



## REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, February 20, 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

Pages

A. APPROVAL OF AGENDA

\*B. CONSENT AGENDA

Proposal for Consent Agenda:

- I.1 - Conference Attendance Request for Councillor Thornton-Joe - Sociable City Summit

C. READING OF MINUTES

D. UNFINISHED BUSINESS

E. Presentations

\*E.1 Fourth Quarter (Q4) Accountability Report

1

*Addenda: Presentations*

*A report regarding a summary of major achievements, accomplishments, and highlights for the period of October 1, 2019 to December 30, 2019.*

F. LAND USE MATTERS

\*F.1 #103-45 Bastion Square: Application for Change to Hours for Wind Cries Mary, Food Primary License

153

*Addendum: Presentation*

*A report regarding an application by Wind Cries Mary to increase hours of operation associated with their existing food primary licence and recommending that it be approved.*

\*F.2 Accommodating Air Space Parcels in the Zoning Regulation Bylaw

180

*Addendum: Presentation*

*A report regarding information, analysis, and recommendations on proposed zoning amendments to permit air space parcel subdivisions.*

F.3 Air Space Subdivision Fees

191

*A report regarding information and advice relating to air space subdivisions and to propose establishment of a fee for air space subdivisions that reflects actual City resource costs of processing them.*

**G. STAFF REPORTS**

**H. NOTICE OF MOTIONS**

**I. NEW BUSINESS**

**I.1 Conference Attendance Request for Councillor Thornton-Joe - Sociable City Summit**

196

*A Council Member Motion regarding a request for Councillor Thornton-Joe to attend the Sociable City Summit.*

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





## **Committee of the Whole Report**

### **For the Meeting of February 20, 2020**

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**To:** Committee of the Whole  
**From:** Jocelyn Jenkyns, City Manager  
**Subject:** Fourth Quarter (Q4) Accountability Report

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**Date:** February 13, 2020

### **RECOMMENDATION**

That Council:

1. Receive this report for information; and
2. Provide direction, if any, on the four motions referred to this quarterly update and noted in this report.

### **EXECUTIVE SUMMARY**

The following report provides a summary of major achievements, accomplishments and highlights for the period of October 1, 2019 to December 30, 2019. It includes a summary of work undertaken in the Fourth Quarter (Q4) of 2019 included in the Strategic Plan and Financial Plan, as well as other information that Council has directed staff to include in quarterly updates.

#### Strategic Plan Progress Report – Attachment A

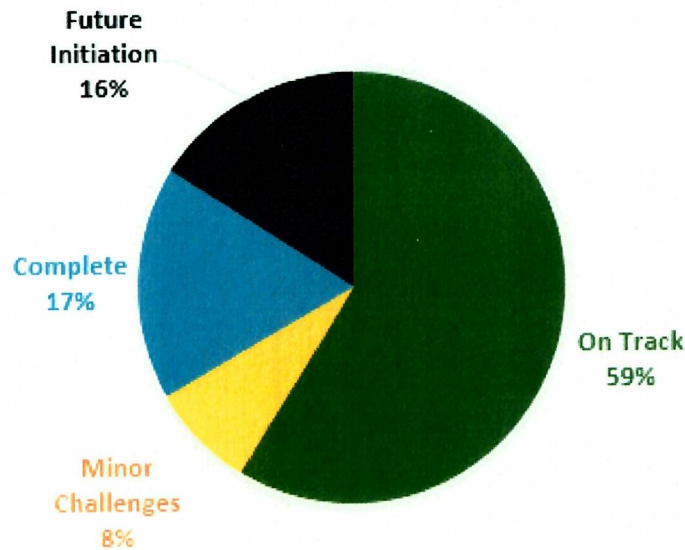
A progress report on the 2019-2022 Strategic Plan is contained in Attachment A. This Attachment provides a listing of Strategic Plan action items to be initiated in 2019 and organized by Strategic Plan Objectives. Definitions of the status of various projects are contained below.

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

A number of action items that were experiencing challenges were reported in the third quarter report. Since that time, staff have revised and updated timelines and project scope documentation to address these challenges. For these initiatives, the project status has been re-set to being “on track” with expected completion dates included in this document.

At the end of 2019, of the 63 Strategic Plan initiatives 37 were on track as planned earlier this year (59%), with an additional 11 action items being completed or in operational sustainment mode (17%). Five initiatives were experiencing minor challenges related to a delay in the establishment of the Mental Health and Addictions Task Force and two actions related establishing to transit pass programs for youth and low seniors, as well as the Real Estate Strategy due to expanded scope.

## STRATEGIC PLAN PROJECT STATUS



As part of the Strategic Planning process that took place in Q1 2019, a number of new staff resources were approved to implement new direction from Council. As of February 2, 2020, thirty-four position recruitment processes were completed and six were in active competition (includes advertisement, shortlisting, interviews and offer).

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

Major operational accomplishments and metrics are contained in Attachment B and organized by Department. These accomplishments include, but are not limited to, the introduction of “What’s Up at Council” videos on the City’s website, adoption of new landscape design guidelines, completion of the transition to “naturalize” garden beds, and continuation of the Reconciliation Dialogues.

### Core Service Delivery Work Plan – Attachment C

The City of Victoria provides over 200 services to residents, businesses and visitors. Attachment C is an addition to the quarterly update report that was introduced in Q1 of 2019 to highlight some of the main service and program areas, as well as key activities, that will be undertaken throughout the year.

### Council Member Expenses – Attachment D

Attachment E contains all expenses submitted by members of Council for reimbursement during Q4. Carbon pricing is now being added for airline travel in the Council expense report to capture the full cost of air travel. These funds will be transferred to the Climate Action Reserve.

### Grant Update – Attachment E

Attachment E contains an update on the grant activity in Q4 2019. At the end of 2019, the City was approved for over \$17.2 million in grant funding. This includes the award of a federal grant funding of \$15.3 million from the Disaster Mitigation and Adaptation Fund for upgrades to water, sanitary sewer and storm drain infrastructure as reported in the 2019 second quarter accountability report.

#### Awarded Contracts – Attachment F

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

#### Council Motions (Q4) – Attachment G

In addition to the work that is underway to initiate new actions in the 2019-2022 Strategic Plan and deliver on-going daily service delivery contained in the Financial Plan, Attachment H provides a summary of the 150 Motions that were approved by Council in Q4. In 2019, a total of 518 motions were passed by Council in 2019.

These motions are provided to Council through the quarterly update for information have been categorized as into four groups as follows:

- (1) Council Led
- (2) Financial Plan Related
- (2) Operational
- (3) Strategic Plan Related

#### Advisory Committee Motions – Attachment H

Following up from a Council motion approved on September 5, 2019 during the Q2 Accountability Report discussions, Council directed *“That motions from advisory committees be presented at Committee of the Whole at the next quarterly update or sooner if the matter is time sensitive.”* Attachment H, attached to this report, provides the motions from the following three advisory committees for Council consideration.

1. Accessibility Working Group
2. Active Transportation Committee
3. Renters Advisory Committee

#### Council Motions referred to Quarterly Update

During regular deliberations of Council, four motions were forwarded to the fourth quarterly update. Staff response to these motions are provided below.

#### **1. Banning the Sale of Puppies and Kittens**

In 2018, Council passed the following motion:

*Amend our Animal Control Bylaw to prohibit the sale of cats, kittens, dogs, puppies, and rabbits in pet stores or other type of retail premises. The only exemption is if these animals are offered for adoption from a recognized animal rescue society or shelter organization at which time the current bylaw policy would still apply.*

During the second quarter report on September 5, 2019, Council passed another motion to report back *“At the next quarterly update for staff to provide an update on the previously approved motion regarding the banning of the sale of puppies, kittens.”* Staff noted in the Q3 update that they would continue to report back on this matter until it is completed. This is work that is scheduled for completion by the end of Q2 2020. Depending on staff availability during the by-election it could be completed sooner.

There is a required consultation under section 59 of the *Community Charter* for Bylaw provisions that would regulate business in this way.

## **2. Gorge Waterway Stewardship and Access**

On November 28, 2019, Council approved the following motion related to Improving Ecological Stewardship and Recreational Access on the Gorge Waterway, as follows:

1. *Refer the report of the Collaborative to Improve Access to the Gorge Waterway to staff.*
2. *Direct staff to report back at the Quarterly Update in the first quarter of 2020 on the implications of amending the City's Strategic Plan by adding this 2021 action: "Engage Burnside-Gorge and Victoria West residents on a streamlined process to update the management plans for the following parks and greenspaces, with a view toward improving ecological stewardship and low-impact recreation: Arm Street Park, Burleith Park, Banfield Park, Arbutus Park, and the public foreshore at the foot of Harriet Street.*

Staff recommend that the following exploratory actions occur in advance of the presentation of the Draft 2021 Financial Plan to Council, if this initiative is approved as a new Strategic Plan action.

- Identification of an internal project team made up of staff from Engineering, Parks, Recreation, and Facilities
- Development of a preliminary scope of work to clarify the deliverables, risks and opportunities associated with the project
- Identify existing City initiatives aligned with this project
- Meeting with stakeholders including the authors of the report referenced in the motion
- Development of scope, schedule and budget for project execution in 2021

## **3. Horse Drawn Carriages**

In the fall of 2019, Council passed the following motion:

1. *That the Carriage companies submit to bylaw and BCSPCA their protocol and training of staff in equine emergency response*
3. *Send a letter of thanks to BCSPCA for their letter. Carried. (This work was actioned)*

*Move 2, 4 and 5 to next strategic plan update.*

2. *Staff proceed with street signs along the carriage routes.*
  4. *Directing staff to prepare bylaw amendments to specify a maximum temperature of bgt 28.*
  5. *Operations not be permitted on Oswego or Superior Street.*
- That this matter be referred to the next strategic plan update.*

Should Council wish to consider adding this work to the Strategic Plan, staff can review the implications of both the staff resources in Legislative Services and Engineering and Public Works and any related financial implications for consideration as a 2021 or 2022 action and report back to the Committee of the Whole as part of the Q1 Accountability Report Update in May 2020 as part of Strategic Plan Progress Report. Pending Council direction, if new resources are required, staff will likely recommend this be forwarded to the 2021 Financial Planning discussions in the fall of 2020.

#### **4. Council Dashboard – Committee of the Whole and Closed meeting attendance**

At the Q3, 2019 update Council passed the following motion that was ratified by Council on November 28, 2019 as follows:

*That Council request staff to report back on the options for adding attendance for Committee of the Whole and Closed Council meeting to the dashboard.*

Staff will provide this report back to Council at a Committee of the Whole meeting in late Q1 or early Q2 of 2020.

#### **CONCLUSIONS**

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

Respectfully submitted,



Jocelyn Jenkyns  
City Manager

#### **List of Attachments**

- A. Strategic Plan Progress Report
- B. Operational Plan Highlights, Achievements and Metrics
- C. Core Service Delivery Work Plan
- D. Council Member Expenses (Q4 2019)
- E. Grants Update (Q4 2019)
- F. Contracts Awarded (Q4 2019)
- G. Council Motions (Q4 2019)
- H. Advisory Committee Motions (Q4 2019)

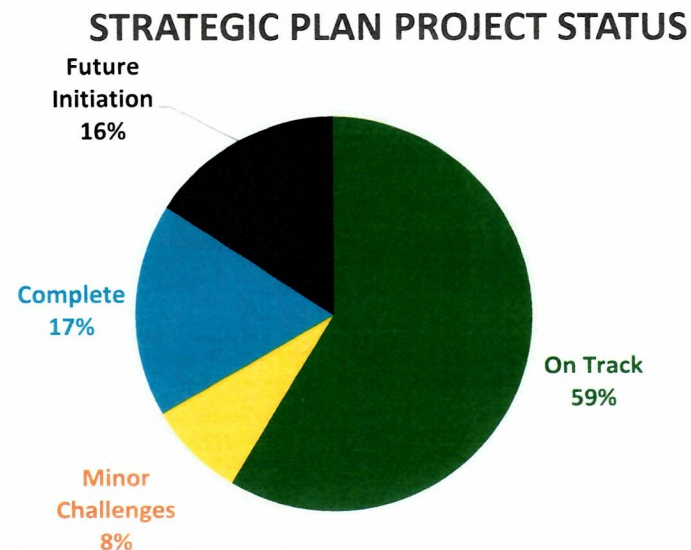


## Strategic Plan Progress Report – Q4 2019

The following attachment provides a summary of timelines and key milestones for the actions identified in the 2019-2022 Strategic Plan that are to be initiated in 2019, along with the individual project or initiative status at December 30, 2019. The status of projects and initiatives contained in this report is as follows:





- Green = On Track
- Yellow = Some Challenges (initiative delayed by a quarter, or scope change, or budget variance 15%-25%)
- Red = Major Challenges (initiative delayed by more than one quarter, scope unknown, or budget variance over 25%)
- Blue = Complete and/or in Sustainment Mode
- Black = Initiation Deferred to 2020

A number of action items that were experiencing challenges were reported in the third quarter report. Since that time, staff have revised and updated timelines and project scope documentation to address these challenges. For these initiatives, the project status has been re-set to being “on track” with expected completion dates included in this document









## Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>#1: Good Governance and Civic Engagement</b>									
<b>Council Expense Disclosure</b>	Improve timely publication of Council member expenses and financial disclosure statements quarterly		First Council expense report as part of Q1 update	On-going					
<b>Strategic Plan Outcome Measures</b>	Develop measurement and monitoring process for Strategic Plan Outcomes	Preliminary assessment of data sources	Retain external support to develop process for outcome measures	Communicate to departments on information needs		Project Not Funded - Cancelled			
<b>Facilitation Training</b>	Offer training to staff, Council members and community leaders in best practices in respectful facilitation; identify challenging topics for engagement in advance and ensure that everyone involved (staff and community leaders) have adequate training to lead engagement		Planning with HR begins in late Q2	Planning	Set training and delivery plan			Q1 2020	
<b>Town Halls</b>	Begin holding four town halls per year, one per quarter to engage residents, youth, business, organized labour and other stakeholders, including a quarterly check in with Council on the topics for these town halls	Scope options	Town Hall #1 June 6 (Open Topic) and Town Hall #2 on July 4 (accessibility theme)		Nov. 21 Budget Town Hall Subjects to be set for 2020 Town Halls	Seniors Town Hall		Q4 2022	

## Attachment A: Strategic Plan Progress Report (Q4 2019)





Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>Accessibility Training</b>	Deliver training to Council and senior staff on accessibility				Accessibility Awareness Training Sessions for Council, Senior Leadership Team and key staff			On-Going	
<b>Citizen's Assembly</b>	Work with Saanich Council to develop and implement a Citizens Assembly process		Establish Terms of Reference	Terms of Reference approved by Council.	Agreement to be further considered by Council in Q4			On-Going	
<b>Closed Meeting Disclosure</b>	Improve proactive disclosure of closed meeting records and decisions quarterly			Implement				Q2 2020	
<b>Child Care at City Hall</b>	Offer childminding service at City Hall during public hearings		Initiative Launched June 13	On-going provision of service	On-going provision of service				
<b>Youth Strategy</b>	Continue to implement Youth Strategy		Determine 2019 workplan with existing funds.	Hire Youth Strategy Assistant	Implement workplan			On-Going	
<b>Real Estate Strategy</b>	Complete and implement Real Estate Strategy	Complete collection of land requirements	Determine future budget requirements and potential reserve funding models					TBD	








## Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>Renters Advisory Committee</b>	Establish a Renters Advisory Committee	First Committee meeting							
<b>#2: Reconciliation and Indigenous Relations</b>									
<b>Reconciliation Dialogues</b>	Create the Victoria Reconciliation Dialogues	Initial planning meetings Funding applications for external grants	Workshop planning and partnership work	Dialogues workshops held	Dialogues workshops held	Dialogues 3, and 4 to be held (January and March)	Dialogue 5 to be held (May)	Q4 2020	
<b>Statue Relocation</b>	Determine appropriate context for the Sir John A. Macdonald Statue	Continue discussions through City Family		Planning to begin for the facilitated Dialogues session in March 2020		Dialogue 4 to focus on the role of historical monuments, including the Sir John A. Macdonald statue		Q4 2021	
<b>Reconciliation Training</b>	Develop and implement an ongoing, mandatory training program for Council and all City staff, and to have the cognitive portion of the training for all City staff and the experiential portion of the training for those interested participants first	Research options	Draft Procurement Agreement	Procurement Agreement in place	Training delivery initiated			Q4 2022	






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Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>#3. Affordable Housing</b>									
<b>Community Amenity Contribution Policy</b>	Develop Community Amenity Contribution Policy		Policy to COTW						
<b>Secondary Suite Grant Program</b>	Consider a grant program for secondary suites including those that are accessible and serve an aging population			Reprioritized to 2020 with Housing Strategy adoption in July 2019				TBD	
<b>Garden Suite Grant Program</b>	Examine a grant program to incentivize the creation of affordable garden suites			Reprioritized to 2020 with Housing Strategy adoption in July 2019				TBD	
<b>House Conversions</b>	Update zoning regulations for additional house conversion opportunities				Recommend proposed changes to COTW with next steps for advancing			Q2 2020	
<b>Family Housing</b>	Incentivize and mandate the creation of family-appropriate two and three bedroom rental units			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff			TBD	

# Attachment A: Strategic Plan Progress Report (Q4 2019)






Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
Funding for Land	Identify funding mechanisms to acquire land to facilitate federal, provincial and regional investment in affordable housing			Initiate hiring	Complete hiring process; start initiative pending successful recruitment of staff (completed in Q3)			Q3 2020	
Tax Exemptions	Explore the expanded use of tax exemptions to create more affordable housing				Project initiation in concert with rental and family housing projects			Q4 2020	
Tiny Homes and Garden Suites	Allow tiny homes and garden suites on lots that already have secondary suites or duplexes			Reprioritized to 2020 with Housing Strategy adoption in July 2019					
Garden Suite Program Expansion	Expand garden suite program to allow larger units on larger lots			Reprioritized to 2020 with Housing Strategy adoption in July 2019					
Houseplexes and Townhouses	Undertake a city-wide planning exercise to identify suitable locations for townhouses and houseplexes; Support houseplexes as a form of multi-unit housing that provide a sensitive transition within neighbourhoods; Support more family housing including townhouses and				Project scope approved by Council			Q4 2020	







# Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
	row houses; Support new ground-oriented housing forms and lock-off suites								
<b>Affordable Housing Targets</b>	Set targets, define affordable housing, and track and measure the creation of affordable housing units	Project initiation	Update targets established in Housing Strategy update	Track and measure	Track and measure			On-Going	
<b>Rental Zoning</b>	Implement rental-only zoning	Zoning Bylaws amended to include rental tenure definitions	Report to Council to confirm approach and Initiation	Initiate public consultation	Report to Council with Zoning Bylaw Amendments			Q4 2020	
<b>Rental Housing Incentives</b>	Incentivize development of rental housing and look for further opportunities to expedite and simplify development processes for affordable rental housing				Project initiation (project scope to be determined)			Q4 2020	
<b>Affordable Housing Sites</b>	Examine existing City land as possible sites for affordable housing and emergency shelter spaces including road-edge remnants, wide roads, 1240 Yates Street	Negotiate extension of My Place	Secure Council owner authority for Caledonia and Burnside Projects	Rezoning Process underway for Caledonia and Burnside Projects	Complete legal agreements and road closure processes if rezoning approved			Q3 2020	
<b>Tiny Homes</b>	Allow moveable tiny homes in all backyards that currently allow garden suites at rents of no more than \$500 per month			Reprioritized to 2020 with Housing Strategy adoption in July 2019					

## Attachment A: Strategic Plan Progress Report (Q4 2019)






Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
Market Rental Revitalization	Implement Market Rental Revitalization Program			Community Energy Specialist recruitment complete	Start Initiative			On-Going	
<b>#4. Prosperity and Economic Inclusion</b>									
Create Jobs for the Future 2041 Action Plan	Work with DVBA to develop a downtown retail Strategy; Explore the creation of a Legacy Business Program that specifically protects and highlights longstanding local businesses that are being priced out of our neighbourhoods; Explore ways for businesses in Victoria to become living wage employers; Continue work to support entrepreneurs and small businesses; Support placemaking entrepreneurs (food trucks, more patio spaces)		Working Group Meetings	Data collection for analysis to determine areas of focus	Economic Roundtable discussions to help inform action plan	Launch of draft Economic Action Plan for public input  Draft Plan presented to Council		Q1 2020	
Bastion Square Arts Hub	Initiate discussions with federal, provincial and philanthropic funding and operational model for Bastion Square Creative Hub	Working Group Meetings	Business plan and operational model in progress	Community engagement				TBD	
Arts and Culture Funding	Examine effectiveness of arts and culture grants funding versus direct staff support		Staff to request further direction on this action item from Council					Q2 2020	








## Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>Living Wage Certification</b>	Apply for certification as a Living Wage Employer				Council approval of Living Wage Policy and development of Implementation Plan	Submit application for certification		Q1 2020	
<b>#5. Health, Well-Being and a Welcoming City</b>									
<b>Barrier Free Business Program</b>	Partner (potentially with the Downtown Victoria Business Association) to create a program to make businesses barrier free		Explore options with DVBA			Continue to Examine Options with DVBA		On-Going	
<b>Vacant Storefronts</b>	Work with Downtown Victoria Business Association for rotating mural artists to beautify empty storefronts and large windows	Stakeholder engagement	AIPP Approval. Draft Call to Artist.	Call to artist launched with 54 applications received.	First installation slated for December 2019			Q4 2019	
<b>Seniors Task Force</b>	Create a Seniors Task Force and develop a Seniors Strategy	Initial planning meetings	Drafting TOR, convening of working group	Working group meetings	Develop draft recommendations			On-Going	
<b>Mental Health and Addictions Task Force</b>	Strike a Peer-Informed Task Force to identify priority actions to inform a Mental Health and Addictions Strategy actionable at the municipal level, i.e. prevention, advocacy, integration of services, and education	Initial planning meeting	Draft TOR, scoping review, identify and recruit task force participants, identify engagement participants, organize information gathering sessions	Organize/facilitate info gathering sessions with key individuals and groups to undertake complementary research	Collaboratively draft and finalize strategy, initiate community survey	Ongoing task force meetings Presentation of Seniors Action		On-Going	

## Attachment A: Strategic Plan Progress Report (Q4 2019)




Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>Sexual Harassment</b>	Explore ways to end sexual harassment and assault in Victoria, including using the Good Night Out international model to create a safe nightlife campaign for Victoria venues, bars, clubs and festivals	Incorporated into municipal alcohol policy for hospitality area	Consultant contracted to begin research as part of the Municipal Alcohol Policy (MAP)	Consultant review work completed	Recommendations included in consultant's MAP report			Q4 2020	
<b>Accessibility Framework</b>	Develop and implement an Accessibility Framework	Complete Phase 1	Develop draft Framework and begin next phase of engagement	Draft framework and support tools review	Report to COTW	Continued engagement with AWG and external stakeholders underway.		Q1 2020	
<b>Accessible Parking Standards</b>	Adopt accessible parking standards for on-street and off-street parking			Issue RFP				Q2 2020	
<b>Transgender, Non-binary, Two Spirit Inclusion</b>	Develop a Transgender, Non-binary, Two Spirit Inclusion Policy	Award RFP and Project Kick Off	Establish Project Working Group; Hold Community Engagement Sessions	Final Report to Council					
<b>Child Care Strategy</b>	Create a city-wide Childcare Strategy and Action Plan	Working group meetings	Working group meetings and engagement workshops	Working group meetings and engagement workshops	Write Strategy and Action Plan	Focus groups, interviews, and engagement events  Draft Action Plan provided to Council		TBD	



## Attachment A: Strategic Plan Progress Report (Q4 2019)




Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
LIFE Program	Update the LIFE Pass program to year-round registration and two-year terms		Project planning	Complete Program updates for July 1 implementation	Monitor Program Enhancements				
<b>#6: Climate Leadership and Environmental Stewardship</b>									
Zero Waste Strategy	Develop a Zero Waste Strategy	Undertake baseline waste generation assessment and scan of global best practices	Establish draft vision, principles, focus areas, and long-term goals for zero waste	Conduct targeted stakeholder consultations	Refine analysis and present to Council	Begin phase 2 (final phase) of strategy to implement waste reduction strategies and actions	Develop funding proposal for 2020	Q4 2020	
Climate Leadership Plan	Implement the Climate Leadership Plan	Progress Building retrofit strategy  Partner with the Province to offer fuel-switching incentive  Progress CLP actions and programs.	CLP Acceleration Planning - Climate Policy Workshops  Launch Corporate Energy and Emissions Management System  Climate Risk and Vulnerability Assessment updated	Complete Policy Workshops	Annual CLP update to Council  Complete Adaptation Strategy  Launch Solar Rooftop App Climate Lens and Climate Strategy Reports to Council  Complete EV Strategy			On-going	







# Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
					Finalize Corporate Energy and Emissions Management System (CEEMS)				
Plastic Straw Ban	Ban plastic straws taking into consideration accessibility needs			Summarize policy options and review precedent regulations from other jurisdictions  Begin stakeholder consultation	Review options for comprehensive single-use item bylaw			TBD	
Climate Champion Program	Create Neighbourhood Climate Champion program with one child, youth, adult and elder from each neighbourhood to lead and inspire at the local level on Climate Action	Initial planning meetings  Note that the program will be broader than original 'one child, youth, adult and elder' conceptualization	Meetings with key stakeholders and partner groups, project planning	Meetings with key stakeholders and partner groups, project planning	Program launch event at New Year's Levee  Continued support of climate champion activities and group check-ins	2020 program launched	On-going climate champion meetings	On-going	
Urban Forest Master Plan	Expedite Implementation of the Urban Forest Master Plan	Project Initiation	Staff Hiring	Staff Hiring/Fleet Procurement	Staff Hiring, Council Orientation			Q2 2020	





## Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>Tree Preservation Bylaw</b>	Undertake a comprehensive review and update the Tree Preservation Bylaw		Project Initiation	Bylaw update Phase 1 presented to Council	RFP development for Phase 2			Q1 2020	
<b>Naturalization of Gardens</b>	With the exception of hanging baskets and Beacon Hill Park, between 2019 and 2022, develop and implement a plan to naturalize all garden beds on City land.	Project Initiation	City Hall beds converted		Garden bed naturalization completed			Q1 2020	
<b>City Staff Transit</b>	Implement a City staff transit pass program				Clarify with Council that this program is already in place				
<b>#7: Sustainable Transportation</b>									
<b>Child and Youth Transit Pass Program</b>	Depending on response from the VRTC, implement creative financing mechanism to fund transit for children 18 and under in Victoria	Council approval of paid Sunday on-street metered parking to fund youth transit passes	May 1 start of paid Sunday on-street metered parking	Meetings with School Districts, BC Transit and community organizations to shape program design	Report to Council; Design of Program Delivery			TBD	

## Attachment A: Strategic Plan Progress Report (Q4 2019)






Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>Low Income Bus Pass Program</b>	Explore bus pass tied to income program, including for low-income seniors (could be added to LIFE Pass program)							TBD	
<b>Greenway Improvements</b>	Support greenway improvements in neighbourhoods including renewing Subdivision and Development Servicing Bylaw, Greenways Plan and associated City policies and bylaws to allow for alternate design treatments for shared streets on identified greenways		Contribute to new Provincial Design Guidelines	Incorporate policy directions for alternative street approaches and into Go Victoria				Q1 2020	
<b>Sustainable Mobility Strategy</b>	Develop and begin implementation of the Sustainable Mobility Strategy including improvements to pedestrian, cycling and transit travel	Analysis, Consultation and Engagement	Analysis, Consultation and Engagement	Strategy Development, Consultation, Engagement	COTW Presentation and Draft Mobility Strategy	Final Draft Strategy adoption by Council		Q1 2020	
<b>Bike Master Plan</b>	Bike Master Plan Implementation	Construction of Wharf and Humboldt AAA projects;  Design consultation on Harbour Road, Vancouver Street and Hillside/Quadra AAA projects	Initiate corridor alignment confirmation process for James Bay, Oak Bay and Burnside Gorge AAA routes	Design approval for Harbour Road, Vancouver Street and Hillside/Quadra  Hiring of temporary employees	Initiate design consultation for Haultain, Richardson, Government Street North, Kimta Road, and Kings AAA projects	Detailed design for Haultain, Richardson, Government Street North, Kimta Road, and Kings AAA projects. Council Report with final design, award and construction		Q4 2022	




## Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
<b>#8: Strong, Liveable Neighbourhoods</b>									
<b>Municipal Alcohol Policy</b>	Develop a Municipal Alcohol Policy to address concerns brought forward by the Late Night Advisory Committee		Consultant contracted to research and develop a Municipal Alcohol Policy	Consultant engagement with staff and community groups	Consultant's report complete and presented to staff for discussion			Q4 2020	
<b>Annual Neighbourhood Summit</b>	Facilitate an annual Neighbourhoods Summit to consider emerging best practices in neighbourhood placemaking, planning and engagement		Working group formed to provide guidance for Summit content		VCAN workshop held Nov 16. Results will inform Neighbourhood Summit in Q1 2020			Q1 2020	
<b>Pedestrian Street</b>	Continue the 'Open Government Street to Pedestrians' pilot and consider pedestrian-only Government Street in 2020-2021 budget process		Scope project governance	Report to Council	Budget request as part of 2020 Financial Plan process			Q4 2020	
<b>Quadra Village Centre and Greenspace</b>	Explore opportunities to expand the Quadra Village Community Centre and greenspace in partnership with the Downtown Blanshard Advisory Committee and the CRD	Project initiation and scoping; staff hiring plan developed	Complete Meetings with CRD, CRHD and BC Housing for draft governance proposal	Exploration of new opportunities for siting community amenities				Q3 2020	
<b>Fairfield Neighbourhood Plan</b>	Complete the Fairfield Local Area Plan		Draft plan to Council  Initiate final phase of public engagement	Final plan to Council					

## Attachment A: Strategic Plan Progress Report (Q4 2019)

Legend:  On Track  Some Challenges  Major Challenges  Complete  Future

Topic	Strategic Plan Action	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Date	Status
Placemaking Guide and Toolkit	Create a place-making guide and tool kit and host workshops to support citizens and businesses to take action to create public play spaces, parklets, and gathering places within neighbourhoods					Project Initiation	Draft Guide/Tool Kit	Q4 2020	

# OPERATIONAL HIGHLIGHTS, ACCOMPLISHMENTS AND METRICS

Fourth Quarter  
2019

## Business & Community Relations

### Highlights & Accomplishments:

#### Arts, Culture & Events:

- **16<sup>th</sup> Annual Butler Book Prize** - Mayor Lisa Helps and co-sponsor Brian Butler presented Kathy Page with the \$5,000 City of Victoria Butler Book Prize, and Alyssa Polinsky President of the Victoria Book Prize Society presented Aidan Cassie with the \$5,000 Victoria Children's Book Prize.
- **Making as Medicine Indigenous Symposium** - The *Making as Medicine: Indigenous Art Symposium* was hosted at the Royal BC Museum. Developed by Lindsay Delaronde and artist Nicole Mandryk, the two-day interdisciplinary and inter-generational event explored Indigenous ways of making through engaging in traditional arts.
- **Indigenous Artist in Residence Program** - Coast Salish artist Dylan Thomas (Qwul'thilum) was selected for the role of Indigenous Artist in Residence. The Indigenous Artist in Residence program provides the opportunity for a local artist to develop artistic works and engage the community in dialogue, workshops, events, and activities.
- **Stories of Celebration: Youth Poet Laureate Event** - *Stories of Celebration* was an evening of poetry and short stories from youth newcomers, immigrants and people of colour. The performers were Agartu Ali, Asiyah Robinson and Aziza Moqia Sealey-Qaylow who shared stories of radiance, triumph, delight, and resiliency.
- **Vacant Storefronts** - Local artists have animated six vacant downtown storefronts with dynamic art installations. All six spaces are located within the 700 block of Douglas Street. Participating artists include Daniel Laskarin, Libby Oliver, Alysha Farling, Maddy Knott, BOXCARSIX, and Laura Gildner.



Dylan Thomas.

Photo credit: Alcheringa Gallery

Vacant Storefront



40<sup>th</sup> Annual Victoria Marathon



## Attachment B – Operational Highlights, Accomplishments and Metrics (Q4 2019)

- **Victoria Marathon** - More than 6,000 runners competed in the 40<sup>th</sup> Annual Victoria Marathon.
- **Filming Activity** - Total film permits for 2019 was 56 including a TV series 'Bonzo' in mid-November. Production included a cast and crew of 100 people and employment of 300 locals as extras in the film.
- **Lights of Wonder** - DVBA transformed Centennial Square into a holiday wonderland. This outdoor event featured themed light exhibits including light tunnels, a picture frame and a 40-festive tree, as well as live entertainment on weekends.
- **New Winter Hanging Baskets and Winter Banners** - Moving towards a more local and green approach, the City launched a new winter hanging basket program. To complement the baskets, local artist Mateusz Napieralski created the "Gust of Wind" design. This banner depicts winter memories of being warm and cozy admiring the beauty of the natural world through the window.

### *Economic Development:*

- **Second Annual Business Survey** - Launched the second annual business survey for Economic Development in partnership with BC Statistics through the City's business license renewal period. The survey asks questions on a range of topics relevant to business owners and operators and the responses will help us to better understand the needs of businesses, shape actions and initiatives for the future, and to further strengthen and support all businesses located in Victoria.
- **Order of the Bear Award** - Canadian Federation of Independent Business (CFIB) presented the Hub with their "Order of the Bear Award", celebrating government action to support small business by reducing red tape. A limited number of bears are awarded annually by regional offices across Canada as they become aware of worthy recipients.



*DVBA's Lights of Wonder*



*Gusts of Wind: Winter Banners*

**WE NEED YOUR INPUT!**



*Second Annual Business Survey*



## Attachment B – Operational Highlights, Accomplishments and Metrics (Q4 2019)

- **Small Scale Urban Farming Session** - In partnership with the City's Food Systems Coordinator, citizens learned about how to start an urban farm in the City of Victoria. This session offered resources on how to get a business license, build a farm stand, connect with micro-loans, hear from urban farmers and more. Special guests from Vancity, Futurepreneur, Topsoil - Innovative Urban Agriculture and LifeCycles Project Society 'Seed the City' program presented.
- **Events** - Women in Business Awards Gala, Eco-Star Awards, UDI Rennie Annual Forecast, Lord Mayor of Dortmund Delegation visit, Young Women in Business (YWIB) gala, VIEA Economic Summit in Nanaimo, UDI U40 Rock Bay Revitalization, Coast Capital Savings Innovation Centre Announcement at UVIC, Chamber of Commerce Chairs Holiday Reception, Business Roundtables for Economic Action Plan
- **Business Hub** - There were 122 inquiries to the Business Hub in Q4, slightly up from the same quarter last year. The highest number of inquiries were related to offices, home-occupations and a mix of entrepreneurial ideas.

### *Neighbourhoods:*

- **Fall Grant Intake** - At the end of 2019, a total of 55 placemaking and activity projects were approved by the My Great Neighbourhoods Grants Program. Since the program's inception in 2016, 158 projects have been funded across the city.
- **Local Champions** - Design completed for citizen training program to build individuals' capacity to lead community projects. Program will be launched Q1 2020.



*CFIB Order of the Bear Award Presentation*



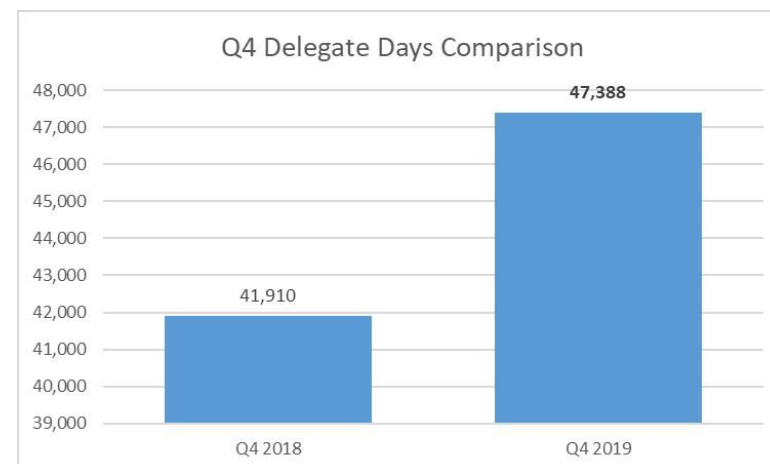
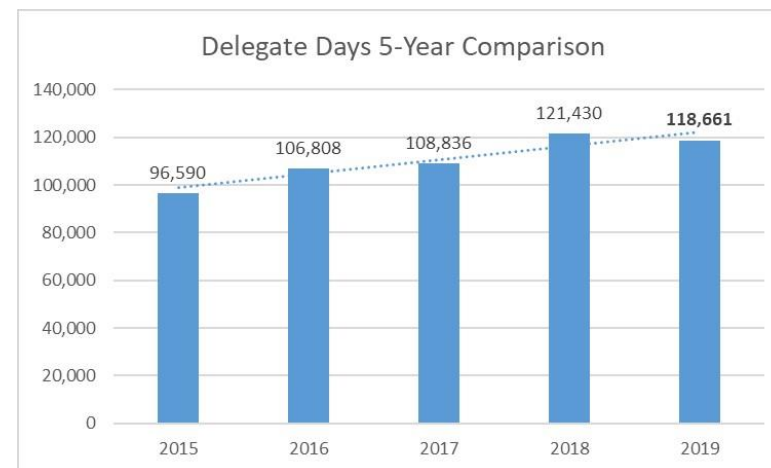
*Small Scale Urban Farming Session*

## Attachment B – Operational Highlights, Accomplishments and Metrics (Q4 2019)

- **VCAN Workshop** - Completed a workshop for neighbourhood associations to explore ideas for optimizing neighbourhood working relationship with the City. Presenters from Toronto, Seattle and Edmonton offered models from their cities to stimulate discussion. Outcomes will inform a Neighbourhood (Engagement) Summit for Q1 2020.
- **Municipal Alcohol Policy** - Received consultant's recommendations report and held a workshop with staff to evaluate the suggested directions. Recommendations for policy to be presented to Council in Q1 (for municipal property) and Q4 (entertainment district).

### *Victoria Conference Centre:*

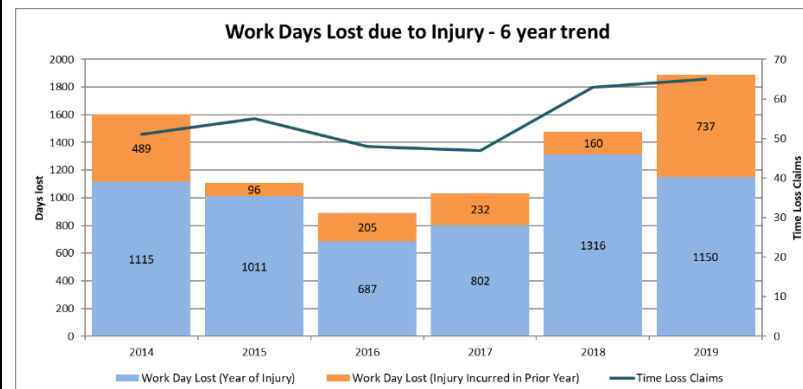
- **VCC Events** - Fifty-eight events were held at the Victoria Conference Centre in Q4, including nine city-wide conferences.
- **VCC Contracts** - Forty-five contracts were executed in Q4 for future conferences, including twenty-six city-wide conferences.
- **Events** - Business Events Victoria along with partners from local hotels hosted GM Mission events in San Francisco and Seattle, attended the CSAE Conference in Vancouver and PCMA CIC Conference in Quebec.
- **Delegate Days** - 2019 paced strongly and at year-end was within 2% of 2018, which was our most successful year since 2009.



