



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, February 13, 2020, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

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- F.4 - Proclamation - Chamber of Commerce Week
- H.1 - Council Member Motion: Ministry of Mental Health and Addiction's Overdose Emergency Response Centre (OERC) Community Action Initiative Community Wellness and Harm Reduction Grant
- H.2 - Investing in Canada Infrastructure Program

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Addenda: Report

A report providing information and recommendations regarding the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure.

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE



MINUTES – SPECIAL COMMITTEE OF THE WHOLE

January 10, 2020, 8:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

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

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief, T. Zworski - City Solicitor, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhower - Head of Engagement, J. Jensen - Head of Human Resources, A. Hudson - Acting Director of Sustainable Planning & Community Development, C. Havelka - Deputy City Clerk, J. O'Connor - Deputy Director of Finance, C. Mycroft - Manager of Executive Operations, M. Sandhu - Head of Service Innovation & Improvement, AK Ferguson - Committee Secretary, K. Hoese - Director of Sustainable Planning and Community Development

A. APPROVAL OF AGENDA

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That the agenda be approved.

CARRIED UNANIMOUSLY

The Mayor outlined the process that will be followed for the budget meetings and noted that the Strategic Plan will be discussed on the last day of budget deliberations.

D. UNFINISHED BUSINESS

D.1 2020 Draft Financial Plan

Moved By Mayor Helps

Seconded By Councillor Potts

That Council approve all the ongoing Supplemental Requests with the exception of Parks Clean Up, be added.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Potts

That Council approve that the Parks Planner and Development services Planner be funded through revenue through Development Application Fee Revenue.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Moved By Councillor Loveday
Seconded By Councillor Alto

That Council approve funding for the Short-term Rentals bylaw positions from the Short-term Rentals License revenue.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Committee recessed 9:48 a.m. and reconvened at 9:55 a.m.

Moved By Councillor Isitt
Seconded By Mayor Helps

That Council approve the ongoing expense for Managing Public Spaces - Bylaw Position.

Amendment:

Moved By Councillor Potts
Seconded By Councillor Alto

That Council approve the ongoing expense for Managing Public Spaces - Bylaw Position **and that this position be funded from 2019 surplus for a two-year term.**

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

OPPOSED (1): Councillor Isitt

CARRIED (7 to 1)

Main motion as amended:

FOR (6): Mayor Helps, Councillor Alto, Councillor Potts, Councillor Thornton-Joe, Councillor Dubow, and Councillor Young

OPPOSED (2): Councillor Isitt, and Councillor Loveday

CARRIED (6 to 2)

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council approve funding onetime expenses including the onetime expense for Parks Clean Up.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Alto

That Council fund the ongoing expenses to address the climate emergency.

Climate and Environment

Community Energy and Emissions Specialist - 1 FTE: \$108,000

Fleet Energy and Emissions Specialist - 1 FTE: \$108,00

Building Energy and Emissions Specialist - 1 FTE: \$108,000

Training and Development for staff: \$10,000

Zero Waste Strategy - 1 FTE: \$100,000

Total: \$434,000

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

OPPOSED (1): Councillor Young

CARRIED (6 to 1)

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council approve the onetime funding of the following Climate and Environment items:

Climate Leadership Plan - Oil to Heat Pump Incentive Program: onetime \$400,000

Climate Leadership Plan - Climate Action Program Investments: onetime \$165,000

Climate Champions Program: onetime \$50,000

Total: \$615,000

Councillor Isitt requested that the items be voted on separately.

Amendment:

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council approve the onetime funding of the following Climate and Environment items:

Climate Leadership Plan - Oil to Heat Pump Incentive Program: onetime \$400,000

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

OPPOSED (1): Councillor Young

CARRIED (6 to 1)

Amendment:

Moved By Mayor Helps

Seconded By Councillor Loveday

That Council approve the onetime funding of the following Climate and Environment items:

Climate Leadership Plan - Climate Action Program Investments: onetime \$165,000

CARRIED UNANIMOUSLY

Amendment:

Moved By Mayor Helps

Seconded By Councillor Loveday

That Council approve the onetime funding of the following Climate and Environment items:

Climate Champions Program: onetime \$50,000

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Mayor Helps

That Council approve the \$460,000 expenditure from the Climate Action Reserve

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Mayor Helps

That Council approve the funding for the Zero Waste Strategy onetime amount of \$200,000.

Amendment:

Moved By Councillor Isitt
Seconded By Mayor Helps

That Council approve the funding for the Zero Waste Strategy onetime amount of \$200,000, **funded from combination of reserves and previous years surpluses as appropriate**

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Committee recessed at 11:38 a.m. and reconvened at 12:01 p.m.

Councillor Loveday returned to the meeting at 12:44 p.m.

Moved By Councillor Alto
Seconded By Councillor Thornton-Joe

That Council approve funding for the Witness Reconciliation Program: ongoing \$30,000

CARRIED UNANIMOUSLY

Moved By Councillor Alto
Seconded By Councillor Thornton-Joe

That Council approve the following funding:
Reconciliation training: onetime \$136,900
Indigenous relations function: onetime \$75,000
Truth and reconciliation dialogues: onetime \$80,000

Amendment:

Moved By Councillor Isitt
Seconded By Mayor Helps

Truth and reconciliation dialogues: onetime ~~\$80,000~~\$60,000

DEFEATED UNANIMOUSLY

On the main motion:

CARRIED UNANIMOUSLY

Moved By Councillor Dubow
Seconded By Councillor Isitt

That Council approve onetime funding for the Welcoming City Strategy of \$50,000.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council approve on-going funding for:
Urban Agriculture – Volunteer coordinator grant: \$50,000
Urban Agriculture – Start Up Grant: \$30,000

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council approve funding the onetime \$8,000 allocation for the Pilot – City sponsored spring distributions of gardening materials in partnerships with community organizations.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Alto

That Council approve a onetime funding allocation of \$220,000 for the South Island Prosperity Partnership

CARRIED UNANIMOUSLY

Moved By Councillor Loveday
Seconded By Councillor Dubow

That Council approved a \$750,000 increase to the housing reserve fund and Committee of the Whole have a future discussion on building very low income housing.

Amendment:

Moved By Councillor Loveday
Seconded By Councillor Dubow

That Council approve ~~\$750,000 increase~~ **\$250,000 onetime** to the Housing Reserve Fund and **\$500,000 ongoing to invest in the Housing Reserve**

Fund and Committee of the Whole have a future discussion on building very low income housing.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Councillor Loveday

Seconded By Councillor Dubow

That Council approve funding the following ongoing items:

The Tenant Housing Ambassador \$107,900

Housing and Development summit \$15,000

Social Planner \$125,111

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Moved By Councillor Potts

Seconded By Councillor Dubow

That Council approve a onetime funding for Restorative Justice Victoria of \$5,880 from surplus.

DEFEATED UNANIMOUSLY

Councillor Isitt requested that Mayor recall the revote.

Motion to Postpone:

Moved By Councillor Isitt

Seconded By Councillor Potts

That this matter be postponed pending information on Esquimalt's decision on this matter:

That Council approve a onetime funding for Restorative Justice Victoria of \$5,880 from surplus.

CARRIED UNANIMOUSLY

Moved By Councillor Thornton-Joe
Seconded By Mayor Helps

That Council approve ongoing funding for Canada Day Special Duty Policing \$107,000 and special duty costs for the first 3 police officers of \$53,000 from ongoing funding.

Amendment:

Moved By Councillor Loveday
Seconded By Mayor Helps

That Council approve on-going funding for Canada Day Special Duty Policing \$107,000 and special duty costs for the first 3 police officers of \$53,000 from ongoing funding **and that this funding is included in the Victoria Police Department budget.**

Councillor Isitt requested that the motion be divided.

That Council approve ongoing funding for Canada Day Special Duty Policing \$107,000

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

OPPOSED (1): Councillor Isitt

CARRIED (7 to 1)

and special duty costs for the first 3 police officers of \$53,000 from ongoing funding **and that this funding is included in the Victoria Police Department budget.**

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Councillor Young
Seconded By Councillor Isitt

That Council approve funding Property Tax Penalty \$200,000 ongoing and \$2,500 onetime.

Amendment:

Moved By Councillor Alto
Seconded By Councillor Isitt

That Council approve funding Property Tax Penalty ~~\$200,000~~ **\$201,500** ongoing and ~~\$2,500~~ **\$1,000** onetime.

CARRIED UNANIMOUSLY

On the main motion as amended:

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

OPPOSED (1): Councillor Loveday

CARRIED (7 to 1)

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council draw down the Building and Infrastructure Reserve for a public washroom on Douglas Street \$250,000.

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Council draw down the Building and Infrastructure Reserve for a public washroom on Douglas Street \$250,000 **and direct staff to report back on the location and design of the washroom before installation.**

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto

Seconded By Councillor Dubow

That the Committee of the Whole Meeting be adjourned at 2:31 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES – SPECIAL COMMITTEE OF THE WHOLE

January 14, 2020, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Isitt (joined at 9:01 a.m.), Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, Councillor Dubow (joined at 9:01 a.m.), Councillor Young

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief, T. Zworski - City Solicitor, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, J. Jensen - Head of Human Resources, A. Hudson - Acting Director of Sustainable Planning & Community Development, C. Havelka - Deputy City Clerk, J. O'Connor - Deputy Director of Finance, C. Mycroft - Manager of Executive Operations, M. Sandhu - Head of Service Innovation & Improvement, AK Ferguson - Committee Secretary, K. Hoese - Director of Sustainable Planning and Community Development

A. APPROVAL OF AGENDA

The Mayor outlined the procedure for the remainder of the budget meetings.

Moved By Councillor Alto

Seconded By Councillor Loveday

That the agenda be approved.

CARRIED UNANIMOUSLY

D. UNFINISHED BUSINESS

D.1 2020 Draft Financial Plan

Moved By Mayor Helps

Seconded By Councillor Isitt

That Council approve funding the by-election from one-time for \$170,000.

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Council approve funding of the by-election from one-time for **\$180,000** ~~-\$170,000~~.

FOR (4): Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Dubow

OPPOSED (4): Mayor Helps, Councillor Alto, Councillor Thornton-Joe, and Councillor Young

DEFEATED (4 to 4)

On the Main Motion:

CARRIED UNANIMOUSLY

Moved By Councillor Loveday

Seconded By Councillor Dubow

That Council approve the one-time funding of \$100,000 to the Cultural Infrastructure Grant Program and one-time funding of \$25,000 for the Cultural Spaces Roadmap.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Committee recessed at 10:57 a.m. and returned at 11:05 a.m.

Moved By Councillor Isitt

That Council request that the Police Board review the amount allocated for salary and benefits.

FAILED TO PROCEED DUE TO NO SECONDER

Committee recessed at 12:14 am returned at 12:31 p.m.

Moved By Councillor Alto

Seconded By Councillor Loveday

That Council approve funding on-going for Accessibility and Inclusion Recreation role 1 FTE - \$52,000

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

OPPOSED (2): Mayor Helps, and Councillor Young

CARRIED (6 to 2)

Moved By Councillor Alto

Seconded By Councillor Loveday

That Council approve on-going funding for TNB2S+ Community Liaison Role - 1 FTE - \$107,900

Motion to refer:

Moved By Councillor Isitt

Seconded By Mayor Helps

That Council refer this matter to the 2021 financial planning process to allow for this proposed expenditure to be considered in the context of equity framework:

That Council approve on-going funding for TNB2S+ Community Liaison Role - 1 FTE - \$107,900

Amendment:

Moved By Councillor Potts

Seconded By Councillor Isitt

That this matter be referred to the **January 16, 2020 Committee of the Whole meeting** ~~2021 financial planning process to allow for this proposed expenditure to be considered in the context of equity framework.:~~

That Council approve on-going funding for TNB2S+ Community Liaison Role - 1 FTE - \$107,900

CARRIED (8 to 0)

On the main motion as amended:

FOR (6): Mayor Helps, Councillor Isitt, Councillor Potts, Councillor Thornton-Joe, Councillor Dubow, and Councillor Young

OPPOSED (2): Councillor Alto, and Councillor Loveday

CARRIED (6 to 2)

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Council Accessible Shoreline Access design one-time \$15,000 be funded through the Accessibility Reserve.

CARRIED UNANIMOUSLY

Moved By Councillor Alto
Seconded By Councillor Loveday

That Council approve funding for Gender Diversity Training for All Staff one-time \$28,000.

Amendment:

Moved By Councillor Isitt
Seconded By Councillor Thornton-Joe

That Council approve funding for Gender Diversity **and Inclusion** Training for All Staff one time \$28,000.

FOR (4): Mayor Helps, Councillor Alto, Councillor Thornton-Joe, and Councillor Young
OPPOSED (4): Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Dubow
DEFEATED (4 to 4)

On the main motion:

FOR (6): Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Dubow
OPPOSED (2): Mayor Helps, and Councillor Young
CARRIED (6 to 2)

Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council approve funding for the Festival Investment Grant Program 3-4 extra festivals ongoing \$25,000.

