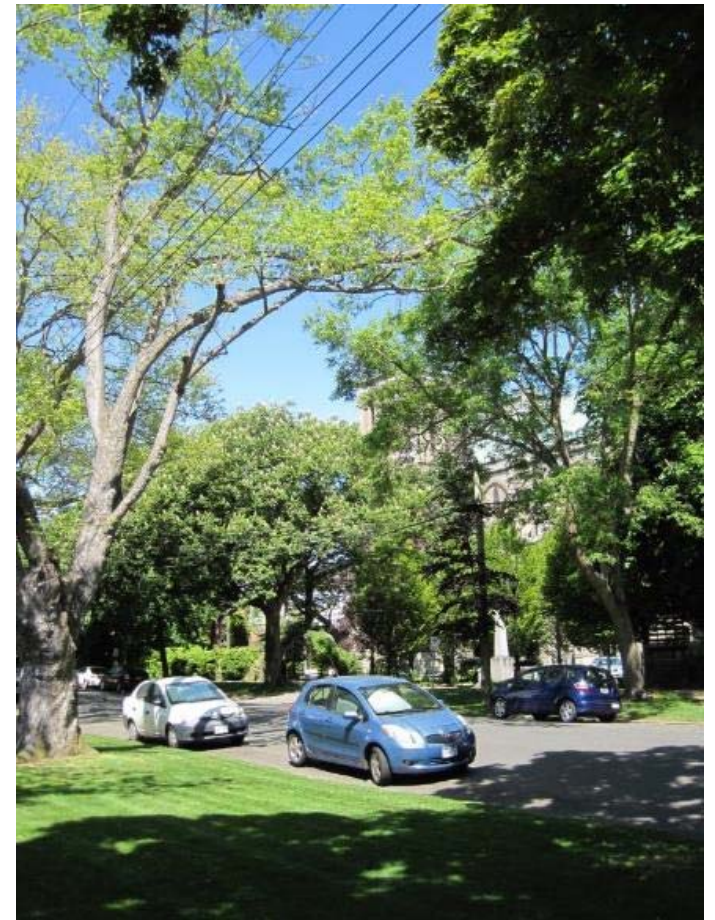
**913-929 Burdett Avenue & 914-924 McClure
Street**



CONTEXT | EXISTING SITE



CONTEXT | NEIGHBOURING PROPERTIES



OCP | Fairfield Strategic Direction

SECTION 21: NEIGHBOURHOOD DIRECTIONS



MAP 21
Fairfield
Neighbourhood

Urban Place Designations*

- Core Residential
- Large Urban Village
- Small Urban Village
- Urban Residential
- Traditional Residential
- Public Facilities, Institutions, Parks and Open Space
- Marine

Public Facilities

- Existing Public School
- Community Centre
- Seniors Centre

*Urban Place Designations are provided for information purposes only. Please refer to Map 2 and Figure 8 for designation information.













Massing | Elevations



Massing | Burdett Avenue

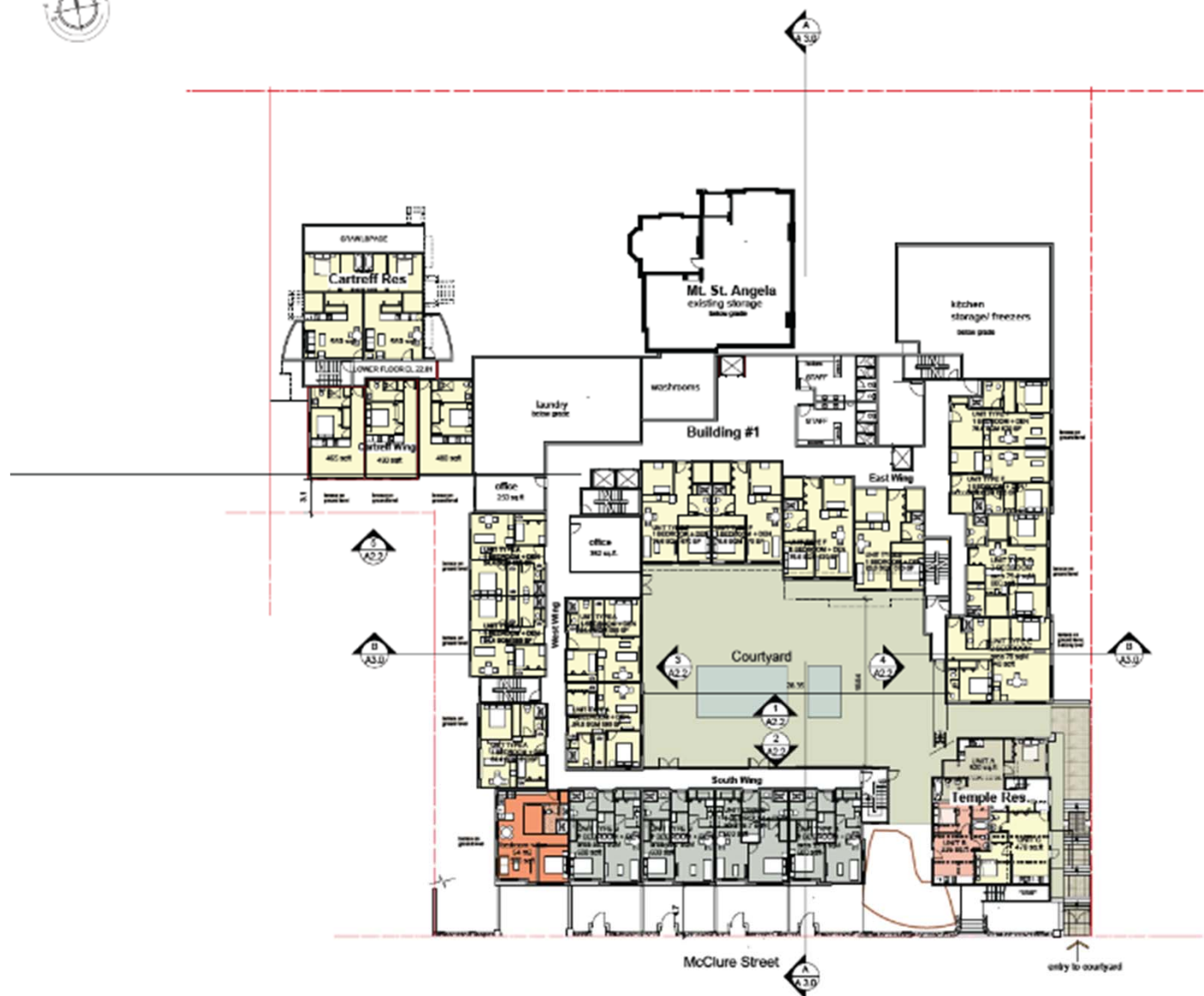


Massing | McClure Street



Massing | Streetscape





LEVEL 1 PLAN
Scale: 1:200





LEVEL 3 PLAN
Scale: 1/200



LEVEL 4 PLAN
Scale: 1:200



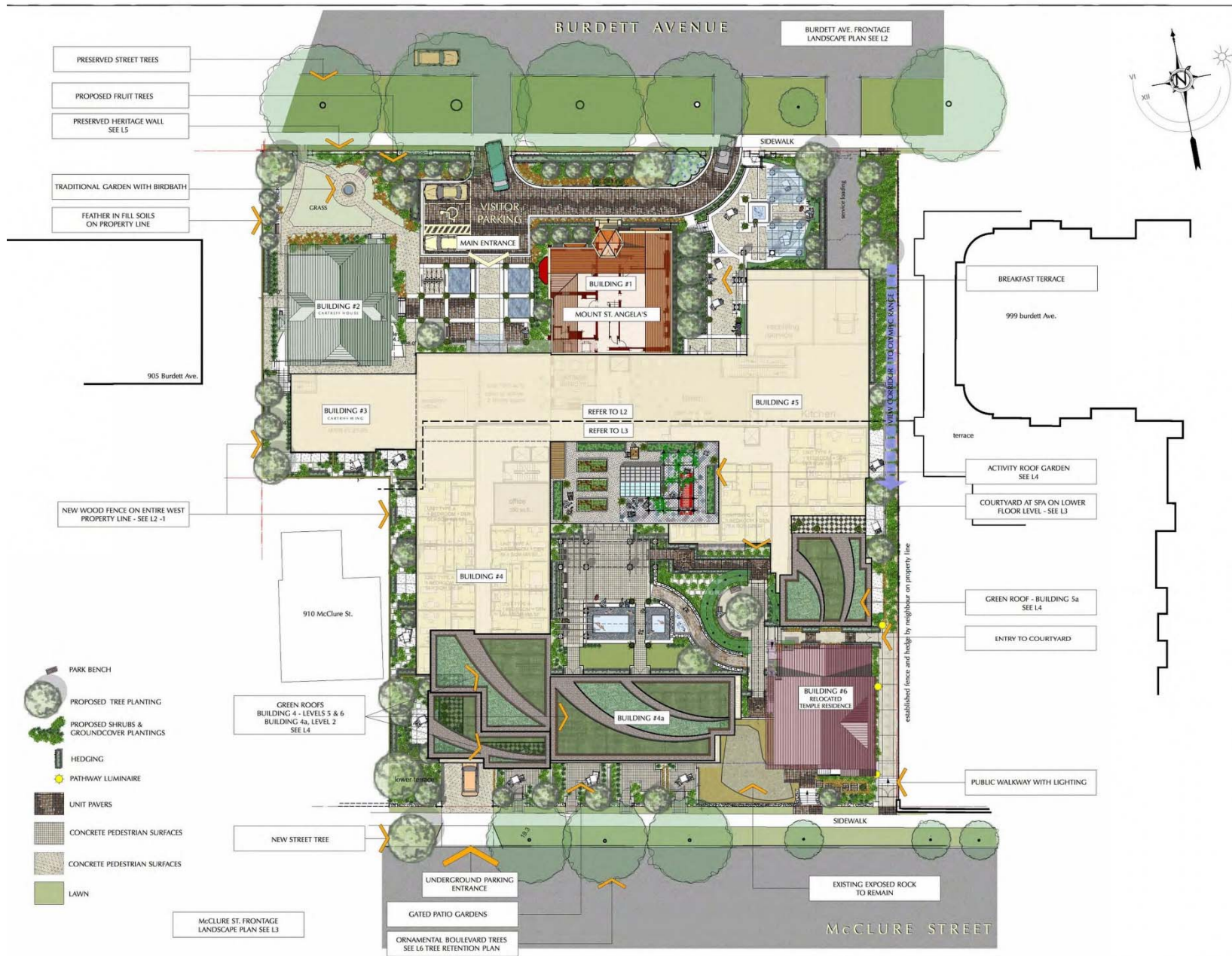
LEVEL 5 PLAN
SCALE: 1:200

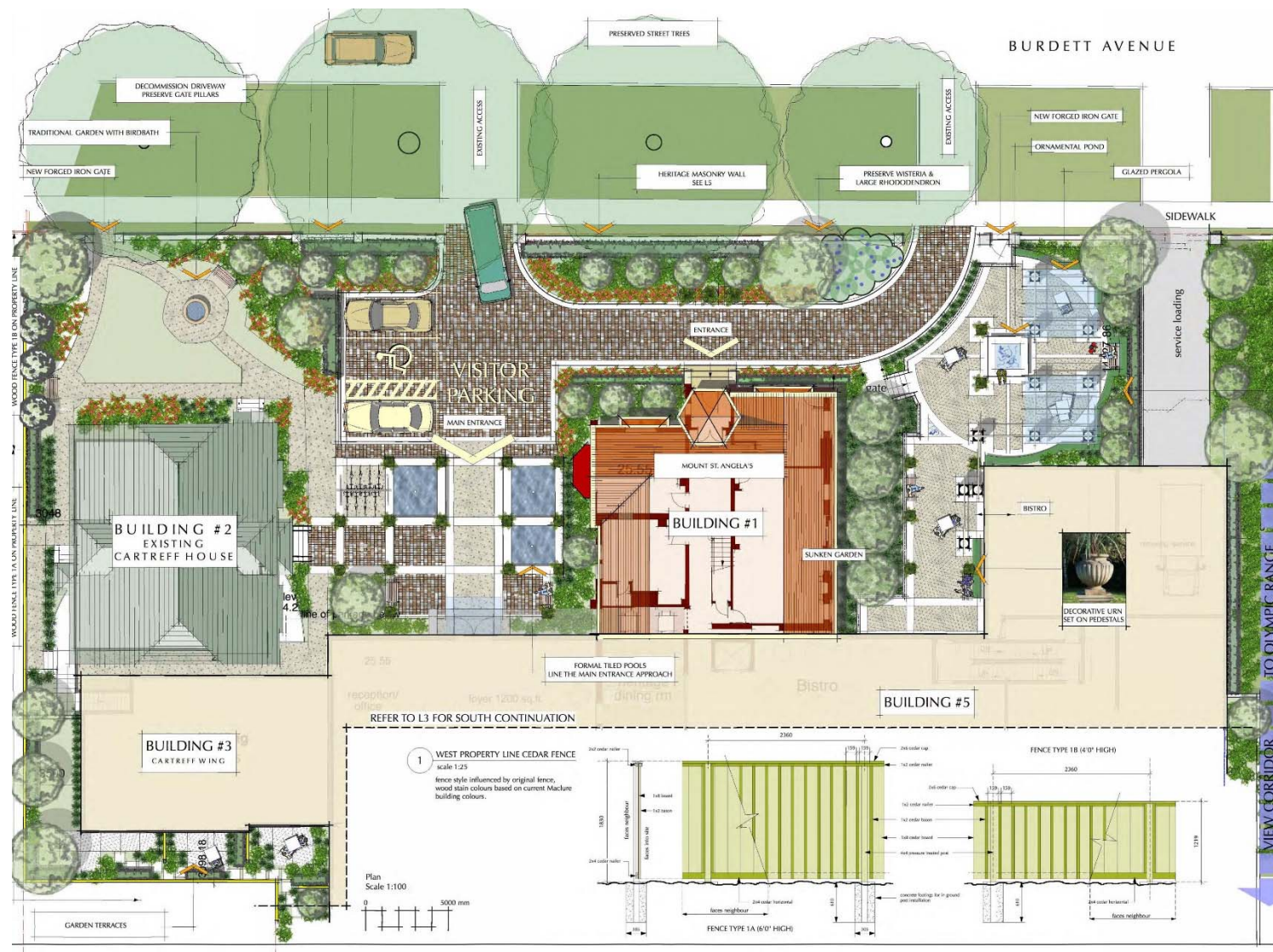


LEVEL 6 PLAN
Scale: 1:200



ROOF PLAN
Scale: 1:200















Committee of the Whole Report For the Meeting of October 24, 2019

To: Committee of the Whole **Date:** October 10, 2019

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

Subject: Development Permit with Variance Application No. 00056 for 844 Johnson Street

RECOMMENDATION

That Council decline Development Permit with Variance Application No. 00056 for the property located at 844 Johnson Street.

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variance Application for the property located at 844 Johnson Street. The proposal is to vary the *Fence Bylaw* to permit an existing 2.40m fence located within the front (Pandora Avenue) yard of the subject property and to approve the overall design of the fence.

The following points were considered in assessing this application:

- the fence is inconsistent with the *Guidelines for Fences, Gates and Shutters*
- the fence is inconsistent with the Building and Street Interface Guidelines found within the *Downtown Core Area Plan*
- the proposed increase in height of the fence from 1.22m to 2.40m within the front yard is not appropriate as it detracts from the public realm and creates a fortress-like appearance to the property.

BACKGROUND

Description of Proposal

The proposal is to permit the design of the existing fence on Pandora Avenue and to vary the *Fence Bylaw* to increase the allowable height of the fence from 1.22m to 2.40m within the front

yard. When a property is bounded by two streets, the *Zoning Regulation Bylaw* defines the frontage of the property to be the wider of the two streets. In this instance, while the front entrance of the building faces Johnson Street, Pandora Avenue is the wider street and is therefore considered the front of the property.

Sustainability Features

The applicant has not identified any active transportation impacts associated with this application.

Public Realm Improvements

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

Accessibility Impact Statement

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

Existing Site Development and Development Potential

The site is presently a five-storey multi-unit residential building.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on October 6, 2017 and September 10, 2019 the application was referred for a 30-day comment period to the Downtown Residents Association CALUC. At the time of writing this report, a letter from the CALUC had not been received.

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

ANALYSIS

Development Permit Area and Design Guidelines

The *Official Community Plan (OCP, 2012)* identifies this property within Development Permit Area 2 (HC), Core Business. Design Guidelines that apply to DPA 2(HC) are the *Advisory Design Guidelines for Buildings, Signs and Awnings* (2006), and *Guidelines for Fences, Gates and Shutters* (2010).

The existing fence on the Pandora Avenue frontage does not meet the design guidelines found within the *Guidelines for Fences, Gates and Shutters*. The guidelines note that fences and gates must not contribute to a "fortress" appearance from the street. The fortress-like appearance is a result of the excessive height and the spear-like tips at the top of the fence. Approval of this fence could also set a design standard in which other buildings along Pandora Avenue install similar fences, which would contribute to the public's perception of whether the street or area is safe or not.

On September 14, 2016, VicPD completed a Safety and Security Audit for the subject property (Attachment E) using Crime Prevention through Environmental Design (CPTED) principles. A number of areas were identified in order to improve overall safety and security, including installing a high wrought iron fence along Pandora Avenue that could not be easily climbed. The fence has already been installed but still requires a variance as it exceeds the maximum height of 1.22m in the front yard, as discussed in a later section of this report.

Local Area Plans

The *Downtown Core Area Plan* identifies the subject property within the Central Business District, which primarily speaks to new developments. However, Appendix 5 - Building and Street Interface Guidelines identifies the Pandora Avenue frontage within the Avenue category. The Guidelines note that residential uses along Pandora Avenue should express the residential function through façade design elements such as individual entrances, residential landscaping and windows. The façade of the building at 844 Johnson Street, which faces Pandora Avenue, does not have individual entrances and utilizes reflective glazing. The landscaping more resembles a commercial use through the use of river rock and installed utilities. The addition of the tall fence further detracts from the aim of creating a positive street relationship.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this application.

Regulatory Considerations

The subject property fronts onto both Johnson Street and Pandora Avenue. The Zoning Regulation Bylaw identifies Pandora Avenue as the front of the property, even though the main entrance to the building is accessed from Johnson Street. Therefore, the proposal requires a variance to the *Fence Bylaw* to increase the height of the existing fence in the front of a residentially zoned property from 1.22m to 2.4m. As identified previously, the height and design of the fence detracts from the public realm and is therefore not supported by staff.

CONCLUSIONS

The 2.4m fence along Pandora Avenue negatively impacts the public realm and is inconsistent with the relevant design guidelines. Staff therefore recommend that Council consider declining the application. An alternate motion is provided below should Council wish to consider the application at an opportunity for public comment.

ALTERNATE MOTION

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

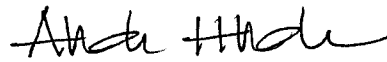
“That Council authorize the issuance of Development Permit with Variance Application No. 00056 for 844 Johnson Street, in accordance with:

1. Plans date stamped August 26, 2019.
2. Development meeting all *Fence Bylaw* requirements, except for the following variances:
 - i. Increase the permitted height of a fence located within the front boundary (Pandora Avenue) from 1.22m to 2.40m.
3. The Development Permit lapsing two years from the date of this resolution.”

Respectfully submitted,

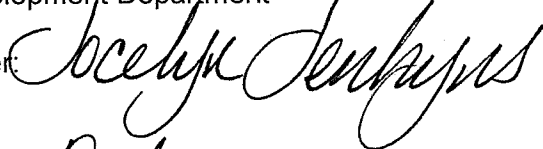


Michael Angrove
Planner
Development Services

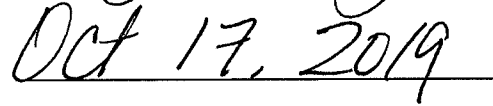


Andrea Hudson, Acting Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date:



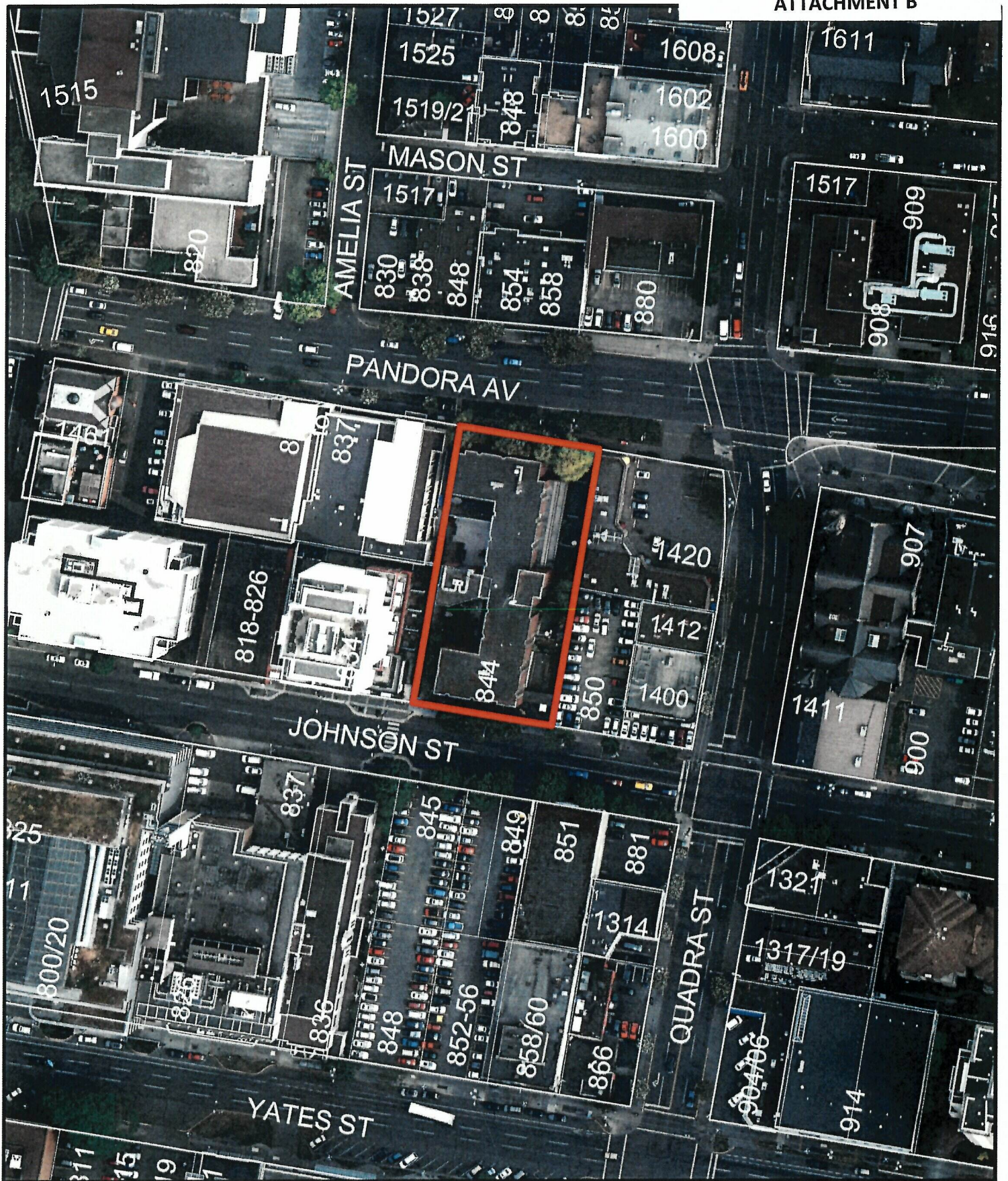
List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans dated/date stamped August 26, 2019
- Attachment D: Letter from applicant to Mayor and Council.
- Attachment E: Victoria Police Safety and Security Audit.



Development Permit with Variance #00056





844 Johnson Street
Development Permit with Variance #00056



B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF BUILDING(S)
ON LOT 1 OF LOTS 394, 395, 400 AND 401, VICTORIA CITY, PLAN 32453

P.I.D. 000-154-261

0 5 10 15 20 25 m

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

THE INTENDED PLOT SIZE OF THIS PLAN IS 560 mm IN WIDTH BY 432 mm IN HEIGHT (C-SIZE) WHEN PLOTTED AT A SCALE OF 1:250

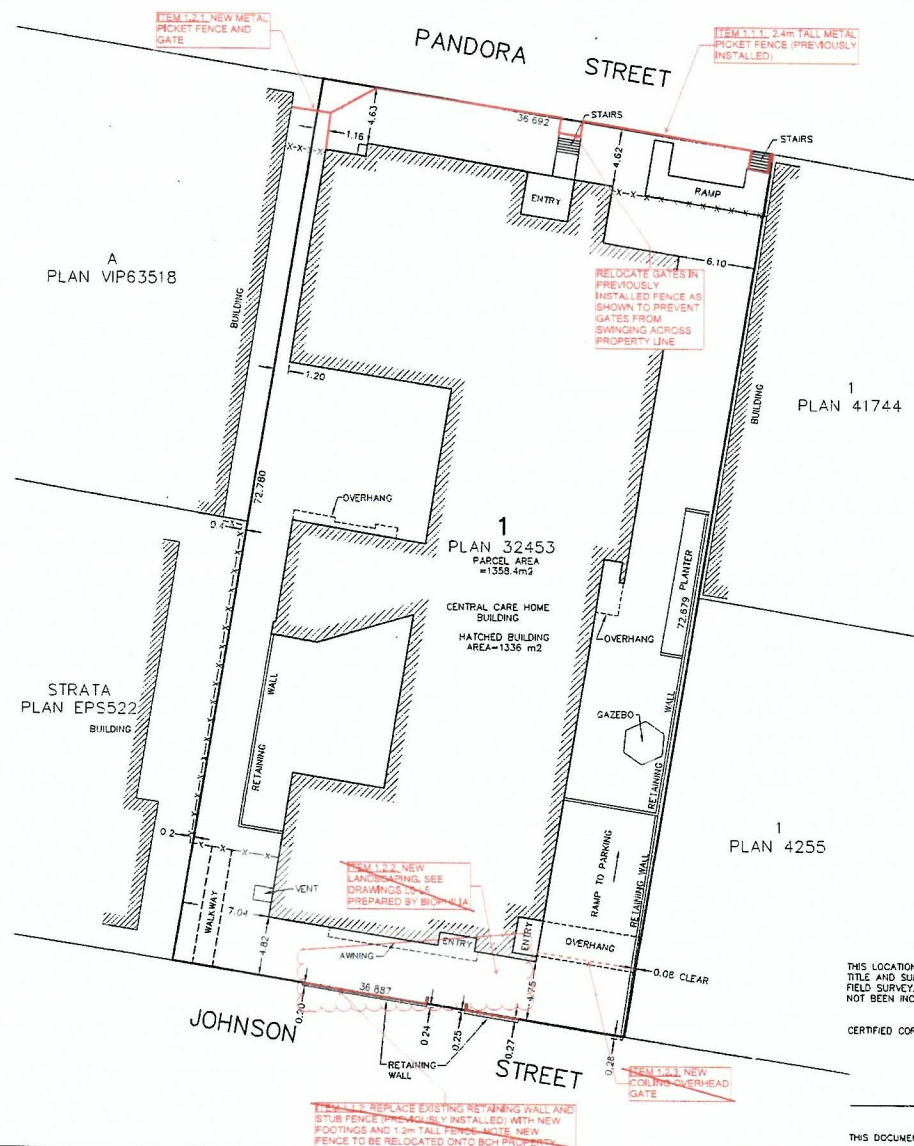
QI/C ADDRESS:
844 JOHNSON STREET
VICTORIA, B.C.

CLIENT: BC HOUSING MANAGEMENT CORP
NOTE:

PARCEL DIMENSIONS ARE DERIVED FROM FIELD SURVEY.
OFFSETS TO PROPERTY LINE FROM BUILDING ARE FROM THE EXTERIOR FINISHED WALL SURFACE.

DATE OF FIELD SURVEY: JUNE 9, 2016

LEGEND:
— DENOTES FENCE



THIS PLAN IS PREPARED SOLELY FOR A LIMITED CONTRACTUAL USE BETWEEN McELHANNAY ASSOCIATES AND OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

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McElhannay
McELHANNAY ASSOCIATES
LAND SURVEYING LTD.
Suite 500
3960 Quadra Street
Victoria BC
Canada V6X 4A3
Tel: 250 370 9221

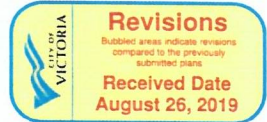
OUR FILE NO. 2113-03019-00
OUR DRAWING NO. 3019-D-V-1 BLC.DWG

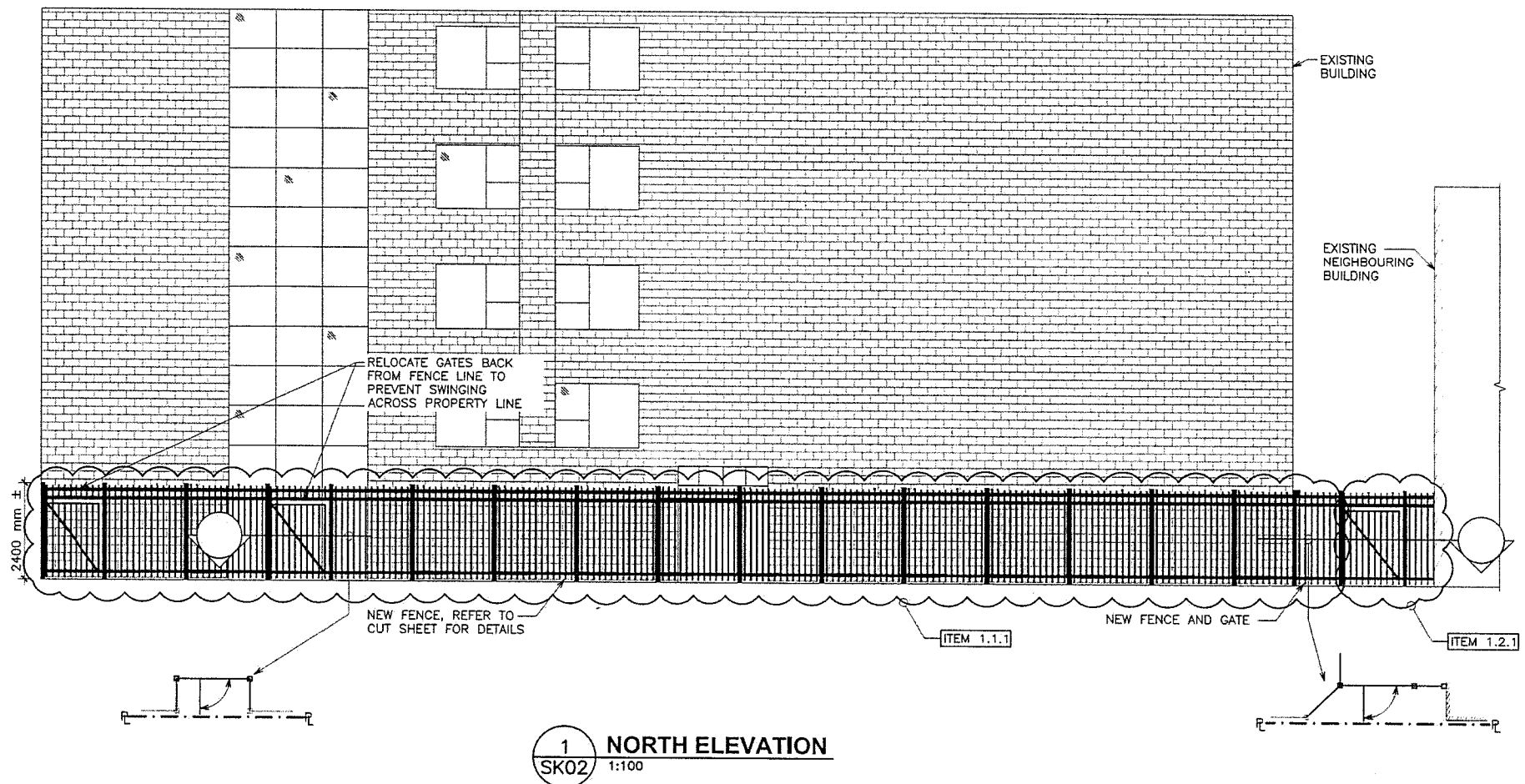
THIS LOCATION CERTIFICATE IS BASED ON LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEY. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

CERTIFIED CORRECT THIS 10th DAY OF JUNE, 2016

GLEN A. QUARMBY, BOLS, CLS

THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED





All drawings, plans, models, designs, specifications and other documents prepared by Read Jones Christoffersen Ltd. ("RJC") and used in connection with this project are Instruments of service for the work shown in them (the "Work") and as such are and remain the property of RJC whether the Work is executed or not, and RJC reserves the copyright in them and in the Work executed from them, and they shall not be used for any other work or project.

1	ISSUED FOR DPV APPLICATION	2019/08/22	PD
No.	Revision	Date	By



Project Name
844 JOHNSON STREET - EXTERIOR UPGRADES

Sketch Title
ELEVATIONS

Drawn By LO
Scale AS SHOWN
Date AUGUST 22, 2019
Project No. VIC.115779.0003
Sketch Number
SK02



October 01, 2019

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

Mayor Helps and Council,

RE: DPV Revised Application Submission
844 Johnson Street, Victoria, BC

RJC No. VIC.115779.0003

On behalf of British Columbia Housing Management Commission (BC Housing), Read Jones Christoffersen Ltd. (RJC) has completed the revised Development Permit with Variance (DPV) application for DPV No. 00056. The original DPV application was made on October 02, 2017. Included are the revised submission requirements indicated in the application review summary issued by the City of Victoria (the City) on October 24, 2017, which are described below. Please note that this letter supersedes the revised application was previously submitted on August 27, 2019 as there have been updates to the scope since that time.

1.0 Summary of Proposed Changes

The following is a numerical itemized list of the proposed changes for the above-noted property. The intent of these installations is to improve safety and security for both residents and community members as noted in the safety and security audit prepared by the Victoria Police Department, dated September 14, 2016.

Please note that some of the changes listed have already been made/installed on site (Section 1.1), but require retroactive approval from the City. Additional, new changes have also been proposed since the initial DPV application (Section 1.2). Responses and proposed revisions in order to address the requirements for "Conditions to be met prior to Committee of the Whole" are included where applicable.

1.1 Original Proposed Changes

1. New 2400mm (96") tall black metal picket fence with gates installed at the north elevation (Pandora Street). This item was a part of the original DPV application scope of work and has already been installed on site.

As noted in the Development Services Division comments in the application review summary, the City has noted that the current fence design "does not meet the intent of the Guidelines for



Fences, Gates, and Shutters and creates a 'fortress' like appearance to the street that is not attractive along Pandora Avenue." BC Housing understands this feedback, however they wish to proceed to the Committee of the Whole based on the following:

- .1 Black fencing is a commonly used and classic combination with brick-clad buildings in Victoria and we believe it integrates with the building design and architectural finishes.
- .2 The large existing trees on the Pandora side of the building are a dominant feature and help conceal the fence. The shade due to the trees and northern exposure on this side of the building also help the fence blend in.
- .3 The fence is constructed of high quality, durable materials and cannot be damaged or cut as easily as other materials such as chain-link. As well, the pickets do not facilitate climbing as chain-link would. In addition, the pickets still allow for a substantial amount of transparency through the fence and do not create a solid surface or wall.
- .4 The fence design is similar to fencing installed at the neighbouring Central Baptist Church (833 Pandora) which we believe integrates this fence with the surrounding buildings and fences.

