



**AMENDED AGENDA
PLANNING AND LAND USE COMMITTEE
MEETING OF NOVEMBER 26, 2015, AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE**

Page

CALL TO ORDER

APPROVAL OF AGENDA

CONSENT AGENDA

ADOPTION OF MINUTES

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| 1. | Minutes from the Meeting held on November 12, 2015. | 5 - 12 |
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DECISION REQUEST

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| 2. | Delegated Authority and Exemptions for Development Permits
--J. Tinney, Director - Sustainable Planning and Community Development | 13 - 150 |
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A report to advise Council about the public input received on the initiative to consider delegated authority and exemptions for certain types of development permits and to recommend next steps.

Staff Recommendation: That Council authorize an Official Community Plan Amendment Bylaw.

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| 3. | Victoria Housing Reserve Fund Application for 4351 West Saanich Road (Rosalie's Village)
--J. Tinney, Director - Sustainable Planning and Community Development | 151 - 281 |
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An application to provide 42 units of supportive affordable rental housing as part of the Rosalie's Village Project located at 4351 West Saanich Road.

Staff Recommendation: That Council consider approving a grant of \$420,000 from the Victoria Housing Reserve to the Society of Saint Vicent de Paul.

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| 4. | <p>Victoria Housing Reserve Fund Application for 120 Gorge Road
 <i>--J. Tinney, Director - Sustainable Planning and Community Development</i></p> <p><i>An application for the development of two additional supportive affordable housing units as part of phase two of the Siem Lelum project located at 120 Gorge Road East</i></p> <p><u><i>Staff Recommendation:</i></u> <i>That Council consider approving a grant of \$20,000 from the Victoria Housing Reserve Fund to the Victoria Native Friendship Centre.</i></p> | 283 - 317 |
| 5. | <p>Amendment to the Housing Agreement for 1035 Oliphant Street
 <i>--J. Tinney, Director - Sustainable Planning and Community Development</i></p> <p><i>A report requesting an amendment to the housing agreement for 1035 Oliphant Street that Lot 4 instead of Lot 2 would be subject to the rental housing requirement.</i></p> <p><u><i>Staff Recommendation:</i></u> <i>That Council authorize the Mayor to execute a covenant to use the strata lot as rental housing for five years.</i></p> | 319 - 325 |
| 6. | <p>BC Lotteries Commission - Request for Expressions of Interest for Siting of a New Casino Facility
 <i>--J. Tinney, Director - Sustainable Planning and Community Development</i></p> <p><i>A report to provide Council with further information from the British Columbia Lottery Corporation on the proposed scope and selection process for a casino, as well as a recommended response to BCLC</i></p> <p><u><i>Staff Recommendation:</i></u> <i>That Council direct staff to submit a response to the British Columbia Lottery Corporation's Request for Expressions of Interest indicating that the City of Victoria would consider a casino proposal consistent with City policies and guidelines.</i></p> | 327 - 335 |

DEVELOPMENT APPLICATION REPORTS

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| 7. | <p>Development Permit Application No. 000443 for 257 Belleville Street
 <i>--J. Tinney, Director - Sustainable Planning and Community Development</i></p> <p><i>An application to remove the existing motel and construct an eight-storey, 35-unit apartment building.</i></p> <p><u><i>Staff Recommendation:</i></u> <i>That Council consider authorizing the permit.</i></p> <p><u>LATE ITEM: Plans</u></p> | 337 - 417 |
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[Addenda]

COMBINED APPLICATION REPORTS

8. Rezoning Application No. 00495 for 863/865 Villance Street 419 - 442
--J. Tinney, Director - Sustainable Planning and Community Development

An application to rezone the property to permit strata titling of the existing non-conforming duplex. A Public Hearing is required prior to Council making a final decision on the property.

Staff Recommendation: That Council consider advancing the application to a Public Hearing.

9. Development Permit with Variance Application No. 00495 for 863 / 865 Villance Street 443 - 454
--J. Tinney, Director - Sustainable Planning and Community Development

A development permit application to strata title an existing non-conforming duplex and to alter and construct an addition to the building. A hearing is required prior to Council making a final decision on the application.

Staff Recommendation: That Council consider authorizing the permit.

CLOSED MEETING

MOTION TO CLOSE THE NOVEMBER 26, 2015, PLANNING & LAND USE STANDING COMMITTEE MEETING TO THE PUBLIC

That the Planning & Land Use Committee convene a closed meeting that excludes the public under Section 12(6) of the Council Bylaw for the reason that the following agenda items deal with matters specified in Sections 12(3) and/or (4) of the Council Bylaw, namely:

- Section 12(3)(e) - The acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the City.
- Section 12(3)(g) - Litigation or potential litigation affecting the City.
- Section 12(4)(i) - The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CALL TO ORDER

APPROVAL OF AGENDA

CONSENT AGENDA - CLOSED MEETING

ADOPTION OF THE CLOSED MINUTES

10. Minutes from the Closed Meeting held October 15, 2015.

DECISION REQUEST

11. Land / Legal Advice
--T. Zworski, City Solicitor
12. **LATE ITEM:** Update on CRD Core Area Sewage Treatment Facility
Siting Options within the City of Victoria
--L. Hutcheson, General Manager of Parks and Environmental Services,
Capital Regional District

ADJOURNMENT

**MINUTES OF THE
PLANNING & LAND USE COMMITTEE MEETING
HELD THURSDAY, NOVEMBER 12, 2015, 9:00 A.M.**

1. THE CHAIR CALLED THE MEETING TO ORDER AT 9:00 A.M.

Committee Members Present: Mayor Helps (Chair); Councillors Alto, Coleman, Isitt, Lucas, Loveday, Madoff, Thornton-Joe and Young.

Absent for a portion of the meeting: Councillors Isitt and Loveday

Staff Present: J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; J. Tinney – Director, Sustainable Planning & Community Development; A. Hudson – Assistant Director, Community Planning, J. MacDougall – Assistant Director, Parks; F. Work – Director, Engineering; R. Bateman – Planner; J. Handy – Planner; M. Miller – Heritage Planner; B. Sikstrom – Senior Planner; C. Wain – Planner; C. Coates – City Clerk; J. Appleby - Recording Secretary.

Councillors Isitt and Loveday were not present when the meeting convened.

2. APPROVAL OF AGENDA

Action: It was moved by Councillor Alto, seconded by Councillor Madoff, that the Agenda of the November 12, 2015, Planning and Land Use Committee meeting be approved.

The Chair canvassed Committee, which approved bringing forward the following items for approval:

Item #1 - Minutes from the Meeting held on October 29, 2015

Item #8 - Potential Heritage Advisory Panel Referrals

Amendment: It was moved by Councillor Coleman, seconded by Councillor Alto, that the agenda of the November 12, 2015 meeting be approved as amended.

On the amendment:
CARRIED UNANIMOUSLY 15/PLUC268

On the main motion as amended:
CARRIED UNANIMOUSLY 15/PLUC269

3. CONSENT AGENDA

3.1 Minutes from the Meeting held on October 29, 2015.

Action: It was moved by Councillor Coleman, seconded by Councillor Alto, that the Minutes from the October 29, 2015, Planning and Land Use Committee meeting be approved.

CARRIED UNANIMOUSLY 15/PLUC270

3.2 Potential Heritage Advisory Panel Referrals

Councillor Madoff and Thornton-Joe brought forward a motion regarding the Heritage Advisory Panel and issues that the panel would like to bring forward.

Action: It was moved by Councillor Coleman, seconded by Councillor Alto, that Committee recommends that Council approve the following referrals to the Heritage Advisory Panel for consideration, comments and / or recommendations on:

1. Possible further losses of the 1860's houses in Victoria.
2. The Heritage Significance of the 1889 Courthouse in Bastion Square.

CARRIED UNANIMOUSLY 15/PLUC271

4. DECISION REQUEST

4.1 R1-A Zone, Rockland Single Family Dwelling Bylaw Housekeeping Amendment

Committee received a report regarding proposed amendments to the R1-A Zone, Rockland Single Family Dwelling District. The amendments would clarify the intent of the Bylaw, specifically confirming that:

- Self-contained dwelling units in a house conversion are to be included in calculating the minimum site area when associated with attached and semi-attached dwelling units.
- Minimum site area (breathing room) requirements for pre-1970 conversions apply only when subdivision of the lot occupied by the conversion is proposed:

Councillors Isitt and Loveday joined meeting at 9:04 a.m.

Action: It was moved by Councillor Madoff, seconded by Councillor Thornton-Joe, that Committee recommends that Council consider giving first and second reading to the Zoning Regulation Bylaw amendment proposed to the R1-A Zone, Rockland Single Family Dwelling District, and that a Public Hearing date be set.

CARRIED UNANIMOUSLY 15/PLUC272

4.2 Sidewalk Café Bylaw Progress Report

Committee received a report regarding a proposed approach for updating the Sidewalk Café Bylaw, improvements to the process associated with establishing sidewalk cafes and to seek direction to proceed with focused public consultation for feedback on the proposed changes.

Committee discussed:

- The need to have a bylaw that will encourage businesses to have removable fixtures in the public right-of-way.

Action: It was moved by Councillor Alto, seconded by Councillor Loveday, that Committee recommends that Council direct staff:

1. To bring forward an updated *Sidewalk Café Bylaw* (No. 02-75) based on the following approach:
 - a. That the type of sidewalk cafés distinguish between whether objects are fixed in place or not.
 - b. That fully enclosed sidewalk cafés are no longer permitted.
 - c. That only fixtures that are easily removable are permitted.
 - d. That clearances from the curb be updated for safety and clarity.
 - e. That heater regulations be updated for safety and clarity.
 - f. That the fees be updated to simplify the process and for consistency with City policy.
 - g. That the adjacent parallel parking stall be an option for sidewalk café use in some circumstances.
 - h. That the Bylaw language be improved for clarity.
2. To prepare design guidelines to provide guidance for sidewalk café design and application review.
3. To proceed with public consultation, focused on providing information on the bylaw and process changes to stakeholders for feedback.
4. To incorporate refinements into the draft *Sidewalk Café Bylaw* in response to the input received from the public consultation and report back to Council with the proposed Bylaw by February 2016.

Committee discussed:

- Ensuring the public and those with mobility issues have clear access to the public right-of-way should be the City's main concern.

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Isitt, that the motion be amended as follows:

1. To bring forward an updated *Sidewalk Café Bylaw* (No. 02-75) based on the following approach:
 - a. That the type of sidewalk cafés distinguish between whether objects are fixed in place or not.
 - b. That fully enclosed sidewalk cafés are no longer permitted.
 - c. That only fixtures that are easily removable are permitted.
 - d. That clearances from the curb be updated for safety and clarity.
 - e. That heater regulations be updated for safety and clarity.

- f. That the fees be updated to simplify the process and for consistency with City policy.
- g. That the adjacent parallel parking stall be an option for sidewalk café use in some circumstances.
- h. That the Bylaw language be improved for clarity.
2. To prepare design guidelines to provide guidance for sidewalk café design and application review.
3. To proceed with public consultation, focused on providing information on the bylaw and process changes to stakeholders for feedback.
4. **Refer this item to the Accessibility Working Group for feedback.**
4. 5. To incorporate refinements into the draft *Sidewalk Café Bylaw* in response to the input received from the public consultation and report back to Council with the proposed Bylaw by February 2016.

On the amendment:

CARRIED UNANIMOUSLY 15/PLUC273

Discussion on the main motion:

- Sidewalk cafés add to the vibrancy of the downtown.
- The need to have a bylaw that is concise and easy to understand.

On the main motion as amended:

CARRIED UNANIMOUSLY 15/PLUC274

5. DEVELOPMENT APPLICATION REPORTS

5.1 Development Permit Application No. 000430 for 1029 View Street

Committee received a report regarding an application for 1029 View Street. The proposal is to construct a mixed-use building comprising of ground-floor commercial and eight-storeys of residential above.

Councillor Loveday withdrew from the meeting at 9:43 a.m. and returned at 9:44 a.m.

Committee discussed:

- The original application approved by the previous Council has expired due to a delay caused by remediation of the site; the revised application contains more dwelling units and parking stalls.

Action:

It was moved by Councillor Alto, seconded by Councillor Madoff, that Committee recommends that Council consider the following motion:

“That Council refer Development Permit Application No. 000430 to the Advisory Design Panel, with a request that the Panel pay particular attention to the following:

1. The building separation distances and opportunities to improve the interface between the existing multi-unit building at 1039 View Street.
2. The overall building design and in particular:
 - a. The visual impact of the “rotunda” feature and the projection to the west of the main entrance as it relates to the overall massing and proportions of the building.

- b. Opportunities to improve the demarcation of “base, body and top” through architectural elements as a means of mitigating the massing of the building.
 - c. Finishes and materials and how these meet the intent of the guidelines.
 - d. Opportunities to improve the definition of the podium level through increased ceiling heights.
 - e. Review of the private courtyards and the privacy screens as they relate to the pedestrian experience along the street.
3. The massing and bulkiness of levels seven and eight as they relate to floor plate limitation sizes.
 4. The relationship of the building and how it provides a sensitive transition to the surrounding context.
 5. Crime Prevention Through Environmental Design (CPTED) concerns associated with the garbage and recycling area.

Following this referral and after provision of either an arborist report or details for alternative replacement street trees and any necessary revisions requested by the Advisory Design Panel, that the Application be referred back to the Planning and Land Use Committee."

Committee discussed:

- The application is a special circumstance and would be built by now, if not for the site remediation.
- Concerns regarding how long the referral to the Design Panel and subsequent report would take to bring the application back to Committee.

DEFEATED 15/PLUC275

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

Action: It was moved by Councillor Thornton-Joe, seconded by Mayor Helps.

"That Council authorize the issuance of Development Permit Application No. 000430 for 1029 Fort Street in accordance with:

1. Plans dated September 18, 2015.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. Provision of an arborist report to demonstrate the mitigation measures needed to reduce the impacts on the retained street trees along View Street or an alternate plan to replace the street trees to the satisfaction of City staff.
4. Provision of additional detail related to the functionality of the two-tier bicycle parking to the satisfaction of City staff.
5. That Council authorize City of Victoria staff to execute an Encroachment Agreement for a fee of \$750 plus \$25 per m² of exposed shored face during construction, in a form satisfactory to City staff. This is to accommodate shoring for construction of the underground parking structure at the property line.
6. Final plans to be generally in accordance with the plans identified above to the satisfaction of City staff.

7. The Development Permit lapsing two years from the date of this resolution.”

CARRIED 15/PLUC276

For: Mayor Helps (Chair); Councillors Alto, Coleman, Isitt, Lucas, Loveday, Thornton-Joe and Young.
Against: Councillor Madoff

Committee recessed at 10:18 a.m.

Committee reconvened at 10:23 a.m.

Councillor Isitt withdrew from the meeting at 10:23 a.m. due to a potential non-pecuniary conflict as he is a board member of the Greater Victoria Harbour Authority, who are the owners of the subject property.

5.2 Heritage Application Permit No. 00208 for 700 Government Street

Committee received a report regarding an application for 700 Government Street. The proposal is to install six surplus lamp posts in order to light the pedestrian part of the Lower Causeway.

Action: It was moved by Councillor Alto, seconded by Councillor Madoff, that Committee recommends that Council authorize the issuance of Heritage Alteration Permit No. 00208 for the property at 700 Government Street, in accordance with:

1. Plans date stamped September 17, 2015.
2. Development Meeting all *Zoning Regulation Bylaw* requirements.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director, Sustainable Planning and Community Development.

Committee discussed that the Harbour Authority has received funding for the site and is currently working on a comprehensive master plan which will eliminate the need to approve this type of application in isolation.

CARRIED 15/PLUC277

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

Councillor Lucas excused herself from the meeting at 10:28 a.m. due to a potential pecuniary conflict as she oversees all operations of a liquor retail store located at the Hotel Rialto.

Councillor Isitt returned to the meeting at 10:29 a.m.

6. LIQUOR LICENCE REPORTS

6.1 The Local Bar and Grill

Committee received a report regarding an application from the Local Bar and Grill located at 1205 Wharf Street, for a change to their Food Primary Licence to add a

Patron Participation Endorsement.

Action: It was moved by Councillor Alto, seconded by Councillor Loveday, that Committee recommends that Council, after conducting a review with respect to noise and community impacts regarding the application to add a Patron Participation Endorsement for the Food Primary Liquor license of The Local Bar and Grill, Liquor Licence No. 302531, located at 1205 Wharf Street, supports:

1. The application of The Local Bar and Grill to amend its Food Primary Liquor Licence to add a Patron Participation Endorsement.
2. That Council provides the following comments on the prescribed considerations:
 - a. The location is in the historic commercial district which authorizes restaurants, hotels, retail stores, tourist services and associated uses. The Food Primary Liquor licensed business is compatible with the neighbouring land uses. The business is located within the Old Town District and is within the Intermediate Noise District, which allows for a higher noise threshold.
 - b. This change is expected to have minimal impact on the neighbourhood due to the configuration, use and size of the licenced premises. The restaurant has had no complaints of noise or nuisance since April 2007. There is some concern that this change could increase the likelihood of the business being operated contrary to its primary purpose.
 - c. The views of the residents were solicited via a mailed notice to neighbouring property owners and occupiers within 50 metres of the restaurant and a notice posted at the property. Three written responses were received by the City, two opposed and one in support of the application.

Committee discussed:

- If there has been enough public consultation on the application.

CARRIED UNANIMOUSLY 15/PLUC278

6.2 The Strathcona Hotel

Committee received a report regarding an application from the Strathcona Hotel, located at 919 Douglas Street, for a change to their hours of service.

Action: It was moved by Councillor Loveday, seconded by Councillor Coleman, that Committee recommends that Council, after conducting a review with respect to noise and community impacts regarding the application to amend the hours of liquor service for the Liquor Primary Licence of the Strathcona Hotel, Liquor Licence No. 136243, located at 919 Douglas Street, supports:

1. The application of the Strathcona Hotel to amend its Liquor Primary Licence to allow a change in operating hours to include 10:00 AM to 2:00 AM liquor service seven days per week.
2. That Council provides the following comments on the prescribed considerations:

- a. The location is within the Core Business Place designation in the in the Official Community Plan area which authorizes commercial, including office, retail, visitor accommodation, multi-unit residential and mixed use.
- b. The Food Primary liquor licenced business is compatible with the neighbouring land uses. The business is located within the Central Business District and is within the Intermediate Noise District, which allows for a higher noise threshold.
- c. The views of the residents were solicited via a mailed notice to neighbouring property owners and occupiers within 50 metres of the Hotel and a notice posted at the property. Two written responses were received from residents opposed to the application.

Committee discussed:

- Concerns from neighbours regarding the late night operation and the noise created when patrons leave the premises.

CARRIED 15/PLUC279

For: Mayor Helps; Councillors Alto, Coleman, Isitt, Loveday, Madoff, and Thornton-Joe.

Against: Councillor Young

Action: It was moved by Councillor Thornton-Joe, seconded by Councillor Loveday, that Council request that the applicant provide information on what practises are used to address the neighbourhood concerns

CARRIED UNANIMOUSLY 15/PLUC280

Councillor Lucas returned to the meeting at 10:54 a.m.

7. ADJOURNMENT

Action: It was moved by Councillor Coleman, seconded by Councillor Isitt, that the Planning and Land Use Committee meeting of November 12, 2015, be adjourned at 10:55 a.m.

CARRIED UNANIMOUSLY 15/PLUC281

Mayor Helps, Chair



Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 16, 2015
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Delegated Authority and Exemptions for Development Permits

RECOMMENDATION

1. Prepare an Official Community Plan (OCP) Amendment Bylaw:
 - a. to exempt buildings and structures with a floor area no greater than 9.2m² (100ft²) from requiring development permits in the following designated areas:
 - i. DPA 4: Town Centres
 - ii. DPA 5: Large Urban Villages
 - iii. DPA 6A: Small Urban Villages
 - iv. DPA 7A: Corridors
 - v. DPA 10A: Rock Bay
 - vi. DPA 13: Core Songhees
 - vii. DPA 14: Cathedral Hill Precinct
 - viii. DPA 15A: Intensive Residential Small Lot
 - ix. DPA 15B: Intensive Residential Panhandle
 - x. DPA 15D: Intensive Residential Duplex
 - xi. DPA 16: General Form and Character;
 - b. to exempt changes to existing landscaping (where the landscaping does not form part of an approved plan) from requiring development permits in the following designated areas:
 - i. DPA 5: Large Urban Villages
 - ii. DPA 6A: Small Urban Villages
 - iii. DPA 7A: Corridors
 - iv. DPA 10A: Rock Bay
 - v. DPA 11: James Bay and Outer Harbour
 - vi. DPA 13: Core Songhees
 - vii. DPA 14: Cathedral Hill Precinct
 - viii. DPA 15A: Intensive Residential Small Lot
 - ix. DPA 15B: Intensive Residential Panhandle Lot
 - x. DPA 15D: Intensive Residential Duplex
 - xi. DPA 16: General Form and Character;

- c. to clarify language in Appendix A of the OCP so it is clear when a permit is not required (an exemption) versus when a permit is required, to improve its user-friendliness.
2. Prepare a Land Use Procedures amendment bylaw to delegate approval authority to staff for the following types of development applications, when consistent with relevant policy:
 - a. new buildings, building additions, structures and equipment in Development Permit Area (DPA) 16: General Form and Character, DPA 10A: Rock Bay, and DPA 10B (HC): Rock Bay Heritage;
 - b. new buildings, building additions, structures and equipment that do not exceed 100m² floor area in:
 - i. DPA 2 (HC): Core Business
 - ii. DPA 3 (HC): Core Mixed-Use Residential
 - iii. DPA 4: Town Centres
 - iv. DPA 5: Large Urban Villages
 - v. DPA 6A: Small Urban Villages
 - vi. DPA 6B (HC): Small Urban Villages Heritage
 - vii. DPA 7A: Corridors
 - viii. DPA 7B (HC): Corridors Heritage
 - ix. DPA 10A: Rock Bay
 - x. DPA 10B (HC): Rock Bay Heritage
 - xi. DPA 11: James Bay and Outer Harbour
 - xii. DPA 12 (HC): Legislative Precinct
 - xiii. DPA 13: Core Songhees
 - xiv. DPA 14: Cathedral Hill Precinct;
 - c. accessory buildings in:
 - i. DPA15A: Intensive Residential Small Lot
 - ii. DPA15B: Intensive Residential Panhandle Lot
 - iii. DPA15D: Intensive Residential Duplex;
 - d. floating buildings, floating building additions and floating structures in DPA 11: James Bay and Outer Harbour located in the FWM Zone, Fisherman's Wharf Marine District;
 - e. floating buildings, floating building additions and floating structures that do not exceed 100m² in floor area in all DPAs;
 - f. renewals of up to two years for previously approved (unlapsed and unchanged) development permits where there have been no intervening policy changes;
 - g. renewals of up to two years for previously approved (unlapsed and unchanged) Heritage Alteration Permits where there have been no intervening policy changes;
 - h. replacement of exterior materials on existing buildings;
 - i. temporary buildings and structures that do not exceed 100m² in floor area and where removal is secured by a legal agreement limiting permanence to two years;
 - j. temporary construction trailers on private property where a legal agreement is in place to secure its removal within six months of receiving an Occupancy Permit or within six months of a Building Permit expiring;
 - k. temporary residential unit sales trailers on private property where a legal agreement is in place to secure its removal within six months of receiving an Occupancy Permit or within six months of a Building Permit expiring;
 - l. changes to landscaping where applicable design guidelines exist or where identified within an approved plan.

3. Develop and implement a process to monitor and evaluate the effectiveness and benefits of the proposed delegation authority and report to Council at six months and one year on the effectiveness of the system.

EXECUTIVE SUMMARY

The purpose of this report is to advise Council about the public input received on a proposed initiative to exempt certain forms of development from a development permit and to delegate approval authority to staff for certain types of developments. This initiative was originally considered by the Planning and Land Use Committee on September 10, 2015, at which time Council directed staff to seek public feedback on the proposed recommendations and report back. Staff consulted with the Heritage Advisory Panel, Advisory Design Panel, Community Association Land Use Committees (CALUCs) and the Urban Development Institute. A few comments were received and staff have proposed a limited number of changes to the original recommendations as described in this report. The proposed initiative does not alter or impact the requirements for community consultation on proposed developments as described in the *Land Use Procedures Bylaw*.

PURPOSE

The purpose of this report is to advise Council about the public input that has been received on the initiative to consider delegated authority and exemptions for certain types of development permits and to recommend next steps.

BACKGROUND

At the Council meeting of September 10, 2015:

It was moved by Councillor Alto, seconded by Councillor Madoff, that Council refer the Delegated Authority and Exemptions for Development Permits report to the Heritage Advisory Panel, Advisory Design Panel, Community Association Land Use Committees (CALUCs), and the Urban Development Institute, inviting comment on the report and recommendations by October 30th and that staff report back to Planning and Land Use Committee in November on input received and any proposed adjustments to the recommendations.

Carried Unanimously

Following this direction, staff referred this proposed initiative to the Community Association Land Use Committees (CALUC), the Heritage Advisory Panel, the Advisory Design Panel and the Urban Development Institute (UDI). At the close of the October 30, 2015, comment period, minutes were received by both Panels, the James Bay Neighbourhood Association, the Rockland Land Use Committee and the UDI. A compilation of all of the comments received is included as Attachment 1.

ISSUES & ANALYSIS

Staff have reviewed all comments that were received and propose a number of changes to the original recommendations as described below. In addition, staff have identified the rationale for those comments where no further change is proposed by staff. It should also be noted that the proposed delegated authority initiative does not alter the existing review process for Development Permit Applications. The only change is that, for a limited range of development permits without

variances, the final decision point will be shifted from Council to staff. All other development permits not identified in this report and those with variances will continue to require consideration by Council. This proposed initiative also retains the existing referral process with communities as described in the CALUC Terms of Reference, as well as referrals to the Advisory Design Panel and the Heritage Advisory Panel based on the existing Terms of Reference for these Council-appointed committees.

1. Proposed changes based on comments received (Delegated Authority)

a. Temporary Buildings and Structures (Time limitation)

- In consideration of comments from the Rockland Neighbourhood Association, it is proposed that the time limitation for temporary buildings and structures be reduced from five years to two years. A two year time limit aligns with the typical time limit for development permits and better supports the intent of these structures as being temporary.

b. Temporary Construction and Residential Sales Trailers on Private Property (Time limitation)

- In consideration of comments from the Rockland Neighbourhood Association, it is proposed that staff will continue to require a legal agreement (Covenant) to ensure the removal of temporary construction and temporary residential sales trailers from private property within six months of receiving an occupancy permit (project completion) or within six months of a building permit expiring. Additional conditions may also be included within the legal agreement based on the complexity of the project as identified through the Development Permit Application. It is also important to note that while the development permit is proposed to be delegated to staff, the Covenant will continue to require consideration and approval from Council.

c. Communication of Delegated Applications

- In consideration of comments from the Heritage Advisory Panel and the James Bay Neighbourhood Association, staff propose to provide Council with a monthly summary of all delegated development permits that have been received as well as approved. This summary may also identify those applications that have been referred to Council, Advisory Design Panel and Heritage Advisory Panel. These monthly summaries can also be made available to the general public through the City of Victoria website. In addition, the City of Victoria will continue to identify all active Rezoning Applications and Development Permit Applications through VicMap which is publicly accessible through the City of Victoria website. VicMap identifies the application type, permit number, municipal address, date received and a general description of each project/application.

2. Response to other comments

a. Referrals to Heritage Advisory Panel

The Heritage Advisory Panel has suggested that Council direct staff to seek guidance from the Panel on matters affecting the heritage values of the City regardless of the area and/or nature of the application.

- Staff do not recommend any changes to the recommendations described in this report, however as part of the administrative process, staff recommend that all development permit applications that involve buildings with potential heritage value as well as those immediately adjacent to a heritage property would be referred to the Heritage Advisory Panel for review and comments.

b. Creation of Statements of Significance for all Heritage Conservation Areas DPA (HC)

The Heritage Advisory Panel has suggested that Council direct staff to create Statements of Significance for all Heritage Conservation Areas to ensure that staff know what values are to be protected in these areas.

- Staff do not recommend any changes to the proposed recommendations as the comment provided does not have a direct impact on the proposed initiative. However, the development of Statements of Significance for historic areas or districts is specifically supported through policy in the OCP. Therefore, staff recommend that this initiative will be explored through the upcoming process to update the Sustainable Planning and Community Development work program.

c. Increase floor area for exempted small scale buildings and structure

The Advisory Design Panel has suggested that the maximum floor area for small-scale buildings and structures that are proposed to be exempted from a development permit be increased from 9.2m² (100 ft²) to 20m² (215 ft²).

- Staff do not recommend any changes as the proposed maximum floor area of 9.2m² is intended to accommodate smaller-scale and common structures such as garden or storage sheds which typically do not have an impact on the surrounding area. The proposed increase in floor area may, in fact, result in greater impacts on adjacent properties.

d. Concern for visual appearance of small scale buildings and structures from the Public Right-of-Way

The Advisory Design Panel has suggested small-scale buildings and structures that are visible from the public Right-of-Way should not be exempted from a development permit.

- Staff do not recommend any changes to the proposed conditions for exempted small-scale buildings and structures because they are subject to the *Zoning Regulation Bylaw* requirements for accessory buildings which do not permit accessory buildings in the front yard of a property. In addition, the proposed maximum 9.2m² floor area is also meant to ensure that these buildings and structures are small scale and limit their potential impact and visual presence from the public realm.

e. Concern for cumulative development of small scale buildings and structures

The Advisory Design Panel has suggested that any subsequent small-scale building or structure should not be exempted within five years of a previous small-scale building or structure being developed.

- Staff do not recommend any changes to the proposed conditions for exempted small-scale buildings and structures because they are subject to the *Zoning Regulation*

Bylaw which has specific regulations for the placement and development of accessory buildings. The *Zoning Regulation Bylaw* also restricts the overall area of a parcel that can be covered by buildings or structures.

- f. Concern for delegated authority for new buildings, building additions and structures that do not exceed 100m² within DPA 7A: Corridors

The Rockland Neighbourhood Association has suggested that 100m² is too large. A more suitable reference might be 37m² (400 ft²) maximum total floor area of a garden suite. This would align with discussion on the future rezoning requirements on garden suites.

- Staff do not recommend any changes to the proposed conditions for delegated authority as the delegated authority will continue to ensure that all development permits are reviewed against the various design guidelines contained within the *Official Community Plan* for DPA 7A: Corridor.

- g. Concern that the residents of James Bay will be denied the opportunity to review developments on most commercial/industrial lands.

The James Bay Neighbourhood Association has expressed concern that the proposed initiative will limit their ability to review development applications and provide comments.

- Staff do not recommend any changes to the proposed conditions for delegated authority as the proposed initiative will continue to respect and adhere to the referral process with the CALUCs as described in the *Land Use Procedures Bylaw*. In addition, the proposed delegated authority only applies to development permits without variances, which do not require consultation with communities. Any development permit with a variance or a Rezoning Application would continue to require community consultation as well as consideration by Council.

- h. Concern that the proposed initiative will undermine the existing Memorandum of Understanding (MOU) between the James Bay Neighbourhood Association and the Greater Victoria Harbour Authority.

The James Bay Neighbourhood Association has expressed concern that the proposed initiative will undermine the terms and conditions of the MOU between the JBNA and the GVHA which was signed on October 3, 2013.

- The terms and conditions of the MOU remain unchanged and ensuring adherence to the MOU is a matter between the James Bay Neighbourhood Association and the Greater Victoria Harbour Authority. However, staff would continue to encourage the GVHA to consult with the JBNA as outlined in the MOU.

- i. Concern over the delegated authority for new buildings, building additions, structures and equipment that are less than 100m² within in DPA 11: James Bay and Outer Harbour.

The James Bay Neighbourhood Association has expressed concern that the proposed delegated authority described above is not appropriate on water lots as these developments may have significant impacts on nearby residents and businesses.

- Staff do not recommend any changes to the proposed conditions for delegated authority as all development permits within DPA 11, will continue to be reviewed against the design guidelines that are specifically identified in the OCP for DPA 11: James Bay and Outer Harbour. The proposed delegated authority only applies to development permits without variances, which do not require consultation with the communities. In addition, all other development permits not identified in this report and any development permit with a variance or a Rezoning Application will continue to require consideration by Council.

3. Proposed Delegation Process

Should Council delegate authority to staff to approve the types of development permits and heritage alteration permits outlined in this report, the following administrative process would be followed:

a. Staff Review of Application

When an application for a Development Permit or Heritage Alteration Permit is received at the City, staff create the file and circulate the plans across departments for a technical review of zoning; off-street parking and impacts to public Rights-of-Way (Engineering); landscaping and impacts to street trees (Parks), and life-safety considerations (Fire Department and Building Inspection). While this is occurring, the file manager (Planner) evaluates the Application for consistency with planning policy and any design guidelines stipulated within the *Official Community Plan*. Staff undertaking these reviews then come together at a meeting of the "Technical Review Group" (TRG) to collectively discuss the Application, determine if referral to Council's advisory panels is recommended and identify any issues. A summary of this review is subsequently sent to the applicant clearly identifying any outstanding issues that need to be resolved prior to advisory panel reviews or prior to a decision being made.

b. Applicant Response to Outstanding Issues

This step may not be required if there are no issues with the Application in relation to the review of the initial submission. If issues are identified as part of the TRG process, the applicant would undertake revisions to address the issues and resubmit updated plans.

c. Staff Review of Revised Plans

When revised plans or additional project information is submitted to the City, further staff review is required. This process would continue until staff are satisfied that the issues have been addressed.

d. Advisory Design Panel and Heritage Advisory Panel Reviews

Delegated development permits would be referred to the Advisory Design Panel, the Heritage Advisory Panel or a joint meeting of both Panels, depending on the nature of the proposal or the type of Development Permit Area or Heritage Conservation Area the property lies within. The following general guidance would be applied in determining referrals:

- New buildings, building additions, structures and equipment in excess of 100m² and located in Development Permit Area (DPA) 16: General Form and Character and DPA 10A: Rock Bay would be referred to the Advisory Design Panel.

- All new buildings, building additions, structures and equipment in excess of 100m² in DPA 10B (HC): Rock Bay Heritage would be referred to a joint meeting of the Advisory Design Panel and Heritage Advisory Panel.
- All development permit applications that involve buildings with potential heritage value as well as those immediately adjacent to a heritage property would be referred to the Heritage Advisory Panel for review and comments.

*Note: Heritage Alteration Permits for buildings with Heritage Designation or listed on the City's Heritage Register in this Heritage Conservation Area would not be delegated to staff and those would continue to be considered by the full Heritage Advisory Panel prior to Council consideration.

e. Applicant Design Revisions

If the advisory panels recommend design revisions, staff would work with the applicant to provide additional advice and guidance on how to address the Panel comments, and would review any design changes.

f. Staff Decision

When it is determined by staff that the application is acceptable and should be approved, a decision letter would be prepared, clearly outlining the rationale for the decision, based on relevant City policy and design guidelines.

If staff determines that the application cannot be supported, it would be referred to Council for a decision. The applicant would be advised of this and staff would prepare a report for consideration by Council's Planning and Land Use Committee.

g. Posting to City Website

City staff will maintain a monthly list of active and approved Development Permit Applications delegated to staff on the City's website. Staff also propose to provide a monthly summary of the delegated authority development permits to Council.

OPTIONS & IMPACTS

The options that were presented in the attached Planning and Land Use Committee report dated August 27, 2015, remain available to Council. These are summarized as follows, with more detailed rationale provided in the attached report:

1. Development Permit Exemptions:

- a. Option 1: Prepare an OCP amendment bylaw to permit the development permit exemptions outlined in this report and report back to Council in early 2016 (**recommended**).
- b. Option 2: Instead of exempting these items, delegate approval authority to staff to retain some design control.
- c. Option 3: Maintain status quo.

2. Development Permit Delegated Authority:

- a. Option 1: Prepare a Land Use Procedures amendment bylaw to delegate authority as outlined in this report and develop a system to monitor and evaluate the effectiveness and benefits of this approach and report back to Council in early 2016 (**recommended**).
- b. Option 2: Direct staff to discontinue work on this topic by deciding to not implement a system of delegated authority.

There are no additional impacts for consideration beyond those identified in the attached Planning and Land Use Committee report dated August 27, 2015. Please refer to the attached report which also identifies consistency with the *City of Victoria Strategic Plan, 2015-2018* and the *Official Community Plan*.

CONCLUSIONS

The proposed recommendations contained in this report reflect some of the public feedback received to date. These proposed development permit exemptions and delegation authority are positive initiatives that will streamline and expedite process for applicants, Council and staff. This initiative does not alter or impact the established community consultation requirements for development as described in the CALUC Terms of Reference.

Respectfully submitted,



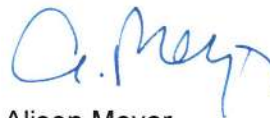
Robert Batallas, Senior Planner
Community Planning



Jonathan Tinney, Director
Sustainable Planning and Community Development



Andrea Hudson
Assistant Director, Community Planning



Alison Meyer
Assistant Director, Development Services

Report accepted and recommended by the City Manager:



Date: November 19, 2015

List of Attachments

- Attachment 1: Summary of Public Feedback
- Attachment 2: Council minutes dated September 10, 2015
- Attachment 3: Planning and Land Use Committee Report dated August 27, 2015.

Summary of Public Feedback on Delegated Authority and Exemption of Development Permits

Rockland Land Use Committee Comments

Sent: Saturday, September 26, 2015 1:44 PM

Subject: Re: CALUC Comments: DP Delegation and Exemption Initiative

Dear Mr. Batallas:

As chair of the Rockland Land Use Committee I would like to be on record with comments re:

3.b.viii 100m² is far too large and exempt floor space, at roughly 1100 ft² it is approximately the size of a small bungalow. A more suitable reference might be 37 m², 400 ft², the maximum total floor area of a garden suite. This would align with discussion on the future rezoning requirements on Garden Suites.

3.i. 5 years is far too long to allow temporary buildings in residential areas to remain in place. A more suitable maximum time limit might be 2 years.

3.j/k a time constraint on construction and sales trailers should be considered. It appears that they can be stored indefinitely on private property or left in place if a project stalls. I would suggest a time limit of 6 months after a project is completed or work ceases and further that trailers cannot be stored in residential areas or corridors. i.e. they are to be stored on an industrial storage site.

Regards;
Bob June, Chair
RNA LUC

Advisory Design Panel Comments

Proposed Development Permit exemptions for buildings and structures with a floor area no greater than 9.2m² (100ft²) in certain areas.

- Expanding the limit to be 20m² (215ft²).
- Concerns that a small structure (less than 9.2m²) could be built out of character with the building and/or neighbourhood that is fully visible from the public domain. This could diminish the effectiveness of the exemption policy.
- Concerns of large structures being built in sequential stages of less than 9.2m² each time so a permit is not required. This could diminish the effectiveness of the exemption policy.
- It is important that the policy include clauses to deal with concerns.
 - Exclude structures that are visible from the public domain (public right-of-way) from the exemption.
 - Proposing any subsequent small structures will not be exempted within 5 years following the construction of an earlier small structure.

Proposed delegated authority for staff to approve Development Permits for new buildings, building additions, structures and equipment that do not exceed 100m² floor area in certain areas.

- Change limit to 200m² (2153 ft²). Planning staff should be empowered more.

General Comments

- The proposal is a major step forward as a means of streamlining the development permit procedures.

Heritage Advisory Panel Comments (Minutes from October 13, 2015)

9. **Delegated Authority and Exemptions for Development Permits**

Preparation of comments for Council

Moved

Seconded

The Panel encourages Council to direct staff to create a visible and user-friendly tracking system for delegated applications. This system should be accessible by both the public and advisory groups.

The Panel encourages Council to request that staff provide advisory panels and committees with updates every two months (at minimum) regarding delegated applications that fall under their mandates.

That under the proposed delegation of authority, the Panel encourages Council to direct staff to seek guidance from the Panel on matters affecting the heritage values of the City regardless of the area and/or nature of the application.

The Panel encourages Council to direct staff to create Statements of Significance, to be approved by Council, for all DPA (HC) to ensure that staff know what values are to be protected in these areas.

Carried (unanimous)



James Bay Neighbourhood Association

jbna@vcn.bc.ca
Victoria, B.C., Canada

www.jbna.org

October 28th, 2015

Mayor Helps and Council,
City of Victoria

Re: Development Permit Exemptions and Delegation Authority

The JBNA Board is opposed to the proposed delegation of authority and exemptions for development permits as detailed in the planning document dated August 27th, presented to PLUC on September 10th.

This response must be considered in context, considering the following:

- October 3rd, 2013, GVHA-JBNA MOU (Fisherman's Wharf)
- April 22nd, 2015, JBNA response to Development/Heritage Alteration Permit Applications & Subdivisions
- September 9th, 2015, submission by Richard Linzey, Chair, CoV Heritage Advisory Panel
- October 1st, 2015, CoV Council - CALUC round-table discussion
- September 25th, 2015, (PLUC Report) Development Summit Action Plan & Final Report presented to PLUC on October 15th.

In effect, the proposal(s) would deny residents of James Bay the opportunity to review developments on most commercial/industrial lands in James Bay, including the contentious on-going and future development of Ogden Point.

The proposal(s) support the CoV's Strategic Plan objectives, outcomes and actions related to empowering staff, delegating decision-making and streamlining residential and commercial development processes but are in direct conflict with the Strategic Plan's objectives related to engaging and empowering the community. Consultation and collaboration on land use matters is the single most important aspect of community engagement. Centralizing and delegating authority as proposed is the direct opposite of "meaningful engagement."

The proposal(s) also undermines the JBNA-GVHA Memorandum of Understanding created by our two organizations and submitted to the City to accompany the rezoning application for Fisherman's Wharf in 2013.

The GVHA-JBNA Memorandum of Understanding was predicated on the opportunity for continuing public review. It was to create a consultation process for further commercial development at Fisherman's Wharf. 'Smaller' DP applications, expected during the first few years, were to give GVHA and JBNA an opportunity to fine-tune our internal processes to deal with these proposals in an efficient and effective way and hopefully pave the way for consideration of the Ogden Point MasterPlan DP process, yet to be determined.

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The Fisherman's Wharf MOU has been breached on several occasions; with a couple of breaches involving development permit applications. JBNA's first notification of one particular DP application was through a PLUC agenda. Upon contacting GVHA about the breach, we learned that GVHA's senior management was not aware of the DP application being forwarded to PLUC (Note: the city had processed the application with only the signature of an employee, not of the executive team). These weren't major projects but the fact that the City also didn't realize that the MOU would have been breached, remains worrisome. Although GVHA was not purposely trying to breach the MOU with the structures, it was a matter of neither the City nor GVHA having internal processes in place that respect the JBNA-GVHA Fisherman's Wharf MOU.

This issue with the Fisherman's Wharf MOU speaks to the importance of elements of the current system. The City process including a PLUC agenda is the community's only back-up for information and often the first public disclosure of a development. We are not suggesting that the existing system should remain as is; however, the proposed system sidelines public review, engagement and collaboration.

A development on a waterlot, of or near 100m² (1000 sq.ft.) is not minor. City staff may not be aware of the very different impacts of water-based businesses versus land-based businesses. On water, 1000 sq.ft. could house a restaurant, a pub, or a manufacturing facility. The design and orientation of a development on water could have significant impacts on nearby residents and other businesses. Public input could alter the orientation of a pub-deck, thereby minimizing impacts; it could alter the location of a facility *vis a vis* other facilities and thereby reduce or negate impacts.

Although the proposed changes purport to "*being advanced in response to some of the outcomes from the previous Development Summits and the City of Victoria Strategic Plan (2015-2018) as they relate to improving development processes and reducing the overall volume of development applications*", the development summits, and any public reviews known to us, have not suggested any exemptions to review for a development on waterlots, yet they are being proposed in the August 27th document.

Speed of approval may be an issue but as the analysis from planning suggests, the greatest time savings for developments would come through efficiencies within the process at City Hall. The CALUC process, and neighbourhood review, was not identified as problematic with respect to time-lapse issues.

On October 1st, at the Council-CALUC round table, the need, and desirability of CALUC to have opportunity and voice was expressed by many. Indeed, one neighbourhood representative expressed the need for all variances and other matters to be referred to CALUC. Words from Richard Linzey's September 9th submission, referring to proposed exemptions and delegations

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which were to address **minor** legal technicalities, would apply equally to non-heritage-related developments: *"it is not clear how such exemptions and delegations avoid unintended consequences ..."*.

Such consequences go beyond the loss of public input, they also impose higher workloads on the volunteers who facilitate the CALUC as they search for other means of disclosures and input, increase the credibility gap between "City Hall" and residents, and most of all, signify the rejection of advice/input from committee and CALUC members.

The delegated authority and exemption proposal, in one form or another, has been in front of Council for at least 10 months. As it has come onto various agendas, some input has been sought from neighbourhoods, committees, landlords, and the development community. Sadly, as input has been received over the past year, be it through submissions or at the CALUC round-table discussions, proposals from staff have not changed direction, and have not incorporated input. Instead, we have seen policy proposals which have incrementally reduced CALUC or neighbourhood voices.

Two weeks following the October 1st round table discussions, the September Development Summit Action Plan & Final Report was presented to PLUC. It was as though the October round-table didn't occur. The system of neighbourhood consultation AFTER staff have developed program or changes puts neighbourhoods in a position of objecting, rather than as partners in the development of our city. Seeking "input" after recommendations are made, does not support collaboration. What it does, is to create a lot of work, duplication, angst and distrust.

The "decline" of opportunity to voice opinion as suggested by Linzey is not confined to heritage reviews; the diminishment of opportunity has been a theme for several months, in spite of the "strengthening communities" narrative.

We ask that delegations and exemptions, as per the August 27th proposal, be tabled pending creation of a process that permits public review and input for any development permit application, be it considered minor or major by staff. It is the residents who know which developments may be minor or major, and who will be living next to and near developments. JBNA has created a collaborative, time-sensitive and mutually respectful process for working with developers and with City staff. Perhaps the pre-meeting "model" may serve as a starting point for developing a DP review process that is compatible with Strategic Plan objectives.

Respectfully submitted,



President, JBNA

Cc: Chairs, CoV CALUC/VCAN

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October 29, 2015

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

Re: Delegated Authority and Exemptions for Development Permits

Mayor and Council –

On behalf of the UDI Capital Region's Board of Directors and myself, we would like to thank you for including us in your 2015 Development Summit. We collectively commend you on your extent of industry engagement and your commitment to bettering your processes by working more collaboratively with the development industry. Further, we appreciate the opportunity to offer feedback on the Delegated Authority and Exemptions for Development Permits initiatives that came out of the Development Summit.

The Delegated Authority initiative which would grant staff with delegated authority the ability review and approve a range of development permit (DP) applications when they are consistent with approved City policy. We believe by allowing staff authority to approve basic, uncomplicated development proposals it would shorten timelines for the applicant and lessen the number of proposals directed to Council. Time is a critical component for developers when applying for permits. By lessening timelines, this allows projects to proceed on time and on budget. We feel this is a positive approach for the City to be taking, and feel there may be additional areas where Delegated Authority could be expanded upon once the success of this current initiative is realized.

The second initiative is to exempt certain forms of minor development from requiring development permits within specific Development Permit Areas. The developments included in this exemption would apply to minor projects that would have little or no impact on the form and character of the surrounding area. This too, would create a more timely process allowing smaller projects to proceed and would reduce application volumes. The reduction in application volumes would allow staff and council to concentrate on bigger more complicated applications.

Again, UDI would like to acknowledge the amount of work that has gone into these initiatives. They are important steps forward that will create more economic viability for the development industry and in turn will create a more vibrant Victoria. We look forward to future engagement and collaboration.

Kind Regards,

A handwritten signature in black ink, appearing to read "Kathy Hogan".

Kathy Hogan – Executive Director
(On behalf of the UDI Capital Region Executive Directors)

MINUTES – VICTORIA CITY COUNCIL
MEETING OF THURSDAY, SEPTEMBER 10, 2015, AT 7 P.M.

PLACE OF MEETING: Council Chambers, City Hall

PRESENT: Mayor Helps in the Chair, Councillors Alto, Isitt, Loveday, Lucas, Madoff and Young

ABSENT: Councillors Coleman and Thornton-Joe

5. Delegated Authority and Exemptions for Development Permits

It was moved by Councillor Alto, seconded by Councillor Madoff, that Council refer the Delegated Authority and Exemptions for Development Permits report to the Heritage Advisory Panel, Advisory Design Panel, Community Association Land Use Committees (CALUCs), and the Urban Development Institute, inviting comment on the report and recommendations by October 30th and that staff report back to Planning and Land Use Committee in November on input received and any proposed adjustments to the recommendations. Carried Unanimously

Council Meeting Minutes
September 10, 2015



Planning and Land Use Committee Report

For the Meeting of September 10, 2015

To: Planning and Land Use Committee **Date:** August 27, 2015

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

Subject: Delegated Authority and Exemptions for Development Permits

RECOMMENDATIONS

That Committee forward this report to Council for consideration and that Council direct staff to:

1. Prepare an Official Community Plan (OCP) amendment bylaw:
 - a. to exempt buildings and structures with a floor area no greater than 9.2m² (100ft²) from requiring development permits in the following designated areas:
 - i. DPA 4: Town Centres
 - ii. DPA 5: Large Urban Villages
 - iii. DPA 6A: Small Urban Villages
 - iv. DPA 7A: Corridors
 - v. DPA 10A: Rock Bay
 - vi. DPA 13: Core Songhees
 - vii. DPA 14: Cathedral Hill Precinct
 - viii. DPA 15A Intensive Residential Small Lot
 - ix. DPA 15B: Intensive Residential Panhandle Lot
 - x. DPA 15D: Intensive Residential Duplex
 - xi. DPA 16: General Form and Character
 - b. to exempt changes to existing landscaping (where the landscaping does not form part of an approved plan) from requiring development permits in the following designated areas:
 - i. DPA 5: Large Urban Villages
 - ii. DPA 6A: Small Urban Villages
 - iii. DPA 7A: Corridors
 - iv. DPA 10A: Rock Bay
 - v. DPA 11: James Bay and Outer Harbour
 - vi. DPA 13: Core Songhees
 - vii. DPA 14: Cathedral Hill Precinct
 - viii. DPA 15A: Intensive Residential Small Lot
 - ix. DPA 15B: Intensive Residential Panhandle Lot
 - x. DPA 15D: Intensive Residential Duplex
 - xi. DPA 16: General Form and Character
 - c. to clarify language in Appendix A of the OCP so it is clear when a permit is not required (an exemption) versus when a permit is required, to improve its user-friendliness.

2. Undertake public consultation to receive feedback on the proposed Official Community Plan amendment bylaw and report back to Council with a summary of comments received prior to a Public Hearing.
3. Prepare a Land Use Procedures amendment bylaw to delegate approval authority to staff for the following types of development applications when consistent with relevant policy:
 - a. new buildings, building additions, structures and equipment in Development Permit Area (DPA) 16: General Form and Character, DPA 10A: Rock Bay, and DPA 10B (HC): Rock Bay Heritage;
 - b. new buildings, building additions, structures and equipment that do not exceed 100m² floor area in:
 - i. DPA 2 (HC): Core Business
 - ii. DPA 3 (HC): Core Mixed-Use Residential
 - iii. DPA 4: Town Centres
 - iv. DPA 5: Large Urban Villages
 - v. DPA 6A: Small Urban Villages
 - vi. DPA 6B (HC): Small Urban Villages Heritage
 - vii. DPA 7A: Corridors
 - viii. DPA 7B (HC): Corridors Heritage
 - ix. DPA 10A: Rock Bay
 - x. DPA 10B (HC): Rock Bay Heritage
 - xi. DPA 11: James Bay and Outer Harbour
 - xii. DPA 12 (HC): Legislative Precinct
 - xiii. DPA 13: Core Songhees
 - xiv. DPA 14: Cathedral Hill Precinct;
 - c. accessory buildings in:
 - i. DPA 15A: Intensive Residential Small Lot
 - ii. DPA 15B: Intensive Residential Panhandle Lot
 - iii. DPA 15D: Intensive Residential Duplex;
 - d. floating buildings, floating building additions and floating structures in DPA 11: James Bay and Outer Harbour located in the FWM Zone, Fisherman's Wharf Marine District;
 - e. floating buildings, floating building additions and floating structures that do not exceed 100m² in floor area in all DPAs;
 - f. renewals of up to two years for previously approved (unlapsed and unchanged) development permits where there have been no intervening policy changes;
 - g. renewals of up to two years for previously approved (unlapsed and unchanged) heritage alteration permits where there have been no intervening policy changes;
 - h. replacement of exterior materials on existing buildings;
 - i. temporary buildings and structures that do not exceed 100m² in floor area and where removal is secured by a legal agreement limiting permanence to five years;
 - j. temporary construction trailers on private property;
 - k. temporary residential unit sales trailers on private property;
 - l. changes to landscaping where applicable design guidelines exist or where identified within an approved plan.
4. Develop and implement a process to monitor and evaluate the effectiveness and benefits of the proposed delegation authority initiative and report to Council with an annual summary of findings and recommendations.

EXECUTIVE SUMMARY

The purpose of this report is to seek direction from Council to advance two key initiatives that are in direct support of the *City of Victoria Strategic Plan 2015-2018*, annual Development

Summit feedback, and the *Official Community Plan* (OCP) monitoring and evaluation program. The first initiative is to prepare an Official Community Plan amendment bylaw to exempt certain forms of 'minor' development (small scale buildings/structures and changes to existing landscaping) from requiring development permits within specific Development Permit Areas and associated with these proposed amendments, to provide improved language in the OCP so it is clear when a permit is and is not required. The minor forms of development that are proposed to be exempted from development permits typically have minimal impacts on the form and character of the surrounding area including the public realm and could be adequately reviewed through the *Zoning Regulation Bylaw* in combination with the proposed conditions described in Attachment 1.

The second initiative is to prepare an amendment to the *Land Use Procedures Bylaw* to provide staff with delegated authority to review and approve a range of development permit (DP) and heritage alteration permit (HAP) applications when they are consistent with approved City policy. Both of these initiatives were identified through the Development Summits as a means to reduce the overall volume of development applications and a way to streamline the development application process.

The delegation approach would also help to streamline the review process for a number of relatively straight-forward development proposals, shortening timelines for applicants and reducing the number of applications that need to be processed through to a Council decision point. It is anticipated that processing times for delegated applications would be typically reduced from approximately three to four months down to two to four weeks. A number of informal review processes would also be regularized with the implementation of this approach, enhancing staff's ability to review and respond to development and business requirements related to needing temporary structures as well as building maintenance and upgrades. Staff also propose to monitor and evaluate the overall effectiveness and benefits of the delegated authority initiative and provide Council with an annual summary of outcomes and recommendations.

If Council endorses the proposed development permit exemptions, staff will report back to Council with an Official Community Plan amendment bylaw that will be subject to a Public Hearing process in accordance with the requirements of the *Local Government Act*. Similarly, if Council endorses the proposed delegation authority initiative, staff will report back to Council with a Land Use Procedures Bylaw amendment and a detailed outline of the administrative review process for the proposed delegated development permit and heritage alteration permit applications for Council's consideration.

PURPOSE

The purpose of this report is to provide Council with information, analysis and recommendations to support Council's consideration of exempting specific forms of minor development from requiring development permits and to establish a system of delegated authority to enable staff to review and approve a range of development permit (DP) and heritage alteration permit (HAP) applications when they are consistent with established City policy. These initiatives have been identified as key outcomes from the annual Development Summits and also provide a means to streamline development applications in support of the *City of Victoria Strategic Plan 2015-2018* and the OCP monitoring and evaluation program.

BACKGROUND

Previous Council Consideration of Delegated Authority

Over the past three years, a series of reports and Council workshops have been advanced for Council's consideration which explored the possibility of delegating authority to staff to approve a range of DPs and HAPs. Copies of these Council reports and minutes are included in Attachments 4, 5 and 6 for reference. Council initially directed staff to explore the possibility of developing a delegated authority option that included delegating some types of variance applications to staff, which was reflected in Council's selection of Option #5 from the range of delegation options (below) that were presented to Council in 2012:

- Option # 1 - No Delegation
- Option # 2 - Maintain Status Quo
- Option # 3 - Delegation (No variances and Exemptions)
- Option # 4 - Delegation (No Variances)
- Option # 5 - Delegation (With Variances and Exemptions)
- Option # 6 - Full Delegation.

Upon receiving information on this approach on December 12, 2013, Council requested a more limited form of delegation and posed a number of questions related to how to ensure adequate community input and whether there was a way to forward applications to Council for a decision, particularly in instances when consultation was part of the existing process. A follow-up workshop was held on September 18, 2014, where staff brought forward a report focused on a more limited version of delegation, but still with variances and some exemptions; however, a final conclusion was not reached and a number of concerns continued to be expressed by Council related to a number of topics.

The approach being advanced for Council's consideration via this report strives to address these concerns by limiting the range of delegation to applications without variances. At the same time, this initiative along with the proposed DP exemptions described in this report, provide an opportunity to advance a number of key goals targeted at streamlining development application processing that are noted in the Strategic Plan and articulated at the 2014 and 2015 Development Summits, at which participants discussed the need to simplify and speed up the review process for routine applications while freeing up staff time to focus on more complex applications.

While this report presents a key opportunity to advance the current Development Summit outcomes it should be noted that staff will be consulting with the development industry and communities (CALUCs) for feedback on the proposed Development Summit Action Plan that is anticipated to be presented to Council in October 2015. Regardless, the proposed initiatives described in this report continue to be reinforced through the outcomes of the last Development Summit.

ISSUES AND ANALYSIS

1. Development Permit Exemptions

Volume of Development Permit Minor Applications

Staff have identified that over a 24 month period (July 31, 2013 - July 31, 2015) the City received a total of 125 development permit minor applications (DPM) of which six were for small scale buildings and structures and five were for changes to landscaping. While these types of

developments do not represent a significant portion of the applications received, they are appropriate candidates to exempt from requiring a DP to assist with reducing application volumes to improve City responsiveness to business, and allowing staff to redirect their energies to more complex applications.

Proposed Approach

The proposed development permit exemptions described in Attachment 1 are restricted to specific Development Permit Areas for certain types of development considered to be 'minor' in nature due to their limited size, scale, and impact. This includes the development of small scale buildings and structures that are less than 9.2m² (100ft²) as well as changes or replacement of existing landscaping when the landscaping is not associated with a previously-approved development permit. Currently, these types of minor developments are typically processed through a DPM which requires application fees and additional time from staff to review and process. However, based on past experience, staff have identified that these scenarios are primarily administrative processes that generally do not add value to the final result.

Affected Areas

Attachment 1 identifies the proposed development permit exemptions including the specific Development Permit Areas where they would apply. The proposed exemptions would not apply in Heritage Conservation Areas (HCA) or to properties identified on the *City of Victoria Heritage Register*.

Statutory Consultation

The *Local Government Act* requires a local government to provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected by an OCP amendment. This consultation requirement is in addition to the Public Hearing requirement. The impact of the proposed OCP amendment is deemed to be limited as the proposed DP exemptions are minor in scale and are not deemed to alter the function or general design of the principal development. As a result, it is recommended that the appropriate consultation measures would include a newspaper notice of the proposed OCP amendment bylaw and a notice posted on the City's website inviting feedback and questions from the public and the opportunity to provide written or verbal comments to Council for their consideration. In addition, if Council directs staff to prepare an OCP amendment bylaw, staff will ensure that the proposed bylaw is communicated directly with the Community Association Land Use Committees as well as with the development industry. Staff will then report back to Council with a summary of the feedback in conjunction with the proposed OCP amendment bylaw.

2. Delegation Authority

Development Data

Council's direction to explore the development of a system of delegated authority was initiated with the adoption of the new OCP, when it was anticipated that the establishment of a new City-wide Development Permit Area (DPA 16,) would trigger additional applications which would be subject to the DP application process. The table below illustrates the increase in the number of applications that have been received over the past five years.

Application Volumes Related to Delegation Authority

Application Type	Old OCP, 1995		New OCP, 2012			Average Increase since July 29, 2012
	July 30, 2010 to July 29, 2011	July 30, 2011 to July 29, 2012	July 30, 2012 to July 29, 2013	July 30, 2013 to July 29, 2014	July 30, 2014 to July 29, 2015	
DP	25	20	42	52	48	110%
HAP	16	13	20	16	14	15%
REZ	31	23	26	36	30	14%
Total	72	56	88	104	92	46%

Although it would appear that the increase in applications is related to the OCP, the increase cannot be wholly attributed to the introduction of DPA 16. After analyzing 24 months of recent development permit applications, only four applications are purely a result of the introduction of the new DPA 16. All the other development permit applications would have been triggered because of a variance requirement or because the property was located in a Development Permit Area that existed prior to the introduction of the new OCP.

Nonetheless, as illustrated in the table, there has been a sharp increase (110%) in the number of DP applications as well as a more modest increase in other application types which happens to coincide with the introduction of the new OCP. This may in part be due to renewed interest in developing in the City because of the new policies that were introduced with the OCP or because of the positive development cycle that the City has been experiencing over the past few years.

Despite only four applications being triggered because of DPA 16, there were 20 applications with some form of variance located in DPA 16 that required additional processes because of this new DPA. These additional processes included reviewing applications for compliance with design guidelines, collecting and administering landscape deposits, monitoring building progress and conducting inspections to ensure compliance with approved development permit plans. There would have also been the need for some applicants to submit and for staff to review and administer minor change applications related to these files when design changes were requested. These processes were not required under the previous OCP and represent an increased regulatory burden for applicants and staff. So although there has not been a significant increase in the number of applications that can be attributed to DPA 16, there has been an overall increase in processes associated with its creation and delegating some degree of authority for certain types of applications will help to alleviate pressure on resources and improve approval times for applicants.

Recommended Approach

The recommended approach being advanced for Council's consideration would significantly reduce timelines for applicants and would streamline and simplify the process of moving applications through to a decision point for the application types that are suggested for delegation to staff. The recommended delegation items are for the most part, small scale in nature and for the few potential larger scale delegation types such as new buildings in DPA 16: General Form and Character, DPA 10A: Rock Bay, DPA 10B (HC): Rock Bay Heritage, DPA11: James Bay and Outer Harbour (limited to Fisherman's Wharf) have the benefit of established design guidelines that they can be assessed against. In all instances, staff would prepare a weekly list that identifies all DP and HAP applications received as well as those that have been approved. This list would be provided to Council for information as well as posted on the City of

Victoria website. As part of the review process, staff would also be able to refer applications to the Advisory Design Panel and Heritage Advisory Panel.

Recommended for Immediate Implementation




The approach being recommended for Council's consideration for immediate implementation is detailed in Attachment 2 of this report and is summarized below. This approach would delegate authority to staff to approve DP and HAP applications that do not include variances and that are consistent with zoning and relevant guidelines, within the following categories:

- all new buildings and building additions in DPA 16: General Form and Character, DPA 10A: Rock Bay and DPA 10B (HC): Rock Bay Heritage
- new buildings and building additions that do not exceed 100 m² in floor area in:
 - DPA 2 (HC): Core Business
 - DPA 3 (HC): Core Mixed-Use Residential
 - DPA 4: Town Centres
 - DPA 5: Large Urban Villages
 - DPA 6A: Small Urban Villages
 - DPA 6B (HC): Small Urban Villages Heritage
 - DPA 7A: Corridors
 - DPA 7B (HC): Corridors Heritage
 - DPA 10A: Rock Bay
 - DPA 10B (HC): Rock Bay Heritage
 - DPA 11: James Bay and Outer Harbour
 - DPA 12 (HC): Legislative Precinct
 - DPA 13: Core Songhees
 - DPA 14: Cathedral Hill Precinct
- accessory buildings in:
 - DPA 15A: Intensive Residential Small Lot
 - DPA 15B: Intensive Residential Panhandle Lot
 - DPA 15D: Intensive Residential Duplex
- floating buildings, floating building additions and floating structures in DPA 11: James Bay and Outer Harbour in the FWM Zone, Fisherman's Wharf Marine District
- floating buildings, floating building additions and floating structures that do not exceed 100 m² in floor area
- renewals of up to two years for previously approved (unlapsed and unchanged) development permits where there have been no intervening policy changes
- renewals of up to two years for previously approved (unlapsed and unchanged) heritage alteration permits where there have been no intervening policy changes
- replacement of exterior materials on existing buildings
- temporary buildings that do not exceed 100m² in floor area where their removal is secured by a legal agreement
- temporary construction trailers
- temporary residential unit sales trailers - where they comply with the *Zoning Regulation Bylaw*.

This approach would result in a significant time-savings for applicants. Presently, based on existing targets, applications that fall into any of these categories typically take three to four months to process through to a point where a decision is rendered by Council. Under the proposed approach, where a DP or HAP application is supportable and no revisions or additional information is required it could be processed in two to four weeks. Below are few

examples to highlight the types of development applications that could be processed within this time frame. Additional examples are further described in Attachment 3.

Examples

Development Type	Sample Image	Processing Time
New industrial building in DPA 16		2 weeks
Addition to a floating building in DPA 11		2 Weeks
Renewal of a previously approved DP		4 weeks

Referrals to Council

The development permit application types that are proposed for delegated authority would still be analyzed to ensure consistency with established guidelines and policies imbedded in the City's OCP. In cases where an applicant is unwilling or unable to meet the guidelines, applications would be referred to Council as per the normal process. In this way, staff would not be authorized to decline applications and an appeal process would not be needed to address refusals.

Additionally, there may be instances where an application fits the criteria to be delegated to staff; however, in the opinion of staff, it may be preferable to refer the application to Council for a decision. The recommendation being put forward for Council's consideration is to amend the *Land Use Procedures Bylaw* to allow for this degree of discretion to be exercised by the Director of Sustainable Planning and Community Development.

Community Consultation for Delegation Authority

Staff recommend for Council's consideration that further consultation on the recommended approach is not necessary. The rationale for this is that the approach does not include any applications that would have previously been referred to CALUCs nor required notice to neighbours or signage. Additionally, the range of considerations that come into play when reviewing these types of applications is limited to guidelines and policies referenced in the OCP

which were developed with the benefit of community consultation. Finally, as noted earlier in this report, participants at the Development Summit, which included a range of stakeholders, identified the potential for granting some form of delegated authority to staff as a key strategy that could be used to reduce timelines and streamline processes.

Alignment with Local Area Planning

The City is currently in the process of undertaking a local area planning process for the Burnside neighbourhood including the Rock Bay area which is currently subject to DPA 10A: Rock Bay and DPA 10B (HC): Rock Bay Heritage. During phase I of public engagement throughout April to June 2015, feedback was received from business representatives in Rock Bay and the employment lands north of Bay Street that regulatory barriers could be reduced to encourage business incubation in the area. Delegating approval authority to staff for buildings within DPA 10A and DPA 10B would assist with this. It is anticipated that the local area planning process may result in the establishment of new guidelines for the Rock Bay area that will be used to review and consider future development applications. Under the proposed Delegation Authority initiative, staff would review and consider any applicable development permit applications in these Development Permit Areas based on the current guidelines that are identified in the OCP until such time as they are updated to reflect the new local area plan. This approach helps to support an immediate streamlining and improvement with the development review process while also recognizing that revised or new guidelines may result through the current local area planning process. This same rationale and approach would also apply within other areas of Victoria where future local area planning is undertaken.

Alignment with Economic Development Initiatives

As described earlier in this report, the proposed DP exemption and delegated authority initiatives provide alignment with the *City of Victoria Strategic Plan 2015-2018*. This alignment also extends to Objective 5 which seeks to create prosperity through economic development. The ability to streamline development application processing and improvements to service delivery provides a key component to encouraging further investment and development within Victoria.

OPTIONS AND IMPACTS

1. Development Permit Exemptions

Option 1: Prepare OCP Amendment Bylaw (Recommended)

This option would implement a specific action identified in the Strategic Plan and the feedback received at the annual Development Summits. Council has the option to advance this initiative by directing staff to prepare an OCP amendment bylaw which will be subject to a Public Hearing in accordance with the requirements of the *Local Government Act*. This means that Council would still have the opportunity to consider the amendment bylaw in conjunction with any comments or concerns that are received from the public. Similarly, Council may also seek to refine or limit the proposed exemptions described in Attachment 1 prior to directing staff to prepare the OCP amendment bylaw. Staff have identified the proposed development permit exemptions as a way to facilitate a more streamlined and efficient process for developers and property owners to undertake minor developments. This initiative will also help to reduce the volume of development applications, resulting in the potential to allocate more staff time to review and process more significant or complex applications.

Option 2: Delegate Approval Authority to Staff for These Items

An exemption for buildings under 9.2m² (100ft²) in size and changes to existing landscaping means that there would be no design review of these items. Should Council feel that evaluation and guidance is necessary, these could be added to the list of delegation items to staff, which would still result in some streamlining, but to a lesser extent.

Option 3: Maintain Status Quo

If Council directs staff to not prepare the recommended OCP amendment bylaw, the limitations of the current OCP will persist and staff would need to seek further direction as to whether Council would like these types of applications to come to Council for a decision in the future. This status quo approach would make it more difficult to achieve the objectives of the *Development Summit Action Plan* and the *City of Victoria Strategic Plan 2015-2018* related to improving application process times.

2. Delegation Authority

Option 1: Implement the proposed approach to delegate authority including a system to monitor and evaluate the effectiveness and benefits of this approach. **(Recommended)**

After the initial work of staff drafting and Council considering the necessary bylaw amendments, a degree of Council and staff time associated with what are typically straight-forward applications would be freed up and could be allocated to focusing on other key priorities. Additionally, key actions identified in the City's Strategic Plan as well as through the Development Summit would be achieved and positive outcomes related to streamlining development applications as a way to advance economic development goals would be realized. This approach also provides a system to report to Council on an annual basis with a summary of the overall effectiveness and benefits of the delegated authority initiative including recommendations.

Option 2: Direct staff to discontinue work on this topic by deciding to not implement a system of delegated authority

Considerable staff and Council time has already been expended exploring topics related to delegated authority. Stopping exploration and consideration of this topic would also free up a small amount of staff and Council time, but would not advance actions identified in the Strategic Plan or at the Development Summits, nor would it advance goals of economic development associated with streamlining development application processes.

2015 - 2018 Strategic Plan

The proposed development permit exemptions and delegation authority initiatives both help to directly support the following 2016 Outcomes of the Strategic Plan:

- reduced processing time for all types of applications from building permits to rezoning
- streamlined land use policies.

In addition, the recommended approach is also consistent with the Strategic Plan objective to "Strive for Excellence in Planning and Land Use," as it advances an opportunity for Council to

"make a decision with regard to whether we are going to delegate more decision-making authority to staff."

Impacts to 2015 - 2018 Financial Plan

There are no additional financial resources required to prepare the proposed OCP amendment bylaw. However, the proposed development permit exemptions may result in a minimal reduction of development permit fees as the DP exemption is only proposed for two types of minor development. The base fee for a development permit minor application is \$200 and during the 24-month period described earlier, the City received a total of 125 applications of which only 11 (8%) were for the types of minor development that are proposed for exemption. Therefore, it is estimated that the proposed exemption would have a minimal impact on the overall development permit fees that are collected each year.

Delegating approval authority of permits to staff would have no direct impact on the City's Financial Plan. However, the proposed delegated authority would result in fewer reports needing to be written by staff and processed through the Council review process each year. This would yield time and resource savings for applicants, Council and City staff including the ability to improve service levels by directing more staff time to review and process more complex development applications.

Official Community Plan (OCP), 2012 - Consistency Statement

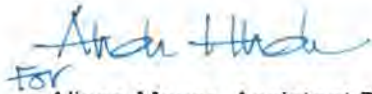
The proposed development permit exemptions are consistent with the Adaptive Management chapter, which contemplates periodic updates and refinements to ensure the OCP is able to deliver and support its various broad objectives and actions.

The proposed approach to delegated authority is consistent with the OCP and amendments to the OCP are not required. In particular, the recommended changes would support objectives identified in the Plan Administration section of the OCP which states, "That development is subject to additional oversight through tools available in legislation in designated areas of the city where more direction is required to address special conditions and plan goals and objectives." Additionally, it responds to a goal contained in the Adaptive Management section which is to "Incorporate knowledge accumulated through the adaptive management cycle into relevant plans, policies, management and operations in a coordinated and timely manner." The proposed approach to delegated authority still offers oversight in designated areas to ensure development proposals meet design guidelines where special conditions exist, while offering an adapted method that responds to the knowledge gained from monitoring and evaluating applications that have been received since the OCP was approved in 2012.

CONCLUSIONS

The proposed development permit exemptions and delegation authority are positive initiatives that will significantly streamline and expedite processes for applicants, Council and staff. The combined proposed changes would also result in fewer reports per year which would allow more staff time to be allocated to further improve service levels and processing times for more complex development applications. The proposed changes would also have the benefit of regularizing some informal practices that have been utilized to facilitate minor changes in development within Development Permit Areas as well as supporting economic development within the City of Victoria and advancing a number of goals that are articulated in the City's Strategic Plan and the recommendations flowing from the annual Development Summits.

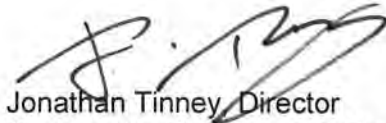
Respectfully submitted,


for

Alison Meyer, Assistant Director
Development Services Division



Robert Batallas, Senior Planner
Community Planning Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Jason Johnson

Date:

Sept. 4/15

List of Attachments

- Attachment 1: Proposed Development Permit Exemptions
- Attachment 2: Development Permit Application Types Recommended for Delegated Authority
- Attachment 3: Sample Photos and Plans of Potential Development Permit Applications for Delegated Authority
- Attachment 4: Governance and Priorities Committee Report dated June 7, 2012 and Approved Council Minutes
- Attachment 5: Governance and Priorities Committee Report dated November 8, 2013 and Approved Council Minutes
- Attachment 6: Planning and Land Use Committee Report dated September 4, 2014 and Approved Council Minutes.

Proposed Development Permit Exemptions (OCP)

Exemptions are subject to all other applicable City of Victoria regulations
Exemptions do not apply to heritage properties identified on the *City of Victoria Heritage Register*

Proposed Exemptions	Applicable Development Permit Areas	Conditions for Exemption	Rationale and Examples
Small scale buildings and structures	DPA 4: Town Centres DPA 5: Large Urban Villages DPA 6A: Small Urban Villages DPA 7A: Corridors DPA 10A: Rock Bay DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct DPA 15A: Intensive Residential Small Lot DPA 15B: Intensive Residential Panhandle Lot DPA 15D: Intensive Residential Duplex DPA 16: General Form and Character	Maximum area: 9.2m ² (100 ft ²) Area Subject to all applicable regulations contained in <i>Zoning Regulation Bylaw</i>	<i>Zoning Regulation Bylaw</i> provides detailed regulations for buildings and structures including siting, scale and function. Principal Building will continue to require a Development Permit e.g. small (less than 100 ft ²) residential garden/storage shed
Changes to existing landscaping	DPA 5: Large Urban Villages DPA 6A: Small Urban Villages DPA 7A: Corridors DPA 10A: Rock Bay DPA 11: James Bay and Outer Harbour DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct DPA 15A: Intensive Residential Small Lot DPA 15B: Intensive Residential Panhandle Lot DPA 15D: Intensive Residential Duplex DPA 16: General Form and Character	Where existing landscaping is not identified or part of an existing approved plan	Ability to allow property owners to update or revise landscaping with different planting/species/landscaping materials for properties that do not have a previously approved landscape plan e.g. replacement of dead or overgrown trees and shrubs on private property

Development Permit Application Types Recommended for Delegated Authority

Delegated Authority would not apply to heritage properties identified on the City of Victoria Heritage Register
Full compliance with the *Zoning Regulation Bylaw* is required (no variances)
Applications that are deemed to be inconsistent with established guidelines would be referred to Council

Recommended for Immediate Implementation				
Proposed Delegated Authority	Applicable DPAs and HCAs	Conditions (if any)	Rationale	Applications received during 24 month period (July 31, 2013 – July 31, 2015) See Attachment 4 for Sample Photos/Plans
1. New buildings, building additions, structures and equipment in	DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 16: General Form and Character	As noted above	Prior to the adoption of the new OCP in 2012, new buildings and building additions were not subject to any DPA regulations. Applications would be assessed against established guidelines	2546 Government St 2850 Turner Street 645 Dunedin Street 403 - 411 Kingston Street 1908 Store Street
2. New buildings, building additions, structures and equipment that are less than 100m ² in floor area	DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed-Use Residential DPA 4: Town Centres DPA 5: Large Urban Villages DPA 6A: Small Urban Villages DPA 6B (HC) Small Urban Villages Heritage DPA 7A: Corridors DPA 7B(HC): Corridors Heritage DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 11: James Bay and Outer Harbour DPA 12(HC): Legislative Precinct DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct	As noted above Not within: o DPA 1 (HC): Core Historic o DPA 9 (HC): Inner Harbour	Small additions and new small buildings typically have a nominal impact on the site and could be evaluated against established design guidelines	89 Dallas Rd 343 Bay St 515 Pembroke St 530 Discovery Street 135 Dallas Road
				Total: 5
				Total: 5

Proposed Delegated Authority	Applicable DPAs and HCAs	Conditions (if any)	Rationale	Applications received during 24 month period (July 31, 2013 – July 31, 2015) See Attachment 3 for Photos/Plans
3. Accessory Buildings in intensive residential DPAs	15A: Intensive Residential Small Lot 15B: Intensive Residential Panhandle 15D: Intensive Residential Duplex	<ul style="list-style-type: none"> As noted above 	<ul style="list-style-type: none"> The addition of an accessory building in an intensive residential area typically has a nominal impact on the site with few if any impacts on neighbouring properties and could be evaluated against established design guidelines 	<ul style="list-style-type: none"> 1498 Myrtle <p>Total: 1</p>
4. Floating buildings, floating building additions and floating structures (regardless of size) in DPA 11: James Bay and Outer Harbour at Fisherman's Wharf	DPA 11: James Bay and Outer Harbour	<ul style="list-style-type: none"> As noted above Limited to area in the FVM Zone, Fisherman's Wharf Marine District 	<ul style="list-style-type: none"> Fisherman's Wharf has the benefit of new Design Guidelines which were adopted by Council in 2014 	<ul style="list-style-type: none"> 1 Dallas Road x 4 (Fisherman's Wharf) <p>Total: 4</p>
5. Floating buildings, floating building additions and floating structures that do not exceed 100m ² in floor area	All	<ul style="list-style-type: none"> As noted above 	<ul style="list-style-type: none"> Current OCP requires that any additional floor area be considered by Council through a DP Small scale floating structures are often needed to accommodate operational needs of harbour uses 	<ul style="list-style-type: none"> 1006 Wharf x 3 700 Government x 3 <p>Total: 6</p>
6. Renewals of approved DPAs	All	<ul style="list-style-type: none"> As noted above DP must be: <ul style="list-style-type: none"> unlapsed at time of application unchanged from original application not be subject to any new policies or regulations Renewal limited to one two-year term 	<ul style="list-style-type: none"> Developers sometimes require extra time to make all the necessary financing, servicing and construction arrangements needed to be able to commence construction 	<ul style="list-style-type: none"> 549 Toronto Street 257 Belleville 988 Topaz <p>Total: 3</p>

Proposed Delegated Authority	Applicable DPAs and HCAs	Conditions (if any)	Rationale	Applications received during 24 month period (July 31, 2013 – July 31, 2015) See Attachment 3 for Photos/Plans
7. Renewal of approved HAPS	All	<ul style="list-style-type: none"> As noted above HAP must be: <ul style="list-style-type: none"> unlapsed at time of application unchanged from original application not be subject to any new policies or regulations Renewal would be limited to one two-year term. 	<ul style="list-style-type: none"> Developers sometimes require extra time to make all the necessary financing, servicing and construction arrangements needed to be able to commence construction. 	Total: 0
8. Replacement of exterior materials on existing buildings	All	<ul style="list-style-type: none"> As noted above 	<ul style="list-style-type: none"> Current OCP requires that repairs or envelope remediate only utilize "in kind" replacements and often applicants wish to utilize updated and/or even higher quality materials 	Total: 39
9. Temporary Buildings and Structures that do not exceed 100m ² in floor area	All	<ul style="list-style-type: none"> As noted above Covenant in place to ensure removal within five years. 	<ul style="list-style-type: none"> Temporary structures are sometimes beneficial to animate and better utilize a site while overall redevelopment plans are being established they are also often needed to assist businesses with special operational needs. 	<ul style="list-style-type: none"> 89 Dallas Road 254 Belleville Terminal Total: 2

Proposed Delegated Authority	Applicable DPAs and HCAs	Conditions (if any)	Rationale	Applications received during 24 month period (July 31, 2013 – July 31, 2015) See Attachment 3 for Photos/Plans
10. Temporary Construction Trailers on Private Property.	DPA 11: James Bay and Outer Harbour	<ul style="list-style-type: none"> As noted above Covenant in place to ensure their removal within: <ul style="list-style-type: none"> six months of obtaining an Occupancy Permit; or, within six months of being without a valid Building Permit. 	<ul style="list-style-type: none"> Provides some basic guidance to the design of temporary construction trailers where there is presently none. Establishes an approval process and mechanism to ensure construction trailers are truly temporary. 	<ul style="list-style-type: none"> 80 Saghalie Road (Bayview) 353 Tyee (Dockside) <p>Total: 2</p>
11. Temporary Residential Unit Sales Trailers on Private Property.	All	<ul style="list-style-type: none"> As noted above Zoning must allow retail/commercial activities Covenant in place to ensure their removal within: <ul style="list-style-type: none"> six months of obtaining an Occupancy Permit; or, within six months of being without a valid Building Permit. 	<ul style="list-style-type: none"> Provides some basic guidance to the design of temporary sales trailers where there is presently none. Establishes an approval process and mechanism to ensure sales trailers are truly temporary. 	<p>Total: 0</p>

Sample Photos and Plans of Potential Development Permit Applications for Delegated Authority

All new buildings and building additions in DPA 16: General Form and Character, DPA 10A: Rock Bay and DPA 10B (HC): Rock Bay Heritage

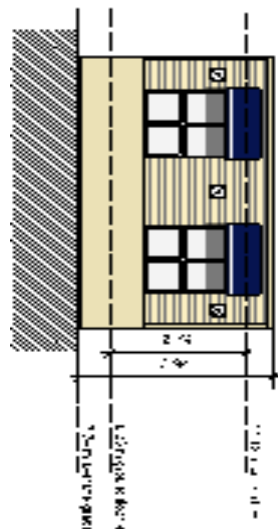


All new buildings and building additions that are less than 100m² in floor area



**89 Dallas Road
DP #000417**

Proposal for conversion of storage container to ice cream sales.
Approved by Council Apr 16, 2015



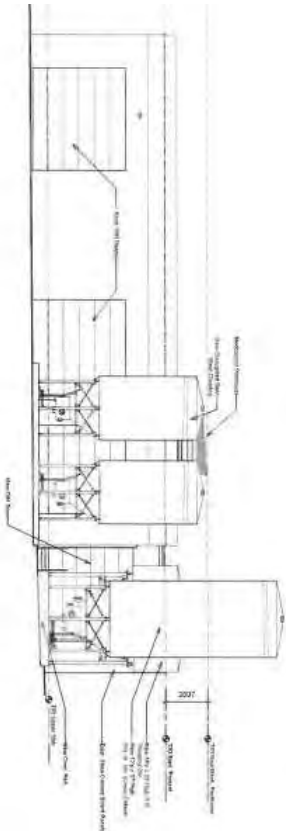
**343 Bay Street
DP #000413**

Proposal to construct an 32m², one storey accessory office building.
Approved by Council Apr 16, 2015



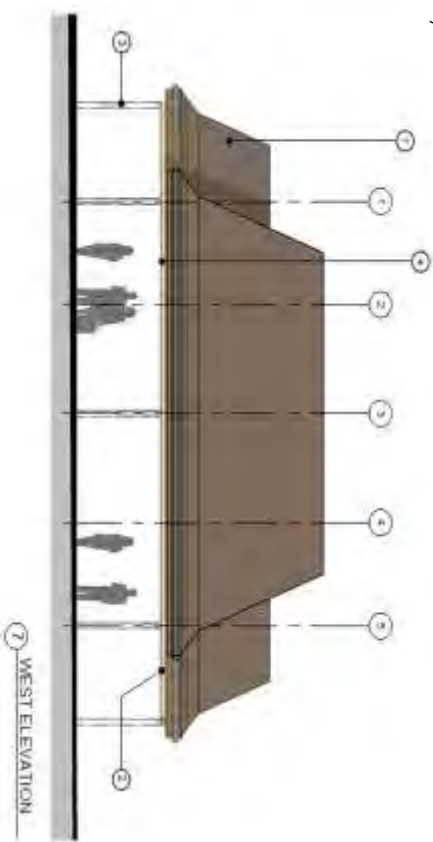
**515 Pembroke Street
DP #000392**

Proposal to add seven fermentation tanks.
Approved by Council Jan 22, 2015



**530 Discovery Street
DP #000373**

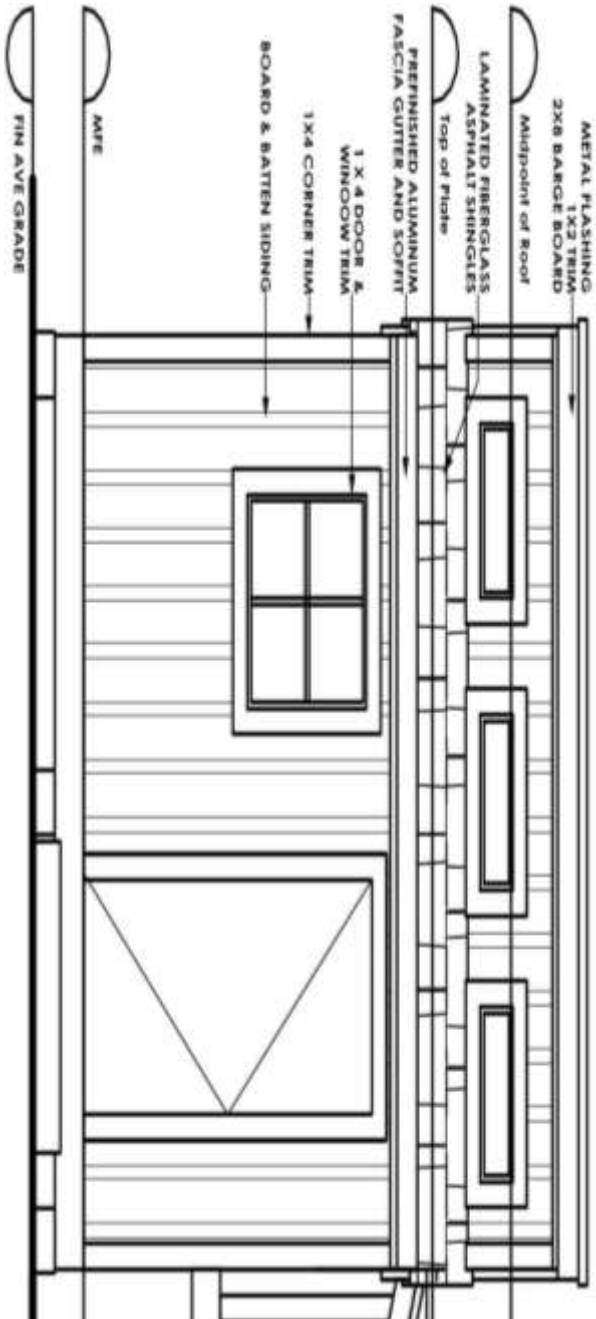
Proposal to install seven silos on the property.
Approved by Council Jun 26, 2014



**135 Dallas Road
DP #000326**

Proposal to construct a covered visitor's shelter.
Approved by Council Nov 14, 2013

Accessory Buildings in intensive residential DPAs



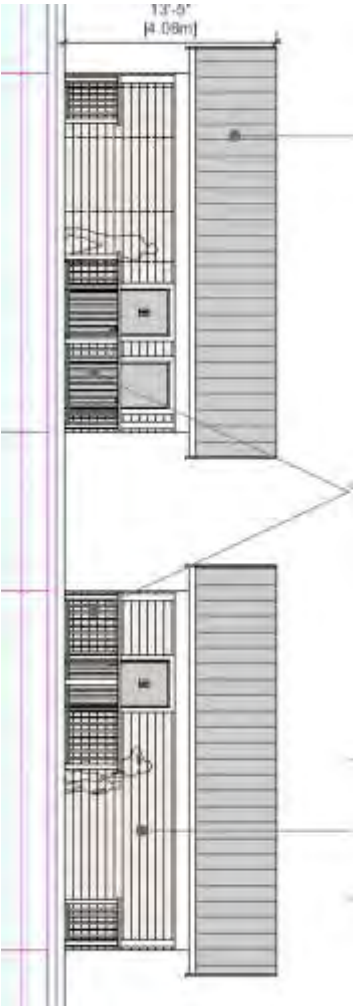
1498 Myrtle
DP #000363
 Proposal to construct a small garden shed to the rear of the property.
 Approved by Council Jul 10, 2014

Floating Buildings (regardless of size) in DPA 11: James Bay and Outer Harbour at Fisherman's Wharf



**1 Dallas Road
DP #000371**

Proposal to construct a storage shed.
Approved by Council Dec 18, 2014



**1 Dallas Road
DP #000423**

Proposal to increase washroom facilities at fisherman's wharf.
Approved by Council May 28, 2015



**1 Dallas Road
DP #000429**

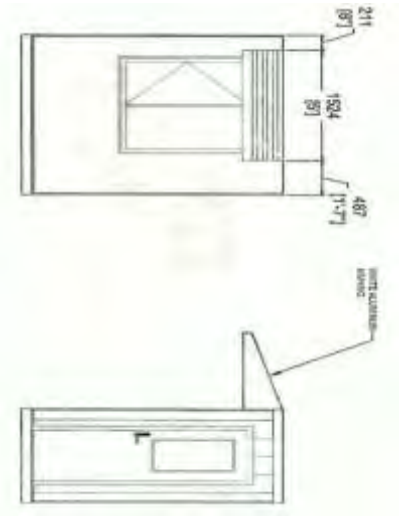
Proposal for 11m2 addition to existing float home.
Approved by Council Jul 23, 2015



**1 Dallas Road
DP #000424**

Proposal for a new Harbour Ferries building.
Approved by Council May 28, 2015

Floating buildings and structures that do not exceed 100 m² in floor area



1006 Wharf Street

DPM #00266

Proposal to add an awning to the existing Kiosk.
Approved by staff Apr 23, 2014



1006 Wharf Street

DPM #00219

Proposal to construct a small kiosk.
Approved by staff Jul 30, 2013



1006 Wharf Street

DPM #00333

Proposal to construct a storage box.
Approved by staff Apr 16, 2015



700 Government Street

DPM #00351

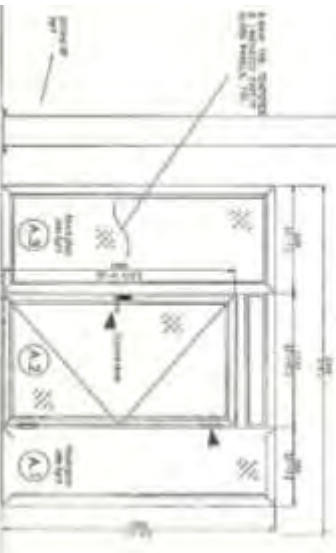
Proposal to construct an unenclosed shelter.
Approved by staff Jul 15, 2015



700 Government Street

DPM #00267

Proposal to install a notice board.
Approved by staff Apr 23, 2014



700 Government Street

DPM #00336

Proposal to construct a glass and aluminum security gate.
Approved by staff Apr 21, 2015

Renewals of approved DPs



549 Toronto Street DP #00410

Proposal to construct a five unit strata apartment.
Approved by Council Apr 16, 2015



257 Belleville Street DP #000291

Proposal to remove the existing motel and construct a 35 unit apartment building with eight storeys and 6153.22m² of floor area.
Approved by Council Jan 17, 2013



988 Topaz Avenue DP #000358

Proposal to construct a Single Family Dwelling.
Approved by Council Jul 10, 2014

Renewal of approved HAPS

No examples.

Replacement of exterior materials on existing buildings

No examples.

Temporary Buildings that do not exceed 100 m² in floor area



89 Dallas Road

DP #000417

Proposal for conversion of storage container to ice cream sales.

Approved by Council Apr 16, 2015



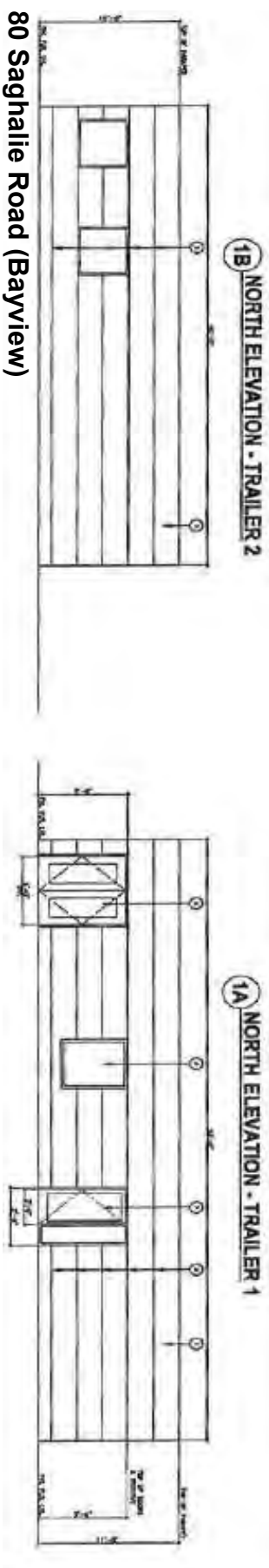
254 Belleville Street

DP #000435

Proposal to locate an on-site refrigeration unit to store produce for a food truck which will be located on the same site.

To be considered Aug 27, 2015

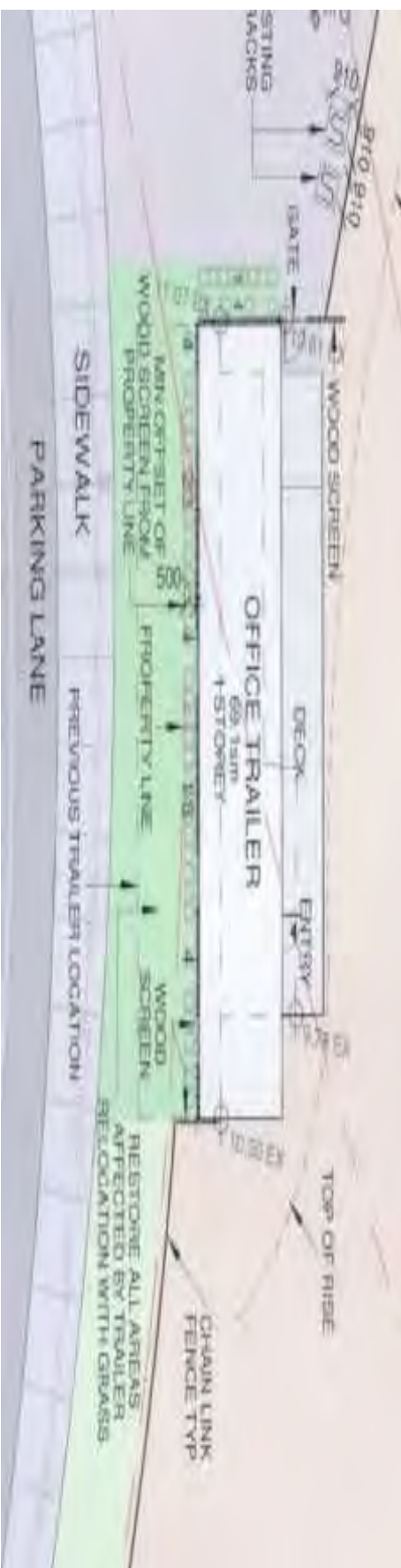
Temporary Construction Trailers on Private Property



80 Saghahie Road (Bayview)

DP #000388

Proposal to legalize the existing offices and sales centre (two buildings).
Public Hearing Sept 10, 2015



353 Tyee Road

DP #000386

Proposal to legalize the Site Trailer being utilized as an Office.
Awaiting Revisions from applicant

Temporary Residential Unit Sales Trailers on Private Property

No examples.



Governance and Priorities Committee Report

Date: June 7, 2012
From: Jarret Matanowitsch, Senior Planner
 Jim Handy, Development Agreement Facilitator
Subject: Development Permit and Heritage Alteration Permit Applications
 Options for Delegating Approval Authority to Staff

Executive Summary

The purpose of this report is to provide Council with information, analysis and Options in response to a Council motion directing staff to investigate the feasibility of delegating the authority to staff to approve Development Permits and Heritage Alteration Permits.

The Governance and Priorities Committee, at its April 5, 2012 meeting, passed a motion directing staff to explore methods that will expedite the current approval processes for Development Permits and Heritage Alteration Permits. Council confirmed this direction by passing the following motion at its April 12, 2012, meeting:

"Be It Resolved that Council direct staff to investigate the feasibility of delegating authority to staff to issue development permits and heritage alteration permits in order to streamline and accelerate the development permit and heritage alteration permit application processes and to prepare a report for Council's consideration outlining a range of delegation options."

Staff have explored several Options for Council's consideration in terms of delegating to staff the approval authority for Development Permits (DPs) and Heritage Alteration Permits (HAPs). The full range of Options explored in this report includes:

Option #1 – No Delegation

- Council are the approval authority for all DPs and HAPs, including minor and major applications. No delegation to staff.

Option #2 – Maintain Status Quo

- Continue with existing DP and HAP processes
- Staff are delegated approval authority for minor DPs and HAPs, as well as shoreline alterations within Development Permit Area 29, Victoria Arm – Gorge Waterway which is an ecologically sensitive area.
- Council are the approval authority for all non-minor DP and HAP applications.

Option #3 – Delegation (No Variances and Exclusions)

- Approval authority for DPs and HAPs with no variances is delegated to staff.
- Certain exclusions may apply where applications require Council approval. Exclusions, which would be established by Council, could include certain areas of the City (e.g. Old Town, Inner Harbour) and projects of a certain size or other criteria (e.g. over a specified density, height or floor area).
- Council is the approval authority for all DPs and HAPs which include a variance.

Governance and Priorities Committee
Development Permit and Heritage Alteration Permit Applications
Options for Delegating approval Authority to Staff

June 7, 2012

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Option #4 – Delegation – (No Variances)

- Approval authority for DPs and HAPs with no variances are delegated to staff.
- Council is the approval authority for all DPs and HAPs which include a variance.

Option #5 – Delegation (With Variances and Exclusions)

- Approval authority for DPs and HAPs with or without variances are delegated to staff.
- Certain exclusions may apply where applications require Council approval. Exclusions, which would be established by Council, could include certain areas of the City (Old Town, Inner Harbour) and projects of a certain size or criteria (e.g. over a specified density, height or floor area).

Option #6 – Full Delegation

- Full delegation of all DP and HAP applications to staff.

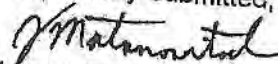
The Options in this report are presented for Council's consideration. There is a brief analysis of each Option provided, including advantages and disadvantages. Should Council select a preferred Option, further analysis is required in terms any new processes, staff resources and efficiencies, costs and benefits to the development community and the public.

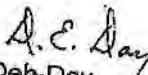
As part of this study, staff reviewed DP and HAP approval processes in other jurisdictions. Delegation of approval authority to staff is common, however, it comes in many different forms. A common element is that staff do not have the outright authority to decline an application. This is consistent with direction given in section 920 of the *Local Government Act* which states that, "If local government delegates the power to issue a development permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter."

Recommendation

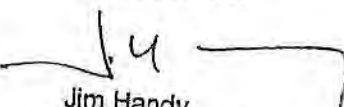
Should a form of delegation to staff be preferred, that Council select one of the described Options for delegating Development Permit and Heritage Alteration Permit approval authority and direct staff to report back outlining a detailed approval process, staff resources and application processing timelines. Should Council select an Option with exclusions, that staff be directed to analyze specific exclusions to determine their effect on timelines and processes.

Respectfully submitted,


Jarret Matanowitsch
Senior Planner


A.E. Day
Director
Planning and Development


Peter Sparanese
General Manager
Operations


Jim Handy
Development Agreement Facilitator

Report accepted and recommended by the City Manager.


Gail Stephens

JM:aw
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Governance and Priorities Committee
 Development Permit and Heritage Alteration Permit Applications
 Options for Delegating approval Authority to Staff

June 7, 2012

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1.0 Purpose

The purpose of this report is to provide Council with information, analysis and Options in response to a Council motion directing staff to investigate the feasibility of delegating the authority to staff to approve Development Permits and Heritage Alteration Permits.

2.0 Background

The new Proposed Official Community Plan, April 2012 (OCP) was presented to the Governance and Priorities Committee (GPC) on April 5, 2012. As part of the discussions relating to the OCP it was acknowledged that a new Development Permit Area (DPA16) was proposed and that development proposals within this area would require a Development Permit and be subject to the current established Development Permit application process.

As a result of this discussion, GPC expressed a desire to more generally explore methods that will expedite the current processes for Development Permits (DPs) and Heritage Alteration Permits (HAPs) and, as a result, the following motion was raised:

"Be It Resolved that Council direct staff to investigate the feasibility of delegating authority to staff to issue development permits and heritage alteration permits in order to streamline and accelerate the development permit and heritage alteration permit application processes and to prepare a report for Council's consideration outlining a range of delegation options."

On April 12, 2012, Council endorsed this motion.

The Community Charter (Section 154) and the Local Government Act enable Council to delegate its authority to approve DPs and HAPs. This delegated approval authority includes the authority to approve variances. However, the Local Government Act, in Section 922 (8) is clear that Council cannot delegate the authority to approve Development Variance Permits.

Section 922 (8) As a restriction on section 176 (1) (e) [corporate powers - delegation] of this Act and section 154 [delegation of council authority] of the Community Charter, a local government may not delegate the issuance of a development variance permit.

Therefore, this report is restricted to the analysis of delegating the authority to approve DPs and HAPs.

There are several key issues to weigh when considering the benefits and potential drawbacks of granting delegated powers to staff in relation to the determination of DPs and HAPs. One consideration identified in the discussion by Council related to customer service.

Delegating powers to staff would eliminate several stages in the approval process (staff report writing, Planning and Land Use Standing Committee, Council, Public Hearing, etc.). This would, in all likelihood, result in an expedited timeline for the processing of applications with potentially positive economic development implications, albeit complex development applications may still have a longer review time. Although a shorter application processing time may be perceived to be positive from the perspective of an applicant (i.e. quicker decisions), this could potentially limit opportunities for public participation in the process when there is a variance (Public Hearing under the current process as required by the City's Land Use Procedures Bylaw).

In circumstances where applications are declined by staff, the *Local Government Act* establishes the opportunity for the applicant to address Council. Section 920 of the *Local Government Act* states that: "If local government delegates the power to issue a development permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter." Therefore, the City would need to establish a process where an applicant can take their application to Council if they do not receive a favourable decision by staff.

Delegated powers could take a multitude of forms from full delegation to staff to minimal delegation subject to specified criteria, which is the current practice. This report investigates the range of delegation Options, provides a brief analysis of each Option and gives examples of how other municipalities in British Columbia have delegated the authority to determine DPs and HAPs.

3.0 Current Development Process

The following is a description of the City's current DP and HAP application process. There are many variations to the process time frame dependent on the complexity of an application, whether or not the project involves variances or how quickly the applicant responds to staff suggestions and requests for information.

Typically, following application submission, DP and HAP applications follow the process summarized below:

1. The application is reviewed by City staff (Development Services, Community Planning, Permits and Inspections, Engineering, Parks, Fire). If an application includes variances, the application is referred to the Community Association Land Use Committee (CALUC) (with 30 days for a reply). The referral to CALUC is for information purposes and does not slow the processing of the application. If comments from the CALUC are received they are appended to the staff report.

Estimated time: 2 - 4 weeks

2. Comments resulting from the initial staff review are issued and could require that the applicant submits amended plans and/or additional information to support the application. On receipt of any requested information, a further staff review will be required and additional amendments and/or further information may be necessary. This process continues until staff are satisfied that they can proceed with preparing a report to the Planning and Land Use Standing Committee (PLUSC). The time frame relating to these negotiations is difficult to quantify as it depends on a number of variables, some of which are beyond the control of the City, such as the speed with which an applicant responds to staff comments and the complexity of the application.

Estimated time: 2 - 4 weeks

3. Prior to advancing to PLUSC, depending on the application, staff may bring a proposal before the Advisory Design Panel or Heritage Advisory Committee for their review and input. Staff prepares a report to the Panel or Committee, prepares an agenda, attends the meeting and provides a brief presentation and subsequently minutes are prepared.

Estimated time: 2 – 4 weeks (depending on monthly meeting schedule)

4. Staff prepare the PLUSC Report with the recommendations. Depending on the volume of the applications being handled by each planner, the timing for completing each "competing" report may be affected.

Estimated time: 2 weeks

5. The PLUSC Report is circulated to senior management and then made available to the Agenda Committee in advance of the PLUSC meeting.

Estimated time: 2 weeks

6. PLUSC meeting is held, where PLUSC may recommend approval, changes, rejection or deferral, which Council considers at their next meeting. If changes or additional information (i.e. legal agreements) are required then the applicant must provide a satisfactory response prior to proceeding to Council. Again, this time frame is subject to variables outside the control of the City and therefore it is difficult to quantify.

Estimated time: 2 weeks

7. In the event that there are no variances proposed and all outstanding issues have been resolved, the application can proceed to Council. Where the application proposes variances, the application must be heard at a Public Hearing whereby the item would initially be taken to Council to establish the date of a Public Hearing, as established in the City's *Land Use Procedures Bylaw*.

Estimated time: no variance - 2 weeks
with variance - 4 weeks

In light of the above and recognizing that response times for applicants responding to matters raised by the City (staff, PLUSC, etc.) vary, it is estimated that DP and HAP applications could be processed in 12 to 22 weeks. The preparation of staff reports and referral to Council, which may include a Public Hearing, contribute to a significant proportion of this time (8 to 12 weeks). Based on a review of the current process, if approval authority for DPs and HAPs were delegated to staff, it is estimated that the processing time of applications could be reduced by 8 to 12 weeks.

A summary of the current DP and HAP processes is included in Appendix A. In addition, a summary of the potential delegated approval process is also included in Appendix A for comparison purposes.

A considerable staff resource is expended when processing DP and HAP applications through PLUSC and Council under the current process as:

- Planners prepare detailed reports to PLUSC and Council
- Senior Staff review Planner reports
- Planners prepare presentations to PLUSC and Council
- Planners and Senior Staff must attend PLUSC and Council

- Legislative Services Staff prepare and circulate agenda
- Legislative Services Staff prepare and circulate minutes
- Legislative Services Staff notify adjacent property owners and occupiers of a Public Hearing (if required)
- Planning Staff prepare Public Hearing signage (if required).

This report does not include an estimate of any costs, benefits or implications for the applicants or others regarding delegation, although applicants have consistently sought as timely decision-making as possible due to the costs that they bear while preparing and holding property prior to development. However, from a City perspective, the aforementioned list of resources assigned to DP and HAP applications have a considerable monetary value based on time spent multiplied by staff wages. Resources saved by introducing delegated authority could be used to provide more timely customer service, recognizing that approvals by staff will also require thorough analysis of development applications, detailed discussions with applicants, as well as careful formulation of decisions and conditions through approval letters. It must also be recognized that there would need to be a system in place to ensure that Council has the necessary information and processes should an applicant want to have a staff decision reviewed, which will also require resources.

4.0 Options

If Council decides to delegate approval authority for DPs and HAPs to staff, there are several Options available for the type and level of delegation, ranging from no delegation to full delegation. Staff have identified a range of six delegation Options for Council's consideration which are described below.

Included in several of the delegation Options are "exclusions". Exclusions refer to scenarios where Council would maintain approval authority and not delegate to staff. These exclusions could include sensitive locations within the City, such as Old Town or the Inner Harbour, projects over a certain scale (e.g. density, height, floor area or unit numbers) and certain uses that may be of concern or Heritage-Designated buildings.

A brief description of each Option is provided below. In addition, a summary table of the Options is provided in Appendix B.

Option #1 – No Delegation

Under this Option, Council would be the approval authority for all DP and HAP applications. At present, Council has delegated to staff the approval authority for Minor Amendments to DPs and HAPs. Under Option #1, this delegation authority would be removed from staff, the *Land Use Procedures Bylaw* would be amended and Council would be the approval authority for all applications.

Option #2 – Maintain Status Quo

This Option involves no change from the current City process. Approval authority for Minor DPs and Minor HAPs, as well as within DPA 29, Victoria Arm – Gorge Waterway, would still be delegated to staff and Council would be the approval authority for all regular DPs and HAPs.

Option #3 – Delegation (No Variances and Exclusions)

(a) No Variances

This Option involves delegating DPs and HAPs with no variances to staff. Staff would only deal with applications which were consistent with the *Zoning Regulation Bylaw*. Applications that require a variance to the *Zoning Regulation Bylaw* would require Council approval, consistent with the current Council approval process established in the *Land Use Procedures Bylaw*, including the requirement for a Public Hearing.

(b) Exclusions

A second component of this Option involves specific exclusions selected by Council. Exclusions involve situations where Council would maintain approval authority, some of which could include:

- specified locations in the City (e.g. Old Town, Inner Harbour)
- certain scale of projects (e.g. density, number of units, height)
- certain uses (e.g. Commercial, Industrial)
- Heritage-Designated Buildings.

Option #4 – Delegation – (No Variances)

This Option involves delegating DPs and HAPs with no variances to staff. Staff would only deal with applications which are consistent with the *Zoning Regulation Bylaw*. All applications that require a variance to the *Zoning Regulation Bylaw* would require Council approval, under the current approval process, including a Public Hearing. Only applications that do not involve a variance would be approved by staff and there would be no exclusions in terms of the type of development or location in the City.

Option #5 – Delegation (With Variances and Exclusions)

(a) With Variances

Option #5 would see Council delegate staff the approval authority for DP and HAP applications with or without variances. Therefore, in addition to approving building and site design, staff would also have the authority to approve DPs and HAPs which include variances to the *Zoning Regulation Bylaw*, such as variances to building height, setbacks, site coverage or parking standards.

(b) With Exclusions

A second component of this Option involves specific exclusions selected by Council. Exclusions are situations where Council would maintain approval authority, some of which could include:

- specified locations in the City (e.g. Old Town, Inner Harbour)
- certain scale of projects (e.g. density, number of units, height)

- certain uses (e.g. Commercial, Industrial)
- Heritage-Designated buildings.

In addition to the above exclusions, Council could also consider excluding some types of variances from staff approval. For example, Council may want to maintain approval authority for such variances as building height or site coverage, but may wish to delegate approval authority to staff for variances related to building setbacks or parking variances, as an example.

Option #6 – Full Delegation

Under Option #6, Council would give full delegation to staff for all DPs and HAPs in the City. Staff would have the approval authority for DPs and HAPs with or without variances, for all types of development projects, in any location in the City.

Included in all of the above delegation Options would be a process which allows an applicant who does not receive a favourable decision by staff, to take their application before Council for consideration.