FOR (5): Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Dubow, and Councillor Young
OPPOSED (3): Mayor Helps, Councillor Alto, and Councillor Thornton-Joe
CARRIED (5 to 3)

Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council forward these items to the 2021 financial planning process:

Artist in residence program artist fee: ongoing - \$72,000
Artist in Residence Program Administration costs: ongoing - \$3,000

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Mayor Helps

That Council forward these items to the 2021 financial planning process:

Murals in Public Space - Public Art Reserve Increase: ongoing \$65,000.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Councillor Loveday

That the Pop-up businesses and art exhibits: ongoing \$50,000 be moved to the 2021 Financial Planning Process.

CARRIED UNANIMOUSLY

Moved By Councillor Loveday

Seconded By Councillor Isitt

That Council approve funding for the Mural Festival: ongoing \$60,000. (includes Murals in public space - My Great Neighbourhood Grant Stream)

FOR (4): Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (4): Mayor Helps, Councillor Alto, Councillor Dubow, and Councillor Young

DEFEATED (4 to 4)

Moved By Councillor Isitt

Seconded By Councillor Dubow

That this be moved to the 2021 financial planning process:

That Council approve funding for the Mural Festival: ongoing \$60,000. (includes Murals in public space - My Great Neighbourhood Grant Stream)

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Councillor Dubow

That Council direct staff to create a mural program within the My Great Neighbourhood Program based on the re-allocation of resources.

Motion to Refer:

Moved By Councillor Isitt

Seconded By Councillor Dubow

That this be referred to the Committee of the Whole for staff to provide advice on the implications:

That Council direct staff to create a mural program within the My Great Neighbourhood Program based on the re-allocation of resources.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Thornton-Joe

That Council approve funding for the Special Events - In Kind Services on-going \$19,000.

CARRIED UNANIMOUSLY

Moved By Councillor Young
Seconded By Councillor Alto

That Council approve funding Banfield Park to Selkirk Bike Route one-time \$35,000 towards preliminary design and public engagement with Esquimalt.

FOR (5): Councillor Alto, Councillor Isitt, Councillor Thornton-Joe, Councillor Dubow, and Councillor Young

OPPOSED (3): Mayor Helps, Councillor Loveday, and Councillor Potts

CARRIED (5 to 3)

Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council approve the funding for Childminding - Committees ongoing \$1,800

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Dubow

That Daylighting Streams be moved to the 2021 Financial Planning process

CARRIED UNANIMOUSLY

Moved By Councillor Alto
Seconded By Councillor Potts

That Council approve funding Neighbourhood Grants on-going \$28,116

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Isitt

That Council approve the Managing Growth and New development - Development Services 1 FTE on-going \$142,500.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That Council direct staff to report back on funding sources and cost estimate for installing a water fountain along Pandora bike lane in the 900 block of Pandora Avenue.

CARRIED UNANIMOUSLY

Moved By Councillor Potts

Seconded By Councillor Alto

That Council approve funding for the Coordinated Implementation of Pandora Task Force one-time \$50,000

Amendment:

Moved By Mayor Helps

Seconded By Councillor Potts

That Council approve funding for the Coordinated Implementation of Pandora Task Force one-time \$50,000 **and have the coalition report back twice throughout the year with progress**

CARRIED UNANIMOUSLY

On the main motion as amended:

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

OPPOSED (2): Councillor Isitt, and Councillor Young

CARRIED (6 to 2)

Moved By Councillor Isitt

Seconded By Mayor Helps

That Council direct staff to report back at 2021 budget process with an amount for normalizing the intersection of Douglas and Dallas road at minimal financial cost to the City and provide a progress report by the end of the second quarter of 2020.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That Council allocate \$260,000 from the Building and Infrastructure Reserve for a fully controlled stop light at Cook and Princess.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council allocate ~~\$260,000~~ **\$300,000** from the Building and Infrastructure Reserve for a fully controlled stop light at Cook and Princess.

DEFEATED UNANIMOUSLY

On the Main Motion:

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto

Seconded By Councillor Loveday

That the Committee of the Whole Meeting be adjourned at 3:25 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



Committee of the Whole Report

For the Meeting of February 13, 2020

To: Committee of the Whole **Date:** January 30, 2020

From: Karen Hoese, Director, Sustainable Planning and Community Development

Subject: Ogden Point Master Plan – Proposed Time Extension

RECOMMENDATION

That Council direct staff to work with the Greater Victoria Harbour Authority to prepare an amendment to the Memorandum of Understanding for Ogden Point to extend the completion date of the Ogden Point Master Plan to December 31, 2025.

LEGISLATIVE AUTHORITY

A Memorandum of Understand (MoU) is a commonly used document that expresses mutual accord on an issue between two or more parties, but it is not a substantive contract.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding a request from the Greater Victoria Harbour Authority (GVHA) to amend the MoU for Ogden Point to extend the completion date of the Odgen Point Master Plan from December 31, 2016, to December 31, 2025.

BACKGROUND

In October of 2006, a Memorandum of Understanding was signed between the City of Victoria and the Greater Victoria Harbour Authority (GVHA), where both parties agreed that the GVHA would undertake a comprehensive planning study for Ogden Point. The agreement outlined that the GVHA would complete and present the Master Plan to City Council by December 31, 2010. Since then, Council have agreed to extend the completion date on three occasions, most recently in 2015 when the completion date of the Ogden Point Master Plan was extended to December 31, 2016.

A draft version of the Master Plan was submitted to the City on December 29, 2016. However, following the initial staff review, further background assessment work was requested to support a number of proposals within the Plan that were inconsistent with City Policy outlined in the *Official Community Plan* (OCP, 2012). This information was provided in a briefing note to Council dated August 7, 2017 and at that time, on the understanding that the GVHA were

actively working on a response to staff feedback, it was anticipated that the Master Plan would be ready to be presented to Council sometime in 2018. However, staff were informed that work on the project was paused while the GVHA first sought a development partner for the project and then undertook an infrastructure and capacity review.

On January 2, 2020, the City received a request from the GVHA to further amend the Memorandum of Understanding to extend the completion date of the Ogden Point Master Plan to December 31, 2025. The status of the Master Plan and the rationale for this extension are outlined in detail in the attached letter from the GVHA.

CONCLUSION

Staff recommend that Council consider approving the request to amend the MoU and that staff continue to work with the GVHA to achieve a comprehensive Master Plan for the lands at Ogden Point.

ALTERNATE MOTION


That Council decline the request to amend the Memorandum of Understanding to extend the completion date of the Ogden Point Master Plan and instruct staff to proceed with rezoning the Ogden Point lands to the M-S-1 Zone, Marine Services (Outer Harbour) District.

Respectfully submitted,


Jim Handy
Senior Planner – Development Agreements
Development Services Division


Karen Hoese, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:


Date: Feb 5, 2020

List of Attachments:

- Attachment A: Memorandum of Understanding
- Attachment B: Letter from the Greater Victoria Harbour Authority dated January 2, 2020.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING dated the 19 day of October, 2006.

BETWEEN:

THE CORPORATION OF THE CITY OF VICTORIA
#1 Centennial Square
Victoria, B.C. V8W 1P6

(the "City")

OF THE FIRST PART

AND:

THE GREATER VICTORIA HARBOUR AUTHORITY
(#0153466)
202 - 468 Belleville Street
Victoria, B.C. V8V 1W9

(the "GVHA")

OF THE SECOND PART

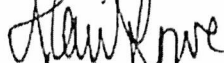
WHEREAS:

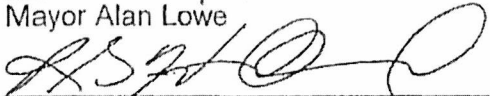
- A. GVHA is the owner of the lands and premises described in Schedule "A", which lands are commonly known and described as Ogden Point;
- B. Under the provisions of City of Victoria Zoning Bylaw No. 05-01, Council for the City initiated a process to rezone Ogden Point from the M-2 Zone (Light Industrial District) to the MS-1 Zone (Marine Service (Outer Harbour) District);
- C. Municipal Council for the City has resolved that it will not proceed with Bylaw No. 05-01 at this time, in the event the GVHA enters into this Memorandum of Understanding;
- D. The City and GVHA wish to set out in this Memorandum of Understanding their respective understanding with respect to future development of Ogden Point;
- E. This Memorandum of Understanding is not intended to create any binding, legal obligations on the part of either party, but merely sets out their respective intentions.

NOW THEREFORE the parties state their mutual understanding and intentions as follows:

1. The GVHA agrees to undertake, at its sole cost, a comprehensive planning study for Ogden Point. The preparation of that planning study shall include reasonable consultation with the community and the City. The comprehensive planning study must be presented to Victoria City Council for approval no later than December 31, 2010.
2. Until the completion of the comprehensive planning study for Ogden Point, and Victoria City Council's approval of the planning study, the GVHA agrees that it shall not apply for any development approvals or building permits for any development on Ogden Point which:
 - (a) exceeds a density of 1.5:1; and
 - (b) any part of which is within six (6) metres of Dallas Road.
3. The GVHA acknowledges that Victoria City Council has directed staff to prepare a bylaw, the purpose of which is to rezone Ogden Point to the MS-1 Zone (Marine Services (Outer Harbour) District) in the event that the comprehensive planning study is not completed and presented to City Council by December 31, 2010.
4. Nothing in this Memorandum of Understanding shall be interpreted as fettering or hindering the City's exercise of any of its statutory powers, duties or functions, including its powers under Part 26 of the *Local Government Act* (British Columbia).

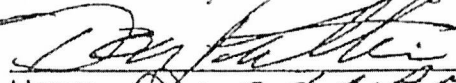
THE CORPORATION OF THE CITY OF)
VICTORIA by its authorized signatories)

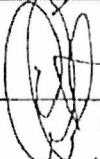


Mayor Alan Lowe)


Corporate Administrator Robert Woodland)

THE GREATER VICTORIA) HARBOUR)
AUTHORITY by its authorized signatories)



Name: CHAIRMAN)
- Don PRITTIE)


Name: STEWART JOHNSTON)
Past Chair)



100-1019 Wharf Street, Victoria, BC V8W 2Y9

p: 250.383.8300 | tf: 1-800-883-7079

e: gvha@gvha.ca | w: gvha.ca

January 2, 2020

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

Attention: Mayor and Council

Dear Mayor Helps and Council,

RE: OGDEN POINT MASTER PLAN – UPDATE AND EXTENSION OF TIMELINES

We are writing to provide an update on the status of the Ogden Point Master Plan and request an extension to the project process due to shifting environmental priorities that have emerged over the past year.

Background

In 2006, guided by a Memorandum of Understanding with the City, GVHA committed to preparing a comprehensive development plan for Ogden Point. Since that time GVHA has invested significant resources in developing a plan that would reflect multiple needs of the working harbour and community and provide a sustainable operation over the next 30 years. This work culminated in a Final Draft Submission of the Ogden Point Master Plan (OPMP) in December 2016. Based on feedback from city staff, in 2017 we continued to prepare supporting reports for Market and Transportation analysis of the proposed project.

In 2018, the GVHA Board made the decision to seek a long-term development partner to work alongside GVHA and its Member Agencies, including the Songhees and Esquimalt Nations, to develop a robust team to successfully deliver a world-class development to Victoria and the Region. To provide proper oversight, GVHA struck the Ogden Point Development Committee (OPDC) and Margaret Lucas was appointed as Chair.

In April 2019, the Board and OPDC agreed to retain the services of Mr. Jonathan Huggett to review the process to-date and work with GVHA to identify a sustainable path forward. Mr. Huggett made several key recommendations that the Board has adopted, among them being additional environmental work required on the site.

Since the completion of Mr. Huggett's report, the Board has received an emissions inventory from Synergy Enterprises that was commissioned earlier in the year and outlines specific recommendations to further reduce emissions from cruise ships.

Next Steps


Given the environmental recommendations outlined in Mr. Huggett's report and direction from the GVHA Board and Mayor and Council to pursue shore power, GVHA is requesting an extension of the MOU to December 31, 2025. This will allow GVHA to further develop an overall 'Ogden Point development narrative' consistent with the James Bay Neighbourhood Plan (once developed) and pursue appropriate master plan development opportunities that are consistent with our 10 Year Strategic Plan (attached). In this time frame GVHA will be working towards:

- Determining the feasibility, business case and funding sources to support the installation of shore power
- Collaborating with the federal government to pursue further environmental examination and remediation of the Ogden Point site
- Where prudent, refurbishing existing facilities to improve environmental and operational footprints

As we move into 2020, emerging Ogden Point environmental priorities have become a focus for GVHA. Given the scale of these projects, careful collaboration and implementation is required to maximize the benefits for the numerous GVHA stakeholders and the community at large.

We appreciate Council's time and consideration of our request and we look forward to working with the City as we move forward together to improve the Breakwater District at Ogden Point.

Yours Truly,



Ian Robertson
CEO

Cc. Jocelyn Jenkyns, City Manager, City of Victoria
Alison Meyer, Assistant Director, Development Services, City of Victoria



Committee of the Whole Report For the Meeting of February 13, 2020

To: Council
From: Chris Coates, City Clerk
Susanne Thompson, Deputy City Manager/CFO
Subject: Development Cost Charges

Date: January 28, 2020

RECOMMENDATION

That Council direct staff to bring forward an amendment Bylaw to establish a Consumer Price Index-based 2.5 percent increase to Development Cost Charges.