It is understood that the City believes the fence does not meet all criteria of the design guideline for fences and gates. However, based on the above, the picket-style fence appeared to be the best and most reasonable choice of fence style for this application as most criteria from the design guideline were met, while also achieving the primary objective of improving safety and security.

BC Housing wishes to cooperate with the City on this item and come to a resolution that both improves safety and security in and around the building, and also satisfies the City. We believe a reasonable solution can be reached which may require some degree of compromise to address the concerns of both parties. Therefore, we respectfully request that Council please reconsider the fence installation in question with the above in mind. Should Council not support the fence installation as-is, we request more detailed feedback and guidance on how to meet the City's requirements.

In order to address the comments from the Engineering, Permits and Inspections, and Fire departments, the existing two (2) gates in the fence will be relocated back from the line of the fence (i.e. in an alcove) to allow for the gate to still swing in the direction of travel, but not cross the property line or affect public right-of-way on the adjacent sidewalk.

- .2 New 600mm (24") tall black metal picket fence installed on top of existing brick-clad retaining walls at south elevation (Johnson Street). This item was a part of the original DPV application scope of work and has already been installed on site.

As part of the of the new proposed landscaping work, the existing retaining wall and fence would be replaced with a new 1200mm (48") tall metal picket fence as part of landscaping work that is being proposed under a separate Delegated Development Permit (DDP). The landscaping drawings showing the fence are attached for reference.

1.2 New Proposed Changes

- .1 New 2400mm (96") tall black metal picket fence with gate installed at the north-west corner (Pandora Street), spanning between the existing fence (item 1.1.1) and the neighbouring church building. This item is a change from the original DPV application scope of work.

The new gate and fence is offset back from the line of the existing fence and allow for the gate to swing out, but not cross the property line or affect public right-of-way on the adjacent sidewalk. The church has noted they are supportive of this additional fence and gate.

- .2 Removal of existing concrete portal frame (wall and roof section over the ramp) at the south-east corner of the property. A new section of black metal fencing will be installed on the concrete wall where the frame is being removed to match existing.

2.0 Plans

The following revised plans are attached as part of this re-submission:

- One (1) bubbled set (8½ x 11")
- Four (4) bubbled sets (11x17")
- One (1) un-bubbled set (8½x11")
- One (1) un-bubbled set (11x17")

In addition, the following digital submissions will be made to the City:

- Bubbled set (8½ x 11")
- Bubbled sets (11x17")
- Revised letter to the City of Victoria prepared by BC Housing, Safety and Security Audit prepared by the Victoria Police Department

3.0 Sign Posting

No signage will be posted on the fences and gates proposed in this revised DPV application.



4.0 Closing

We trust the above meets your requirements. Should you have any comments or questions, please feel free to contact the undersigned.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

A handwritten signature in blue ink, appearing to be 'PD', followed by a long, wavy horizontal line.

Peter Dias, BASc, P.Eng.
Design Engineer

PD/kl

Encl. DPV No. 00056 Application Letter;
DPV No. 00056 Application Review Summary;
Victoria Police Department Safety and Security Audit;
Revised Drawings.



September 14, 2016

Heidi Hartmann
Regional Director, Vancouver Island
British Columbia Housing Management Commission
#201-3440 Douglas Street
Victoria, B.C.
V8Z 3L5

Re: Safety and Security Audit – 844 Johnson Street (Formerly the Central Care Home)

Recently there have been inquiries about types of exterior improvements or modifications that could be made at 844 Johnson Street to help improve safety and security for both residents and community members. On September 9, 2016 we attended 844 Johnson Street and conducted a security audit of the exterior of the building using the basic principles of *Crime Prevention Through Environmental Design (CPTED)*. When applied to the built environment, CPTED principles can help reduce crime, improve safety and influence how people use the space. CPTED supports building community and encourages social development.


We noticed a number of areas that could be modified to improve overall safety and security. Below are suggestions of these improvements; please refer to the corresponding photographs starting on page 3:

- Improve exterior lighting along the front of the building (Johnson Street side). Install fixtures that would light up the area between the building entrance and the sidewalk. Remove awning if necessary (it may block light). *Refer to photograph #1.*
- Improve lighting on the front west side of the building (Johnson Street side). *Refer to photograph #2.*
- Move fencing on the west side of the building (Johnson Street side) up to meet the southwest corner of the building. *Refer to photograph #2.*
- Landscaping the empty garden beds on the front west side of the building (Johnson Street). Plant low shrubs or ground cover that won't obscure the view to the building. *Refer to photograph #2.*
- Significant pruning of trees that line the sidewalk on Johnson Street; these trees currently block the light to the sidewalk from the lone streetlight. If lighting is still

inadequate with pruning and the addition of exterior building lighting then consider alternatives to the streetlight. *Refer to photograph #3.*

- Remove the low brick retaining wall in front of the Johnson Street entrance and replace with low, wrought iron fencing or small shrubbery. *Refer to photograph #1.*
- Additional CCTV cameras on the exterior of the building, particularly the front west side (Johnson Street) and rear of the building (Pandora Avenue side).
- Install plexi-glass along the fencing on the east side of the building which borders the parking lot of 850 Johnson Street.
- Install high wrought iron fencing (similar to existing fencing) up to the sidewalk at the rear (Pandora Street) of the building (the length of the building) that cannot be easily climbed. *Refer to photograph #4 and #5.*
- Install low, wrought iron fencing along the top of the low concrete wall bordering the walkway next to 834 Johnson Street (west side). *Refer to photograph #6.*
- Install low, wrought iron fencing along the top of the low concrete retaining wall bordering the driveway (Johnson Street side). *Refer to photograph #7.*

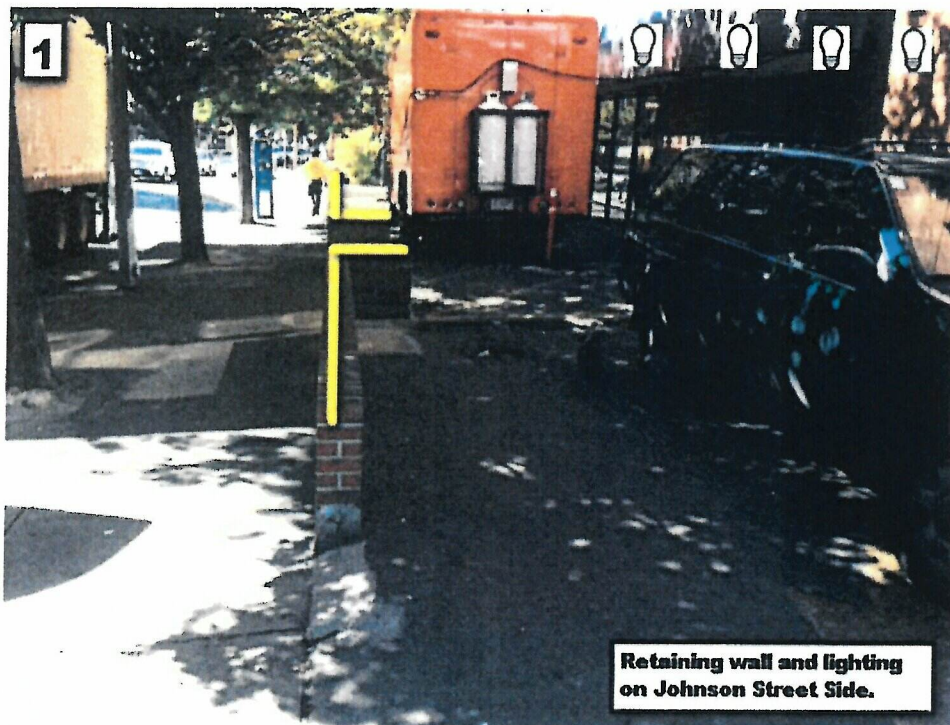
We would be happy to clarify any of these suggestions or to assist contractors or B.C. Housing staff with implementation of these modifications.

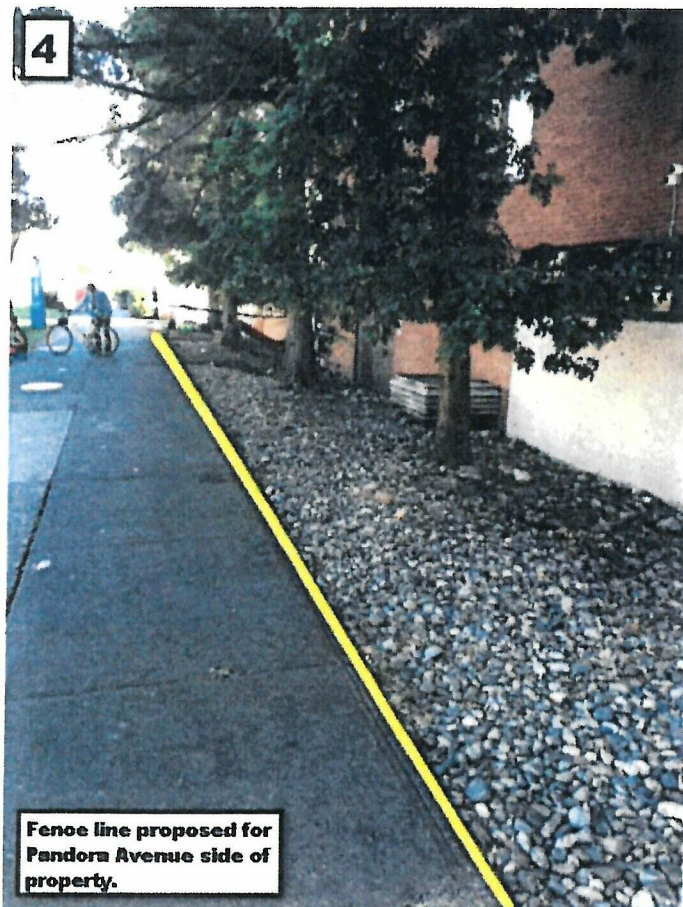
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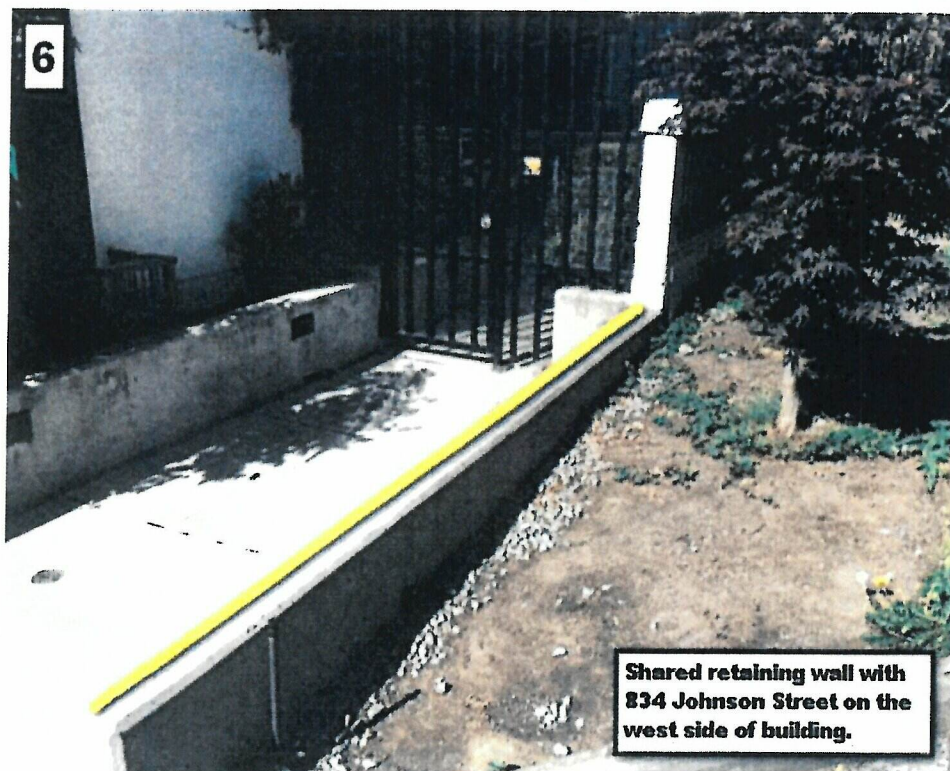
Cst. Terri Healy
Community Services Division
Victoria Police Department
Tel: 250-995-7275
Email: Terri.Healy@vicpd.ca

 #417

Cst. Dan O'Connor
Community Services Division
Victoria Police Department
Tel: 250-995-7310
Email: Dan.O'Connor@vicpd.ca









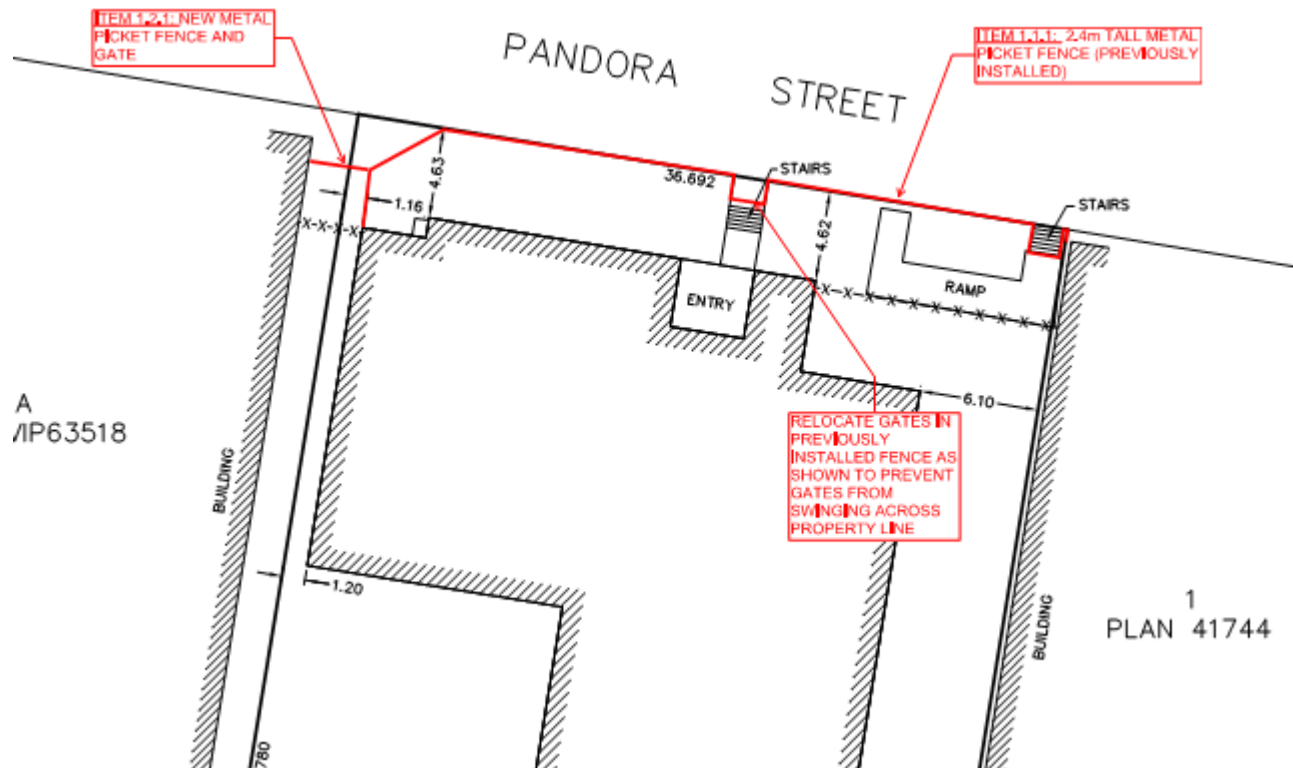
Development Permit with Variance Application for 844 Johnson Street

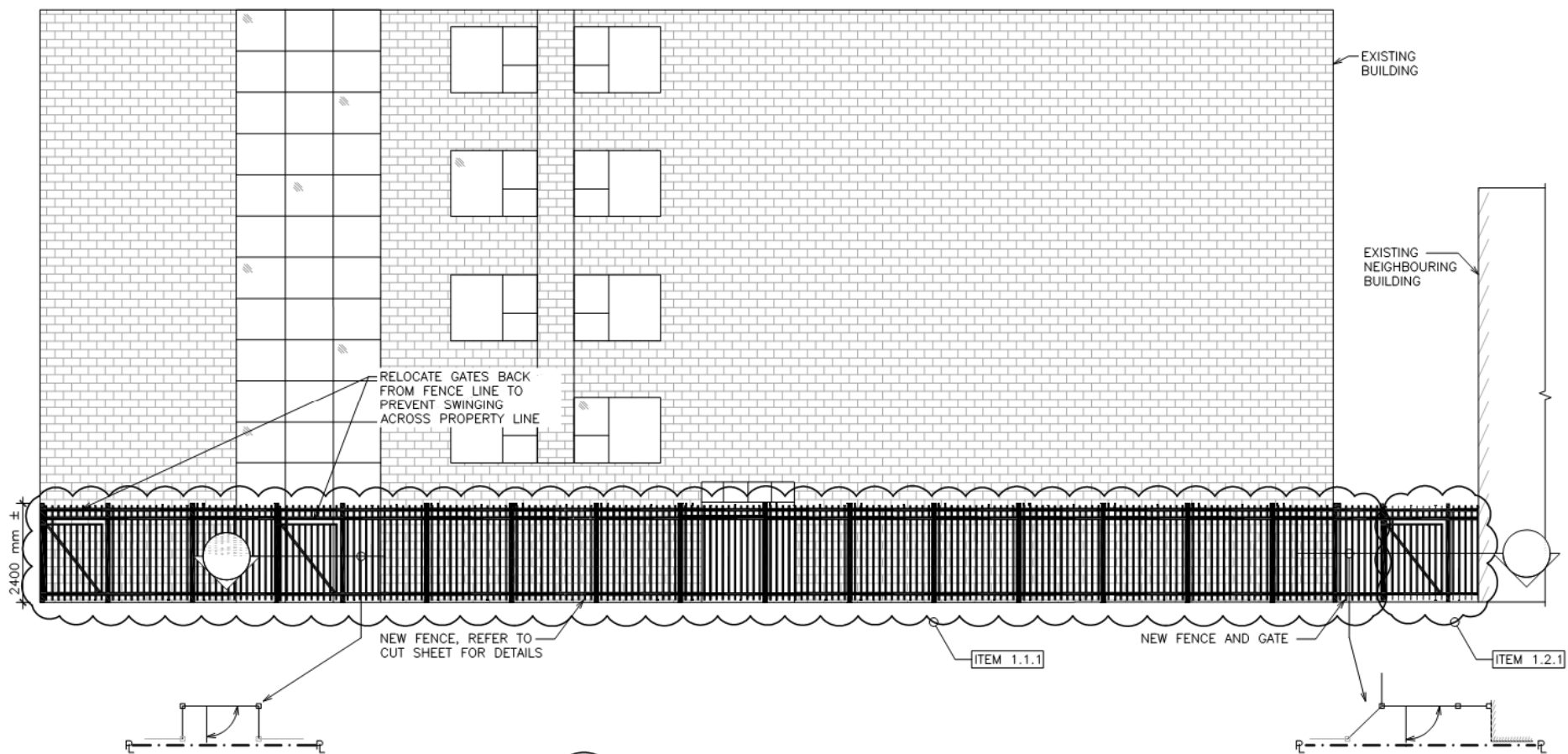












1 NORTH ELEVATION
SK02 1:100





Committee of the Whole Report

For the Meeting of October 24, 2019

To: Committee of the Whole **Date:** October 9, 2019

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

Subject: Local Area Planning – Next Phases

RECOMMENDATION

That Council direct staff to:

1. Undertake local area planning with a focus on integrated planning for land use, transportation, urban design and public realm, and limiting the scope to urban villages, town centres, frequent transit and mobility corridors in three phases as follows:
 - a. Phase 1: Villages and corridors within Hillside-Quadra, North Park and Fernwood neighbourhoods
 - b. Phase 2: Villages and corridors within Rockland, Fernwood, North and South Jubilee neighbourhoods (in particular, the Fort Street Corridor and Oak Bay Avenue)
 - c. Phase 3: Town Centres, villages and corridors within Oaklands and James Bay neighbourhoods;
2. Initiate work with Neighbourhood Associations on community-led planning components to support local area planning in accordance with the Terms of Reference attached to this report;
3. Reallocate previously approved funding for pre-work and community-led planning based on revised timing of neighbourhood plans, as follows:
 - a. \$10,000 each for Phase 1 and 2 neighbourhoods: Hillside-Quadra, North Park, Fernwood, Rockland and North/South Jubilee;
 - b. \$20,000 each for Phase 3 neighbourhoods: Oaklands and James Bay;
4. Use transportation planning funds previously allocated to local area planning, totalling \$180,000, for data collection, corridor planning or neighbourhood transportation management planning for the three phases.

EXECUTIVE SUMMARY

The purpose of this report is to present an approach to completing the next phase of local area planning. The approach is informed by lessons learned from previous local area planning processes. It is premised on a renewed focus on planning for areas where planning is needed due to pressures for growth and change and anticipated land uses, and on planning for areas that people identify with in their daily lives (such as villages and corridors) which may cross neighbourhood boundaries.

The purpose of upcoming local area planning is to:

1. Advance community-wide goals and objectives identified in the *Official Community Plan* and other adopted policies and strategies
2. Support other forthcoming strategies including the Sustainable Mobility Strategy and the Climate Leadership Plan
3. Identify how those goals and objectives can come to life in local areas
4. Develop implementation methods (e.g. development permit area guidelines, model zones, and consideration of pre-zoning)
5. Identify gaps in existing policies or bylaws, to better support community objectives at the local level

The next phase of local area planning will focus on integrated land use and transportation planning, urban design and public space for urban villages, mobility corridors and other key areas where new development and residents are expected. The process will identify opportunities to:

- Support and expand housing choice and affordability
- Support safe, convenient and low carbon mobility
- Improve existing and guide the design of new public spaces to be increasingly active, attractive and welcoming
- Support neighbourhoods with services and amenities for daily living close to home
- Support businesses, local economic development, and good jobs in our city

Key aspects of the proposed process include larger study areas which relate to how people use and experience their community, and a charrette-based process for village and corridors planning.

Local area planning would occur in three phases as follows:

- Phase 1: Villages, corridors and relevant areas within Hillside-Quadra, North Park neighbourhood, and the Fernwood Village area.
- Phase 2: Villages, and corridors within Fernwood, Rockland, North and South Jubilee neighbourhoods, related to the Fort Street Corridor, Oak Bay Avenue, and associated corridors
- Phase 3: Town Centre, villages and corridors within Oaklands Neighbourhood, and an updated plan for James Bay Neighbourhood

Refinement of land use policies for lower-density Traditional Residential areas would be considered through a parallel City-wide process for missing middle housing, including townhouses and houseplexes, consistent with Council's strategic directions and priorities in the *Victoria Housing Strategy*. A report proposing this process is expected to be presented to Committee of the Whole in November 2019.

PURPOSE

The purpose of this report is to present a proposed approach for the next phase of local area planning, as well as a terms of reference for administering grant funding to neighbourhood associations to support local area planning.

BACKGROUND

Local Area Planning

The *Official Community Plan* (OCP, 2012) represents a comprehensive framework for sustainability and liveability, providing direction on how Victoria may grow and change over the coming decades. The OCP identifies Local Area Plans as an important tool in the implementation of OCP objectives and policies, identifying a range of types of local area plans including corridor plans, urban village/town centre plans, district plans, neighbourhood plans and area plans.

Like all City plans, policies and bylaws, local area plans should be broadly consistent with the OCP and other city-wide policies and initiatives in order to support community objectives throughout all neighbourhoods. In this way, local area planning is a dialogue through which City-wide priorities, policies and initiatives are translated into more detailed, locally-specific guidance for consideration of future development and City investment. For instance, Local Area Plans provide more detailed guidance for the type and density of development, urban design and building form, public spaces, and mobility improvements in an area.

Based on the most recent update to the population projections in the Regional Growth Strategy, and policies within the *Victoria Housing Strategy*, an updated population and housing demand forecast and OCP capacity assessment will be prepared as directed by Council on September 19, 2019. This analysis will inform local area planning, which is generally focused in the areas identified by the OCP as strategic for accommodating future population growth in order to support multiple objectives including more sustainable mobility, efficient land use, complete neighbourhoods, economic vitality, housing affordability, and more.

A previous report presented on October 3, 2019 addressed lessons learned from recent local area planning processes, which has been integrated into this report.

Neighbourhood Association Pre-Planning Funding

Council allocated \$10,000 per neighbourhood for North Park, Fernwood, Rockland and North/South Jubilee to assist them in pre-work to support local area planning, and up to \$20,000 each to James Bay, Oaklands and Hillside/Quadra should those neighbourhoods wish to move forward with neighbourhood-led planning. Council also directed staff to develop criteria for how the money can be used, recognizing that neighbourhood associations have the flexibility to decide how they want to use the funds and encourage outreach for inclusion to expand diversity of voices such renters, low incomes, young families and racialized communities participating in the neighbourhood planning process. A proposal for community-led pre-planning work is included in this report.

City-wide Housing Initiatives

Through the *2019-2021 Strategic Plan* and the *2019-2025 Housing Strategy*, Council directed a number of initiatives which relate directly to local area planning:

- Identify opportunities for affordable housing in all neighbourhood plans

- Consideration of pre-zoning for rental and affordable housing
- Create and implement policies for ground-oriented housing forms to provide “missing middle” housing opportunities and support housing choice. These directions addressed townhouses and houseplexes, as well as the inclusion of lock-off suites in new ground-oriented housing, and consideration of a comprehensive amendment to the zoning bylaw.

ISSUES AND ANALYSIS

1. Proposed Framework and Approach

Purpose and relationship to OCP and other citywide objectives

Local area plans are intended to bring to life, at the local scale, the community-wide objectives expressed in the *Official Community Plan* and other adopted policies and strategies, including for sustainability, housing choices and affordability, sustainable mobility and parks and open spaces.

Local area planning is not meant to duplicate work already completed, underway or planned, such as the Sustainable Mobility Strategy, Climate Leadership Plan, Housing Strategy initiatives and planned updates to the *Tree Preservation Bylaw* or *Growing in the City* policies.

The City’s equity lens, which is currently in development, is expected to inform the framing and background analysis, engagement approach, and evaluation of expected outcomes from local area planning.

Within the framework outlined above, local area planning may:

- Identify how the City’s goals and objectives can come to life in local context
- Develop implementation methods (e.g. development permit area guidelines, model zones, and consideration of pre-zoning, conceptual road cross-sections)
- Identify local-level priorities, or gaps within existing policies, programs and bylaws related to the key topics

Scope

1. Focus on corridors, villages and town centres: Local area planning will focus on the following areas:

- a. villages and town centres
- b. mobility corridors, focused on arterial and secondary arterial roads already served by frequent transit routes or capable of being so, and properties fronting on these roads where there are opportunities for transit supportive/oriented development which is complete, connected, and compact
- c. surrounding areas anticipating medium to higher-density residential and/or commercial uses (e.g. Urban Residential, Core Residential and General Employment designations)
- d. other specific areas that may be strategic or experiencing pressure for change (e.g. public properties which may be subject to redevelopment)

2. Integrated planning for key topics: Local area planning will focus on integrated planning for the follow four topics:

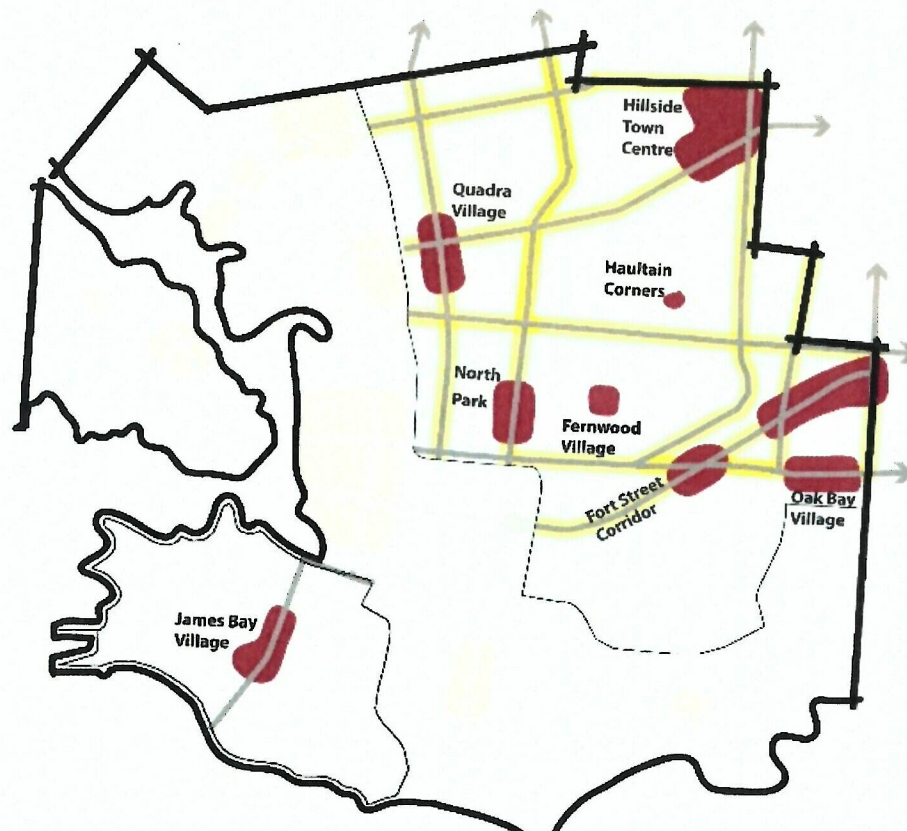
- a. land use
- b. mobility
- c. urban design

d. public spaces.

The objective is to create a clear yet flexible framework for the future, and identify opportunities to support key objectives including:

- Support and expand housing choice and affordability
- Support safe, convenient and low carbon mobility
- Improve existing and encourage new public spaces that are active, attractive and welcoming
- Support walkable, wheelable neighbourhoods with services and amenities close to home
- Support businesses, local economic development, and good jobs close to home

Local area planning will not result in capital spending, but rather set the stage for future decision-making by feeding into citywide considerations.



Corridors, Villages and Town Centres

3. Consider other topics of area-wide interest including desired neighbourhood amenities, sustainable mobility and public spaces. Other topics may be identified through pre-planning; however these topics should be within the scope of local area planning and consistent with City-wide objectives.

4. Relationship to Housing Initiatives

Local area planning presents an opportunity to advance key directions of the strategic plan and *Victoria Housing Strategy*, including the following objectives from (Housing Strategy Action 2: Increase Supply)

- Identify opportunities for affordable housing in all neighbourhood plans
- Explore pre-zoning opportunities for purpose-built and affordable housing
- Support faith-based, charitable and non-profit housing developers

The next phase of local area planning will generally be undertaken concurrently and overlap with a separate city-wide process to provide “missing middle” housing opportunities and support housing choice, consistent with the *Victoria Housing Strategy* and OCP directions for Traditional Residential areas.

5. Transportation Planning Funding for Local Area Planning

As a part of the 2018 Budget, Council allocated \$180,000 towards transportation data collection to support local area planning efforts in the neighbourhoods of James Bay, Hillside-Quadra and Oaklands, aligned with expected timing of local area planning.

Staff recommend providing broader direction that this funding may be used flexibly for data collection, corridor studies and/or traffic management studies aligned with local area planning, as needed. This recommendation is based on two changes which have occurred:

- Local area planning time frames and study areas are recommended to shift
- Through current transportation planning initiatives, the City is undertaking a city-wide approach to traffic calming, as directed by Council in 2019, while updating city-wide transportation planning through the Sustainable Mobility Strategy. Input through local area planning processes, including neighbourhood-led pre-planning, may contribute to these city-wide policies or may benefit from further analysis specific to corridors or neighbourhoods. This is best determined on a case-by-case basis.
 - For instance, although James Bay is recommended to be part of Phase 3 Local Area Planning, current and future transportation pressures relating to the evolution of multiple significant sites within James Bay (e.g. Ogden Point, Belleville Terminal, legislature traffic circulation changes) mean it may be strategic to establish base conditions as part of transportation data collection for initial round of studies supporting Local Area Planning.

2. **Proposed Study Areas, Sequencing, and Rationale**

Minor changes are proposed to the order of planning areas, compared to previous direction: planning for the Quadra Village area has been moved to Phase 1, while planning for the Fort Street corridor, Oak Bay Avenue and other corridors in North and South Jubilee have been moved to Phase 2. However, the proposed approach of focusing on villages and corridors rather than entire neighbourhoods will assist staff with moving on to subsequent phases in a more timely manner. The maps below present generally recommended geographic boundaries for study areas, which may be adjusted during the local area planning process.

Each round of planning is expected to take 12-15 months, based on a streamlined approach with more focused geographies and topics, direct linkages to citywide policies, and a parallel process to consider missing middle housing in Traditional Residential areas.

Phase 1: Corridors and Villages in Hillside-Quadra, North Park and Fernwood (2019-2020)

Staff recommend moving the Quadra Village area to Phase 1, due to development pressure within the village and on publicly-owned lands, as well as a desire to address livability issues, considering arterial roads bisecting the neighbourhood. This also reflects the original OCP direction.

North Park Village and surrounding areas are also experiencing pressure for change due to proximity to downtown. Neighbourhood association representatives have expressed interest in further consideration of services and amenities to support the economically-diverse population of the area, and accommodating affordable housing.

Areas west of Fernwood Village also face development pressure on publicly-owned lands, and this seems an opportune time to determine how the neighbourhood plan may respond to these changes. Stakeholders have pointed out the close overlap between North Park Village and areas of Fernwood.

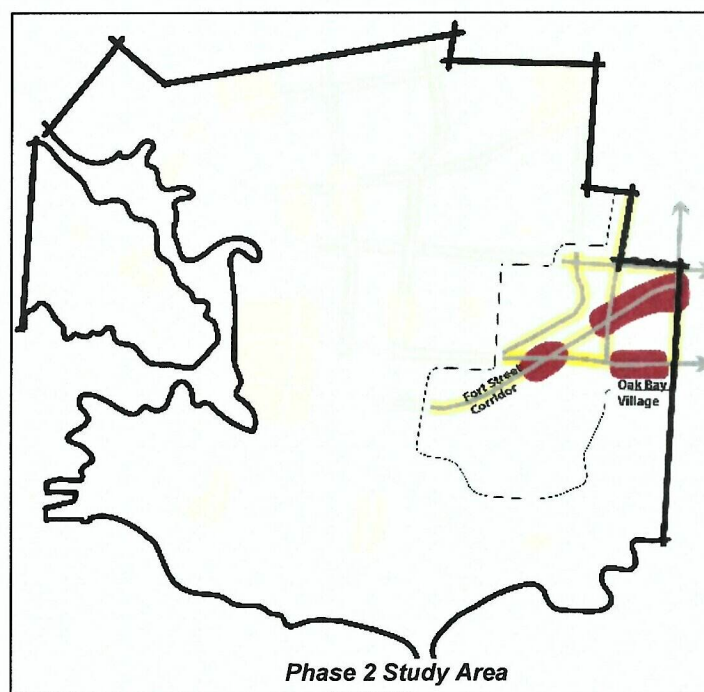


Phase 2: Fort Street Corridor, Oak Bay Avenue and Adjacent Areas (2020-2021)

The Fort Street Corridor provides opportunities for future housing and mixed-use development in Rockland, Fernwood and the Jubilee neighbourhoods. Parts of Fort Street also present a barrier to pedestrian mobility comfort and sense of place.

Oak Bay Avenue is also currently undergoing development pressures and would benefit from updated design guidelines and public realm policies. In fall 2019, the City will be initiating a process to identify the preferred All Ages and Abilities route in this area, which will inform local area planning.