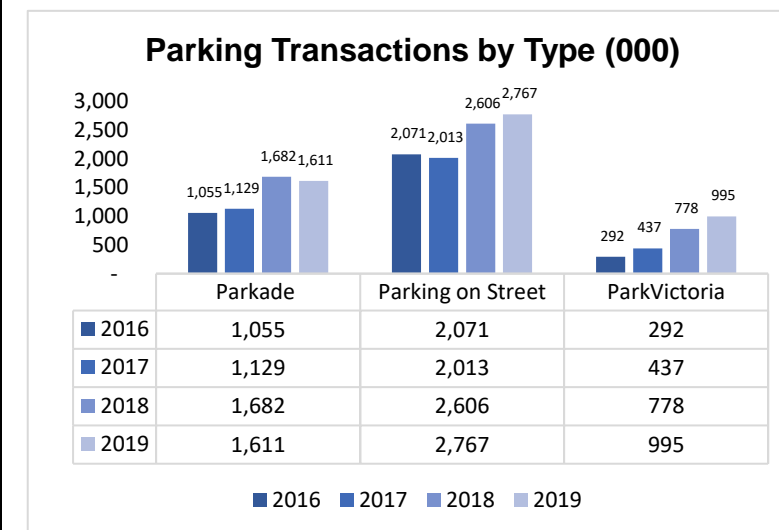
## Corporate Services

### Highlights and Accomplishments:

- Open City** - The City continued efforts to support open government and improved its' ranking as an "Open City" as assessed by the Public Sector Digest – ranking 15<sup>th</sup> among 55 participating organizations (previously ranked 30 in 2017).
- Safety Training** - In support of the City's commitment to health and safety, more than 7,000 staff hours were devoted to safety related training in 2019 through 106 sessions with 1343 attendees covering such topics as traffic control, confined space entry, violence prevention, hazard identification and risk assessment, and due diligence. As of Q4, 60% of employees occupying leadership roles in Public Works, Parks and Facilities had completed the core components of the Supervisor Safety Certificate offered through the BC Municipal Safety Association.
- Canadian Centre for Diversity and Inclusion** - The City of Victoria became an Employer Partner with the CCDI, gaining access to benefits and resources to support strategic priorities regarding equity, diversity and inclusion.
- Distinguished Budget Presentation Award** - The City's 2019 - 2023 Financial Plan received recognition for the 5<sup>th</sup> consecutive year from the Government Finance Officers Association.
- Canadian Award for Financial Reporting** - The City's Annual Report for the year ended December 31, 2018 received recognition of the 15<sup>th</sup> consecutive year from the Government Finance Officers Association.



Days lost due to injury decreased by 13% in 2019 over the prior year due to a reduction in average claim duration from 29 days in 2018 to 16 days, offsetting a small increase in the number of time loss claims. The increase in days lost due to injury in the prior year (2018) resulted from two long duration claims that together account for 62% of the total work days lost.



At the end of 2019, parking payment transactions on street and through ParkVictoria were higher than 2018. Parkade transactions were slightly lower than the previous year.

## Corporate Services

- **2020 – 2024 Draft Financial Plan** - The draft budget was introduced to Council on October 17 and received first bylaw reading on November 15. Public consultation took place in November that included a survey, Town Hall and E-town hall meeting and Budget Summary and Budget at a Glance packages.
- **2020 Permissive Tax Exemptions** - The City granted over \$1.9 million in permissive tax exemptions to 101 organizations and 126 properties.
- **Commercial Loading Permit Program** - In December, the City established an in-house commercial loading permit program as the Province ended the program at the end of December 2019 which has been operated by UBCM since 1987.





## Engagement

### Highlights and Accomplishments:

- **What's Up at Council?** - In October, the City introduced the new *What's Up at Council?* bi-weekly video series to give the community a look at what's coming up for discussion at City Council for decision-making. Hosted by the Mayor, the series is shared on the City's website and social media networks.
- **Budget e-Town Hall** - The town hall in November focused on capturing public feedback on the City's Draft 2020 Budget. Framed as "Your Budget. We're Listening." the community had the opportunity to participate in-person, by filling out an online feedback form or calling in to share their feedback with Council in real time. The public was invited to share their input on the Draft 2020 Budget via email and by completing an online survey, resulting in more than 5,000 surveys submitted.
- **Budget Town Hall Youth Night** - Timed with the Budget e-Town Hall, the City's Youth Strategy Assistant developed a *Budget Town Hall Youth Night* event, which offered local youth the opportunity to come together at the Quadra Village Community Centre to better understand the City's budgeting needs and address Council in real time by way of an online feedback form.

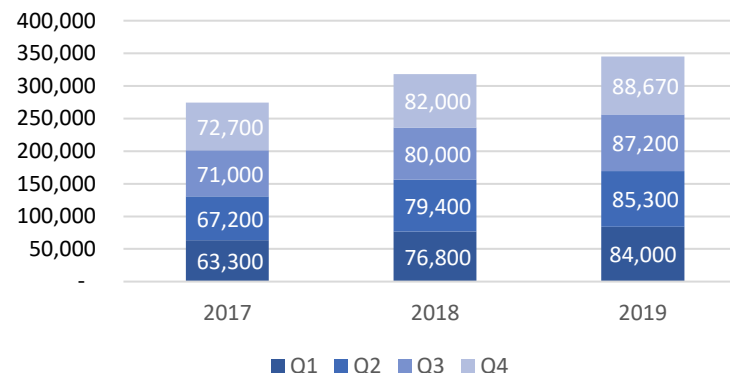


## Engagement

- Economic Roundtables** - Staff worked with the Mayor's Office to promote a six-part series of economic roundtable discussions in the fall, hosted by the Mayor. The residents and business owners who participated in the discussions helped shape the City's draft economic action plan, *Victoria 3.0 - Pivoting to a Higher-Value Economy 2020-2041*, which will be available for public feedback until the end of January.
- Victoria Reconciliation Dialogues** - Brianna Bear and Mayor Lisa Helps guided the community conversation, *Dialogue 2: The UN Declaration on the Rights of Indigenous Peoples and the City* in November. The event moved to the Victoria Conference Centre to accommodate the high level of interest in the community. More than 160 people participated in the event. The third Dialogue will take place in January at the Crystal Garden.

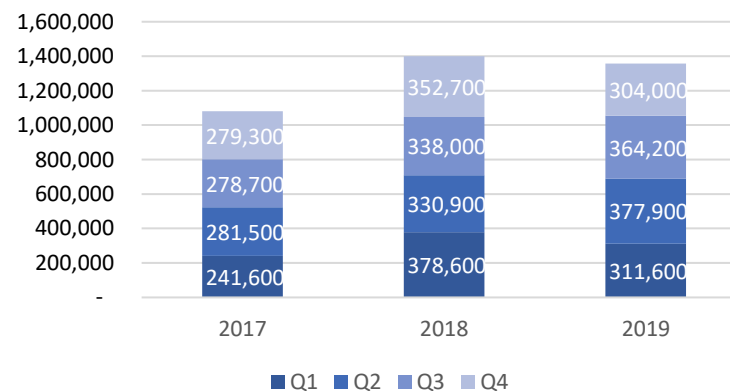


### Social Media Audience



Compared to Q4 2018, the total combined social media audience (Twitter, Facebook, Instagram) increased by 6,660 (8.12%) in Q4 2019.

### Visits to City Website



In Q4 2019 there was a decrease of 48,625 (-13%) in user sessions on the City's website compared to Q4 2018.

## Engineering and Public Works

### Highlights and Accomplishments:

#### Climate Action and Environmental Sustainability:

- 99% of Victoria businesses continue not to distribute plastic checkout bags despite BC Court of Appeal ruling that struck-down the City's Bylaw. Businesses charging minimum fee for paper and reusable bags reduced by approximately 20%

#### Engineering:

- Supported CRD Wastewater conveyance projects.
- Started post-remediation environmental monitoring program for Peter Pollen Park.
- Completed watermain on Blackwood Street
- Completed second phase (Douglas to Cook) of Humboldt Street sanitary forcemain
- Completed 3D survey of 1500 storm and sanitary manholes

#### Transportation:

- Completed 23 in-person outreach activities on four new bicycle routes including community meetings, corridor tours and open houses plus an on-line survey and opportunity to email generating 2300 individual comments
- Completed the \$6M major refurbishment of the Point Ellice Bridge on time and on budget
- Processed 2500 Street Occupancy Permits ensuring the safe use City roads during construction and development
- Successfully procured and acquired new Fire pre-emption equipment for the City's traffic signals allowing roll out starting in Q1 2020 on priority emergency response routes
- Launched implementation of the pilot Youth Transit Pass Program



*Design open house to inform 2020 Bicycle Master Plan projects*



## Attachment B – Operational Highlights, Accomplishments and Metrics (Q4 2019)

- Council endorsed the City's long-term Sustainable Mobility Strategy – "GoVictoria"

### Public Works:

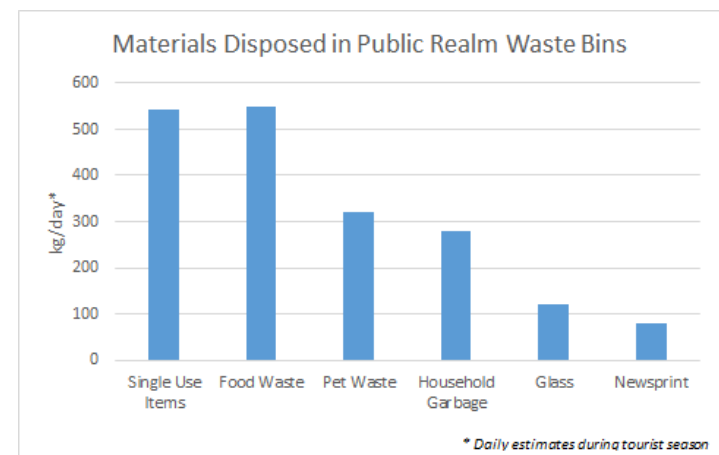
- 1250 Calls for Service across Streets, Utilities, Solid Waste, and Sanitation
- Concrete projects on Graham, Brighton, Fernwood, Wilson, Gosworth, Niagara, Menzies and Joan Cres.
- Renovations completed at 633 Pandora for additional office space
- Commerce Canoe and Bastion Square Reeds – relocation into storage pending Triangle Island installation
- Inspections and repairs on pathways, stairs, and boardwalks around the city

### Street Cleaning & Sanitation:

- 3268 tonnes of residential waste collected in 2019 (down 9.5% from 2018)
- 1037 tonnes of garden / yard waste collected in 2019 (effectively unchanged from 2018)
- 1984 tonnes of organics collected in 2019 (down 6.3% from 2018)
- Designs completed for new public realm waste diversion bins



*Point Ellice Bridge refurbishment*



*An audit of material in the City's public realm waste bins revealed that over 25,000 single use items are disposed everyday during the tourist season*



## Parks, Recreation & Facilities

### Highlights and Accomplishments:

- Peter Pollen Waterfront Park Dedication Ceremony -** Transportation Canada completed a year-long remediation project of the park land, and the City dedicated the expanded waterfront park (formerly known as Laurel Point Park) as Peter Pollen Waterfront Park, in honour of former Mayor of Victoria Peter Pollen. The Songhees Nation provided the Lekwungen name for the land as well, which has been incorporated into the signage. The event was attended by members of the Pollen family, friends and associates of the former mayor, Mayor Helps, and City staff.
- Songhees Park Expansion Project -** Council approved a refined concept plan for the Songhees Park Expansion Project. The design for the park, developed in collaboration with representatives of the Songhees First Nation, focuses on the ecological restoration of the site and is intended be an expression of Lekwungen heritage and culture.
- Garden Bed Transition -** The Parks horticulture team completed the climate action program to “naturalize” garden beds in parks and boulevards throughout the city, with the exception of Beacon Hill Park. The new plantings include native, drought-tolerant, and pollinator-friendly species.
- Urban Forest -** Staff conducted assessments for more than 500 City trees, resulting in the removal of 465 due to poor health or stability. City operations planted 167 trees in the spring and 250 in the fall, plus another 99 city trees were planted as part of development or construction projects.



Waterfront park at Laurel Point was renamed, in honour of former mayor Peter Pollen.



Songhees Park Expansion

## Parks, Recreation & Facilities

- **Planting Resources** - Staff completed a new set of resources for residents and stakeholders to assist with plant selection and care. The Lower Allergen Landscape Planting Resource List and the Pollinator and Allergy-Friendly Gardening in the City of Victoria were published and posted on the City's web page in December.
- **Community Programs** - Over 150 families participated in the StrongStart Program hosted at Crystal Pool in November and December. StrongStart is an early learning program for children aged birth to five and their parents/caregivers to assist with preparing for the transition into kindergarten. The activities are designed to support childhood development in key areas such as wellbeing and belonging, communication and literacy, identity and social responsibility. The program was delivered at no cost to families, through a funding partnership with the BC Ministry of Education.

### Emerging Issues and Challenges

- **Public Washroom for 900 Block of Douglas Street** - As part of the 2019 Financial Plan Council directed staff to deliver a new public washroom on the 900 block of Douglas Street with funding of \$150,000. Throughout mid-2019 staff conducted research, explored alternate design options, and contacted multiple municipalities to identify a solution that achieved the performance requirements within the allocated funding. Unfortunately, staff were unable to find an acceptable option and advised Council of this in the presentation of the Draft 2020 Financial Plan.

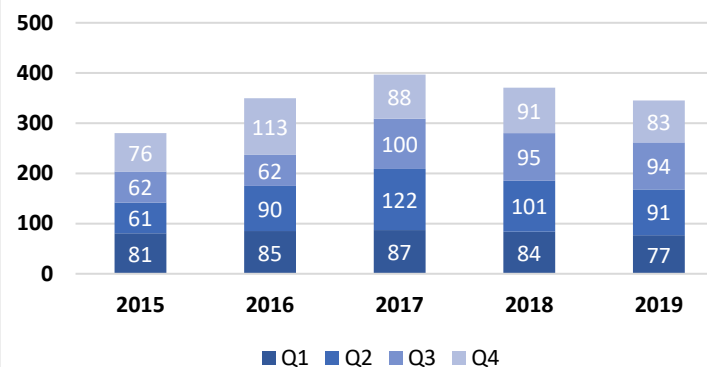


## Sustainable Planning & Community Development

### Highlights and Accomplishments:

- Local Area Planning** - A process was approved for the next phase of local area planning, focused on urban villages, town centres, and frequent transit and mobility corridors. Phase 1 will focus on villages and corridors within the Hillside-Quadra, North Park and Fernwood neighbourhoods. Terms of reference were also approved to guide grant opportunities for community-led planning. A working group was formed to act as liaisons to the community during the process, provide feedback on engagement events and act as a sounding board for new policies.
- Rezoning Approval** - Following a public hearing, Council approved a comprehensive development at 1025-1031 Johnson Street and 1050 Yates Street that will include 130 units of affordable housing, commercial and retail space, a public plaza and a new post-disaster building (Fire Hall #1).
- Missing Middle Housing** - A process was approved to make it easier to build more “missing middle” housing such as duplexes, houseplexes and townhouses in neighbourhoods across Victoria. Council directed staff to prepare new zoning regulations, design guidelines and policy updates for missing middle housing forms city wide; conduct public engagement; identify suitable locations for these forms of housing; consider City-initiated rezoning; and apply an affordability lens to the project.
- House Conversions** - Staff brought forward recommendations for updating the City’s housing conversion regulations to increase the number and range of housing units available throughout the city. The updated regulations will make it easier to convert a house into multiple units and incentivize heritage designation, rental housing and affordable units.

Total Application Volume (2015-2019)



Total Application Volumes at the end of 2019 was trending slightly lower than 2018.



## *Sustainable Planning & Community Development*

- **Heritage Designation** - Council approved a Heritage Designation bylaw for 1209 Yukon Street to protect the property as a Municipal Heritage Site. The property features a Victorian-era house built in 1892 which contributes to the historic character of Yukon Street and the Fernwood neighbourhood.
- **New Landscape Design Guidelines** - Following a public hearing, Council approved new guidelines for multi-unit residential, commercial and industrial developments, requiring 30% of the common landscape areas to include a diverse combination of plants and vegetation that are native to southern Vancouver Island, food-bearing or that provide pollinator habitats.



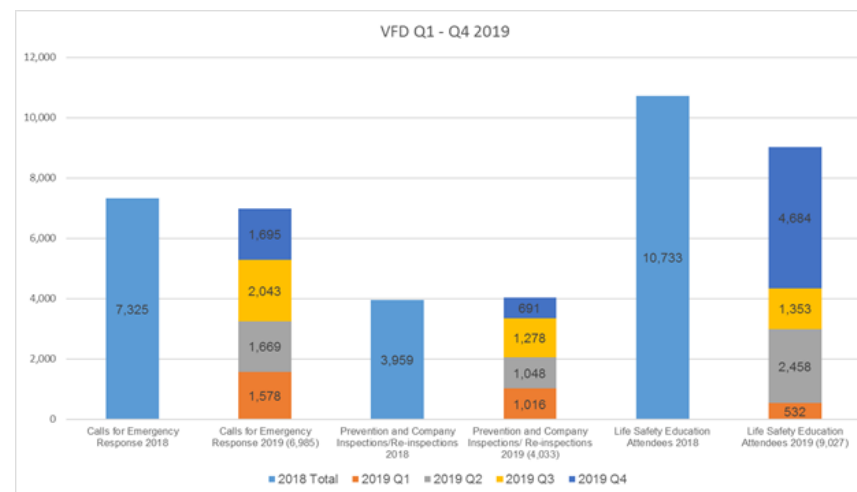
Yukon Street



## Victoria Fire Department

### Highlights and Accomplishments:

- 2019 Responses** - The Fire Department received 7,680 requests for service resulting in 6,985 responses to incident, including 424 responses to fires including structure fires, rubbish fires, beach fires, car fires, and other miscellaneous fires.
- Medical Aid/Overdoses** - In 2019, there has been a reduction in our medical aid responses, from 4,686 in 2018 to 4,390 in 2019. Overdose calls have reduced from 845 in 2018 to 785 in 2019. In 2019, the lifesaving antidote Naloxone was administered at 45 incidents.
- Training Software:** Introduced a new software for track training and certification, lesson plans, provides access to online professional training sessions and videos to support maintenance specialized skills sets. The new program provides automated metric reporting, ability to push out training session with assigned timelines and notification as well as an audit to verify completion to meet training requirements. The implementation of this new program has assisted in creating greater efficiencies and meeting departmental operational needs.
- Crane Truck Conversion** - Completed an in-house conversion of a retired fire engine into the department's new crane and flatbed truck. This updated vehicle replaces the original crane truck that was out of service due to a required cab change as it would not pass a Commercial Vehicle Inspection. Through the expertise of the Fire Master Mechanic and Mechanic Technician, the work was completed



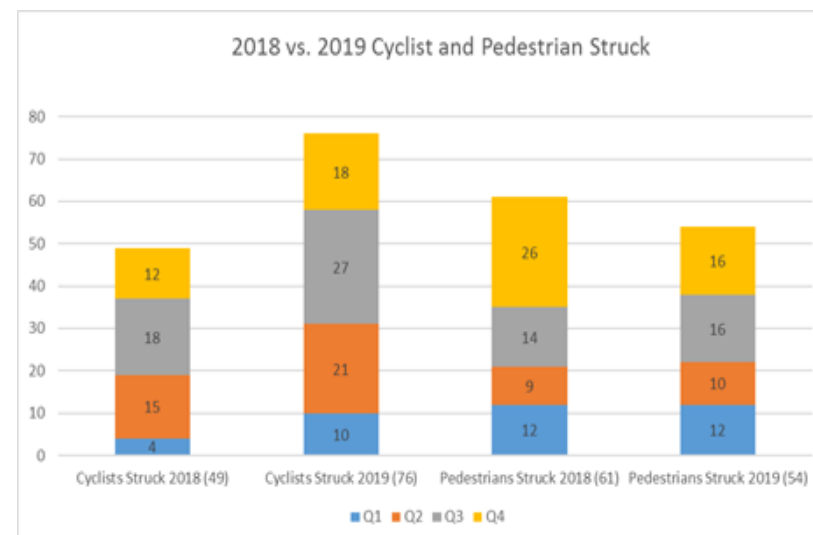
Firefighting Aid Provided To:	Date	Incident Type	Apparatus Deployed
Oak Bay	2019/01/15	House Fire	Engine, Rescue, Battalion
Oak Bay	2019/01/18	Apartment Fire	Engine, Ladder, Battalion
Oak Bay	2019/04/01	House Fire	Engine, Battalion
Esquimalt	2019/04/07	Apartment Fire	Engine, Rescue, Battalion
Oak Bay	2019/04/09	Apartment Fire	Engine, Battalion
Oak Bay	2019/05/03	Apartment Fire	Engine, Ladder, Battalion
Saanich	2019/06/21	Apartment Fire	2 Engines, Battalion
Esquimalt	2019/07/05	House Fire	2 Engines, Ladder, Rescue, Battalion
Oak Bay	2019/09/07	House Fire	Engine, Ladder, Battalion
Saanich Police	2019/10/23	Lost Person	RPAS, V04
Oak Bay	2019/12/15	Chimney Fire	Ladder, Battalion
Oak Bay	2019/12/18	Boat Fire	Engine, Battalion
Firefighting Aid Provided To:	Date	Incident Type	Apparatus Deployed
Victoria	N/A	N/A	N/A

*In 2019, Victoria Fire Department provided Fire Fighting and assistance to Oak Bay at 8 incidents, Esquimalt at 2 incidents and Saanich at 2 incidents. In 2019, Victoria Fire Department did not require any firefighting assistance.*

Victoria Fire Department									
<p>in a time and cost-efficient manner using under 50% of the allotted budget.</p> <ul style="list-style-type: none"> <li> <b>Regional Fleet Maintenance</b> - Completed maintenance services and commercial inspections for Victoria Fire Apparatus and for other regional fire departments through a fee for service agreement. </li> <li> <b>Fire and Life Safety Inspections</b> - Fire Prevention and Suppression has completed 4,033 fire and life safety inspections and re-inspections this year. The department has completed 97% of the inspections required as per the established frequency of inspection. </li> <li> <b>Fire Fighter Recruitment:</b> The 2020 Victoria Fire Department Fire Fighter Recruitment was completed, including a list of eligible candidates to fill upcoming fire fighter vacancies. </li> <li> <b>Training</b> <ul style="list-style-type: none"> <li>20 members participated in Regional Technical High Angle Rope Rescue Training</li> <li>9 members completed the Emergency Vehicle Operation Instructor Program; members will instruct specialized driver operations training to the department in a more time and cost-efficient format</li> <li>3 members completed Fire Officer 3 Certification</li> <li>47 Members completed Live Fire Training, to continue essential skills maintenance</li> <li>Instructors completed training in Resiliency and Critical Incident Group Debriefing</li> </ul> </li> </ul>	<p><b>2017 - 2019 Average Travel Time to Emergency Incidents</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Average Travel Time (Seconds)</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>143</td> </tr> <tr> <td>2018</td> <td>166</td> </tr> <tr> <td>2019</td> <td>173</td> </tr> </tbody> </table> <p><i>In review of the Fire Department's emergency response to incidents over the past 3 years, there has been an increase in average travel time of 30 seconds, this is the time it takes from the fire apparatus leaving the fire station and arriving at an emergency incident. The increase in travel time heightens the opportunity for an incident to increase in severity before the first arriving apparatus.</i></p>	Year	Average Travel Time (Seconds)	2017	143	2018	166	2019	173
Year	Average Travel Time (Seconds)								
2017	143								
2018	166								
2019	173								

## Victoria Fire Department

- Fire Prevention Week** - 2019 Fire Prevention Week's theme was "Not Every Hero Wears a Cape. Plan and Practice Your Escape!" Fire Prevention Week kicked off with a fire alarm drill at City hall followed by the opening ceremony and reading of the Fire Prevention Week proclamation. Fire Suppression conducted fire drills and fire safety messaging to 15 schools and approximately 4000 students and teachers.
- Community Education** - Fire, Life Safety and Emergency Preparedness programming was delivered to over 9,027 attendees through 213 sessions. These education sessions included Fire Prevention Week, Fire Safety Talks, Emergency Program Workshops, Shake Out, fire drills, and in school education programs delivered through a collaboration of Fire Prevention and Emergency Management.
- H.E.A.T. Program** - Received 178 call on the H.E.A.T. hotline, resulting in 20 Home visits in the City of Victoria. The new H.E.A.T. Facebook Group has grown to 83 members. Staff have dedicated 150 hours to support the H.E.A.T. program.
- BC ShakeOut** - All City of Victoria departments participated by dropping, covering, and holding on and counting to 60 seconds while learning about earthquake preparedness. Emergency Management staff also participated in the Black Press Women in Business event with an interactive display table and materials.
- "Be Ready" Emergency Preparedness Resource Guide** - Staff and the Regional Emergency Management Partnership (REEMP) worked with the Black Press to develop a "Be



Experienced an increase in the number of cyclist struck incidents, with 79 in 2019 in comparison to 45 in 2018.

## Victoria Fire Department

Ready” emergency preparedness resource guide, emergency preparedness articles and short video to promote readiness in the CRD through easy to follow and implement steps. These were the Black Press’ highest trending videos and articles online reaching thousands of people, plus over 100,000 newspapers which were delivered door to door.

- **Lunch and Learn** - Hosted a Lunch and Learn with BC Hydro open to City staff, volunteers, and the public to learn about preparing for Winter Storm Season: Electrical Dangers, Mitigation and Response.
- **Canadian Red Cross (CRC)** - ESS volunteers responded to 2 ESS calls in Q4 providing assistance to 19 evacuees with support services including food, shelter, and clothing.
- **Reception Centre Exercise** - Led a Reception Centre exercise at Oakland’s Community Centre which simulated a major windstorm with power outages making it necessary for residents to attend the reception centre and receive assistance from Victoria Ready volunteers.
- **Livable Cities** - Attended the Livable Cities Forum as a presenter and spoke about the City’s Connect and Prepare program with Building Resilient Neighbourhood staff, participated in a place making bike tour with the My Great Neighbourhoods team, took part in a Regional Disaster Risk Reduction workshop led by the Regional Emergency Management Partnership (REMP), and a Military Family Emergency Preparedness Fair.
- **Evacuation Routes and Tsunami modelling** - Continued work on regional and local evacuation route plans and updated tsunami and sea level rise modelling for the CRD.





Victoria Fire Department	
Natural Resources Canada's Digital Elevation Modelling Workshop at ONC which assists with the regional tsunami and sea level rise modelling that is currently being conducted.	

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Business Hub</b>	To guide new and existing businesses through the City's processes, find ways to reduce or mitigate red tape, provide resources in the community to assist businesses	Business and Community Relations	CFB Esquimalt Small Business Start Up Workshop, Family Business and Young Entrepreneurs Excellence Awards	Inter-Community Business License (ICBL) Report to Council, Small Business Information Session, Business Awards; 10 to Watch, Chamber, Leadership Victoria, VIATEC	Small Business Information Session - partner with ICA, VIRCS, etc. to focus on newcomers, immigrants & refugees, Small Business BC Pop-Up	Small Business Information Session; Women in Business Gala Business Awards; EcoStar, Launch Annual Business License Renewal Survey
<b>Create Victoria Master Plan</b>	Implementation of Create Victoria Arts and Culture Master Plan	Business and Community Relations	Research and stakeholder engagement on Vacant Storefront Program.	28 Bastion Square Creative Hub: business plan development and host community workshop	Launch Mural Toolkit and Vacant Storefront Program	Draft Music Strategy ready for public feedback
<b>Creative Animation and Programming of Public Space</b>	Programming includes free arts and culture activities in Centennial Square and Cameron Bandshell, poet laureate and youth poet laureate events and readings, artist in residence and Indigenous artist in residence programs, Canada Day celebrations, public art programs, Indigenous symposium, seasonal animation and banner program.	Business and Community Relations	Calls to Artists: Commute, Commercial Alley and Summer Banner Design. Chinese New Year celebration and decor	Poetry Month events, scheduling and programming Centennial Square and Cameron Bandshell, publication of CityVibe festival brochure, launch call to artist for Artist in Residence Program. Continue to hold space for dialogue with Indigenous community regarding the next Call for Indigenous Artist in Residence Program. Summer and Event Banners	Canada Day Celebration, free programming begins in CSQ and CB, Artworks installed for Commute and Commercial Alley projects. Artist in Resident begins term.	Nominations for Youth Poet Laureate launched. Installation of Winter Animation Program. Indigenous Symposium held.
<b>Festival and Event Support</b>	Includes regulation of public space use for film and event requests, and event resource support including Festival Investment Grant program, Festival Equipment Loan program and liaison role with community groups.	Business and Community Relations		COTW report on Festival Investment Grant 2019 Allocations	COTW report on Festival Investment Grant policy and guidelines.	Applications received for Festival Investment Grant program.
<b>Late Night Program</b>	Receive input from the Late Night Advisory Committee on arising issues and interests and monitor the late night economy activity on a quarterly basis through the Multi Agency Task Force which includes City staff, VicPD, LCRB inspectors, Fire Dept and VIHA	Business and Community Relations		Contract initiated with consultant to assist with Municipal Alcohol Policy	Report from consultant received. SLT recommend inter-departmental review/ workshop to explore policy work prior to Council report  Late Night Women's Tour conducted	LCRB presentation to staff and Council on liquor licensing. Workshop for SLT/depts on MAP consultant recommendations. Draft policy delayed until Q2 of 2020. Late night "quiet" signage introduced

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Neighbourhood Liaison Activities</b>	Facilitate efforts to improve communication between neighbourhood groups and residents with the City of Victoria. Assist neighbourhoods to access information and understand City processes and decision making. Assist staff in understanding neighbourhood issues and better collaborating with neighbourhood groups and residents.	Business and Community Relations		My Great Neighbourhood Grant - Spring intake Report to Council Neighbour Day Promotion Initiative	Neighbourhood Grant Fall promotion Neighbourhood Base Grants Review completed Strengthening Community Participation Primer Launched Neighbourhood Webpage Improvements	Community project bike tour Great Neighbourhood Grant - Fall intake Report to Council VCAN Workshop held Nov. 16 Municipal Alcohol Policy workshop led by Responsible Hospitality Institute with inter-departmental staff
<b>Victoria Conference Centre</b>	Sell, manage and service 73,000 sq.ft. of space in the Victoria Conference Centre and 25,000 sq.ft. of space in Crystal Garden for conferences, special events, meetings and trade consumer shows in Victoria.	Business and Community Relations	Customer Advisory Board Annual Meeting CSAE in Ottawa GM Mission - Mississauga/Toronto, Ottawa, and Montreal	Prestige Event in Portland/Seattle Global Meetings Industry Day Cities in Sync Spring Sales Mission in Toronto/Ottawa Business Events Victoria - Spring Fam	ASAE Annual Meeting in Ohio Canadian Meetings & Events Expo in Toronto IMEX America Trade Show in Las Vegas Meetings West Live in Victoria	GM Mission in San Francisco/Seattle CSAE Conference & Showcase in Vancouver PCMA CIC Conference in Quebec City Cities in Sync Sales Mission / MPI / CSAE Holiday Showcase in Toronto/Ottawa
<b>Protocol Office</b>	The protocol program handles various events, activities and services that benefit, promote, celebrate or enhance Victoria. The office also provides guidance and support for First Nations relationships, and works to hold events with dignitaries or when Mayor and Council are called upon to act in an official capacity.	City Manager's Office	New Years Day Levee at City Hall Hosted Minister of Environment and Regional Mayors meeting Hosted Morioka (Twin City) delegation	Marked Sikh Heritage Day for the first time at City Hall Ramadan Community Dinner at City Hall Facilitated Victoria's participation in Suzhou's (Twin City) dragon boat festival Victoria Pride Week kickoff at City Hall	Host Ugandan government & study group delegation Host Korean job-creation study group delegation	Victoria Poppy Campaign kickoff at City Hall Host Morioka (Twin City) school group Holiday Carolling Week at City Hall with local student choirs
<b>Bylaw and Licensing Services</b>	Responsible for bylaw enforcement (compliance and investigations), business licence reviews and compliance checks, and developing a City strategy aimed at regulating short term rental market.	City Manager's Office	Initiate Short Term Vacation Rental Enforcement Plan for non-confining operations	Initiate patrols of public space in Victoria	Complete short term rental compliance and enforcement plan	Conclude the removal of derelict boats in the Gorge waterway
<b>Corporate Initiatives</b>	Advance the City's Corporate Plan objectives through process and service improvements, performance measure development, and sustainment of the Project Management Framework implementation.	Corporate Services			Service Improvement Strategy Report to COTW Equity Lens Workshop	

Service Area	Description	Department	Q1	Q2	Q3	Q4
Finance	Responsible for safeguarding the City's financial assets, and leading financial planning to ensure the financial stability and viability of the City. Provides financial reporting and information and advice to all City departments, Council and the general public.	Corporate Services	Start of the External Audit, Application deadlines for Strategic Plan Grants, Micro Grants and Community Volunteer Grants	Annual Report and Audited Financial Statements Released	Property Taxes due July 2, Tax Sale of properties that have three years of outstanding taxes	Financial Plan Discussions
Fire Hall #1 Replacement	Replacement of the Fire Hall #1 located on Yates Street.	Corporate Services		Rezoning Process	Rezoning Process	
Human Resources - Learning Services	Plan and deliver learning programs to support corporate priorities including leadership capacity, change management and business enablers.	Corporate Services	Conduct Employee Engagement Survey Refine People + Performance Resources Offer Leadership Development Program Level 1 and Level 2 (pilot) Continue rollout of Indigenous Cultural Safety Training, Various Core and Business Enabling Learning Streamline Corporate Training Registration	Communicate Employee Engagement Survey results and develop engagement strategies Develop Diversity & Inclusion learning resources Continue rollout of Indigenous Cultural Safety Training	Pilot Diversity & Inclusion learning resources Offer Leadership Development Program Level 1 and Level 3 (pilot) Continue rollout of Indigenous Cultural Safety Training Develop Corporate Coaching Framework Pilot Revised Corporate Orientation	Deliver Core Learning and Business Enabling Learning Continue rollout of Indigenous Cultural Safety Training
Human Resources - Health and Safety	Develop and implement safety management systems to proactively prevent workplace accidents, and coordinate rehabilitation programs to provide ill or injuries employees with stay at work and return to work opportunities.	Corporate Services	<ul style="list-style-type: none"> <li>- Roll out new Health &amp; Safety Policy.</li> <li>- Implement updates to the OHS Program Manual.</li> <li>- Review and update OHS-related policies.</li> <li>- Complete revisions to the New Worker Orientation Package.</li> <li>- Implement Due Diligence checklist for Supervisors.</li> <li>- Safety training: 75% of PW, Parks, and Facilities Managers and supervisors have already completed the Supervisors Safety Certificate. Focus on getting remainder of Managers and Supervisors across the City to complete. (Q1, Q2 and Q4)</li> <li>- Focus on WHMIS training.</li> <li>- Continue implementation of the new Traffic Control Manual.</li> <li>- All Safe Job Procedures (SJPs) uploaded to new page on the Hub.</li> <li>- Document Disability Management Program in a manual. Revise and role out Worker's Package.</li> </ul>	<ul style="list-style-type: none"> <li>Complete updates/revisions OHS Program Supplementary Programs.</li> <li>Ongoing Job Hazard Analysis and Risk Assessments for PW &amp; Parks tasks.</li> <li>Initiate Parks work-section-specific Field Level Hazard Assessments.</li> <li>Roll out New Worker Orientation Package to Managers and Supervisors.</li> <li>Continue Safety Training</li> <li>Continue Jobsite Inspections in PW.</li> <li>Develop Disability Management Training materials. Roll out new Disability Management Program to Managers and Supervisors.</li> <li>Continue to create and revise SJPs. Continue development of SJPs and OGs.</li> </ul>	<ul style="list-style-type: none"> <li>Roll out updated OHS Program Manual and Supplementary Programs.</li> <li>Roll out updated/revised OHS-related policies.</li> <li>Continue Safety Training</li> </ul>	<ul style="list-style-type: none"> <li>Initiate further development of Health and Wellness Program.</li> <li>Continue Safety Training</li> <li>Initiate a COR-based gap analysis of the City's OHS Program.</li> </ul>



Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Human Resources - Talent Acquisition</b>	Full cycle recruitment support including new employee onboarding and orientation	Corporate Services	Recruitment to new and existing vacant positions approved by Council through Financial Plan.  Commence annual 2020 Seasonal Recruitment process.	Recruitment to new and existing vacant positions approved by Council through Financial Plan.  Complete annual Seasonal Recruitment process.  Complete planning for Talent Acquisition process review, determine initiatives.	Recruitment to new and existing vacant positions approved by Council through Financial Plan.  Continue development and implementation of Talent Acquisition process improvement initiatives.	Recruitment to new and existing vacant positions approved by Council through Financial Plan.  Begin planning for 2021 Seasonal Recruitment process.  Continue development and implementation of Talent Acquisition process improvement initiatives.
<b>Information Technology</b>	Helpdesk	Corporate Services	Provide IT client support to all city staff, participate in IT project work and lead corporate refresh of city's multi-function printers	Provide IT client support to all city staff, participate in IT project work and lead corporate refresh of city's multi-function printers and perform annual refresh of desktops and laptops	Provide IT client support to all city staff, participate in IT project work and continuing annual refresh of desktops and laptops	Provide IT client support to all city staff and participate in IT project work
<b>Information Technology</b>	Technical Infrastructure	Corporate Services	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work and proactively improve system operations to minimize unscheduled down time
<b>Information Technology</b>	Business Solutions	Corporate Services	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools	Lead corporate projects involving technology implementation, support and maintain internally developed software applications, lead corporate digital transformation project involving modernizing the city's office productivity tools
<b>Legislative Services - Council Process</b>	Legislative Services manages the council meeting process preparing and publishing Council and Committee of the Whole meetings, recording minutes and webcasting	Corporate Services	Council voting dashboard established with public launch in Q2; Framework for a rise and report policy and process for closed meetings commenced	Public launch of Council voting dashboard at COTW		Rise and Report Policy to Council
<b>Legislative Services - Policy</b>	Legislative Services undertakes policy related projects on a variety of issues in the City not lead by other departments	Corporate Services	Mobile Bicycle Street Vending Regulations approved by Council; 2018 Election lessons learned report to Council; DVBA's Business Improvement Area renewal was reported to COTW and approved to proceed	BIA Renewal assent report to COTW; Cannabis Retailer Bylaw and Enforcement Approach report; Cannabis Consumption Sites Pilot Project report back; Animal Control Services Contract RFP; Intercommunity Business Licence Bylaw	LCRB Provincial Cannabis Licence referrals	Adapting to provincial commercial passenger transportation framework report; 3 LCRB Provincial Cannabis Licence referrals

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Parking Services</b>	Operation of five parkades, three surface parking lots and nearly 2,000 on street parking spaces downtown.	Corporate Services	Annual update report to Council	Implementation of paid Sunday on-street metered parking to fund transit passes for youth	Continued proactive block by block analysis to maximize parking capacity. Added 93 new spaces on 700 Block of Government and the 400 blocks of Kingston and Quebec Streets	
<b>Real Estate</b>	Leads all aspects of the City's strategic real estate program and holdings including the City's active portfolio of commercial properties. In particular, the business unit seeks to maximize the City's returns from its property holdings and ensure the City has the appropriate real estate portfolio to meet its current and long terms needs	Corporate Services	Investigating and developing options for affordable housing projects and securing necessary staffing assets in support. Negotiations on Laurel Point acquisition and other David Foster Harbour Pathway projects north of JSB. Complete renewal of leases including Myplace.	Investigating and developing options for affordable housing projects. Negotiations with BC Housing on partnership MOU. Recruitment for new positions in support of affordable housing and implementation of strategic plan. Complete renewal of leases including key lease at Crystal Gardens	Caledonia and Burnside Housing Project agreements completed and rezoning initiated.	Acquisition of new lands in support of affordable housing. Completion of Real Estate Strategic Plan
<b>Coastal Communities Social Procurement Initiatives</b>	Social Procurement means leveraging a social value from your existing procurement. An additional way that local governments can direct resources towards community benefit.	Corporate Services	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities
<b>Supply Management Services</b>	Provides businesses and suppliers transparent, fair and equal access to business opportunities with the City. Provide purchasing expertise and advice to foster a consistent and standardized approach to purchasing within the City.	Corporate Services		Develop list of purchases over \$50,000 as part of the Quarterly Reporting to Council		
<b>Communications</b>	Provide strategic communications for City department programs, services and initiatives.	Engagement	Major Highlights: Announced Poet Laureate and Youth Poet Laureate, tsunami preparedness and neighbourhood-based Connect and Prepare, My Great Neighbourhood Grant, Coastal Communities Social Procurement, Recruitment for Victoria Red Cross Emergency Social Support Team.	Major Highlights: Strategic Plan, CityVibe Guide, Connect Summer Edition, Poetry Month, Emergency Preparedness Week, summer camps, Cecelia Ravine Opening, updated Art in Public Places Policy, announce Artist in Residence, Commute Bus shelter artists and shortlist for Victoria Book Prize Awards, Ellice Bridge repairs.	Major Highlights: Canada Day, Artist in Residence and Youth Poet Laureate, Seniors' Taskforce, Climate Champions Program, Active Living Guide, Orange Shirt Day, Victoria Book Prize Awards Gala, Victoria Fire Department recruitment, Crystal Pool maintenance shutdown.	Major Highlights: What's Up at Council, Financial Plan 2020, GoVictoria, ShakeOut, Mural Took Kit, Indigenous Arts Symposium, Tree Appreciation Day, Annual Carolling Week at City Hall