EXECUTIVE SUMMARY

The *Local Government Act* establishes that development cost charges (DCC's) may be levied, by bylaw, against new developments to proportionally pay for infrastructure required as development occurs. Bylaws establishing development cost charges require the approval of the Inspector of Municipalities and typically involve consultation with the development community prior to seeking that approval. Funds collected as DCC's are held in reserves and used only for the specific projects they were levied for.

In 2017, a new Development Cost Charges Bylaw was adopted, and in 2018 it was amended to reflect newly available engineering and planning information for Parks and Sewer on which to base DCC's for those purposes. The reports outlining these charges are attached as Appendices A and B and the Development Cost Charges Bylaw is attached as Appendix C.

Despite the *Local Government Act* provisions, The *Development Cost Charge Amendment Bylaw Approval Exemption Regulation* permits an amendment to the rates once every 12 months, for up to 4 years without the Inspector's approval, provided that the rate increase does not exceed the Consumer Price Index (CPI). For 2019, the CPI was 2.5% for Victoria.

Best practices suggest detailed reviews of the technical information establishing DCC's every 5 years in order that projects and associated costs are current. The detailed review occurred in 2017 and again in 2018 with the addition of the Parks and Sewer information noted above.

Council may consider that it is appropriate to increase DCC's in step with the CPI on an annual basis in order that project costs which are likely to rise with inflation are updated and that the proportional share of payment from new developments is more closely maintained. In the event DCC's fall behind the proportional share when they were originally established, the existing tax base would be left to absorb the additional costs. This type of approach is inconsistent with the rationale to establish DCC's in the first place.

Attached as Appendix D is a proposed Amendment Bylaw that provides for a DCC increase in the amount of 2.5%.

Respectfully submitted,



Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager/CFO

Report accepted and recommended by the City Manager:

Date:


Feb 5, 2020

List of Attachments

- Attachment A - October 27, 2016 Committee of the Whole Report (New DCC Bylaw)
- Attachment B - May 24, 2018 Committee of the Whole Report (Parks and Sewer)
- Attachment C - Current DCC Bylaw
- Attachment D – Proposed DCC Amendment Bylaw

To: Committee of the Whole **Date:** October 7, 2016
From: Susanne Thompson, Director of Finance
Subject: Update on Development Cost Charges Review

1. Approve the following policy decisions for development cost charges
 - a. Maintain current approach of not waiving development cost charges for any classes of eligible developments
 - b. Maintain current approach of not charging development cost charges on residential developments with fewer than four dwelling units
 - c. Maintain current exemption threshold for residential units of 29 m² or less in area
 - d. Maintain the current exemption threshold of \$50,000 of building permit value
2. Direct staff to engage the development community on the proposed rate changes

The following is a summary of the policy considerations and recommendations. Further background and comparative information from other municipalities is outlined in the attached report. It also shows the resulting draft development cost charges rates, which although increased, would still remain comparatively low. The main reason for the comparatively lower rates is that the City is an infill community and only about 16% of infrastructure costs can be attributed to growth.

Policy Decision #1 – Waiving or reducing DCCs for any classes of eligible development

In 2008 the Provincial Government enacted new legislation (Bill 27) pertaining to DCCs. The legislative changes included the option for municipalities to partially or fully waive DCCs for the following classes of “eligible development”:

- Not-for-profit rental housing, including supportive living housing
- For-profit affordable rental housing
- Subdivisions of small lots designed to result in low greenhouse gas emissions
- Developments designed to result in a low environmental impact

If the City were to waive DCCs, the City would be required to establish a budget and pay for the DCCs on behalf of the developer. This is a less transparent approach of supporting these types of developments and therefore, it is instead recommended that the City continues to support affordable housing through the Housing Reserve Fund. In addition, this approach ensures that growth pays for growth and that no additional costs are transferred to existing residents. The Victoria Housing Strategy approved by Council in June of this year provides a number of strategic priorities that incentivise housing development in what could be considered a more transparent way. These are:

- Reduce parking requirements and consider parking innovations that support affordable housing projects.
- Remove minimum unit size regulations in multi-unit residential zones.
- Permit garden suites in zoning.
- Examine ways to increase the number of secondary suites while maintaining livability, safety and affordability.
- Review and update the Victoria Housing Reserve Fund guidelines and consider impact of direct funding from the Fund and relief from fees, Development Cost Charges and permissive tax exemptions.
- Continue the practice of prioritizing non-market housing applications.
- Create an inclusionary housing density bonus policy within the Downtown Core Area to seek on-site non-market housing as part of amenity contributions for projects above a certain threshold.
- Establish clear targets for affordable housing types, tenures and incomes to inform negotiations as a supplement to the inclusionary housing density bonus policy.
- Create an inventory of existing affordable rental stock.
- Consider regulations, policies and incentives to protect and support regeneration of existing affordable rental stock.
- Review and update the Property Maintenance Bylaw to improve tenant housing quality.
- Examine legislative authority for a municipal role in maintaining rental tenant stability.
- Update the housing webpage on the City of Victoria's website to make policies and practices readily accessible and widely understood.

With respect to the strategic action noted in bullet 5 (above), staff are currently undertaking work to review and update Victoria's Housing Reserve Fund guidelines, including reconsideration of funding allocations, and will bring forward recommendations for Council's consideration in mid-November.

Policy Decision #2 – Charging DCCs on residential developments with fewer than four dwelling units at the time of building permit

The Local Government Act states that a DCC is not payable at time of building permit for construction, alteration or extension of a building containing fewer than four self-contained dwelling units. However, changes to the Local Government Act in 2010 gave local governments new authority to choose to charge, by bylaw, DCCs on developments with fewer than 4 dwelling units.

It is recommended that the City maintain the current approach of not charging DCCs on residential developments with fewer than four dwelling units at the time of building permit. This approach would maintain consistency with past practice, and encourage the development of more affordable housing options, particularly secondary suites. Secondary suites would not be charged DCCs.

Policy Decision #3 – Exemption threshold for small residential units

In 2008, Bill 27 introduced a mandatory DCC exemption for residential units of 29 m² or less in area. This exemption is automatic, though Council does have the discretion to raise the exemption threshold (i.e. to extend the exemption to units larger than 29 m²).

It is recommended that the City maintain the current exemption threshold to be consistent with past practice and practices in other communities.

Policy Decision #4 – Exemption threshold above \$50,000 of building permit value

The Local Government Act states that a DCC is not payable at time of building permit for construction, alteration or extension of a building where construction costs do not exceed \$50,000. However, a local government may choose to increase the exemption threshold above \$50,000.

It is recommended that the City maintain the current exemption threshold to be consistent with past practice and practices in other communities.

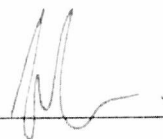
Following Council's direction on the policy choices, it is proposed that engagement with the development community takes place. Staff meet quarterly with this group and the next scheduled meeting is early November. Should Council give direction to do so, consultation on DCCs would take place at this meeting.

Respectfully submitted,


Susanne Thompson
Director of Finance

Report accepted and recommended by the City Manager:

Date:


August 19, 2016

List of Attachments

Appendix A: Report from Urban Systems



Committee of the Whole Report

For the Meeting of May 24, 2018

To: Committee of the Whole **Date:** May 15, 2018
From: Susanne Thompson, Director of Finance
Subject: Development Cost Charges – Proposed Rates for Sewer and Parks

RECOMMENDATION

That Council direct staff to engage the development community on the proposed rate changes

EXECUTIVE SUMMARY

The City levies development cost charges on new development to assist in recovering growth-related costs for upgrading or providing infrastructure, and for acquiring and developing parkland to support new development. To reflect newly available engineering and planning information, a review to update DCC rates for parks and sewage was initiated in March, 2018. This review follows the comprehensive update that was completed in the spring of 2017.

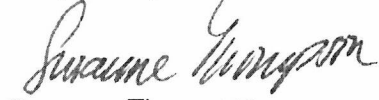
The DCC program has been revised to reflect new information from the updated sewer master plan and various parks planning initiatives including the Parks and Open Spaces Master Plan and the draft Ship Point Master Plan. In addition, already completed projects have been removed.

The resulting overall rates have been slightly reduced by 1-5% (rates increased for parks but decreased for sewer). The parks DCCs have been increased to reflect updated costing and population growth information. The current DCC program for sanitary sewer was developed before the master plan was completed. The new program reflects the updated master plan, which includes a computer model used to analyze the impact of future development flows. The new model is more accurate in predicting the flow capacity of sewer pipes and the master plan also considered optimizing the management of sewage flows through the system. This resulted in reducing the scope of required improvements to support development growth.

The City's consultant, Urban Systems, has prepared the attached report outlining background and comparative information from other municipalities. It also shows the resulting draft development cost charges rates would remain comparatively low. The main reason for the comparatively lower rates is that the City is an infill community and only a small portion of infrastructure costs can be attributed to growth.


Should Council direct staff to move forward, the next step would be to consult with the development community. Following the consultation, staff will report back to Council with recommendation for changes, if any, and will bring the DCC rates bylaw for consideration of first three readings before submitting for approval by the Inspector of Municipalities as is required by legislation.

Respectfully submitted,



Susanne Thompson
Director of Finance

Report accepted and recommended by the City Manager:


Date: May 17, 2018

List of Attachments

Appendix A: Report from Urban Systems

NO. 18-078

DEVELOPMENT COST CHARGES BYLAW, AMENDMENT BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Development Cost Charges Bylaw No. 17-020.

Under its statutory powers of the *Community Charter*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw shall be cited as the "DEVELOPMENT COST CHARGES BYLAW, AMENDMENT BYLAW (NO. 1)".
- 2 That Development Cost Charges Bylaw No. 17-020 is amended by replacing Schedule A with Schedule A attached to this Bylaw.

READ A FIRST TIME the **28th** day of **June** 2018.

READ A SECOND TIME the **28th** day of **June** 2018.

READ A THIRD TIME the **28th** day of **June** 2018.

RECEIVED THE APPROVAL
OF THE INSPECTOR OF
MUNICIPALITIES the **24th** day of **July** 2018.

ADOPTED on the **6th** day of **September** 2018.

"CHRIS COATES"
CITY CLERK

"LISA HELPS"
MAYOR

Schedule A to Bylaw

No.18-078

Development Cost Charges

(All amounts in dollars)

	Transportation	Water	Drainage	Sewage	Parkland Acquisition and Development	Total Development Cost Charge	When Payable
Detached Dwelling	1,877.08	658.13	880.34	670.85	2,382.55	6,468.95	Subdivision Approval
Two Family Dwelling	2,281.94	1,316.25	1,760.67	1,341.69	4,765.09	11,465.64	Subdivision Approval
Attached Dwelling	9.69	5.03	4.07	5.13	18.21	42.13	Building Permit Issue
Multiple Dwelling	14.44	4.86	3.23	4.95	17.59	45.07	Building Permit Issue
Commercial	18.40	3.02	2.82	3.07	2.18	29.49	Building Permit Issue
Industrial	5.52	1.23	1.94	1.26	0.89	10.84	Building Permit Issue
Institutional	18.40	3.02	2.82	3.07	2.18	29.49	Building Permit Issue

NO. 20-003

DEVELOPMENT COST CHARGES BYLAW, AMENDMENT BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Development Cost Charges Bylaw No. 17-020.

Under its statutory powers of the *Community Charter*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw shall be cited as the "DEVELOPMENT COST CHARGES BYLAW,
AMENDMENT BYLAW (NO. 2)".
- 2 That Development Cost Charges Bylaw No. 17-020 is amended by replacing Schedule A
with Schedule A attached to this Bylaw.

READ A FIRST TIME the _____ day of _____ 2020.

READ A SECOND TIME the _____ day of _____ 2020.

READ A THIRD TIME the _____ day of _____ 2020.

ADOPTED on the _____ day of _____ 2020.

CITY CLERK

MAYOR

**Schedule A to Bylaw
No. 20-003
Development Cost Charges
(All amounts in dollars)**

	Transportation	Water	Drainage	Sewage	Parkland Acquisition and Development	Development Cost Charge	Total	When Payable
Detached Dwelling	1,924.01	674.58	902.35	687.62	2,442.11	6,630.67	per lot	Subdivision Approval
Two Family Dwelling	2,338.99	1,349.16	1,804.69	1,375.23	4,884.22	11,752.29	per lot	Subdivision Approval
Attached Dwelling	9.93	5.16	4.17	5.26	18.67	43.19	per m2 of total floor area	Building Permit Issue
Multiple Dwelling	14.80	4.98	3.31	5.07	18.03	46.19	per m2 of total floor area	Building Permit Issue
Commercial	18.86	3.10	2.89	3.15	2.23	30.23	per m2 of total floor area	Building Permit Issue
Industrial	5.66	1.26	1.99	1.29	0.91	11.11	per m2 of total floor area	Building Permit Issue
Institutional	18.86	3.10	2.89	3.15	2.23	30.23	per m2 of total floor area	Building Permit Issue



Committee of the Whole Report

For the Meeting of February 13, 2020

To: Committee of the Whole **Date:** February 4, 2020

From: Chris Coates, City Clerk
Susanne Thompson, Deputy City Manager/CFO

Subject: Capital Regional District Land Banking and Housing Service Establishment
Amendment Bylaw 4326 and Loan Authorization Bylaw No. 4327

RECOMMENDATION

That Council consent to the CRD adopting Bylaw No. 4326 to amend the Land Banking and Housing Service Establishing Bylaw to update the borrowing amount, and Bylaw No. 4327 to authorize the borrowing of \$10 million to fund additional housing units under the Regional Housing First Program.