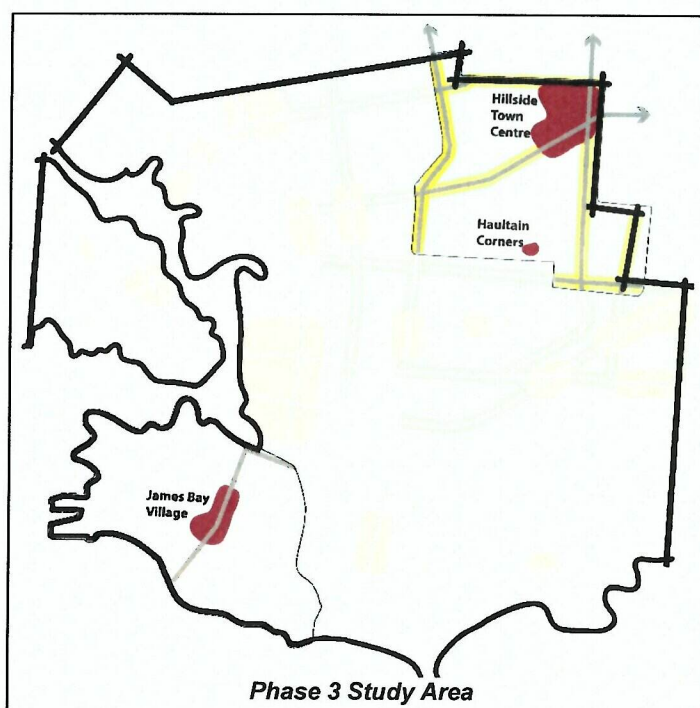
This phase would also consider corridors falling within the Jubilee Neighbourhoods, such as part of Bay Street and Richmond Road next to the Royal Jubilee Hospital.



Phase 3: Corridors, Villages and Town Centre in Oaklands; James Bay (2021-2022)

Phase 3 would include the remaining parts of the City. Focus areas for Oaklands have been identified as key corridors and the town centre, while an updated neighbourhood plan is proposed for James Bay as the geography of James Bay does not lend itself to a focus on corridors.

Both of these neighbourhood associations are recommended to receive planning grants of \$20,000 for neighbourhood-led pre-planning work. These organizations have indicated their intent to move forward with pre-planning work, with activities in James Bay focused on livability issues related to traffic, parks and environmental impacts; and with Oaklands Community Association indicating a desire to produce a community-led document informing the local area plan.



Engagement will focus on *how* we can maintain and achieve more livable, sustainable and inclusive neighbourhoods in the future, will convey *why* this planning is needed (issues related to demographic growth and change, sustainability, trends, and community vision), and *what* objectives are already well established in the OCP, Strategic Plan and other City-wide plans and policies, all in a way which is accessible to stakeholders.

3. Local Area Planning Deliverables

The following key deliverables are anticipated:

1. Consolidated community profile presenting data and city-wide trends, broken down by neighbourhood and summarizing key City policies and initiatives (to inform the process and community-led planning work)
2. Key policy and design directions following the charrette process
3. Updated Neighbourhood Plans as planning is completed
4. Updated Development Permit Areas and Design Guidelines
5. Other OCP Amendments needed to implement the plans, if needed
6. Zoning update (as model/template zones or pre-zoning as directed by Council).

4. Proposed Process and Methodology

The next phases of local area planning are proposed to be undertaken through a five-step process. These steps are shown in Figure 1.

Charrette-Based Process for Villages and Corridors

A charrette-based process is recommended for land use, transportation and urban design components of villages and corridors planning. “Charrette” does not denote a single event; rather, each charrette process would be an iterative process in collaboration with neighbourhood stakeholders and residents. The process would likely include kick-off meetings, development of a

design brief informed by engagement, a public charrette event or series of events over a short time and engagement on options developed during the initial charrette phase.

The focus areas within each study area would generally include the corridors, villages, town centres and related areas associated with each phase of planning. Charrettes would be “nested” within the broader process with two charrettes in round one: one for the Hillside-Quadra area and one for the North Park and Fernwood Village areas. Charrettes may be followed by a single, unified process for broader engagement in each study area, recognizing the interconnections between areas.

Role of Working Group

During the pre-planning phase in November - December, a working group will be created. The working group supporting Phase 1 will include members with connections to Hillside-Quadra, North Park and Fernwood (including those who live, work, play or access services in the area). The working group will meet approximately once a month from November 2019 until early fall 2021, with an additional meeting and two half days in support of the charrette, anticipated to occur in March or April 2020. Staff will solicit recommendations from key community organizations and groups, including neighbourhood associations, and ensure a broad diversity of voices, backgrounds and perspectives are represented.

Working group members will:

- Serve as an advisory body for process and engagement design and execution
- Act as a sounding board for policy formulation at key points during the process, considering the project scope, objectives and public input
- Serve as liaison to the community
- Participate in charrettes alongside members of the public

The Terms of Reference (Attachment A) provide greater detail on the diversity, role, and expectations of working group members.

Draft Process Diagram for Local Area Planning

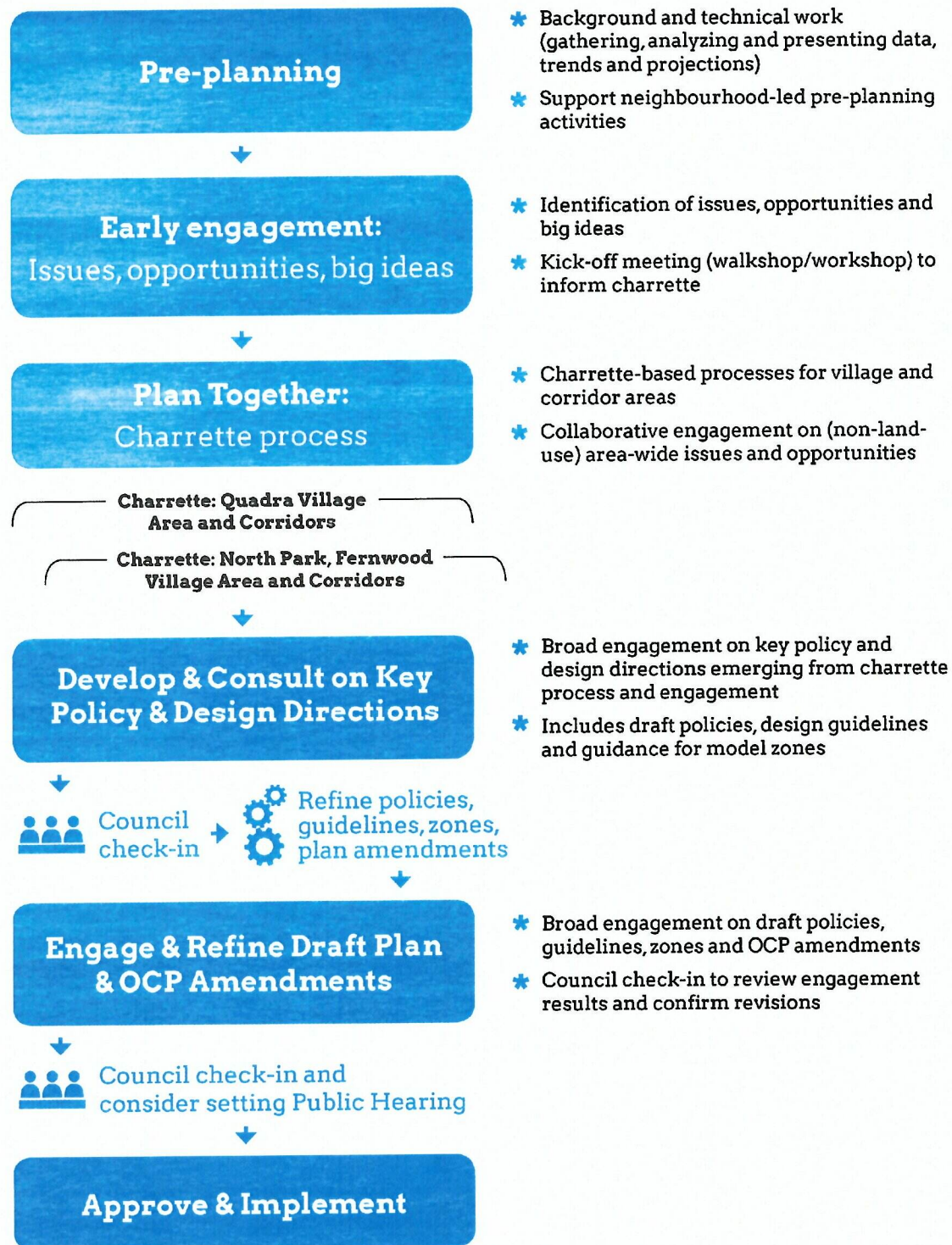


Figure 1.

Additional Topics of Area-wide Interest

Many community members are interested in exploring strategies for community-building and addressing topics of interest beyond the core topics of land use, transportation, urban design and public spaces. Recognizing that many topics are addressed by citywide policies, such as *Growing in the City*, the *Arts and Culture Master Plan*, or the *Climate Leadership Plan*. The role of local area planning may be to facilitate and empower stakeholders to envision how these policies might come to life. Community members may wish to form working groups or carry out dialogue parallel to the core local area planning process. Such discussions may be supported by community associations and/or appropriate City departments in conjunction with the City's Neighbourhoods Team. The results of these discussions may be integrated in a variety of ways, whether into neighbourhood plans, or into a strategic document that has community ownership, and may be implemented through programs such as the My Great Neighbourhoods program, other grant funding programs, or existing city programs and operations.

Early engagement focused on issues, opportunities and big ideas may help to inform where community members want to focus.

Engagement Approach

The engagement process will overall be focused at the level of involve (as defined by the City's *Engagement Framework*). Collaboration will occur at key points, including in designing early engagement and in developing alternative through the charrette process. In addition, opportunities for parallel collaborative engagement of related topics of interest to the community, and supportive of OCP objectives, may be proposed by community members.

The engagement plan will follow the City's *Engagement Framework* and emphasize the following specific considerations:

- Transparency: The process will clearly identify what decisions are being considered, opportunities to participate, and how engagement will be used in decision-making.
- Inclusivity: Ensure a range of stakeholders are represented, including different household types, ages, incomes, as well as renters and homeowners. Focus on increasing participation of youth, young families, persons with lower incomes, renters, indigenous persons and New Canadians. Engage key stakeholder groups, including neighbourhood associations and neighbourhood-serving organizations. Consider stakeholders who cannot speak for themselves: future generations and the environment.
- Support community-wide objectives within local contexts: Consider Victoria as a cohesive community, recognizing that village and corridor planning supports citywide and regional objectives such as housing choice and affordability, sustainable development and mobility, and livability as expressed at the local level. The perspective, lived experience and local knowledge of neighbourhood residents is important, but not exclusive. Recognize that where people live, work and spend time in Victoria's neighbourhoods changes over time as people grow up, form families, age, and make choices about housing. Consider future generations.
- Storytelling and Dialogue: Use storytelling methods to help communicate data and trends, encourage diverse dialogue and viewpoints.
- Data-informed engagement for decision-making: Provide data and trends relevant to decision-making, in an accessible and timely manner.
- Opportunities for citizen-led engagement: Provide opportunities for citizen-led activities and engagement on topics within the established scope of local area planning.

5. Neighbourhood Association Funding and Pre-Planning

Neighbourhood association funding is intended to support pre-planning and planning processes to encourage outreach for inclusion to expand diversity of voices such renters, low incomes, young families and racialized communities.

Pre-planning is premised on coming to a shared understanding of trends and identifying issues, opportunities and big ideas related to sustainability and livability in neighbourhoods. Pre-planning is envisioned to have two components:

- a technical component including gathering, analysis and presentation of data
- meetings with key stakeholders / stakeholder groups
- in collaboration with neighbourhood associations, formation of a working group composed of diverse members including residents, business and land owners, youth, seniors, renters, homeowners, and people of diverse backgrounds and family status. This working group would be expanded to form a charrette stakeholder group through applications received during the first phase of broad engagement.

Pre-planning work to be undertaken by the City would include:

- creation of a single profile document providing a range of data and trends for the City as a whole, and broken down by neighbourhood, projections for the future, and summaries of key City policies and initiatives. Staff will explore with stakeholders what collection of data is most useful in this document
- completion of an updated housing needs forecast and capacity assessment
- developing communication tools using a storytelling approach will be used to communicate City priorities, policies, and initiatives.
- confirm specific engagement activities to be included in consultation with neighbourhood associations and others involved in the pre-planning engagement.

Those neighbourhood associations in the first two rounds of planning have each been allocated \$10,000 to assist in pre-planning activities which encourage and build capacity for diverse engagement in the planning process. Staff will work with these associations to support and integrate their efforts into the local area planning process.

A proposed terms of reference and criteria for use of neighbourhood-specific funding is included as Attachment B.

Those neighbourhoods in later phases of local area planning (Oaklands and James Bay) have been allocated \$20,000 to undertake neighbourhood-led planning activities in support of local area planning. Oaklands and James Bay Neighbourhood Associations have identified two-year processes for work related to local area planning.

Hillside-Quadra was also allocated \$20,000 with the expectation of being in the final round of local area planning. If Council approves the staff recommendation to move Hillside-Quadra into the first round, Council may wish to consider re-allocating funding.

In addition to pre-planning, local area planning processes will include opportunities for community-led engagement and collaboration at key points in the process, where there is local capacity and interests.

OPTIONS AND IMPACTS

Accessibility Impact Statement

The creation of local area plans will be informed by City-wide policies for considering accessibility, including the upcoming Accessibility Framework.

2019-2022 Strategic Plan

The proposal supports Strategic Plan Objective 8.17, under Strong Livable Neighbourhoods: Develop Local Area Plans; and is intended to support a range of strategic plan objectives which may be furthered by Local Area Planning, such as 3.22, Identify opportunities for affordable housing in all neighbourhood plans.

Impacts to Financial Plan

The proposal would reduce total grants awarded to neighbourhood associations by \$10,000.

The proposal does not impact the financial plan. Local area planning funding for the Phases 1 and 2 would be delivered using existing funding for OCP Implementation. Upon completion of Phase 2, staff would evaluate further funding needs for planning related to Phase 3 (Oaklands and James Bay).

Official Community Plan Consistency Statement

The proposal is consistent with the OCP, in particular Section 20: Local Area Planning, which envisioned a range of local area plans, with a focus on corridors, villages and areas expected to undergo growth and change.

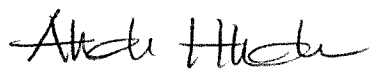
CONCLUSION

The proposed approach to local area planning provides for a more focussed, accessible process for completing local area planning in the next three years, informed by lessons learned from previous local area planning processes.

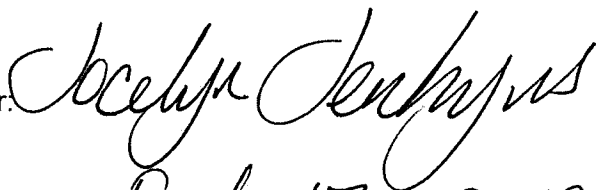
The approach is premised on a renewed focus on planning for areas where planning is needed due to pressures for growth and change, considering those areas that people identify with in their daily lives. The approach also establishes clear connections to approved community-wide policies and objectives related to sustainability, housing choice and affordability, and building a livable, walkable community for the future. Together with a more focused geographic and topical scope, this allows for more streamlined and transparent engagement process to allow for the completion local area planning for corridors, villages and town centres in a timely manner.

Respectfully submitted,


for
Marc Cittone
Senior Planner
Community Planning Division


Andrea Hudson, Acting Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:


Date: Oct 17, 2019

List of Attachments

- Attachment A: Proposed Terms of Reference for Phase 1 Working Group
- Attachment B: Proposed Terms of Reference for Neighbourhood-Led Pre-planning



TERMS OF REFERENCE

City of Victoria

Local Area Planning Working Group

These terms of reference apply to the Local Area Planning Working Groups. They are intended to provide a general outline of the purpose, function and expected outcomes of the Working Group.

About Local Area Plans

Victoria is growing and changing. Local area plans are an important part of supporting a sustainable, walkable, wheelable, transit-friendly and vibrant community for future generations. Local area plans guide where new housing will go, where new businesses should open, what services and amenities are needed in the community.

Local Area Plans can be used by citizens and land owners to better understand community desires in different parts of the neighbourhood. Developers planning new projects can refer to it for guidance, and the City will use it to evaluate proposals and prioritize projects.

Purpose

The purpose of the Working Group is to help broaden the local area planning discussions by reaching diverse, equitable, and inclusive perspectives from the local community. Members serve important roles in connecting the community to the project by providing local context and diverse viewpoints. The key functions of the group are to: act as a liaison to the community throughout the process; recommend and provide feedback on engagement activities; and act as a sounding board for policy proposals, reflecting on public input and their own local knowledge.

Members of the Working Group will:

- Participate in a series of meetings with City staff and attend community engagement activities
- Provide advice and recommendations to staff for ways to reach a diverse, equitable and inclusive mix of the community during local area planning engagement activities
- Promote awareness of the project and public engagement opportunities through their networks
- Participate in at least one of two design charrettes - a collaborative workshop with staff and members of the public – that will result in draft plan concepts and policy options for Council's consideration
- Act as a sounding board for draft policy directions that will be for Council's consideration

Composition

The Working Group will be comprised of 12-20 members who live, work, and spend time in the study area(s), and will include diverse perspectives through the identification and active recruitment of members and representatives of underrepresented groups and equity-seeking populations.

Working Group membership will include, but not be limited to:

- Community serving organizations and community/neighbourhood associations
- Arts and culture groups
- Renters
- Home owners
- Local businesses
- Youth
- Families with children
- Working professionals
- People with lower incomes
- Seniors
- Indigenous people
- Multi-cultural groups and new Canadians
- Design profession

Commitment

The Working Group will meet with staff approximately once a month for an approximately one-year commitment. In addition, two design workshops (charrettes) are anticipated during the Local Area Planning process, which involves two half-days over a week, and an additional meeting before and after the charrette.

Meetings will be chaired by the project manager (staff) or by a designated chair of the working group.

Responsibilities

The responsibilities of the Working Group members include:

- Attend Working Group meetings (where an absence is anticipated, provide notice to the Project Manager whenever possible)
- Respond to email inquiries from the Project Manager;
- Respect meeting procedures;
- Review and provide feedback on draft documents or policies as requested;
- Attend public engagement sessions to listen, share information, or help facilitate;
- Consider the broader public input, analysis, objectives of the community and public good when participating in making recommendations;
- Work collaboratively and be open to new ideas and others' perspectives.

Code of Conduct

- Members are expected to be respectful and work cooperatively
- Working Group members may have diverse backgrounds and perspectives. The expectation is that members respect different opinions and viewpoints while considering the interests of the community as a whole.

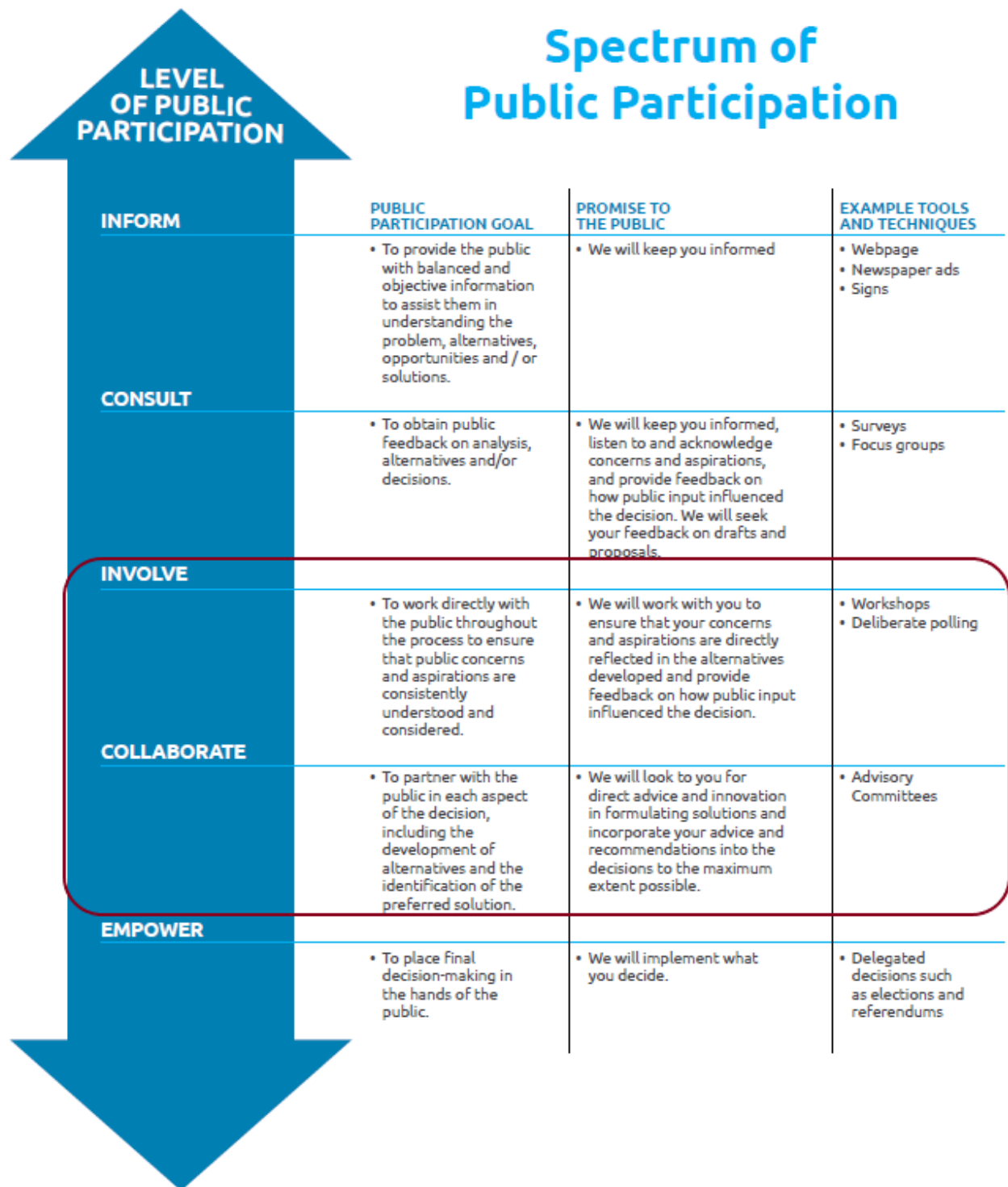
Working group members agree to fulfill the roles and responsibilities. Members who are unable to meet these expectations may be excused from the Working Group. In this case, a vacant position may be filled through recommendation of Working Group members, at the discretion of the project manager.

Project Team

The Working Group will be supported by the project manager (City staff), with additional support from staff in the City's Community Planning and Engagement divisions.

Level of Participation

The process is expected to be at the level of collaborate and involve as identified by the City's Engagement Framework.





TERMS OF REFERENCE: Funding to Support Neighbourhood-Led Local Area Planning Activities

SUMMARY

Council has allocated funding to community associations to support neighbourhood-led pre-planning and planning work as follows:

- \$10,000 for neighbourhoods scheduled for phases 1 and 2 of local area planning, to be used to support pre-planning work
- \$20,000 for neighbourhoods scheduled for phase 3 of local area planning, to be used to support pre-planning and planning activities

This Terms of Reference establishes the purpose, criteria and process for use of these funds to:

- build capacity within neighbourhoods for diverse and inclusive engagement
- explore what sustainability, livability, and inclusion look like today and in the future in each neighbourhood based on City-wide objectives
- help establish a shared understanding of existing conditions and trends
- identify issues, opportunities and big ideas.

A broad range of tools and techniques are encouraged to explore themes and topics relevant to local area planning.

PURPOSE OF LOCAL AREA PLANNING

Victoria's Official Community Plan (OCP) identifies local area plans as an important tool in the implementation of OCP objectives and policies. In this way, local area planning is a dialogue through which City-wide priorities, policies, and initiatives are translated into more detailed, locally-specific guidance for consideration of future development and City investment.

The intent of community-led pre-planning is to help initiate and build capacity to engage in this dialogue using a range of community-led engagement activities supporting a broad and inclusive process.

The objective of pre-planning is to:

- build community capacity and develop a shared understanding of:
 - relevant city-wide priorities, policies, and initiatives
 - current demographic, economic, and other relevant trends
- identify issues, opportunities and ideas for further exploration through local area planning processes.

Neighbourhoods which have not been identified for earlier rounds of neighbourhood planning are each allocated \$20,000 which may be used towards activities to further explore topic areas within the scope of local area planning. These processes should be coordinated with staff in relevant departments to ensure that data, questions and outcomes relate to the scope of local area planning, are consistent with the broad objectives of adopted City policies, and support the intent that local area planning will help identify how city-wide objectives and policies can come to life in neighbourhoods.

Planning for land use and urban form for corridors and villages is intended to be carried out in collaboration with the City and therefore, detailed planning for these areas should be considered as part of the anticipated neighbourhood planning processes.

CRITERIA FOR GRANT FUNDING

Use of grant funding dedicated by Council for community-led pre-planning should:

- Be relevant to the scope and parameters of local area planning
- Include community engagement that ensures inclusion of diverse voices including renters, low incomes, young families and racialized communities.
- Support the local area planning process in a clear and timely manner, ensuring that information gathered is still relevant when the local area planning process is launched

EXAMPLE EVENTS AND ACTIVITIES

Neighbourhood pre-planning funding is intended to cover expenses related to community-led events and activities, and may be use to hire consultants (e.g. facilitation, keynote speakers, research). Staff anticipate supporting communities in the procurement and management of consultants to ensure successful outcomes that integrate seamlessly into the broader local area planning process.

A broad range of community-led engagement tools and activities, based on the criteria identified above, are encouraged in order to explore local area planning themes, and to set the foundation for the process. Tools and activities include, but are not necessarily limited to:

- Gathering stories through video or other digital storytelling tools and techniques
- Community mapping (e.g. inventory of community assets and areas of concern)
- Surveys
- Workshops
- Precedent and case study research (by students, consultants, or other)
- Issues and opportunities identification
- Toolkits to support kitchen table and other community-based discussion (e.g. “meeting in a box”)
- Trainings in facilitation and community conversations

EXAMPLE THEMES AND TOPICS TO EXPLORE

Themes and topics to explore can include, but is not limited to:

- Diversifying engagement and community conversations; capacity-building
- Placemaking and public space design
- Housing diversity and affordability
- Sustainable mobility; complete and connected neighbourhoods
- Community well-being and inclusiveness
- Taking action on climate change and adaptation
- Local food systems
- Social connection and community capacity building

A storytelling approach using videos and other media is suggested to foster a broad and inclusive dialogue and a shared understanding of what sustainability, livability, and inclusion could look like in each area/neighbourhood, in response to the City-wide OCP vision and goals.

EXAMPLES OF ELIGIBLE ACTIVITIES

- Venue rental
- Honoraria for speakers
- Social media
- Printing/production of engagement materials
- Mailing and postering
- Video creation and editing

Activities that may be eligible if pre-approved by City staff:

- Consultant fees (with approval of specific consultant)
- Wages (e.g. for part-time/student workers)

The use of consultants and employees should avoid any conflict of interest with current or recent board members or employees of the Community Association, or others with influence over decision-making.

LETTER OF INTENT

Staff propose that each neighbourhood organization submit a letter of intent approved by their board, using a city-supplied form, outlining how each activity ties into local area planning:

- Proposed activities
- The purpose, expected audience and reach of each activity
- The expected cost associated with each activity

An approved letter of intent would be the basis for a Memorandum of Understanding (MoU) between the City and Neighbourhood Association. Once this proposal is approved, activities described in the letter of intent would be reimbursed by the City, to the maximum indicated, on a monthly basis. Adjustments to the activities and expenses in the MoU would need to be approved by City staff.

The process would be supported by Planning and Neighbourhoods Team staff, who would draw in staff in other City departments as needed. Facilitation of events would be the responsibility of neighbourhood associations but should, at a minimum, include presence of staff from respective City departments related to the content of events.

RELATED PRE-PLANNING WORK BY THE CITY:

The City will be producing a single, consolidated Community Planning profile document meant to provide easily-accessible data and trends which have been requested by a number of stakeholders and neighbourhood associations. This document is anticipated to be available by November 2019. In addition to data and trends, it will include brief summaries of key city policies and plans in area areas of interest, including land use, climate change mitigation and adaptation, housing affordability, parks and open spaces, urban forest, heritage, and sustainable transportation.

Staff recommend that neighbourhood associations collaborate with City staff in requesting data, in order to avoid duplication of effort.

Local Area Planning

Next Phases



Purpose

To propose:

- Approach for next phases of Local Area Planning
- Terms of reference for planning-related grant funding to neighbourhood associations



Local Area Planning – Next Phases

Background

Relationship to OCP

- OCP provides long-term vision for the city
- OCP envisioned local area planning focused on areas of growth, as implementation tool
- Local area plans provide more detail on how citywide directions can come alive in local context
- Housing needs and OCP Capacity assessment

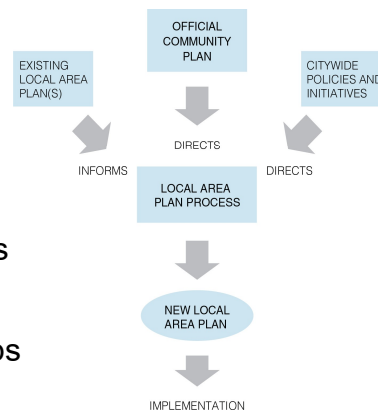


Local Area Planning – Next Phases

Proposed Approach

Relationship to citywide policies and initiatives

- OCP and Key Policies
 - Housing Strategy
 - Go Victoria
 - Climate Leadership
- Do not duplicate city-wide policies
- Identifies how city wide goals can come to life, local priorities or gaps
- Incorporate implementation

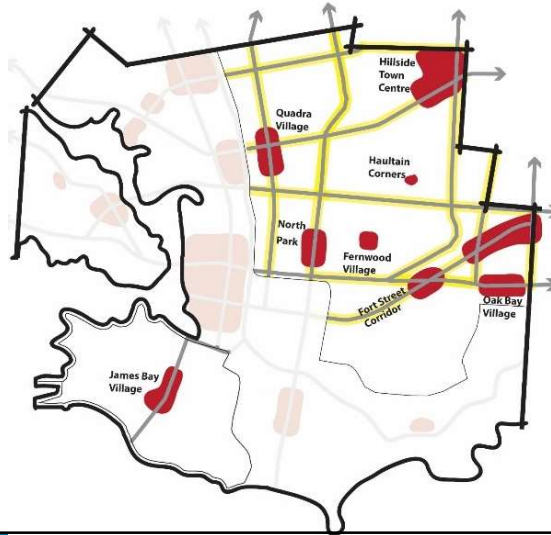


Local Area Planning – Next Phases

Proposed Approach

Focus on Corridors, Villages and Town Centres

- Areas expecting growth or change
- Support complete communities
- Integrated planning for key topics:
 - ✓ Land use and density
 - ✓ Urban design and public spaces

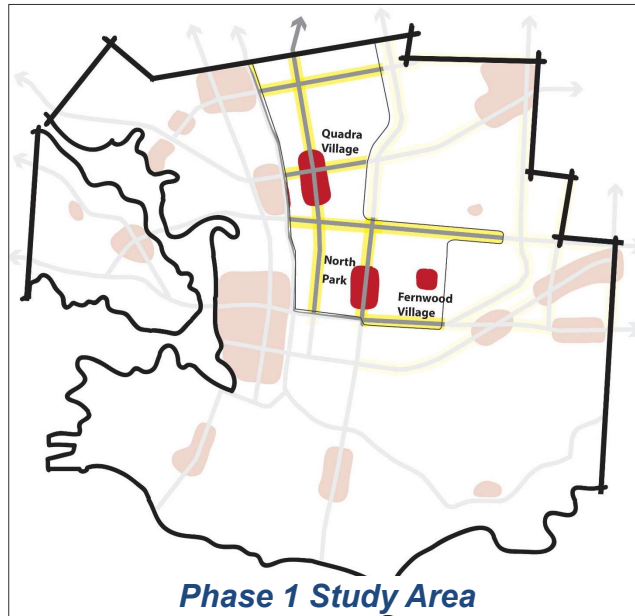


Proposed Approach

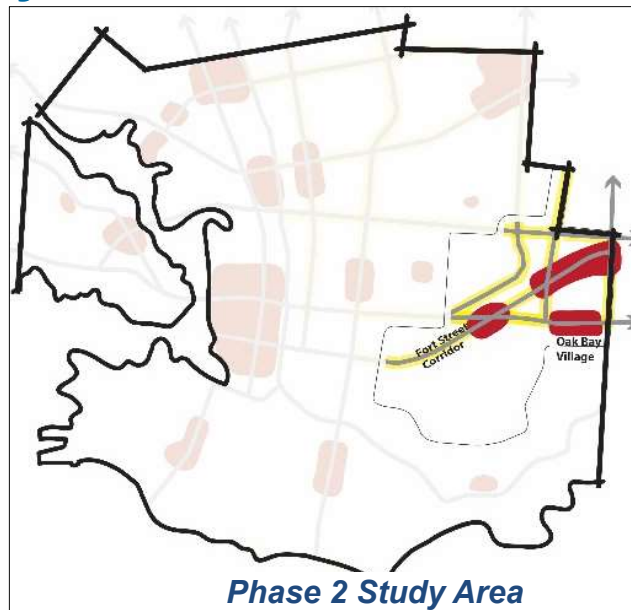
Create a clear yet flexible framework to support:

- Housing choice and affordability
- Safe, convenient and low-carbon mobility
- Active, attractive and welcoming public spaces
- Walkable/wheelable neighbourhoods with services and amenities close to home
- Business, local economic development, and good jobs close to home

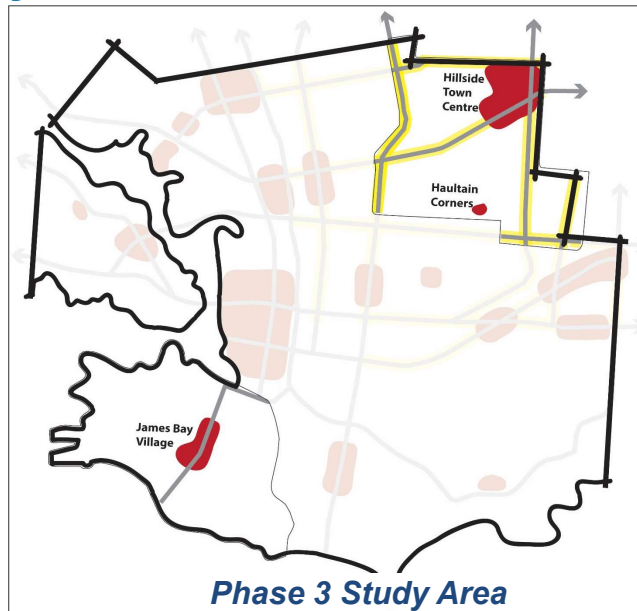
Study Areas



Study Areas



Study Areas



Timeframe

- Phase 1: 2019 – 2020
- Phase 2: 2020 – 2021
- Phase 3: 2021 – 2022

Based on focused geographic and topical scope, clear connection to city-wide initiatives, and clear engagement timeline

Process Overview

Pre-planning	<ul style="list-style-type: none">• Background analysis, preparation• Key stakeholder meetings
Issues, Opportunities, Big Ideas	<ul style="list-style-type: none">• Broad engagement• Opportunity for focus groups
Plan Together: Charrettes	<ul style="list-style-type: none">• Charrette process & pin-up• Working group refinement
Key Policy and Design Directions	<ul style="list-style-type: none">• Council report to turn minds to consultation (policies, guidelines, zones)
Draft Plans Engagement	<ul style="list-style-type: none">• Refined policies, guidelines & zones• Set public hearing
Public Hearing	