It should be noted that the Options for delegation only apply to DP and HAP applications. The *Local Government Act* requires that Council be the approval authority for Development Variance Permit Applications, Rezoning Applications and Official Community Plan amendments.

5.0 Analysis

The following table provides a brief summary of the advantages and disadvantages of Council delegating approval authority to staff.

Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Decreased Level of Delegation			Increased Level of Delegation		
Advantages of less delegation			Advantages of more delegation		
<ul style="list-style-type: none"> • Elected officials maintain approval authority. • More applications would be considered by Council and decisions made in public. • Where there is a variance, a Public Hearing is involved, providing an opportunity for direct public input to Council. 			<ul style="list-style-type: none"> • Quicker processing times for applications. • Staff would be able to use time made available due to a more streamlined approval process for handling more volume or faster processing times. • Staff could refer to Advisory Design Panel and Heritage Advisory Committee for advice and design suggestions. • Council resources could be devoted to other important decision-making activities. • Some flexibility with the opportunity for "exclusions" where Council may consider certain applications. 		

	<ul style="list-style-type: none"> If the delegation of DPs and HAPs with variances did not lead to Council Public Hearings, the notification costs for applicants may be reduced.
Disadvantages of less delegation	Disadvantages of more delegation
<ul style="list-style-type: none"> Longer application processing time and time for final decisions to be rendered. Significant staff resources are contributed to processing applications (report writing and Council process). Significant Council resources are contributed to process. 	<ul style="list-style-type: none"> Less opportunity for public input when there are variances, as there would be no Public Hearing of Council.

Staff have not completed a detailed analysis of every Option. Upon receiving further direction from Council as to which Option(s) are preferred or merit more study, further analysis could include the following:

- A detailed description of the DP and HAP processes and timeline under delegated authority.
- An analysis of how exclusions would be applied, including an estimate of how many applications may be streamlined and how many may require Council approval based on selected exclusions.
- A description of potential Options to provide public information and input in a delegated process where variances are required.
- A description of potential engagement with the public and development industry about delegation.
- An outline of the required updates to Council bylaws, policies and design guidelines.

6.0 Other Jurisdictions

Based on a review of other municipalities in British Columbia, it is evident that there is a precedent for municipal Councils to delegate approval authority of DPs and HAPs to staff. However, the ways in which the powers of delegation are structured vary significantly from total delegation to delegation where numerous exclusionary criteria apply.

It is noted that a criteria commonly used in the bylaws reviewed entitle an applicant to request that Council reconsider an application when they are dissatisfied with the way it has been determined under staff delegated authority. This is consistent with direction given in Section 920 of the *Local Government Act*. Such requests normally have to be submitted within a specified timeline (normally within 30 days of the date of the staff decision).

Several examples of how municipalities have delegated decision-making authority to staff are summarized below. These examples specifically refer to DPs and do not reference HAPs, however, these areas may not have the same historical characteristics as Victoria and they may receive relatively few HAP applications. In fact, the City of Langford does not have any

officially-designated heritage sites within their jurisdiction and, therefore, do not have a HAP process. Notwithstanding this, the delegation of HAPs is not unusual. The Cities of Vancouver, Kelowna, Richmond and Nelson have all delegated approval authority to staff.

6.1 Examples of Development Permit Delegation

City of Colwood

The *City of Colwood Development Permit Delegation Bylaw 2009* authorizes the City's Director of Planning to exercise all of the powers, duties and functions of Council in respect of DPs. An owner of property who is dissatisfied with a decision is entitled to have the decision reconsidered by Council. This request must be submitted within 30 days after the decision is communicated in writing to the owner. The City of Colwood makes all reasonable efforts to notify property owners and tenants in occupation of lands within 75 m of sites which are subject to an application for a DP.

City of Langford

Similar to the City of Colwood, the City of Langford authorizes the Municipal Planner to exercise all of the powers, duties and functions of the Council in respect of DPs. Again, an owner of property who is dissatisfied with a decision is entitled to have the decision reconsidered by Council.

District of Saanich

The District of Saanich have delegated to senior staff, the power to approve or reject:

- a DP or DP amendment where the land is located within specific environmentally sensitive areas or public spaces
- a Development Variance Permit or an amendment to a DP where the subject of the application is a sign
- an amendment to a DP subject to form and character issues.

Bowen Island Municipality

All DPs are delegated to staff. Applicants are entitled to have delegated decisions reconsidered by Council.

Regional District of Central Kootenay

The Board of Directors of the Regional District have delegated the authority to issue DPs in a number of geographic areas as defined by their OCP. Under the associated bylaw, an applicant is entitled to a reconsideration of a delegated decision by the Board of Directors.

District of Lake Country

Municipal staff do not have any delegated powers in relation to the determination of DPs. Instead, Council has delegated its powers in this respect to a Development Permit Committee (comprised of Council Members).

City of Penticton

The approval of DPs has been delegated to staff subject to a number of exclusions which include size restrictions (i.e. additions exceeding 930 m² and multi-family residential development above six storeys in height and over 2,800 m² floor space are excluded) and applications in designated environmentally sensitive areas. Furthermore, staff do not consider DP Applications where they are submitted concurrently with an OCP amendment, Rezoning Application or Development Variance Permit Application.

In addition, if an applicant is dissatisfied with a DP decision by staff, they can request that Council reconsider their application. Such a request must be submitted within 30 days of the date of the DP decision (and is subject to further stipulations). The file manager still has the discretion to refer any DP application to Council.

City of Pitt Meadows

Staff have been given delegated powers to determine DPs for infill housing, including duplexes, garden suites and up to four contiguous infill single-family lots within the Residential Infill Development Permit Area of the OCP.

Applications which propose minor amendments to DPs previously approved by Council are also determined by staff.

If an applicant is dissatisfied with a staff decision on a DP they are entitled to request that Council reconsider their application. Such a request must be submitted within 30 days of the date of the DP decision by staff.

Resort Municipality of Whistler

DPs proposing relatively minor modifications to existing buildings, including small additions (i.e. not exceeding 20 m² floor area), are delegated to staff in addition to specific developments (i.e. single family and duplex buildings) identified in Development Permit Areas.

7.0 Options

1. That Council direct staff to provided further analysis on a preferred Option(s) for processing DP and HAP applications.
2. That Council direct staff to continue processing applications under the current process.

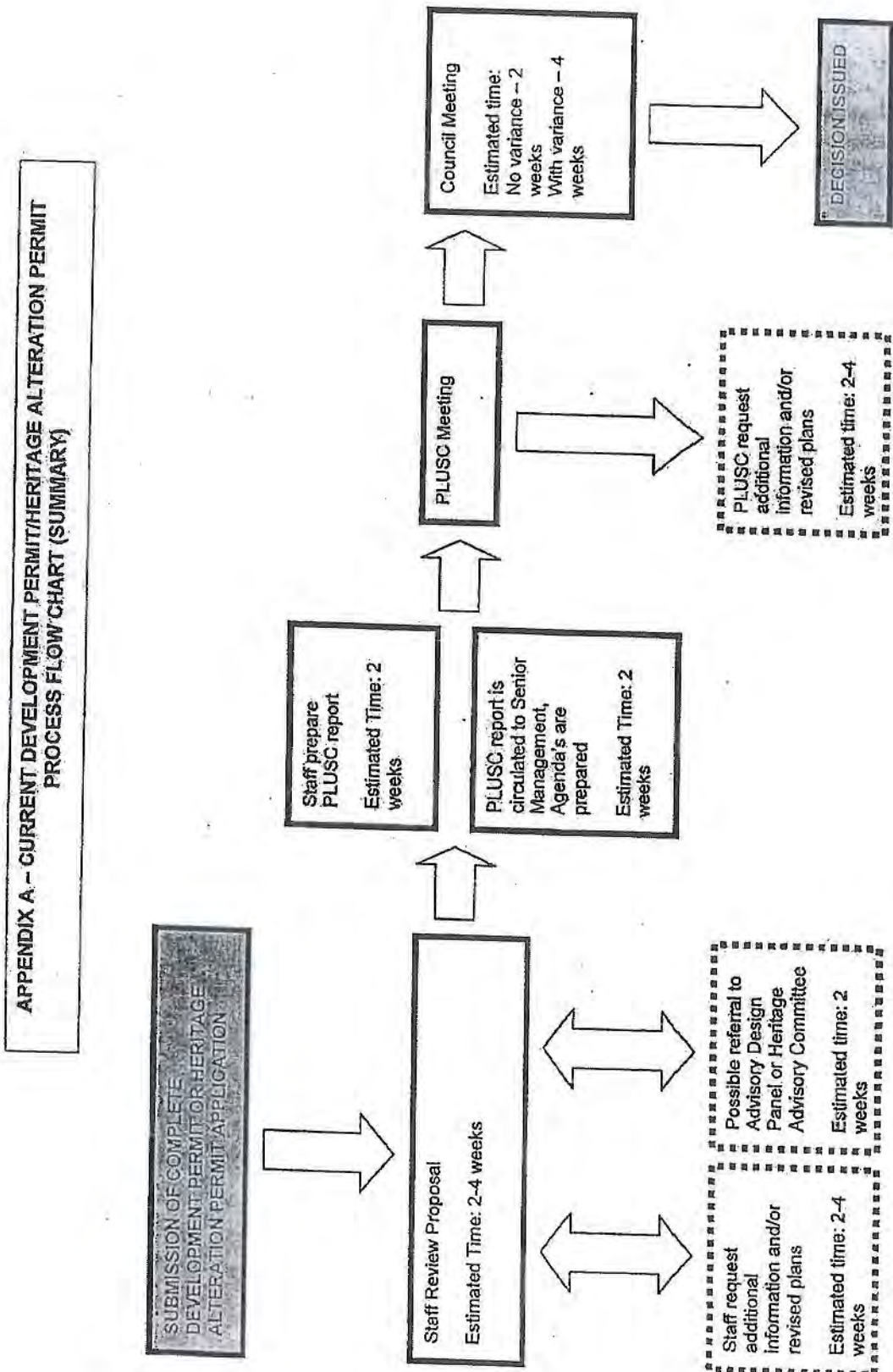
8.0 Conclusion

Delegating DP and HAP approval authority to staff certainly has advantages and disadvantages as outlined in the staff analysis. If the ultimate goal is to shorten the application processing time, then delegating approval authority to staff is a method of achieving this.

As outlined in this report, there are several Options for staff delegation and many different variations within each Option. Should Council see merit in delegating some or all DP and HAP approval authority to staff, based on Council direction, further analysis can be completed to provide specific details about the preferred delegation Option(s).

9.0 Recommendation

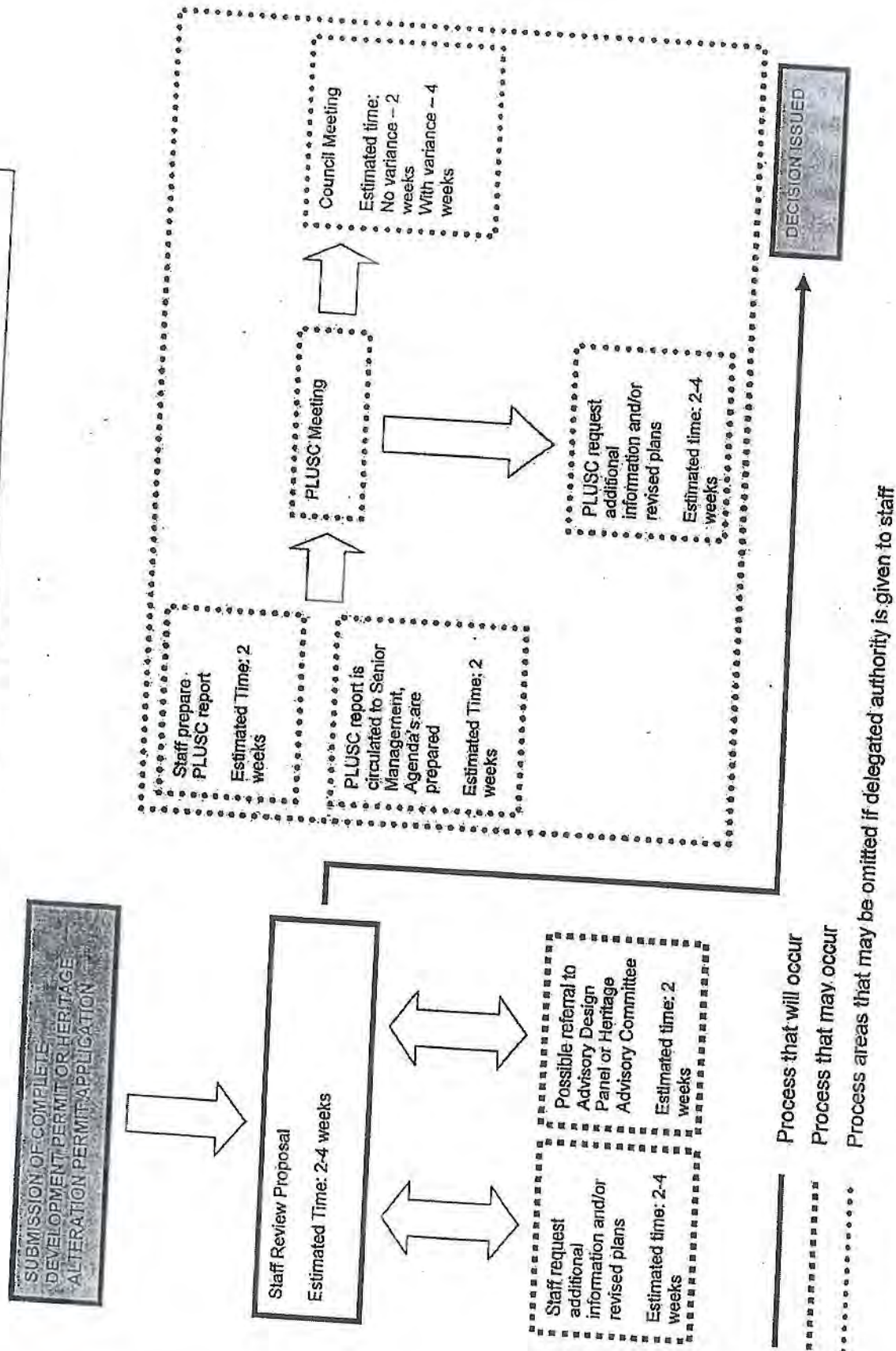
Should a form of delegation to staff be preferred, that Council select one of the described Options for delegating Development Permit and Heritage Alteration Permit approval authority and direct staff to report back outlining a detailed approval process, staff resources and application processing timelines. Should Council select an Option with exclusions, that staff be directed to analyze specific exclusions to determine their effect on timelines and processes.



———— Process that will occur

----- Process that may occur

APPENDIX A – DELEGATED DEVELOPMENT PERMIT/HERITAGE ALTERATION PERMIT PROCESS
FLOW CHART (SUMMARY)



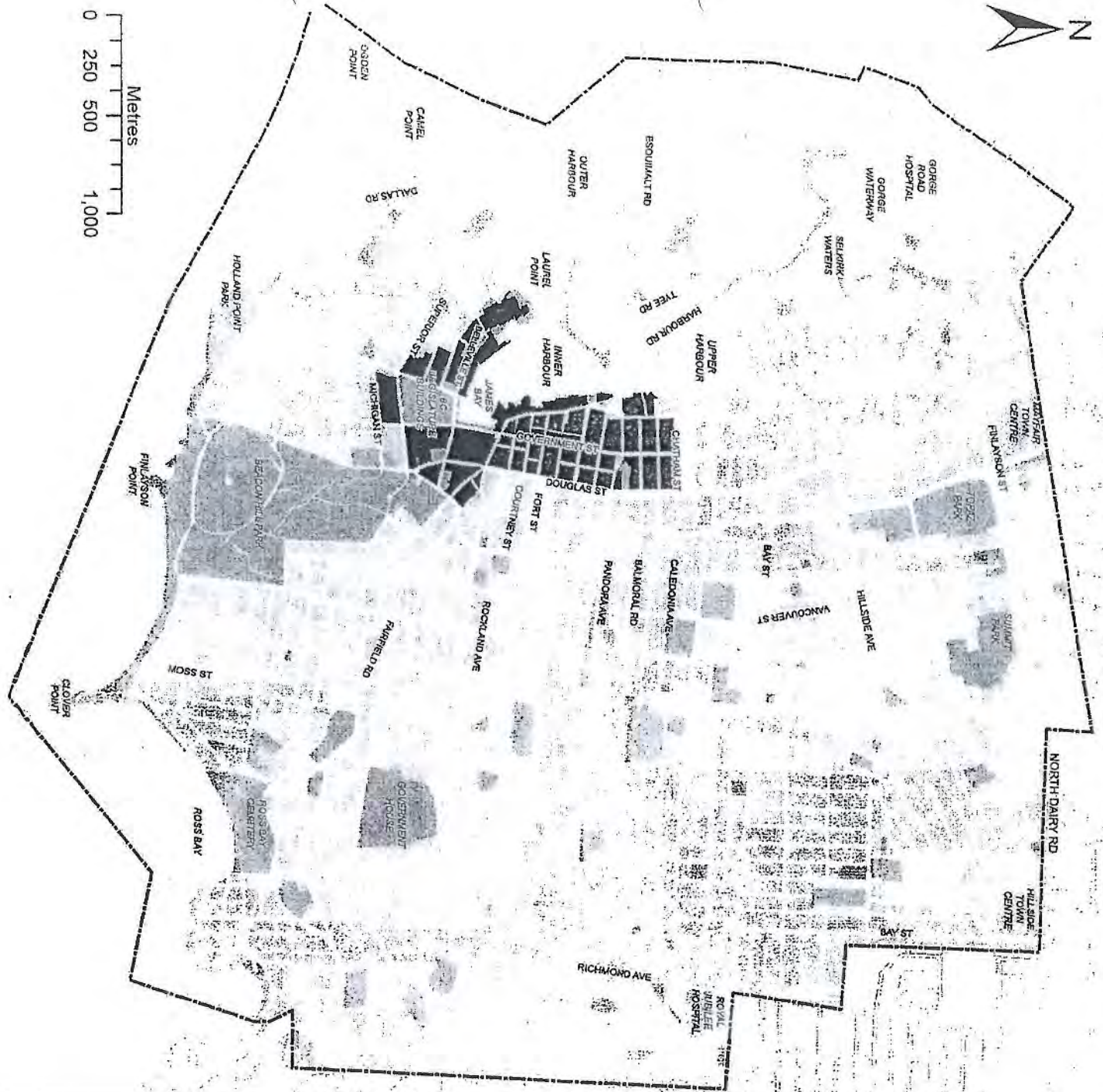
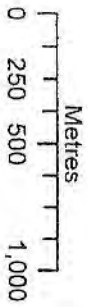
Governance and Priorities Committee

Delegation of Development Permits and Heritage Alteration Permits

November 8, 2013



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APPENDIX 5: URBAN PLACE DESIGNATION MAP



Urban Place Designations

As Identified in the Official Community Plan

-  Core Inner Harbour/Legislative
-  Core Historic



APPENDIX B – DELEGATION OPTIONS

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Option Title	No delegation	Maintain Status Quo	Delegation - No Variances - with Exclusions	Delegation - No Variances	Delegation - With Variances - with Exclusions	Full Delegation
Minor DP & HAP Approving Responsibility	Council authorizes Minor DPs and Minor HAPs	Council has Delegated Minor DPs and Minor HAPs to Staff	Delegation of Minor DPs and HAPs to Staff	Delegation of Minor DPs and HAPs to Staff	Delegation of Minor DPs and HAPs to Staff	Delegation of Minor DPs and HAPs to Staff
DP and HAP Approving Responsibility	Council authorizes Development Permits and Heritage Alteration Permits	Council authorizes Development Permits and Heritage Alteration Permits	Delegation of DPs and HAPs without Variances to Staff Specific Exclusions apply where Council is the approval authority	Delegation of DPs and HAPs without Variances to Staff	Delegation of DPs and HAPs with Variances to Staff Specific Exclusions apply where Council is the approval authority	Delegation of all DPs and HAPs to Staff
Exclusion Options			i) Exclude Geographic Areas (e.g. Old Town, Inner Harbour Waterfront)			i) Exclude specific variances (e.g. parking, front set back)
			ii) Exclude projects based on scale (e.g. number of units, floor area, FSR, height)			ii) Exclude variances which exceed a specified threshold (e.g. 10%)
			iii) Exclude specific uses (e.g. those which may be deemed to be controversial in nature)			iii) Exclude Geographic Areas (e.g. Old Town, Inner Harbour Waterfront)
			iv) Exclude heritage-designated buildings			iv) Exclude projects based on scale (e.g. number of units, floor area, FSR, height)
						v) Exclude specific uses (e.g. those which may be deemed to be controversial in nature)
						vi) Exclude heritage-designated buildings

6.2 Development Permit and Heritage Alteration Applications Options for Delegating Approval Authority to Staff

Committee received a report dated June 7, 2012 from Development Services regarding Development Permit and Heritage Alteration Applications and Options for Delegating Approval Authority to Staff. At its meeting of April 5, 2012, the Governance and Priorities Committee passed a motion directing staff to explore methods that will expedite the current approval processes for Development Permits and Heritage Alteration Permits. Staff have explored several Options for Council's consideration in terms of delegating approval authority to staff, as follows:

- Option # 1 – No Delegation
- Option # 2 – Maintain Status Quo
- Option # 3 – Delegation (No Variances and Exclusions)
- Option # 4 – Delegation – (No Variances)
- Option # 5 – Delegation (With Variances and Exclusions)
- Option # 6 – Full Delegation

The options are presented for Committee's consideration and if Committee should select a preferred Option, further analysis is required in terms of any new processes, staff resources and efficiencies, costs and benefits to the development community and the public.

- Action:** Councillor Alto moved that Committee recommends that Council select Option #5 as the preferred option for delegating Development Permit and Heritage Alteration Permit approval authority and direct staff to:
1. Report back outlining a detailed approval process, staff resources and application processing timelines; and
 2. Report back with information regarding applications that had come before Committee and which applications would not come before Committee under Option #5, including with exclusion options.

CARRIED 12/GPC400

For: Mayor Fortin, Councillors Alto, Coleman, Helps, Gudgeon, Thornton-Joe and Young
Against: Councillors Isitt and Madoff

GPC Minutes July 21, 2012



Governance and Priorities Committee Report

Date: November 8, 2013 **From:** Jim Handy, Development Agreement Facilitator
Subject: Delegation of Development Permit and Heritage Alteration Permit Applications

Executive Summary

The purpose of this report is to provide Council with information, analysis and recommendations in response to a Council motion directing staff to outline a detailed approval process, staff resources and application processing timelines associated with an option for delegating the authority to staff to approve Development Permits (DPs) and Heritage Alteration Permits (HAPs).

On June 21, 2012, a report was presented to the Governance and Priorities Committee (GPC) whereby staff had explored several options for Council's consideration in terms of delegating approval authority for DPs and HAPs. The GPC requested that staff further investigate Delegation Option #5 which involved the delegation of all DPs and HAPs, including those proposing a variance, with certain exclusions. An analysis of possible exclusion options was also requested in addition to information regarding applications that had previously come before Council but would not come before Council under Delegation Option #5. Council endorsed this motion on June 28, 2012.

This report responds to the issues raised in the Council motion and also discusses the following:

- community involvement in the delegated process
- a plan to implement the delegated process.

Recommendation

1. That Council identify the following Delegation Option as the preferred option:
 - (a) Continue to delegate the following applications to the Director of Sustainable Planning and Community Development:
 - i) Minor Development Permit and Minor Heritage Alteration Permit applications,
 - ii) Development Permit applications for development in Development Permit Area 8, Victoria Arm – Gorge Waterway, and
 - iii) Development Permit applications and Heritage Alteration Permit applications for a single family dwelling or duplex;

- (b) Delegate the decisions on all Development Permit applications and Heritage Alteration Permit applications, with or without variances, to the Director of Sustainable Planning and Community Development, with the exception of:
- i) applications within the Core Historic and Core Inner Harbour/Legislative Urban Place Designation Areas (as defined in the *Official Community Plan*) that:
 - propose a variance
 - propose a new building exceeding 100 m² floor space
 - propose a building addition exceeding 100 m² floor space and/or increasing the height of the existing building by 1 m or greater
 - propose the demolition or partial demolition of a Heritage-Designated building or a building listed on the Heritage Register,
 - ii) Any applications that propose a building height and/or site coverage variance 25% or greater than the standard set out in the *Zoning Regulation Bylaw*,
 - iii) Any applications which require Council approval of a bylaw not associated with:
 - a Housing Agreement
 - a Heritage Designation
 - a Heritage Revitalization Agreement where the agreement does not permit a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property,
 - iv) Any applications that would propose an amendment to or the discharge of a Master Development Agreement, Section 219 Covenant or any other legal agreement which does not require the making of a bylaw and where the City of Victoria is party to that agreement;
- (c) Delegate the first application for the renewal of any Development Permit or Heritage Alteration Permit that has not yet lapsed to the Director of Sustainable Planning and Community Development, where:
- i) the proposed plans are not substantially different from the previously approved plans and do not, in the opinion of the Director of Sustainable Planning and Community Development, significantly affect the integrity of the building design or the form and character of the development on the lands,
 - ii) there has been no substantive change to the City policy and/or regulations that are applicable to the development proposed by the Development Permit or Heritage Alteration Permit;
- (d) The Director of Sustainable Planning and Community Development may, at his/her discretion, refer any delegated application to Council for consideration.
2. That Council instruct staff to consult the public and industry consistent with the proposed engagement process in relation to the preferred delegation option and report back to Council on the results.

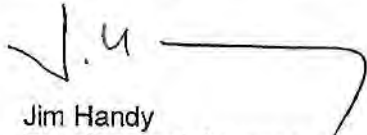
Governance and Priorities Committee

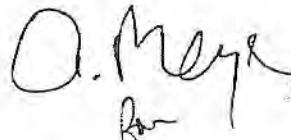
November 8, 2013

Delegation of Development Permits and Heritage Alteration Permits

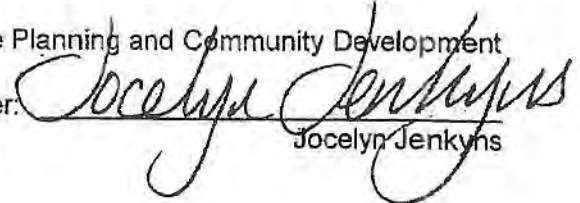
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Respectfully submitted,


Jim Handy
Development Agreement
Facilitator


for
Deb Day
Director
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager.


Jocelyn Jenkyns

JH:aw

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1.0 Purpose

The purpose of this report is to provide Council with information, analysis and recommendations in response to a Council motion directing staff to outline a detailed approval process, staff resources and application processing timelines associated with an option for delegating the authority to staff to approve Development Permits (DPs) and Heritage Alteration Permits (HAPs).

Council also requested an analysis of possible exclusion options from delegated authority and information regarding applications that had previously come before Council but would not come before Council under Delegation Option #5 (Delegation with Variances and Exclusions).

2.0 Background

The proposed *Official Community Plan* (OCP) was presented to the Governance and Priorities Committee (GPC) on April 5, 2012. As part of the discussions relating to the proposed OCP, it was recognized that a new City-wide Development Permit Area (DPA 16) was proposed and that development proposals within this area would require a DP and be subject to the current established DP application process.

As a result of this discussion, the GPC expressed a desire to more generally explore methods that would expedite the current processes for DPs and HAPs in all Development Permit Areas and, as a result, the following motion was approved:

"Be It Resolved that Council direct staff to investigate the feasibility of delegating authority to staff to issue development permits and heritage alteration permits in order to streamline and accelerate the development permit and heritage alteration permit application processes and to prepare a report for Council's consideration outlining a range of delegation options."

On June 21, 2012, the GPC considered a report (attached as Appendix 4) which explored several options in terms of delegating approval authority. These options can be summarized as follows:

- Option # 1 – No Delegation
- Option # 2 – Maintain Status Quo
- Option # 3 – Delegation (No Variances and Exclusions)
- Option # 4 – Delegation (No Variances)
- Option # 5 – Delegation (With Variances and Exclusions)
- Option # 6 – Full Delegation.

The GPC recommended that Council select Option #5: Delegation (with Variances and Exclusions) as the preferred Option for delegating DP and HAP approval authority and directed staff to:

1. Report back outlining a detailed approval process, staff resources and application processing timelines; and
2. Report back with information regarding applications that had come before Committee and which applications would not come before Committee under Option #5, including with exclusion options.

Council endorsed this motion at its meeting on June 28, 2012.

2.1 Relevant Provincial Legislation

Where development is proposed on a property located within a designated Development Permit Area and that development is not specifically exempted in the OCP, a DP is required. If the proposal results in a variance or variances to the *Zoning Regulation Bylaw* (that does not relate to land use or density) then the application is considered as a DP with variance(s).

Where a development is proposed which does not require a DP (for example a single family dwelling in Development Permit Area 16: General Form and Character) but would result in a variance or variances to the *Zoning Regulation Bylaw* then a Development Variance Permit (DVP) application is required.

When reviewing a DP application, matters such as the form and character of the development, building appearance and landscaping are considered whereas, when determining a DVP, only the matter of a variance from the *Zoning Regulation Bylaw* is under consideration.

Section 154 of the *Community Charter* and Section 920 of the *Local Government Act* enable Council to delegate its authority to approve DPs and HAPs. This delegated approval authority includes the authority to approve DPs and HAPs with variances. However, the *Local Government Act*, in Section 922 (8), is clear that Council cannot delegate the authority to approve DVPs:

"As a restriction on section 176 (1) (e) [corporate powers - delegation] of this Act and section 154 [delegation of council authority] of the Community Charter, a local government may not delegate the issuance of a development variance permit."

The reason for this is that DPs are governed by previously approved Council policy in the form of the OCP, Neighbourhood Plans and adopted design guidelines. As such, any delegated authority must be exercised within the limits of the established guidelines that have been approved by Council. There are no previously approved guidelines in the context of DVPs and Council must make these decisions on a case by case basis.

While the Director of Sustainable Planning and Community Development would have authority to decline a DP application or HAP application under delegated authority, the *Local Government Act*, in Section 920 (12), entitles the owner of the land subject to a DP decision to have Council reconsider the matter. Therefore, in the event staff decide that a DP application is not supportable, a Decision Letter would be issued outlining the rationale for this decision. Following the issuance of this letter, an applicant would have to apply to the City to have Council reconsider the application within a specified timeline. For clarification, this right of appeal is solely limited to the owner of the land subject to that decision, or an agent authorized to act on behalf of the owner, in the event that the Director of Sustainable Planning and Community Development declines a DP application under delegated powers.

Under this appeal process, staff would prepare a brief report to Council attaching the decision letter, the appeal request from the property owner or their agent and any comments received as part of any community consultation. There is no legal requirement to hold a Public Hearing in association with this appeal process.

The *Local Government Act* does not give the same reconsideration provisions to HAPs and, therefore, staff would have outright authority to decline applications where, in the opinion of staff, the proposal would not be consistent with the purpose of the heritage protection of the property. However, under the *Community Charter*, "a council may establish any terms and conditions it considers appropriate" when delegating its powers to "an officer or employee of the municipality" and, as such, Council may consider applying similar reconsideration procedures to both HAPs and DPs.

Where a DP or HAP proposes a variance, any part of the *Zoning Regulation Bylaw* can be varied with the exception of land use and density. For land use and density changes, a Rezoning application would be required. This would require Council review and a Public Hearing. Section 154 (2) (a) of the *Community Charter* states that a Council may not delegate the making of a bylaw and, therefore, staff cannot be delegated the authority to approve Rezoning applications.

It should be noted that, given the aforementioned clause in the *Community Charter*, in the event that a development proposal associated with a DP and/or HAP requires the making of a bylaw (e.g. in association with a Housing Agreement), the bylaw itself must be approved by Council. Given this legal requirement, staff recommend that where an application meets the criteria for delegated authority and requires the making of a commonly used standard bylaw, such as a Housing Agreement, Heritage Designation or Heritage Revitalization Agreement (HRA), then the decision to approve the application will continue to be delegated but the bylaw will be referred to Council for approval. Where any other bylaw is required or a HRA proposes a variance to the *Zoning Regulation Bylaw* affecting land use or density, then both the application and the bylaw would be referred to Council for approval. However, should Council decide that the consideration of the application and the associated bylaw should not be separated then an alternative option is provided in section 3.4.3 of this report.

In light of the above, delegated options are limited to the consideration of DPs and HAPs, including those that propose a variance.

2.2 Land Use Procedures Bylaw

The City's *Land Use Procedures Bylaw* outlines procedures for determining applications relating to land use (Rezoning applications, DPs, DVPs, HAPs etc.), public meetings, sign posting, details of application fees and refunds and, amongst other items, the authority of staff to make delegated decisions. The delegation of authority is currently limited to:

- applications made for a DP or HAP for a single family dwelling or duplex or any class of development identified by Council
- when an application is made for a DP for a development in Development Permit Area 29, Victoria Arm – Gorge Waterway, under the OCP
- minor amendments to Council-approved DP and HAPs.

It should be noted that Development Permit Area 29 is now referred to as Development Permit Area 8, Victoria Arm – Gorge Waterway in the new OCP and the *Land Use Procedures Bylaw* will be updated to reflect this.

The retention of this delegated authority is reflected in the staff recommendation. Amendments to this bylaw would be required if Council decides to pursue the option of delegating additional decision-making powers to staff.

2.3 Current Process

A summary of the City's current DP application and HAP application processes are attached as Appendix 1 with an associated flowchart. The process time frame can only be approximated as it can vary greatly depending on the complexity of an application, whether or not the project involves variances or how quickly the applicant responds to staff suggestions and requests for information.

3.0 Council's Preferred Delegated Option (Option 5 – Delegation with Variances and Exclusions)

3.1 Analysis and Exclusions

To support the analytical component of this work, staff reviewed all DP and HAP applications submitted from January 2009 until July 2012. The following data was collected from those files where available:

- file reference number
- address
- description of proposal
- the neighbourhood area applicable to the application site
- the Urban Place Designation (as defined in the new OCP) as applicable to the application site
- whether a variance was approved by Council
- the degree of variance (measured by percentage) from the *Zoning Regulation Bylaw* standard
- proposed Floor Space Ratio (FSR)
- proposed number of residential units (approved)
- proposed floor area
- the staff recommendation
- the Council decision.

As they did not represent a complete data set, information was not collected from applications which, at the time of data collection, had not been considered by Council (this included applications under review, applications reviewed or withdrawn and those converted to Minor DPs). At the time the statistics were collected, the new OCP had not yet been adopted and, as such, DVPs that would now fall under Development Permit Area 16 and would now be required to be considered as DPs with Variances, were not assessed. Furthermore, DPs issued as part of proposals relating to a small lot rezoning were not assessed as they do not generate a specific DP file reference.

On the basis of the available data, the following key points were identified:

- 114 DPs and HAPs were considered by Council

- more than half of all HAPs considered related to addresses in the Downtown neighbourhood area; the majority of these were situated within the Core Historic Urban Place Designation as defined in the new OCP
- almost half of all DP and HAP applications related to addresses in just two neighbourhoods; the largest share of applications (32%) were situated within the Downtown neighbourhood area, followed by the Fairfield neighbourhood (16%)
- 39% of all DPs and HAPs considered by Council proposed a variance from the *Zoning Regulation Bylaw* (conversely 61% of all applications analyzed did not propose a variance)
- 72% of all variances allowed were related to parking and setbacks; half of these allowed a variance that was 50% or greater from the requirements outlined in the applicable section of the *Zoning Regulation Bylaw*
- In terms of decision-making;
 - Council moved the staff recommendation, without amendments, on 96 occasions
 - the staff recommendation was amended (but the decision to approve or decline was consistent with the recommendation) on 11 occasions
 - Council reversed the staff recommendation to decline an application on 6 occasions
 - Council reversed the staff recommendation to approve an application on 1 occasion.

Further detailed information relating to this data is attached as Appendix 2 to this report.

3.2 Possible Exclusions from Delegated Authority

Council requested that staff investigate a delegation option where authority would be given to staff to determine all DP and HAP files, including those proposing a variance, with the exception of applications meeting certain criteria which would then be excluded. Applications which were "excluded" from Delegated Authority would be referred to Council for decision. There are several criteria that could be used to identify possible exclusions. These could include:

- specific variance types (i.e. building height, setbacks, etc.)
- variances which exceed a specified threshold (i.e. a 10% variance from the *Zoning Regulation Bylaw* standard)
- geographic areas (i.e. Old Town, Inner Harbour, etc.)
- developments based on scale (i.e. number of residential units, floor area, height, etc.)
- specific uses (i.e. those that may be deemed to be potentially more sensitive in nature)
- Heritage-Designated buildings or buildings listed on the Heritage Register
- DP and HAP renewals
- DP and HAP applications that propose an amendment to, or the discharge of, an existing Master Development Agreement (MDA), Section 219 Covenant or other legal agreement.

Some of the above exclusion options may not be appropriate for the reasons outlined below.

3.2.1 Exclusion of Developments from Delegated Authority based on Scale Alone

It is considered that scale alone is not always a good indicator of planning sensitivity. For example, a building which is 10 storeys tall may or may not be considered tall subject to its context. Such a building may be proposed in a zone which allows for a significantly taller building and may be within an area characterized by taller buildings. The same issue could apply when considering floor space ratio.

The number of residential units is also not considered to be a good indication of scale. For example, as a result of a smaller footprint, 20 bachelor studios could potentially be situated in a similar sized or smaller building than 10 two or three-bedroom apartments.

Staff considered that scale, in terms of height and massing and the degree of variance proposed from the *Zoning Regulation Bylaw*, would be more effective in terms of assessing planning sensitivities. The rationale for this is outlined in Section 3.3.3 of this report.

3.2.2 Exclusion of Specific Uses from Delegated Authority

Staff do not think it is appropriate to exclude specific uses from delegated authority based on potential sensitivity. A use which may appear less sensitive, such as a residential dwelling, may generate a great degree of local concern, whereas more traditionally sensitive operations may not raise significant levels of concern within a specific context (i.e. within a non-residential context). Furthermore, land use is not a DP consideration and, hence, if the *Zoning Regulation Bylaw* permits a specific use, the appropriateness of that use is not in question at the DP stage.

3.2.3 Exclusion of Heritage-Designated Buildings or Buildings Listed on the Heritage Register

Several of the HAPs approved by Council since the beginning of 2009 proposed relatively minor building renovations (for example, storefront repairs, replacement windows, etc.). As these may be projects that can have a positive impact, in terms of the longevity of heritage resources in the City, it may be beneficial to expedite these applications if possible.

3.3 Proposed Exclusions from Delegated Authority and Rationale

Staff have identified a rationale for four exclusion criteria that could be implemented and these are:

- geographic exclusion from delegated authority (with delegation of specific DPs and HAPs that are relatively minor in nature)
- exclusion of variances from delegated authority to allow Council to consider potential building height and massing impacts
- renewal of DPs and HAPs that have not lapsed where the plans do not significantly differ from those previously approved.
- DP and HAP applications that propose an amendment to, or the discharge of legal agreements.

3.3.1 Rationale for Delegated Authority with Geographic Exclusions

The Downtown neighbourhood of Victoria makes up the heart of the region's Metropolitan Core and functions as the regional centre for business, employment, culture, entertainment and tourism. The Downtown consists primarily of three Urban Place Designations as identified in the OCP, including Core Historic, Core Inner Harbour/Legislative District and Core Business. These areas are identified in the map attached as Appendix 5.

The Core Inner Harbour/Legislative District is recognized both locally and internationally for its picturesque quality, vitality and character. Its waterfront setting attracts tourists, visitors, workers and residents year round and is noted as a world class Gateway.

The Core Historic area, as defined by the OCP, forms the primary hub for retail, entertainment and tourism within the City. The concentration of rehabilitated heritage buildings and attractive streetscapes also serves to attract other uses and activities, including offices, hotels, restaurants, personal service businesses, arts and culture.

For the reasons outlined above, these areas are arguably the most sensitive, from a planning perspective, within the City and, therefore, it is considered that DP applications and HAP applications in these areas should continue to be dealt with by Council.

While the sensitivities of the Core Business area are also recognized, this area is not necessarily characterized by the same level of sensitivities as the Core Inner Harbour/Legislative and Core Historic Districts. This is the main employment area not just for Victoria but for the region as a whole and it could be argued that streamlined decision-making could support economic development in the Downtown. While it is recommended that applications within the Core Business Urban Place Designation be delegated to staff, Council may wish to give consideration to excluding certain applications within the Core Business area from delegated authority. This could include proposals which affect Heritage-Designated buildings or buildings listed on the Heritage Register. Option 2 reflects this possibility.

3.3.2 Rationale for Delegation within the Geographic Exclusion Areas

The data collected indicates that 58% of the DP applications and HAP applications in the Core Inner Harbour/Legislative and Core Historic Districts that have been submitted to and considered by Council between January 2009 and July 2012, have had one or more of the following characteristics:

- no additional floor space was proposed
- the work related to restoration works associated with the re-use of a building
- the work proposed alterations to heritage buildings that were minor in scope
- where a new building was proposed, the associated floor space was approximately 100 m² or less
- where a building addition was proposed, the associated floor space was less than 100 m².

Of these, 60% did not propose a variance and the applications were predominantly HAPs.

Whilst the unique sensitivities of the Core Inner Harbour/Legislative and Core Historic Districts are recognized, it could be argued that streamlining applications for development that is

relatively minor in its scope and does not propose a variance could be beneficial to business and property owners in these areas. Therefore, it is recommended that those applications which, while requiring a DP or HAP, are more minor in nature, could be considered by staff by virtue of delegated authority regardless of being located within the Geographic Exclusion Area. These applications could be defined as follows:

Applications that:

- do not propose a variance
- do not propose a new building exceeding 100 m² floor space
- do not propose a building addition exceeding 100 m² floor space and/or increasing the height of the existing building by 1 m or greater
- do not propose the demolition or partial demolition of a Heritage-Designated building or a building listed on the Heritage Register.

3.3.3 Exclude Variances Associated with Potential Building Height and Massing Impacts from Delegated Authority

Of the 115 DP and HAP applications considered from the beginning of 2009 until July 2012, 38% allowed a variance. The majority of the variances (72%) related to parking and setbacks, and half of those occurrences allowed a 50% or greater variance from the *Zoning Regulation Bylaw* standard. This is largely as a result of parking and setback requirements often representing a relatively small number value and, therefore, any variance appears significant when viewed as a percentage. On this basis, staff do not recommend that parking and setback variances be considered as an exclusion. An example of what could occur if such variance exclusions were considered based on degree (percentage) of variance would be a scenario whereby parking variances equal or greater than 50% were excluded, then an application proposing a variance from 2 parking stalls to 1 (50% variance from *Zoning Regulation Bylaw* standard) would be referred to Council and Public Hearing whereas a variance from 100 stalls to 51, a 49 stall shortfall (49% variance from *Zoning Regulation Bylaw* standard), would be dealt with under delegated authority. Therefore, this approach clearly does not satisfactorily reflect potential impacts.

It could be argued that variances that have height and massing implications are often of most concern due to issues of context, privacy, overshadowing, visual dominance and so on. It is considered that a variance greater than 25% from the *Zoning Regulation Bylaw* standard, in relation to Building Height and Site Coverage, could be an appropriate threshold for referral of a file to Council and Public Hearing. This may allow for a half-storey to be added to a two-storey building, which may be more appropriate within a local context, to be determined by staff, whereas a variance of greater than 25% is likely to represent an additional storey or more to buildings that exceed three storeys, whereby the resulting impacts could be deemed to be more significant.

Data collected indicates that applications proposing such a height and site coverage variance account for less than 3% of the variances allowed.

3.3.4 Exclude DP and HAP Renewals

DPs and HAPs normally lapse two years from the date of approval when development has not substantially commenced. In the event that an applicant wishes to renew an existing permit that

has not lapsed, regardless of whether or not a variance is proposed, it may be reasonable to consider the first application for renewal under delegated authority where the proposal does not significantly affect the integrity of the previously approved building design or the form and character of the development on the lands. As part of the review of such applications, staff will also assess whether there has been a change in circumstance (e.g. change in City policy) since the previous permit was approved and will consider whether the proposal still complies with City policy.

3.3.5 Exclude DP and HAP Applications that Propose an Amendment to, or the Discharge of Legal Agreements that do not Require the making of a Bylaw.

The City may require a developer to enter into legal agreements with the City at the Rezoning application stage. Typical legal agreements include MDA's, Statutory Right-of-Ways (SRWs) and Section 219 Covenants. In contrast, the City can only request that the developer enters into such agreements in association with a DP, hence, this is not a common occurrence and when it does occur, it is when the requested legal agreement is usually mutually beneficial to both parties. However, it is not uncommon for a DP to propose an amendment to or the discharge of a legal agreement. For example, the developer of The Railyards entered into a MDA with the City at the rezoning stage of the process. The Railyards MDA requires that the developer provide certain public amenities in association with specific phases of the development. In this case, the developer has made two separate requests to amend the MDA concurrently with the submission of a DP to postpone the delivery of the amenities to future phases.

In light of the above, staff recommend that DPs and HAPs proposing an amendment to or the discharge of a legal agreement should be referred to Council for consideration. It should be noted that the legal agreements discussed in this section are those that do not require the making of a bylaw as those items are discussed separately in section 2.1 of this report. Furthermore, this would only apply where the City of Victoria is a party to the legal agreement concerned and does not relate to any agreements made solely between third parties.

3.4 Options

In light of the rationale outlined in the preceding section of this report, it is recognized there are several elements, including variations of exclusion options, that could be included as part of a final delegation option. A table outlining potential variations to the recommended option criteria is attached as Appendix 3.

Staff recommends proceeding with Option 1 (see Section 3.4.1 below).

3.4.1 Delegation Option 1 (Recommended)

1. Continue to delegate the following applications to the Director of Sustainable Planning and Community Development:
 - (a) Minor Development Permit applications and Minor Heritage Alteration Permit applications;
 - (b) Development Permit applications for a development in Development Permit Area 8, Victoria Arm – Gorge Waterway;
 - (c) Development Permit applications and Heritage Alteration Permit applications for a single family dwelling or duplex;

2. Delegate the decisions on all Development Permit applications and Heritage Alteration Permit applications, with or without variances, to the Director of Sustainable Planning and Community Development, with the exception of:
 - (a) Applications within the Core Historic and Core Inner Harbour/Legislative Urban Place Designation Areas (as defined in the Official Community Plan) that:
 - propose a variance
 - propose a new building exceeding 100 m² floor space
 - propose a building addition exceeding 100 m² floor space and/or increasing the height of the existing building by 1 m or greater
 - propose the demolition or partial demolition of a Heritage-Designated building or a building listed on the Heritage Register;
 - (b) Any applications that propose a building height and/or site coverage variance 25% or greater than the standard set out in the *Zoning Regulation Bylaw*;
 - (c) Any applications which require Council approval of a bylaw not associated with:
 - a Housing Agreement.
 - a Heritage Designation
 - a Heritage Revitalization Agreement where the agreement does not permit a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property;
 - (d) Any applications that would propose an amendment to or the discharge of a Master Development Agreement, Section 219 Covenant or any other legal agreement which does not require the making of a bylaw and where the City of Victoria is party to that agreement.
3. Delegate the first application for the renewal of any Development Permit or Heritage Alteration Permit that has not yet lapsed to the Director of Sustainable Planning and Community Development where:
 - (a) the proposed plans are not substantially different from the previously approved plans and do not, in the opinion of the Director of Sustainable Planning and Community Development, significantly affect the integrity of the building design or the form and character of the development on the lands;
 - (b) there has been no substantive change to the City policy and/or regulations that are applicable to the development proposed by the Development Permit or Heritage Alteration Permit.
4. The Director of Sustainable Planning and Community Development may, at his/her discretion, refer any delegated application to Council for consideration.

3.4.2 Delegation Option 2

Council may wish to consider excluding some proposals in the Core Business Urban Place Designation, as defined in the OCP, from delegated authority, namely those that could affect Heritage-Designated buildings or buildings listed on the Heritage Register. Should Council wish to pursue this, the delegation option could be worded as follows:

As Delegation Option 1, plus the addition of the following criteria:

2. e) Heritage Alteration Permit applications within the Core Business Urban Place Designation (as defined in the *Official Community Plan*) that:
 - propose a variance
 - propose a new building exceeding 100 m² floor space
 - propose a building addition, either exceeding 100 m² floor space or increasing the height of the existing building by 1 m or greater
 - propose the demolition or partial demolition of a Heritage-Designated building or a building listed on the Heritage Register.

3.4.3 Delegation Option 3

As outlined in Section 2.1 of this report, in the event that a development proposal associated with a DP and/or an HAP requires the making of a bylaw (e.g. in association with a Housing Agreement), the bylaw itself must be approved by Council. Given this legal requirement, staff have recommended that where an application meets the criteria for delegated authority and requires the making of a commonly used standard bylaw then the decision to approve the application continue to be delegated but the bylaw be referred to Council for approval. Where a non-standard or project-specific bylaw is required or an HRA proposes a variance to the *Zoning Regulation Bylaw* affecting land use or density, then both the application and the bylaw would be referred to Council for approval. However, should Council decide that the consideration of the application and the associated bylaw should not be separated then an alternate option is as follows:

As Delegation Option 1 but substituting the following wording for criteria 2.(c):

Any applications which require Council approval of a bylaw.

3.5 Recommended Option and Impact Analysis

It is considered that, given the unique sensitivities of the Core Historic and Core Inner Harbour/Legislative Areas, it is appropriate to exclude applications in these areas from delegated authority with the exception of applications which are relatively minor in nature. It is also considered appropriate to exclude the first application to renew any DPs and HAPs where the proposal does not significantly differ from an existing approval. Applications proposing significant variances to building height and massing should also be excluded from delegation.

As a bylaw must be approved by Council, it is recommended that any application with an associated bylaw is also excluded from delegated authority where the bylaw is not associated with a standard Housing Agreement, HRA (which does not propose a variance relating to use or density) or Heritage Designation. In the event that Council does not wish to separate applications from associated bylaws, an alternative recommendation is provided as Option 3.

Staff also recommend that DPs and HAPs which propose an amendment to or the discharge of a legal agreement (e.g. an MDA), where the City of Victoria is a party to that agreement, be referred to Council for consideration.

A clause has also been added which allows the Director of the Sustainable Planning and Community Development Department to refer any delegated application to Council at their discretion.

Given the above, staff recommends that Council direct staff to proceed with the further work necessary to consider approval of and implement Delegation Option 1 as identified in Section 3.4.1 above.

Based on the DP and HAP data collected, should the above option be adopted, it is estimated that 21% of DP and HAP applications would still be determined by Council (24 applications from the 114 applications determined by Council between January 2009 and July 2012) while the remaining applications would be considered under delegated authority.

While Council would still be determining all Rezoning applications, DVP applications and Heritage Designation applications, it should be noted that, where Rezoning applications and DP applications and/or HAP applications are submitted concurrently, only the Rezoning application would be referred to Council where the DP and/or HAP meet the criteria for delegated authority. The exception to this would be Small Lot Rezoning applications and Rezoning applications proposing a Duplex or a Garden Suite, whereby a DP is considered and approved under the Rezoning application (i.e. a DP is not submitted independently of the Rezoning application).

Table 4 in Appendix 2 identifies all applications determined by Council between January 2009 and July 2012 and those files that would be affected by the aforementioned delegation option.

4.0 Delegated Process

The following is a description of the likely DP application and HAP application processes should Council delegate authority to staff to approve these types of permits. The process time frame could vary significantly depending on the complexity of an application, whether or not Advisory Design Panel or Heritage Advisory Committee review is appropriate, or how quickly the applicant responds to staff suggestions or requests for information. It should also be noted that processes I – VI (below) are consistent with the current DP application and HAP application process differing only for DP applications and HAP applications with a variance where notice posting and neighbour consultation takes place on receipt of an application, given that there is no longer a requirement to hold a Public Hearing.

Applications which are excluded from Delegated Authority would continue to be reviewed under the current established process (see Appendix 1).

Following application submission, DP and HAP applications could follow the delegated process outlined below:

I. Staff Review of Application

The application would be reviewed by the relevant City departments. Staff would review the application against the relevant policy, design guidelines, bylaws and any other pertinent regulations to determine project supportability. Staff from the various departments would hold a "Technical Review Committee" (TRC) meeting to discuss the application and identify any issues. The TRC minutes would then subsequently be sent to the applicant clearly identifying any outstanding issues that need to be resolved prior to a decision being made.

Estimated time: 2 - 4 weeks

II. Community Consultation

If a DP application or HAP application includes variances, the application would be referred to the Community Association Land Use Committee (CALUC) who would be invited to provide comments within 30 days (consistent with current practice). Furthermore, a notice would be posted at the application site advertising the proposal and the owners and occupiers of adjacent parcels would be notified of the application in writing. The notice posting and neighbour consultation currently occurs 10 days prior to the Public Hearing, therefore, in the absence of a Public Hearing, this consultation would occur concurrently with the CALUC referral. A decision would not be made by staff during this consultation period.

Staff will consider any comments received regarding the DP or HAP with variances in the 30-day consultation period prior to issuing a decision.

Estimated Time: 5 weeks (if a variance is proposed)

III. Applicant Responds to Outstanding Issues

Staff comments, as outlined in the TRC minutes, could require that the applicant submit amended plans and/or additional information to support the application. It often takes the applicant several weeks to make plan revisions and submit a revised application package to the City although this very much depends on the range and significance of the issues that need to be addressed and the applicant's response time, both of which cannot be accurately anticipated.

This process may not be required if no issues are raised in relation to the review of the initial submission.

Estimated time: 2 - 8 weeks

IV. Staff Review of Revised Plans

When revised plans or additional project information is submitted to the City, further staff review is required. This process would continue until staff are satisfied that they are in a position to make a decision.

Estimated time: 2 weeks (based on a single iteration of revised plans being required)

V. Advisory Design Panel or Heritage Advisory Committee Review

Subject to the nature of the application (i.e. scale, location, complexity, etc.) and at the discretion of the Director of Sustainable Planning and Community Development Department, staff may bring a proposal before the Advisory Design Panel or Heritage Advisory Committee for review and input. Staff would prepare a report to the Panel or Committee, prepare an agenda, attend the meeting and provide a brief presentation, and subsequently a motion from the meeting would be prepared.

Estimated time: 2 – 4 weeks (dependent on monthly meeting schedule)

VI. *Design Revisions*

If an application goes before the Advisory Design Panel or Heritage Advisory Committee, there may be design changes as a result of suggestions by the Panel or Committee. Staff would need to conduct a review of any design changes. Again, the timeline associated with this process could vary significantly depending on the applicant's response time.

Estimated time: 2 – 4 weeks

VII. *Staff Decision*

When it is determined by staff that: i) the application is acceptable and should be approved, or ii) the application is unacceptable and should be declined, a Decision Letter would then be prepared, clearly outlining the rationale for the decision, based on relevant City policy and design guidelines.

If approved, staff would then issue the DP or HAP and have the document registered on property title.

Estimated Time: 1 week

VIII. *Reconsideration of Staff Decision to Decline a DP*

While the Director of Sustainable Planning and Community Development would have authority to decline a DP application or HAP application under delegated authority, the *Local Government Act*, Section 920 (12), entitles the owner of the land subject to a DP decision to have Council reconsider the matter. Although the *Local Government Act* does not give the same reconsideration provisions to HAPs, under the *Community Charter* Council may consider applying similar reconsiderations powers to both HAPs and DPs. Therefore, in the event staff decide that a DP or HAP application is not supportable, a Decision Letter would be issued outlining the rationale for this decision. Following the issuance of this letter, an applicant would have to apply to the City to have Council reconsider the application within a specified timeline.

The *Local Government Act* does not specify a timeline for reconsideration of applications and, therefore, a specific process should be prepared to address this issue should Council wish to proceed with approving delegated authority. However, a review of delegated authority administered by other municipalities indicated that typically the applicant is given 30 days to apply to have their application reconsidered.

Under this process, staff would prepare a brief report to Council attaching the decision letter, the appeal request from the property owner or their agent and any comments received as part of the community consultation. There is no legal requirement to hold a Public Hearing in association with this appeal process.

Estimated Time: 8 weeks

4.1 Timeline Summary

Based on the above process, it is estimated that where applications are supportable and no revisions or additional information is required, an approval could be issued for a DP application or HAP application with no variances within 2-4 weeks and, where a variance is proposed, in just over 30 days. This timeline could be significantly affected by the following factors:

- the complexity of a project
- whether the design needs to be altered significantly to meet application design guidelines
- whether additional supporting information (i.e. specialist consultant reports) is required
- applicant response times to requests for amended plans and/or additional information
- whether or not a project needs to be reviewed by the Advisory Design Panel or Heritage Advisory Committee
- whether staff do not support the application and the applicant requests that the proposal be reconsidered by Council.

The actual timeline associated with the aforementioned factors is not easily quantifiable; however, most of these issues are not unique to a delegated process.

5.0 Issues

The following issues were identified during the analysis of DP and HAP delegation:

- transparency of process
- CALUC involvement and community consultation
- staff resources.

6.0 Analysis

6.1 Transparency of Process

The opportunities for transparency of information under the current system compared to a delegated system are outlined below.

Current Council Approval Process	Delegated Process
Application available at City Hall Development Centre for public view during office hours.	Application available at City Hall Development Centre for public view during office hours.
Staff available to answer and questions about application.	Staff available to answer and questions about application.
If a DP or HAP application includes variances, the application would be referred to the Community Association Land Use Committee (CALUC) who would be invited to provide comments within 30 days.	If a DP application or HAP application includes variances, the application would be referred to the Community Association Land Use Committee (CALUC) who would be invited to provide comments within 30 days. Furthermore, a notice would be posted at the application site advertising the proposal and

	the owners and occupiers of adjacent parcels would be notified of the application in writing.
Staff review and consider comments from the public and neighbourhood associations.	Staff review and consider comments from the public and neighbourhood associations.
Staff internally review applications and will be considering applications in light of City policy and Design Guidelines, all of which have been subject to public consultation.	Staff internally review applications and will be considering applications in light of City policy and Design Guidelines, all of which are public and have been subject to public consultation.
Application presented to PLUC or GPC in open meeting.	No PLUC or GPC meeting.
Subject to the nature of the application (i.e. scale, location, complexity, etc.) and at the discretion of the Director of Sustainable Planning and Community Development a proposal may be presented to Advisory Design Panel or Heritage Advisory Committee in open meeting.	Subject to the nature of the application (i.e. scale, location, complexity, etc.) and at the discretion of the Director of Sustainable Planning and Community Development a proposal may be presented to Advisory Design Panel or Heritage Advisory Committee in open meeting.
Council Meeting to make decision on DP or HAP application (Public Hearing where a variance is proposed).	Staff prepare and issue decision letter.
Where a Public Hearing related to a variance is required, the application would be subject to notification and sign posting.	No Public Hearing. Sign posting occurs earlier in process.
End of process.	Applicant can request that a delegated decision to decline an application be referred to Council for a decision in an open Council meeting.

The primary differences between the DP and HAP process, under a Council process versus a staff delegation process, is that there would be no PLUC meeting, Council Meeting or Council Public Hearing to consider the application where an application is considered under delegated authority. In a delegated process, a member of the public would still have the opportunity to visit City Hall to view an application package or discuss the application with City staff. Where a variance is proposed, the application would still be subject to the same level of public consultation that occurs under the current process albeit the public notice and letter to owners and occupiers of adjacent parcels would occur on receipt of the application rather than 10 days in advance of a Public Hearing. In addition, should an applicant not receive approval from staff, they would have the opportunity to request that their proposal be reconsidered by Council at an open Council meeting. It should also be reiterated that, under delegated authority, staff must consider applications in light of the City policy and Design Guidelines, all of which are public and have been subject to public consultation and have received the approval of Council.

In the interest of improving transparency in a delegated process, the City could implement the following strategies:

- include a detailed list of all current applications and their status on the City's website
- have the staff decision letter available at the Development Services counter for public viewing.

6.2 CALUC Involvement and Community Consultation

CALUC involvement in the application process would not be affected by implementing a delegated process. At present, for DPs and HAPs without a variance, the application is not forwarded to the CALUC. If a DP or HAP includes a variance, staff forward the application package to the applicable CALUC for a 30-day comment period. This notification process would not change if a delegated option were implemented.

While it is recommended that an applicant for a variance consult with the CALUC, there is no requirement for them to do so. Applicants are required to consult with a CALUC in the rezoning process, even before the City will accept a Rezoning application. This process will not change, as the option to delegate to staff only involves DP applications and HAP applications.

Where a DP or HAP includes a variance, additional community notification occurs currently at least 10 days prior to the Public Hearing in the form of a notice posted at the application site and letters which are sent to immediate neighbours. As delegated authority would eliminate the Public Hearing requirement, staff recommend that, to maintain the equivalent level of public notification, a notice is still posted at the application site and immediate neighbours consulted at the same time the CALUC notification is issued. The notice and letters would describe the proposal and, similar to the CALUC notification, invite comments within a 30-day period.

6.3 Staff Resources

The implementation of a form of delegated authority is likely to have resource implications as staff amend existing bylaws and procedures as required. However, once the process is established some workloads may be reduced, particularly those relating to the preparation of staff reports and presentation materials associated with DPs and HAPs.

Should Council approve the form of delegated authority recommended in this report, it is anticipated that approximately 65% of all planning-related applications (Rezoning applications, Development Variance Permits, Development Permits and Heritage Alteration Permits) would still be referred to Council. Staff workloads resulting from pre-application discussions, Minor Development Permits, special departmental projects, general enquiries and other day to day departmental responsibilities are unlikely to be affected by changes to the DP or HAP process. Any resources that are made available as a result of delegated authority could be redirected to assist with these responsibilities.

Notwithstanding the above, the consideration of a DP or HAP under delegated authority would still require significant resources and new processes associated with the delegation of authority, such as the reconsideration of DPs, would have to be administered by staff.

Notwithstanding the impact on staff resources, the key benefit to having delegated authority relates to application processing times and the associated benefits for applicants.

7.0 Policy, Design Guidelines, Committees to help Guide Decisions

The City has a strong framework of Planning Policy and Design Guidelines to help guide decision-making. Under the current Council approval process, when staff provide a recommendation to Council, that recommendation is formulated based on a thorough analysis of Planning Policy and Design Guidelines, as well as sound planning principles and practice.

With delegated authority, staff would be legally required to base decisions on the policy and design guideline framework at the City. All of the policy and design guidelines that would help to guide decisions have been approved by City Council following a Public Hearing.

In addition to using City Policy and Design Guidelines to help guide decision-making, when deemed appropriate, DP applications and HAP applications may be referred to the Advisory Design Panel and/or the Heritage Advisory Committee. Although a review by these advisory bodies does add time to the approval process, in many cases this review can be beneficial to a project.

8.0 Implementation of Delegated Process

Subject to Council approving a form of delegation, it will be necessary to undertake an implementation strategy to ensure that:

- affected City processes, bylaws and information are amended as necessary
- the City website is updated as necessary with all revised documents and the list of DPs and HAPs is readily accessible
- customers (i.e. public, neighbourhood associations and developers) are aware of the process change in advance of the date that delegated authority takes effect
- a date has been identified for the delegated authority to take place and a transition plan for in-stream applications is established.

8.1 External Consultation

It is considered appropriate to consult the public regarding the preferred delegation option. It is envisaged that this consultation exercise would take place in the form of an open house event. This event would be advertised in the newspaper with individual written invitations being sent to the Urban Development Institute (UDI) and all CALUC's.

It is recommended that Council first identify the form of a preferred delegation option prior to consulting externally. Prior to the implementation of delegated authority, staff would report back to Council with the results of the stakeholder engagement event.

8.2 Amendments to City Bylaw and other Documentation

The City's *Land Use Procedures Bylaw* identifies procedures pursuant to the consideration of DP applications and HAP applications. In the event that Council pursue any delegated option, this Bylaw must be amended to be consistent with that option and clearly outline the steps in the associated approval process.

In addition to the *Land Use Procedures Bylaw*, it will be necessary to amend other documentation such as the DP Application Package and the HAP Application Package.

8.3 Monitoring

In the event that Council wishes to pursue a delegation option and it is put in place, it is recommended that the new process be monitored for a minimum period of three years. This timeline is required to evaluate developments that have been approved under delegated authority and are either completely built or construction has commenced. After this monitoring

period, staff would report back to Council outlining the effectiveness of the delegated authority, particularly with respect to streamlining the DP and HAP process and thus enhancing customer service. In the event that any issues arise in relation to the delegated process, staff may bring this to Council's attention within the suggested three year monitoring period.

8.4 Implementation Plan

Given the above, staff recommends that the City proceed on the following basis:

- a) Council identify a preferred delegation option as the basis for stakeholder engagement and consultation;
- b) Stakeholder engagement occurs;
- c) Staff report back to Council with feedback from the stakeholder engagement exercise;
- d) Staff prepare an amendment to the *Land Use Procedures Bylaw* to reflect the processes associated with the preferred delegation option;
- e) Staff report back to Council with:
 - a proposed *Land Use Procedures Bylaw* amendment
 - a proposed effective date for implementation of delegated authority;
- f) Following the effective date, staff monitor the consideration of DPs and HAPs under the delegated process for a period of three years and report back to Council with the results of the monitoring exercise.

9.0 Options

Option 1 (recommended)

1. That Council identify the following Delegation Option as the preferred option:
 - (a) Continue to delegate the following applications to the Director of Sustainable Planning and Community Development:
 - i) Minor Development Permit applications and Minor Heritage Alteration Permit applications,
 - ii) a Development Permit application for a development in Development Permit Area 8, Victoria Arm – Gorge Waterway,
 - iii) Development Permit applications and Heritage Alteration Permit applications for a single family dwelling and duplex;
 - (b) Delegate the decisions on all Development Permit applications and Heritage Alteration Permit applications, with or without variances, to the Director of Sustainable Planning and Community Development, with the exception of:
 - i) applications within the Core Historic and Core Inner Harbour/Legislative Urban Place Designation Areas (as defined in the *Official Community Plan*) that:
 - propose a variance
 - propose a new building exceeding 100 m² floor space
 - propose a building addition exceeding 100 m² floor space and/or increasing the height of the existing building by 1 m or greater

- propose the demolition or partial demolition of a Heritage-Designated building or a building listed on the Heritage Register,
 - ii) any applications that propose a building height and/or site coverage variance 25% or greater than the standard set out in the *Zoning Regulation Bylaw*,
 - iii) any applications which require Council approval of a bylaw not associated with:
 - a Housing Agreement.
 - a Heritage Designation
 - a Heritage Revitalization Agreement where the agreement does not permit a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property,
 - iv) any applications that would propose an amendment to, or the discharge of a Master Development Agreement, Section 219 Covenant or any other legal agreement which does not require the making of a bylaw and where the City of Victoria is party to that agreement;
- (c) Delegate the first application for the renewal of any Development Permit or Heritage Alteration Permit that has not yet lapsed to the Director of Sustainable Planning and Community Development where:
- i) the proposed plans are not substantially different from the previously approved plans and do not, in the opinion of the Director of Sustainable Planning and Community Development, significantly affect the integrity of the building design or the form and character of the development on the lands,
 - ii) there has been no substantive change to City policy and/or regulations that are applicable to the development proposed by the Development Permit or Heritage Alteration Permit;
- (d) The Director of Sustainable Planning and Community Development may, at his/her discretion, refer any delegated application to Council for consideration.

2. That Council instruct the Director of Sustainable Planning and Community Development to consult the public and industry consistent with the proposed engagement process in relation to the preferred delegation option and report back to Council on the results.

Option 2

That Council direct staff to investigate an alternative Delegation Option.

Option 3

That Council direct staff to continue processing applications under the current process.

10.0 Conclusion

Staff has prepared a preferred Delegation Option for Council's consideration based on the Council motion that directed staff to investigate Delegation Option #5: Delegation (with Variances and Exclusions).

It is considered that, given the unique sensitivities of the Core Historic and Core Inner Harbour/Legislative Areas, it is appropriate to exclude applications in these areas from delegated authority with the exception of applications which are relatively minor in nature. It is also considered appropriate to exclude the first application to renew any DPs and HAPs where the proposal does not significantly differ from an existing approval. Applications proposing significant variances to building height and massing should also be excluded from delegation.

As a bylaw must be approved by Council, it is recommended that any application with an associated bylaw is also excluded from delegated authority where the bylaw is not associated with a standard Housing Agreement, HRA (which does not propose a change to use or density) or Heritage Designation.

Staff also recommend that DPs and HAPs which propose an amendment to or the discharge of a legal agreement (e.g. an MDA), where the City of Victoria is party to that agreement, be referred to Council for consideration.

A clause has also been added which allows the Director of Sustainable Planning and Community Development to refer any delegated application to Council at his/her discretion.

It is recommended that, prior to the implementation of delegated authority, staff would undertake public engagement and consultation based on the preferred delegation option and report back to Council with the results.

11.0 Recommendations

1. That Council identify the following Delegated Option as the preferred option:
 - (a) Continue to delegate the following applications to the Director of Sustainable Planning and Community Development:
 - i) Minor Development Permit and Minor Heritage Alteration Permit applications, and
 - ii) a Development Permit application for a development in Development Permit Area 8, Victoria Arm – Gorge Waterway, and
 - iii) Development Permit and Heritage Alteration Permit applications for a single family dwelling and duplex.
 - (b) Delegate the decisions on all Development Permit and Heritage Alteration Permit applications, with or without variances, to the Director of Sustainable Planning and Community Development with the exception of:
 - i) Applications within the Core Historic and Core Inner Harbour/Legislative Urban Place Designation Areas (as defined in the Official Community Plan) that:
 - propose a variance
 - propose a new building exceeding 100 m² floor space

- propose a building addition exceeding 100 m² floor space and/or increasing the height of the existing building by 1 m or greater
 - propose the demolition or partial demolition of a heritage-designated building or a building listed on the Heritage Register,
 - ii) Any applications that propose a building height and/or site coverage variance 25% or greater than the standard set out in the *Zoning Regulation Bylaw*,
 - iii) Any applications which require Council approval of a bylaw not associated with:
 - a Housing Agreement.
 - a Heritage Designation
 - a Heritage Revitalization Agreement where the agreement does not permit a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property,
 - iv) Any applications that would propose an amendment to, or the discharge of a Master Development Agreement, Section 219 Covenant or any other legal agreement which does not require the making of a Bylaw and where the City of Victoria is party to that agreement;
 - (c) Delegate the first application for the renewal of any Development Permit or Heritage Alteration Permit that has not yet lapsed to the Director of Sustainable Planning and Community Development where:
 - i) the proposed plans are not substantially different from the previously approved plans and do not, in the opinion of the Director of Sustainable Planning and Community Development, significantly affect the integrity of the building design or the form and character of the development on the lands,
 - ii) there has been no substantive change to City policy and/or regulations that are applicable to the development proposed by the Development Permit or Heritage Alteration Permit;
 - (d) The Director of Sustainable Planning and Community Development may, at his/her discretion, refer any delegated application to Council for consideration.
2. That Council instruct the Director of Sustainable Planning and Community Development to consult the public and industry consistent with the proposed engagement process in relation to the preferred delegation option and report back to Council on the results.

APPENDIX 1: CURRENT PROCESS

Typically, following application submission, DP and HAP applications follow the process summarized below:

1. The application is reviewed by City staff (Development Services, Community Planning, Permits and Inspections, Engineering, Parks, Fire). If an application includes variances, the application is referred to the Community Association Land Use Committee (CALUC) (with 30 days for a reply). The referral to the CALUC is for information purposes and does not slow the processing of the application. If comments from the CALUC are received they are appended to the staff report.

Estimated time: 2 - 4 weeks

2. Comments resulting from the initial staff review are issued and could require that the applicant submits amended plans and/or additional information to support the application. On receipt of any requested information, a further staff review will be required and additional amendments and/or further information may be necessary. This process continues until staff are satisfied that they can proceed with preparing a report to the Planning and Land Use Standing Committee (PLUSC). The time frame relating to these negotiations is difficult to quantify as it depends on a number of variables, some of which are beyond the control of the City, such as the speed with which an applicant responds to staff comments and the complexity of the application.

Estimated time: 2 - 8 weeks

3. Prior to advancing to the PLUSC, depending on the application, staff may bring a proposal before the Advisory Design Panel or Heritage Advisory Committee for their review and input. Staff prepares a report to the Panel or Committee, prepares an agenda, attends the meeting and provides a brief presentation and subsequently minutes are prepared.

Estimated time: 2 - 4 weeks (depending on monthly meeting schedule)

4. Staff prepare the PLUSC Report with the recommendations. Depending on the volume of the applications being handled by each planner, the timing for completing each "competing" report may be affected.

Estimated time: 2 weeks

5. The PLUSC Report is circulated to senior management and then made available to the Agenda Committee in advance of the PLUSC meeting.

Estimated time: 2 weeks

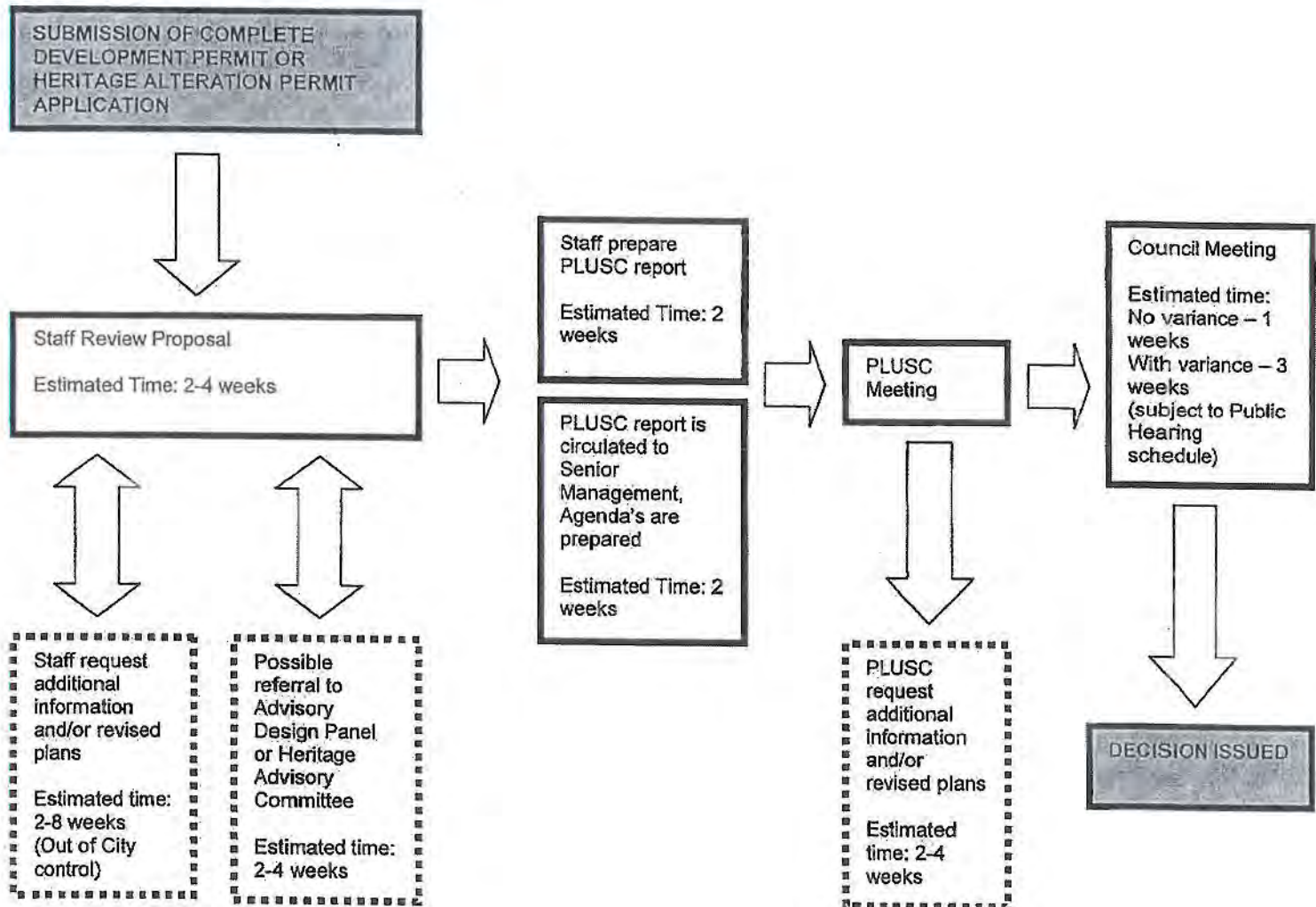
6. The PLUSC meeting is held, where PLUSC may recommend approval, changes, rejection or deferral, which Council considers at their next meeting. If changes or additional information (i.e. legal agreements) are required then the applicant must provide a satisfactory response prior to proceeding to Council. Again, this time frame is subject to variables outside the control of the City and, therefore, it is difficult to quantify.

Estimated time: 2 weeks

7. In the event that there are no variances proposed and all outstanding issues have been resolved, the application can proceed to Council. Where the application proposes variances, the application must be heard at a Public Hearing requiring that the item would initially be taken to Council to establish the date of a Public Hearing, as established in the City's *Land Use Procedures Bylaw*.

Estimated time: no variance - 1 weeks
with variance - 3 weeks (subject to Public Hearing schedule).

CURRENT DEVELOPMENT PERMIT/HERITAGE ALTERATION PERMIT PROCESS FLOW CHART (SUMMARY)



———— Process that will occur

----- Process that may occur

APPENDIX 2: DEVELOPMENT PERMIT AND HERITAGE ALTERATION PERMIT APPLICATIONS

Notable Data:

- Number of applications submitted = 184
- Number of applications determined by Council = 114
- Number of applications proposing a variance = 45 (39%)
- Number of applications not proposing a variance = 69 (61%)
- Number of instances where staff recommended approval to Council = 102 (89%)
- Number of instances where staff recommended to Council that an application be declined = 12 (11%)
- Number of instances where Council moved the staff recommendation with no amendments = 96
- Number of instances where Council moved the staff recommendation with amendments = 11
- Number of instances where Council reversed the staff recommendation = 7 (6 of these occasions involved a staff recommendation to decline the application) (one instance where the recommendation requested "a ministerial exception to except signage")
- 67 of the 114 (59%) applications determined proposed applications that did not propose a new building exceeding 100m² and did not propose a building addition either exceeding 100m² or increasing the height of the existing building. Of these 40 (60%) did not propose a variance.

Table 1 – Breakdown of Applications by Neighbourhood Area (January 2009 – July 2012)

Neighbourhood	No. of DP's	No. of HAP's	Total
Downtown	19	17	36
Fairfield	11	7	18
Rockland	4	4	8
Harris Green	9	0	9
North Park	1	0	1
Vic West	8	1	9
Burnside	6	0	6
N/S Jubilee	3	1	4
Gonzales	2	0	2
Harbour	2	0	2
Hillside Quadra	6	0	6
Rock Bay	2	0	2
Fernwood	2	0	2
James Bay	5	3	8
Oaklands	1	0	1
Totals	82	33	114

Table 2 – Breakdown of Applications by Urban Place Designation (as identified in the *Official Community Plan*)

Urban Place Designation	No. of DP's	No. of HAP's	Total
Core Historic	11	11	22
Core Business	7	5	12
Core Employment	2	0	2
Core Inner Harbour/Legislative	5	1	6
Core Songhees	4	0	4
Core Residential	8	1	9
General Employment	0	1	1
Industrial	0	0	0
Marine Industrial	1	0	1
Town Centre	3	0	3
Large Urban Village	11	0	11
Small Urban Village	3	0	3
Urban Residential	14	5	19
Traditional Residential	8	6	14
Public Facilities, Institutions, Parks and Open Space	2	3	5
Rail Corridor	0	0	0
Working Harbour	2	0	2
Marine	0	0	0
Totals	81	33	114

Table 3 – Type and Occurrence of Variance and Percentage Variance from Zone Standard

Type of Variance	Occurrence of Variance	Percentage Variance Allowed %										
		0-9.9	10-19.9	20-29.9	30-39.9	40-49.9	50-59.9	60-69.9	70-79.9	80-89.9	90-100	100+
Parking	25	5	1	4	2	0	3	3	0	1	6	0
Setbacks	29	3	3	0	4	5	0	3	1	3	7	0
Building Height	7	0	3	2	0	1	1	0	0	0	0	0
Fence height or size of ancillary structure	4	1	1	1	1	0	0	0	0	0	0	0
Floor Area, Site Area, Site Coverage	4	1	0	1	1	0	0	1	0	0	0	0
Other	6	3	0	0	0	0	0	0	0	0	2	1
Total*	75	13	8	8	8	6	4	7	1	4	15	1

*Does not include variances with no number value.

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Table 4 – Applications (from January 2009 to July 2012) that would have been determined under the preferred delegation option

APPLICATION NO.	ADDRESS	DESCRIPTION	DELEGATED OR COUNCIL DECISION UNDER RECOMMENDED DELEGATION OPTION
DP#000149	301 Cook St	Development Permit to increase the seating of the existing pub from 65 seats to 163 seats	Delegated
DP#000150	1729 Oak Bay Ave	Development Permit to convert the building from College Fraternity to Resthome Class "B"	Delegated
DP#000151	947 Fort St	The proposal is for a six-storey mixed-use building	Delegated
DP#000152	325 Cook St	Development Permit to convert the main floor of the existing drycleaners to retail and convert parking area to food court area	Delegated
DP#000153	919 Pandora Ave	Development Permit for carport	Delegated
DP#000154	1007 Johnson St	The proposal is for the construction of a four-storey residential building	Delegated
DP#000155	920 Pandora Ave	Submitted for Development Permit for exterior changes to street facade and the addition of accessory buildings in the rear yard	Delegated
DP#000156	810 Humboldt St	Amend the Development Permit to remove the ground-level glass atrium from the current phase of the project	Delegated
DP#000157	787 Tyee Rd	Construct a multi-family residential project on Lot G of the Railyards site	Council
DP#000158	356 Harbour Rd	Development Permit to construct three-storey office/light-industrial building	Delegated
DP#000160	350 Harbour Rd	Construct a three-storey building comprised of 35 affordable rental apartment units. Surface parking is proposed as well as enclosed bicycle parking spaces	Delegated
DP#000161	1701 Douglas St	Development Permit to subdivide the site into three parcels	Delegated
DP#000162	1234 Wharf St	Development Permit to construct a front yard fence	Council
DP#000164	365 Waterfront Crescent	The proposal is to reduce the parking requirement by six stalls as well as the ceiling to floor clearance for another six stalls due to the intrusion of mechanical apparatus in a completed underground parking garage.	Delegated
DP#000165	770 Cormorant St	Exterior renovations	Delegated
DP#000166	370 Harbour Rd	Development Permit for construction of an 11-unit affordable housing unit building	Delegated
DP#000167	681 Herald St	Development Permit to renovate and convert the existing building from restaurant and transient accommodation to 17 rental suites	Council
DP#000168	1932 Oak Bay Ave	Development Permit to renovate and construct additions to the main and upper floors	Delegated
DP#000170	306 - 1665 Oak Bay Ave	Development Permit to construct a balcony enclosure	Delegated
DP#000172	2780 Shelbourne St	Development Permit to construct a new place of worship	Delegated
DP#000176	1620 Blanshard St and 733-741 Fisgard St	The proposal is for a 15-storey office building with ground level commercial use	Delegated

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DP#000177	1992 Fairfield Rd	Development Permit to subdivide a parcel to create two lots	Delegated
DP#000180	728 Humboldt St	Patio enclosure	Delegated
DP#000182	895 Fort St	Installation of a metal fence	Delegated
DP#000183	351-355 Cook St and 1101-1107 Oscar St	A two-storey mixed-use building, with commercial uses at ground level and two residential units above	Delegated
DP#000187	923 Burdett Ave	Restoration and re-use of Mount St. Angela building for 9 seniors housing units and relocation of a Heritage-Designated dwelling. Two new four-storey buildings containing 56 residential units	Delegated
DP#000188	840 Fort St	Six-storey rear addition with commercial and residential uses	Delegated
DP#000189	814 Wharf St	Development Permit for landscaping and public art at Ships Point	Delegated
DP#000190	4-2631 Quadra St	Business signage	Delegated
DP#000193	1 Dallas Rd	for Development Permit for approval of an electrical equipment building	Delegated
DP#000195	608 Broughton St	Proposal for an 11-storey residential building with ground level commercial use	Council
DP#000196	555/575 Pembroke St	Proposal to renovate the existing warehouse building for ground-floor commercial use with 25 rental apartments on two upper floors	Delegated
DP#000197	1308 Gladstone Ave	Development Permit for exterior changes and product display	Delegated
DP#000198	1719 Davie St	Minor changes to the approved Development Permit	Delegated
DP#000201	1701 Douglas St	Development Permit for subdivision to create air space parcels in conjunction with rezoning	Delegated
DP#000203	849 Fort St	Development Permit to construct a 114 m ² upper-floor addition for offices	Delegated
DP#000204	1310-1314 Waddington Alley	Development Permit to construct nine residential units and ground-floor commercial	Council
DP#000205	771 Central Spur Rd - Lot E	To construct 19 townhouse units	Delegated
DP#000206	658-670 Herald St	Development Permit to allow for four residential units in the existing building	Council
DP#000207	517 Fiskard St	Development Permit to restore and reuse an existing heritage facade, introduce new brick clad streetwall and create a new contemporary structure	Council
DP#000208	15/21 Gorge Rd East	52-unit rental apartment building	Council
DP#000209	1000 Wharf St	Development Permit for the approval of the existing building on site	Council
DP#000211	95 Esquimalt Rd	Development Permit for car dealership	Delegated
DP#000212	211-213 Robertson St	Construction of two small-lot single family dwellings	Delegated
DP#000214	740 Hillside Ave	Construct an eight-storey office building with street-level retail space. The site also incorporates a separate lot zoned for a single-family dwelling	Delegated
DP#000215	847 Fort St	Development Permit for changes to the street facade of the existing building	Delegated
DP#000216	452 Moss St	Development Permit to construct new small-lot single-family dwelling	Delegated
DP#000217	254 Belleville St	Development Permit for relocation of administrative offices	Council

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DP#000219	1029 View St	Development Permit to construct a 181-unit apartment building with ground-floor commercial and residential	Delegated
DP#000221	640 Michigan St	The proposal is to replace the existing surface parking lot with 88 dwelling units located in two buildings	Delegated
DP#000223	2551 Quadra St	Development Permit to convert the ground floor of a building from commercial use to residential use in the Quadra Village Development Permit Area	Delegated
DP#000224	240 Cook St / 1035 Sutlej St	To make changes to the original Development Permit with regard to landscaping and glass canopies over two residential entryways.	Delegated
DP#000225	230 Cook St	Development Permit to address the deficiencies in landscaping	Delegated
DP#000228	187/189 Dallas Rd	Development Permit to construct a temporary accessory building adjacent to a new, existing office building at Ogden Point	Delegated
DP#000229	1284-98 Gladstone/ 2002-2004 Fernwood	Development Permit to increase the total number of apartments from eight to ten	Delegated
DP#000230	257 Belleville St	Rezoning to construct a new 35-unit apartment building in place of the existing motel	Council
DP#000231	1090 Johnson St	Development Permit to construct a 10-storey 93 residential unit with ground-floor commercial building	Delegated
DP#000233	355 Cook St	Development Permit to increase the amount of restaurant seating to 50 seats	Delegated
DP#000234	15 & 21 Gorge Rd E.	52-unit rental apartment building	Delegated
DP#000235	1580 Hillside Ave	Development Permit for the renovation and expansion of Hillside Mall (renewal)	Delegated
DP#000237	1249 Richardson St	Permit changes to the exterior design and finish of a small-lot single-family dwelling	Delegated
DP#000238	1255 Richardson St	Permit changes to the exterior design and finish of a small-lot single-family dwelling	Delegated
DP#000239	726-46 Yates St	A 15-storey residential building accommodating 157 residential units, ground-level commercial use	Delegated
DP#000241	615 & 623 Fort St	A six-storey mixed-use building in Old Town that would include commercial use on the ground and second floors, and 51 rental housing units throughout the upper floors	Council
DP#000243	740 Hillside Ave & 747 Market St	Development Permit for modified design	Delegated
DP#000244	2560 Quadra St	Development Permit to construct 17 residential units with commercial on the ground floor	Delegated
DP#000245	195 Bay St	Development Permit to construct a two-storey addition to existing building for storage	Delegated
DP#000246	1310-1314 Waddington Alley	Application to permit residential use at ground level for live-work units	Council
DP#000248	755 Caledonia Ave	Development Permit for mixed-use residential/commercial office	Delegated
DP#000249	787 Tyee Rd	Phase 2 Development Permit to construct 21 strata condominium units next to the existing Phase 1 building	Delegated
DP#000250	341 Cook St	Development Permit for exterior changes	Delegated
DP#000251	615 & 623 Fort St	Development Permit for parking (nine spaces) on the west portion of the lot where the building was demolished	Delegated

Recommended Exclusions					
	Geographic Areas	Height and Massing Variances	Renewals	Bylaws	Legal Agreements
Recommended Exclusion Criteria	DP and HAP applications within the Core Historic and Core Inner Harbour/Legislative Urban Place Designation Areas unless the application is considered relatively minor in nature.	DP and HAP applications that propose a building height and/or site coverage variance 25% or greater than the standard set out in the Zoning Regulation Bylaw.	DP and HAP renewals that have lapsed and/or the proposed plans are substantially different from the plans previously approved and/or the applicable City policy or design guidelines have substantively changed.	DP and HAP applications which require Council approval of a bylaw not associated with a Housing Agreement, a Heritage Designation or a Heritage Revitalization Agreement where the agreement does not permit a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property.	Any DP and HAP applications that would propose an amendment to, or the discharge of a Master Development Agreement, Section 219 Covenant or any other legal agreement which does not require the making of a Bylaw and where the City of Victoria is party to that agreement.
Other Options for Recommended Exclusion Criteria	<ul style="list-style-type: none"> - Exclude additional Urban Place Designations (i.e. Core Business) - Exclude specific neighbourhoods - Exclude specific Development Permit Areas (as defined in the OCP) - Exclude Heritage Conservation Areas - Exclude all DPs and HAPs (including those that are minor in nature) - Redefine what qualifies as being minor in nature 	<ul style="list-style-type: none"> - Consider other methods of defining height and massing and amend exclusion criteria accordingly - Reconsider the percentage variance required to trigger an exclusion 	<ul style="list-style-type: none"> - Exclude all DP and HAP renewals - Delegate all DP and HAP renewals - Delegate all DP and HAP renewals that do not significantly differ from the previous approval - Delegate all DP and HAP renewals where there has not been any change to applicable City policy and/or design guidelines since the previous approval 	<ul style="list-style-type: none"> - Exclude all DPs and HAPs which require the making of a Bylaw - Reconsider which Bylaws could be divorced from the delegated consideration of a DP or HAP 	<ul style="list-style-type: none"> - Exclude all DPs and HAPs which require the execution, amendment or discharge of any legal agreement - Delegate all DPs and HAPs which require the execution, amendment or discharge of any legal agreement - Identify certain legal agreements that could be prepared, amended or discharged without referral to Council

3.3 Delegation of Development Permit and Heritage Alteration Permit Applications

Councillor Helps withdrew from the meeting at 10:03 a.m. and returned at 10:05 am.

Committee received a report dated November 8, 2013 from Sustainable Planning & Community Planning regarding the delegation of Development Permit and Heritage Alteration Permit Applications. The purpose of this report is to provide Council with information, analysis and recommendations in response to a Council motion directing staff to outline a detailed approval process, staff resources and application processing timelines associated with an option for delegating the authority to staff to approve Development Permits (DPs) and Heritage Alteration Permits (HAPs).

Action:

Councillor Helps moved that Committee recommends:

1. That Council identify the following Delegation Option as the preferred option:
 - a. Continue to delegate the following applications to the Director of Sustainable Planning & Community Development:
 - i. Minor Development Permit and Minor Heritage Alteration Permit applications,
 - ii. Development Permit applications for development in Development Permit Area 8, Victoria Arm – Gorge Waterway, and
 - iii. Development Permit applications and Heritage Alteration Permit applications for a single family dwelling or duplex;
 - b. Delegate the decisions on all Development Permit applications and Heritage Alteration Permit applications, with or without variances, to the Director of Sustainable Planning & Community Development, with the exception of:
 - i. Applications within the Core Historic and Core Inner Harbour/Legislative Urban Place Designation Areas (as defined in the *Official Community Plan*) that:
 - Propose a variance
 - Propose a new building exceeding 100 m² floor space
 - Propose a building addition exceeding 100 m² floor space and/or increasing the height of the existing building by 1 m or greater
 - Propose the demolition or partial demolition of a Heritage-Designated building or a building listed on the Heritage Register,
 - ii. Any applications that propose a building height and/or site coverage variance 25% or greater than the standard set out in the *Zoning Regulation Bylaw*.
 - iii. Any application which requires Council approval of a bylaw not associated with:
 - A Housing Agreement
 - A Heritage Designation
 - A Heritage Revitalization Agreement where the agreement does not permit a change to the use or density of use that is not otherwise authorized by the applicable zoning of the property.

- iv. Any applications that would propose an amendment to or the discharge of a Master Development Agreement, Section 219 Covenant or any other legal agreement which does not require the making of a bylaw and where the City of Victoria is party to that agreement;
 - c. Delegate the first application for the renewal of any Development Permit or Heritage Alteration Permit that has not yet lapsed to the Director of Sustainable Planning & Community Development, where:
 - i. The proposed plans are not substantially different from the previously approved plans and do not, in the opinion of the Director of Sustainable Planning & Community Development, significantly affect the integrity of the building design or the form and character of the development on the lands,
 - ii. There has been no substantive change to the City policy and/or regulations that are applicable to the development proposed by the Development Permit or Heritage Alteration Permit;
 - d. The Director of Sustainable Planning & Community Development may, at his/her discretion, refer any delegated application to Council for consideration.
2. That Council instruct staff to consult the public and industry consistent with the proposed engagement process in relation to the preferred delegation option and report back to Council on the results.

Committee discussed the motion as follows:

- The proposed engagement process and clarity regarding what Council is seeking;
 - To inform, engage and consider feedback from stakeholders.
 - Being clear that the final decision rests with Council; receiving feedback and making a decision.
 - The suggestion that a non-statutory Public Hearing be held as a part of this process.
- Moving forward as proposed; concerns the delegated authority goes too far; complex applications need to be considered by Council and the public.
- Concerns related to how small lot rezoning and large building projects will be handled.

Mayor Fortin withdrew from the meeting at 10:32 a.m. Councillor Isitt assumed the Chair.

- Keeping Council informed on applications that have been approved and responding to the public's concerns;
 - Receiving a report from staff on the various applications that are underway.
- Staff's role in the delegation of applications;
 - The Director signs off on all applications; details on how reports flow up to the Director.

Mayor Fortin returned to the meeting at 10:37 a.m. and assumed the Chair.

- Concerns about the degree of delegation and the loss of public feedback to Council.

- Concerns about the scope of applications that are proposed to be delegated.
- The importance of time-saving opportunities but the need for accountability and consideration by elected officials.
- Receiving public input on this recommendation and moving forward with the changes.

Action: Mayor Fortin moved that the question be called.

DEFEATED 13/GPC710

For: Mayor Fortin

Against: Councillors Coleman, Gudgeon, Helps, Isitt, Madoff, Thornton-Joe and Young

Committee's discussion continued as follows:

- The appeal process;
 - There is no provision for an appeal by a member of the public; the applicant has the right to appeal.

Councillor Coleman withdrew from the meeting at 11:15 a.m. and returned at 11:17 a.m.

- A comparison of the applications that were approved by Council and approved by staff;
 - Noting that some of these applications went to Public Hearing in another form;
 - More clarity on where there are multiple applications for one location.
 - Flagging controversial projects to allow the public to be heard.
- Noting the many other opportunities to hear from the public and the delegation of authority freeing up time to respond to other issues.
- Receiving from staff a revised chart and convening a workshop on this matter;
 - Staff will require time to develop the other options.

Action: Councillor Isitt moved that Committee refer *Delegation of Development Permits and Heritage Alteration Permits* to a subsequent workshop with staff providing an alternate formula involving a lesser degree of delegation and an indication whether or not Public Hearings would be held.

Action: Councillor Madoff moved that Committee amend the motion as follows:

1. That Committee refer *Delegation of Development Permits and Heritage Alteration Permits* to a subsequent workshop with staff providing an alternate formula involving a lesser degree of delegation and indication whether or not Public Hearings would be held, and;
2. **For staff to report back and respond to issues and concerns identified by Committee at today's discussion.**

On the amendment:
CARRIED UNANIMOUSLY 13/GPC711

On the main motion as amended:
CARRIED UNANIMOUSLY 13/GPC712



Planning and Land Use Committee Report

For the Meeting of September 18, 2014

Date: September 4, 2014 **From:** Jim Handy, Senior Planner – Development Agreements

Subject: Council Workshop: Delegation of Development Permits and Heritage Alteration Permits

Executive Summary

The purpose of this report is to provide Council with an introduction, as well as further analysis, regarding a workshop which will explore the potential delegation of Development Permit (DP) and Heritage Alteration Permit (HAP) Applications to staff for decision.

On December 12, 2013, staff presented a report to the Governance and Priorities Committee (GPC) recommending approval of an approach for the delegation of DPs and HAPs. This approach identified criteria to determine which applications would be referred to Council and which would be delegated to staff. In response to the recommendation, the GPC raised concerns related to the degree of delegation being proposed and made the following motion:

1. *that Committee refer Delegation of Development Permits and Heritage Alteration Permits to a subsequent workshop with staff providing an alternate formula involving a lesser degree of delegation and indication whether or not Public Hearings would be held, and;*
2. *for staff to report back and respond to issues and concerns identified by Committee at today's discussion.*

This report responds to this motion by addressing the following:

- format and content of the workshop
- DPs and HAPs subject to Hearings
- recommended approach involving a lesser degree of delegation.

The main goal of the workshop is to establish an approach for a delegation option which proposes a lesser degree of delegation than was previously reviewed by Council and addresses concerns raised by the GPC. Based on this direction, staff have identified a number of key topics and questions which explore the potential criteria that could be applied to the delegation of DPs and HAPs.

The City's *Land Use Procedures Bylaw* identifies procedures related to the consideration of DP and HAP Applications. In the event that Council pursues any delegated option, this Bylaw must be amended to be consistent with that option and clearly outline the steps in the associated approval process. In addition to the *Land Use Procedures Bylaw*, it will be necessary to amend other documentation such as the DP Application Package and the HAP Application Package.

In the event that Council decides to advance a form of delegation following the workshop, staff are recommending that the Planning and Land Use Committee (PLUC) direct staff to consult the public regarding the proposed delegation option and then report back with the resulting feedback, the Delegated Authority and Exemptions for Development Permits -...

necessary bylaw amendments, resource issues, associated approval processes, implementation strategy and monitoring plans.


Recommendation

In the event that Council choose to advance an option for the delegation of Development Permits and Heritage Alteration Permits, that Council direct staff to:

- a. Consult the public regarding the delegation option and report back with the resulting feedback; and
- b. At the same time as reporting back with feedback from the public consultation exercise, report back with necessary bylaw amendments, resource issues, associated approval processes, implementation, and monitoring plans as outlined below.

Respectfully submitted,


Jim Handy
Senior Planner - Development Agreements
Development Services Division


Deb Day, Director
Sustainable Planning and
Community Development

Report accepted and recommended by the City Manager: _____

Jason Johnson

Date: _____

JH:aw

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1.0 Purpose

The purpose of this report is to provide Council with an introduction, as well as further analysis, regarding a workshop which will explore the potential delegation of Development Permit (DP) Applications and Heritage Alteration Permit (HAP) Applications. The Governance and Priorities Committee (GPC) requested this workshop in response to a staff report presented to the Committee on December 12, 2013.

2.0 Background

A series of reports related to the topic of delegated authority as it pertains to DPs and HAPs have been presented to Council over the past two years. The following sections summarize the related background.

2.1 Governance and Priorities Committee, April 5, 2012

The *Official Community Plan* (OCP) was presented to the GPC in April 2012 and, as part of these discussions, it was recognized that a new City-wide Development Permit Area (DPA 16) was proposed and that development proposals within this area would require a DP and would be subject to the current established DP Application process. As a result of this discussion, the GPC expressed a desire to more generally explore methods that would expedite the current processes for DPs and HAPs in all Development Permit Areas and, as a result, the following motion was approved:

"Be It Resolved that Council direct staff to investigate the feasibility of delegating authority to staff to issue development permits and heritage alteration permits in order to streamline and accelerate the development permit and heritage alteration permit application processes and to prepare a report for Council's consideration outlining a range of delegation options."

Council endorsed this motion at its meeting on April 12, 2012.

2.2 Governance and Priorities Committee, June 21, 2012

On June 21, 2012, the GPC considered a report which explored several options in terms of delegating approval authority. These options can be summarized as follows:

- Option # 1 – No Delegation
- Option # 2 – Maintain Status Quo
- Option # 3 – Delegation (No Variances and Exclusions)
- Option # 4 – Delegation (No Variances)
- Option # 5 – Delegation (With Variances and Exclusions)
- Option # 6 – Full Delegation.

The GPC selected Option #5: Delegation (with Variances and Exclusions) as the preferred option for delegating DP and HAP approval authority and directed staff to:

1. *Report back outlining a detailed approval process, staff resources, and application processing timelines; and*
2. *Report back with information regarding applications that had come before Committee and which applications would not come before Committee under Option #5, including with exclusion options.*

Council endorsed this motion at its meeting on June 28, 2012.

2.3 Governance and Priorities Committee, December 12, 2013

On December 12, 2013, staff presented a report to the GPC recommending approval of an approach for the delegation of DPs and HAPs. This approach identified criteria to determine which applications would be referred to Council and which would be delegated to staff for consideration. In response to the recommendation, the GPC raised concerns relating to the degree of delegation being proposed and made the following motion:

1. *That Committee refer Delegation of Development Permits and Heritage Alteration Permits to a subsequent workshop with staff providing an alternate formula involving a lesser degree of delegation and indication whether or not Public Hearings would be held, and;*
2. *For staff to report back and respond to issues and concerns identified by Committee at today's discussion.*

This report and the subsequent workshop respond to this motion.

3.0 Format and Content of Workshop

The purpose of the workshop is to discuss an approach for the delegation of DPs and HAPs. As directed by the GPC at their meeting on December 12, 2013, this approach should result in a lesser degree of delegation than previously recommended.

The proposed workshop format will be arranged so that staff will provide information on a series of topics and then facilitate the Committee through a series of questions that are key to determining an approach to delegation that responds to Council's wishes and concerns. The workshop agenda is listed below and the following sections provide greater detail on each item:

- Background
- DPs and HAPs that were subject to a non-statutory Hearing
- Review Delegation Options 1-6
- Recommended approach involving a lesser degree of delegation
- Summary of discussions and next steps.

3.1 Background

The project background is summarized in Section 2 of this report. At the workshop, staff will provide a further overview of the events leading to the workshop.

3.2 Development Permits and Heritage Alterations Permits that were subject to a Non-statutory Hearing

At its meeting of December 12, 2013, the GPC members were presented with data from 114 DPs and HAPs processed between January 2009 and July 2012. This data identified which of these applications would have been delegated and which would have been referred to Council, in accordance with the delegation option recommended by staff. In response to this information, the GPC expressed concerns related to the resulting degree of delegation and also enquired as to which applications would be subject to a non-statutory Hearing. It should be noted that DPs and HAPs are only subject to a non-statutory Hearing and a 30-day Community Association Land Use

Committee (CALUC) consultation where a variance to the *Zoning Regulation Bylaw* is proposed.

The original data table included in Appendix A has been updated to identify which applications would be subject to a non-statutory Hearing. The key data, as it relates to public consultation in the process, is summarized below:

	Under Current Process	Under Delegation Option
Percentage of DP & HAP Applications (114 between Jan. 2009 and July 2012) referred to a non-statutory Hearing	36%	13%
Percentage of DP & HAP Applications (114 between Jan. 2009 and July 2012) referred to a CALUC	36%	36%
Percentage of DP & HAP Applications (114 between Jan. 2009 and July 2012) subject to a Rezoning Application (with statutory Public Hearing) within 12 months of the subsequent DP or HAP approval	17%	17%

3.3 Reviewing Delegation Options 1-6

Staff previously explored with Council several options for delegating approval authority for DPs and HAPs. The full range of options were presented in a report to GPC on June 21, 2012, as follows:

Option #1 – No Delegation

- Council are the approval authority for all DPs and HAPs, including minor and major applications. No delegation to staff.

Option #2 – Maintain Status Quo

- Continue with existing DP and HAP processes.
- Staff are the delegated approval authority for minor DPs and HAPs, as well as shoreline alterations within Development Permit Area 29, Victoria Arm – Gorge Waterway, which is an ecologically sensitive area.
- Council are the approval authority for all non-minor DP and HAP Applications.

Option #3 – Delegation (No Variances and Exclusions)

- Approval authority for DPs and HAPs with no variances is delegated to staff.
- Certain exclusions may apply where applications require Council approval. Exclusions, which would be established by Council, could include certain areas of the City (e.g. Old Town, Inner Harbour) and projects of a certain size or other criteria (e.g. over a specified density, height or floor area).
- Council is the approval authority for all DPs and HAPs which include a variance.

Option #4 – Delegation (No Variances)

- Approval authority for all DPs and HAPs with no variances are delegated to staff.
- Council is the approval authority for all DPs and HAPs which include a variance.
- Under this option, no part of the City would be excluded from delegated authority.

Therefore, if an application had no variances, it would be delegated to staff regardless of its location.

Option #5 – Delegation (With Variances and Exclusions)

- Approval authority for DPs and HAPs with or without variances are delegated to staff.
- Certain exclusions may apply where applications require Council approval. Exclusions, which would be established by Council, could include certain areas of the City (e.g. Old Town, Inner Harbour) and projects of a certain size or criteria (e.g. over a specified density, height or floor area).

Option #6 – Full Delegation

- Full delegation of all DP and HAP Applications to staff.

The GPC selected Option #5: Delegation (with Variances and Exclusions) as the preferred option for delegating DP and HAP approval authority and, as directed by Council, staff presented a detailed delegation option including approval processes and process timelines to the GPC on December 12, 2013. In response to the staff report, Council raised concerns relating to the amount of delegation being proposed and directed staff to devise an alternate formula involving a lesser degree of delegation.

The workshop will re-examine Delegated Options #1-6 and allow for discussions that will inform a new formula for delegation. However, staff recommend to Council that a more stringent version of Option #5 should be considered for the following reasons:

- Options #1 and #2 do not propose any additional delegation, over what currently exists, which is contrary to the original Council motion from April 12, 2012, which sought to investigate the potential for delegating the authority to consider DPs and HAPs to staff.
- Option #3 would require that all variances be referred to Council regardless of how minor a variance is, for example, an application proposing a one-stall parking variance or a minor setback variance would not be delegated to staff.
- Option #4 proposes that all applications are delegated unless a variance is proposed. In this Option, there are no exclusions related to geographic location or scale of development so, in some ways, this Option results in delegating potentially more sensitive applications to staff than Option #5. This is considered contrary to the Council motion from December 12, 2013, which directed staff to devise a formula resulting in a lesser degree of delegation.
- Option #5 offers the greatest degree of flexibility as it allows the delegation of certain DPs and HAPs, including those proposing a variance, subject to any criteria Council wishes to apply (for example, a criteria could be added which requires that development proposals are referred to Council if they exceed a certain percentage of change from the *Zoning Regulation Bylaw* standard). This allows Option #5 to be further refined in order to provide a lesser degree of delegation.
- Option #6 proposes delegation of all DPs and HAPs to staff which is contrary to the Council motion from December 12, 2013, which directed staff to devise a formula resulting in a lesser degree of delegation.

3.4 Recommended Approach

The main goal of the workshop is to discuss a new approach for the delegation of DPs and HAPs

that addresses the concerns raised by the GPC at their meeting on December 12, 2013. To facilitate this, staff have identified a number of decision points that will help guide discussion to bring forward a delegated option reflecting Council's direction. These decision points are presented in the form of criteria which could be used to determine when applications would be referred to Council and are summarized below.

Applications could be referred to Council under the following conditions:

- when written objections from one or more immediate neighbour(s) or the CALUC are received within the consultation period
- when the Mayor or a Councillor requests that an application be referred to Council
- if it is a HAP, unless the proposal is minor in nature
- if an application is located in the Core Inner Harbour/Legislative or Core Historic Urban Place Designations (as defined in the OCP), unless the proposal is minor in nature
- if it proposes a variance 25% or greater than the standard set out in the *Zoning Regulation Bylaw*, or where no numerical value is associated with the applicable regulation (i.e. regulations prohibiting rooftop patios)
- if it exceeds certain scale thresholds
- if Council approval of a bylaw and/or if the application proposes amendments to, or the discharge of a legal agreement
- if staff recommend it be declined
- if at the discretion of the Director of Sustainable Planning and Community Development it should be referred.

In addition to the above, staff recommend that Council delegate to staff the consideration of the first application for the renewal of any DP or HAP that has not yet lapsed where the proposed plans are not substantially different from the previously approved plans and there has been no substantive change to relevant City policy and/or regulations since the time of the original approval.

Staff also recommend that any applications for temporary construction trailers be delegated as these are typically minor in nature, are required to support the construction of an approved development and will be removed from the site when construction is complete.

This list of delegation criteria is deliberately more extensive than that previously presented to the GPC and is intended to result in a lesser degree of delegation while addressing specific concerns raised by the GPC. At the workshop, staff will be working through these criteria with the PLUC to determine Council's direction towards delegation.

3.5 Next Steps

The main goal of the workshop is to establish an approach for a delegation option which proposes a lesser degree of delegation than was previously reviewed by Council and addresses concerns raised by the GPC. In the event that Council directs staff to pursue a form of delegation, staff are recommending that the PLUC direct staff to consult the public regarding the proposed delegation option and then report back to Council with the resulting feedback, the necessary bylaw amendments, resource issues, associated approval processes, implementation strategy, and monitoring plans. The following sections provide a brief overview of these considerations.

3.5.1 Amendments to City Bylaw and other Documentation

The City's *Land Use Procedures Bylaw* identifies procedures related to the consideration of DP and HAP Applications. In the event that Council pursues any delegated option, this Bylaw must be amended to be consistent with that option and clearly outline the steps in the associated approval process.

In addition to the *Land Use Procedures Bylaw*, it will be necessary to amend other documentation such as the DP Application Package and the HAP Application Package.

3.5.2 Streamlining Processes and Resource Issues

The key benefit to having delegated authority relates to application processing times and the associated benefits for applicants, as well as reducing the amount of Council's time that would be spent dealing with these smaller applications. Additionally, one of the key participant suggestion themes resulting from the Development Summit supported introducing delegated authority to staff. Section 3.5.3 of this report outlines a general process for delegated applications along with time frames.

Notwithstanding the time saving benefits for applicants, the implementation of any form of delegated authority will have initial resource implications, as staff amend existing bylaws and procedures. Once new procedures are in place, staff will still be required to undertake all the necessary analysis and documentation to ensure that decisions are sound and satisfactorily documented. Additionally, it is anticipated that a delegated option which involves referrals and community engagement will result in additional workload for administrative staff responsible for managing notification processes and correspondence resulting from public consultation. However, it should also be noted that some of these duties are currently undertaken within other Departments in the City so further exploration to determine how to align resources and workload if Council chooses to advance this type of delegated option would need to occur.