EXECUTIVE SUMMARY

Attached for Council's consideration are an amendment to the CRD Land Banking and Housing Service Establishment Bylaw as well as Loan Authorization Bylaw for \$10,000, Further details on the specifics are identified in the CRD Staff report and accompanying information. A two-third's majority (11 of 16) of the 13 CRD local governments and 3 Electoral Areas must consent to the adoption of the Bylaws in order for the Board to do so.

Correspondence from the CRD, the CRD Staff Report, Proposed Bylaws and a Frequently Asked Questions document are attached as Appendices A to E. The CRD is seeking to obtain elector consent from the Electoral Areas by way of an Alternative Approval Process and from within the CRD municipalities through the consent of the municipal councils.

The amendments proposed to the Service Establishing Bylaw remove the cap of \$25 million on borrowing while retaining the authorization to borrow and the limits of the borrowing would be determined by the Loan Authorization Bylaw, as well as authorizing the Board to enter into housing agreements for any duration pursuant to the Local Government Act.

The Loan Authorization Bylaw authorizes the borrowing of up to \$10 million for up to 25 years. Under the current circumstances, the City of Victoria's share of the regional service is approximately 26% of the total. City taxpayers contribute to this and other regional services through the Regional District Requisition which is separate line on the tax notice.

The Bylaw creates the authority to borrow. Borrowing and the tax implications on the CRD Requisition would result after projects have been identified in subsequent years.

Respectfully submitted,



Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager/CFO

Report accepted and recommended by the City Manager:



Date:

Feb 5, 2020

List of Attachments

- Appendix A: CRD Letter dated January 8, 2020
- Appendix B: CRD Staff Report
- Appendix C: CRD Bylaw No. 4236 (Service Amendment Bylaw)
- Appendix D: CRD Bylaw No. 4237 (Loan Authorization Bylaw)
- Appendix E: CRD FAQ Document



Making a difference...together

Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

T: 250.360.3129
F: 250.360.3130
www.crd.bc.ca

January 8, 2020

File: 3900

Mayor and Council, City of Victoria
Attention: Chris Coates, Corporate Officer
1 Centennial Square
Victoria, BC V8W 1P6
Via email: ccoates@victoria.ca

Dear Mr. Coates:

RE: MUNICIPAL CONSENT FOR BYLAWS NO. 4326 AND 4327, LOAN AUTHORIZATION AND AMENDMENTS TO THE LAND BANKING AND HOUSING SERVICE

On September 11, 2019 Capital Regional District (CRD) Board gave three readings to the following bylaws:

- Bylaw No. 4326, "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2019" to remove the limitations to borrowing; and
- Bylaw No. 4327, "Regional Housing First Program Loan Authorization Bylaw No. 1, 2019" to authorize the borrowing of an additional ten million dollars (\$10,000,000) for the Land Assembly, Housing and Land Banking Service.

The intent of Bylaws No. 4326 and 4327 is to increase the CRD's contribution to the Regional Housing First Program (RHFP) by \$10 million, to meet the original program goal of creating 400 units rented at the provincial income assistance shelter rate. Adoption of both bylaws is required to raise the funds and receive \$10 million in matching funds from BC Housing. The additional investment by BC Housing and CRD will bring the total program funding to \$110 million. BC Housing and CRD will continue to work with CMHC to leverage their matching grant to bring the total to \$120 million. Victoria has 72 units of affordable housing under development through the RHFP.

In order to amend the establishing bylaw and the loan authorization bylaw, elector consent is required from 2/3rds of participants which include all 13 municipalities and 3 electoral areas of the Capital Regional District (or a minimum of 11 out of 16). The CRD Board chose to obtain municipal Council consent on behalf of their electors, as per section 346 of the *Local Government Act*. Elector assent in the electoral areas is being sought via an alternative approval process.

Please have your Council consider the bylaws and return their response to us no later than February 18, 2020. Your council resolution may be worded as follows:

That Council [consent/not consent] to the CRD adopting Bylaw No. 4326, to amend the Land Banking and Housing Service Establishing Bylaw to update the borrowing amount, and Bylaw No. 4327 to authorize the borrowing of \$10 million to fund additional housing units under the Regional Housing First Program.

As background information, please find attached the staff report, proposed bylaws, as well as frequently asked questions.

If you require additional information prior to forwarding this request to your Council, or if you wish to have CRD staff or the Hospitals and Housing Committee Chair Lisa Helps present at your Council meeting when the bylaws are considered, please advise by email to Emilie Gorman at egorman@crd.bc.ca.

Yours truly,



Kristen Morley
General Manager, Corporate Services
Corporate Officer

Attachments: 4

cc: Jocelyn Jenkyns, City Manager, City of Victoria
CRD Board



REPORT TO THE HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, DECEMBER 04, 2019

SUBJECT AAP for Bylaws 4326 and 4327 – Regional Housing First Program

ISSUE

To conduct an Alternate Approval Process for Bylaw No. 4326 and 4327 by confirming the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Electoral Response Form prior to the deadline and certification of results.

BACKGROUND

At its meeting held September 11, 2019, the CRD Board gave three readings to the following bylaws:

- Bylaw No. 4326, “Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2019” to remove the limitations to borrowing; and
- Bylaw No. 4327, “Regional Housing First Program Loan Authorization Bylaw No. 1, 2019” to authorize the borrowing of an additional ten million dollars (\$10,000,000) for the Land Assembly, Housing and Land Banking Service.

The bylaws obtained Inspector of Municipalities approval on October 20, 2019 and the CRD was notified on October 28, 2019. The next step prior to adopting the bylaw is to obtain elector assent. The CRD Board directed elector assent be obtained via alternative approval process (AAP) for the electoral areas and via municipal Council consent on behalf for the municipalities.

In order to conduct the AAP, the attached Notice (Appendix B) and Elector Response Form (Appendix C) have been prepared in accordance with the applicable sections of the *Local Government Act* (LGA) and the *Community Charter* (CC). The Board may proceed with adopting the bylaw if two-thirds of the 16 participants consent. For the AAP, consent is given unless more than 10% of the electors indicate in an electoral area that the Board must obtain the assent of the electors by way of assent voting (referendum). The proposed deadline to receive elector responses is February 18, 2020.

The total number of registered resident electors and registered non-resident property electors in each electoral area is as follows:

- Salt Spring Island Electoral Area is estimated at 9095, of which 10% is 910 electors;
- The Southern Gulf Islands Electoral Area is estimated at 5003, of which 10% is 500 electors; and
- Juan de Fuca Electoral Area is estimated at 5754, of which 10% is 575 electors.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommend to the Capital Regional District Board:

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of February 18,

2020 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaws 4326 and 4327, must be submitted to the Capital Regional District by qualified electors within the Salt Spring Island, Southern Gulf Islands and Juan de Fuca Electoral Areas;

- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and
- 3) That the total number of registered electors within the service areas is as follows:
 - a. For Salt Spring Island, 9,095 and that 10% of that number is 910 electors;
 - b. For the Southern Gulf Islands Electoral Area, 5003 and that 10% of that number is 500 electors; and
 - c. For the Juan de Fuca Electoral Area, 5754 and that 10% of that number is 575 electors.

Alternative 2

That this report be referred back to staff for additional information.

CONCLUSION

The CRD Board has previously approved obtaining electoral approval by an Alternative Approval Process for Bylaws No. 4326 and 4327 in the Electoral Areas. To conduct the Alternative Approval Process for Bylaws No. 4326 and 4327, the Board has to confirm the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Elector Response Form.

RECOMMENDATION(S)

The Hospitals and Housing Committee recommend to the Capital Regional District Board:

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of February 18, 2020 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaws 4326 and 4327, must be submitted to the Capital Regional District by qualified electors within the Salt Spring Island, Southern Gulf Islands and Juan de Fuca Electoral Areas;
- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and
- 3) That the total number of registered electors within the service areas is as follows:
 - a. For Salt Spring Island, 9,095 and that 10% of that number is 910 electors;
 - b. For the Southern Gulf Islands Electoral Area, 5003 and that 10% of that number is 500 electors; and
 - c. For the Juan de Fuca Electoral Area, 5754 and that 10% of that number is 575 electors.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments:

Appendix A: Bylaws No. 4326 and 4327 at Third Reading

Appendix B: Notice of Alternative Approval Process

Appendix C: Elector Response Form

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4326

**A BYLAW TO AMEND THE LAND ASSEMBLY, HOUSING
AND LAND BANKING SERVICE ESTABLISHMENT BYLAW NO. 1, 2010**

WHEREAS:

- A. By Supplementary Letters Patent, Division XII dated July 25, 1974, as amended by further Supplementary Letters Patent, the Capital Regional District was granted the function of Land Assembly, Housing and Land Banking which included the power to undertake land assembly for the purpose of housing, either public or private and, public housing, pursuant to the provisions of the *National Housing Act*, the *Municipal Act*, the *Housing Act*, and other legislation pertaining to land assembly and public housing, as if the regional district were a municipality;
- B. Under Bylaw No. 3712, Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, the Capital Regional District converted this to a service under the *Local Government Act* in all member municipalities and electoral areas (the "Service"). The Service includes a limit on when the Board may refer decisions on borrowing for the purposes of the service to the electorate, putting a maximum borrowing amount on the service of \$25-million, as well as a limit on the length of time the Board may enter into housing agreements;
- C. To maintain the intention of the *Local Government Act* and the service participants that the electors may determine when borrowing is appropriate, the limitations on borrowing and on the housing agreement limit should be updated to reflect the current law, all subject to the *Local Government Act*;
- D. Removal of this administrative cap on borrowing is not a removal of the right of the electorate to accept or to decline the borrowing of funds to support the service, nor is it a removal of the Board's ability to decide not to pursue borrowing;
- E. Pursuant to Section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under Section 345 of the *Local Government Act*; and
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 3712, "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010" is hereby amended as follows:
 - (a) By amending section 1 (a)(iv) to read "Authorizing the Regional Board to borrow on behalf of the service or for corporations established under ii) above, pursuant to the provisions of the *Local Government Act*"; and

(b) By amending section 1(a)(vi) to read "Authorizing the Regional Board to enter into housing-related agreements and housing agreements for any duration, pursuant to the provisions of the *Local Government Act*,".

3. This Bylaw may be cited as the "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2019".

READ A FIRST TIME THIS 11th day of September 2019

READ A SECOND TIME THIS 11th day of September 2019

READ A THIRD TIME THIS 11th day of September 2019

APPROVED BY THE INSPECTOR OF MUNICIPALITIES
THIS 20th day of October 2019

RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 345 OF THE *LOCAL GOVERNMENT ACT* THIS — day of — 20__

ADOPTED THIS — day of — 20__

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS — day of — 20__

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4327

**A BYLAW TO AUTHORIZE THE BORROWING OF
TEN MILLION DOLLARS (\$10,000,000)
FOR THE REGIONAL HOUSING FIRST PROGRAM**

WHEREAS:

- A. By Supplementary Letters Patent, Division XII dated July 25, 1974, as amended by further Supplementary Letters Patent, the Capital Regional District was granted the function of Land Assembly, Housing and Land Banking which included the power to undertake land assembly for the purpose of housing, either public or private and, public housing, pursuant to the provisions of the *National Housing Act*, the *Municipal Act*, the *Housing Act*, and other legislation pertaining to land assembly and public housing, as if the regional district were a municipality;
- B. Under Bylaw No. 3712, Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, the Capital Regional District converted this to a service under the *Local Government Act* in all member municipalities and electoral areas (the "Service");
- C. It is deemed desirable to borrow additional funds in the amount of Ten Million Dollars (\$10,000,000) for the Service, which is the amount of debt intended to be authorized by this bylaw, for use in the Regional Housing First Program, currently a \$90-million collaboration between the CRD, the Province, and the Federal Government, as there is a likelihood of upper levels of government providing further funding should the CRD be able to providing matching or assisting funds;
- D. It is proposed that the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between it and the Capital Regional District;
- E. Pursuant to Section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under Section 345 of the *Local Government Act*; and
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. The Board is hereby empowered and authorized to borrow upon the credit of the Capital Regional District an additional sum not exceeding Ten Million Dollars (\$10,000,000) for the purposes of the Land Assembly, Housing and Land Banking Service and to do all things necessary in connection therewith and without limiting the generality of the foregoing, to acquire all such real property, easements, rights-of-way, licenses, rights or

authorities as may be requisite or desirable for or in connection with the Land Assembly, Housing and Land Banking Service.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 25 years.
3. This Bylaw may be cited as the "Regional Housing First Program Loan Authorization Bylaw No. 1, 2019".