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Engagement</b>	Provide strategic engagement services for City department's programs, services and initiatives.	Engagement	Developed and led engagement on the City's draft Budget and Financial Plan; launched Go Victoria: Our Mobility Future engagement strategy; Participatory Budgeting, and delivered ongoing bike lane construction engagement.	Major initiatives to include: Launch new online Engagement Portal section of City website, engagement on GoVictoria, Climate Leadership Plan, Inclusionary Housing and Housing Strategy, AAA cycling network .	Major initiatives to include: AAA cycling network, Housing Strategy, Neighbourhood Summit, Rental Zoning, Bastian Square Arts Hub, Laurel Point Park, Climate Champions, Accessibility Framework, Reconciliation Dialogues.	Major initiatives to include: Budget 2020, Local Area Planning, Urban Forest Master Plan, AAA cycling network, Housing Strategy, Zero Waste Strategy, Economic Development Taskforce, GoVictoria, City-wide Infill Housing, Reconciliation Dialogues, Create Victoria Music Strategy.
<b>Engagement Summit</b>	Develop, implement and evaluate the objectives and results of the City's annual Engagement Summit to inform Council's decision making.	Engagement	Developed, implemented and evaluated the 2019-2022 Strategic Plan Engagement Summit.	Strategic Plan layout and design	Develop theme and event plan for 2020 Engagement Summit	Implement engagement strategy for 2020 Engagement Summit.
<b>Participatory Budgeting</b>	Supported annual participatory budgeting process, being led this year by the Victoria Youth Council. The 2019 theme is improving life for youth.	Engagement	Support the community-led Participatory Budgeting Steering Committee.	Public voting June 16-July 19 for shortlisted proposals.	Announce winners	Implementation of projects begins
<b>Asset Management and GIS</b>	Implement and maintain the City's corporate asset management system. Capture, maintain, analyze and communicate the spatial location and key attributes of property parcels and City-owned infrastructure.	Engineering and Public Works	Implemented enhancements to the asset management system for Facilities. Initiated Fleet business process review.	Mapped fleet business process for review and integration into the City's asset management system.	Tested corporate asset classification standard and structure for integration of the City's asset management systems with the financial system.	Completed LiDAR analysis to assess baseline tree cover and previous areas to support urban forest master plan.
<b>Fleet Management</b>	The project management of the procurement of all new City Fleet and Equipment assets. Life cycle management and asset management of the City of Victoria Fleet. Maintenance provision for the fleet of Police vehicles. The administration and management of the corporate vehicle registration and insurance program. Administration and management of the commercial fleet to ensure CVSE compliance	Engineering and Public Works	Ongoing Fleet management Procurement of 2018 back log of fleet replacements	Ongoing Fleet management Procurement of 2018 back log of fleet replacements Begin 2019 planned replacements	Ongoing Fleet management Procurement of 2018 back log of fleet replacements Begin 2019 planned replacements Business process review - prep. for transition to Cartegraph	Ongoing Fleet management Procurement of 2018 back log of fleet replacements Begin 2019 planned replacements Business process review - prep. for transition to Cartegraph
<b>Land Development</b>	Administration of land development applications including processing applications for subdivisions and strata permits, frontage and right of way construction permits, and encroachment and excavation permits.	Engineering and Public Works	Ongoing	Ongoing	Ongoing	Ongoing

Service Area	Description	Department	Q1	Q2	Q3	Q4
Retaining Walls and Railings	Undertake the construction, maintenance and repair of city owned seawalls, railings and retaining walls	Engineering and Public Works	Ongoing	Ongoing	Ongoing	Ongoing
Streets and Surface Infrastructure	Undertake the construction, maintenance and repair of the road, sidewalk, pathway surfaces (asphalt, concrete and pavers), and the infrastructure that is placed on these surfaces, such as benches, bollards, poles etc. to ensure safety, extend the useful life, ensure good esthetics and to replace or install when required.	Engineering and Public Works	Implement annual maintenance programs and undertaking new projects on behalf of Engineering.	Implementing annual maintenance programs and undertaking new projects on behalf of Engineering.		
Transportation	Manage the planning, operations and function of the City's transportation infrastructure and associated network to support the safe movement of people, goods and services.	Engineering and Public Works	<p>Undertake the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;</p> <p>Review and process re-zoning, subdivision and/or development applications for Council's consideration;</p> <p>Review and process street occupancy permits;</p> <p>Review and process building permits</p> <p>Undertake approved transportation policy and bylaw work</p> <p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones</p> <p>Collect local transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning processes</p> <p>Oversee the management of Advisory Committees (ATAC)</p>	<p>Continue the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;</p> <p>Review and process re-zoning, subdivision and/or development applications for Council's consideration;</p> <p>Review and process street occupancy permits</p> <p>Review and process building permits</p> <p>Continue with approved transportation policy and bylaw work</p> <p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones</p> <p>Collect local transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning processes</p> <p>Oversee the management of Advisory Committees (ATAC)</p>	<p>Continue the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;</p> <p>Review and process re-zoning, subdivision and/or development applications for Council's consideration;</p> <p>Review and process street occupancy permits</p> <p>Review and process building permits</p> <p>Continue with approved transportation policy and bylaw work</p> <p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones</p> <p>Collect local transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning processes</p>	<p>Continue the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement;</p> <p>Review and process re-zoning, subdivision and/or development applications for Council's consideration;</p> <p>Review and process street occupancy permits</p> <p>Review and process building permits</p> <p>Continue with approved transportation policy and bylaw work</p> <p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones</p> <p>Collect local transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning processes</p>



Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Underground Utilities</b>	Underground Utilities Section oversees maintenance and renewal of City's underground infrastructure (water, sanitary sewer and storm drains).	Engineering and Public Works	<p>Holly St, Hamilton to Belmont watermain replaced.</p> <p>Johnson St, east from Cook, watermain replaced.</p> <p>Belton St, Dominion to Reno, stormdrain installed.</p> <p>Fort St, Oak Bat to Belcher, storm drain replaced.</p> <p>Shelbourne, Kings to Haultin, storm drain lined.</p> <p>Humboldt St, Phase 1 force main installed.</p> <p>Rehabilitation of Cook St brick storm drain completed.</p> <p>Ongoing design of 2020 underground infrastructure capital projects.</p> <p>Ongoing review and process of building permit, subdivision, development and rezoning applications</p>	<p>Humboldt Street forcemain Phase 2 started.</p> <p>Linden sanitary sewer main installed.</p> <p>Lining of sanitary and stormwater mains started.</p> <p>Inspection of sanitary and stormwater manholes started.</p> <p>Menzies stormdrain replaced.</p> <p>Ongoing design of 2020 underground infrastructure capital projects.</p> <p>Ongoing review and process of building permit, subdivision, development and rezoning applications</p>	<p>Oswego sanitary sewer main completed.</p> <p>Government Street watermain completed.</p> <p>Humboldt sewer forcemain Phase 2 - ongoing.</p> <p>Condition assessment of brick stormdrains completed</p> <p>Gorge, Cave, and Blackwood watermain construction</p> <p>Ongoing review and process of building permit, subdivision, development and rezoning applications</p>	<p>Jutland watermain, Basil, Blackwood and Rithet storm drains construction - tender</p> <p>Completion of Humboldt sewer forcemain Phase 2</p> <p>GHG assessment of DMAF funded projects</p>
<b>Waterfront Public Realm Improvements</b>	Implementation of the designs for the public realm improvements, including a pedestrian connection underneath the Johnson Street bridge, boulevard landscaping, Janion Plaza and Northern Junk Plaza improvements, and expansion of Songhees Park.	Engineering and Public Works / Parks, Recreation and Facilities	<p>Substantial completion of the boulevard landscaping</p> <p>Substantial completion of the Janion Plaza</p> <p>Construction of the David Foster Harbour Pathway</p>	Completion of the David Foster Harbour Pathway Underpass connection. Procure design consultant and commence Songhees Park Expansion design development	Songhees Park Expansion detailed design, and project planning for the relocation of Commerce Canoe to Triangle Island	Songhees Park Expansion detailed design, and project planning for the relocation of Commerce Canoe to Triangle Island
<b>Crystal Pool &amp; Wellness Centre Replacement</b>	Replacement of the Crystal Pool and Fitness Centre	Parks, Recreation and Facilities	Investigation of arena parking lot options with RG Facilities	Progress update to Council	Progress update to Council	Progress update to Council
<b>Facilities - Building Services</b>	Cleaning and janitorial support to City buildings to provide effective, healthy space for municipal operations	Parks, Recreation and Facilities	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces
<b>Facilities - Maintenance</b>	Preventative and corrective maintenance on 1.9 million square feet of City owned facilities	Parks, Recreation and Facilities	Elevator inspections, electrical maintenance, snow and ice removal	Roof inspection and repair program, water fountain maintenance program	Crystal Pool annual maintenance shutdown, HVAC inspection and repair program	Back-up generator testing and repair program

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Facilities Master Plan</b>	The project will deliver a plan that strategically assesses current and future requirements for City facilities. The document will be shaped by input from existing City policy/plans, staff, consultants and stakeholders.	Parks, Recreation and Facilities		Project initiation and planning	Consultant procurement	
<b>Peter Pollen Waterfront Park Improvement Plan</b>	Redevelopment of the waterfront lands following the remediation project, currently underway by Transport Canada. Staff will develop a park design, with input from the community, for construction in 2020.	Parks, Recreation and Facilities	Project Initiation	Land acquisition completed	Procure Design Services Public Engagement and Design Development	
<b>Parks - Horticulture and Nursery Operations</b>	Maintenance of all gardens in parks and medians, including hanging baskets, plantings, hedges and the orca display	Parks, Recreation and Facilities	Propagation of plants, garden bed renovations, chip trail maintenance	Hanging basket installation, orca display installation, garden and median maintenance	Hanging basket decommissioning, orca display decommissioning, garden and median maintenance, propagation of winter display plants	Garden bed renovation, winter planting program in BHP, poinsettia display installation, plant propagation
<b>Parks - Infrastructure</b>	Maintenance of hard assets/ infrastructure in parks, including fences, playgrounds, outdoor sport facilities and equipment, benches, picnic tables, pathways, signage, and irrigation systems.	Parks, Recreation and Facilities	Playground and sport infrastructure safety inspections, furnishing dedication program installations	Capital construction program	Capital construction program	Capital construction program, irrigation winterization
<b>Parks - Tree Care</b>	Maintenance of public trees in parks and on boulevards. Oversight of Tree Preservation Bylaw and administration of permits for removal and pruning.	Parks, Recreation and Facilities	Tree planting program, risk assessments of existing trees and removal, annual branch pick-up program	Young tree care program, maintenance of existing trees	Young tree care program, maintenance of existing trees	Fall/Winter tree planting begins, High Risk tree removals, Tree Appreciation Day event
<b>Parks - Turf and Boulevard Management</b>	Maintenance of City green space, including all parks and boulevards	Parks, Recreation and Facilities	Annual leaf pick-up program, edging program, turf top dressing begins	Field top dressing, mowing program, sport field change-over (baseball to soccer)	Mowing and weeding	Annual leaf pick-up program begins
<b>Recreation - Programs and Services</b>	Planning and delivery of community recreation programs and services	Parks, Recreation and Facilities	Winter program session, LIFE program registration, spring/summer program registration, Spring Break camps	Spring program session	Summer program session, summer day camps	Fall/winter program session, Winter Break camps
<b>Recreation - Royal Athletic Park</b>	Facility and event coordination, including sales/ ticketing, food and beverage operations, field maintenance, building operations and public inquiries.	Parks, Recreation and Facilities	Pre-season facility preparations and maintenance	Victoria Harbour Cats baseball season, special events	Special events: Great Canadian Beer Festival, Rifflandia Music Festival, Brewery and the Beast	Facility maintenance
<b>Recreation - Sport</b>	Sport service coordination, including ice rink programs, sport field and court bookings	Parks, Recreation and Facilities	Sport field and ice rink rental allocation, sport court permit administration	Spring program session	Summer program session, sport field and ice rink rental allocation	Winter program session

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>Topaz Park Improvements</b>	The Topaz Park Improvement Plan was approved in June 2018. The plan includes a phased implementation strategy that considers replacement timelines for existing amenities, impacts on park users including user groups, construction efficiencies, priorities from public consultation and financial impacts. The detailed design of the artificial turf project and design of the Southern Park enhancements are scheduled for 2019.	Parks, Recreation and Facilities	Project initiation	Council approval of design adjustment regarding the artificial turf field	Procure Design consultant	Project update to Council
<b>Centennial Square Action Plan</b>	In response to direction from the Downtown Public Realm Plan, staff initiated a planning process in early 2018 to develop an Action Plan for Centennial Square to address immediate operations, accessibility and maintenance issues, identify programming and other 'quick win' opportunities to activate the plaza, and develop a vision and strategic framework to guide phased and more comprehensive improvements over the medium and long-term.	Sustainable Planning and Community Development		Report outcomes of process and engagement to Council and seek Council direction on next steps	Procure engineer and initiate design of square renewal to the upper terrace area	
<b>Community Planning</b>	Community Planning provides services to guide decision making through preparation of long range policy plans, public realm plans and heritage conservation initiatives. This includes city-wide and local area planning, zoning updates, Housing Strategy implementation, Victoria Housing Reserve Fund administration, plan monitoring and adaptation, and data collection and reporting.	Sustainable Planning and Community Development		Victoria Housing Reserve Fund applications considered by Council (March 31 application in-take). *Two applications were received in Q2 but were not brought forward to Council for consideration at the request of the applicants pending resolution of their rezoning applications.	1) OCP Annual Review and Housing Report to Council 2) OCP Amendment to update Regional Context Statement (requirement by Regional Growth Strategy)	Victoria Housing Reserve Fund applications considered by Council (September 30 application in-take)
<b>Development Services</b>	Development Services coordinates the processing of all types of development applications including rezoning, development permit, heritage alteration permit and variance applications. Additionally it provides staff support for the Board of Variance and Council's Heritage Advisory Panel, Advisory Design Panel and Renters Advisory Committee and provides ongoing liaison with the CALUCs. This Division is also responsible for a number of short term policy initiatives and making ongoing process improvements to ensure a streamlined approach to development review.	Sustainable Planning and Community Development	Ongoing	Ongoing	Ongoing	Ongoing

Service Area	Description	Department	Q1	Q2	Q3	Q4
Downtown Core Area Plan	Update and improve DCAP design guidelines.	Sustainable Planning and Community Development		Pre-project consultation to scope project and identify issues	Develop project plan	Initiate project
Heritage Conservation	Heritage policy initiatives, ongoing identification and conservation of heritage sites and areas	Sustainable Planning and Community Development	Citizen-Led Heritage Conservation Areas Policy approval	Authorization of Robert Street HCA Study (April 18, 2019)	Completion of Robert Street HCA study and report to Council  Report on potential Heritage Register additions (based on 50 properties recommended for inclusion in 2016)  Report on potential HCA on Lewis Street in James Bay (nomination impending)	
Permits and Inspections	Front line customer service, administrative and field review services related to the responsibilities set out in the Building and Plumbing Bylaw, Electrical Bylaw, Sign Bylaw, Liquor Licencing and other miscellaneous responsibilities. Administrative Services includes circulation of applications to all City departments, coordinating review outcomes to applicants, and record management. Regular business also includes service delivery improvements, development of online application capabilities, and delivery work flow management tools.	Sustainable Planning and Community Development	Ongoing	Ongoing	Ongoing	Ongoing
Wayfinding Implementation	Phase 1 implementation started in August 2017 and will be completed in May 2019. This phase of the project included the installation of 56 signs Downtown and along the Harbour Pathway. Phase 2 planning will carry on in 2019 with implementation in 2020.	Sustainable Planning and Community Development	Fabrication of remaining phase 1 signs; Project scope and planning of phase 2	Final installations of phase 1 signs, sighting and content prep testing for phase 2 signs, community engagement with neighbourhoods	Content development for signs, community engagement	Technical drawing prep prior to fabrication, coordination
VFD - Administration	Office of the Fire Chief, two Deputy Fire Chiefs and administrative professionals.	Victoria Fire Department			Fire Fighter Recruitment in collaboration with HR and Engagement	Fire Fighter Recruitment in collaboration with HR and Engagement - Completed. Established Eligibility List for future vacancies.



Service Area	Description	Department	Q1	Q2	Q3	Q4
VFD - Emergency Management	Training City staff and coordinating an emergency response in the event of a disaster. Responsible for facilitation of Emergency Social Service programs in post incident programs.	Victoria Fire Department	Hosted a volunteer recruitment night and a Volunteer Visioning Session to review goals and outcomes for the volunteer teams; Council Orientation of Emergency Operations Centre; Leonard Street emergency preparedness neighbourhood bench installed; completed the online Emergency Support Services training program. This program which is accessible by staff and volunteers provides an overview of Provincial Legislation, and City of Victoria ESS procedures.	Complete a Cyclist Response Team Exercise integrating the new e-Bikes and cargo bikes; Delivery of Connect & Prepare workshops with BRN and CRHC housing, conducted volunteer recognition week activities, national tsunami preparedness week public education and outreach, Emergency Preparedness Week public education and outreach (San Andreas movie screening)	Present emergency preparedness community education at the Vic West Fest, Fairfield fall fair, and UVIC volunteer fair. Support 19 block parties with emergency preparedness materials and activities. Host a lunch and learn for City staff and the public to learn about the science of earthquakes with guest lecturer Edwin Nissen, an Associate Professor and the Canada Research Chair in Geophysics as the University of Victoria. Host the ShakeZone mobile earthquake simulator at Central Middle School to align classroom education about plate tectonics and earthquakes with a realistic simulation to enhance the learning experience for Central Middle School and Victoria High School Students. Complete the Connect and Prepare program with three CRHC buildings who learned how to strengthen emergency preparedness and connections among their neighbours through facilitated workshops.	Delivered emergency preparedness community and staff education through the development of a Black Press "Be Ready" guide, Shake Out Drill, BC Hydro lunch & learn, emergency preparedness workshops, and emergency support services reception centre exercises. Continued work on regional and local evacuation route plans and updating of tsunami and sea level rise modelling for the CRD. Participated in emergency management exercises such as a security exercise on board the Norwegian Bliss cruise ship in collaboration with stakeholder agencies. Continued to lead and participate in Regional initiatives through the Regional Emergency Management Partnership (REMP) such as regional public education initiatives, disaster risk reduction planning, and workshops on the proposed changes to the Emergency Program Act legislation.
VFD - Fire Prevention	Provision of Fire and Life Safety Inspections to meet Fire Prevention and Regulation Bylaw, Fire Investigations as required by the Fire Services Act, and Community Education programming	Victoria Fire Department			Victoria Fire Department (VFD) and Regional Fire Department customers on a "fee for service" basis.	Fire Prevention Week; In-school Education Program - Fire Prevention and EM Staff

Service Area	Description	Department	Q1	Q2	Q3	Q4
<b>VFD - Mechanical</b>	Provides mechanical maintenance and servicing of fire apparatus and equipment to the Victoria Fire Department (VFD) and Regional Fire Department customers on a "fee for service" basis. Regular maintenance of department power tools and equipment including oversight of departmental fuel and lubricant use, apparatus design, as well as the maintenance two fire boats required to support marine responses.	Victoria Fire Department			Provision of specialized mechanical maintenance and servicing of Regional Fire Department apparatus on a "fee for service" basis	Provision of specialized mechanical maintenance and servicing of Regional Fire Department apparatus on a "fee for service" basis. In-house conversion of new Crane Truck
<b>VFD - Suppression</b>	Provision of Fire, Rescue, Medical and Marine emergency response	Victoria Fire Department		Fire Officer Certification		Live Fire Training, Regional Tharp, Resiliency and Critical Incident Group Debriefing, new certified EVO Instructors.

## Attachment D: Council Member Expenses (Q4 2019)

### Statement of Expenses Processed October-December 2019 Mayor Lisa Helps

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
Golden City, monthly partners meeting (GVHA, Chamber, DVBA, SIPP) September 16	Meal	14.16	
The Ruby On Johnson, meeting with Police Chief September 17	Meal	12.9	
UBCM Conference Vancouver September 23-27	Accommodation	1,010.35	
UBCM Conference Vancouver September 23-27	Ferry	17.45	
UBCM Conference Vancouver September 23-27	Meal	11.49	
UBCM Conference Vancouver September 23-27	Transit	8.84	
Canadian Parking Association Conference Victoria October 6	Parking	6.67	
The Ruby On Johnson, meeting with Police Chief October 15	Meal	9.37	
Future Cities Canada Summit Toronto November 7-8	Travel Costs Reimbursed 50% by the Walrus Foundation & 50%	0	162
BC Non-Profit Housing Association Awards Dinner Vancouver November 17-18	Travel Costs Reimbursed by BC Non-Profit Housing Association	0	1.5
The Ruby On Johnson, meeting with Police Chief December 10	Meal	13.81	
Magnolia Hotel, monthly partners meeting (DGV, DVBA, GVHA) December 16	Meal	20.88	
	<b>Total</b>	<b>1,125.92</b>	<b>163.5</b>

### Statement of Expenses Processed October-December 2019 Councillor Marianne Alto

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
UBCM Conference Vancouver September 23-27	Accommodation	715.83
UBCM Conference Vancouver September 23-27	Ferry	151.85
UBCM Conference Vancouver September 23-27	Transit	7.14
	<b>Total</b>	<b>874.82</b>

### Statement of Expenses Processed October-December 2019 Councillor Sharmarke Dubow

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
BC Active Transportation Summit New Westminster June 17-18	Registration	351.10	
FCM Conference Quebec May 30-June 2	Accommodation	1,305.44	
FCM Conference Quebec May 30-June 2	Meals	121.35	
FCM Conference Quebec May 30-June 2	Flight	783.74	151.24
FCM Conference Quebec May 30-June 2	Taxi	92.65	
UBCM Conference Vancouver September 23-27	Accommodation	1,233.43	
	<b>Total</b>	<b>3,887.71</b>	<b>151.24</b>

## Attachment D: Council Member Expenses (Q4 2019)

### Statement of Expenses Processed October-December 2019 Councillor Ben Isitt

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
QV Café, meeting with Gene Miller regarding Richardson Development, June 19	Coffee	2.64
Habit Coffee, meeting with Rabbi Harry Brechner & Michael Bloomfield, June 27	Coffee	3.59
Habit Coffee, meeting with Michelle Bonner UVic regarding policing, July 4	Coffee	8.16
Wild Coffee, meeting regarding accessibility, July 4	Coffee	8.55
QV Café, meeting with Nic Green regarding affordable housing, August 8	Coffee	2.39
Climate Caucus, Vancouver August 9-13	Mileage	74.02
Climate Caucus, Vancouver August 13	Ferry	169.35
Climate Caucus, Vancouver August 13	Meal	23.17
Habit Coffee, meeting with Don Peterson regarding garden suite regulations, September 4	Coffee	3.60
Discovery Coffee, meeting with John Roe regarding stormwater, September 10	Coffee	3.60
UBCM Conference Vancouver September 23-27	Accommodation	1,748.61
UBCM Conference Vancouver September 23-27	Ferry	151.60
UBCM Conference Vancouver September 23-27	Registration	710.00
UBCM Conference Vancouver September 23-27	Taxi	41.90
UBCM Conference Vancouver September 23-27	Mileage	74.02
UBCM Conference Vancouver September 23-27	Meals	272.45
Sherwood Café, meeting with Ian Sutherland Downtown Residents Association, October 7	Coffee	3.85
Ocean Garden, meeting with Brian Smith regarding policing, October 16	Meal	27.14
QV Café, meeting with Marg Gardiner regarding James Bay issues, October 17	Coffee	3.25
Cenote Lounge, meeting with Zac Devries & R. Mersereau regarding fire services, October 24	Meal	13.61
Café Fantastico, meeting with Breanna Bear regarding Oasis Society, October 29	Coffee	6.98
Climate Leaders Institute, Richmond November 7-8	Accommodation	361.29
Climate Leaders Institute, Richmond November 7-8	Ferry	151.60
Climate Leaders Institute, Richmond November 7-8	Meals	87.74
Climate Leaders Institute, Richmond November 7-8	Mileage	59.66
Climate Leaders Institute, Richmond November 7-8	Parking	9.98
Climate Leaders Institute, Richmond November 7-8	Registration	245.00
Climate Leaders Institute, Richmond November 7-8	Taxi	9.52
UVic, parking for meeting with Garry Sam Songhees Nation, November 13	Parking	3.81
UVic Food Services, meeting with Garry Sam Songhees Nation, November 13	Coffee	8.34
Café Fantastico, meetings with stakeholders, July 24, September 22, October 10, November 2	Coffee	72.01
Habit Coffee, meeting with Tim Scolnik regarding Binners Project, November 21	Coffee	3.59
UVic, meeting with Garry Sam & R. Rose-Redwood, November 25	Parking	1.90
Habit Coffee, meeting with Bruce Batchelor, SIPP, November 28	Coffee	4.21
<b>Total</b>		<b>4,371.13</b>

### Statement of Expenses Processed October-December 2019 Councillor Jeremy Loveday

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
UBCM Conference Vancouver September 23-27	Accommodation	268.72	
UBCM Conference Vancouver September 23-27	Meals	82.57	
UBCM Conference Vancouver September 23-27	Ferry	17.45	
UBCM Conference Vancouver September 23-27	Taxi	19.61	
UBCM Conference Vancouver September 23-27	Transit	10.00	



# Attachment D: Council Member Expenses (Q4 2019)

UBCM Conference Vancouver September 23-27	Airfare	212.39	1.50
UBCM Conference Vancouver September 23-27	Registration	710.00	
Crab Fest Lunch, Tour of Port Angeles October 12	Accommodation	187.81	
Crab Fest Lunch, Tour of Port Angeles October 12	Ferry	174.82	
Crab Fest Lunch, Tour of Port Angeles October 12	Meal	25.24	
	<b>Total</b>	<b>1,708.61</b>	<b>1.50</b>

## Statement of Expenses Processed October-December 2019 Councillor Sarah Potts

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
UBCM Conference Vancouver September 23-27	Registration	800.00

## Statement of Expenses Processed October-December 2019 Councillor Charlayne Thornton-Joe

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>	<u>Carbon Pricing</u>
CCCO Conference Regina September 14-17	Accommodation	535.10	
CCCO Conference Regina September 14-17	Airfare	120.00	
CCCO Conference Regina September 14-17	Taxi	23.81	
CCCO Conference Regina September 14-17	Airfare	418.24	66.00
CCCO Conference Regina September 14-17	Parking	76.19	
CCCO Conference Regina September 14-17	Registration	300.00	
IDA Conference Baltimore Oct 26-30	Accommodation	814.49	
IDA Conference Baltimore Oct 26-30	Airfare	898.04	186.00
IDA Conference Baltimore Oct 26-30	Parking	57.14	
IDA Conference Baltimore Oct 26-30	Per Diem	100.00	
IDA Conference Baltimore Oct 26-30	Registration	1,027.88	
IDA Conference Baltimore Oct 26-30	Taxi	115.00	
Chamber of Commerce, Business Leaders Luncheon January 28, 2020	Registration	65.10	
	<b>Total</b>	<b>4,550.99</b>	<b>252.00</b>

## Statement of Expenses Processed October-December 2019 Councillor Geoff Young





<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
UBCM Conference Vancouver September 23-27	Accommodation	483.21
UBCM Conference Vancouver September 23-27	Meals	58.70
UBCM Conference Vancouver September 23-27	Transportation	67.15
	<b>Total</b>	<b>609.06</b>

## Attachment E: Grant Update





### External Grants Quarterly Report – Q4 2019 City of Victoria As of December 31, 2019

Status	 Application review and/or writing	 Award decision pending	 Contract Awarded	 Not awarded	 Application/contract withdrawn
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The following table shows the status of external grant applications **directly applied for by the City of Victoria**, the amount requested and the amount, if any awarded in Q4 2019.




Grant Provider	Grant Program Name	Project Name	Description of Project	Grant Expiry Date	Grant Status	Amount Requested	Amount Awarded	Comment
Ministry of Transportation and Infrastructure	Active Transportation Infrastructure Program	Harbour Road AAA	Construction of a two-way protected bike lane on Harbour Road between JSB and GG Trail.	N/A		\$500,000	N/A	Application Due Feb 20, 2020. Council Motion previously secured.
UBCM	Emergency Support Services	Modernizing and Digitizing ESS	Modernize nad Digitize ESS including acquiring new hardware	N/A		\$25,000	N/A	Application Due Feb 7, 2020. Council Motion required.
Victoria Foundation	Community Grants – Vital Grant Stream	New Roots Wellness Program	Nature-based therapy program for youth with anxiety, including group sessions for parents/caregivers	N/A		\$34,500	0	Program was highly competitive and oversubscribed
Canadian Parks and Recreation Association	Gender Equity in Recreational Sport	Inclusive Swimming Lessons	Provide culturally sensitive swim lessons for women	N/A		\$14,065	N/A	

## Attachment E: Grant Update

Culture, History and Sport	Celebrate Canada	Canada Day Celebrations	Cultural Programming for Canada Day	N/A		\$51,000	N/A	Decision expected in Q2.
Community Action Initiative	Community Wellness and Harm Reduction	Envisioning an Integrated Health Service	Host a series of dialogues and workshops to envision an Integrated Health Service in the region.	N/A		\$48,000	N/A	Decision expected in February 2020.
Ministry of Municipal Affairs and Housing	Clean BC Communities Fund	Updated HVAC system for the Oaklands Community Centre	Updated HVAC system for the Oaklands Community Centre	N/A		\$118,000	N/A	Decision expected in January 2020.
Natural Resources Canada	Zero-Emission Vehicle Infrastructure Program (ZEVIP)	Electric Vehicle Infrastructure Program	Installation of six Level 2 charging connectors for public/ on-street use.	N/A		\$50,000	N/A	Decision expected in early winter 2020.






## Attachment E: Grant Update

The following table shows external grant applications the City of Victoria has **supported partner organizations to apply for**, with information about the project, the amount the partner requested and the amount, if any awarded in Q4 2019.

Partner Organization	Project Name	Description of Project	Grant Provider Name	Grant Program Name	Grant Status	Amount Requested	Amount Received	Comment
Food Eco District	Street to Sky Project	To double the number of urban gardens from 12 to 24 by 2022.	Real Estate Foundation British Columbia	General Grants		\$39,850	N/A	City providing \$20,000 GIK to support the project.
Simon Fraser University	Sustainable Development Goal (SDG) Fusion Collective	A three-year project to identify and address gaps in knowledge and/or data to support local government efforts to meet the SDGs. The proposal uses active transportation as the initial basis for the project.	Government of Canada – Employment and Social Development Canada	Sustainable Development Goals Funding Program - Contributions		\$900,000	N/A	This academic research grant led by SFU also involves the municipalities of Ottawa/ Gatineau and Halifax.
University of Victoria – Environ. Psychology Lab	Behavioural solutions for climate change: Amplifying heat pump uptake in Greater Victoria	To support the implementation of the Climate Action Plan through investigating consumer motivations for switching to gas appliances	Pacific Institute for Climate Solutions (PICS)	Opportunity Projects Program		\$180,000	N/A	This joint proposal is in collaboration with the District of Saanich and City Green Solutions.

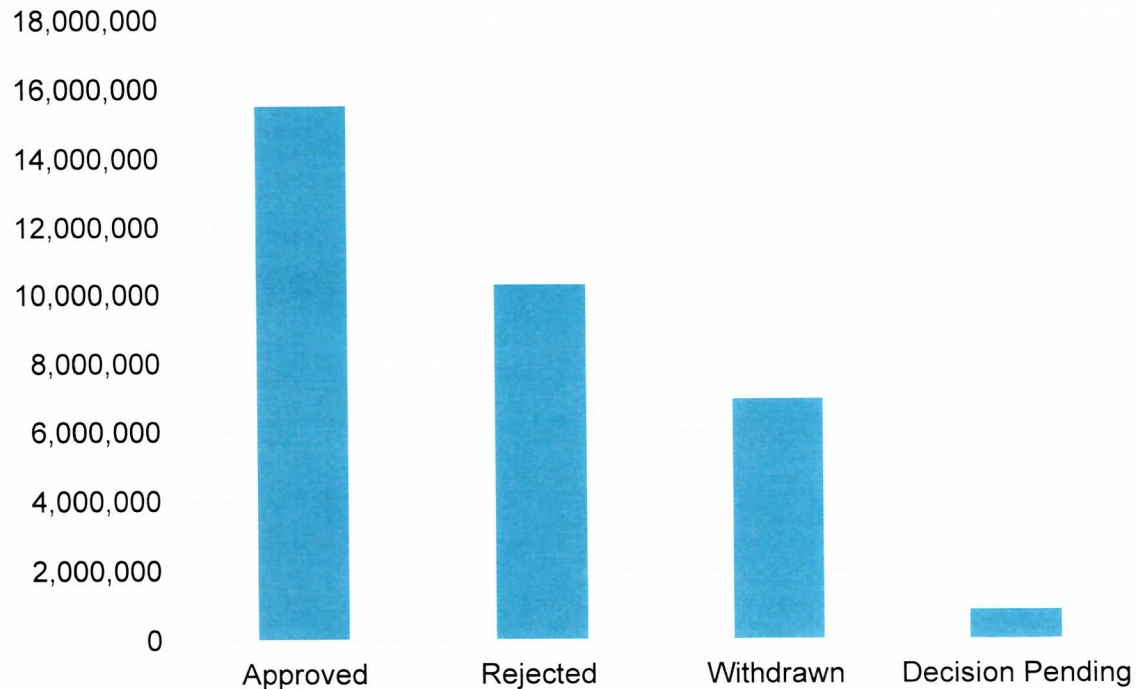


## Attachment E: Grant Update

BC Hydro	Electric Vehicle Infrastructure Program	Installation of a DCFC at 810 Blanshard Street	Natural Resources Canada	Zero-Emission Vehicle Infrastructure Program (ZEVIP)		TBD	N/A	The City will provide site, signage, wayfinding and in-kind staff time.
BC Hydro	Urban/Curb-side ZEV Readiness Demonstration Sites	Demonstration sites include Victoria, Surrey, Vancouver, North Van, UBC, BCIT and Powertech Labs	Natural Resources Canada	EV Infrastructure Demonstration Program		TBD	N/A	The City will provide site, signage, wayfinding and in-kind staff time.
Capital Regional District	Housing Needs Assessment Reports	Development of Housing Needs Reports for 11 CRD municipalities, including the City of Victoria	UBCM	Housing Needs Report Program		\$150,000	N/A	The City will participate in meetings, review reports and support engagement.
Pacific Institute for Sport Excellence	Strength and Skill for Girls	Physical Literacy and Strength and Conditioning program designed for girls 9-15 in Greater Victoria.	Canadian Parks and Recreation Association	Gender Equity in Recreational Sport		\$5,000	N/A	The City will promote the program at Crystal Pool
University of Victoria	Delivering Effective Climate Mitigation and Adaptation Solutions for Municipalities	Develop a framework and associated tools that provide us with an effective way to compare alternative mitigation and adaptation strategies	Pacific Institute for Climate Solutions (PICS)	Opportunity Projects Program		180,000	180,000	The City will contribute \$4,800 in-kind costs

**External Grants Annual Report – Q1- Q4 2019**  
**City of Victoria**  
**As of December 31, 2019**

External Grant Summary



**Total Amount Requested**  
**\$25,939,304**

**Total Funding Received**  
**\$15,596,804\***

\*\$15.3 million funding received from DMAF

**Amount Pending**  
**Decision**  
**\$936,065**

**# of Applications**  
**Submitted**  
**26**

<b>Purchases Exceeding \$50,000 - Quarter 4, 2019</b>					
<b>Description</b>	<b>Department</b>	<b>Awarded To</b>	<b>Value</b>	<b>Term Ending</b>	<b>Renewal Option</b>
Indigenous Artist in Residence	Arts, Culture and Events	Thomas Dylan	\$ 114,000.00		
Stormwater Rehabilitation Unit Cleaning	Engineering	Hydro Force Excavating	\$ 60,360.72		
Traffic Control Cabinets	Engineering	Econolite Canada	\$ 70,680.00		
Overhead Traffic Signal Detection	Engineering	Tacel Ltd	\$ 74,415.00		
Climate Lens Policy and Strategy Support	Engineering	Christine Lintott Architects	\$ 89,985.29		
Water Main Lining	Engineering	Trenchless Solutions Inc	\$ 333,972.00		
Engineering Services for 2019 AAA Bike Lanes	Engineering	ISL Engineering and Land Services	\$ 353,223.00		
Traffic Pre-emption Control for Emergency Vehicles	Engineering	ATS Traffic	\$ 384,815.00		
Supply of Asphalt	Engineering	Island Asphalt	\$ 611,600.00	31-Aug-20	4 Years
3 Trucks - Cab & Chassis	Engineering (Fleet)	Berks Intertruck Ltd	\$ 242,941.00		
Fleet Insurance	Engineering (Fleet)	Hub International (Broker)	\$ 482,338.00		
Insurance Broker Services	Finance	Hub International	\$ 135,000.00	31-Oct-22	2 Years
Property Insurance Renewal	Finance	Hub International (Broker)	\$ 753,349.00		
JD Edwards Upgrade	Information Technology	ERP-One Consulting	\$ 64,296.00		
Advanced Software Support	Information Technology	Microsoft Corporation	\$ 100,455.00		
JD Edwards Software Licence	Information Technology	Oracle Canada	\$ 148,444.03		
Fibre Optic Network Repair	Information Technology	Houle Electric Ltd	\$ 153,946.00		
Tempest Software Maintenance	Information Technology	Tempest Development Group	\$ 184,568.40		
LED Lighting - View Street and Bastion Square Parkades	Parks Rec & Facilities	Kerr Controls	\$ 58,211.89		
Electric Boiler Upgrade	Parks Rec & Facilities	Apex Steel & Gas	\$ 72,000.00		
Office Furniture and Workstations	Parks Rec & Facilities	Graphic Office Interiors	\$ 156,449.84		
Fire Hall #1 Replacement - Offsite Services Design	Strategic Real Estate	J.E. Anderson and Associates	\$ 50,990.00		
Evacuation Route Framework	VEMA	ISL Engineering and Land Services	\$ 66,000.00		

