



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, March 5, 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

Proposals for Consent Agenda:

- C.1 - Minutes from the special meeting held January 24, 2020
- C.2 - Minutes from the meeting held January 30, 2020
- C.3 - Minutes from the meeting held February 6, 2020
- C.4 - Minutes from the meeting held February 13, 2020
- C.5 - Minutes from the meeting held February 20, 2020
- F.3 - 1739 Fort Street: Application for a Change to Hours for Christies Carriage House Pub, Liquor Primary License
- I.1 - Council Member Motion: Attendance at Higher Ground Governance Forum, March 2020
- I. 3 - Group Insurance Coverage for Neighbourhood Associations

C. READING OF MINUTES

C.1	<u>Minutes from the special meeting held January 24, 2020</u>	1
C.2	<u>Minutes from the meeting held January 30, 2020</u>	16
C.3	<u>Minutes from the meeting held February 6, 2020</u>	23
C.4	<u>Minutes from the meeting held February 13, 2020</u>	30
C.5	<u>Minutes from the meeting held February 20, 2020</u>	38

D. Presentation

D.1	<u>Municipal Finance Authority of BC Background and Fund Offerings</u>	46
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A report providing information regarding the Municipal Finance Authority and its investments.

E. UNFINISHED BUSINESS

- E.1 Active Transportation Advisory Committee - Meeting Date: October 22, 2019 66
Referred from the Council meeting of February 27, 2020

F. LAND USE MATTERS

- *F.1 2558 Quadra Street: Rezoning and Development Permit with Variances Application (Hillside/Quadra) 69

Addendum: Presentation

A report presenting Committee with information and recommendations for an application to construct a five-storey affordable rental building with commercial on the ground floor and recommending it move forward to a public hearing.

- F.2 1820 Government Street: Application for a New Food Primary Licence with Entertainment Endorsement for January Gin Joint and Eatery 133

A report providing information and recommendations regarding an application by January Gin Joint & Eatery to allow for a new Food Primary Licence with an Entertainment Endorsement at 1820 Government Street.

- F.3 1739 Fort Street: Application for a Change to Hours for Christies Carriage House Pub, Liquor Primary License 177

A report providing information and recommendations regarding an application by Christies Carriage House Pub to allow for an increase in hours of operation at 1739 Fort Street.

- *F.4 Update Report: Next Generation Conversion Regulations 209

Addendum: Presentation

A report providing information and recommendations to update Council regarding feedback received on the Next Generation Conversion Regulations.

G. STAFF REPORTS

- G.1 Dallas Road Balustrade Replacement 272

A report providing information and recommendations regarding the replacement of the Dallas Road Balustrade.

H. NOTICE OF MOTIONS

I. NEW BUSINESS

- I.1 Council Member Motion: Attendance at Higher Ground Governance Forum, 280

March 2020

A Council Member Motion requesting authorization of attendance and associated costs for Councillor Isitt to attend the Higher Ground Governance Forum in Vancouver, BC.

***I.2 Council Member Motion: Recommendations from the Accessibility Working Group 282**

Addendum: Attachment A

A Council Member Motion advising of the recommendations of the Accessibility Working Group.

***I.3 Group Insurance Coverage for Neighbourhood Associations 285**

Addendum: New Item

A Council Member Motion requesting Council authorize an expenditure of up to \$7,500, funded from the 2020 contingency, to cover the cost of Group Accident Insurance Coverage for neighbourhood associations that do not have city-funded community centres.

J. ADJOURNMENT OF COMMITTEE OF THE WHOLE



MINUTES – SPECIAL COMMITTEE OF THE WHOLE

January 24, 2020, 8:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, Councillor Dubow (joined at 8:53 a.m.), Councillor Young

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

A. APPROVAL OF AGENDA

Moved By Councillor Alto
Seconded By Councillor Thornton-Joe

That the agenda be approved.

CARRIED UNANIMOUSLY

D. UNFINISHED BUSINESS

D.1 Supplementary Budget Approvals Spreadsheet - Updated January 17, 2020

Moved By Councillor Loveday
Seconded By Mayor Helps

That Council approve \$7,500 Fee for Service Grant to the Victoria Bike to Work Week Society and that those funds come from the Strategic Plan Grant Fund.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Loveday

That Council approve \$7,500 Fee for Service Grant to the Victoria Bike to Work Week Society and that those funds come from the Strategic Plan Grant Fund **and that the Bike to Work Society make an annual report to Council.**

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That Council approve \$7,500 Fee for Service Grant to the Victoria Bike to Work Week Society and that those funds come from ~~the Strategic Plan Grant Fund~~ **the previous year's surplus in 2020 and new assessed revenue in future years** and that the Bike to Work Society make an annual report to Council.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Councillor Loveday

Seconded By Councillor Young

That Council direct staff to report back on options for accommodating the proposal to renovate a portion of Pemberton Park for the purposes of accommodating increased utilization of the sport facility as part of the 2021 budget process.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Loveday

That Council direct staff to report back on options for accommodating the proposal to renovate a portion of Pemberton Park for the purposes of accommodating increased utilization of the sport facility as part of the 2021 budget process **including exploring a contribution of funds from user groups.**

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

D.2 2020 Draft Financial Plan Remaining Recommendations

Moved By Mayor Helps

Seconded By Councillor Potts

That Council:

1. Approve the Direct-Award Grants as outlined in Appendix A to this report.
2. Approve the Other Grants as outlined in Appendix B to this report.
3. Approve allocating any remaining surplus evenly shared between the Buildings and Infrastructure Reserve and the Vehicles and Heavy Equipment Reserve.
4. Approve allocating any remaining new property tax revenue from new development evenly shared between the Buildings and Infrastructure Reserve and the Vehicles and Heavy Equipment Reserve.

CARRIED UNANIMOUSLY

Councillor Young requested that item five of the motion be separated out.

Moved By Mayor Helps

Seconded By Councillor Potts

That Council:

5. Direct staff to bring forward the Five-Year Financial Plan Bylaw, 2020, as amended, to the April 9, 2020 Council meeting.

FOR (5): Mayor Helps, Councillor Alto, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (2): Councillor Isitt, and Councillor Young

CARRIED (5 to 2)

D.3 Proposed Strategic Plan Amendments

Moved By Mayor Helps

Seconded By Councillor Alto

That all of the changes in Objective 1 Good Governance and Civic Engagement be implemented.

Committee members requested that Strategic Objectives # 21, 23 and 24 be removed for discussion.

CARRIED UNANIMOUSLY

Motion to Close the Meeting:

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Committee close the meeting pursuant to section 90(1)(c) of the *Community Charter* to discuss employee relations.

CARRIED UNANIMOUSLY

The open meeting recessed for a closed meeting at 8:47 a.m. The open meeting reconvened at 8:56 a.m.

Councillor Dubow joined the meeting (in closed) at 8:53 a.m.

Moved By Mayor Helps

Seconded By Councillor Alto

Objective 1: #23:

Set and measure targets for each of the objectives.

Keep in the Strategic Plan

CARRIED UNANIMOUSLY

Moved By Mayor Helps

Seconded By Councillor Alto

Objective 1: #24:

Measure well-being and use results to inform budgeting process. ~~Set target from 2020 baseline. Increase belonging and well-being by X percent.~~

Keep in the Strategic Plan

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

OPPOSED (1): Councillor Young

CARRIED (6 to 1)

Moved By Councillor Loveday

Seconded By Councillor Isitt

Objective 1: #21:

Initiate a governance review

Note: Council Working Group to report back in first quarter of 2021 on scope review.

Amend the Strategic Plan by moving this item to 2020 and strike the word 'staff' from the responsibility column.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Alto

Objective 1: #21:

Initiate a governance review

Note: ~~Council Working Group~~ to **frame up a governance review** and report back in first quarter of 2021 on scope review.

Amend the Strategic Plan by moving this item to 2020 and strike the word 'staff' from the responsibility column.

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

Objective 1: #21:

~~Initiate~~ **Complete** a governance review

Note: Strike a Council working group to recommend a process for a governance review in 2020 and strike the word 'staff' from the responsibilities column.

Council Working Group to report back in first quarter of 2021 on scope of review.

~~Note: To frame up a governance review and report back in first quarter of 2021 on scope review to recommend a process for a governance review.~~

~~Amend the Strategic Plan by moving this item to 2020 and strike the word 'staff' from the responsibility column.~~

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Councillor Alto

Seconded By Councillor Potts

That the changes in Objective 2 Reconciliation and Indigenous Relations be implemented.

Committee members requested that Strategic Objectives # 4, 5 and 6 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Councillor Alto

Seconded By Councillor Potts

Objective 2: #4:

Establish an Indigenous Relations Function of Reconciliation and Indigenous Relations be moved from 2020 to 2021 actions.

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

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

DEFEATED (3 to 5)

Moved By Councillor Alto
Seconded By Councillor Potts

Objective 2: #5:

Appoint Indigenous Elders in Residence to provide advice on municipal programs, initiatives and operations of Reconciliation and Indigenous Relations be moved from 2020 to 2021 actions.

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

OPPOSED (1): Councillor Isitt

CARRIED (7 to 1)

Moved By Councillor Alto
Seconded By Councillor Potts

Objective 2: #6:

Explore co-governance of Meegan (Beacon Hill Park) and shoreline areas with the Lekwungen speaking people of Reconciliation and Indigenous Relations be moved from 2020 to 2021 actions.

FOR (4): Councillor Alto, Councillor Thornton-Joe, Councillor Dubow, and Councillor Young

OPPOSED (4): Mayor Helps, Councillor Isitt, Councillor Loveday, and Councillor Potts

DEFEATED (4 to 4)

Moved By Mayor Helps
Seconded By Councillor Alto

That the changes in Objective 3 Affordable Housing be implemented.

Committee members requested that Strategic Objectives # 4 and 5 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Potts

Objective 3: #4:

Create a municipal housing service to acquire land and enter into partnerships for the purposes of providing affordable (de-commodified) housing.

That this item be moved to 2020 action.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Moved By Mayor Helps

Seconded By Councillor Isitt

That Committee close the meeting to receive legal advice pursuant to section 90(1)(i) of the *Community Charter*.

CARRIED UNANIMOUSLY

The open meeting recessed at 9:59 a.m. and convened in closed meeting at 10:05 a.m. and reconvened the open meeting at 10:19 a.m.

Moved By Councillor Potts

Seconded By Mayor Helps

Objective 3: #5:

Examine existing City land as possible sites for affordable housing and emergency shelter spaces including road-edge remnants, wide roads, 1240 Yates Street.

Staff recommend changing this Action to “on-going” as part of the Real Estate function

Amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Objective 3: #5:

Examine existing City land as possible sites for affordable housing and emergency shelter spaces ~~including road-edge remnants, wide roads, 1240 Yates Street.~~

Staff recommend changing this Action to “on-going” as part of the Real Estate function

CARRIED UNANIMOUSLY

Amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Objective 3: #5:

Examine existing City land as possible sites for affordable housing and emergency shelter spaces.

~~Staff recommend changing~~ Change this Action to “on-going” as part of the Real Estate function.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Mayor Helps

Seconded By Councillor Potts

That the changes in Objective 4 Prosperity and Economic Inclusion be implemented.