Charrette-Based Process

- Process, not single event
- Builds on public input
- Well-publicized, transparent pre-charrette and workshop events
- Diverse participants; opportunity for focused sessions
- Refinement and pin-up (“storefront”)
- Policy refinement with working group

Equity considerations

- Recognize equity seeking populations do not have the same resources/capacity to engage
- Addressing equity requires change – but people tend to organize ‘against’ more than ‘for’
- Application of city-wide values across all neighbourhoods to better address equity
- Targeted recruitment and focused engagement for members and representatives of equity-seeking populations
- More diverse processes *and* better evaluation of policy/implementation outcomes



Local Area Planning – Next Phases

Deliverables

- Updated neighbourhood plans
- OCP amendments, including development permit area guidelines
- Model zones / consideration of pre-zoning



Local Area Planning – Next Phases

Working Group

- Advise on and support engagement
- Liaison to community
- Sounding board for policy development
- Participate in charrettes alongside members of public
- Diverse participants with connections to neighbourhoods
- Actively recruit members and representatives of under-represented and equity-seeking populations



Local Area Planning – Next Phases

Community Association Funding

- Consider adjusting funding related to LAP phasing:
 - \$10,000 for phase 1 & 2 neighbourhoods
 - \$20,000 for phase 3 neighbourhoods
- Criteria
 - Relevant to scope and timing of LAP
 - Support diverse engagement
 - Flexible range of activities
- Letter of Intent / Memorandum of Understanding



Local Area Planning – Next Phases

Recommendation

Direct staff to:

- Initiate local area planning for corridors and villages in 3 phases, focused on integrated planning for land use, mobility, urban design and public spaces
- Allocate community association funding based on phasing
- Work with community associations on the use of funding
- Use transportation funding for activities relevant to local area planning

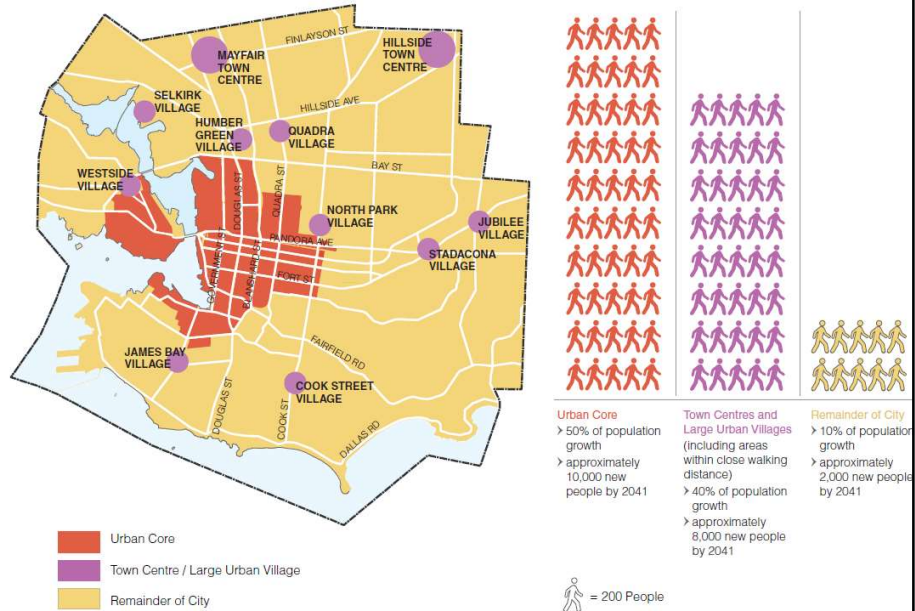


Local Area Planning – Next Phases

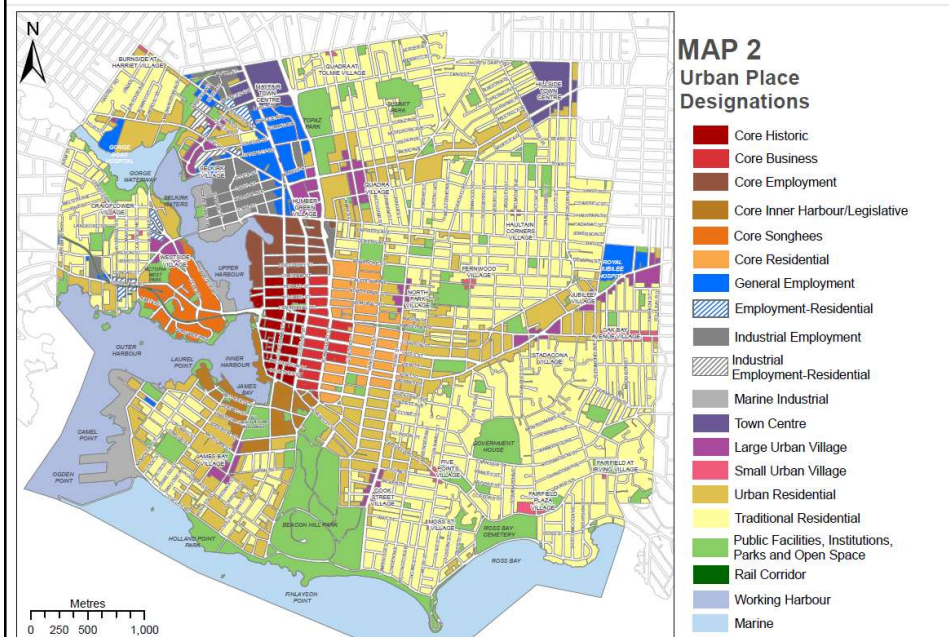


Local Area Planning – Next Phases

30-Year Growth Management Framework



Urban Place Designations





Committee of the Whole Report

For the Meeting of October 24th, 2019

To: Committee of the Whole **Date:** October 22nd, 2019
From: Chris Coates, City Clerk
Subject: Recommendation for Pineapple Express at 608 Esquimalt Road

RECOMMENDATION

1. That Council direct staff to advise the Liquor and Cannabis Regulation Branch:

Council does not support the application of Pineapple Express at 608 Esquimalt Road to receive a provincial cannabis retail store license with following comments on the prescribed considerations:

- a. The Council recommends that the LCRB does not issue a license to Pineapple Express at 608 Esquimalt Road.
- b. Pineapple Express at 608 Esquimalt Road has not been compliant with the City of Victoria business licensing requirements regarding the following issues:
 - i. The applicant has not obtained required building permits.
 - ii. The business never obtained a municipal business license and continued to operate without until July 9, 2019.
- c. City staff did not raise any concerns about this application in terms of community impacts.
- d. The views of residents were solicited through a mail-out to neighboring property owners and occupiers within 100 meters of this address and to the relevant neighborhood association.

The City sent 645 notices and received 94 letters in response. 51 letters were from residents or businesses within 100 metres of the property, while 12 were from other Victoria residents, 21 were from residents of another municipality, and 10 did not specify an address. The City did not receive correspondence from the Vic West Community Association.

Of the 94 letters received, 63 support issuing a license and 29 oppose issuing a license. However, of the 51 respondents within 100 metres of the proposed cannabis retail store that provided written comments, 22 support issuing a license, 27 oppose issuing a license, and 1 did not provide comments about a license.

Respondents raised concerns about increased traffic, insufficient parking resulting in use of residential parking, hours of operation, and proximity spaces used by children such as Vic West Elementary School, Vic West Park and Vic West Skate Park, and residential areas.

EXECUTIVE SUMMARY

Since the Government of Canada legalized cannabis on October 17, 2018, the Province of British Columbia is responsible for cannabis retail store licensing. The Province established a framework that sends referrals to the City for a positive or negative recommendation, which must include residents' views. The City adopted the *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw 18-120* to manage these referrals by setting a public consultation process and fees.

There is no specific City policy that guides staff in the evaluation of a proposed cannabis retail store. Staff take into consideration:

- the applicant's compliance and enforcement history as a cannabis retail store in the City, if applicable, and
- comments from residents and businesses within 100 metres of the proposed location.

Staff would recommend a negative recommendation for an application if the applicant did not obtain a municipal business license while operating before legalization, operated without a provincial and municipal license after legalization, and received negative comments from most residents and businesses responding within 100 metres.

Pineapple Express at 608 Esquimalt Road operated in Victoria starting in November 2015. The applicant applied for a municipal business licence but never obtained one due to unresolved building issues. The applicant also continued to operate until July 9th, 2019, despite advice from Bylaw Officers to shut down on May 9th, 2019 and on June 15th, 2019.

The City sent 645 notices to owners and occupiers within 100 metres of the proposed cannabis retail store and received 94 letters in response. 51 of 94 letters were from residents or businesses within 100 metres of the property. 27 of 51 letters from residents or businesses within 100 metres were opposed to issuing a license to the proposed cannabis retail store. The City did not receive correspondence from the Vic West Community Association.

Respondents raised concerns about increased traffic, insufficient parking for clients resulting in use of residential parking, hours of operation, and proximity spaces used by children such as Vic West Elementary School, Vic West Park and Vic West Skate Park, and residential areas.

In the absence of a City policy for evaluating the eligibility of a proposed cannabis retail store, staff recommend providing a negative local government recommendation for Pineapple Express at 608 Esquimalt Road based on a failure to obtain a municipal business licence, operation without any licence after legalization, and negative feedback from 27 of 51 respondents within 100 meters.

PURPOSE

The purpose of this report is to seek a Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by Pineapple Express at 608 Esquimalt Road to obtain a provincial cannabis retail store license.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act). LCRB refers an application to the City for a recommendation about whether or not to issue a licence. The LCRB does not issue a provincial licence without a positive recommendation.

The City must consider the location of the proposed retail store, provide comments about community impact, and include the views of residents. The *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishes a public consultation method and fees (Appendix A). Owners and occupiers of parcels within 100 metres of the proposed location, the neighbourhood association for the area, and relevant City departments have an opportunity to provide written comments about the application.

A provincially licensed cannabis retail store may obtain a municipal business licence. In addition to federal and provincial rules, a cannabis retail store must comply with the *Business Licence Bylaw* and *Storefront Cannabis Retailer Regulation Bylaw* 19-053 which set out licensing and operating conditions for storefront cannabis retailers.

Council has given a positive local government recommendation for 6 cannabis retail stores in Victoria. 5 cannabis retail stores are currently operating in Victoria with a provincial and municipal license. Another cannabis retail store is at the final stage of the provincial licensing process.

ISSUES AND ANALYSIS

Pineapple Express is located at 608 Esquimalt. A map of the property and the immediate 100 metre area is attached as Appendix B. A site plan for the property is attached as Appendix C.

There is no specific City policy that guides staff in the evaluation of a proposed cannabis retail store. Staff take into consideration:

- the applicant's compliance and enforcement history as a cannabis retail store, if applicable, and
- comments from residents and businesses within 100 metres of the proposed location.

Previous Operations

The business operated between November 2015 and July 2019. They applied for a business licence in November 2015 but it was not issued because the property was not zoned for cannabis retail use and there were outstanding building issues. The applicant applied to rezone the property on November 10, 2016 and the City rezoned the property on June 14, 2018. The applicant never obtained a business license due to failure to satisfy building requirements, although they paid annual business licence fees.

The applicant applied for a building permit on September 14, 2017. The City sent a building deficiency list on October 19, 2017. The building permit was outstanding on June 19, 2019. After the applicant worked to resolve these building issues, the City conducted a final inspection on September 20, 2019. Although the applicant has not obtained an occupancy permit because there remains an outstanding electrical issue.

Staff conducted monthly inspections between December 2017 and January 2019. There have not been any issues noted in Inspection Reports since September 28, 2017. However, the applicant did not close the store until July 9th, 2019, which staff verified on 5 occasions during monthly visits between January 2019 and July 2019.

The applicant was issued a ticket on March 23, 2017 for not having a sign permit in the amount of \$250.00 and paid the ticket on May 15, 2017.

A history of compliance and enforcement is attached as Appendix D.

Community Impact

Bylaw Services and Sustainable Planning and Community Development reviewed the application and did not raise any issues with previous operations. The Victoria Police Department did not provide any comments about the application.

Residents' Views

The City sent 645 notices to owners and occupiers within 100 metres of the proposed location for the cannabis retail store and received 94 letters in response (attached as Appendix E). 51 letters were from respondents within 100 metres of the property, while 12 were from other Victoria residents, 21 were from residents of another municipality, and 10 did not specify an address. The City did not receive correspondence from the Vic West Community Association.

Of the 94 letters received, 63 support issuing a license and 29 oppose issuing a license. However, of the 51 residents and businesses within 100 metres of the proposed cannabis retail store that provided written comments, 22 support issuing a license, 27 oppose issuing a license, and 1 did not provide comments about a license.

Respondents raised concerns about increased traffic, insufficient parking for clients resulting in use of residential parking, hours of operation, and proximity spaces where there are children such as Vic West Elementary School, Vic West Park and Vic West Skate Park, and residential areas.

Municipal Requirements for Building Exteriors

The Act requires a licensed cannabis retail store to have non-transparent walls, which would require the applicant to alter the building exterior. For this property, any replacement of exterior materials such as window coverings requires a Development Permit. Internal improvements such as curtains do not require a Development Permit.

Summary

Staff would recommend that Council provide a negative recommendation for Pineapple Express at 608 Esquimalt Road as the applicant did not obtain a municipal business license before legalization, operated without a provincial and municipal license after legalization, and received negative comments from most residents and businesses responding within 100 metres.

Applicant's Response

The applicant provided a letter responding to the staff report. This letter is attached as Appendix F.

OPTIONS AND IMPACTS

Option 1 – Refer application to the LCRB with a positive local government recommendation, subject to obtaining all necessary City permits.

Alternate Motion:

1. That Council direct staff to advise the Liquor and Cannabis Regulation Branch:

Council supports the application of Pineapple Express located at 608 Esquimalt Road to receive a provincial cannabis retail store license with following comments on the prescribed considerations:

- a) The Council recommends that the LCRB issue a license to Pineapple Express located at 608 Esquimalt Road, subject to the condition that a license not be issued until after the applicant obtains a Development Permit for any proposed alterations to the building exterior that are required to operate the business, if required.
- b) Bylaw Services and Sustainable Planning and Community Development reviewed the applicant and did not raise any concerns in terms of impacts on the community. The Victoria Police Department did not provide any comments.
- c) The views of residents were solicited through a mail-out to neighboring property owners and occupiers within 100 meters of this address and to the relevant neighborhood association.

The City sent 645 notices and received 94 letters in response. 51 letters were from residents or businesses within 100 metres of the property, while 12 were from other Victoria residents, 21 were from residents of another municipality, and 10 did not specify an address. The City did not receive correspondence from the Vic West Community Association.

Of the 94 letters received, 63 support issuing a license and 29 oppose issuing a license. However, of the 51 respondents within 100 metres of the proposed cannabis retail store that provided written comments, 22 support issuing a license, 27 oppose issuing a license, and 1 did not provide comments about a license.

Respondents raised concerns about increased traffic, insufficient parking for clients resulting in use of residential only parking, proximity spaces where there are children such as Vic West Elementary School, Vic West Park and skate park, and residential areas, and early hours of operation (e.g. 7:30 a.m.).

- d) A Development Permit may be required to ensure alterations to the building exterior do not diminish the pedestrian experience and create safety concerns by obstructing the view from the sidewalk or street into the store.

2. That Council direct staff to advise the LCRB of Council's recommendation subject to the applicant's compliance with City bylaws and permits.

Option 2 – Refer application to the LCRB with a negative local government recommendation due to history of non-compliance and negative comments from owners and occupants of nearby parcels. (Recommended)

Accessibility Impact Statement

The recommended option has no accessibility implications.

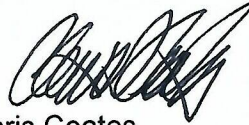
CONCLUSION

Pineapple Express at 608 Esquimalt Road operated as an unlicensed cannabis storefront retailer until July 9th, 2019 and has yet to rectify all long-standing building issues. Further, residents and businesses within 100 metres identified issues, especially with the impacts resulting from a retail store in this location. Based on a history of non-compliance with municipal business licensing requirements and negative feedback from residents within 100 meters, staff recommend providing a negative local government recommendation to the LCRB. The proposed option would prevent the Province from issuing a cannabis retail store licence to Pineapple Express at this location.

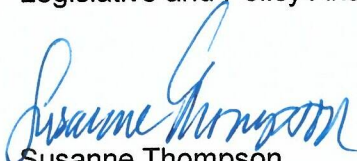
Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst



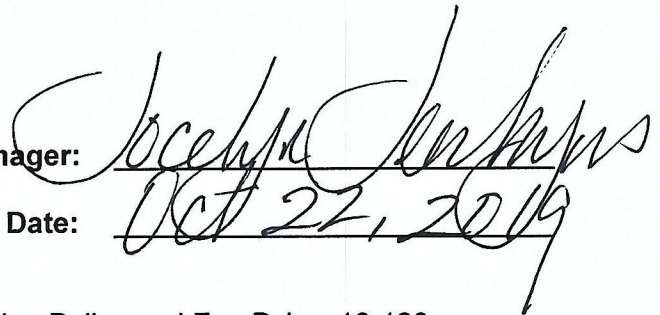
Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


Oct 22, 2019

Attachments

- Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw 18-120
- Appendix B: A map of the property and the immediate 100 metre area
- Appendix C: A site plan of the property
- Appendix D: Bylaw Services comments
- Appendix E: Residents' views
- Appendix F: Letter from applicant

**CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish a process for the City to provide a recommendation to the Provincial Government for a cannabis retail store licence application referral, and to establish fees to recover the City's costs incurred in the course of work on a referral.

Contents

- 1 Title
- 2 Definitions
- 3 Public Consultation Method
- 4 Fees
- 5 Effective Date

Under its statutory powers, including section 33 of the *Cannabis Control and Licensing Act*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

Title

- 1 This Bylaw may be cited as the "CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW".

Definitions

- 2 In this Bylaw,

“Act”

means the *Cannabis Control and Licensing Act*,

“City”

means the Corporation of the City of Victoria;

"Council"

means the Council of the Corporation of the City of Victoria;

“general manager”

has the same meaning as under the Act;

“licence”

has the same meaning as under the Act;

“licence application referral”

means a referral to the City by the general manager of an application for the issue, amendment, or renewal of a licence under section 33 of the Act.

Public Consultation Method

- 3 (1) Subject to subsection (4), after receiving a licence application referral the City will
 - (a) notify the neighbourhood association for the area to which the licence application referral relates to; and
 - (b) provide a written notice of the licence application referral to the owners and occupants of the properties located within 100 metres from the property to which the licence application referral relates; and
 - (c) after considering any written responses received, provide to the general manager comments and recommendations on the licence application referral, including Council’s views on the impact of the proposed application on the community.
- (2) The notice referred to in subsection (1) shall be mailed out at least 14 days before Council considers the licence application referral.
- (3) The obligation to give notice under subsection (1) is satisfied if the City made a reasonable effort to mail or otherwise deliver the notice.
- (4) The City shall be under no obligation to provide notice or consider a licence application referral until after it has received
 - (a) confirmation from the general manager that the general manager has made a determination in accordance with section 26(2)(e) of the Act and the applicant has been found to be fit and proper; and
 - (b) the applicant has paid to the City the fees under section 4.

Fees

- 4 For the purpose of recovering the costs, the applicant whose licence application is referred to the City must pay to the City the following fees:
 - (a) a \$750 processing fee; and
 - (b) the City’s actual costs for providing notice under section 3(1).

Effective Date

- 5 This bylaw comes into force on adoption.

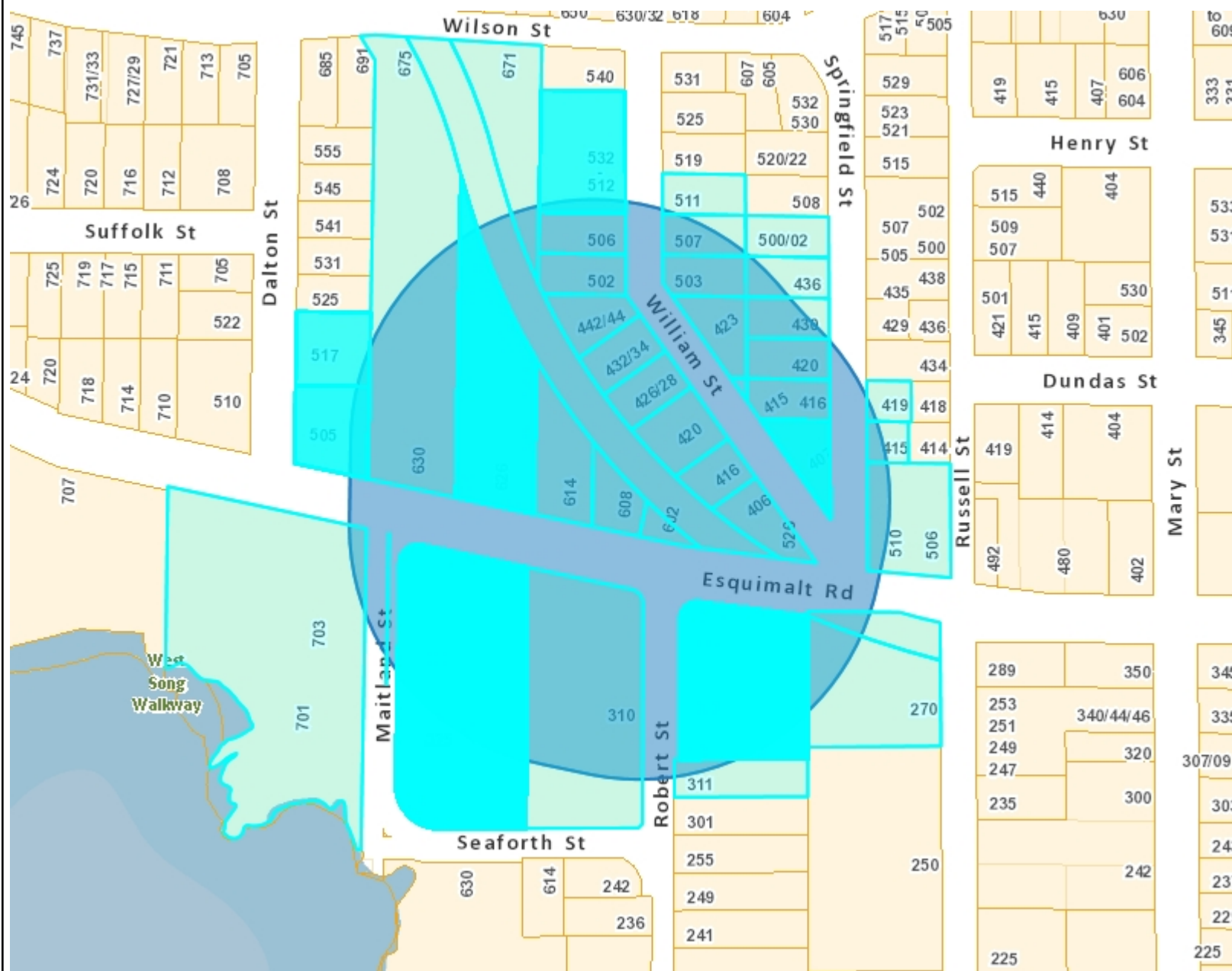
READ A FIRST TIME the	8th	day of	November	2018.
READ A SECOND TIME the	8th	day of	November	2018.
READ A THIRD TIME the	8th	day of	November	2018.
ADOPTED on the	22nd	day of	November	2018.

“CHRIS COATES”
CITY CLERK

“LISA HELPS”
MAYOR

608 Esquimalt Road - Pineapple Express

08/14/2019



Legend

 Victoria Parcels

1: 2,377



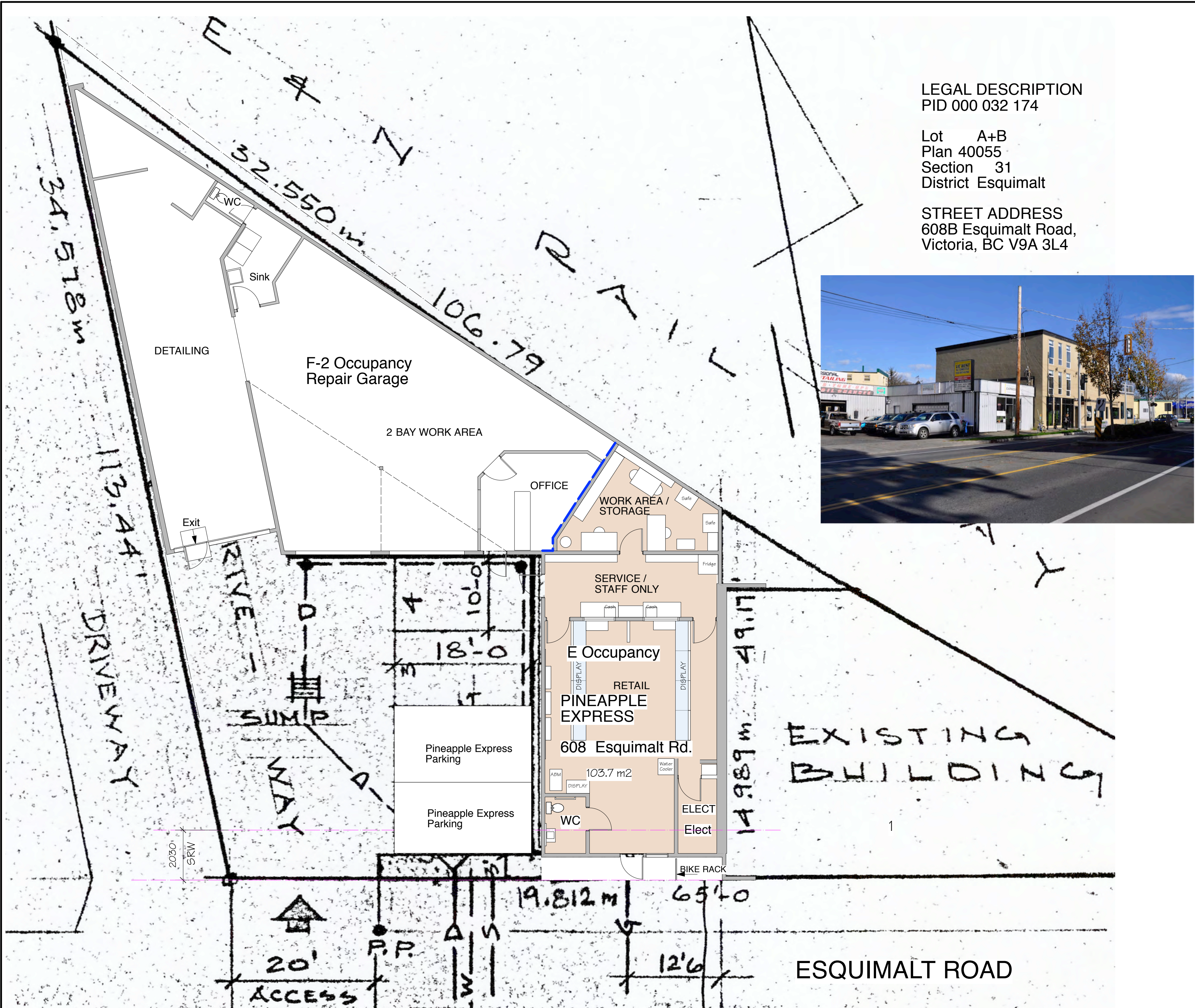
Notes

121 0 60 121 Meters

NAD_1983_CSRS_UTM_Zone_10N

Public domain: can be freely printed, copied and distributed without permission.

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



LEGAL DESCRIPTION
PID 000 032 174

Lot A+B
Plan 40055
Section 31
District Esquimalt

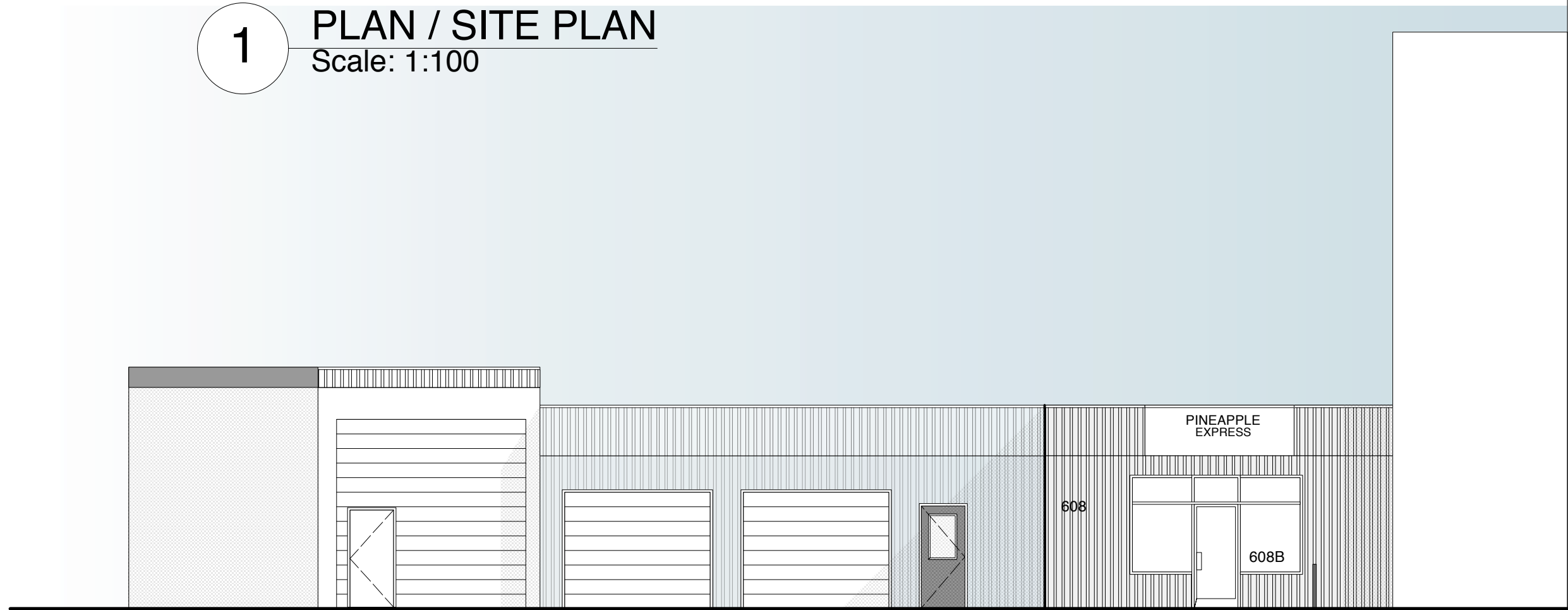
STREET ADDRESS
608B Esquimalt Road,
Victoria, BC V9A 3L4



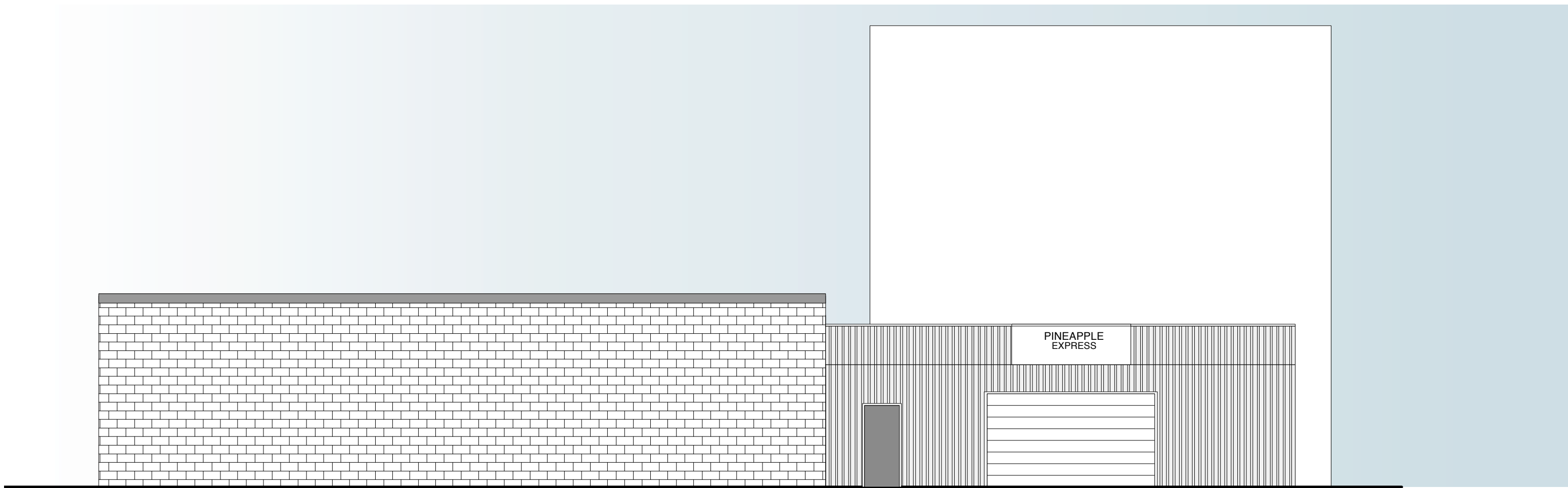
3 LOCATION PLAN
Scale: 1:500



4 VIEW - FRONT

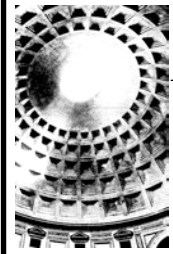


2 FRONT ELEVATION
Scale: 1:100



5 WEST ELEVATION
Scale: 1:100

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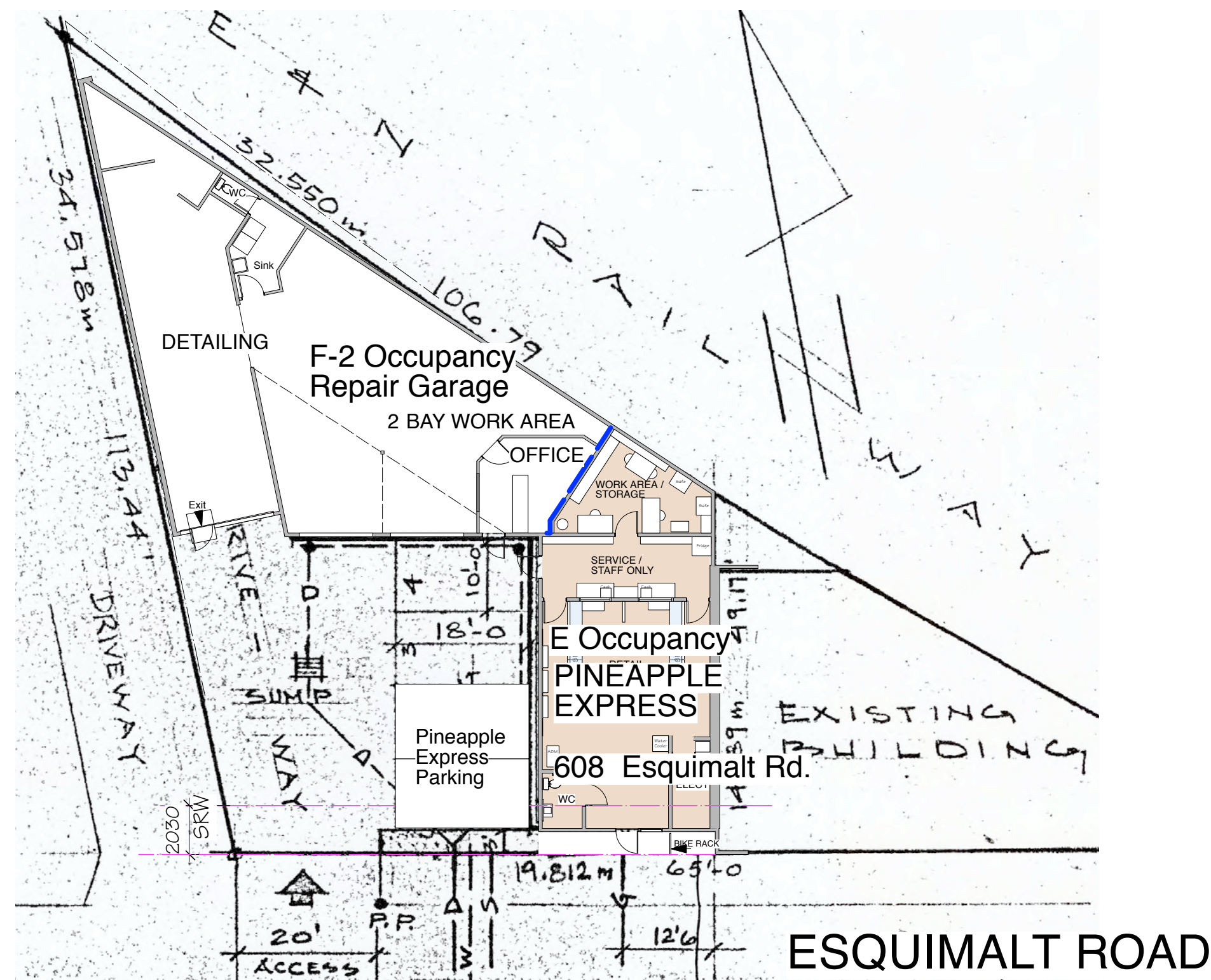
1		
NO.	DATE:	REVISION:
1	SEPT 26-18	CANNABIS LICENSING
NO.	DATE:	ISSUED:
SEAL:		
<div><div><div><div>PRAXIS</div><div>architects inc.</div><div>Michael D. Levin, Architect AIBC</div><div>Robert Kuchelbauer, Architect AIBC</div><div>#401-1245 Esquimalt Road, Victoria, B.C. V9A 3P2</div><div>Tel: (250) 475-2702 • Fax: (250) 475-2701</div><div>brand@praxis.net</div></div></div></div>		
PROJECT TITLE:		
PINEAPPLE EXPRESS		
608 ESQUIMALT ROAD VICTORIA, BC		
SHEET TITLE:		
SITE PLAN / PLAN ELEVATIONS		
SCALE:	DRAWN:	SHEET NO.
AS NOTED	RR	A-1
DATE:	PROJECT NO.	REVISION NO.
NOV 08-16	16-016	