READ A FIRST TIME THIS 11th day of September 2019

READ A SECOND TIME THIS 11th day of September 2019

READ A THIRD TIME THIS 11th day of September 2019

APPROVED BY THE INSPECTOR OF MUNICIPALITIES
THIS 20th day of October 2020

RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 345 OF THE LOCAL
GOVERNMENT ACT THIS ___ day of _____ 20__

ADOPTED THIS ___ day of _____ 20__

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS ___ day of _____ 20__

Regional Housing First Program



Frequently Asked Questions

Capital Regional District | January 2020

What is the Regional Housing First Program (RHFP)?

The RHFP is a partnership between the Capital Regional District (CRD), BC Housing Management Commission (BC Housing) and the Canada Mortgage and Housing Corporation (CMHC) to create new affordable mixed-market rental housing options while ending chronic homelessness in the capital region. Each partner has committed \$30 million, resulting in a \$90 million investment toward increasing rental options that meet a variety of needs in the community.

Why was the RHFP created?

Across the capital region, vacancy rates remain critically low and the cost of renting has risen by over 15%. An analysis of emergency shelter usage identified approximately 400 individuals experiencing chronic homelessness. The RHFP was designed to help address these challenges by supporting the development of mixed-market communities with 400 units available to individuals who have experienced chronic homelessness and are ready to live independently with supports. Each mixed market community includes at least 20% of units rented at the provincial income assistance shelter rate (\$375/month).

Why are additional funds required?

The cost per unit has increased from \$225,000 to \$300,000 due to escalating construction costs in the region. In order to reach the original goal of ending chronic homelessness by creating 400 units rented at the income assistance shelter rate, there is a requirement to increase the total contribution to \$120 million, or an additional \$10 million for each of the three partners.

How would additional funds be raised?

In order to raise an additional \$10 million, an amendment to Bylaw No. 4326, Land Assembly, Housing and Land Banking Service Establishment and Bylaw No. 4327, Land Assembly, Housing and Land Banking Loan Authorization Bylaw will need to be approved.

What is the cost to tax payers?

If the CRD borrows \$10 million for 15 years, the impact to home owners in the regional district is a cost of **\$0.61** for every \$100,000 of property value according to the 2019 residential property assessment. For example, if your property is assessed at \$750,000, the annual tax impact would be **\$4.58**.

For more information, visit www.crd.bc.ca/housingfirstaap

What happens if the bylaw amendments are approved?

The amendments would authorize the CRD to borrow and contribute an additional \$10 million to the RHFP, which BC Housing will match. Both partners would then seek matching funds from federal partners to increase the overall investment to \$120 million. The RHFP would then be able to meet its original goal to develop mixed market communities with 400 units available at the provincial income assistance shelter rate.

What happens if the amendment is not approved?

Without additional funding, the RHFP would only be able to create 300 units to be rented at the provincial income assistance shelter rate within mixed market communities.

What is the approval process?

In order for the bylaws to be approved, consent is required from a minimum of two-thirds of all 16 participants in the capital region, which includes 13 municipalities and 3 electoral areas. In other words, results from all participants are tallied and a minimum of 11 must be in favour before the bylaws can be adopted.

The 13 municipalities within the CRD are: City of Victoria, District of Oak Bay, District of Saanich, District of Central Saanich, District of North Saanich, Town of Sidney, District of Highlands, Town of View Royal, City of Colwood, City of Langford, District of Metchosin, District of Sooke and Township of Esquimalt.

In these municipalities, municipal councils provide their consent by passing a resolution by majority vote on behalf of their electorate to approve the bylaw amendments.

The 3 electoral areas within the CRD are: Salt Spring Island, Southern Gulf Islands and Juan de Fuca

In the electoral areas, elector assent is obtained through an alternative approval process (AAP). This involves publicizing statutory ads that provide notice of the proposed amendments. If electors object, they complete a form and submit it to the CRD. If more than 10% of eligible electors object, assent is not obtained for that electoral area.

Is this a priority for the CRD?

Yes. The CRD Board identified 'Community Wellbeing' as a strategic priority and the 2019-2022 Corporate Plan outlines the CRD's commitment to "create and deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse and growing population, including vulnerable residents."

What are the program timelines?

As part of the partnership agreement, all projects must commence construction prior to December 31, 2021.

What is the mixed-market model?

The focus of the RHFP is to generate mixed-market model housing communities. The RHFP program model is:

- at least 20% of units in each project are rented at provincial income assistance shelter rates,
- at least 31% of units in each project are rented at affordable market rates, and
- up to 49% of units in each project are rented at near-market rental rates.

How many units have been approved?

To date, 907 new mixed-market units have been approved through the RHFP, and of those units 211 are set to be rented at the provincial income assistance shelter rate. This means the program is on target to develop approximately 1300 mixed-market units with 300 units rented at the provincial income assistance shelter rate.

A full list of current projects is available online at <https://www.crd.bc.ca/project/regional-housing-first-program/current-projects>

How does \$120 million cover the costs of developing and providing new units?

The \$120 million would be used to purchase 400 units up-front at the cost of \$300,000 per unit. This would serve as a 'down payment' for at least 20% of all units, reducing the need for debt financing and allowing the operator to collect rent for those units without any ongoing subsidy. Rental revenue from all units in each mixed-market community would be used to cover ongoing operating and maintenance costs for each property. Developers will also be able to access low-interest construction financing via BC Housing or CMHC. Therefore the \$120 million would be leveraged to create rental properties with a total value over \$500 million.



Committee of the Whole Report For the Meeting of Feb 13, 2020

To: Committee of the Whole **Date:** February 13, 2020
From: Shannon Perkins, Manager of Bylaw and Licensing Services
Subject: Work Without Permit 1162/1164 Kings

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

At the April 18th, 2019 Council Committee of the Whole Meeting the staff report attached as Appendix A was received by Council and the property owner was present and made representation to Council in connection with the matters under consideration.

Council passed a motion at the April 18th, 2019 Council meeting to recess the matter for 90 days.

The 90 day period has since passed and staff can confirm that the property owner has not applied for the Permits required to authorize this construction.

Consideration of filing a Notice under Section 57 of the Community Charter has process requirements permitting the owner to make representation to Council on the matter under consideration. Notice of the reconvening of this matter has been provided to the property owner.

Council may now further consider the issue of filing the notice on title.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Shannon Perkins', written over the text 'Respectfully submitted,'.

Shannon Perkins
Manager, Bylaw and Licensing Services

Report accepted and recommended by the City Manager:

A large, stylized handwritten signature in black ink, likely of the City Manager, written over the line for the City Manager's signature.

Date: Feb 6, 2020

List of Attachments

Appendix A – April 18, 2019 Committee of the Whole Report
Appendix B – Schedule E_Map of the Property.pdf
Appendix C – Schedule F_Aerial photo of location of the structures.pdf
Appendix D – Letter to owner April 10, 2019.pdf
Appendix E – Schedule A_Photos taken Jul 6, 2016 and Sep 22, 2016.pdf
Appendix F – Schedule B_Letter to Owner Aug 4, 2016.pdf
Appendix G – Schedule C_Letter to Owner Oct 12,2016.pdf
Appendix H – Schedule D_Letter to Owner Feb 22, 2018.pdf
Appendix I – 2019_04_25_Evening – 1162-1164 Kings Road.pdf
Appendix J – Hearing Procedures_1162/1164 Kings Road.pdf



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

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

RECOMMENDATION

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

EXECUTIVE SUMMARY

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

PURPOSE

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

BACKGROUND

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

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

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

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

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

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

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

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

ISSUES & ANALYSIS

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

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

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

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

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

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

OPTIONS & IMPACTS

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

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

CONCLUSION

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

Respectfully submitted,



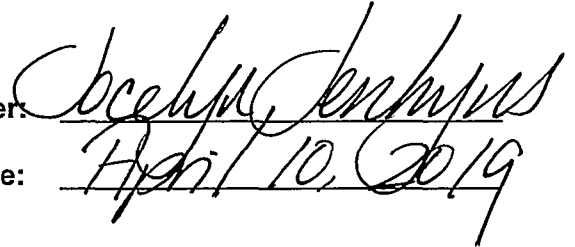
Andrew Dolan
Senior Bylaw Officer



Barrie Cockle
Leader - Bylaw & Licensing Services

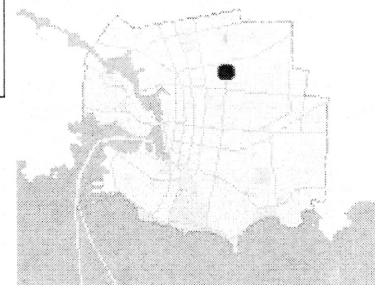
Report accepted and recommended by the City Manager:

Date:


April 10, 2019

List of Attachments (if relevant)

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



Legend

☐ Victoria Parcels

1: 857

Notes

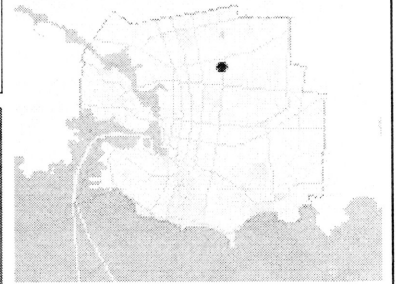
1162/1164 Kings Rd.

44 0 22 44 Meters

NAD_1983_CSRS_UTM_Zone_10N

Public domain: can be freely printed, copied and distributed without permission.

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



Legend

☐ Victoria Parcels



11 0 5 11 Meters

NAD_1983_CSRS_UTM_Zone_10N

Public domain: can be freely printed, copied and distributed without permission.

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

1: 214

Notes

1162/1164 Kings Rd.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

SCHEDULE F

56

**Legislative and
Regulatory
Services
Department**

Legislative Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0571

Fax (250) 361-0348

www.victoria.ca

April 9, 2019

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

Dear Ms. Culbert,

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

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

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

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

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

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

Yours truly,



Chris Coates
City Clerk
Enclosure (1)

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

SCHEDULE A

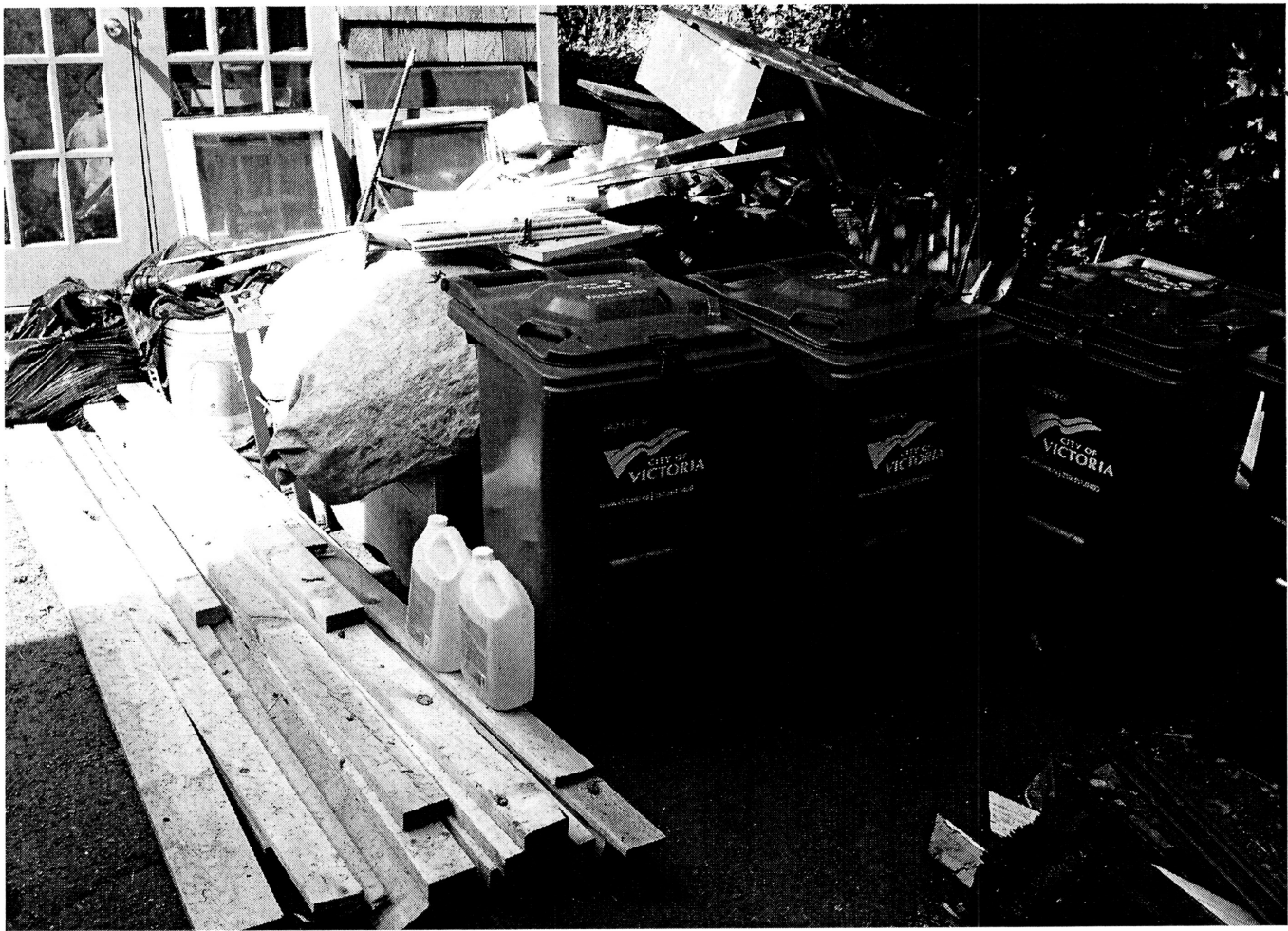


Dolan.