Committee members requested that Strategic Objectives # 2 and 6 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Mayor Helps

Seconded By Councillor Alto

Objective 4: #2:

Secure federal, provincial and philanthropic funding and operational model for Bastion Square Creative Hub.
Continuing in 2020.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Objective 4: #2:

Bastion Square Creative Hub Funding be struck from the Strategic Plan.

~~Objective 4: #2:~~

~~Secure federal, provincial and philanthropic funding and operational model for Bastion Square Creative Hub.
Continuing in 2020~~

DEFEATED UNANIMOUSLY

Amendment:

Moved By Mayor Helps

Seconded By Councillor Potts

Objective 4: #2

Initiate discussion with respect to securing federal, provincial and philanthropic funding and operational model for Bastion Square Creative Hub.
~~Continuing in 2020~~ COMPLETE

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Mayor Helps

Objective 4: #6:

~~Create a Tech Advisory Committee to better integrate tech and the City at a strategic level.~~

Remove from Strategic Plan – Staff report to Council on in Q4 2019 outlined the work already underway with the technology industry.

CARRIED UNANIMOUSLY

Moved By Councillor Loveday
Seconded By Councillor Alto

New Item

Objective 4: #9

2020 - ongoing support effort to launch a creative hub for arts.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council change the name of the Jobs for the Future Action Plan

Replace with Victoria 3.0 - long term economic action plan

DEFEATED UNANIMOUSLY

Moved By Councillor Thornton-Joe
Seconded By Councillor Loveday

Objective 4 - Outcome:

Add: Business owners feel that it's easy and rewarding to work with City Hall and with the City of Victoria.

CARRIED UNANIMOUSLY

Moved By Councillor Loveday
Seconded By Councillor Isitt

Objective 4: #7:

Defer to 2021 pending funding - Create a program to encourage “pop-up” businesses and art exhibits in vacant retail and office space.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Alto

Objective 4: #7:

Defer to 2021 pending funding - ~~Create a program to~~ Encourage “pop-up” businesses and art exhibits in vacant retail and office space.

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Loveday

Seconded By Mayor Helps

Objective 4: #7:

Defer to 2021 pending funding - Encourage “pop-up” businesses and art exhibits in vacant retail and office space **and move this 2020 to 2021 with the original work.**

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

OPPOSED (1): Councillor Isitt

CARRIED (7 to 1)

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Mayor Helps

Seconded By Councillor Potts

That the changes in Objective 5 Health, Well-Being and a Welcoming City be implemented.

Committee members requested that Strategic Objectives # 12 and 16 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Councillor Potts

Seconded By Mayor Helps

Objective 5: #12:

Create an LGBTQi2S Task Force to create an LGBTQi2S Strategy be a 2021 action item

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Dubow

That this be moved to an ongoing action:

Objective 5: #16

Pilot community BBQ stations in parks and neighbourhood public spaces.

CARRIED UNANIMOUSLY

Councillor Loveday withdrew from the meeting at 11:06 a.m.

Moved By Mayor Helps
Seconded By Councillor Alto

That the changes in Objective 6 Climate Leadership and Environmental Stewardship be implemented.

Committee members requested that Strategic Objectives # 6, 9 and 12 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Isitt

That Committee close the meeting in order to receive information relating to an Intergovernmental Relations matter, pursuant to section 90(2)(b) of the *Community Charter*.

CARRIED UNANIMOUSLY

The open meeting recessed at 11:13 a.m. for a closed meeting and reconvened at 11:22 a.m.

Moved By Councillor Isitt
Seconded By Mayor Helps

Objective 6: #6:

~~Ban plastic straws taking into consideration accessibility needs~~

Objective 6: new #12:

Defer to 2020 or beyond depending on status of plastic bag ban initiative introduce regulations to ban and/or restrict problematic single use items (coffee cups, take out containers, straws, etc.) while taking into consideration accessibility needs.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Alto

Objective 6: #7:

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.

Revised wording to reflect Council motion from December 2019.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Councillor Dubow

Objective 6: #9:

~~Create Annual Tree Planting Festival like “Tree Appreciation Day” but lots of trees, in all neighbourhoods at once with a big celebration or small celebrations in each neighbourhood~~

Facilitate tree planting event and celebrations in partnership with residents and community organizations, including participation in the UN trees in Cities Challenge.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Alto

Objective 6: #9:

Facilitate tree planting event and celebrations in partnership with residents and community organizations, including participation in the UN trees in Cities Challenge **and plant 5,000 trees (500 on public property and 4500 on private property).**

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Thornton-Joe

Seconded By Mayor Helps

Objective 6: #9:

Facilitate tree planting event and celebrations in partnership with residents and community organizations, including participation in the UN trees in Cities Challenge and plant 5,000 trees (500 **net new trees** on public property and 4500 on private property).

FOR (1): Councillor Alto

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

DEFEATED (1 to 7)

Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

Objective 6: #9:

Facilitate tree planting event and celebrations in partnership with residents and community organizations, including participation in the UN trees in Cities Challenge **and with a goal of planting at least 5,000 trees** ~~(500 on public property and 4500 on private property).~~

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Dubow

Seconded By Mayor Helps

Objective 6: #9:

Facilitate tree planting event and celebrations in partnership with residents and community organizations, **and other public bodies** including participation in the UN trees in Cities Challenge and with a goal of planting *at least* 5,000 trees ~~(500 on public property and 4500 on private property).~~

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Mayor Helps

Seconded By Councillor Alto

That the changes in Objective 7 Sustainable Transportation be implemented.

Committee members requested that Strategic Objectives # 8 and 10 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Councillor Dubow

Objective 7: #8

Move to 2020 explore the expansion of fair free public transit to low income seniors and other residents (could be added to LIFE Pass program).

CARRIED UNANIMOUSLY

Moved By Councillor Isitt

Seconded By Councillor Dubow

#10 – Complete Cecelia mid-block connector – Deferral to 2021 – dependant on development activity in the area.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Alto

That the changes in Objective 8 Strong, Liveable Neighbourhoods be implemented.

Committee members requested that Strategic Objective # 12 be removed for discussion.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Mayor Helps

2021 action

Work with the Oaklands Community Association and other partners to identify a location and funding for a new Oaklands Community Centre.

Amendment:
Moved By Mayor Helps
Seconded By Councillor Isitt

2021 action

Work with the Oaklands Community Association and other partners to ~~identify~~ **explore** a location and funding for a new Oaklands Community Centre.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Mayor Helps

move from a 2021 action to a 2020 action

Objective 8: #12:

Explore partnerships to create meeting space and a home base for the Downtown Residents Association.

Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

move from a 2021 action to a 2020 action

Objective 8: #12:

Explore partnerships to create meeting space and a home base for the Downtown Residents Association.

Objective 8: #16

Establish a community centre for North Park be moved into 2020 and immediately precede the Downtown Residents Association.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto

Seconded By Councillor Dubow

That the Committee of the Whole Meeting be adjourned at 12:14 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES - COMMITTEE OF THE WHOLE

January 30, 2020, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

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

ABSENT: Councillor Alto

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, T. Zworski - City Solicitor, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, K. Hoese - Director of Sustainable Planning and Community Development, A. Hudson - Assistant Director of Community Planning, C. Havelka - Deputy City Clerk, J. O'Connor - Deputy Director of Finance, C. Mycroft - Manager of Executive Operations, B. Stark - Manager of Parks Operations, P. Angelblazer - Committee Secretary

A. APPROVAL OF AGENDA

Moved By Councillor Loveday

Seconded By Councillor Potts

That the agenda be approved.

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

That the agenda of the January 30, 2020, Committee of the Whole meeting be amended as follows:

Consent Agenda:

C.1 Minutes from the Special Committee of the Whole meeting held January 17, 2020

C.2 Minutes from the Committee of the Whole Meeting held January 16, 2020

H.1 Council Member Motion – Endorsement of a Universal School Food Program for BC

H.3 Council Member Motion – Advocacy for Partnerships for Fare-Free Public Transit

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Loveday

Seconded By Councillor Isitt

That item H.3 Advocacy for Partnerships for Fare-Free Public Transit be forwarded to the January 30, 2020 Council to Follow Committee of the Whole meeting.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Isitt

Seconded By Councillor Loveday

That the following items be approved without further debate

CARRIED UNANIMOUSLY

C.1 Minutes from the Special Committee of the Whole meeting held January 17, 2020

Moved By Councillor Isitt

Seconded By Councillor Loveday

That the minutes from the Special Committee of the Whole meeting held January 17th, 2020 be adopted.

CARRIED UNANIMOUSLY

C.2 Minutes from the Committee of the Whole meeting held January 16th, 2020

Moved By Councillor Isitt

Seconded By Councillor Loveday

That the minutes from the Committee of the Whole meeting held January 16th be adopted.

CARRIED UNANIMOUSLY

H.1 Council Member Motion - Endorsement of a Universal School Food Program for BC

Council received a report dated January 16th, 2020 from Councillors Loveday and Isitt seeking Council support to endorse efforts to advocate for a universal, cost-shared healthy school food program.

Moved By Councillor Isitt

Seconded By Councillor Loveday

That the City of Victoria endorse the efforts of the Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program. This support is based on a shared belief that all children and youth in British Columbia should have daily access to healthy food at school.

CARRIED UNANIMOUSLY

H.3 Council Member Motion - Advocacy for Partnerships for Fare-Free Public Transit

Council received a report dated January 24th, 2020 from Councillors Dubow, Isitt, Loveday, and Potts seeking Council support for a resolution to be sent to AVICC advocating for the Province to introduce fare-free public transit services where communities support the elimination of user-fee barriers to public transit ridership.

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Council endorse the following resolution and direct staff to forward copies to the Association of Vancouver Island and Coastal Communities, the Union of BC Municipalities and member local governments, requesting favourable consideration and resolutions of support:

Resolution: Partnerships for Fare-Free Public Transit

WHEREAS equitable access to mobility is fundamental to full and meaningful participation in local communities, including access to education, employment, services, recreation, culture and community life;

AND WHEREAS emissions from transportation generate a majority of community-based emissions in many communities, meaning that changes in transportation options have the potential to have a substantial impact in reducing green-house gas emissions;

AND WHEREAS forward-looking jurisdictions around the world from Kingston, Ontario to Kansas City, Missouri, to Luxembourg and Estonia are eliminating user-fee barriers to public transit

ridership, with residents paying for transit services through the tax system rather than at the fare box;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia work with local governments to introduce fare-free public transit services where communities support the elimination of user-fee barriers to public transit ridership.

CARRIED UNANIMOUSLY

F. STAFF REPORTS

F.1 2019 Annual Progress Report: Parks and Open Spaces Master Plan

Council received a report dated January 23rd, 2020 from the Director of Parks, Recreation and Facilities, providing Council with an overview of the actions completed and initiated in 2019 associated with the Parks and Open Spaces Master Plan.

Committee discussed the following:

- *Victoria as a garden city*
- *City Hall plantings along Pandora Avenue*
- *Plantings at Beacon Hill Park*
- *Rapidity of conversion to indigenous plantings*

Moved By Councillor Thornton-Joe

Seconded By Councillor Young

That Council approve an exemption for high-profile garden locations from the city-wide garden bed naturalization program including the north-west corner of Topaz Park, the planters along Government Street and Belleville Street, as well as at the cenotaph in Pioneer Square.

Amendment:

Moved By Councillor Thornton-Joe

That Council approve an exemption for high-profile garden locations from the city-wide garden bed naturalization program including the north-west corner of Topaz Park, the planters along Government Street and Belleville Street, **the garden along Pandora Avenue in front of City Hall** as well as at the cenotaph in Pioneer Square.