\$ 4,762,040.17

	Meeting Type	Meeting Site	Agenda Item	Status	Description
1	Council	VCC_Oct10_2019	Opportunity for Public Comment & Consideration of Approval:	Operational	<p>Application No. 00091 for 561 and 565 Toronto Street, in accordance with:</p> <p>Plans date stamped April 26, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the street boundary setback from 10.5m to 4.6m;  reduce the rear yard setback from 6.99m to 3.9m;  reduce the West side yard setback from 6.99m to 4.39m;  reduce the East side yard setback from 6.99m to 0m;  reduce the distance from property line to centre line from 7.5m to 5.0m;  increase the site coverage from 40% to 46%;</p> <p>Registration of legal agreements on the property's title to secure:</p> <p>a statutory right of way, to the satisfaction of the Director of Engineering;  a housing agreement to restrict Strata Bylaws from prohibiting rental units; and  the provision of electrical conduits to all parking stalls to allow for future electric vehicle changing infrastructure.</p> <p>Council authorizing anchor-pinning into the City Right-of-Way, provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works reduce the open site space from 60% to 54%.  The Development Permit lapsing two years from the date of this resolution.</p>
2	Council	VCC_Oct10_2019	Opportunity for Public Comment & Consideration of Approval:	Operational	<p>That the following bylaw be adopted:</p> <p>Housing Agreement (561 &amp; 565 Toronto Street) Bylaw (2019) No. 19-073</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
3	Council	VCC_Oct10_2019	1210 Haultain Street: Rezoning Application No. 00688 and Development Permit with Variances Application No.00113 (Oaklands)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00688 for 1210 Haultain Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by council and a Public Hearing date be set.</p> <p>Development Permit with Variances Application No. 00113</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00688, if it is approved, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00113 for 1210 Haultain Street, in accordance with:</p> <p>Plans date stamped August 7, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the minimum lot width from 15m to 14.47m; increase the number of storeys from 1.5 with a basement to 2 with a basement; reduce the minimum side yard (west) setback from 3m to 2.8m; reduce the minimum side yard (east) setback from 1.50m to 1.26m; and reduce the minimum combined side yard setback from 4.5m to 4.06m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
4	Council	VCC_Oct10_2019	120 Douglas Street: Heritage Alteration Permit No. 00019 (James Bay)	Operational	<p>That Council authorize the issuance of Heritage Alteration Permit Application No. 00019 for 120 Douglas Street, in accordance with:</p> <p>Plans date stamped July 5, 2019.</p> <p>Council consent to changes to the Beacon Hill School Land Use Contract Bylaw No. 78-12 as per the plans identified above.</p> <p>Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director, Sustainable Planning and Community Development.</p> <p>Heritage Alteration Permit lapsing two years from the date of this resolution.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
5	Council	VCC_Oct10_2019	1309 and 1315 Cook Street, 1100-1120 Yates Street, and 1109-1115 Johnson Street: Rezoning Application No. 00681 and Development Permit with Variances Application No. 00104 (Fernwood)	Operational	<p>That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the Local Government Act and the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00681 for 1309 &amp; 1315 Cook Street, 1100-1120 Yates Street and 1109-1115 Johnson Street, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of the appropriate legal agreements in order to secure the following:</p> <p>that future strata corporations could not pass bylaws that would prohibit or restrict the rental of units to non-owners, in the 13 storey building, to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>104 dwelling units sold at 10% below-market value under BC Housing's Affordable Home Ownership Program and ensure the unit types include 12 studios, 55 one bedroom, 35 two-bedroom and 2 three-bedroom dwelling units of to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>a daycare with a minimum floor area of 362m<sup>2</sup> is provided in the thirteen-storey building for a minimum of ten years to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>a Statutory Right-of-Way of 2.45m on Johnson Street to the satisfaction of</p>
6	Council	VCC_Oct10_2019	Request to Amend Section 219 Covenant for 189 Dallas Road (Ogden Point) (James Bay)	Operational	<p>That Council accept the request to amend the Section 219 Covenant to allow the temporary building to remain in place until November 8, 2022, and direct staff to amend the Section 219 Covenant to reflect the new timeline, to the satisfaction of the Director of Sustainable Planning and Community Development and the City Solicitor.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
7	Council	VCC_Oct10_2019	Application for a Change to Hours of Licence Service for the Union Club of British Columbia, Liquor Primary License at 805 Gordon Street (Downtown)	Operational	<p>That Council direct staff to provide the following response to the Liquor Licensing Agency:</p> <p>Council, after conducting a review with respect to noise and community impacts, does support the application of the Union Club of British Columbia located at 805 Gordon Street to adjust opening hours from 11:00 a.m. to 9:00 a.m. daily with no change to existing closing hours of 1:00 a.m. Monday through Saturday and 12:00 a.m. Sunday, or the existing occupant load of 759 persons.</p> <p>Providing the following comments on the prescribed considerations:</p> <p>The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are the noise impacts would be proportional in comparison to existing licence capacity and associated noise levels in the vicinity. The request, if approved affects only opening hours and the adjustment is not likely to cause impacts.</p> <p>If the application is approved, the impact on the community is expected to be positive economically as the approval supports operational flexibility for the establishment to host a variety of special events.</p> <p>The views of residents were solicited via a mail out which included 534 letters to neighbouring property owners and occupants within 100 metres of the licensed location and a notice posted at the property. The City received two letters in support of the application including one from the Downtown Residents Association.</p> <p>Council recommends the requested change to the license be approved.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
8	Council	VCC_Oct10_2019	Fare Free Youth Bus Pass Program - Update and Considerations	Council Initiated	<p>That Council:</p> <p>Negotiate a reduced fare for a Victoria Youth bus pass pilot program via upcoming Victoria Regional Transit Commission (VRTC) meetings, at the rate of less than \$11.50 per month, paid by the City of Victoria with a duration of up to 1 year, beginning in November 2019.</p> <p>That Council reiterates its support for fair free public transit for people under 19 being delivered regionally.</p> <p>Direct staff to introduce an interim monthly youth bus pass program as outlined in this report, at the rate defined via the VRTC negotiated amount for Victoria youth applicants 18 and under, as soon as possible in 2019.</p> <p>Refer the longer term, steady-state youth bus pass resource requirements to the 2020 Financial Planning process, in order to:</p> <p>Develop a steady-state bus pass program to be implemented by August 31, 2020 to coincide with the start of the next academic year.</p> <p>Reduce administrative costs and requirements to the City, BC Transit and school district and other educational partners.</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
9	Council	VCC_Oct10_2019	Local Government Support for Urgent and Life Saving Resolutions in a Public Health Emergency	Council Initiated	<p>That Council write the Province to express strong support of the following resolutions and request the Province of British Columbia's timely and favourable consideration:</p> <p>(B171) Safer Drug Supply to Save Lives</p> <p>Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highlytoxic drug supply;</p> <p>And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as patients within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highlytoxic drug supply:</p> <p>Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highlytoxic drug supply, and as part of a holistic response to the publichealth emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that</p>
10	Council	VCC_Oct10_2019	Appointment - Bylaw Officer	Operational	<p>That Council approve the appointment of Shannon Perkins:</p> <p>As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061);</p> <p>As a Business License Inspector for the City of Victoria; and,</p> <p>A Building Inspector for the purposes for Section 57 of the Community Charter.</p>
11	Council	VCC_Oct10_2019	Postponed Motion - Fare Free Youth Bus Program - Update and Considerations	Council Initiated	<p>Petition to BC Transit through the Victoria Regional Transit Commission (VRTC) to introduce the required Smart Bus capabilities to enable online pass allocation, single, digital tap payment systems, and data capture, for our regional transit system, and reiterate the City of Victoria's support for the introduction of fare-free public transit for the Capital Region.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
12	Council	VCC_Oct10_2019	570 Yates Street: Liquor Primary License Application No. 000294, Leopold's Tavern (Downtown)	Operational	<p>Licensing Agency:</p> <p>Council, after conducting a review with respect to noise and community impacts, does support the application of Leopold's Tavern located at 570 Yates Street having hours of operation from 9:00 am to 12:00 am daily with a total occupant load of 120 people (100 interior and 20 exterior, sidewalk cafe seats).</p> <p>That Council recommend to the province that the patio must close at 10pm if the operator wants to remain open to 1 am on Fridays and Saturday.</p> <p>Providing the following comments on the prescribed considerations:</p> <p>The impact of noise on the community near the establishment was considered in relation to the request and noise impacts are expected to be proportional to existing licence capacity and associated noise levels in the vicinity. The applicant has requested a closing time of 12:00 am Sunday through Thursday and 1:00 am on Friday and Saturday, which is not fully supportable due to existing density of licenced seating in the area and higher than average calls for service related to noise and other impacts associated with late night entertainment.</p> <p>If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.</p> <p>The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 100 metres of the licensed location</p>
13	Council	VCC_Oct10_2019	Canada Day Report	Financial Plan	<p>That Council direct staff to:</p> <p>Maintain the City's current approach for the Canada Day celebrations and increase the special event operations budget by \$107,000 in the 2020 financial planning process to account for new police charges previously covered through the Police Board budget.</p>
14	Council	VCC_Oct10_2019	Council Member Motion - Affordable Artist Housing in the City of Victoria	Council Initiated	<p>That Council direct staff to align the Create Victoria Masterplan with the Victoria Housing Strategy to include the creation of housing for artists as a goal of the Victoria Housing Strategy.</p> <p>And that Council direct staff to consider ways to encourage the creation of affordable housing through the implementation of existing policies including the inclusionary housing policy, housing reserve fund, and other relevant policies.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
15	Council	VCC_Oct10_2019	Tree Preservation Bylaw, Amendment Bylaw (No. 1) No. 19-082	Operational	<p>Bylaw Approval</p> <p>Motion: That 3rd reading be rescinded. Carried</p> <p>Amendment: Replace the 60cm in Section 2c with 30cm. Carried</p> <p>Amendment: Add paragraph e to section 2 as follows: By striking out 60 cm and replacing it with 30cm In paragraphs e, f and g of the definition of protected tree. Carried</p> <p>Motion: 3rd reading to the bylaw as amended. Carried</p> <p>Motion: Council direct staff to bring the bylaw forward for adoption at the November 14 Council meeting with a report on the implications and options of adopting the bylaw. Carried</p>
16	Council	VCC_Oct10_2019	2020 Committee and Council Meeting Schedule	Operational	<p>Motion: That Council approve the 2020 Committee of the Whole and Council meeting schedule attached to this report and make available to the public as required under Section 127 of the Community Charter.</p> <p>Amendment: Addition of Town Hall meetings:</p> <p>February 20 May 21 September 10 November 19</p> <p>Carried</p> <p>Amendment: Strike June 4 COTW Carried</p> <p>Main motion: Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
17	Council	VCC_Oct10_2019	Request for Boulevard Removal from the Taxed Boulevard Program	Operational	<p>That Council approve the removal of the following boulevard from the Taxed Boulevard Program effective for the 2020 tax year:</p> <p>South side of Richardson Street between Harbinger Avenue and Cornwall Street.</p>
18	Council	VCC_Oct24_2019	Victoria Edelweiss Club Zoning Request - Referred from the October 17 Committee of the Whole	Council Initiated	<p>That Council:</p> <p>Supports the Victoria Edelweiss Club / German Canadian Cultural Society pursuing options if it wishes to reduce the market value of the property at 108 Niagara Street and limit annual property taxes owing (recognizing that land values are determined by the BC Assessment Authority based on a number factors), including consideration of the following possible options:</p> <p>Registering a Restrictive Covenant on title limiting the use to a community hall; and/or</p> <p>Applying to change the Zoning and/or Official Community Plan designation to the existing use.</p> <p>Indicates Councils willingness to consider providing a grant-in-aid to the Society equivalent to the cost of applying for a change in Zoning and/or Official Community Plan designation if the Society wishes to pursue this option.</p> <p>Directs city staff to share a sample Restrictive Covenant with the Societys legal counsel if they wish to pursue this option.</p> <p>Directs city staff to provide information to the Society regarding the process of applying to change the Zoning or Official Community Plan designation if the Society wishes to pursue this option.</p>
19	Council	VCC_Oct24_2019	From the October 24, 2019 Closed Council Meeting:	Operational	<p>Motion:</p> <p>That staff bring forward a revised Tree Protection Amendment Bylaw in an open meeting to introduce transitional provisions that don't impact existing applications already received by the City on or before October 24, 2019.</p> <p>Staff to include in the amendments a provision for cash in lieu where a site cannot accommodate replacement trees.</p> <p>Carried</p>
20	Council	VCC_Oct24_2019	Renters' Advisory Committee - Terms of Reference and Work Plan	Operational	<p>Motion:</p> <p>That Council:</p> <p>Approve the revised Terms of Reference for the Renters Advisory Committee</p> <p>Approve the Renters' Advisory Committee Work Plan</p> <p>Carried</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
21	Council	VCC_Oct24_2019	Recommendation for Pineapple Express at 608 Esquimalt Road	Operational	<p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch:</p> <p>Council supports the application of Pineapple Express located at 608 Esquimalt Road to receive a provincial cannabis retail store license with following comments on the prescribed considerations:</p> <p>The Council recommends that the LCRB issue a license to Pineapple Express located at 608 Esquimalt Road, subject to the condition that a license not be issued until after the applicant obtains a Development Permit for any proposed alterations to the building exterior that are required to operate the business, if required.</p> <p>Bylaw Services and Sustainable Planning and Community Development reviewed the applicant and did not raise any concerns in terms of impacts on the community. The Victoria Police Department did not provide any comments.</p> <p>The views of residents were solicited through a mail-out to neighboring property owners and occupiers within 100 meters of this address and to the relevant neighborhood association.</p> <p>The City sent 645 notices and received 94 letters in response. 51 letters were from residents or businesses within 100 metres of the property, while 12 were from other Victoria residents, 21 were from residents of another municipality, and 10 did not specify an address. The City did not receive correspondence from the Vic West Community Association.</p> <p>Of the 94 letters received, 63 support issuing a license and 29 oppose</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
22	Council	VCC_Oct24_2019	Recommendation for High 5 Retail at 732 Tyee Road	Operational	<p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch: Council supports the application of High 5 Retail at 732 Tyee Road to receive a provincial cannabis retail store license with the following comments on the prescribed considerations:</p> <p>The Council recommends that the LCRB issue a license to High 5 Retail at 732 Tyee Road, subject to the condition that this license not be issued until after the applicant obtains a Development Permit for any proposed alterations to the building exterior.</p> <p>City staff did not raise any concerns about this application in terms of community impacts.</p> <p>The views of residents were solicited through a mail-out to neighbouring property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association.</p> <p>The City sent 610 notices and received 15 letters in response. 12 letters were from respondents within 100 metres of the property, while 2 were from other Victoria residents, and 1 did not specify an address. The City did not receive correspondence from the Vic West Community Association.</p> <p>Of the 15 letters received, 6 support issuing a license, 7 oppose issuing a license, and 2 do not provide a clear position on the application. However, of the 12 respondents within 100 metres of the proposed cannabis retail store that provided written comments, 5 support issuing a license, and 6 oppose issuing a license.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
23	Council	VCC_Oct24_2019	Bylaw for Food-Bearing, Pollinator, and Native Plant Landscape Design Guidelines, Official Community Plan Amendment	Council Initiated	<p>Motion: That Council:</p> <p>Direct staff to amend the Design Guidelines For: Multi-Unit Residential, Commercial and Industrial Development and the Design Guidelines for Attached Residential Development as follows:</p> <p>To insert the following landscape design guideline in place of the guideline approved by Council on June 13, 2019: "A minimum of 30% of the required common landscaped areas should include a diverse combination of plants and vegetation that are native to southern Vancouver Island, food-bearing (capable of being harvested for food and medicine) or that provide pollinator habitats.</p> <p>To remove from s.5.5 the requirement that landscape design should use plant species suited to the local climate and site-specific conditions.</p> <p>Give the following bylaw first and second readings:</p> <p>Official Community Plan Bylaw, 2012, Amendment Bylaw No. 33 (No. 19-079).</p> <p>Motion to Postpone: To the Council Meeting of November 14, 2019 Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
24	Council	VCC_Oct24_2019	Opportunity for Public Comment & Consideration of Approval	Operational	<p>That Council authorize the issuance of Development Permit with Variance Application No. 00043 for 2708 Graham Street and 1050-1054 Hillside Avenue, in accordance with:</p> <p>Plans date stamped December 17, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>increase the number of buildings from one to two decrease the site area from 920.0m<sup>2</sup> to 911.93m<sup>2</sup> decrease the rear (north) yard setback from 4.57m to 2.31m decrease the side (east) yard setback from the building from 4.57m to 2.42m decrease the side (east) yard setback from the stairs from 3.0m to 0.0m increase the site coverage from 40.0% to 48.4% decrease the open site space from 60.0% to 51.6%.</p> <p>Revised plans, to the satisfaction of the Director of Sustainable Planning and Community Development, to add canopies above the townhouse front doors, change the horizontal metal siding to wood, amend the landscape plan bicycle parking to be consistent with site plan, and change the garage door to wood.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
25	Council	VCC_Oct24_2019	1025-1031 Johnson Street and 1050 Yates Street: Official Community Plan Amendment, Rezoning Application No. 00660, and Development Permit Application No. 000536	Operational	<p>Motion: That the following bylaw be given third reading:</p> <p>Official Community Plan Bylaw, 2012, Amendment Bylaw (No. 31) No. 19-032 Zoning Regulation Bylaw, Amendment Bylaw (No. 1184) No. 19-033 Phased Development Agreement Bylaw No. 19-108, 2019</p> <p>Carried Bylaw Approval</p> <p>Motion: That the following bylaw be adopted:</p> <p>Official Community Plan Bylaw, 2012, Amendment Bylaw (No. 31) No. 19-032 Zoning Regulation Bylaw, Amendment Bylaw (No. 1184) No. 19-033 Phased Development Agreement Bylaw No. 19-108, 2019 Housing Agreement (1025-1031 Johnson Street and 1050 Yates Street) Bylaw (2019) No. 19-106 Housing Agreement (1025-1031 Johnson Street and 1050 Yates Street) Bylaw (2019) No. 19-107</p> <p>Carried Development Permit Approval</p> <p>Motion: That Council authorize the issuance of Development Permit Application</p>
26	Council	VCC_Oct24_2019	Rescinding Earlier Plans Upon Approval of the Fairfield Neighbourhood Plan (2019)	Operational	<p>Motion: That Council rescind the Cathedral Hill Precinct Plan (2004) and the Humboldt Valley Precinct Plan (2005).</p> <p>Carried</p>
27	Council	VCC_Oct24_2019	Letter from the Minister of Municipal Affairs and Housing	Operational	<p>Main Motion as amended: That the correspondence dated September 4, 2019 from the Minister of Municipal Affairs and Housing be received for information and that it be referred to the Accessibility Working group for advice on next steps.</p> <p>Carried</p> <p>Amendment: Refer to the AWG for advice on next steps</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
28	Council	VCC_Oct24_2019	Council Member Motion - Travel Request for Councillor Isitt - Climate Leaders Institute	Operational	Motion: That Council authorize the attendance and associated costs for Councillor Isitt to attend the Climate Leaders Institute in Richmond, BC, from November 7-8, 2019, with estimated costs as follows: Registration: \$245 Ferry (return): \$35 Public Transit: \$20 Accommodation: \$250 Meals and Incidentals: \$120 Estimated total costs: \$670 Carried
29	Council	VCC_Oct24_2019	Service Delivery Improvement and Performance Measurement Resources	Financial Plan/ Strategic Plan	Motion: That Council: Forward the recommended option of supporting both a service delivery improvement function and a performance measurement function to advance the 2019-2022 Strategic Plan for consideration in the 2020 Financial Plan as follows:  Service Delivery Improvement Function (2.0 FTE): \$264,200 (On-Going) Performance Measurement Function (1.0 FTE): \$107,900 (On-Going) Survey Support (BC Stats): \$100,000 (One-Time) Carried
30	Council	VCC_Oct24_2019	Corporate Equity - Next Steps Workshop	Financial Plan/ Strategic Plan	Motion That Council:  Direct staff to report back in early 2020 with a summary of Council input, as well as a plan to further the equity lens discussions with equity seeking groups and the community as a whole in early 2020. Direct staff to bring forward financial costs associated with development and implementation of an equity lens as part of the 2020 Financial Plan. Direct that the report from Councillor Dubow along with the other feedback from Council be referred to staff to inform the report back as noted in #1.
31	Council	VCC_Oct24_2019	Council Workshop - Crystal Pool and Wellness Centre Replacement Project	Operational	Motion: That the pool project include consideration of a possible neighbourhood library branch. Carried

	Meeting Type	Meeting Site	Agenda Item	Status	Description
32	Council	VCC_Oct24_2019	Council Member Motion - Cruise Ship Emissions Report	Council Initiated	<p>Motion:</p> <p>That Council direct staff to report back on the City's jurisdiction on regulations for the cruise ship industry with respect to waste and emissions, and on the potential of requiring shore power by a particular date in order to significantly reduce and eventually eliminate the negative impact of waste, carbon emissions and particulate matter from the ships while they are in the City of Victoria.</p> <p>That Council invite the Greater Victoria Harbour Authority to present the recent study it commissioned which outlines the impact of cruise operations on the environment in a workshop at an upcoming COTW meeting.</p> <p>That Council request that the Greater Victoria Harbour Authority work more aggressively with the cruise ship industry to install shore power at Ogden Point.</p> <p>That Council request that the Greater Victoria Harbour Authority not increase the number of cruise ships coming to Victoria, sign any long-term contracts, or consider home-porting cruise ships until the emissions and waste issues are dealt with to the satisfaction of Council based on the advice of the Director of Engineering and Public Works.</p> <p>Council direct staff to work with GVHA and the CRD to reduce the volume of solid waste being disposed of from the cruise ship sector. Carried</p>
33	Council	VCC_Oct24_2019	Council Member Motion - Providing Stable Funding for the City of Victoria Butler Book Prize and the Children's Book Prize	Council Initiated	<p>Motion:</p> <p>That Council provide an annual \$5,000 grant to the Victoria Book Prize Society for the Children's Book Prize beginning in 2020, and in perpetuity, to recognize and celebrate exceptional children's and youth literature in our community. This funding would be in addition to the \$5,000 prize for the City of Victoria Butler Book Prize and would allow for both awards to be branded as City of Victoria prizes.</p> <p>And That Council direct staff to work with the Victoria Book Prize Society to rebrand the Children's Book Prize as the City of Victoria Children's Book Prize.</p>
34	Council	VCC_Oct24_2019	Council Member Motion - Victoria Edelweiss Club Zoning Request	Council Initiated	<p>Main Motion as amended:</p> <p>That this item be referred to the quarterly update to report back on the resource implications and advisability:</p> <p>That Council direct staff to work with the existing non-profit cultural facilities to assist them in identifying options for reducing the property tax burden, including zoning and other options..</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
35	Council	VCC_Oct24_2019	913-929 Burdett Avenue and 914-924 McClure Street - Update on Rezoning Application No. 00466 and Heritage Alteration Permit Application No. 00214 (Fairfield)	Operational	<p>Rezoning Application No. 00466</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00466 for 913-929 Burdett Avenue and 914-924 McClure Street; and that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council subject to the following conditions:</p> <p>Preparation of a Housing Agreement Bylaw for the following:</p> <ul style="list-style-type: none"> <li>to secure 50% of the total units as market rental for a minimum of 20 years;</li> <li>to secure a minimum of 26 units be used as assisted living for a minimum of 20 years;</li> <li>to secure a minimum of five affordable rental units for a minimum of 20 years;</li> <li>to ensure that future strata bylaws cannot prohibit strata owners from renting residential strata units; and</li> <li>to repeal the formerly adopted Housing Agreement from a past development proposal.</li> </ul> <p>Preparation of a Section 219 Covenant to secure the sustainability features and construction achieving a minimum BUILT GREEN® Bronze Certification level.</p> <p>That Council request the applicant change the protection of rentals to 60</p>
36	Council	VCC_Oct24_2019	844 Johnson Street - Development Permit with Variance Application No. 00056 (Harris-Green)	Operational	<p>Motion:</p> <p>That the item be referred to staff to engage the applicant on time limitations related to the fence and that staff report back to Council by November 14, including closed meeting advice if necessary.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
					<p>That Council direct staff to:</p> <p>Undertake local area planning with a focus on integrated planning for land use, transportation, urban design and public realm, and limiting the scope to urban villages, town centres, frequent transit and mobility corridors in three phases as follows:</p> <p>Phase 1: Villages and corridors within Hillside-Quadra, North Park and Fernwood neighbourhoods</p> <p>Phase 2: Villages and corridors within Rockland, Fernwood, North and South Jubilee neighbourhoods (in particular, the Fort Street Corridor and Oak Bay Avenue).</p> <p>Phase 3: Town Centres, villages and corridors within Oaklands and James Bay neighbourhoods;</p> <p>Initiate work with Neighbourhood Associations on community-led planning components to support local area planning in accordance with the Terms of Reference attached to this report;</p> <p>Reallocate previously approved funding for pre-work and community-led planning based on revised timing of neighbourhood plans, as follows:</p>
37	Council	VCC_Oct24_2019	Local Area Planning - Next Phases	Operational	\$10,000 each for Phase 1 and 2 neighbourhoods: Hillside-Quadra, North Park, Fernwood, Rockland, North/South Jubilee, Gonzales;
38	Council	VCC_Oct24_2019	Certification as a Living Wage Employer	Operational	<p>Motion:</p> <p>That Council adopt the proposed Living Wage policy and direct staff to develop an implementation plan and apply for certification as a Living Wage Employer no later than January 31, 2020.</p> <p>Carried</p>
39	Council	VCC_Oct24_2019	Commercial Loading Zone Permits	Operational	<p>Motion:</p> <p>That Council direct staff to bring forward amendments to the Streets and Traffic Bylaw to:</p> <p>Authorize the use of loading zones and 20-minute meters when a valid City of Victoria commercial loading permit is displayed.</p> <p>Establish an interim fee structure for City of Victoria commercial loading permits as follows:</p> <p>Vehicles 6 metres or less in length - \$100 per year</p> <p>Vehicles greater than 6 metres in length - \$300 per year</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
40	Council	VCC_Nov14_2019	1002-1008 Pandora Avenue: Rezoning Application No. 00696	Operational	<p>Bylaw Approval: Motion: That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1205) No. 19-090</p> <p>Carried Bylaw Approval: Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1205) No. 19-090</p>
41	Council	VCC_Nov14_2019	Official Community Plan Amendment: Regional Context Statement	Operational	<p>Bylaw Approval: Motion: That the following bylaw be given third reading:</p> <p>Official Community Plan Bylaw, 2012, Amendment Bylaw (No. 34) No. 19-102</p> <p>Carried Bylaw Approval: Motion: That the following bylaw be adopted:</p> <p>Official Community Plan Bylaw, 2012, Amendment Bylaw (No. 34) No. 19-102</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
42	Council	VCC_Nov14_2019	2220 Cook Street: Rezoning Application No. 00684 and Development Permit with Variances Application No. 00107	Operational	<p>Motion: That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1194) No. 19-068</p> <p>Carried Bylaw Approval: Motion: That the following bylaws be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1194) No. 19-068</p> <p>Carried Motion:</p> <p>Housing Agreement (2220 Cook Street) Bylaw (2019) No. 19-076</p> <p>Carried Development Permit with Variances Approval: Motion: That Council authorize the issuance of Development Permit with Variances Application No. 00107 for 2220 Cook Street, in accordance with:</p> <p>Plans date stamped April 18, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p>
43	Council	VCC_Nov14_2019	1175 Douglas Street: Development Variance Permit Application No. 00225	Operational	<p>Development Variance Permit Approval: Motion: That Council authorize the issuance of Development Variance Permit Application No. 00225 for 1175 Douglas Street, in accordance with:</p> <p>Plans date stamped May 22, 2019 The following variance to the Sign Bylaw</p> <p>Vary the cumulative size allowance for the north elevation from 16.37 m2 to 38.26 m2. Vary the cumulative size allowance for the west elevation from 11.19m2 to 23.68m2.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
44	Council	VCC_Nov14_2019	Victoria Edelweiss Club Grant	Council Initiated	<p>Victoria Edelweiss Club Grant</p> <p>Motion:</p> <p>That Council authorizes a direct award grant to the Victoria Edelweiss Club, funded from the 2019 contingency, equivalent to the cost of all City processing fees and disbursements in relation to the applications to amend the Zoning and the Official Community Plan for the property at 108 Niagara Street.</p> <p>Carried</p>
45	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan</p> <p>October 21, 2019</p> <p>Motion:</p> <p>Council:</p> <p>That Council direct staff to report back on financial implications of adjusting salary and benefit line items for 2020 to account for remuneration rates for Councillors equivalent to the median income of a city employee excluding police and fire and include this information as part of public engagement on the 2020 draft financial plan.</p>
46	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan</p> <p>October 21, 2019</p> <p>That Council direct staff to report on the financial implications of providing staff support to the Seniors Task Force and the Community Wellness Task force.</p> <p>(That this motion be referred to the December 5, 2019 budget meeting.)</p>
47	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan</p> <p>October 21, 2019</p> <p>That Council direct staff to report back as part of the 2021 budget on the implications of reviewing the protocol activities and budgets of other capital cities in Canada and how this compares to Victoria.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
48	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan</p> <p>October 31, 2019</p> <p>Motion:</p> <p>Sustainable Planning and Community Development:</p> <p>That Council direct staff to report back on the implications of including an additional \$750,000 into the Housing Reserve Fund with \$500,000 restricted for shelter rates.</p> <p>That Council direct staff to review revenue projections for rezoning applications and permit and inspection fees and report back to Council.</p> <p>That Council direct staff to report back on the implications of augmenting the city's social planning function.</p>
49	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan</p> <p>October 31, 2019</p> <p>Business and Community Relations:</p> <p>That Council direct staff to report back on implications to provide funding for City Studio in 2020.</p> <p>That Council directs staff to report back on the implications of integrating the Victoria Conference Centre parkade with the operations of other city parkades in light of the City's application for certification as a living wage employer.</p> <p>That Council direct staff to report back on the implications and opportunities to fund an Arts Creation Project to fund wraps on electric kiosks similar to our banner, bus shelter and mural project.</p>
50	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan</p> <p>October 31, 2019</p> <p>Parks, Recreation and Facilities:</p> <p>That Council directs staff to report back with implication of adding a bigger swimming dock at Banfield Park.</p> <p>That Council direct staff to report back on the implications of adding secure bike parking for the public in city parkades in the 2020 budget.</p> <p>That Council direct staff report back on the implications and options for pursuing alternate locations for an off leash dog park downtown.</p> <p>That Council direct staff to report in a closed meeting on the City's agreement for the Victoria Conference Centre including operating and capital components.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
51	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan October 31, 2019</p> <p>Engineering and Public Works: That Council direct staff to report back on the implications and options for implementing traffic calming on Chambers Street and surrounding streets between Cook and Chambers Streets and projected increases in traffic volume in this part of the Fernwood neighbourhood. That Council direct staff to report back on implications of allocating additional funds towards the capital costs of traffic calming. Carried</p>
52	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan November 4, 2019</p> <p>Motion: Corporate: That Council direct staff to report back on the appropriate amount to fund the Witness Reconciliation Program (the City Family) on an ongoing basis. That Council direct staff to report back on an appropriate funding amount and source of funding for the climate action reserve given the climate emergency. That Council direct staff to report back on payment in lieu of taxes for past years where data is readily available. That Council direct staff to report back on the implications of adjusting the property tax penalty to 5% paid on July 1 and 5% on September 1. That Council direct that each of the bullet point organizations for direct award grants are provided in a written report (page 608 of the Financial Plan). That Council direct that there is a report on an annual basis to Council from the Film Commission, Coalition to End Homelessness and Urban Food Table. That Council direct staff to report back on the implications of increasing the per capita base grant to neighbourhoods that are not serviced by city funded community centres including consideration of doubling the amount of the grant for those neighbourhoods.</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
53	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan November 4, 2019</p> <p>Engineering and Public Works: That Council direct staff to report back on the implications of examining pedestrian improvements on the south sidewalk between Cedar Hill and Belmont Avenue along Hillside Avenue including the crosswalk at Gosworth. That Council direct staff to report back on the implications of installing pedestrian/cyclist controlled stop light at Cook and Princess. That Council direct staff to report back on the implications of adding \$250,000 of funding for pedestrian improvements either for crosswalk upgrades or for the pedestrian master plan budget. That Council direct staff to report back on the implications of assessing pedestrian improvements at the Quadra and Queen crossing adjacent to Crystal Pool. That Council direct staff to report back on implications of examining pedestrian improvements at faith group based centres and cultural centres. That Council direct staff to report back on the implications of establishing accessible shoreline access on the southern waterfront of the city with particular consideration at Fonyo Beach/Holland Point and/or Ross Bay waterfront. That Council direct staff to report back on the implications of taking an approach to capital projects based on countercyclical spending.</p>
54	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan November 4, 2019</p> <p>Strategic Plan &amp; Financial Plan: That Council direct staff to report back on the implications of not approving the small-scale housing ambassador.</p>
55	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan November 4, 2019</p> <p>That Council direct staff to report back on the implications of not doing the Tech Advisory Committee.</p>
56	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan Nov 4, 2019</p> <p>Strategic Plan and Financial Plan That Council direct staff to report back on the implications of adding a person on a one-year contract and joining the welcoming America initiative for the welcoming city strategy.</p>
57	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>2020-2024 Draft Financial Plan November 4, 2019</p> <p>Strategic Plan and Financial plan Council authorize expenditures in 2019 from contingencies to ensure adequate resources for clerking councillor-led task forces.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
58	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	2020-2024 Draft Financial Plan Nov 4, 2019 Strategic Plan and Financial Plan That Council direct staff to report back on the implications of providing a resource to develop a draft parks acquisition strategy following a council workshop in a closed meeting.
59	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Financial Plan	2020-2024 Draft Financial Plan Nov 4, 2019 Strategic Plan and Financial Plan That Council direct staff to report back on the implications of providing a grant to a 3rd party to put on a mural festival.
60	Council	VCC_Nov14_2019	1442 Elford Street: Rezoning Application No. 00703 (Fernwood)	Operational	1442 Elford Street: Rezoning Application No. 00703 (Fernwood) Motion: That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00703 for 1442 Elford Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the applicant prepares and executes a legal agreement ensuring that future Strata Bylaws cannot prohibit the rental of dwelling units. Carried
61	Council	VCC_Nov14_2019	1442 Elford Street: Heritage Designation Application No. 000186 (Fernwood)	Operational	Motion: That Council approve the designation of the heritage-registered property located at 1442 Elford Street, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, consistent with the plans dated October 16, 2019, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set. Carried
62	Council	VCC_Nov14_2019	Council Member Motion - City of Victoria Input into Provincial Old Growth Strategic Review	Council Initiated	Motion: That Council direct Staff to draft a formal submission to the Provincial governments Old Growth Forests Strategic Review stating the City of Victorias support for protecting all remaining old growth forests on Vancouver Island, advocating for sustainable management of second-growth forests, and appending previous Council resolutions on this topic. Carried