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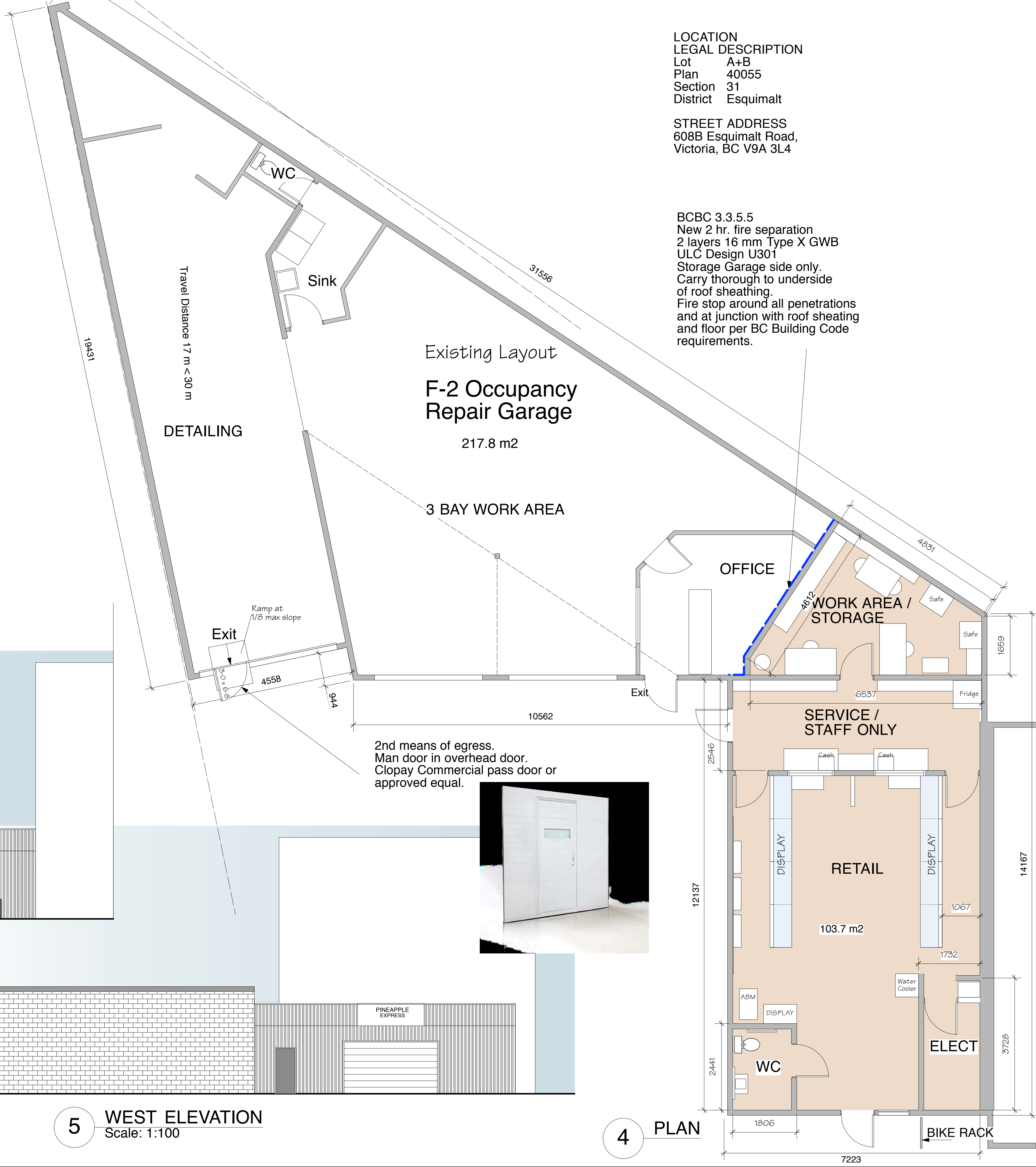
LOCATION
LEGAL DESCRIPTION
Lot A+B
Plan 40055
Section 31
District Esquimalt

STREET ADDRESS
608B Esquimalt Road,
Victoria, BC V9A 3L4

BCBC 3.3.5.5
New 2 hr. fire separation
2 layers 16 mm Type X GWB
ULC Design U301
Storage Garage side only.
Carry thorough to underside
of roof sheathing.
Fire stop around all penetrations
and at junction with roof sheathing
and floor per BC Building Code
requirements.



1 PLAN / SITE PLAN
Scale: 1:200



Existing Layout

F-2 Occupancy
Repair Garage

217.8 m2

3 BAY WORK AREA

2nd means of egress.
Man door in overhead door.
Clopay Commercial pass door or
approved equal.



2 FRONT ELEVATION
Scale: 1:100

5 WEST ELEVATION
Scale: 1:100

4 PLAN

A SECTION DOOR SILL

ADA Compliant
Rubber ramp - 65 mm ht.
To match door sill ht.
Threshold height max. 13 mm
above.



PROJECT TITLE:
PINEAPPLE EXPRESS

608B ESQUIMALT ROAD
VICTORIA, BC

SHEET TITLE:
PLAN /
ELEVATIONS

SCALE: AS NOTED
DATE: NOV 08-16
DRAWN: RR
PROJECT NO: 16-016
SHEET NO: A-2
REVISION: NO

Appendix D - Bylaw Comments

The following information relates to the Cannabis Retailer - Pineapple Express Ltd (#BC1053629) located at 608 Esquimalt Road.

- November 9, 2015, received business Licence application #1027953 for Cannabis Retailer at 608 Esquimalt Road. Business name was Pineapple Express LTD, #BC1053629, signed by Director, Aaron Gray.
- November 10, 2015, an e-mail sent to applicant from Business licensing informing that City was not accepting Cannabis retail applications pending further review. In addition the Zoning Department stated that zoning was M-2, which does not permit retail use at 608 Esquimalt Road, therefore application was rejected.
- November 22, 2015 the City received business licence application # 1029301, submitted by Pineapple Express LTD # BC1053629, signed by Patrick, D Warren, lists the Director as Aaron Gray, mailing address 3027 Josette Place, Victoria. (City of Victoria accepted application as a Storefront Cannabis Retail)
- November 23, 2015, Board of Directors Corporate Resolution for #BC1053629 consisted of Ashleigh Walker, Patrick Warren and Aaron Gray.
- September 22, 2016, City Council approved the Cannabis-Related Business Regulation Bylaw No.16-058.
- November 10, 2016, owner of the building, Harjit Nandra (Biji Building Corp) gave a letter of authorization granting permission to seek re-zoning for a "Cannabis Retailer" at 608 Esquimalt Road.
- December 2, 2016 Officer Ferris inspected to ensure compliance with Cannabis-Related Business Regulation Bylaw No. 16-058 with regard to hours of operation and business was in compliance.
- March 1, 2017 Inspection by Officer Kitson, business was given written warning for no sign permits for its 2 signs, and given three weeks to comply.
- March 23, 2017, No sign permit application and Municipal Ticket B004222 written under the Sign Bylaw for No Sign Permit Section 4(1) in the amount of \$250.00 which was paid on May 15, 2017.
- May 5, 2017 Officer Kitson confirmed sign permit application was submitted. (SP042183)
- June 9, 2017 Operating Requirements Inspection Report, no issues.
- August 11, 2017, Operating Requirements Inspection Report, Section 7, some issues with regards to smell.
- August 25, 2017, Operating Requirements Inspection Report, no issues (odour issue resolved)
- August 24, 2017 Operating Requirements Inspection Report, no issues
- September 14, 2017 Building permit application # BP054121 received from applicant.

- September 28, 2017 Operating Requirements Inspection Report, no issues.
- October 19, 2017, Deficiency List sent to applicant with regards to BP054121.
- October 25, 2017, Operating Requirements Inspection Report, no issues,
- November 23, 2017, Operating Requirements Inspection Report, no issues.
- December 21, 2017, Operating Requirements Inspection Report, no issues.
- January 24, 2018, Operating Requirements Inspection Report, no issues.
- February 21, 2018, Operating Requirements Inspection Report, no issues.
- March 21, 2018, Operating Requirements Inspection Report, no issues
- April 20, 2018, Operating Requirements Inspection Report, no issues.
- May 24, 2018, Operating Requirements Inspection Report, no issues.
- June 14, 2018 Re-zoning was approved for the storefront cannabis retailer following a public hearing.
- June 19, 2018, Building Permit #054121 still outstanding.
- June 20, 2018, Operating Requirements Inspection Report, zoning approved, business licence still outstanding due to outstanding building permit #054121.
- July 20, 2018, Operating Requirements Inspection Report, no issues.
- August 3, 2018, Outstanding building issues sent to applicant.
- August 23, 2018, Operating Requirements Inspection Report, no issues.
- September 25, 2018, Operating Requirements Inspection Report, no issues.
- October 10, 2018, Operating Requirements Inspection Report, no issues.
- October 16, 2018, City received completed Hazmat Survey from applicant.
- November 10, 2018 Operating Requirements Inspection Report, no issues.
- December 11, 2018, Operating Requirements Inspection Report, no issues.
- January 9, 2019, Operating Requirements Inspection Report, no issues.
- February 8, 2019, Officer Kitson attended and business was open and in operation.
- March 8, 2019, Officer Kitson attended and business was open and operation.
- March 29, 2019 Officer Kitson attended and business was open and in operation.
- April 6, 2019, Officer Kitson attended and business was open and in operation.
- May 9, 2019, Officer Kitson attended and spoke to Manager on duty and informed him that the Province has begun enforcement and is taking a negative view to cannabis businesses that are still operating without a Provincial licence.

- May 9, 2019, Officer Kitson had a further phone conversation with owner Pat Warren and outlined future Provincial enforcement.
- June 15, 2019, Officer Kitson and Officer Sheffield attended business, which was open with stocked shelves of product, and informed Manager that they should shut down until approved from the Province.
- June 17, 2019, Pat Warren contact Officer Kitson, stating he was concerned about laying off his staff, but would make July 7, 2019 the last day of operation.
- July 8, 2019, Pat Warren left a voice mail for Officer Kitson stating his business was now closed.
- July 11, 2019, Officer Kitson attended business to confirm business had closed and a sign stating temporarily closed.
- August 2, 2019, E-mail communication to schedule a final inspection for property.
- August 8, 2019, Office Kitson attends business to confirm still closed.
- September 13, 2019, Office Kitson attends business to confirm still closed.
- September 20, 2019, Building Inspection complete.
- September 25, 2019, Occupancy permit not issued due to electrical issue.
- Pineapple Express Ltd has never held an approved City of Victoria business licence, but have made payments in the amount of \$5000.00 on Nov 22, 2016, March 24, 2017 and January 2, 2018 for licensing fees.

In Summary:

The business located at 608 Esquimalt Road, trade name - "Pineapple Express Ltd" #BC1053629, has not been compliant with the City of Victoria Business licensing requirements with two following issues;

1. The business outstanding building issues were just recently completed on September 20, 2019.
2. The business continued to operate without a municipal business licence and Provincial licence until July 9, 2019.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:58 PM
To: Pierre-Paul Angelblazer
Subject: FW: Provincial license application for Cannabis retail store at 608 Esquimalt road

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:06 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Provincial license application for Cannabis retail store at 608 Esquimalt road

From: Ann Isaac <[REDACTED]>
Sent: September 6, 2019 3:59 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Provincial license application for Cannabis retail store at 608 Esquimalt road

I think the license should be approved. It is a good location for a cannabis outlet. My address is 709-703 Esquimalt road. Thankyou, Ann Isaac

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:58 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 6, 2019 2:07 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express

From: andrewtishenko <[REDACTED]>
Sent: Friday, September 6, 2019 12:29 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express

I am writing to express my desire to have Pineapple Express remain in business. The products that they provide help me tremendously and are a valuable addition to the people that reside in and near this neighborhood. I have frequented this business regularly as it is on my commute route home. The staff are friendly and helpful and the cbd products are of high quality.

138 Cadillac Ave
Victoria, BC
V8Z 1T6

Sent from my Bell Samsung device over Canada's largest network.

Pierre-Paul Angelblazer

From: [REDACTED] >
Sent: September 17, 2019 5:58 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Rd.

I want my name and address to be omitted please.

[REDACTED]

I am writing in favour of Pineapple Express cannabis outlet receiving their final approval from city hall, and ultimately the province. I have frequented this establishment and have found them to always be professional and honest as well as friendly. I know they have worked hard to quickly and efficiently update their business practices as the city, province and country figured out how to navigate this new and needed industry. They prioritize their clientele and community as well as their staff. They offer everyone working and their families full benefits, which to be honest is rare in this city. I previously lived on Maitland (1 block from Pineapple Express) and noticed a marked difference in the overall feeling of safety in that block after dark after they opened. I look forward to Pineapple Express being a legally run and operated business.

Sent from my iPhone

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:30 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express

From: Bonny Babisky <[REDACTED]>
Sent: September 12, 2019 1:12 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express

Hello, I would like to support the re opening of Pineapple Express. Although I am not a smoker of cannabis products I am a strong supporter of their products. [REDACTED]

I find P.E. to be a very professional business. Each time I visit I am always asked to provide proper identification. There are no loiterers that linger around the shop. It is a clean well managed place to purchase my CBD products as well as safe.

Thank you for your time.

Sincerely,

Bonny Babisky

10/9/2019

To whom it may concern. Please accept this as a letter of recommendation for Pineapple Express. My name is Blair Bernhardt, I am the owner and operator of Ocean Refridgeration located at Unit #2, 626 Esquimalt Rd. Victoria West. Pineapple Express has been a great neighbour to us. They have been friendly, courteous and have caused no issues. This area has always had its difficulties and Pineapple Express has helped to improve our neighbourhood by making it a little brighter, a little safer and have even brought additional business traffic our way. I highly recommend they be approved and are allowed to continue to operate for years to come.

Sincerely

Blair Bernhardt

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Cannabis licence for 608 Esquimalt road, Victoria West

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:32 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Cannabis licence for 608 Esquimalt road, Victoria West

From: Bob Dennett <[REDACTED]>
Sent: September 11, 2019 3:37 PM
To: ;
Subject: Re: Cannabis licence for 608 Esquimalt road, Victoria West

My name is Robert Charles Dennett.
I reside at Apt.16, 701 Esquimalt Road, Victoria.
[REDACTED]

[REDACTED]

I do not use Cannabis nor any product I know contains it and never have not even out of curiosity and have not yet been in the Pineapple Express store even though I am just a minutes walk from there. I have however looked in the window of the door when passing. It has always looked very clean and most certainly tidy as their stock has always been in glass cabinets. As far as I know there has never been any incidences of trouble nor rowdies in the shop nor hanging around on the street. The customers from the past operation are a mixed group from young to seniors, go in, make the purchase and leave quickly and quietly.

Now that Cannabis is legal and this shop did have a large number of clients I can not see any reason why it should not be licenced and allowed to continue servicing those who need the drug and who may have a Doctor's prescription for same. We all know that users of Cannabis will find it on the "black market" if they can not get it legally so now is a chance to cut that group out so it can be controlled in the future.

My telephone number is in the book.

Benoit Harris
Victoria Concrete Surfaces
#3 - 626 Esquimalt Rd.
Victoria BC

11/9/2019

I wish to provide my support for the Pineapple Express Dispensary on Esquimalt road. They have been a great neighbour to me and to the other businesses in my complex. Their products have helped with my condition and they are very convenient for myself and the residents in our little area of town. Save The Pineapple, we like 'em

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:58 PM
To: Pierre-Paul Angelblazer
Subject: FW:

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 6, 2019 2:09 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW:

From: [REDACTED]
Sent: Friday, September 6, 2019 9:53 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject:

To whom it may concern,

I'm sending this letter as an expression of my approval for Pineapple Express a local small-business within the municipality of Esquimalt.

The Pineapple Express staff are very friendly, knowledgeable and straightforward about their products.

As someone who would frequently make the trip from the UVic area to Esquimalt to visit family, attend classes at another local martial arts business (and also to support Pineapple Express). I know firsthand that they are providing affordable, safe and accessible medicinal and recreational Cannabis products in the Victoria areas.

I would very much like to see,

A: Pineapple Express licensed and reopened,
B: to remain anonymous.

[REDACTED]

Best Regards,

[REDACTED]

Pierre-Paul Angelblazer

From: Brian Johnson <[REDACTED]>
Sent: September 17, 2019 3:50 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt rd

Greetings!

I am a long time resident of Victoria, and I am sending this note to support the Pineapple Express as a very positive and useful community establishment. They have consistently provided a high standard of service, and they were cooperative and dutiful to follow all guidelines and procedures that were provided by the municipality. They are honest, transparent, and reliable.

These are the kind of people we want in our community; excellent service and high integrity.

Thank you...☺

Brian W Johnson
4425 Valmont Place
Victoria, BC
V8N5R6

[Sent from Yahoo Mail for iPhone](#)

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:30 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express

From: Bobbi Kellow <[REDACTED]>
Sent: September 12, 2019 4:09 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express

I live at 797 Tyee, within walking distance of this buisness and previously found them a good fit for the neighborhood...
And I still do.

Bobbi Kellow

Pierre-Paul Angelblazer

From: Bruce Mackenzie [REDACTED]
Sent: September 18, 2019 11:26 AM
To: Legislative Services email
Subject: Cannabis License Application at 608 Esquimalt Rd

Re: Pineapple Express

I have no objection to this application. I have lived across the street from this location since before the store was opened and I have no concerns with it.

Bruce Mackenzie
902 – 325 Maitland St
Victoria, BC

Please do not share my phone number or email address publicly.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express reopening

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:30 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express reopening

From: Brenda Mosure [REDACTED]
Sent: September 12, 2019 4:07 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express reopening

Hi my name is Brenda Mosure and I want to have the Pineapple Express Dispenser re opened please thanks

Brenda Mosure
330 Tyee Victoria BC
V9A 7G4

Great service to our community

Sent from my Samsung Galaxy smartphone.

Sept. 17, 2019

To whom it may concern,

I strongly recommend that the
Pineapple Express at 608 Esplanade Rd. Victoria B.C.
be allowed to continue to operate as a
Cannabis retail store at the new address.

Sincerely,

Mrs. Barbara Webster (BARBARA WEBSTER)

1202-325 Mainland Street

Victoria

B.C.

V4A 1E9

Sept 8th, 201

The Pineapple Express

My name is Christine Curran, I operate Unit 9 - 626 Esquimalt road. I wish to see pineapple Express given a business licence and re open their store. They are a good neighbour and we enjoy having them in the area

Thank you for your consideration

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: input regarding application for cannabis retail at 608 Esquimalt Rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 10, 2019 9:28 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: input regarding application for cannabis retail at 608 Esquimalt Rd

From: c gaudet <[REDACTED]>
Sent: Monday, September 9, 2019 9:21 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: input regarding application for cannabis retail at 608 Esquimalt Rd

Victoria council members:

We have received the notice of application for a cannabis retail store in Esquimalt.

So long as the Province determines that the applicant is fit and proper, we have no problem with this application, and support the application.

Sincerely,
Christine Gaudet
James Worton
1006-327 Maitland Avenue, Esquimalt (owners)

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:58 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt rd

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 6, 2019 2:08 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt rd

-----Original Message-----

From: cyle holden <[REDACTED]>
Sent: Friday, September 6, 2019 2:07 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt rd

Hello I am writing this email to inform the city of Victoria that having Pineapple Express open in my opinion is beneficial for the citizens of Victoria me personally [REDACTED] the location and the staff of Pineapple Express is very helpful I work in the area and don't have the energy to go to far out of my way on the way home to purchase cannabis the staff have always been understanding and passionate the times that I have gone there hasn't been anyone hanging around in or outside of the building I've been in and out within 5 minutes I hope this will be helpful in the reopening of Pineapple Express Thank you Cyle holden My address is 5630 Alderley Rd, Saanich British Columbia V8Y 1Y1 Sent from my iPhone

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 26, 2019 11:23 AM
To: Pierre-Paul Angelblazer
Subject: FW: CRD Comments - License Application Cannabis Retail Use - 608 Esquimalt Rd
Attachments: Referral-City-of-Victoria-608Esquimalt.pdf

5 of 5

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 18, 2019 12:46 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: CRD Comments - License Application Cannabis Retail Use - 608 Esquimalt Rd

From: Jessica Arnet <jarnet@crd.bc.ca>
Sent: September 18, 2019 9:40 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: CRD Comments - License Application Cannabis Retail Use - 608 Esquimalt Rd

Good Morning,

The CRD Regional Parks department has provided the following comments on the notice regarding the provincial license application for a cannabis retail store at 608 Esquimalt Road.

The subject property is adjacent to the E&N Rail Trail which is one of the CRD's Regional Trails. The E&N Rail Trail corridor is owned by Island Corridor Foundation (ICF) and the ICF may have an interest in the licensing process. The CRD's Regional Trails Management Plan (RTMP), approved by the CRD Board in November 2016, provides policy direction regarding adjacent development to ensure any development enhances the trail corridor, or at a minimum, does not negatively impact the trail corridor. This direction is also considered in the case of rezoning or related licensing processes for businesses. As part of the Provincial cannabis retail store license process, the CRD requests that the City of Victoria ensure that:

- Adequate setbacks from the property line and/or barriers to ensure that no encroachments could occur from the subject property to the regional trail corridor;*
- No new/additional accesses will be developed from the subject property to the E&N Rail Trail corridor without the prior written approval of CRD Regional Parks and the ICF.*

For reference and consideration, Section 2.4.7 (Adjacent Land Use) is provided below from the RTMP.

The CRD Clean Air Bylaw also prohibits the burning of any substances, including cannabis, in any public space including Regional Trails. Smoking is also prohibited with seven (7) metres of doorways, windows, and air intakes of publicly accessible buildings including businesses.

Section 2.4.7 – Adjacent Land Use

The CRD will work with municipalities and developers to ensure that adjacent developments enhance the trail corridor and/or do not negatively impact the trail corridor.

The following criteria, along with comments specific development, will be used to advise landowners, developers and municipalities about regional trail interests relating to development proposals on lands adjacent to the regional trails:

- *Where regional trail corridors are owned by others (e.g. the Province, municipalities, Island Corridor Foundation), the CRD will recommend that the proponent also contact the corridor landowner regarding the proposed project;*
- *In the interests of public safety, no new road crossings of existing regional trails should be permitted;*
- *No negative drainage impacts or new drainage flows should be directed onto or be created within the trail corridor;*
- *Temporary property boundary fencing should be required prior to any construction occurring;*
- *During construction, no encroachments on the trail corridor should occur without prior written approval and permitting from the CRD and closure of the trail will not typically be permitted.*
- *No permanent encroachments on the trail corridor should occur without written approval and/or appropriate tenure from the trail corridor owner.*
- *Consideration should be given to whether the development provides opportunities to expand or enhance the regional trail system;*
- *No individual residential or commercial accesses should be developed to the trail without prior written approval of the trail corridor landowner and the CRD;*
- *Natural vegetative buffers on the adjacent lands should be maintained wherever possible. Where this is not possible, native vegetation or fencing along the property line should be required to maintain the greenway character of the trail corridor or to minimize potential for creation of individual accesses to the trail corridor;*
- *A CRD park use permit is required in advance if any work needs to be undertaken from/within the trail corridor.*

Doug Carmichael | Capital Regional District | T: 250.360.3322

Please contact Doug Carmichael directly with any questions regarding the comments above.

Best Regards,

Jessica

Jessica Arnet

Property Systems Officer,

Real Estate Services

Capital Regional District

625 Fisgard Street, Victoria, BC, Canada V8W 2S6

T: 250.360.3173 | E: jarnet@crd.bc.ca

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Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:34 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Dave B [REDACTED] >
Sent: September 11, 2019 10:31 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt Rd

I would like to express my support for Pineapple Express Dispensary at 608 Esquimalt Rd. I hope you grant them a business licence as soon as possible as they are a well run and responsible service and an absolute asset to the community.

Thank you,

D Bannan

#521 707 Esquimalt Rd
Victoria ,BC
V9A-3L7

Pierre-Paul Angelblazer

From: DELAINY BARRY <[REDACTED]>
Sent: September 18, 2019 12:35 AM
To: Legislative Services email
Subject: pineapple express 608 esquimalt road

I support pineapple express. They are a very professional and knowledgeable dispensary. For example they require both my ID every time I would go because as they say "it's the law" even though they know me. It'd be a loss for the community for them to close their doors permanently in my opinion.

Delainy Barry
#315- 703 esquimalt road
Victoria, BC
V9A3L6
Get [Outlook for Android](#)

Pierre-Paul Angelblazer

From: Diana Boyd <[REDACTED]>
Sent: September 17, 2019 11:01 AM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Rd.

To City Council and to whom it may concern:

I am not in favour of a license to operate given to the establishment Pineapple Express at 608 Esquimalt Rd.. It is very near my building; which is a Seniors building and it would bring all kinds of unwanted people into an area; I have had my car broken into twice.

There is Seniors housing and a family co-op where there are lots of children playing; plus it is in close proximity to the skate park and I am concerned that the kids would be able to easily access products through willing adults buying it for them. [REDACTED]

[REDACTED]

It also would add all kinds of traffic to this area. There is already too much traffic at this location as it is. This would add to the congestion. Vehicles are backed up all the way to my street in rush hour and at any time of day; I have difficulty turning left from my street on to Esquimalt Rd.

I know I am only one voice, but I hope my concerns will at least be considered.

Sincerely

A concerned resident at Springtide CRD seniors Housing

Pierre-Paul Angelblazer

From: Dan Clayton <[REDACTED]>
Sent: September 17, 2019 10:24 AM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Rd

I'm writing in regards to Pineapple Express Outlet on Esquimalt Rd. They have positively impacted the lives of family and friends that have continuing medical conditions by offering a high degree of knowledge and understanding, and quality product.

I look forward to welcoming back their professionalism and high standards once they resume operations and I believe they are a great standard for Cannabis Retailers serving our community.

Dan Clayton
455 Sitkum Rd, Victoria BC
V9A 7N9

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:28 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express

From: Dominique Creighton <[REDACTED]>
Sent: September 12, 2019 4:59 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express

To whom it may concern:

I am writing this to say I fully support the business Pineapple Express. They have always had such informative, supportive staff. They gave me all the information I needed when I chose to use THC & CBD products [REDACTED]. They have always taken the time to make sure I get the right products for whatever was going on [REDACTED]

[REDACTED] This was the only shop to always make me feel comfortable and fully informed on what I was getting. To see this business not be apart of our community would be a great shame. Thank you for your time, please do not take this place away from those of us who truly appreciate them.

Yours truly, Dominique Creighton.
3 Stil Quee Mat Court, Victoria BC
V9A 4K2

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express, 608 Esquimalt Road, V9A3L6.

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:07 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express, 608 Esquimalt Road, V9A3L6.

-----Original Message-----

From: Deane Hutchinson <[REDACTED]>
Sent: September 6, 2019 5:24 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express, 608 Esquimalt Road, V9A3L6.

Re Licence Application:

I see no problem, neither moral nor otherwise, in granting a cannabis retail store licence to Pineapple Express. It does no harm, and there are a few people in my apt. building to whom it does some good. Unlike the noise-bullying car repair shop next to it, it does not disturb the many residents in the area.

Cheers,

D. Hutchinson(Mr.)

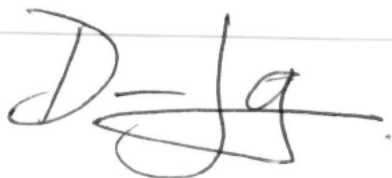
1107-703 Esquimalt Road, V9A3L6.

Sent from my iPad

Dear Mayor and Council

My name is Dan Jung, I am the owner of Nickelodeon Doughnuts operating at Unit #7-626 Esquimalt Road, Victoria B.C. Pineapple Express the cannabis retail store has been in our area for over 3 years now, and has been a wonderful addition to the community. They have a positive, professional business and their staff and ownership are thoughtful and respectful. They have a great location backing onto the Galloping Goose which encourages walkers and cyclists to visit them, and main bus lines running on the surrounding roads, helping to avoid additional vehicle traffic. As more reputable businesses grow in this area, we are slowly able to create a cleaner, more welcoming environment; Pineapple Express has helped considerably in this regard. They have been consistent the past few years by going out of their way to check in and see how their business impacts my shop and the other businesses in the area, and by seeing what they can do to help improve our neighbourhood. Another great benefit of their store is that they make the products people require easily accessible. I am a customer of Pineapple Express and when I visit the shop, I see that many of their customers have difficulty with mobility; if they do not have a store to visit in our area, it will be very hard for them to go downtown to access the same products. We need businesses like this here, it would be a real shame to lose them. I strongly recommend you approve Pineapple Express

Sincerely ...



Sept 14th, 2019.

Nickelodeon Wholesale Donuts

Dan Jung

#7 - 626 Esquimalt Road
Victoria, B.C.



Pierre-Paul Angelblazer

From: dawson ogilvy <[REDACTED]>
Sent: September 17, 2019 3:55 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Rd.

Hello my name is Dawson Ogilvy. Address 3926 Anton St. Victoria BC.

The reason of this writing is to tell you how great Pineapple Express is. It has been a land mark of this community that gives it's customer satisfaction to absolute perfection that even the Queen of England would be impressed with. And to be quite frank, that is a accomplishment that few would have the honor to the good harded warmth in their hand shakes with real harded smiles leaving you speechless feeling at least three inches taller as you walk out what seams to be the garden of Eden. But wait a minute, it's the Pineapple Express. Nothing else needs to be said. All I want to do is roll a joint on your desk and smoke it having a conversation with you on how a real man handles business. That's what I'm fucking talking about!

Pierre-Paul Angelblazer

From: Business Licence
Sent: September 18, 2019 2:59 PM
To: Legislative Services email
Subject: FW: General - City of Victoria Feedback Form

From: webforms@victoria.ca [<mailto:webforms@victoria.ca>]
Sent: Friday, Sep 13, 2019 4:40 PM
To: Public Service Centre - Internet email <publicservice@victoria.ca>
Subject: General - City of Victoria Feedback Form

You have received an email from Doug Reglin via the City of Victoria website feedback form

Name: Doug Reglin

Email: [REDACTED]

Topic: General

Phone: [REDACTED]

Address: 402, 325 Maitland St. Victoria, B.C.

Message: Re: the provincial license application for a cannabis retail store at 608 Esquimalt Road. I live very near to this proposed location and I am ABSOLUTELY NOT in favor of having a cannabis retail store in my area.

Date: Friday, September 13, 2019 4:39:58 PM

Pierre-Paul Angelblazer

From: devinschule <[REDACTED]>
Sent: September 17, 2019 4:14 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Rd

To Whom It May Concern

My name is Devin Schule. I live at 464 Lampson St V9A 5R5 in Esquimalt.

I would appreciate having a marijuana dispensary closer to my home. It is inconvenient for me to get downtown do to the poor bus routes.

Pineapple Express' location would be a much greater convenience to myself and other residents in Esquimalt. Please consider them to be reopened for business.

Thank you for taking the time to read this email.

Sincerely,

Devin Schule

Sent from my Samsung Galaxy smartphone.

Pierre-Paul Angelblazer

From: [REDACTED] <[REDACTED]>
Sent: September 17, 2019 1:23 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt rd.

Hi,
[REDACTED]

I am writing to endorse Pineapple Express as i believe it will be a positive contributor to our community. It will be a locally owned small business, run by Pat Warren, a family man. They provide professional, welcoming services and are able to meet the ever increasing demand for legal services. Further, they are over the johnson street bridge meeting the needs in that area and reducing traffic for people coming to downtown for the same product. Thank you for taking the time to read this.

Sincerely
[REDACTED]

--
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Confidential Notice

This electronic message may contain confidential information intended for the recipient only. If you are not the intended recipient of this message, please disregard its contents, and destroy the message, together with any electronic or other forms of it. We also ask you notify the sender if you have received this message in error.

[REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Comments on Pineapple Express Cannabis Retail License

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:07 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Comments on Pineapple Express Cannabis Retail License

From: David Southern <[REDACTED]>
Sent: September 6, 2019 4:31 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Comments on Pineapple Express Cannabis Retail License

Hello, I received a letter from the City requesting comments on the application by Pineapple Express (608 Esquimalt Rd) for a retail cannabis license.

I am 100% in support of Pineapple Express' application. I live across the street from the location and saw no problems what-so-ever with the way they ran their establishment. I have frequented it myself, and always found them to be responsible and to care about the neighborhood in which they were located.

In addition, they are located in a suitable area as there's no schools nearby & it's in a semi-industrial area

I hope their license is approved.

Sincerely,
David Southern
801-325 Maitland St
Victoria, V9A7E9

Please don't share my email address.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt road

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:07 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt road

From: Emily Barrieau <[REDACTED]>
Sent: September 6, 2019 9:48 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt road

Hi there

I just wanted to share that I believe strongly that Pineapple Express has been an amazing addition to the Vic West neighbourhood and I have been consistently impressed by the quality of service and kindness in all of their staff. My home address is 1012 Collinson Street. And I frequent Vic West often due to my place of work.