JUL 8/16



1862/1104 KINGS RD.



JUL 8/16
Dolan.

11621164 KINGS RD



1162/1164 KINGS RD.

SEP 22/16

DOGAN



August 4, 2016

Legislative and
Regulatory Services
Department

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

COPY

Bylaw and Licensing
Services Division

1 Centennial Square
Victoria BC V8W 1P6

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

Dear Ms. Hamley,

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

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

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

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

Regards,

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

To Contact

Telephone: 250.361.0215

Fax: 250.361.0205

E-Mail: bylawenforcement@victoria.ca

Web: www.victoria.ca

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



October 12, 2016

COPY

Legislative and
Regulatory Services
Department

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

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

Bylaw and Licensing
Services Division

Dear Ms. Culbert,

1 Centennial Square
Victoria BC V8W 1P6

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

Zoning Regulation Bylaw

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

Building Bylaw and Plumbing Bylaw

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

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

To Contact

Telephone: 250.361.0215

Fax: 250.361.0205

E-Mail: bylawenforcement@victoria.ca

Web: www.victoria.ca

City of Victoria, British Columbia, Canada and Esquimalt, Nanaimo, and other additional territories we live and work in. "Hay swx qa"

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

Electrical Safety Regulation Bylaw

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

Business License Bylaw

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

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

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

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

Regards,



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

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



February 22, 2018

COPY

Legislative and
Regulatory Services
Department

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

Bylaw and Licensing
Services Division

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

1 Centennial Square
Victoria BC V8W 1P6

Dear Ms. Culbert,

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

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

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

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

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

Regards,

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

To Contact

Telephone: 250.361.0215

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

"Hay swx qa"

I. REPORTS OF COMMITTEES

I.1 Committee of the Whole

I.1.a Report from the April 18, 2019 COTW Meeting

Councillor Thornton-Joe returned to the meeting at 10:07 pm.

**I.1.a.a Work Without Permit - 1162/1164 Kings Rd./Bylaw File #74282
(Hillside/Quadra)**

Moved By Councillor Alto

Seconded By Councillor Collins

That Council give the property owner 90 days to apply for building, plumbing and electric permits and report back to Council for Council's consideration of a Notice on Title at that time.

CARRIED UNANIMOUSLY



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

In open session of the meeting:

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



Committee of the Whole Report For the Meeting of February 13, 2020

To: Committee of the Whole
From: Chris Coates, City Clerk
Date: February 7, 2020
Subject: Chamber of Commerce Week – February 15th to 21st, 2020

RECOMMENDATION

That the *Chamber of Commerce Week* Proclamation be forwarded to the February 13, 2020 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Chamber of Commerce Week* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

- A staff report to Committee of the Whole.
- Each Proclamation request requiring a motion approved at Committee of the Whole prior to forwarding it to Council for their consideration.
- Staff providing Council with a list of Proclamations made in the previous year.
- Council voting on each Proclamation individually.
- Council's consideration of Proclamations is to fulfil a request rather than taking a position.

A list of 2019 Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Coates".

Chris Coates
City Clerk

List of Attachments

- Appendix A: Proclamation "Chamber of Commerce Week"
- Appendix B: List of Previously Approved Proclamations

“CHAMBER OF COMMERCE WEEK”

WHEREAS *strong and vibrant businesses are a key driver of our region’s economic prosperity; and*

WHEREAS *strong and vibrant businesses create good jobs and opportunities for residents of Victoria and support a great community; and*

WHEREAS *the Greater Victoria Chamber of Commerce is a business organization dedicated to strengthening businesses in Victoria and helping our community thrive; and*

WHEREAS *every year, members of the Greater Victoria Chamber of Commerce dedicate countless volunteer hours in service to our region’s businesses and community.*

NOW, THEREFORE *I do hereby proclaim the week of February 17th – 21ST, 2020 as “CHAMBER OF COMMERCE WEEK” on the HOMELANDS of the Lekwungen speaking SONGHEES AND ESQUIMALT PEOPLE in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

IN WITNESS WHEREOF, *I hereunto set my hand this February 13th, Two Thousand and Twenty.*

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

Sponsored by:
*Jim Zeeben
Communications and
Project Manager
Greater Victoria
Chamber of Commerce*

Appendix B

Council Meetings

Proclamations

9-Jan-20	Crime Stoppers Month - January 2020
23-Jan-20	International Day of Zero Tolerance for Female Genital Mutilation - February 6, 2 Eating Disorder Awareness Week - February 1-7, 2020

Appendix B**Council Meetings****Proclamations**

17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 to 7, 2019 International Development Week - February 3 to 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 to 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 to 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 to 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
9-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 to 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17 to 23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
25-Jul-19	Clover Point Parkrun Day - August 10, 2019
8-Aug-19	National Polycystic Kidney Disease Awareness Day - September 4, 2019
5-Sep-19	Mitochondrial Disease Awareness Week - September 15 to 21, 2019 Project Serve Day- September 14, 2019

	One Day Together - September 7, 2019
12-Sep-19	Manufacturing Month - October, 2019
19-Sep-19	Fire Prevention Week - October 6 to 12, 2019 Small Business Month - October 2019 Performance and Learning Month - September 2019 British Home Child Day - September 28, 2019 World Cerebral Palsy Day - September 19, 2019
10-Oct-19	Waste Reduction Week - October 21 to 27, 2019 Pregnancy and Infant Loss Awareness Day - October 15, 2019 Fair Employment Week - October 7 to 11, 2019
24-Oct-19	National Diabetes Awareness Month and World Diabetes Day - November 2019
14-Nov-19	Adoption Awareness Month - November 2019 Cities for Life / Cities Against the Death Penalty Day - November 30, 2019 Think Local Week - November 18 to 24, 2019
12-Dec-19	National Homeless Persons' Memorial Day - December 21, 2019 South Asian Women in Canada Day - December 24, 2019

Council Member Motion
Committee of the Whole Meeting of February 13, 2020

Date: February 7th, 2020

From: Councillor Potts and Councillor Alto

Subject: Ministry of Mental Health and Addiction's Overdose Emergency Response Centre (OERC)
Community Action Initiative Community Wellness and Harm Reduction Grant

Background

Cities across North America are on the forefront of the overdose epidemic. Our province has been in a state of public health emergency since April of 2016 and our community has lost too many lives. The already devastating effects are made much worse by the concurrent global housing and affordability crisis. The city of Victoria has been deeply impacted by these overlapping realities. These challenges are often further compounded by stigmatization, marginalization, insufficient or misdirected resources.

A Peer-Informed Mental Health and Addictions Task Force culminating in a Mental Health and Addictions Strategy was brought forward for consideration in the 2019-2022 Strategic Plan:

Strike a peer informed task force to identify priority actions to inform a Mental Health and Addictions Strategy actionable at the municipal level i.e. prevention, advocacy, integration of services, and education.

Six related actions, identified through the strategic planning session, were to be incorporated into this work and are as follows:

1. *Mental Health and Addictions Advocacy*
 - a. *Advocate for better prevention and more support for those aging out of foster care – there were 156 unhoused youth in the 2018 Point in Time Count*
 - b. *Advocate for more funds for mental health and more publicly funded recovery options and destigmatization of mental health and addictions*
 - c. *Advocate for and facilitate planning and delivery of additional harm reduction services in the city and region, including a safe inhalation site*
 - d. *Advocate for the BC government to provide currently illicit drugs /safer substances to reduce harm from addictions*
 - e. *Advocate for / work with agencies and other governments and professional bodies to facilitate increased harm reduction training (more clarity, training for who?)*
 - f. *Advocate to the Province and/or the CRD and Capital Regional Hospital District to measure homelessness, acute addiction, mental health and to identify service gaps and better coordinate between existing service providers and create better funding opportunities*

These actions were ranked as some of the highest priorities by participants of the Strategic Plan Engagement Summit. To facilitate this task force, Council appointed Councillors Potts, Alto, and Loveday and the work of developing recommendations via the Peer-Informed Task Force is currently underway.

Provincial Funding Opportunity

Beginning in July 2018, in partnership with the Ministry of Mental Health and Addiction's Overdose Emergency Response Centre (OERC), the Community Action Initiative is supporting communities to develop and implement action-oriented strategies that will help to address the overdose crisis on a local level.

Community Wellness and Harm Reduction Grants were open for applications from municipalities proposing project and initiatives that address substance use-related harms and improve wellness.

The evidence shows that harm reduction promotes health, improves social outcomes, and has other benefits for people with lived and living experience, their families and our broader communities. Municipalities are uniquely placed to listen and learn from people in their community and find bold and innovative ways to address challenges.

Community Wellness and Harm Reduction Grants are intended to support community partnerships providing focused, action-oriented harm reduction projects or initiatives, tailored to local needs. In particular, funding is available for municipalities who propose collaborative harm reduction projects or initiatives designed to enhance the knowledge, skills and resources for individuals, families and communities to be safer, healthier and more inclusive.

These grants are available through the Community Action Initiative (CAI), in partnership with the Ministry of Mental Health and Addictions (MMHA) and Overdose Emergency Response Centre (OERC). Projects/initiatives must align with the OERC's Comprehensive Package of Interventions, must include a Regional Health Authority partner. Collaboration with local community-based organizations and local First Nations communities and Indigenous service providers is encouraged.

Funding ranges from \$15,000 to \$50,000 per community as determined by identified need and size of municipality.

The Project

Since 2011, the City of Victoria has facilitated discussions among service providers, people with lived experience, and government agencies regarding the need to re-organize and ease access to life saving harm reduction services. In recent years, discussion has focused on the need to enhance service delivery in Victoria and how service providers can collectively participate in a delivery model unlike what currently exists in the CRD. One path proposes a place that combines the very best of what Victoria front-line agencies have to offer, in one location, providing a more comprehensive, wrap around service designed to meet the complex and shifting needs of those at the centre of this public health emergency.

The grant offered by the Community Action Initiative will further enable a process to plan such a service. This process would bring together front-line service delivery experts, researchers, organizations that represent people with lived experience, and the public health department of Island Health.

Project partners for this work are subject matter experts AVI and SOLID. This project requires the support of Island Health, which it has secured. The City has a unique role to play as a facilitator and convenor – skills it has already undertaken and in which it has proven effective – given different organizations have different mandates and capacities. Accessing the grant provides another opportunity to bring people together, and convene an open table for diverse, respectful dialogue and visioning.

This project would not require any direct funding from the city. The city has embarked on similar projects with Provincial funding with minimal impact to staff resources. Similar to the Childcare Strategy, City Hall will be used as a venue for the dialogue, and the Head of Strategic Operations would provide overall grant management including reporting requirements and administration. After an initial meeting with Project

Partners (AVI and SOLID) to discuss defining elements of the Project Manager contract the city would put out RFP for Project Manager. The City and Project Partners will jointly approve a candidate for Project Manager. Following this Project Partner AVI would assume the role of liaising with the Project Manager.

The quick timeline between initial awareness of the grant and the grant deadline means that the application has been submitted and council is being asked to support this project should we be approved. Final announcements of successful applicants will be made in March 2020.

A contribution agreement for this project is attached.

Recommendation

1. That, based on council's commitments within the current Strategic Plan related to community health and harm reduction, Council endorse this project application to take advantage of this Provincial funding opportunity to bring stakeholders together to envision a multi-partner, effective, comprehensive, wrap around harm reduction service for Victoria.
2. That the Mayor and City Clerk be authorized to execute the contribution agreement should the application be successful.

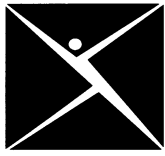
Respectfully Submitted,



Sarah Potts



Marianne Alto



**CANADIAN MENTAL
HEALTH ASSOCIATION**

**L'ASSOCIATION CANADIENNE
POUR LA SANTÉ MENTALE**

BC Division
905 – 1130 West Pender Street
Vancouver BC, V6E 4A4
Tel: (604) 688-3234
Fax: (604) 688-3236
Email: ceobc@cmha.bc.ca

On behalf of the



CONTRIBUTION AGREEMENT

THIS AGREEMENT, made as of the day of 2020

BETWEEN:

**THE CANADIAN MENTAL HEALTH ASSOCIATION BC DIVISION
905 – 1130 West Pender Street, Vancouver BC, V6E 4A4
(hereinafter referred to as the “Association”)**

**Fiscal Agent for the COMMUNITY ACTION INITIATIVE
1183 Melville Street, Vancouver, BC V6E 2X5
(hereinafter referred to as “CAI”)**

AND:

1. Purpose

- 1.1. The contribution's purpose is to fund, subject to this Agreement's terms and conditions, a XXX Project that the Recipient will carry out (or cause to be carried out) on behalf of its coalition.
- 1.2. The Recipient agrees that the payment of any funds under this contribution is subject to its compliance with the terms and conditions set out in this Agreement, including any Attachments which form an integral part of this Agreement.
- 1.3. This Agreement will not be construed as creating a partnership, joint venture or agency relationship among the parties. The Recipient will not do anything that might be construed as authorizing any contract or permitting any other liability or obligation to be incurred on behalf of the Association or CAI.