	Meeting Type	Meeting Site	Agenda Item	Status	Description
63	Council	VCC_Nov14_2019	Accessibility Framework - Endorsement and Next Steps	Strategic Plan	<p>Motion: That Council direct staff to:</p> <p>Complete stakeholder engagement on the proposed draft documents, with particular focus on appendix c, finalize edits and ready the documents for final Council approval, in Quarter 1 2020; Continue to advocate for strong and effective Provincial legislation for persons with disabilities and participate in stakeholder consultation processes on the development of Accessibility Legislation in the Province of BC; Endorse the policy statement noted in Appendix D and direct staff to report back with a formal policy for consideration in Q1 2020; Endorse adding a staff person dedicated to accessibility to be hired as soon as possible in 2020 with funds to come from new assessed revenue; Direct staff to report back with a list of year 1 action items and direct the funding allocated in 2019 for Accessibility Framework implementation to be used for accessibility framework implementation in 2020; Report back on the Terms of Reference for an Advisory Body to enable ongoing input from persons with lived-experience on issues relating to accessibility. That the inventory of Accessibility Working Group recommendations be appended to the draft Accessibility Framework as an appendix.</p> <p>Carried</p>
64	Council	VCC_Nov14_2019	Resource Assessment - Development of a Single- Use Materials Regulation	Strategic Plan/ Financial Plan	<p>Motion: That Council:</p> <p>Receive this report for information, and defer decision on this issue and its resource implications to the 2020 financial planning process.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
65	Council	VCC_Nov14_2019	Zero Waste Strategy - Update and Considerations	Strategic Plan	<p>That Council direct staff to:</p> <p>Proceed with the next development phase of the City's Zero Waste Strategy.</p> <p>Advance zero waste priority actions as follows:</p> <p>Engage with CRD to support the development and implementation of its regional Solid Waste Management Plan and partner with the CRD and community stakeholders to discuss opportunities to advance the following focus areas:</p> <p>Organics and recycling diversion Construction, renovation and demolition materials diversion Single use item reductions and guidance on compostable alternatives Public education and solid waste management information tools</p> <p>Initiate a plan to enhance the City's residential collection program with an expressed interest to improve the diversion of organic and recyclable materials.</p> <p>Develop a plan to introduce or modify the City's bin designs to improve public realm diversion as part of the 2021 financial planning process.</p> <p>Initiate and report in 2020 on the planning, program and policy considerations for sustainable building demolitions that maximize resource and material recovery, safeguard heritage value, and include affordability, public health, safety, economics, and other sustainability considerations.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
66	Council	VCC_Nov14_2019	Council Member Motion - Protecting and Supporting Arts and Cultural Spaces in the City	Council Initiated	<p>That Council:</p> <p>Direct staff to provide an update on implementation of the Create Victoria Master Plan within three months, including Actions Items identified in the Strategic Plan for 2020 and recommendations on providing long-term financial stability for arts and cultural spaces.</p> <p>Consider allocating \$100,000 dollars in the 2020 Financial Plan toward an Arts and Cultural Spaces Reserve Fund.</p> <p>Direct staff to prepare a draft policy governing the allocation of grants from this fund.</p> <p>Authorize a new staff position in the Arts and Culture division, funded from new assessed revenue, to allow enough staff resources to proactively implement the Create Victoria Plan and the Arts and Cultural Spaces Road Map.</p> <p>That Council direct staff to align all work to protect cultural spaces including the work outlined in the Create Victoria arts and cultural masterplan and the Council motions regarding permissive tax exemptions and downzoning cultural facilities to limit property tax burdens and development pressures.</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
67	Council	VCC_Nov14_2019	1702 Fernwood Road - Heritage Alteration Permit with Variances Application No. 00017 (Fernwood)	Operational	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>'That Council authorize the issuance of Heritage Alteration Permit with Variances Application No. 00017 for 1702 Fernwood Road, in accordance with:</p> <p>Plans, date stamped September 30, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>Reduce the number of required parking stalls from 4 to 3  Increase the maximum height of accessory building (existing garage) from 3.5m to 3.7m  Reduce the minimum (north) rear and (west) side yard setbacks of accessory building (existing garage) from 0.6m to 0.4m  Permit the addition of unenclosed floor space for a pre-1931 single family dwelling  Reduce the minimum of landscaped area in rear yard from 33% to 24%  Permit exterior changes to a pre-1931 single family dwelling  Reduce the required width of rear yard landscape strip from 1.5m to 1.0m</p> <p>Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director, Sustainable Planning and Community</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
68	Council	VCC_Nov14_2019	1017-1023 Cook Street - Development Permit with Variance Application No. 00119 (Fairfield)	Operational	<p>That, subject to the preparation and execution of legal agreements to secure the rental of all dwelling units for the life of the building, to the satisfaction of the Director of Sustainable Planning and Community Development, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variance Application No. 00119 for 1017-1023 Cook Street, in accordance with:</p> <p>Receipt of final plans generally in accordance with the plans date stamped October 25, 2019, to revise the siting of the proposed bicycle parking rack located on the public right-of-way to the satisfaction of the Director of Engineering and Public Works.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the minimum vehicle parking from 34 stalls to 0 stalls.</p> <p>Council authorizing the street-level projecting canopies over the City Right-of-Way on Cook Street, provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.</p> <p>Final plans generally in accordance with plans date stamped October 25, 2019.</p> <p>The Development Permit lapsing two years from the date of this</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
69	Council	VCC_Nov14_2019	323 Skinner Street - Development Variance Permit No. 00232 (Vic West)	Operational	<p>Motion: That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>That Council authorize the issuance of the Development Variance Permit Application No. 00232 for 323 Skinner Street, in accordance with:</p> <p>Plans date stamped October 10, 2019. Development meeting all Fence Bylaw requirements, except for the following variance:</p> <p>increase the height of a fence from 1.22m to 1.83m in a front yard</p> <p>The Development Variance Permit lapsing two years from the date of this resolution.&amp;quot;</p> <p>Carried</p>
70	Council	VCC_Nov14_2019	Council Member Motion - A New Coastal Strategy and Law for British Columbia	Council Initiated	<p>That Council direct Mayor Helps to write to the Province advocating for a BC Coastal Strategy.</p> <p>Carried</p>
71	Council	VCC_Nov14_2019	Council Member Motion - Funding for Sanctuary Youth Centre	Council Initiated	<p>That Council provide \$26,000 out of 2019 Contingency to fund the Sanctuary Youth Drop In for an additional 3 hours on days that they are currently open and to provide funds for a day shelter in the event of extreme weather.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
72	Council	VCC_Nov14_2019	733, 737, and 741 Fisgard Street & 1620 Blanshard Street - Temporary Use Permit Application No. 0012 (Downtown)	Operational	<p>That Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>"That, subject to the amendment of the existing Master Development Agreement to allow for a temporary surface parking lot, Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, authorize the issuance of Temporary Use Permit Application No. 00012 for 733, 737 and 741 Fisgard Street and 1620 Blanshard Street to allow for a temporary surface parking lot, in accordance with:</p> <p>Plans date stamped June 20, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>Allow surface parking stalls.</p> <p>The applicant providing a landscape cost estimate for the entire cost of the onsite landscaping in accordance with the Landscape Plan prepared by LADR Landscape Architects dated October 2, 2018 and a landscape security deposit in the amount of 120% of the Landscape Cost Estimate is payable to the City prior to the issuance of the building permit. Council authorizing the amendment of the existing Master Development Agreement to allow for the temporary surface parking lot and clarify that the lands cannot continue this use once the Temporary Use Permit has expired, and to further provide a landscape plan for the site once the use</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
73	Council	VCC_Nov14_2019	Sustainable Mobility Strategy	Strategic Plan	<p>That Council:</p> <p>Adopts the Sustainable Mobility Strategy report and the directions and strategies presented today.</p> <p>Direct staff to report back to Council in Q1 with a report on progress of implementation of the 2020 actions.</p> <p>Consider allocation of \$655,000 as part of the 2020 financial planning process to advance priority work as outlined in the Next Steps section of this report which is required to support priority transportation safety, regulatory review and program requirements:</p> <p>Initiate Vision Zero program planning and increased right of way enforcement (Key Initiative 1) (2 FTEs in Bylaw Services).</p> <p>Advocate to regional stakeholders, Victoria Regional Transit Commission (VRTC) and the Province to designate Rapid Transit as a regional infrastructure priority (Key Initiative 2).</p> <p>Continue investments in accessibility and active transportation (Key Initiative 3).</p> <p>Initiate planning and strategies to allocate more road right of way to zero or low emissions vehicles and community parking spaces for low/ zero emissions car share services (Key Initiative 4).</p> <p>Initiate planning and actions in support of "Rethink the Curb" and report back with initial proposed changes as part of the annual parking update (Q1 2020) and through a comprehensive strategy for Council's consideration in Q3 2020 (Key Initiative 5) (1 FTE in Parking Services).</p>
74	Council	VCC_Nov14_2019	Application and Integration of the Climate Lens	Strategic Plan	<p>Motion:</p> <p>That Council direct staff to:</p> <p>Commence work in 2020 and develop the necessary resource assessments to complete priority work phases as part of the 2021 financial planning process, as outlined in detail in Section 4 of the Issues and Analysis section of the report.</p> <p>That item 1.5 in the report be amended to identify the Victoria Regional Transit Commission as the lead agency.</p> <p>Carried</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
75	Council	VCC_Nov14_2019	2019 Climate Action Strategy - Proposed Programs and Initiatives	Strategic Plan	<p>That Council:</p> <p>Adopt the new accelerated climate action planning directions in the Policy Directions section of this report, and adopt the new climate targets that expand on the existing Climate Leadership Plan (CLP) directions, as follows:</p> <p>Expand the CLP's target to include that after 2025, all new and replacement building heating and hot water systems are zero emissions, and report back in the fall of 2020 with additional strategies and considerations to achieve this target (Policy Direction #4);</p> <p>Direct staff to develop a new city-wide, long-term target for 2030, related to the reduction of embodied-emissions from materials used by the municipality, and report back in the fall of 2020 with the initial targets and planning considerations (Policy Direction #5).</p> <p>Direct staff to initiate planning for new targets related to municipal ecosystem performance to enhance the city's natural carbon sequestration and climate adaptation capabilities, and report back in 2020 with an update (Policy Direction #6)</p> <p>Adopt the strategies and directions contained within the High Impact Initiatives section of this report to meet the CLP and new policy direction objectives, which include the following:</p> <p>Oil to Heat Pump Incentive Program Building Energy and Efficiency Retrofit Program Low Carbon Step Code Program</p>
76	Council	VCC_Nov14_2019	Waterfront Public Realm Initiative	Operational	<p>Motion:</p> <p>That Council approve the refined concept design for the Songhees Park Expansion project as shown in Attachment A.</p> <p>Carried</p>
77	Council	VCC_Nov14_2019	Recreation Fees Bylaw Update	Operational	<p>Motion:</p> <p>That Council direct staff to bring forward amendments to the Recreation Fees Bylaw No. 06-056 effective January 1, 2020 to increase fees as outlined in Appendix A.</p> <p>That the fee increase be revised to 2% for Crystal Pool and Memorial Arena admissions and the remainder funded from new assessed revenue.</p> <p>Carried</p>
78	Council	VCC_Nov14_2019	Operating Grant Increases for Community and Senior Centres	Operational	<p>Motion:</p> <p>That Council receive this report for information.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
79	Council	VCC_Nov14_2019	UBCM Housing Needs Grant Program Report	Operational	<p>Motion:</p> <p>That the City of Victoria support the Capital Regional District to apply for, receive, and manage UBCM grant funding to complete a housing needs report in partnership with the City of Victoria.</p> <p>That Council request that the CRD and other partners consider incorporating a component of Participatory Action Research in to the needs assessment.</p> <p>Carried</p>
80	Council	VCC_Nov14_2019	2020-2024 Draft Financial Plan	Completed	<p>2020-2024 Draft Financial Plan</p> <p>Nov 4, 2019</p> <p>Strategic Plan &amp; Financial Plan:</p> <p>That the Coalitions report be forwarded to a COTW meeting for a discussion.</p>
81	Council	VCC_Nov14_2019	Council Member Motion - Transit Week Challenge	Council Initiated	<p>Motion:</p> <p>WHEREAS the City of Victoria has declared a climate emergency and wishes to promote the use of low carbon transportation modes, including public transport;</p> <p>AND WHEREAS it is the responsibility of public officials to lead by example;</p> <p>And WHEREAS having direct, hands-on experience better equips public officials to make informed decisions regarding services,</p> <p>THEREFORE be it resolved that the City of Victoria calls on the members of the Victoria Regional Transit Commission and local government and elected officials in capital region to:</p> <p>Commit to using BC Transit services as their sole mode of transportation around the Greater Victoria region for the period of one week.</p> <p>Share their experience with their council, communities and Victoria Regional Transit Commission representative.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
82	Council	VCC_Nov28_2019	208/210, 220, 230, and 240/242 Wilson Street: Rezoning Application and No. 00686 Development Permit with Variance Application No. 00111	Operational	<p>No. 00686 Development Permit with Variance Application No. 00111 Motion: Bylaw Approval That the following bylaw be given third reading:  Zoning Regulation Bylaw, Amendment Bylaw (No. 1204) No. 19-089  Carried  Bylaw Approval Motion: That the following bylaws be adopted:  Zoning Regulation Bylaw, Amendment Bylaw (No. 1204) No. 19-089 Housing Agreement (208-242 Wilson Street) Bylaw (2019) No. 19-101  Carried  Development Permit with Variances Approval Motion: That Council authorize the issuance of Development Permit with Variances Application No. 00111 for 208/210, 220, 230 and 240/242 Wilson Street in accordance with:  Plans date stamped May 16, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
83	Council	VCC_Nov28_2019	605-629 Speed Avenue & 606-618 Frances Avenue: Development Permit with Variance Application No. 00115	Operational	<p>Motion: That Council authorize the issuance of Development Permit with Variances Application No. 00115 for 605-629 Speed Avenue and 606-618 Frances Avenue, in accordance with:</p> <p>Plans date stamped July 18, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>increase the height of building from 37m to 45.34m; reduce the front yard setback of the 14-storey portion of the building from 6m to 1.60m to allow for a canopy projection only; reduce the front yard setback of the six-storey portion of the building from 6m to 1.52m to allow for a canopy projection only; reduce the side yard (east) setback from 5.90m to 0.00m for a parkade projection only; reduce the required number of residential parking spaces from 237 to 151; reduce the required number of visitor parking space from 25 to 17; reduce the separation space between an accessory building (timber pavilion) and the principal building from 2.40m to 1.30m; reduce the separation space between an accessory building (bicycle storage building) and the principal building from 2.40m to 1.40m and locate the accessory building in the side yard.</p> <p>The Development Permit lapsing two years from the date of this resolution."</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
84	Council	VCC_Nov28_2019	1811 Oak Bay Avenue: Development Permit with Variance Application No. 00060	Operational	<p>Motion: That Council authorize the issuance of Development Permit with Variance Application No. 00060 for 1811 Oak Bay Avenue, in accordance with:</p> <p>Plans date stamped April 5, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the minimum lot size for multiple dwelling use from 920.0m<sup>2</sup> to 799m<sup>2</sup>; increase the maximum site coverage from 32 percent to 74.5 percent; reduce the minimum open site space from 60 percent to 23.4 percent; reduce the minimum front setback (east) from 12m to 2.63m (to privacy screen) and 3.58m (to building); reduce the minimum rear setback (west) from 8.41 m to 4.32m (to building) and 0.0m (to parkade structure); reduce the minimum side setback (north) from 8.41 m to 1.99m; reduce the minimum side setback (south) from 8.41 m to 3.12m (to building) and 0.0m (to parkade structure).</p> <p>Development Permit lapsing two years from the date of this resolution. That the applicant write a letter to the neighbourhood CALUC notifying a change from rental to strata.</p> <p>Carried</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
85	Council	VCC_Nov28_2019	1210 Haultain Street: Rezoning Application No. 00688 and Development Permit with Variance Application No. 00113	Operational	<p>Motion: That the following bylaw be given third reading:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1208) No. 19-111</p> <p>Carried Bylaw Approval</p> <p>Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1208) No. 19-111</p> <p>Carried</p> <p>Development Permit with Variances Approval</p> <p>Motion: That Council authorize the issuance of Development Permit with Variance Application No. 00113 for 1210 Haultain Street, in accordance with:</p> <p>Plans date stamped August 7, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the minimum lot width from 15m to 14.47m; increase the number of storeys from 1.5 with a basement to 2 with a basement; reduce the minimum side yard (west) setback from 3m to 2.8m;</p>
86	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Victoria Police Department: Motion: That Council requests that the Mayor write to the Premier of British Columbia and the Solicitor General, copying Members of the Legislative Assembly representing constituencies in the Capital Region, drawing the Provincial Governments attention to the unsustainability of the current funding framework for regional policing, with costs associated with policing the core area of the Capital Region imposed exclusively on the taxpayers of the Township of Esquimalt and the City of Victoria, and requesting Provincial assistance to introduce a more equitable funding framework.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
87	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Victoria Police Department:</p> <p>Motion:</p> <p>That Council direct staff to report back with implications of bringing the special events policing budget back in the police budget.</p> <p>That Council direct staff to include expenditures for late night great night program alongside core VicPD expenditures in future budget meetings.</p>
88	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Engineering and Public Works - Wrap up of Climate, Accessibility and Mobility:</p> <p>Resource Assessment Development of a Single-Use Materials Regulation</p> <p>Motion:</p> <p>That Council:</p> <p>Receive this report for information and defer decision on this issue until information on the provincial government's intentions is available.</p>
89	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Engineering and Public Works - Wrap up of Climate, Accessibility and Mobility:</p> <p>Zero Waste Strategy - Update and Considerations</p> <p>Motion:</p> <p>That staff initiate a holistic examination of options for residential and commercial solid waste collection, recovery and reduction in the city, fully engaging employees who are involved in this service.</p> <p>Carried</p>
90	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Arts and Culture: Car Free Day</p> <p>Motion:</p> <p>That Council direct staff to report back on the implications of funding car free day on an ongoing basis including the option of increasing the special events amount available for in-kind contributions through the FIG program.</p> <p>Carried</p>
91	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Sidewalk Upgrades and Crossing Beacon Hill Park:</p> <p>Motion:</p> <p>That Council direct staff to report back as part of the 2021 budget process with additional details on the resource requirements of joining the triangle at mile zero to Beacon Hill Park and include this project in the 2021 capital budget.</p> <p>Carried</p>
92	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Restorative Justice:</p> <p>Motion:</p> <p>That Council request the Mayor write to express the City's support for Restorative Justice and approach the provincial government to request that they fund the Restorative Justice Program.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
93	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Childcare for Advisory Committee Meetings:</p> <p>Motion:</p> <p>That Council direct staff to poll advisory committee members to inquire their interest in using childminding services at committee meetings.</p> <p>Carried</p>
94	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Motion:</p> <p>That Council direct staff to report back on the financial implications of providing a public transit U-pass program based on existing terms with Victoria Regional Transit Commission for:</p> <p>Seniors living in the City of Victoria People between the ages of 19-64 years living in the City of Victoria</p> <p>Carried</p>
95	Council	VCC_Nov28_2019	2020-2024 Draft Financial Plan	Financial Plan	<p>Motion:</p> <p>That Council consider allocating up to \$150,000 in ongoing funding, beginning with the 2020 budget, to initiate establishment of an Indigenous Relations Function, and to support the appointment of Indigenous Elders in Residence to provide advice on municipal programs, initiatives and operations, subject to consultation with the Esquimalt and Songhees Nations on the elements of such programs.</p> <p>Carried</p>
96	Council	VCC_Nov28_2019	Agreement for Climate and Seismic Resilient Underground Infrastructure Project	Operational	<p>Motion:</p> <p>That Council authorise the Mayor and City Clerk to execute:</p> <p>an agreement with the Government of Canada pursuant to the receipt of funding for the Climate and Seismic Resilient Underground Infrastructure Project (the "Agreement"), generally in accordance with the terms detailed in the Letter of Award attached as Appendix A, and any amendments to the Agreement that are substantially in accordance with the terms and conditions of the Agreement, provided that the form and contents are satisfactory to the City Solicitor and the Director of Engineering and Public Works.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
					<p>Motion:</p> <p>That Council:</p> <p>Refer the University of Victoria Environmental Law Centre reports on Cleaning Up CRD Waterways and Beaches (2019) and Re-Inventing Rainwater Management (2010) to staff to inform implementation of existing Strategic Priorities relating to stewardship of rainwater and waterways.</p> <p>Direct staff to include consideration of the following recommendations in the next update to Council on Strategic Priorities relating to stewardship of rainwater and waterways:</p> <p>Ending disposal of contaminated stormwater into waterways via the City of Victorias stormwater system by 2025, through regulation and infrastructure improvements;</p> <p>Amending the Sanitary Sewer and Stormwater Utilities Bylaw to regulate commercial and private car washing activities.</p>
97	Council	VCC_Nov28_2019	Council Member Motion - Strengthening Regulations to Clean Up Local Waterways	Council Initiated	Carried

	Meeting Type	Meeting Site	Agenda Item	Status	Description
98	Council	VCC_Nov28_2019	1306-1330 Broad Street, 615-625 Johnson Street and Parts of 622 and 630 Yates Street: Rezoning Application No. 00699, Heritage Designation Application No. 000179, and Heritage Alteration Permit with Variances Application No. 00018 (Downtown)	Operational	<p>Rezoning Application No. 00699</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00699 for 1306-1330 Broad Street, 615-625 Johnson Street and parts of 622 and 630 Yates Street; that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and that a Public Hearing date be set once the following conditions are met:</p> <p>Minor plan revisions to correct inconsistencies, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Preparation and execution of legal agreements to secure 2.98 metres of the western portion of 1314 to 1330 Broad Street and 615 to 625 Johnson Street, adjacent to the existing "lane," to the satisfaction of the Director of Engineering and Public Works;</p> <p>Preparation and execution of a legal agreement securing public realm improvements to the "lane" and adjacent streets, including the provision of bicycle parking stalls, to the satisfaction of the Director of Engineering and Public Works;</p> <p>Preparation and execution of a legal agreement securing interpretive signage that will be displayed both during construction and over the long term, to the satisfaction of the Director of Sustainable Planning and Community Development; and</p> <p>Preparation of bylaws to reserve or dedicate the area that currently functions as a lane at the rear of the properties as a lane, subject to the satisfaction of the City Solicitor and the Director of Engineering and Public</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
99	Council	VCC_Nov28_2019	Local Government Recommendation for Alternative Aromatics Apothecary at 2641 Quadra Street	Operational	<p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch:</p> <p>Council supports the application of Alternative Aromatics Apothecary at 2641 Quadra Street to receive a provincial cannabis retail store license with following comments on the prescribed considerations:</p> <p>The Council recommends that the LCRB issue a license to Alternative Aromatics Apothecary at 2641 Quadra Street, subject to the condition that this license not be issued until after the applicant obtains a Delegated Development Permit for any proposed alterations to the building exterior. City staff did not raise any concerns about this application in terms of community impacts.</p> <p>The views of residents were solicited through a mail-out to neighbouring property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association.</p> <p>The City sent 248 notices and received 2 letters in response. Both letters were from respondents within 100 metres of the property. The City did not receive correspondence from the Hillside-Quadra Neighbourhood Action Group.</p> <p>Of the 2 respondents within 100 metres of the proposed cannabis retail store that provided written comments, 1 supports issuing a license and 1 opposes issuing a license. The concerned respondent raised a concern about potential theft by clients of the proposed cannabis retail store in their nearby business.</p> <p>A Delegated Development Permit may be required to ensure alterations to</p>
100	Council	VCC_Nov28_2019	Missing Middle Housing Forms	Operational	<p>That Council direct staff to:</p> <p>Establish zoning regulations, design guidelines and policy updates for missing middle housing forms city-wide;</p> <p>Conduct engagement to provide opportunities for the community to help shape the missing middle regulatory framework;</p> <p>Identify suitable locations for missing middle housing forms;</p> <p>Report back with recommendations for City-initiated rezoning;</p> <p>That a strong affordability lens be applied throughout this process for the creation and loss of both rental and strata units.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
101	Council	VCC_Nov28_2019	Updating the Delegation of Signing Authority Bylaw	Operational	<p>That Council instruct the City Solicitor to bring forward amendments to the Delegation of Signing Authority Bylaw to delegate the signing of documents, provided that Council has authorized the transaction, as follows:</p> <p>Land Title Documents - City Clerk or City Solicitor;  Procurement Contracts up to \$500,000 - Chief Financial Officer;  Procurement Contracts above \$500,000 - City Manager;  Offers to Purchase and Purchase and Sale Agreements in relation to land - Head of Strategic Real Estate;  Leases and licences for use of City property other than streets - Head of Strategic Real Estate;  Leases and licences for use of City owned property within road-right-of-way - Director of Engineering and Public Works; and  Licences and Operating Agreements for parks and outdoor recreation facilities - Director of Parks, Recreation and Facilities.</p> <p>That staff report back to council within two years of adoption of the amendment bylaw on progress report on the new process.</p> <p>Carried</p>
102	Council	VCC_Nov28_2019	Council Member Motion - North Park Neighbourhood Association Skating Event	Council Initiated	<p>That Council instruct the City Solicitor to bring forward amendments to the Delegation of Signing Authority Bylaw to delegate the signing of documents, provided that Council has authorized the transaction, as follows:</p> <p>Land Title Documents - City Clerk or City Solicitor;  Procurement Contracts up to \$500,000 - Chief Financial Officer;  Procurement Contracts above \$500,000 - City Manager;  Offers to Purchase and Purchase and Sale Agreements in relation to land - Head of Strategic Real Estate;  Leases and licences for use of City property other than streets - Head of Strategic Real Estate;  Leases and licences for use of City owned property within road-right-of-way - Director of Engineering and Public Works; and  Licences and Operating Agreements for parks and outdoor recreation facilities - Director of Parks, Recreation and Facilities.</p> <p>That staff report back to council within two years of adoption of the amendment bylaw on progress report on the new process.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
103	Council	VCC_Nov28_2019	Council Member Motion - Adoption of Victoria Call to Action	Strategic Plan	<p>Motion:</p> <p>That Council adopt the Victoria Call to Action.</p> <p>That Council forward the Victoria call to Action to the FCM for consideration of adoption at the June 2019 Conference.</p> <p>Carried</p>
104	Council	VCC_Nov28_2019	Council Member Motion - Improving Ecological Stewardship and Recreational Access on the Gorge Waterway	Council Initiated	<p>Motion:</p> <p>That Council:</p> <p>Refer the report of the Collaborative to Improve Access to the Gorge Waterway to staff.</p> <p>Direct staff to report back at the Quarterly Update in the first quarter of 2020 on the implications of amending the City's Strategic Plan by adding this 2021 action: Engage Burnside-Gorge and Victoria West residents on a streamlined process to update the management plans for the following parks and greenspaces, with a view toward improving ecological stewardship and low-impact recreation: Arm Street Park, Burleith Park, Banfield Park, Arbutus Park, and the public foreshore at the foot of Harriet Street.</p> <p>Carried</p>
105	Council	VCC_Nov28_2019	Greater Victoria Coalition to End Homelessness	Financial Plan	<p>Motion:</p> <p>That the report from the Greater Victoria Coalition to End Homelessness be received for information.</p> <p>Carried</p>
106	Council	VCC_Nov28_2019	Greater Victoria Coalition to End Homelessness	Financial Plan	<p>Greater Victoria Coalition to End Homelessness</p> <p>That Council direct staff to comment, as part of the 2020 budget process, on the implications of implementing:</p> <p>Immediate recommendations:</p> <p># 3 (Appoint the GVCEH and City of Victoria to coordinate implementation of these actions and report on results)</p> <p>Carried</p>
107	Council	VCC_Nov28_2019	Greater Victoria Coalition to End Homelessness	Financial Plan	<p>That Council direct staff to comment, as part of the 2020 budget process, on the implications of implementing:</p> <p>Short Term Recommendations:</p> <p># 2 (Installation of Water Bottle Refill Station)</p> <p>Carried</p>
108	Council	VCC_Nov28_2019	Greater Victoria Coalition to End Homelessness	Financial Plan	<p>That Council direct staff to comment, as part of the 2020 budget process, on the implications of implementing:</p> <p># 3 (24-hour accessible restrooms are installed to serve the 900 block possibly maintained by street community members as a social enterprise)</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
109	Council	VCC_Nov28_2019	Greater Victoria Coalition to End Homelessness	Financial Plan	<p>Motion:</p> <p>That Council direct staff to comment, as part of the 2020 budget process, on the implications of implementing:</p> <p>#4 (Collaborative Space Making is piloted on the 900 block)</p> <p>Carried</p>
110	Council	VCC_Nov28_2019	Greater Victoria Coalition to End Homelessness	Financial Plan	<p>That these matters be referred to the peer informed task force to provide advice to Council:</p> <p>Immediate recommendations:</p> <p># 4 (Request funding from Ministry of Mental Health and Addictions to support Peer engagement in Acton Teams and implementation of recommendations)</p> <p>Short Term Recommendations:</p> <p># 1 (Develop pilot program designed in collaboration with peer leaders, reflecting some aspects of the Downtown on Call program in Kelowna)</p> <p>Carried</p>
111	Council	VCC_Nov28_2019	Work Without Permit - 1551 Bay Street / Bylaw File #71169	Operational	<p>Motion:</p> <p>That Council direct the City clerk to file a notice in the Land Title Office in relation to the property located at 1551 Bay Street, legally described as LOT 5, SECTION 75, VICTORIA, PLAN 7812 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 advice that further information regarding this resolution may be inspected at the Legislative &amp; Regulatory Services Department in Victoria City Hall.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
112	Council	VCC_Nov28_2019	578 Yates Street and 1300-1306 Government Street: Heritage Alteration Permit Application No. 00238 (Downtown)	Operational	<p>Motion: That Council authorize the issuance of Heritage Alteration Permit Application No. 00238 for 578 Yates Street and 1300-1306 Government Street in accordance with:</p> <p>Plans, date stamped October 25, 2019. Development meeting all Zoning Regulation Bylaw requirements. Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development. Minor plan amendments to address text errors on the plans to the satisfaction of the Director of Sustainable Planning and Community Development. Conservation of the original metal column of the Adelphi Building at 1300 Government Street, if it is found in repairable condition, to the satisfaction of the Director of Sustainable Planning and Community Development. Council authorizing the existing architectural façade projections and details on Government Street and Yates Street and the existing fire escapes on Government Street, provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works. Heritage Alteration Permit lapsing two years from the date of this resolution. That the applicant consider having the parapet painted to reflect the original parapet design.</p> <p>Carried</p>
113	Council	VCC_Nov28_2019	Third Quarter 2019 Update	Operational	<p>Motion: That the first Town Hall in 2020 be for the Seniors Task Force to receive input on the Seniors Strategy. That the second Town Hall in 2020 be focused on issues as directed in the Trans Inclusion Strategy.</p> <p>Carried</p>
114	Council	VCC_Nov28_2019	Third Quarter 2019 Update	Strategic Plan	<p>Motion: Move the item barrier free business program to a 2020 action item that is Council led and supported by staff.</p> <p>Carried</p>
115	Council	VCC_Nov28_2019	Third Quarter 2019 Update	Strategic Plan	<p>Arts and Culture Funding: That this item be referred for Council consideration of strategic plan amendments in the 2020 budget process.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
116	Council	VCC_Nov28_2019	Third Quarter 2019 Update	Strategic Plan	<p>Motion:</p> <p>City Staff Transit:</p> <p>That this item be referred for Council consideration of strategic plan amendments in the 2020 budget process.</p> <p>Carried</p>
117	Council	VCC_Nov28_2019	Third Quarter 2019 Update	Council Initiated	<p>BCSPCA Horse Drawn Carriages:</p> <p>Motion:</p> <p>Move 2, 4 and 5 to next strategic plan update:</p> <p>2. Staff proceed with street signs along the carriage routes.</p> <p>4. Directing staff to prepare bylaw amendments to specify a maximum temp of BGT 28.</p> <p>5. Operations not be permitted on Oswego or Superior Streets.</p> <p>Carried</p> <p>Motion:</p> <p>1. That the Carriage companies submit to Bylaw and BCSPCA their protocol and training of staff in equine emergency response.</p> <p>3. Send a letter of thanks to BCSPCA for their letter.</p> <p>Carried</p>
118	Council	VCC_Nov28_2019	Third Quarter 2019 Update	Council Initiated	<p>BCSPCA Horse Drawn Carriages:</p> <p>Motion:</p> <p>That Council receive the Third Quarter 2019 Update report for information and that Council request that staff report back on the options for adding attendance for COTW and Closed meetings to the dashboard.</p> <p>Carried</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
119	Council	VCC_Nov28_2019	1302 Finlayson Street - Rezoning Application No. 00687 and Development Permit with Variances Application No. 000546 (Hillside/Quadra)	Operational	<p>Rezoning Application No. 00687 for 1302 Finlayson Street That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00687 for 1302 Finlayson Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of a Statutory Right-of-Way of 2.50m on the Finlayson Street frontage, to the satisfaction of the City Solicitor An opportunity for City Council to consider heritage recognition or designation of the building based on a motion from the Heritage Advisory Panel.</p> <p>Development Permit with Variances Application No. 000546 for 1302 Finlayson Street That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00687, if it is approved, consider the following motion: "That Council authorize the issuance of Development Permit with Variances Application No. 000546 for 1302 Finlayson Street, in accordance with:</p> <p>Plans date stamped May 3, 2019. Development meeting all Zoning Regulation Bylaw requirements, except</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
120	Council	VCC_Nov28_2019	Local Government Recommendation for Kiara at 475 Gorge Road East	Operational	<p>Motion:</p> <p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch: Council supports the application of Kiara at 475 Gorge Road East to receive a provincial cannabis retail store license with following comments on the prescribed considerations:</p> <p>The Council recommends that the LCRB issue a license to Kiara at 475 Gorge Road East.</p> <p>City staff did not raise any concerns about this application in terms of community impacts.</p> <p>The views of residents were solicited through a mail-out to neighbouring property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. Of the 9 responses, 3 support issuing a license and 6 oppose issuing a license. The respondents raised concerns about a cannabis retail store nearby another licensed cannabis retail store in the neighbourhood, fit of a cannabis retail store in the neighbourhood, and public safety.</p> <p>The City sent 281 notices and received 9 letters in response. 6 letters were from respondents occupying an address within 100 metres of the property. The City did not receive a response from the Burnside/Gorge Community Association.</p> <p>Council wishes the Province to make its own deliberations about the fact that this operation was open until at least January 26, 2019</p> <p>That Council direct staff to advise the LCRB of Council's recommendation subject to the applicant's compliance with City bylaws and permits.</p>
121	Council	VCC_Dec12_2019	1209 Yukon Street: Heritage Designation Application No. 000183	Operational	<p>Bylaw Approval</p> <p>Motion:</p> <p>That the following bylaw be adopted:</p> <p>Heritage Designation (1209 Yukon Street) Bylaw No. 19-094</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
122	Council	VCC_Dec12_2019	953 Balmoral Road: Rezoning Application No. 00598 and Development Permit with Variances Application No. 000506	Operational	<p>Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1206) No. 19-091 Housing Agreement (953 Balmoral Road) Bylaw (2019) No. 19-092</p> <p>Carried Development Permit with Variance Approval</p> <p>Motion: That Council authorize the issuance of Development Permit with Variance Application No. 000506 for 953 Balmoral Road, in accordance with:</p> <p>Plans date stamped May 14, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the required number of residential parking spaces from 9 to 3 reduce the front yard setback from 4m to 2m reduce the side (east) yard setback from 6m to 1.52m reduce the side (west) yard setback from 6m to 3.64m increase the site coverage from 30% to 43% reduce the open site space from 30% to 15.30% Reduce the width of a landscape strip from 1m to nil along the west and south property lines.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
123	Council	VCC_Dec12_2019	1139 Burdett Avenue: Rezoning Application No. 00690 and Heritage Alteration Permit with Variances Application No. 00232	Operational	<p>Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1207) No. 19-103 Housing Agreement (1139 Burdett Avenue) Bylaw (2019) No. 19-104</p> <p>Carried</p> <p>Heritage Alteration Permit with Variances Approval Motion: That Council authorize the issuance of Heritage Alteration Permit with Variances Application No. 00232 for 1139 Burdett Street, in accordance with:</p> <p>Plans date stamped May 9, 2019, and the Heritage Restoration Plan date stamped July 8, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the minimum rear yard setback from 9.18m to 2.03m reduce the minimum side yard setback (east) from 2.19m to 1.50m increase the maximum height from 7.6m to 9.3m.</p> <p>Heritage Alteration Permit lapsing two years from the date of this resolution.</p> <p>Carried</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
124	Council	VCC_Dec12_2019	1216 Richardson Street - Development Variance Permit Application No. 00231 (Rockland)	Operational	<p>1216 Richardson Street - Development Variance Permit Application No. 00231 (Rockland)</p> <p>Motion:</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00231 for 1216 Richardson Street, in accordance with:</p> <p>Plans date stamped September 17, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>Reduce the parking requirement from four stalls to three stalls.</p> <p>The Development on Permit lapsing two years from the date of this resolution.</p> <p>Carried</p>
125	Council	VCC_Dec12_2019	Council Member Motion - Briefing on Climate Champions Program	Strategic Plan/ Financial Plan	<p>That Council receive this report for information.</p> <p>That Council amend the strategic plan to remove 2019 Action Create Neighbourhood Climate Champion program with one child, youth, adult and elder from each neighbourhood to lead and inspire at the local level on Climate Action and replace it with a 2020 Action Create a Climate Champions Program.</p> <p>That Council consider allocating up to \$50,000 from the 2019 surplus to fund the program in 2020 as a pilot project and assess its effectiveness in mobilizing people to take climate action, reduce greenhouse gas emissions and build community resilience.</p>
126	Council	VCC_Dec12_2019	Proposed Adjustments to the Draft 2020-2024 Financial Plan	Financial Plan	That Council receive this report for information and consideration at budget meetings starting on January 10, 2020, and request that staff report back on priorities for FTEs to carry out the existing work.
127	Council	VCC_Dec12_2019	Draft Financial Plan - Public Input Summary	Financial Plan	That Council receive this report for information
128	Council	VCC_Dec12_2019	My Great Neighbourhood Grant - Fall Intake Report	Operational	<p>That Council:</p> <p>Approve the 29 applications received for the Fall Intake of the 2019 My Great Neighbourhood Grant program in the amount of \$52,945 as outlined in Tables 1 and 2.</p> <p>That the \$10,755 unallocated grant funds go to the My Great Neighbourhood grant stream for 2020.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
129	Council	VCC_Dec12_2019	My Great Neighbourhood Grant - Fall Intake Report	Operational	That items 1 and 2 in Table 3 to be referred to staff to report back on options for the potential to install the proposed amenities
					<p>That Council direct staff to:</p> <p>Undertake consultation, as outlined in this report, on the following proposed changes to the Zoning Regulation Bylaw Schedule G - Housing Conversion Regulations and Schedule C - Off-Street Parking Regulations described as the 'Run' option:</p> <p>Change the qualifying year of construction  Reduce restrictions on exterior changes  Clarify and expand opportunities to utilize under-height basements  Allow attic spaces to be developed  Allow vehicle car parking in front yard (for non-heritage properties)  Increase and incentivize permitted number of units  Allow windows and doors on front elevations  Decrease parking requirements  Require bicycle parking  Allow exemptions for required bicycle parking</p>
130	Council	VCC_Dec12_2019	Next Generation Conversion Regulations - Proposed Changes	Operational	Report back to Council with feedback from consultation and final recommendations for amendments to the Zoning Regulation Bylaw.
131	Council	VCC_Dec12_2019	709/711 Douglas Street (Previously CityStudio Victoria)	Council Initiated	Council authorizes the use of 709/711 Douglas Street, previously known as 'CityStudio Victoria', operate as a pilot for 2020 as the 'NeighbourHub' to be managed by the Neighbourhood Team and be available to all neighbourhood associations, all community organizations that directly impact or are connected to neighbourhood associations, City of Victoria Youth Council, City's Local Champions Program, City Staff, and community organizations that deliver either strategic or operational requirements where capacity permits.
132	Council	VCC_Dec12_2019	Update Report - Citizen's Assembly Terms of Reference	Strategic Plan	That Council receive this report for information and accept the final terms of reference as presented by Saanich and direct staff to work with Saanich staff to bring forward a report outlining the steps necessary to be completed in order to make application to the Province for funding to undertake the Citizens Assembly.



	Meeting Type	Meeting Site	Agenda Item	Status	Description
133	Council	VCC_Dec12_2019	1881 Fort Street: Rezoning Application No. 00713 (South Jubilee)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00713 for 1881 Fort Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Revised plans identifying the Statutory Right-of-Ways, to the satisfaction of the Director of Sustainable Planning and Community Development. Preparation and execution of a Statutory Right-of-Way of 1.4m off Davie Street and 0.72m off Fort Street.</p> <p>Council authorizing an Encroachment Agreement for the four parking stalls at the northern-most portion of the site that project into City property in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.</p> <p>Carried</p>
134	Council	VCC_Dec12_2019	1029 Queens Avenue: Rezoning Application No. 00693 and Development Permit with Variance Application No. 00117 (North Park)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00693 for 1029 Queens Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Placement of the existing duplex on the Heritage Register. (Refer to the Heritage Report on this application.)</p> <p>Preparation and execution of legal agreement to secure the rental housing along with affordability considerations to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>A legal agreement to secure four car share memberships (one per dwelling unit) plus a \$100 usage credit for each membership to the satisfaction of the Director of Engineering and Public Works.</p> <p>Development Permit with Variances Application No. 00117</p> <p>That prior to setting the Public Hearing for the Rezoning Application, the applicant consider revisions to the proposed two-family dwelling to create a more direct relationship with the street to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00693, if it is approved, consider the following motion:</p> <p>"That Council authorize the issuance of Development Permit with Variance Application No. 00117 for 1029 Queens Avenue, in accordance</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
135	Council	VCC_Dec12_2019	1029 Queens Avenue: Request to add 1029 Queens Avenue to the City of Victoria Register of Heritage Properties (North Park)	Operational	That, concurrent with Rezoning Application No. 00693, if it is approved, Council approve the request to add the property located at 1029 Queens Avenue to the City of Victoria Register of Heritage Properties pursuant to section 598 of the Local Government Act.
136	Council	VCC_Dec12_2019	Local Government Recommendation for Burnside Buds at 3175 Harriet Road	Operational	<p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch: Council supports the application of Burnside Buds at 3175 Harriet Road to receive a provincial cannabis retail store license with following comments on the prescribed considerations:</p> <p>The Council recommends that the LCRB issue a license to Burnside Buds at 3175 Harriet Road, subject to the condition that this license not be issued until after the applicant obtains a Delegated Development Permit for any proposed alterations to the building exterior.</p> <p>City staff did not raise any concerns about this application in terms of community impacts.</p> <p>The views of residents were solicited through a mail-out to property owners and occupiers within 100 meters of this address and the Burnside/Gorge Community Association. The City sent 247 notices and received 9 responses. All respondents live within 100 metres of the property.</p> <p>The City did not receive correspondence from the Burnside/Gorge Community Association.</p> <p>4 support issuing a license, 4 oppose issuing a license, and 1 did not provide comments about issuing a license. The concerned respondents raised issues related to traffic, parking, proximity to residential, nuisances (noise, smell, smoke), and public safety.</p> <p>A Delegated Development Permit may be required to ensure alterations to the building exterior do not diminish the pedestrian experience and create safety concerns by obstructing the view from the sidewalk or street into the store.</p> <p>Council wishes the Province to make its own deliberations about the fact</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
137	Council	VCC_Dec12_2019	1301 Hillside Avenue: Rezoning Application No. 00636 and Development Permit with Variances Application No. 00074 (Oaklands)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00636 for 1301 Hillside Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Revised plans to the satisfaction of the Director of Sustainable Planning and Community Development to correct inaccuracies and omissions. Preparation and execution of the following legal agreements, with form and contents to the satisfaction of the City Solicitor and the Director of Engineering and Public Works:</p> <p>A Statutory Right-of-Way of 3.24m off Cook Street A Statutory Right-of-Way of 3.57m off Hillside Avenue Legal agreements securing the purchase of a car share vehicle, on-site provision of a vehicle parking space for the car share vehicle, provision of car share memberships that run with the unit and \$100 in credits for each of the unit, and one year subscription for each unit to the BC Transit EcoPass Program.</p> <p>Preparation and execution of the following legal agreements, with form and contents to the satisfaction of the City Solicitor and the Director of</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
138	Council	VCC_Dec12_2019	2740 and 2742 Fifth Street: Rezoning Application No. 00709 and Development Variance Permit Application No. 00236 (Hillside/Quadra)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00709 for 2740 &amp; 2742 Fifth Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of legal agreements secure the design of the existing and proposed buildings including the energy efficiency certifications, to the satisfaction of City Staff.</p> <p>Preparation and execution of a Housing Agreement to secure the proposed dwelling as rental for five years.</p> <p>Subject to refinements being made to the proposal with respect to the length of rental tenure and the passive house standard of the building</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No 00709, if it is approved, consider the following motion: "That Council authorize the issuance of a Development Variance Permit Application for 2740 &amp; 2742 Fifth Street, in accordance with</p> <p>Plans date stamped October 10, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
139	Council	VCC_Dec12_2019	1050-1058 Pandora Avenue and 1508-1518 Cook Street: Rezoning Application No. 00695, Heritage Alteration Permit Application No. 00016, and Heritage Designation Application No. 000188 (North Park)	Operational	<p>That subject to the applicant committing to measures outlined in the District Correspondence outlining the summary of the Parkway Building flood from November 2 to December 10, Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00695 for 1050-1058 Pandora Avenue and 1508-1518 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of the appropriate legal agreements in order to secure the following:</p> <p>all dwelling units remain rental in perpetuity;  a Statutory Right-of-Way of 3.083m along Cook Street, to the satisfaction of the Director of Engineering and Public Works;  pay for the construction of an asphalt pathway in Franklin Green Park to connect the proposed 3m wide pathway at the northwest corner of the site to an existing park pathway to the west to the satisfaction of the Director of Parks, Recreation and Facilities;  provide a bus shelter on Cook Street in accordance with the site plan dated November 22, 2019, and to the satisfaction of the Director of Engineering and Public Works and the Director of Sustainable Planning and Community Development;  provide two car share vehicles, two assigned car share parking spaces on-site, 118 car share memberships, a \$100 of driving credits for each resident, and 40 electric bicycle charging stations (11 OV wall outlets) in</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
140	Council	VCC_Dec12_2019	2649-2659 Douglas Street and 735 Hillside Avenue: Rezoning Application No. 00664 and Development Permit Application No. 000123 (Burnside)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00664 for 2649-2659 Douglas Street and 735 Hillside Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of the appropriate legal agreements in order to secure the following:</p> <p>All dwelling units remain rental in perpetuity.  A Statutory Right-of-Way of 3.57m on Hillside Avenue to the satisfaction of the Director of Engineering and Public Works.  Provide a bus shelter on Hillside Avenue in accordance with the site plans dated November 4, 2019, and to the satisfaction of the Director of Engineering and Public Works.  Provide two car share vehicles; two assigned car share parking spaces on-site; 151 car share memberships (one for each dwelling unit); a \$100 of driving credits for each resident; and 40 electric bicycle charging stations (11 OV wall outlets) in the underground parkade, to the satisfaction of the Director of Sustainable Planning and Community Development.  Purchase 100 transit passes through BC Transit's EcoPass program to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Council authorizing street-level projecting canopies and cornices over the City Right-of-Way on 2649-2659 Douglas Street and 735 Hillside Avenue,</p>
141	Council	VCC_Dec12_2019	Urban Forest Master Plan Implementation	Operational	<p>That Council;</p> <p>Approve the reallocation of \$110,000 from the Tree Preservation Bylaw project to the priority Urban Forest Master Plan actions outlined in this report and;</p> <p>Direct staff to amend the Urban Forest Master Plan to reflect the updated canopy cover estimates, shown in Attachment A.</p> <p>Carried</p>
142	Council	VCC_Dec12_2019	2020 By-Election	p[	<p>That Council direct staff to proceed with Option 1 a modified by-election process and report back on final timing, cost estimates, appointment of a Chief Election Officer in January 2020, a voter information card mailed to each residence, and invite candidate profile information to be compiled and provided on the City's website.</p> <p>Carried</p>



	Meeting Type	Meeting Site	Agenda Item	Status	Description
143	Council	VCC_Dec12_2019	Municipal Licensing and Regulating of Provincially Approved Taxis, Limousines, and Ride-Hailing Services	Operational	<p>That Council direct staff to:</p> <p>Bring forward amendments to the Vehicles for Hire Bylaw to Council that suspend taxi licensing conditions under Division 2, 3, 4, and 5, except section 70 and 71, of the Vehicles for Hire Bylaw.</p> <p>Review City bylaws and bring forward bylaw amendments to align with provincial licensing requirements for taxis, limousines, and ride-hail vehicles.</p> <p>Report back with further regulatory recommendations for passenger directed vehicles in conjunction with the Sustainable Mobility Strategy.</p>
144	Council	VCC_Dec12_2019	Council Member Motion - Welcoming City Strategy	Financial Plan	<p>That Council receives this report for information and considers allocating one-time funding from the 2019 surplus during January 2020 budget deliberations in order to develop a Welcoming City Strategy as identified in the 2019-2022 Strategic Plan.</p>
145	Council	VCC_Dec12_2019	Bylaw for Delegation of Signing Authority Amendment	Operational	<p>That the following bylaw be adopted:</p> <p>Delegation of Signing Authority Bylaw, Amendment Bylaw (No. 1) No. 19-116</p> <p>Carried</p>
146	Council	VCC_Dec12_2019	Vacant Council Appointments	Operational	<p>That Councillor Loveday be appointed on an interim basis to the Urban Food Table as the Council Liaison.</p> <p>That Councillor Alto be nominated as the appointee to the Greater Victoria Harbour Authority Board.</p>
147	Council (to follow COTW)	CTFCOTW_Oct17_2019	Bylaws for 589 Toronto Street: Rezoning Application No. 00661	Operational	<p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1196) No. 19-074</p> <p>Housing Agreement (589 Toronto Street) Bylaw (2019) No. 19-075</p>
148	Council (to follow COTW)	CTFCOTW_Nov21_2019	Council Member Motion - Accommodation for Participation in November 29 Global Climate Strike	Council Initiated	<p>That Council request that the City Manager accommodate City of Victoria staff who wish to participate in the Global Climate Strike on November 29, 2019, consistent with the policy adopted by other employers in the city and province.</p>
149	Council (to follow COTW)	CTFCOTW_Dec05_2019	City of Victoria Governor General's Youth Legacy Fund	Operational	<p>That Council recommend to the Victoria Foundation Board to fund \$8,265 for the Centennial Square Youth at Risk Art Project from the Governor General Youth Legacy Fund.</p>

	Meeting Type	Meeting Site	Agenda Item	Status	Description
150	Council (to follow COTW)	CTFCOTW_Nov21_2019	Council Member Motion - Presentation by James Bay Neighbourhood Association to Committee of the Whole	Council Initiated	That Council authorize a presentation from the James Bay Neighbourhood Association to the Committee of the Whole on air quality and transportation issues in James Bay.