Another important factor in the discussion about resources is the increase in volume of applications that has occurred over the last two years. This can largely be attributed to positive market forces as evidenced in the table below which provides data on the increase in the number of Rezoning Applications that have been received since July 30, 2012. Rezoning Applications are also often accompanied by DP and/or HAP Applications. There have been no new regulations introduced through the OCP that would have directly triggered the need for this increase in Rezoning Applications.

Rezoning Applications				
	July 30, 2010 to July 29 2011	July 30, 2011 to July 29 2012	July 30, 2012 to July 29, 2013	July 30, 2013 to July 29, 2014
REZ	31	23	26	36
				Increase since July 29, 2012
				15%

To further illustrate the increase in the volume of applications, the table below identifies that the number of DP Applications alone has increased 111% over the same time period. In addition to positive market forces, this is also partly due to the new Development Permit Areas identified in the OCP. Application records indicate that 51 of the 95 DP Applications received since the adoption of the OCP were not previously located in Development Permit Areas. Of these 50 applications, 23 were associated with a Rezoning Application. The need for a DP Application to permit the development identified in the Rezoning Application still results in additional administrative workload and staff are also required to review the proposal for compliance with

Development Permit Area Guidelines and provide the applicant with appropriate feedback. An increase in the number of DP Applications has also resulted in additional work relating to the monitoring of development to ensure it is built in accordance with approved plans and processing Minor Development Permit Applications that are often necessary as Developers seek minor revisions to address unforeseen issues during the construction phase of a project. However, the increased volume of Development Permit applications was anticipated and acknowledged by Council at the time of the adoption of the OCP. As outlined in Section 2.1 of this report, in response to the Development Permit Areas identified in the OCP, Council directed staff to investigate the feasibility of delegating authority to issue DPs and HAPs in order to streamline and accelerate application processes.

Development Permit, Development Permit Minor, Heritage Alteration Permit, and Heritage Minor Alteration Permit Applications

	July 30, 2010 to July 29 2011	July 30, 2011 to July 29 2012	July 30, 2012 to July 29, 2013	July 30, 2013 to July 29, 2014	Increase since July 29, 2012
DP	25	20	42	53	111%
DPM	70	50	64	62	5%
HAP	16	13	20	16	24%
HMA	12	18	29	27	87%
Total	123	101	155	158	40%

Should Council approve the form of delegated authority recommended in this report, it is anticipated that approximately two-thirds of all planning-related applications (Rezoning Applications, Development Variance Permits, Development Permits and Heritage Alteration Permits) would still be referred to Council. Staff workloads are unlikely to be reduced with the introduction of delegated authority as the level of analysis and documentation will remain at similar levels while overall administrative duties may increase; however, as stated earlier, processing timelines for applicants to receive a decision and Council agendas will be streamlined to some degree.

Based on the delegated process estimates attached to this report in Appendix B, it is estimated that where applications are supportable and no revisions or additional information is required, an approval could be issued for a DP Application or HAP Application with no variances within two to four weeks and, where a variance is proposed, in just over 30 days. However, this timeline could be significantly affected by the following factors:

- the complexity of a project
- whether the design needs to be altered significantly to meet application design guidelines
- whether additional supporting information (i.e. a parking study or other specialist consultant report) is required
- applicant response times to requests for amended plans and/or additional information
- whether or not a project needs to be reviewed by the Advisory Design Panel or Heritage Advisory Panel.

The actual timeline associated with these factors is not easily quantifiable, however, most of these issues are not unique to a delegated process.

3.5.3 External Consultation

As a next step, it will be important to consult the public regarding the preferred delegation option. It is envisaged that this consultation would take place in the form of an open house event. This event would be advertised in the newspaper, posted on the City website and individual written invitations would be sent to the Urban Development Institute (UDI) and all CALUCs.

However, it is recommended that Council first identify the form of a preferred delegation option prior to consulting externally so that the resulting feedback will be more focused. Staff would then report back to Council with the results of the stakeholder engagement along with suggested refinements based on the feedback received and a corresponding implementation strategy.

3.5.4 Implementation of Delegated Process

Subject to Council approving a form of delegation, it will be necessary to undertake an implementation strategy to ensure that:

- affected City processes, bylaws, and information are amended as necessary
- the City website is updated as necessary, with all revised documents and the list of DPs and HAPs is readily accessible
- customers (i.e. public, neighbourhood associations and developers) are aware of the process change in advance of the date that delegated authority takes effect
- a date has been identified for the delegated authority to take place and a transition plan for in-stream applications is established.

3.5.5 Monitoring

It is recommended that any new delegated process be monitored and that staff report back to Council regularly outlining the effectiveness of the changes made. If any issues arise outside of the regular reporting schedule, which cannot be dealt with administratively, they would be brought to Council's attention as quickly as possible.

4.0 Conclusion

The main goal of the workshop is to discuss a new approach for the delegation of DPs and HAPs that addresses the concerns raised by the GPC at their meeting on December 12, 2013. To facilitate this, staff have identified a number of decision points that respond to Council's request. These decision points are in the form of criteria which could be used to determine when applications would be referred to Council. This list of delegation criteria is deliberately more extensive than previously presented to the GPC and is intended to result in a lesser degree of delegation while addressing specific concerns raised by the GPC.

In the event that Council decides to advance a form of delegation following this workshop, staff are recommending that the Planning and Land Use Committee (PLUC) direct staff to consult the public regarding the proposed delegation option and then report back to Council with the resulting feedback, the necessary bylaw amendments, resource issues, associated approval processes, implementation strategy, and monitoring plans.

5.0 Recommendations

In the event that Council choose to advance an option for the delegation of Development Permits and Heritage Alteration Permits, that Council direct staff to:

- a. Consult the public regarding the delegation option and report back with the resulting feedback; and
- b. At the same time as reporting back with feedback from the public consultation exercise, report back with necessary bylaw amendments, resource issues, associated approval processes, implementation, and monitoring plans as outlined below.

6.0 List of Attachments

- Data table (applications considered from January 2009 to July 2012)
- Delegated Process and Timelines
- Staff report to the GPC dated December 12, 2013.

Appendix A - Data Table
(Applications considered from January 2009 to July 2012)

APPLICATION NO.	ADDRESS	WAS THERE A VARIANCE PROPOSED?	WAS A NON-STATUTORY HEARING HELD?	WOULD THIS BE A DELEGATED OR A COUNCIL DECISION UNDER THE RECOMMENDED DELEGATION OPTION?*	WOULD A NON-STATUTORY HEARING BE REQUIRED UNDER THE RECOMMENDED DELEGATION OPTION?*
DP#000149	301 Cook St	Yes	Yes	Delegated	No
DP#000150	1729 Oak Bay Ave	Yes	Yes	Delegated	No
DP#000151	947 Fort St	Yes	Yes	Delegated	No
DP#000152	325 Cook St	Yes	Yes	Delegated	No
DP#000153	919 Pandora Ave	No	No	Delegated	No
DP#000154	1007 Johnson St	No	No	Delegated	No
DP#000155	920 Pandora Ave	No	No	Delegated	No
DP#000156	810 Humboldt St	No	No	Delegated	No
DP#000157	787 Tyee Rd	Yes	Yes	Council	Yes
DP#000158	356 Harbour Rd	No	No	Delegated	No
DP#000160	350 Harbour Rd	Yes	Yes	Delegated	No
DP#000161	1701 Douglas St	No	No	Delegated	No
DP#000162	1234 Wharf St	Yes	Yes	Council	Yes
DP#000164	365 Waterfront Crescent	Yes	Yes	Delegated	No
DP#000165	770 Cormorant St	No	No	Delegated	No
DP#000166	370 Harbour Rd	Yes	Yes	Delegated	No
DP#000167	681 Herald St	Yes	Yes	Council	Yes
DP#000168	1932 Oak Bay Ave	No	No	Delegated	No
DP#000170	306 - 1665 Oak Bay Ave	No	No	Delegated	No
DP#000172	2780 Shelbourne St	Yes	Yes	Delegated	No
DP#000176	1620 Blanshard St and 733-741 Fisgard St	No	No	Delegated	No

APPLICATION NO.	ADDRESS	WAS THERE A VARIANCE PROPOSED?	WAS A NON-STATUTORY HEARING HELD?	WOULD THIS BE A DELEGATED OR A COUNCIL DECISION UNDER THE RECOMMENDED DELEGATION OPTION?*	WOULD A NON-STATUTORY HEARING BE REQUIRED UNDER THE RECOMMENDED DELEGATION OPTION?*
DP#000177	1992 Fairfield Rd	No	No	Delegated	No
DP#000180	728 Humboldt St	No	No	Delegated	No
DP#000182	895 Fort St	Yes	Yes	Delegated	No
DP#000183	351-355 Cook St and 1101-1107 Oscar St	No	No	Delegated	No
DP#000187	923 Burdett Ave	No	No	Delegated	No
DP#000188	840 Fort St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000189	814 Wharf St	No	No	Delegated	No
DP#000190	4-2631 Quadra St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000193	1 Dallas Rd	Yes	Yes	Delegated	No
DP#000195	608 Broughton St	No	No	Council	No
DP#000196	555/575 Pembroke St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000197	1308 Gladstone Ave	Yes	Yes	Delegated	No
DP#000198	1719 Davie St	No	No	Delegated	No
DP#000201	1701 Douglas St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000203	849 Fort St	No	No	Delegated	No
DP#000204	1310-1314 Waddington Alley	No	No	Council	No
DP#000205	771 Central Spur Rd - Lot E	No	No	Delegated	No
DP#000206	658-670 Herald St	Yes	Yes	Council	Yes
DP#000207	517 Fiskard St	Yes	Yes	Council	Yes

APPLICATION NO.	ADDRESS	WAS THERE A VARIANCE PROPOSED?	WAS A NON-STATUTORY HEARING HELD?	WOULD THIS BE A DELEGATED OR A COUNCIL DECISION UNDER THE RECOMMENDED DELEGATION OPTION?*	WOULD A NON-STATUTORY HEARING BE REQUIRED UNDER THE RECOMMENDED DELEGATION OPTION?*
DP#000208	15/21 Gorge Rd East	Yes	Yes (Public Hearing for Rezoning)	Council	Yes
DP#000209	1000 Wharf St	Yes	Yes	Council	Yes
DP#000211	95 Esquimalt Rd	No	No	Delegated	No
DP#000212	211-213 Robertson St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000214	740 Hillside Ave	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000215	847 Fort St	No	No	Delegated	No
DP#000216	452 Moss St	Yes	Yes	Delegated	No
DP#000217	254 Belleville St	Yes	Yes	Council	Yes
DP#000219	1029 View St	No	No	Delegated	No
DP#000221	640 Michigan St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000223	2551 Quadra St	Yes	Yes	Delegated	No
DP#000224	240 Cook St / 1035 Suttlej St	No	No	Delegated	No
DP#000225	230 Cook St	No	No	Delegated	No
DP#000228	187/189 Dallas Rd	No	No	Delegated	No
DP#000229	1284-98 Gladstone/ 2002-2004 Fernwood	No	No	Delegated	No
DP#000230	257 Belleville St	No	No (Public Hearing for Rezoning)	Council	No
DP#000231	1090 Johnson St	No	No	Delegated	No

APPLICATION NO.	ADDRESS	WAS THERE A VARIANCE PROPOSED?	WAS A NON-STATUTORY HEARING HELD?	WOULD THIS BE A DELEGATED OR A COUNCIL DECISION UNDER THE RECOMMENDED DELEGATION OPTION?*	WOULD A NON-STATUTORY HEARING BE REQUIRED UNDER THE RECOMMENDED DELEGATION OPTION?*
DP#000233	355 Cook St	Yes	Yes	Delegated	No
DP#000234	15 & 21 Gorge Rd E.	Yes	Yes (Public Hearing for Rezoning)	Delegated	No
DP#000235	1580 Hillside Ave	No	No	Delegated	No
DP#000237	1249 Richardson St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000238	1255 Richardson St	No	No (Public Hearing for Rezoning)	Delegated	No
DP#000239	726-46 Yates St	Yes	Yes (Public Hearing for Rezoning)	Delegated	No
DP#000241	615 & 623 Fort St	Yes	Yes (Public Hearing for Rezoning)	Council	Yes
DP#000243	740 Hillside Ave & 747 Market St	Yes	Yes (Public Hearing for Rezoning)	Delegated	No
DP#000244	2560 Quadra St	Yes	Yes	Delegated	No
DP#000245	195 Bay St	No	No	Delegated	No
DP#000246	1310-1314 Waddington Alley	Yes	Yes	Council	Yes
DP#000248	755 Caledonia Ave	Yes	Yes	Delegated	No
DP#000249	787 Tyee Rd	No	No	Delegated	No
DP#000250	341 Cook St	No	No	Delegated	No
DP#000251	615 & 623 Fort St	No	No	Delegated	No
DP#000252	658-662 Herald St	Yes	Yes	Council	Yes
DP#000253	2269 Douglas St	Yes	Yes	Delegated	No

APPLICATION NO.	ADDRESS	WAS THERE A VARIANCE PROPOSED?	WAS A NON-STATUTORY HEARING HELD?	WOULD THIS BE A DELEGATED OR A COUNCIL DECISION UNDER THE RECOMMENDED DELEGATION OPTION?*	WOULD A NON-STATUTORY HEARING BE REQUIRED UNDER THE RECOMMENDED DELEGATION OPTION?*
DP#000254	640 Fiskard St	No	No	Council	No
DP#000255	606 & 612 Speed Ave	Yes	Yes	Council	Yes
DP#000256	2748 & 2750 Shelbourne St	No	No	Delegated	No
DP#000263	1580-1644 Hillside Ave	No	No	Delegated	No
DP#000264	730 Vancouver St	Yes	Yes	Delegated	No
DP#000268	640 Michigan St	Yes	Yes	Delegated	No
DP#000269	1580-1644 Hillside Ave	No	No	Delegated	No
HAP#00089	1116 Government St	No	No	Delegated	No
HAP#00090	620 Humboldt St	No	No	Delegated	No
HAP#00091	538 Yates St	No	No	Delegated	No
HAP#00092	705-711 Johnson St	No	No	Delegated	No
HAP#00096	100 Cook St	No	No	Delegated	No
HAP#00098	900-920 Douglas St	No	No	Delegated	No
HAP#00100	1509 Rockland Ave	No	No	Delegated	No
HAP#00099	151 Oswego St	Yes	Yes (Public Hearing for Rezoning)	Delegated	No
HAP#00103	719-725 Yates St	Yes	Yes	Delegated	No
HAP#00108	705-711 Johnson St	No	No	Delegated	No
HAP#00107	923 Burdett Ave	No	No	Delegated	No
HAP#00109	550-562 Yates St	Yes	Yes	Council	Yes
HAP#00111	1161 Fort St	Yes	Yes	Delegated	No
HAP#00112	1952 Bay St (Pemberton Memorial Operating Theatre)	No	No	Council	No
HAP#00113	138 Dallas Rd	No	No (Public Hearing for Rezoning)	Delegated	No
HAP#00115	517 Fiskard St, 528-532 Pandora Ave	No	No	Delegated	No

APPLICATION NO.	ADDRESS	WAS THERE A VARIANCE PROPOSED?	WAS A NON-STATUTORY HEARING HELD?	WOULD THIS BE A DELEGATED OR A COUNCIL DECISION UNDER THE RECOMMENDED DELEGATION OPTION?*	WOULD A NON-STATUTORY HEARING BE REQUIRED UNDER THE RECOMMENDED DELEGATION OPTION?*
HAP#00117	100 Cook St (Beacon Hill Park)	No	No	Delegated	No
HAP#00118	1312-1314 Government St	Yes	Yes <i>(Public Hearing for Rezoning)</i>	Council	Yes
HAP#00120	523 Trutch St	No	No <i>(Public Hearing for Rezoning)</i>	Delegated	No
HAP#00123	536-540 Pandora Ave & 4, 10-14 Fan Tan Alley	No	No	Council	No
HAP#00124	912 Vancouver St	No	No	Delegated	No
HAP#00125	468 Belleville St	No	No	Delegated	No
HAP#00127	611 Vancouver St	Yes	Yes	Delegated	No
HAP#00130	540 Johnson St	No	No	Delegated	No
HAP#00129	1001 Terrace St	No	No	Delegated	No
HAP#00131	738-740 Yates St	No	No	Delegated	No
HAP#00134	566-570 Yates St	No	No	Council	No
HAP#00135	1001 Douglas St	No	No	Delegated	No
HAP#00138	1770 Rockland Ave	Yes	Yes	Council	Yes
HAP#00139	835 Humboldt St (St. Ann's Academy)	No	No	Delegated	No
HAP#00140	1020 Catherine St	No	No	Delegated	No
HAP#00141	538 Yates St	No	No	Council	No
HAP#00143	909 Government St	No	No	Delegated	No

* the "recommended delegation option" refers to the option presented to GPC on December 12, 2013

Appendix B - Delegated Process and Timelines

The following is a description of the likely DP Application and HAP Application processes should Council delegate authority to staff to approve these types of permits. The process time frame could vary significantly depending on the complexity of an application, whether or not Advisory Design Panel or Heritage Advisory Panel review is appropriate, or how quickly the applicant responds to suggestions from staff or requests for information. It should also be noted that applications which are excluded from Delegated Authority would continue to be reviewed under the current established process.

Following application submission, DP Applications and HAP Applications would follow the delegated process outlined below:

I. Staff Review of Application

The application would be reviewed by the relevant City Departments. A weekly list of DP and HAP Applications received would be prepared for Council's review as well as being posted on the City's website. Staff would review the application against the relevant policy, design guidelines, bylaws, and any other pertinent regulations to determine whether the project can be supported. Staff from the various Departments would hold a "Technical Review Committee" (TRC) meeting to discuss the application and identify any issues. The TRC minutes would then be sent to the applicant clearly identifying any outstanding issues that need to be resolved (if any) prior to a decision being made.

Estimated time: 2 - 4 weeks

II. Community Consultation (only when a Variance is proposed)

If a DP Application or HAP Application includes variances, the application could be referred to the Community Association Land Use Committee (CALUC) who would be invited to provide comments within 30 days (consistent with current practice). A notice would also be posted at the application site advertising the proposal and the owners and occupiers of adjacent parcels would be notified of the application in writing. The notice posting and adjacent neighbour consultation currently occurs 10 days prior to the Hearing, therefore, in the absence of a Hearing, this consultation would occur concurrently with the CALUC referral. A decision would not be made by staff during this consultation period.

Staff will consider any comments received regarding the DP or HAP with variances in the 30-day consultation period, prior to issuing a decision.

Estimated Time: 5 weeks (if a variance is proposed)

III. Applicant Responds to Outstanding Issues

Staff comments, as outlined in the TRC minutes, could require that the applicant submit amended plans and/or additional information to support the application. It often takes the applicant several weeks to make plan revisions and submit a revised application package to the City, although this very much depends on the range and significance of

the issues that need to be addressed and the applicant's response time, both of which cannot be accurately anticipated.

This process may not be required if no issues are raised in relation to the review of the initial submission.

Estimated time: 2 - 8 weeks

IV. Staff Review of Revised Plans

When revised plans or additional project information is submitted to the City, further staff review is required. This process would continue until staff are satisfied that they are in a position to make a decision.

Estimated time: 2 weeks (based on a single iteration of revised plans being required)

V. Advisory Design Panel or Heritage Advisory Committee Review

Subject to the nature of the application (e.g. scale, location, complexity, etc.) and at the discretion of the Director of Sustainable Planning and Community Development Department, staff may bring a proposal before the Advisory Design Panel or Heritage Advisory Panel for review and input. Staff would prepare a report to the Panel or Committee, prepare an agenda, attend the meeting, provide a brief presentation and, subsequently, a motion from the meeting would be prepared.

Given the nature of the delegation criteria identified in the staff recommendation (e.g. only relatively minor HAPs would be delegated and DP proposals that exceed certain thresholds based on scale would be referred to Council), it is likely that more significant and/or complex applications would be referred to Council in the first instance and relatively few delegated applications would merit referral to Advisory Design Panel or Heritage Advisory Panel.

Estimated time: 2 – 4 weeks (dependent on monthly meeting schedule)

VI. Design Revisions

If an application goes before the Advisory Design Panel or Heritage Advisory Panel, there may be design changes as a result of suggestions by the Panel or Committee. Staff would need to conduct a review of any design changes. Again, the timeline associated with this process could vary significantly depending on the applicant's response time.

Estimated time: 2 – 4 weeks

VII. Staff Decision

When it is determined by staff that the application is acceptable and should be approved, a Decision Letter would then be prepared clearly outlining the rationale for the decision, based on relevant City policy and design guidelines.

5.2 Official Community Plan Amendment, Rezoning Application # 00446 and Development Permit Application # 000365 for 2328 Richmond Road

Committee received a report dated September 18, 2014 that provided information, analysis and recommendations regarding and *Official Community Plan* (OCP) Amendment, Rezoning Application and Development Permit Application for the property located at 2328 Richmond Road. The proposal is to allow a 12 unit residential development.

Action: It was moved by Councillor Gudgeon, seconded by Councillor Isitt, that Committee recommends that Council decline this *Official Community Plan* Amendment and Rezoning Application #00446 for 2328 Richmond Road.

CARRIED UNANIMOUSLY 14/PLUC0246

Committee discussed:

- Whether the parking variance requested is too extreme for this area.
- The practicality of the car share amenity given limited on-street parking.
- Land assembly as a better outcome.
- The design of the proposed building.
- Concerns on shadowing from the adjacent hospital.
- Whether the building is keeping with the Traditional Residential as desired by OCP; not a good transition from the hospital's massing.
- That there needs to be some anticipation of future development for this area as a transition from the hospital.
- The impact to having affordability of higher density building with underground parking.
- The constraint of such a small site.

Committee Recessed at 10:14 a.m.

Committee Reconvened at 10:19 a.m.

5.3 Delegation of Development Permits and Heritage Alteration Permits

Committee received a report dated September 4, 2014 that provided Committee with an introduction, as well as further analysis, regarding a workshop which will explore the potential delegation of Development Permit (DP) and Heritage Alteration Permit (HAP) Applications to staff for decision.

Committee discussed the proposed procedures of the delegation proposal:

9. The Director has the discretion to refer applications to Council.
 - Concerns on how discretion will be used from application to application.
 - Concerns on how to explain to the public how this discretion is exercised.
 - Council's confidence in the Director to pull applications that fit all criteria; dealing with unexpected issues.

Mayor Fortin requested that Committee indicate their support for item #9. All Committee were in support of this direction.

- Concerns that a new Council member may have different opinions on applications that were approved in the previous term.

Mayor Fortin requested that Committee indicate their support for item #10. All Committee members were in support of this direction.

3. Any Council member can request to have an application referred within one week of receiving notice that an application has been delegated. Bi-weekly lists of delegated applications would be provided to Council.
 - Concerns that one Council member can override the majority; there needs to be a minimum of two or more Council members to refer applications.
 - Establishing a timeline to refer an application as engaging with the community and fellow Councillors can take time.
 - Concerns that it may politicize the entire process, and erode the delegation.
 - Having applications referred by Council is likely to be a rare occurrence; however, the policy could be reconsidered if the override of delegated authority is being over used.
 - That full staff reports should not be required if the recommendation is to decline.
 - All conversations regarding referring a proposal need to be public.
 - The lists of delegated applications could be added to the PLUC agenda.
 - Support the need for amendments to both policies and bylaws to pass this motion.
 - That the public will need the opportunity to speak to the delegation proposal.

Action: It was moved by Councillor Young, seconded by Councillor Thornton-Joe, that Committee directs staff to provide a list of proposed delegations, that within 10 days any Councillor may give a notice of motion, motion being that the item not be delegated but instead go through the full process and that motion to be debated at the next subsequent Planning and Land Use Meeting.

CARRIED UNANIMOUSLY 14/PLUC0247

Action: It was moved by Councillor Isitt, seconded by Councillor Madoff, that the motion be amended:
That Committee directs **staff to provide the list on the agenda for the Planning And Land Use Committee Meeting** of proposed delegations, that within 10 days any Councillor can give a notice of motion, motion being that the item not be delegated but instead go through the full process and that motion to be debated at the next subsequent Planning and Land Use Meeting be amended

On the amendment:

CARRIED UNANIMOUSLY 14/PLUC0248

Discussion on the main motion:

- The 10 days in the original motion is no longer valid with the amended motion.

On the main motion:
CARRIED 14/PLUC0252

Action: It was moved by Councillor Isitt, seconded by Councillor Alto, that staff report back in one year on the delegation.

CARRIED UNANIMOUSLY 14/PLUC0253

Discussion on the motion:

- If member wishes to pull an application from the delegation list is Council required to decide the same day the agenda is published?

Action: It was moved by Mayor Fortin, seconded by Councillor Alto, that an application is to be pulled from delegation on the day the agenda is published.

CARRIED UNANIMOUSLY 14/PLUC0254

Further discussion:

- When does the notice of motion need to be submitted?
- If the proposal was not pulled at the Planning and Land Use Committee then there is also a chance to pull at the Council meeting.
- There needs to be more clarity on the timeline so staff are clear when an application has not been referred.
- Everyone needs to be aware in advance that there is going to be a challenge to the delegation.
- The notice of motion needs to be given at the meeting with the list so that the motion can be discussed at the subsequent meeting.

The Committee noted that this delegation proposal should be adjourned to allow staff to work through some of the implications of today's direction. There are a number of items that still need to be discussed with Council before public feedback is sought.

5. ADJOURNMENT

Action: It was moved by Councillor Helps, seconded by Councillor Coleman, that Committee adjourn the Planning & Land Use Committee meeting of October 2, 2014, at 12:19 p.m.

CARRIED UNANIMOUSLY 14/PLUC0255

Mayor Fortin, Chair

Purpose

1. To provide Council with a summary of public feedback on the initiative to exempt certain forms of development from a development permit and to delegate approval authority to staff for certain types of developments.
2. To provide Council with an overview of the related administrative process for Delegated Authority
 - Initiative was presented to Planning and Use Committee on September 10, 2015
 - Council directed staff to seek comments and input from:
 - Heritage Advisory Panel
 - Advisory Design Panel
 - Community Association Land Use Committees (CALUCs)
 - Urban Development Institute Capital Region (UDI)
 - Comment period was from mid September to October 30, 2015

Proposed Initiative

That Council consider the following initiatives:

1. Not requiring development permits for certain minor works (i.e. “exemptions”)
2. Delegating approval authority to staff for some types of development permits and heritage alteration permits that do not include proposed variances to the Zoning Regulation Bylaw

Rationale

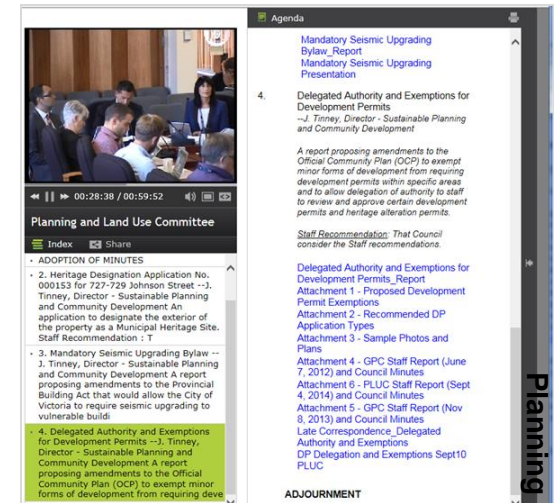
These proposed initiatives are in response to:

1. The City of Victoria Strategic Plan, 2015-2018
 - Streamline application processes
 - Consider delegated authority
2. Feedback received at the annual Development Summits

The initiatives are also consistent with the OCP which anticipates regular monitoring, evaluation and adjustments as necessary.

Consultation

- Copy of PLUC staff report and all attachments provided along with link to recorded video of staff presentation at September 10, 2015 Planning and Land Use Committee
- Staff presentation to UDI, Heritage Advisory Panel and Advisory Design Panel
- Reminder for comments sent to all CALUCS and UDI (Oct 21, 2015)



Response to Public Feedback

2. Prepare a Land Use Procedures amendment bylaw to delegate approval authority to staff for the following types of development applications, when consistent with relevant policy:

Previous Recommendation

- i. temporary buildings and structures that do not exceed 100m² in floor area and where removal is secured by a legal agreement limiting permanence to five years;

Revised Recommendation

- i. temporary buildings and structures that do not exceed 100m² in floor area and where removal is secured by a legal agreement limiting permanence to **two** years;

Response to Public Feedback

Previous Recommendations

- j. temporary construction trailers on private property;
- k. temporary residential unit sales trailers on private property;

Revised Recommendations

- j. temporary construction trailers on private property **where a legal agreement is in place to secure its removal within six months of receiving an Occupancy Permit or within six months of a Building Permit expiring;**
- k. temporary residential unit sales trailers on private property **where a legal agreement is in place to secure its removal within six months of receiving an Occupancy Permit or within six months of a Building Permit expiring;**

Response to Public Feedback

Previous Recommendation

4. Develop and implement a process to monitor and evaluate the effectiveness and benefits of the proposed delegation authority initiative and report to Council with an annual summary of findings and recommendations.

Revised Recommendation

3. Develop and implement a process to monitor and evaluate the effectiveness and benefits of the proposed delegation authority and report to Council at **six months and one year on the effectiveness of the system.**

Response to Public Feedback

Communication of Delegated Authority

- Monthly summary of all Delegated Authority development permits:
 - Received
 - Referred to Advisory Committees
 - Referred to Council
 - Current status
 - Approved
- Monthly summary to be provided to Council and published on City Website
- All current development and rezoning applications will continue to be identified through VicMap

Proposed Delegation Process

1. Staff Review of Application

- Internal circulation (zoning, policy, design, engineering, etc.)
- Discussion at Technical Review Group (TRG)
 - TRG comments provided to applicant



2. Applicant Response to Outstanding Issues

- Not required if no issues identified at TRG
- Revisions to application and re-submitted to City



3. Staff Review of Revised Plans

- Review until all issues have been addressed



Proposed Delegation Process

4. Review by Advisory Committees

- Review of applications by **Advisory Design Panel** and/or **Heritage Advisory Panel** if referred
- New buildings, building additions, structures and equipment in excess of 100m² and located in Development Permit Area (DPA) 16: General Form and Character and DPA 10A: Rock Bay would be referred to **ADP**
- New buildings, building additions, structures and equipment in excess of 100m² and located in DPA 10B (HC): Rock Bay Heritage would be referred to **HAP**
- All development permit applications that involve buildings with potential heritage value as well as those immediately adjacent to a heritage property would be referred to the **HAP** for review and comments



Proposed Delegation Process

5. Applicant Design Revisions

- Applicant to revise application based on comments



6. Staff Decision

- Decision letter prepared by staff and signed off by Director of Sustainable Planning and Community Development
- Letter includes rationale for approval (based on policy and design guidelines)
- Staff would not have the authority to refuse applications
- Applications that are not approved would be referred to Council for consideration and final decision (Avoids appeal process)



Proposed Delegation Process

7. Communication

- Staff will maintain a monthly list of all Delegated DP applications that have been received including their status
- Monthly list provided to Council and available on City website.

Proposed Delegation Process

Referrals to Council:

- Applications that do not meet OCP policy or Zoning Regulation Bylaw would be referred to Council
- Staff would not be authorized to decline applications
- Director of Sustainable Planning and Community Development would have discretion to refer applications to Council

Recommendations and Next Steps

If Council endorses proposed initiatives, staff will report back to Council with:

1. Proposed Official Community Plan amendment bylaw (for DP exemptions)
2. Proposed Land Use Procedures Bylaw amendment (for approval authority)
3. Detailed outline of a system to monitor and evaluate the ongoing effectiveness of the initiative premised on reporting to Council at six months and one year



ROCKLAND NEIGHBOURHOOD ASSOCIATION

**Mayor and Council
Victoria, B.C.
November 25, 2015**

Dear Mayor Helps and Councillors,

With regard to the “Delegated Authority and Exemptions for Development Permits” item on the agenda for the PLUC meeting tomorrow, the RNA asks that you level the playing field with regard to the “Staff Decision” part of the process (Proposed Delegation Process 3.f).

As currently presented by Planning, only applications that are not supported by staff are to be referred to Council for a decision.

We believe that this benefits the proponent, who has a second opportunity to have his proposal accepted. But what of an application that is acceptable to staff but unacceptable to the neighbourhood?

For this process to be at all fair, there must be an avenue of appeal for Land Use Committees of the Neighbourhood Associations when decisions such as these are delegated to people who are not publicly accountable.

Sincerely,

Janet Simpson, President



Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 12, 2015
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: **Victoria Housing Reserve Fund Application for Rosalie's Village -
 4351 West Saanich Road (District of Saanich)**

RECOMMENDATIONS

That Council consider approving a grant from the Victoria Housing Reserve Fund in the amount of \$420,000 to the Society of Saint Vincent de Paul to assist in the development of 42 units of supportive affordable rental housing as part of the Rosalie's Village project at 4351 West Saanich Road within the District of Saanich, subject to the following conditions:

1. The grant will be eligible for payment to the Society of Saint Vincent de Paul upon approval by Council and once a Housing Reserve Fund Grant Agreement has been executed with the City of Victoria.
2. The grant is to be repaid by the Society of Saint Vincent de Paul if the project is not completed.
3. The Society of Saint Vincent de Paul will ensure that the City of Victoria receives public recognition for its role as a financial contributor to this housing project by identifying the City of Victoria as a contributor on publications and documents related to the project and at public events related to the development, completion and operation of the project.
4. Upon project completion, the applicant submits a final report to the Sustainable Planning and Community Development Department.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Victoria Housing Reserve Fund Grant Application for a supportive affordable housing project located at 4351 West Saanich Road (District of Saanich).

The Victoria Housing Reserve Fund Guidelines permit consideration of grant applications for up to \$10,000 per residential unit for eligible projects including those in other surrounding municipalities. The current balance (as of October 28, 2015) within the Victoria Housing Reserve Fund is approximately \$2.3 million. However, there is also approximately \$1.4 million in funding that is committed to previously approved projects, therefore, the resulting balance of approximately \$920,000 is sufficient to provide the requested \$420,000 grant. The Housing Reserve Fund has no minimum threshold.

An application from the Society of Saint Vincent de Paul has been received for the development of Rosalie's Village which will include 42 units of supportive housing for young single mothers with children who are homeless or at risk of homelessness and vulnerable older women who are referred from transition houses or subsidized family housing. The application is for a project within the District of Saanich, however the Victoria Housing Reserve Fund Guidelines support projects in other surrounding municipalities as long as they are designed to provide affordable housing for youth and the chronically homeless. The Society of Saint Vincent de Paul has confirmed that while the project will accommodate young mothers up to the age of 31 and their children, they are also currently working with the Province to secure a youth tenancy agreement that will allow Rosalie's Village to also house single mothers who are 16 to 19 years old and their children. In addition to providing direct support to young mothers and their children, this project will also provide the opportunity to refer eligible tenants from the Saint Vincent de Paul Centre in downtown Victoria to more stable housing at Rosalie's Village, thereby creating available space within the Centre to better house individuals who are chronically homeless or at risk of homelessness along with a higher level of support.

Rosalie's Village supportive housing units will target low-income households and low-income housing limits as defined by BC Housing for Victoria and as reflected in the Housing Reserve Fund Guidelines. The housing income limits (HIL) that are proposed for Rosalie's Village are actually slightly lower than those described in the Housing Reserve Fund Guidelines. This includes an HIL of \$31,200 for one-bedroom units and \$39,120 for two-bedroom units. This means that the proposed rents will be set at 30% of these annual income thresholds for each type of unit. Therefore, all of the housing units will be rented at less than market rents and many at a level well below the affordable rent criteria published by the Canada Mortgage and Housing Corporation. In addition to below market rental, free on-site daycare will also be provided for children who live at Rosalie's Village which equates to a monthly cost savings of approximately \$900-\$1000 for those tenants with young children.

Based on the rent levels proposed and the target client population, a recommendation to approve a grant of \$420,000 is being presented for Council consideration. Should Council approve this request, the new balance of the Housing Reserve Fund available to support new projects will be approximately \$500,000.

BACKGROUND

On September 28, 2015, the City of Victoria received a letter of Intent (Attachment 1) and application (Attachment 2) from the Society of Saint Vincent de Paul, a registered non-profit society in Victoria, requesting a Victoria Housing Reserve Fund grant to assist with the capital costs of constructing a total of 42 dwelling units of supportive housing that will be contained in three buildings: 34 dwelling units in a four-storey apartment building and eight townhouse dwelling units located in two townhouse buildings. The project is located within the District of Saanich at 4351 West Saanich Road (Attachment 3). The project will be built to serve the needs of young single mothers and children who are at risk of homelessness and older women referred from transition houses or subsidized family housing, whose children have reached adulthood and no longer qualify for family housing. The project will also include three dedicated emergency shelter units for women and children fleeing unsafe or inadequate situations. In addition to the formal application, the proponent has provided a further detailed explanation of how the project targets youth and the chronically homeless (Attachment 4). All required development approvals (Rezoning, Development Permit and Building Permits) have been issued by the District of Saanich and the project is currently under construction with a tentative completion in late 2016.

ISSUES AND ANALYSIS

In response to the Application, City staff completed a Project Eligibility Evaluation (Attachment 5) and determined that this Application meets the eligibility criteria contained in the Victoria Housing Reserve Fund Guidelines (Attachment 6). It is important to note that although the Victoria Housing Reserve Fund Guidelines support projects in other municipalities that target youth and the chronically homeless, the guidelines do not provide a definition of youth or chronically homeless. However for the purpose of this application, the proponent has identified that the project will provide housing for young single mothers who are between 16 to 19 years old and their children. Details with respect to rental affordability and the applicant's ability to leverage other funding and use the Grant funds as per the City's eligibility criteria are provided below.

Benefit to the City of Victoria and the Region

In addition to Rosalie's Village, the Society of Saint Vincent de Paul also owns and operates the Saint Vincent de Paul Centre within Victoria's Downtown Core Area (831 Yates Street). The Centre provides 43 units of low-cost supportive housing (bachelor suites) for homeless and homeless at-risk individuals. This includes 15 units for people struggling with mental health and addictions who require a higher level of support. Therefore, the creation of Rosalie's Village will provide the opportunity to refer some eligible tenants from the Saint Vincent de Paul Centre to more stable and diverse supportive housing at Rosalie's Village. This relationship will shorten the Centre's wait list thereby freeing up more space and support services to accommodate individuals that are at risk or chronically homeless within Victoria while providing increased affordable housing options within the region.

Affordability Requirements

Rosalie's Village will include 42 units of supportive affordable housing including a mix of one-bedroom and two-bedroom units that will be provided within a four-storey apartment building and two townhouse buildings (see Table 1 below). Rents are set to achieve affordability targets well below the City of Victoria's affordable housing rent limits as set out in the Victoria Housing Reserve Fund Guidelines. It is important to note that, while the table below identifies average rents, it is anticipated that approximately half of the units could be accessed by individuals who are on rental assistance. This means that a one-bedroom apartment could be provided for \$375 and a two-bedroom apartment could be provided for \$570.

Table 1 - Proposed Rent and Income Targets

Unit Type	Number of Units	Affordability Levels	Estimated Average Monthly Rents	Housing Income Limits
One bedroom (Emergency Shelter)	2	Low Income	\$375	N/A
Two bedroom (Emergency Shelter)	1	Low Income	\$570	N/A
One bedroom (Apartment)	20	Low Income	\$780	\$31,200
Two bedroom (Apartment)	11	Low Income	\$978	\$39,120
Two bedroom (Townhouse)	8	Low Income	\$1,050	\$42,000
Total	42			

Leveraging Additional Funding

The total project budget is \$14,016,854 of which approximately 53% (excluding grant request from City of Victoria) has been leveraged through a variety of sources and partnerships. Grants for the project have been approved by BC Housing, the Capital Region Housing Trust Fund, the Government of Canada, the District of Saanich and Canada Mortgage and Housing Corporation (CMHC). In addition, the Society of Saint Vincent de Paul has secured land and fundraising in support of the project. The various funding sources are described below in Table 2.

Table 2 - Additional Resource Contributions

Source	Amount	Status
BC Housing Grant	\$3,900,000	Approved
Society of Saint Vincent de Paul (Fundraising)	\$1, 137,698	Approved
Society of Saint Vincent de Paul (Land Value)	\$1,270,000	Approved
CRD Housing Trust Fund	\$630,000	Approved
Government of Canada	\$400,000	Approved
District of Saanich	\$172,262	Approved
CMHC PDF Grant/Loan	\$10,000	Approved
TOTAL FUNDING	\$7,519,960	

The remaining balance (\$6,496,894) of the project cost will be serviced by the proponent through a mortgage and additional fundraising. If Council approves a grant of \$420,000 the remaining balance would be reduced to \$6,076,895

Legal Agreements

The applicant has made a commitment to enter into a legal agreement with the City of Victoria if Council approves the grant request. The legal agreement (Housing Reserve Fund Grant Agreement) will secure the conditions of the grant, which includes repaying the grant should the project not be completed as presented by the applicant. Since the project is in another municipality, the City of Victoria is not able to require or secure a typical Housing Agreement, however staff have confirmed that the proponent has entered into and secured a variety of legal encumbrances and agreements with other financial supporters for the purpose of protecting their financial commitments and securing the provision of supportive affordable housing in perpetuity. These include:

- Operating Agreement and Operator Agreement (BC Housing Management Commission and Provincial Rental Housing Corporation)
- Covenant (Section 219), Mortgage and Assignment of Rents (BC Housing Management Commission and Provincial Rental Housing Corporation)
- Covenant and Housing Agreement (District of Saanich)
- Funding Agreement, Covenant (Section 219) and Mortgage (Capital Regional District)
- Funding Agreement (Capital Regional District – Homeless Partnering Strategy).

The applicant is also required to provide annual reports to the City of Victoria outlining how the project is achieving the affordability targets outlined in the Victoria Housing Reserve Fund Guidelines.

Capacity of Victoria Housing Reserve Fund

Table 3 below provides information on the status of the Victoria Housing Reserve Fund. Currently the Fund has a little over \$1 million available to support new projects. With respect to previously approved grants, Dockside Green has recently received Council approval for a Rezoning Application and Development Permit Application that include the development of 49 units of affordable rental housing. However, Dockside Green representatives have indicated that they will not require a grant from the City's Housing Reserve Fund for this project.

Table 3 - Status of Victoria Housing Reserve Fund – November 4, 2015

Balance to December 31, 2014		\$1,866,083
<u>Funds Received</u>		
Annual City Contribution 2015	\$250,000.00	
One time funding 2015 - GPC minutes April 9, 2015	\$750,000.00	
Oscar 1237 - 39 contribution	\$10,000.00	
Total Funds Received - 2015		\$1,010,000
<u>Grants Paid in 2015</u>		
Greater Victoria Rental Development Society - 1950 Blanshard Street	\$543,725	
Total Grants Paid - 2015		\$543,725
GL Balance		\$2,332,358
<u>Grants Pending (Not yet Paid)</u>		
CRHC (Capital Region Housing Corp - Dockside Green)	\$460,000.00	
Pacifica Housing Advisory Association - 105 Wilson	\$840,000.00	
Cottage Grove – 3221 Quadra (Saanich)	\$112,000.00	
Total Grants Committed		(\$1,412,000)
Total GL Balance less Committed Grants		\$920,358

The City of Victoria has also received one other application seeking \$20,000 from the Victoria Housing Reserve Fund which is currently being reviewed. This application is from the Victoria Native Friendship Centre to support the construction of two additional dwelling units as part of the phase two construction of Siem Lelum (120 Gorge Road) which will increase the total number of units from 39 to 41.

OPTIONS AND IMPACTS

2015 - 2018 Strategic Plan

Providing grants to support the development of supportive and affordable rental housing aligns with and supports Council's strategic priority of Making Victoria More Affordable (Objective 6).

Support for the development of Rosalie's Village also aligns with Council's strategic priority to Facilitate Social Inclusion and Community Wellness (Objective 7).

Impacts to 2015 - 2018 Financial Plan

In April of 2015, Council approved an additional contribution of \$750,000 to the Housing Reserve Fund from the 2014 surplus. Combined with the \$250,000 annual contribution for 2015, the Fund has a current balance of \$920,358 that is adequate to support the grant application.

Official Community Plan Consistency Statement

Although this project is outside the boundary of the City of Victoria, approval of this grant request will advance the *Official Community Plan* objectives and policies regarding the provision of rental housing options and entering into partnerships with other levels of government and agencies to help achieve new affordable housing initiatives. This project also supports OCP policies related to working with coordinated community and regional efforts to end homelessness and enable stable affordable housing with support services.

Option 1 - Approve the Grant Request (Recommended)

Approval of the grant will allow the Society of Saint Vincent de Paul to build 42 units of supportive housing. It will be added to the substantial investments in grants being provided by BC Housing, the Government of Canada, Capital Region Housing Trust Fund, the District of Saanich and CMHC. Providing financial support for affordable housing projects outside of the City of Victoria sends a positive message to other municipalities with respect to the City of Victoria's willingness to partner with other regional municipalities in addressing homelessness and providing affordable housing.

Option 2 - Decline the Grant Request

Should the grant be declined, the Society of Saint Vincent de Paul will have to attempt to solicit more donations for the project which may delay the on-going development until the additional funds are secured.

CONCLUSIONS

The housing development presented in this report generally meets the Victoria Housing Reserve Fund eligibility requirements and is being proposed by an applicant with a history of success in developing supportive housing in the community. A legal agreement will be established between the City of Victoria and the proponent to secure the conditions of the grant. The recommendations presented in this report also include conditions that allow for the provision of the grant to the applicant in a way that also provides additional security for the City's financial investment.

Respectfully submitted,



Robert Batallas, Senior Planner
Community Planning

Att.



Jonathan Tinney, Director
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager:



Date: November 17, 2015

List of Attachments

- Attachment 1: Letter of Intent dated July 13, 2015
- Attachment 2: Application for Victoria Housing Reserve Fund dated September 25, 2015
- Attachment 3: Aerial photo of 4351 West Saanich Road (District of Saanich)
- Attachment 4: Target Group Summary
- Attachment 5: Project Eligibility Evaluation Form
- Attachment 6: Victoria Housing Reserve Fund Guidelines.

Attachment 1



Society of Saint Vincent de Paul
of Vancouver Island

4349 West Saanich Road
Victoria, BC
V8Z 3E8

Phone: 250-727-0007
Fax: 250-727-0771

July 13th, 2015

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

Re: Rosalie's Village – Victoria Housing Fund

Dear Mayor and Council,

This letter is to communicate our interest in applying for the City of Victoria Housing Reserve Fund for Rosalie's Village, a project located in Saanich, BC. The development will provide affordable housing for single mothers and young child(ren) who are homeless or at risk of homelessness, and for older women coming from subsidized housing where their children have reached adulthood and they no longer qualify for their subsidized unit as they do not yet qualify for seniors affordable housing (and would be at risk of homelessness). While this project is located in Saanich, the need for affordable housing for young mothers, children, and older women is region-wide.

Rosalie's Village will address Victoria's Housing Fund's objectives of assisting in the development of housing for households with either have no income, low or moderate income; and facilitating the development of affordable rental housing. Specifically, many of the residents, especially the older women, will have cycled through various stages of being under-housed or homeless. This project also aligns with the City's objectives of housing youth, as a majority of the single mothers (and their children) will be youth under 30. In addition, it is important to note that this is a supportive housing project geared towards providing a supportive housing environment to tenants struggling to access market housing or low-income housing without any supports. These supports are geared towards increasing tenant ability to live independently in the future. All supports will be funded and provided for by the Society of Saint Vincent de Paul.

The Society of Saint Vincent de Paul (SSVP) is a registered charity whose mission is to serve those in need with love, respect, justice and joy. SSVP has a strong social presence in the Capital Regional District, including housing in downtown Victoria, Social Concern Office in Victoria, 6 thrift stores in various municipalities, main office in Saanich, and an Ozanam Program in Saanich. Rosalie's Village is the next step in the continuum of housing already offered by the Society, which will focus on moving women off of the street of Victoria into the supportive housing complex downtown and eventually transitioning into Rosalie's Village, once they have gained some stability. As these women reach the age to qualify for seniors housing, SSVP will work with them to transition to the seniors housing (St. Andrew's housing), also located on the same site in Saanich.

Rosalie's Village will be located on the current site of the SSVP administrative offices, St. Andrew Victoria Housing Society, and Ozanam Program, at 4349 West Saanich Road. It will provide 42 units of housing for single parent mothers and for older women with no dependent children. The housing will be a mix of one and two bedroom apartments and townhouses. Rents will be set below the 2014 HIL's for Victoria: \$750 for a 1-bedroom

apartment, \$960 for a 2-bedroom apartment unit, and \$1050 for a 2-bedroom townhouse, and include free daycare for the children of tenants. In addition, three units (two 1-bedroom and one 2-bedroom) will be shelter units for emergency situations and rented at shelter rates.

Rosalie's will have a licensed daycare on-site for 37 children under the age of 5 years at zero-cost to the tenants. Any additional daycare spaces will serve the broader community at low or no-cost depending on income qualifications. There will also be a community kitchen, community space, and Social Concern Office, which will provide support programming available to all residents, as well as to the broader community. Tenant support services will include, but are not limited to: work training programs, women's day programs, life skills training, work readiness, personal boundaries workshops, anger management workshops, an income tax program, emergency financial relief through payment of utility bills, transportation to medical appointments, bus passes etc. food and food vouchers, clothing and furniture free of cost. An on-site support worker, or "house mother" will provide consistent in-building support, especially during non-working hours, in addition to the housing manager, and staff /volunteers at the Social Concern Office.

The entire project will be built to BUILT GREEN® standard, with the goal of reducing the impact the building, and the construction of the building, has on the environment.

Rosalie's Village construction is set to begin late summer/early fall 2015, with a projected completion/operation start date of October 2016. The development team is made up of SSVP Executive Director and key staff (such as the current housing manager), Joe Newell Architect Inc, Kinetic Construction (pre-construction services and will build the project once final funding approvals are met) and M'akola Development Services, who provide development consulting services. To date, this project has achieved the following milestones:

- Development Permit (Amendments): September 2014
- Preliminary Project Approval: September 2014
- Construction Manager Hired (Pre-Construction Services): January 2015
- Subdivision Registration: April 2015
- Building Permit: ready once BC Housing provides the HPO exemption form.

The total project cost will be approximately \$14 million, with over \$7.5 million offset by equity contributions from BC Housing, District of Saanich, CMHC, CRD Regional Housing Trust, Homeless Partnering Strategy, and society fundraising. The Society has committed to fundraising \$1,672,925, of which there is still \$710,580 left to be raised. The Victoria Housing Fund would make a serious impact on that gap still remaining in capital fundraising.

Rosalie's Village will provide young single mothers and children, and older women, with much needed affordable housing and supports to become self-sufficient, engaged members of the job force and community.

If you have any questions, please contact Kaela Schramm, Director of Projects and Planning, at MDS (778) 677-8843, who is coordinating the Rosalie's Village Development Team.

Yours Truly,



Angela Hudson
Executive Director
Society of Saint Vincent de Paul of Vancouver Island

Society of Saint Vincent de Paul
of Vancouver Island

4349 West Saanich Road
Victoria, BC
V8Z 3E8

Phone: 250-727-0007
Fax: 250-727-0771



September 25, 2015

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

Re: Rosalie's Village – Victoria Housing Fund

Dear Mayor and Council,

The Society of Saint Vincent de Paul is pleased to submit this application for the City of Victoria Housing Reserve Fund for Rosalie's Village, a development located in Saanich, BC, that will help address affordability region-wide. This project will provide affordable housing for single mothers and young children and older women who are experiencing homelessness or at-risk of homelessness. In addition, it will have an infant/toddler daycare centre with capacity for 37 children, at zero-cost to tenants with children who live in Rosalie's Village; and a Social Concern office, which is an extension of the downtown office. The Society of Saint Vincent de Paul (SSVP), has leveraged partnerships from many levels of Government, non-profits, and private sources over the last several years to get this project off the ground, which is a tribute to the high level of support and need there is for this project. Further, the Society has a proven track record of developing and operating non-profit housing, and for providing quality support services in the Victoria region.

Rosalie's Village will provide affordable housing for single mothers and young child(ren) who are homeless or at risk of homelessness, and for older women coming from transition housing and/or subsidized housing where their children have reached adulthood and they no longer qualify subsidized units, and are not of the age to qualify for seniors affordable housing. Rosalie's will consist of three buildings for a total of 42 one and two bedroom units: one 4-story apartment building, and two 4-unit townhouses.

While this project is located in Saanich, just outside the Victoria boundaries, it will specifically address the Victoria Housing Fund's objectives by:

- All 42 units in Rosalie's are below market, with some of the rents at shelter rate. The rents will targeted at no, low or moderate incomes.
- 19 of the units are two bedroom focused specifically on young (youth under 30) mothers and their infant children, supporting them through their individual plan to independence for them and their children. This will assist in breaking the cycle of poverty for generations to come.
- 20 of the units are one bedroom focused on transitional older women and women currently "over housed" in subsidized family units (many of those in the Victoria boundary).
- 3 units are specifically short term transitional units for emergency housing situations that women and children face. St. Vincent is partnering with the Cridge Center for Families, Burnside Gorge Community Centre, Rock Bay Landing, Pacifica Housing, M'akola Housing, and Victoria Women's Transition Housing (among other); we will provide a much needed addition to the continuum of housing and services for youth, women and children.
- The Society of Saint Vincent de Paul is providing the supports to the women and children in Rosalie's Village from their own funds.

- This project receives no operational subsidy from BC Housing. Every dollar raised by St. Vincent de Paul counts toward the hand up to independence for these women and children.
- Partnerships with downtown service providers will provide "next stage" housing for those women and children currently residing within the City of Victoria boundaries supportive housing. With this continuum of housing, supportive housing units will be made available to the residents of the City of Victoria in most need.
- Many of the residents, especially the older women, will have cycled through various stages of being under-housed or homeless; SSVP will be directly vacating downtown supportive housing units by moving stable single women from this building into Rosalie's Village, which will directly impact chronic homelessness in the City of Victoria.

In addition, Rosalie's will offer support to its tenants, who have been struggling to access market housing or low-income housing without any supports. Some of the supports include a Social Concern office, where they can get access to food and clothing, counseling and referral services, education and job training; and a daycare with priority given to women with children at Rosalie's. Although Rosalie's Village will reside outside of the municipal boundaries of Victoria, the positive impact on Victoria's residents at risk of homelessness will be significant.

The Society of Saint Vincent de Paul (SSVP) is a registered charity whose mission is to serve those in need with love, respect, justice and joy. SSVP has a strong social presence in the Capital Regional District, including supportive housing in downtown Victoria, seniors housing in Saanich, housing for young singles in Sooke, Social Concern Offices in Victoria and Sooke, 6 thrift stores in various municipalities, main office in Saanich, and an Ozanam Program in Saanich. Rosalie's Village is the next step in the continuum of housing already offered by the Society, which will focus on moving women with children, and older women, who are at risk of homelessness, into Rosalie's Village to gain some support and stability. For women with children, it is the goal to support them while they get on their feet and eventually move toward market housing. For older women, they may move to market housing or when they reach the age to qualify for seniors housing, SSVP will work with them to transition to seniors housing, such as at St. Andrew's.

The Rosalie's Village development team is made up of SSVP Executive Director and key staff (such as the current housing manager), Joe Newell Architect Inc, Kinetic Construction, and M'akola Development Services, who provide development consulting services.

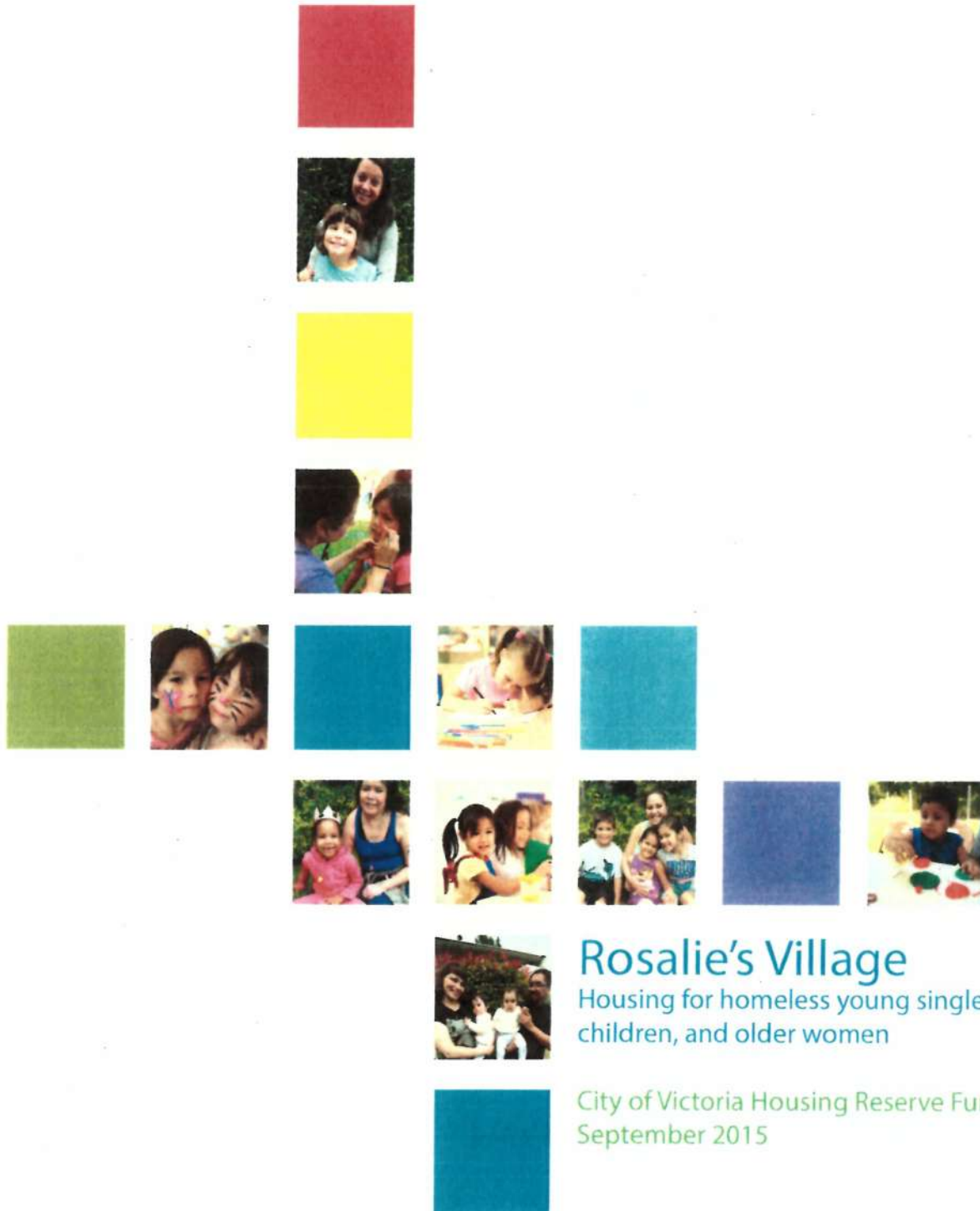
The total project cost will be approximately \$14 million, with over \$7.9 million offset by equity contributions from BC Housing, District of Saanich, CMHC, CRD Regional Housing Trust, Homeless Partnering Strategy, and society fundraising. The Society has committed \$1.2 million through fundraising and land contribution (\$1.27 million). There is still a gap of nearly \$500,000 in the capital budget, and Victoria Housing Fund would make a serious impact on that gap still remaining in capital fundraising. This is the reason we are asking for the City of Victoria's support by providing a full housing fund commitment of \$10,000 per door for a total of \$420,000.

If you have any questions, please contact Kaela Schramm, Director of Projects and Planning, at MDS (778) 677-8843, who is coordinating the Rosalie's Village Development Team.

Yours Truly,



Angela Hudson
Executive Director
Society of Saint Vincent de Paul of Vancouver Island



Rosalie's Village

Housing for homeless young single mothers and children, and older women

City of Victoria Housing Reserve Fund Application
September 2015

Prepared by:



The Society of
Saint Vincent de Paul
Vancouver Island

With:



MAKOLA
DEVELOPMENT
SERVICES

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Contact Information

Society of Saint Vincent de Paul Vancouver Island

Name of Society:	Society of Saint Vincent de Paul of Vancouver Island
Contact Person/Position:	Angela Hudson, Executive Director
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Date of Incorporation:	October 5, 1953
Canada Revenue Agency Charity #	11920 4295 RP 0001

Application Date September 28, 2015

Applicant Signature



Project Summary: Rosalie's Village

Overview

Rosalie's Village is a housing project for homeless young women and children, and older women in need of affordable housing. Inspired by the saying, "It takes a village to raise a child" the concept of this project is to provide housing, as well as access to the many services the CRD offers, for vulnerable women and children. The vision is two-fold: to make available safe, affordable housing for young mothers with small children on their journey to independence and the transition into market rental housing; to offer a home to older women coming out of various homeless/at risk situations until they qualify for appropriate seniors housing. Rosalie's will have 42 units of housing, a daycare, social concern office and other supports.

Project Team

Development Consultant

M'akola Development Services

Contact: Kaela Schramm, Director of Projects and Planning

2009 Fernwood Road, Victoria V8T 2Y8

Office: (250) 590-0204 ext. 106

Cell: (778) 677-8843

Fax: (250) 384-1463

Architect

Joe Newell Architect Inc.

Contact: Margaret Newell, Architect

612 Yates Street, Victoria, B.C.

Office: (250) 382-4240

Fax: (250) 382-5733



Figure 1
Rosalie's Village cross section
(Joe Newell Architect Inc.)

Type of Housing and Type of Units

Rosalie's Village is a housing project for homeless women and children, and older women in need of affordable housing. Inspired by the saying, "It takes a village to raise a child" the concept of this project is to provide housing, as well as access to the many services the CRD offers, for vulnerable women and children. The vision is two-fold: to make available safe, affordable housing for young mothers with small children on their journey to independence and the transition into market rental housing; to offer a home to older women coming out of various homeless/at risk situations until they qualify for appropriate seniors housing.

In addition to affordable housing units, Rosalie's will have a daycare, social concern office and other supports. There will be a total of 3 buildings: one 4-story apartment building, and two 4-unit townhouse blocks. The 34-unit apartment building will have a mix of 1 and 2-bedroom apartments. This building will also have a daycare centre, social concern office, and community kitchen. The two townhouse buildings will each have four 2-bedroom townhouses. The apartment and townhouse unit count and sizes are in Figure 2.

See Appendix A for Rosalie's Rendering, Site Plan, and Floor Plans.

Figure 2
Rosalie's Village Unit Types

Unit Type	Avg. Square Footage	Total
1-Bedroom Apartment	552 sq. ft.	23
2-Bedroom Apartment	839 sq. ft.	11
2-Bedroom Townhouse	1037 sq. ft.	8
Total		42

Target Population and Income

The target population is young single mothers and children who are homeless or at risk of homelessness, and older women referred from transition houses or subsidized family housing, whose children have reached adulthood. There will also be three dedicated emergency shelter units (two 1-bedroom and one 2-bedroom) for women and children fleeing unsafe or inadequate situations. :

Single Mothers with Young Children

There will be 18 two-bedroom units for single mothers with young child(ren) who are homeless or at risk of homelessness. They will be provided the much needed combination of housing and supports at Rosalie's Village. Daycare will be at zero-cost to the family, meaning mothers can focus on their education, career and becoming self-sufficient.

Older Women

Twenty 1-bedroom units will be geared to older women and will be filled upon referral from transition houses or subsidized family housing (see letter of support from Pacifica and M'akola Housing) when their children have reached adulthood. The

women will live in the units until they have reached the age where they would be eligible for seniors housing. It is anticipated that the older women in the complex will transition into the adjoining seniors' residences (Millennium and Memorial Manor), also operated by SSVP.

Single Mothers Needing Emergency Support

The three transitional units will provide emergency support to single mother led families. These transitional units are comprised of two 1-bedroom units and one 2-bedroom unit.

Housemother

The housemother unit will be a one-bedroom units located on the second floor, adjacent to the three transitional family units. The housemother will provide live-in supports to the family units (located on floors 1 and 2), with a specific focus on the emergency transitional units.

Target Tenant	1-Bedroom	2-Bedroom (Apartments & Townhouses)
Single Mothers with Children		18
Older Women	20	
Housemother	1	
Emergency shelter	2	1

Figure 3
Target Tenants and Unit Types

All of the housing units will be rented at less than market rents, many at a level well below the affordable rents as set out in the most recently published Canada Mortgage and Housing Corporation's criteria. They are also well below the market rent valuation found by a third-party appraiser. These units will be rented at higher than shelter rate but substantially less than market rent. At Rosalie's rents will vary depending on the situation, but on average: an emergency shelter unit will be \$570 per month, 1-bedroom apartment will be \$780 per month, 2-bedroom apartment will be \$978, and 2-bedroom townhouse will be \$1,050 per month (Figure 4).

Assuming rent is 30% of income, the income thresholds for these units will be \$31,200 for a 1 bedroom, \$39,120 for a 2-bedroom apartment, and \$42,000 for a 2-bedroom townhouse. These are well below the low income HILs for Victoria, which are \$34,500 for a 1-bedroom apartment, and \$43,000 for a 2-bedroom (Figure 5).

It is important to note in this section, the additional impact this project will have on overall monthly tenant expenses, which goes far beyond the affordable rents shown here. Free daycare will be provided to the tenants' children. Market rate childcare can be a huge expense (around \$900 - \$1,000 per month prior to any government subsidy), especially for single parent households. In addition, tenants will have the option of signing up for a SSVP volunteer family, who will sponsor items like diapers and bottles for families with infants and/or toddlers, or rides to medical appointments. The exact

financial value of these contributions is hard to establish, however, the impact on the average monthly costs for tenants of Rosalie's Village will immense.

All tenants will also receive vouchers for the Society's thrift store for move-in start up costs, all rooms will be fully furnished, and access to counselling, job training and other support services will be available on site at the Social Concern Office (see more information in the services section).

Figure 4
Rosalie's Village Rent
Comparison

Unit Type	Rosalie's Village Average Rent	Market Rent (CMHC Victoria April 2015)	Market Valuation (Colliers Int'l 2014)
Shelter	\$375/month (single) \$570/month (family)		
1-Bedroom Apartment	\$780/month	\$855/month	\$975-\$1050/month
2-Bedroom Apartment	\$987/month	\$1,107/month	\$1,300-\$1,450/ month
2-Bedroom Townhouse	\$1050/month	\$1,107/month	\$1,650-\$1,750/ month

Figure 5
Low and Moderate Income
Comparison

Unit Type	Rosalie's Tenant Income to be Considered Affordable	Low Income HILs (Victoria 2014)	Victoria CMA median
Shelter	n/a	Income Assistance	n/a
1-Bedroom Apartment	\$31,200/year	\$34,500/year	\$84,500
2-Bedroom Apartment	\$39,120/year	\$43,000/year	\$84,500
2-Bedroom Townhouse	\$42,000/year	\$43,000/year	\$84,500

Services Provided

There will be several services and amenities for tenants and the community at Rosalie's Village, including a Social Concern Office, and Mary's Place Daycare. The resident support workers and/or the House Mother will work with each tenant, on intake, to map out a plan to independence. This will be a case managed agreement between the Society and the tenant. One of the most important areas is that the tenants work through the plan themselves with the assistance of our staff. Placement and the transition to seniors housing for the older women will also be done with the assistance of the resident support workers.

Single Women Supports

The project target tenant population of single women with no children (1 bedroom units) will be a similar population to the 21 women the Society currently supports through the St. Vincent de Paul Centre housing located on Yates Street. Other tenants may be low income working women who were living in supportive/subsidized family housing and whose children have grown and are facing the need to vacate a family unit.

These tenants would be considered "second stage housing" tenants, those that have a history of been in recovery (from mental health and/or addictions) or in fact, may have no other challenges other than being homeless or at risk of homelessness.

The Society already runs a very successful women's day program out of our downtown Social Concern office. There is a qualified clinical counselor as well as other professional who donate their time to assist women in need. This program will be extended to Rosalie's Village and will be available to all women and youth within the building as well as the community.

When applications to fill the one bedroom units are reviewed priority will be given to those women who will be able to assist in mentoring the young mothers and providing a community of support to one another. It will be a term tenancy agreement, whereby the tenant will seek seniors housing when they become eligible for seniors housing. Placement and the transition to seniors housing will be done with the assistance of the resident support workers and the home visitors. This provides a natural "flow though" of the one bedroom units.

Young Mothers with Infant Child(ren)

The supports for this population will also be provided by the current staff of resident support workers, Housing Manager, Social Concern Manager and the 110 volunteer home visitors the Society currently has working in the community of at risk families in the CRD. The resident support workers will work with each tenant, on intake, to map out a plan to independence. This will be a program agreement between the Society and the tenant. It may be a plan to attend high school and graduate from grade 12 or go to college for a career, or it may be to get a more entry level job and work their way up and/or reconnect with family. One of the most important areas is that the tenants work through the plan themselves with the assistance of our staff and volunteers.

Programs and supports the Society currently provides throughout the CRD through the Social Concern program and the home visitors are: work training programs, women's day programs, life skills training, work readiness, personal boundaries workshops, anger management workshops, an income tax program, emergency financial relief

through payment of utility bills, transportation to medical appointments, bus passes etc. food and food vouchers, clothing and furniture free of cost to those in need. All of the foregoing services are already funded by the Society through donations and sale of goods at the six Victoria area thrift stores. A home visit manual, which gives an overview of the types of services that our home visitors provide, is available upon request. The Society began serving the at risk and homeless population in Victoria in 1916 through the home visit program. The depth of knowledge and expertise of the Society in this area is well known in the community. Financially the Society has a long history of being able to fund and support this population with programs to independence and self-sufficiency.

Tenant Support for Legacy Units

The at risk of homelessness or homeless mothers and children will be referred by M'akola Housing and Pacifica Housing (and other situations that may arise). It is expected that this tenant population will need emergency housing and the assistance of staff and home visitors in order to transition into longer term permanent housing. Each situation will be unique and the tenant plan will need to be tailored to each individual case.

The tenant will be required to pay shelter rate to stay in the unit and participate in weekly visits with either the support workers or the home visitors with the goal to ready the tenant for long term housing. There will be no set time the tenant can stay in these units, other than to know they are short term and are there to assist women and children through an emergency/transition. As soon as the mother is ready they will be priority placed based on their needs into Rosalie's Village, M'akola Housing or Pacifica Housing.

It is recognized by the Society that many of these mothers do not have the life skills, financial security, household goods etc. to be successful in permanent housing. To this end, the Society recognizes that providing supports to the tenants is a necessary part of Rosalie's Village.

Workshops and programs that are currently being offered by the Society through the Social Concern program are:

- cooking
- household maintenance and cleaning
- budgeting
- personal boundaries workshop
- anger management
- job readiness and work training
- resume writing
- referrals to existing parenting programs/legal aid/single family resource society etc.
- personal advocacy in relation to addressing issues with government agencies and utility companies
- preparing income tax

All of these programs will be available to the tenants in Rosalie's Village and specifically the Legacy Units. This list is not exhaustive, the Society recognizes that each mother is unique and we may need to adapt a program or workshop to fit her needs in order to support her success to stable, long term housing.

In addition to the programs, the Society has, since 1916 provided emergency clothing, household goods and food to those in need. In recent years, the Society has

participated in paying overdue utility bills, damage deposits and first month's rent for families in need. There is an existing process in place for families for one time assistance in this area. The mothers will be able to access furniture, clothing, household goods etc. in order to set themselves up in their apartments. In addition, they will be able to access help with their damage deposit and the Society members have already committed to supporting the mothers for the first six months through a rent supplement in order to bridge the family to long term housing.

The home visitor will visit the family, after they have been housed, for a period of up to two years (every few months) to ensure that they supported in the transition and are successful.

Mary's Place Daycare

Mary's Place Daycare will be a licensed group daycare facility for 37 infants and preschool aged children. Children living in Rosalie's Village will be given top priority for filling the spaces, with the remaining spaces for referrals of at-risk children from the local community. Having daycare on site allows for the women in Rosalie's Village to have time to focus on bettering their lives for their family (e.g. school, training, and work). Mary's Place daycare costs will be reduced to \$0 for residents of Rosalie's. Assistance paying daycare fees will be available to the broader community as well, and will be provided based on an assessment of income among other criteria set by the Society.

Social Concern Office

The Social Concern Office will provide emergency assistance to tenants and the local community, mainly in the form of food and clothing to people in need, as well as counseling and referral services. This will be a branch of the downtown Victoria Social Concern Office. During July 2015 alone, the last full month of reporting, the Society, through the Social Concern Office, helped 1,741 single individuals in Victoria, 641 children and 238 single parents access food, clothing and household vouchers redeemable at Society thrift stores, and other essential services. More specifically, during this month, the Society helped 118 new single individuals, 38 new children and 24 new single parents. Having an additional Social Concern Office at Rosalie's Village means the number of individuals can reach out to will increase, assuming that many people do not access programs downtown for various reasons (transit and access, hours of operation etc.)

Other Amenities

There will also be a community kitchen and multi-purpose room, which will serve as community space outside of daycare hours. This space will be large enough to hold small gatherings, such as workshops, dinners and community events.

GOALS OF ALL TENANT SUPPORTS

- a) To provide safe, affordable housing for older women coming out of various homeless at risk situations until they transition into appropriate seniors housing.
- b) To provide safe, affordable housing for female youth and young female adults with small children so that the mothers may improve their lives and the children's future by being financial independent and transition to market rent or stable long term housing (depending on individual circumstances).
- c) To work with the young mothers to have specific measurable goals for independence.
- d) To ensure the women and children coming into the Legacy units remain permanently housed and have the appropriate support.
- e) To provide free qualified childcare to tenants in the building so that the mothers may concentrate on the individual goals.
- f) To provide a volunteer mentoring program for the young women incorporating the older women in Rosalie's Village as well as the seniors in St. Andrew's Housing (next door) and the Society home visitors (volunteers) in their program managed supports.
- g) To provide natural flow through mechanisms and transition planning for women who do not meet their goals in their plan to independence but are more suitable for long term subsidized housing situations.

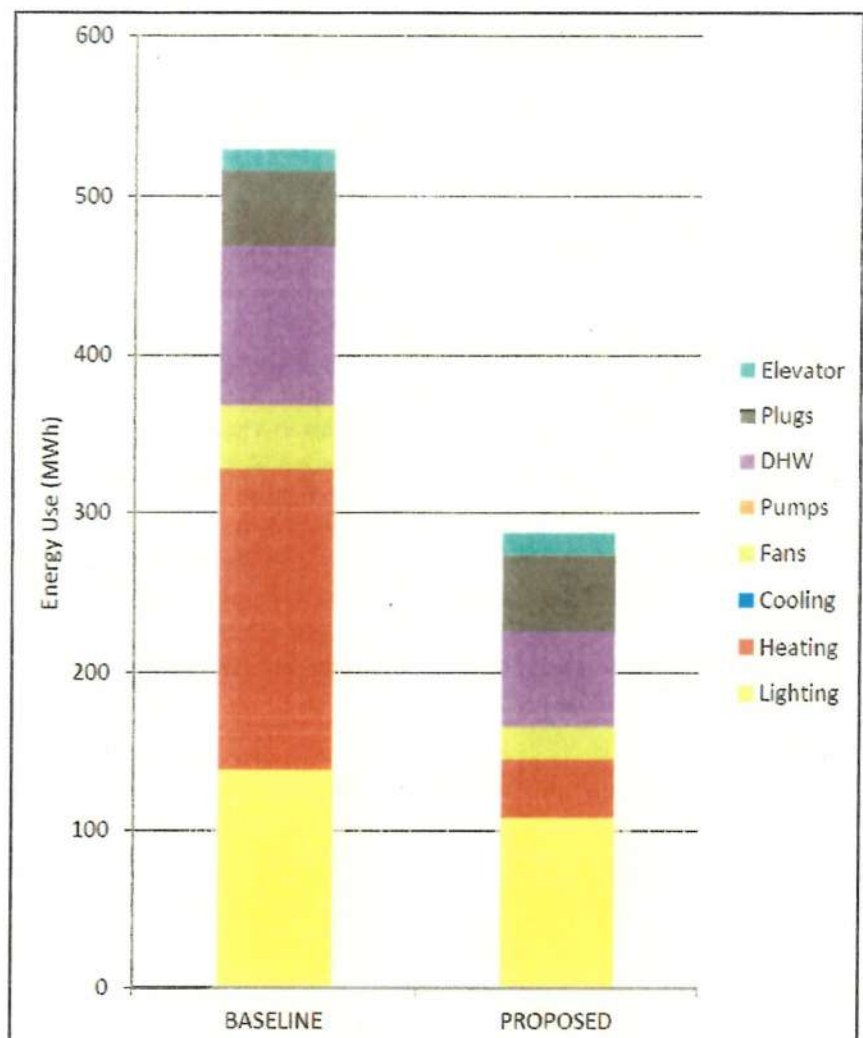
Sustainability Features

The entire project will be built to BUILT GREEN Gold standard, with the goal of reducing the impact the building, and the construction of the building, has on the environment. This is a voluntary program where a third-party verifies the use of technologies, practices and products that will:

- Provide greater energy efficiency and reduce pollution and waste
- Provide healthier indoor air
- Reduce water usage
- Preserve natural resources
- Improve durability and reduce maintenance

Rosalie's Village underwent an energy modelling analysis by AME Group in preparation for BuiltGreen HD Gold certification in February 2015 (Appendix B). The model was developed based on preliminary architectural, lighting, and mechanical design. The proposed design was evaluated to have a 46% energy savings, which is above the 40% energy savings target for BUILT GREEN Gold (Figure 6).

Figure 6
Annual energy costs for both the proposed design and the MNECB 1997 baseline



Schedule and Target Completion

The Society of Saint Vincent de Paul has been working on Mary's Place, and Rosalie's Village, for a number of years, showing significant commitment to this project. We have completed the following work so far:

- ✓ Designed by Joe Newell Architect Ltd.
- ✓ All sub-consultants procured
- ✓ Development consultant procured (M'akola Development Services)
- ✓ Contractor procured (Kinetic)
- ✓ Construction Drawings (Architectural, Civil, Mechanical, Electrical, Geotechnical, Landscape, Structural)
- ✓ Development Permit obtained (September 2014)
- ✓ Applied for subdivision (legally registered the subdivision on April 1, 2015)
- ✓ Building Permit obtained (August 6, 2015)
- ✓ Construction Start (August 17, 2015)

The schedule through construction and occupation is:

- ✓ Develop management/operations/tenant support procedures (February 2016)
- ✓ Tenant selection process (July 2016)
- ✓ Tenant move-in notifications (August 2016)
- ✓ Construction Complete (September 2016)
- ✓ Mortgage issuance/Tenant move-in/Full operations (September-October 2016)

Refer to Appendix C for full construction schedule.

Addressing Housing Fund Objectives

Rosalie's Village addresses the two core objective of the City of Victoria's Housing Fund by creating affordable rental housing for low and moderate income individuals, and by supporting community diversity and infrastructure. In particular the project will serve at risk low and moderate income single women with dependent children, as well as, older women whose families have aged out of family housing and who do not yet qualify for seniors subsidized housing.

Objective: Supporting Community Diversity and Infrastructure for no, low or moderate incomes

The project will contribute significantly to community infrastructure through the creation of a daycare, a Social Concern Office, a community kitchen and other amenities. Mary's Place daycare will provide childcare for up to 37 children from Rosalie's Village, and at-risk children in the surrounding area. The Social Concern Office, a branch of the downtown Victoria office, will help community members access food, clothing and household vouchers redeemable at Society thrift stores. The multi-purpose room, children's outdoor play area and community kitchen, will all be open to both tenants and the community outside of daycare hours.

This project will also enhance the existing diversity of the surrounding community. Rosalie's Village will welcome children, mothers, and older women of low-income. As

well, the new units will join the existing community of seniors living in the adjacent SSVP seniors housing at St. Andrews, and individuals accessing SSVP's Ozanam Program for adults with disabilities.

Objective: Development of Affordable Rental Housing

In addition to the main objectives of the Housing Fund, this project also addresses Victoria City Council's key priority of addressing chronic homelessness by strategically targeting specific gaps in the housing continuum. Although Rosalie's Village will reside outside of the municipal boundaries of Victoria, the positive impact on Victoria's residents at risk of homelessness will be significant.

All of the units will have rents less than market, on average about 11% less. Many will be at a level well below the affordable rents as set out in the most recently published Canada Mortgage and Housing Corporation's criteria. They are also well below the valuation found by a third-party appraisal (see Target Population and Income section).

Ability to address chronic homelessness

Rosalie's Village will directly impact chronic homelessness in a variety of ways.

1. **Emergency shelter units:** Three units will be rented at maximum shelter for 1 and 2 bedroom units. This will directly impact mothers and children who are unsafely housed, or homeless and unable to access units at Rock Bay Landing due to unsuitability of those units for women and children. These units will take some of the burden off of the Victoria Women's Transition House and the Sandy Merriman House.
2. **Family Units:** The 2-bedroom units in this development are geared to young women (youth) and their children, who are directly at-risk or have been homeless due to the high monthly costs of childcare on top of rent. This project diversifies housing options available for young mothers outside of Victoria proper, where available youth housing (Threshold Housing Society) does not offer options for women with children. In addition, as mentioned above, these units takes the pressure off of the Women's Transition House and Sandy Merriman House in the City of Victoria, who serve homeless and homeless at risk women.
3. **Single Units:** The units serving older women will also directly impact chronic homelessness in the City of Victoria. These units will serve as much needed flow-through units for homeless mothers who children have grown and moved out, meaning they no longer qualify for subsidized family housing. Saint Vincent de Paul will also directly flow individuals living in their downtown Victoria building, once they have achieved stability, in order to free up those units to house chronically homeless currently living in Victoria proper.

Planning & Policy

Rosalie's Village will help to meet the goals set out by the Capital Regional District, the City of Victoria, and District of Saanich in many ways, which are listed below. In addition, it is recognized that the region is quite cohesive, with people moving to and from the various cities and districts in the region, and while Rosalie's Village is located in the District of Saanich, it will receive tenants and clients from the surrounding area, including the City of Victoria.

Regional

Rosalie's Village was identified in 2012 to be on the Priority Housing Project List (PHPL), which is a list of housing projects that are a priority for the Greater Victoria Coalition to End Homelessness. It was identified for its goals of providing safe, affordable housing for older women coming out of various homeless at risk situations, and for female youth and adults with small children. Refer to Appendix F for Greater Victoria Coalition to End Homelessness Project Overview.

District of Saanich

Within the District of Saanich, Royal Oak is identified as a "major centre", with the intention to meet a broad range of community and regional commercial and service needs. Major Centres are served by two or more bus routes, provide a range of multiple family housing options, and accommodate institutional uses such as a community centre or library. Rosalie's Village fits within this vision, and will add to the area's vibrancy, and diversity.

Rosalie's Village complies with District of Saanich zoning, given that a site specific zone was created in 2012, "MFI-RV (Multi-family Institutional Rosalie's Village)." The District has been a part of getting this vision and project off the ground, and will be an integral part of the neighbourhood. Refer to Appendix G for District of Saanich Zoning Section MFI-RV.


City of Victoria

The City of Victoria's Official Community Plan identifies two key goals for housing and homelessness:

- Goal 13(A) All residents have access to appropriate, secure, affordable housing
- Goal 13 (B) A wide range of housing types, tenures and prices gives residents choices.


There is pressure on Victoria's outward expansion, therefore focus is made on building up neighbourhoods with greater density to accommodate the region's population growth. It is necessary to grow using compact built environments, mainly apartment buildings and attached ground-oriented housing, around the Urban Core, Town Centres and Urban Villages and in close proximity to transit. *Rosalie's Village will help to alleviate this by having a mixed-use, medium density development, in close proximity to transit options.*

Victoria's high cost of housing, combined with unstable or inadequate income and life circumstances has resulted in some people and households becoming homeless or at-risk-of homelessness. The OCP cited the 2007 Homeless Needs Survey, which estimated approximately 1,250 people who were homeless or unstably housed throughout the Capital Region, which is likely to be an under-reporting. In addition



greater victoria
coalition to end
homelessness
hope has found a home

priority housing project list



ROSALIE'S VILLAGE, Saanich BC

Rosalie's Village will be a 42-unit housing project for homeless or at-risk of homelessness female youth with children and older women. It will have an infant/toddler day care facility, named Mary's Place, able to care for 37 children with priority being given to children of tenants residing in the building.

In addition to the residential and day-care facilities, there will also be a satellite Social Concern Office branching off from the main office, located in View Street in downtown Victoria. This office would serve to provide a booking space for supports as required by the tenants of the building as well as by the Society's resident support worker and the Woman's Day Program.


Goals of this development:

- Provide safe, affordable housing for older women coming out of various homeless at risk situations
- Provide safe, affordable housing for female youth and young female adults with small children so that the mother may improve their lives and the children's future by being financially independent and transition to market rents.
- Work with the young mothers to have specific measurable goals for independence
- Provide free qualified childcare to tenants in the building so that the mothers may concentrate on their individual goals
- Provide a volunteer mentoring program for the young women incorporating the older women in Rosalie's Village as well as the seniors in St. Andrew's Housing and the Society home visitors in their case managed supports
- Provide a natural flow through mechanisms and transition planning for women who do not meet their goals in their plan to independence but are more suitable for long-term subsidized housing situations

Admitted to the PHPL: July 2012
Proponent: Society of St. Vincent de Paul, Vancouver Island.
Number of Units: 41 (20-one bedroom, 20-two bedroom, one shelter)
Rent: \$550/month - \$825/month
Gross Budget: Approximately \$12.5 million

Development Team:

- Society of St. Vincent de Paul, Victoria
- Makola Development Society
- Joe Newell Architects



About the Priority Housing Project List

The Priority Housing Project List (PHPL) contains housing projects that act as priorities for the Greater Victoria Coalition to End Homelessness. As of August 2014, the PHPL contained approximately 186 supportive and 108 affordable housing units and 90 rental supplements. For more information: www.victoriahomelessness.ca

Figure 7
Greater Victoria Coalition to End
Homelessness Priority Housing
Project Information

to those who are living on the street or in emergency shelters, there are also many households living in insecure or inadequate housing, or who are spending more than 30 percent of their income on housing, particularly lone-parent families. This need for non-market rental housing exceeds supply in Victoria. *Rosalie's Village will help address the demand for non-market rentals for single-parents, and older women in need of affordable housing, who may not qualify for seniors subsidized housing.*

The City of Victoria encourages a range of different types of housing and support services across the city, to meet the needs of residents at different life stages and

circumstances, and to facilitate aging in place. *Rosalie's Village works to directly meet these goals by creating housing that is appropriate for the specific needs of families, single mothers and older women, affordable to moderate and low income households, and those in need of emergency transitional shelter. This project adds a unique and much needed housing type to the market, addressing a significant gap in the housing spectrum in the Capital Region.*

Development Approvals

All development approvals for Rosalie's Village have been received, including Development Permit (September 2014), Subdivision (April 2015), and Building Permit (August 2015).

Site Plans

See Appendix A for building and site plans.

Figure 8
Rosalie's Village Landscape Plan (See
Appendix A for detailed Site Plans)



Experience and Capacity

The Society of Saint Vincent de Paul of Vancouver Island is one of the longest serving Societies in Victoria – soon to reach its 100th year anniversary of service to vulnerable populations. The Vancouver Island “particular conference” is part of the larger national/international Society of Saint Vincent de Paul, founded in Paris in 1833 by Frederic Ozanam and his friends. Throughout its history, SSVP has always been able to adapt to new needs and has developed programs, either permanent or temporary, to assist families and vulnerable populations.

The Society of Saint Vincent de Paul of Vancouver Island is a registered charity (#11920 4295 RR0001) under the British Columbia Society’s Act, and as such has a defined constitution and bylaws. SSVP is managed by an Executive Director, who is accountable to a Board of Directors (Appendix J)

The SSVP has developed and managed several non-profit housing developments throughout the region, including St. Andrews (Saanich), Saint Vincent de Paul Centre (Victoria), and Hope Centre (Sooke). Additionally, they have a proven track record of using social enterprise to support the long-term viability of their operations.

Housing Experience

Saint Vincent de Paul Centre, 831 Yates Street, Victoria, BC

Saint Vincent de Paul Centre is located in downtown Victoria, and provides 43 low cost, supportive housing units for homeless and homeless at-risk individuals (Figure 9 right). This supported housing continues to operate at full capacity. Fifteen of the 43 units are for Island Health referrals from the CASH (Centralized Access for Supported Housing) system for people struggling with mental health and addiction. The remainder of the suites, are now fill via the BC Housing Registry. All the units are bachelor suites, with a balance between men and women. Staff work hard to make all tenants feel at home, by having regular monthly activities planned such as cooking classes, craft workshops, yoga classes, movie afternoons and luncheons. The goal is to provide a place that is supportive and safe for tenants and staff alike.



Figure 9
Hope Centre in Sooke, and Saint
Vincent de Paul Centre in Victoria



St. Andrew Saanich Memorial Manor, 4353 West Saanich Road, Saanich, BC

In January 2015, SSVP began operating St. Andrew's Housing, a 47 unit senior subsidized housing complex, serving homeless and homeless at-risk individuals, located on the same property as Rosalie's Village. It is anticipated that St. Andrews could fill a niche in the community, where people can age in place, and possibly transition from Rosalie's Village to St. Andrews once they become of seniors age.

Hope Centre, 6750 West Coast Road, Sooke, BC

Hope Centre is a Joint Venture with M'akola Housing Society, which was completed in November 2014 (Figure 9 left). This four-storey development has: 25 units of low income housing for aboriginal and non-aboriginal youth, owned and managed by M'akola, educational/support space (SSVP social concern office) offering supports for building residents, and a SSVP thrift store.

Other Experience

Society of Saint Vincent de Paul a diverse portfolio of services in this city, and has a proven track record of maintaining a high quality of service for its clients. They operate several thrift stores, an adult with disabilities day program, and social concern offices across the Victoria region.

Thrift Stores, six locations across Capital Region

SSVP operates six thrifts stores throughout the region, providing over \$2 million worth of low priced goods to the community annually. The stores' value is two-fold, first to provide the material goods resources to clients and the community, and to make possible the works of the Society that need funding.

Ozanam Program, 4349 West Saanich Road, Saanich, BC

SSVP also runs the Ozanam Program, a day program for adults with disabilities. This program, also on the West Saanich Road site, has been running since 1982, and is funded by the Community Living British Columbia and the Society of Saint Vincent de Paul of Vancouver Island. Through the hard work of our 20 staff members, participants have the opportunity to engage in life experiences in meaningful and challenging ways. The Ozanam Program has been a Commission on Accreditation of Rehabilitation Facilities (CARF) accredited program since 2007, which demonstrates the Society's commitment to excellence in quality, value and service to clients, as well as their experience, knowledge and successful credentials as a service organization.

Social Concern Office, various locations across

Another highly successful program is the Social Concern Office, located in downtown Victoria and Sooke, which provides emergency assistance, mainly in the form of food and clothing to people in need, as well as counselling and referral services. In 2014, the Social Concern Office assisted 23,485 clients, including approximately 4,057 children. The offices also provided \$145,000 worth of merchandise from the thrift store to clients through the Voucher System.

Society Capacity

The Rosalie's Village project is natural next step for Saint Vincent de Paul Vancouver Island as the Society continue to grow housing infrastructure. The team of almost 90 paid staff, and several hundred volunteers, will go a long way to ensure the success of the project. The Resident Support workers and the Housing manager currently employed by the Society have over 12 years of experience housing and supporting this population. Rosalie's Village will rely on the following paid staff:

Key Current Staff

Angela Hudson, Executive Director

Stuart Andrie, Manager of Housing and Property Services

Grant Croswell, Social Concern Office Manager

Key Additional Staff (to be hired as part of the commissioning of this building)

Daycare Manager

Daycare Staff (x3)

Live-in "House Mother"

Refer to Appendix I for detailed SSVP Job Descriptions (Executive Director, Financial Administrator, Housing Program Manager, Resident Support Worker, Property Administrator) and Appendix J Curriculum Vitae (Angela Hudson, Executive Director and Stuart R. Andrie, Housing Program Manager).

Rosalie's Village is similar in size to the Saint Vincent de Paul Centre in downtown Victoria, which, similar to Rosalie's, also includes a Social Concern Office. With over ten years of successful operation of the Centre and Social Concern Office, the model of a combination staff and volunteers will be used in housing the chronic homeless, to assist families, youth and singles at risk of homelessness settle into secure housing at Rosalie's Village.

Most recently, in 2014, SSVP partnered with M'akola Group of Societies to develop Hope Centre, for 21 bachelor and one-bedroom units for youth who are homeless or are at risk of homelessness. This partnership proved very strong, with the project completed on time and under budget. This partnership has continued, with M'akola as development consultants, and once Rosalie's is occupied, will be giving referrals for potential tenants. SSVP also operates a thrift store and Social Concern Office on site, which gives SSVP further presence in Sooke.

Project Financing and Sustainability

Capital Budget

The total project budget for Rosalie's Village is \$14,016,893. The Society of Saint Vincent de Paul has been successful in applying for funding, fundraising, and using equity to cover much of this budget, however, there is still a gap to be filled. The equity to date is in the range of \$7,500,000 from various sources, both internal and external. The Society has put significant fundraising effort towards Rosalie's over the last seven years, and has raised close to \$1.2 million in equity outside of government funding sources. Additionally, they contributed the land cost (\$1.27 million). They have also received funding in various ways through Federal HPS Funding, CMHC Seed Funding, and Regional Housing Trust Fund, as well as the District of Saanich. See the following page for an expanded Capital Budget, detailing all expenditures and equity sources.

St Vincent de Paul Rosalie's Village - Rosalie's Village Project Budget Workbook 1.07 Dated: August 24, 2015 Simplified Capital Budget			
Capital Budget and Grant Calculation	Capital Budget	Capital Budget - Per Unit / SQft	
	Current	Per Unit	Per SQft - Total
Soft Costs (less Land)	2,364,154	56,289	748.73
Hard Costs	9,640,590	229,538	3,053.20
Total Project Cost before Land Contribution	12,004,744	285,827	3,801.94
Land Contribution	1,270,000	30,238	402.21
Total Project Cost	13,274,744	316,065	4,204.15
Contingency	407,149		
Total Project Cost before GST	13,681,893	325,759	4,333.10
GST Self Supply	334,962	7,975	106.08
Total before Contribution	14,016,854	333,735	4,439.18
Total Contributions	(7,519,960)	(179,047)	(2,381.59)
Total before Mortgage	6,496,894	154,688	2,057.59
Mortgage Serviced by Operations	(6,076,895)	(144,688)	(1,924.57)
Net Grant Required / (Surplus)	420,000	10,000	133.02

Operating Budget

The Operating Budget for Rosalie's Village shows a modest surplus after accounting for all operating expenses. This is based on total annual expenses of \$192,025 against forecasted revenues of \$569,584. Revenue projections are based on full-time daycare enrollment fees (government subsidy for Rosalie's tenants and outside daycare users), and residential rents (minus loss contingency). Other costs are based on previous experience with other housing units and has been reviewed and approved by BC Housing's operations department. Property management, administration and support services outside of the house mother will be provided using staff currently employed by SSVP, and increasing some staff hours from part time to full time. Property taxes are exempt (uses on this site have been exempt in years past, including the affordable seniors housing already on site). See the following page for the detailed Operating Budget.

St Vincent de Paul - Rosalie's Village BCH file: 92770/6171		
Rosalie's Village Project Budget Workbook 1.07 Dated: August 24, 2015		
Expanded Capital Budget		
BCH Code	Budget Item Description	Current Working Budget
		Total Current Budget
12100	APPRAISALS/STUDIES	
12105	Appraisal	2,500.00
12110	Market Rent Appraisal	2,500.00
12125	Need and Demand Assessment	1,500.00
12130	Traffic Study	4,000.00
	Total Appraisals/Studies	10,500.00
12150	ACQUISITION AND SERVICING	
12155	Land Value	1,270,000.00
12160	Offsite Service Costs	99,228.00
12165	Environmental Remediation	-
12175	Demolition	-
12180	Mortgage Buy-out	-
	Total Acquisition and Servicing	1,369,228.00
12200	MUNICIPAL FEES	
12201	Municipal Fees	-
12205	Building Permit	85,637.00
12210	Development Cost Charges	172,262.16
12215	Regional Development Cost	-
12220	OCF/Rezoning Appl.	2,150.00
12225	Subdivision Appl.	2,000.00
12230	Mun. Connection Fee - WATER	-
12235	Building Grade	-
12240	Development Permit	5,963.00
	Total Municipal Fees	268,012.16
12250	UTILITY FEES	
12252	Gas Connection Fees	10,000.00
12255	Hydro Connection Fees	10,000.00
12260	Cable Connection Fees	10,000.00
12265	Telephone Connection Fees	10,000.00
	Total Utility Fees	40,000.00
12350	DESIGN CONSULTANTS	
12355	Architect Contract	440,933.00
12356	Arch. Cont. Sub-Consultants	-
12357	Arch. Cont. Fees	-
12358	Arch. Cont. Disb.	40,500.00
12360	Structural	63,800.00
12365	Electrical	55,000.00
12370	Mechanical	79,200.00
12373	Energy Modelling	-
12375	Landscape	34,000.00
12380	Building Envelope	60,500.00
12385	Code Consultant	5,000.00
12390	Civil Consultant	49,500.00
12395	Certified Professional	-
12400	Security Consultant	5,500.00
12405	Acoustic	-
12410	Kitchen Consultant	-
12415	Interior Designer	-
12420	LEED Consultants	-
	Total Design Consultants	833,933.00
12450	CONSULTANTS	
12455	Development Consultant	221,410.00
12456	Dev. Consult. Fees	57,590.00
12457	Development Consult. Disbursements	-
12458	Dev. Consult. Extraordinary Travel	-
12460	Geotechnical	30,000.00
12465	Surveyor	33,000.00
12470	Topographical Surveyor	-
12475	Cost Consultant	20,000.00
12480	Environmental Consultant	5,000.00
12485	Hazardous Materials Consultant	-
12490	Arborist	2,500.00
12500	Service Delivery Consultant	-
12505	Fire Safety Plan	3,500.00
12510	Maintenance & Renewal Plan	-
12515	BC Housing Inspector	20,000.00
12516	BCH Inspector Fees	-
12517	BCH Inspector Disbursements	-
	Total Consultants	393,000.00

12550	MISCELLANEOUS SOFT COST	
12555	Property Taxes pre IAD	-
12560	Utilities pre IAD	2,000.00
12565	Course of Const. Insurance	82,928.00
12570	Professional E&O Insurance	-
12575	Society Org. Costs	130,000.00
12580	Society Legal Fees	35,000.00
12585	BC Housing Legal Fees	19,500.00
12590	BCH Program Sign	-
12595	BCH Recoverable Costs	-
12600	Maintenance Costs	-
12605	Title Fees	2,000.00
12610	Security pre-construction	-
12616	GST - No Rebate	-
12617	GST - Self Supply	335,079.61
	Total Miscellaneous Soft Cost	606,507.61
12650	BORROWING COSTS	
12655	Interest pre IAD	137,117.39
12660	Loan Admin Fee	60,167.27
12665	Mortgage Insurance Fee	3,150.00
12670	Loan Fee	-
	Total Borrowing Costs	200,434.67
12700	CONSTRUCTION	
12705	Construction Contract 1	9,422,245.00
	Construction Contract 1 (savings - Value Engineering)	-
12706	Construction Manager	21,000.00
12707	Project Manager	-
12709	CM Fee	-
12720	General Conditions	-
12730	Construction Contract 3	197,345.00
12740	Construction Contract 4	-
12750	Landscaping	-
12755	Unit appliances	-
12760	Common Laundry/kitchen	-
12765	Commercial Kitchen Appliances	-
12770	On-Site Security	-
12775	Building Warranty	-
	Total Construction	9,640,590.00
12800	BUILDING START-UP/COMMISSIONING	
12805	Project Commissioning	115,000.00
12810	Vacancy Loss	10,000.00
12820	Common Dining/Furnishings	75,000.00
12825	Office Equipment	17,500.00
12830	Maintenance Equipment	15,000.00
12835	Support Serv Equip/Sup	15,000.00
	Total Building Start-up/Commissioning	247,500.00
12850	CONTINGENCIES	
12855	Project Contingency	60,138.00
12856	Construction Contingency	347,011.00
	Total Contingencies	407,149.00
	GROSS BUDGET	14,016,854.43
12900	DEDUCTIONS	
	Lien Holdback	10.0% -
	Deficiency Holdback	10.0% -
	Total Deductions	-
	NET TOTAL PROJECT CAPITAL BUDGET	14,016,854.43
	EQUITY, CONTRIBUTIONS and GRANTS	
12911	Land	1,270,000.00
12922	Federal HPS Funding	400,000.00
12922	Society Equity - Accessibility Fundraising (Ozanam)	-
12922	PRHC Unit Purchase	3,900,000.00
12922	District of Saanich	172,262.00
12922	City of Victoria Housing Fund	420,000.00
12922	Society Fundraising (letter documenting this)	1,137,698.00
12922	CMHC Seed Funding	10,000.00
12922	Regional Housing Trust (\$15kx42)	630,000.00
12923	Development Cost Charge Waiver	-
	Total Equity, Contributions and Grants	7,939,960.00
	MORTGAGE SERVICED BY OPERATIONS	
	Debt to be serviced by proponent	6,076,895
	Total Mortgage Serviced by Operations	6,076,895
	Total Grant Required	(0)

St Vincent de Paul - Rosalie's Village BCH file: 92770/6171
 Rosalie's Village Project Budget Workbook 1.07 Dated: August 24, 2015
Operating Budget & 5 Year Forecast

	Operating Budget - Year 1				5 Year Forecast			
	2016				Year 2	Year 3	Year 4	Year 5
	Annual	Monthly	PUPM	%	2017	2018	2019	2020
Project Revenue								
Residential Rental income	445,176	37,098	883.29	78%	456,305	467,713	479,406	491,391
Less Residential Loss Contingency	(2,192)	(183)	(4.35)	(0)	(2,247)	(2,303)	(2,361)	(2,420)
Net Residential income	442,984	36,915	878.94	78%	454,058	465,410	477,045	488,971
 Commerical Rental Income								
Daycare Revenue (net)	32,000	2,667	63.49	6%	32,800	33,620	34,461	35,322
Renovated Tenant Lease (Ozanam Centre)	38,600	3,217	76.59	7%	39,565	40,554	41,568	42,607
Less Contingency	-	-	-	-	-	-	-	-
Net Commercial income	70,600	5,883	140.08	0	72,365	74,174	76,028	77,929
Program Funding - SVDP	56,000	4,667	111.11	10%	57,400	58,835	60,306	61,814
Other3	-	-	-	0%	-	-	-	-
Total project revenue	569,584	47,465	1,130	100.0%	583,823	598,419	613,379	628,714
Operating expenses								
Property Management (30% of current staffing)	21,075	1,756	41.81	4%	21,601	22,141	22,695	23,262
Administration (7%)	31,009	2,584	61.53	5%	31,009	31,009	31,009	31,009
Resident & Transitional Support Services	36,000	3,000	71.43	6%	36,900	37,823	38,768	39,737
Insurance	12,000	1,000	23.81	2%	12,300	12,608	12,923	13,246
Replacement Reserve PUPM	15,000	1,250	29.76	3%	15,375	15,759	16,153	16,557
Maintenance, Repairs and Janitorial (based on other Society Buildings)	15,120	1,260	30.00	3%	15,498	15,885	16,283	16,690
Professional fees (audit and legal)	4,500	375	8.93	1%	4,613	4,728	4,846	4,967
Sewer & Water (only half of the units are family)	17,500	1,458	34.72	3%	17,938	18,386	18,846	19,317
Waste Removal	9,072	756	18.00	2%	9,299	9,531	9,770	10,014
Hydro / Heating Oil / Gas	10,000	833	19.84	2%	10,250	10,506	10,769	11,038
Cable	750	63	1.49	0%	769	788	808	828
Program Supplies	20,000	1,667	39.68	4%	20,500	21,013	21,538	22,076
GST	-	-	-	0%	-	-	-	-
Property taxes	-	-	-	0%	-	-	-	-
Total operating expenses (excluding debt servicing)	192,025	16,002	381.00	34%	196,051	200,177	204,406	208,741
Earnings before Debt Servicing (Net Operating Income)	377,558	31,463	749.12	66%	387,772	398,242	408,973	419,973
Mortgage Payment	343,235	28,603	681.02	60%	343,235	343,235	343,235	343,235
Net Cash Flow	34,323	2,860	68.10	6%	44,538	55,007	65,738	76,738

Partnerships

The Society is currently working several levels of government, agencies, and local partners to develop and support Rosalie's Village. These organizations include: Pacifica Housing, M'akola Housing Society, M'akola Development Services, The Cridge Centre for the Family, BC Housing, the District of Saanich, the Capital Regional District, Canadian Mortgage and Housing Corporation, and Government of Canada. For letters of support, refer to Appendix K.



Pacifica Housing

Pacifica Housing provides housing outreach, and support services; and supportive, subsidized and market housing. They currently have 170 units of permanent supported housing in Victoria for single adults and couples who have faced homelessness or who are at risk of being homeless due to mental health and/or addictions issues. Pacifica will assist the Society of Saint Vincent de Paul with the referrals of homeless women and children for the three legacy units within Rosalie's Village. They will also provide preferred access to Rosalie's Village tenants for Pacifica units when the tenants are ready for long term housing. SSVP will also extend their life skills and support programs to the families in the legacy units and will continue to assist them in ensuring they will be successful long-term.



M'akola Housing Society and M'akola Development Services

M'akola Development Services is the development consultation for Rosalie's Village. They have been involved in the budgeting, feasibility analysis, funding application process, and gaining development approvals.



M'akola Housing Society, of which MDS is a department within, provides safe, affordable housing for families of Aboriginal ancestry who were in core need of housing in urban centers across British Columbia. M'akola owns or manages over 1600 housing units across BC. M'akola and SSVP have a long-standing relationship, and currently own and operate Hope Centre in Sooke, BC, a mixed-use building with non-profit commercial space, and housing for homeless and homeless-at-risk youth populations. M'akola will provide referrals of homeless women and children to Rosalie's Village, helping to get them into appropriate housing and with support they may need.



The Cridge Centre for the Family

The Cridge Centre for the Family provides support, counselling, education and training; facilities for those with special needs; and housing, residential and institutional care. They have been providing low rent housing and daycare for vulnerable families for over 30 years – a combination they have found is in high need, and is vital to keeping families together. They will be working closely with SSVP and will be providing referrals for the daycare and housing spaces, which will be mutually beneficial to both organizations. This will shorten the Cridge's wait list, increasing the likelihood that children on their wait list will gain access to their programs and services within a reasonable time. Simultaneously, the partnership will support the long-term viability (10 years +) of Mary's Place by providing daycare referrals.



Greater Victoria Coalition to End Homelessness Society

The Greater Victoria Coalition to End Homelessness Society (Coalition) is a partnership of all levels of government, service providers, business members, the faith community, post-secondary institutions and private citizens dedicated to ending homelessness in Greater Victoria. The Coalition currently has six initiatives on the Coalition's

Priority Housing Project List (PHPL), a list that they have identified as priorities in our community to end homelessness. Rosalie's Village was named a project of priority in 2012. They also named Hope Centre a project priority, which brought several levels of Government together in collaboration for funding; with funding from the Province of British Columbia, the Capital Regional District and the Government of Canada.

District of Saanich

The District of Saanich has been a key supporter of Rosalie's Village throughout development. Council has been supporting the project by fast tracking approvals, parking and servicing variances, and annual tax exemptions. They have also given \$172,000 from their Affordable Housing Fund.



Capital Regional District

The CRD has supported Rosalie's Village through the Housing Trust Fund, a key implementation initiative of the Regional Housing Affordability Strategy, which provides capital grants for the acquisition, development and retention of housing that is affordable to households with low or moderate incomes in the region. Through the Regional Housing Trust Fund, they gave \$15,000 per unit of affordable housing (42 units) at Rosalie's, for a total of \$630,000.



Making a difference...together

Government of Canada

The Homelessness Partnering Strategy (HPS) provides direct funding to communities across Canada to support their efforts in addressing local needs and specific homelessness priorities. Through HPS, Rosalie's Village received \$400,000 in funding to put towards 3 legacy transitional units for emergency referrals from Pacifica Housing and M'akola Housing for intake of homeless mothers and children.



BC Housing

BC Housing's role is to assist British Columbians in greatest need of affordable housing by providing options along the housing continuum. They partner with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. BC Housing is a key supporter of Rosalie's Village, and SSVP's other housing projects. For Rosalie's Village, they provided Project Development Funding, and will be providing construction financing. They will also purchase 18 units through the Provincial Rental Housing Corporation for \$3.9 million.



Canada Mortgage and Housing Corporation (CMHC)

CMHC's goal is to help Canadians meet their housing needs. They contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. CMHC assisted in the development of Rosalie's through a \$10,000 Seed Funding Grant, which provided financial assistance to cover some of the soft costs incurred in the proposal and development stages of the project



Appendix



Looking North-East Towards Proposed Development

ROSALIE'S VILLAGE LANDSCAPE PLANS



Symbol Key

- | | |
|---|-------------------------------|
|  | door type |
|  | window type |
|  | architectural style |
|  | material |
|  | room |
|  | total number of all houses |
|  | actual number of all houses |
|  | division number of all houses |
|  | structural position |

GENERAL NOTE

- 1. **Simple attention** is in the face of **small attention needs**.
- 2. **Extensive attention** is in the face of **diverting jobs to attention needs**.
- 3. **Insidious stressors** are **stressors that are not consciously perceived** and **take place in the background**. When a small, slow, or not stressor with **insidious** is **accumulated** it **can be reached the severe stress** of the wall, flow **as a result** is **insidious**. This is typical for **all people**.
- 4. **PE disorders** are **non-internal**. **Still** include **self-fulfilling** **maintains**. **EE disorders** **comb** **opress**.
- 5. **Preceding** **is patient** of the **PE** **attending**. **Preceding** **is** **attending** **attending** **is** **the** **EE**.
- 6. **Fully** **includes** **all** **high** **learning** **and** **reac**

2. PROVIDER		NA
1	Arkansas State School	387
PROVIDER FOR		1
	Revenue PPS schedule	200
	Building Permit Submissions	200
	Ordinances	200
	Communications	200

¹⁷ For a full discussion, see the preceding section. The authors are grateful to the referees for their comments on this paper.