Failed to proceed due to no seconder

Amendment:

Moved By Councillor Isitt
Seconded By Mayor Helps

That Council approve an exemption for high-profile garden locations from the city-wide garden bed naturalization program including the north-west corner of Topaz Park, **the a portion of the** planters along Government Street and Belleville Street, as well as at the cenotaph in Pioneer Square.

FOR (5): Mayor Helps, Councillor Isitt, Councillor Potts, Councillor Thornton-Joe, and Councillor Dubow

OPPOSED (2): Councillor Loveday, and Councillor Young

CARRIED (5 to 2)

On the main motion as amended:

CARRIED UNANIMOUSLY

F.2 Checkout Bag Regulation Bylaw

Council received a report dated January 24, 2020 from the Director of Engineering & Public Works and the City Solicitor providing Council with an updated version of the previously adopted Checkout Bag Regulation Bylaw with a recommendation to give three readings at the following daytime Council meeting, forward the bylaw to the Minister of Environment and Climate Change Strategy, and subsequently approve.

Committee discussed the following:

- *Community support for the bylaw.*
- *Next steps for advocacy.*
- *Household waste practices.*

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council:

1. Give three readings to Checkout Bag Regulation Bylaw No. 20-025 ("Bylaw") at the daytime meeting of Council on January 30, 2020;
2. Direct the City Clerk to forward the Bylaw to the Minister of Environment and Climate Change Strategy for approval in accordance with section 9 of the Community Charter, and
3. Adopt the Bylaw once it has received approval of the Minister.

CARRIED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Councillor Dubow

That the item be forwarded to the January 30, 2020 Council Meeting to follow Committee of the Whole.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

H.2 Council Member Motion - Expansion of Youth Bus Pass Program

Council received a report dated January 24th, 2020 from Councillors Dubow, Isitt, Loveday, and Potts seeking Council support for an endorsement of a regional pilot program to provide fare-free public transit for youth, and for requesting that the Victoria Regional Transit Commission reconsider the initiation of a fare-free public transit program for youth.

Committee discussed the following:

- *How other municipalities, boards, and commissions might vote if given a second opportunity.*
- *Economies of scale.*

Councillor Thornton-Joe left the meeting at 10:00 a.m.

Mayor Helps left the meeting at 10:06 a.m.

Councillor Young assumed the Chair.

Moved By Councillor Isitt

Seconded By Councillor Dubow

That Council endorses the following resolution and directs staff to forward a copy to Victoria Regional Transit Commission for consideration at its meeting of February 25, 2020:

The City of Victoria:

1. Endorses the initiation of a pilot program to provide fare-free public transit for youth across the Capital Region, to reduce greenhouse-gas emissions and promote transit ridership and sustainable mobility from an early age.
2. Requests that the Victoria Regional Transit Commission reconsider at its February 25, 2020 meeting the initiation of a pilot program beginning in 2020 to provide fare-free public transit to people 18 years and younger in the Capital Region.

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Isitt

Seconded By Councillor Loveday

Committee of the Whole Minutes

January 30, 2020

That the Committee of the Whole Meeting be adjourned at 10:13 a.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES - COMMITTEE OF THE WHOLE

February 6, 2020, 9:30 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

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

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief, T. Zworski - City Solicitor, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhower - Head of Engagement, K. Hoese - Director of Sustainable Planning and Community Development, A. Meyer - Assistant Director of Development Services, A. Hudson - Assistant Director of Community Planning, C. Havelka - Deputy City Clerk, C. Mycroft - Manager of Executive Operations, J. O'Reilly - Senior Heritage Planner, M. Betanzo - Senior Planner, P. Angelblazer - Committee Secretary

GUESTS: K. Cumberland - Acting Chair of the Heritage Advisory Panel

A. APPROVAL OF AGENDA

Moved By Councillor Alto
Seconded By Councillor Loveday

That the agenda be approved.

Amendment:

Moved By Councillor Alto
Seconded By Councillor Potts

That item F.1, the Project Update for the Crystal Pool and Wellness Centre Replacement Project - Site Information, is struck from the agenda.

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Dubow

Seconded By Councillor Thornton-Joe

That the following items be approved without further debate

CARRIED UNANIMOUSLY

F.4 Proclamation - British Isles Historic Festival Day

Council received a report dated January 21st, 2020 from the City Clerk regarding the proclamation for British Isles Historic Festival Day.

Moved By Councillor Dubow

Seconded By Councillor Thornton-Joe

That the British Isles Historic Festival Day Proclamation be forwarded to the February 13, 2020 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

F.5 Proclamation - Heritage Week

Council received a report dated January 21st, 2020 from the City Clerk regarding a proclamation for Heritage Week.

Moved By Councillor Dubow

Seconded By Councillor Thornton-Joe

That the Heritage Week 2020 Proclamation be forwarded to the February 13, 2020 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

C. READING OF MINUTES

C.1 Minutes from the meeting held January 23, 2020

Moved By Councillor Isitt

Seconded By Councillor Dubow

That the minutes for item H.2, Council Member Motion – Endorsement of Declaration of Solidarity with the Wet'suwet'en People reflect that the final vote was 6 to 1, as opposed to 5 to 2. Pending this correction, the minutes are approved.

CARRIED UNANIMOUSLY

D. UNFINISHED BUSINESS

D.1 Acting Chair of Heritage Advisory Panel to share thoughts on 1306-1330 Broad Street, 615-625 Johnson Street, 522 & 630 Yates Street

Council received a presentation from the Acting Chair of the Heritage Advisory Panel on the prior decision to endorse the application for 1306-1330 Broad Street, 615-625 Johnson Street, 522 & 630 Yates Street. The Acting Chair described oddities with the meeting at which the application was approved, noting that despite missing key members, the panel was properly constituted.

Committee discussed the following:

- *The rationale to receive a presentation from the acting chair of the HAP. .*
- *Whether there were reservations from members of the panel on the application.*
- *Recognition of the hard work of volunteer members of committees.*

E. LAND USE MATTERS

E.2 334 Dallas Road: Rezoning Application No. 00674 & Development Permit with Variance Application No. 00101 (James Bay)

Council received a report dated January 23rd, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis and recommendations for a Rezoning Application and Development Permit with Variance Application for the property located at 334 Dallas Road which would provide for the construction of a three unit dwelling.

Committee discussed the following:

- *Height representation in the streetscape, and associated height impacts.*
- *Building shadowing and view obstruction.*
- *The meaning and origin of the term "houseplex".*
- *Development in anticipation of new regulations.*
- *Community commentary on the application.*

Moved By Councillor Alto

Seconded By Councillor Dubow

Rezoning Application No. 00674 for 334 Dallas Road

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No.00674 for 334 Dallas Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:

1. Landscape plan be amended to provide more detail as described in the Development Permit Application Report.

2. Preparation and execution of legal agreements to require a 10-year rental period (market rental), for the two basement units to the satisfaction of the Director of Sustainable Planning and Community Development.

Development Permit with Variances Application No. 00101 for 334 Dallas Road

That subject to revisions to the landscape plan to include permeable paving in the rear yard, installation of a six stall bike rack, inclusion of more plant materials (including native, pollinator and edible plants), details of fencing and opportunities to include plantings along the fence 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, and after the Public Hearing for Rezoning Application No. 00674, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variance Application

No. 00101 for 334 Dallas Road, in accordance with:

1. Plans date stamped August 26, 2019.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:

increase the maximum height for a dwelling to 7.92 m

- ii. increase the maximum height for an accessory building to 3.96 m
- iii. reduce the vehicular parking requirements from 4 stalls to 3 stalls
- iv. reduce the rear yard open site space from 33% to 13%.

3. The Development Permit lapsing two years from the date of this resolution."

FOR (5): Mayor Helps, Councillor Alto, Councillor Potts, Councillor Thornton-Joe, and Councillor Dubow

OPPOSED (3): Councillor Isitt, Councillor Loveday, and Councillor Young

CARRIED (5 to 3).

E. LAND USE MATTERS

E.1 Update Report for Rezoning Application No. 00699 for 1306-1330 Broad Street, 615-625 Johnson Street and Parts of 622 and 630 Yates Street

Council received a report dated February 6th, 2020 from the Director of Sustainable Planning and Community Development presenting Council with updated information following Council direction to engage with the applicant on plans for adhering to the City's policy with respect to retaining or replacing the existing rental units and to coordinate a presentation by the acting Chair of the Heritage Advisory Panel on behalf of the Panel.

Committee discussed the following:

- *Retention of heritage beyond building façades.*
- *Balancing heritage retention with seismic upgrading.*
- *Value of the heritage registry.*
- *Correspondence received for the application.*
- *Proposed tenant relocation plan for renters and businesses.*
- *Applicant's plan to disassemble and reuse parts of the original interior in the remodel.*
- *Loss of rental units, and accompanying community amenity contribution.*

Committee recessed at 11:10 a.m. and reconvened at 11:16 a.m.

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council consider the following revised motion (revised items in bold):

1. "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:
 - a. **Plan revisions to reflect proposed design changes and a reduction in density from 4.37:1 to 4.0:1 floor space ratio** and to correct plan inconsistencies, to the satisfaction of the Director of Sustainable Planning and Community Development;
 - b. 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," as a Statutory Right-of-Way, to the satisfaction of the Director of Engineering and Public Works;
 - c. 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;
 - d. 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;
 - e. **Prepaation and execution of a legal agreement securing the adaptive reuse of building materials, as proposed in the applicant's letter, to the satisfaction of the Director of Sustainable Planning and Community Development;** and

- f. Preparation of bylaws to 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 Works, and that Council consider approving these bylaws subject to Council approving Rezoning Application No.00699.
2. That Council consider the Heritage Designation of 1314-1324 Broad Street (the Duck's Building) and the western rubble wall of 615 to 625 Johnson Street, consistent with plans date stamped November 6, 2019, and concurrent with final consideration of Rezoning Application No. 00699, if it is approved.
3. That Council authorize the Mayor and City Clerk to execute encroachment agreements, to be executed at the time of the building permit approval, if the other necessary approvals are granted, in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works for:
 - a. building encroachments adjacent to Broad Street, Johnson Street and the Duck's Building Lane; and
 - b. anchor-pinning in the City Right-Of-Way."

FOR (5): Mayor Helps, Councillor Alto, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (3): Councillor Isitt, Councillor Loveday, and Councillor Dubow

CARRIED (5 to 3)

E.3 1040 Moss Street (Art Gallery): Development Permit Application No. 000553 (Rockland)

Council received a report dated January 23rd, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis and recommendations for a Development Permit Application for the property located at 1040 Moss Street, the Art Gallery of Greater Victoria, which would result in the partial demolition of the existing facility, and the construction of two new storeys to create a new four storey facility, while retaining the heritage-registered Spencer Mansion.

Committee discussed the following:

- *Edits made since the first iteration of the design.*
- *Accessibility concerns of the current Art Gallery.*
- *Aesthetic qualities of the new proposed design.*

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Council authorize the issuance of Development Permit Application No. 000553 for 1040 Moss Street, subject to plan revisions to increase landscaping on the Moss Street Elevation in accordance with:

1. Plans date stamped December 18, 2019.

2. Development meeting all Zoning Regulation Bylaw requirements.
3. The Development Permit lapsing three years from the date of this resolution.