## **Attachment H: Advisory Committee Motions (Q4)**

### **Advisory Committee Motions Fourth Quarter Report**

#### **Accessibility Working Group Minutes**

**Motions referred to Council:**

**Meeting Date:** October 7, 2019

The AWG recommends that Council direct staff to Enforce City bylaws on sidewalk cafes and portable signs (sandwich boards), to remove barriers to safe sidewalk use by pedestrians with disabilities. (Note: For clarity, this means moving from a complaints-based model of enforcement to a proactive model of identifying hazards and instances of non-compliance, and taking enforcement actions, and may include a targeted information component).

The AWG recommends that Council direct staff to consider the implications of the City regulating businesses, which are granted the privilege of using the public domain for sidewalk cafes/patios, to be required to provide accessible access to the cafe/patio, and accessible seating. (Note: By accessible seating is meant, someone in a wheelchair can navigate to a table and the table will be at an appropriate height); and

**Meeting Date:** December 2, 2019

The AWG recommends that Council direct staff to make the Songhees Park Expansion a demonstration pilot for low allergen planting and to collaborate with experts and the AWG in development of the planting plan from the ground cover to trees.

#### **Active Transportation Advisory Committee**

**Meeting Date:** October 22, 2019

#### **Motion to Council in consideration of 2020 Financial Plan:**

The ATAC is supportive of directions outlined in the DRAFT 2020 Financial Plan for investments on walking, cycling and public transit with the following recommendations:

- The City should increase its capital spending on transit shelters. Specifically, the City should prioritize replacement of old shelters on rapid and frequent transit routes, consider non-standard shelter designs, explore alternative funding models, and prioritize advertisement-free shelters on the busiest corridors.
- The City should continue to support pedestrian wayfinding beyond the downtown core
- The City should plan for the completion of the Douglas Street Priority Bus lanes to Belleville Street
- Recognizing that new greenways are largely initiated through private development projects and improvements are associated with Parks or Transportation capital projects, the City should consider a future reserve fund to support greenways implementation

## **Attachment H: Advisory Committee Motions (Q4)**

- The City should consider initiating a project to name / brand different greenways and active transportation routes across the community
- The City should continue capital spending to support neighbourhood traffic calming (eg: speed reductions; improved pedestrian amenities; reduced cut-through traffic)
- The City should continue to support comprehensive investments under the Bicycle Master Plan budget including accessibility improvements, crosswalk upgrades /installations, sidewalk replacements/widening, and place-making features

### **Renters' Advisory Committee (RAC)**

**Meeting Date:** October 29, 2019

#### **Motion:**

That the RAC request Council amend the RAC Terms of Reference to include an attendance policy. The policy will have a provision that RAC members may be removed from the Committee after two consecutive unexcused absences, subject to a majority vote from the RAC. RAC members may request a leave of absence from the RAC, subject to the approval by a majority vote from the RAC members. The RAC may make a motion to recommend City Council not replace vacancies on the RAC between terms.

#### **Motion**

That the RAC recommend the TAP moving expenses and assistance compensation be amended to include two compensation options for tenants, at the discretion of the tenant, while increasing the maximum compensation per unit as follows:

Moving Expenses and Assistance:

One of two options be provided to tenants, at the discretion of the tenant:

- (1) An insured moving company may be hired by the applicant, with all arrangements and costs covered for tenant's relocation;  
Or
- (2) Flat rate compensation (based on unit size) be provided to the tenant at the rate of:
  - \$500 for a bachelor unit
  - \$750 for a 1-bedroom unit
  - \$1000 for a 2-bedroom unit
  - \$1500 for a 3-bedroom+ unit

**Meeting Date:** November 27, 2019

#### **Motion:**

That Jeff Dean be nominated to represent the RAC on the DCAP Technical Working Group, and that Riga Godron be nominated as alternate in the event that Jeff Dean unavailable.

## **Attachment H: Advisory Committee Motions (Q4)**

**Meeting Date:** January 6, 2020

### **Motion:**

That the Renters' Advisory Committee recommend the following motions for Council's consideration to advance to the AVICC:

Amend the Residential Tenancy Act to reduce or eliminate "no pet" clauses in lease Agreements.

Establish a provincial Standards of Maintenance Policy

Tax Land and Improvements Separately.

(Motions were approved by Council for Submission to AVICC)



1

## Major Highlights – Q4

- Local artists animated six **vacant downtown storefronts** with dynamic art installations. All six spaces are located within the 700 block of Douglas Street.
- New winter hanging baskets and winter banners** were launched with a more local and green approach.
- The **Budget Town Hall** captured public feedback on the City's Draft 2020 Financial Plan. The community could participate in-person, by filling out an online feedback form or calling in to share their feedback with Council in real time.
- A **Budget Town Hall Youth Night** offered youth the opportunity to better understand the City's budget and address Council in real time through an online feedback form.



2



## Major Highlights – Q4

- Completed the \$6M refurbishment of the **Point Ellice Bridge** on time and on budget.
- The City dedicated the expanded waterfront park (formerly known as Laurel Point Park) as **Peter Pollen Waterfront Park**.
- Completed 23 in-person **outreach activities on four new bicycle routes** including community meetings, corridor tours and open houses plus an on-line survey generating 2300 comments.
- Fire Prevention Week's** theme was "Not Every Hero Wears a Cape. Plan and Practice Your Escape!".



3

## Strategic Plan Progress – Year End



*In Q3, 36% of strategic plan actions were experiencing challenges – given previous reporting, time and/or scope have been adjusted and projects have been reset to "On-Track"*



4

## 2020 Accountability Reports

- Actions completed or in sustainment mode to be reported through operational highlights
- New 2020 Strategic Plan actions to be added to Q1 dashboard including:
  - Projected timelines and milestones
  - Council reporting
- Continued reporting on:
  - Highlights and challenges
  - Core service delivery
  - Budget update
  - Council motions
  - Council expenses
  - Grant activity update
  - Major contracts awarded
  - Advisory committee motions
  - Staff responses to Council motions forwarded to quarterly reports



5

## Motions Referred to Quarterly Update

1. Banning the Sale of Puppies and Kittens
2. Gorge Waterway Stewardship and Access
3. Horse Drawn Carriages
4. Council Dashboard – Committee of the Whole and Closed meeting attendance

**See Cover Report – Pages 3-5**



6

## Recommendation

### That Council:

1. Receive this report for information; and
2. Provide direction, if any, on the four motions referred to this quarterly update and noted in this report.



7

## Strategic Plan Amendment Process

### Part Two – Emergency Issues & Extraordinary Opportunities

#### Step 1

At a Committee-of-the-Whole meeting, Councillors interested in amending the Strategic Plan to address an emergency issue or extraordinary opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. Emergency Issues and Extraordinary Opportunities don't need to be tied to a specific Strategic Objective, but if they do, this should be indicated clearly, as well as the Outcome that the new proposed Action is meant to achieve. Proposed new actions for Emergency Issues and Extraordinary Opportunities will require a two-thirds majority to pass.

#### Step 2

One Committee-of-the-Whole meeting later at the most, staff provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

#### Step 3

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed. If Committee (and Council) supports proposed Actions and Outcomes that fall outside of the 8 Strategic Objectives, a new section will be added to the plan entitled *Emergency Issues and Extraordinary Opportunities*.

8



**VICTORIA  
POLICE**

**FRAMEWORK AGREEMENT QUARTER FOUR REPORT  
VICTORIA**

February 20, 2020

## Chief Constable's Message

It is my pleasure to present the 4<sup>th</sup> Quarterly Report for 2019. This report includes highlights and statistical information for the 4th quarter, along with aggregate data for all of 2019 as required under the Framework Agreement.

As we enter 2020, I reflect with pride on the work our officers and staff performed in 2019 with dignity, respect, and personal sacrifice under tremendous workload pressures. I also look forward to 2020 as we actively work together with our communities to ensure a bright future for all.

This quarter, we are highlighting the work of a number of specialty policing functions. Most specifically, the functions and responsibilities of the Behavioural Assessment and Management Unit (BAMU) is described in some detail. The BAMU is a very important resource for VicPD in taking a proactive approach to the prevention of violence in our communities, particularly with regard to intimate partner violence. I wish to thank the dedicated officers of BAMU for the passion, professionalism, and attention to detail while they perform their work.

Wishing everyone a happy and prosperous 2020.



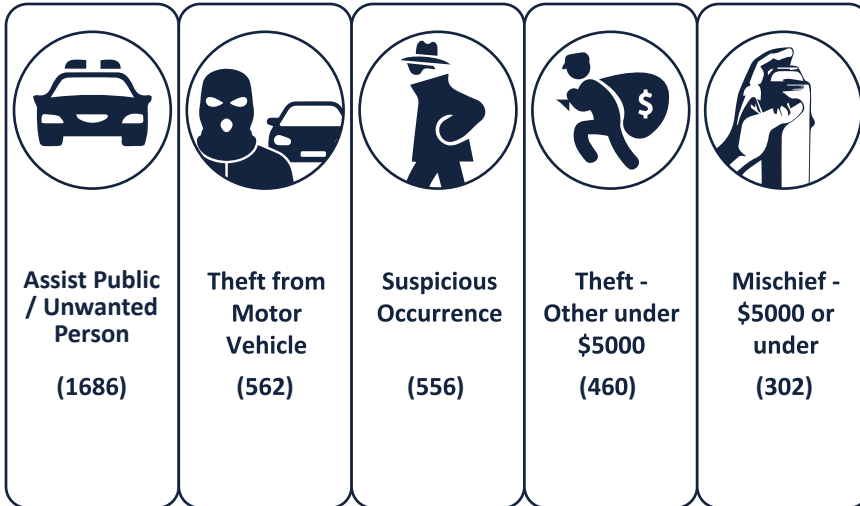
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Chief Constable



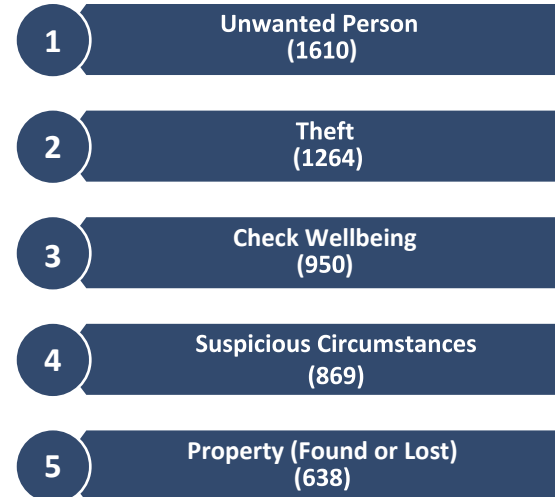
Q4

## IN REVIEW

## TOP 5 REPORTED OCCURRENCES IN VICTORIA



## TOP 5 CALL TYPES - CALLS FOR SERVICE (VICTORIA)



## DISPATCHED CALLS FOR SERVICE IN VICTORIA

	Priority 1	Priority 2	Priority 3	Priority 4
2019	827	2345	4372	1696
2018	723	2081	4785	1546
Response Benchmark Met?	No	No	No	No

## NUMBER OF CROSS-OVERS OUTSIDE JURISDICTION

**155**  
Victoria to  
Esquimalt

**208**  
Esquimalt to  
Victoria

**310**  
Media  
Requests

**1440**  
Volunteer  
Hours Logged

**314**  
Hours Spent in  
Hospital Wait  
Rooms for *MHA*  
Apprehensions



## HIGHLIGHTS: INVESTIGATIVE SERVICES DIVISION



### FRANCE EXTRADITION

Following a 12-month extradition process, ISD detectives flew to France to bring back a fugitive who had fled prior to his trial for attempted murder. VicPD detectives, with the assistance of several partner agencies including the Regional Domestic Violence Unit, used warrants and tracking software to pinpoint the fugitive's location in France in 2018. Once located, investigators began the lengthy process of working with Interpol, the Canadian Department of Justice, and an RCMP officer stationed in France to request the fugitive's extradition back to Canada to stand trial. Detectives flew to Paris in mid-October following the 12-month process of extradition which involved court proceedings in France and authorization from the Prime Minister of France. On Friday, October 18, 2019, detectives returned the fugitive to Victoria where he is currently being held in custody pending a bail hearing.

### U.S. SECRET SERVICE ASSIST

The US Secret Service (USSS) Vancouver office requested VicPD's assistance with an international investigation involving a large scale "SIM Swap" fraud. A SIM card is a smart card inside a mobile phone that carries an identification number which is unique to the owner and stores personal data. Fraudsters use a SIM swap technique to steal personal and financial details by blocking a SIM card and exchanging it with a fake one. In November, the Toronto Police Service, USSS, and the Quebec Provincial Police force executed several search warrants, but information was obtained by investigators that the suspect was currently taking holidays in Victoria. With the assistance of Strike Force and the Community Services Division, VicPD detectives determined the suspect's location, established surveillance, successfully apprehended him, and recovered evidence.

### DRUG TRAFFICKERS ARRESTED

Through ongoing surveillance, investigators determined that a man was supplying illicit drugs to numerous street level drug dealers and had employed his son to conduct some of the business. Officers arrested the man's son after they searched two duffel bags he was carrying as he left his house. Two pounds of marijuana, an ounce of cocaine, and an ounce of MDMA were seized. The son's father was also arrested and found to be in possession of two ounces of cocaine, three ounces of fentanyl, cash, ammunition, scales, and a money counter. Three high-end vehicles were also seized, one of which had a loaded 9mm pistol in a hidden compartment.

Charges are being recommended against father and son.

## EMERGING TRENDS / CONCERNS



The investigation of historical missing person cases where foul play is expected, and unsolved homicides continue to be challenging due to resource limitations. The most significant challenge for the Historical Case Review Officer is ensuring that all 25 files are maintained in accordance with Provincial Missing Person, Electronic Disclosure, and Major Case Management requirements and standards. In order to fully investigate files, they need to be properly organized, compiled, and uploaded in a specific format. As time goes on, accused and witnesses pass away; documentation materials such as paperwork, floppy disks, reel to reel tapes, etc. deteriorate; and the opportunity to track down DNA reduces, significantly impacting the viability of files and the ability to bring closure to families.

# SPOTLIGHT ON:

## BEHAVIOURAL ASSESSMENT AND MANAGEMENT UNIT

### ABOUT

The Behavioural Assessment and Management Unit (BAMU) is a sub-unit of the Investigative Services Division. The goal of this eight person unit is to prevent future victims and crime via the application of innovative risk management strategies and collaborative threat assessments and to support victims and offenders.

### FOCUS



Intimate Partner Violence (IPV) Investigations



Missing Person Investigations



Management of High-Risk Offenders

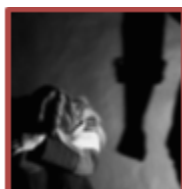


### COMMUNITY COLLABORATION

Collaboration with community partners, such as the Ministry of Children and Family Development, Correctional Service of Canada, Regional Domestic Violence Unit, Victim Services, Community Corrections, and Crown Counsel is essential for the success of the unit.

### TEAM AND RESPONSIBILITIES

### STATISTICS



From 2010 to 2016, an average of 12 women died each year in B.C. as a result of injuries inflicted by an intimate partner (BC Coroners Service, 2016).

50% of Indigenous women in Canada experiencing violence report the most severe forms of violence (Statistics Canada, 2016).



In Canada, women who self identify as lesbian or bi-sexual report significantly higher rates of violence by a partner than heterosexual women (11% vs. 3%) (Statistics Canada, 2016).

Indigenous women are overrepresented as missing persons in Canada (Oppal, 2012).



In B.C., Victoria ranked number one in 2016/2017 as the city with the highest number of federal offenders being monitored per 100,000, nine times the national average (CSC, 2018).

### BAMU Sergeant



Provides oversight to the entire department on any file where a potential for violence exists, with a specific focus on files involving intimate partner violence, missing persons, and high-risk offenders. This position also coordinates the BAMU team and community partners to provide investigative support to the department on all files involving threats to individuals or groups.

### Domestic Violence Officer



Focuses on the investigation, follow-up, and monitoring of intimate partner violence incidents in accordance with legislative requirements. This position works in collaboration with the Regional Domestic Violence Unit to refer VicPD files deemed high-risk.

### Missing Person Officer



Focuses on the investigation, follow-up, and monitoring of missing person incidents in accordance with legislative requirements. This position also reviews, monitors, and investigates non-foul play historical missing person investigations.

### High Risk Offender (HRO) Officer



Manages anyone who poses a serious risk of general violence, intimate partner violence, or sexual violence to a person, groups of persons, or the public at large and also monitors the National Sex Offender Registry (NSOR) list.

### Patrol Domestic Violence Officers



Frontline, uniformed positions as part of the Patrol Division. Key responsibilities include follow-up investigation on intimate partner violence incidents, interview of victims and accused, safety-planning, risk-factor identification, victim support, etc.

## HIGHLIGHTS: COMMUNITY SERVICES DIVISON



### HART HONOURED WITH PREMIER'S AWARD

Victoria's Housing Action Response Team (HART) has been honoured with a regional BC Premier's Innovation and Excellence Award for their work in creating a comprehensive, citizen-centred outreach model to help house people staying in parks, encampments, in cars and on the street. VicPD's Community Resource Officer, Cst. Sean Hand, was nominated as a member of HART. Their nomination video can be found [here](#).

HART brings together government, health, police, bylaw enforcement staff, and social service agencies in one team to provide supports and information to people experiencing public homelessness. The team does housing assessments, social assistance applications and provides other community supports.



### TRAFFIC SAFETY SYMPOSIUM

The Community Services Division (CSD) hosted a one-day traffic safety symposium in partnership with the Traffic Injury Research Foundation (TIRF) and the Drop it and Drive (DIAD) program. The symposium educated more than 60 police officers from lower Vancouver Island on road safety, enforcement strategies, effective court testimony, and the science behind risky driving behaviours. Topics also included trends in alcohol and drug impaired driving, new research on distracted driving, and characteristics of pedestrian and cyclist fatalities with corresponding strategies to help prevent those types of collisions. The symposium concluded with a community-based forum on road safety and distracted driving which was attended by over 60 students, parents, and teachers.



### DRUG TRAFFICKING

CSD officers responded to a community concern about significant drug trafficking near the downtown core. Officers initiated a drug trafficking investigation and quickly identified a key suspect. After utilizing a number of investigative strategies, the primary suspect was successfully arrested and a quantity of cocaine was recovered. Officers continued to work the file and soon identified the original suspect's drug supplier. After a month-long effort, the additional suspect was arrested. A search warrant was executed on his residence where a significant quantity of drugs and cash were seized along with additional offence-related property including two vehicles.

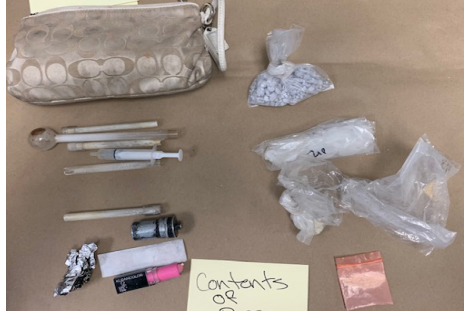
## EMERGING TRENDS / CONCERNS



The Integrated Mobile Crisis Response Team (IMCRT) is a multi-disciplinary unit that provides rapid, mobile, community-based response to individuals and families in crisis. Over the past several months, a CSD officer embedded on the team noticed that a number of individuals were "slipping through the cracks" of the system which resulted in increased demand on police, paramedics, and the local hospitals. The officer realized that he had an opportunity to coordinate a more strategic response by effectively assisting a number of agencies in providing more effective service to several of these individuals. The constable plans to enhance IMCRT's ability to provide a more pro-active approach in addition to the unit's ability to respond to crises.



## HIGHLIGHTS: PATROL DIVISION



### SECOND WARRANT EXECUTED AT SAME RESIDENCE

In early October, a second search warrant for a residence was executed by patrol members along with assistance from the Greater Victoria Emergency Response Team (GVERT).

A man and a woman were arrested after weeks of surveillance and information that they were actively trafficking illicit substances from their home. Officers located 249 grams of suspected cocaine, 30 grams of suspected heroin, a vehicle, drug packaging paraphernalia, and over \$14,000 CAD. To date, both warrants have resulted in the seizure of drugs, cash, and stolen property. As a result of the seizures, the residence, a motorcycle, and vehicle have been referred to Civil Forfeiture as proceeds of crime.

### SUSPICIOUS ACTIVITY IN PARKING LOT

In October, an off-duty VicPD officer noted suspicious activity in a vehicle in a parking lot. The officer called on-duty Patrol officers who arrived a short time later and began an investigation. The Patrol officers searched the vehicle and its three occupants and discovered significant amounts of cash and drugs, as well as weapons including knives and pepper spray. All three occupants were arrested.

Officers seized \$17,454 CAD and \$480 USD, as well as 96 combined grams of fentanyl and heroin, 66 grams of crystal meth, and 2.79 grams of crack cocaine. The Patrol officers also seized a vehicle and recovered evidence of possible drug trafficking activity including mobile phones, scales, drug packaging and "score sheets".

### RECOVERY OF STOLEN PROPERTY

In November, patrol officers responded to a Break and Enter where a resident had returned home to find that the screen had been removed from the kitchen window. A laptop, baby monitor, and wallet with several piece of identification and credit cards were missing from the home.

The next day, a patrol officer was investigating a theft from a vehicle and observed a suspicious male. A check of this male revealed that he was violating his conditions and a further search located property that was stolen from the residential Break and Enter the day before.

## EMERGING TRENDS / CONCERNS



Theft from vehicles continue to be a concern. During the holiday season, in November and December, increased holiday shopping results in more valuable items being left unattended in vehicles. The Patrol Division has been assigned to increase police presence via foot patrols in specific areas in order to deter and prevent theft from vehicle incidents. To further enhance the prevention efforts, VicPD volunteers doing Lock Out Auto Crime will be assisted by Reserve Constables to promote locking up vehicles, removing valuables, and reporting to residents of the community when a vehicle break-in is experienced.



## MENTAL HEALTH / SOCIAL DISORDER GROUP

VicPD also collaborated with Island Health to begin to understand the demographic and needs of individuals living and spending time on the 900-block of Pandora Avenue. The Community Wellness Alliance, a formalized, high-level, and time-limited collaboration between key stakeholders, was established to address and resolve the issues of congregation, public health, and public safety in this area.

**Major Issues:** current diagnosis of schizophrenia, bi-polar, and/or depression; self-medicating, ceasing to take medication, current medication not working; and attempted suicides.

## EMERGING TRENDS / CONCERNS



141



## HIGHLIGHTS: COMMUNITY ENGAGEMENT DIVISION

**310**  
MEDIA  
REQUESTS

**43**  
MEDIA  
RELEASES

**163**  
ACTIVE  
BLOCK  
WATCH  
GROUPS

**1440**  
VOLUNTEER  
HOURS  
LOGGED



### PUBLIC AFFAIRS

This quarter, Public Affairs staff conducted amazing work during a number of initiatives. In October, the #BeSeenHalloween costume contest, featuring entrants dressed as police officers and emphasizing high visibility costumes, was launched. In November, VicPD's third annual Holiday Greeting Card design contest was opened to all children of VicPD employees, volunteers, and Reserve Constables. The winning card was sent out via e-card to VicPD's various partners. On New Years Eve, VicPD officers, including members of the Traffic section, Patrol division, Community Services Division, and other special duty officers were out in Victoria and Esquimalt in order to help keep the night safe. New Year's Eve updates were provided during the #VicPDLive New Years Eve tweet-a-long which began at 3 p.m. on December 31<sup>st</sup>.

### BLOCK WATCH

Block Watch continues to increase its presence in the communities of Victoria and Esquimalt. New captains and participants are continually added to the program, and our Reserve Constables make regular presentations to Block Watch groups. During the fourth quarter we have seen a positive success rate for the installation of our new VicPD Block Watch signs. Thanks to excellent work by City of Victoria and Township of Esquimalt staff, working in partnership with our VicPD Block Watch and Community Programs Coordinator, the VicPD Block Watch Sign Revitalization project is 88% complete. In the coming months, we will be reaching out to the public for assistance to ensure that we have located all the older, weathered signs and have refreshed them with the new, high profile signs.

### VOLUNTEER SERVICES

VicPD volunteers were busy during quarter four. In October, Volunteer Services welcomed 22 new volunteers. The Crime Watch Team targeted Lock Out Auto Crime efforts towards holiday shoppers at the malls and in the downtown core, checking over 22 845 vehicles. The Community Event Team attended Wicked Victoria and also represented VicPD at Santa's Light Parade in Victoria as well as the Celebration of Lights Parade in Esquimalt. This quarter also saw the creation of two new teams; a photography team to assist with capturing the activities of our volunteers and a special projects team to assist with one-off projects and research. The highlight of the quarter was our Volunteer Appreciation Banquet held at the Esquimalt Chief and Petty Officers' Mess.





## HIGHLIGHTS: KEY MEETINGS AND COMMUNITY EVENTS



## UPDATE: FINANCIAL SERVICES DIVISION



The year-end process is ongoing. At this time the estimated net financial position for the year is 0.7% below the approved budget, representing a surplus of approximately \$410,000. Salaries and benefits were slightly lower than expected due to a higher than normal employee turnover and time lags in securing replacements due to a tight labour market. As a result overtime costs required to maintain shift minimums are higher than budgeted. Overall wage costs including overtime were still below budget for the year. Other line items are generally at or below budget, with the exception of contractually obligated retirement expenditures which are over budget by \$497,977. No drawdowns will be required from the Employee Benefit Obligation Reserve. Capital expenditures were approximately 65% of the annual budget, partly due to cost reductions and partly to projects that are incomplete and that will be carried forward to 2020. The distribution of surplus is determined under the terms of the Framework Agreement between the Police Board and municipalities.

## APPENDIX

### Number of Dispatched Calls in Each Municipality\*

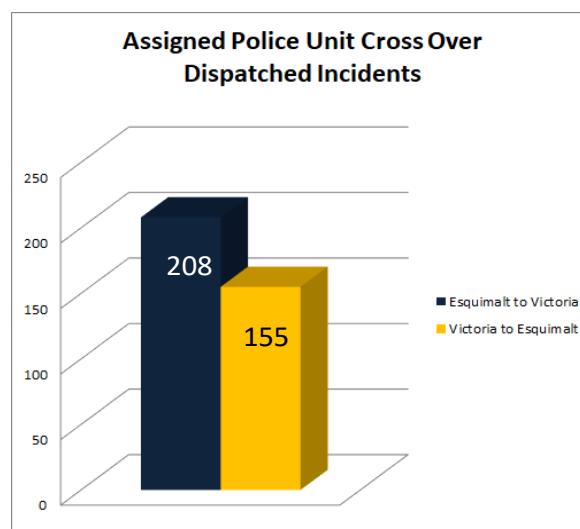
Dispatched Calls for Service by Municipality												
	Priority 1		Priority 2		Priority 3		Priority 4		Other		Grand Total	
	Q4 2018	Q4 2019	Q4 2018	Q4 2019	Q4 2018	Q4 2019	Q4 2018	Q4 2019	Q4 2018	Q4 2019	Q4 2018	Q4 2019
Victoria	723	827	2,081	2,345	4,785	4,372	1,546	1,696	1	25	9,136	9,265
Esquimalt	118	104	250	258	441	375	124	140	0	2	993	879
Outside	2	1	3	9	11	10	6	5	0	0	22	25
Grand Total	843	932	2,334	2,612	5,237	4,757	1,676	1,841	1	27	10,151	10,169
Note* All calls dispatched to Esquimalt do not include calls to Vic West												

\*Please note that statistics for previous periods may not match existing published reports because those figures can change over time. The data presented in this report is taken from the Police Records Information Management Environment (PRIME). This data is based on the day that it is extracted from PRIME, but due to ongoing investigations and internal quality control efforts, this information is subject to change including addition, deletion, and reclassification.

### Assigned Police Unit Cross-Overs outside Jurisdiction

The chart to the right details the number of incidents where police units were required to cross between Dedicated Municipal Division jurisdictional boundaries to provide assistance in relation to a call for service.

*Note: These figures reflect Vic West as being part of VicPD's Esquimalt Division's jurisdiction. Therefore, these figures show the number of "bridge cross-overs" in both directions.*



### Response Times to Calls against New Benchmarks

Priority	Definition	Response Benchmark*	Victoria	Esquimalt
Priority 1	Requires urgent attention, life-threatening	Officer(s) on scene in 7 minutes or less, 95% of the time	No	No
Priority 2	Requires immediate attention, serious, may not be life-threatening	Officer(s) on scene in 12 minutes or less, 90% of the time	No	No
Priority 3	Routine attention, no current threat to life or property	Officer(s) on scene in 40 minutes or less, 90% of the time	No	No
Priority 4	Event must be documented, may or may not require police attendance	Officer(s) on scene in 90 minutes or less, 90% of the time	No	No

\*Response times are calculated using "time received" to "time on scene" using standard police data analyst quality control methodology. Benchmarks were established using 4 metrics: response standards established by other police agencies where available, five-year call response data, 2017 Community Survey responses regarding community

response expectations, and overall assessment of reasonableness by the VicPD Senior Management Team. These benchmarks are subject to revision following a trial period of at least six months.

### Top 5 Call Types - Calls for Service

Victoria				
Top 5 Call Types	Q4 2019	Rank	Q4 2018	Rank
UNWANTED PERSON	1,610	1	1,677	2
THEFT	1,264	2	947	4
CHECK WELLBEING	950	3	1,095	3
SUSPICIOUS CIRCUMSTANCES	869	4	795	5
PROPERTY (FOUND/LOST)	638	5	634	6
Grand Total (All call types)	12,292		13,482	
Esquimalt				
Top 5 Call Types	Q4 2019	Rank	Q4 2018	Rank
SUSPICIOUS CIRCUMSTANCES	90	1	97	3
CHECK WELLBEING	82	2	116	2
THEFT	77	3	49	7
ASSIST POLICE/FIRE/AMBULANCE	62	4	66	4
PROPERTY (FOUND/LOST)	59	5	50	6
Grand Total (All call types)	1,057		1,275	

### Top 5 Reported Occurrences for Each Municipality

Victoria				
	Q4 2019	Rank	Q4 2018	Rank
ASSIST PUBLIC / UNWANTED PERSON	1,686	1	1,943	1
THEFT FROM MOTOR VEHICLE UNDER	562	2	435	3
SUSPICIOUS CIRCUMSTANCES	556	3	535	2
THEFT - OTHER UNDER \$5000	460	4	244	7
MISCHIEF - \$5000 OR UNDER	302	5	250	6
Grand Total (All occurrence types)	8,507		8,609	
Esquimalt				
	Q4 2019	Rank	Q4 2018	Rank
ASSIST PUBLIC / UNWANTED PERSON	180	1	211	1
SUSPICIOUS CIRCUMSTANCES	45	2	98	2
DOMESTIC DISPUTE - NO ASSAULT	37	3	44	3
THEFT FROM MOTOR VEHICLE UNDER	37	4	17	10
DRIVING COMPLAINT	29	5	23	6
Grand Total (All occurrence types)	829		922	

## 2019 ANNUAL TABLES

### Number of Dispatched Calls in Each Municipality\*

Dispatched Calls for Service by Municipality																
	Priority 1				Priority 2				Priority 3				Priority 4			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Victoria	643	808	898	827	1,935	2,343	2,514	2,345	4,554	4,792	4,706	4,372	1,685	1,707	1,829	1,696
Esquimalt	94	122	109	104	222	246	266	258	397	449	412	375	129	172	154	140
Outside	3	9	8	1	16	12	7	9	15	11	14	10	2	9	3	5
Grand Total	740	939	1,015	932	2,173	2,601	2,787	2,612	4,966	5,252	5,132	4,757	1,816	1,888	1,986	1,841

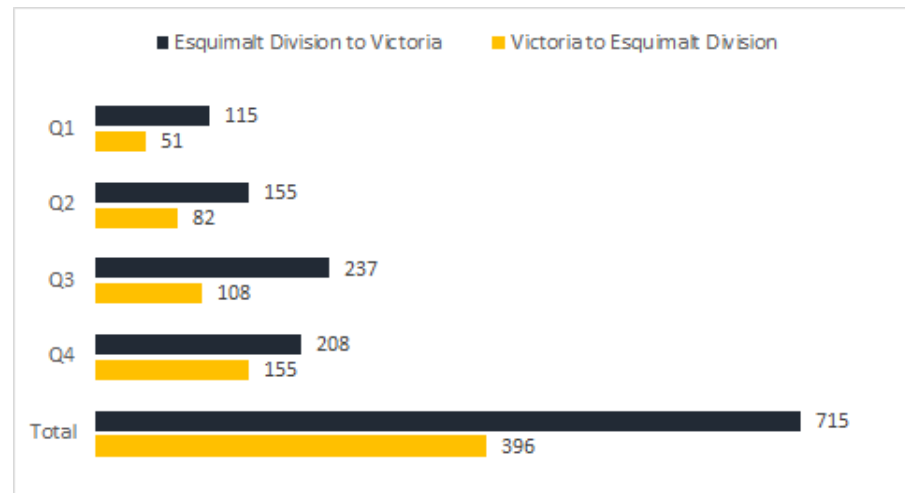
Note\* All calls dispatched to Esquimalt do not include calls to Vic West

\*Please note that statistics for previous periods may not match existing published reports because those figures can change over time. The data presented in this report is taken from the Police Records Information Management Environment (PRIME). This data is based on the day that it is extracted from PRIME, but due to ongoing investigations and internal quality control efforts, this information is subject to change Including addition, deletion, and reclassification.

### Number of Cross-Overs outside Jurisdiction

The chart to the right details the number of incidents where police units were required to cross between Dedicated Municipal Division jurisdictional boundaries to provide assistance in relation to a call for service. Quarter one numbers were adjusted in the annual statistics to reflect the incident versus the reported units discrepancy.

*Note: These figures reflect Vic West as being part of VicPD's Esquimalt Division's jurisdiction. Therefore, these figures show the number of "bridge cross-overs" in both directions.*



### Response Times to Calls against New Benchmarks

\*Response times are calculated using "time received" to "time on scene" using standard police data analyst quality control methodology. Benchmarks were established using 4 metrics: response standards established by other police agencies where available, five-year call response data, 2017 Community Survey responses regarding community response expectations, and overall assessment of reasonableness by the VicPD Senior Management Team. These benchmarks are subject to revision following a trial period of at least six months.