ISSUED FOR:
Construction

Joe Newell 

632 Yates Street, Victoria, BC V8W 1
p. 250.582.4300, f. 250.582.5733

PROJECT No. 10
 4348 West Spanish Road, Victoria, B.C.
Russello's Village
 Affordable Supportive Housing
 for the Society of Saint Vincent de Paul

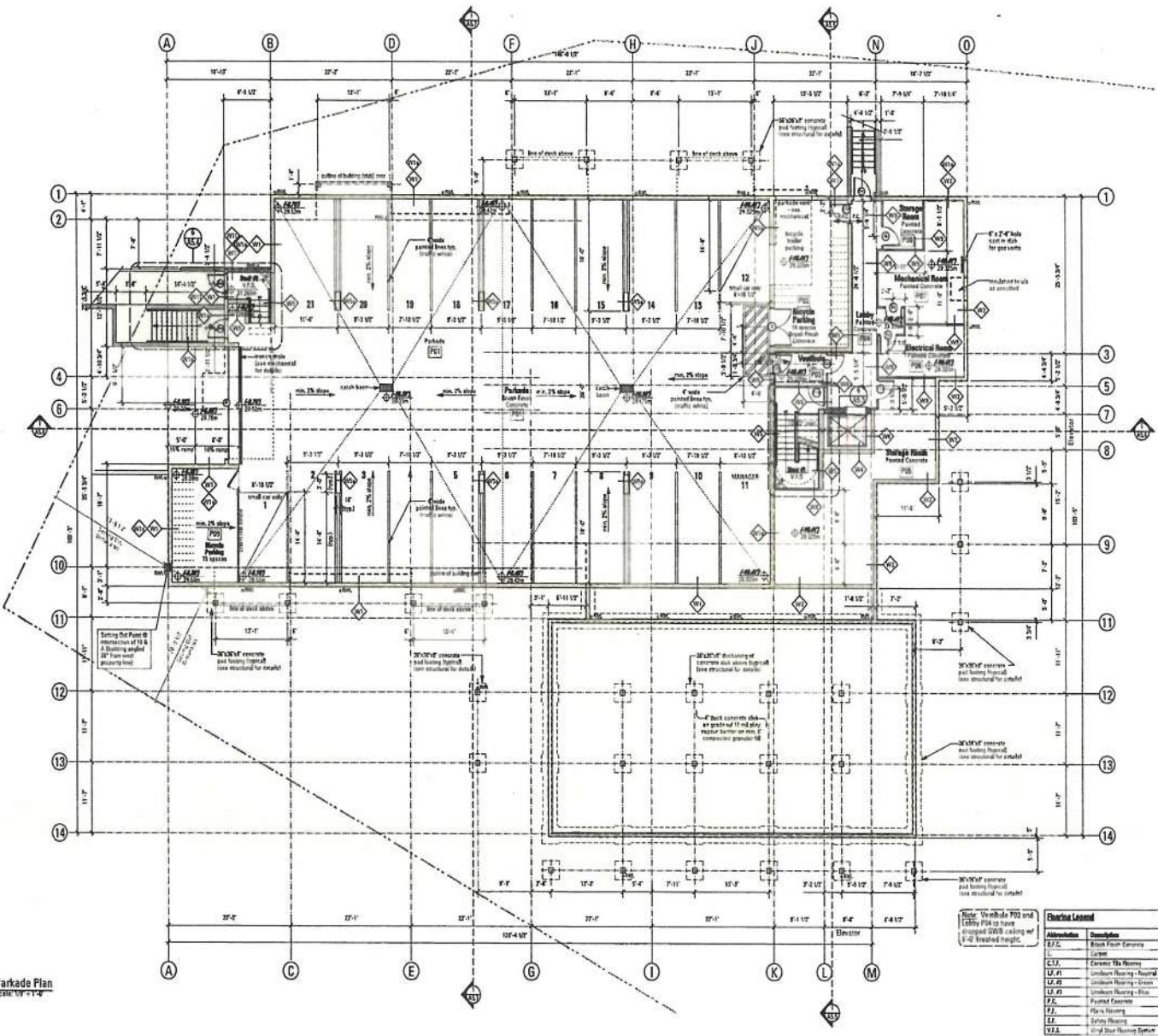
Site Plan

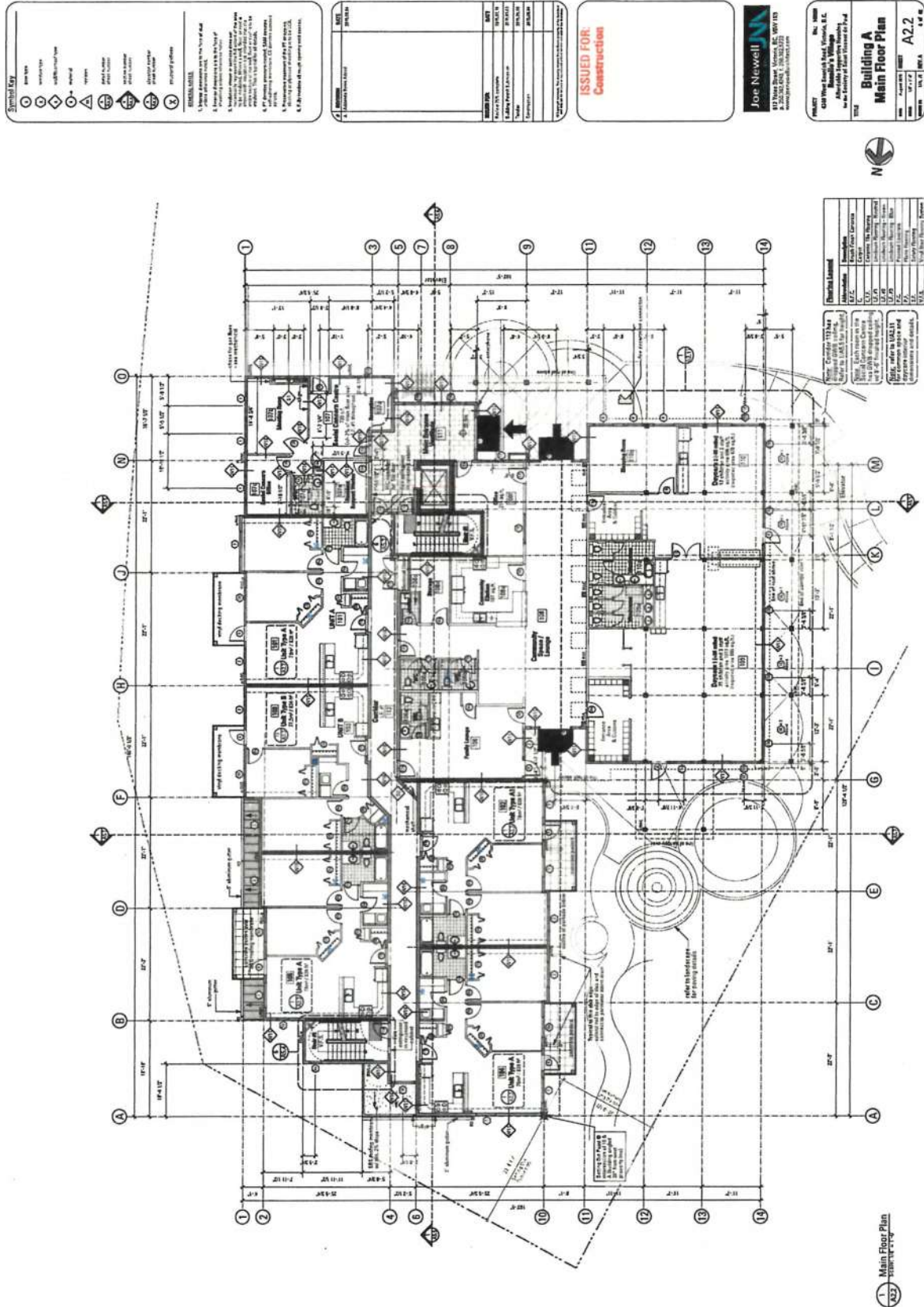
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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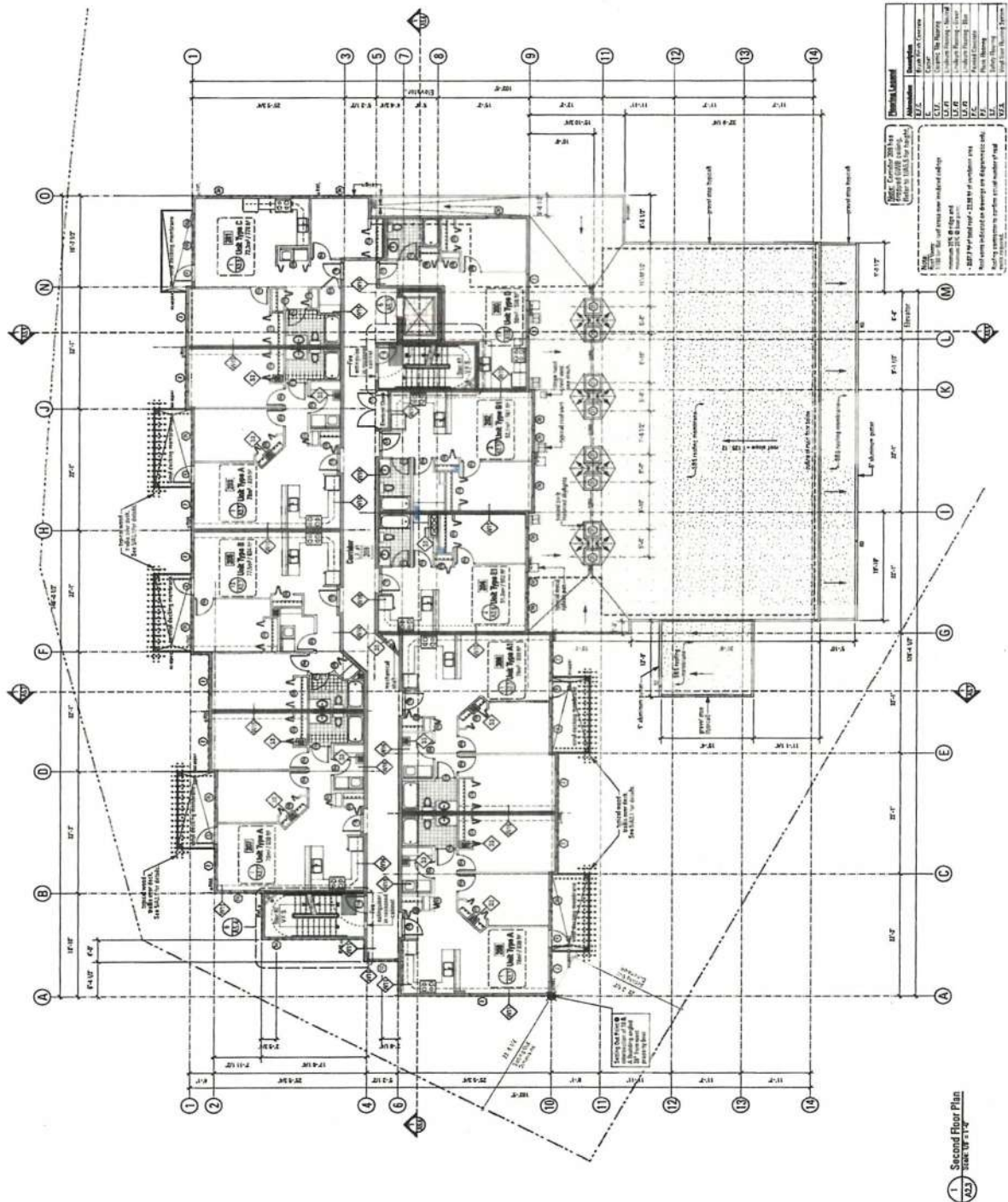
A1.2

Hides for New Electrical Circuit of Common Control

- * Enclose existing wiring in conduit to create opening for 2" wide double doors.
- * Limit conduit to be as short as practical. Detail is shown drawing A2.
- * Double door to be 24" high x 7" wide as pump station control closet.
- * Door hardware to be as per Specification Section 0471-00 doors 2 x 24
- * Hardware 44555 - same as pump station control closet.
- * New 44555 FIBR will be inside 2" door shell in existing storage space.
- * New wall construction 2 x 4 wall with 2" FIBR over a 2" rigid insulation & stud both ends.





[illegible]

1 Third Floor Plan
A2.4 Scale 1/8" = 1'-0"

Note: Corridor 312 has dropped GVB calling. Refer to N42.5 for height.

Abbreviation	Description
R.F.C.	Brush Finish Concrete
C	Carpet
C.T.F.	Concrete Tile Flooring
L.F.#1	Carpeted Flooring - Neutral
L.F.#2	Carpeted Flooring - Green
L.F.#3	Carpeted Flooring - Blue
P.F.	Painted Concrete
P.F.	Plank Flooring
R.F.	Rubbed Flooring
V.F.#	Wood Veneer Flooring - Various

Symbol Key	
	door type
	entrance type
	single floor/level type
	stairs
	entrance
	driv. number entr. number
	driv. number entr. number
	driv. number entr. number
	entrance in other driv. number
	general guidance

[illegible]

ISSUED FOR:
Construction

Joe Newell 
 813 Yates Street, Victoria, BC, V8W 1K3
 p. 250.367.4240, f. 250.367.5723
www.joeandjaneashland.com

PROJECT		NO: 10000	
60 West Saanich Road, Victoria, B.C. Bonnie's Village Affordable Supportive Housing for the Society of Saint Vincent de Paul			
TITLE			
<h1>Building A</h1> <h2>Third Floor Plan</h2>			
DATE	August 2014	PROJECT	<h1>A2.4</h1>
SCALE	1/8" = 1'-0"		
DESIGNED BY	DAE, BC	SCALE	

Note: Refer to UASB for
Cassidy 411 finished
ceiling height.

Flooring Legend	
Abbreviation	Description
B.J.C.	Brush Finish Concrete
C.	Carpet
C.F.	Ceramic Tile Flooring
L.F. (1)	Laminate Flooring - Neutral
L.F. (2)	Laminate Flooring - Green
L.F. (3)	Laminate Flooring - Blue
P.C.	Polished Concrete
P.F.	Plank Flooring
S.F.	Safety Flooring
V.S.	Wood Slat Flooring System

Symbol Key

-  direct type
-  window type
-  wall/floor/roof type
-  structural
-  reaction
-  dated number
sheet number
-  section number
sheet number
-  dated the number
sheet number
-  structural profiles

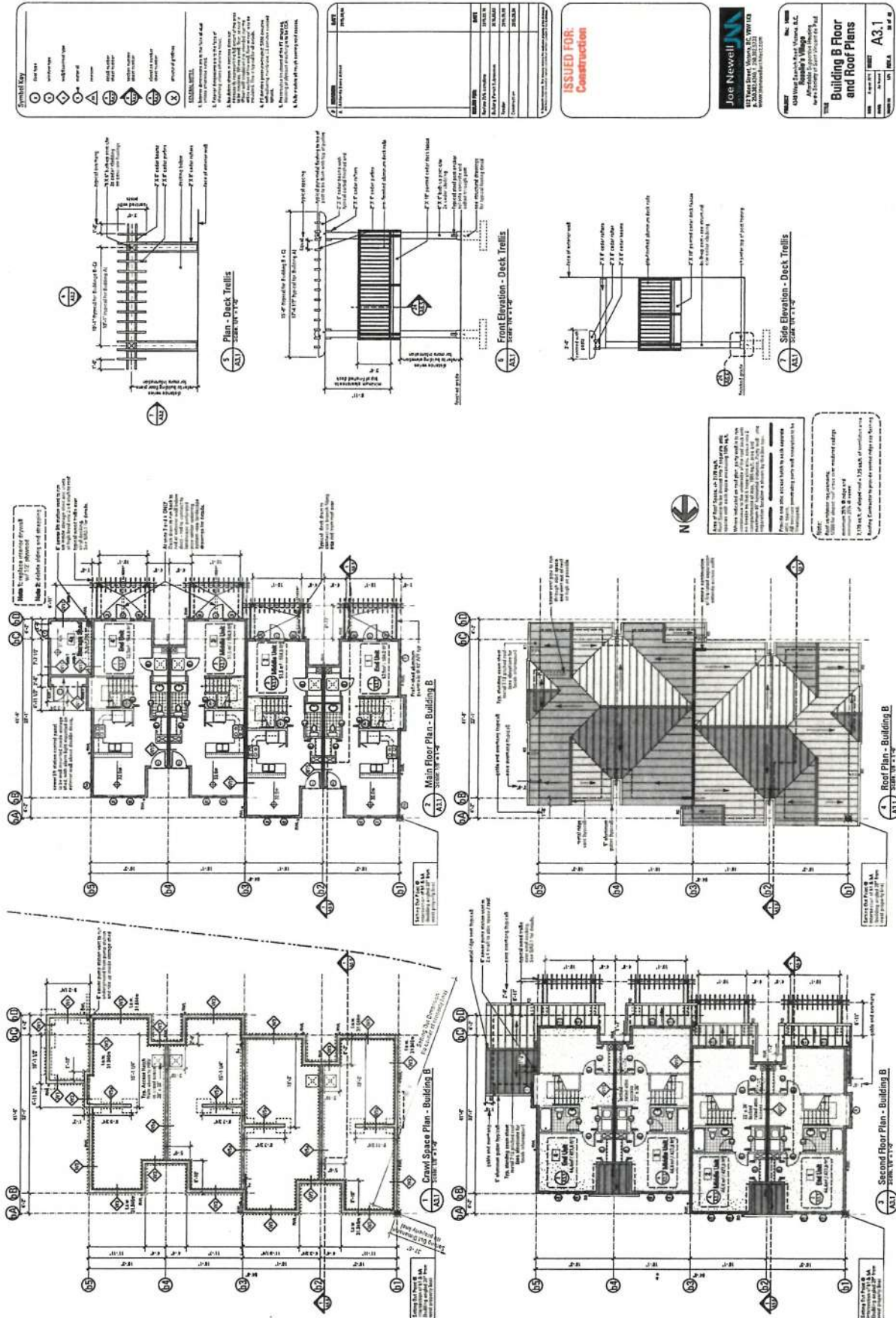
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#	DESCRIPTION	DATES
8	Additional Items Added	2017.06.04
SUBTOTAL PAGE		DATES
	Revenue 20% variation	2017.06.19
	Shipping Partner Interim	2017.06.07
	Taxider	2017.05.09
	Cancellation	2017.06.06

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Joe Newell 
812 Yates Street, Victoria, BC, V8W 1E3
p. 250.362.4240, f. 250.362.5723
www.jamessofurniture.com

PROJECT		No. 14000	
438 West Seneca Road, Victoria, B.C. <i>Renovator's Village</i> Affordable Supportive Housing for the Society of Saint Vincent de Paul			
TITLE			
<h1 style="text-align: center;">Building A</h1> <h2 style="text-align: center;">Fourth Floor Plan</h2>			
DATE	August 2015	SHEET	A2.5
SCALE	1/4" = 1'-0"	DATE	7 of 12



Symbol Key

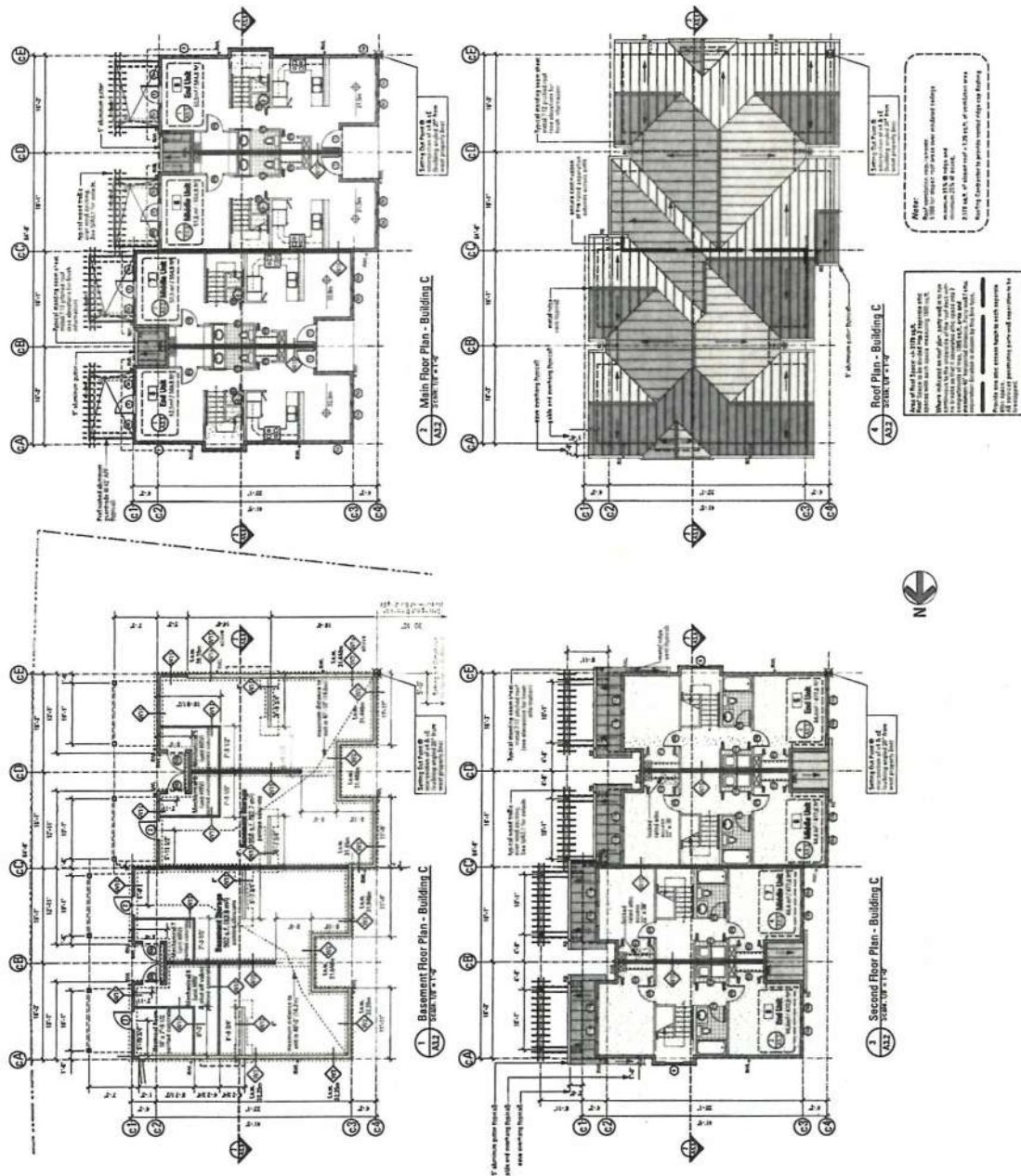
- Room Type
- Room Name
- Room Number
- Room Area
- Room Volume
- Room Height
- Room Depth
- Room Width
- Room Length
- Room Circumference
- Room Perimeter
- Room Surface Area
- Room Volume
- Room Weight
- Room Density
- Room Temperature
- Room Humidity
- Room Pressure
- Room Sound
- Room Light
- Room Air
- Room Water
- Room Fire
- Room Earth
- Room Sky
- Room Sea
- Room Land
- Room Air
- Room Water
- Room Fire
- Room Earth
- Room Sky
- Room Sea
- Room Land

REVISIONS

NO.	DATE	DESCRIPTION
1	10/10/15	Initial Design
2	10/10/15	Revised Design
3	10/10/15	Final Design

ISSUED FOR CONSTRUCTION

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431 West Saanichton Road, Victoria, B.C. V8W 1K3
Tel: 250.593.1111
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www.joe-newell.com





ROSALIE'S VILLAGE

BUILTGREEN HD ENERGY MODELING REPORT

Prepared For:

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M'akola Development Services**

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**Project No. 080b-008-14
February 4th, 2015**



ROSALIE'S VILLAGE
FEBRUARY 4TH, 2015
080A-008-14

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ROSALIE'S VILLAGE
FEBRUARY 4TH, 2015
080A-008-14

1. INTRODUCTION

The AME Consulting Group was commissioned by M'akola Development Services to provide energy modeling services for the new Rosalie's Village housing development. The purpose of this report is to provide a summary of the energy modeling analysis that has been conducted in preparation for BuiltGreenHD Gold certification. The modeling results presented in this report have been developed based on preliminary architectural, lighting, and mechanical design, as well as the minimum standards guiding those designs, and are intended to be used to evaluate the energy performance of the proposed design against performance targets for Energy Use Intensity (EUI) and the BuiltGreenHD Gold requirement of 40% energy savings compared to MNECB 1997.

2. MODELING METHODOLOGY

The energy model was developed in IES Virtual Environment, and modeled according to:

1. NRCAN Performance Compliance for Buildings
2. EE4 Modelling Guide
3. MNECB 1997 Baseline requirements

3. KEY MODEL INPUTS

The key model inputs are summarized below. Note that since this model has been developed in the design phase, it is expected that there may be deviations from these inputs as the project progresses through to the acceptance of Shop Drawings.

3.1 General

- .1 Weather file: Victoria CWEC
- .2 Utility Rates:
 - .1 Since the BuiltGreenHD standard requires savings based on energy performance only, no utility rates were specified.
- .3 Schedules: The residential HVAC is operating 24/7, with variations in occupancy, suite lighting, and elevators varying on a schedule approximating residential occupancy. The daycare HVAC is operated on a school-like schedule.

3.2 Architectural

The construction R-values listed below are based on direct layer-by-layer modelling of the proposed architectural constructions in VE. Note that these values correspond closely to the target values laid out by the building envelope consultant in a previous report.

- .1 Window to Wall Ratio:



ROSALIE'S VILLAGE
FEBRUARY 4TH, 2015
080A-008-14

- .1 Overall: 24%
- .2 Walls: Rsi 3.27 (R18.5) (total assembly effective value)
- .3 Roofs: Rsi 6.53 (R38) (total assembly effective value)
- .4 Glazing
 - .1 All Glazing: Usi 1.92 W/m²°K (0.35 Btu/hr-ft²°F) (total effective, including framing)
 - .1 Above value based on double glazed unit with air fill, low-E, vinyl frames.
- .5 Total Floor Area: 3,654 m² (39,331 ft²) (Including parking garage area)
- .6 Conditioned Floor Area: 2,917 m² (31,398 ft²) (Excluding parking, shafts, etc)

3.3 Lighting

The chart below shows the lighting power densities (LPD) by space-type, and the resulting lighting powers. The suites constitute 56% of the resulting lighting power, and attention must be paid to meeting or exceeding the below-noted target LPDs.

Space Type	Lighting Power Density (LPD)						Area	Lighting Power	
	MNECB 1997 Baseline LPD		90.1-2010 Code Req LPD		Proposed LPD		Approx. Area	Proposed Approx. Full- Load Power	Percentage of Lighting Total Power
	W/m ²	W/ft ²	W/m ²	W/ft ²	W/m ²	W/ft ²			
Active Storage	3.2	0.30	8.60	0.80	8.6	0.80	96	0.8	3%
Daycare	21.5	2.00	15.00	1.39	15	1.39	191	2.9	10%
Corridor/Transition	8.6	0.80	5.38	0.50	5.38	0.50	290	1.6	6%
Suites	11.84	1.10	Unspecified		8	0.74	1981	15.8	56%
Electrical/Mechanical	7.5	0.70	16.14	1.50	16.14	1.50	42	0.7	2%
Kitchen	15.1	1.40	12.90	1.20	12.9	1.20	17	0.2	1%
Laundry	9.7	0.90	6.40	0.59	6.4	0.59	11	0.1	0%
Lobby	10.8	1.00	14.00	1.30	14	1.30	48	0.7	2%
Lounge/Recreation	7.5	0.70	12.90	1.20	12.9	1.20	151	1.9	7%
Office - Enclosed	19.4	1.80	11.84	1.10	11.84	1.10	84	1.0	4%
Parking Garage	2.1528	0.20	2.15	0.20	2.1528	0.20	589	1.3	5%
Restrooms	8.7	0.81	9.69	0.90	9.69	0.90	35	0.3	1%
Stairs - Active	6.5	0.60	6.46	0.60	6.46	0.60	119	0.8	3%
TOTAL/AVG:							3654	28.1	0.71 W/ ft²



3.4 Mechanical

.1 Heat Recovery Ventilator (HRV)

- .1 Capacity: 1260 L/s (2671 cfm).
- .2 Minimum Outside Air: This system provides 100% outdoor air, and meets the combined ventilation requirements of ASHRAE 62.1-2007.
- .3 Heat Recovery: An energy recovery wheel is modeled on both HRVs as follows:
 - .1 Sensible Effectiveness: 65%
 - .2 Latent Effectiveness: 57%
- .4 Dehumidification: Passive dehumidification only, via latent exchange with exhaust air in the HRV.
- .5 Heating: Hydronic heating coil, tempering outdoor air to 18°C.
- .6 Fan Power:
 - .1 Supply: 1.9 kW (498 pa Total Static Pressure, 42.5% combined fan & motor efficiency)
 - .2 Return: 1.3 kW (372 pa Total Static Pressure, 42.5% combined fan & motor efficiency)

.2 Plant

.1 Heating

Heating in the suites is provided by electric baseboard heaters.

Heating in the Daycare spaces is provided by three, 94% efficient condensing boilers connected to a primary hot water distribution loop. This loop supplies hot water to the radiators in each these zones, as well as the HRV hot water coil.

.2 Cooling

Mechanical cooling is not provided. Suites are cooled by natural ventilation, which may be verified during further detailed modeling.

.3 Domestic Hot Water

- .1 Low flow fixtures providing 40% savings in DHW consumption over an MNECB baseline.
- .2 DHW is heated by a dedicated, 84% efficient non-condensing domestic hot water boiler.

.3 Plug and Process Loads

- .1 Plug loads are based on MNECB space types, and are the same for both the proposed and baseline.

4. RESULTS

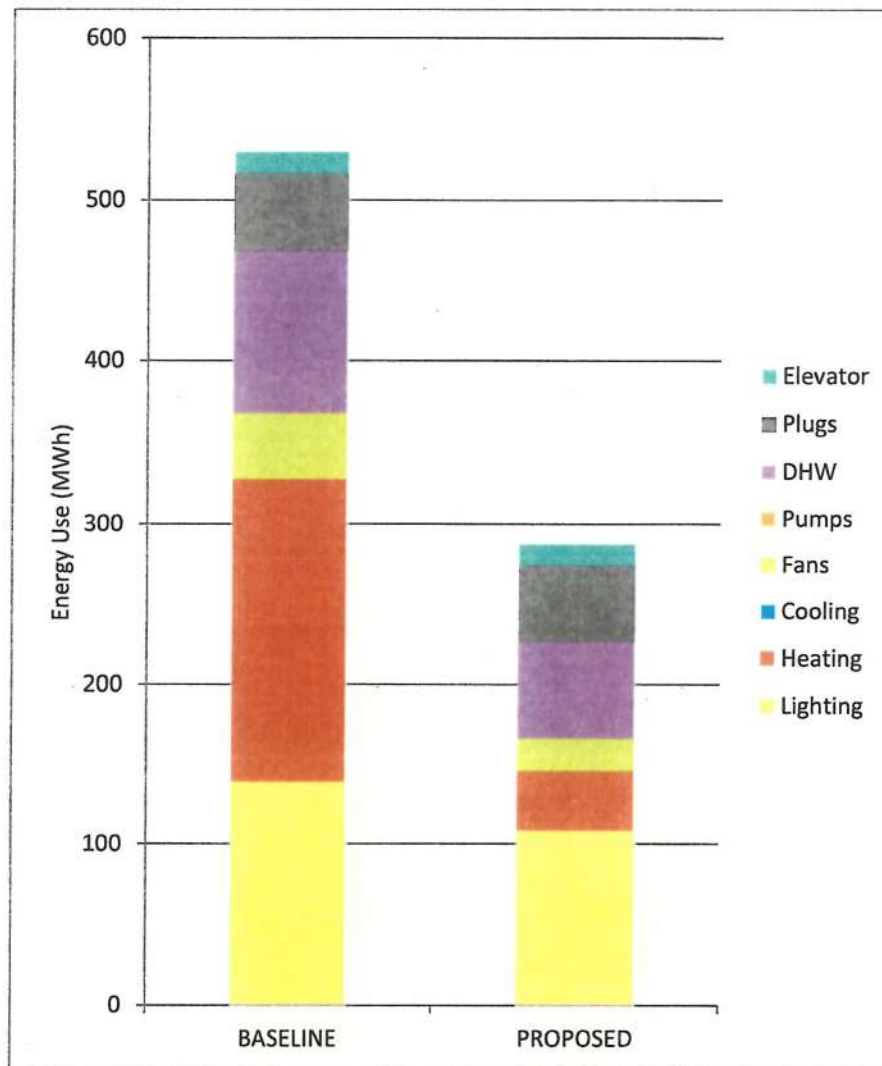
4.1 Annual Energy End Use Breakdown Table

RV BuiltGreen Model	Proposed			Baseline		
	Gas (MWh)	Elec. (MWh)	Total (MWh)	Gas (MWh)	Elec.(MWh)	Total (MWh)
Lighting	0.0	108.3	108.3	0.0	138.9	138.9
Heating	15.5	21.8	37.3	188.5	0.0	188.5
Cooling	0.0	0.0	0.0	0.0	0.0	0.0
Fans	0.0	20.3	20.3	0.0	40.1	40.1
Pumps	0.0	0.1	0.1	0.0	0.6	0.6
DHW	59.6	0.0	59.6	100.1	0.0	100.1
Plugs	0.0	48.3	48.3	0.0	48.3	48.3
Elevator	0.0	13.6	13.6	0.0	13.6	13.6
TOTAL	75.1	212.4	287.6	288.6	241.5	530.1
TOTAL (MWh)	287.6			530.1		
Area (Conditioned, m²)	2903			2903		
EUI (kWh/m²)	99			183		
Energy Savings	46%	Currently Projected BuiltGreen Level based on achieving 40% energy savings:				GOLD
Energy Cost Savings	N/A					
Energy Savings Target	40%					
Current Safety Factor	6%					

Note that the "Heating" category includes both space and outside air heating.

4.2 Annual Energy by End Use Column Chart with MNECB Baseline

The chart below shows the annual energy costs by end-use category for both the proposed design and the MNECB baseline. The two columns are the proposed and baseline energy use with savings vs each other, displayed in collapsed columns to show the total energy use difference.



5. DISCUSSION

The proposed model is based on preliminary design information and represents an estimate of the energy performance of the project relative to a fictional baseline.

The model results show that the project is estimated to achieve BuiltGreen Gold based on an energy savings of 46% below MNECB 1997. While a small safety factor is indicated in the above data, this should not be used at this time to affect design decisions on energy savings, as even small design changes going into the Shop Drawings phase could affect the energy target.

The Energy Use Intensity is modeled at 99 kWh/m²/yr. This value is reasonable for a high-performance mid-rise residential project located in a mild climate such as Victoria.

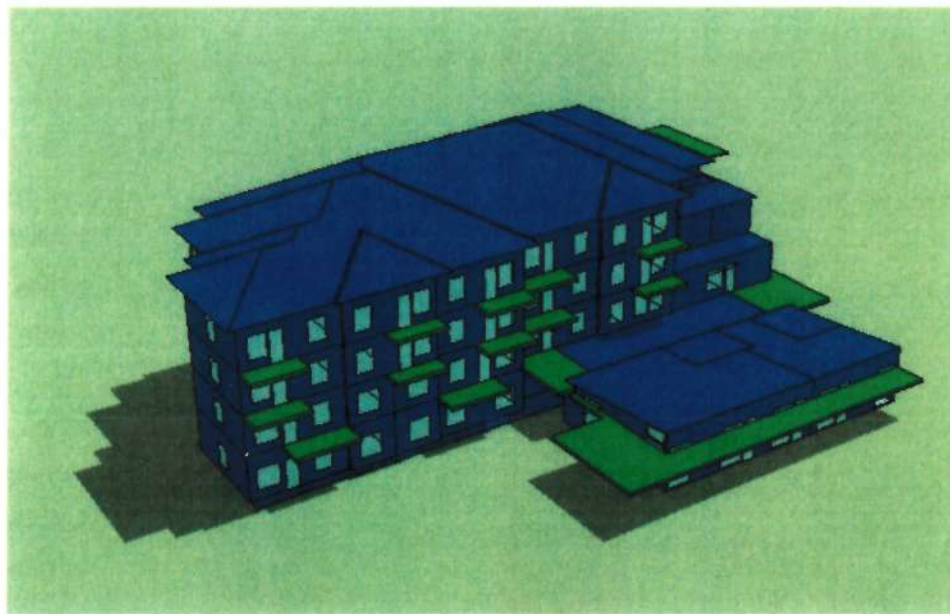


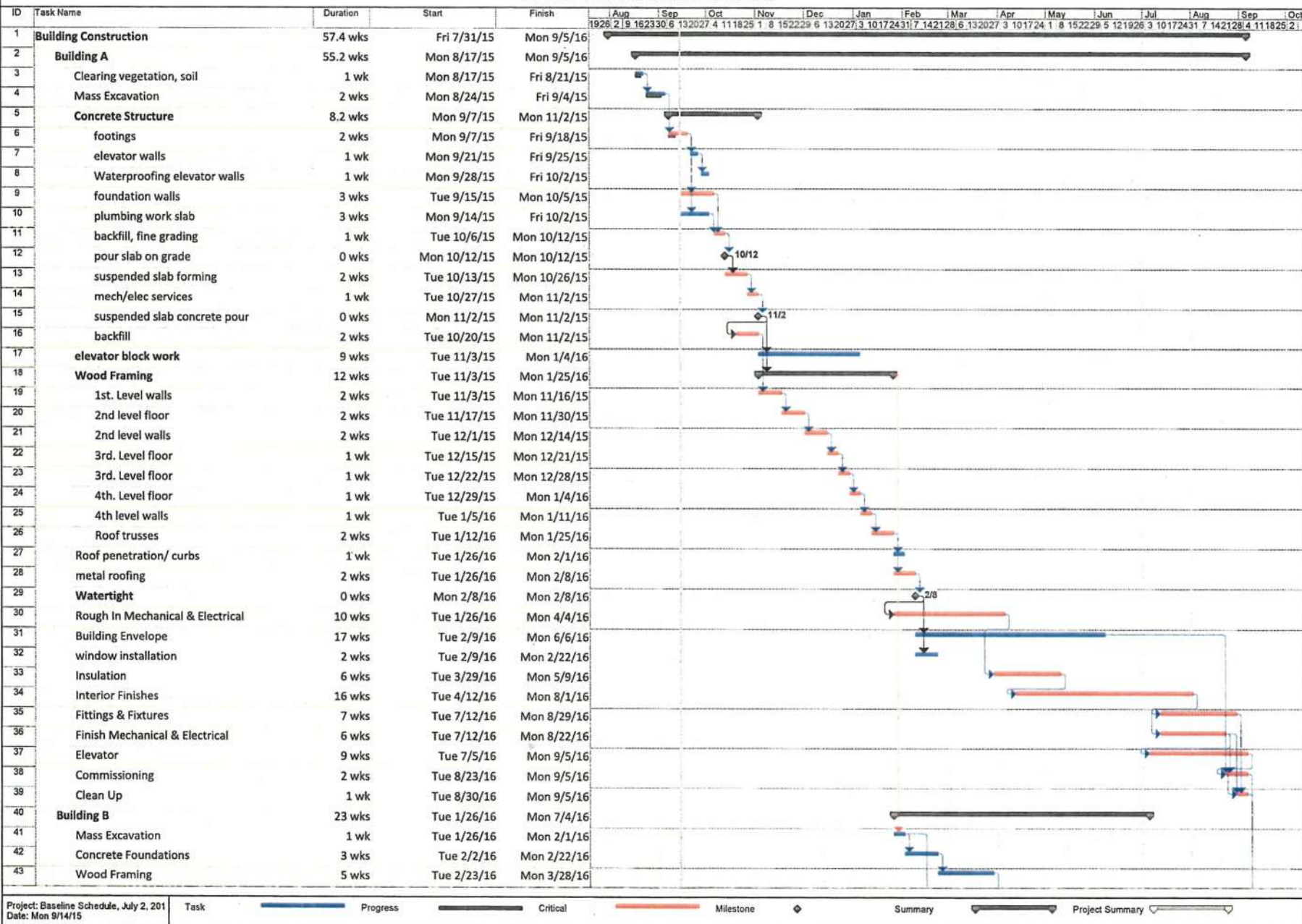
Image 1: IES VE Model Geometry

END OF REPORT

This report has been prepared by the AME Consulting Group for the exclusive use of M'akola Development Services and the design team. The material in this report reflects the best judgment of the AME Consulting Group with the information made available to them at the time of preparation. Any use of a third party may make of this report, or any reliance on or decisions made based upon the report, are the responsibility of such third parties. The AME Consulting Group accepts no responsibility for damages suffered by any third party as a result of decisions made or actions taken based upon this report.

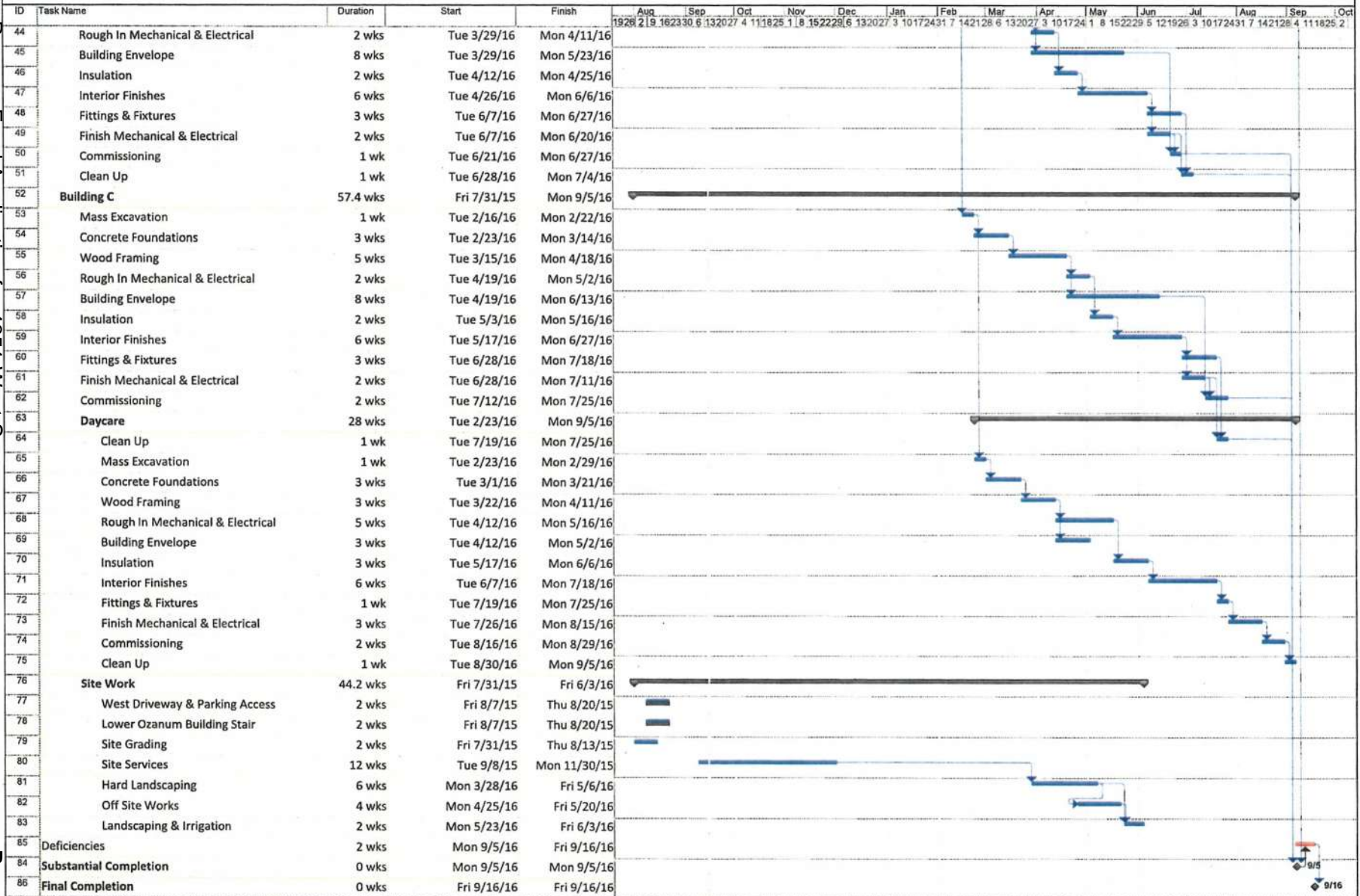
KINETIC

Rosalie's Village
4349 West Saanich Road, Victoria, BC
Baseline Construction Schedule



KINETIC

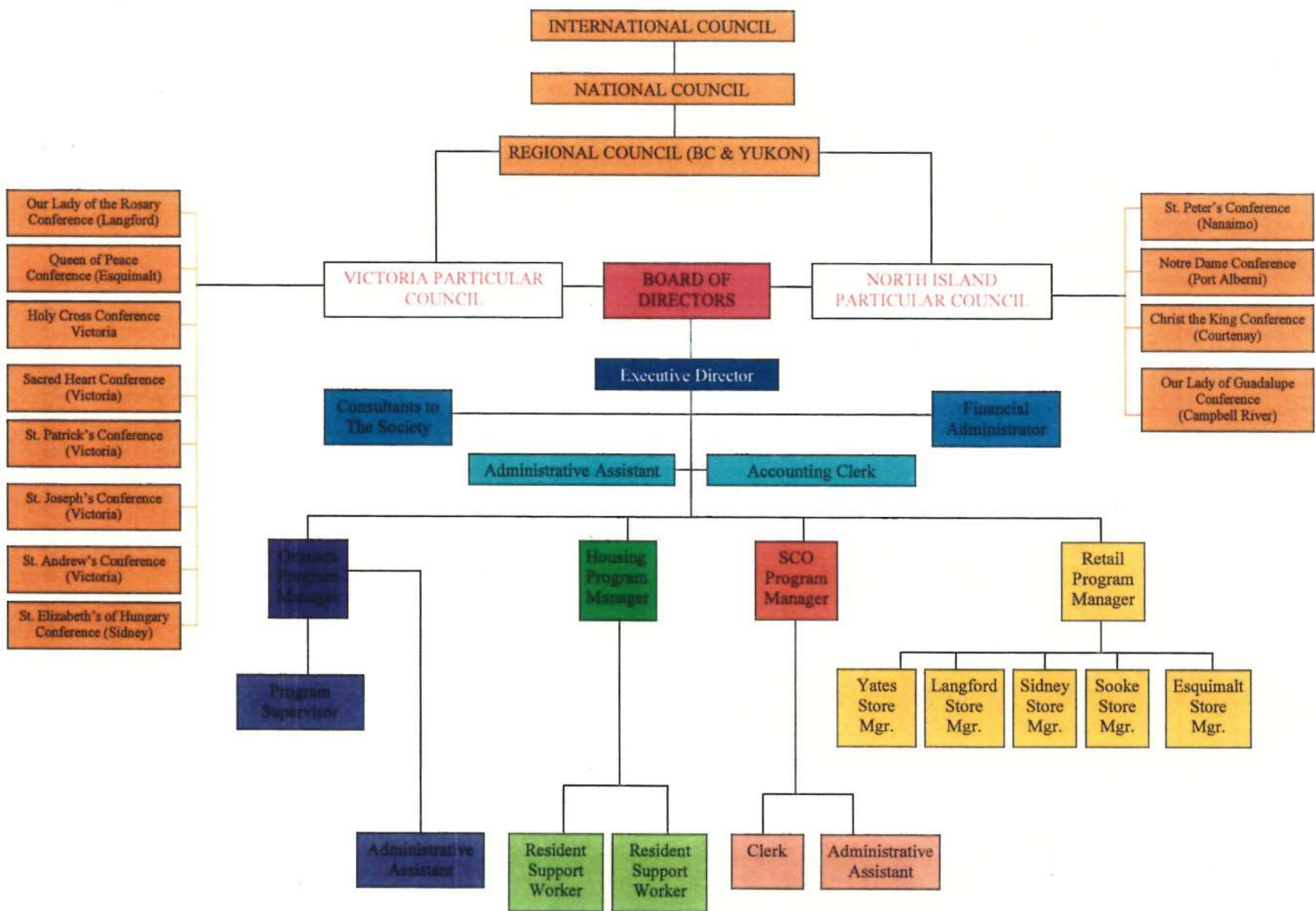
Rosalie's Village
4349 West Saanich Road, Victoria, BC
Baseline Construction Schedule



Project: Baseline Schedule, July 2, 201
 Date: Mon 9/14/15

Task Progress Critical Milestone Summary Project Summary

Society of Saint Vincent de Paul of Vancouver Island
Organizational Structure
April 2011





“Living God’s Love face to face”

Saint Vincent de Paul

Thank you for your support

You have made a difference to those in need in our community.

Society of Saint Vincent de Paul of Vancouver Island

During 2014, the Society of Saint Vincent de Paul throughout Vancouver Island received and filled over 23,485 requests for emergency assistance through the Social Concern programs.

Your donations have directly impacted the lives of those individuals, families and children that request our help. With your support and the support of our 300 volunteers and members, who provided 28,540 of donated hours during 2014, the Society:

- Distributed \$514,782 in emergency food to the people of our community. This included over \$104,300 of donated food collected through food drives, schools, parishes and individuals.
- Distributed \$144,832 worth of free emergency clothing, household goods, and furniture.
- Provided a work training program, a women’s day program, a family support program, life skills training, an free income tax program, and advocacy for those in need.
- Provided emergency relief to families for the payment of utility bills, rent, transportation to medical appointments, bus passes etc.
- Provided \$2,026,910 worth of low priced goods to the community through our six thrift stores. This was possible because you donated your gently used goods to us.

Society of St. Vincent de Paul of
Vancouver Island
4349 West Saanich Road
Victoria, B.C., V8Z 3E8

Phone: 250-727-0007
Fax: 250-727-0771
Email: info@svdpvictoria.com



Visit our new website: www.svdpvictoria.com

Society of Saint Vincent de Paul Vancouver Island

ANNUAL REPORT 2014



"There is no act of charity
that is not accompanied by
justice"

St. Vincent de Paul

"Be kind and love, for love is
your first gift to the poor."

Rosalie Rendu



LIVE THE GOSPEL

SERVE CHRIST

**WITH
LOVE**

**IN THE
POOR**

JUSTICE

DISCRETION

HUMILITY

JOY

RESPECT

AS A FAMILY



"Poverty calls us to sow
hope"

Pope Francis



Spiritual Message

Some years ago, as a young man preparing for ministry, I was studying at the Pastoral Institute at St Paul's University in Ottawa. As part of the practicum I was assigned to a parish, St Mark's Parish in Aylmer, Qc. One day the Pastor there sent me out to do hospital visits. My first visit was not just any visit but to the palliative care unit at Elizabeth Bruyère Hospital in Ottawa, to a lady who was close to death. I cannot tell you how terrified I was entering the front doors of the hospital. But I met a parishioner there who happened to be a palliative care nurse. She knew the patient I was visiting and boosted my courage a little. When I entered the patient's hospital room I had no idea what I would do or say to her to give her spiritual comfort or even what her spiritual needs were. I put myself in the hands of God.

I don't remember what we talked about or what was said in that hospital room. I was only there maybe fifteen minutes. But I do remember that something happened to me. I was changed. When I left the room I was no longer nervous and unsure; I felt a kind of peace. Instead of my ministering to a dying woman, she had ministered to me. No, there had been another Presence in there with us, the One who ministers and brings peace. We, she and I, are but instruments of that peace. Many times I have had similar experiences in my pastoral encounters.

One of the things that I learned at the institute was to prepare well for my pastoral encounters, to know as much about the client as possible and to have a plan. But... when I would enter into the encounter I had to let go of all that and listen to the Spirit at work there. Invariably the meeting would unfold in a way I had not expected. I guess what I am saying is "the salvation of souls" is not really my work but His work. I am but his "instrument" of peace.

I always think that the best things we do in the work of the Society happens in those face to face encounters when we meet clients as individuals or better yet in pairs. It is important to prepare well for the meeting, to have a plan, to discuss it with your partner. But the most important thing is to pray that the Lord will be with us there and be prepared to "let go, and let God" do his work there... and to expect God to bless our efforts with his grace, not only for the client but for us too. Take the time after to do a re-

view of what took place and reflect on how the Lord was present there. Like the disciples on the way to Emmaus, we often do not recognize the Lord who has been walking along with us all along until after he has gone from our sight.

Here is a prayer that is always appropriate for Vincetians as we work:

Lord, make me an instrument of Thy peace.
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O Divine Master,
grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved, as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
and it is in dying that we are born to eternal life.
Amen.

Respectfully Submitted:
Fr. Jim Bekkema
Spiritual Advisor



For Your Information

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Frederic Ozanam Centre
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Fax: 250-382-0718

Housing Office
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Victoria, BC V8W 1M1
Phone: 250-382-2709
Fax: 250-382-2702

Retail Stores

Downtown Store
833 Yates Street
Victoria, BC V8W 1M1
Phone: 250-382-3213

Sooke Store
6750 West Coast Road
Sooke, BC V9Z 1H8
Phone: 250-642-7846

Langford Store
2784 Claude Road
Langford, BC V9B 3T6
Phone: 250-478-0282

Tillicum Store
1010 Craigflower Road
Victoria, BC V9A 2Y1
Phone: 250-590-8930

Sidney Store
9788B Second Street
Sidney, BC V8L 3Y8
Phone: 250-655-3188

Quadra Store
2-3956 Quadra Street
Victoria, BC V8X 1J7
Phone: 778-433-9655



Society of Saint Vincent de Paul

Mission

To live the Gospel message by serving Christ in the poor with love, respect, justice and joy

Values

To see Christ in anyone who suffers
To come together as a family
To have personal contact with the poor
To help in all possible ways

Fundamental Principles of the Rule

The Society of Saint Vincent de Paul is a Catholic lay organization of charity,

- by its constitution,
- in its composition,
- in its administration.

The primary goal and purpose of the Society, its members, staff, volunteers and benefactors is:

- to serve and to minister to all the poor, and making no distinctions of creed, ethnic or social background, health, gender, or political opinions;
- to promote their dignity in accordance with Christian values and the philosophy of the Society as expressed in the Rule.

Vincentians, in serving the poor:

- are living the message of the Gospel;
- are transformed through Christ.

Vincentians recognize that the service, the activities and the attachment to traditions, as expressed in the stated parameters of the Society, reflect the vision of:

- our main founder Frédéric Ozanam,
- our patron Saint Vincent de Paul.

Vincentians belong to a worldwide community, and members:

- are drawn from every cultural and ethnic group,
- are united by prayer and reflection,
- take part in gatherings and meetings to organize and administer assistance wherever needed.

Vincentians work as a team within the Society and also in collaboration with other people of good will to:

- serve the poor,
- discover and help redress situations of social injustice that cause poverty, suffering and need.

Vincentians believe that:

- they are serving Christ when they serve the poor;
- the activities of the Society reflect the spirit of Christ in promoting the reign of God.

Vincentians carry out their work keeping in mind that:

- no work of charity is foreign to the Society;
- they are the loving companions to their brothers and sisters;
- the Society's vision goes beyond the immediate future looking towards sustainable development and the protection of the environment for the benefit of future generations.

Vincentians, through person-to-person contact,

- serve in a spirit of love, humility, respect and discretion;
- are ready to serve when needed.

President's Message

It has been a busy and eventful year for SSVP on Vancouver Island with the opening of Hope Centre, the countdown towards construction of Rosalie's village, the ongoing success of the Green Circuit program and the marvelous work of our Social Concern Office, Ozanam Program, Thrift Stores and conferences.

It has also been a time of transition. With the changing nature of home visiting, members and conferences have been exploring different ways of using their talents. I think it is important to recognize that we each participate and invest our time and energy into the works of the Society for different reasons and seek to see the impact of our work in different ways.

For some, the work of providing emergency relief is their calling; for others, it is nurturing an ongoing relationship with an individual or family in need in order to walk with them for the long term to meet their needs. Others focus on specific types of work within the organization that speak to their strengths and skills. These are all valid and wonderful ways to help and as a society, we should be open to any and all of these callings. There is no one way to serve.

I am excited about the opportunities unfolding to further develop our programs in partnership with other agencies and organizations in our region. Working together across organizations, as is being done with the food banks across the Capital Regional District, allows each individual food bank to leverage planning and purchasing with a unified front.

Finally, I would like to take the opportunity to thank all of our members, volunteers, benefactors and staff for their ongoing commitment to serve in hope this year. It is truly moving and inspiring to be working alongside and for our brothers and sisters in Christ.

Respectfully Submitted:

Megan Misovic

President, Particular Council & Board of Directors



Executive Director's Message

Our Society mission is to live the Gospel message by serving Christ in the poor with love, respect, justice and joy. As I reflect on the past year, I truly believe that we have done just that. More than ever, our members, staff, volunteers and our Vancouver Island community have joined together as one family, to have personal contact with the those in need, and to help in all possible ways.

Throughout the annual report you will see the details of how our mission is being fulfilled in each program and conference. Below are some of the highlights:

The Wheel of Service was approved and a plan of implementation is currently being developed. This service model puts the members and the conferences at the heart of the Society, reenergizing the home visit and person to person contact with those in need.

St. Andrew's Housing Society joined together with St. Vincent de Paul to transfer their housing for 47 seniors at Royal Oak to our Housing program. Hope Centre in Sooke was completed on time and under budget. In partnership with M'akola Housing, this project provides a new Society thrift store, Social Concern space, wellness centre and housing for 25 at risk aboriginal and non aboriginal youth.

Rosalie's Village and Mary's Place Daycare, located at Royal Oak, received the green light from funders to go to construction in the summer. Rosalie's Village provides 20 units for single mothers with young children and 22 units for older at risk single women, as well as a childcare program for 37 infants to school age children. The focus of Rosalie's Village is to provide support to the young mothers so that they can work on an individualized plan to independence and transition into non subsidized housing in the future.

St. Vincent de Paul became one of the founding members of the CRD Food Share Network. Our Society together with the Mustard Seed and other community food banks, soup kitchens etc. are sharing resources, knowledge and commitment to better serve those in need with healthy emergency food and services. The goal of the network is to assist those families and individuals to be food secure and that hopefully, in the future, food banks will be unnecessary.

Renovations were completed on the basement and loading dock of the Ozanam building creating space for the Kenzen Karate Studio and the Vincentian Meeting Room.

The number of volunteers in the Society has increased, with the help of Margaret MacIntyre, to nearly 300 dedicated individuals.

These highlights, along with many more within the body of the annual report, would not be possible without the ongoing support of the donors; whether it's the student that brings in socks for the homeless, or the benefactor who designated part of his/her estate to the Society, every single contribution, makes a difference to a person in need. We thank you, from the bottom of our hearts, for walking this walk with us.

My appreciation to the Board of Directors, Particular Councils, members, volunteers and staff who contribute so much time and energy "to living the Gospel message by serving Christ in the poor with love, respect, justice and joy" (mission of the SSVP). A personal thank you to the Program Managers and administration team for all their support and dedication.

Respectfully Submitted:
Angela Hudson
Executive Director



Finance Committee Report

I am pleased to advise that the total Excess of revenues over expenses was \$147,237 in 2014. Not reflected in the financial statements of the Society are the \$144,832 worth of donated clothing, household goods and furniture distributed at no cost to those most in need and over \$104,300 of donated food collected through food drives, schools, parishes and individuals.

The Capital Asset Fund increased by \$2.1million in 2014. Assets additions include the Hope Centre in Sooke, improvements to the Vincentian Room and renovations required to obtain the Karate Studio lease at West Saanich Road. Also included is \$498,037 spent in preparation for construction of Rosalie's Village at West Saanich Road. BC Housing has approved a capital budget of \$12.8 million for the Rosalie's Village project.

I would like to thank all members of the Finance Committee and the administration staff for their hard work and dedication to the Society. During the year the Society hired Barb Webster, CPA CGA as Controller. She is a welcomed addition to the management team as the Society continues to grow with the addition of Rosalie's Village and the assumption of St Andrew's Housing Society assets and leasehold agreements.

For the first time, all of the Society's activities have been audited by KPMG. In the past only the Housing Program was audited.

The Audited Financial Statements are available for review on the Society website at www.svdpvictoria.com

Respectfully Submitted:
Brian W. Mann, CPA, CA
Finance Committee - Chair
Society Treasurer



Volunteer Committee Report

The Volunteer Committee was very busy with meetings until the end of July. After the summer recess it was agreed that meetings would only be held if there was a need for new policy and action plans. Instead, it was time to put some of the action plans into effect.

A brief recap of our report in March 2014:

- Setting overall objectives to recruit, train and retain Vincentians and to give them a sense of accomplishment in their work.
- Increasing the numbers of volunteers and possibly even conferences.
- Improving communications and cooperation.
- November: the Steering Committee was dissolved and a new Volunteer Committee was created with the following members:
- Margaret MacIntyre was hired as the Coordinator of Member and Volunteer Services:
 - ◆ To visit each conference and facilitate a time and talent database
 - ◆ To write and publish articles about the Society in the local media
 - ◆ Assist conferences with recruitment
 - ◆ Assist in the training and orientation of new volunteers
 - ◆ Assist in facilitating retreats for Vincentians
 - ◆ Assist in the development of training for home visits.

The work of the committee in 2014 - 2015 has focused on:

- Setting overall objectives to recruit, train and retain Vincentians and to give them a sense of accomplishment in their work.
- Increasing the numbers of volunteers
- Restarting the conference at St. Rose of Lima parish in Sooke. Developing a new approach to home visits in terms of broadening the mandate as well as working toward a "hand up" approach after the "hand out" period.
- Continue to improve communications and cooperation amongst conferences.

Respectfully Submitted:
Peter Gardner
Volunteer Committee



Twinning Committee

Victoria Council has twinned with the Wattala Deanery in Sri Lanka for several years. The contact person is Mabel Cooray and we keep in touch by email. When Mrs. Cooray finds time she sends very detailed accountings (to follow) of how the funds we send are used. The Victoria Council sends five hundred dollars on a quarterly basis and it is gratifying to see the projects we are helping with.

Report of the activities of the Wattala Deanery for the year 2014

The Wattala Deanery now consists of 8 conferences, namely, Wattala, Mabola, Nayakakanda, Palliyawatte, Mattumagala, Hekitta, Balagala and Enderamulla and 2 school conferences, namely, St. Anthony's Wattala school and Sacred Heart Mattumagala school.

Activities at Deanery Level

- Visited sick senior members of the Conference
- Organized Way of the Cross with the members of all the Conferences during the Lent season
- On Elders' Day about 150 elders were taken to the Don Bosco Centre where Holy Mass was celebrated and lunch and interactive entertainment were provided
- Contribution to build a house for a family of Tsunami victims housed at the Vincentian village in Halkandawila
- Conducted a medical camp at Kerawalapitiya in collaboration with the Lions Club of Mattumagala
- Distributed 200 free spectacles, provided free medical check ups and free diabetes tests to the poor and needy
- Distributed equipment received from the central council for self employment
- On account of Children's Day, facilitated participation of 2 children from each conference to a Leadership programme where they were trained for leadership with an element of fun during the programme
- Celebrated Holy Mass on All Souls Day remembering the dearly departed Vincentians
- Members Christmas get together

Activities at Conference Level (summary of all Conferences)

- Assistance to the needy to build houses, repair houses
- Financial support to students to get extra tuition needed (monthly)
- Financial assistance to needy patients to buy medicines (monthly)
- Scholarships to needy and deserving students to continue their studies
- Providing a wheel chair to a disabled child
- Visited and identified needs of marginalized people in a remote village and provided necessary assistance
- Assistance in the form of interest free loans to women in self employment
- Providing dry rations to patients at the Leprosy hospital and fellowship
- Providing dry rations to needy patients at the Chest hospital
- Providing school uniforms, shoes and other necessary accessories to needy school children
- Providing dry rations poor and needy families

**Respectfully Submitted by
Lucia Spurling, Twinning Chair**



**Dominican Republic "Tricycle"
Employment Program
Supported by Holy Cross Conference**

Advocacy

During my third year as advocacy chair I maintained my approach to advocacy as one of promoting systemic change, which is a one of the strategic directions of the Society at the National and local levels. I do this through activism via a proxy organization, Faith in Action, to keep the Society clear of any audit by CRA regarding political activism since there have been news reports of charities being audited for taking a principled stand that appears to the CRA as a political activity.

Collaboration is a progressive approach that the Society has adopted on many fronts, most notably in the Food Share Network where St Vincent is a partner with other agencies such as the Mustard Seed in a common cause of feeding the poor by pooling resources.

Collaboration can be applied on a grand scale such as that occurring in the Metro Vancouver Alliance (MVA) where over 50 organizations have come together under a single umbrella to cause systemic change for the common good. They do this through a collaborative process of listening to the community members and identifying issues that are common to the constituent organizations and then acting on the issues. They also develop leaders in the process so there is follow-through and action occurs to implement the systemic change desired by the member organizations. The MVA has political clout because it represents over 200,000 citizens. The Archdiocese of Vancouver is a major supporter of the MVA. We can do this in Victoria to effect systemic change!

For example, in the recent mayoral elections in Vancouver the Alliance organized a forum for all of the mayoral candidates to address the issues identified by the MVA. The candidates were asked to address the wishes of the MVA and were promised that whoever won the election would hear from the MVA regarding their performance in office. The issues were social isolation, transit, living wage and housing.

During the past 3 years of advocacy I have engaged in many advocacy activities that generate a lot of activity but very little change. For example, activist colleagues and I achieved the passing by Victoria council, Saanich council and the BC Union of Municipalities a resolution asserting everyone's right to food security. There is little evidence of change in provincial attitudes regarding food security.

The Victoria Alliance for the Common Good is an attempt to replicate the Vancouver experience in Victoria, but at a scale that is appropriate for our population. When you hear of this organization forming in our community please pay attention to the collaboration they are trying to achieve for the common good and support this effort to all work together for systemic change.

Respectfully Submitted:
Gord Stuart
Chair, Advocacy Committee



**Faith is taking the first step
even when you don't see the whole staircase.**

Martin Luther King Jr.

Housing

It has been a year of growth and development for the Saint Vincent de Paul Housing Program. With some new faces, new projects and a renewed vision under the direction of our Executive Director, Angela Hudson we will undoubtedly be carried forward into what will be a very exciting, and bright future.

New Projects:

- Our supported housing project downtown continues to operate at full capacity. We have 43 units, 15 of which are reserved for Island Health referrals from the CASH (Centralized Access for Supported Housing) system for people struggling with mental health and addiction. The remainder of the suites, we now fill via the BC Housing Registry. Implementing these two new systems of filling our suites for this particular housing project will provide a greater level of fairness and transparency in the process.
- On January 1st we began the operations of St. Andrew's Housing in Royal Oak. This is a 47 unit senior subsidized housing complex. As a soon to be new Saint Vincent de Paul Housing project, we are delighted at the opportunity this will create for us to serve a much needed housing niche in our communities.
- In December we celebrated the grand opening of the Sooke Hope Centre. In partnership with M'akola Housing, who will manage the housing offered to at risk aboriginal youth, we will now have a presence in Sooke with a Social Concern Office on site for the residents to be able to access above our brand new thrift store location which is all located in the same building.
- We are delighted to know that we will be breaking ground in the summer for the construction of Rosalie's Village. This will be a Saint Vincent de Paul Housing Project for single mothers with an on-site day care to provide our residents with an opportunity to further themselves with work or education.

Renewed Vision:

With the change in staffing and the essential tripling of our housing projects within the year, it has given us an opportunity to refocus our housing vision. Recently, we renewed our working contract with Island Health which has given us very specific and tangible goals in terms of furthering our residents towards greater independent living. The ultimate goal is that we want to provide opportunities for our residents to foster a level of independence that would allow them to be able to move on and thrive independently in a non-supported housing situation. This is a challenging task. There are many barriers to overcome, but we believe that this is how we can best serve our residents and by helping them move forward, it will allow us to open our doors even further to help many more who need it.

I would like to acknowledge the hard work and determination of our Executive Director, Angela Hudson, without whom this rapid growth and opportunity to house the poor and vulnerable in our community would simply not happen. It is her vision and drive that has inspired these projects, and her tenacity to overcome the many obstacles to see them through to fruition. Thank you Angela for all of your hard work.



St. Vincent de Paul Centre
821 Yates Street

Respectfully Submitted

Stuart Andrie
Manager of Housing and Property Services

Committees

Archives Committee

Our steady committee is made up of Maureen Dietrich, a new and welcome member, Frances Smilowski, and Kathy Weswick. We usually meet once a month, on the third Monday or Tuesday, for a couple of hours in the morning. We spend most of our time sorting through items waiting to be archived. We sort and then file into our Archives binders, which are designated by year. We include in each binder, as available, the key items of Conference, Council and Board minutes, reports, and miscellaneous items. By our terms of reference, we are also responsible for the library. We have the pleasure of finding historical items that amaze and impress us, such as these notes from the minutes of the Sacred Heart Conference, 1971:

- Mr. And Mrs. Murray made 2 emergency calls to the Songhees Reserve, to bring groceries and furniture to a burned out family.
- With Mr. Magee's help, a carpet was laid in one home.

There was discussion on the need to get young people into the Society. It was suggested that we get a sample of Mr. Commerford's food pack and try and get some of our parish youth groups to make them up. Some things change and some things stay the same.

The Archives Committee offers our activity as a step to achieving the Strategic Goal for Conferences:

- Respect and preserve Conference and Council history through the awareness of archival items of the Conferences and Particular Council, particularly when Executive is changed.

This service to our members and past members of the Society becomes even more important as we consider celebrations for our centenary.

We are asking Conferences with copies of past minutes and photos of their Conference members, to consider donating them to the Archives. We are advised to keep the last two years of minutes, but the other minutes can be donated, especially if they are many years past. Please drop them off at the Administration office to go to the archives committee.

All members of the Society are invited to join our team of archivists, for a task that is rewarding and limited to the activity and energy that we want to give it.

Respectfully submitted,
Kathy Weswick

Human Resources Committee

The current committee is composed of senior administration staff, working with line staff and reporting to Board member Lucia Spurling to review policy, address staff issues and provide the Board with information as required. Our accreditation requirements mandate that our policies be reviewed annually and updated by the Board. The Committee meets monthly and reports its work to the Board.

Respectfully Submitted:
Ken Leason



Health & Safety Committee

The Health & Safety Committee has met on a regular basis, with the exception of the summer months. The committee has inspected all of SSVP property in the Greater Victoria & Sooke area. The committee is made up of a mix of management and employees from different parts of the Society. All members take the course Responsibilities of Joint Health & Safety Committee at Camosun College. The committee works with the retail, warehouse, housing and Ozanam to help put in place and maintain Work Safe BC and CARF guidelines throughout the year.

If there are any issues that arise from the inspections a recommendation would be made to the liaison Program Manager who brings it forward at the Program Manager's meeting. The committee also investigates accidents plus looks at all complaints or health concerns brought forth by employees or volunteers. Meeting minutes are posted at the various Society locations.

Respectfully Submitted:
Tim Imhoff
Co-Chair—Health & Safety Committee

Retail

The stores in the St Vincent de Paul Society are well known, and in many cases the visual "presence" of the Society in the Community. We have the brochures of the different works of the Society available at the front of our stores to help people understand who and what we do. By the time they finish reading the works of the Society, the comments are always the same: I did not realize you did all this and I am glad I found out as I will support you in donating and visiting the stores more often.

The Stores value is two-fold, first to provide the material goods resources and to make possible the works of the Society that need funding. The St Vincent de Paul stores in this way are a vital part in the Society. In 2014, the stores provided \$145,000 worth of merchandise for the Social Concern Office for the Voucher System. This was everything from clothing, household goods, appliances etc. that was needed by those with needs due to their financial situations.

We always welcome those that enter the stores with a "Good morning, afternoon". We hope that their shopping experience is pleasant and will leave as friends to shop again another day in our stores. We are proud of the fact that those who cannot afford to shop in our stores will be provided for through the Social Concern Office voucher system.

One phrase that I like is: "There is no such thing as a free lunch" How does this phrase work into this review?

There is always a cost to running a business or home. Some of these costs are the same but in a magnitude of order that is larger for a business. Our stores rely on donations that we receive. They come in all shapes, sizes, quantity and quality. What do we do with all the excess items that are no longer useable? We recycle clothing, metal, glass, paper, cardboard, plastic (soft and hard), clothing, ceramics, appliances and chemicals that are toxic. We try to be good stewards with what we receive. At times, we wish someone else would be on the receiving end. So, we try to find homes for these items that would normally end up in the Landfill. These are some of the facts we have:



Last year we recycled:

- 242,780 lbs of clothing or 121.39 tons.
- 75,960 lbs of Steel or 37.8 tons of Steel
- Garbage approx. 42,800 kg or 47.08 tons
- Approx. 20,800 lbs of Electronics or 10.4 tons (Free of Charge)
- Paper, cardboard, glass, plastic, ceramic approx. 110,000 lbs or 55 tons
- Toxic chemicals recycled at no charge because we are a Charity.

For clothing we get approximately 10 cents a pound. Steel prices are low so we may make a few hundred per ton after the charges for pickups are factored in.

Paper, cardboard, ceramics we pay by the ton for disposal. Last year we spent \$32,600 on waste and recycling costs and we made \$42,000 on clothing recycling. The CRD gives us a 50% credit on our Landfill costs as we recycle more than we send to the landfill. We are thankful that we do receive this credit or our waste costs would be doubled.

All of this is part of the process in handling the donations we receive during the year. As you can see, we do a lot of handling of donations.

All our donations we get are free, but as it was said, there is no such thing as a free lunch. There are always costs involved in what we receive and dispose of.

Over the last 10 years the stores have reduced the amount going into the landfill. We have been trying to find ways to reduce this even further and hope to see the amount we recycle increase. There is a goal in the CRD to recycle 70% of what would normally go into the landfill. This is a worthy goal as it is rewarding to know that what we recycle is going to be reused for other purposes. But, there will always be a cost to do this. We all purchase items in retail stores, but to recycle these items the costs have to be paid by someone.

As I said: "There is no such thing as a free lunch"

Respectfully Submitted
Allan Cuthbertson
Retail Program Manager

Social Concern

Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer you vote every day about the kind of community you want to live in. Community service allows those participating to reflect on the difference they are making in society. A big thank-you to our volunteers and staff who contribute in so many ways at the Social Concern Office.

In 2014, the Social Concern Office (SCO) assisted over 23,485 clients. Included in the total are approximately 4,057 children. The number of people who require our services each month fluctuate, but there has been a steady increase in the number of seniors and working families needing assistance.

Community Volunteer Income Tax program got 2014 under way. This program involves volunteer accountants coming to SCO and picking up clients income tax forms at our satellite destinations: Langford and Sooke thrift stores. SCO assisted approximately 1955 returns. This program is offered from the last week of February until July 31st. This is an ongoing collaboration that involves Vincentians, volunteers, SCO and store staff. The program makes a big difference in the lives of our clients and community.

A heartfelt thank you to the Green Circuit program, which enables the SCO to offer fresh fruit and vegetables to individuals and families on a daily bases. Our clients are so grateful for the fresh produce as this is one area of their food budget which they normally cannot afford. As a result of the abundance of daily fresh produce , SCO is able to share with five other agencies in the city.

The Women's Day gathering has been well attended this past year. We always appreciate those who share their many talents and information. Most Tuesdays at the SCO are enlivened by the waves of laughter, song, dance and story telling. Sometimes it is just serene and peaceful.

World Food Day involved Island Catholic Schools, Christ Church Elementary school, Royal Oak Middle School, staff, students and parents. All reflected on the theme of hunger on Vancouver Island and around the world.

The 2014 Christmas Giving program was coordinated by volunteers, Phyllis Cameron and Susan Nawrocki. Together they coordinated the SSVP Seniors and Family Christmas Hamper Program. With our partners, the SCO and a host of dedicated volunteers were able to ensure 158 seniors and 115 families (the 115 families represented 175 adults and 230 children) had a joyous Christmas Day.

Margaret MacIntyre has contributed greatly in her capacity as volunteer coordinator . New volunteers have joined us in the day to day operation of the SCO both in the back and the front of our service delivery Also she has found new people for program facilitation.

A big thank you to Marie Willows who keeps the ship afloat day in and day out.

At the beginning of 2015, Julie Gray was hired as the Coordinator of Client Services. She is a great addition to our team.

Respectfully submitted
Grant Croswell
Program Manager
Social Concern Office

Social Concern Office
SOCIETY OF SAINT VINCENT & THE PATRIOT

Member and Volunteer Services

It is hard to believe that I have been in this position for over a year now as the time has passed very quickly. I would like to say I feel more and more a part of the Vincentian family on Vancouver Island.

The year began with the Time and Talent Survey that collected the views of Victoria conferences on the gifts they had to share, the time they had to do this and how contented they were with their ministry. The varied responses were captured on the new data base ParishSoft and have been helpful in placing members in work they were interested in. The Survey also brought to light the concern about the low profile Home Visits have in the Victoria conferences. This concern has been the focus of many meetings throughout this year, where we struggled with the logistics of how to promote Home Visits while running a food bank. Grant and I are currently working hard on this issue to ensure that the wide range of views held on Home Visits are respected and the practice is promoted wherever possible.

I visited all the Victoria conferences at least once during the year and went a few times to Port Alberni. My intent is to get to Nanaimo, Courtenay and Campbell River this coming year.

Part of my role is to promote the Society in the Diocese and secular society. I took on the task of writing regular articles for the Diocesan Messenger, thus ensuring that our work is made known to parishes on Vancouver Island. Whenever big events took place such as World Food Day and Christmas, I connected with the secular press.

As part of my job to recruit new members, I made a PowerPoint and a Visual Display that can be taken around to parishes and other venues. I also regularly post on our website and Facebook page – stories of individual members or the work of conferences, twinning or any other newsworthy item.

As a summer project I applied for grant money from Vancouver and Victoria foundations, with the idea of increasing capacity for programming at SCO. We were successful and were awarded \$25,000 to go toward an employment program BLESS which we are now initiating for individuals with significant barriers to employment. Another summer project was the move to the new Vincentian room in the Ozanam Centre. We had fun decorating the walls with photo canvases of members, volunteers and the people we serve.

I spent a lot of time out at Sooke trying to revive our conference there. With the help of Fr Mike Favero, Peter Gardener, Joe and Shirley Rigby and Grant Croswell we now have a fledgling conference there, St Rose of Lima, and the enthusiastic new members are in process of deciding what ministries they would like to undertake on behalf of the Society.

In the Fall I was busy coordinating World Food Day, working with Island Catholics Schools, the Diocese, Christ Church Cathedral school and our own members, staff and volunteers. As usual this was a wonderful event throughout Vancouver Island. As the Feast of St Vincent came around I worked with Sacred Heart parish to put on the lovely tea and celebration they hosted. As each annual event comes around I learn more about past traditions and how things are done. We noted that better communicated is needed around this event.

Respectfully submitted

Margaret MacIntyre

Member and Volunteer Services Coordinator



Major Projects

Once again there is significant progress to report:

Most significantly, the Sooke Hope Centre, our joint venture project with the M'akola Housing Society was completed on time and under budget last fall. The new expanded thrift store within is fully operational and our second floor space has been leased to a yoga centre tenant. We also have a Social Concern Office on the top floor. Also of major importance in this regard, the M'akola Group is now operating 25 rental units for the homeless on the second, third and fourth floors. Many compliments have been received from the general Sooke community regarding project design and the need that the new facility is fulfilling.

Momentum is finally building on our Rosalie's Village project at the Royal Oak Site/Ozanam Centre. M'akola Development Services was hired last summer as the new project Development Consultant and BC Housing has provided additional funding to engage a design/build contractor. Work is now underway to take the project to the tender and construction stage. It is anticipated that the construction contract will be awarded soon with construction to start this spring.

On completion, the project will provide 42 units of Non-Profit housing for single mothers and older women coming out of transition housing. In addition, there will be a new 37 child daycare facility for the single moms and others in the Royal Oak community.

Another major change this past year at the Ozanam Centre has been the leasing of the lower level of the building to a karate centre tenant. The karate centre operations are very compatible with Society operations, in terms of time of day and weekend use. In addition, the lease generates excellent cash flow to assist with Society operations. The renovations to the Ozanam Centre also include a new boardroom and meeting facility on the second floor.

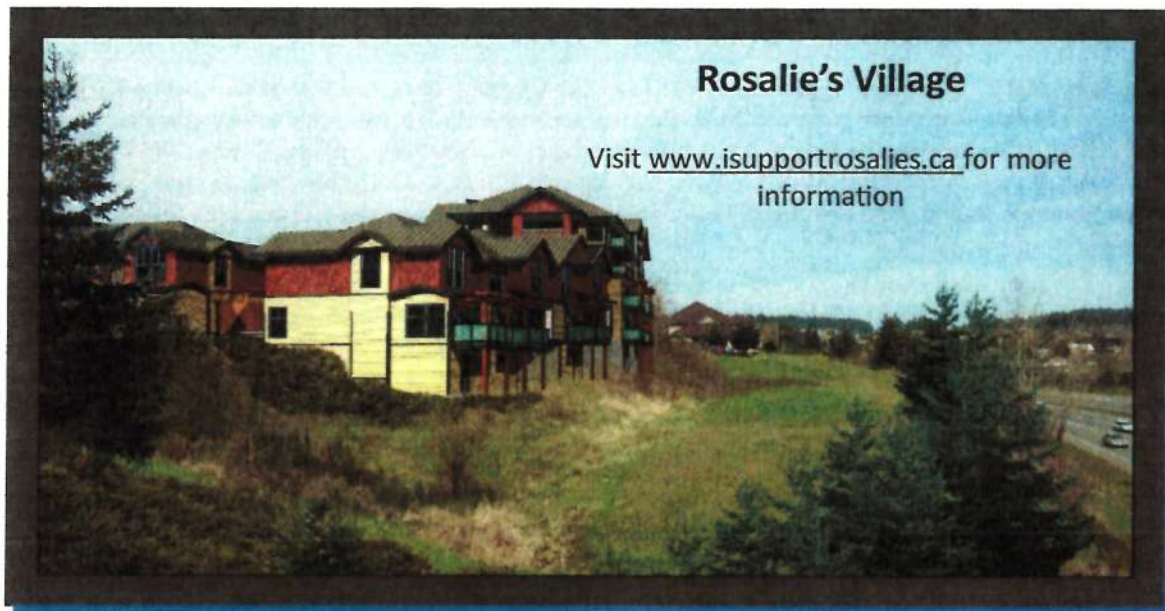
Our thanks go out to the hard working Committee members, both former and current, (Joe Rigby, Mary Spencer, Seamus McDonnell, Patricia Brown and Megan Misovic) and staff who participated in the Committee deliberations.

Respectfully submitted by
Leo Van Dyk and Grant Laprade

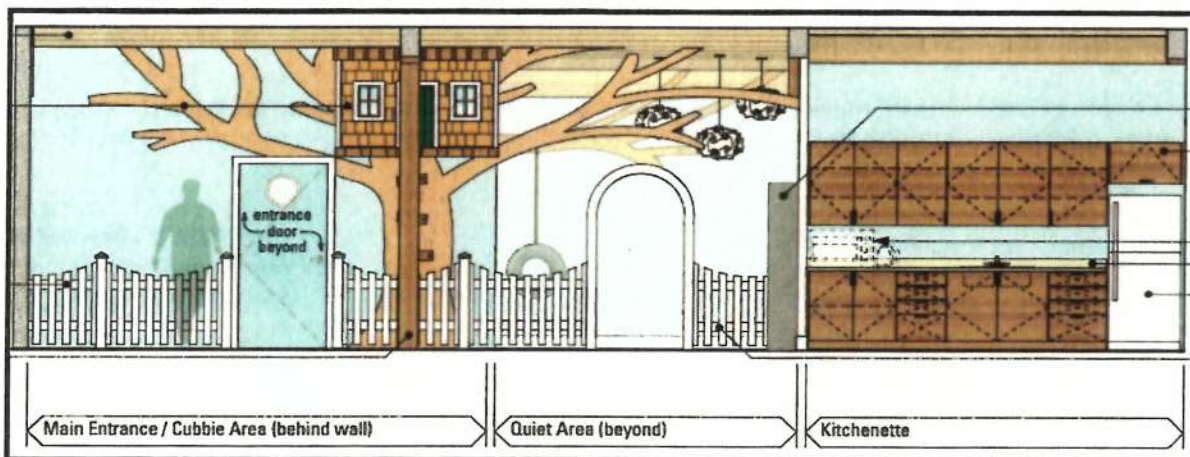


Sooke Hope Centre

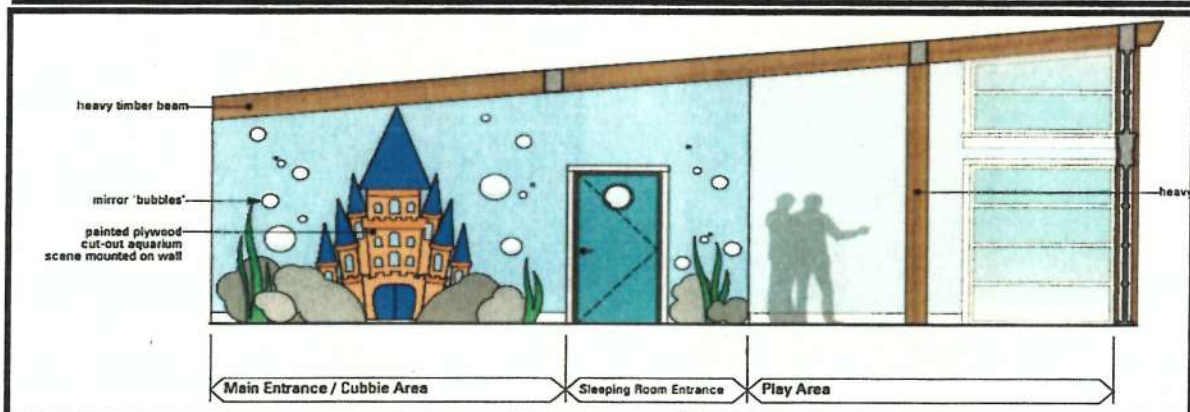
Current Projects



Looking North-East Towards Proposed Development



Architectural Drawings of Mary's Place Daycare



Frederic Ozanam Centre

For people with disabilities.... Moving from dependence to independence...

Our Society, through the operation of the Frederic Ozanam Centre, provides a community integration program for 50 adults with developmental disabilities at our site in Victoria. We are funded by Community Living BC and mandated to provide a warm, supportive and challenging environment for the people under our care. Our participants are encouraged to become active physically, intellectually and emotionally. Through the hard work of our 20 staff members, participants have the opportunity to engage in life experiences in meaningful and challenging ways.

Our programs are designed to meet the personal needs of our participants. We monitor and evaluate our programs in order to provide our participants with activities and experiences that will enrich their lives. Our 9 different activity groups participate in cooking, volunteering in the community, operating a radio program at UVIC, recreational activities, social skills training, computer assisted instruction, math and reading skills development and various music and art based activities.

New Initiative for 2015

We are pleased to announce that we have been awarded funding from the Society to build a Snoezelen Room. It has been our dream to provide our participants and the community with a Multisensory Relaxation Room. As our client base is aging we have identified a need to address the stress associated with dementia and deteriorating health conditions. If you are interested - check out the Snoezelen Room website at www.snoezelenroominfo.com.

Van Replacement – we have replaced one of our aging wheel-chair equipped vans with a newer used larger capacity van. Our plan is to replace our remaining aged van in the 2016 fiscal year.

CARF Accreditation – staff are busily preparing for our next accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF). The team will visit us in late summer.

"Kindness is the language which the deaf can hear and the blind can see."

Mark Twain

We at the Centre deeply appreciate the support and encouragement we receive from the Society and its members. The Ozanam Centre is well respected in the community and demand for our services is high. Thank you!

Respectfully Submitted:
Ken Leason
Ozanam Program Manager





greater victoria
coalition to end
homelessness
hope has found a home

priority housing project list



ROSALIE'S VILLAGE, Saanich BC



Rosalie's Village will be a 42-unit housing project for homeless or at-risk of homelessness female youth with children and older women. It will have an infant/toddler day care facility, named Mary's Place, able to care for 37 children with priority being given to children of tenants residing in the building.

In addition to the residential and day-care facilities, there will also be a satellite Social Concern Office branching off from the main office, located in View Street in downtown Victoria. This office would serve to provide a booking space for supports as required by the tenants of the building as well as by the Society's resident support worker and the Woman's Day Program.

Goals of this development:

- Provide safe, affordable housing for older women coming out of various homeless at risk situations
- Provide safe, affordable housing for female youth and young female adults with small children so that the mother may improve their lives and the children's future by being financially independent and transition to market rents.
- Work with the young mothers to have specific measurable goals for independence
- Provide free qualified childcare to tenants in the building so that the mothers may concentrate on their individual goals
- Provide a volunteer mentoring program for the young women incorporating the older women in Rosalie's Village as well as the seniors in St. Andrew's Housing and the Society home visitors in their case managed supports
- Provide a natural flow through mechanisms and transition planning for women who do not meet their goals in their plan to independence but are more suitable for long-term subsidized housing situations



Admitted to the PHPL: July 2012

Proponent: Society of St. Vincent de Paul, Vancouver Island.
Number of Units: 41 (20-one bedroom, 20-two bedroom, one shelter)

Rent: \$550/month - \$825/month

Gross Budget: Approximately \$12.5 million

Development Team:

- Society of St. Vincent de Paul, Victoria
- M'akola Development Society
- Joe Newell Architects

About the Priority Housing Project List

The Priority Housing Project List (PHPL), contains housing projects that act as priorities for the Greater Victoria Coalition to End Homelessness. As of August 2014, the PHPL contained approximately 186 supportive and 108 affordable housing units and 90 rental supplements. For more information: www.victoriahomelessness.ca



The Corporation of the District of Saanich | Corporate Services | Legislative
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-1775 | F 250-475-5440 | www.saanich.ca

File: 2870-30 West Saanich Road

September 12, 2012

Dean Strongitharm
City Spaces Consulting Ltd.
5th Floor 844 Courtney Street
Victoria, BC V8W 1C4

Dear Mr. Strongitharm:

"ZONING BYLAW, 2003, AMENDMENT BYLAW, 2010, NO. 9078"

This letter will confirm that Council, at their meeting on September 10, 2012, gave final reading and adoption to the above referenced bylaw rezoning property at 4349 West Saanich Road to a new zone MFI-RV (Multi-family Institutional Rosalie's Village) for proposed 41 unit supportive housing facility and daycare centre. A copy of Zoning Bylaw amendment No. 9077 establishing the new MFI-RV zone is enclosed for your records. In addition, Council approved Development Permit No. DPR00416 (4349 West Saanich Road) and Amendment DPA00686 to Development Permit DPR2000-00003 (4383 West Saanich Road) to allow for the construction of the proposed parking lot, bio-swale, walkway and shared gardening area. Enclosed are copies of the Development Permits which have been executed on behalf of the Municipality.

I would like to point out that the approved plans attached to and forming part of the permits must be adhered to and if any changes are contemplated, minor or otherwise, approval must be obtained from the Director of Planning or Council before proceeding.

It would now be in order for you to contact the Inspection Services Division with respect to obtaining building permits and any other approvals that may be required.

Prior to issuance of building permits you are required to provide to the Municipality security by an irrevocable letter of credit or certified cheque in the amounts of \$25,000.00 (DPR00416, West Saanich Road) and \$10,000.00 (DPA00686, 4383 West Saanich Road) to guarantee the performance of the requirements of the permits respecting landscaping. This should be submitted to our Inspection Services Division.

Sincerely,

Donna Dupas,
Legislative Manager
/cw
Enclosures

cc: Sharon Hvozdzanski, Director of Planning
Carrie MacPhee, Director of Legislative Services
Don Pedde, Acting Manager of Inspection Services
Kevin Gill, Development Assistant
Saint Vincent de Paul Society of Victoria
Provincial Rental Housing Corporation
Saint Andrew Victoria Housing Society

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THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9077

TO AMEND BYLAW NO. 8200,
BEING THE "ZONING BYLAW, 2003"

The Municipal Council of The Corporation of the District of Saanich enacts as follows:

- 1) Bylaw No. 8200, being the "Zoning Bylaw, 2003" is hereby amended as follows:
 - a. By adding to Subsection 4.1 – Zones, the following new heading and classification:
"Multi-Family Institutional: MFI-RV"
 - b. By adding to the Zone Schedules, a new Zone Schedule 1510 – Multi-Family Institutional Rosalie's Village Zone (MFI-RV) dated May 18, 2010 and attached hereto as Schedule "A".
- 2) This Bylaw may be cited for all purposes as the **"ZONING BYLAW, 2003, AMENDMENT BYLAW, 2010, NO. 9077"**.

Read a first time this 7th day of June, 2010.

Public Hearing held at the Municipal Hall on the 8th day of June, 2010.

Read a second time this 8th day of June, 2010.

Read a third time this 8th day of June, 2010.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the 10th day of September, 2012.

"DONNA DUPAS"

Municipal Clerk

"FRANK LEONARD"

Mayor

SCHEDULE 1510 MULTI-FAMILY INSTITUTIONAL ROSALIE'S VILLAGE ZONE • MFI-RV**1510.1 Uses Permitted**

Uses Permitted:

- (a) Apartment
- (b) Attached Housing
- (c) Daycare Centre
- (d) Accessory Buildings and Structures

1510.2 Lot Coverage

Lot Coverage:

The maximum coverage of all buildings and structures shall be 45% of the lot area.

1510.3 Density

Density:

Buildings and structures shall not exceed a Floor Space Ratio of 1.20.

1510.4 Open Space Areas

Open Space Areas:

Open Space areas shall be provided as follows:

- (a) A continuous landscape area, which may include outdoor recreation areas equal to 3% of the total site area shall be provided and located:
 - (i) Outside the required building setback area.
 - (ii) Outside the required parking area.

1510.5 Buildings and Structures

Buildings and Structures:

(a) Shall be sited not less than:

- (i) 4.5 m (14.8 ft) from any lot line which abuts a street.
- (ii) 3.0 m (9.8 ft) from an interior side lot line.
- (iii) 1.2 m (4.0 ft) from a rear lot line which does not abut a street.

(b) Shall not exceed a height of:

- (i) 9.0 m (29.5 ft) for an Attached Housing use.
- (ii) 15.5 m (50.8 ft) for an Apartment use.
- (iii) 7.5 m (24.6 ft) for those portions of a building used for Daycare Centre use.

1510.6 Accessory Buildings and Structures

Accessory Buildings and Structures:

(a) Shall be sited not less than:

- (i) 7.5 m (24.6 ft) from any lot line which abuts a street.
- (ii) 3.0 m (9.8 ft) from an interior side lot line.
- (iii) 1.2 m (4.0 ft) from a rear lot line which does not abut a street.

(b) Shall not exceed a height of 3.75 m (12.3 ft).

(c) Together shall not exceed a lot coverage of 10%.

1510.7 General

General:

The relevant provisions of Sections 5, 6, 7 and Schedules B and F of this bylaw shall apply.

Bylaw No. 9077
May 18, 2010
Schedule "A"



Coast Capital Savings Credit Union
Bay Centre Branch
212-1150 Douglas St
Victoria BC, V8W 3M9
www.coastcapitalsavings.com

February 19, 2015

Society of Saint Vincent de Paul - Vancouver Island

4349 West Saanich Rd
Victoria, BC
V8Z 3E8

RE: Membership confirmation

To Whom It May Concern,

This letter certifies that the **Society of Saint Vincent de Paul - Vancouver Island** (the "Society") holds a banking relationship with Coast Capital Savings Credit Union.

The Society has held membership and accounts with Coast Capital since May 7th, 2010 and is considered in good standing.

If you have any further questions, please feel free to contact me at 250.483.8459 or by email at aj.mcewan@coastcapitalsavings.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'AJ McEwan', written over a horizontal line.

AJ McEwan
Manager, Business Banking
Coast Capital Savings Credit Union

Society of St.Vincent de Paul of Vancouver Island Job Description

Title: Executive Director

Location: Administration Office

Supervisor: The Board of Directors

POSITION SUMMARY

The Executive Director, guided by an elected, volunteer Board of Directors is responsible for the overall administration and management of the operations and finances of the Society of St.Vincent de Paul of Vancouver Island. The Executive Director is responsible for the implementation of the mission, vision, values, goals and objectives of the Society of St.Vincent de Paul, through staff and volunteers, as established by the Board of Directors.

DUTIES AND RESPONSIBILITIES

Management

- Manages the financial, human and material resources in accordance with policies, bylaws, Articles of Incorporation and the annual strategic plan.
- Recruits, orients, evaluates and terminates staff in accordance with personnel policies.
- Coach's staff towards achieving professional excellence by collaboratively establishing broad staff objectives that meet the goals as outlined in the strategic plan.
- Ensures adequate financial resources and developmental opportunities are available to staff for them to fulfill their responsibilities.
- Interprets policies to staff and ensures the implementation of appropriate procedures.
- With the participation of the Treasurer and Financial Administrator, prepares and presents an annual budget for Board approval.
- Establishes adequate administrative and financial controls.
- Provides timely and accurate financial reports to the Board and appropriate agencies.
- Provides financial oversight of community and government contracts.

Board and Particular Council/Conference Support

- Fosters an environment conducive to effective Board governance.
- Works with the President and Board/PC/Conferences on the development of an Annual Strategic Plan and monitors progress of the plan throughout the year.
- Assists Board/PC activities by preparing administrative and financial reports and by sharing own and staff's expertise, experience and corporate history.

- Facilitates Board training and development.
- Assigns appropriate staff to assist Board Working Committees as required.
- Attends Board and Committee Meetings as required (approximately 6 per month)

Communications and Public Relations

- Develops and implements a strategic communications plan to continually improve the public image of the Society of St.Vincent de Paul.
- Establishes and promotes effective understanding and sound relations between the Society and the public; key donor groups; government departments and the media.
- Maintains positive relationships with and participates in initiatives of the Provincial St. Vincent de Paul and the National Council of St.Vincent de Paul.
- Represents the Society at conferences, meetings and speaking assignments.
- Supports the President as chief spokesperson for the Society.

Resource Development (Fundraising)

- Assists in the recruitment of a fundraising Chairperson and with this new Chairperson conducts the major Fundraising awareness program during St. Vincent de Paul week (to be determined).
- Establishes the annual fundraising plan with the fundraising Chairperson and Committee.
- Develops and implements a plan to apply to Foundations to access funds that support the fundraising goals.
- Encourages co-operation and co-ordination between the staff/volunteers and the members/conferences of the Society to achieve effective resource development.
- Assists in the recruitment, orientation, and training of the fundraising team.
- Establishes procedures for tracking, recording and reporting donations.

SUPERVISORY RESPONSIBILITIES

The Executive Director is accountable for all paid and volunteer personnel of the Society of St.Vincent de Paul of Vancouver Island. The Executive Director is directly responsible for the supervision of the following functions: Fundraising, Finance, Communication, Computer Systems Management, and Office Administration and Human Resources.

This includes ensuring that all personnel are treated in accordance with Board policies and government legislation and that authority is used to motivate personnel to accept responsibility for achieving professional excellence within a strategic, team environment.

SUPERVISION RECEIVED

The Executive Director reports to the Board of Directors. The Board policies, Bylaws, Articles of Incorporation, Mission, Vision, Values and annual strategic plan govern all activities. Any deviations from these must receive Board approval.

EDUCATION AND EXPERIENCE

- A Bachelor degree higher (or equivalent), preferably specializing in either social work, community development, finance, public administration, accounting or commerce.
- A minimum of five (5) years demonstrated supervisory/managerial experience.
- A minimum of five (5) years working with volunteers.

MENTAL EFFORT

- Almost continuous mental effort to organize both verbal and written information, balance priorities and multi-task several activities at the same time requiring careful listening and concentration.
- Frequently required to work with simultaneous or competing deadlines, which can be either regular or unpredictable.

PHYSICAL EFFORT

- Frequently required to sit for extended periods of time during meetings and while operating computer equipment.

WORKING CONDITIONS

- Works in own office with frequent interruptions and multiple demands.
- Occasionally must travel to meetings and functions outside of normal office hours.

OTHER FACTORS

- An understanding of the philosophy of the Society of St. Vincent de Paul.
- Highly developed communication and interpersonal skills.
- Knowledge of community organizations and structures, social services, corporate structures, Society relations and volunteer management.
- The ability to work with collaborative community projects and provide stewardship of donors in addition to having knowledge of fundraising campaigns.
- The ability to build and sustain a complex net of relationships is essential.
- A vehicle is required.
- Must participate in the pursuit of self-development to improve knowledge, expertise, management and administration abilities, to better direct the affairs of the Society of St. Vincent de Paul.
- Ability to use the Internet, Microsoft office suite and data bases is required.

Society of St. Vincent de Paul of Vancouver Island
Job Description

Title: Financial Administrator

Location: Central Administration Office

Supervisor: Executive Director

Overview:

The position is responsible for maintaining the financial records of the Society's departments by maintaining each department's books, keeping records of accounts, verifying the procedures used for recording financial transactions, preparing financial reports and assisting the external Auditors and other authorities in their audits. This includes the processing of all accounts receivable, accounts payable and payroll information.

Duties:

1. Enter monthly financial data for each department, including; all cash disbursements; cash receipts; payables; cash flow analysis; journal entries; and, appropriate cost allocations and accruals.
2. Reconcile the Society bank accounts monthly.
3. Under the direction of the Executive Director and Chair of the Finance Committee maintain and upgrade financial reporting systems.
4. Prepare statements of account and issue subsequent invoices for the purchase of materials and/or services from the Society for the approval of the Executive Director.
5. Identify and pursue outstanding customer accounts through interactions with support staff and customers.
6. Perform payroll related duties including: verifying timesheets; calculating and preparing payroll cheques; submitting government remittance forms and payments; overseeing the administration of employee benefits; conducting payroll analysis and year-end review; and, preparing and submitting yearly T4 documents.
7. Maintain staff vacation and sick leave records, and send updated records to each store and department monthly.
8. Check and update client allowance data with program manager and print cheques monthly for distribution to clients.

Reviewed and updated: June 20, 2007

9. Assist staff with benefit packages. Maintain staff information and changes to files.
10. Complete and submit government documents, such as GST remittances and applications for GST rebates for the Society in accordance with federal and provincial taxations laws.
11. Monitor other staff who handle financial transactions to ensure proper recording of the financial data.
12. Liaise with the bank to coordinate such things as updated signing authorities, automated payments and electronic banking.
13. Record all financial data into the computerized financial reporting systems and properly maintain the integrity of these accounts (e.g., trial balance and reconciliations).
14. Produce monthly financial statements and budget analysis, other financial reports as directed by the Executive Director, ensuring proper distribution to the appropriate stakeholders.
15. Ensure tax receipted donations are issued in compliance with Revenue Canada requirements. Complete the annual charity return.
16. Prepares cash flow projections and other financial reports and summaries. Make recommendations to improve the individual or organization accounting and management practices and/or systems. Ensures departmental and organization staff are trained and aware of accounting systems/standards and expectations.
17. Liaise regularly with the Executive Director to address questions arising from the various reports and provide advice on financial matters.
18. Support and assist Program and Store managers in related financial tasks, i.e. monthly sales/deposit records.
19. Participate in the monthly finance committee and provide information and analysis as required.
20. Prepare, with the Executive Director and Program Managers, the annual operating budget and long range financial plan.
21. Liaison with the Treasurer of the Society and with various Conference Treasurers to support and assist record keeping at the Conference level.
22. Demonstrate positive and supportive interaction with clients, volunteers, staff, donors, funders, suppliers and the general public.

Reviewed and updated: June 20, 2007

23. Promote the works of the Society in a positive and beneficial manner.

24. Perform other financial activities as required by the Executive Director.

Qualifications:

- A combination of at least five years of formal accounting training and/or progressively more responsible accounting, management planning and budgetary control in non-profit community based programs and services.
- Strong grasp of generally accepted accounting principles including fund based accounting.
- Working knowledge of Adagio A/P and General Ledger modules required.
- Working knowledge of payroll and benefit administration is required. Experience with payroll software would be an asset.
- Experience in issuing tax receipted donations and the applicable Revenue Canada requirements.
- The ability to prioritize workload and occasionally work under peak load pressure to ensure cyclical deadlines are met.
- Must have proficient computer skills. Knowledge of MS Word and MS Excel.
- Very professional in document production, meets deadlines, understands detail.
- Promotes positive work environment and leads by example.
- Ability to be self-motivated and able to work independently.
- Have a good command of written and oral English.
- Must have excellent communication skills.

Reviewed by: _____
Person whose job this is

Date: _____

Approved by: _____
Executive Director

Date: _____

**ST. VINCENT DE PAUL SOCIETY
JOB DESCRIPTION**

Title: Program Manager Housing

Location: The Saint Vincent de Paul Centre, Yates Street, Victoria

Reports to: Executive Director.

Position Summary:

Reporting to the Executive Director, manages the St. Vincent de Paul Centre Housing program for individuals who are homeless at risk or are low income urban singles. Is responsible for facilities management of the St. Vincent de Paul Centre Housing and coordinates the facilities management of the Social Concern Office and the Yates St. Store with the managers of those programs.

Duties:

- Plans, organizes, controls and directs the provision of services for assigned new and existing programs and/or project. Ensures effective program delivery consistent with the Society's mandate and policy, legal, contractual budgetary and other requirements. May develop or make recommendations for the development of new program areas.
- Participates as a member of the senior management team in developing long range and strategic plans, assessing and resolving operational issues and policies.
- Develops and establishes standards and accountability/control mechanisms for Assigned Programs in accordance with policies and goals established and approved by the Executive Director and the Board of Directors; develops and recommends long range plans and objectives for the assigned responsibility area; provides advice and recommendations to the Executive Director and board of Directors on significant or cross-agency program and service issues.
- Determines program, resource/budgetary, operational and organizational requirements for all new and existing programs within responsibility area; develops comprehensive plans and strategies to achieve identified objectives.
- Supervises, develops and motivates assigned staff to: attain program objectives; ensure effective case planning and management; accountability to referring authorities/agencies; consistent application of agency policies including labour relations issues related to hiring, performance appraisal, discipline, grievance resolution, discharge and providing input in union or non-union contract/funding negotiations
- Monitors the service delivery of professionals, resource and other workers, volunteers and members (where required); assisting and providing various services to tenants for structure, consistency, quality of guidance/supervision, suitability of activities, caring etc. Discusses problem situations and remedies; provides policy, technical and practical guidance to staff as required, and may participate directly in the provision of services to resolve difficult or sensitive issues or problems.

03/07/03

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- Participates in various committees, working groups, associations, etc. Maintains effective relationships with government officials, members, volunteers, community groups, funding agents; may communicate and/or promote (with the approval of the Executive Director) the Society's services, funding needs, valued to the community, etc. May represent (with the approval of the Executive Director) the Society at community and fund raising events, or other official functions.
- Prepares reports/conducts special studies, makes presentations. Maintains a current awareness of developments in assigned field/program/agency.
- Performs other related duties as required.
- SEE ATTACHED DUTIES SPECIFIC TO PROGRAM.

Qualifications:

Education, Training and Experience:

- Operational/administrative management, planning, organizing, human resources, analytical and communications knowledge and skills are typically required. Knowledge and skills specific to program are typically acquired through completion of a university degree in a discipline relevant to Society requirements or equivalent combination of education experience.
- Three to five years of progressively more responsible program delivery experience in the community social services sector with a demonstrated and in-depth working knowledge of specific community based programs and services, applicable legislation and policies, provincial and community support services and systems is required.
- *Specific program, legislative/policy, provincial and other government frameworks and systems, labour relations or professional knowledge may be required depending on individual agency requirements.*

Job Skills and Abilities

- Excellent oral, written, facilitation and interpersonal communications skills.
- Demonstrated teamwork, leadership and supervisory skills.
- Well developed planning, organizing, controlling and administrative skills.
- Ability to work effectively with volunteers and non-profit or publicly funded organizations.
- Able to work effectively with mentally challenged adults, people receiving assistance from various sources and people who are homeless.
- Possesses attached Management Core Competencies and/or Behaviors.
- An understanding of the mission, vision and values of the Society of St. Vincent de Paul...

Additional Information:

- The ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations is an

ongoing expectation. _ Participation in program related activities might involve long workdays,
and/or evening/weekend work.

03/07/03

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ADDITIONAL DUTIES RELAYENT TO THE HOUSING PROGRAM MANAGER

– PROGRAM MANAGEMENT

- Responsible for managing the Saint Vincent de Paul Centre Housing Program. The Housing program manager determines priorities, allocates resources and supervises staff, contracted resources and volunteers.
- Plans and manages the maintenance of the building and services offered in conjunction with the Ministry of Health; ensures effective and successful program/service delivery consistent with program objectives and budgetary limits; ensures that program standards, guidelines and policies of the St. Vincent de Paul Society are maintained, and that all licensing requirements are met.
- Ensures effective cooperation with Vancouver Island Health Authority as required.
- On an ongoing basis, evaluates with the Executive Director, the Housing Program objectives to ensure it is meeting the Society, Ministries and other Funders guidelines.

– TENANT SERVICES

- The Housing Program Manager determines priorities, manages tenant selection, and tenant issues, oversees Tenant Program Plans, liaises with all stakeholders, advocates for services for tenants, allocates resources and supervises staff and volunteers.
- Monitors Tenant Program Plans and Personal Service Plans for each tenant, with input from all stakeholders.
- Monitors the services delivered to tenants to ensure the Residential Tenancy Act is adhered to.
- Resolves tenant disputes and problems; provides policy, technical and practical guidance to staff, members and volunteers as required.
- Develops and maintains effective relationships by demonstrating positive and supportive interaction with tenants, volunteers, staff, referring authorities and the general public.
- Considers referrals from the various Ministry's; manages tenant selection, and tenant evictions; advocates for tenancy termination to other agencies when appropriate.
- Assesses tenants presenting decompensating behaviour, providing professional support to staff, members and volunteers. Referrals made to other support professionals as required.
- Ensures that accurate program and client records are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is completed.
- Interact with tenants and offer a listening supportive venue for certain difficulties tenants may be experiencing.
- Assist other agencies seeking housing for their clients. This would include advice and direction on where to seek housing.
- Support people, (tenants and their families) in their journey to wellness in time of grief, as it relates to the mission, vision, and values of the Society of Saint Vincent de Paul.

- **FINANCIAL**

- Responsible for financial administration of the assigned programs, as far as:
 - Preparation of the Annual Budget of related program;
 - Monitoring revenues and expenditures to assure compliance to the annual budget;
 - compiling and tabulating statistical data, as required;
 - Negotiating with Governments and funders to obtain variable service contracts that are financially feasible and serve the needs of the clients.
 - Determines program, resource/budgetary, operational and organizational requirements for all new and existing programs (within responsibility area)
 - Develops comprehensive plans and strategies to achieve identified objectives.

- **HUMAN RESOURCES**

- Participates with the senior management team to develop recommend and implement human resources policies, programs and related procedures and practices that are consistent with all legislative, employee contracts and/or collective agreement requirements and provisions.
- Hires, supervises, develops and motivates staff, members and volunteers.
- Ensures consistent application of St. Vincent de Paul Society policies, including issues related to hiring, performance appraisals, discipline, discharge and providing input in wage remuneration for assigned program.

- **PUBLIC RELATIONS**

- Communicates and/or promotes the Society's services, funding needs, and value to the community. May represent (with the approval of the Executive Director) the Society at community and fund-raising events, or other official functions.
- Conducts special studies, makes presentations; maintains a current awareness of developments in social services sector and the Society of St. Vincent de Paul.