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

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

F. STAFF REPORTS

F.3 Support for FIBA Olympic Qualifying Basketball Tournament 2020

Council received a report dated February 6th, 2020 from the Director of Parks, Recreation and Facilities providing Council with key details associated with City support of the FIBA Olympic Qualifying Tournament in June 2020.

Committee discussed the following:

- *Celebration of sports and culture.*
- *Projected positive economic impact.*
- *Sustainable waste strategy for the event.*

Moved By Mayor Helps

Seconded By Councillor Loveday

That Council approve up to \$90,000 in financial support associated with hosting the 2020 FIBA Olympic Qualifying Tournament at Save-on-Foods Memorial Centre and related community festival, to be funded through 2020 Contingency budget.

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto

Seconded By Councillor Dubow

That the Committee of the Whole meeting be adjourned at 12:20 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES - COMMITTEE OF THE WHOLE

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

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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

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

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief, T. Zworski - City Solicitor, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhower - Head of Engagement, K. Hoese - Director of Sustainable Planning and Community Development, A. Meyer - Assistant Director of Development Services, A. Hudson - Assistant Director of Community Planning, C. Mycroft - Manager of Executive Operations, M. Fedyczkowska - Legislation & Policy Analyst, AK Ferguson - Committee Secretary

A. APPROVAL OF AGENDA

Moved By Councillor Alto

Seconded By Councillor Potts

That the agenda be approved.

Amendment:

Moved By Councillor Alto

Seconded By Councillor Potts

That the Agenda of the February 13, 2020, Committee of the Whole meeting be amended as follows:

Consent Agenda:

C.1 Minutes from the special meeting held January 10, 2020

C.2 Minutes from the special meeting held January 14, 2020

H.1 Council Member Motion: Ministry of Mental Health and Addiction's Overdose Emergency Response Centre (OERC) Community Action Initiative Community Wellness and Harm Reduction Grant

H.2 Investing in Canada Infrastructure Program - Grant Funding Application

CARRIED UNANIMOUSLY

On the main motion as amended:

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Alto

Seconded By Councillor Potts

That the following items be approved without further debate.

CARRIED UNANIMOUSLY

C.1 Minutes from the special meeting held January 10, 2020

Moved By Councillor Alto

Seconded By Councillor Potts

That the minutes from the special meeting held January 10, 2020 be adopted.

CARRIED UNANIMOUSLY

C.2 Minutes from the special meeting held January 14, 2020

Moved By Councillor Alto

Seconded By Councillor Potts

That the minutes from the special meeting held January 14, 2020 be adopted.

CARRIED UNANIMOUSLY

H.1 Council Member Motion: Ministry of Mental Health and Addiction's Overdose Emergency Response Centre (OERC) Community Action Initiative Community Wellness and Harm Reduction Grant

Committee received a Council Member dated February 7, 2020 regarding the Ministry of Mental Health and Addictions' Overdose Emergency Response Centre Community Wellness and Harm Reduction Grant.

Moved By Councillor Alto

Seconded By Councillor Potts

1. That, based on council's commitments within the current Strategic Plan related to community health and harm reduction, Council endorse this project application to take advantage of this Provincial funding opportunity to bring

stakeholders together to envision a multi-partner, effective, comprehensive, wrap around harm reduction service for Victoria.

2. That the Mayor and City Clerk be authorized to execute the contribution agreement should the application be successful.

CARRIED UNANIMOUSLY

H.2 Investing in Canada Infrastructure Program - Grant Funding Application

Committee received a report dated February 11, 2020 from the Director of Engineering and Public Works seeking direction to submit an application to the Investing in Canada Infrastructure Program Green Infrastructure - Environmental Quality Sub-Stream for 7.5 million in grant funding for sewer and projects to reduce inflow and infiltration.

Moved By Councillor Alto

Seconded By Councillor Potts

That Council:

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

CARRIED UNANIMOUSLY

E. LAND USE MATTERS

E.1 Ogden Point Master Plan - Update and Extension of Timelines

Committee received a report dated January 30, 2020 from the Director of Sustainable Planning and Community Development providing information and recommendations regarding a request from the Greater Victoria Harbour Authority to extend the Memorandum of Understanding for completion of the Ogden Point Master Plan to 2025.

Committee discussed:

- *Possible disadvantages of granting an extension.*

Moved By Mayor Helps

Seconded By Councillor Potts

That Committee close the meeting pursuant to section 90(1)(i) of the *Community Charter* to receive legal advice.

CARRIED UNANIMOUSLY

Committee recessed at 9:06 a.m. and returned at 9:43 a.m.

Committee discussed:

- *Whether the heliport is permitted within the zone.*
- *Whether Ogden Point could be included within the James Bay Community Plan.*

Moved By Mayor Helps

Seconded By Councillor Alto

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

Amendment:

Moved By Mayor Helps

Seconded By Councillor Potts

Add a Section to the MOU, new section 3. That between 2020-2025 these issues be addressed:

1. The installation of shore power.
2. A transportation plan for how traffic related to the cruise ships moved through the James Bay neighbourhood.
3. a higher percentage of materials coming off the ships being diverted from the landfill.

Amendment to the Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

Add a Section to the MOU, new section 3. That between 2020-2025 these issues be addressed:

1. The installation of shore power.
2. A transportation plan for how traffic related to the cruise ships moved through the James Bay neighbourhood **including a reduction in public health and environmental impacts associated with ground transportation.**
3. a higher percentage of materials coming off the ships being diverted from the landfill.

CARRIED UNANIMOUSLY

Amendment to Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

Add a Section to the MOU, new section 3. That between 2020-2025 these issues be addressed:

1. The installation of shore power.
2. A transportation plan for how **passengers and** traffic related to the cruise ships moved through the James Bay neighbourhood including a reduction in public health and environmental impacts associated with ground transportation.
3. a higher percentage of materials coming off the ships being diverted from the landfill.

CARRIED UNANIMOUSLY

Amendment to Amendment:

Moved By Councillor Isitt

Add a Section to the MOU, new section 3. That between 2020-2025 these issues be addressed:

1. The installation of shore power.
2. A transportation plan for how passengers and traffic related to the cruise ships moved through the James Bay neighbourhood including a reduction in public health and environmental impacts associated with ground transportation.
- ~~3. a higher percentage of materials coming off the ships being diverted from the landfill.~~
3. a reduction in the volume of solid waste being transported through the neighbourhood and a high rate of diversion.

Failed to Proceed Due to No Seconder

Amendment to Amendment:

Moved By Councillor Isitt

Add a Section to the MOU, new section 3. That between 2020-2025 these issues ~~be addressed~~ **will have been implemented:**

1. The installation of shore power.
2. A transportation plan for how passengers and traffic related to the cruise ships moved through the James Bay neighbourhood including a reduction in public health and environmental impacts associated with ground transportation.
3. a higher percentage of materials coming off the ships being diverted from the landfill.

Failed to Proceed Due to No Seconder

Amendment to Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

Add a Section to the MOU, new section 3. That between 202-2025 these issues be addressed:

1. The installation of shore power.
2. A transportation plan for how passengers and traffic related to the cruise ships moved through the James Bay neighbourhood including a reduction in public health and environmental impacts associated with ground transportation.
3. A higher percentage of materials coming off the ships being diverted from the landfill.

That staff advise Council if any development permits are received that would be inconsistent with the MS1 zoning.

CARRIED UNANIMOUSLY

On the Amendment:

CARRIED UNANIMOUSLY

On the Main Motion as Amended:

CARRIED UNANIMOUSLY

F. STAFF REPORTS

F.1 Development Cost Charges

Committee received a report dated January 28, 2020 from the City Clerk and the Deputy City Manager/Chief Financial Officer providing information and recommendations regarding the proposed increase to Development Cost Charges.

Committee discussed:

- *Whether the proposed is a one-time increase or a yearly increase.*
- *Ensuring that the rate is adjusted to inflation and reassessed every five years.*

Moved By Councillor Isitt

Seconded By Councillor Loveday

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

CARRIED UNANIMOUSLY

F.2 Capital Regional District Land Banking and Housing Service Establishment Amendment Bylaw 4326 and Loan Authorization Bylaw No. 4327

Committee received a report dated February 4, 2020 from the City Clerk and the Deputy City Manager/Chief Financial Officer providing information and recommendations regarding the adoption of CRD Bylaw No. 4326 and No. 4327.

Moved By Mayor Helps
Seconded By Councillor Alto

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

CARRIED UNANIMOUSLY

F.3 1162/1164 Kings Road - Work Without Permit Report Back

Committee received a report dated February 13, 2020 from the Manager of Bylaw and Licensing Services providing information on the status of the work done without permit at the property located at 1162/1164 Kings Road. Prior to consideration of placing notice on title, the property owner must have an opportunity to be heard.

Mayor Helps opened the hearing and asked the City Clerk to introduce the item.

The City Clerk provided Committee with an overview of section 57 and the reasons in which the section is used to put title on a property work has occurred without permit and when the matter was last at before Committee.

The Manager of Bylaw provided an update on the property and noted that staff recommend filing Notice on Title.

The property owner provided a presentation to Committee showing various pictures and a letter from the City dated 1985 advising that the suites needed to be vacated with "No Occupancy" cards applied to the suites at that time.

Mayor Helps closed the hearing.

Moved By Councillor Thornton-Joe
Seconded By Mayor Helps

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

CARRIED UNANIMOUSLY

F.4 Proclamation - Chamber of Commerce Week

Committee received a report dated February 7, 2020 from the City Clerk regarding the proclamation for the Chamber of Commerce Week.

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

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

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

OPPOSED (1): Councillor Isitt

CARRIED (7 to 1)

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto

Seconded By Councillor Potts

That the Committee of the Whole Meeting be adjourned at 10:56 a.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES - COMMITTEE OF THE WHOLE

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

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

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, T. Zworski - City Solicitor, F. Work - Director of Engineering & Public Works, T. Soulliere - Director of Parks, Recreation & Facilities, J. Jensen - Head of Human Resources, K. Hoese - Director of Sustainable Planning and Community Development, A. Hudson - Assistant Director of Community Planning, J. O'Connor - Deputy Director of Finance, C. Mycroft - Manager of Executive Operations, M. Fedyczkowska - Legislation & Policy Analyst, C. Royle - Deputy Fire Chief, R. Shotton - Engagement Coordinator, M. Heiser - Committee Secretary.

A. APPROVAL OF AGENDA

Moved By Councillor Alto
Seconded By Councillor Dubow

That the agenda be approved.

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Alto
Seconded By Councillor Dubow

That the following items be approved without further debate.

CARRIED UNANIMOUSLY

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

Committee received a Council Member Motion dated February 11, 2020 from Councillor Thornton-Joe regarding a request to attend the Sociable City Summit in Seattle, WA on February 29, 2020 to March 2, 2020.

Moved By Councillor Alto
Seconded By Councillor Dubow

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.

CARRIED UNANIMOUSLY

E. Presentations

E.1 Fourth Quarter (Q4) Accountability Report

Committee received a report from Chief Constable Del Manak regarding the Victoria Police Department's highlights, crime prevention, important files and initiatives for Quarter Four, 2019.