Priority	Definition	Response Benchmark*	Victoria				Esquimalt			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Priority 1	Requires urgent attention, life-threatening	Officer(s) on scene in <b>7 minutes</b> or less, 95% of the time	No	No	No	No	No	No	No	No
Priority 2	Requires immediate attention, serious, may not be life-threatening	Officer(s) on scene in <b>12 minutes</b> or less, 90% of the time	No	No	No	No	No	No	No	No
Priority 3	Routine attention, no current threat to life or property	Officer(s) on scene in <b>40 minutes</b> or less, 90% of the time	No	No	No	No	No	No	No	No
Priority 4	Event must be documented, may or may not require police attendance	Officer(s) on scene in <b>90 minutes</b> or less, 90% of the time	Yes	No	Yes	No	Yes	No	No	No

### Top 5 Call Types - Calls for Service

Victoria				
Top 5 Call Types	2019	Rank	2018	Rank
UNWANTED PERSON	5,583	1	6,215	2
CHECK WELLBEING	4,081	2	4,577	3
ABANDONED 911	3,988	3	7,855	1
THEFT	3,921	4	3,281	4
PROPERTY (LOST/FOUND)	2,739	5	2,716	5
Grand Total (All call type categories)	51,470		53,962	
Esquimalt				
Top 5 Call Types	2019	Rank	2018	Rank
ABANDONED 911	412	1	691	1
CHECK WELLBEING	389	2	412	2
ASSIST POLICE / FIRE / AMBULANCE	284	3	293	3
THEFT	216	4	216	5
PROPERTY (LOST/FOUND)	210	5	216	4
Grand Total (All call type categories)	4,603		4,984	



## Quarterly Report for Victoria Council Q4 2019

February 20, 2020

**Chief Constable Del Manak**

1

### Highlights

- ☐ Community Engagement Efforts
- ☐ Crime Prevention
- ☐ Operational Update
- ☐ Emerging Trends



2



## Community Engagement Efforts

### □ Highlights:

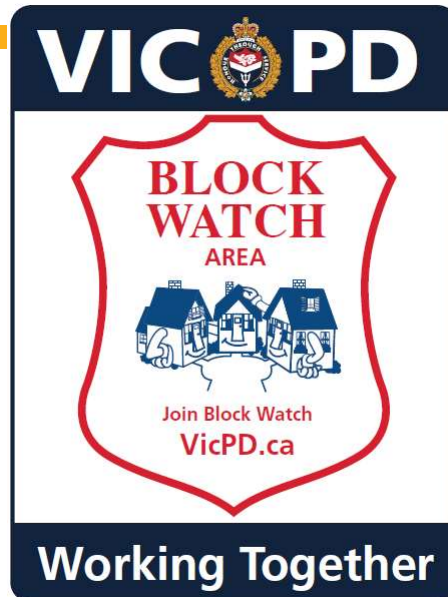
- Our Place Thanksgiving Lunch
- Multiculturalism Week Kick-off at BC Legislature
- Santa's Light Parade
- Remembrance Day Assembly at George Jay School
- South Asian Women in Canada Day



3

## Crime Prevention

- Crime Watch
- Block Watch
- Public Information Campaigns



4

## Operational Update

- Strategic Operations Council
  - Intelligence Group
    - Activity in the 2900/3000 block of Douglas Street and 900 block Pandora
    - 700 block Queens



5

## Operational Update

Important files in Victoria this quarter:

- France Extradition
- U.S. Secret Service Assist
- Aggravated Assault
- Recovery of Stolen Property
- Break and Enter
- Robbery Series



6

## Operational Update - Prevention

- ❑ Traffic Safety Symposium
- ❑ Project Downtown Connect
- ❑ Community Wellness Alliance Update



7

## Emerging Trends

- ❑ Theft from Vehicles
- ❑ Payment Card Tap Fraud
- ❑ Protests



8

## Questions?





## Committee of the Whole Report

### For the Meeting of February 20, 2020

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**To:** Committee of the Whole **Date:** January 20, 2020

**From:** Karen Hoes, Director, Sustainable Planning and Community Development

**Subject:** Application for a Change to Hours for Wind Cries Mary, Food Primary License at #103 - 45 Bastion Square.

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### RECOMMENDATION

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

1. Council, after conducting a review with respect to noise and community impacts, does support the application of Wind Cries Mary located at #103 – 45 Bastion Square having hours of operation from 9:00 am to 2:00 am daily with the existing occupant load of 99 people.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are the noise impacts would be negligible considering established licence capacity and comparability of hours of other licenced establishments in the area. The requested hours of operation in conjunction with the existing occupant load are not expected to result in negative impacts to the community.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
- c. If the application is approved, it is not expected to result in the service area being operated in a manner contrary to the primary purpose.
- d. The views of residents were solicited via a mail out which included 501 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice was posted at the property. The City received two letters in response to the request, both of which opposed the application and included one from the Downtown Residents Association.
- e. Council recommends the license endorsements be approved.

## EXECUTIVE SUMMARY

The purpose of this report is to seek a Council resolution, in accordance with the requirements of the *Liquor Control and Licensing Act*, regarding an application by Wind Cries Mary. The application is to adjust existing hours, 9:00 am to 12:00 am daily to 9:00 am to 2:00 am daily. The existing occupant load is not proposed to change and is 99 persons. The application has been reviewed by City staff including Planning, Engineering, Business and Community Relations, Bylaw, and Police. In addition, a public notification process was conducted, as required by the Liquor Licence Policy, to allow individuals and the community to share comments through written correspondence. The application has been reviewed against technical policy, and inputs provided by City staff, and through the public notification process have been considered. The proposal has also been considered in the context of the local vicinity and the City as a whole, all of which are reflected in this report and the resulting recommendation.

Wind Cries Mary's application to change existing hours to 9:00 am to 2:00 am daily with an existing occupant load of 99 is supportable based on the City's current Liquor License Policy. The proposal is not anticipated to result in significant impacts to the area. Police note the importance of fulfilling obligations to serve food associated with the terms and conditions of a food primary licence and express concern for resulting pressure on police resources from the incremental extension of hours in the area. Opportunity for public comment included two letters, both opposed to the application. Staff have recommended for Council's consideration that a resolution be made regarding the application, and that Council support the application to change hours of operation to 9:00 am to 2:00 am daily with an occupant load of 99 persons at #103 - 45 Bastion Square.

## PURPOSE

The purpose of this report is to seek a Council resolution, in accordance with the requirements of the *Liquor Control and Licensing Act* (the Act), regarding an application by Wind Cries Mary to increase hours of operation associated with their existing food primary licence

## BACKGROUND

The Liquor and Cannabis Regulations Branch (LCRB) issues liquor licences under the authority of the *Liquor Control and Licensing Act* and regulations. LCRB determines the category of licence appropriate for the business based on submitted details. In the case of Wind Cries Mary, the establishment is regulated under a food primary licence.

This application is to extend hours of licensed service with no change to occupant load of an existing food primary license for Wind Cries Mary. The letter of intent provided in conjunction with the application is included as Appendix A.

The existing hours are 9:00 am to 12:00 am daily with an existing occupant load of 99 persons. The application seeks a change to the hours and not the occupant load, proposing 9:00 am to 2:00 am daily. The LCRB is requesting a resolution from the City of Victoria regarding:

1. The impact of noise on nearby residents.
2. Impact on the community if the application is approved.
3. Whether the amendment will result in the service area being operated in a manner that is contrary to the primary purpose.

A map of the subject property and the immediate area is attached to this report (Appendix B) and illustrates the 100m public notification area targeted for comment.



## ISSUES & ANALYSIS

The following sections identify key issues and provide analysis for Council's consideration:

### Zoning

Zoning for the establishment is Old Town District 1, which permits "drinking establishments," and imposes no restriction on hours or occupant loads. Compliance would be demonstrated through application for a building permit and the resulting construction verified for compliance through the City inspection process related to an issued building permit.

### Noise Bylaw

The City's Noise Bylaw sets forth limits on four key areas within the City, which are the Quiet District, Intermediate District, Harbour Intermediate and Activity District. Wind Cries Mary is within the Intermediate Noise District and limited to 60dBA at the point of reception during daytime hours, which end at 10:00 pm. During nighttime hours, noise at the point of reception received is limited to 50dBA in Quiet districts, 55dBA in the Harbour Intermediate and Intermediate districts and 65dBA in the Activity district. 50dBA is comparable to rainfall, light traffic or a refrigerator and 60dBA is comparable to conversational speech or an air conditioner. Where issues of non-compliance exist, Bylaw Officers and Police have authority to order compliance.

The City of Victoria Noise District Map is included for reference (Appendix C).

### Vicinity and Municipal Impacts

Predictability of noise related issues or other community impacts, negative or positive in effect, is challenging due to several variable factors. The business model, target clientele, quality of owner/operator, existing density of licenced capacity in the area, hours of service, demographics, and fluctuating populations due to tourism factor into predicting the likelihood of noise related issues and impacts on the community.

Consideration of those factors can assist a municipality to predict negative aspects associated with licenced establishments. The factors considered in conjunction with any application approval at time of consideration change over the life of a licenced establishment, and when they do change, and unanticipated issues arise, the fallback to re-establish compliance related to noise and other aspects is to use tools of enforcement. These tools include LCRB enforcement, which ensure responsible and appropriate service as required by the terms of the licence with LCRB. The Noise Bylaw can be enforced to bring an establishment into compliance, and police have additional authority to bring an establishment back into compliance where issues are more complex.

Wind Cries Mary's application has been considered regarding the impact it would have on the community and its potential to generate noise related issues. The establishment is regulated under a food primary licence and has been compared in terms of existing capacity in the vicinity and citywide, for comparison and understanding of likely impact.

The local vicinity and the city as a whole have been considered in terms of impact related to occupant load and hours of operation, and the application is seen to be modest in terms of existing licence capacity. If approved, it represents a 6.7% increase to licenced seating capacity in the evening hours within the vicinity and an increase of 0.8% citywide. Vicinity information is attached as Appendix D.

## **City Liquor Licensing Policy**

The City's Liquor Licensing Policy directs staff to consider applications for liquor licences having hours of operation not later than 2:00 am. The applicable Council policy is attached to this report (Appendix E). The hours of licensed service proposed in this application are within the parameters of the policy.

## **City Referrals**

An inter-departmental review of the project was undertaken and included circulation to Planning, Engineering, Community and Business Relations, Bylaw, and Police. That review resulted in the following feedback.

### Planning

- The application is supportable as the establishment is zoned appropriately for use as a restaurant, also allowing for liquor consumption.

### Engineering

- Transportation related noise impacts or general community impact are not anticipated.

### Community and Business Relations

- Community and Business Relations has noted the location of the venue is in the centre of the entertainment area of the downtown and unlikely to result in impacts to residents if open until 2:00 am. The area has a concentration of active hospitality venues that are licenced with similar hours and extension of hours will contribute to the density of available seating in the area in the later hours of the evening. LCRB requires that the service of food is the primary business focus of food primary licences and emphasis on the point is important for establishments with later licenced hours.

### Bylaw

- Bylaw has not identified concerns associated with application.

### Police

- Police note the importance of ensuring that primary focus of the business to serve food is maintained in the later hours of the evening. Also noted, extension of hours and the resulting increase in density of seating in the area can pressure available resources. Full police comments are available in Appendix E.

## **Community Consultation**

In accordance with the City's Liquor Licensing Fee Bylaw and Liquor Licensing Policy, all property owners and occupiers within 100 metres of the applicant's location were solicited by a mailed notice to provide input regarding this application. In addition to the 501 letters sent, Wind Cries Mary displayed a notice poster at the entrance for 30 days which invited people to provide input to the City with respect to this application.

A total of two letters were received, both of which opposed the application and one was a letter from the Downtown Residents' Association. The letters are available in Appendix F.

## **Applicant Response**

As is standard practice as a part of the liquor licence process, after City staff gives input, the

applicant has a chance to review the information (and this report) and respond prior to the report being forwarded to Council. After the applicant reviewed City staff comments, the applicant provided additional correspondence related to the report. The letters are available in Appendix H.

## IMPACTS

### Accessibility Impact Statement

Not applicable

### Strategic Plan 2019 – 2022

The recommendation to support the application is likely to increase the viability of the hotel as a local employer, which is consistent with Strategic Objective #4 – *Prosperity and Economic Inclusion*.

### Impacts to Financial Plan

None

### Official Community Plan

The proposed license changes are consistent with the *Official Community Plan* objectives for this neighbourhood as the property is located within the Old Town, Core Historic designation which permits commercial, visitor accommodation and other mixed uses.

## CONCLUSIONS

The application to change hours at Wind Cries Mary from 9:00 am to 12:00 am daily, to 9:00 am to 2:00 am daily with no change to the existing occupant load of 99 people is not in conflict with the City's current liquor licensing policy. Staff recommend for Council's consideration that a resolution be made regarding the application and that Council support the application for proposed hours for Wind Cries Mary at #103 - 45 Bastion Square.

## ALTERNATE MOTIONS

1. That Council, after conducting a review with respect to noise and community impacts regarding the application of Wind Cries Mary, at #103 - 45 Bastion Square, does not support the request for the amendment.

Respectfully submitted,



Ryan Morhart  
Manager, Permits & Inspections



Karen Hoese, Director  
Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager:

  
Date: Feb 11, 2020

## **List of Attachments**

Appendix A: Rationale Letter  
Appendix B: Site Map  
Appendix C: Noise District Map  
Appendix D: Vicinity Map  
Appendix E: Council Policy  
Appendix F: Police Comments  
Appendix G: Public Response from 30 day posting  
Appendix H: Applicants Comments  
Appendix I: Provincial Liquor License Types

Jessiah Dame  
Proprietor  
Wind Cries Mary Restaurant  
103 – 45 Bastion Square  
Victoria, BC V8W 1J1  
Nov 15th, 2019

To: City of Victoria:

Thank you for considering my application to extend my current liquor service hours for my restaurant from midnight to 2am nightly. My intent for this extension is to cater to the high demand of requests I am receiving for late night eating. We are a small 70 seat restaurant with 16 seat courtyard patio located in the bottom floor of the Law Chambers building. There are no surrounding residents within a few blocks of my establishment. The neighbors in my building are all office working hours and are closed when we are open. Our patio is completely enclosed and has no impact on any business or residents.

We have had many requests by people working in the surrounding bars, restaurants and hotels to cater to them when they get off work. We are only open for dinner, but often finding the busiest time is often past 10pm so we are looking to provide food while having the bar stay open until 2am. We offer a hearty menu with a many different local offerings and are very much a food focused restaurant– however the liquor hours extension will allow both my bar and kitchen to stay open until 2am.

I have operated restaurants in Victoria and Vancouver for the past 22 years and have never had a liquor license infraction. All my staff are well trained with certified “serving it right” certifications. We also have great CCTV and monitoring of all liquor service areas by full time managers to ensure we are practicing correct liquor service procedures.

Whatever your decision, please accept my sincere thanks for your time and consideration of my request.

Sincerely,



Jessiah Dame  
Proprietor  
Wind Cries Mary Restaurant





# Liquor and Cannabis Regulation Branch

## Food Primary Licence #308392

Expires on June 30, 2020

Establishment Name: **Wind Cries Mary**  
Licence Name: **Wind Cries Mary**  
Location Address: **103-45 Bastion Square**  
**VICTORIA, BC V8W 1J1**  
Issued to: **Cottage Hospitality Group Ltd.**

### TERMS AND CONDITIONS

#### HOURS OF SALE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
Close	Midnight	Midnight	Midnight	Midnight	Midnight	Midnight	Midnight

#### CAPACITY

Patio1	16	Person01	52	Person02	31
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- For the sale and consumption of all types of liquor in establishments with a primary focus on the service of food.
- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor and Cannabis Regulation Branch website. The Terms and Conditions Handbook is amended from time to time.
- Liquor may only be sold, served and consumed within the service areas outlined on the official plan, unless otherwise endorsed or approved by the LCRB.
- Only servers are permitted to carry liquor through an unlicensed area.

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

July 03, 2019

Date

GENERAL MANAGER  
Liquor and Cannabis Regulation Branch



**City of Victoria - Fire Department**  
**\* Occupant Load Reviewed Under Current BC Fire Code Only**

Maximum Occupant Load is:  
 Main Floor: **52** Persons

Fire Prevention Officer:  
 Name: **M. SABELL**

REAR DINING  
 Mezzanine: **31** Persons

Signature: 

Patio/Deck: **16** Persons

Total  
 STAFF: **7** Persons

Date: **APRIL 4 2019**

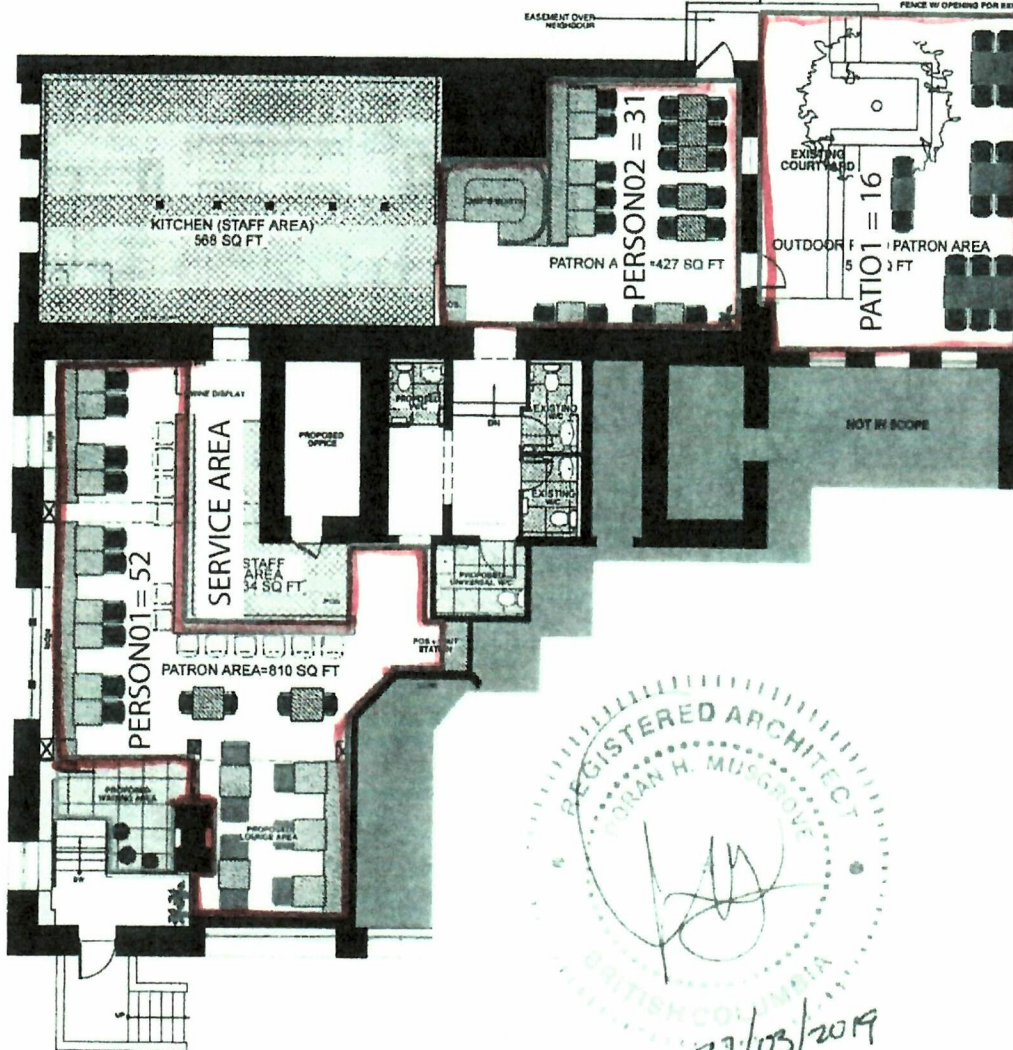
**TOTAL: 106 PERSONS**

**LCRB OFFICIAL PLAN**  
**MUST BE KEPT WITH LIQUOR LICENCE AND**  
**AVAILABLE FOR INSPECTION AT ALL TIMES**

Date Issued: July 3, 2019

FP Licence #308392

General Manager



**UNIT 103 - 45 BASTION SQUARE**

**EXISTING RESTAURANT - TENANT IMPROVEMENTS**

**103 - 45 Bastion Square,**

**Victoria BC V8W 1J1**

Layout	CLIENT	NOTES
Revision 4	<b>RESTAURANT TI</b>	
DRAWN BY: <b>MMK</b>	<b>45 Bastion Square</b>	- Schematic drawings for discussion only
SCALE: <b>N.T.S</b>	<b>Victoria, BC</b>	- Not for construction
DATE: <b>2019.03.01</b>	<b>Jesse Dame</b>	- Do not scale drawings
DWG No: <b>SK-02</b>		- The copyright of this drawing and it's contents is reserved and remains at all times the exclusive property of Bidgood & Co Interiors, a Division of Bidgood Strong Projects Inc. It shall not be used, modified or reproduced without the expressed written consent

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T. Victoria 250.590.1123

**RECEIVED**  
**APR 05 2019**

**VICTORIA BC**

# Serving it Right™

BC's Responsible Beverage Service Program

This is to certify that

**JESSIAH DAME**

has completed BC's Serving It Right Program.

Certificate Number: **1212110019R**

Expiry Date: **September 15, 2020**

## snacks

- Salted Caramel Cracker Jack 5  
 Plate of Pickled Garden Vegetables 7  
 Smoked Ling Ood Fritters 7  
 Spiced Nuts 5  
 Marinated Gastelvetrano Olives 5  
 BO Potato Chips 5  
 roasted jalepeno dip

## HOUSE MADE

### Charcuterie & Vancouver Island Cheese

- 8 FOR ONE 21 FOR THREE 42 THE WORKS  
 Duck Rillettes  
 Chicken Liver Mousse  
 Cottage Pâté  
 Kielbasa  
 Little Qualicum Brie  
 Natural Pastures Courtenay Cheddar  
 Salt Spring Island Blue Juliette

### Hand Cranked Sausage

- 18 FOR ONE 33 FOR TWO 40 FOR THREE  
 Pork/Duck/Lamb  
 served with pickled cabbage, onion jam, mustard  
 Whole Wheat Caraway Bread 6  
 whipped butter, olive oil

## oysters

- Fresh Shucked Vancouver Island Oysters 19 (FOR 6) 36  
 (FOR 12)  
 classic accompaniments

## plates

- Michell's Farms Greens 14  
 young vegetables, whipped ricotta, balsamic  
 Wild Sockeye Salmon Tataki 16  
 horseradish, citrus, olive oil  
 Fresh Burrata & Windset Farm's Heirloom Tomatoes 18  
 basil, olive oil  
 Chef's Out Beef Tartare 18  
 country bread, gruyere  
 Farmcrest Farms Fried Chicken 19  
 local honey butter  
 House Rolled Tagliatelle 18  
 wild mushrooms, poached egg  
 Juan De Fuca Pacific Octopus 19  
 chorizo, tomatoes, BC nugget potatoes  
 Honey Glazed Heritage Pork Belly 18  
 brown rice porridge, black beans, braised collard greens  
 Yarrow Meadows Duck Breast 20  
 french lentil, glazed carrots, blueberry jus  
 Braised Peace Country Lamb 21  
 gnuddi, tomatoes, olives, zucchini

## LET US CHOOSE

### A Selection of Our Favourites

Entire table participation required  
 65 PERSON



18% GRATUITY CHARGE ADDED TO GROUPS OF 8 OR MORE

You can hear happiness staggering on down the street

Footprints dressed in red

## large cuts for the table

INCLUDES 2 SIDES

Please allow for longer cooking times

- Roasted Cauliflower Steak 28  
 brown butter, bread crumbs, lemon  
 Farmcrest Farms  
 Whole Fried Chicken 50  
 24oz Bear and the Flower Farms  
 Double Out Pork Chop 55  
 Side of Roasted Wild Sockeye Salmon 60  
 20oz Dry Aged Beretta Farms Rib Eye 65

## sides

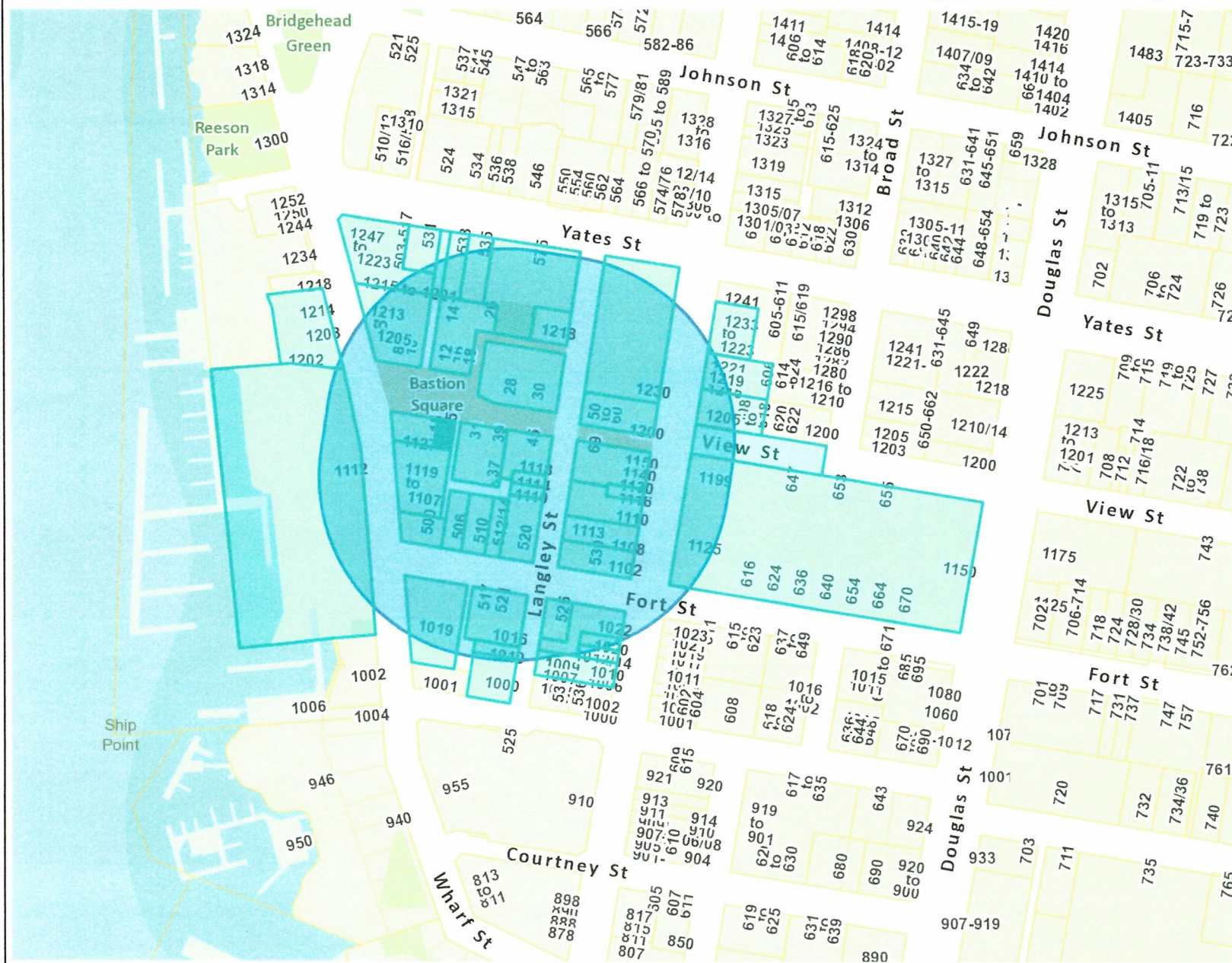
- Brown Rice Porridge 9  
 BO Nugget Potatoes 8  
 tomatoes & olives  
 French Lentil Ragout 8  
 Braised Collard Greens 8  
 Honey Glazed Carrots 9

## sweets

- Summer Berry Orunch 9  
 streusel, vanilla meringues  
 S'more 9  
 marshmallow fluff, chocolate, captain crunch

WIND  
CRIES  
MARY





### Legend

- Victoria Parcels

1: 3,162



## Notes

THIS MAP IS NOT TO BE USED FOR NAVIGATION 161

161 0 80 161 Meters

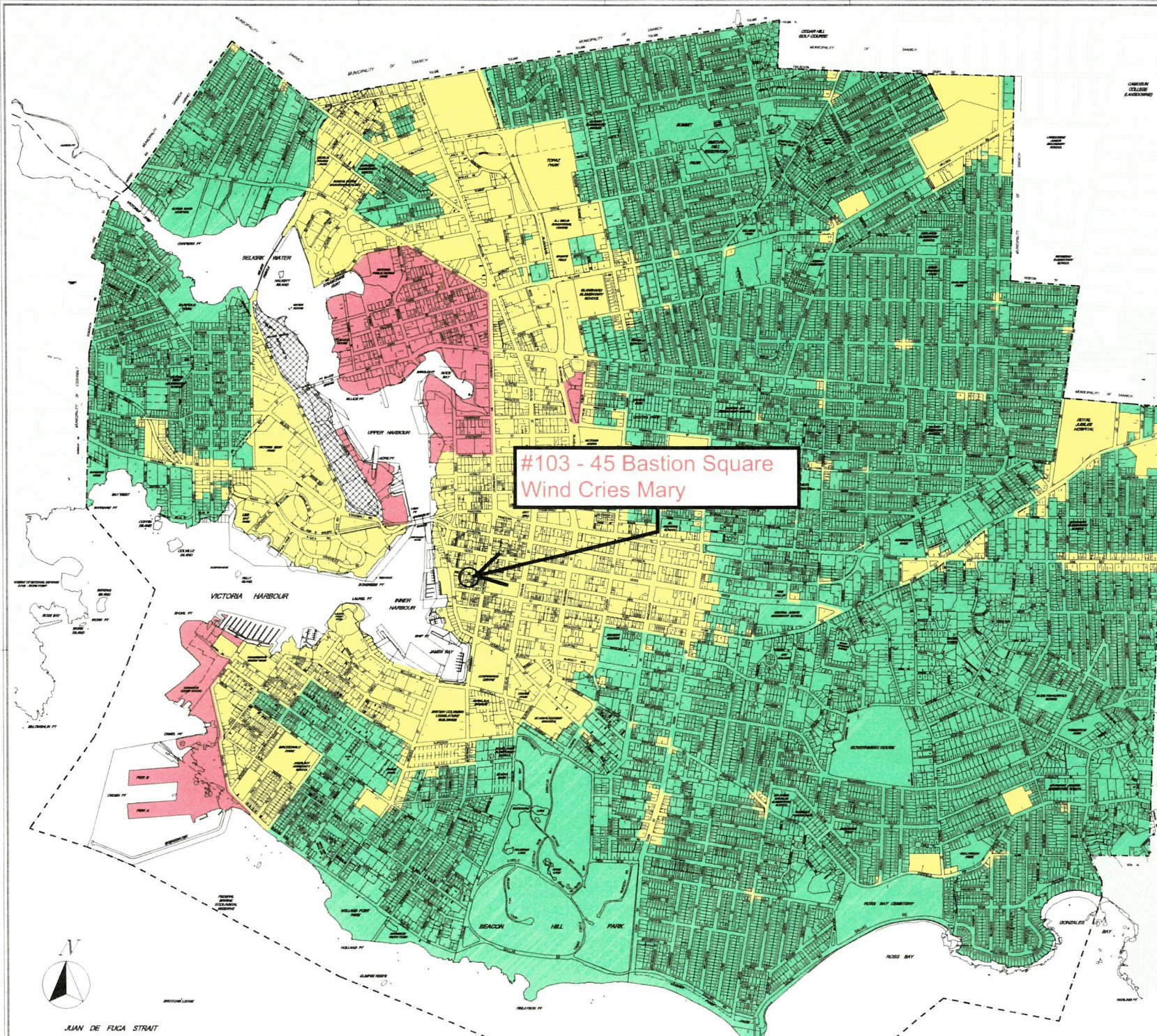
NAD\_1983\_CSRS\_UTM\_Zone\_10N

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# City of Victoria Noise District Map



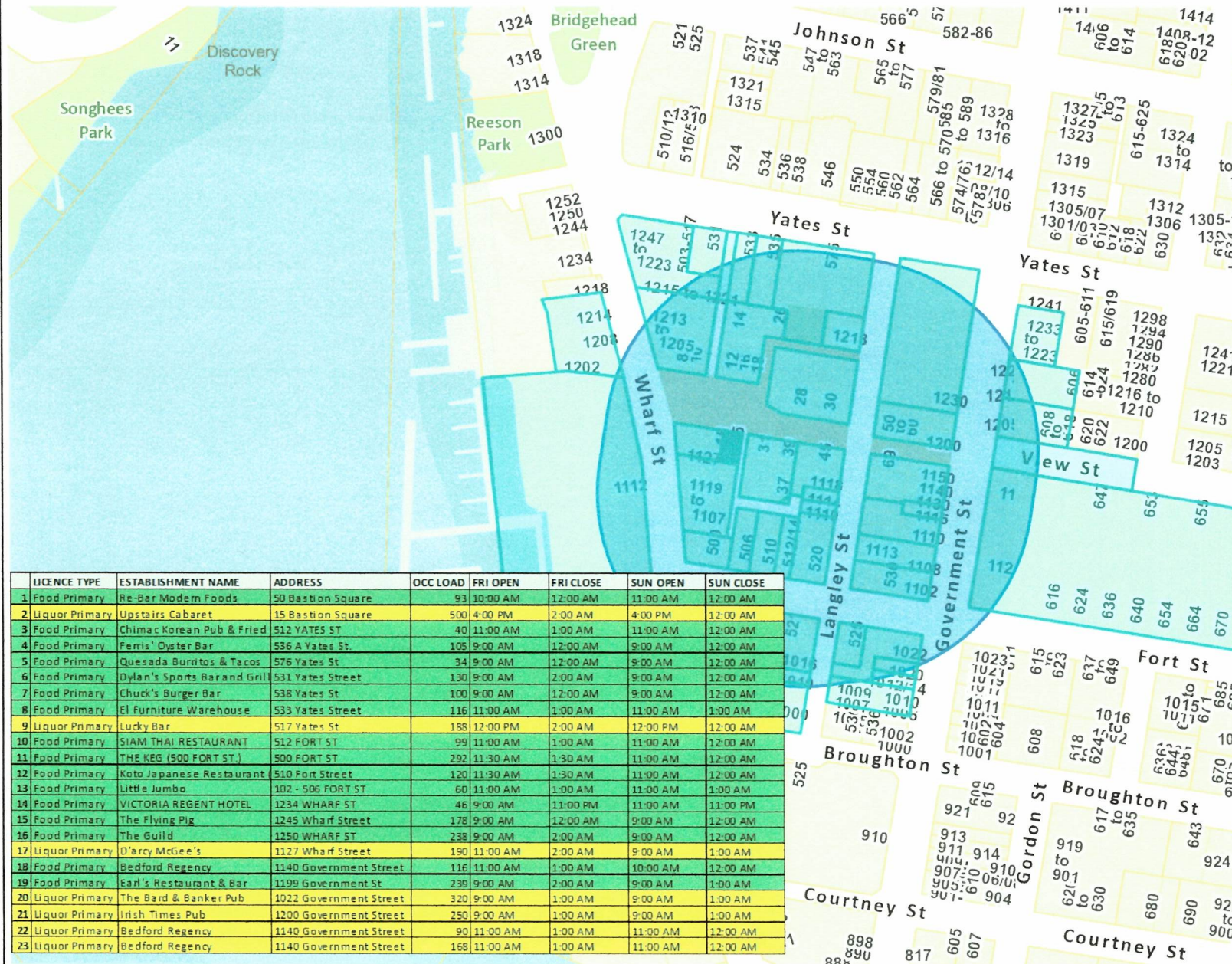
## LEGEND

- Quiet District
- Intermediate District
- Harbour Intermediate District
- Activity District

Date: February 17, 2004

Scale: Not to Scale





152 0 76 152 Meters

NAD\_1983\_CSRS\_UTM\_Zone\_10N

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## Legend

Victoria Parcels

1: 3,000

## Notes

THIS MAP IS NOT TO BE USED FOR



**Ryan Morhart**

---

**From:** DoNotReply@escribemeetings.com on behalf of eSCRIBE Notification  
<DoNotReply@escribemeetings.com>  
**Sent:** Monday, June 18, 2018 3:15 PM  
**To:** Ryan Morhart  
**Subject:** eSCRIBE Task Alert: Motion Arising from the Motion to Postpone to the June 14, 2018 Committee of the Whole meeting the 1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License (0302087) Earl's Restauran...

This is an automated task reminder from eScribe.

A Task has been assigned to you does not have a due date.

Meeting: **VCC\_Jun14\_2018**

Agenda Item: **Motion Arising from the Motion to Postpone to the June 14, 2018 Committee of the Whole meeting the 1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License (0302087) Earl's Restaurant (Downtown)**


Due Date: **None**

**Task Description:**

That Council direct staff that all future liquor licence applications include a letter from the Police Department attached to the report.

To view the task, please [click here](#).

Please complete the task as soon as possible. Thank you.

	<b>Liquor Licencing Policy</b>	
	Page 1 of 2	
<b>SUBJECT:</b>	Liquor Licencing Policy	
<b>PREPARED BY:</b>	Sustainable Planning and Community Development	
<b>AUTHORIZED BY:</b>	City Council	
<b>EFFECTIVE DATE:</b>	October 12, 2017	
<b>REVIEW FREQUENCY:</b>	Every three years	<b>REVISION DATE:</b>

**A. PURPOSE**

The purpose of the City of Victoria's Liquor Licensing Policy is to provide direction to the following parties:

1. Liquor licence applicants on the process and fees associated with City of Victoria review of applications;
2. Liquor Control and Licencing Board (LCBC) on the types of applications that the City will opt-out of providing comment on; and
3. City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

**B. POLICY STATEMENTS**

1. This policy applies to liquor license applications in the City of Victoria.:
2. The city will opt out of the review and comment requirements for the following types of applications;
  - a. Liquor Primary with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
  - b. Manufacturer with Lounge Endorsement, Special Event Area, or Picnic Area with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
  - c. A temporary extension to hours of licensed service for all licence types up to 3:00 am on New Year's Eve.
  - d. The addition of an Entertainment Endorsement to any Food Primary with licensed service up to 12:00 am.
3. The City of Victoria generally does not approve the extension of liquor service past 2:00 am, with the exception of New Year's Eve, which allows for service up to 3:00 am. In extraordinary cases, the City may consider short term or one time provisions for allowing liquor service between 2:00 am and 9:00 am to accommodate international sporting or significant cultural events.

## **C. PROCEDURES**

A business engaging in the manufacture, sale or service of liquor must have a City of Victoria Business License to lawfully conduct its businesses.

The provincial government, through the Liquor Control and Licencing Branch, is the first and last point of contact for businesses interested in applying for a liquor licence.

The application process and related fees will be made available to any business or member of the public through the internet or by request.

For any liquor applications where the City of Victoria has not opted out of providing comment, the following provisions apply:

1. Public notification for comment will be placed at the site for a period no less than 30 days.
2. The City will provide public notification through mailed notice to all residents and businesses within a 100 metre radius.
3. The City will provide notification to the applicable community association.
4. When providing comment on an application, the City will include comments on those aspects within the parameters set by LCLB which currently include:
  - a. Noise impacts in the immediate vicinity of the establishment;
  - b. Impact on the community if approved (including the location of the establishment and person capacity and hour of liquor service of the establishment)
  - c. Confirm that the establishment is being operated in a manner that is consistent with its primary purpose (only for food primary)

## **D. ENFORCEMENT POLICY**

Businesses that have a history of non-compliance with local and provincial government bylaws and legislation or re-occurring nuisance issues may be subject to a Good Neighbour Agreement that will be reviewed along with the annual renewal of a business licence. Lack of adherence to this agreement may result in a business licence being revoked. This will be assessed by staff on a case by case basis.

## **E. REFERENCES**

Business License Bylaw (89-071)  
Land Use Procedures Bylaw (16-028)  
Noise Bylaw (03-012)  
Liquor Licensing Fee Bylaw (01-06)

## **F. REVISION HISTORY**

None



**Ryan Morhart**

---

**From:** Watson, Cliff [REDACTED]  
**Sent:** December 6, 2019 11:37 AM  
**To:** Ryan Morhart; Shannon Perkins; Thom Pebernat; Miko Betanzo; Michael Hill; Whiskin, Jamie; Ross Kenny  
**Subject:** RE: LL000313 Wind Cries Mary | 103 - 45 Bastion Square

The applicant is looking to extend the liquor service hours until 2am (from midnight).

The applicant's letter of intent provides some insight into the business model, and is claiming that the extension of hours is to accommodate a late night service industry crowd. I am no restaurateur, however, I do question the validity of this purpose given the restaurants food offerings (per their website). Would the business model morph into something different if this becomes a late night destination? Now this may not seem like a problem on the face of it, however, I would ask the question of any impacts on calls for service etc that could occur due to the proximity of Upstairs Cabaret, Darcy's Pub, Lucky Bar, and other licensed premises on lower Yates and Lower Fort. We have seen several new liquor licence applications (or amendments) in the surrounding 2 blocks over the past year

Could this application and extension of hours contribute to densification of late night entertainment and liquor related issues in and around Bastion Square?

As with most similar applications, the impacts on the community (and resulting effects on police resources) may be minimal and difficult to capture or evaluate. However, it is another case of increasing the total liquor seat capacity late into the night, leading to further pressures on first responder resources late into the night. If this application is approved, are we in any position to deny or oppose other food primary licence holders in the area from doing the same?