2. The Project

- 2.1. The Project funded through this agreement is that described in a proposal submitted by the Recipient's coalition in response to the Community Wellness and Harm Reduction Grants – Guidelines and Application issued by the CAI with a closing date of November 18, 2019 ("the Project"). The Project includes the activities specified in this proposal, as well as any conditions (not recommendations) referenced in the XXX letter (herein after referred to as the "Outcome Letter") from the CAI Community Grants Manager and in any addenda provided by the Recipient prior to the signing of this agreement.

3. Amount of Contribution

- 3.1. The Association agrees to provide to the Recipient an amount up to \$X (herein after referred to as the "Contribution Agreement amount") to support implementation of the Community Wellness and Harm Reduction Grant. The Contribution Agreement amount will be paid in installments, and each installment is contingent upon the Recipient meeting each condition for payment (as noted in section 6).
- 3.2. The first grant installment will be issued after the agreed upon Commencement Date of the Project, noted in section 4.1, upon receipt of a signed contribution agreement. Subsequent payment will be paid when conditions noted in section 6 are met. If a condition noted in

section 6 is not met to the satisfaction of the CAI, then the Project will be deemed to have been terminated and no further payment will be issued to the Recipient.

4. **Commencement and Duration**

- 4.1. For the purposes of this Contribution, the “Commencement Date” of the Project shall be XXX, 2020. The estimated time for completion of the Project is X months. The Project “Completion Date” is XXX.
- 4.2. Expenses incurred by the Recipient outside of this period will not be accepted by the Association without advance authorization of the CAI.
- 4.3. If the CAI does not receive a signed copy of this Agreement within 15 business days after the issue of the offer of Agreement, the Association may, at its sole discretion, cancel this Agreement.

5. **Use of Funds**

- 5.1. The Recipient shall use the funds awarded through this contribution for the sole purposes of the activities described in the Project proposal and approved addenda and for no other purpose, applying these funds only to the expenditures detailed in the approved budget as attached in **Attachment A**.
- 5.2. A transfer of funds between expenditure categories must be reported to CAI in the midpoint and/or final progress report (as noted in section 6).
- 5.3. The Recipient will be solely responsible for maintaining full and proper accounting and financial records to support all expenditures covered by this contribution. This includes the tracking of names, signatures, and numbers (if applicable) of honoraria and gift cards and their recipients.
- 5.4. The Recipient shall not use the funds for political donations. All funds are to be directed towards the activities described in the Project proposal and towards the intended purpose of the grant.

6. **Payment**

- 6.1. The Association agrees to pay to the Recipient the contribution in installments as follows:
 1. a first payment, representing 70 per cent of the Contribution Agreement amount, subject to receipt by the CAI of a signed Contribution Agreement from the Recipient;
 2. a second payment at the Project’s midpoint , representing 15 per cent of the Contribution Agreement amount, payable 30 days after the following has been received by the dates indicated below, and approved to the satisfaction of the CAI Community Grants Manager:
 - a. **A midpoint progress report** that describes progress against Project milestones, provides evidence of successful implementation of the Project, reports on Project indicators and outcomes, and, if applicable, provides evidence of meeting conditions noted in the Outcome Letter, using a reporting template provided separately by the CAI (referred to as the “midpoint report”), due XXX, 2020.

- b. **A financial statement of expenditures** against the Association contribution, for the period covering XXX, 2020 to XXX, 2020, signed by the person who prepared it and an authorized representative of the _____, due XXXX, 2020.
- 3. a final payment after the Project's end , representing 15 per cent of the Contribution Agreement amount, payable 45 days after the following has been received by the dates indicated below, and approved to the satisfaction of the CAI Community Grants Manager:
 - c. **A final report** that describes progress against Project milestones, provides evidence of successful implementation of the Project, and reports on Project indicators and outcomes using a reporting template provided separately by the CAI (referred to as the "final report"), due XXX.
 - d. **A financial statement of expenditures** against the Association contribution, for the period covering XXX to XXX, signed by the person who prepared it and an authorized representative of the , due XXX.
- 6.2. The Recipient shall ensure that all costs submitted to the CAI and the Association hereunder as part of the contribution amount are net of any Input Tax Credits or other forms of rebate of the Goods and Services Tax (GST) to which the Recipient may be entitled.

7. **Reporting Procedure**

- 7.1. The Recipient shall ensure that required reports as outlined in Clause 6 of this agreement utilize reporting templates issued by the CAI at a later date.
- 7.2. Upon request by the CAI and/or the Association, and without excessive delay, the Recipient shall provide information requested concerning the Project and activities funded through this Agreement.

8. **Obligations of the Recipient**

- 8.1. During the term of this Agreement, the Recipient shall:
 - 1. take all reasonable steps to carry out activities within the stated timeline, work in accordance with good business practice, and comply with all terms of this Agreement;
 - 2. disclose to the CAI Community Grants Manager without delay any fact or event of which the Recipient becomes aware that would or might compromise the implementation of the Project, either in the short or long term;
 - 3. cooperate with, and comply with all reasonable requests for information from, the CAI and its third-party evaluation partners; and
 - 4. comply with all applicable laws and ensure that Project related information is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and / or *Personal Information Protection Act* (PIPA).

9. Obligations of the Association and the CAI

9.1. During the term of this Agreement, the Association and/or the CAI shall:

1. ensure that the Recipient receives clear and timely communications related to the management and delivery of their Project;
2. ensure the timely transfer of resources to the Recipient, subject to the Recipient's fulfillment of the terms and conditions of this Agreement;
3. consider the Recipient's requests for assistance and support, especially in the areas of reporting, communications, and capacity building in relation to the Project;
4. ensure that the Recipient receives clear communication about the use of information requested; and
5. take reasonable steps to protect the confidentiality of information supplied by the Recipient, unless authorized to release by the Recipient, in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and / or *Personal Information Protection Act* (PIPA).

10. Project Administration and Leadership

10.1. All grant funds provided for the Project will be received and administered by the Recipient.

10.2. The Project will be undertaken by , in partnership with multiple organizations. The reporting entity on behalf of the , is the Recipient.

11. Public Communication

11.1. The Recipient will acknowledge the support of the CAI, the Ministry of Mental Health and Addictions, and the Overdose Emergency Response Centre on any reports, publications, materials or products generated from or about the Project.

11.2. The Recipient will notify and forward information to the CAI about all media coverage of the Project.

12. Amendment

12.1. This Agreement may only be modified by a written amendment between the Association and the Recipient if authorized by the CAI.

13. Indemnification

13.1. With reference to the activities funded under this Agreement, the Recipient must indemnify and save harmless the Association and CAI, and their respective employees and agents, (the "Indemnified Persons") from any losses, claims, damages, actions, causes of action, costs and expenses of any nature that an Indemnified Person may sustain, incur, suffer, or

be put to at any time, either before or after this agreement ends, which relate in any way to this Agreement, except liability caused by the negligence of the Indemnified Persons.

13.2. Section 13.1 shall survive the termination of this agreement.

14. **Termination**

- 14.1. Failure to comply with the terms of this Agreement may result in termination of contribution payments, at the discretion of the CAI.
- 14.2. Upon giving written notice to the Recipient, the Association may terminate the Agreement for default, in whole or in part, either immediately, or at the expiration of a correction period specified in the notice if the Recipient has not addressed the default to the satisfaction of the CAI within the correction period (typically 60 days).
- 14.3. In the event that the Recipient provides the Association with a notice to terminate, the Recipient will be deemed to have defaulted on the terms of the Agreement and the Project will be terminated. All Project funds and expenditures from the Commencement Date to the date of the Recipient's notice to terminate must be accounted for and remaining funds must be returned to the Association.
- 14.4. In the event of termination, any funds remaining from earlier contribution payments that have not been expended on Project activities must be returned forthwith to the Association.
- 14.5. In addition, the Association expressly reserves all legal rights and remedies available under general laws of Canada in the event of termination including the right of set off.

15. Notices and Contact Information

15.1. All notices and communications concerning this Agreement shall be addressed as follows:

For the Community Action Initiative:

Provincial Secretariat Director
Community Action Initiative
1183 Melville Street
Vancouver, BC V6E 2X5
604.638.1172
1.877.456.9085
info@communityactioninitiative.ca

For the Recipient:

IN WITNESS WHEREOF the parties have executed this agreement on the day first written above.

For the Recipient:

NAME:
TITLE:

Date

in the presence of

For the Association/CAI:

NAME:
TITLE:

Date

in the presence of

Attachment A – Approved Budget

COMMUNITY WELLNESS & HARM REDUCTION GRANTS

APPLICATION GUIDELINES

SEPTEMBER 2019

OVERDOSE EMERGENCY RESPONSE CENTRE

Community Wellness & Harm Reduction Grants – Guidelines and Application

Timeline

Applications open: 23 September 2019

Applications close: 18th November 2019

Grants awarded: January 2020

All proposed project activities should be completed, and funding spent by December 2020.

Overview

The Community Action Initiative (CAI), in partnership with the Ministry of Mental Health and Addictions and Overdose Emergency Response Centre (OERC), has funding available for Community Wellness & Harm Reduction Grants. Harm reduction aims to keep people and communities safe and to empower people with lived or living experience (PWLLE) of substance use to join service providers in determining the best interventions to reduce harms and increase individual and community wellness. The evidence shows that harm reduction promotes health, improves social outcomes, and has other benefits for PWLLE, their families and our broader communities.

Funding is available for municipalities and regional districts who propose harm reduction projects or initiatives focused on a range of support services and strategies designed to enhance the knowledge, skills, resources and supports for individuals, families and communities to be safer, healthier and more inclusive. Projects/initiatives must align with the OERC's *Comprehensive Package of Interventions* (see Appendix A), must include a Regional Health Authority partner. Collaboration with local community-based organizations and local First Nations communities and Indigenous service providers is encouraged. Funding ranges from \$15,000 to \$50,000 per community as determined by identified need and size of municipality or regional district.

Purpose of the Community Wellness & Harm Reduction Grants

The purpose of the Community Wellness & Harm Reduction Grants is to support municipalities and regional districts in developing partnerships to provide focused, action-oriented harm reduction projects or initiatives, tailored to local needs, that address substance-related harms and increase community wellness. Harm Reduction services are an essential health service and a foundational

component of British Columbia's comprehensive substance use continuum of care, particularly in the context of the current overdose emergency.

Municipalities and regional districts are uniquely placed to respond to public concerns about harms from substance use. Although they are not the main providers of such services, they are nevertheless impacted by these services, as they can affect how health, safety, and welfare may be viewed within their community. Understanding the range of diverse viewpoints on harm reduction services, this funding is intended to support development and implementation of harm reduction projects or initiatives that address local issues and barriers to the overdose emergency response. In particular, these grants are aimed to assist municipalities in developing collaborative, community-level responses to harm reduction needs and gaps, as aligned with evidence and best practice.

What is Harm Reduction?

Harm reduction is a client-centered approach that seeks to reduce the health and social harms associated with addiction and substance use.¹ Harm reduction does not necessarily require people who use substances to abstain or stop using. Included in the harm reduction approach to substance use are a series of programs, services and practices designed to keep people safe and minimize death and disease. Essential to this approach is an opportunity to empower people who use substances with knowledge and tools to minimize harms, including through non-judgmental and non-coercive strategies that enhance skills and knowledge to live safer and healthier lives. Thus, the harm reduction approach provides an option for PWLLE to engage with their peers and health and social services in a way that will 'meet them where they are'.²

The main features of harm reduction include:

- **Pragmatism:** Harm reduction accepts that the non-medical use of psychoactive or mood-altering substances is a near-universal human cultural phenomenon. It acknowledges that, while carrying risks, drug use also provides the user and society with benefits that must be taken into account. Harm reduction recognizes that drug use is a complex and multifaceted phenomenon occurring along a spectrum, which helps to focus policies, programs and services that promote health, prevent illness and reduce related risks and harms.³
- **Human Rights:** Harm reduction respects the basic human dignity and rights of people who use drugs. It accepts the drug user's decision to use drugs as fact and no judgment is made either to condemn or support the use of drugs. Harm reduction acknowledges the individual's right to self-determination and supports informed decision making in the context of active drug use. Emphasis is placed on personal choice, responsibility and self-management, with a recognition

¹ What is Harm Reduction? Harm Reduction International. Available at <https://www.hri.global/what-is-harm-reduction>.