Committee discussed the following:

- *Buildings involved and affected by crime*
- *Theft from vehicles*

Moved By Councillor Thornton-Joe
Seconded By Councillor Loveday

That Council:

1. Receive the Victoria Police Department Quarter Four report for information.

Committee discussed the following:

- *Call centre response time improvement*
- *Purchase of cruise lights to increase visibility*
- *Card and personal information theft*
- *Benefits of balanced communications*
- *Specifics relating to recent protest demonstrations*
- *Projected officer retirements*
- *Supportive housing in the downtown area*

CARRIED UNANIMOUSLY

Motion to go into a closed Committee of the Whole meeting at 10:35 a.m.

Moved By Councillor Dubow
Seconded By Councillor Potts

That Council close the Committee of the Whole meeting for the following reason:
Community Charter Section 90(1)(f) – Law Enforcement

CARRIED UNANIMOUSLY

The open Committee of the Whole meeting reconvened at 11:48 a.m.

Committee received a report dated February 13, 2020 from the City Manager regarding a summary of major achievements, accomplishments, and highlights for the period of October 1, 2019 to December 30, 2019.

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council:

1. Receive the Fourth Quarter (Q4) report for information.

Committee discussed the following:

- *Specific items on the Strategic Plan Progress Report*
- *Child and Youth Trait Pass Program progress*
- *Timing of the Parking Rates Review*
- *Funding for dock in Banfield Park*
- *Current correspondence process for Mayor and Council*
- *Ongoing construction projects within the City of Victoria*

On the motion:

CARRIED UNANIMOUSLY

Committee recessed at 12:30 p.m. and reconvened at 12:45 p.m.

Councillor Potts, Councillor Alto, and Councillor Dubow were not present when the meeting reconvened.

Councillor Dubow and Councillor Alto returned to the meeting at 12:47 p.m.

Gorge Waterway Stewardship and Access

Moved By Councillor Isitt

Seconded By Councillor Loveday

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.

Councillor Potts returned to the meeting at 12:51 p.m.

Committee discussed staff capacity and project scheduling.

CARRIED UNANIMOUSLY

Horse Drawn Carriages

Committee discussed the expanding scope of this project.

Moved By Councillor Loveday

Seconded By Councillor Young

That Council receive the motions and take no action at this time.

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

OPPOSED (2): Councillor Dubow and Councillor Isitt

CARRIED (6 to 2)

Active Transportation Advisory Committee - Meeting Date: October 22, 2019

Moved By Councillor Young

Seconded By Councillor Isitt

That the Active Transportation Advisory Committee recommendations be forwarded to staff for their consideration during the annual budgeting process.

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Young

That the Active Transportation Advisory Committee recommendations be forwarded to staff for their consideration during the annual budgeting process **and to the March 5, 2020 Committee of the Whole meeting.**

CARRIED UNANIMOUSLY

On the main motion as amended:

That the Active Transportation Advisory Committee recommendations be forwarded to staff for their consideration during the annual budgeting process and to the March 5, 2020 Committee of the Whole meeting.

CARRIED UNANIMOUSLY

Accessibility Working Group Minutes - Meeting Date: October 7, 2019

Moved By Councillor Loveday

Seconded By Mayor Helps

That Council forward these two recommendations from the October 7 Accessibility Working Group meeting to staff for consideration during accessibility framework implementation and relevant bylaw reviews.

CARRIED UNANIMOUSLY

Renters' Advisory Committee (RAC) - Meeting Date: October 29, 2019

Moved By Councillor Loveday
Seconded By Councillor Dubow

That Council ratify the following 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.

CARRIED UNANIMOUSLY

Moved By Councillor Loveday
Seconded By Councillor Dubow

That Council ratify the following 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

Amendment:

Moved By Mayor Helps
Seconded By Councillor Loveday

That Council ratify the following motion **and direct staff to report back to Committee of the Whole with proposed amendments to the policy:**

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council ratify the following motion and direct staff to report back to Committee of the Whole with proposed amendments to the policy:
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

CARRIED UNANIMOUSLY

F. LAND USE MATTERS

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

Committee received a report dated January 20, 2020 from the Director of Sustainable Planning and Community Development regarding an application by Wind Cries Mary to increase hours of operation associated with their existing food primary licence.

Moved By Councillor Potts

Seconded By Councillor Loveday

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

1. Council, after conducting a review with respect to noise and community impacts, does support the application of 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.

CARRIED UNANIMOUSLY

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

Committee received a report dated February 13, 2020 from the Director or Sustainable Planning and Community Development regarding information, analysis and recommendations on proposed zoning amendments to permit air space parcel subdivisions.

Moved By Mayor Helps
Seconded By Councillor Young

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.

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

CARRIED (6 to 2)

F.3 Air Space Subdivision Fees

Committee received a report dated February 14, 2020 from the Director of Sustainable Planning and Community Development and the City Solicitor 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 cost of processing them.

Committee discussed staff time required for air space subdivision applications and the current fees of other municipalities.

Moved By Councillor Young
Seconded By Councillor Potts

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.

FOR (7): Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young
OPPOSED (1): Mayor Helps

CARRIED (7 to 1)

J. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto
Seconded By Councillor Loveday

That the Committee of the Whole Meeting be adjourned at 1:50 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



Committee of the Whole Report

For the Meeting of March 5, 2020

To: Committee of the Whole **Date:** February 21, 2020
From: Susanne Thompson, Deputy City Manager/CFO
Subject: Municipal Finance Authority of BC Background and Fund Offerings

RECOMMENDATION

That Council receive this presentation for information.

EXECUTIVE SUMMARY

The City recently received a letter from the Mayor of the City of New Westminster requesting that, as part of a commitment to climate action, like-minded municipalities express interest in investing in a new fossil fuel free bond fund offered by the Municipal Finance Authority of BC (MFA).

At the January 23, 2020 Committee of the Whole (COTW) meeting, this letter was presented to Council along with an update regarding the MFA SRI Survey previously presented to Council. At the January 23, 2020 meeting some members of Council expressed interest in having MFA present to Council information about the organization and its investments.

About the MFA

The MFA was created in 1970 to facilitate long-term financing of local government infrastructure projects and contribute to the financial well-being of communities throughout BC. The MFA pools the borrowing and investment needs of BC communities through a collective structure and is able to provide a range of low cost and flexible financial services to local governments equally, regardless of the size of the community.

The organization is legislated by the Municipal Finance Authority Act, independent from the Province of British Columbia, and operates under the governance of a Board of Members appointed from the various Regional Districts within the province.

The MFA was originally created to provide a collective long-term debt issuance facility, providing long-term capital financing for its clients, however over the years the objectives and activities of the MFA have been expanded to include investment opportunities, and several short-term borrowing options.

Current pooled investment options offered by the MFA

(from Appendix C of January 23, 2020 COTW Report: MFABC Fossil Fuel Free Bond Fund)

	HISA	Money Market Fund	Intermediate Fund	Bond Fund	Mortgage Fund
<i>Key Guidelines</i>	<ul style="list-style-type: none">• CIBC & National Bank• Single credit exposure	<ul style="list-style-type: none">• Focus on max high quality & diversification• Average term to maturity: 60 days	<ul style="list-style-type: none">• Focus on max high quality & diversification• Average term to maturity: 1 year	<ul style="list-style-type: none">• Focus on max high quality & diversification• Average term to maturity: 2.5 years	<ul style="list-style-type: none">• Focus on private commercial mortgage investments• Average term to maturity: 3.3 years
<i>Investment Time Horizon</i>	N/A	0-9 months	9-24 months	24 months-5 years	3 years +
<i>Current Yield</i>	2.32-2.46	1.87	1.77	1.71	2.47


Investment Time Horizon Increases

In addition to these options, and included in the January 23, 2020 COTW report, is the Fossil Fuel Free Short Term Bond Fund that the MFA is currently in the process of establishing.

MFA's CEO, Peter Urbanc, has prepared the attached presentation sharing information with Council about the organization and governance of its investment options and is available to respond to your questions.

Respectfully submitted,

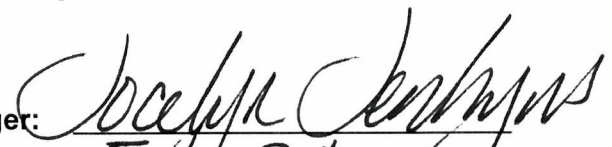


Laurel Westinghouse
Manager, Accounting



Susanne Thompson
Deputy City Manager/CFO

Report accepted and recommended by the City Manager:


Date: Feb 24, 2020

List of Attachments

Appendix A – Presentation by MFA



**Municipal Finance
Authority of BC**

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Appendix A

**City of Victoria
COTW Presentation**

March 2019

Peter Urbanc, CEO



- Formed in 1970 through the *Municipal Finance Authority of British Columbia Act*
- Primary function: providing infrastructure financing for BC's local governments
 - Mandate includes offering short-term financing alternatives and Pooled Investment Funds
- Ensures access to stable low-cost financing and expanded/best-in-class investment choices for BC's local governments
 - Long term debt ratings of AAA/Aaa/AAA by S&P/Moody's/Fitch
 - 6 pooled funds, more in development



British Columbia – Local Government

- 28 Regional Governments made up of municipalities, cities, towns & villages

Board of Directors

- 39 Members appointed by local government
- Responsible for reviewing loans, electing trustees

10 Trustees

- Trustees responsible for overseeing operations and management
- Authorize debt issuance

MFA Employees

- Manage loans, debt and investments
 - Balance sheet of \$9.2bn
- Complement of 15 professionals

MFA Financed Projects



Core Area Wastewater Treatment Project Victoria, BC

Total project cost \$775mm

Expected Completion Fall 2020



Summit at Quadra Village Senior Long-Term Care Home Victoria, BC

Total project cost \$86mm

Expected Completion February 2020



North Island Hospital Projects Campbell River & Courtney, BC

Total project cost \$606mm

Completed September 2017





- **Stakeholder Engagement**
 - Increase connectivity with and communication to our stakeholders to deliver on sector needs and add value
- **Resiliency & Capacity**
 - Implement new processes and technology, and increasing our Team to enhance our ability to serve our Stakeholders and respond to external events
- **Implement Additional Risk Management Processes**
 - Update key policies and processes and implement comprehensive risk management practices
- **Technology Support & Security**
 - Transform our technology systems and practices to mitigate emerging areas of risk and create enhanced services for internal and external Stakeholders
- **Program Development & Improvement**
 - Ensure our products remain the best options for our Clients
 - Launch new Pooled Mortgage Investment Fund
 - Complete assessment of investment offerings in conjunction with Pooled Fund Advisory Comm.
 - Research a Prudent Investor “Balanced Fund” and a Fossil Fuel Free Bond Fund to meet Client demand



**Municipal Finance
Authority of BC**

Select Investment Topics:

Diversification

SRI Investing

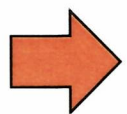
Fossil Fuel Free Funds

Prudent Investor



Eligible investments for BC's local governments (the “investment universe”) are outlined in section 183 of the *Community Charter*:

- Securities of the Municipal Finance Authority;
- Pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
- Securities of Canada or of a province;
- Securities guaranteed for principal and interest by Canada or a province;
- Securities of a municipality, regional district or greater board;
- Investments guaranteed by a chartered bank;
- Deposits in a savings institution, or non-equity or membership shares of a credit union;
- Other investments specifically authorized under this or another Act.