Kind regards.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Cannabis retail application for 608 Esquimalt Rd - Resident's views

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 2:46 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Cannabis retail application for 608 Esquimalt Rd - Resident's views

-----Original Message-----

From: Eric Light <[REDACTED]>
Sent: Monday, September 16, 2019 11:14 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis retail application for 608 Esquimalt Rd - Resident's views

I live nearby at 270 Russell St.

I am a senior who uses cannabis [REDACTED]

I have used the services of Pineapple Express and was impressed by their professionalism. I have no relationship to them except as a customer. I have seen no untoward activity whatsoever on the street outside their shop.

It has been life-changing for me to be able to easily access top-quality cannabis. [REDACTED]
[REDACTED] When buying on the street or from friends, one never knows what to expect, and often disappointment results and health can be compromised. I look forward to having a trustworthy outlet nearby, and hope to see their application approved quickly, for the good of my health and for that of my neighbours.

I prefer that my email address be kept private.

Thank you,
Eric Light

Pierre-Paul Angelblazer

From: Fawksie Love <[REDACTED]>
Sent: September 17, 2019 10:42 AM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Rd.

Hello,

I would like to Express my support for this establishment and would like to see it reopened. The staff have always been kind to me and they've been a very nice addition to the community.

Thanks.

Pierre-Paul Angelblazer

From: Graham Quee <[REDACTED]>
Sent: September 17, 2019 5:47 PM
To: Legislative Services email
Subject: Pineapple Express Outlet

Hello legislative representative,

My name is Graham Quee of #202-1000 Esquimalt Rd., and I am writing in support of Pineapple Express cannabis dispensary. It is my belief that they provide a service that ensures a safe and reasonable supply chain for the procurement of cannabis products that are now legal. This is fundamental to avoiding the problems associated with a continuing black market for the substance, which will be a problem if these types of stores are not readily accessible in our community. Pineapple Express has historically provided this service in both a hospitable and neighbourly manner, and therefore is a benefit to the local community that I reside in. They have my full support to re-open, and cannot do so soon enough.

Thank you for taking the time to read this message,

Graham Quee

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express cannabis license

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:31 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express cannabis license

From: Gloria Turner <[REDACTED]>
Sent: September 11, 2019 3:58 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express cannabis license

I live on the 12th floor of a condo building just across the street from Pineapple Express. My dining room window overlooks the shop. Since they have been operating, I have observed no problems with the location or clientele. As a result, I have no objection to having them licensed in their current location. The only potential problem is the limited availability of parking.

Gloria Turner
#1201 – 327 Maitland St.,
Victoria, BC
V9A 7G7

[REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:58 PM
To: Pierre-Paul Angelblazer
Subject: FW: Application for Cannabis Retail Store at 608 Esquimalt Rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 6, 2019 3:24 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Application for Cannabis Retail Store at 608 Esquimalt Rd

From: Hailey Barry <[REDACTED]>
Sent: Friday, September 6, 2019 3:00 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Application for Cannabis Retail Store at 608 Esquimalt Rd

Hello and good afternoon,

I am writing in response to the City of Victoria 'It's Your Neighborhood' letter regarding the application of Pineapple Express cannabis retail store.

I am writing to express my full support for Pineapple Express to receive a cannabis retail store licence.

As a member of the community (a resident at 703 Esquimalt Rd, Princess Patricia Apartments) it is my opinion that Pineapple Express has a place here in the community and offers a wonderful service this side of the Blue Bridge.

I can be reached at the following for any further clarification or support required.

#315-703 Esquimalt Rd, Victoria BC V9A 3L6

[REDACTED]

Thank you,
Hailey Barry

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express Dispensary

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:29 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express Dispensary

From: Iris Webster <[REDACTED]>
Sent: September 12, 2019 4:32 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express Dispensary

Dear whom it concerns

I am writing on behalf of Pineapple Express loyal costumers. My name is Iris Webster and I live at 2526 Jovi Road, Saanichton, BC V8M 2E3. I've always been more than happy to drive to Esquimalt JUST to visit Pineapple Express. They're service is outstanding and employees really go above and beyond to exceed expectations. [REDACTED]

[REDACTED] We would forever be grateful if Pineapple Express comes back to the community, they really are the best dispensary in the city!

Your kindest regards
Iris Webster

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:31 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express

From: Joanne Robertson <[REDACTED]>
Sent: September 12, 2019 9:14 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express

Dear Legislative Services,

This is the second time we have been asked for our opinions??

Please consider this retail store for a permit.

It was a wonderful store with wonderful staff. Such a shame to shut them down. They helped so many people.

Please approve them and many more. Your process is way too slow.

Why didn't the Gov't have a plan? They knew pot was being legalized?? Why were these outlets operating illegally in the first place??

Sends a really bad message to the People of B.C.

Joanne Robertson

412-701 Esquimalt Road

Victoria B.C>

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: cannabis license

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:33 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: cannabis license

From: Joan <[REDACTED]>
Sent: September 11, 2019 2:22 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: cannabis license

I AM NOT IN FAVOR OF HAVING A CANNABIS RETAIL STORE AT 608 ESQUIMALT RD.,VICTORIA,THE PLACE BEING CALLED PINEAPPLE EXPRESS.
THIS IS A GOOD NEIGHBOR HOOD THAT DOES NOT NEED THAT KIND OF A SHOP,IT BRINGS THE WRONG TYPE OF PEOPLE AROUND.
MY ADDRESS IS 703 ESQUIMALT RD,VICTORIA,B.C. THE PRINCESS PATRICIA APTS.
JOAN SMITH
PLEASE KEEP MY EMAIL ADDRESS PRIVATE

Pierre-Paul Angelblazer

From: justinyoung18 <[REDACTED]>
Sent: September 17, 2019 9:36 PM
To: Legislative Services email
Subject: Pineapple express 608 esquimalt road

Hello city of victoria!

I am writing on behalf of pineapple express on 608 esquimalt rd. Even though I live on 40 howe street, v8v4k3, I travel to pineapple express to get my cannabis products. Not only do they offer an array of cannabis products, but they also have great prices and very knowledgeable and friendly staff. I must say I never feel uneasy going to this location. They have my vote to stay open and I hope you agree. Thanks for your time.

Justin Young

Sent from my Samsung Galaxy smartphone.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 10:16 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt rd

From: Keira Braden <[REDACTED]>
Sent: Monday, September 16, 2019 8:35 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt rd

To whom it may concern,

As a member of the community, and a buyer of cannabis products, I feel having the presence of a safe, clean, and professional dispensary in our community is beneficial for anyone looking for alternative medical care, or as a way to lessen such products being sold in uncontrolled environments.

With the outbreak of fentanyl laced street drugs in our city, I fear that more people will still seek out cannabis products for medical or recreational reasons, and be harmed by unregulated drugs. Having regulated dispensaries has given myself, and other members of the community a safe haven to buy and make use of the beneficial effects cannabis products offers such as for pain management, certain mental disorders or as a sleep aid.

For the reasons stated above, I believe dispensaries such as Pineapple Express in Esquimalt is incredibly beneficial to our community and culture here in Victoria.

Thank you for your time,
Sincerely,

Keira Braden

PINEAPPLE EXPRESS

I want to show my support for the marijuana store on Esquimalt Rd. They have done a nice job creating a professional atmosphere and I enjoy having them in the area. I have never had an issue with them and it is nice to see enthusiastic, young business people providing quality service to our neighbours.

Kristen Kibyuk
Owner/Designer
Niche Interior Design
Unit 6 - 626 Esquimalt Road

Pierre-Paul Angelblazer

From: Kurtis Tingley <[REDACTED]>
Sent: September 17, 2019 1:24 PM
To: Legislative Services email
Subject: Pineapple Express - 608 Esquimalt Rd.

To whom it may concern

I am writing to express my support for the licensing application for Pineapple Express.

In the interest of transparency and full disclosure, I was employed at Pineapple Express until its closure on July 7th of 2019. The following are the reasons that I feel it is in the best interest of the community to allow Pineapple Express to open under the Cannabis Control and Licensing Act. I reside at 004-790 Dominion Road, Esquimalt.

Professionalism is the first priority in all of our interactions with the public. First and foremost, this includes health and safety. The staff at Pineapple have gone to great lengths to ensure that consumers are well-educated regarding the products they are purchasing, including best consumption practices and general product knowledge. Even while operating as a "Grey Market" location, we went above and beyond regarding identification requirements - No minors allowed on the premises, refusing sales to those we believed were purchasing for others, and required identification for every purchase.

We have genuine sympathy and empathy for our customers. The majority of the customers at our store location were the elderly, those with serious health problems, or vulnerable persons. We went to great lengths to be as supportive as possible within the realm of our position, including providing contact information for the proper mental health resources available in Victoria, as well as fundraising efforts for low-income and vulnerable people.

We hired an at-risk person to do community cleaning several times a week. He would clean the whole block of visible garbage, as opposed to just our store. We respect the neighborhood, and make every effort to be as unintrusive as possible to our neighbors.

Pineapple Express offers convenient retail access to cannabis, as we were the only store operating in Esquimalt. A large majority of the customers served are low income or low mobility, and getting downtown is difficult if not impossible for them.

Finally, there are a great number of benefits that Pineapple Express would provide to the community as a whole.

- Retail cannabis facilities are associated with rising housing values.\
- Cannabis retailers are not selling to minors, and their products are not being diverted to the underage market.\
- Retail cannabis facilities are associated with reduced opioid consumption by the general public.

More information and statistics regarding these facts may be found at <https://norml.org/marijuana/fact-sheets/item/societal-impacts-of-cannabis-dispensaries-retailers>.

Thank you for your time and consideration.

Kurtis Tingley

Pierre-Paul Angelblazer

From: Kelsey Walker [REDACTED]
Sent: September 17, 2019 2:04 PM
To: Legislative Services email
Subject: Pineapple Express

Kelsey Walker
464 Lampson Street
Esquimalt, BC
V9A5Z3

To whom it may concern,

My letter is for the support of re-opening the Pineapple Express Dispensary in the Esquimalt/Vic West neighborhood.

I have been a customer there since I moved to Victoria almost 2 years ago, and I believe they have been a positive addition to the neighborhood. They are the only dispensary serving this side of Victoria which helps out all locals who live in the area that can't make it to the dispensaries downtown due to time or health issues. The employees have always been professional, friendly and respectful towards myself and many others I know who have been going there. I believe the re-opening would also have a good influence for accessibility of products and offer a better experience than the flashy, exclusive feeling dispensaries downtown.

Thank you,

Kelsey Walker

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:07 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Lori Kernaghan <[REDACTED]>
Sent: September 6, 2019 6:56 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt Rd

To whom it may concern:

As a long-term (25+ year) resident of Robert Street, I have seen a lot of change over time. Some, good. Some not so good. I have read through the Pineapple Express Public Notice I received in the mailbox today. In principle, I do not have any special or extra concerns of a cannabis retail store operating in the local area. My concern is the on-going lack of available parking **FOR ANY RETAIL STORE** that operates at the address identified in the subject line. The unit I reside in overlooks Robert Street, and I like to sit outside on a lovely evening and have witnessed first hand the never ending congestion of drivers vying for parking on the street.

The recent closure (temporary or permanent) of Pineapple Express's operations has not reduced or eased what is already an on-going parking disaster for a street with an extremely high concentration of housing (rental, condo and detached houses) on or within easy distance of Robert Street. We receive more than our share of drivers who park on Robert Street (when a spot is miraculously available) and then proceed to walk around the corner onto Seaforth Street with the obvious intentions of visiting someone in one of the condos accessed off of Seaforth or Maitland.

While admirable that Pineapple Express acknowledges the limited parking available in the community, and plans to take steps to encourage their customers to find alternate means of commuting to their store, reality is that a number of customers will continue to prefer the convenience of driving to the store. People can be lazy. They can also be discourteous. We have come home numerous times to find our reserved building parking spot occupied by a vehicle of some opportunist who has chosen to park in our designated space, on the rationale that they were just "popping across the street", when there is no available street parking. Unlike the condo tower behind us or the one on the opposite side of Robert Street, our building's parking lot is street level and has open access (no locked gate). Even the best efforts of Pineapple Express (or any other business that relies on customer traffic to their storefront) will not be able to control customer preference for convenience to drive to pick up their purchases.

In closing, I would like to take this opportunity to press for much needed (and long overdue) "Residential Only" parking designation for Robert Street. This hopefully will deter opportunists in the future, going forward. I thank you for your time.

Regards,

Lori Kernaghan
#416 - 310 Robert Street

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 26, 2019 11:10 AM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt rd

3 of 5

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 17, 2019 9:51 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt rd

From: Luisa Skolik <[REDACTED]>
Sent: Tuesday, September 17, 2019 9:46 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt rd

To whom it may concern,

I would like to show my support for Pineapple Express Dispensary. Not only are their products wonderful for helping [REDACTED], but they are also conveniently located so one does not have to fight downtown traffic and parking. Their staff are great and their shop is very well run.

Luisa Skolik
621 Lampson Street
Victoria, BC
V9A6A2

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt Road

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 3:02 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt Road

From: MICHAEL BARON <[REDACTED]>
Sent: September 8, 2019 8:01 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt Road

Thank you for this opportunity to express my deepest support for Pineapple Express. The closure of this location has made it difficult for me, a senior and near lifelong resident, to access my medicine. This location has been a tremendous and much needed asset to this community, easily reached by walking or bicycle, very knowledgeable staff. I hope they can reopen as soon as possible. Thank you very much.

Sincerely,

Michael Baron
529 Paradise St.
Victoria B.C.
V9A5E3
[REDACTED]

Pierre-Paul Angelblazer

From: Matthew de Groot <[REDACTED]>
Sent: September 17, 2019 2:27 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Road

To Whom it may concern:

I would like to express my support for the approval of the above noted business to operate. I have known the owners Pat and Aaron for some time and consider them friends. I have watched them try very hard to navigate the confusing regulations and challenges that their business has encountered in an effort to meet or exceed the necessary standards. Based upon their previous actions, I do believe that they operate in good faith and with the best intentions of their community in mind. I don't think that this business would pose any real or perceived risk to the public well being.

Regards,

Matthew de Groot
3006 Scott Street Victoria BC.

My name is Mark Fagan, I own M&J Frozen Foods, unit 8 626
esquimalt.

Pineapple Express Dispensary is a good business. We like them
here, they dont cause problems. They should be approved.

-Mark Fagan

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 3:02 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: michelle hess <[REDACTED]>
Sent: September 7, 2019 6:51 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt Rd

Hi,
I would like to relay my support of the above business, Pineapple Express at 608 Esquimalt Rd. Their presence has been very beneficial to me and I am sure to many people in the community. [REDACTED]
[REDACTED] The staff have been respectful and professional whenever I have been there. They are helpful and knowledgeable about their products and what could help with my situation. They are also friendly and polite, and conscientiously follow the requirements they function under. I am so glad to have them nearby so I can walk there if necessary, and I feel comfortable in the store and in the neighborhood. I would be really sad if they were not able to operate in our neighborhood. I trust them and I feel they are ethical and honest. I wouldn't want to go to another store where I don't know the people.

Thank you for your time,

M Hess, 306-1000 Esquimalt Rd, Esquimalt, BC, V9A 3N2

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 26, 2019 11:06 AM
To: Pierre-Paul Angelblazer
Subject: FW: Att: City Hall Ambassador - Legislative Services Dep.

1 of 5

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:34 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Att: City Hall Ambassador - Legislative Services Dep.

From: [REDACTED]
Sent: September 11, 2019 1:31 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Att: City Hall Ambassador - Legislative Services Dep.

To Legislative Services Department
Att: City Hall Ambassador

Re license issued to Pineapple Express 608 Esquimalt Rd.

I say YES - please DO issue them a license.

Please do not share my email add or personal info.

Regards

[REDACTED]

[Sent from Yahoo Mail on Android](#)

Pierre-Paul Angelblazer

From: moritz seifert [REDACTED]
Sent: September 17, 2019 6:49 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt road

Through this e-mail I am showing my support for Pineapple Express.

I believe that Pineapple Express has given back to the community of Victoria by providing excellent customer service, high quality products, and most importantly opportunities for stable employment for residence in Victoria.

Thank you!

Moritz Seifert
3230 Quadra Street, V8X 1G4
Victoria Bc

Pierre-Paul Angelblazer

From: [REDACTED] <[REDACTED]>
Sent: September 18, 2019 11:40 AM
To: Legislative Services email
Subject: Pineapple Express - 608 Esquimalt Rd

To whom it may concern,

I am writing to you in support of Pineapple Express and to provide my input regarding the establishment's presence in the area. There are many benefits the community has experienced as a result of Pineapple Express. The accessibility to be able to walk and be close to a cannabis retailer in the community is one reason I will start with. People who are not well and using cannabis as a means to improve their health symptoms benefit from having a location in a residential area. The convenience of the location offers a place to go outside of downtown where it is quite busy and not easily accessible if you have limited mobility. Pineapple Express has an extraordinary amount of loyal customers who have received utmost care from going to a place where the staff are friendly and knowledgeable. I personally have seen many lives changed for the better over the course of time I worked there. I witnessed part of people's tremendous journey of going through a variety of life experiences like anxiety, cancer, and other types of ailments and watched how they were better able to manage their symptoms on a regular basis. I hope you read this, and other letters you receive and truly consider to recommend Pineapple Express to be a provincially approved cannabis retailer.

[REDACTED], Victoria BC
[REDACTED]

I choose to remain anonymous outside of this email, please do not use my name in public documents.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Licence for Pineapple Express

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 10:16 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Licence for Pineapple Express

-----Original Message-----

From: Natalie Dueck <[REDACTED]>
Sent: Monday, September 16, 2019 8:32 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Licence for Pineapple Express

I live across the street from, 608 Esquimalt Road address.

I VERY STRONGLY oppose the licensing of Pineapple Express at 608 Esquimalt Road, Victoria, BC. V9A 3L4 As a Christian, I am very concerned about the legalization of cannabis, by our government. It seems like every corner you take in Victoria, you see cannabis stores.

Now the police force do not only deal with drunks on the road, but stoned drivers also.

I am very concerned about the future of our country. Drugs rampant, losing all moral and family values.

I am hoping that Pineapple Express will NOT be licensed, in our neighbourhood.

Thank you!

Natalie Dueck

103-703 Esquimalt Road, Victoria, BC. V9A 3L6 Cell - [REDACTED]

Sent from my iPad

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:55 PM
To: Pierre-Paul Angelblazer
Subject: FW: Att: City Hall Ambassador - Legislative Services Dep.

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:34 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Att: City Hall Ambassador - Legislative Services Dep.

From: [REDACTED] <[REDACTED]>
Sent: September 11, 2019 1:31 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Att: City Hall Ambassador - Legislative Services Dep.

To Legislative Services Department
Att: City Hall Ambassador

Re license issued to Pineapple Express 608 Esquimalt Rd.

I say YES - please DO issue them a license.

Please do not share my email add or personal info.

Regards

[REDACTED]

[Sent from Yahoo Mail on Android](#)

Pierre-Paul Angelblazer

From: Olivia Jackson <[REDACTED]>
Sent: September 17, 2019 2:54 PM
To: Legislative Services email
Subject: Pineapple Express

Hello,

My name is Olivia Jackson and I live at 611 Lampson Street, V9A 5Z9, Esquimalt, BC.

I am writing to you today to voice my opinion in regards to Pineapple Express.

I have been visiting Pineapple Express since they opened. When living in Esquimalt, taking the bus or driving downtown to be able to purchase cannabis was not realistic at times. Pineapple Express offers a safe space to purchase cannabis in Esquimalt.

In addition, the cannabis industry has a significantly higher standard pay level (I worked in the cannabis industry for years and can personally attest to that) than most entry-level positions. Providing high quality and high paying jobs to local citizens will only do good things for the economy as a whole.

On a personal note, as someone who has chosen to abstain from alcohol, I would really appreciate having a cannabis dispensary in the neighbourhood.

Finally, I have been a cashier at Country Grocer in Esquimalt for the last year and a half. I have had the privilege and honour of listening to our customers concerns about the community in a casual sense while ringing through their groceries and such. I know many of the citizens of Esquimalt miss Pineapple Express and eagerly await their (hopeful) return.

Thank you so much for your time.

Best,

Olivia Jackson

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 3:02 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt Rd

From: Paul Helston <[REDACTED]>
Sent: September 7, 2019 1:52 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt Rd

Hello,

I am writing to provide community feedback on the Pineapple Express as I understand it has applied for permission to reopen their business on a legal, permanent basis.

This family urban area doesn't need another business that sells intoxicants with the associated social problems. It is struggling already and we are happy for the businesses that have persisted - Cass Nova, Top Dog, the vet, etc. Adding a permanent pot shop brings nothing but transient people who do not support the other businesses. It also adds more traffic problems as well which I routinely see.

Additionally, I have been concerned at their very early hours of operation. Most days when I drive past [at 730 am](#) they were already open. There is no need to be open at these hours at all.

Thank you for considering my comments. I do not support the establishment of this business in our community.

Paul Helston
[1116 Wychbury Ave](#)
[Victoria, BC](#)
V9A 5K8
Phone [REDACTED]

Sent from my iPad

Pierre-Paul Angelblazer

From: Paul Primus [REDACTED]
Sent: September 17, 2019 10:35 AM
To: Legislative Services email
Subject: Pineapple Express - 608 Esquimalt Road

To whom it may concern

RE: Cannabis Retail store

As requested I am submitting my personal comments in regards to a Cannabis Retail location at 608 Esquimalt Road. It is my opinion that this retail operation has not benefited the community, for a few reasons.

1. Parking.

We have limited street parking on Robert Street and we have noticed a significant amount of vehicular traffic on our street, as well as transient pedestrian traffic. Many of the residents on our street rely on the street parking, which is currently not marked as "Residents Only", and it has become increasingly difficult to park. Street noise and activity has also increased on our street due to the retail nature of the business. There is a few other retail operations nearby which have been great, as they do not promote a high volume of regular activity.

2. Location

This is a bit of a transitional neighbourhood and retail operations do not belong in this area. While Esquimalt Road is a thoroughfare, there is nothing along this section of the road to allow for people to park, navigate, and otherwise carry out business, due to the layout of the area. I would like to see the area be promoted towards neighbourhood development, not retail that does not immediately benefit those who live right here.

3. The nature of the business

I do not believe that Cannabis is an acceptable retail operation for a neighbourhood area. If Cannabis operations must be carried out in our City, I do not want to see them across the street from my house and where my children are playing.

Regards

Paul Primus
333 Robert Street
Victoria, BC

I would request my personal contact information be kept private.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:58 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt road

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 6, 2019 2:07 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt road

From: Paul Skolik <[REDACTED]>
Sent: Friday, September 6, 2019 11:52 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt road

Dear Sir/Madam,

I am writing to give my support for the operation of Pineapple Express in my neighborhood. I live at 1405 Esquimalt road, V9A0A4. If you have any questions please do not hesitate to contact me.

Sincerely,

Paul Skolik
[REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 26, 2019 11:09 AM
To: Pierre-Paul Angelblazer
Subject: FW: re Pineapple express, Esquimalt Road, Victoria BC

2 of 5

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 2:49 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: re Pineapple express, Esquimalt Road, Victoria BC

From: phil warren <[REDACTED]>
Sent: Monday, September 16, 2019 12:20 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: re Pineapple express, Esquimalt Road, Victoria BC

City of Victoria.. Legislative Services.

The owner of Pineapple EXpress, Patrick Warren, does happen to be my nephew, and it seems only right that I speak for him. Pat Warren has been in the cannabis business for sometime now and has clearly shown that he runs a respectable establishment in spite of the negativity that surrounds this particular product. Times are changing for this generation, and I as a representative of the Senior crowd can frown an poo poo such notions of industry, but I too must move along with the times.

I have been involved with this young man as a family member watching him grow up [REDACTED]

[REDACTED] He has studied his subject of Cannabis and the depth of his knowledge on the product astounds me. His ability to achieve what he wants and needs is strong. He wishes to be a forerunner in the ever growing ever changing cannabis industry, and accomplish his goals of presenting a clean and safe environment for a product now used socially and medically by so many.

I have been in the real estate industry in Victoria for close to fifty years and have seen a lot of changes to this city, both good and bad. I was a police reserve for 12 years serving in both Saanich and Victoria City Police. My experiences with mankind have been varied, and I have been blessed with many friends and family. I can strongly recommend Pat Warren as a candidate to operate a cannabis operation in your district, and I can only look at the past history of the store and feel it is not a threat to the surrounding residents, or society as a whole but can be a productive and tax benefiting retail outlet for the city.

Phil Warren,
1399 Victoria Ave.
Victoria BC V8S 4P4

Pierre-Paul Angelblazer

From: ROBERT BROWN <[REDACTED]>
Sent: September 18, 2019 4:24 PM
To: Legislative Services email
Subject: In favour of Pineapple Express

Victoria City Council

I have no objections to the the Pineapple Express obtaining a license. I live across the street on Esquimalt Road. The area across from our place is zoned light industrial and retail as there are a variety of businesses including a auto repair shop, a moving and storage firm, a dog care and wash, a vet clinic, a body repair shop, and many where houses and small business operations.

Pineapple Express has been operating for some time and I have not seen or heard of any problems. The area should have a legal outlet and one should help people avoiding the underground sources. I visited the shop for info on medical cannabis and found the staff to be very knowledgeable and helpful. Customers buy their products and leave the area. The shop has buyers present ID and complete a form which includes agreement with the shop's policies. The store was clean and tastefully done. The owners have invested a bit of money to set up a business with the goal of getting a license. The Province has been very slow in issuing licences and I understand that there are no legal outlets in the city at this point.

Robert Brown, 906-327 Maitland St. Victoria BC V9A 7G7 [REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 esquimalt rd.

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 3:04 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 esquimalt rd.

From: [REDACTED]
Sent: September 8, 2019 10:33 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 esquimalt rd.

I would like to remain anonymous. I feel Pineapple Express is a valuable contribution to the neighbourhood and would like them to continue operating. I live at [REDACTED], Victoria, BC [REDACTED]

Regards,

[REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 13, 2019 8:08 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express

From: Sheldon Andrew <[REDACTED]>
Sent: Thursday, September 12, 2019 8:41 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express

Dear whom it may concern

As a loyal customer, my weekly visit to Pineapple Express has been delayed. They've been very helpful and knowledgeable with my medicinal needs. I've been travelling from Saanichton to Esquimalt just to go to Pineapple Express, and I know they are very known to others in the community. Please know Pineapple Express is the best dispensary in the city.

Respectfully
Sheldon Andrew
7677 Central Saanich Road
BC, V8M 2G6

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:56 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express - 608 Esquimalt Rd - licence application

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 3:06 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express - 608 Esquimalt Rd - licence application

-----Original Message-----

From: Susan Bignell <[REDACTED]>
Sent: September 8, 2019 1:32 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express - 608 Esquimalt Rd - licence application

I live at 702-325 Maitland St, Victoria, BC V9A 7E9 and have no concerns with issuing a licence to Pineapple Express located at 608 Esquimalt Rd, Victoria, BC V9A 3L4.
I prefer to have my email address remain confidential.

Susan Bignell

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express provincial license.

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 8:34 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express provincial license.

-----Original Message-----

From: Steve Brush <[REDACTED]>
Sent: September 12, 2019 7:49 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express provincial license.

To whom it may concern:

I am writing on behalf Pineapple Express as the Manager of a neighbouring business.

I am totally in favour of the city of Victoria granting a provincial license to Pineapple Express. Since their opening in 2015 there has been more foot traffic in the area and a noticeable decline in tagging and suspicious activities.

We have also acquired additional business from clients who stop in for a nail trim for their dogs or to book a grooming/daycare.

The staff at Pineapple Express has been friendly from day one and in my personal and professional opinion they make a great neighbour.

Steven Brush
Manager, Top Dog Daycare and Spa. 602 Esquimalt rd.
[REDACTED]

Sent from my iPhone

Pierre-Paul Angelblazer

From: Sara Donovan <[REDACTED]>
Sent: September 17, 2019 10:14 AM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Road

Hi, my name is Sara Donovan and I live in Esquimalt at 1337 Saunders Street. [REDACTED]
[REDACTED] Having Pineapple Express in my community has been an incredibly valuable thing, as it gives me a chance to explore other avenues with regards to medication. I am sure there are countless others who feel the same way.

Please let us keep them in our community!

Best,

Sara Donovan

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Provincial License Application for Cannabis Retail Store at 608 Esquimalt Road - Response from Residents of Sea West Quay Condominiums 325-327 Maitland Street
Attachments: Victoria Council Announcement.pdf; Response from SWQ Regarding Cannabis Retail Store 608 Esquimalt Road.pdf

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 10:19 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Provincial License Application for Cannabis Retail Store at 608 Esquimalt Road - Response from Residents of Sea West Quay Condominiums 325-327 Maitland Street

Hi Monika,

The email below/attached is requesting confirmation that this will be presented to Council for consideration. Are you comfortable with me responding or do you have some messaging you would like me to include?

Thank you,
Madison

From: s eady <[REDACTED]>
Sent: Sunday, September 15, 2019 4:01 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Provincial License Application for Cannabis Retail Store at 608 Esquimalt Road - Response from Residents of Sea West Quay Condominiums 325-327 Maitland Street
To: Victoria City Council
Regarding: Provincial License Application for Cannabis Retail Store at 608 Esquimalt Road
Date: 15 September 2019

Please find attached our response in opposition to the license application for a Cannabis Retail Store at 608 Esquimalt Road, in Victoria.

The attached response document includes the following:

1. A one-page description outlining the reasons for our opposition to this license application.
2. Two pages containing the names, addresses and signatures of 20 residents of our condominium complex who are opposed to the license application.

As the spokesman for this group, I am prepared to answer any questions that Victoria City Council may have about our response.

Please feel free to contact me at the phone number shown below.

Note also that I will be delivering a printed copy of the attached response document to City Hall, so that council has a copy of the original signatures of the people who have signed the document.

Please send me an email confirmation that you have received the attachment, and that it will be presented to Victoria City Council for their consideration.

Regards,

Stephen Eady
702-327 Maitland Street
Victoria, B.C. V9A 7G7
Phone: [REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express 608 Esquimalt Rd

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:08 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express 608 Esquimalt Rd

-----Original Message-----

From: suzanne helston <[REDACTED]>
Sent: September 7, 2019 10:08 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express 608 Esquimalt Rd

To whom it may concern,

I am writing to provide community feedback on the Pineapple Express as I understand it has applied for permission to reopen their business on a legal, permanent basis.

This business has added nothing to our community except for increased traffic problems. I pass by the shop on a twice daily basis. Vehicles turn in and out of the too small parking lot without any regards to pedestrian or vehicle traffic.

This little area is struggling already and we are grateful for the businesses that have persisted - Cass Nova, Top Dog, the vet, etc. Adding a permanent pot shop brings nothing but transient, self focused people who dart in and out of the store and do not support the other businesses.

Additionally, I have been concerned at their very early hours of operation. Most days when I drive past at 730 am they were already open.

Thank you for considering my remarks. I obviously do not support the establishment of this business in our community.

Suzanne Helston
1116 Wychbury Ave
Victoria, BC
V9A 5K8
Phone [REDACTED]

Sent from Suzanne's iPad

Pierre-Paul Angelblazer

From: Samantha Wale <[REDACTED]>
Sent: September 18, 2019 11:06 AM
To: Legislative Services email
Subject: Pineapple Express Dispensary

To whom it may concern,

I am writing to voice that Pineapple Express Dispensary has been of value to the community. I wish them luck with this approval process and note that it would be a shame if they were to close.

Best regards,
Samantha Wale

Sent from my iPhone

**Response to Victoria Council Regarding Provincial License Application
for Cannabis Retail Store at 608 Esquimalt Road**

September 2019

We, the undersigned residents of **Sea West Quay Condominiums (325-327 Maitland Street)**, wish to register our opposition to the application for a cannabis retail store at 608 Esquimalt Road in Victoria.

This store is located right across the street from our residence, and it was in operation for some time earlier this year. During that time, we had the opportunity to observe the effect of this store on our community, and we are opposed to the re-opening of a cannabis retail store at this location.

The reasons for our opposition are as follows:



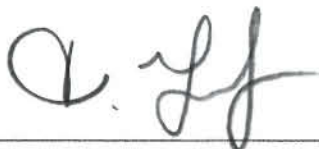




1. **Wrong Location:** We live in an area that is primarily residential with many apartments, condominiums and single-family dwellings. There are no other retail stores in this area, and a high-volume retail outlet of this type should not be located in a residential area.
2. **Insufficient Parking:** This location at 608 Esquimalt Road does not have adequate parking available for a retail outlet that has many customers throughout the day. Most of the customers for this store come by car and there are only 2 parking stalls allocated for the store at an automotive repair shop, which is right next to the store. There is no street parking available on Esquimalt Road or on adjacent streets. When the store was in operation earlier this year, we often saw cars lined up on Esquimalt Road, waiting for an available parking spot.
3. **Increased Traffic Congestion:** When the store was in operation, it resulted in increased traffic congestion on Esquimalt Road near our residence. Throughout the day, a stream of customers to the store would travel by car on this major artery, which is already congested due to a large volume of daily traffic.

Because of the reasons stated above, we are opposed to this license application, and we request that Victoria Council consider our concerns when making a decision on this matter.

We, the undersigned, respectfully submit this response for your consideration, and we ask you to recommend that the Province reject this application for a cannabis retail store license at 608 Esquimalt Road.

Note: See attachment with names, addresses and signatures.

We, the undersigned residents of Sea West Quay Condominiums (325-327 Maitland Street), request that the Province reject the provincial license application for a cannabis retail store at 608 Esquimalt Road in Victoria.

Printed Name	Address	Signature	Date
Stephen Eady	702-327 Maitland St. Victoria, B.C. V8A 7G7		8 Sept. 2019
Wren Katzalay	305-327 Maitland st Victoria, BC		9 Sept. 2019
Sasha Katzalay	305-327 Maitland st Victoria, BC		9 sept, 2019
Tatyana Chubachina	504-327 Maitland st Victoria BC		9 sep. 2019
ANDREY CHUBACHIN	504-327 MAITLAND ST. Victoria		9 sept. 19
MICHAEL BURKE	708-327 MAITLAND ST. VICTORIA		9/9/19
EVE DEVRIES	906-325 Maitland st Victoria		9/9/19.
BOB GUIDO	906-325 St. Maitland Victoria BC		9/9/19
GILYSON HAWKSWORTH	1205-325 Maitland Maitland BC V8A 7E9		9/9/19.
Shirley Christensen	202-327 Maitland Victoria		9/9/19

We, the undersigned residents of Sea West Quay Condominiums (325-327 Maitland Street), request that the Province reject the provincial license application for a cannabis retail store at 608 Esquimalt Road in Victoria.

Printed Name	Address	Signature	Date
DEL CHRISTENSEN	202-327 MAITLAND ST.	Delchristensen	9/9/19
Hanna GIMBEL	102-327 MAITLAND ST.	Hanna G.	12/9-19
Camela Slack	606 325 Maitland Victoria	CS	13 Sept 2019
Richard Druce	PH2-325 Maitland St	Richard Druce.	13 Sept. 2019
Blaire Walker	PH2-325 Maitland St.	Blaire Walker	13 Sept/19
Bill Cleugh	703-327 MAITLAND ST	Bill Cleugh	14 Sept 19
Stew Milley	304-325 Maitland st	Stew milley	14 Sept 19
SYLVIA BOUTILIER	703-327 MAITLAND ST	Sylvia Boutlier	14/09/19
WAYNE FORSETH	1005-327 MAITLAND ST	Wayne Forseth	14/09/19
Janet Forseth	1005-327 Maitland	Forseth	14/09/19

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:54 PM
To: Pierre-Paul Angelblazer
Subject: FW: Cannabis retail licence 608 Esquimalt rd, Pineapple Express.