² Erickson et. al. (2002) Center for Addiction and Mental Health and Harm Reduction. A Background Paper on its Meaning and Application for Substance use Issues. Retrieved from: <http://www.doctordeluca.com/Library/AbstinenceHR/CAMH&HR03.pdf>

³ First Nations Health Authority. (2013). A Path Forward: BC First Nations and Aboriginal People's Mental Wellness and Substance Use – 10 Year Plan. Retrieved from: http://www.fnha.ca/Documents/FNHA_MWSU.pdf

that some health and social harms are due to systemic forces and vulnerabilities (e.g., colonialism, poverty, intergenerational trauma).

- **Focus on Harms:** The fact or extent of an individual's drug use is secondary to the harms from drug use. The priority is to decrease the negative consequences of drug use to the user and others, rather than decrease drug use itself. Harm reduction supports safer substance use practices with an emphasis on reducing the harms of substance use. Harm reduction can include but does not require abstinence.
- **Maximize Intervention Options:** Harm reduction recognizes that people who use drugs benefit from a variety of different approaches. There is no one prevention or treatment approach that works reliably for everyone. It is choice and prompt access to a broad range of interventions that helps keep people alive and safe. Individuals and communities affected by drug use need to be involved in the co-creation of effective harm reduction strategies.
- **Priority of Immediate Goals:** Harm reduction establishes a hierarchy of achievable steps that, taken one at a time, can lead to a fuller, healthier life for people who use drugs and a safer, healthier community. It starts with "where the person is" in their drug use, with the immediate focus on the most pressing needs. Harm reduction is based on the importance of incremental gains that can be built on over time.
- **Involvement of People Who Use Drugs:** The active participation of people who use drugs is at the heart of harm reduction. People who use drugs are seen as the best source of information about their own drug use and are empowered to join with service providers to determine the best interventions to reduce harm from drug use. Harm reduction recognizes the competency of people who use drugs to make choices and change their lives.⁴

The overarching goal of the harm reduction approach is to prevent the negative health and social outcomes associated with substance use and to improve health and wellness. Harm reduction interventions highlight the importance of agency, self-care and community-building for PWLLE.⁵ Harm reduction approaches and programming are supported internationally by global institutions such as UNAIDS, United Nations Office on Drugs and Crime, and the World Health Organization, and nationally by Health Canada and the Public Health Agency of Canada. Harm reduction is seen as best practice for engaging with people who use drugs.⁶

For additional information and resources about harm reduction, see Appendix B.

⁴ BC Ministry of Health. (2005). Harm Reduction: A British Columbia Community Guide. Retrieved from <https://www.health.gov.bc.ca/library/publications/year/2005/hrcommunityguide.pdf>

⁵ Boucher LM, Marshall Z, Martin A, Larose-Hébert K, Flynn JV, Lalonde C, et al. Expanding conceptualizations of harm reduction: results from a qualitative community-based participatory research study with people who inject drugs. *Harm Reduct J*. 2017;14(1):18. Available at <https://harmreductionjournal.biomedcentral.com/articles/10.1186/s12954-017-0145-2>

⁶ Marlatt, A. (2011). Integrating Harm Reduction Therapy and Traditional Addiction and Traditional Substance Use Treatment. *Journal of Psychoactive Drugs*. 331:1.

Funding

For this grant opportunity, maximum funding ranges from \$15,000 to \$50,000 as determined by identified need and size of municipality or regional district.

Eligible Applicants

- The lead applicant must be a municipality or a regional district in British Columbia.
- Lead applicants must partner with a regional health authority.
- Collaboration with local First Nations communities and community-based organizations, including Indigenous service providers, is strongly encouraged.
- For-profit businesses, business associations, public safety, research institutions and primary care providers are not eligible to apply for this grant funding but may be included in the applicant's proposed Project Team.
- Preference will be given to communities without existing Community Action Teams established through the province's Overdose Emergency Response Centre.
- Projects/initiatives must be one-time-only in nature and intent, and must be completed—with all funds spent—by December 31, 2020

Community wellness & harm reduction applications should:

- Incorporate people who use drugs in the planning and delivery of services.
- Show awareness that there is more than one social identity among drug users, and there are unique needs associated with identifying with an additional marginalized group (e.g. LGBTQIA+, youth, economic precarity, individuals engaged in sex work, people experiencing homelessness, people diagnosed with a mental illness or disability).
- Build, or support building, on the individual and/or community capacities of people with lived experience (including families).
- Demonstrate a partnership with local health authorities, community-based organizations and/or local First Nations communities and Indigenous service providers.
- Demonstrate cultural humility towards, and safety for, First Nations, Métis and Urban Aboriginal Peoples.
- Address one or more interventions detailed in the OERC's *Comprehensive Package of Interventions* (see Appendix A).

Examples could include:

- Stigma reduction or 'myth-busting' education campaigns
- Harm reduction dialogue or workshops for community leaders/members
- Supporting individuals and service providers to build capacity and strengthen local systems, including the creation of peer employment opportunities and peer-to-peer support programs facilitated and attended by people with lived experience of substance use
- Scaling up effective programs or interventions, including needle distribution and safe disposal programs or a community-based drug checking service

- Strengths-based and culturally-based harm reduction healing options for Indigenous peoples (e.g., connection to Elders, cultural workers and knowledge keepers)
- Projects/initiatives not in scope include:
 - Initiating new overdose prevention or supervised consumption sites

Guiding Principles

- **Collaboration:** supporting partnerships and collaboration within communities and across sectors to reduce systems barriers.
- **Involvement of people who use or have used drugs:** harm reduction projects/initiatives need to be designed and delivered to serve diverse cultures, unique community needs, and the varying contexts in which people who use substances access services and support.
- **Stigma reduction:** the effectiveness of harm reduction depends on attention to reducing or eliminating stigma so that people who use substances encounter judgment-free, supportive health and service providers.
- **Evidence- or wise practice-based projects/initiatives:** all projects/initiatives are based on best available evidence or wise-practices⁷ and include a robust monitoring plan to quantify the impact.

Evaluation Criteria

- Provide mental wellness and substance use supports framed within a harm reduction context to support people who may benefit from them
- Aim to improve upon the range of harm reduction services available, as an enhancement and not duplication
- People who use substances are active participants in project/initiative design and implementation
- The application clearly demonstrates the need for and the value-add of the project/initiative
- The project/initiative demonstrates inclusion and consideration of Indigenous peoples and/or perspectives
- The project/initiatives' key activities are clearly described
- The project/initiative's expected results are realistic and measurable
- The project/initiative demonstrates efficient use of resources and value for money
- The project/initiative is designed to effectively reach the target audience

⁷ **Wise Practices:** This phrase is widely used in Indigenous contexts to describe locally appropriate Indigenous actions that contribute to sustainable and equitable conditions. Wise practices are interventions and protocols that are reflective of Indigenous peoples' worldview and ways of creating knowledge. Rather than only implementing practices that draw on a narrow range of research methodologies or only relying on practices that are exported from elsewhere, it is essential to learn from what is already working well in communities, based on their own Indigenous knowledge systems and experience. The notion of wise practices acknowledges that a 'one size fits all' best practices model is not always appropriate or effective. Source: wisepractices.ca/

- The project/initiative demonstrates collaboration or partnership with health authorities, local community-based organizations, and local Indigenous groups
- The project/initiative aligns with the OERC Comprehensive Package of Core Interventions (Appendix A)
- Fairness and equity within BC's five geographic health regions



Committee of the Whole Report

For the Meeting of February 13, 2020

To: Committee of the Whole **Date:** February 11, 2020
From: Fraser Work, Director of Engineering and Public Works
Subject: Investing in Canada Infrastructure Program - Grant Funding Application

RECOMMENDATION

That Council:

1. Direct staff to submit a grant application for \$7.5 million in funding for Sewer Projects to Reduce Inflow and Infiltration through the Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Sub-Stream.
2. If the grant application is approved, authorize the City entering into a shared cost agreement with the Province of British Columbia, generally as described in this report, on the terms acceptable to the Director of Finance and the Director of Engineering and Public Works and in the form acceptable to the City Solicitor.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with information on the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Environmental Quality Sub-Stream and seek Council direction to submit an application by the deadline of February 26, 2020 for \$7.5 million in grant funding for sewer projects to reduce inflow and infiltration.

Canada and British Columbia governments are investing up to \$150 million in the second intake of the (ICIP) Green Infrastructure – Environmental Quality Sub-Stream, to fund infrastructure projects that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation. Funding is available up to 73.33% of eligible project costs (40% Canada, 33.33% British Columbia). With the maximum cost-share percentages the municipal contribution is 26.67%.

Should the funding request be successful, the City would be required to enter into a shared cost agreement with the Province of British Columbia. The agreement is a standard form agreement provided by senior levels of government and include indemnity and release in favour of the Provincial and Federal government.

The City's application will seek funding for \$7.5 million for sewer projects to reduce inflow and infiltration. The City has two types of sewer systems: stormwater and sanitary sewers. The stormwater system convey rainwater, ground water and runoff from roofs, roads and parking lots

to creeks, harbours and the ocean. Sanitary sewers convey wastewater from residential and commercial buildings to the CRD's regional sewer system. Inflow and infiltration (I&I), is a term that describes rainwater and groundwater that improperly enters the sanitary sewer system. Inflow refers to rainwater that enters the sewer through incorrect plumbing connections and infiltration refers to groundwater that seeps into the sewer through cracks, tree/plant root intrusion and faulty joints. The amount of I&I varies in the system, however I&I tends to increase as the sewer infrastructure ages. While some I&I is unavoidable, much can be eliminated through private and public infrastructure renewal. Excessive amounts of I&I can lead to flooding, sanitary sewer overflows and water quality issues in the receiving environment, resulting in beach closures due to public health hazards. As well, high I&I flows increase the costs and required resources associated with sewage treatment and reduce capacity in the City's mains. Anticipated increases to the intensity and duration of precipitation events due to climate change will exacerbate the impacts of I&I if mitigation is not undertaken.

The City, CRD and other core area municipalities have committed to reducing I&I rates to meet sustainability goals and commitments defined in the Core Area Liquid Waste Management Plan (CALWMP) of reducing wet weather flows below four times the average dry weather flow at Clover Point and the McLoughlin Point wastewater treatment plant by 2030. The CALWMP outlines wastewater management strategies for the City and CRD core area municipalities under the Environmental Management Act.

Specific actions to address I&I including potential increases due to climate change have been identified in significant analysis over the past 25 years with priority actions to be addressed under this project including the replacement or rehabilitation of approximately 2,500 metres of sewer main, 61 manholes and 600 service connection pipes at an estimated cost of \$10.23 million.

If the application is successful, the grant allocation will accelerate implementation of I&I reduction projects.

2019-2022 Strategic Plan

This project contributes to Objective Six – Climate Leadership and Environmental Stewardship and aligns with, and helps to achieve the following actions:

13. Begin to plan for mitigating the inflow and infiltration issues on private property
21. Promote rain gardens and improve water quality entering waterways
25. Work with partners to clean up the harbour and steward waterways

The project also aligns with actions in the City of Victoria's Climate Adaptation Plan (CAP), including:

- Seek funding, investment, and partnership opportunities to enhance the speed and quality of adaptation initiatives.
- Study the interdependencies between infrastructure systems to minimize cascading effects.

Impacts to Financial Plan

The 2020 Draft Financial Plan outlines proposed expenditures for I&I from 2020-2039. If the application is successful, the grant allocation will accelerate implementation of I&I reduction projects. Over the five-year project term, the City's total contribution would be \$2.73 million, 26.7% of total costs. The current Financial Plan budgets approximately \$1.2 million annually on I&I reduction projects which is sufficient to cover the City's annual contribution to this project. The

federal government would fund \$4.09 million, and the Province of British Columbia would fund \$3.41 million, for a total grant contribution of 73.33% of estimated project costs.

Official Community Plan Consistency Statement

The following OCP goals and objectives are supported by the recommendations in this report.
From Section 11. Infrastructure:

11 (A) Victoria's well-maintained infrastructure and facilities meet the needs of residents and business utilizing best management practices.

11 (C) Efficient and effective liquid waste management protects human health and the natural environment and makes use of resource potential.

11 (e) Wastewater is managed to safeguard public health and to protect the marine environment.

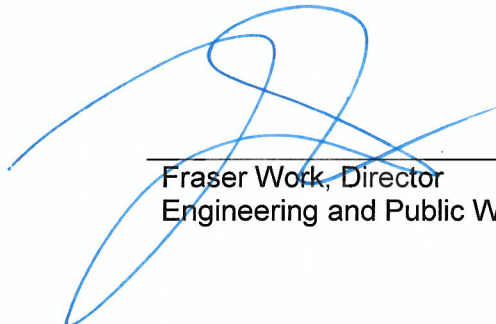
CONCLUSIONS

Staff are seeking direction to submit a grant application for \$7.5 million in funding for Sewer Projects to Reduce Inflow and Infiltration through the ICIP Green Infrastructure – Environmental Quality Sub-Stream. If the application is successful, the City's share of the project costs, estimated at \$2.73 million will be funded from the Sanitary Sewer Utilities Capital Budget over the five-year project term which will help to accelerate the City's I&I reduction efforts.

Respectfully submitted,




Jas Paul, Assistant Director
Engineering



Fraser Work, Director
Engineering and Public Works

Report accepted and recommended by the City Manager:


Date: Feb 11, 2020