**Sgt Cliff Watson**  
Operational Planning  
Victoria Police Department  
850 Caledonia Ave  
Victoria BC, V8T 5J8  
Office. 250-995-7218  
[REDACTED]  
[REDACTED]

**Ryan Morhart**

---

**From:** Bruce Gillespie [REDACTED]  
**Sent:** January 15, 2020 1:48 PM  
**To:** Ryan Morhart  
**Subject:** Wind Cries Mary Application

Manager, Permits & Inspections

This application for extension of hours application is problematic in at least two areas.

1. It runs against the City's developing policy on late night drinking. Darcy's pub has the closing time of 2 a.m. and the intent of the developing policy is to stagger closing times. Having both establishments mirroring hours creates issues in Bastion square and our alley.
2. Furthermore, there is a patio involved in this property which is in direct line site of 5 residential units in our building. Helmcken Alley is narrow and loud and any license extension to that patio should have restrictions on operating hours that assure no outdoor service after 10 p.m.

As a restaurant owner, my feeling is this is a race to the bottom where operators who are struggling with their business plan seem to think that late-night hours will help their case. Having operated for over 6 years in an adjacent property I know that there is no silver bullet by extending operating hours. What tends to happen is you burn out your staff and drive up your labour costs, all for minimal revenue. Neither are a solution for increased success. We've done the analysis and find that the guests attracted are not of the profile that suits business vitality or our neighbourhood.

Sincerely,  
Bruce Gillespie  
Owner/Managing Director  
Little Jumbo Restaurant Corp.

[REDACTED]

This e-mail and any attachments to it may contain confidential or privileged information. If you are not the intended recipient or authorized by the intended recipient to receive this communication, please notify the sender by return e-mail, delete this e-mail and any attachments to it from your system, and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is prohibited.



1715 Government Street  
Victoria, BC, V8W 1Z4

Attn: Manager, Permits & Inspections  
Sustainable Planning and Community Development Department  
1 Centennial Square Victoria, BC V8W 1P6

January 14, 2020

**Re: Application to Change Hours of Food Primary Licence at 45 Bastion Square, Wind Cries Mary**

Dear Manager, Permits & Inspections,

The DRA Land Use Committee has reviewed the application to amend the Food Primary Licence for the Wind Cries Mary restaurant at 45 Bastion Square, Victoria, BC V8W 1J1. The scope of change is restricted to the existing licence. The existing hours are 09:00 am to 12:00 am daily. Proposed hours are 09:00 am to 02:00 am daily. No change is proposed to the existing Occupant Load.

Feedback from the committee is as follows:

- As someone who knows how difficult a pub licence is and that this is a restaurant, I cannot in any way support this application.
- Simply put, people don't eat at that time, so this is just another attempt at a pub license through the back door. Show us sales figures for the food and beverage sales after 10:00 PM.
- Restaurants are not pubs even though they may want to be. Bastion Square has Darcy's Pub, The Irish Times and Garrick's Head, ask the police if they want another pub here.
- Concern an extended-hours Food Primary licence would become a de facto Liquor Primary;
- Acknowledges no additional seating has been requested;
- There was a question about what happens if the restaurant were subsequently sold to a pub-oriented owner;
- The request seems reasonable given the absence of adjacent residential buildings; and
- Would like to see discussion on how active the kitchen is at late night and what time the kitchen would close

Sincerely,

Mathew Yee  
Land Use Committee & Member of the Board,  
Downtown Residents Association



Jessiah Dame  
Wind Cries Mary  
103 – 45 Bastion Square  
Victoria, BC

Appendix H

Jan 28<sup>th</sup>, 2020

To: City Council

I have reviewed the report from the city staff and the public concerns with regards to my application for an extension to my liquor service hours and have providing comments below:

Wind Cries Mary is a restaurant, we are a pacific north-west inspired farm to table restaurant that focus on local suppliers, fish mongers and foragers. We are located right in the middle of many neighbouring “pubs” that serve a liquor primary focus. We are not that type of establishment. We are currently offering our entire hearty menu right up until closing (midnight). We sell 75% food sales and 25% beverage sales from 5-10pm , after 10pm we maintain at least 65% food sales. Our intent is to increase the hours from midnight to 2am thus allowing to keep the kitchen and bar open right up until closing.

Bastion Square (and the rest of the Downtown area) have extremely limited options of late night eating , I feel more options to eat in the area and less places that just promote drinking alcohol after 10pm is what the neighbourhood needs. I want to cater to the large demand of hospitality workers that are looking for somewhere to eat past midnight.

We are a small restaurant that also offers a great venue to host smaller wedding receptions up to 50ppl . We already have a few weddings booked this summer that are looking to have liquor service extended with their celebratory dinner. This extension would help reduce the costs of these special permit extensions which are very tough on small business like myself.

With the public concerns of two establishments in the area with the same closing time: My intention is not to be open until 2am every night. If staggering closing times is preferred by council I would be fine with a 1:30am extension that would still allow me to cater to the local “late night eating “ demand.

Rising rent rates in the area mean local business like myself need to ensure we are maximizing revenue opportunities . Lunch business in Bastion Square in the winter is a very tough market and not a huge demand. We are often closing at midnight to some of the busiest time of day. This extension supports my business plan and the long-term viability of my restaurant.

Thank you for considering my application and accept my sincere thank you for your time.

Sincerely ,  
Jessiah Dame

## Types of Liquor Licences Issued in the Province of British Columbia

*Last updated: October 5, 2017*

The Liquor Control and Licensing Branch (LCLB) supervises over 10,200 licensed establishments and over 25,000 temporary special events per year in B.C.

The purpose of this document is to give a broad understanding of the types of liquor licences issued in B.C. Visit the LCLB's website at [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing) and the hyperlinks below for the most up to date information.

### Licences:

[Agent](#) – for independent liquor agents who market products from liquor manufacturers outside of B.C.

[Catering](#) – for catering companies who wish to serve liquor in addition to food, with food service as the primary purpose.

[Food Primary](#) – for businesses where the primary purpose is to serve food (such as restaurants).

A Patron Participation Endorsement is an additional term and condition on a food primary licence that permits the active involvement of patrons in entertainment or results in patrons leaving their seats, such as dancing or karaoke. An application for this endorsement requires additional considerations beyond the routine assessment of an initial application. To ensure that community concerns about noise, nuisance and other impacts are considered, input from local government or First Nation authorities is required before patron participation entertainment will be approved for a food primary establishment.

[Liquor Primary](#) – for businesses where the primary purpose is to sell liquor (such as bars, pubs, and nightclubs, as well as stadiums, theatres, aircraft, etc.). Liquor primary licences are also for businesses that wish to serve liquor as an additional service to their primary business (such as spas, salons, art galleries, etc.)

*Liquor Primary Club* – a sub-class of the liquor primary licence for private clubs. To be eligible to apply, the club must be a society registered under the provincial Societies Act or a non-profit or veterans organization incorporated by special act of parliament. LP Clubs must have at least 50 members who pay annual fees. The service area of an LP Club is restricted to members and guests only.

[Manufacturer](#) – for businesses making wine, cider, beer (this includes brew pubs), or spirits (known as wineries, breweries, and distilleries). Manufacturers can also apply to add a lounge, special event area, and/or picnic area endorsement to their manufacturer licence.

[UBrew/UVin \(Ferment-on-Premises\)](#) – for businesses that sell ingredients, equipment and provide advice for customers to make their own beer, wine, cider or coolers.

[Licensee Retail Store\\*](#) – for selling liquor by the bottle at retail stores (often called private liquor stores).

[Wine Store\\*](#) – for wine stores including winery-operated stores, independent wine stores, VQA stores and tourist wine stores.

[Special Wine Store](#) – available to eligible grocery stores only, the special wine store licence permits the sale of 100% BC wine on grocery store shelves.

*\*No new licences are available at this time.*

## **Permits:**

[Special Event Permit](#) – for individuals and groups holding special events (such as community celebrations, weddings or banquets).

[Ethyl Alcohol Purchase Permit](#) – for purchasing ethyl alcohol for commercial and industrial use.

[Charitable Auction Permit](#) – for registered charities and non-profit organizations that wish to hold liquor auctions to raise funds for a charitable purpose.

## **What is the difference between a food primary and a liquor primary licence?**

A food primary licence is issued when the primary purpose of the business is the service of food (such as restaurants and cafes). A liquor primary licence is issued when the primary purpose of the business is the service of liquor, hospitality or entertainment (such as bars, pubs, spas, and art galleries).

The approval process is different for both types of licences, with the process for liquor primaries being more involved. Minors are generally prohibited from liquor primary establishments, unless the licence specifically allows them.

## **Additional Resources:**

[Forms](#) – access to all LCLB forms, including application forms and licence change forms.

[Frequently Asked Questions](#) – answers to common liquor-related questions.

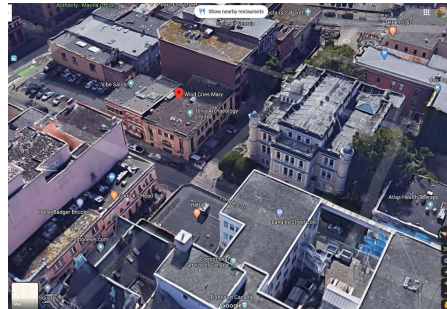
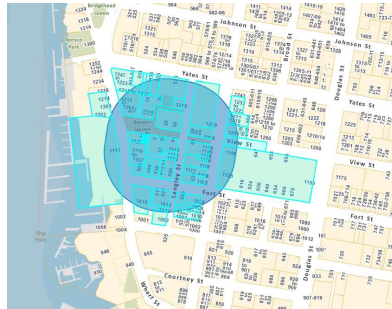
[Licensed Establishment Locations](#) – a list of all licensed establishments in B.C.

[Publications & Resources](#) – access to the licensee terms and conditions handbooks, public consultations, and the Local Government/First Nations Guide page and more.

## LCRB Application

Change to Hours – Food Primary

Wind Cries Mary, 103 - 45 Bastion Square



1

## Liquor and Cannabis Regulation Branch (LCRB)

- Restaurants
- Bars
- Pubs Retailers
- Manufacturers and
- Special Events.



2

## LCRB Approvals

- Criminal Background Checks
- Local Government
 

<ul style="list-style-type: none"> <li>Municipal Input</li> <li>Public Input</li> </ul>	<ul style="list-style-type: none"> <li>: potential for noise</li> <li>: potential for impact on the community, and</li> <li>: Whether the amendment will result in the service area being operated in a manner that is contrary to the primary purpose.</li> </ul>
---	--
- Occupant Load Approvals



3

## Local Government

### Staff Review:

- Police, Bylaw, Planning, Business and Community Relations and Engineering
- Zoning regulation, liquor policy and the Liquor Licencing Fee Bylaw

### Public Notification and Comment:

- Notice Posted at entrance to establishment
- Mailed Notice to within 100m of establishment
- 30 days to provide comment

### Local Government provides a resolution with comment on:

- Potential for Noise
- Potential for Impact on the Community, and
- Whether the amendment will result in the service area being operated in a manner that is contrary to the primary purpose.



4



## LCRB Application

LICENCE TYPE	
PROPOSED	Change to Hours of Licensed Service
OCCUPANT LOAD – Existing	
EXISTING	99 PEOPLE
LICENSED HOURS OF OPERATION - PROPOSED	
PROPOSED	9:00 am to 2:00 am daily
LICENSED HOURS OF OPERATION – EXISTING	
EXISTING	9:00 am to 12:00 am



5

## Staff Review and Public Comment

### Staff Review:

- The proposal is consistent with anticipated uses in the area
- Significant impacts are not anticipated
- The primary business focus is the service of food

### Public Comment:

- 2 letters were received, both opposed and included a letter from the Downtown Resident's Association.
- Letters were sent to 501 owners and occupants



6

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## Recommendation

That Council direct staff to notify the Liquor and Cannabis Regulation Branch that Council supports the application to adjust hours to provide licenced service from 9:00 am to 2:00 am daily.





## Committee of the Whole Report For the Meeting of February 20, 2020

---

**To:** Committee of the Whole **Date:** February 13, 2020  
**From:** Karen Hoes, Director, Sustainable Planning and Community Development  
**Subject:** **Accommodating Air Space Parcels in the Zoning Regulation Bylaw**

---

### RECOMMENDATION

That Council give first and second readings to the attached Zoning Regulation Bylaw Amendment Bylaw No. 20-029, to clarify the treatment of air space parcels under zoning regulations by excluding air space parcels from the definition of Lot and to add a general regulation that deems air space parcels to form part of the Lot at ground level, and direct staff to advertise and schedule a public hearing to consider third reading and adoption of this bylaw.

### LEGISLATIVE AUTHORITY

In accordance with Section 479 of the *Local Government Act*, Council may regulate within a zone the use of land, buildings and other structures; the density of the use of the land, building and other structures; the siting, size and dimensions of buildings and other structures; as well as, the uses that are permitted on the land, and the location of uses on the land and within buildings and other structures.

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations on proposed zoning amendments to permit air space parcel subdivisions. Air space parcels are lots created through three-dimensional subdivision plans under Part 9 of the Land Title Act (LTA). They are a relatively new form of subdivision that is becoming more common, especially within larger mixed use developments. Air space subdivision allows for greater separation of legal ownership of different components of a development and avoids some of the governance difficulties associated with strata ownership within mixed use buildings. For example, air space parcels can provide the ability for a developer to secure separate commercial leases without involvement of the residential component of the development. Similarly, where a mixed-use building contains affordable rental units, those units can be located within their own airspace parcel that can be owned and operated by a non-profit housing provider, without the involvement of the commercial owners.

The City's Zoning Bylaw 2018 that applies to Downtown's Old Town and Central Business Districts already permits air space parcels; however, Zoning Regulation Bylaw No. 80-159 which applies to the rest of the city does not. In order to facilitate this, Zoning Regulation Bylaw Amendment Bylaw No. 20-029 (Attachment A) has been prepared.

These zoning bylaw amendments ensure that air space parcels will be regulated in the same manner as those that are subject to Zoning Bylaw 2018, resulting in a consistent approach across the city that supports a more streamlined process for the review of development applications, and provides greater autonomy and clarity related to the ownership and operation of residential and commercial portions of a building.

The proposed amendments do not confer any additional development rights on a property. Approval of the proposed Zoning Regulation Bylaw Amendment is also subject to a public hearing that provides opportunities for public feedback.

## **PURPOSE**

The purpose of this report is to present Council with information, analysis and recommendations on proposed zoning amendments to permit air space parcel subdivisions.

## **BACKGROUND**

Air space parcels are lots created through three-dimensional subdivision plans under Part 9 of the Land Title Act (LTA). They are a relatively new form of subdivision that is becoming more common, especially for large and complex developments that include different uses, such as developments mixing residential and commercial uses. Air space subdivision allows for greater separation of legal ownership of different components of a development and avoids some of the governance difficulties associated with strata ownership within mixed use buildings. However, because each air space parcel is considered to be an entirely separate lot under the LTA, it would normally be treated as a separate lot under zoning. This means that each air space parcel would be entitled to full development rights under the zoning, but would also have to comply with all applicable regulations such as setbacks and density limits. Because air space parcels usually are created to follow the form of the building, it is often impossible for the development to comply with zoning rules without site-specific adjustments to the applicable zoning.

On July 26, 2018, Council approved the new Zoning Bylaw 2018 that applies within the downtown core area, while the Zoning Regulation Bylaw applies in all other areas of the city. Zoning Bylaw 2018 includes updated provisions to address air space parcel subdivisions. However, the Zoning Regulation Bylaw does not include these same regulations which has resulted in the need for site-specific rezonings to accommodate air space parcels for properties that are subject to the Zoning Regulation Bylaw. This has resulted in varied regulations and an inconsistent approach for accommodating air space parcels within Victoria.

## **ISSUES AND ANALYSIS**

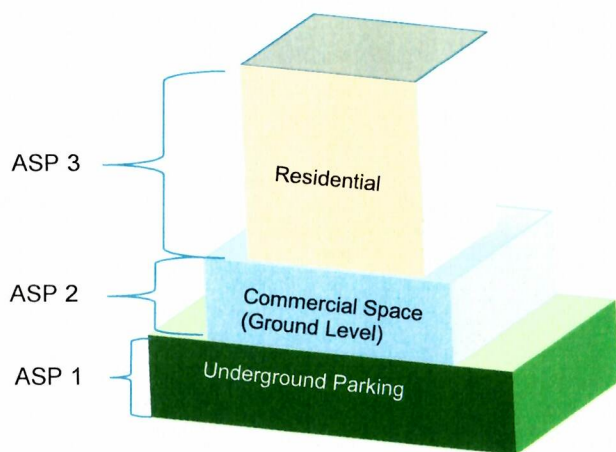
### **Legal Basis for Air Space Parcels**

Part 9 of the Land Title Act provides for air space parcels. The Act defines an “air space parcel” as:

“A volumetric parcel, whether or not occupied in whole or in part by a building or other structure, shown as such in an air space plan”.

In general terms, an air space plan can include multiple air space parcels (comprised of air, land or a combination of both) within a 3-D profile (volumetric parcel). The volumetric parcel may then contain a proposed building and its elements such as mechanical equipment, setback areas or parking.





Illustrative example of a mixed-use development with separate air space parcels for the underground parking, ground floor commercial space and upper level residential.

### Increased Use of Air Space Parcels

The use of air space parcel subdivisions within urban areas such as Victoria's downtown core area is becoming more common, especially within mixed-use buildings that have different types of owners for the different parts of these buildings. Air space parcels provide the ability to recognize the residential and commercial portions of a building as separate entities which can result in benefits for the residential and commercial owners. For example, this can provide the ability for a developer to secure separate commercial leases without involvement of the residential component of the development. Whereas, if the commercial units were part of a typical building strata then all units, including the commercial units, would form part of the strata corporation, and the decision-making on issues that affect the strata can become complicated based on the apportionment of votes and voting procedures.

Similarly, where a mixed-use building contains affordable rental units, those units can be located within their own airspace parcel that can be owned and operated by a non-profit housing provider, without the involvement of the commercial owners. Therefore, air space parcels provide greater autonomy between the residential and commercial portions of a building and they do not preclude the ability to establish a residential strata corporation, rather the residential strata would be contained to the residential portions of the building.

### Application of Zoning Regulations

The air space parcel regulations contained in Zoning Bylaw 2018 are predicated on the premise that air space parcel subdivision should not create any increased development entitlement; therefore, the regulations ensure that each proposed parcel is treated by the zoning regulations as if it were part of the parcel located at ground level. This means that all development on the site, including within all related air space parcels, must comply with the applicable zoning regulations for matters such as uses, density, building height, setbacks, site coverage, parking, etc. This approach also precludes zoning regulations from being duplicated at the ground level and within the air space parcel. For example, if the zoned maximum building height is 18 metres, the entire development including the physical building and the volumetric air space parcel(s) must not exceed the maximum building height as measured from grade. Therefore, the creation and application of an air space parcel does not alter the existing zone or convey any additional development rights. However, these types of regulations are not currently included in the Zoning Regulation Bylaw and result in the need for site-specific rezonings.



## Proposed Zoning Bylaw Amendments

To regulate air space parcels in a consistent manner across the city, staff propose amendments to the Zoning Regulation Bylaw to include regulations similar to those contained in Zoning Bylaw 2018. This includes a revised definition of 'Lot' that excludes an air space parcel to ensure that zoning regulations for a lot are not repeated or duplicated for the air space parcel. This approach is further reinforced by the proposed general regulation that clarifies that the zoned regulations for the ground level lot extend to the air parcel.

Current definition:

- **"Lot"** means a single area of land, designated and registered at the Victoria Land Title Office as not more than one parcel of land, and if a parcel of land is divided by a lane or otherwise, each division thereof constituting a single area of land shall be deemed to be a separate lot, and includes a strata lot in a bare land strata plan but does not include any other strata lot.

Proposed definition:

- **"Lot"** means a single area of land, designated and registered at the Victoria Land Title Office as not more than one parcel of land, and if a parcel of land is divided by a lane or otherwise, each division thereof constituting a single area of land shall be deemed to be a separate lot, and includes a strata lot in a bare land strata plan but does not include any other strata lot **or an air space parcel**.

Proposed General Regulation (**New**)

- For the purposes of this bylaw, an air space parcel is deemed to be part of the same lot as the parcel at ground level.

## Consultation

Since the proposed zoning bylaw amendments do not relate to a specific development application and are primarily administrative in nature to provide alignment with the *Local Government Act* and consistency among the City's bylaws, staff recommend that notice of the public hearing is advertised in the local newspaper and on the City website. On-site sign posting is not required where ten or more properties are affected by a City-initiated Zoning Regulation Bylaw amendment. Information will also be made available in the City's Development Centre so that landowners and developers are aware of the new regulations. Staff also propose to send a notification of the proposed zoning amendment to all Community Association Land Use Committees and the Urban Development Institute prior to the public hearing.

## OPTIONS AND IMPACTS

### Option 1: Amend the Zoning Regulation Bylaw (Recommended)

This option will better accommodate air space parcels, streamline development processes for mixed-use developments, and ensure they are regulated in a consistent manner across the city.

### Option 2: Do not amend the Zoning Regulation Bylaw

This option will result in air space parcels continuing to require site-specific rezonings outside of the Old Town and Central Business Districts, which may require a longer and more costly review process for the applicant with additional staff resources expended to process applications. Additionally, it would maintain an inconsistent approach between the two zoning bylaws.

### *Accessibility Impact Statement*

The proposed zoning amendments do not have any impacts on accessibility.

### *2015 - 2018 Strategic Plan*

This project supports objective four: Prosperity and Economic Inclusion, which identifies an ongoing action related to continuing to improve processing times and process improvements and build better understanding of the development processes.

### *Impacts to Financial Plan*

The proposed zoning amendments will not have impacts to the Financial Plan.

### *Official Community Plan Consistency Statement*

This project is consistent with the Official Community Plan which supports the role of the Zoning Bylaw to help implement plan objectives, land uses, built forms and densities (policy 6.3).

## **CONCLUSIONS**

Amending the Zoning Regulation Bylaw to permit air space parcels will ensure a consistent approach across the city, help streamline processes for mixed-use developments, and improve bylaw clarity and interpretation.

Respectfully submitted,



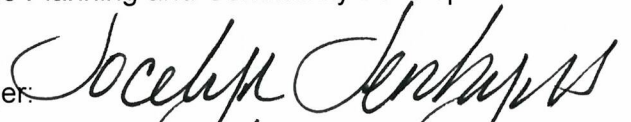
Robert Batallas, Senior Planner  
Community Planning Division

Att.



Karen Hoese, Director  
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager:

  
Date: Feb 14, 2020

## **List of Attachments**

- Attachment A: Zoning Regulation Bylaw Amendment Bylaw No. 20-029.

NO. 20-029

**ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1219)**

# A BYLAW OF THE CITY OF VICTORIA

The purpose of this bylaw is to amend the Zoning Regulation Bylaw to clarify the treatment of air space parcels under zoning regulations.

## Contents

- |     |              |
|-----|--------------|
| 1   | Title        |
| 2-3 | Amendments   |
| 4   | Commencement |

Under its statutory powers, including section 479 of the *Local Government Act*, the Council of the Corporation of the City of Victoria in a public meeting assembled enacts the following provisions:

## Title

- 1 This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT  
BYLAW (NO. 1219)”.

## Amendments

- 2 Bylaw No. 80-159, the Zoning Regulation Bylaw, is amended, by adding, immediately after section 45, the following as the new section 46:
- “46. For the purposes of this Bylaw, an air space parcel is deemed to be part of the same lot as the parcel at ground level.”
- 3 The definition of “Lot” in Schedule A of Bylaw No. 80-159, the Zoning Regulation Bylaw, is amended by adding, immediately after the words “any other strata lot”, the words “or an air space parcel”.

## Commencement

- 4** This Bylaw comes into force on adoption.

READ A FIRST TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2020

READ A SECOND TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2020

PUBLIC HEARING HELD on the \_\_\_\_\_ day of \_\_\_\_\_ 2020

READ A THIRD TIME the

day of

2020

ADOPTED on the

day of

2020

CITY CLERK

MAYOR

# Air Space Parcel Subdivision

## Amendments to Zoning Regulation Bylaw



1

### Purpose

- Council's consideration of Zoning Regulation Bylaw Amendment Bylaw No. 20-029 that proposes to include air space parcel regulations similar to those that exist in Zoning Bylaw 2018.
- Amendment ensures that air space parcels are regulated in a consistent manner across the city.



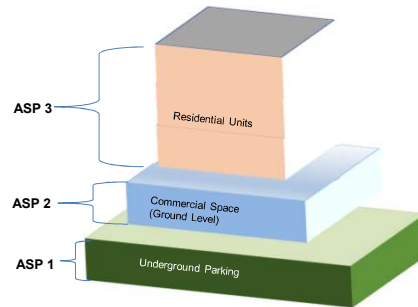
Accommodating Air Space Parcels in the Zoning Regulation Bylaw

2



## Air Space Parcels (ASP)

- Defined by Land Title Act as:  
*"A volumetric parcel, whether or not occupied in whole or in part by a building or other structure, shown as such in an air space plan".*
- Common form of subdivision for large and complex developments.
- Allows for better legal separation and ownership of different parts of a building.



Accommodating Air Space Parcels in the Zoning Regulation Bylaw

3

## Zoning Bylaw Regulations

- Zoning Bylaw 2018 contains regulations to accommodate air space parcels.
- ASP regulations are not included within Zoning Regulation Bylaw that applies to the remainder of the city - results in the need for site specific zones.



Accommodating Air Space Parcels in the Zoning Regulation Bylaw

4

## Amendments to Zoning Regulation Bylaw

### Revised 'Lot' definition:

- ***"Lot"** means a single area of land, designated and registered at the Victoria Land Title Office as not more than one parcel of land, and if a parcel of land is divided by a lane or otherwise, each division thereof constituting a single area of land shall be deemed to be a separate lot, and includes a strata lot in a bare land strata plan but does not include any other strata lot **or an air space parcel.***

### Proposed General Regulation (New)

- *For the purposes of this bylaw, an air space parcel is deemed to be part of the same lot as the parcel at ground level.*



Accommodating Air Space Parcels in the Zoning Regulation Bylaw

5

## Consultation

- Notice of the public hearing will be advertised in the local newspaper and on the City website.
- Information will also be available at the City's Development Centre.
- Notification of the proposed zoning amendment bylaw will be emailed to all Community Association Land Use Committees and the Urban Development Institute prior to the public hearing.



Accommodating Air Space Parcels in the Zoning Regulation Bylaw

6

## Recommendation

- That Council give first and second readings to the attached Zoning Regulation Bylaw Amendment Bylaw No. 20-029, to clarify the treatment of air space parcels under zoning regulations by excluding air space parcels from the definition of Lot and to add a general regulation that deems air space parcels to form part of the Lot at ground level, and direct staff to advertise and schedule a public hearing to consider third reading and adoption of this bylaw.





## Committee of the Whole Report For the Meeting of February 20, 2020

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**To:** Committee of the Whole **Date:** February 14, 2020  
**From:** Karen Hoese, Director of Sustainable Planning and Community Development  
Tom Zworski, City Solicitor  
**Subject:** Air Space Subdivision Fees

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### RECOMMENDATION

That Council instruct the City Solicitor to bring forward amendments to the *Victoria Subdivision and Development Servicing Bylaw* 12-102 to establish a \$15,000 fee for air space subdivision applications.

### EXECUTIVE SUMMARY

Air space parcel subdivision is a three dimensional subdivision under Part 9 of the Land Title Act which creates “a volumetric parcel, whether or not occupied in whole or in part by a building or other structure, shown as such in an air space plan.” Air space parcel subdivision requires approval by the municipal approving officer who must be satisfied that the proposed subdivision creates a viable parcel. This involves review of not merely the proposed air space plan but also the numerous legal agreements (easements and covenants) that govern the relationship between various air space parcels and provide for rights of access and support between them. Since air space parcels are typically created as part of complex developments, the subdivision process also involves necessary code compliance reviews to ensure technical compliance with all applicable standards. This work imposes significant burden on City staff, especially staff in Land Development Services, Sustainable Planning and Community Development, and Legal Services. Exact amount of work varies depending on the nature of the project and number of air space parcels being created, but it is conservatively estimated to involve between 100 and 300+ hours of staff time per application.

At the moment, the *Victoria Subdivision and Development Servicing Bylaw* does not have any special provisions for air space subdivisions and they are treated like any other subdivision despite the far greater complexity and amount of work involved. As a result, the regular application fee (\$150 for up to three parcels, \$250 for more than three parcels) applies to air space subdivisions and does not come anywhere near covering actual City costs of processing the application. Therefore, it is recommended that the City amend the bylaw to provide for a fee that would reflect the actual cost of processing these applications. Based on resource requirements in processing past applications and fees charged by other municipalities for air space subdivision application, a fee of \$15,000 is recommended.

## PURPOSE

The purpose of this report is to provide Council with information and advice regarding air space subdivisions and to propose establishment of a fee for air space subdivisions that reflects actual City resource costs of processing them.

## BACKGROUND

Under Part 9 of the *Land Title Act*, a property owner can subdivide land by establishing one or more air space parcels. Air space parcel is a volumetric parcel whether or not it is occupied in whole or in part by a building. Air space parcel is considered to be “land” and it can be owned separately from other air space parcels above, below, or beside it. Most importantly, its ownership can be separated from the ownership of the surface of land below it.

Air space parcels allow an owner/developer greater flexibility with ownership, design, marketing, construction timing and financing. Air space plans are frequently used in larger, more complex commercial and mixed use developments to create separate parcels between the commercial and residential components. Like other land, air space parcels can be further subdivided through a strata plan.

A fine example of the use of air space parcel is the Hudson building – a redevelopment of the old Hudson Bay building. The project contains two distinct components: commercial uses at the ground level and residential uses above. While this type of development could be accommodated in a traditional strata, in the Hudson, the developer chose to create an air space parcel for the residential component. That air space parcel was itself divided through a strata plan. As a result, the commercial component of the building is owned separately and is not part of the residential strata – i.e., the residential owners do not have a role in decision making related to commercial part of the building.

Typically, air space subdivision is done as part of a complex development project and is not completed until buildings are constructed to ensure that air space parcel boundaries coincide with as built walls. However, air space parcel subdivision can occur prior to construction to allow for separate ownership/financing of different parts of the project.

Whether done before or after construction, air space parcel subdivisions involve significant amount of work. The level of complexity is much greater than in case of any other type of subdivision. Typical air space subdivision requires complex legal agreements (e.g., easements for access/egress, easements for elevator shafts, covenants of support, etc.) as well as detailed technical reviews to ensure compliance with building codes. Those reviews can themselves lead to further legal agreements to address instances where a single building occupies multiple parcels. As an example, the Hudson project involved approximately \$20,000 worth of legal work on behalf of the City.<sup>1</sup>

While there have been few air space parcel projects in Victoria in the past, the use of air space parcels has been quite popular in recent years in other parts of the province, especially the Lower Mainland, and the number of air space subdivision applications in Victoria has increased. To

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<sup>1</sup> Because of the fee arrangements in place at the time, this is higher than the actual amount paid by the City. However, this number reflects the value of the time City's external legal counsel at the time spent on work related to the project. Approximately \$15,000 can be attributed to the work related to air space subdivision. Through an agreement made in 2010, the developer of the Hudson made a voluntary payment of \$10,000 towards the City's costs of processing that air space subdivision.



address the significantly higher costs involved in processing air space parcel subdivisions, many municipalities have established special fees for air space subdivision applications as shown in the following table:

<b>Municipality</b>	<b>Air Space Subdivision Fee</b>
Saanich	\$5000.00
Langford	\$5000.00 plus for each parcel: \$500 commercial / \$400 residential
Richmond	\$7067.00 plus \$175.00 per additional parcel
Coquitlam	\$3620.00 plus \$132.77 for each additional lot
Burnaby	\$12,227.00 for FSR of up to 2.0 \$18,338.00 for FSR 2.0 or more
Kelowna	\$15,915.00
Vancouver	\$47,700.00 for FSR of 3.0 or less \$91,200.00 for FSR greater than 3.0

## ISSUES & ANALYSIS

Since the Hudson project in 2010, the City has approved five air space subdivision applications. Three more applications are currently pending. It can be expected that some form of air space subdivision will likely be part of every large development in the future. Although the bulk of the legal work associated with air space subdivisions is usually undertaken by the developers' lawyers, review and approval of the many complex legal agreements still involves considerable amount of staff time, including considerable resources from the City's in-house legal team. In addition, reviews by staff in Land Development (Engineering) and Permits and Inspections (Planning) are required for technical compliance with applicable codes and to ensure that the proposed subdivision provides for necessary servicing and support.

Currently, the City does not have a specific fee for air space parcel subdivision and, therefore, the fee payable is the same as for any other subdivision application: \$150 for up to 3 lots, or \$250 for more than 3 lots. These fees do not begin to cover the City's costs processing the air space subdivision applications. Pursuant to section 194 of the *Community Charter* the City may impose fees to recover costs of processing applications, including subdivision applications. Given limited City experience in processing air space applications, it is difficult to accurately estimate the cost of processing an application, especially since no two air space subdivisions are ever the same.

Experience with the Hudson project suggests that legal costs alone of processing an air space subdivision are likely to be somewhere between \$10,000 and \$20,000. This is supported by more recent experiences.<sup>2</sup> Given that the Hudson project was done approximately ten years ago, setting a fee in the middle of that range appears to be a reasonable approximation of the City's costs. Therefore, staff recommend amending the *Victoria Subdivision and Development Servicing Bylaw* to provide for a \$15,000 fee for processing air space subdivision application. A fee at that level would be at the higher end but still within the range of fees charged by other municipalities as shown in the table above.

<sup>2</sup> Unlike in the case of the Hudson project, more recent applications have been handled by in-house legal team and we don't have the billing data that was available when the work was handled externally. However, estimates of the time spent on these applications is consistent with the Hudson project.

## OPTIONS & IMPACTS

### Option 1: Create a New Air Space Subdivision Fee (recommended)

This option would involve amending the *Victoria Subdivision and Development Servicing Bylaw* to establish the new air space subdivision fee. The fee would cover costs associated with processing air space subdivision applications and would allow staff to allocate the necessary resources to process the applications within the timelines expected by the developers.

Because air space parcels are usually present only as part of large, complex developments, it is not expected that a fee of \$15,000 would represent a hardship to the developers or materially alter project viability as it would likely be only a small fraction of the total legal and permitting costs of the project. On the other hand, without this fee, staff may not be able to process the applications within the usually very ambitious timelines required by the developers without impacting other work.

### Option 2: Do Nothing

Council could leave the existing fee structure in place. The virtually nominal fee collected would not off-set any of the processing costs. Air space subdivision applications would have to be processed within the existing resources which is likely to result in much longer processing times than sought by the developers. Delay in City processing times is more likely to negatively impact development projects than a modest fee.

### Option 3: Create a New Air Space Subdivision Fee but include Exemption(s)

This option is essentially the same as Option 1 but with an addition of a provision for exemption or reduction of the applicable fee for affordable housing projects. This option is not recommended because it is highly unlikely that an affordable housing only project would require air space subdivision. More likely is a scenario where a project includes affordable housing component, which the developer wants to separate from the market part of the project through air space subdivision. In such instances, the market component obtains a benefit of separate governance structure and there is no reason for the City to subsidise this benefit by absorbing some of the associated costs.

Were the City to adopt a fee structure model which provides for fees based on number of air space parcels (e.g., Langford, Richmond, or Coquitlam) or based on FSR (e.g., Burnaby, Vancouver) then exempting the affordable housing portion of the development might be possible. However, with a flat fee model that is proposed under Option 1, there is no mechanism for providing an exemption that would be associated with the affordable part of a project. This option is not recommended because there is no indication that air space parcel subdivision is necessary to provide affordable housing or that it adds cost to affordable housing component of the project.

### *Accessibility Impact Statement*

Amending the *Victoria Subdivision and Development Servicing Bylaw* does not have any impacts on accessibility.

### *2015 – 2018 Strategic Plan*

Increasing resources needed for processing air space subdivision applications would be consistent with Strategic Plan Objective 3: Strive of Excellence in Planning and Land Use, in particular the desire outcome of reducing processing time of applications.

### *Impacts to Financial Plan*

The proposed bylaw amendment and a new fee would not affect the existing Financial Plan as the number of air space applications is not expected to be more than three to four applications a year. Funds collected through the fees would be used to off-set City's internal costs of processing these applications.

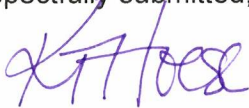
### *Official Community Plan Consistency Statement*

Increasing resources needed for processing air space subdivision applications in a more efficient manner supports OCP Land Management and Development goal 6(A) that seeks to achieve compact development patterns that use land efficiently within Victoria.

### **CONCLUSIONS**

Air space subdivisions are technically complex and require significant City resources to process. The current fee for subdivision applications does not reflect that. Therefore, an amendment to the *Victoria Subdivision and Development Servicing Bylaw* is recommended to increase the fee for air space subdivision applications to \$15,000.

Respectfully submitted,




Karen Hoese  
Director of Sustainable Planning and  
Community Development



Tom Zworski  
City Solicitor

**Report accepted and recommended by the City Manager:**

  
Date: Feb 14, 2020



**Council Member Motion**  
**For the Committee of the Whole Meeting of February 20, 2020**

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**To:** Committee of the Whole **Date:** February 11, 2020  
**From:** Councillor Thornton-Joe  
**Subject:** Attendance at the Sociable City Summit, Seattle February 29 – March 2, 2020

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**BACKGROUND**

The Sociable City Summit is hosted by The Responsible Hospitality Institute (RHI), a private, non-profit organization and is a source for events, resources and consultation service on nightlife. The summit provides solutions for nightlife challenges. The Summit convenes influential leaders such as city planners, elected officials, downtown managers, music advocates, police and nightlife professionals to discuss how to improve nightlife in cities.

The Sociable City Summit will be held in Seattle, WA on February 29 – March 2 and the costs are as follows:

Registration	\$ 904.20
Transportation	\$ 380.41
Accommodation	\$ 980.25
Incidentals	\$ 150.00
Carbon Offset Fee	\$ 4.50

Approximate total: \$2419.36

**RECOMMENDATION**

That Council authorize the attendance and approximate costs of \$ 2419.36 for Councillor Thornton-Joe to attend the Sociable City Summit to be held in Seattle WA, February 29 – March 2, 2020.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlayne Thornton-Joe".

Councillor Thornton-Joe

Council Conference Attendance - Approved & Pending Requests 2020		Budget	Mayor / Council Motions	Total Requests / Actuals
Mayor Budget 2000.4116 (Conferences/Travel)		\$ 15,000		
<u>Approved Requests:</u>				
January 23, 2020 COTW				
Mayor Helps - Ottawa Ministerial Meetings held in Ottawa, ON from Jan 27-28, 2020		\$	1,853	\$ 1,853
Mayor Helps - Ottawa Ministerial Meetings held in Ottawa, ON from Jan 27-28, 2020 (Carbon Tax portion only)		\$	191	\$ 191
<u>Pending Requests:</u>				
April 2, 2020 COTW				
Mayor Helps - Spring 2020 BC Mayors' Caucus held in Whistler, B.C. from May 5-6, 2020		\$	1,684	\$ 1,684
Mayor Helps - Spring 2020 BC Mayors' Caucus held in Whistler, B.C. from May 5-6, 2020 (Carbon Tax portion only)			8	8
Total Requests/Actuals		\$ 15,000	\$ -	\$ 3,735
Remaining				\$ 11,265
Council Budget 2000.4116 (Conferences/Travel)		\$ 35,000		
<u>Approved Requests:</u>				
January 9, 2020 COTW				
Councillor Alto - Canadian Capital Cities Organization annual Board Meeting in Ottawa, Ontario from January 29 – 31, 2020		\$	1,456	\$ 1,456
Councillor Alto - Canadian Capital Cities Organization annual Board Meeting in Ottawa, Ontario from January 29 – 31, 2020 (Carbon Tax portion only)		\$	345	\$ 345
<u>Pending Requests:</u>				
February 20, 2020 COTW				
Councillor Thornton-Joe - Sociable City Summit in Seattle, USA from February 29 – March 2, 2020		\$	2,414	\$ 2,414
Councillor Thornton-Joe - Sociable City Summit in Seattle, USA from February 29 – March 2, 2020 (Carbon Tax portion only)		\$	5	\$ 5
<u>Miscellaneous Conferences and Expenditures</u>				
Total Requests/Actuals		\$ 35,000	\$ 4,220	\$ 4,220
Remaining				\$ 30,781