Diversification is key: strive to own all of the eligible investment categories listed above in order to reduce your portfolio's concentration risk



A good investment policy provides guidance on portfolio construction and ongoing management. It helps maintain focus and is a critical tool in keeping the local government investment professional focused on the objectives. Councils or Boards approve the policy – **and then let staff manage the portfolio!**

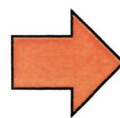
Components

- | | |
|---|-----------------------------------|
| 1. Policy | 10. Collateralization |
| 2. Scope | 11. Safekeeping & Custody |
| 3. Prudence | 12. Diversification |
| 4. Objective | 13. Maximum Limits and Maturities |
| 5. Delegation of Authority | 14. Internal Controls |
| 6. Ethics & Conflicts of Interest | 15. Performance Standards |
| 7. Auth. Financial Dealers and Institutions | 16. Reporting |
| 8. Auth. & Suitable Investments | 17. Investment Policy Adoption |
| 9. Investment Pools | 18. Glossary |

Objectives and Principles

Primary objectives are, in order of priority:

1. Preservation of Capital
Accomplished through placing funds with creditworthy institutions and diversification
2. Liquidity
Maintain sufficient liquidity to meet all operating and capital requirements
3. Return on Investment
Achieve the greatest return, taking into account risk constraints and liquidity needs (maximize risk-adjusted returns)



Be mindful of conflicts of interest when asking for advice in creating or altering your investment policies



Municipal Finance Authority of BC

Socially Responsible Investing

Socially responsible investing, also known as sustainable, responsible, "green" or ethical investing, is any investment strategy which seeks to consider both financial return and social/environmental good to bring about social change

ESG Factors

ESG investing entails researching and factoring in environmental, social, and governance issues, in addition to the usual financials, when evaluating potential stocks for your portfolio

Impact Investing

Investing in projects or organizations that meet a set of criteria that may include meeting specific social or environmental outcomes. Most often, does not involved screening out companies or sectors

Fossil Fuel Free (FFF) Investing

Implies the outright exclusion of companies involved in extracting, processing and transporting oil, gas and coal from a mandated investment universe. Definitions of FFF may vary.

UN PRI

Signatories of the United Nations' Principles for Responsible Investment are proponents of responsible investing best practices. Signatories follow 6 key principles and incorporate those into their processes.

Example of ESG factors: the UN's Sustainable Development Goals



The UN's Sustainable Development Goals are gaining prominence as a common norms-based investment strategy



Source(s): <https://www.un.org/sustainabledevelopment/blog/2015/12/sustainable-development-goals-kick-off-with-start-of-new-year/>

Reporting landscape: initiatives driving ESG reporting



Socially Responsible & Fossil Fuel Free Investing



- Several BC local governments have expressed interest in Socially Responsible Investing (SRI) via pooled funds offered by MFA
- SRI comprises a host of investment methodologies or strategies which aim to satisfy desired positive social outcome(s) in addition to realizing a return on investment. These outcomes are often measured under the lens of Environmental Social and Governance (ESG) factors.
- The SRI landscape is highly fragmented and complex. The investment industry, and a burgeoning consulting/research support subindustry, has not effectively promoted standardization of terminology or measurement.
- Our Clients' diverse needs and philosophies regarding the appropriate approach to SRI investing have made it impractical and expensive, for the time being, to develop broad-based SRI investment products
- Excluding Fossil Fuel related entities (i.e. FFF investing) is a common approach that many local governments want to employ (for instance, those local governments who have declared climate emergencies)
- MFA currently offers two Pooled High Interest Savings Accounts which provide an option for those interested in divestment or Fossil Fuel Free investment
- Given relative standardization of the definition of FFF, and asset-manager experience in developing cost-effective ways to screen-out FFF-related companies, MFA will likely be offering a Fossil Fuel Free Bond Fund in the near future
- As standardization improves and demand for certain strategies grow, MFA will continue to research new avenues for other SRI investment opportunities for BC's local governments, including Impact Investing options which are gaining traction in the industry

Limited SRI Investment Opportunities for BC's Municipalities



- Direct investments into government bonds – safest investments one can make but many local governments do not have the tools to manage efficiently
- Direct investments into Green Bonds issued by Federal Agencies, or Provincial or Municipal governments – are typically long-dated (often not suitable), have a low yield and not enough names yet to create diversified portfolios
- SRI-linked Principal Protected Notes (PPN) issued by Canadian banks – can local governments value them?
- Impact GICs offered by some credit unions – many already consider Credit Union GIC as socially responsible product – so it is unclear what benefits an Impact GIC provides to justify the additional costs
- **Some local governments' investment needs dwarf availability of good SRI opportunities**

4 of MFA's 7 Pooled Funds may be Considered Socially Responsible



	✓✓ 2 Pooled High Interest Savings Accounts	Money Market Fund	Intermediate Fund	Short Term (ST) Bond Fund	✓ Fossil Fuel Free ST Bond Fund (available soon?)	✓ Mortgage Fund
Key Features	<p>Provides Clients with alternatives to hold soon to be needed funds in a high-interest account offered by Schedule-1 Chartered Banks.</p> <ul style="list-style-type: none"> Offered through CIBC & National Bank CIDC Deposit Protection up to \$100K Interest paid monthly Yield net of all fees 	<p>Serves a similar purpose as the PHISA accounts, however provides diversification versus holding funds with a single entity.</p> <ul style="list-style-type: none"> Provides a high-quality yield advantage Currently fully invested in corporate money markets -attractive risk-adjusted incremental yield over similar-term gov't securities 	<p>The Intermediate Fund provides Clients with a diversified medium-term investment alternative. The Fund seeks a yield advantage through exposure to high-quality corporate credit.</p> <ul style="list-style-type: none"> Approximate 30% gov't credit, 70% corporate credit asset mix 	<p>Designed for local government reserves not needed for 2 – 5 years. This diversified product is slightly more defensive as it has a longer duration profile.</p> <ul style="list-style-type: none"> Approximate Asset Mix: 45% gov't credit, 45% corporate credit, 8% mortgage-backed securities, 2% cash 	<p>Designed for local government reserves not needed for 2 – 5 years. This diversified product is slightly more defensive as it has a longer duration profile.</p> <ul style="list-style-type: none"> Approximate Asset Mix: very similar to Bond Fund 	<p>Provides an alternative to the Bond Fund for reserves not needed in the immediate future. Seeks a yield advantage by investing in high-quality 1st mortgages on Canadian income producing commercial properties</p>
Investment Time Horizon	N/A	0 – 9 months	9 – 24 months	24 months – 5 years	24 months – 5 years	3 years +
Current Yield (%)	2.32 – 2.46%	1.96%	1.99%	2.05%	2.05% (TBD)	3.05%

Investment Time Horizon Increases →

Exact composition of Funds subject to change in accordance with MFA's Pooled Investment Funds Investment Policies, Objectives, and Guidelines agreement with PH&N.
 'Current Yield' as of December 31 2019 and represents the 1 year yield. Mortgage Fund yield is an estimate only.

Fossil Fuel Free Short Term Bond Fund Overview



- Expected Launch: March 23, 2020
- Provides a credible, well-diversified active investment solution for clients who choose to divest from fossil fuel related investments
 - Uses the same PH&N investment team and process with a proven track-record
 - Will use 3rd party screening services provided by Sustainalytics and Fossil Free Indexes
 - The Sustainalytics screen will exclude companies directly involved in the extracting, processing or transporting of coal, oil or natural gas
 - The Carbon Underground 200, maintained by Fossil Free Indexes, identifies the top 100 coal and the top 100 oil and gas publicly-traded reserve holders globally, ranked by the potential carbon emissions content of their reported reserves
- Benchmark:
 - FTSE Canada Short Term Overall Bond Index

Key Investment Guidelines:

Sector Concentration:

Government securities	100%
Corporate	70%
Non-Canadian dollar exposure	20%
Non-Canadian securities	30%
Maples	10%
Illiquid assets	10%
RRB and TIPS	10%

Credit Quality:

A- and above	100%
BBB- to BBB+	25%
Below BBB-	0%

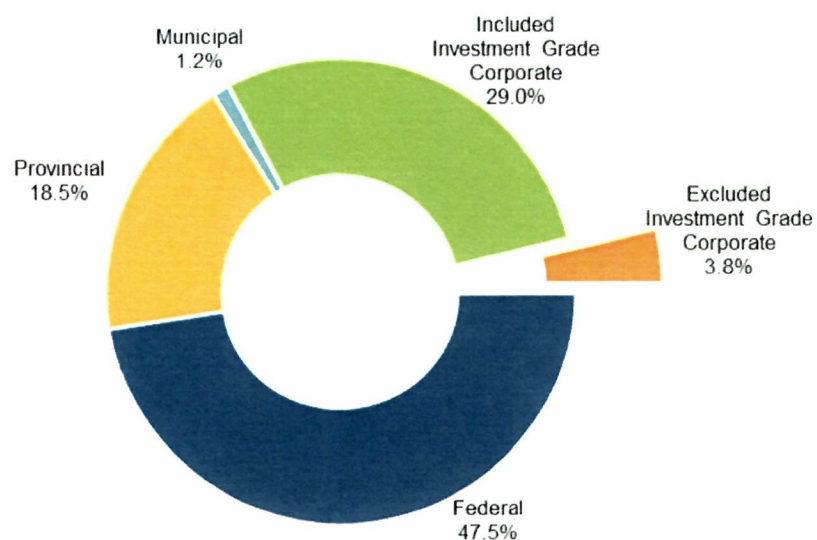
Interest Rate Guidelines

Benchmark +/-1 year duration
Average term to maturity between 2 and 4 years
Max 7 years and 3 months for any individual security

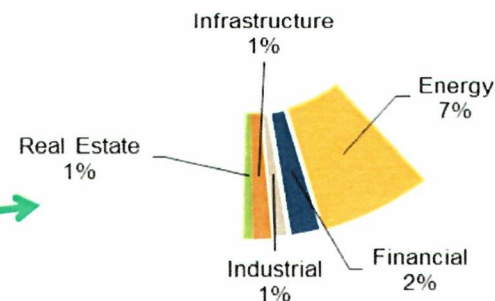
Fossil Fuel Companies Represent less than 4% of the Existing MFA Short Term Bond Fund



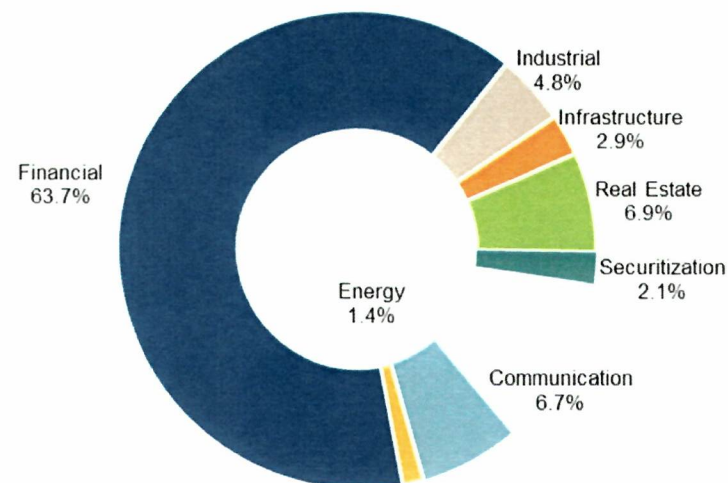
FTSE Canada Short Term Overall Bond Index



Sector breakdown of excluded investment grade corporate bonds (% of overall investment grade corporate)