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 17, 2019 8:21 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Cannabis retail licence 608 Esquimalt rd, Pineapple Express.

From: Tom Deveaux [REDACTED]
Sent: Tuesday, September 17, 2019 7:35 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis retail licence 608 Esquimalt rd, Pineapple Express.

I am NOT in favor of this location for a cannabis store, it is in/upagainst a residential neighbourhood. Has anybody actually measured the distance to the homes where children live and play, plus they have to walk by that location to get to Vic West Elementary school. There are only a couple of parking spots but they are usually taken up by Vic West Automotive so they mostly use Springfield St as their private parking spot. When this store first opened it had a sign in the window informing customers that they are allowed to park on Springfield St and all the other residential only streets, I no longer see the sign in the window but if they get a licence it will probably go back up.

415 Springfield St
[REDACTED]

Please keep my phone # and e-mail address confidential.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express - 608 Esquimalt Rd. -please re-open soon

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 2:06 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express - 608 Esquimalt Rd. -please re-open soon

From: Tiffany Hawthorn [REDACTED]
Sent: September 6, 2019 4:07 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express - 608 Esquimalt Rd. -please re-open soon

Good Afternoon, please approve this dispensary to re-open in Esquimalt. This location has been very beneficial for me personally, and I've been greatly affected by its closing. Please approve it to be re-opened, now that it's received approval from the provincial government. Our local government shouldn't stop the forward progress that's already been made, by not allowing businesses to re-open.

Please help bring jobs back to the community.

Thank you,
Tiffany Hawthorn
[REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 2:57 PM
To: Pierre-Paul Angelblazer
Subject: FW: Provincial license application

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 9, 2019 3:02 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Provincial license application

From: tara Keefe <[REDACTED]>
Sent: September 7, 2019 1:18 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Provincial license application

To Whom It May Concern:

I live on Russell Street in Esquimalt, Victoria. Thank you for sending me a copy of your intention to review a license for PINEAPPLE EXPRESS a cannabis retail store.
I am NOT in favor of this action.

I have grave concerns about the criminal aspect of my area to increase if such a store is opened. I have already been the victim of crime in the area in the form of vandalism upon my car, which is parked on the street. I have seen the clientele that frequent the store in the recent past and am not impressed. I feel scared to walk down the street already in this area at certain times of the day.

I am not in agreement with this development, nor do I believe there has been enough positive research in the use of cannabis, legalized or otherwise.

Please DO NOT ALLOW this store to continue in my neighborhood.

Thank you for your time
Michele Keefe
270 Russell St.
Victoria, BC
V9A 3X2

From: [REDACTED]

Sent: Friday, September 6, 2019 1:26 PM

To: Legislative Services email <LegislativeServices@victoria.ca>

Subject: 608 Esquimalt rd. : I have no problems whatsoever with Pineapple Express being granted a license to re-open business at this location. I wish my personal information to remain confidential. Thank you.

Pierre-Paul Angelblazer

From: Tom Scott [REDACTED]
Sent: September 17, 2019 7:52 PM
To: Legislative Services email
Subject: Pineapple Express 608 Esquimalt Road

Hi there! I just wanted to express how much of a positive impact I believe The Pineapple Express to be on our community.

We should do everything we can to encourage a business of this caliber to flourish.

Please give me a call anytime to discuss this more with me.

Tom Scott
[REDACTED]

Get [Outlook for iOS](#)

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 26, 2019 11:11 AM
To: Pierre-Paul Angelblazer
Subject: FW: Pineapple Express - Esquimalt support

4 of 5

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 17, 2019 9:56 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Pineapple Express - Esquimalt support

From: Trisha Tahouney <[REDACTED]>
Sent: Tuesday, September 17, 2019 9:54 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Pineapple Express - Esquimalt support

To whom it may concern,

This letter is written in support of Pineapple Express Dispensary @

608 Esquimalt Rd
Victoria, British Columbia V9A 3L4

This business provides knowledgeable people, product that helps ailments from those of us that don't want to take a bunch of prescriptions and is very respectful of privacy. It is a place for adults and those of us that use cannabis for medicinal purposes where no judgement is passed. Unlike other dispensaries, they are not concerned with the "trend" of cannabis that has seemed to arise and unlike other dispensaries I find the clientele a mature audience.


This location is not close to schools or any other place that it should not be.

Please process approved when finalizing their application so we can get our neighbourhood dispensary back.

Regards
Trisha Tahouney

To Whom it may concern,

I am the owner of Unit 3 - 626 Esquimalt Rd.
I would like to add my support for the business,
Pineapple Express Dispensary - 608 Esquimalt Rd.



Aside from this they have been good neighbours
with a well run business. They have caused
no issues or harm.

Vern Lhotzky

3925 Olympic View Dr.
Victoria BC, V9C 4B1

Late Item COTW: F.4

On Wed, Oct 23, 2019, 3:49 PM Pat Warren <[REDACTED]> wrote:

Dear Mayor and Council

Thank you for taking the time to correspond with me regarding our situation . My name is Pat Warren, I am one of the owners of Pineapple Express, the cannabis retail outlet at 608 Esquimalt Road, in Victoria West. Over the past 3 years we have been in the process of legalising our store, during which our rezoning application was approved with a 7 to 1 vote, without any opposition from the public and no issues raised by council or staff. Within the past 12 months we have submitted our provincial application which was recently returned as “fit and proper”, as we had cleared the financial integrity, security clearance proving no criminal history or association, and every other investigation the Province deemed necessary as part of their research to determine the legitimacy of our group. This week we received the final report from the city staff and to our disappointment it was recommended by staff that Pineapple Express not be given a positive recommendation from council to the Provincial Government, which is of course devastating to my partners, our families and our staff of 14. I wish to list the issues raised by the city staff and address them one at a time. I will do my best to keep this letter condensed and concise but as our business is the means by which we support our families, I must take the time to address each topic thoroughly.

The 2 main concerns were as follows:

1. Outstanding building issues and lack of permits
2. Letters of opposition

Outstanding building issues and lack of permits:

In November of 2015 we leased the location at 608 Esquimalt road and without previous experience dealing with the city staff's processes, we set to work to resolve any and all issues with the outdated building to bring it up to a standard that was deemed suitable by the City of Victoria. There have been many hurdles with this process which have delayed us greatly, one of the biggest being that when the Galloping Goose was constructed at the rear of the building, the handrail enclosing the trail blocked one of the main exit doors at the rear of the automotive shop (our landlord and the business that is connected to Pineapple Express) making the exit door impossible to open, effectively deleting a “man door” exit. When we applied for rezoning and our two units needed to be legally separated (Pineapple Express and Vic West Automotive), the automotive shop no longer had 2 legal exits. Being that we have always supported the development of infrastructure and pathways for cyclists, and we motivate our customers to use the bicycle paths to commute to our store, we took it upon ourselves to solve this issue, instead of pestering the city. We paid close to \$15,000 for a special order custom-fit garage door which contained a “man door” in its base, so that the automotive shop would have the required 2 legal exits. This process alone took more than 6 months, and delayed the approval of our building inspection tremendously, being one of the major factors which prevented us from acquiring our municipal business license, before the City of Victoria relegated licensing responsibility to the Province. Regardless, I have worked closely and consistently with city staff for years satisfying every item on the buildings checklist. On October 18th, 2019 we received the approval of our electrical inspection, having already satisfied our fire and building inspection earlier in the year. The electrical inspection was the last requirement to be completed. Everything pertaining to the building is now complete and finalised.

Letters of opposition:

Recently the City of Victoria sent community input letters to everyone within 100 meters of our location. Of the 645 letters sent out, there were 29 individuals who responded with opposition, 27 of whom reside within 100 meters. 63 letters showed support for our business, 22 of which came from within 100 meters. Firstly, 27 oppositions of 645 letters distributed, is roughly 4%, which we feel is a positive reflection of the neighbourhood as we believe those in opposition are the most motivated to speak against something they dislike. Secondly, when we take a closer look at the submissions from those in opposition we observe that a resident from the Sea West Quay Condominiums solicited his neighbours to sign a petition against our store, a route we chose to avoid out of respect for our neighbourhood. We believe we would have raised at least 50 signatures had we opted for this method. We also notice that residents from the same units signed the petition and were considered completely separate submissions. In total, there was

opposition received from 20 addresses and support received from 22 addresses within the 100 meter distance. Alternatively, this means there were 22 individual letters of support received and 8 letters of opposition received, one of which having 20 signatures on it.

The letters of opposition contained a variety of grievances. Some letters had personal ethical, moral and religious reasons why our store or cannabis in general should not be sanctioned, and while having merit in certain debates, we believe these views do not belong in the discussion of our single store license approval. Other letters addressed more pertinent topics which I will list and respond to in an almost question/answer format for simplicity.

The store would bring “unwanted people in the area”:

This is one topic I find particularly upsetting. From the beginning we have done our best to not only provide for our community, but to build up and support everyone around us. We have only ever wanted to run a professional, clean and welcoming organisation and we would never tolerate discrimination towards anyone or any group, ever! Our neighbours came to bat for us at the rezoning meeting and explained to council that they felt we have improved the safety and the character of our community. I encourage the council to trust their judgement.

We are too near schools, the skatepark and children:

The province has set their guidelines and we are well within them. We have a positive relationship with Vic West Elementary and at the zoning meeting we did not have a single complaint from the school.

Pineapple Express is open “too early”:

We structured our hours directly from the council's mandate. Moving forward, we would choose hours that satisfy both the province's and the city's regulations.

Parking:

As our location is a small corner with finite parking, we have ceaselessly worked with the neighbours to optimise the parking situation to the best of our ability. We recently financially supported the automotive shop to find off site parking for their additional vehicle storage and service vehicles. One resident complained we encourage our customers to park on nearby streets that were “residential only” including Springfield street, the street where he resides. We encourage our customers to park on side streets only when the streets permit public parking and considering our average customer experience is a 2 minute transaction, our patrons are unlikely to cause a parking shortage, similar to what one often experiences in the downtown core. A quick search on Google Earth revealed to us that Springfield Street is in fact “Residential Only Mon-Sat 8am-6pm” meaning after 6pm, and all of Sunday, the public is welcome to use Springfield for temporary parking. We feel the flow of traffic in our lot and parking around our store has improved, and as we encourage more and more customers to walk, cycle or bus to our location, we are certain it will continue to improve.

We increase traffic in our area & will affect local business:

Naturally being that our business is a store, customers must come into the store in order to purchase our products, as with any fixed business and therefore additional traffic exists. At our rezoning meeting, our neighbours mentioned how our store has brought additional customers to their businesses. The local businesses showed tremendous support for us as we have been beneficial for their shops as well. Our shop is surrounded by main arterial roads, many bus routes, the galloping goose and other large bike paths on Esquimalt Road, which will be widened even further with the expansion plan the city of Victoria has designed for Esquimalt Road. We beseeched the owner of our building to agree to sign the “Right of Way” easement needed for the approval of that expansion plan; he obliged and the easement is complete.

The Government of Canada ruled that people need reasonable access and though we have a customer

base that visits our store and adds to the local traffic, if our business were to close, that action would result in potentially hundreds of additional vehicles daily using the Johnson Street Bridge, adding to the concentration of traffic in the downtown core. Therefore, Pineapple Express helps to mitigate traffic congestion for Victoria as a whole.

One final note to mention is that neither the police nor the city staff raised “any concerns about this application in terms of community impacts.” - COTW report, pg 1 item 3, pg 5 item b)

Additional concern- Operating past the date of legalisation:

Establishing, managing, growing and operating this business has been the most challenging experience of our professional lives. My partners and I have had to make many difficult decisions throughout this process and we have always looked to the Mayor and Council for direction, information and guidance. When cannabis became legal on the 17th of October, we, as well as many others, knew that if every store in Victoria closed its doors, eighty to one hundred thousand people, and potentially more, would not have access to purchase the cannabis upon which they depend. Being that this was our livelihood, it also made our decision very difficult. Our goal from the very beginning has been to follow the Council’s instructions as closely as possible and adhere to all of their regulations, and our history of compliance is exceptional. We were told to remove our sandwich board, it was gone immediately. Edibles were banned, we took them off our shelves. The inspector detected the presence of a cannabis smell at the front entrance, we promptly had a dual-carbon filtration system installed. The city established “hours of operation” and we operated within those guidelines. We have always followed suit as we feel the Council’s outlook towards cannabis retailers has been admirable. The transition has been so complicated at times that the Council itself sought guidance from the province. When the Council declared that it was leaving enforcement in the hands of the provincial government, and the Bylaw officer in charge of our area came into our business on May 9th, he explained that “the Province has begun enforcement and is taking a negative view to cannabis businesses that are still operating without a Provincial licence.” (- Appendix D - Bylaw Comments bottom of page 2). This concerned us as previously when we had been going through the financial integrity portion of our Provincial screening process, Naomi Leclerc, the Provincial agent assigned to our file informed us the Province would not exclude retailers exclusively because they were operating past October 17th. We wanted to investigate this discrepancy, but ultimately we felt that it was the Provincial Government that we should be looking to for instruction and we sought to communicate directly with the Province in order to determine the precise course of action to be taken. I began correspondence with Stephen Gray, the CSU officer which had been assigned to our file. He informed me that the CSU had been tasked with enforcement for all cannabis businesses and if I wanted to avoid a negative report from the Province, we were to shut our operations down; this having been the first official communication and direction from the Province, I told him that we would do so. I explained that we had 14 employees, most of whom had medical and dental benefits for themselves and their families, as well as our families and we would require time to help our team prepare their finances and transfer their medical/dental plans over. We would also help them prepare for EI claims, as we had no idea for how many months we would be shut down, and provide any other services we could to avoid putting any of them in a disadvantaged position. I informed him we would need time to prepare everything. Stephen Gray appreciated the manner in which we had conducted our dialogue (as he had become accustomed to being sworn at, yelled at and even threatened by cannabis retailers in Vancouver), and told me the Province appreciates our compliance. I continued to communicate with Stephen Gray and the CSU over the next couple of weeks and on the 15th of June, the Bylaw officer returned to our store to tell us we “should shut down until approved from the Province.” (- Appendix D - Bylaw Comments top of page 3). I called the Bylaw officer on Monday the 17th of June to explain that I had already communicated directly with the Province, they have given me explicit instructions, and we had designated the 7th of July to shut down.

One of the reasons, regarding compliance, why the city staff deemed us unfit for provincial approval was because we “received negative comments from most residents and businesses responding within 100 metres.” (- Report Recommendation, page 4, summary). Another one of the reasons, pertaining to compliance, that the city staff is recommending a negative review of our business is because we “operated without a provincial and municipal license after legalization” (- Report Recommendation, page 4, summary). The “Urban Earth Med” retailer, the most recently approved cannabis retailer was

recommended for approval of their provincial license by the city staff, and yet both of these discrepancies were applicable to their business as they “operated without a provincial and municipal license after legalization” and they “received negative comments from most residents and businesses responding within 100 metres.” To us, this feels like an unfair inconsistency. The most important factor to consider in this instance is that the Province, knowing we operated past October 17th and having approved multiple businesses who did so, deemed us fit and proper to be a cannabis retail store. We feel that their recommendation should be of paramount consideration.

In closing, I hope I have been able to clearly demonstrate how we have aspired to conduct ourselves and our business in a manner which is compassionate, professional and compliant. The Mayor and Council have done so much for us, it would have made no logical sense and we would never have considered deliberately ignoring their instructions. Our final request is that council elect to vote for “Option 1: Alternate Motion” (-Report Recommendation, Options and Impacts, bottom of page 4) to “refer application to the LCRB with a positive local government recommendation, subject to obtaining all necessary City permits.” We request to be given the time to receive our occupancy permit and continue with any additional steps the City of Victoria, the council or the province wish for us to resolve or complete. As my wife and I just had our first child and have another on the way, the fear of financial uncertainty is an alarming reality. My partners and I have devoted our time, our energy and a big part of our lives to building this, our only business, into something that can provide for our families, our 14 employees, their families and the neighbourhood in the future. We love our community, we love Victoria and we hope you will allow Pineapple Express to be a part of this magical city for years to come.

Sincerely

Pat Warren



Committee of the Whole Report

For the Meeting of October 24th, 2019

To: Committee of the Whole **Date:** October 22nd, 2019
From: Chris Coates, City Clerk
Subject: Recommendation for High 5 Retail at 732 Tyee Road

RECOMMENDATION

1. That Council direct staff to advise the Liquor and Cannabis Regulation Branch:

Council supports the application of High 5 Retail at 732 Tyee Road to receive a provincial cannabis retail store license with following comments on the prescribed considerations:

- a. The Council recommends that the LCRB issue a license to High 5 Retail at 732 Tyee Road, subject to the condition that this license not be issued until after the applicant obtains a Development Permit for any proposed alterations to the building exterior.
- b. City staff did not raise any concerns about this application in terms of community impacts.
- c. 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 610 notices and received 15 letters in response. 12 letters were from respondents within 100 metres of the property, while 2 were from other Victoria residents, and 1 did not specify an address. The City did not receive correspondence from the Vic West Community Association.

Of the 15 letters received, 6 support issuing a license, 7 oppose issuing a license, and 2 do not provide a clear position on the application. However, of the 12 respondents within 100 metres of the proposed cannabis retail store that provided written comments, 5 support issuing a license, and 6 oppose issuing a license.

Respondents raised concerns about insufficient parking resulting in use of limited street parking, hours of operation near a residential area, increased nuisances such as loitering, consumption, and waste in the area, proximity to a residential area, and increased traffic.

- d. A Development Permit may be required to ensure alterations to the building exterior do not diminish the pedestrian experience and create safety concerns by obstructing the view from the sidewalk or street into the store.

- e. The property currently permits cannabis retail use under a Temporary Use Permit that expires on October 12, 2020. The applicant must either obtain Council approval to renew the Temporary Use Permit or complete a successful rezoning process in order to operate a cannabis retail store at 732 Tyee Road after October 12, 2020. The City will notify the LCRB if cannabis retail use at 732 Tyee Road is approved or not.
2. That Council direct staff to advise the LCRB of Council's recommendation subject to the applicant's compliance with City bylaws and permits.

EXECUTIVE SUMMARY

Since the Government of Canada legalized cannabis on October 17, 2018, the Province of British Columbia is responsible for cannabis retail store licensing. The Province established a framework that sends referrals to the City for a positive or negative recommendation, which must include residents' views. The City's *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw 18-120* establishes a public consultation process and fees to manage these referrals.

There is no specific City policy that guides staff in the evaluation of a proposed cannabis retail store. Staff take into consideration:

- the applicant's compliance and enforcement history as a cannabis retail store in the City, if applicable, and
- comments from residents and businesses within 100 metres of the proposed location.

High 5 Retail, previously Buds and Leaves, began operating in October 2015. The current owners gained possession of building lease and business on November 9, 2018. The business has been closed since legalization and has been compliant with City business licensing requirements. A Temporary Use Permit that expires on October 12, 2020 allows cannabis retail use on this property. The applicant would need to renew the Temporary Use Permit or complete a successful rezoning process in order to operate at this property for cannabis retail use after this date.

The City sent 610 notices and received 15 letters in response. 12 of the 15 letters were from respondents within 100 metres of the property. 6 of the 13 letters from residents and businesses within 100 metres are opposed to issuing a license to the proposed cannabis retail store. The City did not receive correspondence from the Vic West Community Association.

Respondents raised concerns about insufficient parking resulting in use of limited street parking, hours of operation near a residential area, increased nuisances such as loitering, consumption, and waste in the area, proximity to a residential area, and increased traffic.

In the absence of a City policy for evaluating the eligibility of proposed cannabis retail store, staff recommend that Council provide a positive recommendation for High 5 Retail at 732 Tyee Road.

PURPOSE

The purpose of this report is to seek a Council resolution, in accordance with the requirements of the *Cannabis Control and Licensing Act*, regarding an application by High 5 Retail at 732 Tyee Road to obtain a provincial cannabis retail store license.

BACKGROUND

The LCRB issues cannabis retail store licences under the authority of the *Cannabis Control and Licensing Act* (the Act). LCRB refers an application to the City for a recommendation about whether or not to issue a licence. The LCRB will not issue a provincial licence without a positive recommendation from the City.

The City must consider the location of the proposed retail store, provide comments about community impact, and include the views of residents. The *Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw* establishes a public consultation method and fees (Appendix A). Owners and occupiers of parcels within 100 metres of the proposed location, and the neighbourhood association for the area, and relevant City departments have an opportunity to provide written comments about the application.

A provincially licensed cannabis retail store may obtain a municipal business licence. The *Business Licence Bylaw* and *Storefront Cannabis Retailer Regulation Bylaw 19-053* set out licensing and operating conditions for storefront cannabis retailers.

Council has given a positive local government recommendation for 6 cannabis retail stores in Victoria. 5 cannabis retail stores are currently operating in Victoria with a provincial and municipal license. Another cannabis retail store is at the final stage of the provincial licensing process.

ISSUES AND ANALYSIS

High 5 Retail is located at 732 Tyee Road. A map of the property and the immediate 100 metre area is attached as Appendix B. A site plan of the property is attached as Appendix C.

There is no specific City policy that guides staff in the evaluation of a proposed cannabis retail store. Staff take into consideration:

- the applicant's compliance and enforcement history as a cannabis retail store, if applicable, and
- comments from residents and businesses within 100 metres of the proposed location.

Land Use and Estimated Rezoning Timeline

Council approved a Temporary Use Permit for 732 Tyee Road for 3 years on October 12, 2017. The TUP expires on October 12, 2020. The applicant would need to renew the TUP or apply to rezone the property for cannabis retail use. If the applicant obtains a provincial license but does not extend the TUP or rezone the property for cannabis retail use, the applicant could not operate at this location without contravening provincial licensing conditions. The Province indicated that operating without a land use authority would contravene the provincial licensing conditions and that the City should advise the Province if this occurs.

Previous Operations

On October 27, 2015, Buds and Leaves applied for a business license. At that time, the City was not accepting any applications as staff were reviewing business licensing regulations. On September 22, 2016, approved the *Cannabis-Related Business Regulation Bylaw 16-058*.

On December 1, 2016, Buds and Leaves applied for and obtained a business license. There have been three owners of Buds and Leaves. The most recent transfer of ownership occurred on November 9, 2018. The new owners continued to operate under the name of Buds & Leaves until July 2019 and then changed their name to High 5 Retail.

Bylaw Services carried out monthly inspections between December 2016 and March 2019. The store was closed since legalization and transfer of ownership. There have not been any issues since October 2017. There have not been any Bylaw Calls for Service, and only one informal complaint from a neighboring business on July 21, 2017, which was quickly resolved. The City did not issue any tickets and there are no outstanding fees.

A history of compliance and an enforcement is attached as Appendix D.

Community Impact

Bylaw Services and Sustainable Planning and Community Development did not indicate any concerns about impact on the community. The Victoria Police Department did not provide any comments.

Residents' Views

The City sent 610 notices and received 15 letters in response. 12 letters were from residents or businesses within 100 metres of the property, while 2 were from other Victoria residents, and 1 did not specify an address. The City did not receive correspondence from the Vic West Community Association.

Of the 15 letters received, 6 support issuing a license, 7 oppose issuing a license, and 2 do not provide a clear position on the application. However, of the 12 residents and businesses within 100 metres of the proposed cannabis retail store that provided written comments, 5 support issuing a license, and 6 oppose issuing a license.

Respondents raised concerns about insufficient parking for customers resulting in use of limited street parking, late hours of operation nearby a residential area, increased nuisances such as loitering, consumption in the area, and waste disposed in the area, proximity to a residential area, and increased traffic.

Municipal Requirements for Building Exteriors

The Act requires a licensed cannabis retail store to have non-transparent walls, which would require the applicant to alter the building exterior. For this property, any replacement of exterior materials such as window coverings requires a Development Permit. Internal improvements such as curtains do not require a Development Permit.

Summary

Staff would recommend that Council provide a positive recommendation for High 5 Retail at 732 Tyee Road as the new business owner did not operate the business after legalization and the application received a balanced response from residents and businesses responding within 100 metres.

Applicant's Response

The applicant provided a letter responding to the staff report. This letter is attached as Appendix F.

OPTIONS AND IMPACTS

Option 1 – Refer application with a positive local government recommendation to LCRB, subject to obtaining a Development Permit. (Recommended)

This option would enable to LCRB to issue a provincial cannabis retail store license to the applicant. If the TUP expires and the property is not zoned for cannabis retail store use, the provincial licensing conditions would prohibit the applicant to operate at this location. The Province would be responsible for enforcement.

Option 2 – Postpone decision until a successful TUP renewal or rezoning process is complete

This option would require a TUP renewal or rezoning process to be complete before Council provides a recommendation about this application in this location.

Option 3 – Refer application with a negative local government recommendation

This option would prevent the Province from issuing a license to the applicant in this location. The applicant would apply in another location, if desired.

Accessibility Impact Statement

The recommended option has no accessibility implications.

CONCLUSION

High 5 Retail at 732 Tyee Road, previously Buds and Leaves, changed ownership on November 9, 2018 and has not operated since this date. The previous business owners were compliant with City business licensing and regulations. The applicant would operate a cannabis retail store at this location under a Temporary Use Permit until October 12, 2020 and then could continue operations if the property is issued a renewed TUP or is rezoned for cannabis retail use.

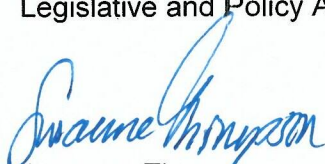
Respectfully submitted,



Monika Fedyczkowska
Legislative and Policy Analyst

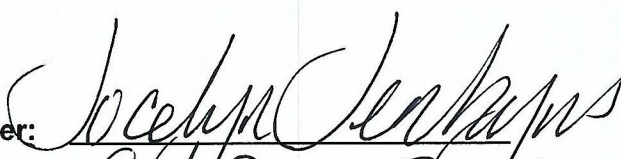


Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager:


Date: Oct 22, 2019

Attachments

- Appendix A: Cannabis Retail Store Licensing Consultation Policy and Fee Bylaw 18-120
- Appendix B: A map of the property and the immediate 100 metre area
- Appendix C: A site plan of the property
- Appendix D: Bylaw Services comments
- Appendix E: Residents' views
- Appendix F: Letter from applicant.

NO. 18-120

**CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish a process for the City to provide a recommendation to the Provincial Government for a cannabis retail store licence application referral, and to establish fees to recover the City's costs incurred in the course of work on a referral.

Contents

- 1 Title
- 2 Definitions
- 3 Public Consultation Method
- 4 Fees
- 5 Effective Date

Under its statutory powers, including section 33 of the *Cannabis Control and Licensing Act*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

Title

- 1 This Bylaw may be cited as the "CANNABIS RETAIL STORE LICENSING CONSULTATION POLICY AND FEE BYLAW".

Definitions

- 2 In this Bylaw,

“Act”

means the *Cannabis Control and Licensing Act*,

“City”

means the Corporation of the City of Victoria;

"Council"

means the Council of the Corporation of the City of Victoria;

“general manager”

has the same meaning as under the Act;

“licence”

has the same meaning as under the Act;

“licence application referral”

means a referral to the City by the general manager of an application for the issue, amendment, or renewal of a licence under section 33 of the Act.

Public Consultation Method

- 3 (1) Subject to subsection (4), after receiving a licence application referral the City will
 - (a) notify the neighbourhood association for the area to which the licence application referral relates to; and
 - (b) provide a written notice of the licence application referral to the owners and occupants of the properties located within 100 metres from the property to which the licence application referral relates; and
 - (c) after considering any written responses received, provide to the general manager comments and recommendations on the licence application referral, including Council’s views on the impact of the proposed application on the community.
- (2) The notice referred to in subsection (1) shall be mailed out at least 14 days before Council considers the licence application referral.
- (3) The obligation to give notice under subsection (1) is satisfied if the City made a reasonable effort to mail or otherwise deliver the notice.
- (4) The City shall be under no obligation to provide notice or consider a licence application referral until after it has received
 - (a) confirmation from the general manager that the general manager has made a determination in accordance with section 26(2)(e) of the Act and the applicant has been found to be fit and proper; and
 - (b) the applicant has paid to the City the fees under section 4.

Fees

- 4 For the purpose of recovering the costs, the applicant whose licence application is referred to the City must pay to the City the following fees:
 - (a) a \$750 processing fee; and
 - (b) the City’s actual costs for providing notice under section 3(1).

Effective Date

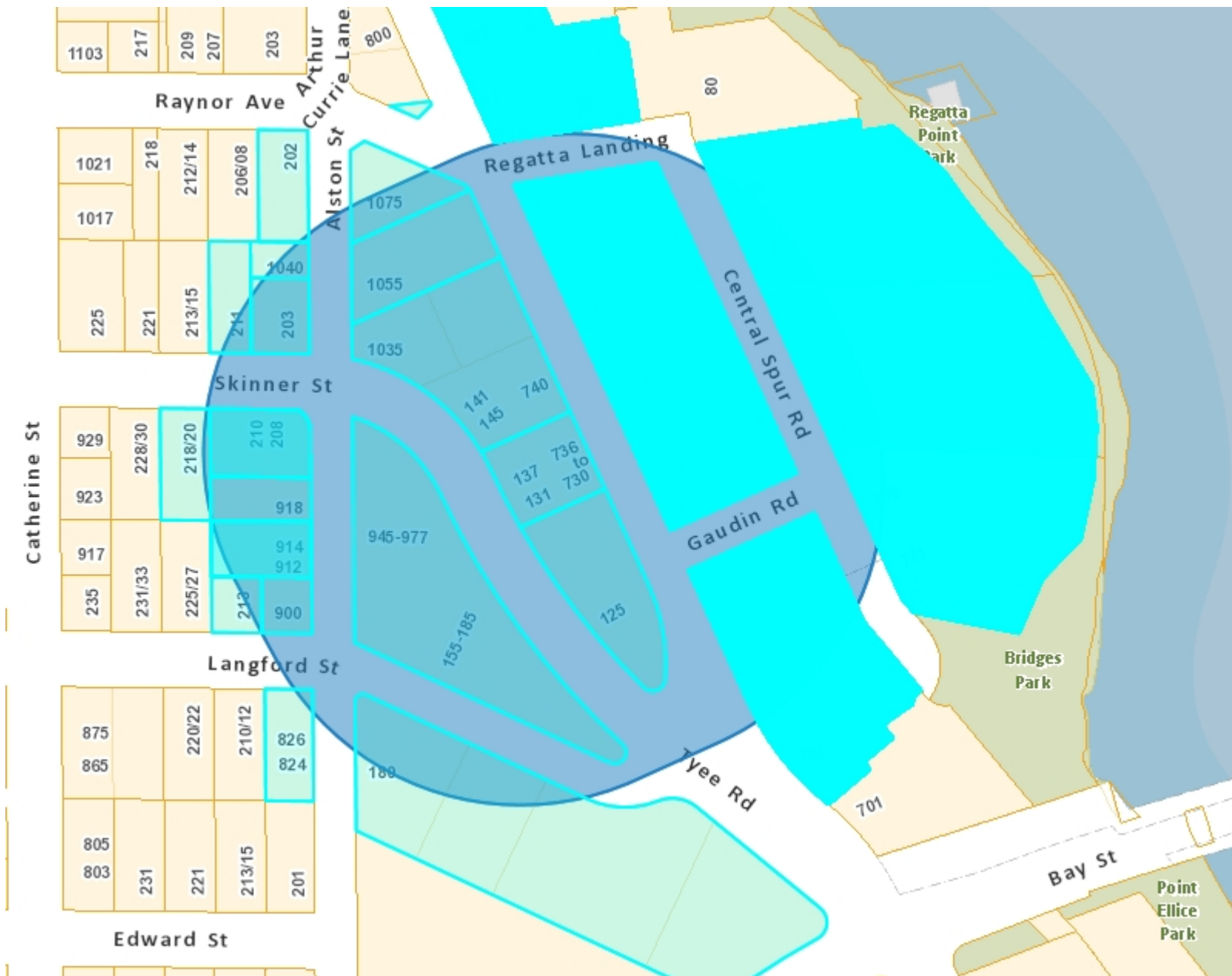
- 5 This bylaw comes into force on adoption.

READ A FIRST TIME the	8th	day of	November	2018.
READ A SECOND TIME the	8th	day of	November	2018.
READ A THIRD TIME the	8th	day of	November	2018.
ADOPTED on the	22nd	day of	November	2018.

“CHRIS COATES”
CITY CLERK

“LISA HELPS”
MAYOR

732 Tyee Road - High 5 Retail



Legend

 Victoria Parcels

1: 2,096



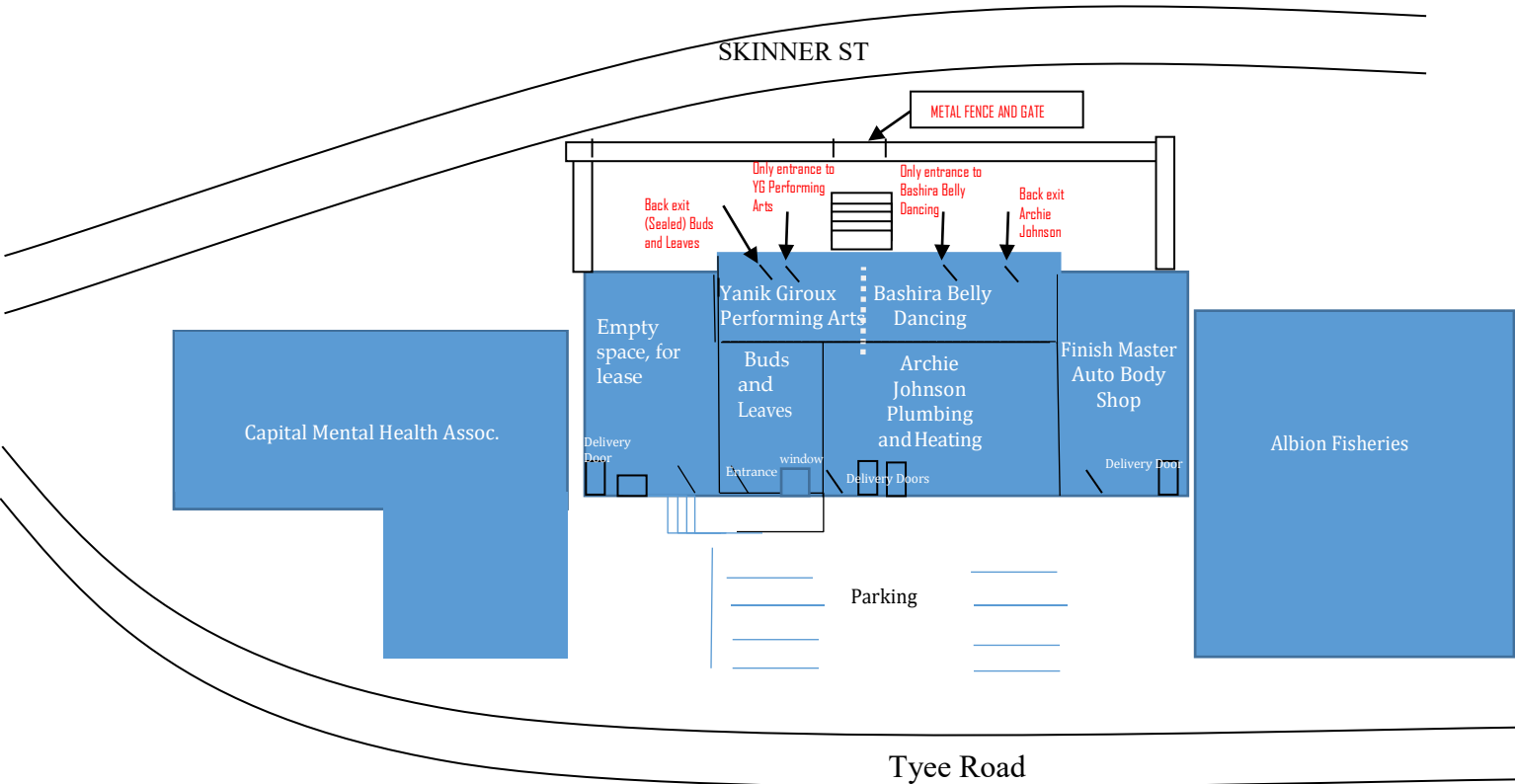
Notes

106 0 53 106 Meters

NAD_1983_CSRS_UTM_Zone_10N

Public domain: can be freely printed, copied and distributed without permission.