- **FACILITIES MAINTENANCE**

- Ensures that building maintenance requirements are met such as: carrying out a preventative maintenance program, organizing all repairs and upgrade improvements to the building.
- Checks safety/security equipment and arranges replacements; reports to the executive director any unsafe or faulty equipment and arranges necessary remedies; monitors all repair and maintenance work to ensure work is carried out properly and to code.
- Ensures records, files and documentation is complete and in accordance with the Society policies and procedures for buildings under responsibility area. To act as a central data/building history center for all problems and remedies.
- Co-ordinate building maintenances and services as they affect Social Concern and Thrift Store needs.
- Maintain pager contact 24 hours a day 7 days a week for building emergencies.

Job Description – Resident Support Worker

Summary: This position provides tenant support and crisis support to adult tenants of St. Vincent de Paul's independent living apartment. Activities of the job include a varied set of tasks associated with assisting tenants in life skills issues in group or one on one basis, including crisis assistance, and liaising with outreach case workers. Additionally it requires working in close conjunction with the Social Concern Office in providing support in it's life skills mandate to the public.

Duties:

- Provide initial crisis support and or crisis intervention to tenants.
- Provide life skill training to tenants either on a one-on-one basis or in a group environment.
- Participate in personal program plans and overall assessment of services best suited to the individual tenant needs.
- Develop and foster a sense of community within the building through mentoring, by coaching and showing leadership to assist tenants in developing positive social skills.
- Liaison with other Society divisions and community groups involved with the tenants and provide support where necessary.
- Maintain a positive working relationship with tenants.
- Provide assistance to the property manager in maintaining accurate records in accordance with the requirements of B.C. Housing and VIHA when requested.
- Assist the Social Concern Office when short staffed and facilitate client development programs when needed.
- Other duties that may be required in assisting tenants, Social Concern Office, and Property Manager in times of crisis.
- Required to carry a pager 24/7 to respond to tenant emergencies including after hour emergencies.
- Work week may include working weekends.

Qualifications: An equivalent combination of education and work experience with marginalized people is required. A diploma or degree in Human Services profession would be an asset. At least three years work experience is preferred, with a good working knowledge of working with mental health patients. Some working knowledge of the Residential Tenancy Act would be beneficial but not necessary. A certificate in Basic First Aid, Food Safe, class 5 drivers license, and full Police record check are required. A class 4 Drivers License would be an asset. Must have the ability to prepare food.

Job Skills and Abilities:

- Good written and verbal communication skills
- Effective interpersonal, group dynamic and crisis intervention skills.
- Demonstrated ability to teach and to be patient with people
- Strong computer skills, (Including word processing, spread sheets and database). Good time management and organizational skills.

ST. VINCENT DE PAUL SOCIETY

JOB DESCRIPTION

TITLE: Property Administrator

LOCATION: The Saint Vincent de Paul Centre, Yates Street, Victoria

REPORTS TO: Executive Director

POSITION SUMMARY:

Reporting to the Executive Director, the Property Administrator oversees the implementation of the maintenance and administration of the St. Vincent de Paul Centre Housing. This is a program for individuals who are homeless at risk or are low income urban singles. The administrator is responsible for facilities management and coordinating the facilities management of the Social Concern office and the Yates St. Store with the managers of those programs.

The key responsibilities of the **Property Administrator** include but are not limited to:

- Property management office administration
- Payroll administration
- Vacancy and arrears management
- Preparation of tenancy agreement when accepting a new tenant
- Cost management of operating expenses in relation to BC Housing approved budget
- Rent collection and arrears management
- Purchase order processing, invoice coding and contractor management
- Works with the Residential Support Workers to resolve tenant disputes and problems; provide policy, technical and practical information regarding the RTS to staff as needed.
- On intake, consider referrals from the various Ministries and other social housing managers in the City. Manages tenant selection, and tenant evictions.
- Ensures that accurate client records are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is completed in compliance with the RTA.
- In conjunction with the RSW's maintain pager contact 24 hours a day, 7 days a week for building emergencies.
- Ensure that building maintenance requirements are met such as: carrying out a preventative maintenance program, organizing all repairs and upgrade improvement to the building.
- Checks safety/security equipment and arranges replacements; reports to the ED any unsafe or faulty equipment and arranges necessary remedies; monitors all repairs and maintenance work to ensure work is carried out properly and to code.
- Ensures records, files and documentation is complete and in accordance with the Society policies and procedures for building. To act as a central data/building history center for all problems and remedies.
- Maintain a database of preferred vendors
- Maintain a schedule and an upcoming calendar of upcoming maintenance.
- Other assignments within the scope, spirit and purpose of the job as reasonable requested from time to time by management.

Desired Skills and Experience

To succeed in this role, the candidate must possess the following combination of education, experience and skills:

- At least two (2) years' experience in residential property management,
- Knowledge of RTA
- Excel at planning and organizing. Ability to meet deadlines proficiently
- Ability to motivate and work as a team
- Strong analytical and problem solving skills
- Superior oral and written communication skills
- Strong computer skills – MS Word, Excel, and Outlook
- Strong administrative experience in Residential Property Management
- Strong Contract Management & Trade Supervision
- Working knowledge of the Occupational Health & Safety Act
- Reliable Vehicle required traveling to various sites.

RESUME

Angela Caroline Hudson

2895 Ceylon Road

Shawnigan Lake, BC

VOR 2W1

250-818-6250

ahudson6250@gmail.com

WORK EXPERIENCE

April, 1999 – Present

Executive Director for the Society of Saint Vincent de Paul of Vancouver Island

- Responsible for the overall administration and management of the operations and finances of the Society of St. Vincent de Paul of Vancouver Island. The Executive Director is responsible for the implementation of the mission, vision, values, goals and objectives of the Society of St. Vincent de Paul, through staff and volunteers, as established by the Board of Directors.
- Manages a staff of 75 people and 300 volunteers throughout Vancouver Island.
- Job Description attached

January 1998 – March, 1999

Financial Administrator for the Catholic Independent Schools, Diocese of Victoria

- Managed the overall financial affairs of all the Catholic school on Vancouver Island. Ensured compliance with government regulations regarding the education grants, childcare subsidy and Revenue Canada (Issuing of Charity tax receipts)
- Centralized the finances for the six Catholic schools on Vancouver Island under one centralized accounting and administration department.
- Trained and provide professional development to the administration of the schools regarding financial activities under their schools.
- Supervised a 3 accounting staff.
- Reason for leaving: This was a two year contract position that I was able to effectively restructure early and then I accepted position with St. Vincent de Paul.

June 1992 – January 1998

Shareholder, Owner/Operator for Cougar Pacific Equipment Ltd, Cougar Pacific Holdings Ltd., Cougar Pacific Logging Ltd., Duncan, B.C.

- Management of the finances, personnel and business dealings of the above companies. Structured the forming of the companies and the purchasing of the assets.
- Handled the purchase and rezoning of 4 acres of highway property to light industrial from agricultural. Oversaw the construction of a 10,000 sq. ft. industrial building.
- Developed the structure share sales and company wind downs. Developed insurance coverage and procedures for Canadian dealers with the franchise owners in eastern Canada.
- Worked with a staff of 14 employees and 3 managers. Administered employee benefit packages and employee reviews. The day-to-day accounting was performed by an in-house CGA and bookkeeper.
- Reason for leaving: Sold shares and resigned as a director, left to pursue career with Catholic Schools.

January 1988 – May 1992

Senior Chartered Accounting Student at Hayes, DeBeck and Stewart Chartered Accountants, Duncan, BC

- Performed audits, review and notice to reader engagements and commercial, charity and personal tax returns. Worked with clients to improve their knowledge and abilities with accounting and management functions, particularly cash flow, employee development programs, and information flow and needs assessments.
- Clients included: City of Duncan, Pacheenaht Indian Band, Duncan Christian School, Cowichan Valley Association for Community Living, Nikon Developments Ltd. (commercial and residential building contractors), various other not for profit clients and small businesses.

EDUCATION

September 1989 – December 1991

Chartered Accountants Institute of British Columbia (ICABC)

- Successfully completed the required audit, accounting and tax programs for the Chartered Accountants Institute of BC
- Transcripts available on request

September 1988 – June 1989

Camosun College, Victoria, BC

- Completed prerequisite course for the Institute of Chartered Accountants of BC. Transcripts available on request. The courses completed were consistent with a business administration degree. Final level courses included advanced taxation, advance financial and cost account, business and commercial law, business management and human resource management.

September 1987 – June 1988

Malaspina College, Nanaimo, BC

- Completed pre-requisite courses for the Institute of Chartered Accountants.

January 1978 – December 1979

Camosun College, Victoria, BC.

- Graduated with a Legal Secretarial Certificate.

1978

Cowichan Senior Secondary School, Duncan, BC

- Graduated under the Science Program

VOLUNTEER WORK

2010 – Present

Treasurer of the St. Joseph's School Council

Duties included reviewing and approving the monthly and annual financial statements for the school as well as working with the administration on the formation of the annual budget.

Specific duties related to the Childcare program include developing the budget and ensuring the program is running with a small surplus while meeting the mission, vision and financial requirements of the program. Assisted in hiring the current childcare manager and ensuring she is provided with adequate financial and budgeting support. Developed and implemented the financial plan to move the childcare program twice over the past five years during the construction of the new St. Joseph School wing and renovation project (once off of the school property and then back into the school grounds into newly renovated portables).

1989 – 1999

Treasurer of the Queen of Angels School Council

REFERENCES:

Letters of reference (or names and phone numbers) from all my jobs can be provided upon request.

Stuart R. Andrie

9959 Swiftsure Place, Sidney, BC V8L4E3
E: stuart.andrie@gmail.com T: 250-884-1870

Skills & Experience

Housing Sector

- Oversee and ensure that the property portfolio is managed and maintained at a level that adheres to the Society standards
- Ensure that the guidelines, policies and procedures that are set out in the Operating Agreements with BC Housing are adhered to
- Represent the Society and attend Residential Tenancy Branch hearings as necessary
- Ensure that ongoing/preventative, cyclical/annual, and corrective maintenance (including move out repairs) are completed
- Review monthly maintenance budgets with the Management Team to ensure funding availability for maintenance projects
- Ensure notice/documents are served to tenants as prescribed under the Residential Tenancy Act
- Keeping housing common areas and building exterior clean and grounds maintained
- Conducting annual and statutory suite inspections and ensuring all required repair and maintenance work is completed in a timely fashion and within budget
- Identifying and resolving tenant issues related to suite maintenance or compliance with the tenancy agreement
- Ensuring that suites are ready for occupancy
- Income qualification for eligible applicants
- Rent collection, bank deposits and enforcement of the Rent Arrears policies and procedures
- Ensuring compliance with the BC residential Tenancy Act and program agreements
- Ensuring safety and security through operation and maintenance of the building security systems
- Supervising and training of building maintenance staff and resident support workers
- Determines priorities, manages tenant selection, tenant eviction, and tenant issues, oversees Tenant Program Plans (if required), liaises with all stakeholders, advocates for services for the tenants, allocates resources and supervises Resident Support Workers and volunteers
- Monitors the services delivered to the tenants and ensures the Residential Tenancy Act is adhered to
- Resolves tenant disputes and problems; provides policy, technical and practical guidance to staff, members and volunteers as required
- Consider referrals from CASH, VIHA and BC Housing registry
- Ensure that accurate program and tenant records are maintained and that confidentiality is a priority. Ensure that all pertinent documentation is completed
- Supervise staff, including hiring and training
- Plan, assign and review work
- Set work priorities and standards
- Conduct formal performance review of work performed
- Hold monthly staff meetings
- Participate with the Management team to develop, recommend and implement human resource policies, programs and related procedures and practices
- Prepare individual property budgets, with consultation from the Management team for submission to BC Housing on an annual basis adhering to the manageable/non manageable costs and baselines mandated by BC Housing

- Monitor maintenance budget line items and address variances on a monthly basis
- Approve and monitor maintenance expenditures within spending authority
- Issue purchase orders and authorize building and project maintenance expenditures, in accordance with the Society spending policy
- Review and submit for approval proposals for contracted work to ensure compliance with Society/BC Housing policies and standards
- Review all maintenance contractor work and ensure that the work was completed to SSVP standards prior to submitting request for payment
- Monitor Replacement Reserve expenditures, ensuring funding for future replacement is accessible and that the fund is adequately financed by BC Housing according to their guidelines, in collaboration with the Management team
- Participate as part of the Management Team and contribute to the strategic direction of the Society including financial and human resourcing, and strategic planning
- Provide Property Management services, including Capital Replacement, Operating Budget development and supervision of Maintenance and Resident support worker staff
- Support the Executive Director in prudently managing and maintain the value of the Society's capital assets
- Achieve targets that are established annually through the strategic plan in collaboration with Executive Director

Program/Project Management

- Managed all aspects of an innovative project and subsequent program keeping it within scope, budget and timeline
- Planned, coordinated and delivered education, formation, and stewardship projects over a vast geographical area for a diverse demographic of participants
- Managed multiple ongoing projects meeting goals and deadlines
- Implemented strategic plan for three year period based on research and analysis to meet determined needs
- Taught Grades 9-12 to both to Canadian and foreign private schools with very limited resources
- Planned and implemented two educational tours to Europe for adolescents and adults
- Coordinated and supervised a volunteer outreach program
- Provided follow-up to program decisions and actions
- Developed positive relationships with students and their families including ongoing mentorship with past students
- Monitored and ensured safety policies of the Responsible Ministry guidelines were practiced and maintained
- Coordinated and led a multi-regional Advisory Committee Team to discuss, plan, and implement new initiatives

Communication & Stakeholder Relations

- Demonstrated proficiency at public speaking and group facilitation skills on various topics to diverse audiences.
- Regularly wrote letters, articles and statements regarding a wide variety of topics for publication on behalf of the CEO
- Accomplished capacity for providing efficient and effective communication over the phone or in person in both regular and challenging or crisis situations
- Created executive summaries, analytical reports, briefing notes and findings papers on the status of programs
- Prepared and presented a comprehensive executive report of findings and recommendations, and drafted new policies including management organizational sources, budget creation, job description and creation of a new office and coordinator position
- Maintained confidentiality when dealing with personal and sensitive information and issues
- Developed and maintained relationships with numerous stakeholders and clients including non-profit organizations, service providers, and clients

- Used social media for the promotion of materials and corresponding educational opportunities.
- Excellent written and spoken communication skills in English and Italian

Office Management

- Practiced in Human Resource management including supervision, hiring, mentorship, orientation, and scheduling
- Experienced data entry ensuring accuracy and efficiency using standard and proprietary databases
- Developed, maintained and circulated a list of manuals and resources (print, audio, video)
- Maintained accurate records for local and executive decision making purposes
- Knowledgeable in standard Ministry office practices and procedures

Research, Analysis and Interpretation

- Performed research and statistical analysis as a graduate assistant to university professors
- Analyzed evidence collected through proven research and investigation methodologies to in order to determine conclusions, provide recommendations and make decisions
- Applied knowledge of Freedom of Information and Protection of Privacy Act received in training of the general principals of information access and privacy

Administration & Finance

- Responsible for the development and management of a \$60,000 program budget
- Researched and collected hospital costs from Insurance Corporation of British Columbia
- Accounts payable expense administration of Ministry of Health staff and clients

Marketing

- Used multi-media to create and communicate awareness campaigns, volunteer drives, and emergency relief collections

Computer

- Proficient with advanced features of MS Office Suite (Word, Excel, PowerPoint, Outlook, database management and scheduling programs), iOS software as well as various forms of cutting edge social media and email platforms
- Routinely updated and maintained company website for previous employer on a daily to weekly basis
- Typing / word processing speed 63 w.p.m. average

Work Experience

Society of Saint Vincent De Paul, Victoria

Manager of Housing and Property Services, July 2014 - Present

Society of Saint Vincent De Paul, Victoria

Retail Clerk, March 2014 – July 2014

Diocese of Victoria, Victoria

Executive Coordinator, February 2012 – April 2013

Ministry Consultant, August 2011 – January 2012

St Andrew's Regional High School, Victoria

Teacher, September 2007 – August 2011

BC Ministry of Health, Victoria

Researcher, Accounts Payable and Collections Clerk, January 2007 – August 2007

Christ the King High School, St. John's Antigua

Teacher, August 2004 – August 2006

Education & Training

Certified Housing Professional Program Level One Designation (On-going)	Chartered Institute of Housing, Toronto ONT	2016
Residential Manager Certificate	Residential Manager Training Institute, Vancouver BC	2015
Adult Probation Officer Certificate	Justice Institute of British Columbia, Vancouver, BC	2013
Refugee Sponsorship Training Certificate	Refugees Sponsorship Training Program, Scarborough, ON	2012
Doctoral Studies, Social Sciences	Pontifical University of St. Thomas Aquinas, Rome, Italy	2004
Master of Arts, Social Sciences	Providence College, Providence, Rhode Island	2000
Bachelor of Arts, Social Sciences	Franciscan University, Steubenville, Ohio	1999

Personal Interests

Goaltending for a men's league ice hockey team, marathon running, dogs, reading, travel



Addiction Recovery Coach of Canada Society

Doing business as ARCC Society
6850 Rose Lee Place, Sooke BC V9Z 0N9
www.arccsociety.com
250 889-9561



May 1, 2012

Angela Hudson
Executive Director
The Society of St. Vincent de Paul
4349 W. Saanich Road
Victoria, BC V8Z 3E8

Re: Funding application for Rosalie's Village

ARCC Society works with adults, children, youth and community organizations affected by addiction, with a focus on prevention of Fetal Alcohol Spectrum Disorder (FASD) and successful interventions with high-risk mothers. Our philosophy is that supporting the mother is in the best interest of the children.

High-risk mothers are defined as those who struggle with mental health and/or substance misuse issues and/or are living with FASD. Those who are most vulnerable very often live in poverty and are dealing with a range of health, legal and social issues.

The need for housing support for vulnerable mothers has been identified: by service providers, decision makers and researchers who work on prevention of FASD in the Canada FASD Research Network (www.canfasd.ca/), through our work in developing support groups for mothers with local agencies, in the Healthy Minds Healthy People plan, and in BC's 10-year FASD Strategic Plan.

It has been our experience working with vulnerable, high-risk mothers in Victoria, BC and surrounding area that housing and shelter remains the number one barrier to service. It is not uncommon for high-risk mothers to be homeless and have multiple babies, all resulting in apprehension of the baby. As a result, children get caught in the revolving door of the foster care system, and the mother-child bond is severely damaged or severed entirely.

We strongly support the funding application for housing for vulnerable women and children being proposed by the Society of the St. Vincent de Paul. We agree that Rosalie's Village would fill a critical need in service for vulnerable women living in Victoria and surrounding area.

Please contact me should you require further information.

Janet Christie
Co-Executive Director
jan.christie@telus.net



**The Cridge
Centre for
the Family**

1307 Hillside Avenue, Victoria, BC V8T 0A2
Telephone 250-384-8058 • Fax 250-384-5267 • Website www.cridge.org
A n o n - p r o f i t s o c i e t y f o u n d e d i n 1 8 7 3

February 20, 2015

To Whom It May Concern:

I am pleased to provide this letter of support for the daycare proposed for St. Vincent de Paul's Rosalie's Village. The Cridge Centre for the Family has been providing low rent housing, and daycare for over 30 years. Our experience is that combining housing and daycare provides good support for struggling families and is a good investment. However, the demand for our affordable housing and daycare always exceeds the supply. That is why we were excited to hear about Rosalie's Village and have supported the whole concept since it was first proposed eight years ago.

For the past three years, we have averaged over 32 children on our Cridge Centre Daycare waitlist. For many of these children, being in daycare is an important part of their families' risk reduction plans. Having daycare spaces to accommodate this need means that children are visible in the community, less likely to be placed in foster care, and their families have the opportunity to thrive. The number of housing units and daycare spaces proposed for Rosalie's Village matches the numbers on our waitlists for housing and daycare.

The Royal Oak area where Rosalie's Village will be located is currently underserved for group day care. Creating new daycare spaces in that area is good for all the families in that community, especially for the vulnerable families that will be housed in Rosalie's Village. We look forward to your favourable consideration of the requested capital funds for the new day care.

Sincerely,

Marlene Goley, Manager
Women's and Family Services
The Cridge Centre for the Family



Head Office: 2009 Fernwood Road, Victoria BC V8T 2Y8 Phone 250-384-1423 Fax 250-381-1438

August 24, 2015

Angela Hudson, Executive Director
Society of St. Vincent de Paul of Vancouver Island

Re: City of Victoria Housing Reserve Fund application for Rosalie's Village

Dear Ms. Hudson,

I am pleased to write this letter in support of the Society of St. Vincent de Paul's, Rosalie's Village, non-profit affordable housing units for the target population of single mothers with small children, older women who do not qualify for other subsidized housing programs, and women needing emergency, transitional housing. Rosalie's Village will be a positive step to addressing the needs of these vulnerable populations across the Victoria region.

The work that the M'akola Housing Society undertakes provides an insight into the challenges faced by single mothers with small children and older women who no longer qualify for our family housing units once their children leave the home. Specifically, we believe the value of providing young women with children safe, affordable housing and supports, on their journey to becoming independent and transition into rental market housing. As well, we value the importance of providing affordable housing for older women coming out of various homeless/at risk situations until they qualify for appropriate seniors housing. The Society of St. Vincent de Paul has a solid reputation in the community for nearly 100 years, and the necessary experience to succeed with this project.

M'akola Housing Society supports St. Vincent de Paul's application for the City of Victoria Housing Reserve Fund for capital funding for low and moderate income rental housing. M'akola will assist the Society with the referral of homeless women and children and will provide preferred access to our housing stock when the tenants are ready for long-term housing.

M'akola has an established relationship with the Society of St. Vincent de Paul through other successful partnership endeavors, such as the Hope Center in Sooke, which opened in the Fall 2014, and are looking forward to our involvement with St. Vincent de Paul on Rosalie's Village. We are confident that the Rosalie's Village will benefit the homeless women and children in our community in both the short- and long-terms.

Yours truly,

A handwritten signature in black ink, appearing to read "Kevin A. Albers", is written over a horizontal line.

Kevin A. Albers, CGA, CAFM Chief Executive Officer



Rosalie's Village Site
4351 West Saanich Road
District of Saanich



Rosalie's Village: Targeting Youth and Chronically Homeless

The Society of Saint Vincent de Paul's (SSVP) Rosalie's Village will target serving both youth and the chronically homeless (which for this project would include young mothers, their children and older women).

Youth - Young Single Mothers

This project uses the Government of Canada definition of youth as individuals 31 years of age or younger. The majority of the young single mothers living in this project will fit into the under 31 definition of youth. In addition, SSVP is developing a separate tenancy agreement for youth ages 16 -19 (as youth under 19 do not fall under the Residential Tenancy Act), geared towards youth women in the foster care system that often have nowhere to go if they become pregnant at a young age. The programming of this project is specifically targeted towards supporting a younger demographic in gaining the life skills that they need in order to become self-sufficient. This program is geared to breaking the cycle of poverty (research indicates a large portion of chronically homeless – upwards of 50% - were at one time in the foster care system), not only serving homeless or at-risk youth, but keep youth from cycling back into homelessness as adults (see the following section on a more robust discussion of how this project directly serves the chronically homeless).

In addition, it is important to note that the children of young single mothers living at Rosalie's are also tenants and would fall under the category of youth. The daycare component of this project, along with housing and supports, provides specific support to children under five. The daycare is free for tenants of Rosalie's Village, significantly reducing monthly costs for young single mothers and provides children under five the opportunity to access high-quality daycare services. There are no other upcoming projects in the Greater Victoria Area that address childhood homelessness and poverty in this way.

Chronically Homeless

The rents required to make this building operational do not initially appear to target chronically homeless, however there are several key factors that allow this project to target chronically homeless individuals and families.

While rents collected are set higher than the shelter portion of income assistance in British Columbia, SSVP anticipates a number of the tenants in this building will access rental supplements and rental assistance from a variety of programs, including those offered by the Society, in order to allow individuals and families on income assistance to directly access these units. The table on the next page indicates how rental supplements or assistance can provide tenants on income assistance the opportunity to access units at Rosalie's Village.

Through research during the conceptual phase of Rosalie's Village, SSVP was able to contact numerous non-profit and social service organizations, such as the Cridge Center for the Family, the Women's Transition Center, Pacifica, Our Place, Kool Aid (specifically the Rock Bay Landing Shelter program) and PEERS, all of which work with chronically homeless individual. Through partnerships with these organizations, most of which have Homeless Outreach Program (HOP) and Homeless Prevention Program (HPP) that they administer, SSVP will be able to fill the Rosalie's Village units with Chronically Homeless individuals on income assistance and still collect a rent necessary to support the operations of the program. Of these organizations, the Cridge, Women's Transition Center and PEERS, specifically, have indicated a struggle to find suitable accommodation for women accessing rental assistance/supplements, indicating Rosalie's Village can expect to fill a number of units (indicated in the chart on the following page) with individuals dealing with chronic homelessness. In the case that rents may still be above shelter after the maximum amount of support from these programs, the Society will

Rosalie's Village: Targeting Youth and Chronically Homeless

match the small amount needed to allow individuals and families on income assistance to access units at Rosalie's Village. The Society also has a rental assistance program and participates in the Community Splits Program – with Our Place, Kool Aid - that offers rental assistance, which women accessing Rosalie's can apply to, and SSVP anticipates a number of residents will be using this program as well.

Finally, it is important to note that while not all of the tenants in Rosalie's Village will be accessing rental assistance, or be on income assistance, these units will still be directly impacting chronic homelessness in Victoria. Young women under 19 will receive rental support from the BC Ministry of Children and Family Development, and without this safe supportive option, may struggle to find a foster situation that will properly support a young woman with a child, putting that woman at risk of homelessness.

In addition, many individuals currently continue to occupy units offered at shelter rate as there are often no other viable alternatives for these tenants to transition into. Rosalie's Village will take tenants from the Society of Saint Vincent de Paul's downtown building and other projects (see agreements with Pacifica and M'akola on intake and referrals) where tenants have stabilized and no longer need an intensive support environment, directly freeing up units with supports that are targeted towards chronically homeless. Rosalie's Village will play an important role in freeing up units in downtown Victoria that can house chronically homeless individuals.

Rental Assistance and Support Breakdown

	# units	One-Bedroom	# units	Two-Bedroom	# units	Two-Bedroom Twnhs
Rosalie's Rents	11	\$750	6	\$960	8	\$1,050
Market Rents	10	\$855	4	\$1,107		
Rental Assistance (SAFER, RAP)			4	\$648		
Rental Support (HPP)	5	\$450				
Rental Support (Society of Saint Vincent de Paul)*	5	\$30				
Rental Support (HOP)	5	\$300				
Rental Support (Society of Saint Vincent de Paul)*	5	\$75				
Rental Support (Society of Saint Vincent de Paul)	2	\$480	2	\$450	4	\$480
Avg Rent (after assistance)	12	375	6	525	4	570
Avg Rents (not incl. shelter)	9	\$800	4	\$1,019	4	\$1,050
Emergency Shelter Rents	2	\$570	1	\$570		

*supplement to increase support from HPP and HOP to achieve shelter rate rents on these units

Project Eligibility Evaluation Form – Rosalie's Village 4351 West Saanich Road

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

Eligibility Criteria	Yes	No	Notes
1. Does the proponent qualify as a non-profit society?	X		The Society of Saint Vincent de Paul of Vancouver Island is confirmed as a registered non-profit society in British Columbia and is registered with the Canada Revenue Agency as a charitable organization.
2. Does the project address the Housing Fund's objectives?	X		The target population for Rosalie's Village is young single mothers (31 years old or younger) and children who are homeless or at risk of homelessness. The proponent has also confirmed that they are currently working with the Province to secure a youth tenancy agreement that will allow Rosalie's Village to also accommodate single mothers between the ages of 16 to 19 and their children. The project will also accommodate older women referred from transition houses or subsidized family housing, whose children have reached adulthood. There will also be three dedicated emergency shelter units (two 1-bedroom and one 2-bedroom) for women and children fleeing unsafe or inadequate situations. The project will also include a free on-site daycare for tenant's children (five years of age and under) along with other related supports. Rosalie's Village will also provide the opportunity to refer eligible tenants from the Saint Vincent de Paul Centre in downtown Victoria to more stable housing at Rosalie's Village, thereby creating available space to better house individuals who are chronically homeless or at risk in the Centre along with a higher level of support. The project also includes several partnerships with government and community/service agencies. The proposed target population aligns with the fund's objective to provide affordable housing for people with no, low or moderate incomes as well as the objective to support projects outside of Victoria that support youth and the chronically homeless.
3. Is the project in keeping with the OCP, Neighbourhood Plan policies and zoning?	X		Although this project is outside the boundary of the City of Victoria, approval of this grant request will advance the <i>Official Community Plan</i> objectives and policies regarding the provision of rental housing options and entering into partnerships with other levels of government and agencies to help achieve new affordable housing initiatives. OCP (policy 13.6) encourages partnerships with the CRD, its member municipalities and other partners to improve regional housing affordability and increase housing supply and diversity across the region through funding contributions and implementation of regional plans and initiatives. The project has received all necessary development approvals from the District of Saanich.

Eligibility Criteria	Yes	No	Notes
4. Does the proponent have experience in developing and operating non-profit housing?	X		The Society of Saint Vincent de Paul of Vancouver Island is one of the longest serving Societies in Victoria and has developed and managed several non-profit housing developments throughout the region, including St. Andrews (Saanich), Saint Vincent de Paul Centre (Victoria), and Hope Centre (Sooke). Additionally, they have a proven track record of using social enterprise to support the long-term viability of their operations.
5. Does the project leverage funding from other sources?	X		The project has been provided with the following funding commitments: <ul style="list-style-type: none"> • \$3.9 million – BC Housing • \$1.27 million (land and fundraising) Society of Saint Vincent de Paul • \$630,000 – Capital Region Housing Trust • \$400,000 – Government of Canada (Homeless Partnering Strategy) • \$172,000 – District of Saanich (Affordable Housing Fund) • \$10,000 – Canada Mortgage and Housing Corporation
6. Are the project Capital and Operating budgets viable and sustainable?	X		A detailed capital and five year operating budget has been provided to the City of Victoria. Staff have reviewed this financial information and conclude that the project is financially viable and sustainable to a level sufficient to operate and provide the housing and supports outlined into the long-term. BC Housing will also purchase and own 18 units within the project through the Provincial Rental Housing Corporation which provides additional assurance of the long-term viability and sustainability of this project. The Society of Saint Vincent de Paul has also agreed to enter into a legal agreement with the City of Victoria to protect its financial commitment and to ensure the ongoing provision of affordable housing in perpetuity.

Project Risk Evaluation

Type of Risk	Project Score (from 1 – 10)
What is the risk that the project will not be completed?	1
What is the risk that the project will not continue to be used over the long term?	1
Project Score	2

RISK ASSESSMENT CRITERIA

Scoring from 1 – 10 with the risk increasing from 1 being an extremely low risk to 10 being an extremely high risk.

1. What is the risk that the project will not be completed?

This evaluation should take into account the track record of the proponents in getting projects built and completed through to occupancy. Consideration should be given to the proponent's experience with projects of similar scale and complexity and the specifics of the business plan for the current project.

2. What is the risk that the project will not continue to be used over the long term?

This evaluation should take into account the track record of the proponents in owning and operating projects of a similar scale and complexity. Consideration should be given to the proponent's operating plan for the project.



CITY OF VICTORIA HOUSING RESERVE FUND PROGRAM APPLICATION GUIDELINES

Program Overview

The fund was established for the purpose of the providing grants for capital funding:

- To assist in the development and retention of housing for households with no, low or moderate incomes to support community diversity and infrastructure; and
- To facilitate the development of affordable rental housing.

Who can apply?

Eligible applicants must be a non-profit society or have a partnership with a non-profit organization that will own and operate the housing.

The City encourages partnerships between non-profit societies and the private development industry.

Project Eligibility

Priority for project funding will be based on a consideration of the following criteria:

- Projects that include leveraging and partnerships with other government funding agencies, private industry, community agencies and/or individuals;
- Projects that target housing for no, low or moderate income households (definition below).
- Projects that address the housing needs of families with dependent children, youth and the chronically homeless;
- Projects that are in the City of Victoria (except for those specifically directed to youth and the chronically homeless);
- Proponents with a proven track record of developing and operating non-profit housing.

Funding Assistance

The maximum assistance for eligible projects, under this program, is in the form of a grant of up to \$10,000 per unit.

Should construction of a project for which a grant is approved not commence within two years of the Development Permit approval or should a Development Permit in respect of an approved project not be issued within two years of Council's approval of the grant, the approved grant shall be rescinded.

The City reserves the right to accept or reject any application for funding without limitation.

Application Procedure

1. The proponent meets with the designated staff representative to determine project eligibility.
2. Once it is determined that the project can be considered within the program, the proponent is directed to proceed with a full application.
3. Proponent provides an application package for review.
4. Using the Victoria Housing Reserve Fund Guidelines, the Administrator evaluates and scores the application.
5. The Administrator submits the evaluation of the application and a recommendation report to Council for consideration, upon which Council will either approve or reject the recommendation, or request that the Administration provide further information.

Approval of funding under this program does not limit Council's decision making with regard to Rezoning, Development Variance or Development Permit or any other approvals.

Definition of Low and Moderate Income

Low Income

For the purpose of the definition of low income households in this policy, the City endorses the Housing Income Limits as published by BC Housing on an annual basis.

2014 Housing Income Limits (HIL's) for Victoria: Bachelor = \$29,000

1 Brdm = \$34,500

2 Brdm = \$43,000

3 Brdm = \$59,000

4+ Brdm = \$65,000

Moderate Income

Households with incomes below the Victoria CMA median income are considered to be moderate income for the purposes of this policy.

***The 2011 Victoria CMA household median income = \$61,553.00 per annum (Source: Statistics Canada)*

Affordable housing is defined as costing no more than 30% of gross household income.

Development Cost Charges

All housing projects will be required to pay all City permits, fees and Development Cost Charges.

Contacts

*Sustainable Planning and Community Development
Ph: 250.361.0382*



4349 West Saanich Road
 Victoria, BC V8Z 3E8
 Phone: 250-727-0007
 Fax: 250-727-0771



November 24th, 2015

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

Re: Rosalie's Village – Victoria Housing Fund – New Data Shows Housing Crisis Severe for Single Mothers

Dear Mayor and Council,

I wanted to take the opportunity to highlight the attached article released November 23, 2015 by the BC Non-Profit Housing Association. Through intensive research and data collection, they have assembled a rental housing index – the most comprehensive study of rental housing ever done in British Columbia. The conclusions this data has allowed the non-profit sector to identify single mothers as facing the toughest rental challenges of all demographics across the Province. One-third of single mothers spend more than 50% of their income on rent. If daycare gets added to the costs this single mother has to bear and it quickly reveals how vulnerable and at-risk of homelessness this portion of the population is.

According to BCNPHA, the issue is supply. The Rosalie's Village Project will provide desperately needed supply in the Victoria area, in addition to free daycare and life skills support that will be offered on-site. This project will support single mothers, allowing tenants to gain valuable skills and capacity, empowering these women to be as financially and socially independent as possible. By fully supporting this project through the Victoria Affordable Housing Fund, Council will have a direct impact one of the populations most in need in this Province.

Yours Truly,

A handwritten signature in dark ink that reads "Angela Hudson".

Angela Hudson
 Executive Director
 Society of Saint Vincent de Paul of Vancouver Island

Enclosures: "Housing Crisis Severe for Single Mothers, Youth and Aboriginal People," BCNPHA, November 23, 2015



BC's Affordable Housing Conference

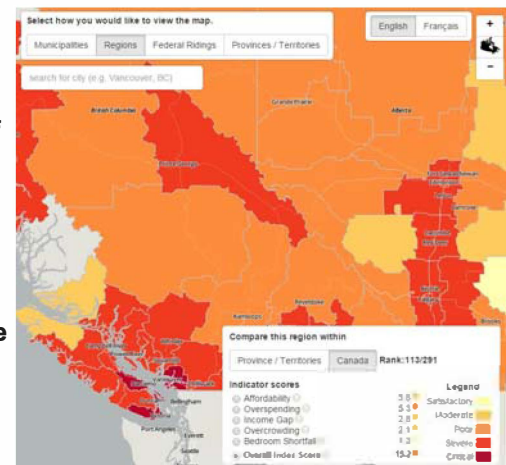
November 22 – 25, 2015

Housing Crisis Severe for Single Mothers, Youth & Aboriginal People

Major Study Highlights Need for Social Housing and Market Rentals for Workers

VANCOUVER, BC--(November 23, 2015) - The most comprehensive study of rental housing ever done in BC shows that our housing system has failed single mothers, and created a crisis for renters under thirty and aboriginal people. In addition, a look into the jobs of renters shows that the lack of available rental housing could impact economic growth.

The significant expansion of the Rental Housing Index was launched today by BC Non-Profit Housing Association and includes an array of local rental housing statistics throughout BC including data on the challenges faced by seniors, immigrants and families. The easy-to-use [online interface](http://www.rentalhousingindex.ca) also lists the jobs of renters in different communities. At the regional level, it has projections on housing need and in major cities examines neighbourhood level rental data.



www.rentalhousingindex.ca

Tony Roy, CEO of BC Non-Profit Housing Association says, "What we are facing here is a massive supply issue, and I think this study allows us to visualize the people who are most impacted by that crisis. The need for social housing is at an emergency level that is exacerbating homelessness, but we also need to build affordable rental housing aimed at the working class."

Workforce data specific to renters is now available for nearly 100 BC jurisdictions, and shows that while renters are sometimes restaurant and retail workers, a large amount are health care providers, construction workers and accountants. The data was collected using the 2011 National Household Survey and will be updated as soon as the next census is completed. Likely, the issues identified here have become worse in recent years.

David Hutniak, CEO of LandlordBC added, "We need all levels of government to step up to the plate. We need tax incentives for the building of new purpose-built rental and for the renovation and enhancement of aging

existing rental stock to offset high land and construction costs. Better support for renters whose needs are not met through the market, be it through portable housing allowances or similar programming, is also needed."

Linda Morris, Senior VP at Vancity credit union says, "Access to stable and affordable housing for the workforce is part of a healthy community. Vancity is advocating for alternatives to support growth in the affordable housing sector, including rental."

SINGLE MOMS FACING THE TOUGHEST RENTAL CHALLENGES

Many single mothers are financially struggling to pay rent across the province. One-third of single mothers spend more than 50 per cent of their gross income on rent. That's a crisis level of overspending. In cities such as Coquitlam, Penticton and Nanaimo, over 40 per cent of single mother renter households are spending a majority of their gross income on rent. Cities in Metro Vancouver also have the highest average rents for single mother households, with rents in Coquitlam, Maple Ridge, Richmond and Langley District averaging between \$1,026 to \$1,097, well over the \$812 national average, and intensifying issues of overcrowding.

SENIORS STRUGGLING TO PAY RENT IN BIG CITIES AND SMALL TOWNS

Rental affordability is also putting a financial strain on seniors. In Kelowna, West Vancouver and Saanich, seniors are facing crisis level of spending, where nearly one-third of all seniors are spending over 50 per cent of their gross income on rent. The Index also shows the highest rents for seniors are Whistler at \$1,909 and West Kelowna at \$1,496. The highest average rents paid by seniors are in regions such as Central Okanagan, where on average seniors spend more than 40 per cent of their gross income on rent at \$1,223.

ABORIGINAL PEOPLE

In Greater Vancouver and the Capital Region, over a quarter of Aboriginal people are spending over 50 per cent of their gross income on rent. In smaller communities such as Cowichan Valley and Thompson-Nicola, more than one-third of Aboriginal People are spending in excess of 50 per cent of their gross income on rent, putting them at crisis level of spending.

IMMIGRANTS DEALING WITH CRISIS BY OVERCROWDING

Immigrant household incomes are on par with all renter households in the province. However, while the general population has a 12 per cent incidence of overcrowding, 23 per cent of immigrant households are overcrowded. It appears that immigrant households are coping with high rents by housing more income earners. Some overcrowding issues may relate to preferences for intergenerational living arrangements, suggesting that communities in BC need to build more diverse housing types in the rental market.

ABOUT THE RENTAL HOUSING INDEX

All of the expanded data is publicly available on an easy to use interactive web-map developed using census data. The Index has become an important tool for housing planners, non-profit housing developers and all levels of government to help plan for future housing needs. To learn more about rental demographics in your community, visit the Index at www.rentalhousingindex.ca

The data will be formally presented today at 12:15 p.m. PST to over 800 affordable housing providers and stakeholders at BC's Affordable Housing Conference (Minoru Ballroom, Sheraton Vancouver Airport Hotel, 7551 Westminster Highway, Richmond, BC).

For further information, or to schedule an interview, please contact:

Dean Pogas
Manager, Communications
BC Non-Profit Housing Association
[778 873 6400](tel:7788736400)
dean@bcnpha.ca

To unsubscribe [please click here](#).

Victoria Housing Reserve Fund Grant Application

Society of Saint Vincent de Paul
for
Rosalie's Village
4351 West Saanich Road
(District of Saanich)

Applicant

- Society of Saint Vincent de Paul – Non Profit Society and Registered Charity
- Developed and continues to manage several non-profit affordable housing developments throughout the region:
 - **Saint Vincent de Paul Centre**, 831 Yates Street (43 Units)
 - **Saint Andrew Saanich Memorial Manor**, 4353 West Saanich Road (47 Units)
 - **Hope Centre**, 6750 West Coast Road, Sooke (25 Units)



4351 West Saanich Road

Rosalie's Village (4351 West Saanich Road)

Under construction



Conceptual rendering

Project Summary

- 42 units of supportive affordable housing
- Target group includes:
 - Young single mothers (16-19 yrs.) with children who are homeless or at risk of homelessness
 - Vulnerable older women referred from transition houses or subsidized family housing
 - Referrals to Rosalie's Village will create available housing in SSDV Centre (Victoria) to better house chronically homeless individuals who require a higher level of support
- Project also includes a children's daycare (free for tenants), community kitchen, multi-purpose room, social concern office and other supports

Unit Types and Proposed Rents

Unit Type	Number of Units	Affordability Levels	Estimated Average Monthly Rents	Housing Income Limits
One bedroom (Emergency Shelter)	2	Low Income	\$375	N/A
Two bedroom (Emergency Shelter)	1	Low Income	\$570	N/A
One bedroom (Apartment)	20	Low Income	\$780	\$31,200
Two bedroom (Apartment)	11	Low Income	\$978	\$39,120
Two bedroom (Townhouse)	8	Low Income	\$1,050	\$42,000
Total Units	42			



Funding

Funding Source	Amount	Status
BC Housing Grant	\$3,900,000	Approved
Society of Saint Vincent de Paul (Fundraising)	\$1, 137,698	Approved
Society of Saint Vincent de Paul (Land Value)	\$1,270,000	Approved
CRD Housing Trust Fund	\$630,000	Approved
Government of Canada	\$400,000	Approved
District of Saanich	\$172,262	Approved
CMHC PDF Grant/Loan	\$10,000	Approved
TOTAL FUNDING (To Date)	\$7,519,960	Planning and Land Use Committee - 26 Nov 2015
Request from City of Victoria	\$420,000	
Total Project Cost	\$14,016,854	
Remaining Balance (incl. proposed COV Grant)	\$6,076,895	

Funding

Housing Reserve Fund Current Balance:	\$2,332,385
Committed Funding (Not Paid Yet):	<u>\$1,412,000</u>
Available Funding:	\$920,385

New Requests

Rosalie's Village:	\$420,000
Siem Lelum (120 Gorge Rd East):	\$20,000

<u>Potential Remaining Balance:</u>	<u>\$480,385</u>
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Eligibility and Legal Agreements

- Project conforms with eligibility requirements as identified in Victoria Housing Reserve Fund Guidelines
- Guidelines permit grant approvals outside of Victoria for projects that are directed at:
 - Youth homelessness, or
 - Chronic homelessness
- Grant will be secured through a legal agreement with City of Victoria to outline conditions for use of funding and repayment if conditions are not met
- Proponent has entered into and secured a variety of legal agreements with the District of Saanich and other financial supporters to guarantee the provision of supportive affordable housing in perpetuity

Recommendations

That Council consider approving a grant from the Victoria Housing Reserve Fund in the amount of **\$420,000** to the Society of Saint Vincent de Paul to assist in the development of 42 units of supportive affordable rental housing as part of the Rosalie's Village project at 4351 West Saanich Road within the District of Saanich, subject to the following conditions:

1. The grant will be eligible for payment to the Society of Saint Vincent de Paul upon approval by Council and once a Housing Reserve Fund Grant Agreement has been executed with the City of Victoria.
2. The grant is to be repaid by the Society of Saint Vincent de Paul if the project is not completed.
3. The Society of Saint Vincent de Paul will ensure that the City of Victoria receives public recognition for its role as a financial contributor to this housing project by identifying the City of Victoria as a contributor on publications and documents related to the project and at public events related to the development, completion and operation of the project.
4. Upon project completion, the applicant submits a final report to the Sustainable Planning and Community Development Department.



Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 12, 2015
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Victoria Housing Reserve Fund Application for 120 Gorge Road East

RECOMMENDATIONS

That Council consider approving a grant from the Victoria Housing Reserve Fund in the amount of \$20,000 to the Victoria Native Friendship Centre (VNFC) to assist in the development of two additional units of supportive affordable rental housing as part of the phase two development of Siem Lelum at 120 Gorge Road East, on the following conditions:

1. The grant will be eligible for payment to the Victoria Native Friendship Centre upon approval of the grant by Council and once a Housing Reserve Fund Grant Agreement has been executed with the City of Victoria.
2. The grant is to be repaid by the Victoria Native Friendship Centre if the project is not completed.
3. The Victoria Native Friendship Centre will ensure that the City of Victoria receives public recognition for its role as a financial contributor to this housing project by identifying the City of Victoria as a contributor on publications and documents related to the project and at public events related to the development, completion and operation of the project.
4. Upon project completion, the applicant submits a final report to the Sustainable Planning and Community Development Department.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Victoria Housing Reserve Fund Grant Application for the development of two additional supportive affordable housing units as part of phase two of the Siem Lelum (Respected House) project located at 120 Gorge Road East.

The Victoria Housing Reserve Fund Guidelines permit consideration of grant applications for up to \$10,000 per residential unit for projects that meet the eligibility criteria. The current balance (as of November 3, 2015) within the Victoria Housing Reserve Fund is approximately \$2.3 million. There is also approximately \$1.4 million in committed funding for previously approved projects; therefore, the resulting balance of approximately \$920,000 is sufficient to provide the requested \$20,000 grant. The Housing Reserve Fund has no minimum threshold.

An application from the Victoria Native Friendship Centre (Attachment 1) has been received seeking funding for the development of two additional supportive affordable housing units as part of phase two of the Siem Lelum project located at 120 Gorge Road East (Attachment 2). The first

phase of the project opened for occupancy on June 1, 2013 and provides 26 units of housing for Aboriginal families, single young adults who are working and/or attending school, grandparents raising grandchildren and youth aging out of the foster care system who are, or are at risk of becoming homeless, who will benefit from living in a supportive environment where they can learn parenting skills and other life skills necessary for self-sufficiency.

A Development Permit for the second phase of Siem Lelum was approved by Council on March 26, 2015 which will include the construction of a three-storey building that will contain 15 supportive affordable housing units that range in size from one to three bedrooms. This phase will also include amenities for the tenants including a kinetic playground/gathering space, exercise stations, science stations for children and adults, a community garden, traditional medicine plants, rain water recovery systems, and a community building.

Siem Lelum supportive affordable housing units will target low-income households and low-income housing limits as defined by BC Housing for Victoria and as reflected in the Housing Reserve Fund Guidelines. The housing income limits (HIL) that are proposed for Siem Lelum range from no income up to \$34,000. The anticipated monthly rents will be approximately \$550 for one-bedroom units, \$650 for two-bedroom units and \$750 for three-bedroom units. Therefore, all of the housing units will be rented at less than market rents and at levels well below the affordable rent criteria published by the Canada Mortgage and Housing Corporation (CMHC).

Based on the rent levels proposed and the target client population, a recommendation to approve a grant of \$20,000 is being presented for Council consideration. Should Council approve this request, the new balance of the Housing Reserve Fund available to support new projects will be approximately \$900,000. However, the City is also currently in the process of reviewing another Housing Reserve Fund Application that is requesting a grant of \$420,000 for Rosalie's Village at 4351 West Saanich Road (District of Saanich). Therefore, if Council approves both of these grants the subsequent balance of the Housing Reserve Fund will be approximately \$480,000.

BACKGROUND

On July 5, 2011 Council approved the allocation of \$390,000 from the Housing Reserve Fund to support the renovation and upgrading of the former Traveller's Inn located at 120 Gorge Road East for the purpose of providing affordable housing. At the time, the City of Victoria was the owner of the property and it was anticipated that the project would provide 39 units of affordable housing. Based on the Housing Reserve Fund Guidelines (\$10,000 per dwelling unit x 39 units) a commitment of \$390,000 was made. Subsequently, the City entered into an agreement to sell the property to the Victoria Native Friendship Centre; this process included the establishment of a legal Housing Agreement and planning approvals which stipulate the development of 41 supportive affordable housing units:

- 26 units within the existing building (Completed in phase one)
- 15 additional units as part of phase 2 (Underway).

The City of Victoria received a Housing Reserve Fund Application, dated October 19, 2015 from the Victoria Native Friendship Centre, a federally registered charitable organization and non-profit society in Victoria, requesting a grant of \$20,000 to assist with the capital costs of constructing two dwelling units of supportive affordable housing as part of phase two of the project. The project will be built to serve the needs of Aboriginal families, single young adults who are working and/or attending school, grandparents raising grandchildren and youth aging out of the foster care system who are, or are at risk of becoming homeless, who will benefit from living in a supportive

environment where they can learn parenting skills and other life skills necessary for self-sufficiency.

ISSUES & ANALYSIS

In response to the Application, City staff completed a Project Eligibility Evaluation (Attachment 3) and determined that this Application meets the eligibility criteria contained in the Victoria Housing Reserve Fund Guidelines (Attachment 4). Details with respect to rental affordability and the applicant's ability to leverage other funding and use the Grant funds as per the City's eligibility criteria are provided below.

Affordability Requirements

Phase two of the project will provide a total of 15 supportive affordable dwelling units including a mix of one, two and three bedroom units that will be provided within a three-storey building (see Table 1 below). Rents are set to achieve affordability targets well below the City of Victoria's affordable housing rent limits set out in the Victoria Housing Reserve Fund Guidelines.

Table 1 – Proposed Rent and Income Targets

Unit Type	Number of Units	Affordability Levels	Estimated Average Monthly Rents	Housing Income Limits
One bedroom	1	Low Income	\$550	\$0 - \$34,000
Two bedroom	10	Low Income	\$650	
Three bedroom	4	Low Income	\$750	
Total	15			

Leveraging Additional Funding

The total project budget for phase two is approximately \$4,586,000 of which the majority (\$4,136,000) has been secured through a grant from BC Housing. Additional funding is also being requested from the City of Victoria Housing Reserve Fund and the Capital Region Housing Trust Fund as noted in Table 2 below:

Table 2 – Funding Sources (Phase 2)

Source	Amount	Status
BC Housing Grant	\$4,136,000	Approved
CRD Housing Trust Fund	\$30,000 (2 units)	Pending
City of Victoria Housing Reserve Fund	\$20,000 (2 units)	Pending
TOTAL FUNDING	\$4,186,000	
TOTAL PROJECT COST	\$4,586,000	
FUNDING SHORTFALL	<\$400,000>	

The remaining funding shortfall (\$400,000) of the project cost, excluding the request grant from the City of Victoria, will be addressed through on-going fundraising by the Victoria Native Friendship Centre. In addition, the proponent has confirmed that BC Housing, Van City and Mi's

Kow A Ao Development Society have all offered to provide a patient loan for the unfunded portion. It is anticipated however, that the funds raised through the fundraising campaign would pay off the loan before the Victoria Native Friendship Centre is required to begin making loan payments.

Capacity of Victoria Housing Reserve Fund

Table 3 below provides information on the current status of the Victoria Housing Reserve Fund. The current balance (as of November 3, 2015) is approximately \$2.3 million. However, there is also approximately \$1.4 million in funding that is committed to previously approved projects; therefore, the resulting balance of approximately \$920,000 is sufficient to provide the requested \$20,000 grant.

Table 3 - Status of Victoria Housing Reserve Fund – November 3, 2015

Balance to December 31, 2014			\$1,866,083
Plus Funds Received			
Annual City Contribution 2015		\$250,000	
One time funding 2015- GPC minutes Apr 9/15		\$750,000	
Oscar 1237-39 contribution		\$10,000	
Total City Contributions 2015			\$1,010,000
Grants Paid out in 2015			
Greater Victoria Rental Development Society - 1950 Blanshard St			\$543,725
Total Grants Paid out in 2015			\$543,725
GL Balance			\$2,332,358
Grants Pending (Not yet Paid)			
CRHC (Capital Region Housing Corp -Dockside Green)	\$460,000		
Pacifica Housing Advisory Association - 105 Wilson	\$840,000		
Cottage Grove – 3221 Quadra (Saanich)	\$112,000		
Total Grants Committed			(\$1,412,000)
Total GL Balance less Committed Grants			\$920,358

The City of Victoria has also recently received one other application seeking \$420,000, which is currently being reviewed. This application is from the Society of Saint Vincent de Paul to support the construction of 42 supportive affordable housing units as part of the Rosalie's Village project at 4351 West Saanich Road (District of Saanich).

Legal Agreements

The applicant has made a commitment to enter into a legal agreement (Housing Reserve Fund Grant Agreement) with the City of Victoria if Council approves the grant request. The legal

agreement will secure the conditions of the grant, which includes repaying the grant should the project not be completed as presented by the applicant. In addition, a Housing Agreement was established between the City of Victoria and the Victoria Native Friendship Centre on November 28, 2014 which secures the provision of 41 affordable supportive housing units in perpetuity.

The applicant is also required to provide annual reports to the City of Victoria outlining how the project is achieving the affordability targets outlined in the Victoria Housing Reserve Fund Guidelines.

OPTIONS AND IMPACTS

2015 – 2018 Strategic Plan

Providing grants to support the development of supportive and affordable rental housing aligns with and supports Council's strategic priority of Making Victoria More Affordable (Objective 6).

Support for the development of Siem Lelum also aligns with Council's strategic priority to Facilitate Social Inclusion and Community Wellness (Objective 7).

Impacts to 2015 – 2018 Financial Plan

In April of 2015, Council approved an additional contribution of \$750,000 to the Housing Reserve Fund from the 2014 surplus. Combined with the \$250,000 annual contribution for 2015, the Fund has a current balance of \$920,358 that is adequate to support the grant application.

Official Community Plan Consistency Statement

Approval of this grant request will advance *Official Community Plan* objectives and policies regarding the provision of rental housing options and entering into partnerships with other levels of government and agencies to help achieve new affordable housing initiatives.

Option 1 – Approve the Grant Request (Recommended)

Approval of the grant will further support the Victoria Native Friendship Centre to build two additional units of supportive housing as part of Phase 2 of the Siem Lelum project. It will be added to the primary grant being provided by BC Housing, along with another pending grant from the Capital Region Housing Trust Fund. Providing financial support sends a positive message with respect to the City of Victoria's willingness to partner with organizations and housing providers to address homelessness and provide affordable housing.

Option 2 – Decline the Grant Request

Should the grant be declined, the Victoria Native Friendship Centre will have to attempt to solicit other grants and donations for the project which may delay the ongoing development until the additional funds are secured.

CONCLUSIONS

The housing development presented in this report meets the Victoria Housing Reserve Fund eligibility requirements and is being proposed by an applicant who has successfully completed the first phase of the project. A legal agreement has already been established between the City of Victoria and the proponent to secure the provision of affordable supportive housing in perpetuity and at rates that align with the Victoria Housing Reserve Fund Guidelines. The recommendations

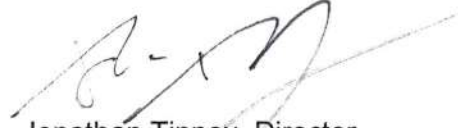
presented in this report also include conditions that allow for the provision of the grant to the applicant in a way that also provides additional security for the City's financial investment.

Respectfully submitted,



Robert Batallas
Senior Planner
Community Planning Division

Alt.



Jonathan Tinney, Director
Sustainable Planning and
Community Development Department

Report accepted and recommended by the City Manager:



Date: November 17, 2015

LIST OF ATTACHMENTS

- Attachment 1: Application for Victoria Housing Reserve Fund dated October 19, 2015
- Attachment 2: Aerial photo of 120 Gorge Road East
- Attachment 3: Project Eligibility Evaluation Form
- Attachment 4: Victoria Housing Reserve Fund Guidelines.



Linda E. Ross
Property Management Inc.

October 19th, 2015

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

Attention: Mayor and Council

Re: Victoria Housing Fund Application – Letter of Intent to Request
Funding for 2 Additional Units

To: Mayor and Council,

Please accept this letter as an expression of the Victoria Native Friendship Centre's (VNFC) desire to determine our eligibility to receive funding from the Victoria Housing Fund for Phase 2 of Siem Lelum.

In 2010 the City of Victoria purchased the former Traveller's Inn at 120 Gorge Road East to create affordable, supportive housing. Wanting to expand its housing division, the VNFC has purchased the site from the City, and has hired Linda E. Ross Property Management Inc. (LER) to develop Siem Lelum (Respected House) and to property manage the site.

The primary purpose of Siem Lelum is:

- To create a safe, affordable, supported and holistic "Urban Village" where life long skills and a healthy lifestyle will be modeled, and the necessary resources provided to encourage healthy choices;
- To renew traditional community based practices and help build community wellness and sustainability;

Head Office: 387 Constance Avenue, Victoria, BC V9A 6N2 T: 250-381-9336

Sub Office : 120 Gorge Rd East, Victoria, BC V9A 1L3 T: 250-383-1283

www.lindaeross.ca

- To empower Aboriginal peoples on the traditional lands of the Coast Salish and to help individuals to regain health and pride in belonging.

The first phase of the project, which opened for occupancy on June 1st, 2013, provides 26 units of housing for Aboriginal families, single young adults who are working and/or attending school, grandparents raising grandchildren and youth ageing out of the foster care system who are, or are at risk of becoming homeless, who will benefit from living in a supportive environment where they can learn parenting skills and other life skills necessary for self-sufficiency.

The second phase of Siem Lelum is currently at the working drawing stage, and once completed will provide 4 - 3 bedroom units, 10 - 2 bedroom units and 1-1 bedroom unit. This phase will also include a kinetic playground/gathering space, which will have exercise stations, as well as scientific and physically delightful stations for both children and adults; a community garden, traditional medicine plants, rain water recovery systems; and a Community Building, which will be the heart of the Urban Village.

The original project was designed to construct 39 units, however, we have been able to increase the number of units to a total of 41 units. The project did receive funding from the Victoria Housing Fund for the initial 39 units, however, now that the project has expanded by 2 units, we are requesting funding (\$20,000) for the additional units.

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Sub Office : 120 Gorge Rd East, Victoria, BC V9A 1L3 T: 250-383-1283

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Proponent Contact Information:

Sponsor Name	Victoria Native Friendship Centre
Address	231 Regina Avenue, Victoria, BC V8Z 1J6
Web Address	www.vnfc.ca
Contact Person	Bruce Parisian
Contact Number	250-384-3211
Contact Email	bparisian@vnfc.ca
Date of Incorporation	August 4 th , 1969
Society Number	S8649
Federal Charitable Tax Number	108172933RR0001

Project Summary:

Project Location	120 Gorge Road East
Developer & Contact Info	Linda E. Ross Property Management Inc.
	387 Constance Ave, Victoria, BC V9A 6N2
	T: 250-381-9336
	Email: linda@lindaeross.ca
Project Architect & Contact Info	Merrick Architecture
	18 Bastion Square, Victoria, BC V8W 1H9
	T: 250-480-7811
Type of Housing & # of Units	41 non market (no market units) Renovation (Phase 1)/New Construction (Phase 2) <ul style="list-style-type: none"> • 14 - studio • 4 - 1 bedroom • 9 - Small Family • 10 - 2 bedroom • 4 - 3 bedroom
Target Tenant Group	Young families, youth ageing out of foster care, single young adults who are either working &/or attending school, and grandparents raising grandchildren who are at risk, or already homeless
Target Tenant Incomes	\$0 - \$34,000
Target Completion Date	Fall 2016

Overview of Tenant Support Services:

In order to efficiently and effectively promote the self-sufficiency of its clients, the VNFC has developed and implemented a culturally appropriate/community driven Life Skills Development Program, where life long skills and a healthy lifestyle are modeled, and the necessary resources provided for greater self-sufficiency. The program is administered by a Tenant Support Worker (TSW) who utilizes cultural practices and provides "walk with" support to Applicants/Tenants (who apply for/reside in the housing that is owned and operated by the VNFC) on issues pertaining specifically to their ability to attain and maintain safe, healthy, and affordable housing, including basic home maintenance, energy conservation, financial literacy and healthy lifestyle. The TSW customizes the program to meet the specific needs of individuals and families and when necessary connects them to other education, employment and support services. The TSW also assists Tenants with their move ins by providing basic home maintenance and cooking supplies, to ensure the Tenants have the tools necessary to maintain their unit and feed their families.

Developing and Managing Non Profit Housing – Experience and Capacity:

The VNFC has hired Linda E. Ross Property Management Inc. (LER) to develop Siem Lelum and to operate the site as a Social Enterprise. The CEO of LER has over 23 years of experience in Affordable/Social Housing, including as CEO of M'akola Group of Societies and of the CEO of the Aboriginal Housing Management Association.

Head Office: 387 Constance Avenue, Victoria, BC V9A 6N2 T: 250-381-9336

Sub Office : 120 Gorge Rd East, Victoria, BC V9A 1L3 T: 250-383-1283

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Project Financing and Sustainability:

Please see attached Capital and Operating Budgets.

Please note that the capital budget is still currently under negotiation with BC Housing.

Project Partnerships:

A key strength of the VNFC has been its ability to develop and maintain linkages and partnerships with local groups and organizations to enhance its own capacities and services and program quality. These agencies and organizations include, but are not exclusive to the following:

- Linda E. Ross Property Management Inc.;
- First Nation communities in and around the Capital Regional District;
- Ready to Rent BC;
- Burnside Gorge Community Association;
- BC Housing;
- The City of Victoria;
- Canada Mortgage and Housing;
- The Capital Regional Housing Trust Fund;
- Camosun Collage;
- The United Way of Greater Victoria;
- Horticulture Centre of the Pacific;
- The Ministry of Children and Family Development;
- Hulitan Family and Community Services;
- Cool Aid Society;
- M'akola Group of Societies;
- Pacifica Housing;
- Greater Victoria Housing Society.

Financing Partnership for Phase 1:

Funding for phase 1 of the project was provided by Canada Mortgage and Housing Corporation, BC Housing, the City of Victoria, and the Regional Housing Trust Fund.

Financing Partnership for Phase 2:

Funder	Initial Funding Contribution	Request for Additional Funding
BC Housing Capital Grant	\$4,136,000	
City of Victoria - \$10,000/ unit		\$20,000 (2 units)
Regional Housing Trust Fund - \$15,000/ unit		\$30,000 (2 units)
Total Financing Partnership	\$4,186,000	

If you have any further questions, please contact the undersigned at your convenience.

Sincerely,



William G.T. Ross;
Development Consultant;
Linda E. Ross Property Management Inc.

Head Office: 387 Constance Avenue, Victoria, BC V9A 6N2 T: 250-381-9336

Sub Office : 120 Gorge Rd East, Victoria, BC V9A 1L3 T: 250-383-1283

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Capital Budget

BC HOUSING CAPITAL BUDGET FORMAT AN

Victoria Native Friendship Cener		
120 Gorge Road East, Victoria BC		
	BCH PROJ REF NO.	

Budget Description	Total Budget Amount	Budget Category Totals
APPRAISALS/STUDIES	N/A	
Appraisal		
Market Rent Appraisal		
GST Appraisal		
Market/Feas Study		
Need & Demand Assessment		
Traffic Study	0	
Total Appraisals/Studies	0	
ACQUISITION AND SERVICING	N/A	
Land Value	0	
Offsite Service Costs		
Environmental Remediation		
Property Transfer Tax		
PTT - Purchase		
PTT - Lease		
Demolition (In construction budget)		
Mortgage Buy-out		
Total Acquisition and Servicing	0	
MUNICIPAL FEES	N/A	
Municipal Fees		
Building Permit	44977.5	
Development Cost Charges	65319	
Regional Dev'ment Cost		
OCP/Rezoning Appl.		
Subdivision Appl.		
Mun. Connection Fee		
Building Grade		
Development Permit	2450	
Total Municipal Fees	112746.5	
UTILITY FEES	N/A	
Gas Connection Fees	0	
Hydro Connection Fees (In construction cost)	0	
Cable Connection Fees (In construction cost)	0	
Telephone Connection Fees (In construction cost)	0	
Total Utility Fees	0	
DESIGN CONSULTANTS	N/A	
Architect Contract	165475	
Arch. Cont. Sub-Consu		
Arch. Cont. Fees		
Arch. Cont. Disb.	9750	
Structural	28900	
Electrical	31130	
Mechanical	41634	
Landscape Architects	16400	
Building Envelope		
Code Consultant		
Civil Consultant	9274	
Certified Professional		
Security Consultant		
Acoustic		
Kitchen Consultant		
Interior Designer		
LEEDS Consultant	21600	
Total Design Consultants	302563	
CONSULTANTS	N/A	
Development Consultant		
Dev. Consult. Fees	116000	
Development Consult. Disbursements	1200	
Dev. Consult. Extraordinary Travel		
Geotechnical	2500	
Surveyor	2875	
Topographical Surveyor		
Cost Consultant	15000	
Environmental Consultant		
Hazardous Materials Consultant	3500	
Arborist		
Service Delivery Consultant		
Fire Safety Plan		
Maintenance & Renewal Plan		
BC Housing Inspector		

BC HOUSING CAPITAL BUDGET FORMAT AN

Victoria Native Friendship Cener		
120 Gorge Road East, Victoria BC		
	BCH PROJ REF NO.	

Budget Description	Total Budget Amount	Budget Category Totals
BCH Inspector Fees		
BCH Inspector Disbursements		
Direct Delivery		
Community Consultant		
Total Consultants	141,075	
MISCELLANEOUS SOFT COST	N/A	
Property Taxes pre IAD		
Utilities pre IAD	7000	
Course of Const. Insurance	23202	
Professional E&O Insurance		
Society Org. Costs	45000	
Society Legal Fees	20000	
BC Housing Legal Fees	21604	
BCH Program Sign		
BCH Recoverable Costs		
Maintenance Costs		
Title Fees	2500	
Security pre-construction		
GST - No rebate	100000	
GST - Self Supply		
Total Miscellaneous Soft Cost	219,306.00	
BORROWING COSTS	N/A	
Interest pre IAD		
Mortgage Insurance Fee		
Loan Fee		
Total Borrowing Costs		
CONSTRUCTION	N/A	
Construction Contract 1	3,598,199	
Construction Manager	34,680	
Project Manager		
Construction Manager Disbursements		
Support/Service Delivery		
Construction Costs		
Construction Contract 2 (Communal Room in budget)	-	
Construction Contract 3		
Construction Contract 4		
Landscaping		
Playground supplied and installed	62000	
Common Laundry/kitchen		
Commercial Kitchen Appliances		
On-Site Security		
Building Warranty		
Total Construction	3,694,879	
BUILDING START-UP/COMMISSIONING	N/A	
Project Commissioning		
Vacancy Loss		
Marketing		
Common Dining/Furnishings		
Office Equipment		
Maintenance Equipment		
Support Serv Equip/Sup		
Total Building Start-up/Commissioning		
CONTINGENCIES	N/A	
Design	23106	
Construction Contingency	242901	
Soft Cost risk	53359	
Escalation	87607	
Total Contingencies	406,973	
GROSS BUDGET		
DEDUCTIONS	N/A	
Land Equity		
Society Equity Held by BCH		
Society Equity		
BC Housing Grants	4,136,000	
Total Deductions	(741,542.50)	
NET CAPITAL BUDGET		

VNFC
Siem Lelum Operating Budget

Seim Lelum Budget for Phase 1 & 2, also combined

	Phase 1	Phase 2	Combined
Revenue	\$71,400	\$6,600	\$78,000
	66,960	78,000.00	144,960
	18,900	36,000.00	54,900
Total Revenue	157,260	120,600	277,860
Expenses			
Property Taxes	-	-	-
Insurance	20,000	16,000	36,000
Telephone	2,000	2,000	4,000
Utilities			
Hydro Lights and Heat	9,000	9,000	18,000
Water/sewer	8,600	8,000	16,600
Garbage	6,000	5,000	11,000
Gas for Hot Water	5,000	-	5,000
	50,600	40,000	90,600
Maintenance			
Buildings	6,000	5,000	11,000
Grounds	4,500	5,000	9,500
Service Contracts	5,500	15,000	20,500
Property Management Fee	50,000	28,800	78,800
Office	1,000	1,000	2,000
IT	500	1,000	1,500
Mileage	500	500	1,000
Licenses, Fees, training & Advertising	5,000	2,000	7,000
Accounting	2,000	2,000	4,000
Audit & Legal	-	-	-

VNFC
Siem Lelum Operating Budget

GST 5%	4,000	3,500	7,500
	<u>79,000</u>	<u>63,800</u>	<u>142,800</u>
Total Operating Expenses	129,600	103,800	233,400
Contingency & Replacement Reserves			
Contingency for vancany loss @3%	5,000	3,618	8,618
Replacment Reserves @\$72/mo/unit	22,464	12,960	35,424
	<u>27,464</u>	<u>16,578</u>	<u>44,042</u>
Total Expenses	157,064	120,378	277,442
NET INCOME (LOSS)	<u><u>\$196</u></u>	<u><u>\$222</u></u>	<u><u>\$418</u></u>

☐

Project Eligibility Evaluation Form – Siem Lelum 120 Gorge Road East

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

Eligibility Criteria	Yes	No	Notes
1. Does the proponent qualify as a non-profit society?	X		The Victoria Native Friendship centre is as a registered non-profit society in British Columbia and is registered with the Canada Revenue Agency as a charitable organization.
2. Does the project address the Housing Fund's objectives?	X		The target population for Siem Lelum is Aboriginal families, single young adults who are working and/or attending school, grandparents raising grandchildren and youth ageing out of the foster care system who are, or are at risk of becoming homeless, who will benefit from living in a supportive environment where they can learn parenting skills and other life skills necessary for self-sufficiency. This aligns with target groups that are identified through the Victoria Housing Reserve Fund eligibility criteria.
3. Is the project in keeping with the OCP, Neighbourhood Plan policies and zoning?	X		The project has received development approval by Council which includes consideration for alignment with the policies and objectives from the Official Community Plan, Burnside Neighbourhood Plan and the current zoning.
4. Does the proponent have experience in developing and operating non-profit housing?	X		The Victoria Native Friendship Centre hired Linda E. Ross Property Management Inc. (LER) to manage the development of Siem Lelum and to operate the site as a Social Enterprise. The CEO of LER has over 23 years of experience in Affordable/Social Housing, including as CEO of M'akola Group of Societies and of the CEO of the Aboriginal Housing Management Association. The first phase of Siem Lelum has been in operation since June 1, 2013.
5. Does the project leverage funding from other sources?	X		The project has been provided with the following funding commitments: <ul style="list-style-type: none"> • \$4,136,000 – BC Housing (Approved) • \$30,000 – Capital Region Housing Trust (Pending)
6. Are the project Capital and Operating budgets viable and sustainable?	X		A detailed capital budget has been provided to the City of Victoria. Staff have reviewed this financial information and conclude that the project is financially viable and sustainable to a level sufficient to operate and provide the housing and supports outlined into the long-term. BC Housing will also purchase and own 18 units within the project through the Provincial Rental Housing Corporation which provides additional assurance of the long-term viability and sustainability of this project. The Society of Saint Vincent de Paul has also agreed to enter into a legal agreement with the City of Victoria to protect its financial commitment and to ensure the ongoing provision of affordable housing in perpetuity.

Project Risk Evaluation

Type of Risk	Project Score (from 1 – 10)
What is the risk that the project will not be completed?	1
What is the risk that the project will not continue to be used over the long term?	1
Project Score	2

RISK ASSESSMENT CRITERIA

Scoring from 1 – 10 with the risk increasing from 1 being an extremely low risk to 10 being and extremely high risk.

1. What is the risk that the project will not be completed?

This evaluation should take into account the track record of the proponents in getting projects built and completed through to occupancy. Consideration should be given to the proponent's experience with projects of similar scale and complexity and the specifics of the business plan for the current project.

2. What is the risk that the project will not continue to be used over the long term?

This evaluation should take into account the track record of the proponents in owning and operating projects of a similar scale and complexity. Consideration should be given to the proponent's operating plan for the project.



CITY OF VICTORIA HOUSING RESERVE FUND PROGRAM APPLICATION GUIDELINES

Program Overview

The fund was established for the purpose of the providing grants for capital funding:

- To assist in the development and retention of housing for households with no, low or moderate incomes to support community diversity and infrastructure; and
- To facilitate the development of affordable rental housing.

Who can apply?

Eligible applicants must be a non-profit society or have a partnership with a non-profit organization that will own and operate the housing.

The City encourages partnerships between non-profit societies and the private development industry.

Project Eligibility

Priority for project funding will be based on a consideration of the following criteria:

- Projects that include leveraging and partnerships with other government funding agencies, private industry, community agencies and/or individuals;
- Projects that target housing for no, low or moderate income households (definition below).
- Projects that address the housing needs of families with dependent children, youth and the chronically homeless;
- Projects that are in the City of Victoria (except for those specifically directed to youth and the chronically homeless);
- Proponents with a proven track record of developing and operating non-profit housing.

Funding Assistance

The maximum assistance for eligible projects, under this program, is in the form of a grant of up to \$10,000 per unit.

Should construction of a project for which a grant is approved not commence within two years of the Development Permit approval or should a Development Permit in respect of an approved project not be issued within two years of Council's approval of the grant, the approved grant shall be rescinded.

The City reserves the right to accept or reject any application for funding without limitation.

Application Procedure

1. The proponent meets with the designated staff representative to determine project eligibility.
2. Once it is determined that the project can be considered within the program, the proponent is directed to proceed with a full application.
3. Proponent provides an application package for review.
4. Using the Victoria Housing Reserve Fund Guidelines, the Administrator evaluates and scores the application.
5. The Administrator submits the evaluation of the application and a recommendation report to Council for consideration, upon which Council will either approve or reject the recommendation, or request that the Administration provide further information.

Approval of funding under this program does not limit Council's decision making with regard to Rezoning, Development Variance or Development Permit or any other approvals.

Definition of Low and Moderate Income

Low Income

For the purpose of the definition of low income households in this policy, the City endorses the Housing Income Limits as published by BC Housing on an annual basis.

*2014 Housing Income Limits (HIL's) for Victoria: Bachelor = \$29,000
1 Brdm = \$34,500
2 Brdm = \$43,000
3 Brdm = \$59,000
4+ Brdm = \$65,000*

Moderate Income

Households with incomes below the Victoria CMA median income are considered to be moderate income for the purposes of this policy.

***The 2011 Victoria CMA household median income = \$61,553.00 per annum (Source: Statistics Canada)*

Affordable housing is defined as costing no more than 30% of gross household income.

Development Cost Charges

All housing projects will be required to pay all City permits, fees and Development Cost Charges.

Contacts

*Sustainable Planning and Community Development
Ph: 250.361.0382*

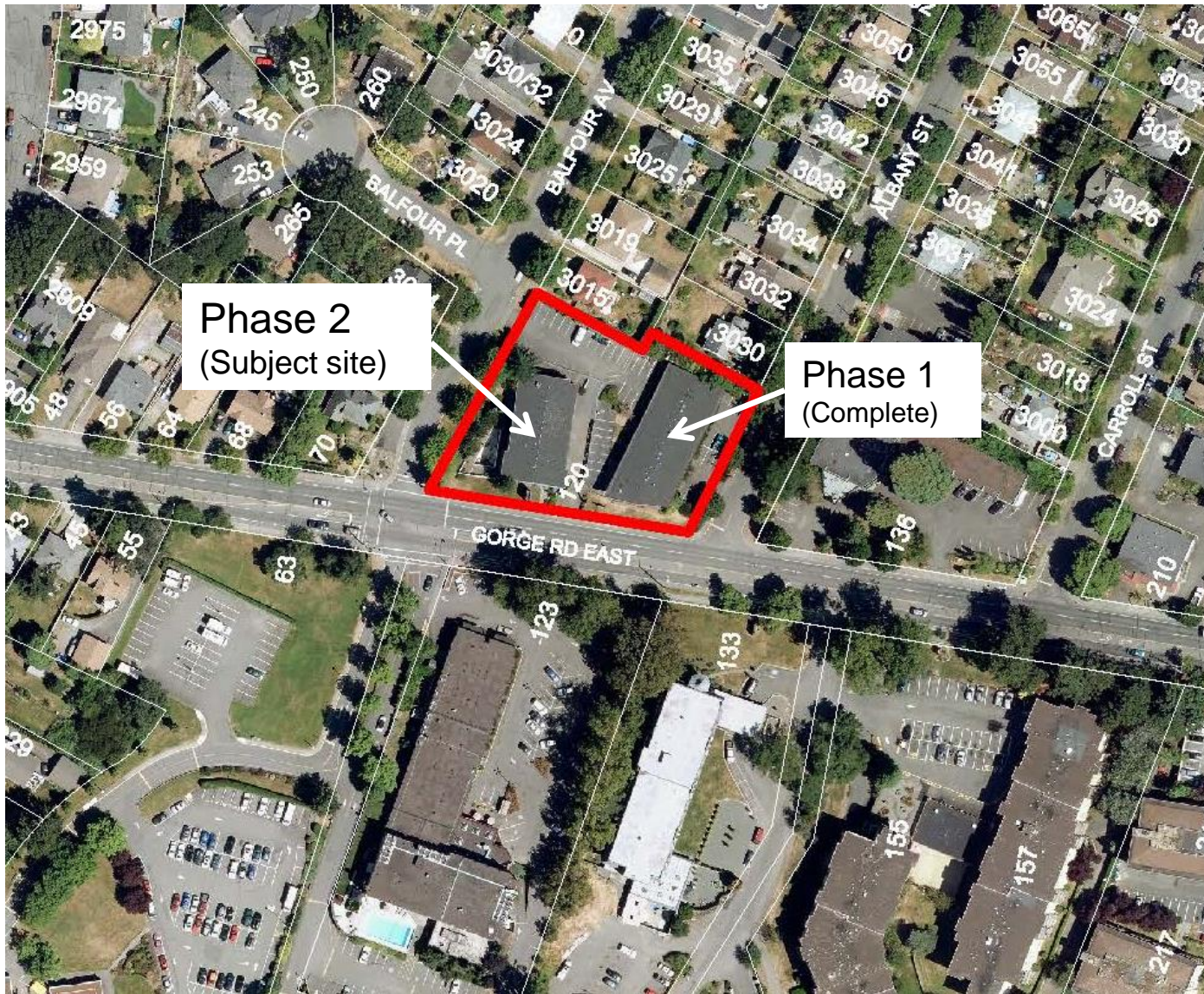
Victoria Housing Reserve Fund Grant Application

Victoria Native Friendship Centre
for
Siem Lelum
120 Gorge Road East

Applicant

- Victoria Native Friendship Centre (VNFC) – Non Profit Society and Registered Charity
- VNFC has retained Linda E. Ross Property Management to over see the development and management of Siem Lelum (Phase 2):
 - Over 23 years of experience with affordable/social housing projects
 - First phase of Siem Lelum has been in operation since June 1, 2013

120 Gorge Road East



Siem Lelum (Phase 2) - 120 Gorge Road East



Project Summary

- Seeking \$20,000 to support the development two additional units of supportive affordable housing (Phase Two)
- Council approved \$390,000 for project in 2011 (based on 39 units)
- Project redesigned to include two extra units (41 total)
- Phase 1 completed in June 2013 (26 Units)
- Phase 2 (15 Units)
- Target group includes:
 - Aboriginal families
 - Single young adults who are working or attending school
 - Grandparents raising grandchildren
 - Youth aging out of foster care at risk of homelessness

Unit Types and Proposed Rents (Phase Two)

Reserve Fund Application for 120' Gor Plan

Unit Type	Number of Units	Affordability Levels	Estimated Average Monthly Rents	Housing Income Limits
One bedroom	1	Low Income	\$550	\$0 - \$34,000
Two bedroom	10	Low Income	\$650	
Three bedroom	4	Low Income	\$750	
Total Units	15			

Funding

Funding Source	Amount	Status
BC Housing Grant	\$4,136,000	Approved
CRD Housing Trust Fund	\$30,000	Pending
Total Funding (To Date)	\$4,166,000	
Request from City of Victoria	\$20,000	
Total Project Cost (Phase 2)	\$4,586,000	
Remaining Balance (incl. COV Grant)	\$400,000	

- Remaining balance to be partially addressed through on-going fundraising by VNFC
- BC Housing, Van City and Mi's Kow A Ao Development Society have offered patient capital loans to address remaining balance

Funding

Housing Reserve Fund Current Balance:	\$2,332,385
Committed Funding (Not Paid Yet):	<u>\$1,412,000</u>
Available Funding:	\$920,385

New Requests

Rosalie's Village:	\$420,000
Siem Lelum (120 Gorge Rd East):	\$20,000

<u>Potential Remaining Balance:</u>	<u>\$480,385</u>
--	-------------------------

Eligibility and Legal Agreements

- Project conforms with eligibility requirements as identified in Victoria Housing Reserve Fund Guidelines
- Grant will be secured through a legal agreement with City of Victoria to outline conditions for use of funding and repayment if conditions are not met
- Housing Agreement was established with City of Victoria in November 2014 to secure the provision of 41 units of supportive affordable housing in perpetuity

Recommendations

That Council consider approving a grant from the Victoria Housing Reserve Fund in the amount of \$20,000 to the Victoria Native Friendship Centre (VNFC) to assist in the development of two additional units of supportive affordable rental housing as part of the phase two development of Siem Lelum at 120 Gorge Road East, on the following conditions:

Recommendations

1. The grant will be eligible for payment to the Victoria Native Friendship Centre upon approval of the grant by Council and once a Housing Reserve Fund Grant Agreement has been executed with the City of Victoria.
2. The grant is to be repaid by the Victoria Native Friendship Centre if the project is not completed.
3. The Victoria Native Friendship Centre will ensure that the City of Victoria receives public recognition for its role as a financial contributor to this housing project by identifying the City of Victoria as a contributor on publications and documents related to the project and at public events related to the development, completion and operation of the project.
4. Upon project completion, the applicant submits a final report to the Sustainable Planning and Community Development Department.



Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 11, 2015

From: Stephen Stern, Land Development Technologist
Engineering and Public Works

Subject: Amendment to the Housing Agreement for 1035 Oliphant Street

EXECUTIVE SUMMARY

Four strata lots located at 1035 Oliphant Street are subject to a Housing Agreement with the City, wherein the owners agree they will not take any steps to restrict rental housing within the strata, and that Strata Lot 2 within the building will be used only as a rental housing for a period of five (5) years.

The owners of the 1035 Oliphant Street strata lots are requesting that Council agree to amend the Housing Agreement to permit a change in the Strata Lots within Strata Complex EPS690 designated in the current Housing Agreement. The Housing Agreement has Strata Lot 2 (main floor) designated as a rental unit for a period of 5 years and the owner wishes to have the rental designation switched to Strata Lot 4 (upper floor).

SUMMARY

The Housing Agreement was part of the Strata Conversion conditions for 1035 Oliphant Street that was approved by Council on August 28, 2013. The only substantial change resulting from the requested amendment would be that Strata Lot 4, instead of Strata Lot 2, would be subject to the 5 year rental housing unit requirement. All other terms of the agreement would remain the same. With the requested amendment, the Housing Agreement still secures one unit, without conditions, as rental for the remainder of full 5 years, and it still ensures that the Strata Bylaws not restrict rental within the other three units. The existing Housing Agreement would remain in force from starting from the date of registration of the strata plan (EPS690). The Strata Lot would move from the main floor (77.1 m²) to the upper floor (99.1 m²) of the Strata Complex.

In addition to entering into the Housing Agreement, the owner of that Strata Lot 2 registered a section 219 Covenant against that strata lots title, wherein the owner covenanted that the unit would only be used in accordance with 5 year rental housing obligations of Housing Agreement. The owner of Lot 4 has agreed to grant the same type of covenant to the City if the City agrees to the Housing Agreement amendment.

RECOMMENDATIONS:

Staff recommend that Council:

1. Authorize the Mayor to execute a section 219 Covenant wherein the owner of Strata Lot 4, Fairfield Farm Estate, Victoria City District, Strata Plan EPS690 agrees to use the strata lot only as rental housing for a period of five (5) years from the date of an occupancy permit in a form satisfactory to staff;

2. Authorize the Mayor to execute a discharge of the section 219 Covenant (CA4303499) from Strata Lot 2, Fairfield Farm Estate Victoria City District Strata Plan EPS690, in a form satisfactory to staff; and
3. Adopt Bylaw No. _____ to authorize the Mayor and Corporate Administrator to execute the Amendment to Housing Agreement.

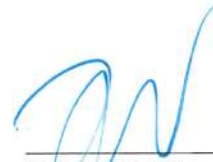
Respectfully submitted,



Stephen Stern
Land Development Technologist
Engineering and Public Works



Jas Paul
Assistant Director
Engineering and Public
Works



Fraser Work
Director
Engineering and Public
Works

Report accepted and recommended by the City Manager:



Date:

November 17, 2015

NO. 15-____

HOUSING AGREEMENT AMENDMENT (1035 OLIPHANT AVENUE) BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to authorize an amendment to an agreement for rental housing for the lands known as 1035 Oliphant Avenue, Victoria, B.C., as previously authorized under the terms of Bylaw No. 14-010, Housing Agreement (1035 Oliphant Avenue) Bylaw.

Under its statutory powers, including section 905 of the *Local Government Act*, the Council of The Corporation of the City of Victoria enacts the following provisions:

Title

- 1** This Bylaw may be cited as the "HOUSING AGREEMENT AMENDMENT (1035 OLIPHANT AVENUE) AUTHORIZATION BYLAW".

Agreement authorized

- 2** The Mayor and the City's Corporate Administrator are authorized to execute the Amendment to Housing Agreement:
 - (a) substantially in the form attached to this Bylaw as Schedule A;
 - (b) between the City, Theresa Gail Norton, Gordon Owen Telford, Anita Telford, and Collin James Reynolds or other registered owners from time to time of the lands described in subsection (c); and
 - (c) that applies to the lands known as 1035 Oliphant Avenue, and legally described as:

PID: 029-533-694
STRATA LOT 1 FAIRFIELD FARM ESTATE VICTORIA CITY DISTRICT
STRATA PLAN EPS690

PID: 029-533-708
STRATA LOT 2 FAIRFIELD FARM ESTATE VICTORIA CITY DISTRICT
STRATA PLAN EPS690

PID: 029-533-716
STRATA LOT 3 FAIRFIELD FARM ESTATE VICTORIA CITY DISTRICT
STRATA PLAN EPS690

PID: 029-533-724
STRATA LOT 4 FAIRFIELD FARM ESTATE VICTORIA CITY DISTRICT
STRATA PLAN EPS690

READ A FIRST TIME the day of 2015.

READ A SECOND TIME the day of 2015.

READ A THIRD TIME the day of 2015.

ADOPTED on the day of 2015.

CORPORATE ADMINISTRATOR

MAYOR

PETER NIKOLICH LAW CORPORATION

BARRISTER & SOLICITOR

#202 - 1006 Fort Street
Victoria, B.C. V8V 3K4

TEL: (250) 388-6600
FAX: (250) 388-6766
E-mail: peter@nikolichlaw.com

File No. 4328
August 18, 2015

via email: sstern@victoria.ca

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

Attention: Stephen Stern

Dear Sirs/Mesdames:

**RE: Strata Conversion of Lot 14, Block 1, Fairfield Farm Estate, Victoria City, Plan 917
(1035 Oliphant Street)
Developer: THERESA GAIL NORTON**

I confirm that I am the solicitor for Theresa Gail Norton with regard to her abovenoted strata conversion development, which has been registered as Strata Plan EPS690.

My client wishes to modify the Housing Agreement to change the rental unit from Strata Lot 2 to Strata Lot 4 and has instructed me to contact you and request that you initiate the process for the modification of the Housing Agreement, the release of Covenant CA4303499 from Strata Lot 2 and the registration of a new Covenant on Strata Lot 4.

My client has entered into contracts for the sales of both Strata Lots 2 and 4 and is anxious to complete the change of rental unit as soon as possible. Please advise as to when you anticipate that the steps necessary to effect the change will be completed.

Please do not hesitate to contact me if you require anything further from my client at this time or at any time during the modification process.

I trust the foregoing to be in order and look forward to hearing from you at your earliest convenience.

Yours truly,

PETER NIKOLICH LAW CORPORATION

Per:
Peter Nikolich

cc. Client



**Legislative and
Regulatory
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0571

Fax (250) 361-0348

www.victoria.ca

September 05, 2013

Ms. Theresa G. Norton
307 – 1381 Pandora Avenue
Victoria, BC V8R 1A4

Dear Ms. Norton:

Re: Strata Conversion Application for 1035 Oliphant Street

At the Victoria City Council meeting on August 29, 2013, Council passed the following resolution:

That Council, acting as the Approving Authority under the Strata Property Act:

1. Approve the proposed strata plan subject to the following terms and conditions:
 - a. Within one year and upon an occupancy permit issued for the creation of four new Strata Units, the owner enters into a Housing Agreement, to the satisfaction of the City Solicitor, to secure one of the strata units as rental for a period of 60 Months and to ensure that the Strata Bylaws do not restrict rentals within the building.
 - b. Within one year the owner obtain and submit occupancy permits for the completion of all required building permit work at 1035 Oliphant Street for the proposed strata units, and provide written confirmation that on site parking conforms to Schedule "C" of the *Zoning Bylaw*. Confirmation in writing will be required from the Planning Department. Parking allocation is to be clearly defined in the final strata plans.
 - c. Within one year, the owner satisfies all conditions to create strata units at 1035 Oliphant Street identified in the preliminary Statement of Conditions letter attached.
 - d. Within one year, the owner, hire a British Columbia Land Surveyor to arrange to prepare the final strata plan.
 - e. Within one year the owner's lawyer provide a letter of undertaking to the City Solicitor stating that a registered copy of the approved strata plan, a copy of each new title search, and a copy of any registered documents required as a result of this application will be forwarded to the Land Development Technologist upon registration at the Land Title Office. This letter of undertaking shall also state that the final strata plan will be registered concurrently with any required easements, rights of way, or covenants associated with this application, and shall be registered in priority to any other charges against the property. If for any reason the strata plan is not deposited with the Land Title Office, it will be returned to the Approving Officer of the City of Victoria.



**Legislative and
Regulatory
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

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Tel (250) 361-0571

Fax (250) 361-0348

www.victoria.ca

Ms. Theresa G. Norton

- 2 -

September 05, 2013

- f. The owner submits the preliminary strata plan(s) containing all required copies of any information as noted in (b) or (c), within 30 days prior to issuance of final occupancy to the Land Development Technologist to arrange for an inspection of the proposed Strata units.
- g. The owner submits the final strata plan package containing copies of any required information to the Land Development Technologist. Submitted plans and documents will be sent to the Approving Officer for review and approval.
- h. The owner pays a strata approval fee to the City prior to the final strata approval.
- i. The owner agrees to bear all costs, including the City's legal and consulting costs, associated with the registration of the strata plan or the fulfilment of these conditions.

If any other information comes to light before an application is made for strata plan approval under Section 242 of *Strata Title Act*, these statements may be reconsidered and altered. It is also noted that approval of any strata plan will be subject to compliance with all legislation and regulations.

- 2. That Council designate the Approving Officer as the authorized signatory in relation to this application for the purpose of Section 242(8) of the *Strata Property Act*.

Should you have any questions in regards to your application, please contact Stephen Stern, Land Development Technologist, at 250.361.0501.

Yours truly,

A handwritten signature in blue ink, appearing to read "R. Woodland".

Robert G. Woodland
Corporate Administrator

:jh

C: Dwayne Kalynchuk, Director of Engineering and Public Works
Fairfield Gonzales Community Association



Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 17, 2015
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: BCLC Request for Expressions of Interest for Siting of New Casino Facility

RECOMMENDATION

That Council direct staff to submit a response to the British Columbia Lottery Corporation's Request for Expressions of Interest indicating that the City of Victoria would consider a casino proposal consistent with City policies and guidelines.

EXECUTIVE SUMMARY

On October 29, 2015, Council directed staff to gather further information from the British Columbia Lottery Corporation (BCLC) regarding the proposed scope and size of a potential casino facility within the City and to prepare a draft response to BCLC's Request for Expression of Interest. The purpose of this report is to provide Council with further information on the proposed scope and selection process for a casino, as well as a recommended response to BCLC.

The City has established guidelines and policies for regulating a casino's location and development. The City's *Casino Rezoning Guidelines* explicitly state that Victoria would consider one casino located in the City. The Guidelines also require a plan for monitoring and mitigating the social impacts of a casino facility.

A casino facility could range in size from 30,000 to 60,000 square feet of floor space. It must be incorporated into a mixed-use development containing other non-gaming amenities in order to meet the requirements of the City's *Casino Rezoning Guidelines*. Staff recommend that a casino be located within a major tourist centre of the City which could accommodate the increased demand for entertainment amenities a casino would generate.

A casino could provide a significant income source for the City of Victoria. For comparison, the gross revenue which the Town of View Royal receives from its casino is approximately \$4 million annually.

If Victoria was selected for a new casino facility by BCLC, the casino service provider would be compelled to work within all zoning and gaming policies stipulated by the City. The City can choose to withdraw its interest at any time and Council is not obligated in any way by BCLC's selection decision to approve the casino proponent's rezoning application.

PURPOSE

The purpose of this report is to provide Council with further information from the British Columbia Lottery Corporation (BCLC) on the proposed scope and selection process for a casino, as well as a recommended response to BCLC.

BACKGROUND

At the Council meeting of October 29, 2015, Council passed the following motion:

- "1. Direct staff to engage with BCLC to gather further information.*
- 2. Direct staff to review current policy, identify and assess any key issues, and provide a draft response to BCLC's Request for Expression of Interest for Council consideration at the November 26, 2015, Planning and Land Use Committee meeting."*

ISSUES & ANALYSIS

Proposed Scope of Casino and BCLC's Selection Process

The letter for a Request for Expression of Interest is the preliminary phase of BCLC's selection process. Only municipalities who respond to the letter will then proceed to the following step. BCLC will then rank the participating municipalities and make their selection. Requests for proposals from casino service providers are then tendered. The chosen service provider must then work within all guidelines and regulations of the selected municipality when designing and constructing the casino facility.

Depending on the service provider and the regulations stipulated by the municipality, casino facilities can range in size from 30,000 to 60,000 square feet of floor space. These facilities can be designed as stand-alone gaming centers or they can be constructed as mixed-use entertainment centers with restaurants, retail shopping, and conference and concert venue space.

Casino Rezoning Policy

The City's *Casino Rezoning Guidelines* were adopted in 2003. The policy provides guidelines and criteria that must be met for consideration of a casino within the City limits. The policy allows for only a single facility and stipulates that any casino facility must form part of a mixed-use project that is consistent with the *Official Community Plan* (OCP) and local area (neighbourhood) plans. Areas that will be considered for a casino include parts of the Downtown and the tourism precinct of James Bay, as well as the Douglas-Blanshard corridor from the north edge of the Downtown to the City boundary at Tolmie Street, with the exception of the Hudson Bay block (at 1701 Douglas Street).

Council may amend the *Casino Rezoning Guidelines* to include other possible locations. However, staff recommend the strongest candidate location for a casino would be situated close to a major tourism locale of the City. The major tourist centers of the City, such as the Downtown, can accommodate the increased demand for tourist amenities a casino would create, such as hotels, restaurants, shopping, parking and other entertainment demands. In addition, the concentration of these activities into a more densely populated and mixed-use area would contribute to Crime Prevention Through Environmental Design (CPTED) principles, which may not be the case if the potential casino were to be situated in an isolated location. Since the

Casino Rezoning Guidelines stipulate that the casino must be a part of a mixed-use development, this requirement also lends support to a tourist-concentrated area of the City where additional entertainment amenities would be suitable.

Key Issues

A casino could provide a significant income source for the City of Victoria. BCLC issues a 10% share of the net gaming income from table games and slot machines to the host municipal government. The Town of View Royal receives an annual amount of approximately \$4 million from View Royal Casino. View Royal, neighbouring municipalities and the First Nations entered into an income-sharing agreement to split the revenues generated from the casino. This was an agreement that was initiated by the Town and its neighbouring local governments and it is a unique arrangement within the Province of British Columbia; it was not a stipulation of BCLC nor was BCLC a contributing member of this agreement.

The social, health, policing and related security impacts of a casino located within the City may be another key issue. The City's *Casino Rezoning Guidelines* stipulate that a professional social impact analysis, which would demonstrate how health and security impacts would be monitored and mitigated, must accompany a casino rezoning application.

OPTIONS & IMPACTS

Option 1: That Council direct staff to submit a completed response in accordance with Attachment 1 to the Request for Expression of Interest from BCLC for their consideration **(recommended)**.

If selected by BCLC, the City can choose to withdraw its interest at any time if the City finds that the casino service provider cannot adequately meet policy requirements. Also, Council can further regulate the development details of a casino during the casino rezoning application process. Council is not obligated in any way by BCLC's selection decision to approve the casino proponent's rezoning application.

Option 2: That the City not respond to the Request for Expression of Interest.

If Council is concerned about the potential impacts of a casino potentially being located in a neighbouring municipality, Council can direct staff to discuss potential partnerships with adjacent candidate municipalities to explore casino revenue splitting agreements similar to the View Royal model. BCLC does not participate in revenue splitting agreements (the agreement struck between View Royal and its neighbouring municipalities is the only one of its kind in the Province), so the City of Victoria would need to take a proactive approach with other municipalities in this manner.

2015 – 2018 Strategic Plan

The Strategic Plan does not contain a specific objective or action item to establish a casino facility within the City, however, a casino development may support Strategic Plan Objective 5: Create Prosperity Through Economic Development which identifies goals to create a vibrant Downtown

that is a draw for residents and visitors. Other Strategic Plan objectives could be supported by casino revenues. For comparison, the gross revenue which the Town of View Royal receives from its casino is approximately \$4 million annually.

Impacts to 2015 – 2018 Financial Plan

A new casino facility could add significant dollars to the City's annual revenue. In particular, revenue could be allocated to housing initiatives or infrastructure reserves to fund priority projects such as Fire Hall No. 1, Crystal Pool or other Strategic initiatives such as David Foster Harbour Pathway or the cycling network.

Official Community Plan Consistency Statement

Should a casino proposal come forward and a specific site proposed, it would be evaluated by the *Official Community Plan*, local area/neighbourhood plan and the *Casino Rezoning Guidelines*.

CONCLUSIONS

The City has established guidelines and policies for regulating a casino's location and development. A potential casino development must be consistent with the *Official Community Plan* (OCP) and local area (neighbourhood) plans. The City's *Casino Rezoning Guidelines* explicitly state that Victoria is prepared to allow one casino to locate in the City. The Guidelines also require a plan for monitoring and mitigating the social impacts of a casino facility. If Victoria was selected for a new casino facility by BCLC, the casino service provider would be compelled to work within all zoning and gaming policies stipulated by the City. The City can choose to withdraw its interest at any time and Council is not obligated in any way by BCLC's selection decision to approve the casino proponent's Rezoning Application.

Respectfully submitted,



Andrea Hudson, Assistant Director
Community Planning



Jonathan Tinney, Director
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager:



Date: November 19, 2015

List of Attachments

- Attachment 1: Proposed Response to BCLC Request for Expression of Interest
- Attachment 2: Casino Rezoning Guidelines.

Attachment 1 – Proposed Response to BCLC Request for Expression of Interest

If you are interested in being considered to host a gaming facility in your community, kindly include the following information in your response:

Is there an Official Community Plan or equivalent that supports the establishment of gaming within your community?

Yes

Is there an area zoned in your community in which gaming is a permitted use?

Not currently. Would require rezoning

Are there any existing resolutions against or other restrictions on establishing gaming facilities in your community?

A casino would require compliance with the City of Victoria's Casino Rezoning Guidelines, 2003

Are there any existing resolutions or restrictions that would limit the type of gaming that could be included in a future facility?

VLT's are prohibited by the City of Victoria's Casino Rezoning Guidelines, 2003

Are there any existing resolutions or restrictions that would limit the number of gaming machines (slot machines) that could be included in the facility?

No

Are there any existing resolutions or restrictions that would limit the number of table games that could be included in a future facility?

No

Is there another gaming facility of any kind, within the borders of your community?

No

INTRODUCTION

Victoria is prepared to allow one casino to locate in the city. This guideline provides direction to the single rezoning application and is to be read along with the City's *Official Community Plan* and neighbourhood plans and regulations for the portions of Burnside, Downtown and James Bay illustrated on the *Casino Guidelines Map*. The standard rezoning process, including a statutory public hearing, will be required.

MIXED USE

The casino must be part of a multi-use structure. Depending on location, choices for other parts of the building may include such non-residential uses as hotel, meeting/convention, arts, cultural, recreation, service facilities, light industry, offices, retail or restaurant.

BUILDING STANDARDS

The building massing, height and siting will be subject to plan standards for the area in question. Higher density may be negotiated where community amenities are included, consistent with city policy e.g. *Downtown's Density Bonus Policy* or *City's Draft Density Bonus Policy for Burnside and James Bay*. Within the mixed use building, it is anticipated the actual casino size and characteristics will be determined by the Provincial Lottery Commission in consultation with the City.

TRAFFIC AND PARKING

Casinos generate significant automobile trips and have a high demand for long-term customer parking. In recognition of this, an application for rezoning must be accompanied by a professional traffic and parking impact study, including mitigation measures to offset identified impacts. Because Downtown Victoria (area shown on map between Caledonia and Belleville) is well served by both transit and customer parking, a lower parking ratio may be considered.

DESIGN

Building and landscaping will be consistent with City design guidelines as set out in Schedule "B" of the *Official Community Plan*. A *CPTED* (Crime Prevention Through Environmental Design) analysis of the site and building, including the proposed parking arrangements, must also be submitted with the application. Parking must be enclosed, within the building and preferably underground. Special requirements may apply in unique areas, e.g. in Downtown's retail core, shop frontage, in the form of retail or restaurant display windows and entrances are required along streets. "Shop frontage" excludes offices, banks or blank walls longer than 4.5 metres.

LOCATION

Locations that will be considered are illustrated in the *Casino Guidelines Map* and include parts of Downtown and the Tourism Precinct of James Bay, as well as the Douglas-Blanshard Corridor (from north edge of Downtown to city boundary). Areas that will not be considered include: any location near an established residential area, harbour shoreline, 'Old Town', former Hudson's Bay block portion of Downtown and Humboldt Valley precinct of Fairfield.

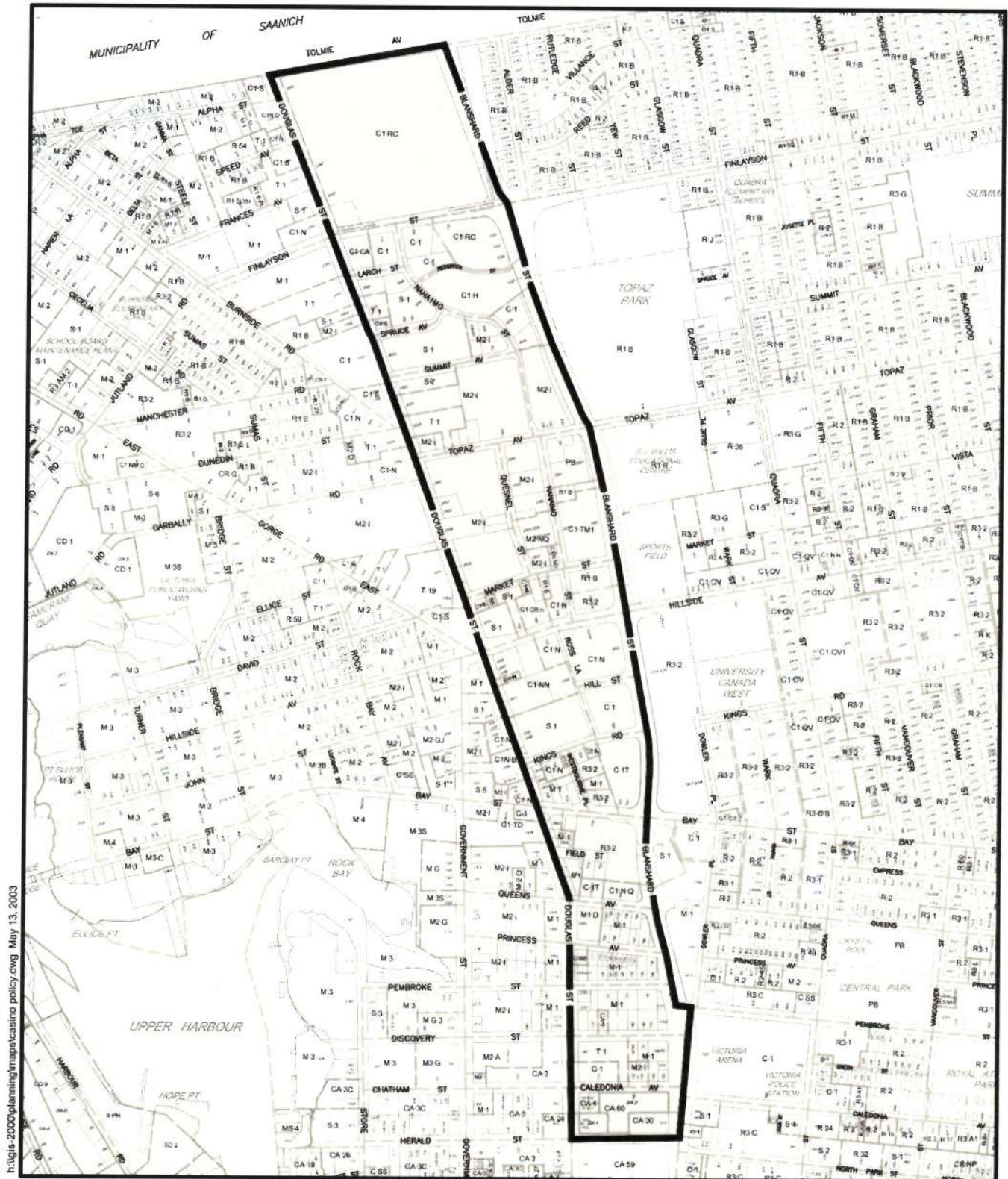
The following two sub-areas, within the lands outlined on the map, are considered as 'site sensitive locations' where siting and design of a casino will require special care:

- Belleville Street buildings visible from the harbour between Pendray Street and Menzies Street
- The Crystal Gardens site

SOCIAL

The proposed casino will comply with articulated municipal social principles and goals. Gaming is addictive and as gaming activity increases and diversifies, that impact increases. An application for rezoning must be accompanied by a professional social impact analysis demonstrating how impacts will be monitored and mitigated. Impacts should be assessed under the categories of personal or health issues, family and social dysfunction, non-criminal community issues and criminal community issues. A management plan must accompany the application outlining proposed operational policies, including recruitment, hiring, training and development of staff.

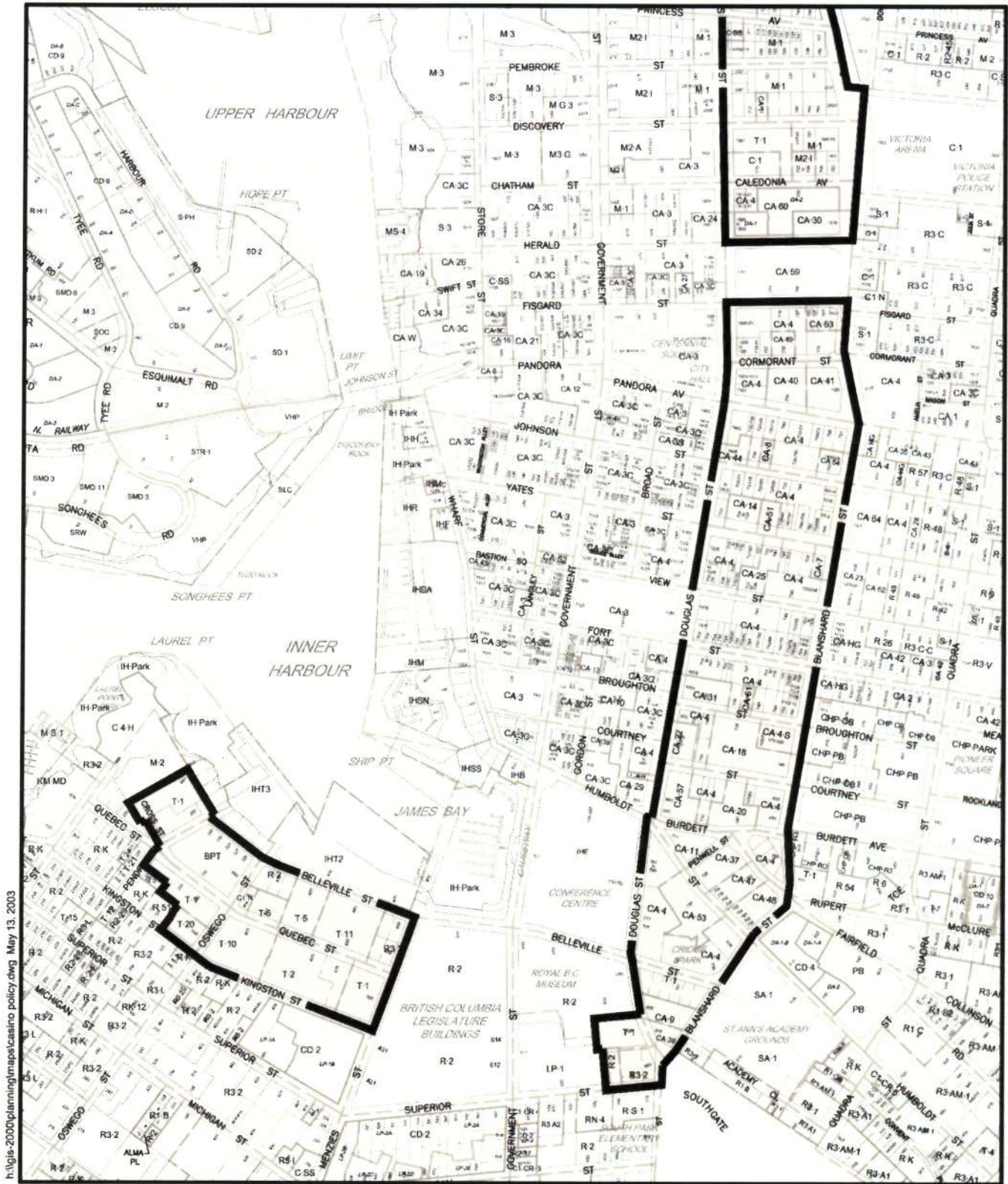
VLTs will not be allowed in the City of Victoria, based on information received by Council that a three or four fold increase in gambling addiction is attributable to VLTs.