Sector breakdown of remaining investment grade corporate bonds (% of overall investment grade corporate)



Investable Universe* Characteristics

Modified Duration (FTSE STBF Index)	2.72 yrs
<i>Fossil Fuel Free Modified Duration**</i>	<i>2.71 yrs</i>
Difference	-0.01 yrs
Yield to maturity (FTSE STBF Index)	2.01%
<i>Fossil Fuel Free yield to maturity**</i>	<i>1.99%</i>
Incremental	-0.02%

*Investable universe refers to FTSE Canada Short Term Overall Bond Index

** Assumes increase in market value of included holdings proportionate to % of universe before exclusion

All data as of December 31, 2019

Source: FTSE Global Debt Capital Markets Inc., RBC GAM (BondLab)

Prudent Investor Rules: Expanding Investment Alternatives



- Alberta & Ontario have adopted a prudent investor regime for local governments
- Those rules expand the assets that a local government can invest in to include any investment that is deemed “prudent.” For example, it may be “prudent” to invest long term reserves (reserves not needed for 10 years or more) in securities (for example equities) which have higher volatility but higher expected returns
- To manage these more complex portfolios, Ontario has adopted an independent board model. Alberta has limited use of “prudent” portfolios to its largest municipalities
- September 2019: Burnaby’s resolution B128 calling for expanded investment opportunities under Prudent Investment Rules was endorsed at the UBCM Convention
- The Ministry responded on Feb19, 2020: “Local governments are responsible for public money for provisions of core services and upkeep of critical infrastructure. [...] As the Province’s primary objective regarding local government investments is to ensure protection of capital through low-risk instruments, the Ministry is not currently prepared to expand allowable investment provisions.”
- The Ministry’s will not offer prudent powers **to individual local governments** at this time. However, MFA has prudent investor powers itself and therefore the ability to offer any pooled investment options it deems appropriate for its clients. MFA believes a prudent investment approach may make sense if a local government earmarks a portion of its reserves as long-term in nature – for example, 10 years or longer
- In fact, most investment professionals would argue that it would be imprudent not to invest reserves that are ‘long-term’ in a broad global asset portfolio with a higher expected investment return than a fixed income portfolio
- There is a very wide range of reserve pool sizes and investment expertise across BC’s local governments, so a thoughtful approach is critical. History has taught us that the temptation of earning higher returns without understanding the critical need to segregate funds for the long term can lead to bad outcomes
- MFA will be studying the feasibility of appropriate options with Burnaby and other local governments in 2020



Municipal Finance Authority of BC

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Peter Urbanc
Chief Executive Officer

peter@mfa.bc.ca

(250) 419-4760

217 – 3680 Uptown Boulevard

Victoria, BC V8Z 0B9

www.mfa.bc.ca

(250) 383-1181

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)



Committee of the Whole Report

For the Meeting of March 5, 2020

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

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

Subject: Development Permit with Variances Application No. 00141 for 2558 Quadra Street

RECOMMENDATION

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. 00707, if it is approved, consider the following motion:

That Council authorize the issuance of Development Permit with Variance Application No. 00141 for 2558 Quadra Street, in accordance with:

1. Plans date stamped February 12, 2020.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. decrease the rear yard setback from 4.53m to 2.90m to the steps;
 - ii. decrease the north side yard setback from 4.53m to 0m to the parkade and 2.52m to the building face; and
 - iii. decrease the south side yard setback from 4.53m to 0m to the parkade and 3.89m to the building face.
3. Revised plans, to the satisfaction of the Director of Sustainable Planning and Community Development and the Director of Engineering, addressing staff comments regarding the public realm.
4. The Development Permit lapsing two years from the date of this resolution.

LEGISLATIVE AUTHORITY

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

Pursuant to Section 491 of the *Local Government Act*, where the purpose of the designation is the revitalization of an area in which a commercial use is permitted, a Development Permit may include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit Application for the property located at 2558 Quadra Street. The proposal is to construct a five-storey affordable rental building with commercial on the ground floor.

The following points were considered in assessing this application:

- the proposal is generally consistent with the relevant design guidelines applicable to Development Permit Area 5: Large Urban Villages, including the *Quadra Village Design Guidelines* (1998)
- the proposal is consistent with the *Hillside-Quadra Neighbourhood Plan*, as the proposal contributes to creating an attractive, safe and friendly environment.
- the proposal will also require variances to decrease the rear and side yard setbacks. It is recommended that these siting standards be facilitated through the variance process rather than entrenching the standards in a zone, so that if this proposal is not constructed, any new proposals would require new variances that would be assessed on their merit in the future.

BACKGROUND

Description of Proposal

The proposal is to construct a five-storey affordable rental building with commercial on the ground floor. Specific details include:

General Form

- a one-storey offset podium that houses the commercial unit and frames the public realm
- four storeys of residential stepped back from the podium and from Quadra Street
- common amenity space in the form of a rear-yard, south-facing patio and a ground-floor common room
- underground parking accessed off the rear lane.

Design Details

- brick around the base
- fiber cement panel siding
- both vertical and horizontal metal siding
- vinyl windows.

Landscaping

- rear yard common patio constructed of concrete pavers and including outdoor seating
- allotment gardens for urban agriculture
- eight new trees to be planted including sweet chestnut, vine maples, Persian ironwood and European beech
- concrete pavers and ornamental plantings used to define the main entrance.

The proposed variances are related to:

- decreasing the rear yard setback from 4.53m to 2.90m
- decreasing the north side yard setback from 4.53m to 0m to the parkade and 2.52m to the building face

- decreasing the south side yard setback from 4.53m to 0m to the parkade and 3.89m to the building face.

Sustainability Features

As indicated in the applicant's letter dated October 23, 2019, the following sustainability features are associated with this proposal:

- the building will be constructed to BC Energy Step Code Step 3 at a minimum, and may meet Step 4 if senior government funding is available
- electrical conduits for future EV stations will run to all parking stalls and plugins are proposed to be provided to 10% of stalls
- plugins will be provided within the long term bicycle storage area for charging of electric bicycles.

Active Transportation Impacts

As previously noted, the application proposes plugins within the long term bicycle storage area, which supports active transportation.

Public Realm Improvements

No public realm improvements, beyond standard City requirements, are proposed in association with this Development Permit Application.

Accessibility Impact Statement

The British Columbia Building Code regulates accessibility as it pertains to buildings. The proposal includes four fully accessible studio units, which include roll-in showers, five-foot turning radii in living spaces and washrooms, low-hanging cupboards, roll-under counters and wide doorways. The building entrances will also be constructed using universal design standards.

Existing Site Development and Development Potential

The site is presently a 19-unit multi-unit residential rental building. Under the current C1-QV Zone, Quadra Village District, the property could be developed as a commercial building or a mixed-residential building with commercial on the ground floor, up to a height of 15.5m and a density of up to 1.4:1 floor space ratio (FSR).

Data Table

The following data table compares the proposal with the existing C1-QV Zone. An asterisk is used to identify where the proposal is less stringent than the existing Zone.

Zoning Criteria	Proposal	Existing C1-QV Zone
Site area (m ²) – minimum	1239.7	N/A
Density (Floor Space Ratio) – maximum	2.28	1.4
Total floor area (m ²) – maximum	2826 *	1735.58

Zoning Criteria	Proposal	Existing C1-QV Zone
Height (m) – maximum	18.12 *	15.5
Storeys – maximum	5 *	4
Setbacks (m) – minimum		
Front	4.24 – 1 st storey 6.33 – 2 nd + storeys	3m – 1 st & 2 nd storey 6m – 3 rd + storeys
Rear	2.90 * – steps 5.38 – building face	4.53
Side (north)	0 * – parkade 2.52 * – building face	4.53
Side (south)	0 * – parkade 3.89 * – building face	4.53
Vehicle Parking – minimum		
Residential	15	15
Visitor	4	4
Commercial parking	11 *	16
Bicycle parking – minimum		
Long term	48	48
Short term	10	10

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications*, the applicant has consulted the Hillside-Quadra CALUC at a Community Meeting held on September 13, 2018. A letter dated October 12, 2018 is attached to this report.

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

ANALYSIS

Development Permit Area and Design Guidelines

The *Official Community Plan* (OCP, 2012) identifies this property within DPA 5: Large Urban Villages. Design Guidelines that apply to DPA 5 are the *Quadra Village Design Guidelines* (1998), *Advisory Design Guidelines for Buildings, Signs and Awnings* (2006), and *Guidelines for*

Fences, Gates and Shutters (2010).

Staff consider the proposal to be generally consistent with the above policies and design guidelines. The *Quadra Village Design Guidelines* encourage a 3m setback from Quadra Street in order to define the commercial street and an additional 3m setback at the third storey. The proposal meets these setbacks. The Design Guidelines note there are no prescriptive guidelines for building materials, except that materials which are inappropriate to an urban, commercial context are strongly discouraged. Street-level entrances should be clearly visible and directly accessible from the main street, and outdoor displays and seating areas are encouraged between sidewalk and storefront.

The proposal is inconsistent with envisioned height and density within the *Quadra Village Design Guidelines*. The Guidelines recommend a maximum of four storeys and a maximum floor space ratio (FSR) of 1.4:1, whereas the proposal is for five storeys and a 2.28:1 FSR. However, the proposal is consistent with the OCP-envisioned built form of buildings up to six storeys and up to 2.5:1 FSR.

Local Area Plans

The subject site is designated as “Consider reduction of allowable height, more street retail” within the *Hillside-Quadra Neighbourhood Plan*. Although the height is inconsistent with the neighbourhood plan, five storeys is consistent with the envisioned six storeys in the OCP. The neighbourhood plan also notes that exterior form and materials should be reasonably compatible with those of their neighbours and that the front face of a project contributes to making that portion of the street an attractive, safe and friendly environment. Staff believe the proposal is generally consistent with the *Hillside-Quadra Neighbourhood Plan*.

Tree Preservation Bylaw and Urban Forest Master Plan

The tree inventory for the proposal, outlined in the Arborist Report issued on October 3, 2019, includes six trees on the subject lot, all of which are proposed for removal. Excavation for the underground parkade will result in the removal of two bylaw protected western red cedars in the front of the property. The applicant is required to install a new concrete barrier, curb and gutter along the property line in the laneway, as per the *Subdivision and Development Servicing Bylaw*, which will result in the removal of four small municipal trees.

There are five new trees proposed to be planted on the subject lot: four vine maples and one sweet chestnut, which is a variety that is widely cultivated for its edible seed. The three vine maples and the sweet chestnut will be replacement trees for the Western red cedars which are to be removed. Three new boulevard trees are proposed in an irrigated grassed boulevard on the Quadra Street frontage. Due to limited public space, there are currently no municipal trees on the west side of this block.

The proposed underground parkade extends to within approximately 1m from the proposed boulevard trees. In the future when parkade remediation is required, it is likely that the new boulevard trees will require removal to allow for remediation work to take place at which time the trees would require removal and replacement. Therefore, under the current proposal, the boulevard trees would have an expected lifespan of 20-40 years, the same approximate lifespan as the parkade membrane.

The current landscape plan shows a new municipal tree and three areas of green space along the laneway. Engineering requirements to expand the laneway will eliminate the tree and proposed green spaces. The landscape plan will need to be revised to reflect this prior to a Public Hearing.