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



** Full height wall separation between all units.

** Overhang delivery doors are for neighbouring units only, no access into Buds and Leaves through those doors

** The Performing Arts and belly Dance studios are on the mezzanine above half of Buds and Leaves and Archie Johnson. There is no access to Buds and Leaves from those units. There is an exit out the back from the Buds and Leaves Unit, however it has been sealed.

Bylaw comments for 732 Tyee

The following information related to the Cannabis Retailer –located at 732 Tyee Road.

- October 27, 2015, the City received an application for a Medical Marijuana Dispensary at 732 Tyee Road from “Bud & Leaves Wellness Ltd, 9412805-5 (Canada Business Corporation number)”, two directors listed as Lauren Isherwood and Reia Johnson.
- October 28, 2015, Applicant was e-mailed stating the City has received the application but will not be proceeding any further until the City’s review of its licensing regulation is complete.
- November 6, 2015, Applicant is informed that M2-S, the zoning for 732 Tyee Road, does not allow Retail as a primary use.
- November 9, 2015, E-mail exchange from applicant stating that 25% will be retail, the remaining 75% for packaging and distribution activities.
- November 10, 2015, a revised business licence application is submitted from applicant, Lauren Isherwood-Baingo.
- November 10, 2015, e-mail to applicant informing the City is waiting for review of its licensing regulations and will not proceed with licence.
- January 6, 2016, e-mail to applicant requesting floor plan of property.
- January 6, 2016, City receives requested floor plan from applicant.
- January 7, 2016, City received updated floor plan from applicant.
- January 7, 2016, Zoning review of revised floor plan is approved Senior Planning Technician.
- September 22, 2016, City Council approved the Cannabis-Related Business Regulation Bylaw 16-058.
- December 1, 2016, received new licence application for Buds & Leaves Wellness Ltd 941208-5 from Lauren Isherwood, listing Nicholas Baingo as an additional director in corporation.
- December 1, 2016, business licence #1029330 is issued to Buds & Leaves Wellness Ltd.
- Dec 2, 2016, Inspector Ferris attended business to ensure hours of operation were being followed, and business was in compliance.
- February 17, 2017, Officer Bains attended and directed a bigger sign under section 6 (a) allow person under 19.
- March 9, 2017, Officer Bains spoke with new owners, Sam (Sudhir) Sadana and received sons contact number, Rajiv Sadana. They took possession Feb 21, 2017 and are working with City’s Planning Department.
- March 9, 2017, City received e-mail from Lauren Isherwood stating there was an ownership change, new owner, Rajiv Sadana. (new owners are from mainland and are looking for assistance with re-zoning process)
- March 18, 2017, Officer Bains attended to complete Operating Requirements Inspection and noted new owner, and re-zoning in progress.

- March 19, 2017, Officer Bains met Rajiv Sadana during Inspection and discussed rules around edible products and was told they were working with Planner, Mike Angrove with regards to zoning.
- April 12, 2017, Officer Dolan completed Operating Requirements Inspection, noted applicant was making payment, no edibles on premises, and rezoning application proceeding.
- May 14, 2017, Officer Bains completed Operating Requirements Inspection, confirmed no edibles on display or for sale, no further issues.
- June 24, 2017, Officer Bains completed Operating Requirements Inspection, no issues.
- July 20, 2017, Officer Bains completed Operating Requirements Inspection, informed owner, Rajiv Sadana to make application for a sign permit.
- July 21, 2017, Next door business complained about strong odor, Officer Bains to follow up.
- July 21, 2017, Officer Bains attended next door business and cleared up complaint and owner has been in touch with the City with regards to sign permit.
- September 8, 2017, Officer Bains completed Operating Requirements Inspection, re-zoning proceeding, Sign permit application pending, no further issues.
- September 29, 2017, Officer Bains completed Operating Requirements Inspection, Re-zoning in progress, signage in question.
- October 12, 2017, Council approved a Temporary Use Permit for 732 Tyee for a period of up to three years, expiry date is October 12, 2020.
- October 22, 2017, Sign permit approved.
- November 16, 2017 Officer Bains completed Operating Requirements Inspection, no issues.
- December 16, 2017 Officer Bains completed Operating Requirements Inspection, no issues.
- January 11, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- February 18, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- March 11, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- April 12, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- May 6, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- June 13, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- July 11, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- August 14, 2018, Officer Bains completed Operating Requirements Inspection, no issues.
- September 26, 2018, Office Bains completed Operating Requirements Inspection, no issues.
- October 23, 2018, Store closed pending provincial approval.
- January 9, 2019, Officer Bains confirmed store has remained closed.
- August 15, 2019, Officer Bains confirmed store has remained closed awaiting provincial approval.

Bylaw Summary:

There have not been any Bylaw Calls for Service, and only one informal complaint from a neighboring business on July 21, 2017, which was quickly resolved.

The City was notified by e-mail on March 9, 2017, of new owners, although the new owners did not complete a business licence application and continued to operate under the name of Buds & Leaves.

Payments of \$5000.00 for licensing fees were received on Dec 1, 2016, April 12, 2017, and January 10, 2018.

Detailed summary about Buds and Leaves:

On October 27, 2015, Buds and Leaves applied for a business license. At this time, the City was not accepting any applications as staff were reviewing business licensing regulations.

On September 22, 2016, approved the Cannabis-Related Business Regulation Bylaw 16-058. On December 1, 2016, Bud and Leaves applied again for a business license. The City issues a business license on the same day. The City was notified by e-mail on March 9, 2017, of new owners, although the new owners did not complete a business licence application and continued to operate under the name of Buds & Leaves until July 2019.

Council approved a Temporary Use Permit for 3 years on October 12, 2017, which would expire on October 12, 2020. The applicant is aware of the upcoming expiration and is working with the City Planning Department through the rezoning process.

Bylaw Services carried out monthly inspections between December 2016 and March 2019. There have not been any issues since October 2017. There were only minor issues prior to this, including a requirement for a larger 19+ sign and a sign permit, and a neighbour complaint about odour. The City did not issue any tickets.

Payments of \$5000.00 for licensing fees were received on Dec 1, 2016, April 12, 2017, and January 10, 2018.

Issue:

- Ownership.
- Rezoning.

Recommendation:

- Positive recommendation
- postpone decision until rezoning process is complete.
- Negative recommendation

Detailed summary about High 5 Retail:

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 27, 2019 12:34 PM
To: Pierre-Paul Angelblazer
Subject: FW: Cannabis Retail - 732 Tyee Road

1 more letter

And please check the Legislative Services e-mail if you haven't already.

Thanks!

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
 Sent: September 12, 2019 7:31 PM
 To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
 Subject: FW: Cannabis Retail - 732 Tyee Road

-----Original Message-----

From: Blair Hamilton [REDACTED]
 Sent: September 11, 2019 5:45 PM
 To: Legislative Services email <LegislativeServices@victoria.ca>
 Subject: Cannabis Retail - 732 Tyee Road

Blair Hamilton
 112-90 Regatta Landing
 Victoria, BC
 V9A 7R2

I write to object to the issuance of a licence to High 5 Retail for cannabis retail at 732 Tyee Road.

Tyee Road has seen a steady increase in traffic over the years as new developments are completed. This has resulted in lack of on street parking and adding a retail establishment in the area will put unnecessary additional traffic and parking pressure in this neighbourhood.

Previously, a cannabis retailer operated from the same address and has closed down in recent months. That should provide an indication of the viability (or lack thereof) of such a business in this area. There were also commonly patrons of the failed business consuming cannabis products at the site and proving a nuisance to residents of the area.

Westside Village mall has a selection of vacant units at this time and within a retail environment with ample parking facilities and would represent a much better option for this business. The mall security team can enforce the smoking rules that would prevent the consumption of the product at the store.

Many thanks

Blair

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:03 PM
To: Pierre-Paul Angelblazer
Subject: FW: 732 Tyee Rd Cannabis retail store

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 2:39 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: 732 Tyee Rd Cannabis retail store

-----Original Message-----

From: Chari Down <[REDACTED]>
Sent: Monday, September 16, 2019 10:27 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: 732 Tyee Rd Cannabis retail store

To Whom it may concern,

I am writing to express my disappointment that another cannabis store is coming to my neighbourhood. We have lived in this area for 10 years and we have 2 small children. There are a lot of families in the neighbourhood and it is not appropriate to have a cannabis store so close to a large residential area. Kids walk to school around here, some by themselves if they are a bit older. They do not need to be walking by a cannabis store. These stores can be in more commercial area, rather than in a residential area. I do not support this.

Thank you,

Chari Down
14-791 Central Spur Rd
Victoria BC
V9A 7R3

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:02 PM
To: Pierre-Paul Angelblazer
Subject: FW: 732 Tyee Rd Cannabis retail application

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 10:15 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: 732 Tyee Rd Cannabis retail application

From: cassie russell [REDACTED]
Sent: Sunday, September 15, 2019 9:56 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: 732 Tyee Rd Cannabis retail application

Hello

I have no issue with this location being a cannabis retail store, however this applicant is different than who was there previously (Buds and Leaves) and is new to Victoria.

I do have some concerns:

- What are the planned hours of operation?

The Railyards community is a mix of residential and commercial, but mostly residential.

I found a high5retail.com site, that is already advertising they are opening a store in Victoria West, however no information was available on the planned hours of operation. My concern is that this location would be open early/late (open before 9 AM and after 9 pm).

- Parking is limited and already at a premium, the store has 3 parking spaces in the parking lot, the rest of the parking is street parking. Where are their employee's and customer's going to park? Is there a plan to increase available parking?

Thank you for your time,
Cassie Russell
314 797 Tyee Rd, Victoria, BC V9A 7R4.
Please keep my contact information private.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:02 PM
To: Pierre-Paul Angelblazer
Subject: FW: High 5 Retail, 732 Tyee

-----Original Message-----

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:35 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: High 5 Retail, 732 Tyee

-----Original Message-----

From: ED LETAIN <[REDACTED]>
Sent: September 11, 2019 7:33 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: High 5 Retail, 732 Tyee

I live within 500 metres of the proposed site for this applicant for a cannabis license.

I support their application.

The location is discrete and there is room for parking.

I think you should approve their application.

I know no one involved in this enterprise, I would just like to see a small local dispensary nearby.

Thanks for reading my submission.

Ed Letain

Pierre-Paul Angelblazer

From: janet winbourne <[REDACTED]>
Sent: September 20, 2019 10:21 AM
To: Legislative Services email
Subject: re: license application for cannabis retail store at 732 Tyee Rd.

Follow Up Flag: Follow up
Flag Status: Completed

Greetings,

I'm a property owner and resident at 785 Tyee Road and would like to comment on the provincial license application for a cannabis retail store at 732 Tyee Road.

While I respect that this property is zoned for that use, I do not support the use for a retail license at that location. My objection is not necessarily specific to the fact that it is for a cannabis store, but more about the fact that this is a residential neighbourhood - there is little to no retail activity in this area and my preference would be that it stays that way.

The further objection I have that is most likely related to the type of business is that when there was a similar store operating there previously, we saw significantly more traffic on this block, particularly in the evenings. My concerns are around increased noise and disturbance, but most of all about the danger to pedestrian traffic.

In this neighbourhood, most residents seem to own dogs, and they all come home from work and walk them. There are signs posted encouraging drivers to slow for kids playing, and I'm happy to see this area increasingly have a "neighbourhood" or "community" feel to it, with little kids on bikes, dogs chasing balls, and parents chatting on street corners.

What I witnessed here in the last winter or two when there was a retail operation there was a LOT of traffic zooming down the hill and into the parking lot to make their purchase - mostly after dark once fall set in. This is particularly dangerous considering the wintery conditions we do often get on both of the hills that lead down to this section of the street - they can be extremely slippery. I have a strong preference that we build a neighbourhood that has only local traffic here. There is a retail district just a four minute walk away; I think that would be a much better place for this business.

Thank you for hearing my concerns,

Janet

Janet Winbourne, R.P.Bio #1214
Ethnobiologist/Local and Traditional Knowledge Researcher
105-785 Tyee Road
Victoria BC V9A 0G2
[REDACTED]

Pierre-Paul Angelblazer

From: Linley Faulkner [REDACTED] >
Sent: September 23, 2019 6:17 PM
To: Legislative Services email
Subject: cannabis retail store application 732 Tyee

Follow Up Flag: Follow up
Flag Status: Completed

Hi there, I would like to see the cannabis retail license approved for the applicant at 732 Tyee road. I live nearby and would shop there.

Keep my email private, thanks.

Linley Faulkner
797 Tyee Rd
Unit 301
V9A 7R4

Pierre-Paul Angelblazer

From: Matt Eisenbrandt [REDACTED] >
Sent: September 17, 2019 8:27 PM
To: Legislative Services email
Subject: License application - 732 Tyee Road

I write regarding the provincial license application for a cannabis retail store at 732 Tyee Road. I live a few blocks away in The Railyards. I don't object to the license being granted as a general matter. However, I believe it is very important that the store maintain opening hours that are in line with the hours maintained by other businesses in the neighbourhood. More specifically, the store should not be permitted to stay open late at night.

I ask that you please keep my contact information confidential.

Best regards,

Matt Eisenbrandt
770 Central Spur Road
Victoria
V9A 0G7

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:03 PM
To: Pierre-Paul Angelblazer
Subject: FW: application for cannabis retail at 737 Tyee Road

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 16, 2019 10:15 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: application for cannabis retail at 737 Tyee Road

From: Marcia <[REDACTED]>
Sent: Monday, September 16, 2019 7:49 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: application for cannabis retail at 737 Tyee Road

First of all thank you for the opportunity to respond and voice my personal concerns.

As an owner of a condo unit across the street from the proposed location and do have several points. As per the federal legislation legalizing the use of cannabis not just for medical use but also for recreational use I realize it is necessary for consumers to have convenient locations for their purchase.

However the extensive use of plastic packaging and subsequently the disposal of thus in the grounds in and around our building is not just an ecological issue but adds greatly to the maintenance of our strata.

Consumption of the product on premise as well as the additional traffic and parking also add stress to a burgeoning neighbourhood.

And lastly my concerns for the way in which the products are sold. It seems reasonable to me that the use for medical purposes with prescription be handled through licensed pharmacists. The recreational product should be handled as alcohol and liquor sales are currently in licensed and audited premises.

Thank you again for taking the time to allow me this opportunity.

Respectfully,
Marcia Paul
#2-797 Tyee Road
Victoria BC V9A 7R4

Pierre-Paul Angelblazer

From: Megan Webber <[REDACTED]>
Sent: September 17, 2019 11:31 AM
To: Legislative Services email
Subject: Licence Application for Cannabis Retail Store at 732 Tyee Road

Dear City Hall Ambassador,

I write to submit my comments regarding the provincial license application for a cannabis retail store at 732 Tyee Road. As the owner of a unit at 787 Tyee Road—a building directly across from the proposed retail store—I am opposed to the granting of a provincial license. I believe that a cannabis store would be a detriment to the neighbourhood. The Buds and Leaves Dispensary that previously operated at 732 Tyee Road encouraged anti-social behaviour, with clients often lingering on the sidewalk outside the business to smoke. The residents of 787 Tyee Road, who live in an entirely non-smoking building, are impacted by smoking directly outside the building (this is especially the case for residents who have outdoor space fronting on to Tyee Road). Moreover, I am concerned that a dispensary may make the streets around my building less safe. I am a single young woman who lives alone and who does not drive. I travel to and from my building on foot. The presence of the Buds and Leaves Dispensary, which was open into the evening hours, made me feel much less comfortable entering and leaving my property.

Please keep my phone number [REDACTED] and email address confidential.

Yours sincerely,

Megan Webber

Pierre-Paul Angelblazer

From: Mike Winder <[REDACTED]>
Sent: September 21, 2019 8:08 PM
To: Legislative Services email
Subject: High 5 retail. 732 tyee rs

Follow Up Flag: Follow up
Flag Status: Completed

We approve of the licence for cannabis retail at 732 tyee road

Mike and Trudy winder
12-792 central spur road, victoria, bc.

Pierre-Paul Angelblazer

From: Nicholas Rempel <[REDACTED]>
Sent: September 23, 2019 5:43 PM
To: Legislative Services email
Subject: Comments on cannabis retail application at 732 Tyee Rd

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

I am writing in support of this cannabis retail store application for 732 Tyee Rd.

I live nearby and it would be convenient for me.

Please keep my email address confidential.

Thanks,

Nicholas Rempel

301-797 Tyee Rd
V9A 7R4

Pierre-Paul Angelblazer

From: Raylene McCully <[REDACTED]>
Sent: September 23, 2019 12:32 PM
To: Legislative Services email
Subject: Provincial License Application for a Cannabis Retail Store at 732 Tyee Road

Follow Up Flag: Follow up
Flag Status: Completed

I own property at 767 Tyee Road, Horizon 1 and am opposed to a cannabis retail store in my neighbourhood for the following reasons:

1. It will bring down the value of my property.
2. There is already limited parking in the area and this will create a bigger parking issue.
3. I live in a new build and there have been several attempts of break and enter in the parkade and having a cannabis store could make this more of a problem.
4. The Railyards is a popular area a short distance from the galloping goose trail, and the safety on the trail could be at risk with a cannabis store in close proximity of the trail, which families and children walk and cycle everyday.
5. This would create more loitering in the neighbourhood.
6. This could create a health risk due to more second hand smoke, which most definitely will be an issue.
7. The Railyards is a small residential community compromising of families with small children, professional people, people who live there for the recreational opportunities, seniors, etc. A cannibas retail store just does not fit this type of community.

Thank you.

Raylene McCully

Please keep my email address private.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:02 PM
To: Pierre-Paul Angelblazer
Subject: FW: Cannabis Retail Store at 732 Tyee Rd.

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 10, 2019 9:28 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Cannabis Retail Store at 732 Tyee Rd.

From: Rob Simons <[REDACTED]>
Sent: Monday, September 9, 2019 6:34 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Cannabis Retail Store at 732 Tyee Rd.

Hello, writing in favour of the cannabis store at 732 Tyee Rd. They operated for quite a few months last year and were great neighbours. No noise or extra traffic was apparent.

Rob Simons
#209 - 785 Tyee Rd.

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:02 PM
To: Pierre-Paul Angelblazer
Subject: FW: Applicant High 5 Retail

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 12, 2019 7:34 PM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: Applicant High 5 Retail

From: Robin Wakefield <[REDACTED]>
Sent: September 11, 2019 11:12 AM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Applicant High 5 Retail

Dear City Council

We are not in support of the Applicant High 5 Retail located at 732 Tyee Road for several reasons:

1. We believe the operating hours of a cannabis retail business would be outside of the normal business hours for all of the other businesses on street including their opening on Saturday and Sunday
2. We believe this will cause additional vehicle and foot traffic and disruption to the community and there is little or no enforcement capabilities that products will not be consumed in the parking lot or street creating additional public safety concerns - there are families, children and pets in our neighbourhood
3. There is limited parking to accommodate the business as their parking is shared with other businesses and there very limited street parking due to residential buildings and needs
4. We do not believe that locating a cannabis retail outlet next to the Canadian Mental Health Association is a "good" thing
5. There are enough cannabis outlets in Victoria without the necessary for this applicant

Thank you for your consideration in this matter.

Regards

Mr. Robin Wakefield
415-797 Tyee Road
T [REDACTED]

Pierre-Paul Angelblazer

From: Monika Fedyczkowska
Sent: September 18, 2019 3:02 PM
To: Pierre-Paul Angelblazer
Subject: FW: High 5 Retail (732 Tyee Rd)

From: Legislative Services email <LegislativeServices@victoria.ca>
Sent: September 10, 2019 9:27 AM
To: Monika Fedyczkowska <mfedyczkowska@victoria.ca>
Subject: FW: High 5 Retail (732 Tyee Rd)

From: Wayne Brunsdon <[REDACTED]>
Sent: Monday, September 9, 2019 5:47 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: High 5 Retail (732 Tyee Rd)

To whom it may concern:

Please consider this my support of the license application for the above retail store. As a resident of the neighbourhood, I think this store will be fine.

Please keep my email private.

signed
Wayne Brunsdon
309-785 Tyee Rd
Victoria

October 22, 2019

Mayor and Members of City Council,

Thank you for your consideration to support the recommendation for High5 Retail to operate at 732 Tyee Road. I have read the letters received in response to notices sent out, and appreciate the positive support. I would like to ensure that the reasons provided by those opposing the recommendation are acknowledged.

Respondents have raised concerns about insufficient parking for customers, late hours of operation, increased loitering and consumption.

Parking: Most staff live within walking distance of the store. For those who do not, High5 will be providing ride passes to encourage the use of public transportation.

Hours of Operation: High5 Retail will be in operation from 9am- 8pm daily. These hours comply with City of Victoria bylaw 19-053 (Storefront Cannabis Retail Regulation Bylaw).

Loitering and Consumption: Loitering will not be condoned and any patrons loitering for an extended period of time will be asked to leave the premises. High5 will be displaying visible “No Loitering” and “No Smoking” signage outside the unit.

Thank you,

High5 Retail



Committee of the Whole Report

For the Meeting of October 24, 2019

To: Committee of the Whole
From: Jodi Jensen, Head of Human Resources
Subject: Certification as a Living Wage Employer

Date: October 10, 2019

RECOMMENDATION

That Council adopt the proposed Living Wage Policy and direct staff to develop an implementation plan and apply for certification as a Living Wage Employer no later than January 31, 2020.

EXECUTIVE SUMMARY

The Living Wage for Families Campaign encourages employers to pay a living wage, which is calculated annually to cover basic expenses for a two-parent family with two children and each parent working full time. Living wage employers commit to paying their direct employees and contracted services employees a living wage.

On July 26, 2018, Council adopted a motion to:

1. Endorse the "Living Wage for Families" campaign.
2. Agree in principle to the adoption of a Living Wage Policy, and direct staff to report back with a draft policy for Council's consideration, as a step toward becoming a certified Living Wage Employer.

Staff have developed a Living Wage Policy for Council consideration. Should Council adopt the proposed Living Wage Policy, staff will develop an implementation plan which includes the following steps:

- Bring forward for Council ratification negotiated amendments to the City's Collective Agreement with CUPE Local 50 to ensure all City employees are paid the Living Wage;
- Provide notice to impacted contractors that upon contract expiry, new contracts will include a living wage clause.

The Implementation Plan will be submitted as part of the City's application for certification as a Living Wage Employer no later than January 31, 2020.

PURPOSE

The purpose of this report is to provide a Living Wage Policy for Council's consideration, as a step toward becoming a certified Living Wage Employer.

BACKGROUND

The Living Wage for Families Campaign encourages employers to pay a living wage and advocates for government policies that would help families make ends meet.

The living wage for Victoria is calculated annually by the Community Social Planning Council of Greater Victoria and is based on a two-parent family with two children (the most common family unit in BC) and each parent working full time, to cover basic expenses including: food, clothing, rental housing, child care, transportation; and small savings to cover illness or emergencies. Non-mandatory employer provided benefits – such as extended health/dental care, professional education development, enhanced vacation and sick leave – are included in the living wage calculation. For 2019, the living wage for Greater Victoria is \$19.39.

Living wage employers commit to paying their direct employees and contracted services employees a living wage. To become certified, employers agree to:

- ensure that all direct employees are paid the current living wage rate for their area within six months of a successful application, taking into account any employer-provided non-mandatory benefits; and
- insert a living wage clause stipulating that contracted and subcontracted workers are to be paid a living wage in all future contracts for regular, ongoing services.

The Living Wage for Families Campaign recognizes that there are different forms of employment which should be exempted from the living wage, including:

- casual employment of less than 120 hours of work per year;
- student, intern and practicum placements;
- social enterprise purchasing; and
- multiple small contracts; for large employers, a small contract is defined as a contract making up no more than half a percentage of its purchasing budget.

There is no fee to apply as a Living Wage Employer. Applications for certification are accepted between May 1 and January 31 each year, and must include a Living Wage Employer Implementation Plan for each of the steps in the application process, which concludes with an independently verified certification. To maintain Living Wage Employer status, employers are required to recertify on an annual basis.

More than 150 organizations across BC have been certified as Living Wage Employers including the Cities of Vancouver, Pitt Meadows, Port Coquitlam, New Westminster, Burnaby and Quesnel.

On July 26, 2018, Council adopted a motion to:

3. Endorse the “Living Wage for Families” campaign.
4. Agree in principle to the adoption of a Living Wage Policy, and direct staff to report back with a draft policy for Council’s consideration, as a step toward becoming a certified Living Wage Employer.

A proposed City of Victoria Living Wage Policy is included with this report for Council consideration as Appendix 1.

ISSUES & ANALYSIS

Application of Living Wage to City Employees

All City employees are compensated at or above the prevailing living wage rate with the exception

of those occupying the following auxiliary positions within the CUPE Local 50 bargaining unit: Door Attendant/Usher, Childminder and Concession Worker. During the 2019 Financial Plan deliberations, Council allocated \$9,000 from new assessed revenue to implement the Living Wage Policy for City employees.

The City has initiated discussions with CUPE Local 50 to reopen the current Collective Agreement (which expires December 31, 2020) to adjust the wage schedule consistent with the living wage. Any agreement to amend the Collective Agreement is subject to Council ratification. The City anticipates reaching an agreement resulting in all City employees being compensated at or above the prevailing living wage effective October 2019.

Application of Living Wage to Contractors and Subcontractors

The City's collective agreements with CUPE Local 50, IBEW Local 230 and UBCJ Local 1598 all include the following provision:

All subcontractors of the City shall provide wages which are at least equal to those specified in this Agreement when work of a similar or same nature is performed.

The City's procurement contracts include the requirement to pay equivalent wages to those established in the relevant collective agreement when the same or similar work is performed by contractors. The majority of contracted services are therefore already at or above the living wage.

Exceptions may exist where the City contracts for services which are not the same or similar to work performed by City employees. Staff have reviewed current contract arrangements and identified that the two existing contracts for security services are not consistent with the proposed Living Wage Policy.

The City is currently developing a new security strategy to guide future decisions on service levels and delivery methods. The financial impact of the Living Wage Policy will be dependent on the future service model for security services. Should the policy be approved, the City will include specific living wage requirements in any competitive procurement processes for contracted security services when the current contracts expire in 2021.

Implementation Plan

Should Council adopt the proposed Living Wage Policy, staff will develop an implementation plan which includes the following steps:

- Bring forward for Council ratification negotiated amendments to the City's Collective Agreement with CUPE Local 50 to ensure all City employees are paid the Living Wage;
- Provide notice to impacted contractors that upon contract expiry, new contracts will include a living wage clause.

The Implementation Plan will be submitted as part of the City's application for certification as a Living Wage Employer no later than January 31, 2020.

OPTIONS & IMPACTS

Option 1 (Recommended)

That Council adopt the proposed Living Wage Policy and direct staff to develop an implementation plan and apply for certification as a Living Wage Employer no later than January 31, 2020.

Option 2 (Not Recommended)

That Council direct staff to revise the proposed policy and/or approach to implementation.

Accessibility Impact Statement

The Living Wage is a policy tool designed to end working poverty among low wage and precarious workers. Given the relationship between disability and poverty, the Living Wage Campaign is a means to address material hardship experienced by working age people with disabilities.

2019 – 2023 Strategic Plan

Application for certification as a Living Wage Employer is a 2019 action under Strategic Objective 4: Prosperity and Economic Inclusion.

Impacts to Financial Plan

During the 2019 Financial Plan deliberations Council allocated \$9,000 from new assessed revenue to implement the Living Wage Policy for City employees and moved consideration of the balance of the funding required to address the implementation of a living wage for contracted services to a future financial planning process. The financial impact for contracted security services will be dependent on the City's future service delivery model, and the living wage requirement will be included in any procurement process initiated for these services in 2021.

Official Community Plan Consistency Statement

Adoption of a Living Wage Policy is consistent with a number of values and objectives set out in the Official Community Plan including individual and community well-being, housing affordability, and economic development.

CONCLUSIONS

Council adoption of the Living Wage Policy will enable City staff to develop an implementation plan and apply for certification as a Living Wage Employer no later than January 31, 2020.

Respectfully submitted,

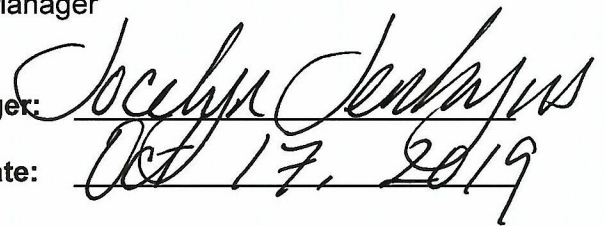


Jodi Jensen
Head of Human Resources

Susanne Thompson
Deputy City Manager


Report accepted and recommended by the City Manager:

Date:


Oct 17, 2019

List of Attachments

Appendix 1 – Living Wage Policy

	COUNCIL POLICY	
		Page 1 of 2
SUBJECT: Living Wage Policy		
PREPARED BY: Human Resources		
AUTHORIZED BY: City Council		
EFFECTIVE DATE: October 24, 2019		REVISION DATE:

1. PURPOSE

The purpose of the Living Wage Policy is to set out the City's commitment to ensure that all City employees and those who provide services to or on behalf of the City earn a living wage.

2. OBJECTIVES

The City recognizes that paying a living wage constitutes a critical investment in the long-term prosperity of our community, contributes to economic inclusion and fosters a dedicated, skilled and healthy workforce.

3. DEFINITIONS

Living Wage is the hourly rate of pay that enables wage earners living in a household to:

- Feed, clothe and provide shelter for their family
- Promote healthy child development
- Participate in activities that are an ordinary element of life in the community
- Avoid the chronic stress of living in poverty

This hourly rate is calculated every year by the Living Wage for Families Campaign, based on the living expenses of a family of four with two children aged 4 and 7, with both parents working full time (35 hours/week).

The Living Wage may be achieved through a combination of hourly wage plus non-mandatory employer paid benefits, such as extended health, dental and sick leave coverage, professional development and enhanced vacation.

4. APPLICATION

a) Employees

This policy applies to all employees employed by the City of Victoria. The City will ensure all employees are paid at a minimum the living wage as established in the year of renewal of any of the City's Collective Agreements. The City will not re-open a Collective Agreement during the term of the agreement to re-negotiate wage schedules should a rate of pay fall below the Living Wage for that year.

b) Contractors and Sub-contractors

This policy applies to all service contracts where:

- the services are to be performed on properties owned by or leased to the City including all streets, sidewalks and other public rights of way; and
- the services are provided on a regular, ongoing basis and the contractor is expected to perform the services for greater than 120 hours per year of the contract; and
- the estimated annual value of the contract is greater than 0.5% of the City's total purchasing budget).

but shall exclude

- emergency or non-recurring repairs or maintenance services where no standing contract is in place;
- services performed by organizations that lease property from the City of Victoria; and
- contracts with social enterprises.

The City will include a Living Wage clause in all agreements and renegotiated agreements with contractors.

The City will enforce this policy by performing audits of contractors and subcontractors when notice of non-compliance is received by the City.

Contracts in force at the time of implementation of this policy will not require immediate compliance should their wage rates be lower than the established Living Wage. Contracts will require compliance with the Living Wage Policy when the contract expires or is renegotiated, whichever comes first.



Committee of the Whole Report

For the Meeting of October 24, 2019

To: Committee of the Whole **Date:** October 16, 2019
From: Susanne Thompson, Deputy City Manager and CFO
Fraser Work, Director of Engineering and Public Works
Subject: Commercial Loading Zone Permits

RECOMMENDATION

That Council direct staff to bring forward amendments to the Streets and Traffic Bylaw to:

1. Authorize the use of loading zones and 20-minute meters when a valid City of Victoria commercial loading permit is displayed
2. Establish an interim fee structure for City of Victoria commercial loading permits as follows:
 - a. Vehicles 6 metres or less in length - \$100 per year
 - b. Vehicles greater than 6 metres in length - \$300 per year

EXECUTIVE SUMMARY

The Province recently announced that their Commercial Vehicle Licensing Program, operated by the UBCM since 1987, will end on December 31, 2019. The original program required that any vehicle utilized for a commercial purpose purchased a decal ranging in price from \$25 to \$40 based on the vehicle's weight. A portion of this funding (\$6.75 per decal plus an allocation based on population) was provided to municipalities to offset costs related to commercial use of vehicles on municipal roads. The price of these decals has not increased in over 15 years and the revenue the City receives has remained below \$40,000 annually.

The City uses these decals to identify commercial trucks that are allowed to load and unload at downtown commercial truck loading zones. As a result of the discontinuation of the Province's program, a City of Victoria permit would be necessary for the City to continue to manage these zones. Commercial truck loadings zones are typically 12 metres in length and have become increasingly in demand, from both large and smaller commercial trucks. Larger delivery vehicles are having increased difficulty finding available loading zones due in part, to more frequent use by smaller delivery vehicles. As a result, commercial truck drivers often double-park near their desired location, and thereby create safety and congestion hazards in the City. Some drivers choose to circulate the block, awaiting available space, and add to downtown traffic congestion and delays, noise, infrastructure wear, air pollution and greenhouse gas emissions.

The City's approach to curb space management is currently being assessed as part of the GOVictoria program and intends to align parking fees with the true value of spaces, to promote increased turnover needed to service in-demand loading zones, and the need to incentivize and promote lower emissions, noise, greenhouse gas, pollution, and increased safety. More

comprehensive review is currently underway and will lead to future changes and potential increases to decal, parking and penalty fees. This interim fee structure is required to address immediate vehicle access / decal needs in 2019.

Staff recommend creating two types of permit rates, based on vehicle size. Vehicles longer than 6 metres would be offered a permit at \$300 per year to use the commercial truck loading zones in the downtown core, since these vehicles require the length of those zones to park and do not have other options. Vehicles 6 metres or less in length are able to fit into regular 20 minute vehicle parking spaces. The proposed permit for these smaller commercial vehicles at \$100 per year would provide an additional level of service, for loading and unloading in the 20 minute meter zones, freeing up capacity for the larger vehicles in the commercial loading zones. Based on historical volumes, it is anticipated that these permits will generate approximately \$300,000 annually.

Based on the late change to the existing decal system, only cursory engagement has occurred on this issue, to date. Staff continue to meet with stakeholders on this and related logistics parking matters and will report back to Council on the steady-state recommendations, which will consider all feedback from commercial vehicle and business operators, and the ongoing performance of the new service models and related infraction frequency / severity.

Detailed analysis of parking and curbside management and pricing is an ongoing part of the City's Sustainable Mobility Strategy (ie. GoVictoria), and thus, amendments to decal pricing and other fees are required as part of the overarching strategy, for consideration by Council. As such, it is recommended that the revenue generated from the new permits be held in reserve until the strategy is finalized.


Respectfully submitted,


Ismo Husu,
Manager of Parking Services


Fraser Work,
Director of Engineering and Public Works


Susanne Thompson
Deputy City Manager and CFO

Report accepted and recommended by the City Manager:


Date: Oct 18, 2019