Casino Policy

Map 1 of 2





Casino Policy

Map 2 of 2





Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 12, 2015
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Development Permit Application No. 000443 for 257 Belleville Street

RECOMMENDATION

That Committee forward this report to Council and that Council consider the following motion:

"That Council authorize the issuance of Development Permit Application No. 000443 for 257 Belleville Street in accordance with:

1. Plans date stamped November 9, 2015.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Development Permit lapsing three years from the date of this resolution."

LEGISLATIVE AUTHORITY

In accordance with Section 920(2) of the *Local Government Act*, Council may issue a Development Permit in accordance with the applicable guidelines specified in the *Official Community Plan (OCP)*. A Development Permit may vary or supplement the *Zoning Regulation Bylaw* but may not vary the use or density of the land from that specified in the bylaw.

Pursuant to Section 920(8) of the *Local Government Act*, where the purpose of the designation is the revitalization of an area in which a commercial use is permitted, a Development Permit may include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit Application for the property located at 257 Belleville Street. The application site is currently occupied by the Admiral Inn.

On July 21, 2011, a Rezoning Application was approved by Council allowing the property to be rezoned from the T-1 Zone, Limited Transient Accommodation District to the R-65 Zone, Belleville Street Multiple Dwelling District. A Development Permit was subsequently approved allowing an eight-storey residential building containing 35 residential units. This permit was renewed by Council in 2013 for a three-year period. The current Development Permit is set to

expire in January 2016. The applicant is now seeking to renew this permit for an additional three years. The current Application is identical to the previously approved submission and no variances to the *Zoning Regulation Bylaw* are proposed.

The following points were considered in analysing this application:

- the proposal is consistent with an existing Development Permit Application approval
- it is considered that the proposal is consistent with the policies outlined in both the *Downtown Core Area Plan* and the new *Official Community Plan* which have both emerged since the first Development Permit approval was issued in July 2011.

BACKGROUND

Description of Proposal

The proposal is to construct an eight-storey residential building in the form previously approved by Council in July 2011 and January 2013. The proposed building would terrace back on each floor above the third storey away from the Harbour and along Pendray Street, minimizing its impact on the public realm. The proposal includes street-oriented townhouse units on the Pendray Street frontage.

The Cross Street frontage serves as the primary access point to the development. Cross Street is a public street but serves only as the access point to the application site and the existing development at Laurel Point. At street level, the building includes a covered pick-up and drop-off point for residents as well as an underground parking entry.

Sustainability Features

Under the terms of a legal agreement registered on title, the owner covenants and agrees that the development shall be designed and constructed to the LEED Canada NC 2009 – Gold standard.

Active Transportation Impacts

The application proposes the following features which support active transportation:

- 35 Class 1 bicycle parking spaces
- 6-space Class 2 bicycle rack.

Public Realm Improvements

The following public realm improvements are being offered by the applicant in association with this Development Permit Application and have already been secured with a Section 219 Covenant:

- public plaza located at Belleville and Pendray Streets with a minimum value of \$121,000
- payment to the City of Victoria of \$312,000 for the Harbour Pathway Fund (payment to be provided at Building Permit).

Existing Site Development and Development Potential

The current zoning applicable to the application site allows for multiple dwellings in a building with a maximum height of 30m and maximum floor space ratio of 3.0:1, subject to specific community amenities being provided to the City. The required community amenities are as follows:

- (a) the payment to the City of Victoria of \$74,000 to contribute to construction of the Harbour Pathway improvements along Belleville Street between Pendray Street and Oswego Street;
- (b) the construction of a plaza at the corner of Belleville Street and Pendray Street valued at least \$121,000;
- (c) the payment to the City of Victoria of \$312,000 to be placed in the Harbour Pathway fund.

The payment identified in item (a) was required within 90 days following the adoption of the Zoning Regulation Bylaw Amendment and has been received. Subject to the terms of a Covenant registered on title, items (b) and (c) must be resolved prior to commencing construction of the development.

Data Table

The following data table compares the proposal with the existing R-65 Zone, Belleville Street Multiple Dwelling District:

Zoning Criteria	Proposal	Zone Standard R-65
Site area (m ²) - minimum	2053.88	2000.00
Density (Floor Space Ratio) - maximum	3.00:1	3.00:1
Total floor area (m ²) - maximum	6153.22	6161.64
Height (m) - maximum	29.54	30.00
Storeys - maximum	8	n/a
Site coverage % - maximum	42.36	45.00
Open site space % - minimum	40.00	40.00
Setbacks (m) - minimum		
Front (Cross Street)	4.58	4.50
Rear (Belleville Street)	0.40	0.40
Side (Pendray Street)	2.52	2.50
Side (Interior)	0.19	nil
Parking - minimum	40	40
Visitor parking (minimum) included in the overall units	4	4
Bicycle parking stalls (minimum)	35	35

Community Consultation

This Application does not propose any variances and, therefore, has not been referred to the James Bay Neighbourhood Association Land Use Committee.

ANALYSIS

The main issues with the Development Permit application relate to:

- the consistency of the proposal with City Design Guidelines that have emerged since the proposal was originally approved in July 2012, namely those identified in new *Official Community Plan* (OCP) and the *Downtown Core Area Plan*
- the extended Development Permit expiration date requested by the applicant.

Development Permit Area and Design Guidelines

The form and character of this development has previously been scrutinized by staff, the Planning and Land Use Committee and Council and was deemed acceptable. The initial Development Permit approval was also subject to review by the Advisory Design Panel (ADP) and their recommendations were reflected in both the approved and current plans. The proposal is generally consistent with the new *Official Community Plan* and *Downtown Core Area Plan* which have both emerged and been adopted since the first approval was granted.

The proposal is entirely consistent with an existing valid Development Permit that is scheduled to expire on January 17, 2016.

Extended Development Permit Expiration Date

In accordance with Section 926 of the *Local Government Act*, the City normally grants a Development Permit approval for a period of two years. If construction associated with the approved development has not been substantially started within that two-year period, the application will lapse. The applicant has requested that Council extend the Development Permit period, in this instance, to three years for the following reasons:

- the current owner bought the property on September 30, 2015 and requires additional time to complete working drawings and complete the building permit application
- a three-year Development Permit approval allows the applicant to complete working drawings, create a marketing plan and achieve the required pre-sales without the constant pressure of the Permit expiration looming.

The applicant's rationale is outlined in more detail in their letter to Mayor and Council (attached). Council may choose to specify a date on which the Development Permit expires and make that date more than two years from the issue of that Development Permit.

Staff have no objections to the proposed three-year Development Permit approval on the basis that, as the *Official Community Plan* and *Downtown Core Area Plan* have recently been adopted, the applicable strategic policy objectives and Design Guidelines are unlikely to be subject to significant change within the approval period.

Resource Impacts

There are no resource impacts anticipated.

CONCLUSIONS

The proposal is consistent with the City's policies and design guidelines. The proposed design approach is considered to represent an appropriate fit for the area. The proposed development is subject to an existing Development Permit and there has been no change in circumstance which would justify an alternative recommendation in this instance.

ALTERNATE MOTIONS

Option 1

"That Council authorize the issuance of Development Permit Application No. 000443 for 257 Belleville Street in accordance with:

1. Plans date stamped November 9, 2015.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Development Permit lapsing two years from the date of this resolution."

Option 2

That Council decline the application.

Respectfully submitted,



Mike Wilson
Senior Planner - Urban Design
Development Services Division

JH.



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

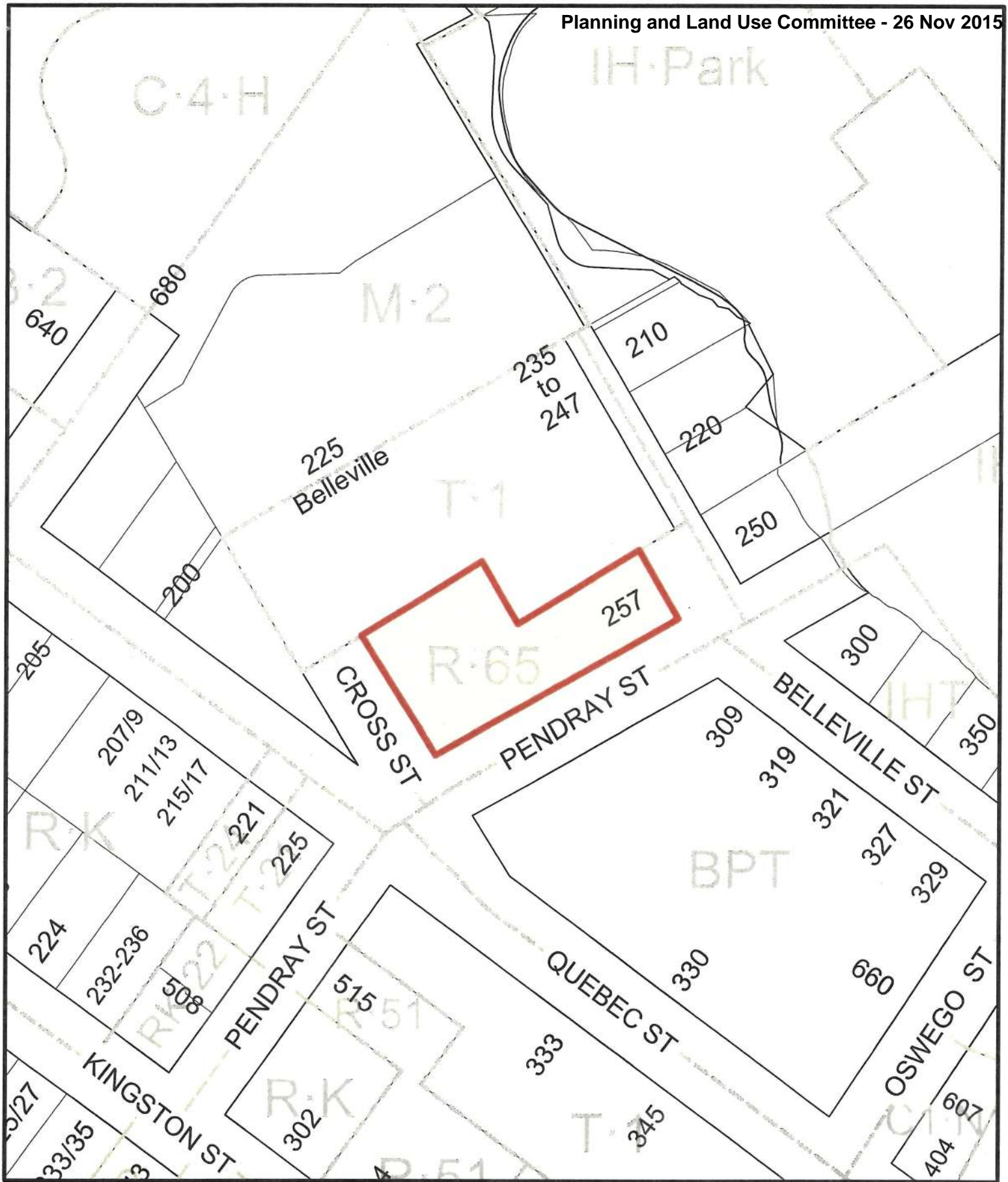


Date:

November 17, 2015

List of Attachments

- Zoning map
- Aerial map
- Letter from applicant dated October 24, 2015
- Plans dated November 9, 2015.



257 Belleville Street
Development Permit #000443

Development Permit Application No. 000443 for 257 Belleville...



257 Belleville Street

Development Permit #000443

Development Permit Application No. 000443 for 257 Belleville...



CITY OF
VICTORIA

alan  architect inc.

14 October 2015

City of Victoria
#1 Centennial Square
Victoria, British Columbia
V8W 1R6

Attention: Mayor Helps and Councillors

Re: 257 Belleville Street, Victoria British Columbia, Development Permit Application

Your Worship Mayor Helps and Councillors;

On behalf of our client, ADZ Properties Ltd. we would like to request another three year extension on the approved development permit for the project at 257 Belleville Street. Development permit #000291 was issued on January 17, 2013 and will expire on January 17, 2016. Our client purchased the property on September 30, 2015 and would like the opportunity to review the existing plans, focus on their target market, and have time to complete their working drawings for their building permit.

The project has already contributed the \$74,000 amenity contribution towards the David Foster Harbour Pathway along Belleville Street between Oswego and Pendray. This was constructed in 2012. The other two community amenity contributions, construction of a plaza at the corner of Belleville Street and Pendray Street valued at least \$121,000, and the payment to the City of Victoria of \$312,000 to be placed in the Harbour Pathway Fund, will be resolved prior to the commencing construction of the development.

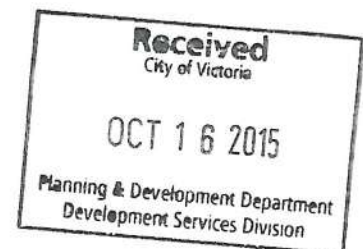
We have resubmitted the same plans that were approved on January 17, 2013 with no changes. We trust that Council will approve this extension so our client can have the time to develop their marketing plan, achieve their pre-sales, and develop their construction plans. Should you have any questions, please contact us at 250-360-2888.

Yours truly,



Alan Lowe

cc. Client





CALGARY | EDMONTON

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alan **lowe** architect inc.

ISSUED FOR DEVELOPMENT PERMIT
OCTOBER 23, 2012



257 BELLEVILLE STREET

VICTORIA, BRITISH COLUMBIA

Prepared for the City of Victoria on behalf of ADZ Properties Ltd.

Client

Admiral Inn Development Ltd. Partnership
1319405 Alberta Ltd.
ph. 403.660.1334
fax 403.278.5127

Architectural

Marshall Tittlemore Architects
301, 215 10th Avenue SW
Calgary, Alberta T2R 0A4
ph. 403.264.8700
fax 403.264.8029

Landscape

Philips Farevaag Smallem Berg
2327 Yew Street
Vancouver, British Columbia V6K 3H1
ph. 604.736.5168
fax 604.736.5167

architectural

A0.01	General Notes and Assemblies
A0.02	Perspectives
A0.03	Sun & Shadow Studies
A1.01	Survey Plan
A1.02	Overall Context Plan
A1.03	Site Context Plan & Data Sheet
A1.04	Detailed Site Plan
A1.05	Site Photos
A2.01	Parkade Plan
A2.02	Main Floor Plan
A2.03	Second Floor Plan
A2.04	Third Floor Plan
A2.05	Fourth Floor Plan
A2.06	Fifth Floor Plan
A2.07	Sixth Floor Plan
A2.08	Seventh Floor Plan
A2.09	Eighth Floor Plan
A2.10	Mech. Penthouse Plan
A2.11	Roof Plan
A4.01	Exterior Elevations
A4.02	Exterior Elevations
A4.03	Exterior Elevations
A4.04	Exterior Elevations
A4.05	Streetscape Elevations
A5.01	Building Sections
A5.02	Building Sections

landscape

L1.0	Landscape Plan - Rendered Plan
L1.1	Landscape Plan - Ground Floor
L1.2	Landscape Plan - Roof Levels
L2.1	Planting Plan - Ground Floor
L2.2	Planting Plan - Roof Levels
L3.1	Planting Details
L3.2	Landscape Sections and Details
L3.3	Landscape Sections and Details



Project No.
12-158

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RECOMMENDED ON THE CLASSTO INSTRUCT

STATUS: THE SLANDER WAS ONLY STOPPED
IN TIME.

3.8.3.5 Main Entrances

3.8.3.17 Drinking Fountains
EXTERIOR WALKS, PARKING AND DRIVE
3.8.3.2 Parking and Driveways

3.4.3.2 Exit Width

3.4.2.3 Distance between Exits
3.4.2.5 Location of Exits

2.4.1 Determination of Requirement for a System

SEPARATION OF SUITES

- 3.1.1 Separation of Suites
- 3.2 Assembly Occupancy
- 3.3 Care of Detention Occupancy
- 3.4 Residential Occupancy
- 3.5 Industrial Occupancy

3.2 (3) Sprinklered Interconnected Spaces Including Foyer

1.21 Janitor's Room

SPRINKLER	Yes
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100



VIEW FROM BELLEVILLE STREET



VIEW FROM INNER HARBOR



VIEW FROM QUEBEC STREET



VIEW FROM PENDRAY & QUEBEC STREET

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
1	DEVELOPMENT PERMIT	DEC 23, 2015

Planning and Land Use Committee - 26 Nov 2015

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PERSPECTIVES

A0.02

DL	drawn	AS SHOWN
DL	checked	12-158

MARCH SHADOW STUDIES



MARCH 21ST 2011 - 10.00am



MARCH 21ST 2011 - 12.00pm



MARCH 21ST 2011 - 2.00pm

JUNE SHADOW STUDIES



JUNE 21ST 2011 - 10.00am



JUNE 21ST 2011 - 12.00pm



JUNE 21ST 2011 - 2.00pm

SEPTEMBER SHADOW STUDIES



SEPTEMBER 21ST 2011 - 10.00am



SEPTEMBER 21ST 2011 - 12.00pm



SEPTEMBER 21ST 2011 - 2.00pm

DECEMBER SHADOW STUDIES



DECEMBER 21ST 2011 - 10.00am



DECEMBER 21ST 2011 - 12.00pm



DECEMBER 21ST 2011 - 2.00pm

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
1	DEVELOPMENT PERMIT	2011.07.07

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IME Ta
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SUN & SHADOW STUDIES

A0.03	
DS check	AS SHOWN 12-158
DL	

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

NO.	ISSUED FOR	DATE
1	DEVELOPMENT PERMIT	2017.11.26

Planning and Land Use Committee
26 Nov 2015

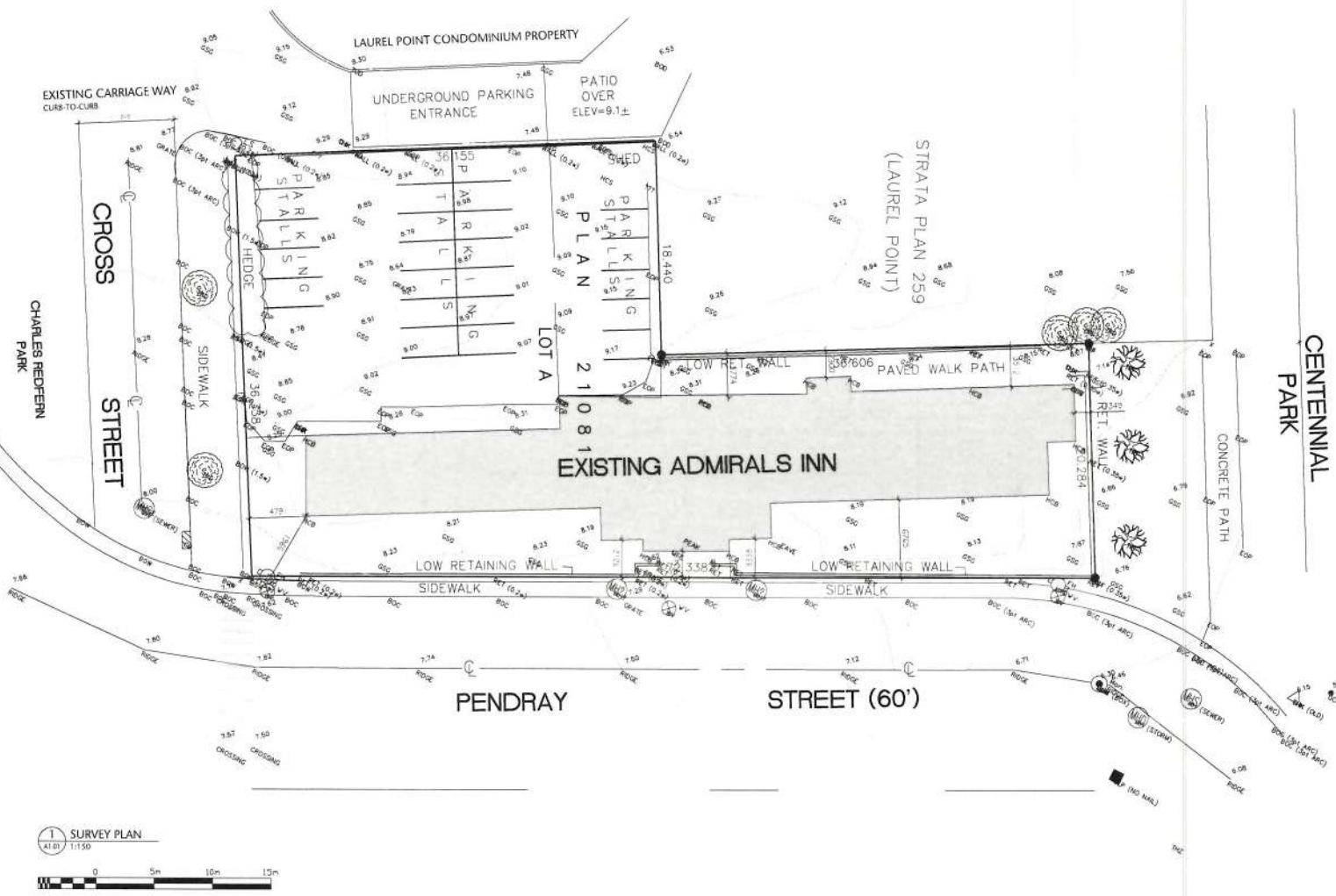
alan lowe architect inc.

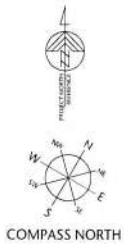
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marshall tittemore architects
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SURVEY PLAN

A1.01

NA	drawn	AS SHOWN
DL	checked	12-158





1 OVERALL CONTEXT PLAN
A1.02 NTS



257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
1	DEVELOPMENT PERMIT	SEP 23 2015

Planning and Land Use Committee - 26 Nov 2015

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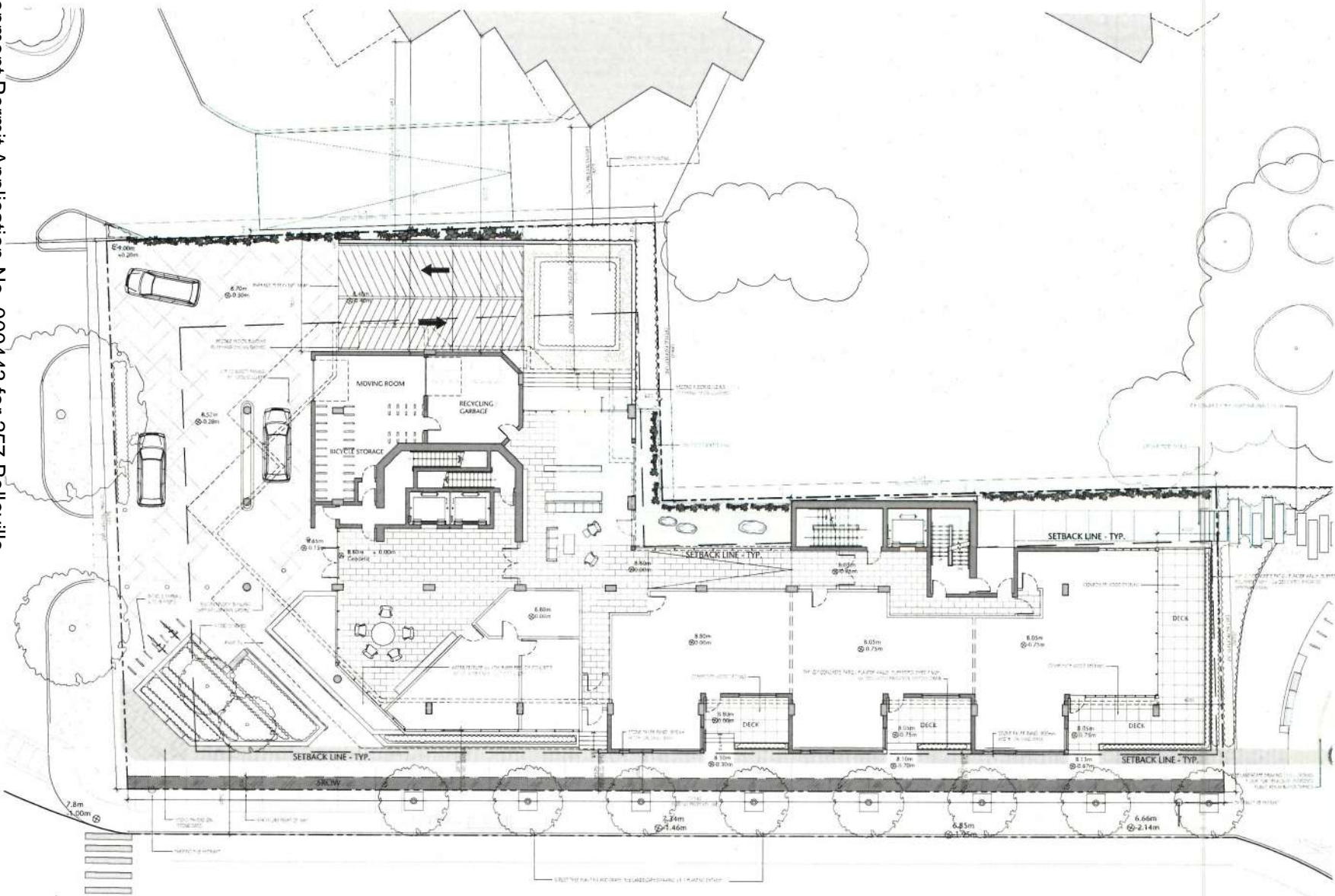
OVERALL CONTEXT PLAN

A1.02

Drawn	AS SHOWN
POR	project
checked	12-158
DL	

MANUAL ADDRESS				
237 BULLIVANT STREET, VICTORIA, BC				
LEGAL ADDRESS				
LOT A, VICTORIA CITY, PLAN 21081				
LAND USE DESCRIPTION				
EXISTING TR: PROPOSED: NEW SITE SPECIFIC ZONE TO ALLOW RESIDENTIAL USES				
PROJECT STATISTICS				
	Fasting Zoning Threshold	Fasting Building	Proposed	
Zoning	R1		New Zone	
Site Area (sqft)	2053.88	2053.88	2053.88	
Site Coverage (%)	20.30%	30	42.36%	
Main Floor (m ²)		615.51	870.14	
Gross Floor Area (incl. Balconies, incl. mezz.)			6153.22	
Ground Floor Ratio:	1.2 max.	0.90	2.995	
Building Height (m)	< 21.5	15	29.45	
Number of Floors	A or more	5	8	
Setbacks (m)				
1. "North Elevation"	7.5	21.88	5.94	
CL 6-10 ft		3.64	3.00	
CL 10-12 ft		3.30	0.19	
CL 12-13 ft		5.51	3.583	
2. "South Elevation"	7.5	2.23	5.50	
3. "West Elevation"	7.5	8.8	4.575	
4. "East Elevation"	7.5	1.34	0.40	
CL G-D		N/A	1.26	
Note: Existing Setback (N) relative proposed Profiles				
Open Space (%) to 30% min.	28%	40%		
Parking Spaces	1.3/suite	25	40	
Bicycle Parking			4 Spots @ Entry & 26 Spots @ Bicycle Room	
Max # of Units per Floor			1 Main Floor	
Net to Gross Ratio		1.28		
Per Unit Permitted Floor Area		1845 sqm		
Total Number of Hours above Grade		8 hrs./d., 365/d. Mechanical (Laundry Room, 115) 279/500m (Guest Permit - 120000m) 335/500m 22/500m		
Total Height @ Top of Parapet (incl. Mechanical Room)		8.00m (center of Cross Street near Lobby)		
Top of Parapet Height (T.O.P.)		26.15 (above 35 units)		
Zero Elevation		26.15 (above 35 units)		
Number of Units		26		
Parking stall count - based on 1.3 stalls/unit		26		
General Notes Regarding Units:				
1. Bedrooms & Bathrooms are all open plan layouts. Unit sizes and types will vary depending on unit user's unit configuration. Number and type of unit will vary. Below is a sample configuration of the building				
Typical Unit Configuration	Avg. No.	Avg. Area (sqm)		
1 BEDROOM	3	110		
1 Bedroom & Bath	35	125		
2 BEDROOM	9	195		
Ground Oriented Access	3	115		
BUILDING AREA CALCULATION				
BUILDING GROSS AREA MEASURED TO THE INSIDE FACE OF THE EXTERIOR WALLS				
OPEN SITE SPACE CALCULATION				
CALCULATION BASED ON CITY OF VICTORIA'S "SCHEDULE 4 OF DETERMINATION OF OPEN SPACE"				
OPEN SITE SPACE MEANS THAT PORTION OF THE LOT, ALTHOUGH IT IS PART OF THE SUBDIVISION, WHICH IS WHOLLY OR PARTIALLY ABOVE THE SURFACE OF THE LOT AND WHICH IS NOT OCCUPIED BY OR OBSTRUCTED BY ANY BUILDING OR OTHER STRUCTURE				
(1) ACCESSORY GARDEN STRUCTURE				
(2) BUILDING OR OTHER STRUCTURE				
(3) WHICH IS GRASSED AND LANDSCAPED				

^{drawn} POR	^{scale} AS SHOWN
^{checked} DL	^{project n} 12-158



NOTE: LANDSCAPE ITEMS SHOWN FOR REFERENCE ONLY. PLEASE SEE LANDSCAPE DRAWINGS FOR DETAILS & COORDINATION OF ALL APPROPRIATE LANDSCAPE ELEMENTS.

NOTE: FOR TYPICAL LANDSCAPE FINISHES & GRADING, SEE LANDSCAPE DRAWINGS.

SCHEDULE A
STATUTORY RIGHT OF WAY
SHOWN HATCHED

1 DETAILED SITE PLAN
A1.04 1:150

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
1	DEVELOPMENT PERMIT	DEC 15/2017

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DETAILED SITE PLAN

A1.04

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1 QUEBEC STREET LOOKING EAST DOWN PENDRAY STREET
NTS



2 PENDRAY STREET LOOKING NORTH - EXISTING ADMIRAL'S INN BUILDING
NTS



3 VIEW LOOKING SOUTH DOWN CROSS STREET
NTS



4 LOOKING NORTH AT ADJACENT LAUREL POINT CONDO'S
NTS



5 VIEW LOOKING NORTH UP BELLEVILLE STREET - EXISTING ADMIRAL'S INN BUILDING
NTS

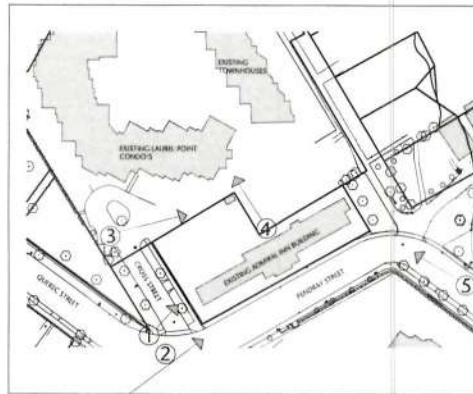


PHOTO LOCATION PLAN
NTS

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no.	issued for	date
1	DEVELOPMENT PERMIT	2017.01.01

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SITE PHOTOS

A1.05

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project	12-158

257 BELLEVILLE STREET
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no.	Issued for	date
1	DRIVEN/COMPLANT PERMIT	OCT 23/2015
2	FOR ADDITIONAL REVIEW	OCT 01/2015

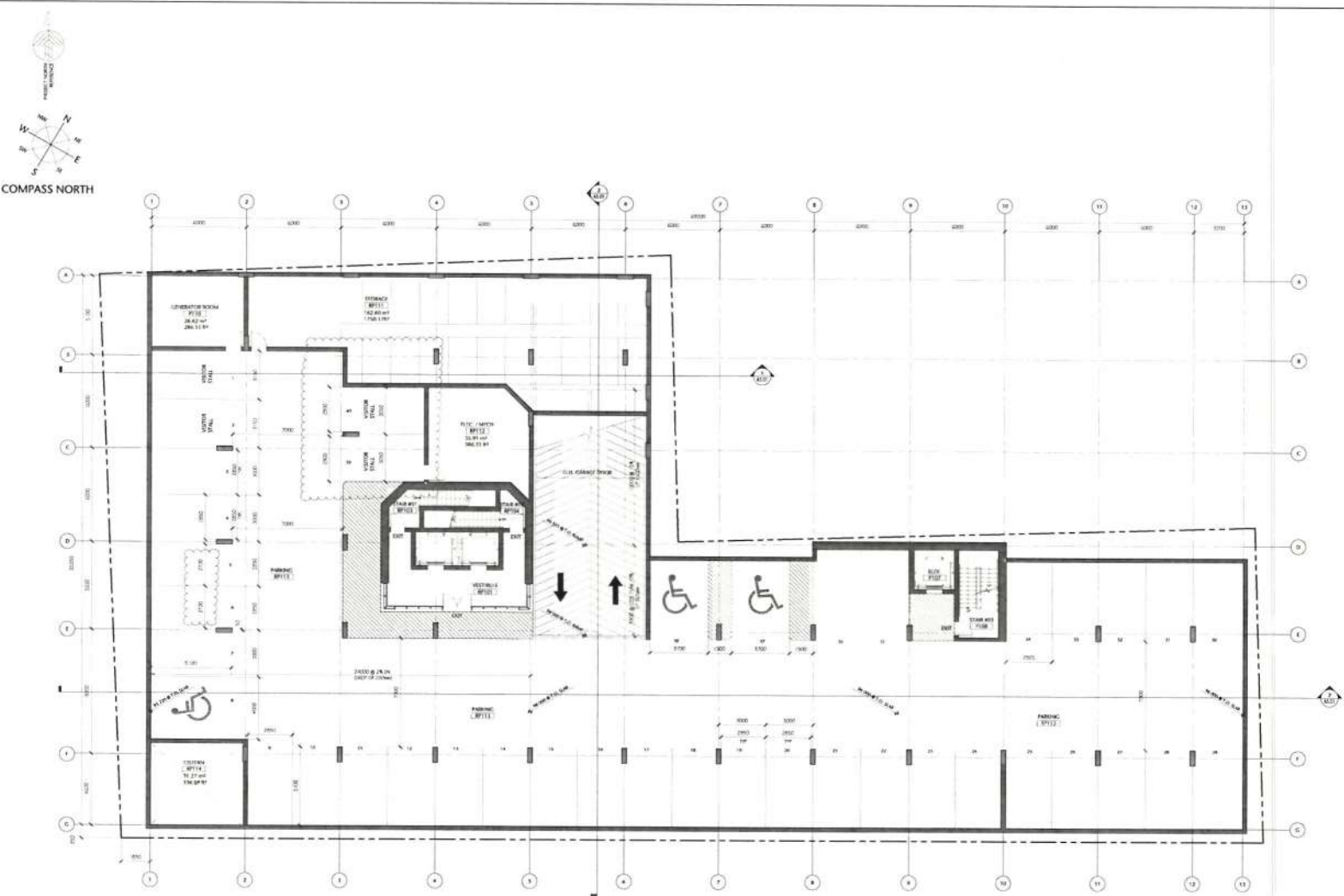
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PARKADE LEVEL P1

A2.01

drawn	scale
POR	AS SHOWN
checked	project no.
DL	12-158

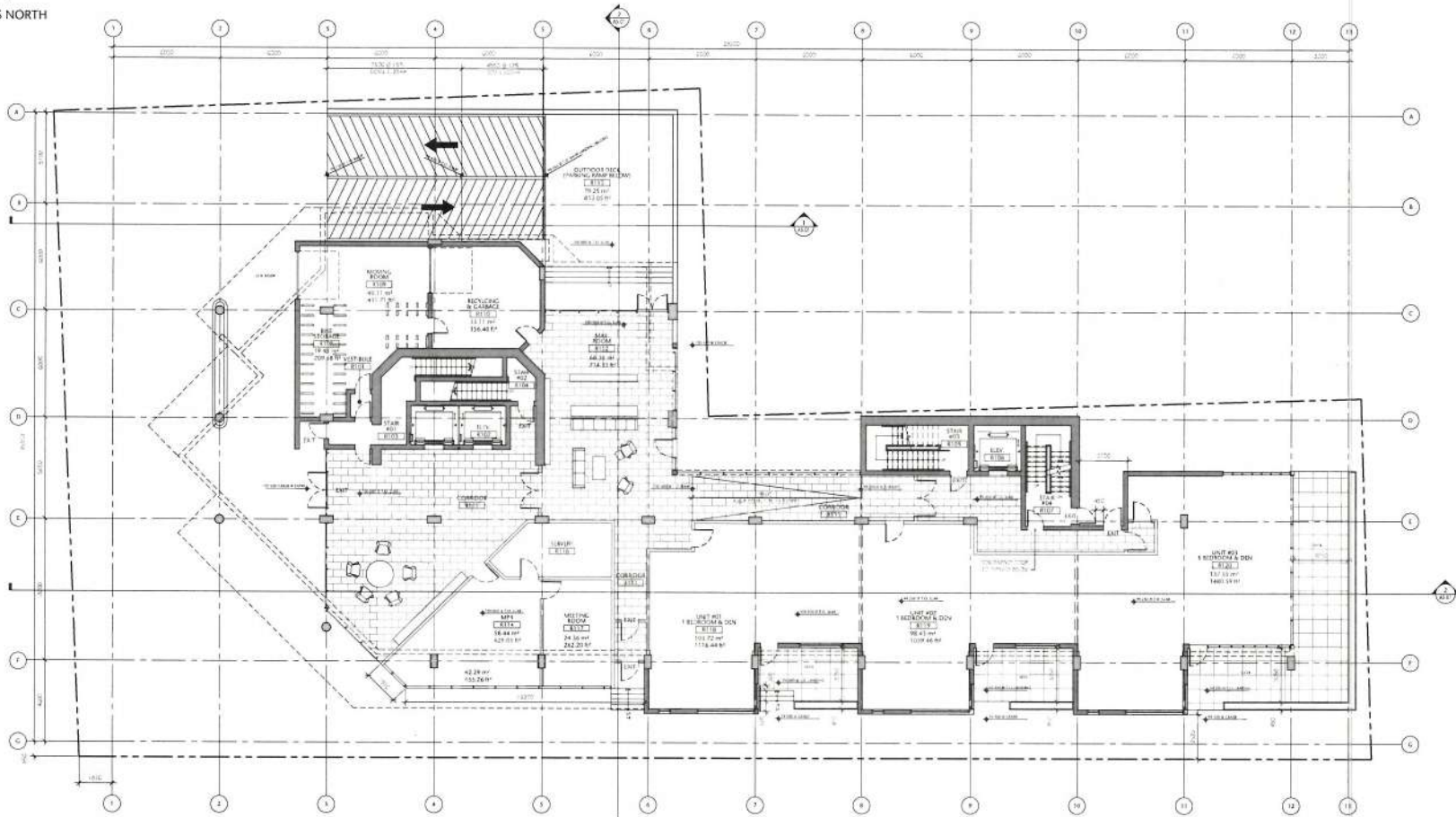
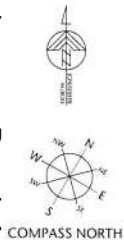


1 PARKADE LEVEL P1
A2.01

0 20 40 60 80 100
feet

Parkade Level P1 General Notes:

1. PARKING STALLS COUNT: 40 STALLS AND 40 CLOAKS & 4 VESTIBULE STALLS
2. TYPICAL STALL DIMENSIONS: 9'6\"



1 MAIN FLOOR PLAN
A2.02
1:100



Main Floor Gross Area:
870.14 sq. mts. (9366.10 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

	SQ. MTS.	SQ. FT.
1. Main Floor	870.14	9,366
2. Second Floor	950.71	10,278
3. Third Floor	957.45	10,286
4. Fourth Floor	857.22	9,227
5. Fifth Floor	781.82	8,419
6. Sixth Floor	631.25	6,791
7. Seventh Floor	277.81	2,979
8. Eighth Floor	406.51	4,369
9. Ninth Floor	96.74	1,043
TOTAL, AREA	6113.22	65,937

257 BELLEVILLE STREET
VICTORIA,
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no.	Issued for	date
1	DEVELOPMENT IN SUB	2015.10.27

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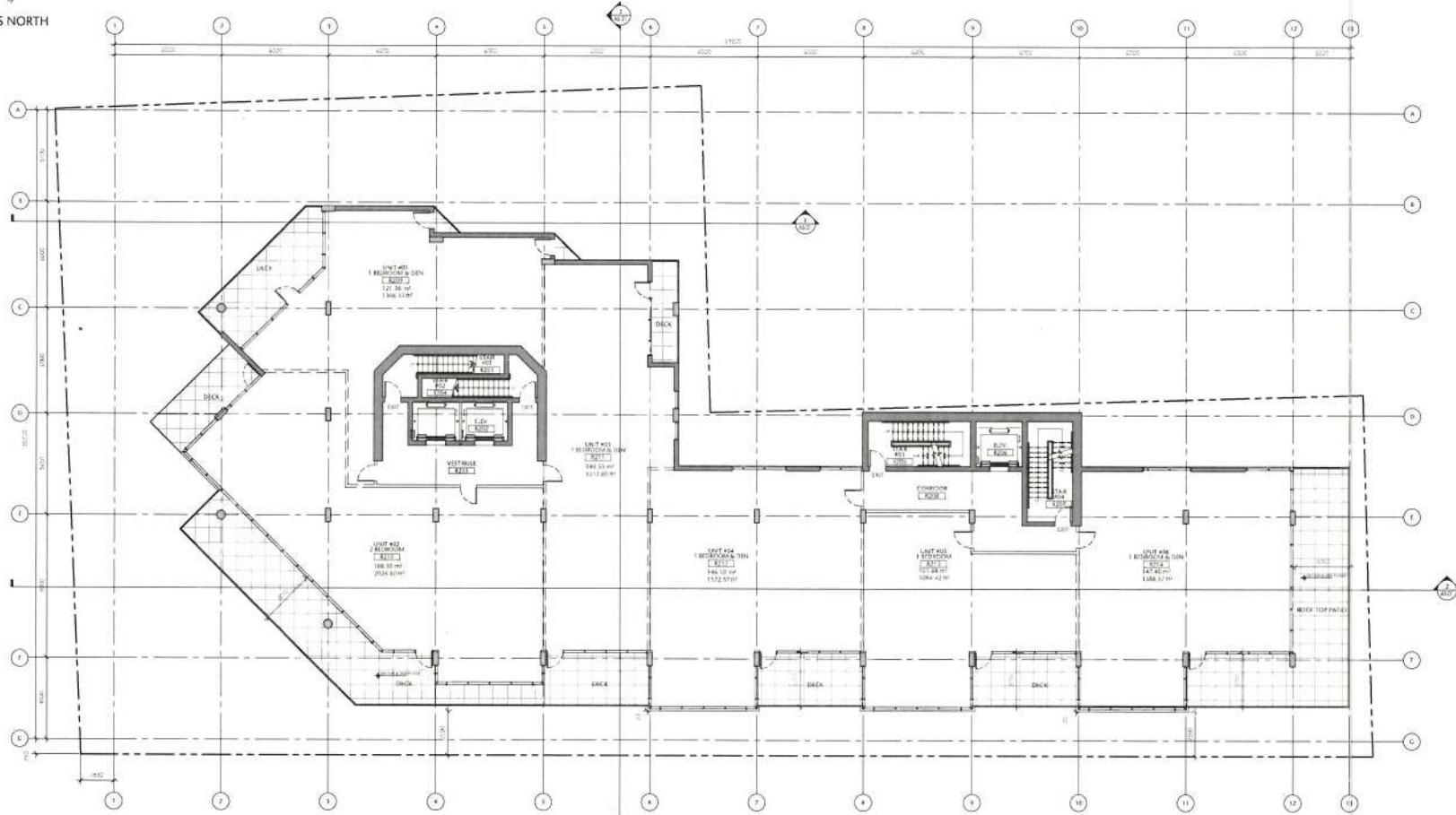
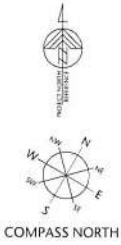
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MAIN FLOOR PLAN

A2.02

POR drawn
checked AS SHOWN
DL 12-158

Planning and Land Use Committee - 26 Nov 2015



1 SECOND FLOOR PLAN
A2.03 1:100



Second Floor Gross Area:
950.23 sq. mts. (10 228 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (including balconies)	Sq. Mts.	Sq. Ft.
1. Main Floor	890.14	9 584
2. Second Floor	950.23	10 228
3. Third Floor	577.50	6 209
4. Fourth Floor	837.23	9 027
5. Fifth Floor	781.50	8 414
6. Sixth Floor	635.35	6 872
7. Seventh Floor	777.81	8 420
8. Eighth Floor	424.11	4 569
TOTAL AREA	8054.04	86,540

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No.	Issued for	Date
1	DEVELOPMENT REVIEW	2015.10.20

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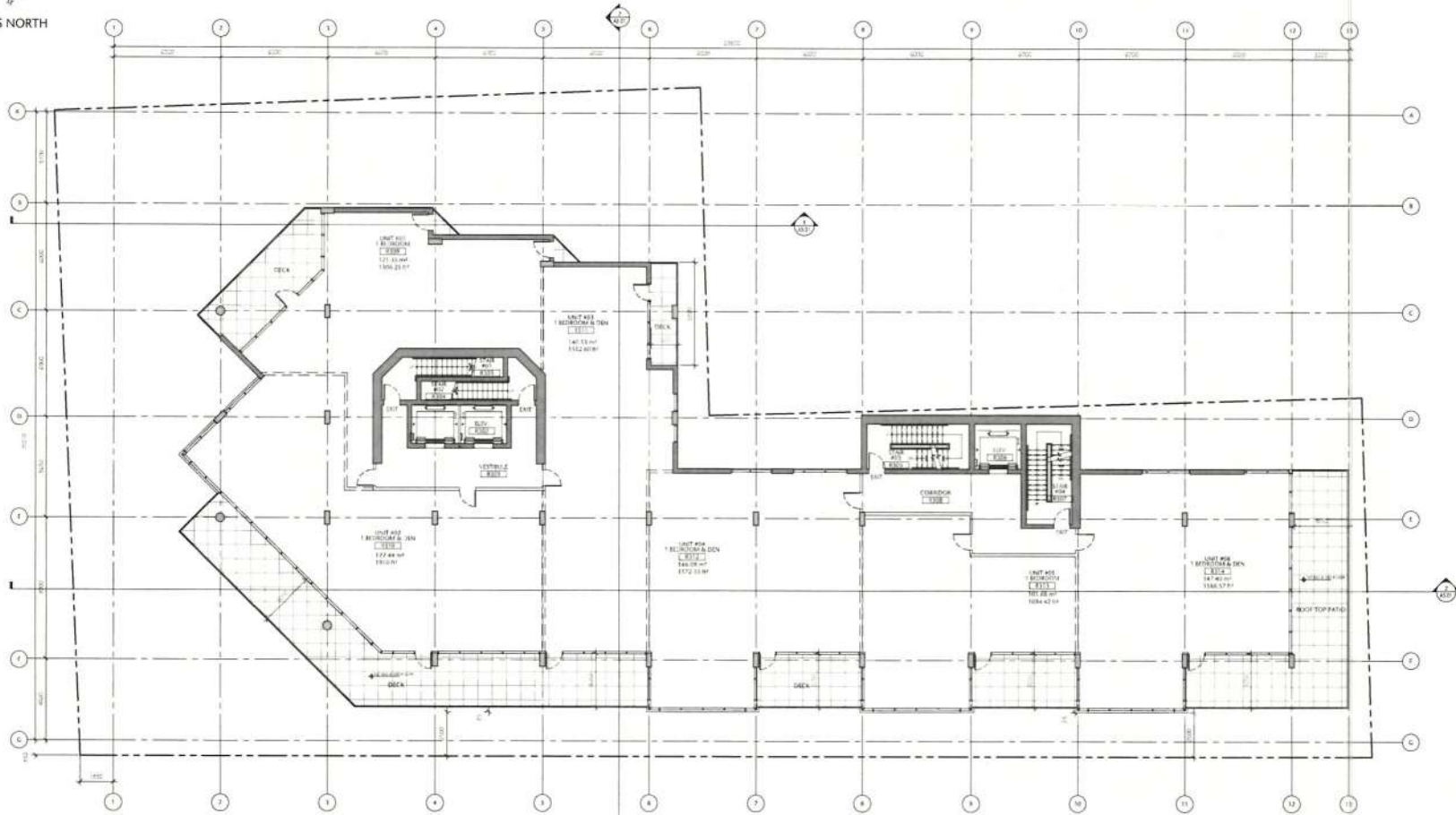
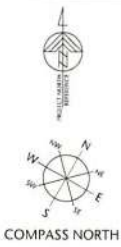
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SECOND FLOOR PLAN

A2.03

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POR	12-158
checked	DL



1 THIRD FLOOR PLAN
A2.04 1/100



Third Floor Gross Area:
937.43 sq. mts. (10 090.41 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

	SQ. MTS.	SQ. FT.
1. Main Floor	470.14	5 056
2. Second Floor	420.21	4 528
3. Third Floor	937.43	10 090
4. Fourth Floor	837.23	9 027
5. Fifth Floor	763.52	8 258
6. Sixth Floor	617.23	6 655
7. Seventh Floor	577.63	6 220
8. Eighth Floor	426.31	4 589
9. Ninth Floor	38.28	413
TOTAL AREA	4151.22	44 512

Note: All travel distance's shown under
allowed 45m under the applicable BC
Building Code 2006 Division B - Part 3
'3.4.2.5 Location of Exits (c)'

257 BELLEVILLE
STREET
VICTORIA,
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no.	issued for	date
1	PROPOSED PERMIT	2013.07.01

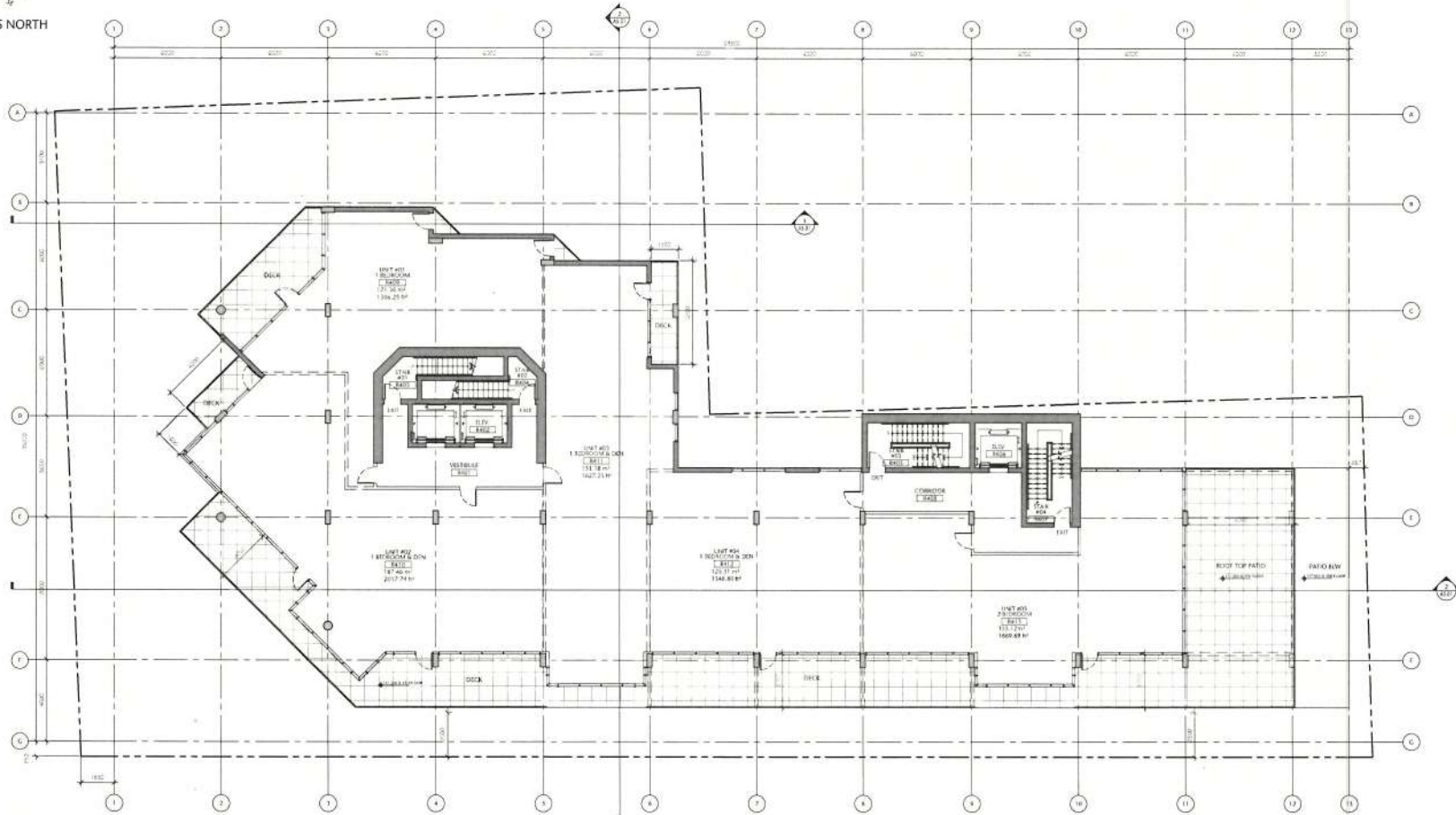
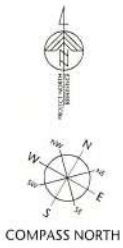
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p 403.264
f 403.264

THIRD FLOOR PLAN

A2.04

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DL



1 FOURTH FLOOR PLAN
A2.05 / 1:100



Fourth Floor Gross Area:
857.23 sq. mts. (9227.15 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (specifying below ground)	SQ. METERS	SQ. FT.
1. Main Floor	270.14	2,906
2. Second Floor	900.21	9,728
3. Third Floor	817.43	8,800
4. Fourth Floor	857.23	9,227
5. Fifth Floor	782.32	8,410
6. Sixth Floor	681.25	7,310
7. Seventh Floor	577.83	6,220
8. Eighth Floor	428.51	4,599
9. Ninth Floor	98.78	1,061
TOTAL: GFA	4532.22	48,720

257 BELLEVILLE STREET
VICTORIA,
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no.	issued for	date
1	DEVELOPMENT PERMIT	2017.10.17

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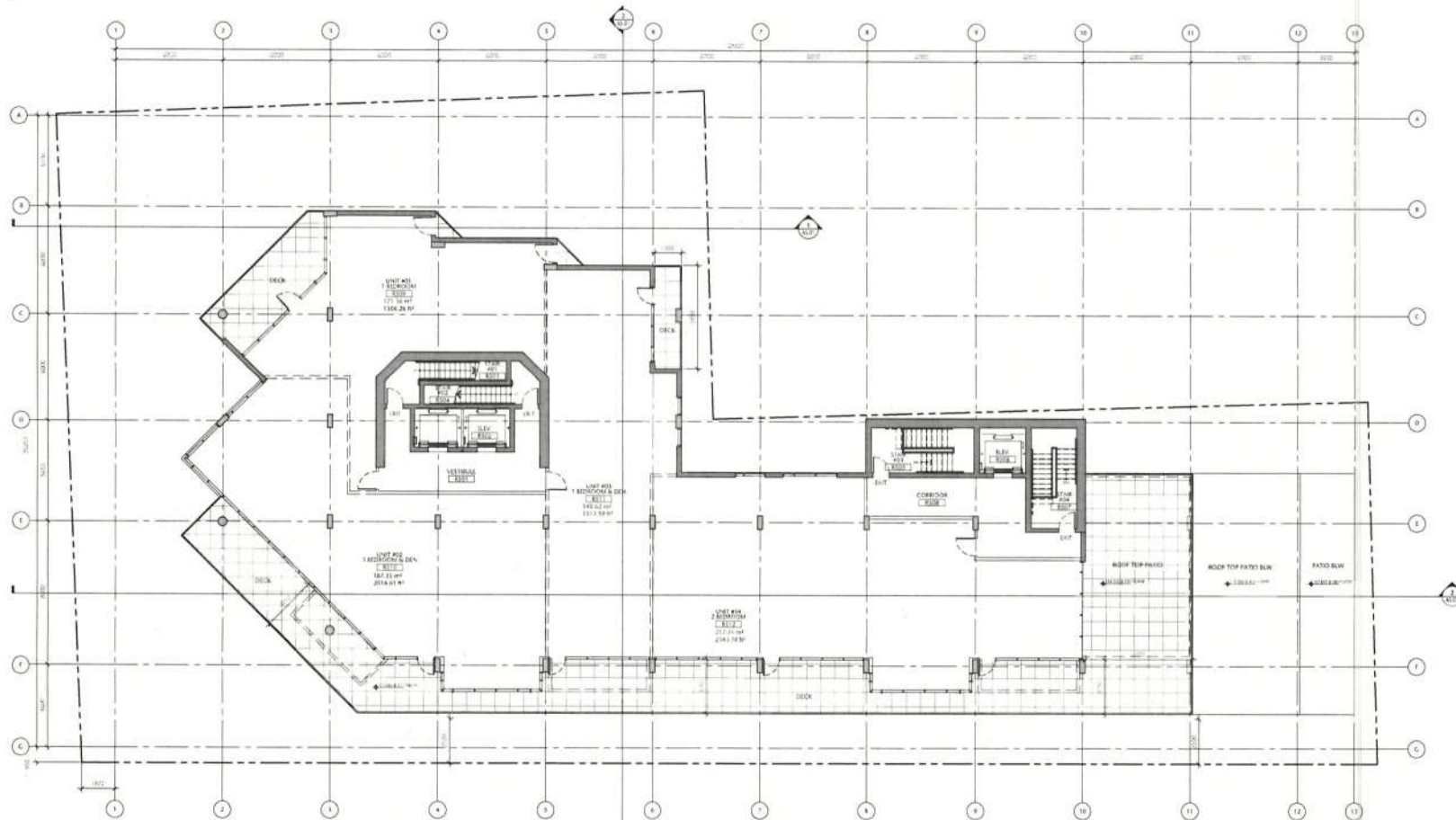
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FOURTH FLOOR PLAN

A2.05

POR	drawn	AS SHOWN
DL	checked	project
		12-158

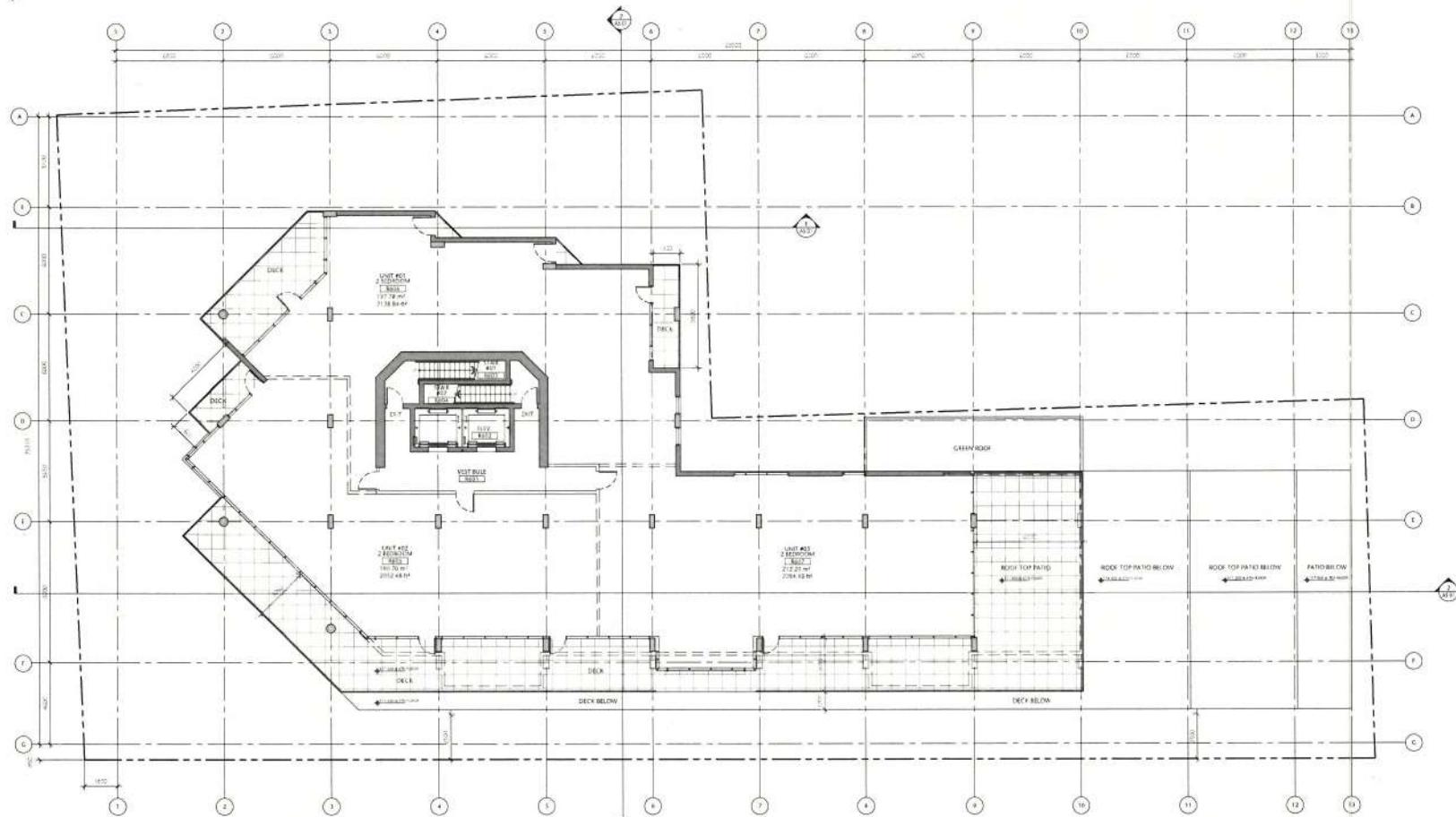
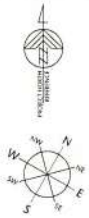


1 FIFTH FLOOR PLAN
A2.06 1:100



	SQ. MTS.	SQ. FT.
1. Main Floor	870.14	9,344
2. Second Floor	950.21	10,324
3. Third Floor	857.43	10,090
4. Fourth Floor	857.23	9,227
5. Fifth Floor	785.82	8,459
6. Sixth Floor	691.25	7,010
7. Seventh Floor	377.83	6,220
8. Eighth Floor	424.37	4,344
9. Ninth Floor	98.78	1,063
TOTAL AREA	6153.22	66,212

^{drawn} POR	AS SHOWN
^{checked} DL	^{project} 12-158



1 SIXTH FLOOR PLAN
A2.07 1:100



Sixth Floor Gross Area:
651.25 sq. mts. (7010 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Glass Floor Area above Grade (excluding balconies)		
	SQ. FT'S	SQ. FT.
1. Main Floor	670.74	9,366
2. Second Floor	990.31	10,288
3. Third Floor	937.41	10,090
4. Fourth Floor	857.23	9,257
5. Fifth Floor	785.62	8,459
6. Sixth Floor	651.25	7,010
7. Seventh Floor	577.83	6,220
8. Eighth Floor	424.51	4,549
9. Main Penthouse	98.78	1,043
TOTAL AREA	6153.22	66,233

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STREET
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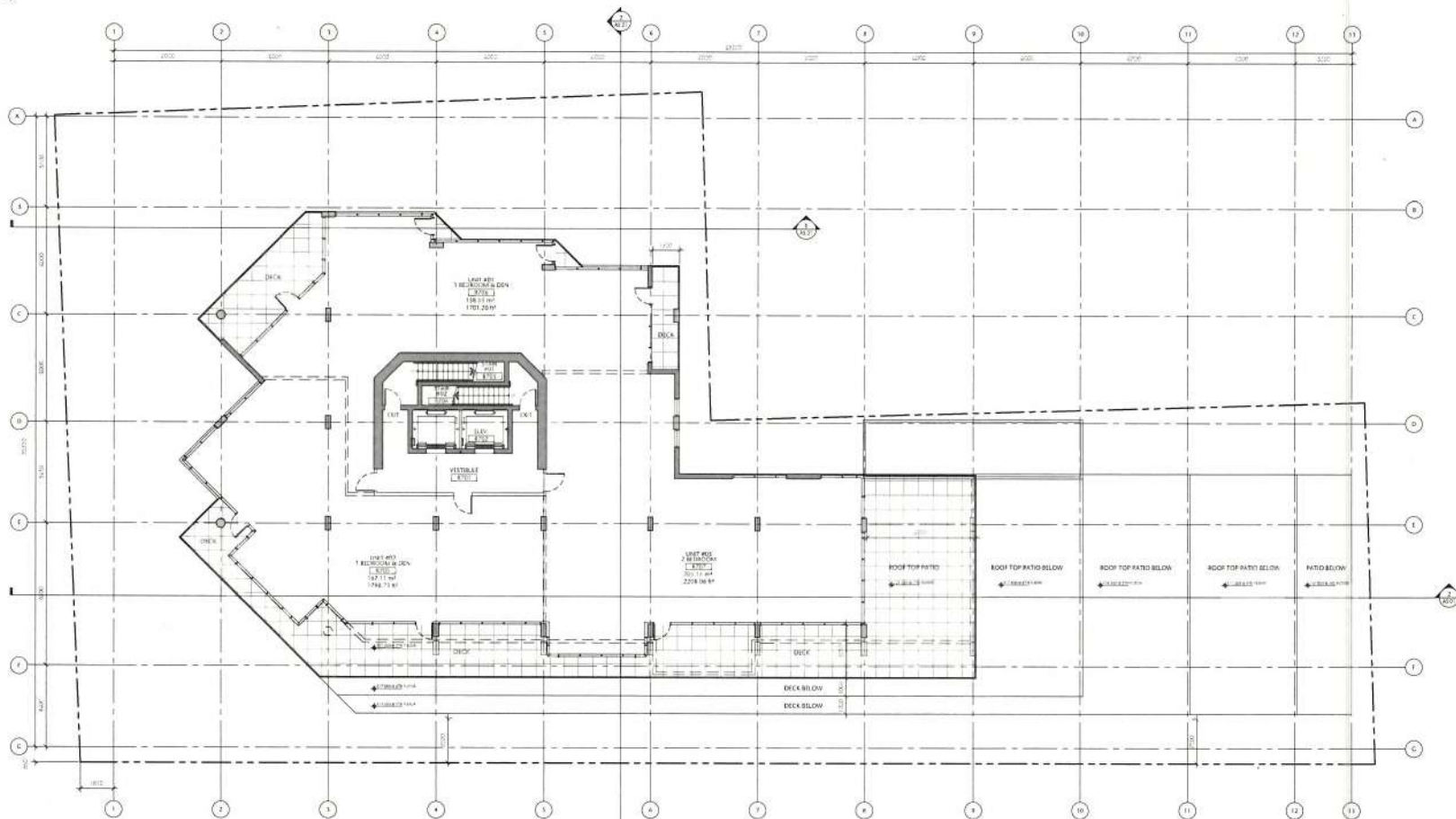
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SIXTH FLOOR PLAN

A2.07

POR	AS SHOWN
DL	12-158



1 SEVENTH FLOOR PLAN
A2.03 1:100



Seventh Floor Gross Area:
577.83 sq. mts. (6219.71 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Crust First Area above Cradle (excluding balconies)		
	5Q 1475	5Q 17
1 Main Floor	\$70.34	9.366
2 Second Floor	\$50.21	10.228
3 Third Floor	\$17.43	10.046
4 Fourth Floor	\$87.23	9.227
5 Five Floor	\$85.82	6.859
6 Sixth Floor	\$61.25	7.010
7 Seventh Floor	\$77.83	6.220
8 Eighth Floor	\$24.33	6.268
9 Ninth Floor	\$6.78	1.063
TOTAL AREA	\$553.33	66.733

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STREET

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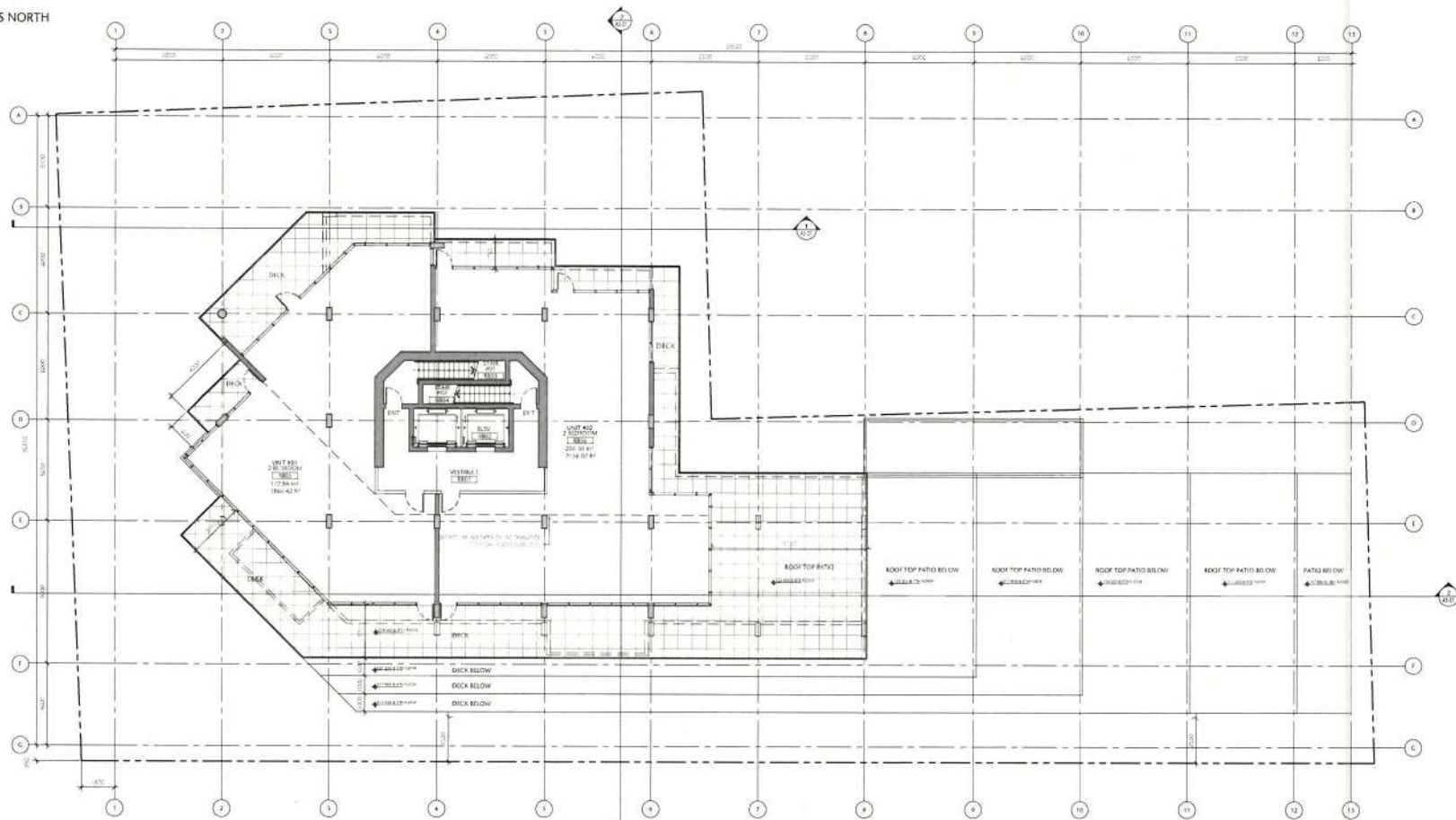
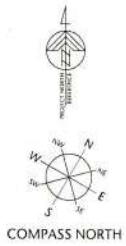
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SEVENTH FLOOR PLAN

A2.08

POR ^{down}	AS SHOW
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DL	12-158
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Eighth Floor Gross Area:
424.51 sq. mts. (4 569 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Cross Floor Area above Grade (Including Balconies)		
	SQ. FT.	SQ. FT.
1. Main Floor	870.14	9,368
2. Second Floor	190.29	10,276
3. Third Floor	937.45	10,090
4. Fourth Floor	857.25	9,222
5. Rm. Bldg.	785.62	8,459
6. 5th Floor	651.29	7,010
7. Seventh Floor	577.81	6,200
8. Eighth Floor	424.51	4,549
9. Ninth Floor	98.78	1,061
TOTAL AREA	6,153.22	66,275

1 EIGHTH FLOOR PLAN
A2.05 1:100



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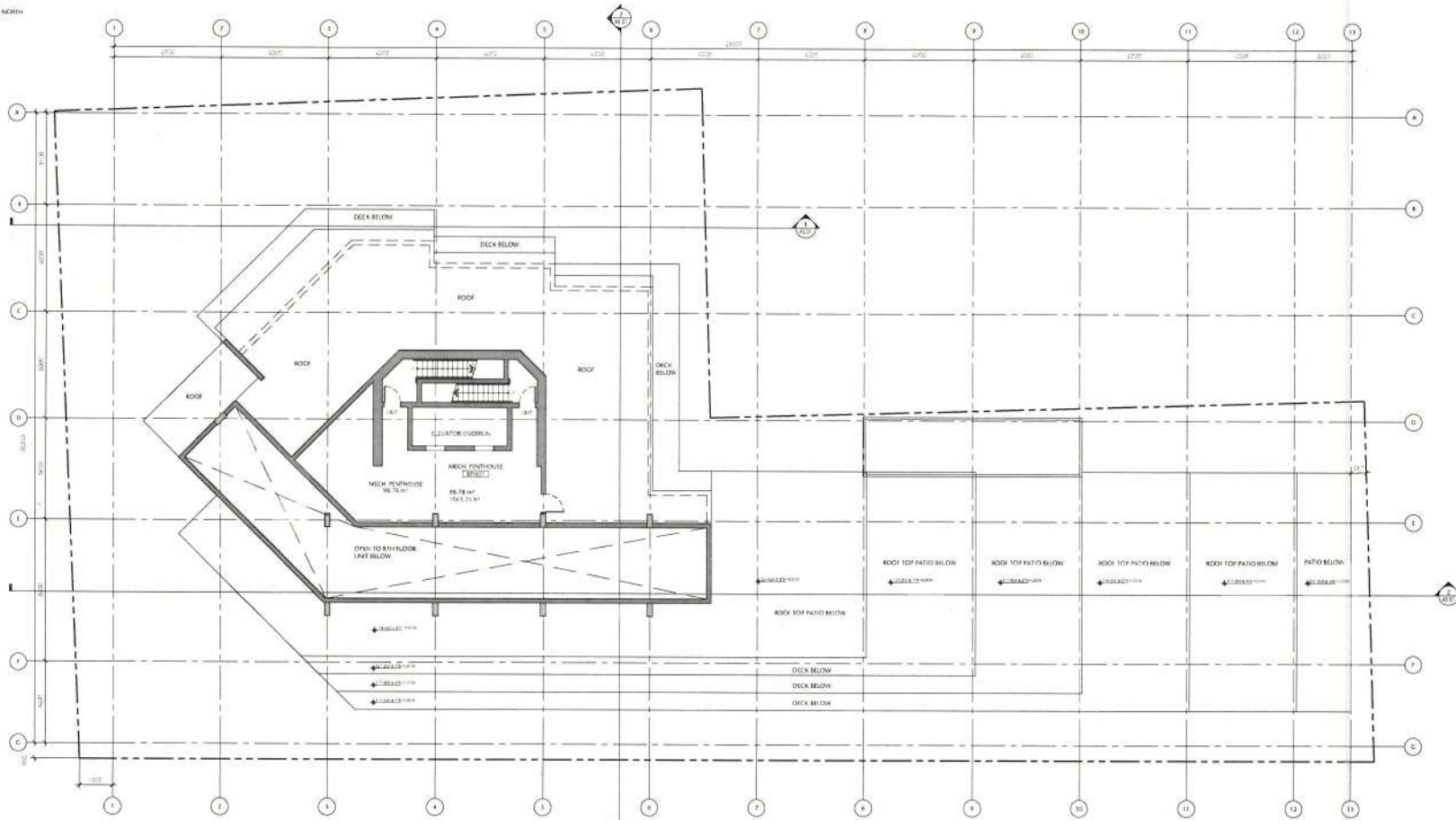
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EIGHTH FLOOR PLAN 

A2.09

POR	AS SHOWN
DL	12-158



1 MECH. PENTHOUSE PLAN
A2.10 1:100



Overall Gross Floor Areas:

	10' 1/4"	10' 1/2"
1. Main Floor	870.14	5,364
2. Second Floor	850.71	10,774
3. Third Floor	837.41	10,000
4. Fourth Floor	823.23	9,217
5. Fifth Floor	785.82	6,458
6. Sixth Floor	611.23	7,210
7. Seventh Floor	377.81	4,220
8. Eighth Floor	426.51	4,547
9. Ninth Floor	16.78	1,061
TOTAL: 48th	6113.22	66,732

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VICTORIA,
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NO.	Issued for	DATE
1	DEVELOPMENT PERMIT	2015.11.17
2		
3		
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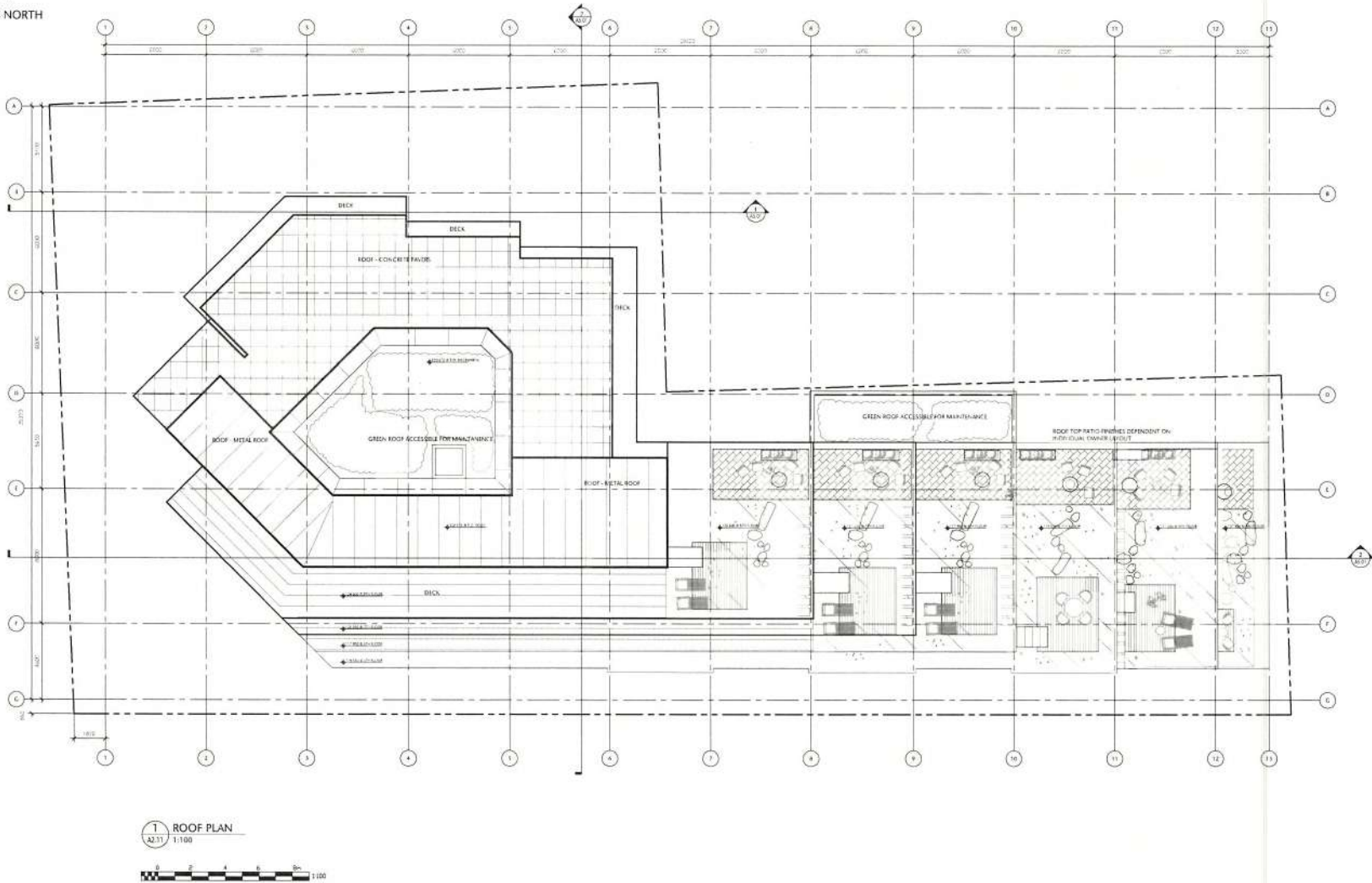
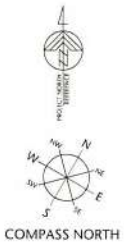
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MECH. PENTHOUSE PLAN

A2.10

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ROOF PLAN

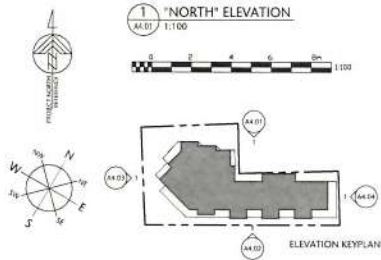
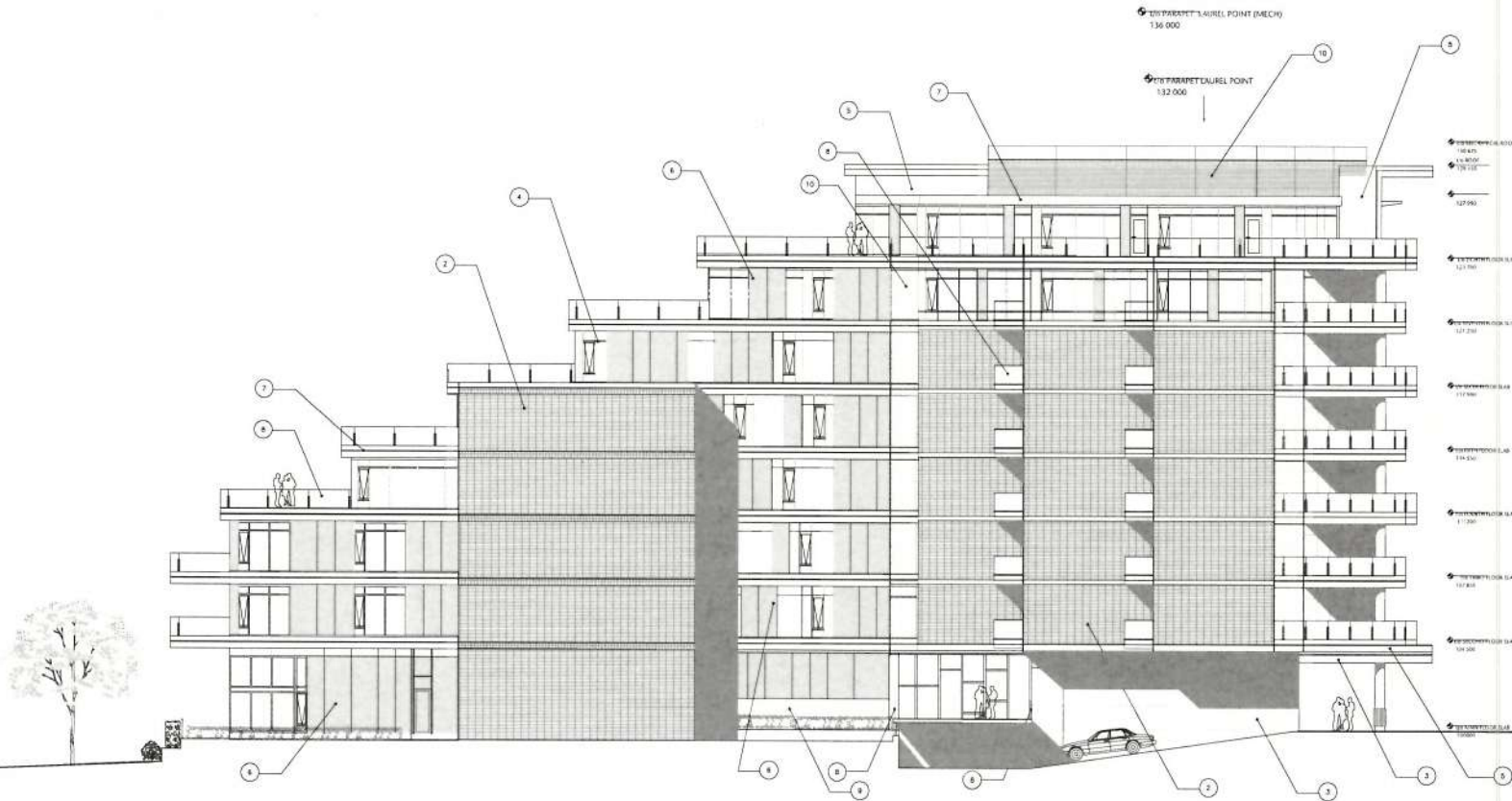
A2.11

DS, POR

AS SHOWN.

DL

12-158



AVERAGE GRADE
MAIN FLOOR 8.45 GEODETIC
8.80 GEODETIC

- 1 cast in place concrete
- 2 smooth red stack bond brick
- 3 British Columbia western red cedar
- 4 anodized aluminium
- 5 gray painted aluminium
- 6 composite wood panel - rustic cedar
- 7 prefinished gray aluminium
- 8 clear glass handrail
- 9 tinted vision glass
- 10 corrugated anodized aluminium

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STREET
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no.	issued for	date
1	DEVELOPMENT PERMIT	OCT 23 2017

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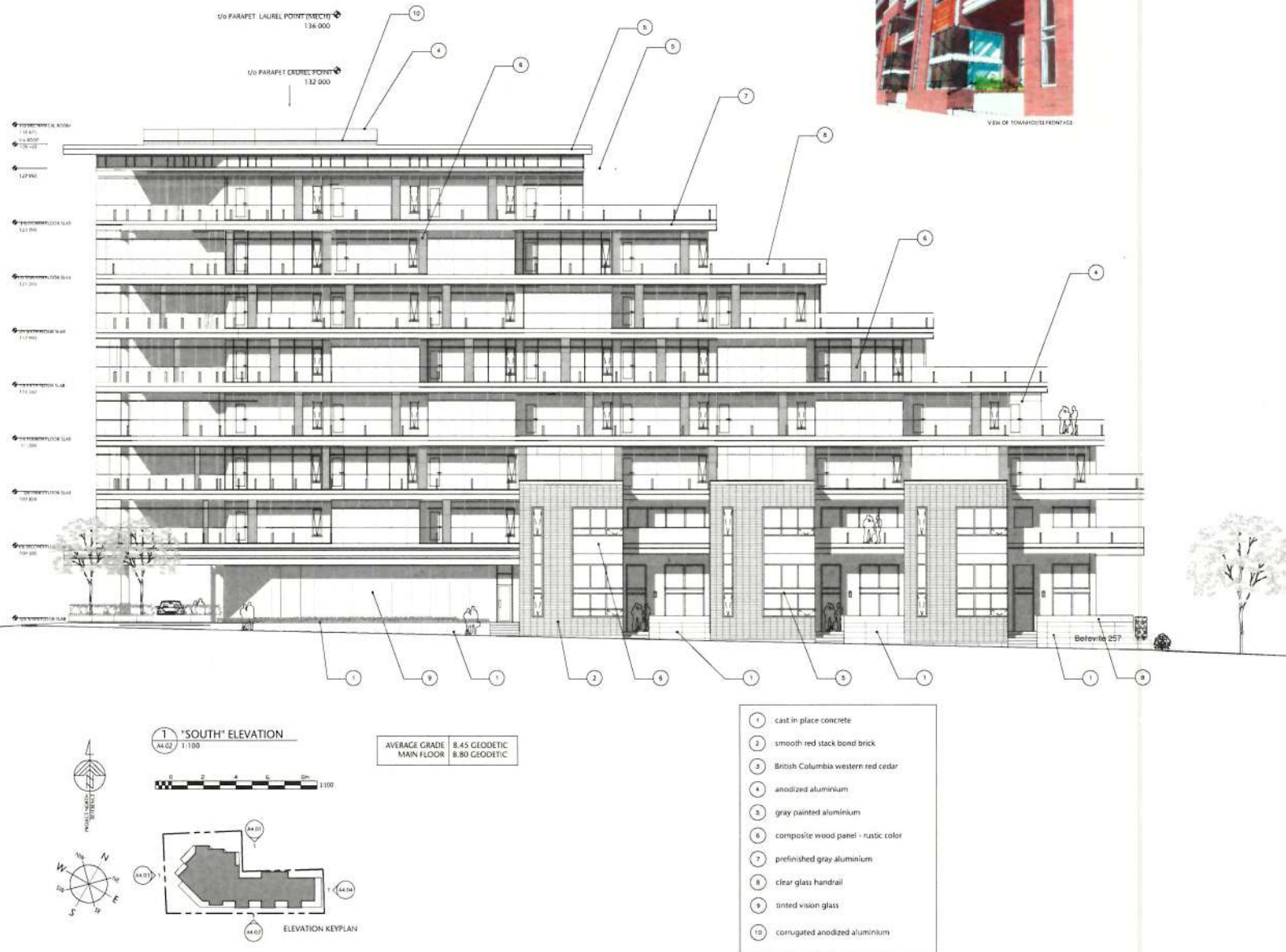
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ELEVATIONS

A4.01

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1	DEVELOPMENT PERMIT	2015/11/26

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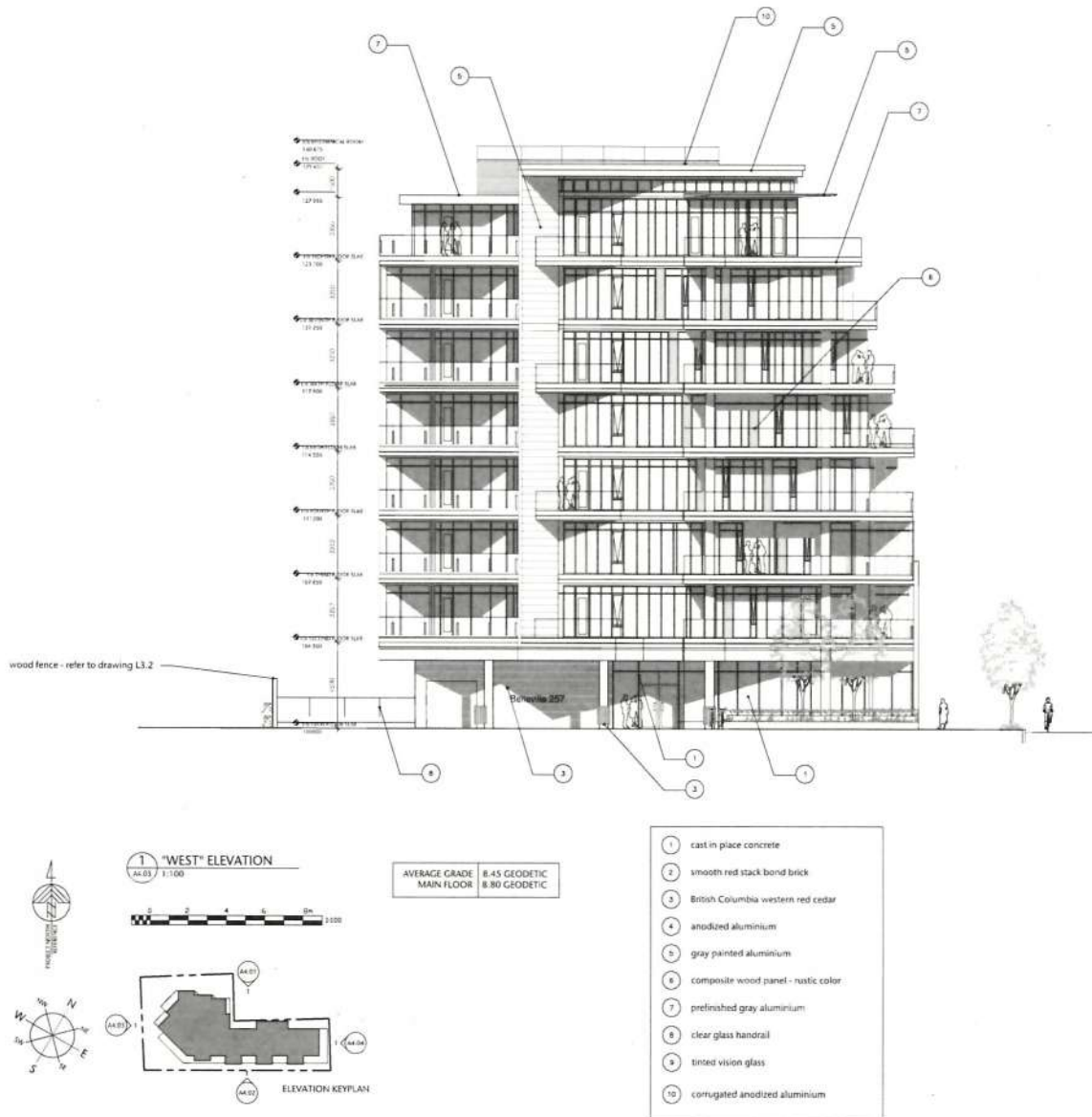
301, 213-10th
Calgary Alberta T2C 1P6
p 403.240.1000
f 403.240.1001

drawn by

ELEVATIONS

A4.02

DL	drawn	AS SHOWN
DL	checked	12-158



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No.	Issued for	date
1	DESIGN/PERMIT REVIEW	SEP 25 2015

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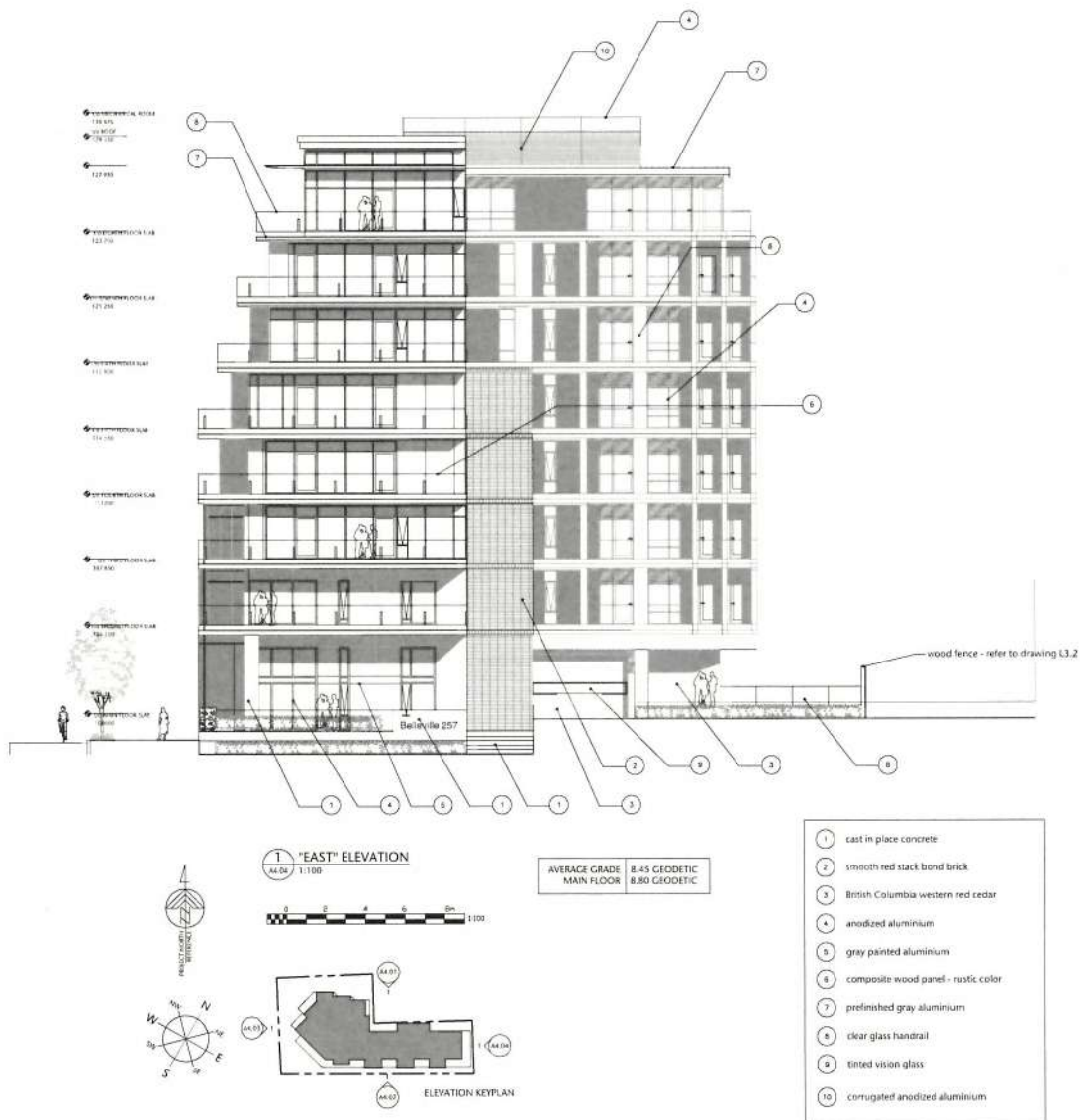
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ELEVATIONS

A4.03

DL	drawn	AS SHOWN
DL	checked	12-158

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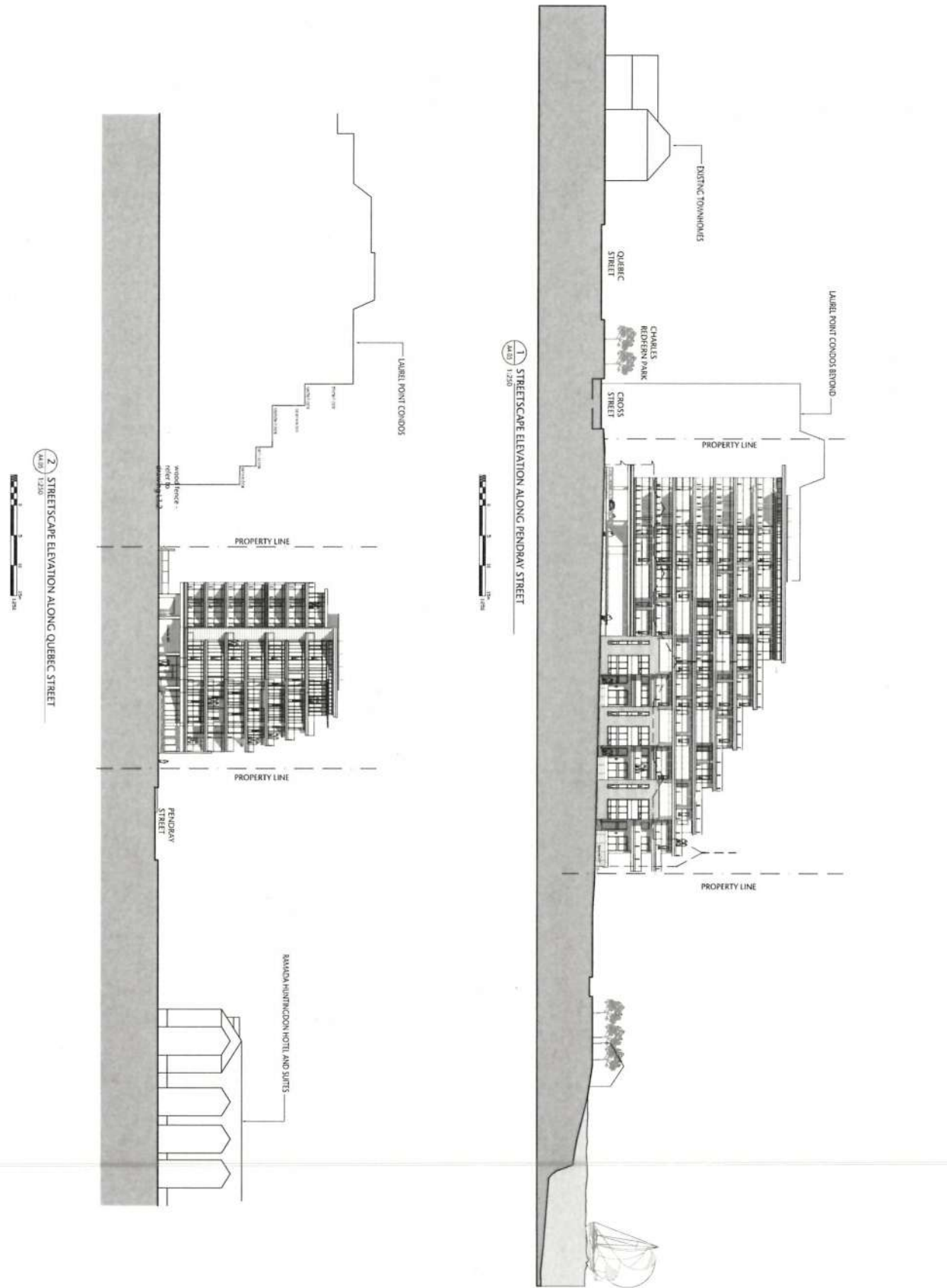
no.	issued for	date
1	DEVELOPMENT PERMIT	2015.11.17

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ELEVATIONS	
A4.04	
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no.	issued by	date
1	2012/10/23	2012/10/23

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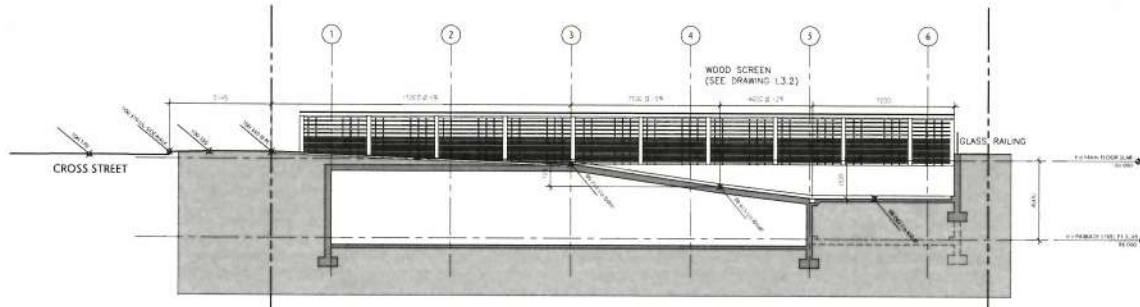
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STREETScape ELEVATION

A4.05

POR, DS

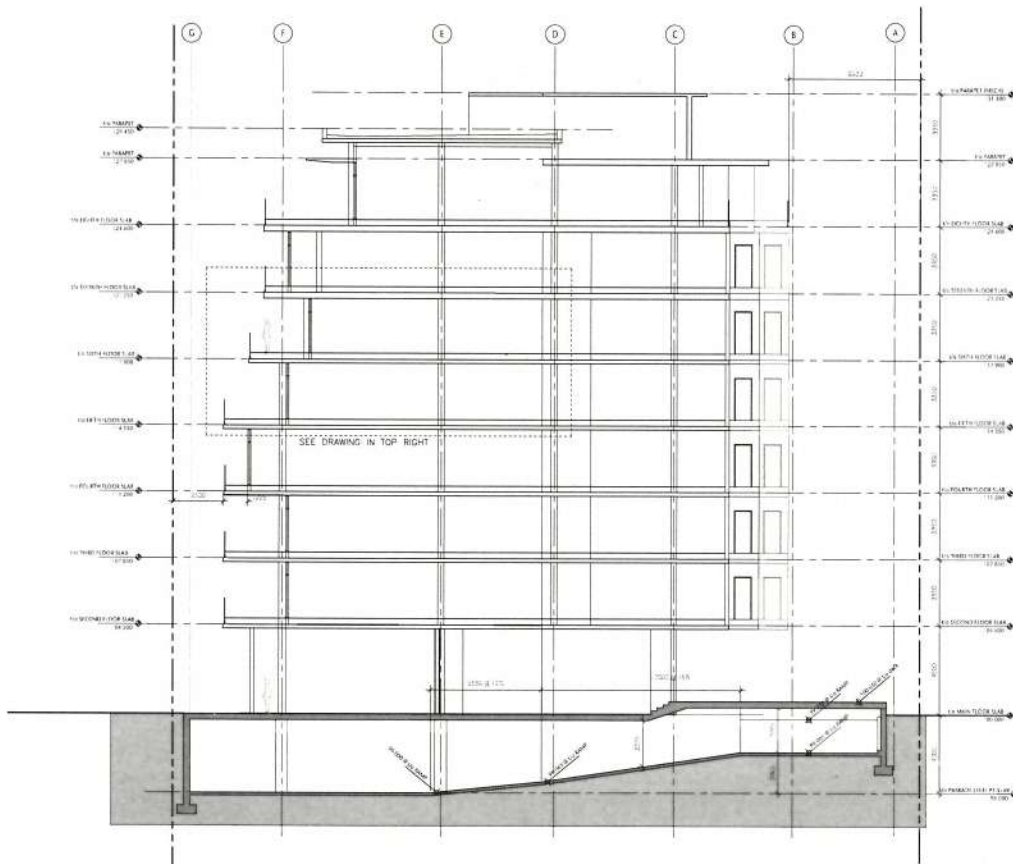
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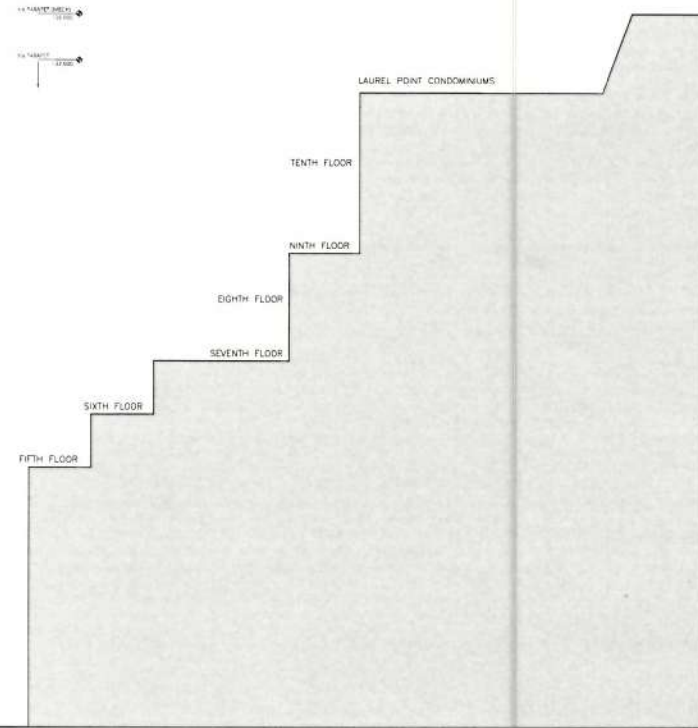
1 SECTION THRU PARKADE RAMP - EAST WEST
AS.01 1:100



3 SECTION THROUGH TYPICAL BALCONY
AS.01 NTS



2 BUILDING SECTION - NORTH SOUTH
AS.01 1:100



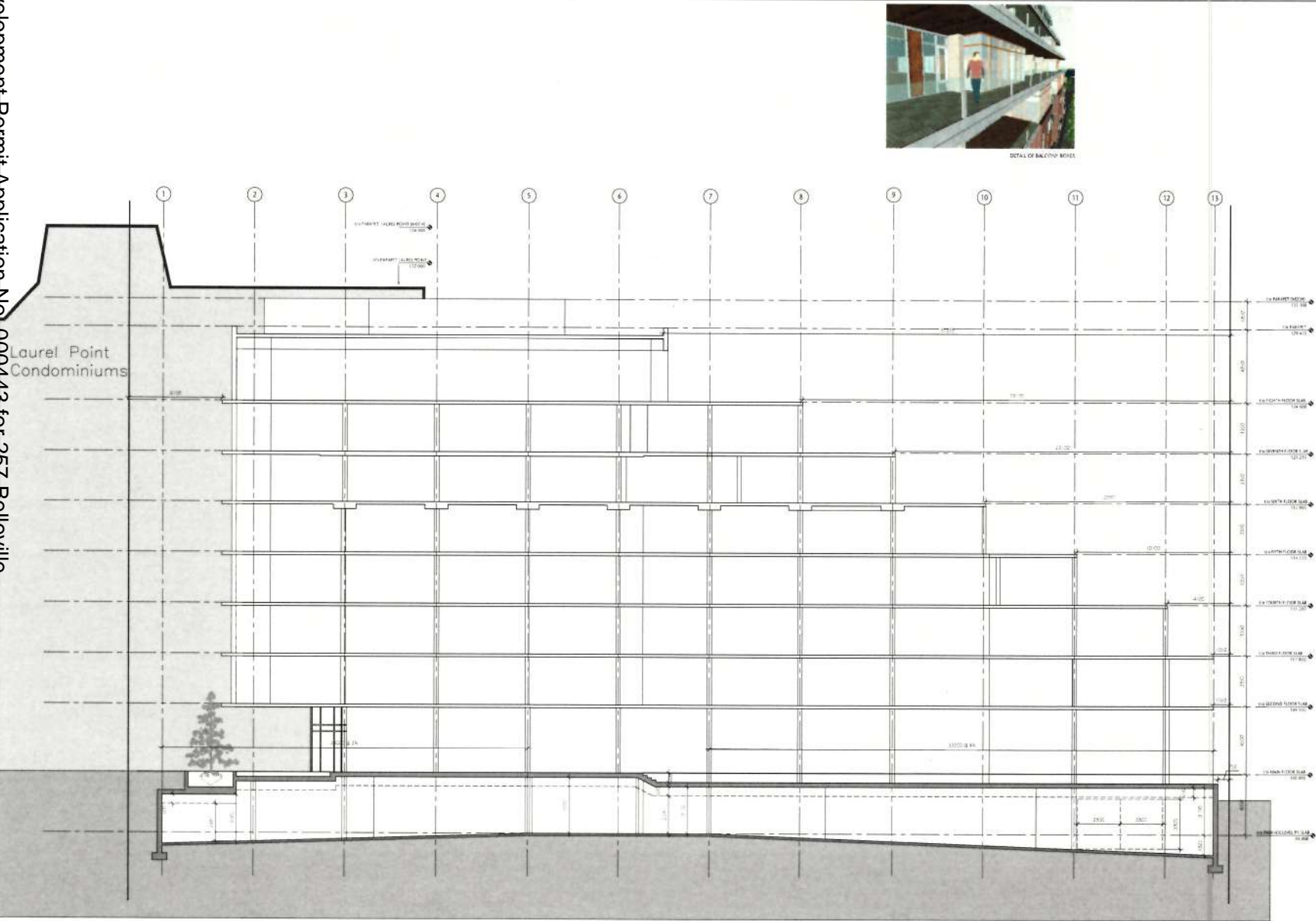
257 BELLEVILLE STREET
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NO.	ISSUED FOR	DATE
1	DEVELOPMENT PERMIT	06/23/2017

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drawing title
BUILDING SECTIONS
A5.01
drawn PO, DS, DL
checked DL
AS SHOWN
12-158

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1 BUILDING SECTION
A5.02 1:100

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Rev.	Issued for	Date
1	DEVELOPER'S PERMIT	06/23/2017

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BUILDING SECTIONS

A5.02

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checked DL	proj 12-158

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257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA

Rev	Issued For	Date
1	Development Permit	Nov 15/15
2	Revised Development Permit	Feb 17/16
3	Revised Development Permit	Mar 18/16
4	Revised Development Permit	Apr 29/16
5	Revised Development Permit	Nov 17/16
6	Revised Development Permit	Dec 15/16

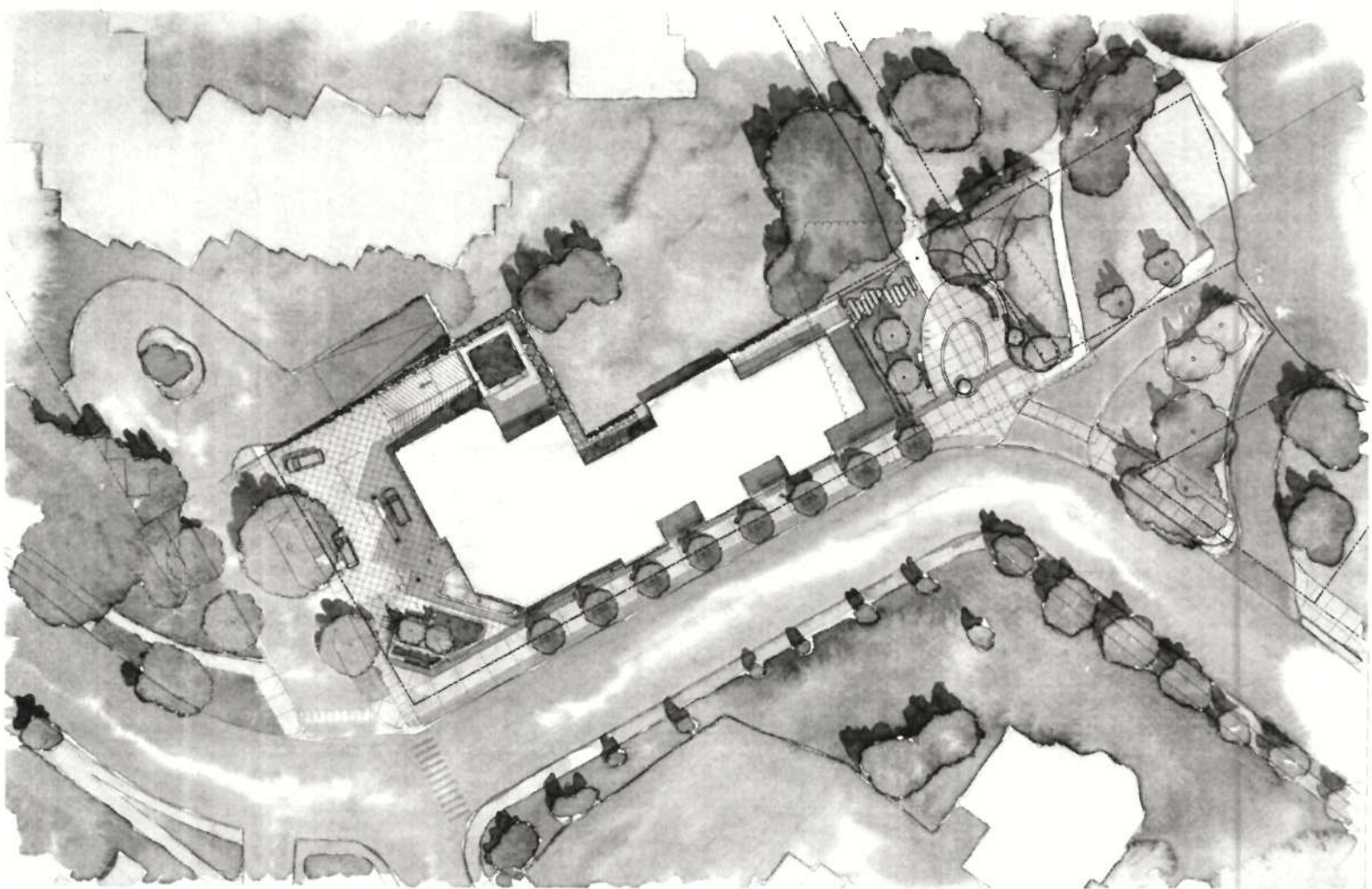
PHILLIPS-TALLEVAAG-SPALLBERG
PLANNING-DESIGN-ARCHITECTURE

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LANDSCAPE PLAN -
RENDERED PLAN

L1.0

HD	DATE	1/2016
CP	PROJECT	08025



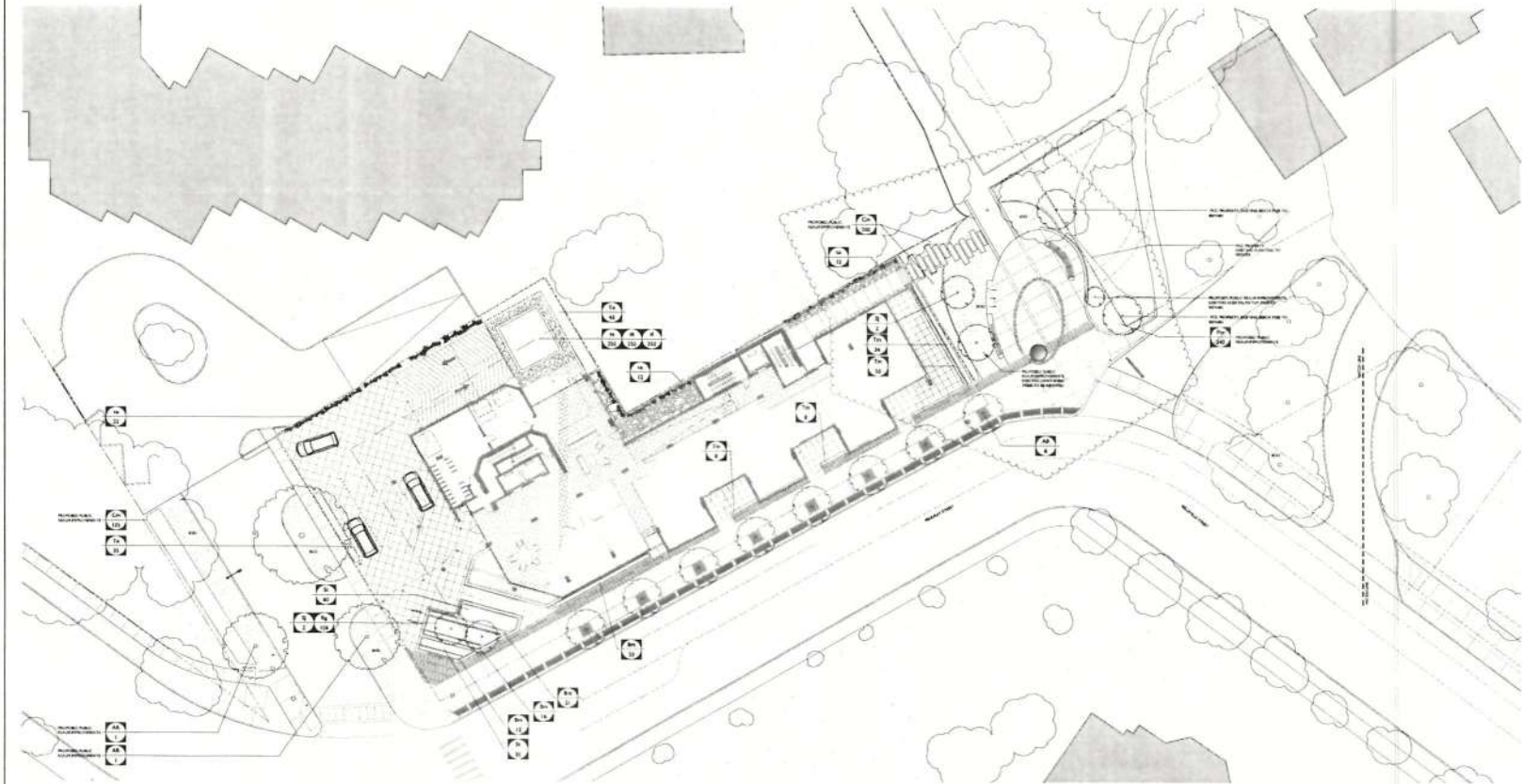
MO	grown	1360	soil
CP	checked	0803	grown





1. ALL LANDSCAPE IRRIGATION SHALL CONFORM TO AISC STANDARDS.
2. LANDSCAPE EQUIPMENT SHALL BE LOCKED UNLESS OTHERWISE SPECIFIED.
3. ALL IRRIGATION WORK SHALL BE DONE BY A QUALITY EXPERIENCED AND QUALIFIED IRRIGATION CONTRACTOR ADEQUATE FOR THE SCOPE OF WORK. THE CONTRACTOR SHALL BE A MEMBER IN GOOD STANDING OF THE IRRIGATION INDUSTRY ASSOCIATION OF THE U.S. AND HAVE MET THE QUALIFICATION STANDARDS CURRENTLY APPLIED TO CONTRACTORS BY THAT ORGANIZATION.
4. UNLESS OTHERWISE SPECIFIED OR INDICATED ON THE DRAWINGS, ALL LANDSCAPE IRRIGATION EQUIPMENT SHALL BE SUPPLIED BY A SINGLE MANUFACTURER. ANY SUBSTITUTIONS WITHOUT THE PRIOR APPROVAL OF THE CONSULTANT WILL BE REJECTED.
5. GREEN ROOF PLANTING IS TO BE FULLY REVEALED.

MD	drawn	1100
CP	checked	08005



257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA

Rev	Issued For	Date
1	Development Permit	July 15/10
2	Final Development Permit	Feb 05/11
3	Final Development Permit	Feb 05/11
4	Development Permit	Apr 29/11
5	Issued for Construction	Nov 07/11
6	Re-issue for Development Permit	05/12

Rev	Issued For	Date
1	Development Permit	July 15/10
2	Final Development Permit	Feb 05/11
3	Final Development Permit	Feb 05/11
4	Development Permit	Apr 29/11
5	Issued for Construction	Nov 07/11
6	Re-issue for Development Permit	05/12

PHILLIPS FARVAK & SHALLENBERG
Landscape Architects Ltd.
215 - 1000 Ave 100
Calgary Alberta T2K 0A4
P 403 244 8700
F 403 244 8029

IVE T
marshall tittemore architects
Creating meaningful places

PLANTING PLAN
GROUND FLOOR

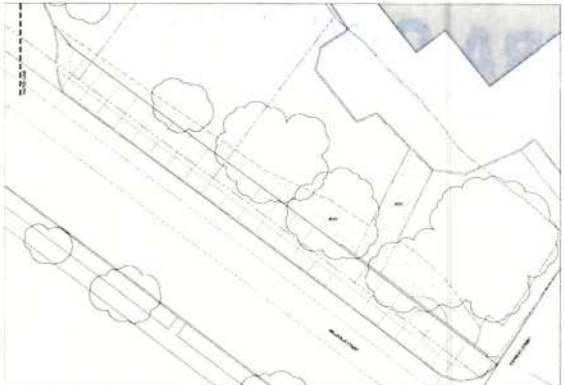
L2.1

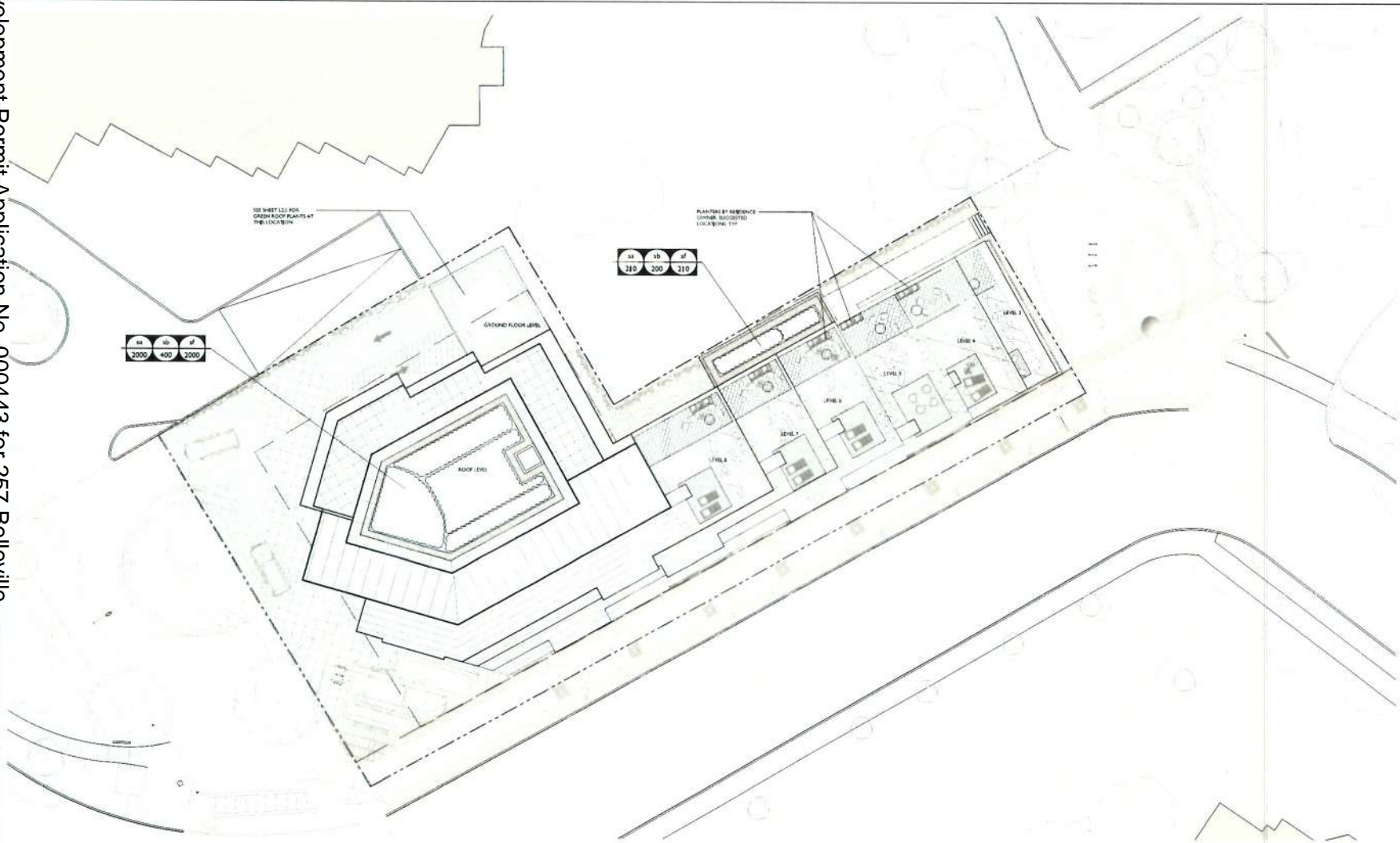
PD	Drawn	1:200	Scale
CP	Checked	0805	Project



PLANTING: GENERAL NOTES

1. ALL PLANT MATERIAL SHALL CONFORM TO THE STANDARD SPECIFIED IN THE CURRENT EDITION OF THE BC LANDSCAPE STANDARD. THIS STANDARD IS PUBLISHED JOINTLY BY THE BC SOCIETY OF LANDSCAPE ARCHITECTS (BCLSA) AND THE BC LANDSCAPE AND NURSERY ASSOCIATION (BCLANA).
2. SEARCH AREA FOR ALL PLANT MATERIAL SHALL BE PACIFIC NORTHWEST INCLUDING BRITISH COLUMBIA, WASHINGTON, AND OREGON.
3. PLANT MATERIAL SIZES SPECIFIED ARE THE MINIMUM ACCEPTABLE SIZES TO BE SUPPLIED TO THIS PROJECT.
4. ALL PLANT MATERIAL SHALL BE WELL-ESTABLISHED AND UNIFORM IN SHAPE AND SIZE.
5. ALL PLANT MATERIAL SHALL BE NURSERY-GROWN UNLESS OTHERWISE NOTED. ONLY CERTIFIED S.O.D. NURSERY STOCK WILL BE ACCEPTED.
6. THE CONTRACTOR SHALL PROVIDE A GROWING MEDIUM ANALYSIS FOR REVIEW BY THE CONSULTANT. AS PER SPECIFICATIONS. PRIOR TO THE START OF CONSTRUCTION. GROWING MEDIUM SUPPLIED TO THE SITE OR INSTALLED ON SITE PRIOR TO CONSULTANT APPROVAL SHALL BE REJECTED AT NO COST TO THE OWNER.
7. THE CONTRACTOR SHALL CONFIRM PLANT QUANTITIES ON THE DRAWINGS CORRESPOND TO THOSE INDICATED ON THE PLANT LIST. ANY DISCREPANCIES ARE TO BE VERIFIED BY THE CONSULTANT FOR REVIEW AND RESPONSE.
8. PLANT LIST TO BE READ IN CONJUNCTION WITH SPECIFICATIONS FOR COMPLIANCE.
9. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL CONFIRM THE AVAILABILITY OF THE PLANT MATERIAL SPECIFIED AS PER SPECIFICATIONS. ALLOWING FOR ANY AND ALL REQUIRED APPROVALS. PLANT SUBSTITUTIONS NOT CONFIRMED AND APPROVED BY THE CONSULTANT WILL BE REJECTED.
10. PROVIDE IRRIGATION TO ALL PLANT MATERIAL AS SHOWN ON LANDSCAPE DRAWINGS AND PLANTING. BENEATH PATIOS AND VERBAGES SHALL BE IRRIGATED ON SEPARATELY VALVED IRRIGATION SYSTEM, THROUGH HEATED GARAGE, WHICH CAN OPERATE DURING WINTER MONTHS.
11. PUBLIC REALM IMPROVEMENTS, INCLUDING STREET TREES, STREET-SIDE ORNAMENTAL GRASSES, SOO, AND PLAZA PLANTING ARE TO BE IRRIGATED BY AN AUTOMATIC IRRIGATION SYSTEM, FROM A DESIGNATED CITY WATER SOURCE.
12. SIDEWALK AT STREET TREES TO INCLUDE CONTINUOUS STRUCTURAL SOIL TRENCH, FROM BACK OF CURB TO FACE OF BUILDING / PARKING STRUCTURE, TO MIN. 100mm DEPTH.





SEDUM SPECIES



EXTENSIVE GREEN ROOF PLANTING EXAMPLES



257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA

NO.	ISSUED FOR	DATE
1	Development Permit	Nov 15/10
2	Revised Development Permit	Feb 04/11
3	Revised Development Permit	Feb 16/11
4	Revised Development Permit	Apr 28/11
5		
6		
7		
8		
9		
10		

SEAL

PLANNING AND LAND USE COMMITTEE

CONSENT

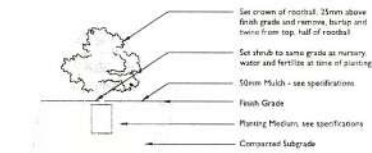
PHILLIPS FARVANAAG SHALLEY
PLANNING DESIGN LANDSCAPE ARCHITECTS

IVETa
marshall tittemore architects
Creating meaningful spaces

PLANTING PLAN -
ROOF LEVELS

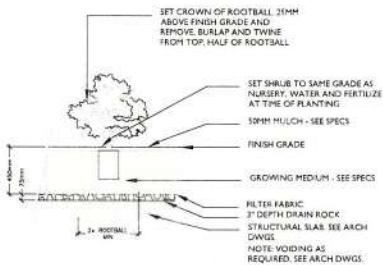
L2.2

MD	Drawn	1/200
CP	checked	0805



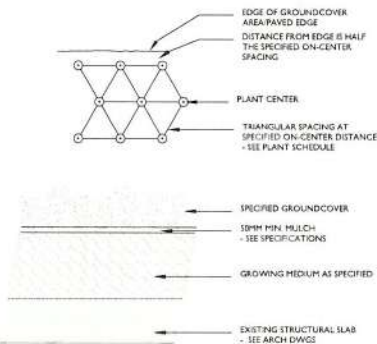
1 SHRUB PLANTING ON GRADE

L3.1 SCALE: 1:25



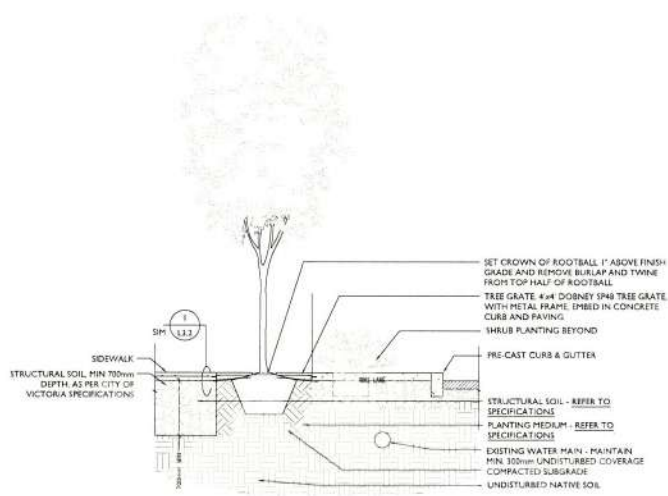
2 SHRUB PLANTING ON SLAB

L3.1 SCALE: 1:25



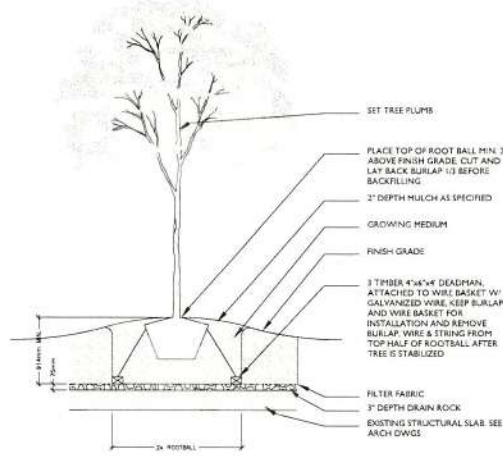
3 GROUNDCOVER ON SLAB

L3.1 SCALE: 1:20



4 TYPICAL STREET TREE PLANTING W/ TREE GRATE AND STRUCTURAL SOIL

L3.1 SCALE: 1:25



5 DECIDUOUS TREE PLANTING ON SLAB

L3.1 SCALE: 1:25

TREES

ACER RUBRUM 'BOWHALL' - BOWHALL UPRIGHT RED MAPLE



ACER RUBRUM 'RED SUNSET' - RED SUNSET RED MAPLE



STYRAX JAPONICA - JAPANESE SNOWBALL



SHRUBS / GROUNDCOVERS

TAXUS MEDIA 'HICKSII' - HICKS YEW



BUXUS JAPONICUM - 'GREEN BEAUTY' BOXWOOD



STIPA TENNISUIMA - MEXICAN FEATHER GRASS



RUDBECKIA 'GOLDSTURM' - GOLDSTURM CONEFLOWER



257 BELLEVILLE STREET
VICTORIA, BRITISH COLUMBIA

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	Revised Development Permit	Apr 29/11

scale

plant

consultant

PHILLIPS FAREVAAG SHALLEENBERG
PLANNING LANDSCAPE URBAN DESIGN

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marshall tuttlemore architects
Creating material spaces

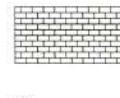
PLANTING DETAILS

L3.1

MD	drawn	AS NOTED
CP	checked	0805

1 CIP CONCRETE PAVING
L3/2 SCALE: 1:10

2 CIP CONCRETE JOINTS TYP.
L32 SCALE: 1"=1'



3 UNIT CONCRETE PAVING
L3.2 SCALE: 1/10

4 STONE PAVING ON STRUCTURE
L3.2 SCALE: 1/10



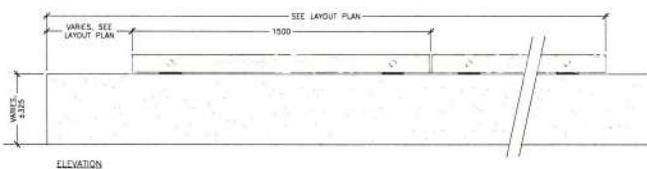
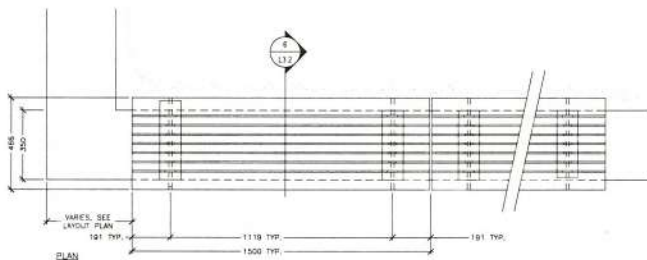
BASALT AND CONCRETE PAVING - EXAMPLE



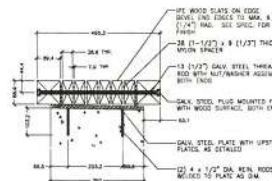
BIKE RACK - EXAMPLE



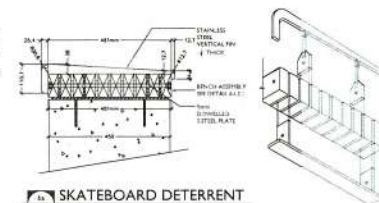
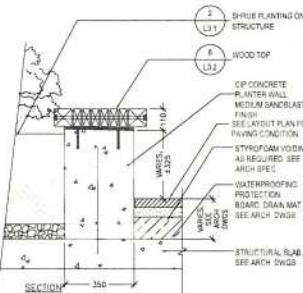
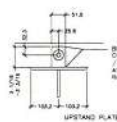
BOLLARD LIGHT - EXAMPLE



5 WOOD BENCH ON CONCRETE PLANTER WALL
L3.2 SCALE: -



BENCH WOOD TOP, TYP.
SCALE: 1/8" = 1'-0"



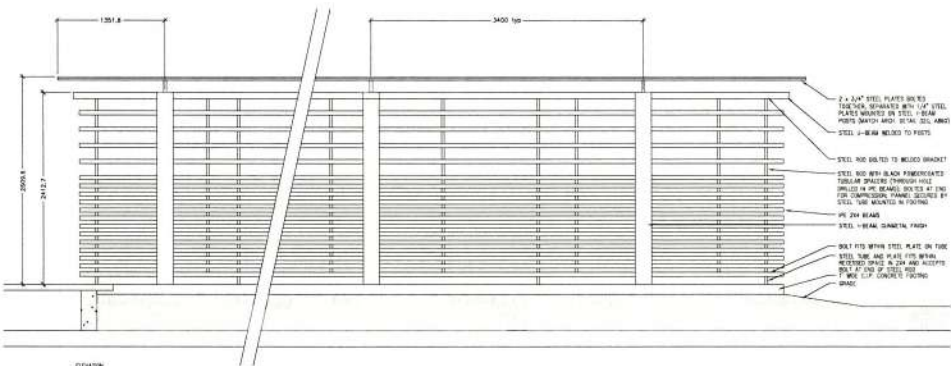
SKATEBOARD DETERRENT
SCALE 1/8" = 1"



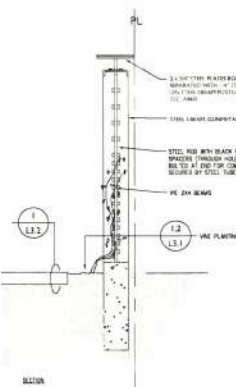
WOOD TOP BENCH - EXAMPLE



WOOD SCREEN - EXAMPLE



7 WOOD SCREEN
L3.2 SCALE: -



Abstract

257 BELLEVILLE
STREET
VICTORIA,
BRITISH COLUMBIA.

No.	Issued for	Date
	Development Permit	Nov 15/10
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	Revised Development Permit	Feb 16/11
	Revised Development Permit	Apr 28/11

NAME	DATE	PERIOD	SCORE
1. NAME	2. DATE	3. PERIOD	4. SCORE
5. NAME	6. DATE	7. PERIOD	8. SCORE
9. NAME	10. DATE	11. PERIOD	12. SCORE
13. NAME	14. DATE	15. PERIOD	16. SCORE
17. NAME	18. DATE	19. PERIOD	20. SCORE

seal

Pla

Training

g and

Land

PROJECT CONTACT: AM STALLERBERG
PLANNING MANAGEMENT LANDSCAPE ARCHITECTS
2207 West 8th Vancouver BC V6P 1A4 604.263.2130 Fax: 604.263.2137 Email: am@amstallerberg.com

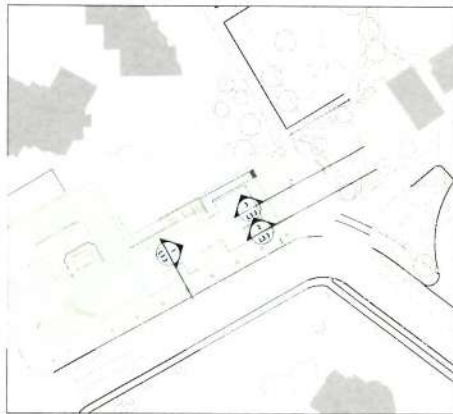
IME
Ta

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Creating memorial landscapes

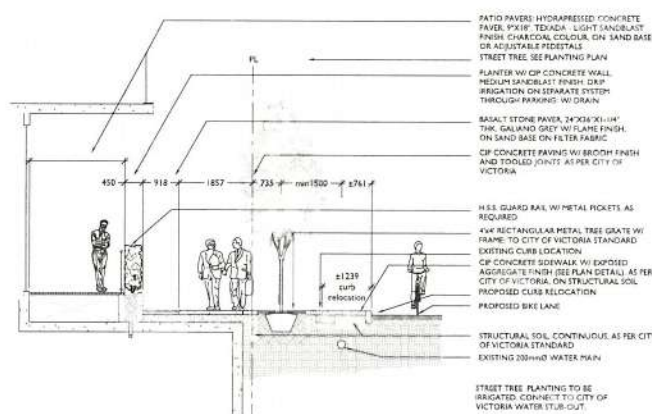
LANDSCAPE SECTIONS
and DETAILS

MD	0100	1:00
CD	0100	1:00

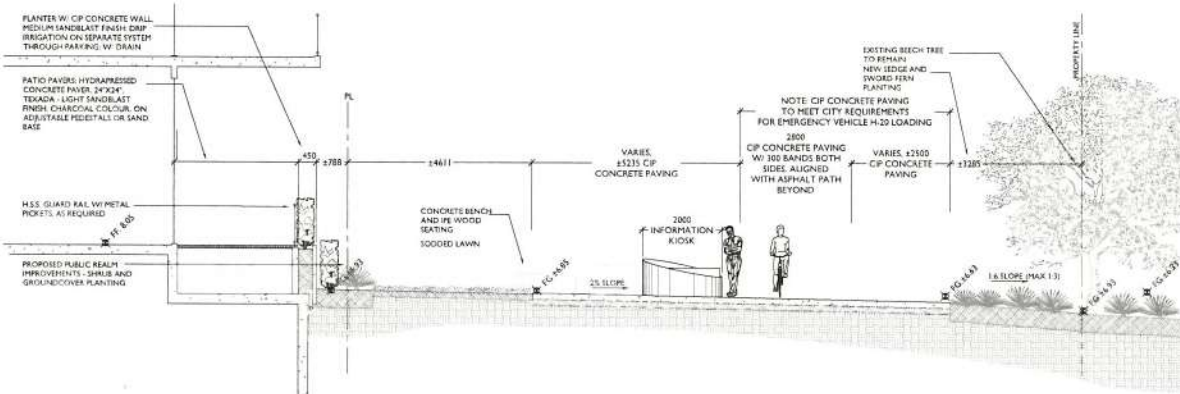
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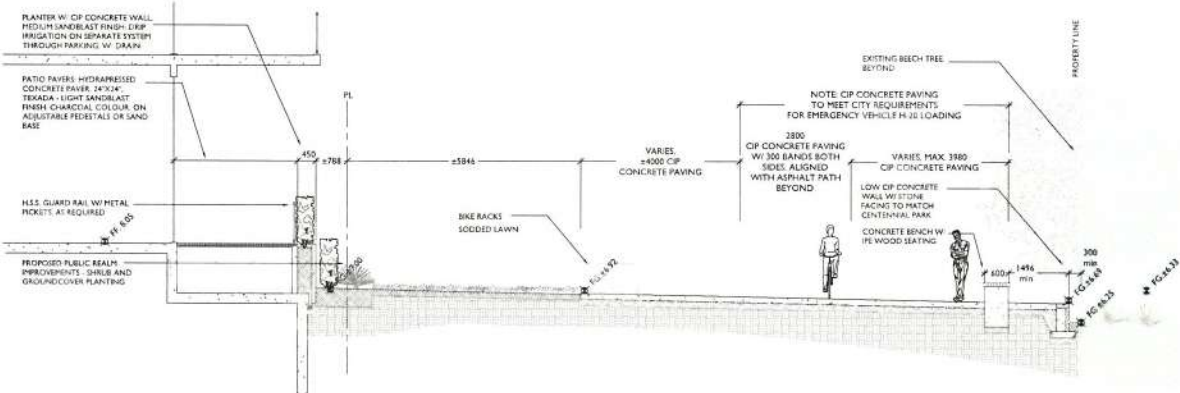
SECTION KEY
NOT TO SCALE



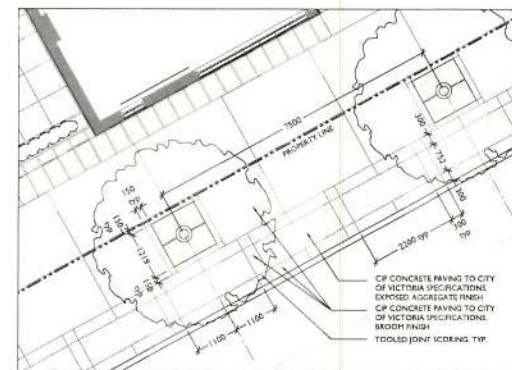
SECTION 1 - AT PENDRAY STREET - STREET TREE & GRATE
SCALE: 1:50



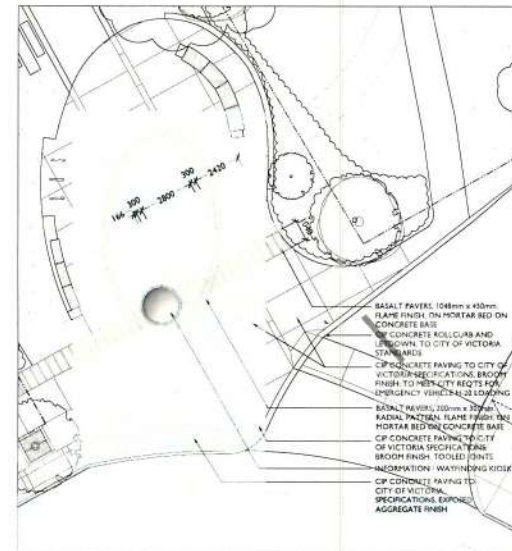
SECTION 2 - AT PUBLIC R.O.W., NORTH-WEST
SCALE: 1:50



SECTION 3 - AT PUBLIC R.O.W., NORTH-WEST
SCALE: 1:50



PLAN DETAIL - PENDRAY STREET SIDEWALK PAVING
SCALE: 1:50



PLAN DETAIL - PUBLIC R.O.W., NW
SCALE: 1:100



PRECEDENT:
CENTENNIAL PARK - LOW WALL W/ STONE FACING

257 BELLEVILLE STREET
VICTORIA,
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4	Revised Development Permit	Apr 29/11

seal

Planning and Land Use Committee - 26 Nov 2015

PHILLIPS BAREVAAGS CHALLENGER
LANDSCAPE ARCHITECTS

IME
Ta
marshall tittemore architects
(Creating Architecture)

LANDSCAPE SECTION
and DETAILS

L3.3

HD	drawn	1:200	2000
CP	checked	08005	



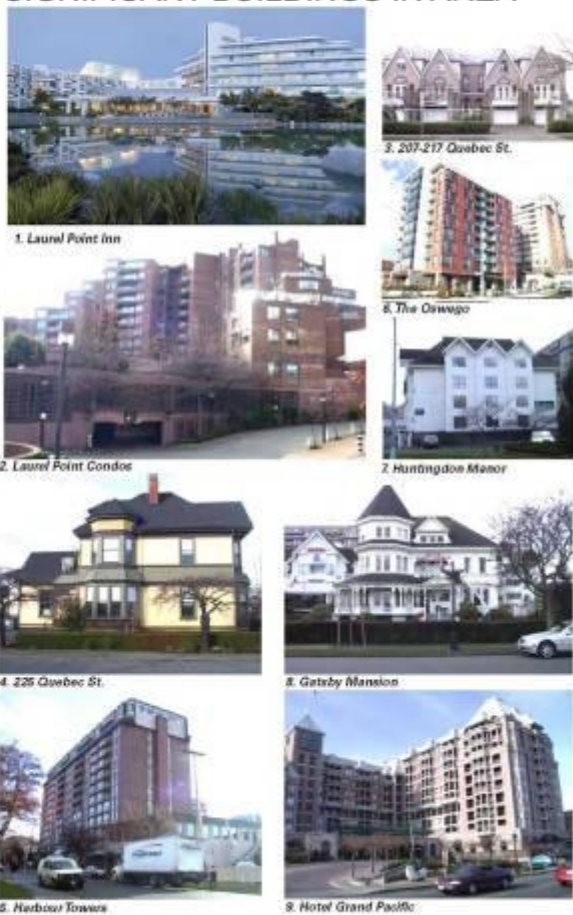


VIEW FROM INNER HARBOUR

SITE PHOTO



SIGNIFICANT BUILDINGS IN AREA



AERIAL VIEW FROM NORTH





The Admiral Inn



Laurel Point Apartments



**View across Pendray Street towards
Gatsby Mansion and the Huntingdon
Hotel**



221 and 225 Quebec Street



VIEW FROM BELLEVILLE STREET





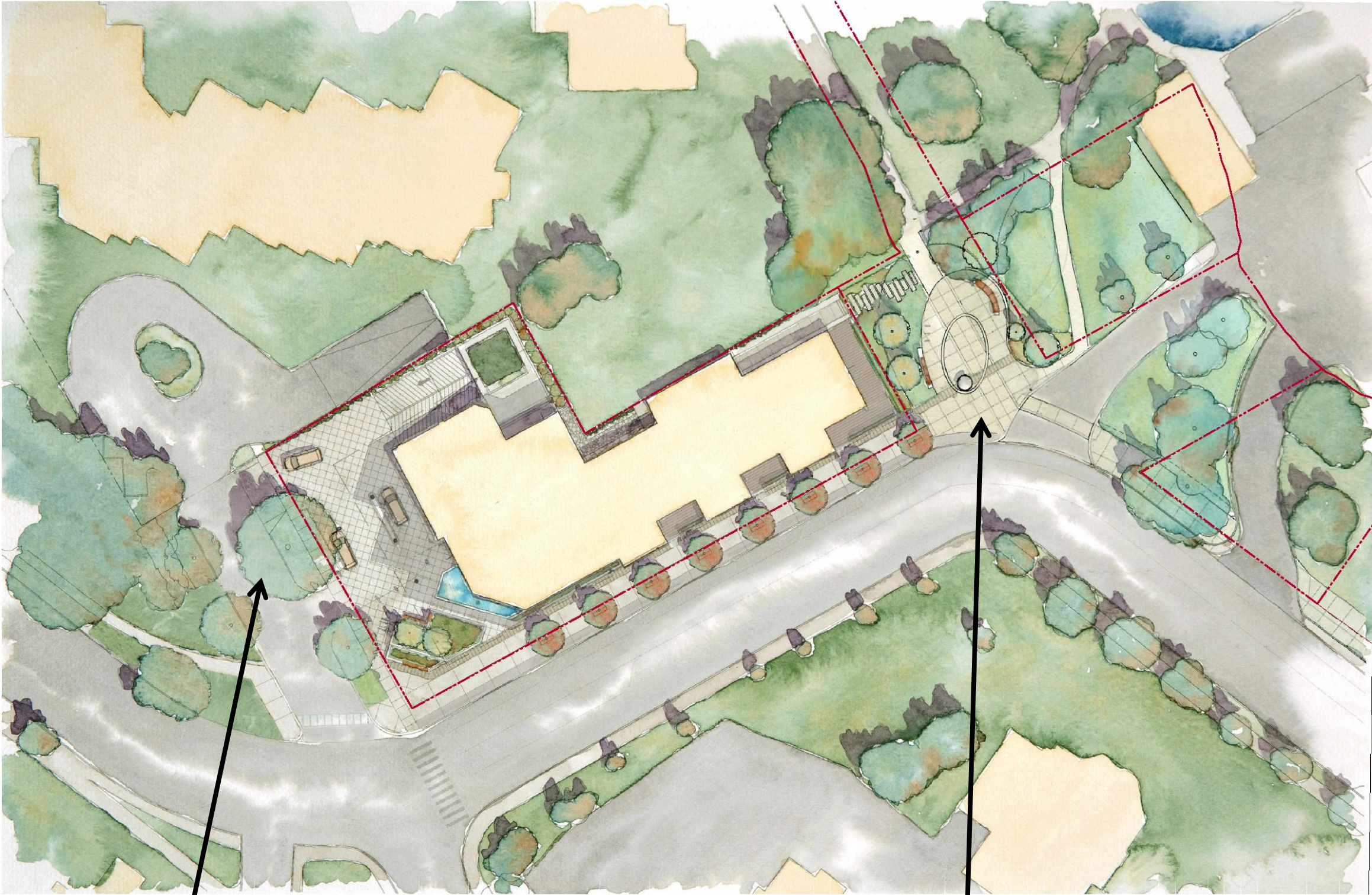
VIEW FROM PENDRAY AND QUEBEC STREET





VIEW FROM INNER HARBOR





Cross Street

Public Plaza



257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
	Development Permit	Nov 16/10
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	Revised Development Permit	Feb 16/11
	Revised Development Permit	Apr 29/11
	Issued for Costing	Nov 07/11
	Re-issued for Development Permit	Dec 06/12

seal

permit

consultant

PHILLIPS-FAREVAAG-SHALLENBERG
PLANNING-URBANDESIGN-LANDSCAPE ARCHITECTURE
2027 Yew St. Vancouver BC V6E 3H1 Tel: 604.754.0188 Fax: 604.754.1107 Email: phs@phs.ca

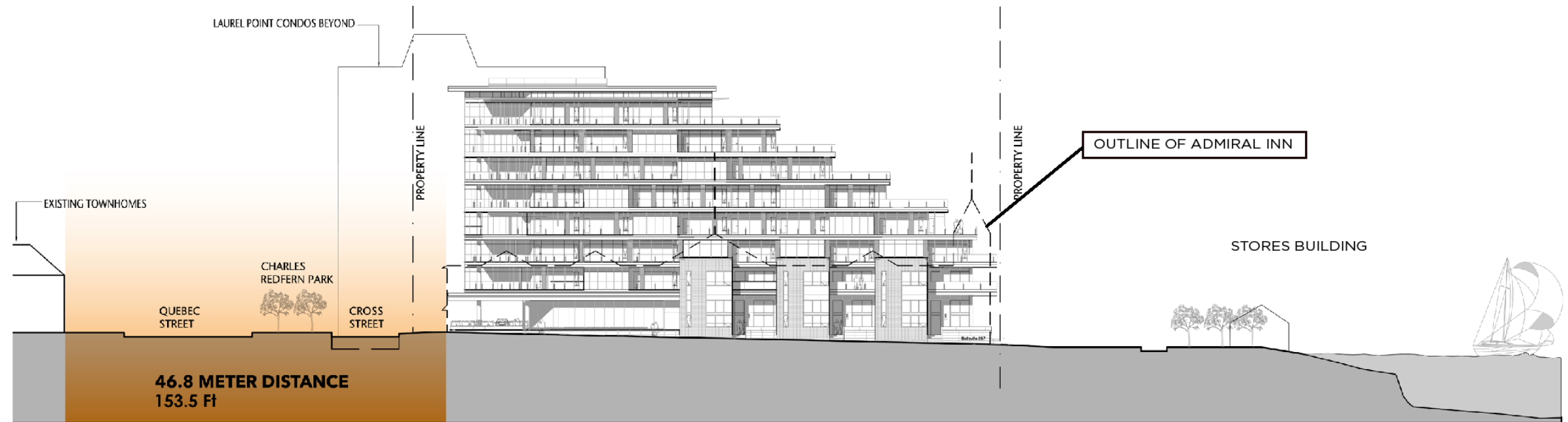
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Calgary Alberta T2R 0A4
p 403.264.8700
f 403.264.8029

drawing title	sheet
LANDSCAPE PLAN - RENDERED PLAN	
L1.0	
MD drawn	scale 1:200
CP checked	project no. 08005

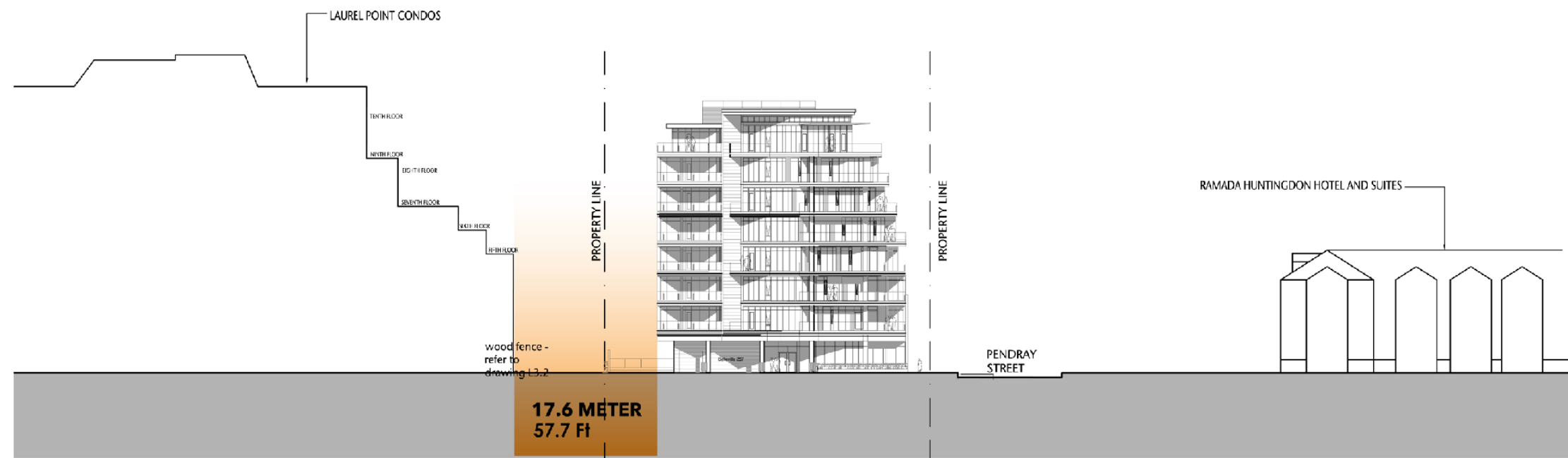


VIEW FROM BELLEVILLE STREET



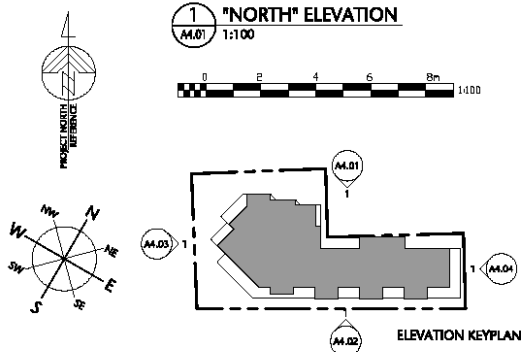
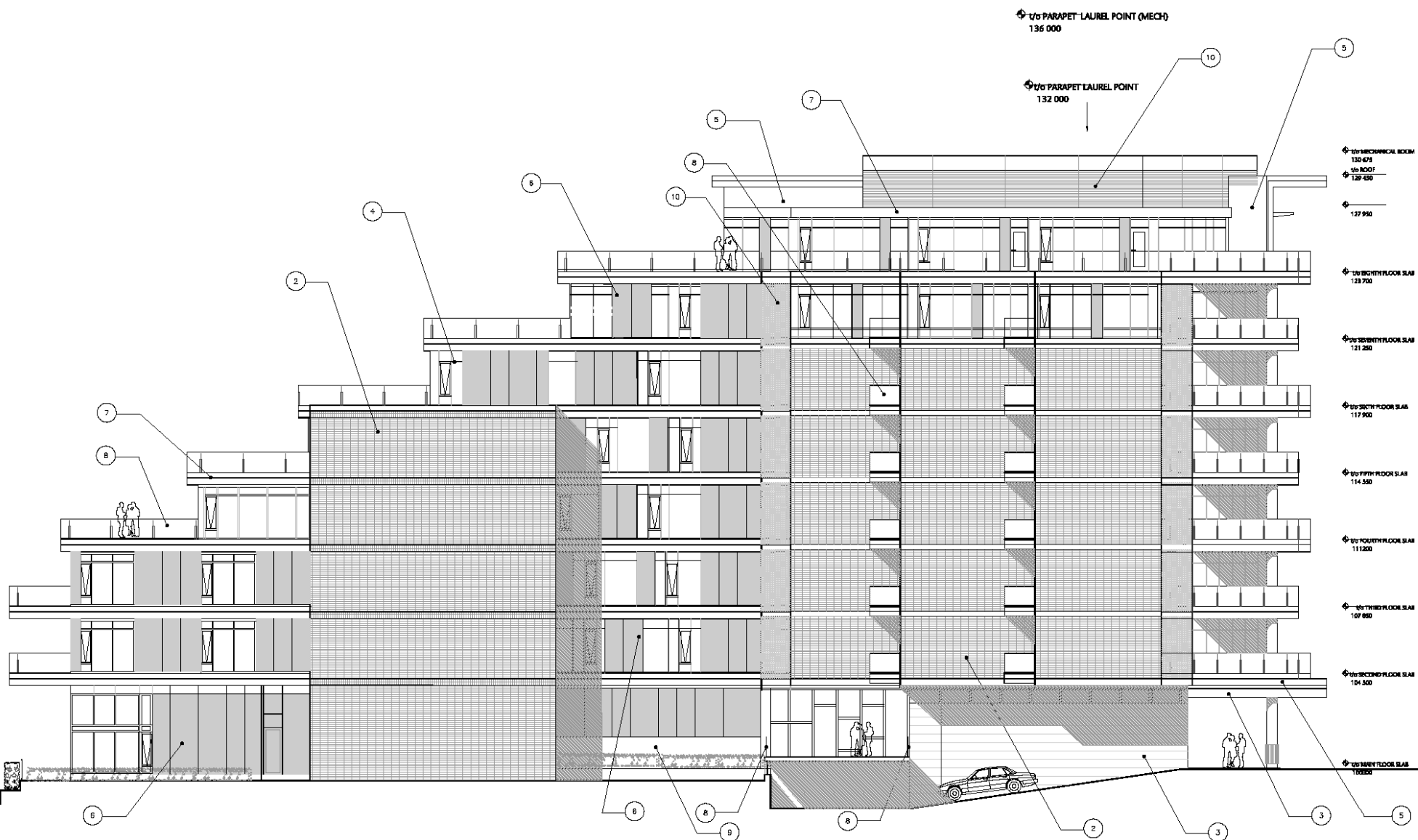


1
A4.05
STREETSCAPE ELEVATION ALONG PENDRAY STREET
1:250



STREETSCAPE ELEVATIONS

257 Belleville



AVERAGE GRADE
MAIN FLOOR 8.45 GEODETIC
8.80 GEODETIC

- 1 cast in place concrete
- 2 smooth red stack bond brick
- 3 British Columbia western red cedar
- 4 anodized aluminium
- 5 gray painted aluminium
- 6 composite wood panel - rustic color
- 7 prefinished gray aluminium
- 8 clear glass handrail
- 9 tinted vision glass
- 10 corrugated anodized aluminium

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	Issued for	date
1	DEVELOPMENT PERMIT	OCT 23/2012

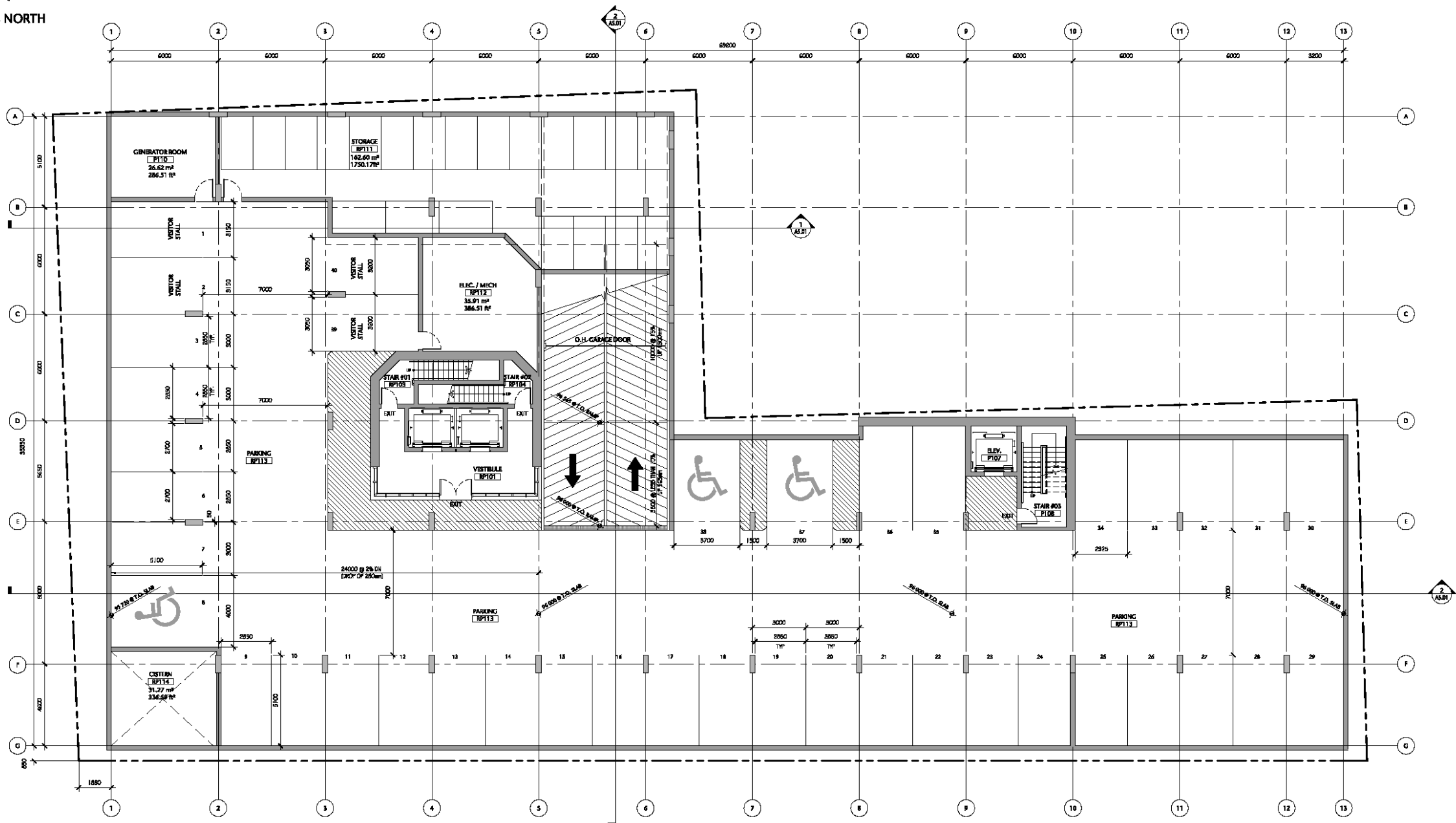
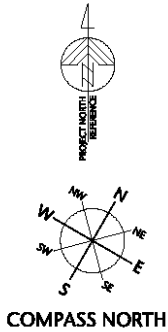
seal

permit

consultant

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ELEVATIONS
A4.01
drawn DL
checked DL
scale AS SHOWN
project no. 12-158



1 PARKADE LEVEL P1
A2.01 1:100



Parkade Level P1 General Notes:

1. PARKING STALL COUNT: 40 STALLS (40 INCLUDES 3 HC STALLS & 4 VISITOR STALLS)
2. TYPICAL STALL DIMENSION: 3m x 5.1m WITH A 7m DRIVE AISLE.
3. TENANT STORAGE AS SHOWN. MECHANICAL, ELECTRICAL ROOM REQUIREMENTS TO BE CONFIRMED.

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	Issued for	date
1	DEVELOPMENT PERMIT	OCT 23/2012
2	DP ADDITIONAL ITEMS	DEC 05/2012
3	DP ADDITIONAL ITEMS	DEC 12/2012

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drawing title

PARKADE LEVEL P1

sheet

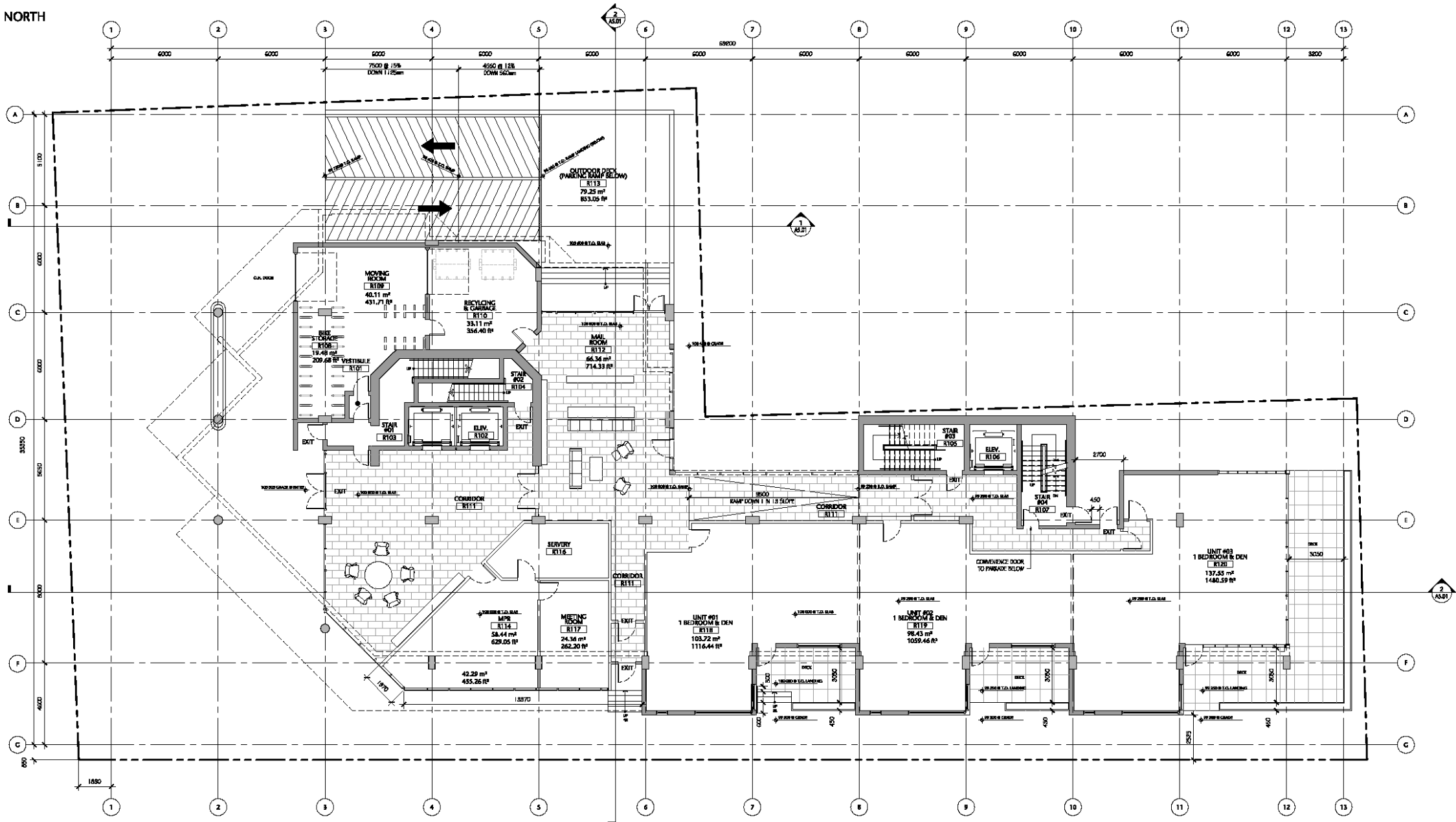
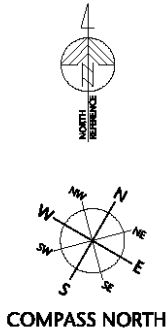
A2.01

drawn
POR

scale
AS SHOWN

checked
DL

project no.
12-158



Main Floor Gross Area:
870.14 sq. mts. (9366.10 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	950.23	10,228
3. Third Floor:	937.43	10,090
4. Fourth Floor:	857.23	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	434.51	4,589
9. Mech Penthouse:	98.78	1,063
TOTAL AREA	6153.22	66,232

257 BELLEVILLE STREET
VICTORIA,
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no.	Issued for	date
1	DEVELOPMENT PERMIT	OCT 23/2012

seal

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drawing title

MAIN FLOOR PLAN

sheet

A2.02

drawn

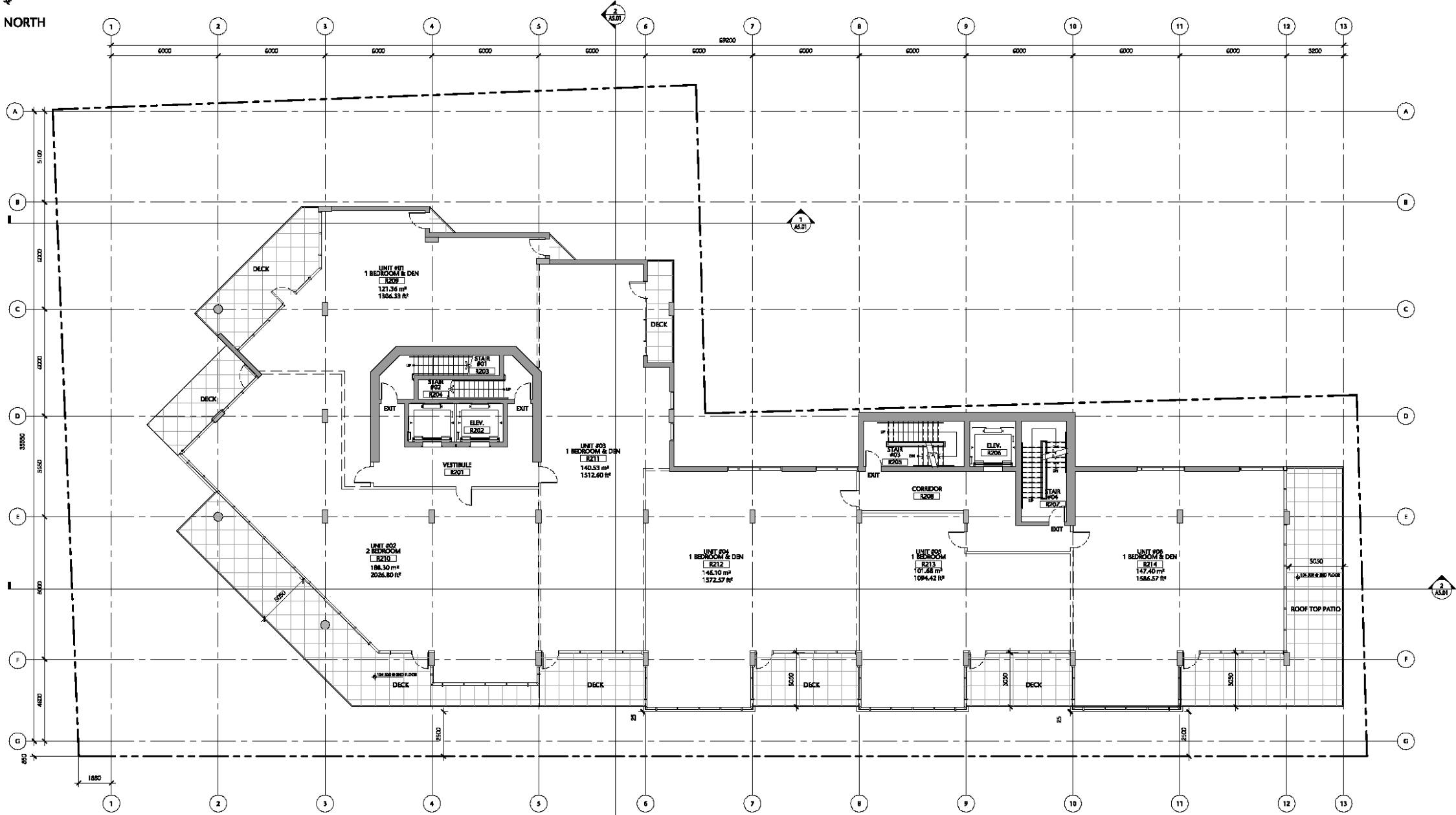
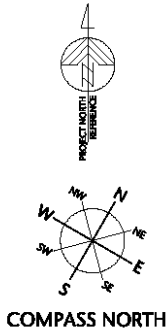
POR

scale

AS SHOWN

project no.

12-158



1 SECOND FLOOR PLAN
A2.03 1:100



Second Floor Gross Area:
950.23 sq. mts. (10 228 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)		
	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	950.23	10,228
3. Third Floor:	937.45	10,090
4. Fourth Floor:	857.23	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	424.31	4,569
TOTAL AREA	6054.44	65,170

257 BELLEVILLE STREET
VICTORIA,
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no.	Issued for	date
1	DEVELOPMENT PERMIT	DCT 23/07/12

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permit

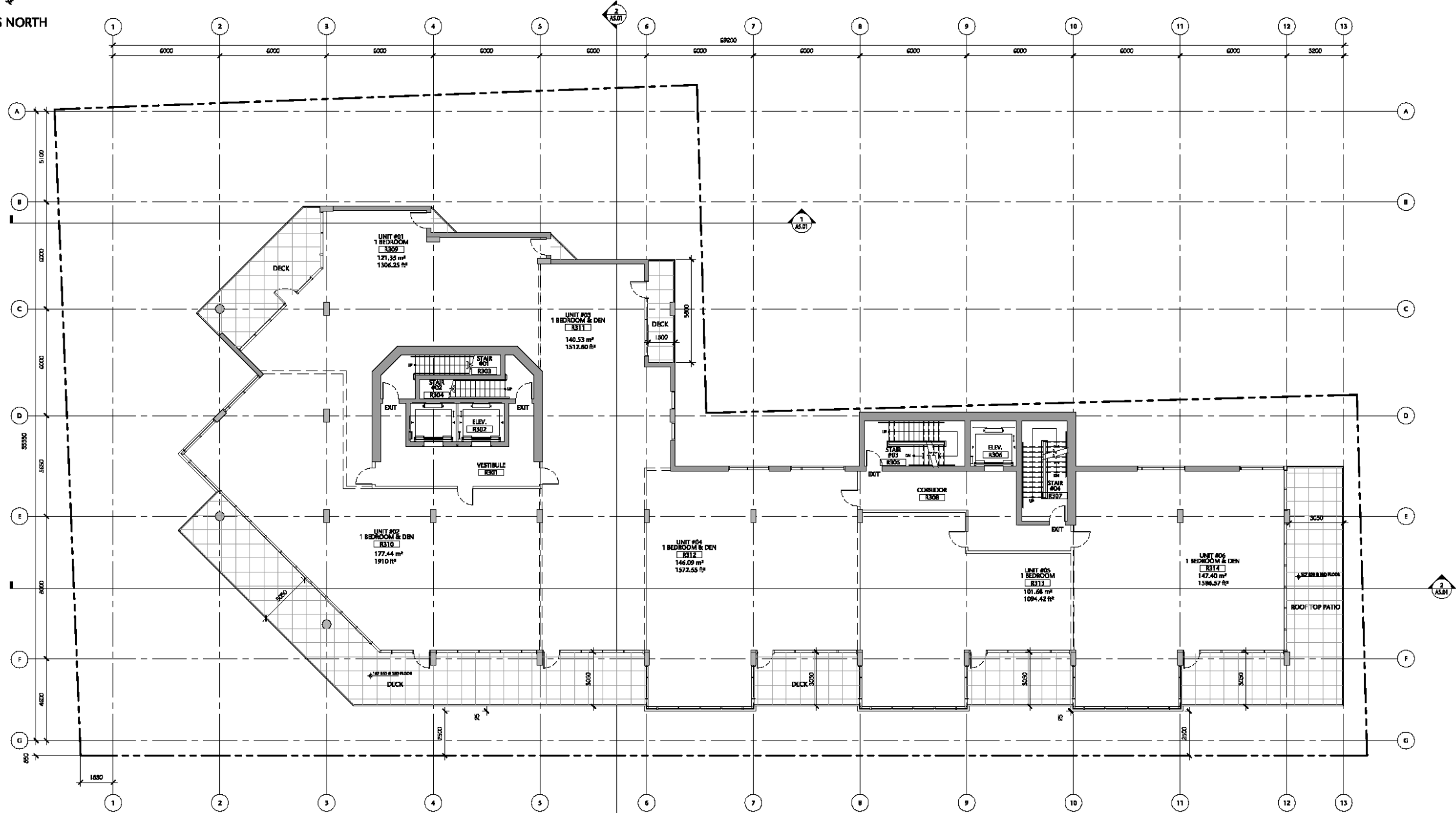
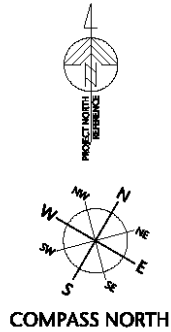
consultant

IME Ta
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drawing title
SECOND FLOOR PLAN

sheet
A2.03

drawn POR	scale AS SHOWN
checked DL	project no. 12-158



1 THIRD FLOOR PLAN
A2.04 1:100



Third Floor Gross Area:
937.43 sq. mts. (10 090.41 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	930.23	10,028
3. Third Floor:	937.43	10,090
4. Fourth Floor:	857.33	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	851.25	9,110
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	424.51	4,569
9. Mech Penthouse:	98.78	1,063
TOTAL AREA	6153.22	66,732

Note: All travel distance's shown under
allowed 45m under the applicable BC
Building Code 2006 Division B - Part 3
'3.4.2.5 Location of Exits (c)'

257 BELLEVILLE
STREET
VICTORIA,
BRITISH COLUMBIA.

no.	Issued for	date
1	DEVELOPMENT PERMIT	OCT 23/2012

seal

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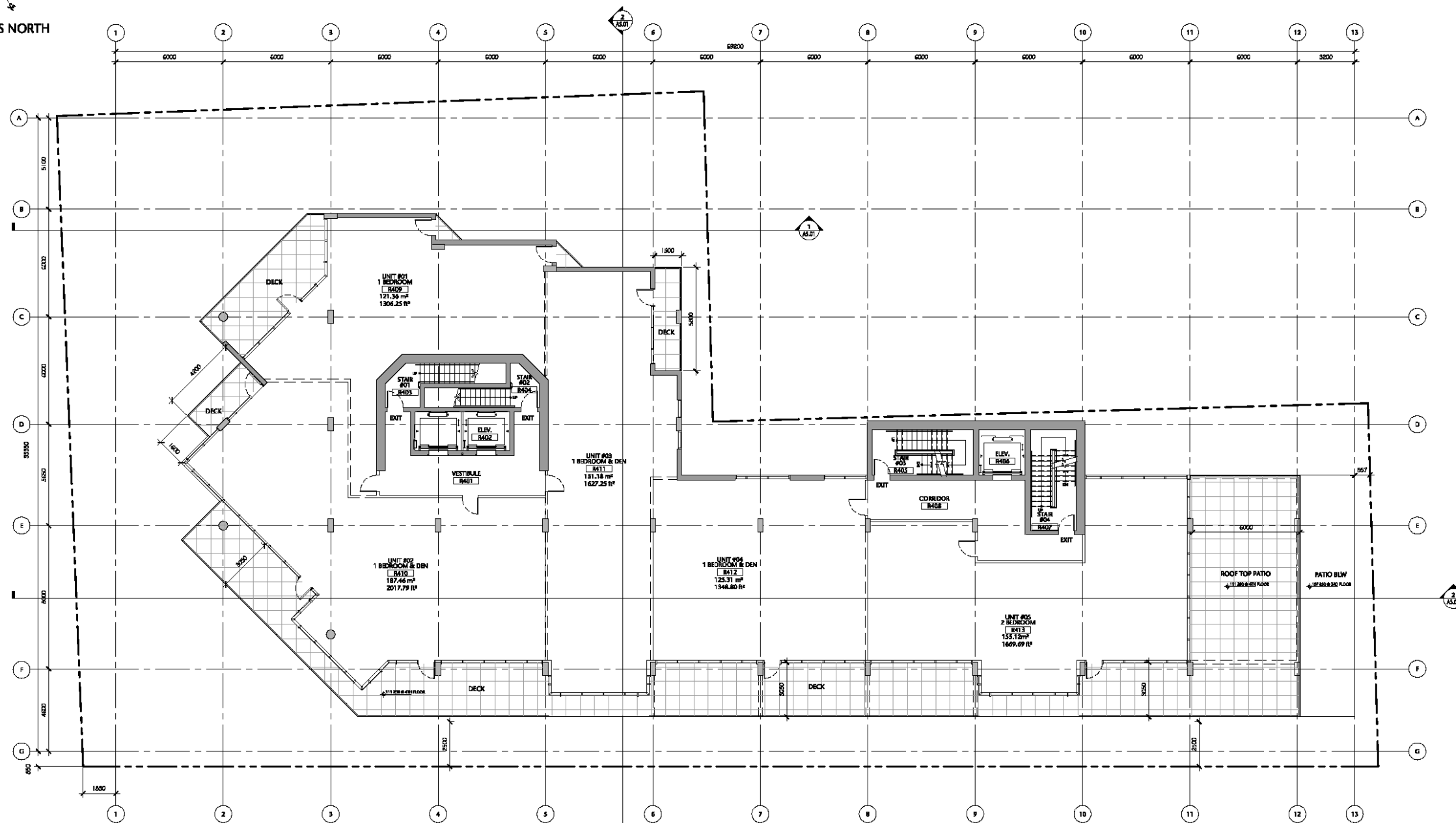
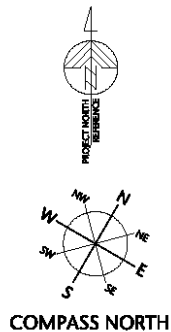
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THIRD FLOOR PLAN

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DL	12-158



1 FOURTH FLOOR PLAN
A2.05 1:100



Fourth Floor Gross Area:
857.23 sq. mts. (9227.15 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)		
	SQ. MTS.	SQ. FT.
1. Main Floor :	870.14	9,366
2. Second Floor:	950.23	10,228
3. Third Floor:	937.43	10,090
4. Fourth Floor:	857.23	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	424.51	4,569
9. Mech Penthouse	98.78	1,063
TOTAL AREA	6153.22	66,232

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FOURTH FLOOR PLAN

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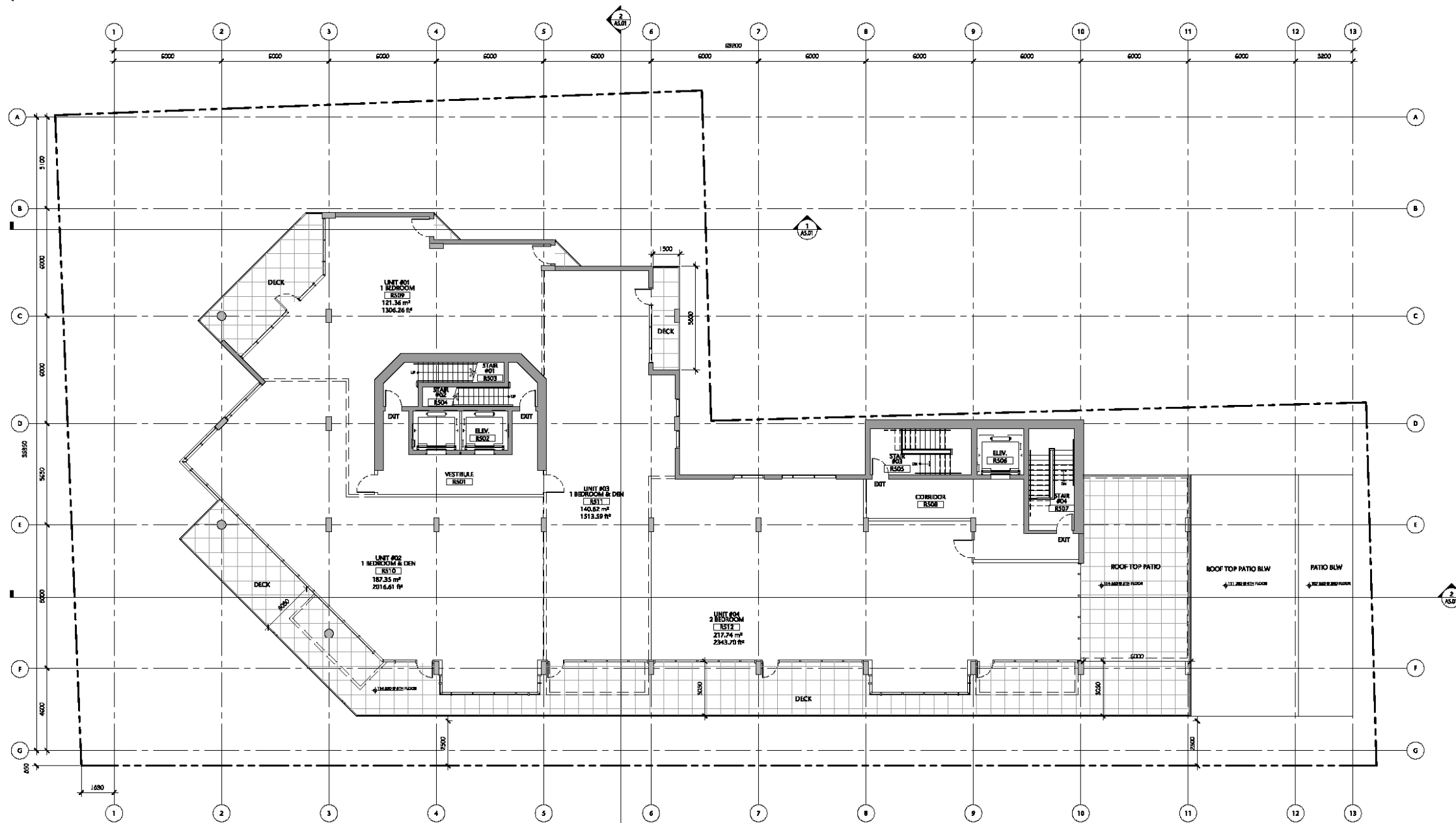
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1 FIFTH FLOOR PLAN
A2.06 1:100



Fifth Floor Gross Area:
785.82 sq. mts. (8458.5 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	950.23	10,236
3. Third Floor:	937.43	10,090
4. Fourth Floor:	857.23	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	424.51	4,549
9. Mech Penthouse:	98.78	1,063
TOTAL AREA	6153.22	66,232

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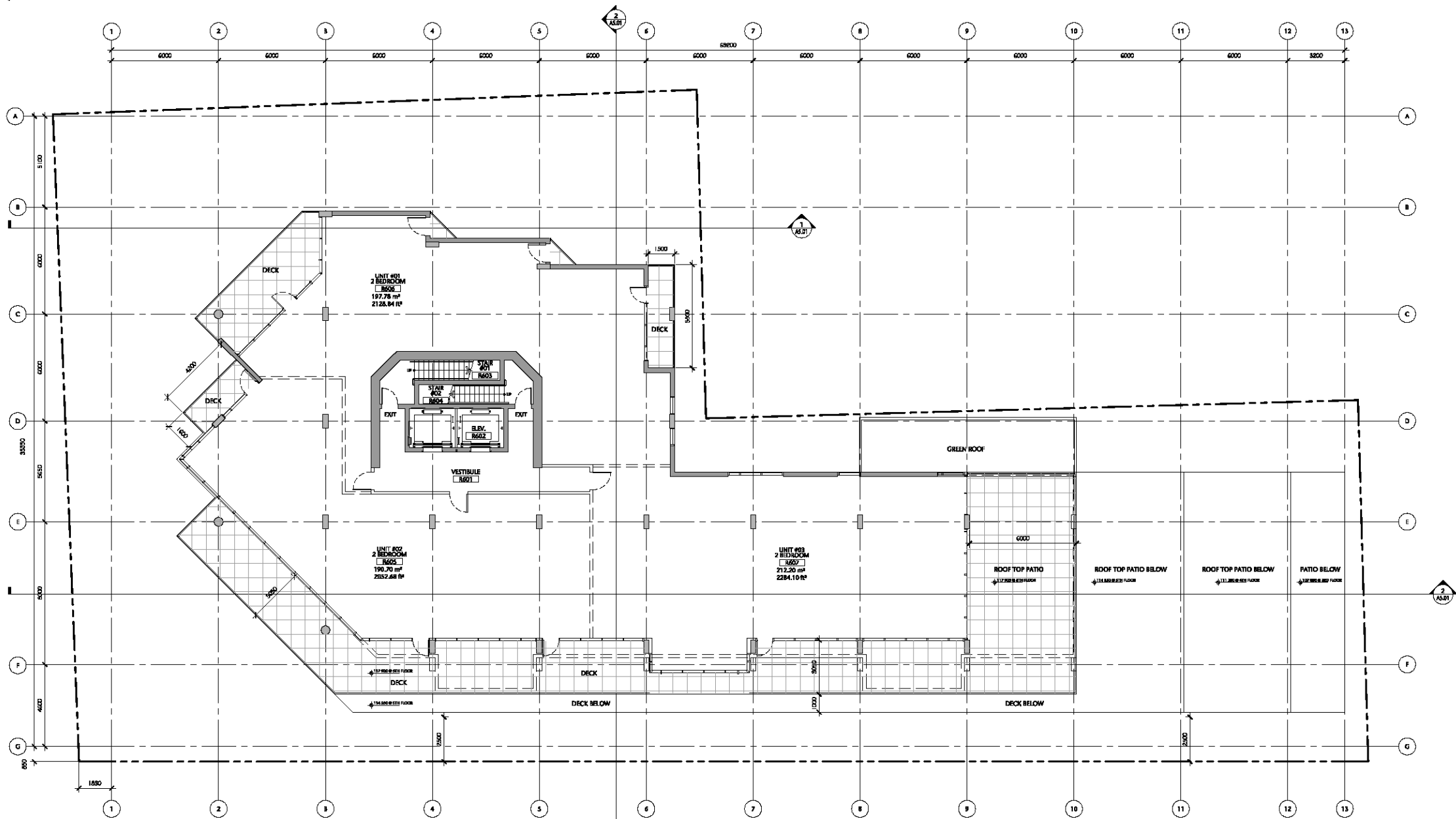
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FIFTH FLOOR PLAN

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DL	12-158



1 SIXTH FLOOR PLAN
A2.07 1:100



Sixth Floor Gross Area:
651.25 sq. mts. (7010 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	910.23	9,768
3. Third Floor:	917.43	9,840
4. Fourth Floor:	837.23	8,997
5. Fifth Floor:	785.82	8,468
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	434.51	4,669
9. Mech Penthouse:	98.78	1,063
TOTAL AREA	6153.22	66,232

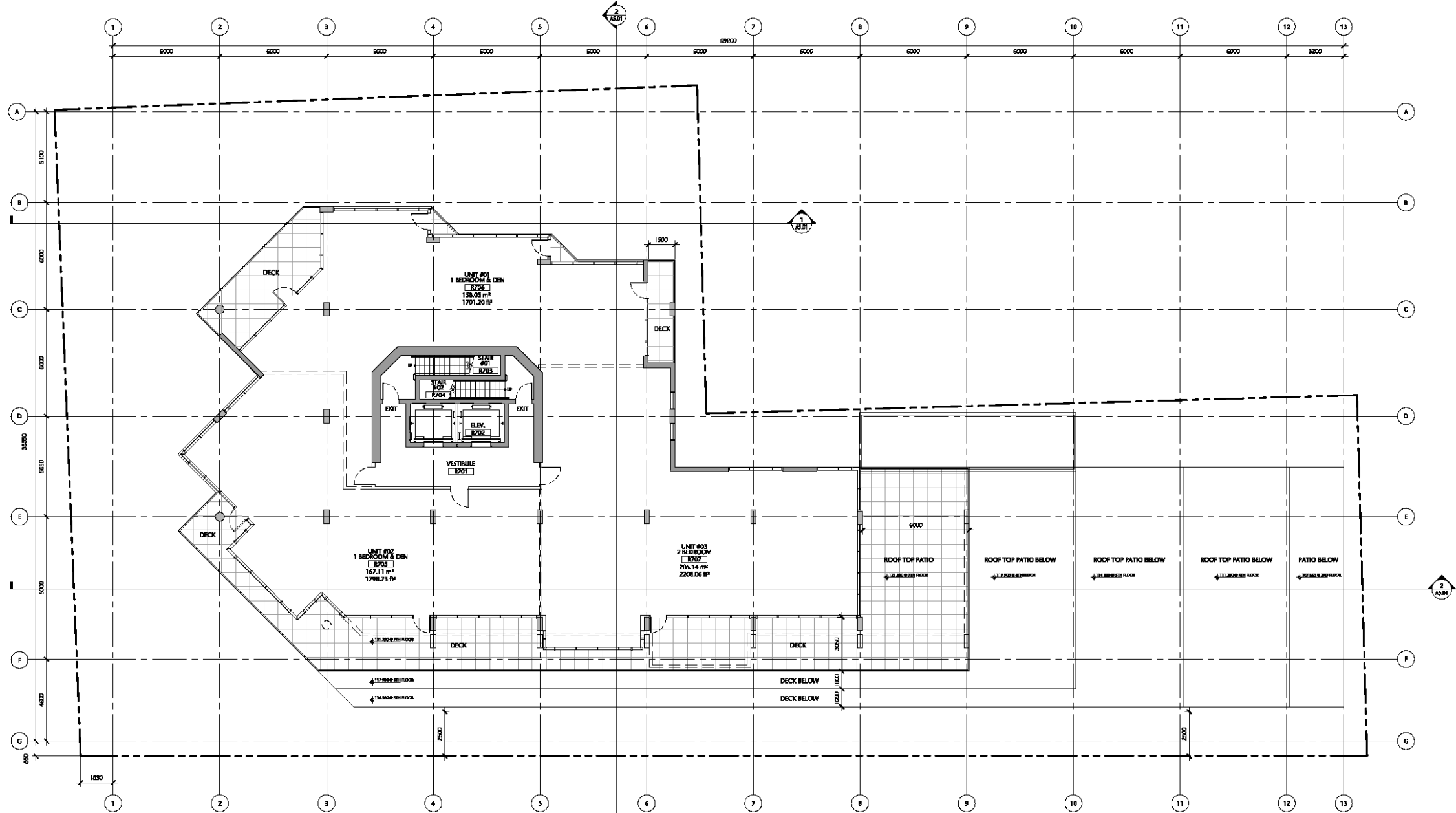
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SIXTH FLOOR PLAN	
sheet	
A2.07	
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POR	AS SHOWN
checked	project no.
DL	12-158



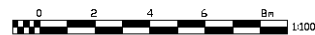
Seventh Floor Gross Area:
577.83 sq. mts. (6219.71 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)		
	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	950.23	10,228
3. Third Floor:	937.43	10,090
4. Fourth Floor:	857.23	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	424.51	4,569
9. Mech Penthouse:	98.78	1,063
TOTAL AREA	6153.22	66,232

1 SEVENTH FLOOR PLAN
A2.08 1:100



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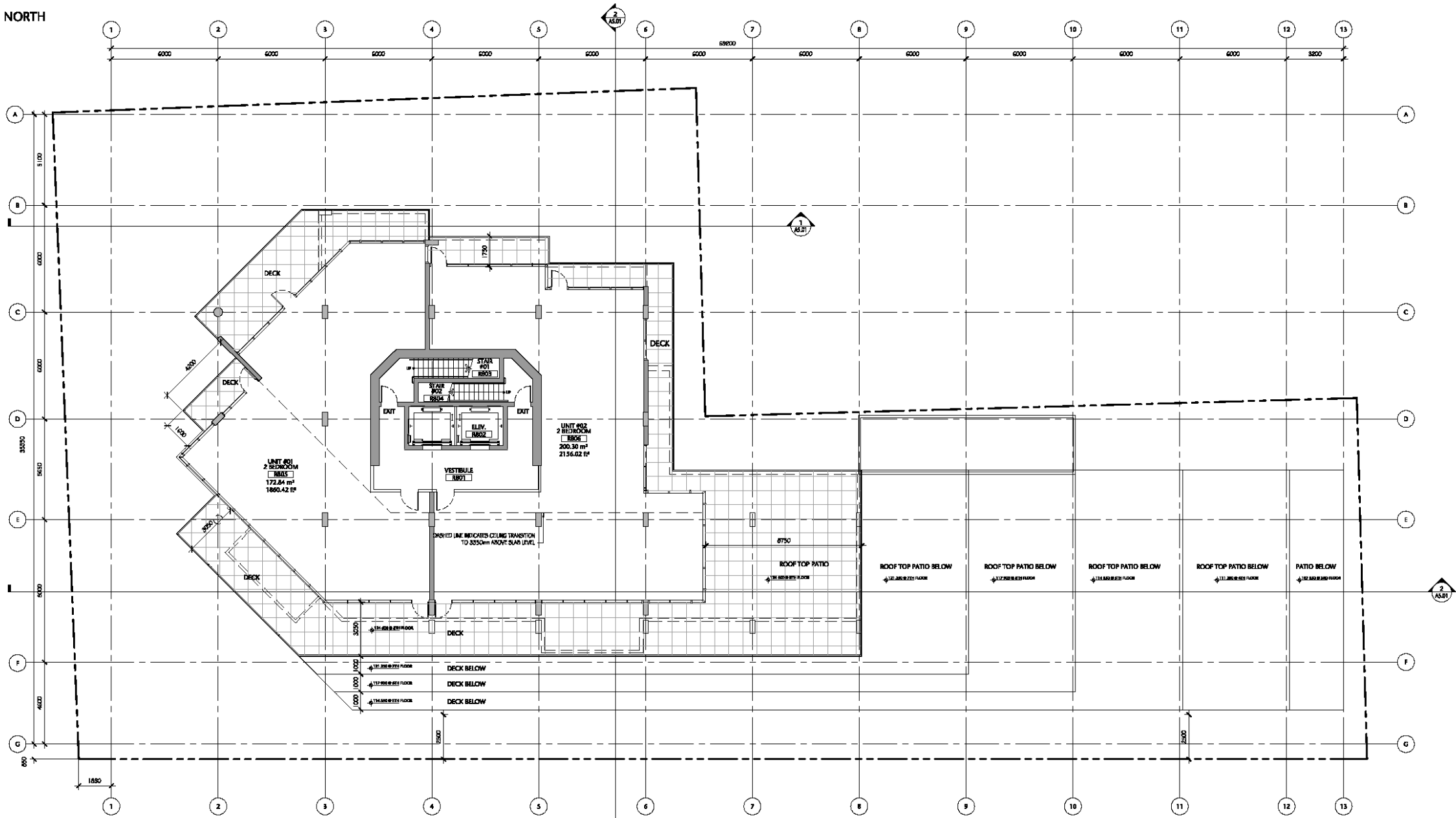
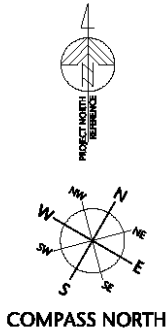
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SEVENTH FLOOR PLAN

sheet
A2.08

drawn POR	scale AS SHOWN
checked DL	project no. 12-158



1 EIGHTH FLOOR PLAN
A2.09 1:100



Eighth Floor Gross Area:
424.51 sq. mts. (4 569 sq. ft.)

(Possible Unit Mix Illustrated)

Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)	SQ. MTS.	SQ. FT.
1. Main Floor:	870.14	9,366
2. Second Floor:	950.23	10,228
3. Third Floor:	937.43	10,090
4. Fourth Floor:	857.23	9,227
5. Fifth Floor:	785.82	8,459
6. Sixth Floor:	651.25	7,010
7. Seventh Floor:	577.83	6,220
8. Eighth Floor:	424.51	4,569
9. Mech Penthouse:	98.78	1,063
TOTAL AREA	6153.22	66,232

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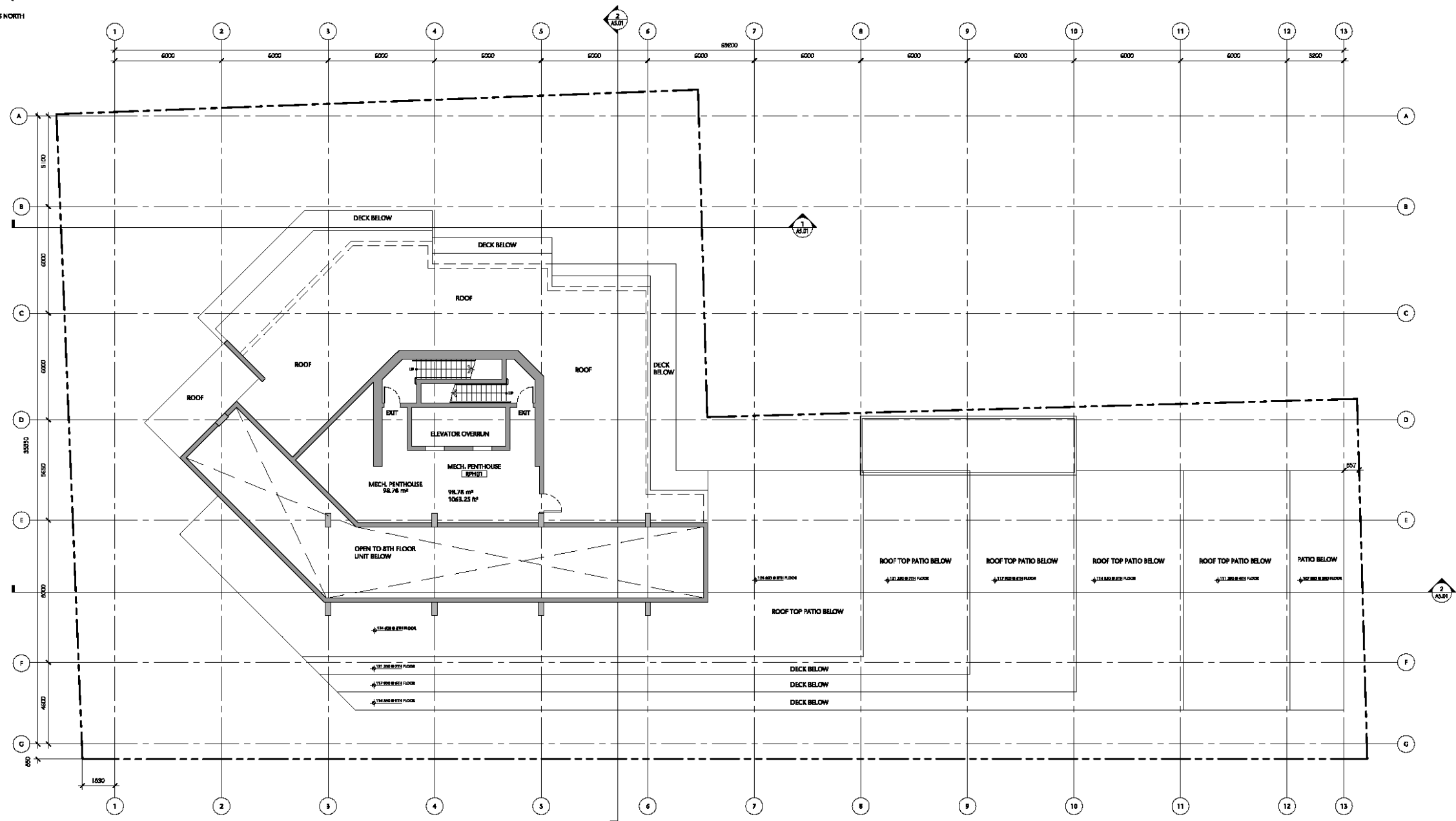
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EIGHTH FLOOR PLAN

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POR	AS SHOWN
checked	project no.
DL	12-158



1 MECH. PENTHOUSE PLAN
A210 1:100



Overall Gross Floor Areas:

Gross Floor Area above Grade (excluding balconies)		
	SQ. MTS.	SQ. FT.
1. Main Floor :	870.14	9,366
2. Second Floor :	950.23	10,288
3. Third Floor :	937.43	10,090
4. Fourth Floor :	857.23	9,227
5. Fifth Floor :	785.82	8,459
6. Sixth Floor :	651.25	7,010
7. Seventh Floor :	577.83	6,220
8. Eighth Floor :	424.51	4,569
9. Mech Penthouse	98.78	1,063
TOTAL AREA	6153.22	66,232

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MECH. PENTHOUSE PLAN

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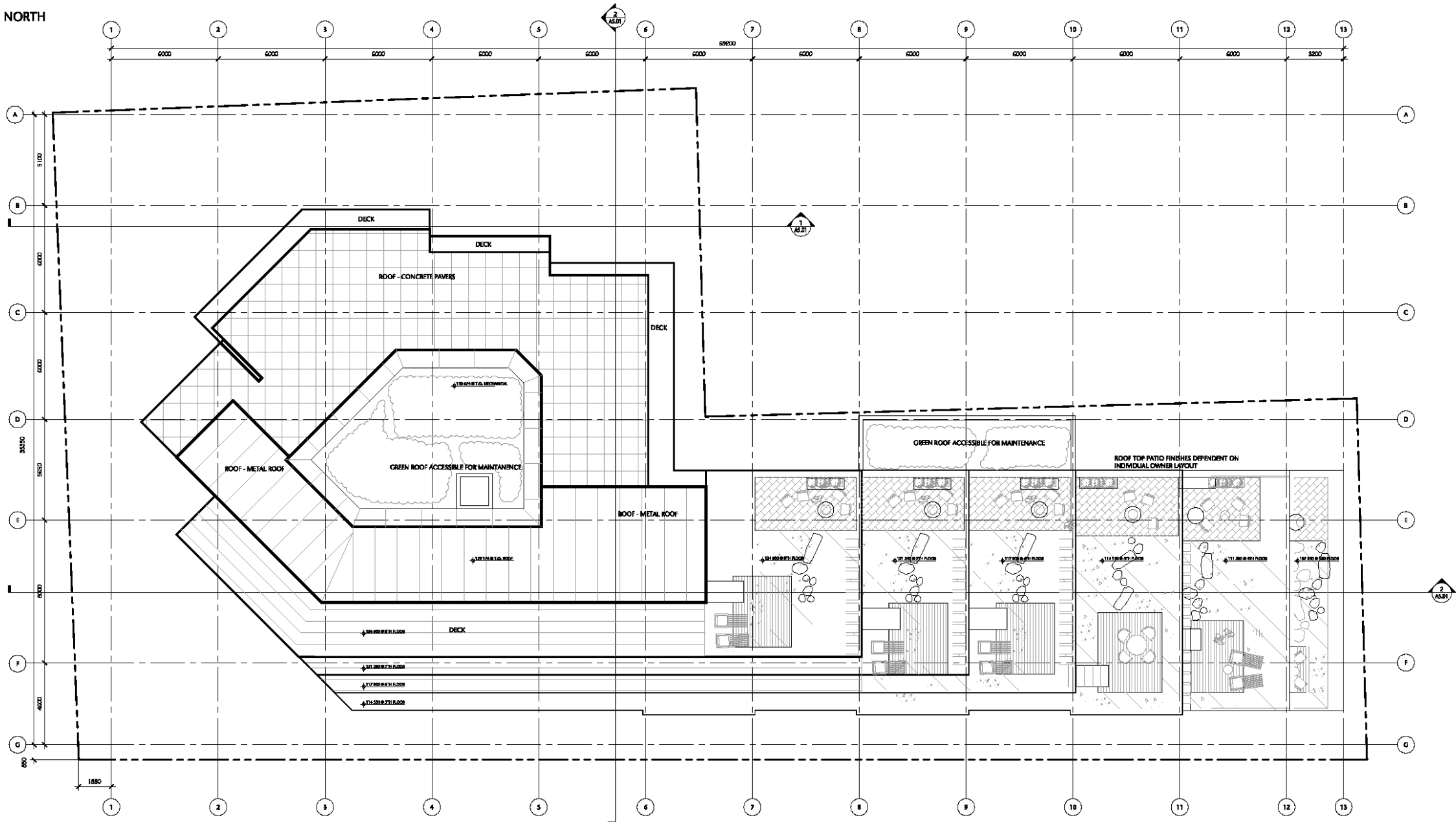
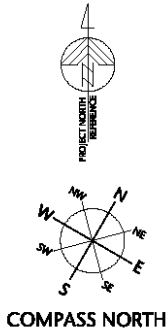
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1 ROOF PLAN
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ROOF PLAN

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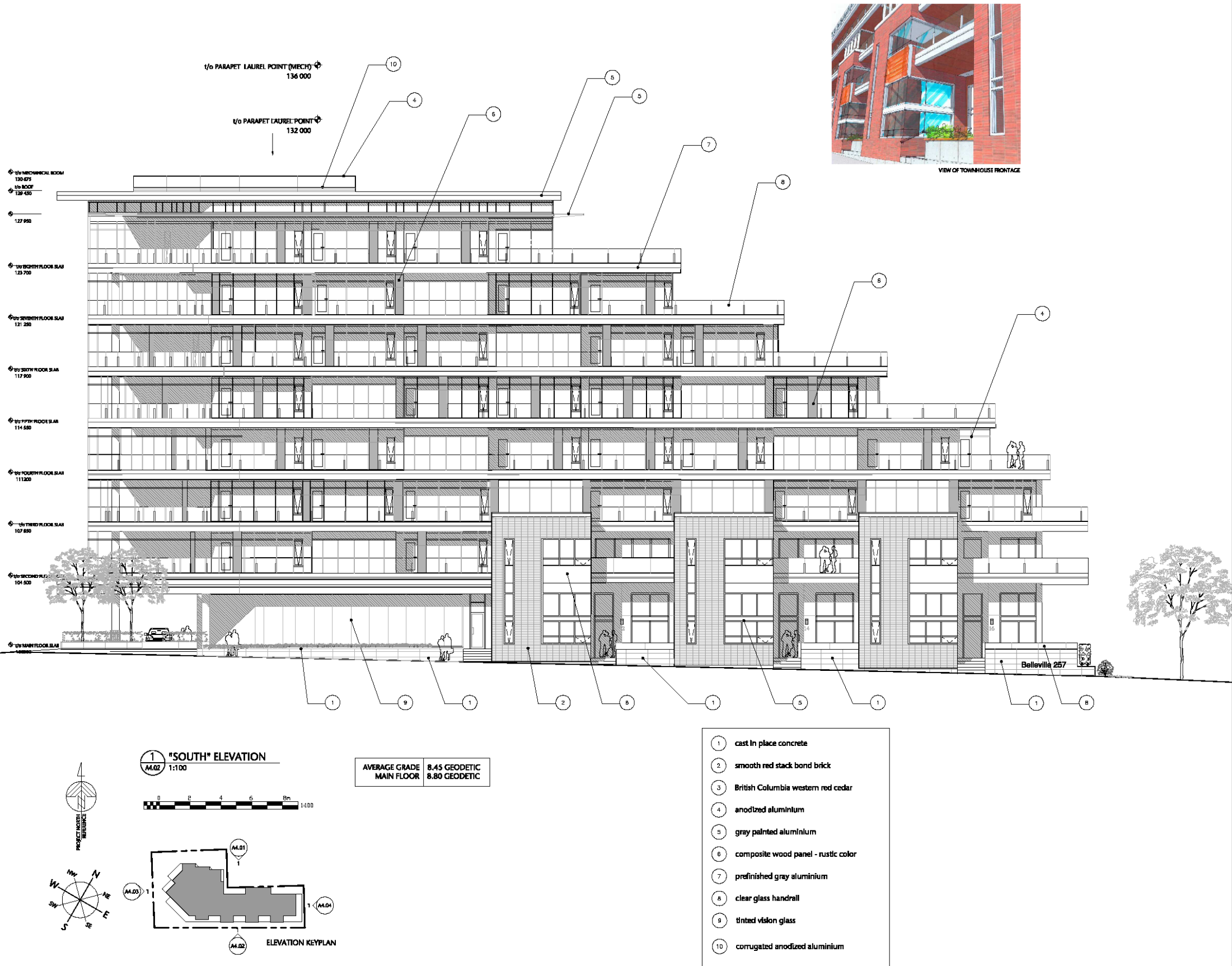
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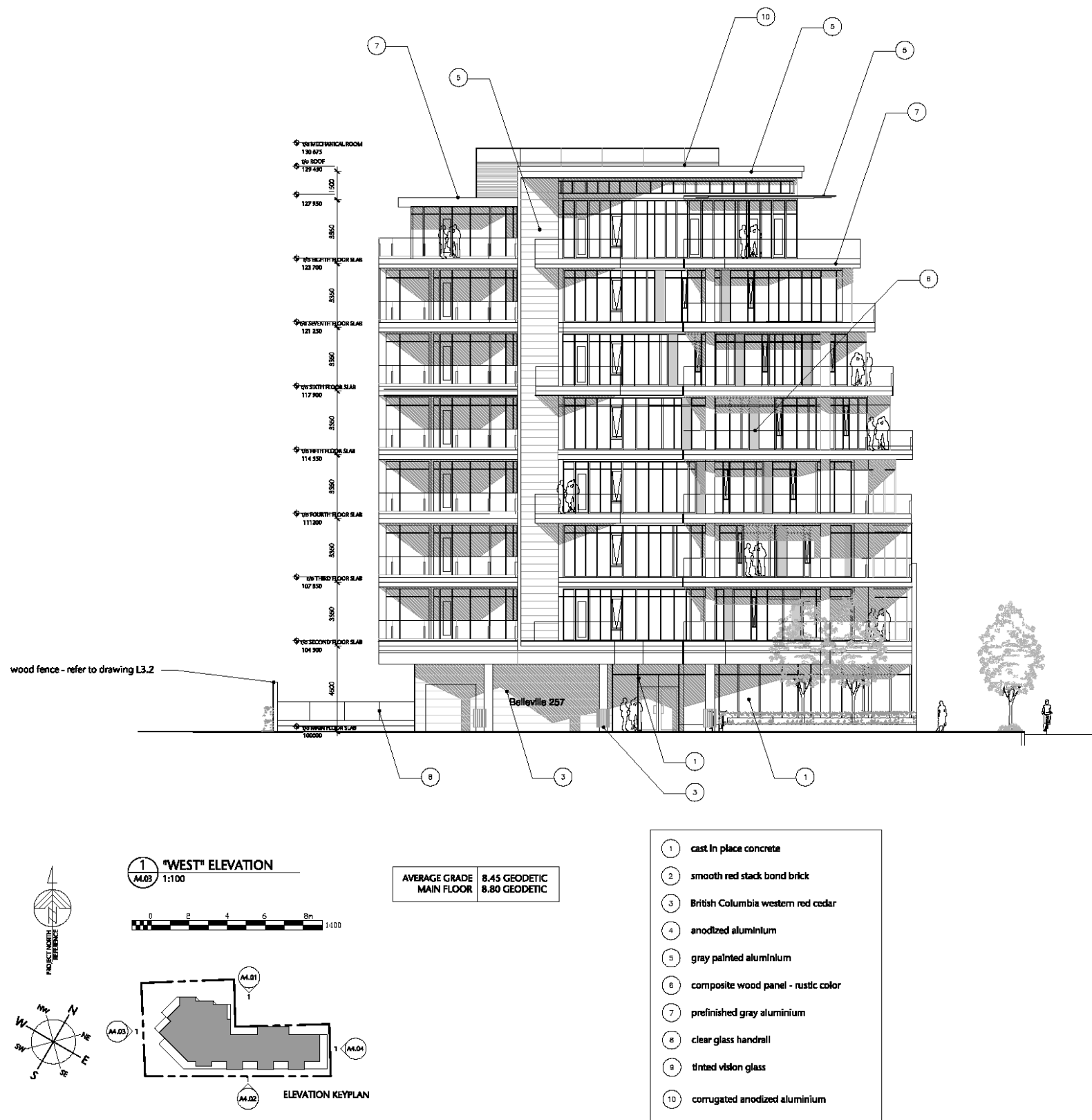
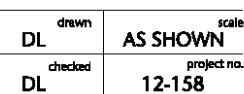
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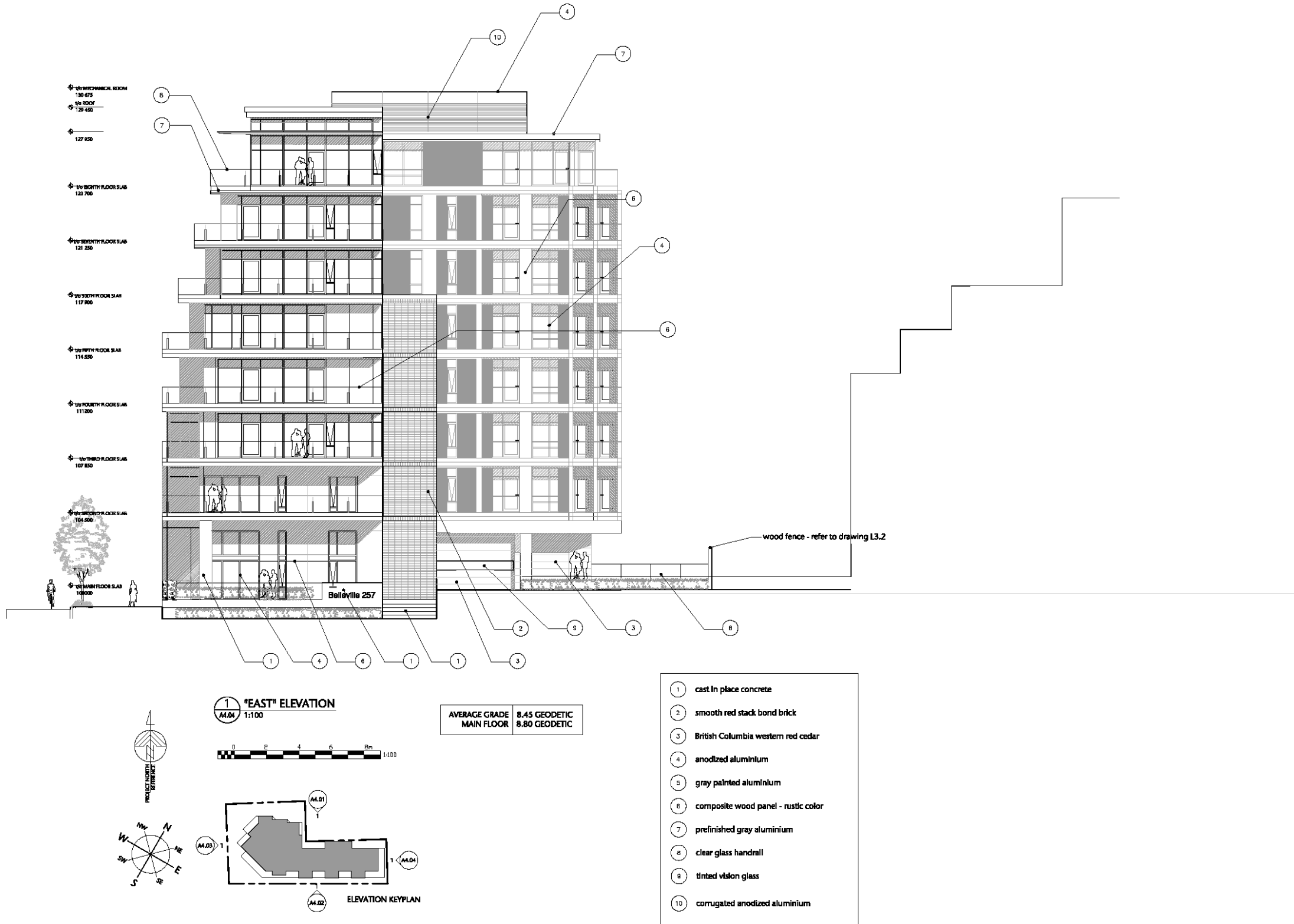
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ELEVATIONS
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scale
AS SHOWN
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12-158

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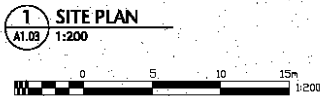
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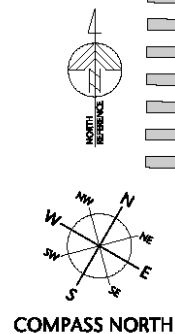
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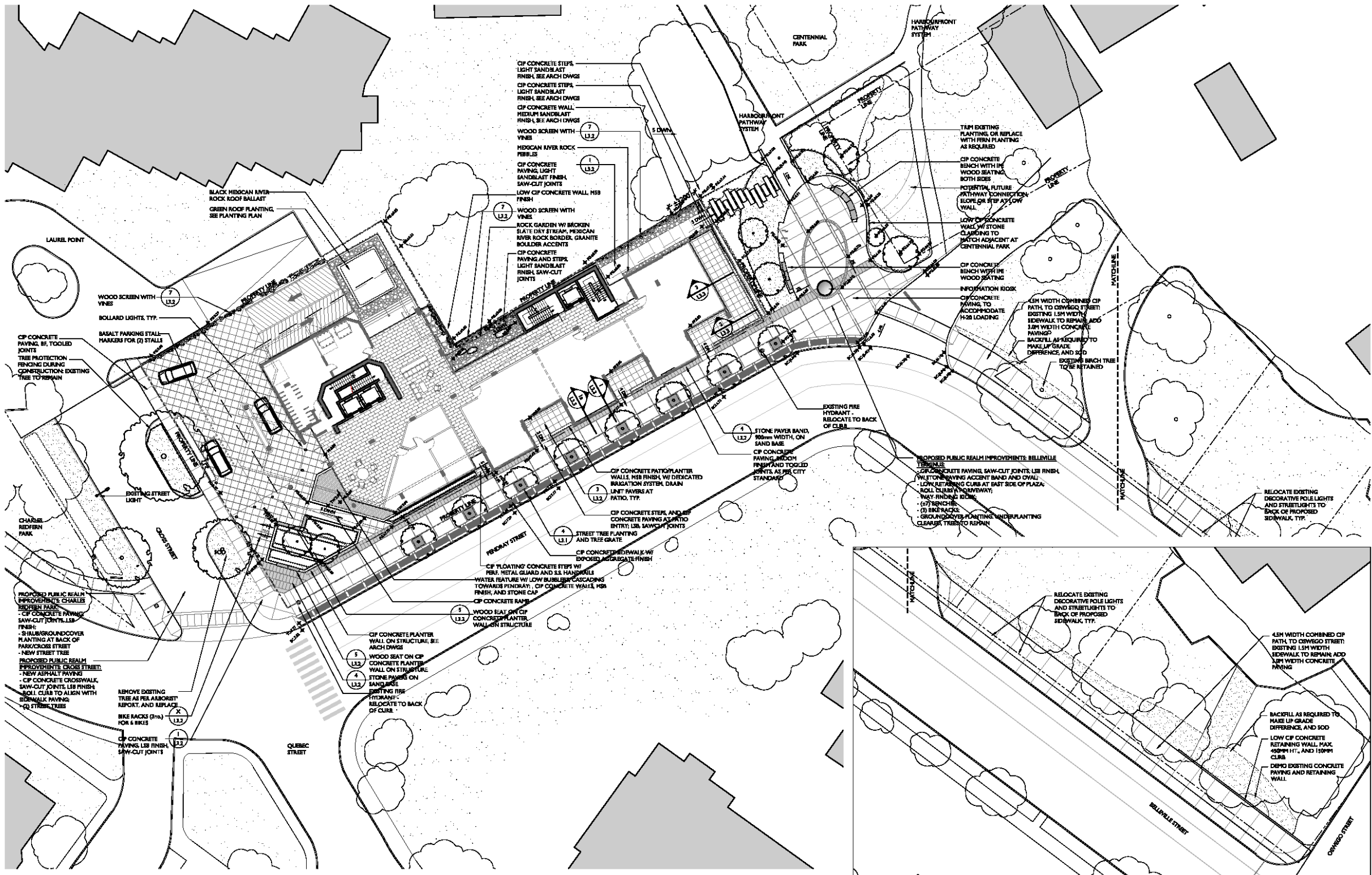
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DL	12-158



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LANDSCAPE KEY LEGEND

CP	CIP CONCRETE
FB	POOL BOTTOM
WL	WATER LEVEL
TS	TOP OF STAIR
BS	BOTTOM OF STAIR
TW	TOP OF WALL
BW	BOTTOM OF WALL
TC	TOP OF CURB
BC	BOTTOM OF CURB
AD	AREA DRAIN
	PROPOSED SPOT ELEVATION (FINISHED GRADE)
1h	PLANT SPECIES
12	PLANT QUANTITY
3.0	SECTION NUMBER
11.0	SET SHEET NO.
2.0	DETAIL NUMBER
11.0	SET SHEET NO.

GENERAL NOTES

1. PROVIDE ADEQUATE SUB-SURFACE DRAINAGE IN ALL LAWN AND PLANTING AREAS.
2. SEE CIVIL AND ARCHITECTURAL DRAWINGS FOR GRADING.
3. ENSURE POSITIVE DRAINAGE.
4. STREETScape TO APPROVAL OF ENGINEERING SERVICES. ALL STREET TREES TO HAVE 1' WIDE 1' DEPTH 'DEEP ROOT' ROOT BARRIER, OR PRE-APPROVED EQUIVALENT, AT ALL SIDEWALK LOCATIONS.
5. ALL STREET TREE SPECIES AND SPACING TO CONFORM TO CITY OF VICTORIA STANDARD SPACING AND CLEARANCE.
6. RINAL TREE LOCATIONS TO BE DETERMINED TO THE SATISFACTION OF ENGINEERING SERVICES.
7. AN AUTOMATIC IRRIGATION SYSTEM SHALL BE PROVIDED FOR ALL PLANT MATERIAL, INCLUDING STREETLEVEL PLANTINGS AND GREEN ROOF PLANTINGS. HOBBIES SHALL BE PROVIDED IN ALL PRIVATE COURTYARD AND PATIO AREAS. IRRIGATION SYSTEM DESIGN AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE IRRIGATION INDUSTRY OF BC STANDARDS AND GUIDELINES.
8. ALL PLANT MATERIAL TO BCLNA AND BCLSA STANDARDS.
9. ROOT BARRIERS TO BE 'DEEP ROOT', ROOT SOLUTIONS OR EQUAL.

IRRIGATION: GENERAL NOTES

1. ALL LANDSCAPE IRRIGATION SHALL CONFORM TO IABC STANDARDS.
2. LANDSCAPE DRAINAGE SHALL BE LOOPEX UNLESS OTHERWISE SPECIFIED.
3. ALL IRRIGATION WORK SHALL BE DONE BY A SUITABLY EXPERIENCED AND QUALIFIED IRRIGATION CONTRACTOR ADEQUATE FOR THE SCOPE OF WORK. THE CONTRACTOR SHALL BE A MEMBER IN GOOD STANDING OF THE IRRIGATION INDUSTRY ASSOCIATION OF B.C. AND HAVE MET THE QUALIFICATION STANDARDS CURRENTLY APPLIED TO CONTRACTORS BY THAT ORGANIZATION.
4. UNLESS OTHERWISE SPECIFIED OR INDICATED ON THE DRAWINGS, ALL LANDSCAPE IRRIGATION EQUIPMENT SHALL BE SUPPLIED BY A SINGLE MANUFACTURER. ANY SUBSTITUTIONS WITHOUT THE PRIOR APPROVAL OF THE CONSULTANT WILL BE REJECTED.

LAYOUT AND MATERIALS: GENERAL NOTES

1. DO NOT SCALE DRAWINGS. LAYOUT AS PER DIMENSIONS NOTED ON LANDSCAPE PLANS. REPORT ANY DISCREPANCIES TO THE CONSULTANT FOR REVIEW AND RESPONSE.
2. LAYOUT AND MATERIALS DRAWINGS ARE TO BE READ IN CONJUNCTION WITH LANDSCAPE SPECIFICATIONS FOR COMPLIANCE.
3. LANDSCAPE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ARCHITECTURAL AND ENGINEERING DRAWINGS. REPORT ANY DISCREPANCIES TO THE CONSULTANT FOR REVIEW AND RESPONSE.
4. VERIFY ALL DIMENSIONS WITH FIELD CONDITIONS. REPORT ANY DISCREPANCIES TO THE CONSULTANT FOR REVIEW AND RESPONSE.
5. LIGHTING INFORMATION REFERENCED ON LANDSCAPE DRAWINGS IS TO BE READ IN CONJUNCTION WITH ELECTRICAL ENGINEERING DRAWINGS. REPORT ANY DISCREPANCIES TO THE CONSULTANT FOR REVIEW AND RESPONSE.
6. UTILITY AND LIGHTING ARE INDICATED FOR REFERENCE ONLY. REFER TO ENG. DRAWINGS FOR LOCATIONS, DETAILS, AND SPECIFICATIONS.
7. REFERENCE CIVIL ENGINEERS DRAWINGS FOR LAYOUT OF ROAD CURBS AND GUTTERS AND PEDESTRIAN LIT-DOVANS.
8. REFER TO ENGINEERING DRAWINGS FOR DETAILS, SURGRADE, AND REINFORCING OF ALL PAVED SURFACES IN ROADWAYS.

GRADING: GENERAL NOTES

1. CONFIRM ALL EXISTING GRADES PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES TO THE CONSULTANT TEAM FOR REVIEW AND RESPONSE.
2. UNLESS OTHERWISE NOTED, ALL DRAINS LOCATED IN LAWN OR PLANTED AREA ARE TO BE COMPLETE WITH INSPECTION CHAMBER AND CLEANOUT.
3. PROVIDE POSITIVE DRAINAGE THROUGHOUT - AWAY FROM BUILDINGS AND TO DRAINAGE STRUCTURES. UNLESS OTHERWISE NOTED, PROVIDE A MINIMUM SLOPE OF 1% ON ALL HARD AND SOFT LANDSCAPE SURFACES.
4. UNLESS OTHERWISE NOTED PROVIDE A MAXIMUM SLOPE OF 6:1 (25%) AT ALL SOFT LANDSCAPE AREAS. REPORT ANY DISCREPANCIES TO THE CONSULTANT TEAM FOR REVIEW AND RESPONSE.
5. ALL GRADING INFORMATION TO BE COORDINATED WITH ARCHITECTURAL DRAWINGS TO ENSURE ADEQUATE SOIL DEPTHS AND POSITIVE DRAINAGE.

257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
	Development Permit	Nov 15/10
	Revised Development Permit	Feb 04/11
	Revised Development Permit	Feb 16/11
	Revised Development Permit	Apr 29/11
	Issued for Costing	Nov 07/11
	Re-issued for Development Permit	Dec 05/12

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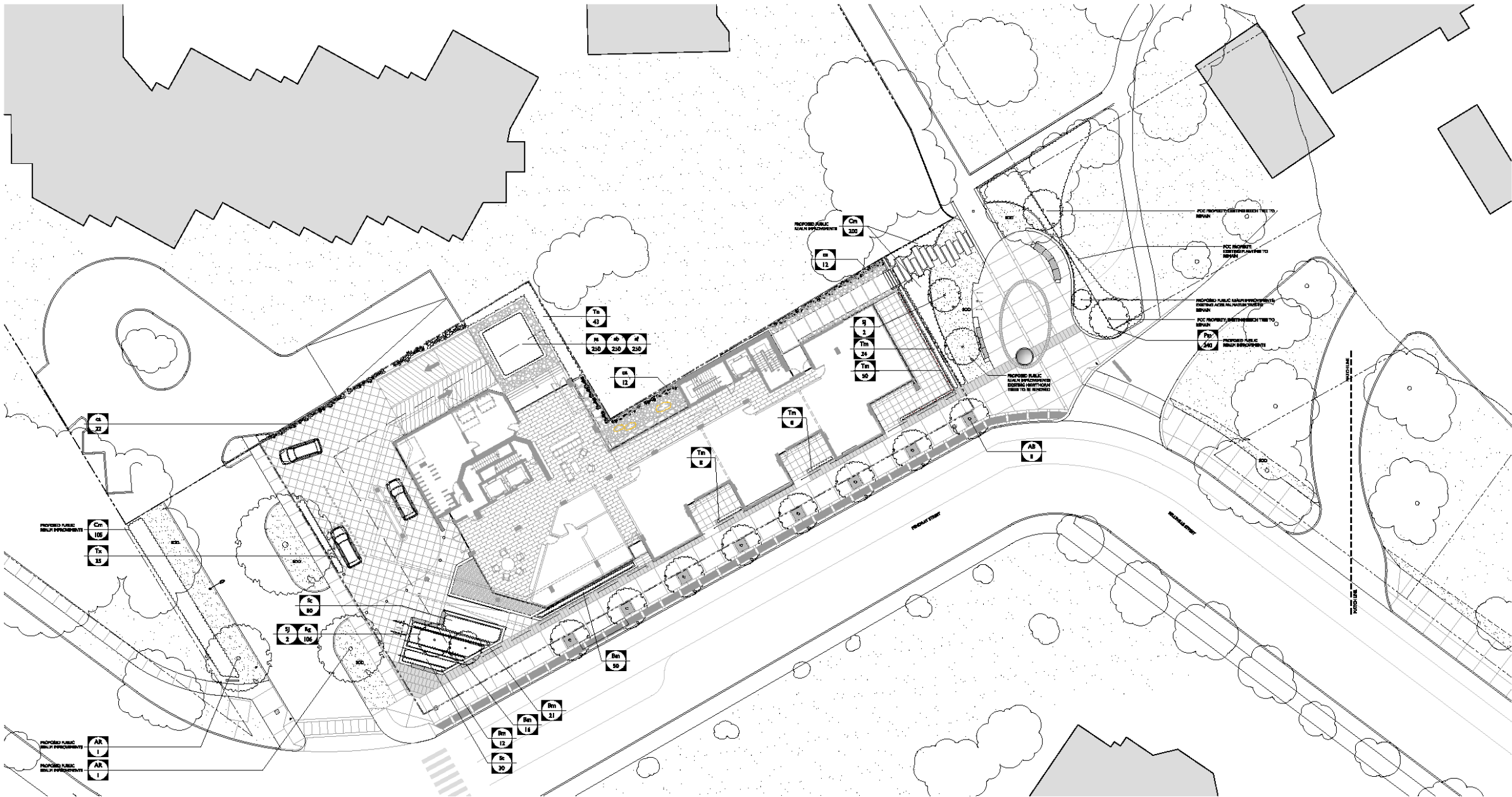
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LANDSCAPE PLAN -
GROUND FLOOR

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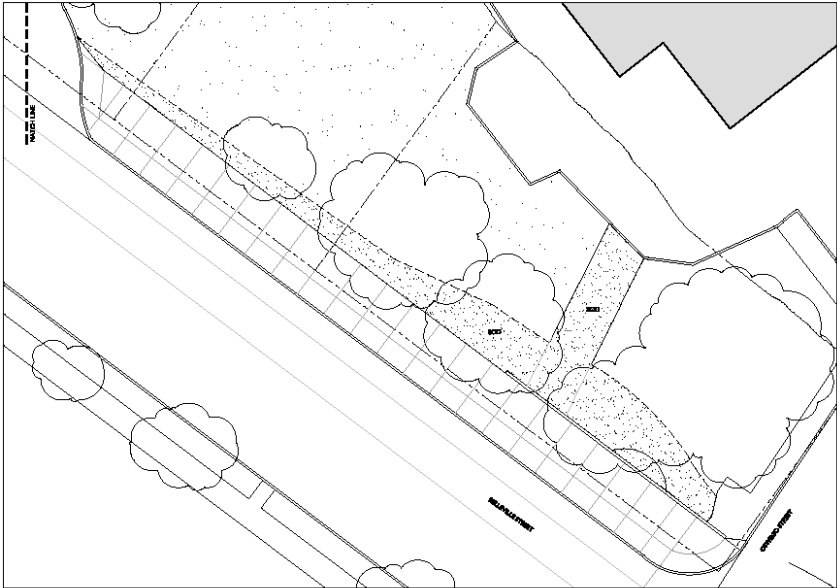


PLANT SCHEDULE (INCLUDING PROPOSED PUBLIC REALM IMPROVEMENTS)

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	DESCRIPTION
TREES					
AB	8	ACER RUBRUM 'BOWHALL'	UPRIGHT RED MAPLE 'BOWHALL'	7 CM STD	MATCHING, FULL
AR	2	ACER RUBRUM 'RED SUNSET'	RED MAPLE 'RED SUNSET'	7CM STD	MATCHING, FULL
Sj	4	STYRAX JAPONICA	JAPANESE SNOWBELL	7 CM CAL	MATCHING, FULL
SHRUBS					
Rm	99	BUXUS MICROPHYLLA GREEN BEAUTY	GREEN BEAUTY LITTLE LEAF BUXUS	#3 POT	450mm O.C.
Pm	240	POLYSTICHUM MUNITUM	WESTERN SWORD FERN	#1 POT	450mm O.C.
Rg	106	RUDBECKIA FULGIDA 'GOLDSTRUM'	GOLDSTRUM CONEFLOWER	#1 POT	380mm O.C.
Tm	100	TAXUS MEDIA HICKSII, MAL	HICKS YEW	#5 POTS	380mm O.C., MALE
Tx	35	TAXUS MEDIA HICKSII, MAL	HICKS YEW	42" HT., FIELD GROWN, FULL, 500mm O.C., MALE	
To	43	THUJA OCCIDENTALIS SMARAGD	EMERALD GREEN CEDAR	2.5M HEIGHT	500mm O.C.
GRASS					
Cm	200	CAREX MORROWII 'ICE DANCE'	VARIEGATED JAPANESE SEDGE	#1 POTS	370mm O.C.
Sc	110	STIPA TENUISSIMA	MEXICAN FEATHER GRASS	#1 POTS	450mm O.C.
CLIMBERS					
ca	46	CLEMATIS ARMANDII	EVERGREEN CLEMATIS		1200 O.C.
GREEN ROOF					
sa	2450	SEDUM ACRE			8" O.C.
sb	850	SEDUM SPECTABILE 'BRILLIANT'			10" O.C.
sf	2450	SEDUM FLORIFERUM 'WEINHENSTEPHANER GOLD'			8" O.C.

PLANTING: GENERAL NOTES

1. ALL PLANT MATERIAL SHALL CONFORM TO THE STANDARD SPECIFIED IN THE CURRENT EDITION OF THE BC LANDSCAPE STANDARD. THIS STANDARD IS PUBLISHED JOINTLY BY THE BC SOCIETY OF LANDSCAPE ARCHITECTS (BCSLA) AND THE BC LANDSCAPE AND NURSERY ASSOCIATION (BCLNA).
2. SEARCH AREA FOR ALL PLANT MATERIAL SHALL BE PACIFIC NORTHWEST INCLUDING BRITISH COLUMBIA, WASHINGTON, AND OREGON.
3. PLANT MATERIAL SIZES SPECIFIED ARE THE MINIMUM ACCEPTABLE SIZES TO BE SUPPLIED TO THIS PROJECT.
4. ALL PLANT MATERIAL SHALL BE WELL-ESTABLISHED AND UNIFORM IN SHAPE AND SIZE.
5. ALL PLANT MATERIAL SHALL BE NURSERY GROWN UNLESS OTHERWISE NOTED. ONLY CERTIFIED S.O.D. NURSERY STOCK WILL BE ACCEPTED.
6. THE CONTRACTOR SHALL PROVIDE A GROWING MEDIUM ANALYSIS FOR REVIEW BY THE CONSULTANT - AS PER SPECIFICATIONS - PRIOR TO THE START OF CONSTRUCTION. GROWING MEDIUM SUPPLIED TO THE SITE OR INSTALLED ON SITE PRIOR TO CONSULTANT APPROVAL SHALL BE REJECTED AT NO COST TO THE OWNER.
7. THE CONTRACTOR SHALL CONFIRM PLANT QUANTITIES ON THE DRAWINGS CORRESPOND TO THOSE INDICATED ON THE PLANT LIST. ANY DISCREPANCIES ARE TO BE VERIFIED BY THE CONSULTANT FOR REVIEW AND RESPONSE.
8. PLANT LIST TO BE READ IN CONJUNCTION WITH SPECIFICATIONS FOR COMPLIANCE.
9. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL CONFIRM THE AVAILABILITY OF THE PLANT MATERIAL SPECIFIED AS PER SPECIFICATIONS, ALLOWING FOR ANY AND ALL REQUIRED APPROVALS. PLANT SUBSTITUTIONS NOT CONFIRMED AND APPROVED BY THE CONSULTANT WILL BE REJECTED.
10. PROVIDE IRRIGATION TO ALL PLANT MATERIAL AS SHOWN ON LANDSCAPE DRAWINGS AND PLANS. PLANTING BENEATH PATIOS AND VERGANGS SHALL BE IRRIGATED ON SEPARATELY VALVED IRRIGATION SYSTEM, THROUGH HEATED GARAGE, WHICH CAN OPERATE DURING WINTER MONTHS.
11. PUBLIC REALM IMPROVEMENTS, INCLUDING STREET TREES, STREET-SIDE ORNAMENTAL GRASSES, SOO, AND PLAZA PLANTING ARE TO BE IRRIGATED BY AN AUTOMATIC IRRIGATION SYSTEM, FROM A DESIGNATED CITY WATER SOURCE.
12. SIDEWALK AT STREET TREES TO INCLUDE CONTINUOUS STRUCTURAL SOIL TRENCH, FROM BACK OF CURB TO FACE OF BUILDING / PARKING STRUCTURE, TO MIN. 700mm DEPTH.



257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
	Development Permit	Nov 16/10
	Revised Development Permit	Feb 04/11
	Revised Development Permit	Feb 16/11
	Revised Development Permit	Apr 29/11
	Issued for Costing	Nov 07/11
	Re-issued for Development Permit	Dec 06/12

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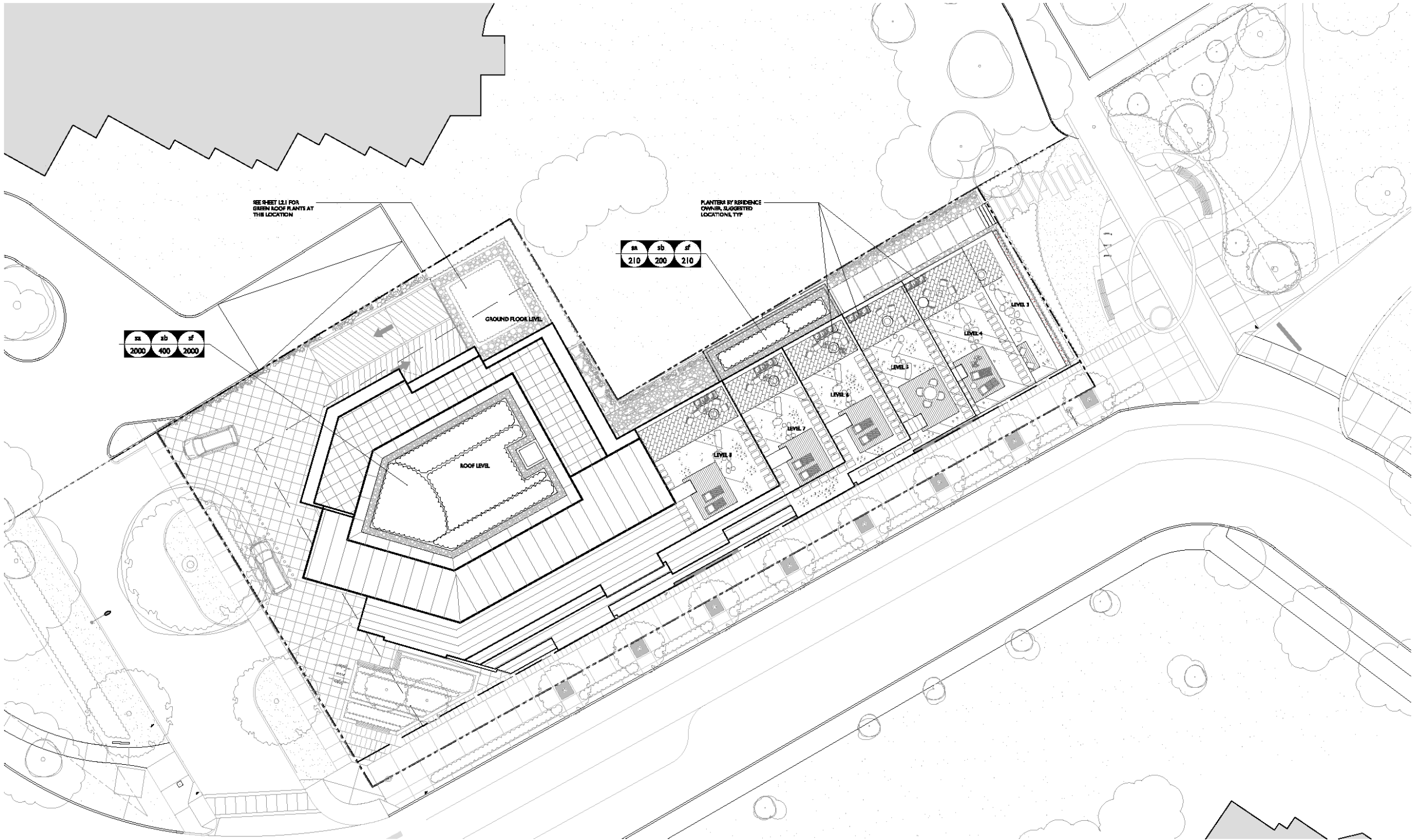
PHILLIPS FAREVAAG SHALLENBERG
PLANNING URSANDEREN LANDSCAPE ARCHITECTURE
2107 The Pl. Vancouver BC V6E 4H5 Tel: 604.264.0020 Fax: 604.264.1107 Email: phillips@phillips.com

IME
Ta
marshall tittemore architects
Creating memorable places

PLANTING PLAN
GROUND FLOOR

L2.1

MD	drawn	1:200	scale
CP	checked	08005	project no.



SEDUM SPECIES



EXTENSIVE GREEN ROOF PLANTING EXAMPLES



257 BELLEVILLE STREET
VICTORIA,
BRITISH COLUMBIA.

no.	issued for	date
	Development Permit	Nov 16/10
	Revised Development Permit	Feb 04/11
	Revised Development Permit	Feb 16/11

seal

permit

consultant

PHILLIPS FAREVAAG SHALENBURG
PLANNING URSANDERSON LANDSCAPE ARCHITECTURE
2107 West A. Vancouver B1 V6K 4H1 Tel: 604.264.0220 Fax: 604.264.1107 Email: phillips@phillipsfarevaagshalemburg.com

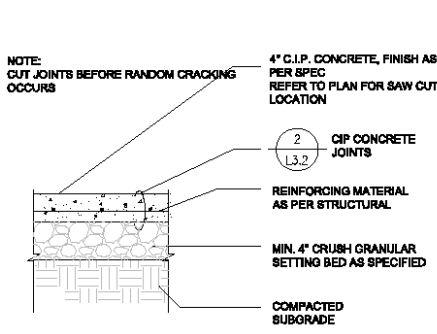
IME Ta
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CALGARY | EDMONTON
www.mtalink.com
301, 215 - 10th Ave SW
Calgary Alberta T2A 0A4
p 403 264 8700
f 403 264 8029

drawing title

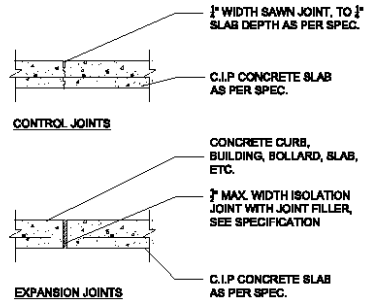
PLANTING PLAN -
ROOF LEVELS

L2.2

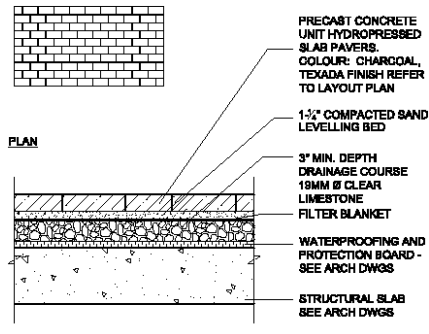
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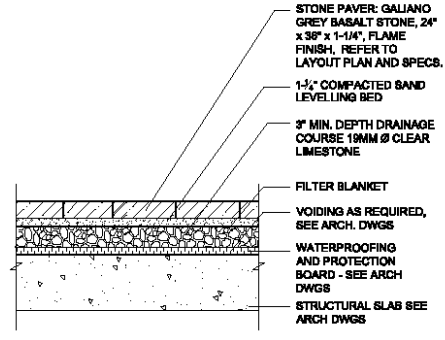
1 CIP CONCRETE PAVING
L3.2 SCALE: 1:10



2 CIP CONCRETE JOINTS TYP.
L3.2 SCALE: 1 1/2"=1'



3 UNIT CONCRETE PAVING
L3.2 SCALE: 1:10



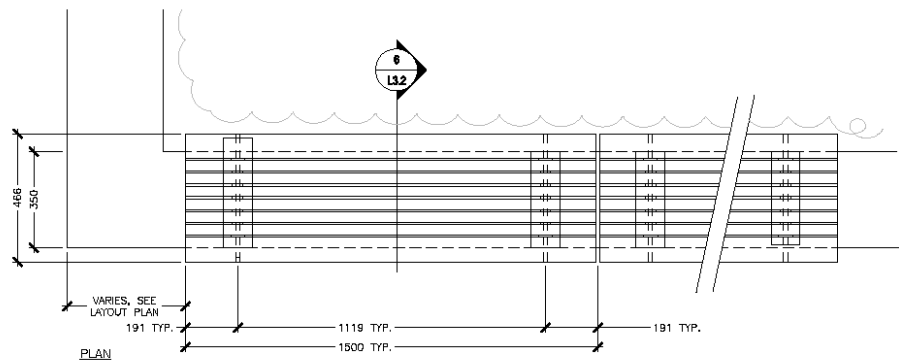
4 STONE PAVING ON STRUCTURE
L3.2 SCALE: 1:10



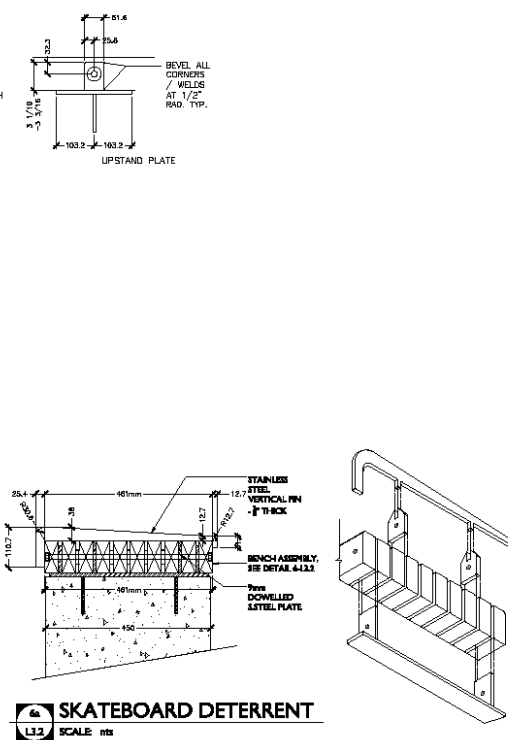
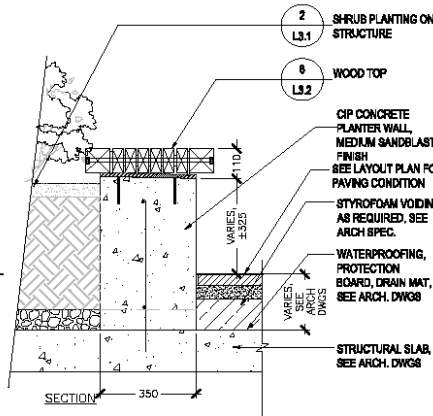
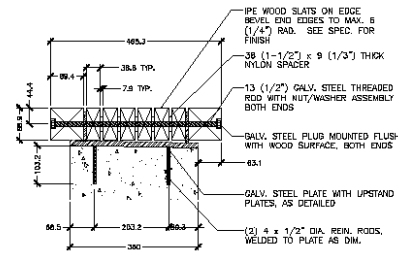
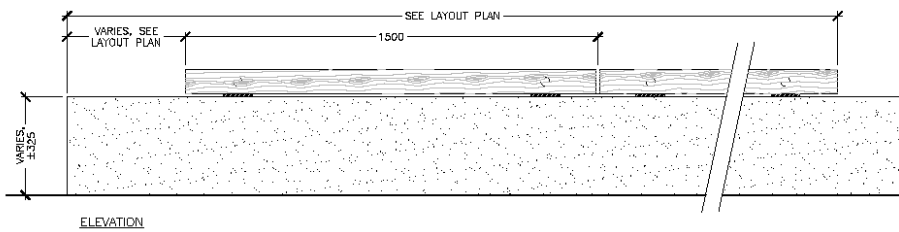
BASALT AND CONCRETE PAVING - EXAMPLE



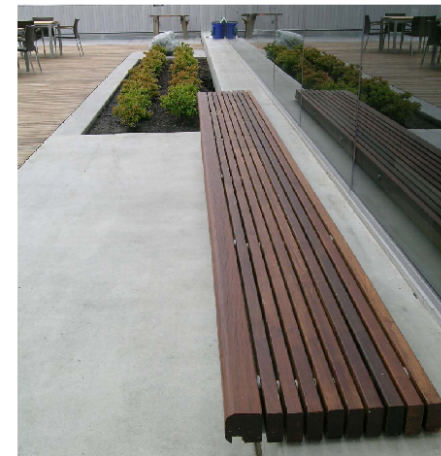
BIKE RACK - EXAMPLE



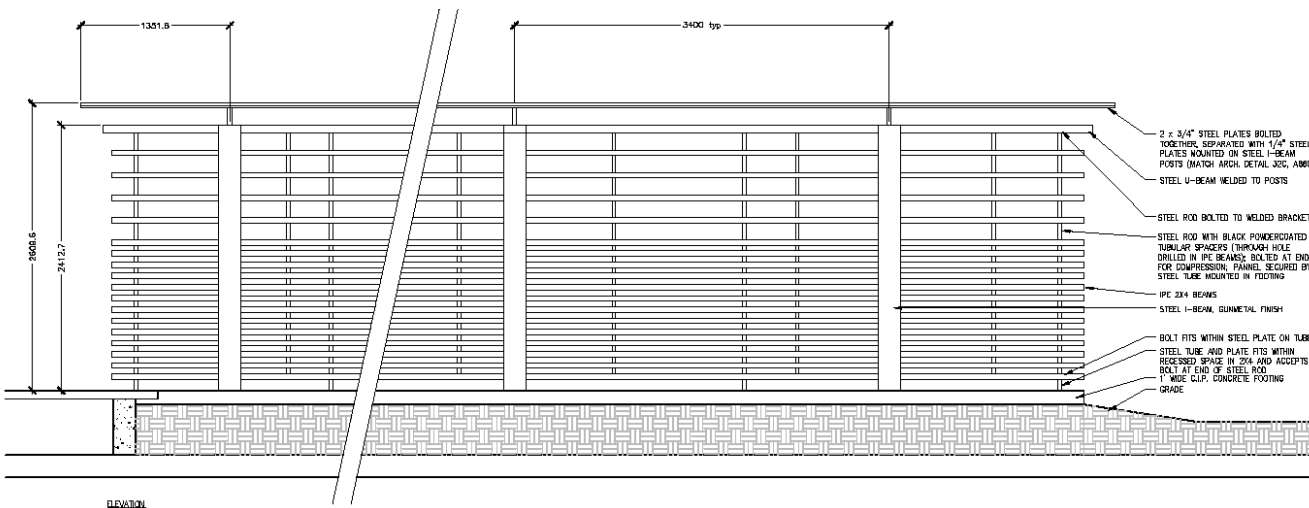
5 WOOD BENCH ON CONCRETE PLANTER WALL
L3.2 SCALE: -



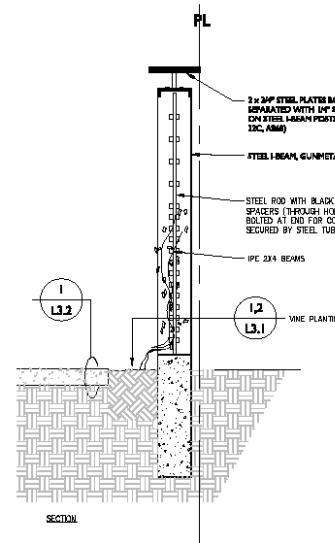
BOLLARD LIGHT - EXAMPLE



WOOD TOP BENCH - EXAMPLE



7 WOOD SCREEN
L3.2 SCALE: -



WOOD SCREEN - EXAMPLE

257 BELLEVILLE STREET
VICTORIA, BRITISH COLUMBIA.

no.	issued for	date
	Development Permit	Nov 15/10
	Revised Development Permit	Feb 04/11
	Revised Development Permit	Feb 16/11

seal

permit

consultant

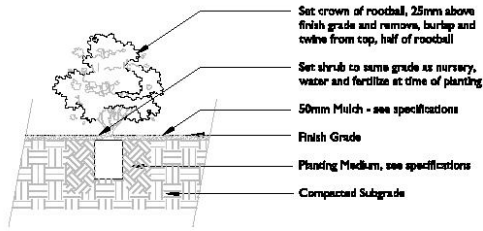
PHILLIPS FAREVAAG SHALLENBERG
PLANNING URSANDERSON LANDSCAPE ARCHITECTURE
2107 West 4th Avenue 3rd Floor 604 681 7414 Fax 604 681 7417 Email phillips@pfsh.com

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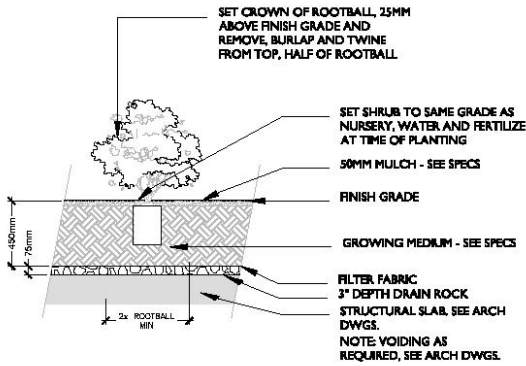
LANDSCAPE SECTIONS and DETAILS

L3.2

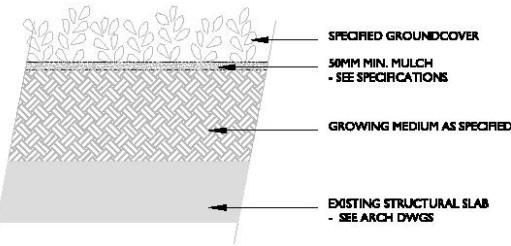
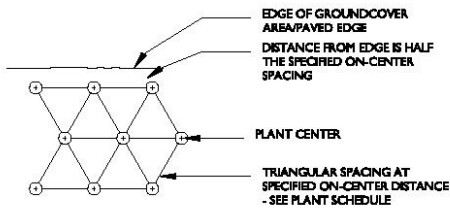
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CP	checked	08005	project no.



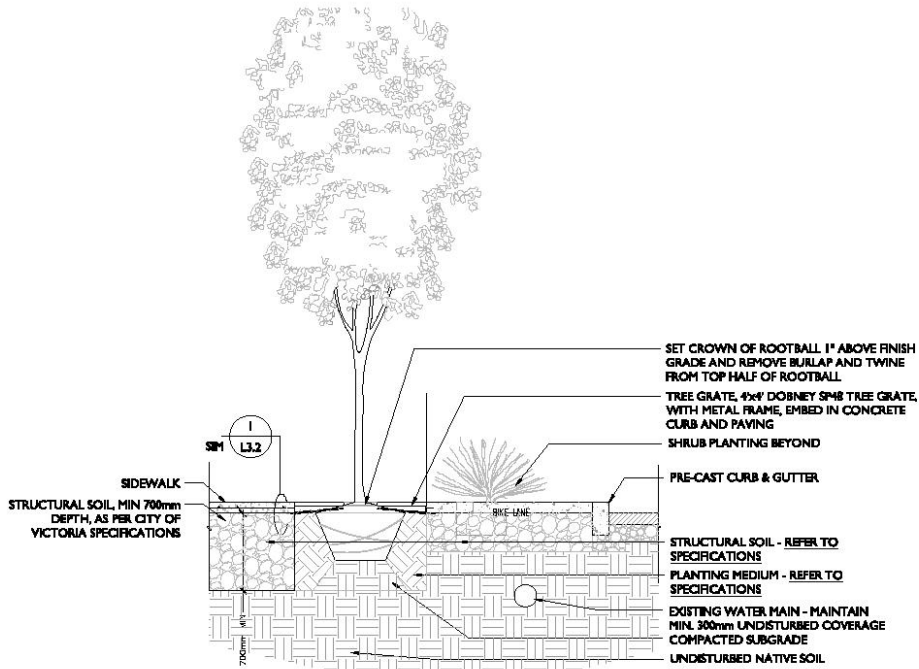
1 SHRUB PLANTING ON GRADE
L3.1 SCALE 1:25



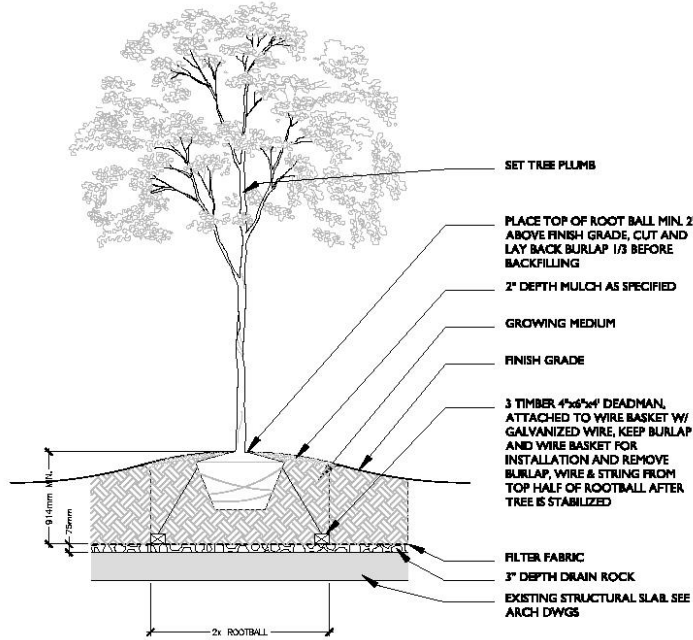
2 SHRUB PLANTING ON SLAB
L3.1 SCALE 1:25



3 GROUND COVER ON SLAB
L3.1 SCALE 1:20



4 TYPICAL STREET TREE PLANTING W/ TREE GRATE AND STRUCTURAL SOIL
L3.1 SCALE 1:25



5 DECIDUOUS TREE PLANTING ON SLAB
L3.1 SCALE 1:25

TREES

ACER RUBRUM 'BOWHALL' - BOWHALL UPRIGHT RED MAPLE



ACER RUBRUM 'RED SUNSET' - RED SUNSET RED MAPLE



STYRAX JAPONICA - JAPANESE SNOWBALL



SHRUBS / GROUNDCOVERS

TAXUS MEDIA 'HICKSII' - HICKS YEW



BUXUS JAPONICUM - 'GREEN BEAUTY' BOXWOOD



STIPA TENNISIMIA - MEXICAN FEATHER GRASS



RUDBECKIA 'GOLDSTURM' - GOLDSTURM CONEFLOWER



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PLANNING-URBAN DESIGN-LANDSCAPE ARCHITECTURE
2107 10th Ave SW, Suite 100, Vancouver, BC V6J 1K1 Tel: 604-264-0000 Fax: 604-264-1107 Email: phillip@fakevaag.com

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www.intalink.com
301, 215 - 10th Ave SW
Calgary Alberta T2R 0A4
p 403 264 8700
f 403 264 8029

drawing title

PLANTING DETAILS

L3.1 sheet

MD	drawn	AS NOTED	scale
CP	checked	08005	project no.





Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 12, 2015

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

Subject: Rezoning Application No. 00495 for 863 and 865 Villance Street

RECOMMENDATION

Staff recommend that Committee forward this report to Council and that Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00495 for 863 and 865 Villance Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

LEGISLATIVE AUTHORITY

In accordance with Section 903(c) 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.

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 863 and 865 Villance Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District to the R-2 Zone, Two Family Dwelling District in order to permit the existing legal non-conforming duplex to be strata titled and to alter and construct an addition to the building.

The following points were considered in assessing this Application:

- the proposal is consistent with the Traditional Residential Urban Place Designation in the *Official Community Plan (OCP) 2012*
- the property has an existing duplex on it that is considered a legal non-conforming use

BACKGROUND

Description of Proposal

The proposal is to rezone the property from the R1-B Zone, Single Family Dwelling District to the R-2 Zone, Two Family Dwelling District in order to permit the existing legal non-conforming duplex to be strata titled and to alter and construct an addition to the building. Two variances would be required to facilitate this development and will be discussed in relation to the concurrent Development Permit with Variances Application.

Sustainability Features

The applicant has not identified any sustainability features associated with this proposal.

Active Transportation Impacts

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

Public Realm Improvements

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

Land Use Context

The area is characterized by single family dwellings with some attached housing and commercial uses.

Existing Site Development and Development Potential

The site is presently a legal non-conforming duplex. Under the current R1-B Zone, the property could be developed as a single family house with secondary suite.

Relevant History

The existing duplex was built in 1946 preceding the adoption of the R1-B Zone. The duplex is therefore considered to be a legal non-conforming use.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Hillside Quadra CALUC at a Community Meeting held on October 13, 2015. A letter from the CALUC dated October 19, 2015 is attached to this report.

ANALYSIS

Official Community Plan

The OCP Urban Place Designation for the subject property is Traditional Residential. The proposal is consistent with objectives of this Urban Place Designation by providing ground-oriented residential in the form of a duplex.

Regulatory Considerations

Strata Conversion of Existing Buildings

A strata conversion of the duplex would require approval of the Approving Officer as per Section 242 of the "Strata Property Act".

CONCLUSIONS

This proposal to rezone the property to allow the legal non-conforming duplex to be strata titled is consistent with OCP policy. The existing duplex use would continue however a strata conversion would allow the tenure to change from one owner to strata ownership for each of the two-dwelling units.

ALTERNATE MOTION

That Council decline Application No. 00495 for the property located at 863 and 865 Villance Street.

Respectfully submitted,



Rob Bateman, Planner
Development Services Division

JH.



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

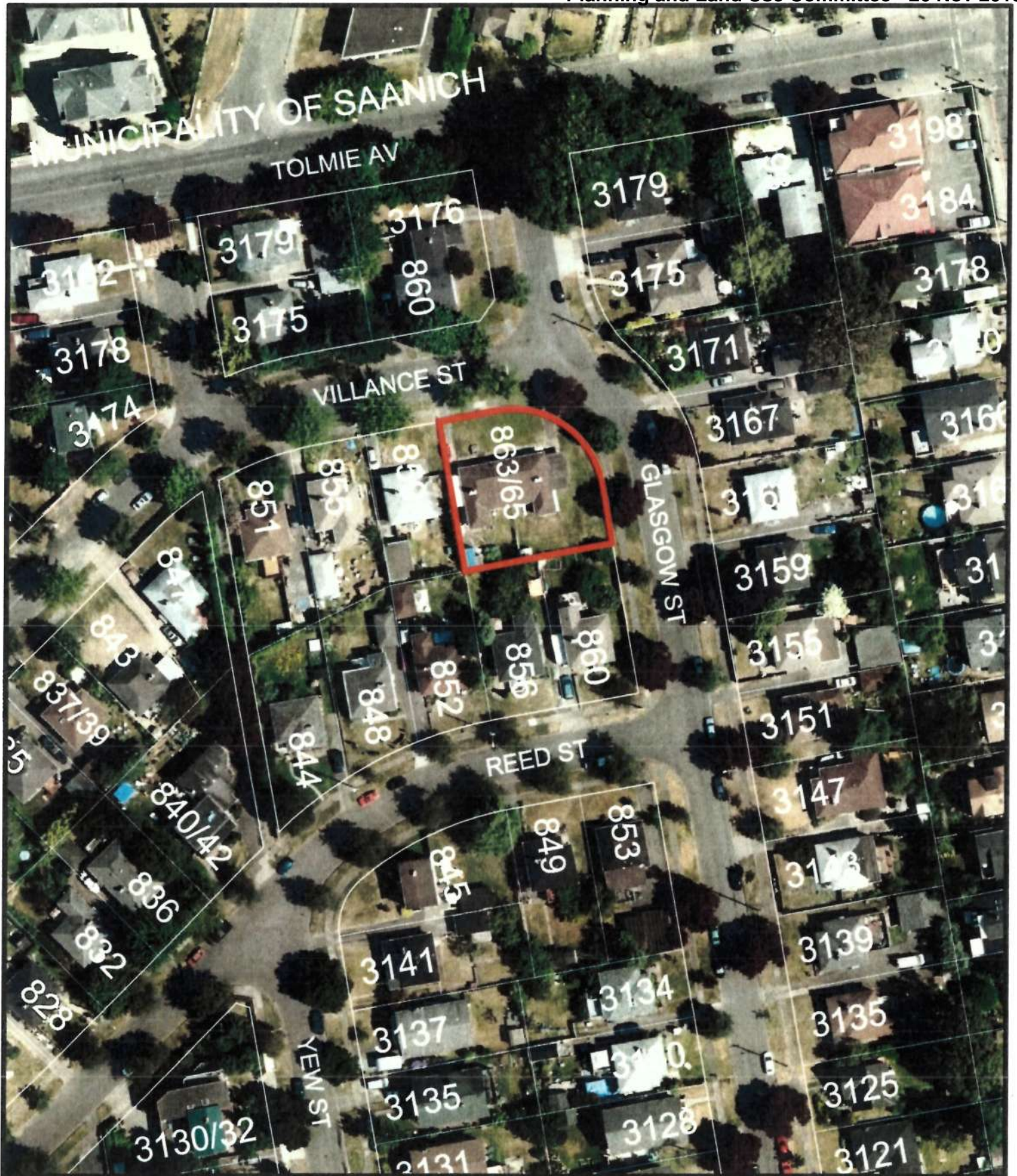


Date:

November 17, 2015

List of Attachments

- Air photo
- Zoning map
- Applicant's letter to Council dated October 20, 2015.
- Minutes of Community Meeting – Hillside Quadra Community Association dated October 19, 2015
- Submission drawings dated October 20, 2015.



863-865 Villance Street

Rezoning No. 00495

Bylaw No. ?

Rezone from R1-B Zone, Single Family Dwelling District
to R-2 Zone, Two Family Dwelling District

Rezoning Application No. 00495 for 863/865 Villance Street -...



MUNICIPALITY OF SAANICH

TOLMIE AV

3182

3179

3176

3178

3175

860

3174

VILLANCE ST

3179

993

3175

3171

3167

3163

3159

3155

3151

3147

3143

3139

3135

3125

3121

GLASGOW ST

863/65

851

855

859

856

860

844

848

852

REED ST

847

843

837/39

840/42

836

832

828

845

849

853

3141

3137

3135

3131

3134

3130

3128

YEW ST

3130/32

863-865 Villance Street
Rezoning No. 00495
Bylaw No. ?

Rezoning from R1-B Zone, Single Family Dwelling District
to R-2 Zone, Two Family Dwelling District

Rezoning Application No. 00495 for 863/865 Villance Street



To - Mayor and Council

OCT. 20. 2015

We are proposing to rezone the
property to strata title the existing
property

Thank you

Jack Chew



Rob Bateman

From: Jenny Fraser <jenfraser@islandnet.com>
Sent: Tuesday, October 20, 2015 10:11 PM
To: caluc@victoria.ca
Cc: Dan Potvin; Hillside Quadra Neighbourhood Action Group
Subject: 863-865 Villance Street Rezoning

19 October 2015

To Whom it May Concern:

Re: 863-865 Villance Street

This is to confirm that Jack Chen, the owner of the above property, met with community members on October 13th to present his proposal to rezone the property from single family to R-2. The current land use is a non-conforming duplex built in the 1970s.

Community members who attended this meeting indicated that they had no concerns about the proposed rezoning of the property.

This meeting illustrates the need for the Development Proposal Community Meeting Notice sent out by the City of Victoria to be written in plain language and to include more background. CALUC Chairs included this as a recommendation in their October 1st meeting with Mayor and Council.

Community members who came to this meeting indicated that once they understand the proposal they had no concerns, and that they would not have come to the meeting had they understood beforehand the intent of the rezoning. This is an example of the CALUC process unnecessarily taking up the time of community volunteers – including the CALUC Chair, a note-taker, and at least eight members of the community.

Sincerely,

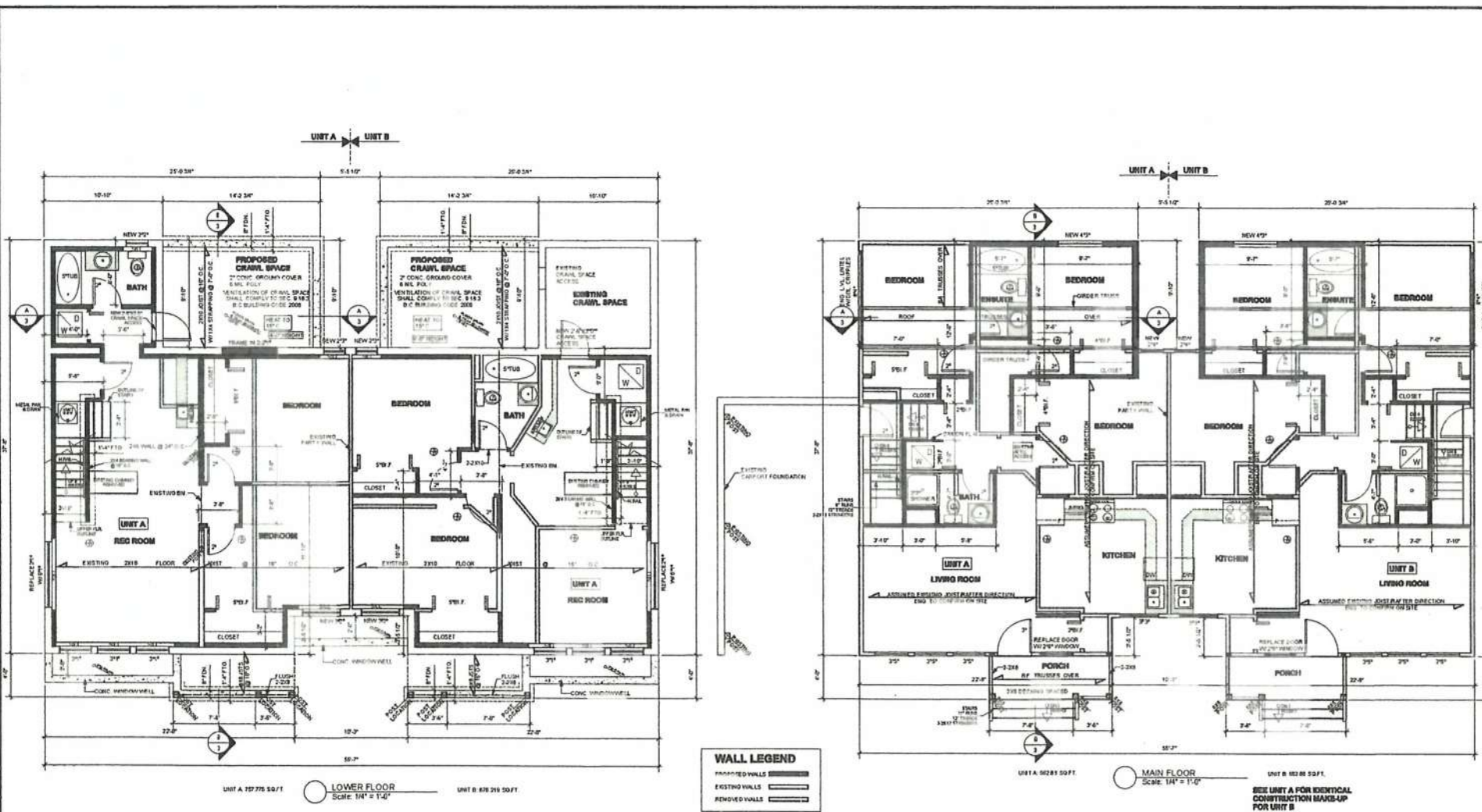
Jenny Fraser

CALUC Co-Chair, Hillside Quadra

cc. Dan Potvin for Jack Chen

BRACING FOR RESISTANCE TO LATERAL LOADS
SHALL BE DESIGN BY A P.E.

SH
1



Received
 City of Victoria
 OCT 20 2015
 Planning & Development Department
 Development Services Division

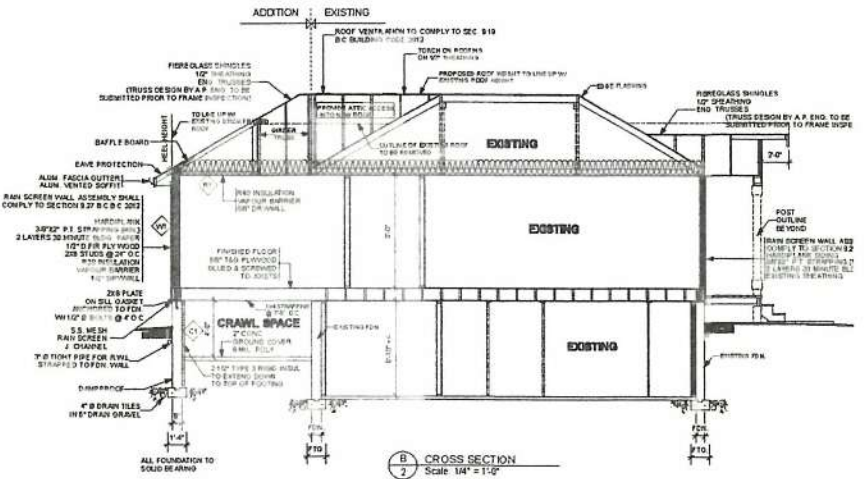
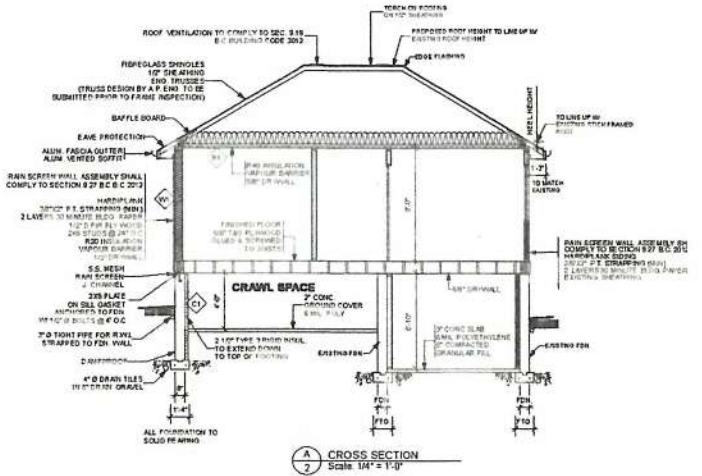
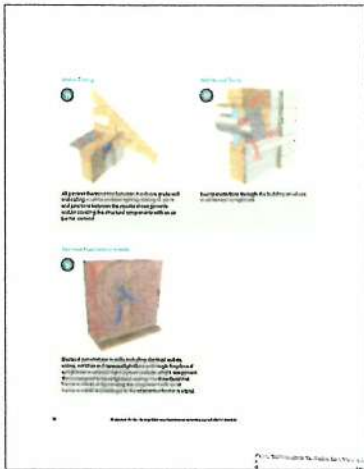
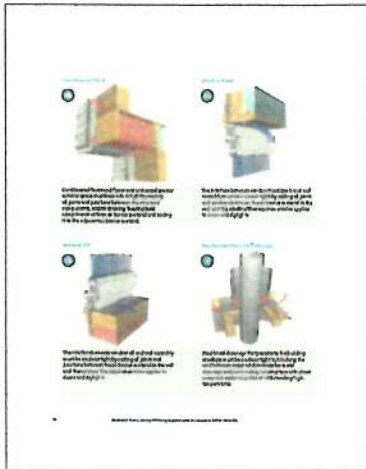
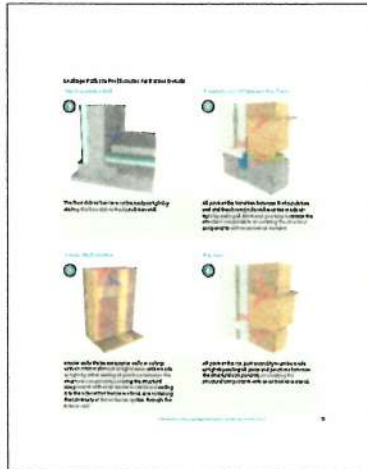
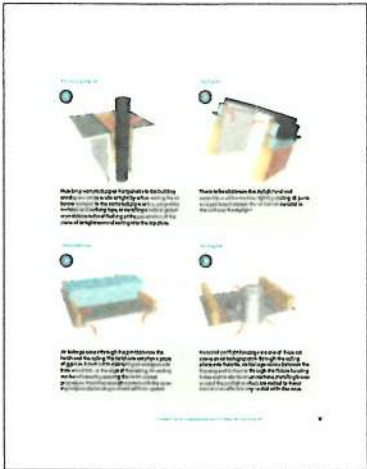


HARTMANN'S
 ARCHITECTS & DESIGNERS
 1000 BAYVIEW AVENUE, SUITE 100
 VICTORIA, BC V8M 1P1

SCALE: 1/4" = 1'-0"
 DATE: OCT 2015
 DRAWN BY: TMAR
 CHK BY: JHAR
 PLAN # 151

**PROPOSED ADDITION FOR
 YI TZU CHEN & YUAN HAO CHEN
 863/865 VILLANCE ST.**

2



Received
City of Victoria
OCT 29 2015
Planning & Development Department
Development Services Division

<p>HARTMANN'S DRAWERS & DESIGNERS 1000 BURNHAMPTON AVENUE, SUITE 100 VICTORIA, BC V8T 1A1</p>	<p>SCALE 1/4" = 1'-0" DATE OCT 2015 DRAWN BY TMAN CHK BY KMAR PLAN # 191</p>	<p>PROPOSED ADDITION FOR YI TZU CHEN & YUAN HAO CHEN 863/865 VILLANCE ST.</p>	<p>3</p>
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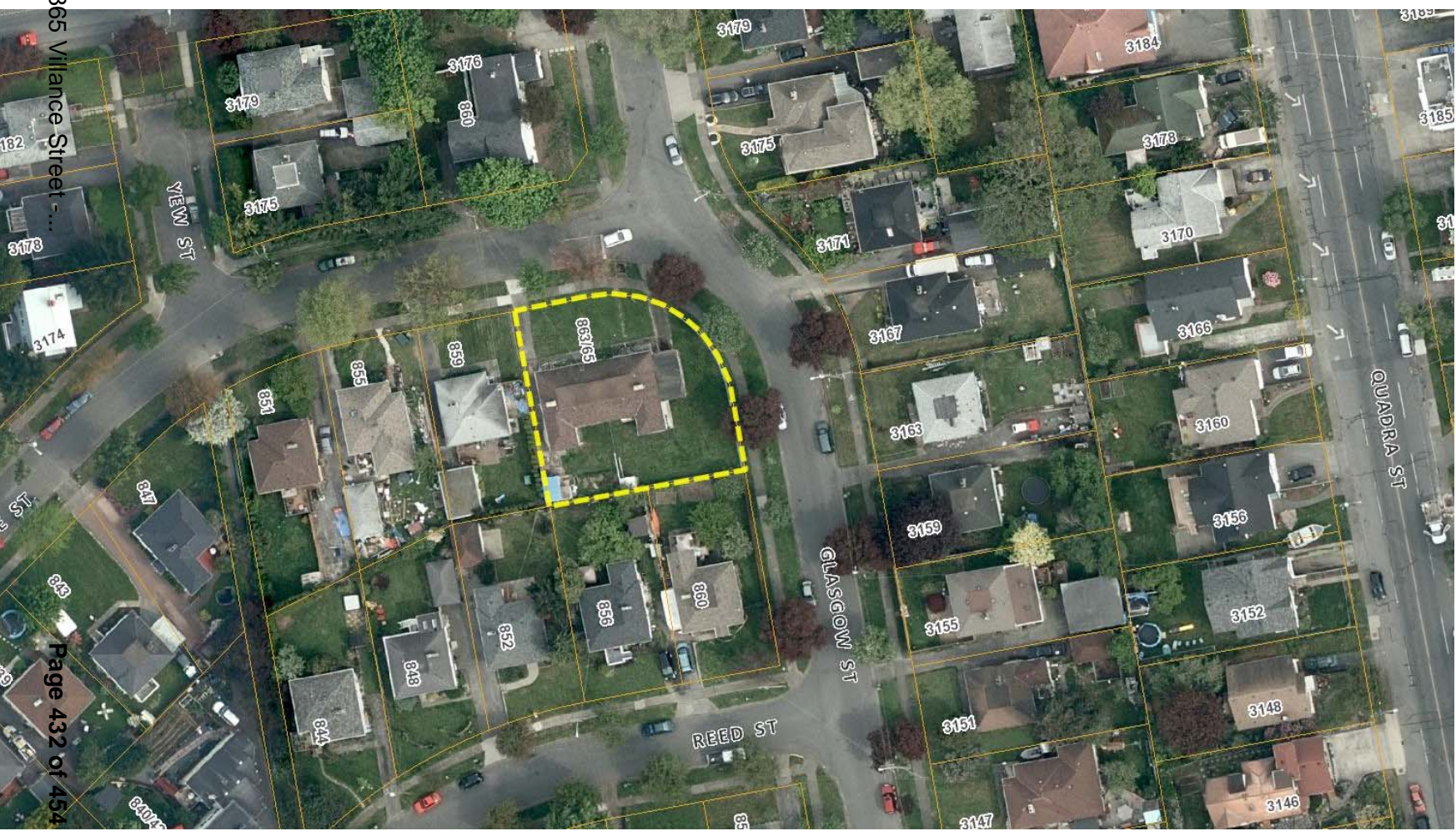


Rezoning and Development Permit Application with Variances

863 and 865 Villance Street



erial Photo



Subject Property (from Villance Street)



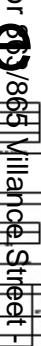
Subject Property (from Glasgow Street)



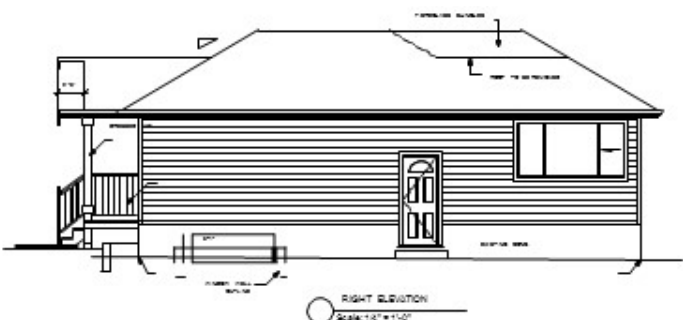
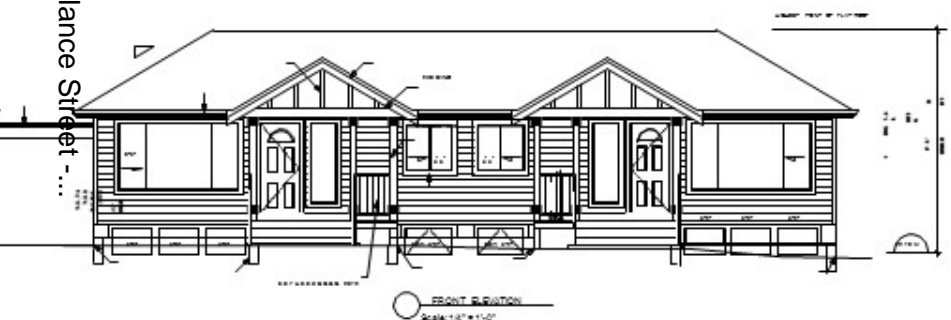
Adjacent House on Villance Street



663/865 Villance, Street -



Elevations

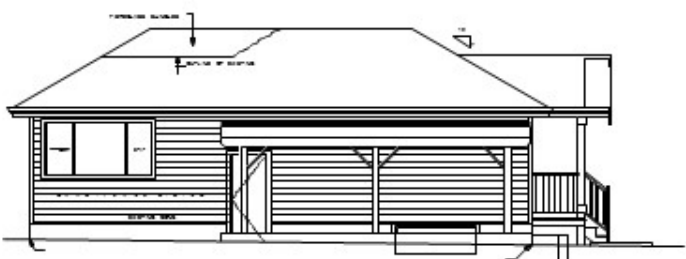
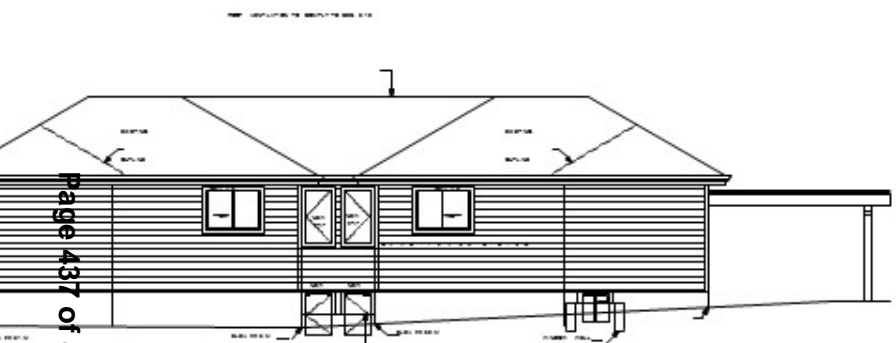


NOTE: ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

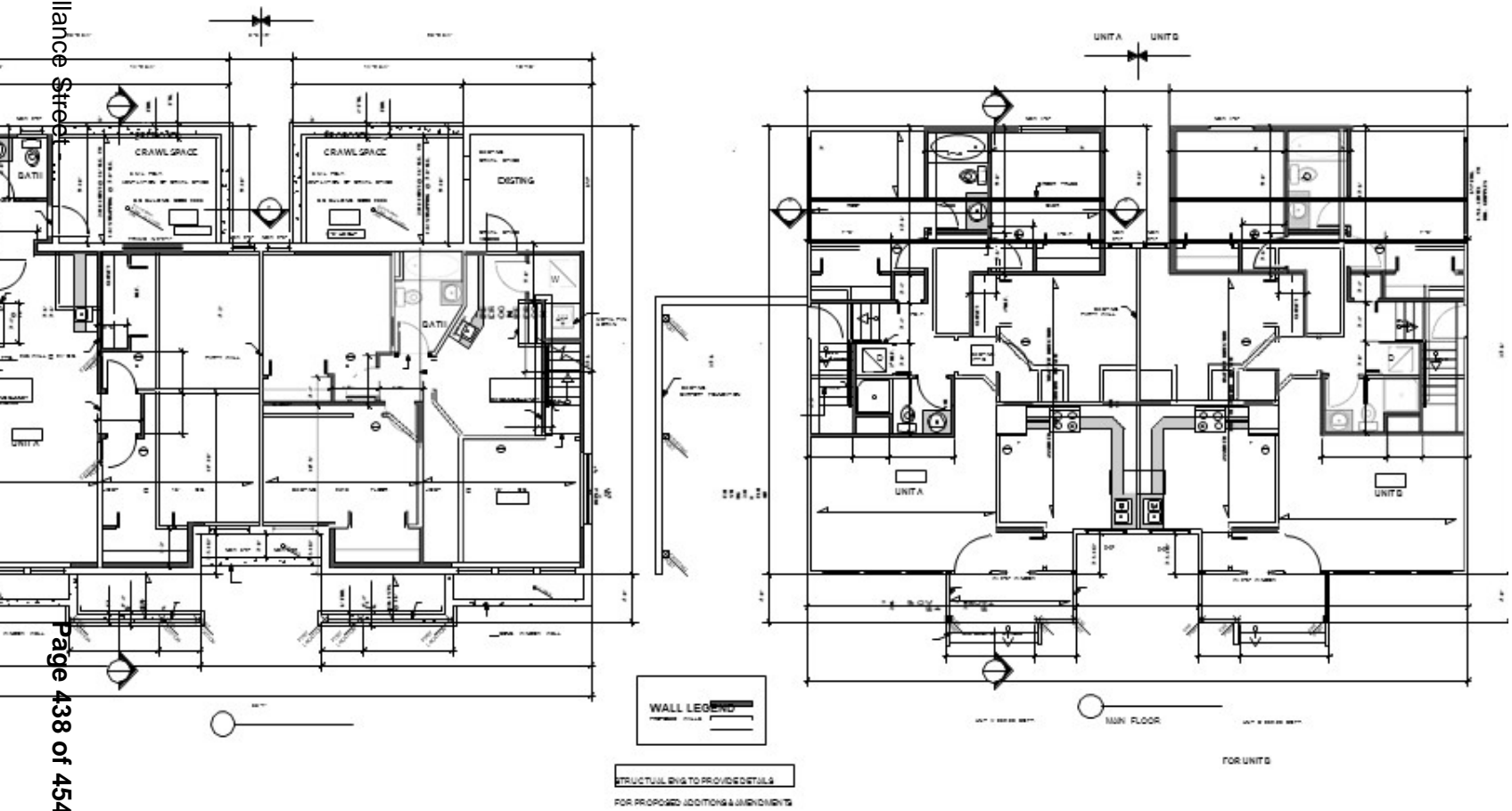
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NOTES: THESE ELEVATIONS ARE FOR INFORMATION ONLY.

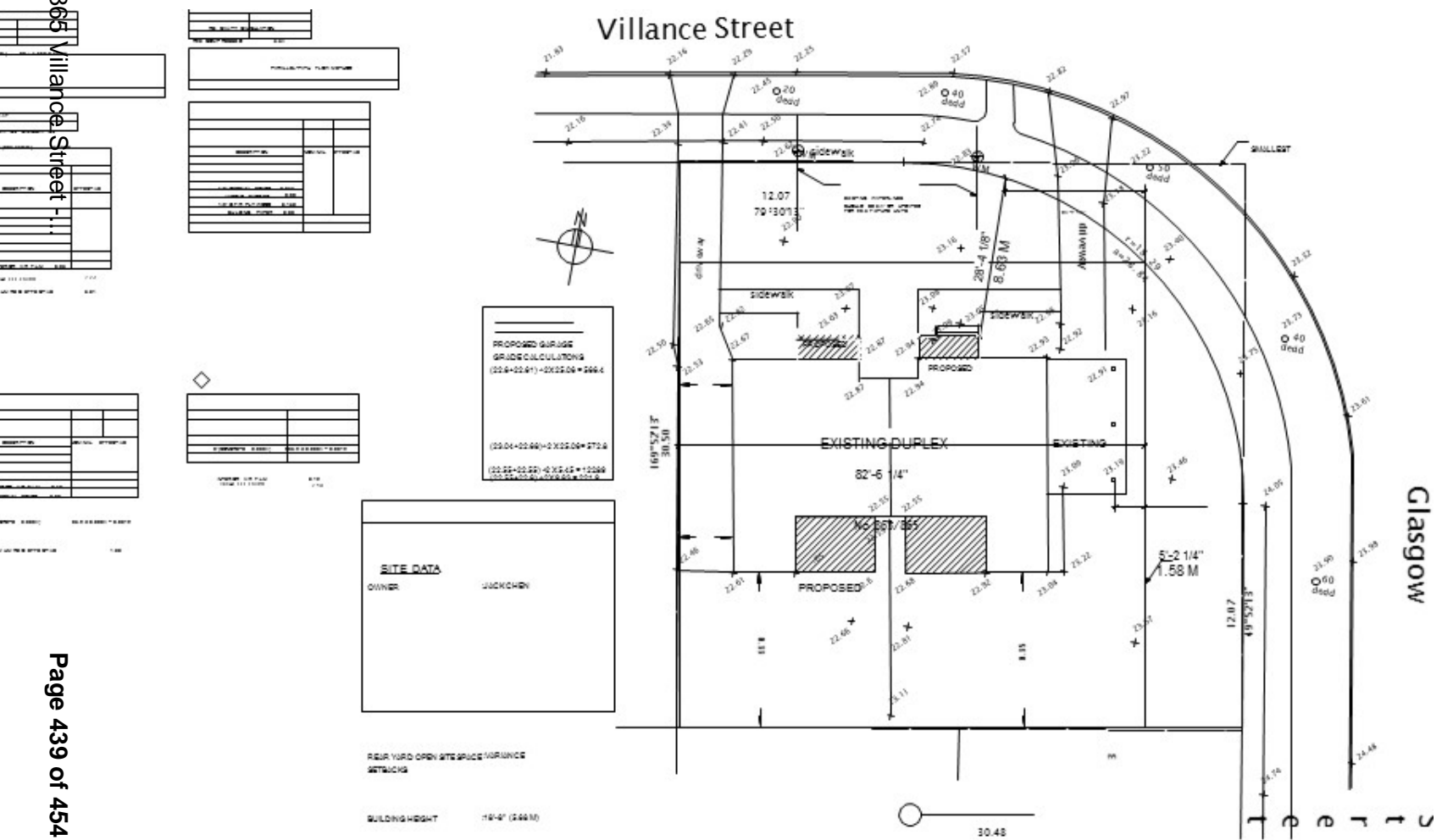
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Floor Plans



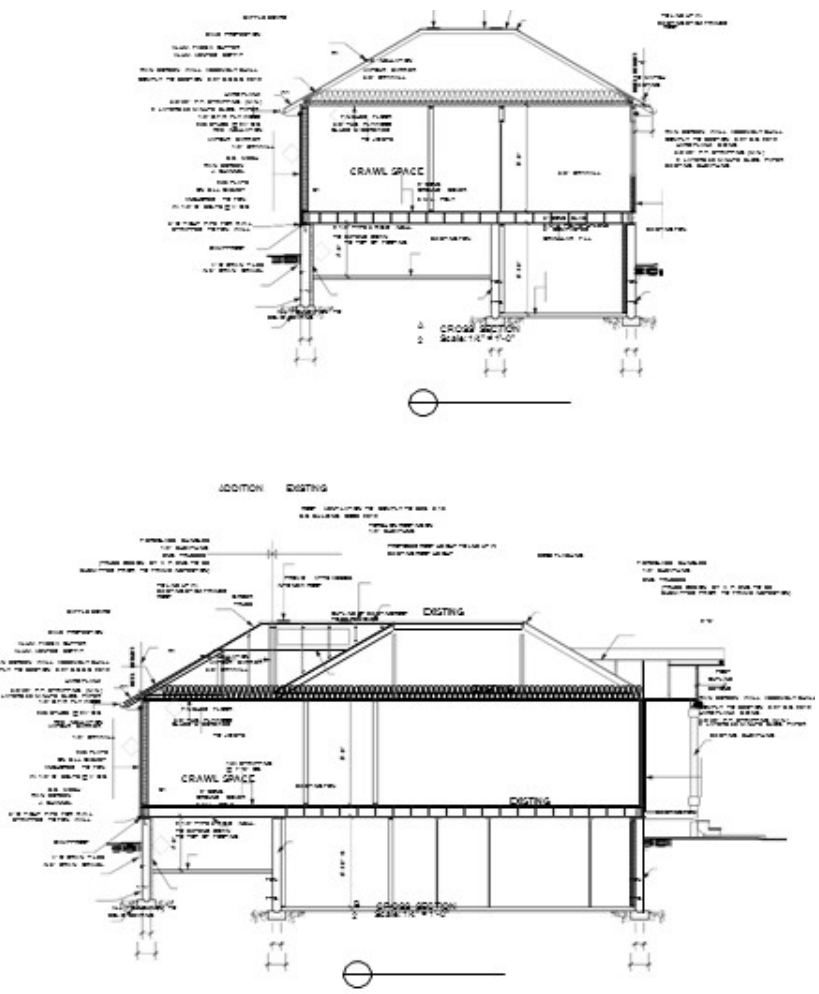
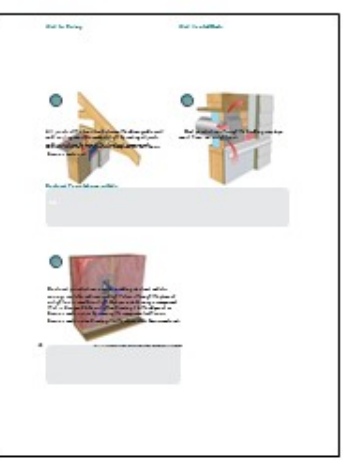
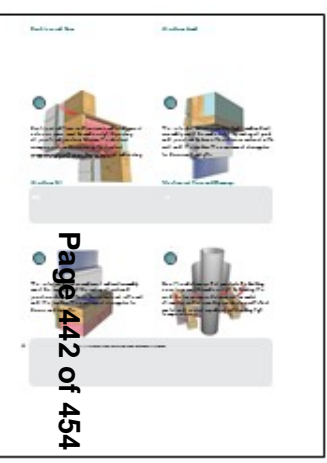
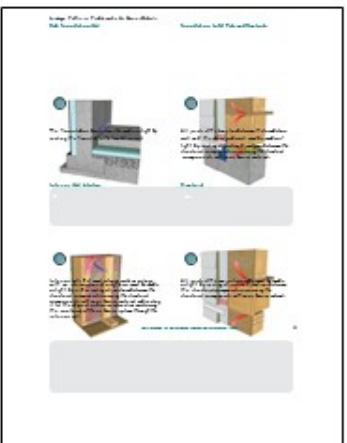
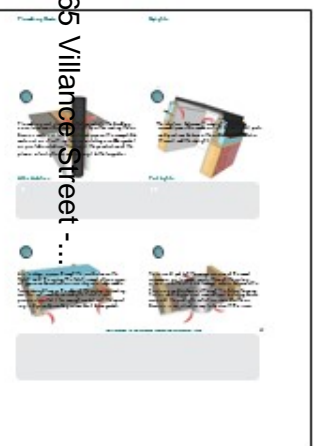
Site Plan







Sections





Planning and Land Use Committee Report

For the Meeting of November 26, 2015

To: Planning and Land Use Committee **Date:** November 12, 2015

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

Subject: **Development Permit with Variances Application No. 00495 for 863 and 865 Villance Street**

RECOMMENDATION

Staff recommend that Committee forward this report to Council and that after giving notice and allowing an opportunity for public comment and after the Public Hearing for Rezoning Application No. 00495, if it is approved, Council consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00495 for 863 and 865 Villance Street, in accordance with:

1. Plans date stamped October 20, 2015.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. Part 2.1.5 (a): Reduce the front yard setback from 7.5m to 1.58m;
 - ii. Part 2.1.5 (b): Reduce the rear yard setback from 10.7m to 2.89m.
3. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

In accordance with Section 920(2) of the *Local Government Act*, Council may issue a Development Permit in accordance with the applicable guidelines specified in the *Official Community Plan*. A Development Permit may vary or supplement the *Zoning Regulation Bylaw* but may not vary the use or density of the land from that specified in the bylaw.

Pursuant to Section 920(8) of the *Local Government Act*, where the purpose of the designation is the establishment of objectives for the form and character of intensive residential development, a Development Permit may include requirements respecting the character of the development including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 863 and 865 Villance Street. The proposal is to strata title an existing legal non-conforming duplex and to alter and construct an addition to the building.

The following points were considered in assessing this Application:

- the proposal is consistent with the objectives for sensitive infill in Development Permit Area 15D: Intensive Residential – Duplex of the *Official Community Plan 2012* (OCP)
- the proposal is generally consistent with the policies and design specifications of the *Neighbourliness Guidelines for Duplexes* (1996)
- the proposed variances are required to facilitate the retention of the existing building and are a result of the front lot line (as defined in the *Zoning Regulation Bylaw*) functioning as the side lot line because the duplex was built facing Villance Street instead of Glasgow Street. The reduced front and rear setbacks do not have a substantial impact on the adjacent property.

BACKGROUND

Description of Proposal

The proposal is to strata title an existing legal non-conforming duplex and to alter and construct an addition to the building. Specific details include:

- the alteration and addition use materials that relate to the existing duplex and adjacent buildings
- the addition of a covered porch and sidelight for the entrance of each dwelling
- floor space added to the rear of each dwelling.

The proposed variances are related to:

- reducing the front yard setback (Glasgow Street) from 7.5m to 1.58m
- reducing the rear yard (west) setback from 10.7m to 2.89m.

Sustainability Features

The applicant has not identified any sustainability features associated with this proposal.

Active Transportation Impacts

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

Public Realm Improvements

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

Existing Site Development and Development Potential

The site is presently a legal non-conforming duplex. Under the current R1-B Zone, the property could be developed as a single family house with secondary suite.

Relevant History

The existing duplex was built in 1946 preceding the adoption of the R1-B Zone. The duplex is therefore considered to be a legal non-conforming use.

On September 24, 2015 the Board of Variance granted relaxations to the R1-B Zone to permit a structural alteration to the building. If Council declines these Rezoning and Development Permit with Variances Applications, the applicant may proceed with the proposed alterations and additions based on the Board of Variance relaxations. The applicant would not, however, be permitted to strata title the duplex without a successful rezoning from the R1-B Zone to the R-2 Zone.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on November 13, 2015 the application was referred for a 30-day comment period to the Hillside Quadra CALUC. At the time of writing this report, a letter from the CALUC had not been received. The 30-day comment period will end before this application has an opportunity to go to Public Hearing and any comments received will be forwarded to Council.

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)* identifies this property within Development Permit Area 15D: Intensive Residential – Duplex. The proposal is to alter and construct an addition to an existing legal non-conforming duplex, including some changes to exterior materials and design.

As supported in the *Neighbourliness Guidelines for Duplexes*, the design improvements help emphasise a positive street appearance by adding covered porches and sidelights to the principal entrances for each dwelling. The additions are located at the rear of the dwellings and fit comfortably within the established scale of the street. The exterior materials suit the existing building and adjacent buildings.

Regulatory Considerations

To facilitate the Rezoning Application from the R1-B Zone to the R-2 Zone, two variances would be required. The variances would reduce the front yard setback from 7.5m to 1.58m and the rear yard setback from 10.7m to 2.89m to accommodate the siting of the existing duplex. Although the existing building faces towards Villance Street, the *Zoning Regulation Bylaw* defines the front lot line as Glasgow Street. Therefore, the front and rear yards function as side

yards for the existing building. These variances will not have a substantial impact on the adjacent property.

CONCLUSIONS

This proposal to alter and construct an addition to an existing legal non-conforming duplex is generally consistent with Development Permit Area 15D: Intensive Residential – Duplex. The proposed variances would not have a substantial impact on the adjacent property. Staff recommend that Council consider supporting this Application.

ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 00495 for the property located at 863 and 865 Villance Street.

Respectfully submitted,


Rob Bateman
Planner
Development Services Division

JH


Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

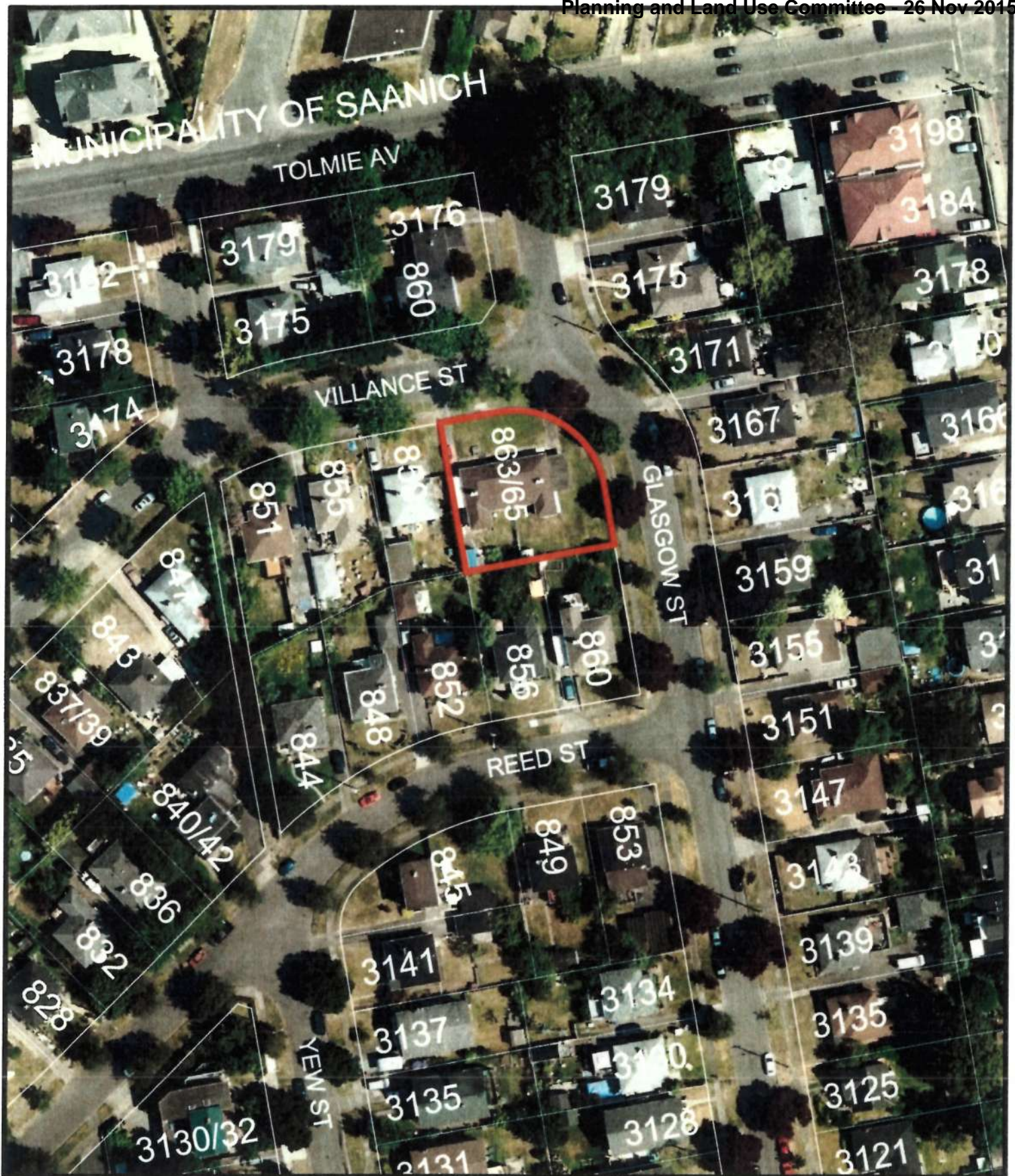


Date:

November 17, 2015

List of Attachments

- Air photo
- Zoning map
- Applicant's letter to Council dated October 20, 2015.
- Minutes of Community Meeting – Hillside Quadra Community Association dated October 19, 2015
- Submission drawings dated October 20, 2015.



863-865 Villance Street

Rezoning No. 00495

Bylaw No. ?

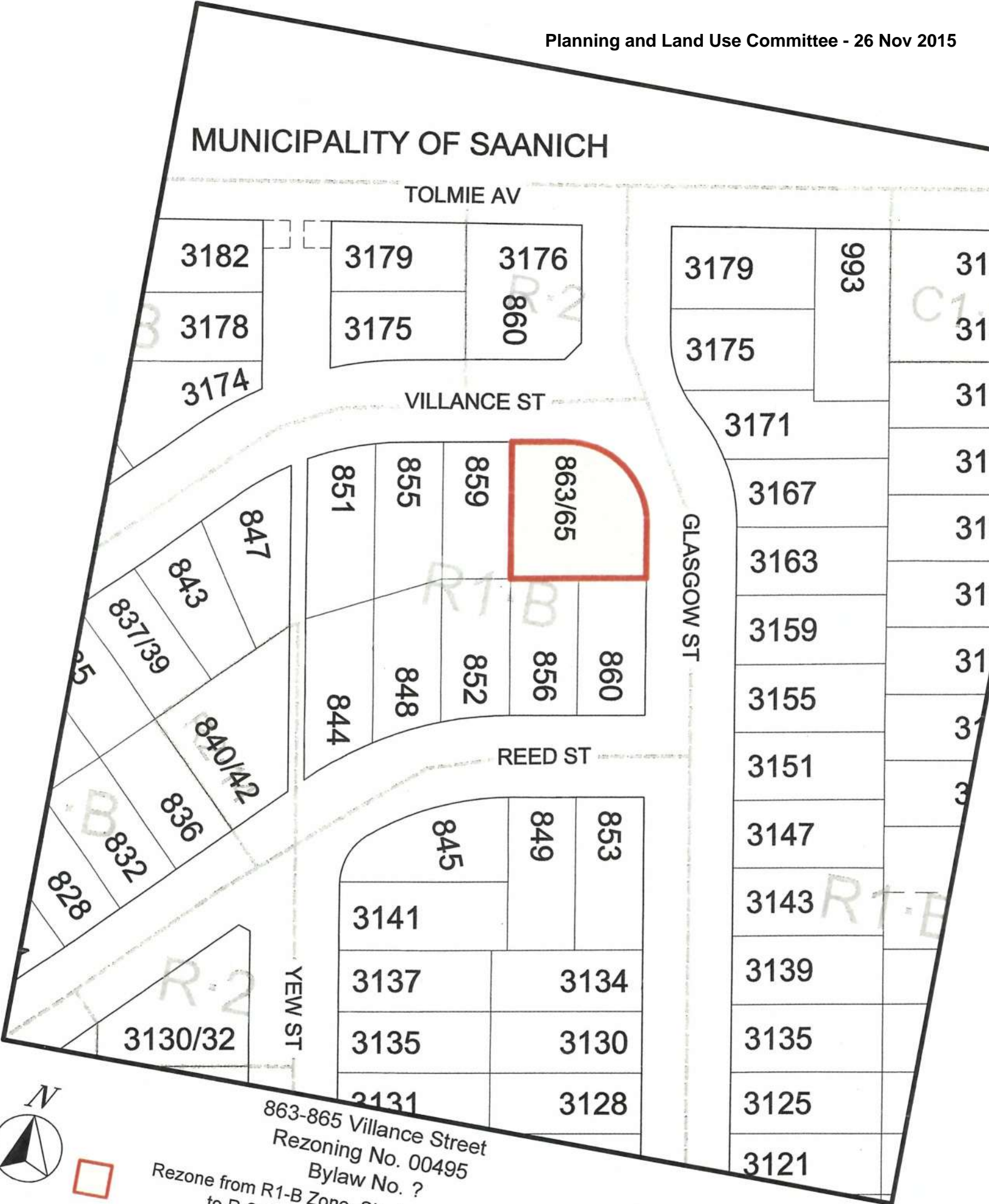
Rezone from R1-B Zone, Single Family Dwelling District
to R-2 Zone, Two Family Dwelling District

Development Permit with Variance Application No. 00495 for 8...



CITY OF
VICTORIA

MUNICIPALITY OF SAANICH



863-865 Villance Street
Rezoning No. 00495
Bylaw No. ?

Rezoned from R1-B Zone, Single Family Dwelling District
to R-2 Zone, Two Family Dwelling District

Development Permit with Variance Application No. 00495 for R-2 Zone



To - Mayor and Council

OCT. 20. 2015

We are proposing to rezone the
property to strata title the existing
property

Thank you

Jack chen



Rob Bateman

From: Jenny Fraser <jenfraser@islandnet.com>
Sent: Tuesday, October 20, 2015 10:11 PM
To: caluc@victoria.ca
Cc: Dan Potvin; Hillside Quadra Neighbourhood Action Group
Subject: 863-865 Villance Street Rezoning

19 October 2015

To Whom it May Concern:

Re: 863-865 Villance Street

This is to confirm that Jack Chen, the owner of the above property, met with community members on October 13th to present his proposal to rezone the property from single family to R-2. The current land use is a non-conforming duplex built in the 1970s.

Community members who attended this meeting indicated that they had no concerns about the proposed rezoning of the property.

This meeting illustrates the need for the Development Proposal Community Meeting Notice sent out by the City of Victoria to be written in plain language and to include more background. CALUC Chairs included this as a recommendation in their October 1st meeting with Mayor and Council.

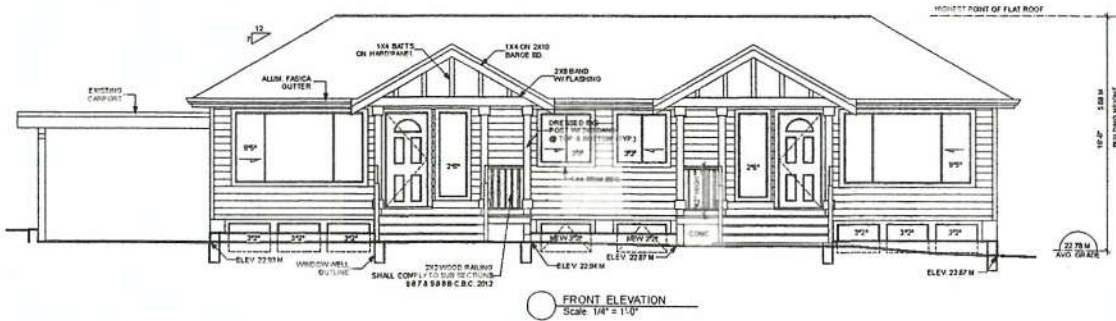
Community members who came to this meeting indicated that once they understand the proposal they had no concerns, and that they would not have come to the meeting had they understood beforehand the intent of the rezoning. This is an example of the CALUC process unnecessarily taking up the time of community volunteers – including the CALUC Chair, a note-taker, and at least eight members of the community.

Sincerely,

Jenny Fraser

CALUC Co-Chair, Hillside Quadra

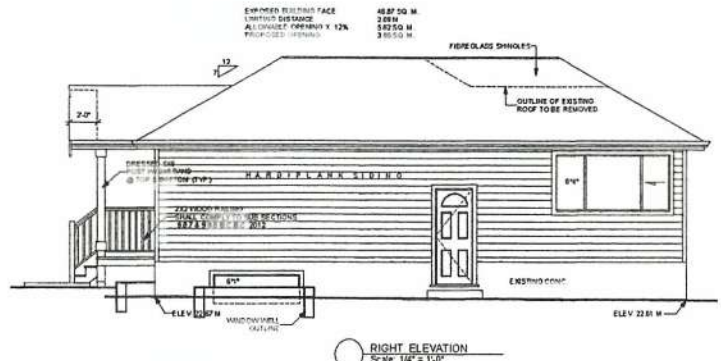
cc. Dan Potvin for Jack Chen



FRONT ELEVATION
Scale 1/4" = 1'-0"

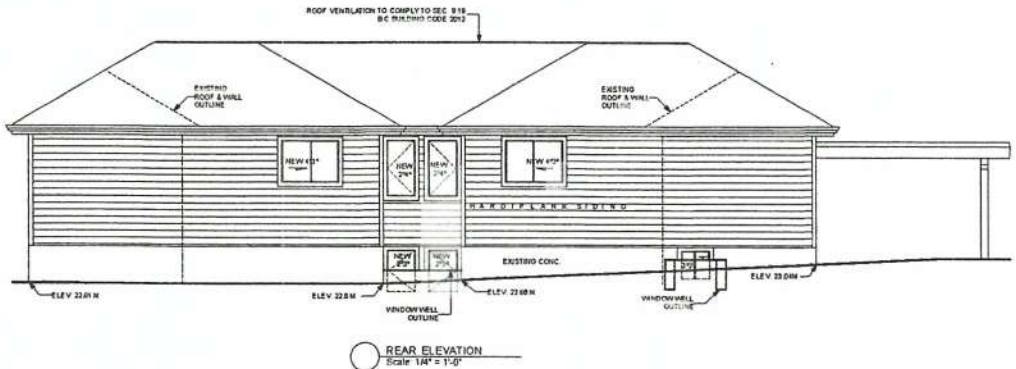
NOTE: FLASHING OVER ALL EXTERIOR VENT. PENETRATIONS SHALL COMPLY TO ARTICLE 9.27.3.8 B.C. BUILDING CODE 2012. ALL DETAILS TO BE 20 x 10 x 42 SFR. OR BETTER OR AT SHOWN.

BRACING FOR RESISTANCE TO LATERAL LOADS SHALL BE DESIGNED BY A.P. ENG.



RIGHT ELEVATION
Scale 1/4" = 1'-0"

Received
City of Victoria
OCT 20 2015
Planning & Development Department
Development Services Division



REAR ELEVATION
Scale 1/4" = 1'-0"



LEFT ELEVATION
Scale 1/4" = 1'-0"

GENERAL NOTES:
THOSE PLANS TO BE BUILT IN ACCORDANCE WITH THE
CURRENT B.C. BUILDING CODE
BUILDING CONTRACTORS TO VERIFY ALL DIMENSIONS
BEFORE COMMENCING CONSTRUCTION
ANY DISCREPANCIES ARE TO BE REPORTED IMMEDIATELY
TO THE DESIGNER

ALL CONCRETE TO HAVE MINIMUM COMPRESSIVE
STRENGTH OF 28 MPA (4087 PSI) AT 28 DAYS.
ALL MOOR FRAMES CONSTRUCTION TO COMPLY
WITH B.C. BUILDING CODE 2012.

ALL EXTERIOR WALLS TO BE 2x4 STUDS
AT 16" O.C. ON 4x8 BRIMS
WITH 2x4 NAILERS TO COMPLY
WITH B.C. BUILDING CODE 2012.
ELECTRICAL TO COMPLY
WITH B.C. B.C. BUILDING CODE 2012.

ALL FRAMING LINGERER BE SPRUCE OR BETTER
ALL WINDOW FRAMEWORK TO COMPLY TO
ASTM A1333-03, 2x4 STUDS
SUBMITTING 2x4 B.C. BUILDING CODE 2012.
HARTMANN'S APPROVES PERMANENT STANDARD &
LIVE (Latched) Detail under permanent conditions only
TO BE SUBMITTED BY WINDOW & DOOR MANUFACTURER.

PERMITTEES TO COMPLY WITH SEC. 6.3.2
B.C. BUILDING CODE 2012.
HARTMANN'S APPROVES PERMANENT STANDARD &
LIVE (Latched) Detail under permanent conditions only
TO BE SUBMITTED BY WINDOW & DOOR MANUFACTURER.

EXISTING BARBOARD VENTILATION
PROVIDE ROOF PLEUP
THOSE PLANS ARE REDUCED
UNDER THE CANADIAN BUILDING
CODE, "THE B.C. BUILDING CODE",
2012 EDITION.

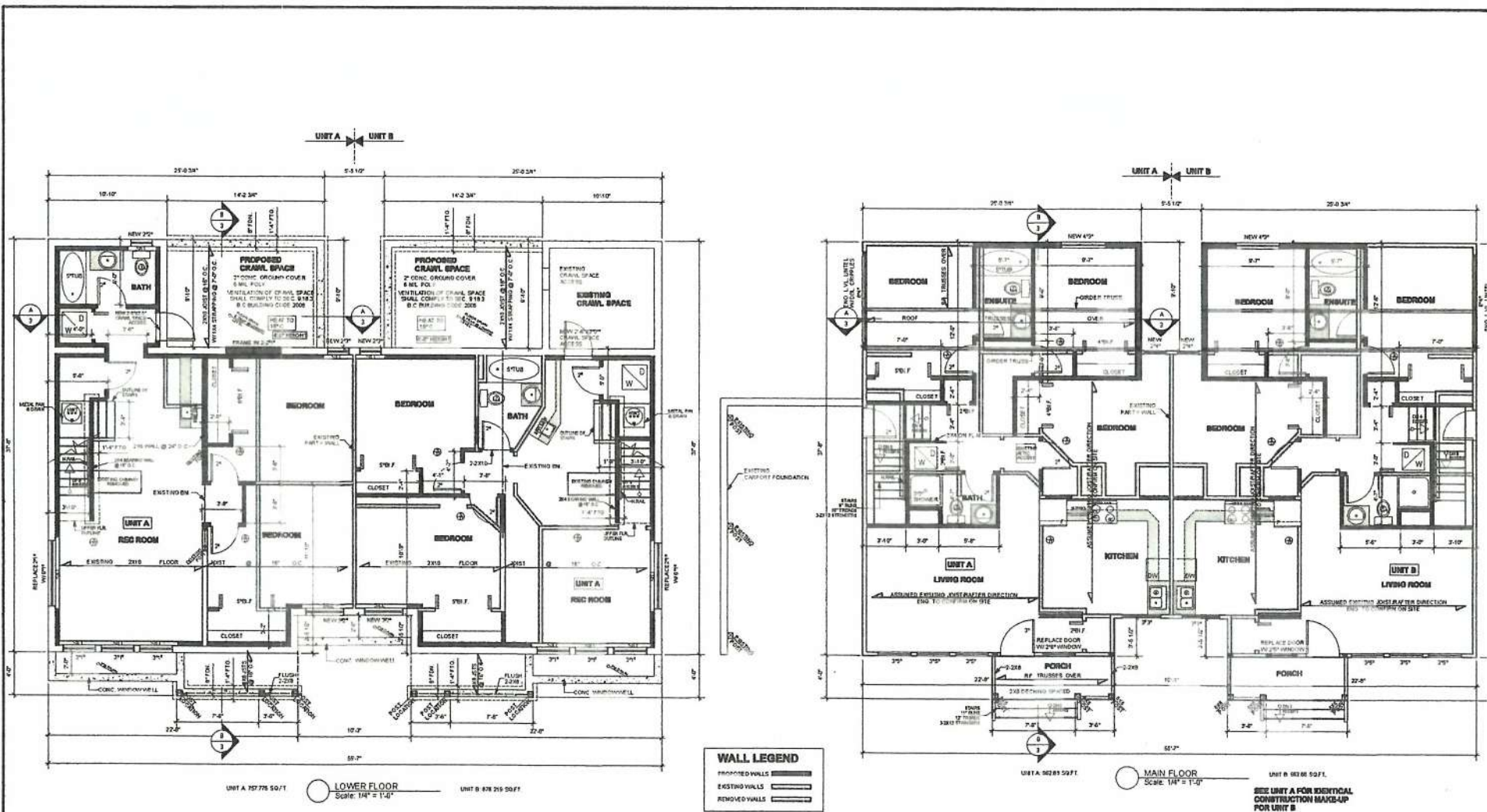


HARTMANN'S
DRAWING & DESIGN
1000 WEST 10TH AVENUE, SUITE 100
V6H 1A1

SCALE 1/4" = 1'-0"
DATE: OCT 2015
DRAWN BY: TMA
CHK BY: KMA
PLAN # 101

PROPOSED ADDITION FOR
YI TZU CHEN & YUAN HAO CHEN
863/865 VILLANCE ST.

1



STRUCTURAL ENG. TO PROVIDE DETAILS FOR PROPOSED ADDITIONS & AMENDMENTS

Received
 City of Victoria
 OCT 20 2015
 Planning & Development Department
 Development Services Division

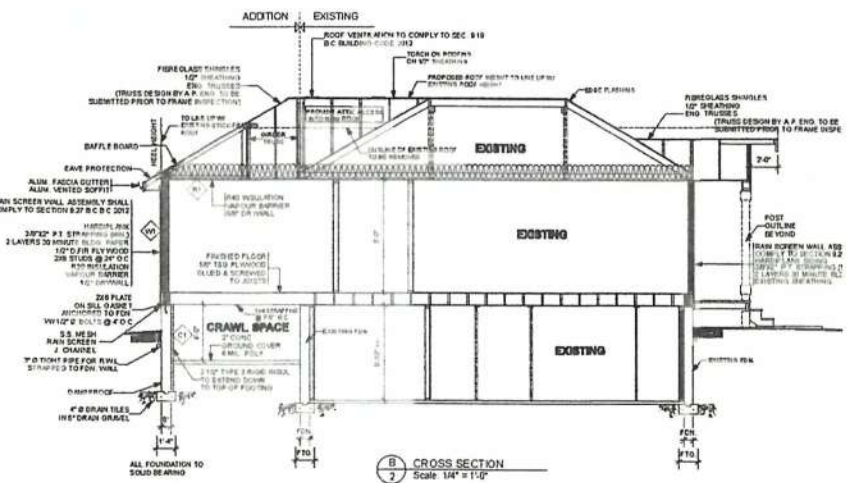
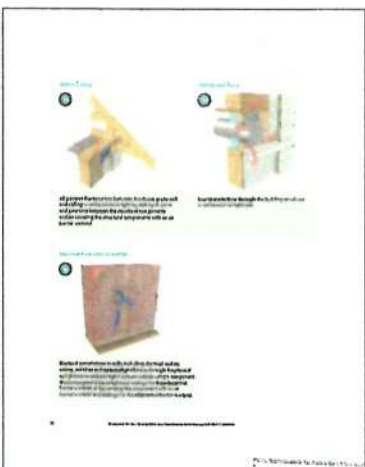
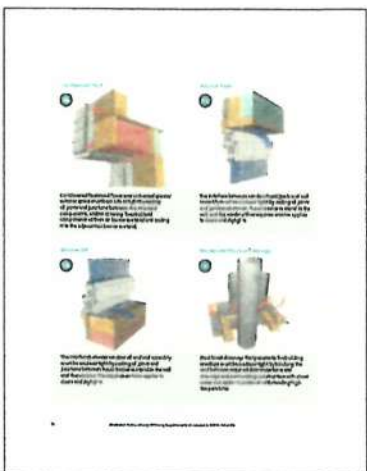


HARTMANN'S
 DRAFTERS & DESIGNERS
 1000 HASTINGS STREET, SUITE 100
 VANCOUVER, BC V6Z 1G1

SCALE: 1/4" = 1'-0"
 DATE: OCT 2015
 DRAWN BY: TBA
 CHK BY: KBA
 PLAN # 101

PROPOSED ADDITION FOR
YI TZU CHEN & YUAN HAO CHEN
863/865 VILLANCE ST.

2



~~OCT 29 2015~~

Planning & Development Department
Development Services Division

HARTMANN'S
DRAFTING & DESIGN
5554 HAWLENDEN BLVD. SUITE 100, S.E.
MIAMI, FL 33143 • 305-444-1000

SCALE 1/4" = 1'-0"
DATE OCT 2018
DRAWN BY TMAJ
CHK BY KMAJ
PLAN # 101

**PROPOSED ADDITION FOR
YI TZU CHEN & YUAN HAO CHEN
863/865 VILLANCE ST.**

54