Regulatory Considerations

Staff recommended a site-specific zone with maximum rear and side yard setbacks of 25% of the building height (4.53m in this instance), which is consistent with the standard zone used in Quadra Village, the C1-QV Zone. The proposal will therefore require variances to decrease the rear yard setback from 4.53m to 2.90m, decrease the north side yard setback from 4.53m to 0m and decrease the south side yard setback from 4.53m to 0m. While staff believe this proposal has been designed to fit the site, maintain privacy and provide appropriate transitions to neighbouring buildings, staff do not recommend enshrining the proposed setbacks within the zone. This is to ensure that, should this proposal not be constructed, any new proposals would either have to meet the setbacks or request variances from Council while demonstrating that the impact on the public realm and neighbouring properties is minimal.

Advisory Design Panel

The Advisory Design Panel (ADP) reviewed this Application on November 27, 2019. A copy of the minutes from this meeting are attached. The ADP was asked to comment on the overall design with particular attention to the street relationship and entry features.

The ADP recommended approval with considerations to:

- incorporating appropriate vertical landscaping in raised containers on the north and south sides of the patio
- enhancing the prominence of the commercial retail unit entrance
- use of roof access from the second floor units
- reducing the parking and adding dedicated storage for residential units
- review of the relationship between the private and public realm on the west lane side.

The applicant has responded to ADP's comments by indicating:

- planting in the north setback is undesirable due to shadowing from the building
- planting in the south setback would shade the community garden
- the commercial entrance is meant to be secondary to the residential entrance
- there is no desire to further increase the parking shortfall
- roof access and a new rear entrance were limited for safety and security.

Therefore, no changes were made to address the considerations that the ADP put forth.



CONCLUSIONS

Staff believe the proposed development is generally consistent with the relevant Design Guidelines and represents an appropriate fit at one of the entrances to Quadra Village as well as within the immediate and general context. The variances to reduce the rear and side yard setbacks are supported by staff, as the building still maintains appropriate distancing to minimize privacy concerns. Therefore, staff recommend that Council consider supporting this application.

ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 00141 for the property located at 2558 Quadra Street.

Respectfully submitted,



Michael Angrove
Senior Planner
Development Services



Karen Hoese, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager

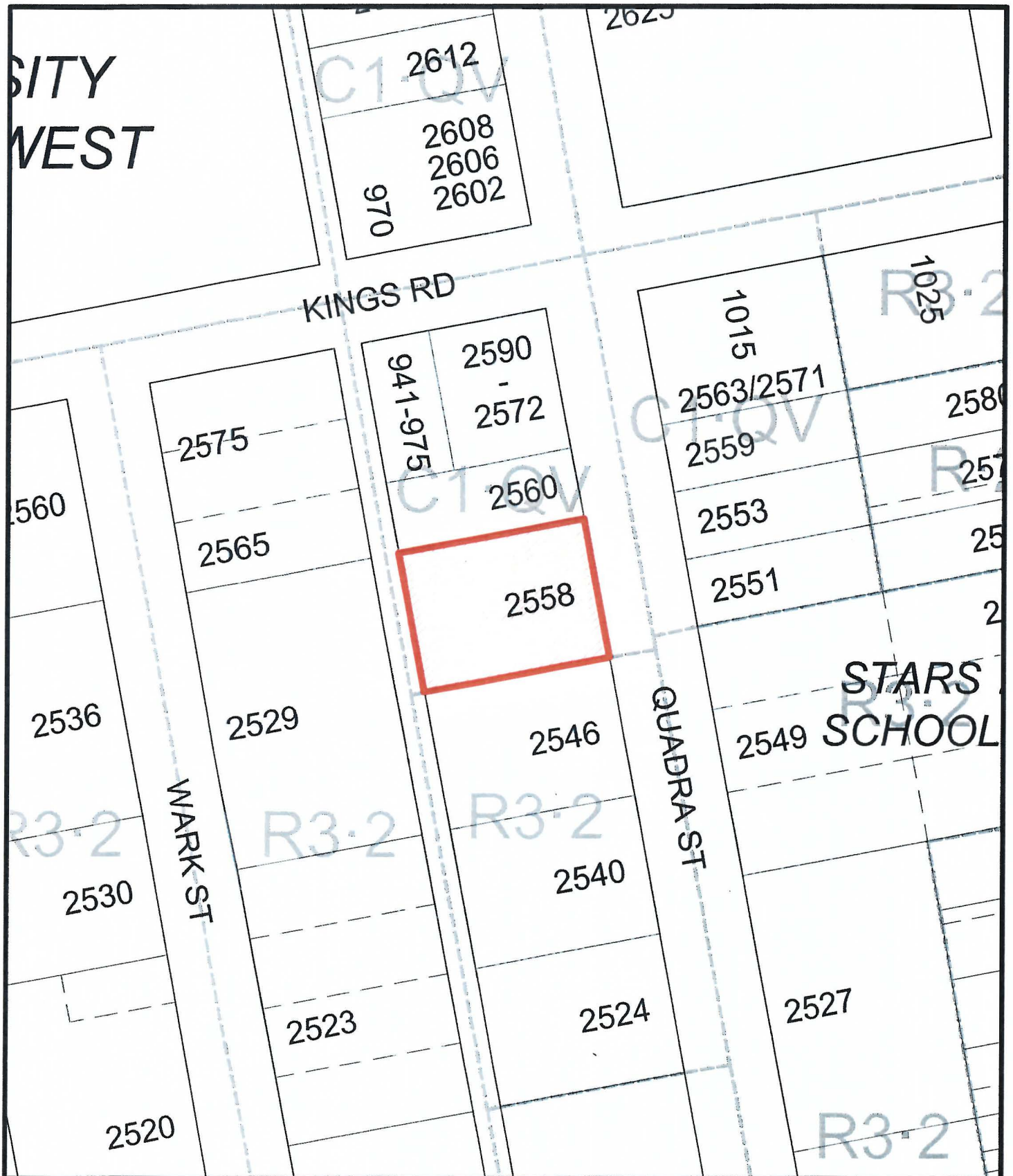


Date:

Feb 27, 2020

List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped February 12, 2020
- Attachment D: Letter from applicant to Mayor and Council dated October 23, 2019
- Attachment E: Community Association Land Use Committee Comments dated October 12, 2018
- Attachment F: Tenant Assistance Plan
- Attachment G: Arborist Report
- Attachment H: Advisory Design Panel Report dated November 13, 2019
- Attachment I: Advisory Design Panel Minutes from the meeting held on November 27, 2019
- Attachment J: Correspondence (Letters received from residents).



2558 Quadra Street
Rezoning No.00707



2558 Quadra Street
Rezoning No.00707



BC LAND SURVEYORS SITE PLAN OF:

Civic: 2558 Quadra Street

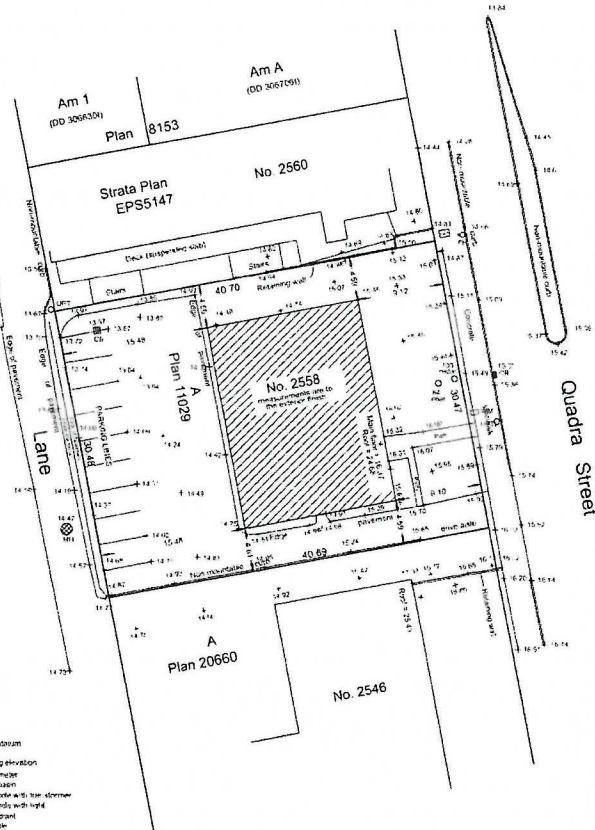
Legal: Lot A, Section 4

Victoria District, Plan 11029

Parcel number: 055, 121 246 in the City of Victoria

SCALE 1:300

All distances are shown in metres.
Diagram 11 x 17 sheet



LEGEND
Elevations are in geoid datum
+ denotes existing elevation
- denotes water meter
TM denotes catch basin
UTM denotes utility pole with low clearance
UL denotes utility pole with high clearance
FH denotes fire hydrant
MH denotes manhole
Tree diameters are in centimetres
Lot Area = 1240 m²

August 3, 2018

File: 12.827-25

POWELL & ASSOCIATES
B.C. Land Surveyors
250-2600 Douglas Street
Victoria, BC V8T 4N4
phone: (250) 382-8854

The following non-financial charges are shown on the current title and may affect the property:
M76301 - Undersurface rights

Setbacks are derived from field survey
Parcel dimensions shown hereon are derived from Land Title Office records

This document shows the relative location of the surveyed features and shall not be used to define property boundaries.

2 Site Survey
A001 NTS



PROJECT INFORMATION

CIVIC ADDRESS
2558 QUADRA STREET

LEGAL DESCRIPTION
LOT A, SECTION 4, VICTORIA DISTRICT PLAN 11029

SITE AREA
1239.7 SM

PROJECT DESCRIPTION
4 STOREYS OF RESIDENTIAL AFFORDABLE HOUSING ABOVE ONE STOREY OF GROUND FLOOR COMMERCIAL WITH ONE BASEMENT LEVEL OF PARKADE

BUILDING HEIGHT
5 STOREYS - 17.250 M (BCBC)

BUILDING AREA
700 SM (BCBC)

GROSS BUILDING FLOOR AREA	BCBC	ZONING
PARKADE	880 SM	-
GROUND FLOOR LEVEL 1	529 SM	486 SM
LEVELS 2-5	2400 SM	2340 SM
TOTAL (EXCLUDING PARKADE)	2945 SM	2826 SM

RESIDENTIAL UNITS	BC HOUSING	ZONING
16 STUDIO @	36 SM	33 SM
4 ACCESSIBLE STUDIO @	48 SM	44 SM
16 ONE BED @	56 SM	53 SM
4 TWO BED @	78 SM	75 SM
40 TOTAL	-	-

COMMERCIAL UNITS	ZONING
1 COMMERCIAL RETAIL UNIT @	330 SM
1 TOTAL	330 SM

VEHICLE PARKING
PARKADE 22
SURFACE 8
TOTAL 30

BICYCLE PARKING
LONG TERM 48
SHORT TERM 10
TOTAL 58

VICTORIA ZONING BYLAW SUMMARY

ZONING (CURRENT)
C1-QV QUADRA VILLAGE DISTRICT

USE
COMMERCIAL
RESIDENTIAL

FLOOR SPACE RATIO
GROSS BUILDING FLOOR AREA (ZONING) / SITE AREA
2620/1239.7 = 2.1

SITE COVERAGE
AREA OF LOT OCCUPIED BY ANY STRUCTURE / SITE AREA
1014/1239.7 = 82%

OPEN SITE SPACE
SITE AREA - (BUILDING AREA + SURFACE PARKING AREA)
1239.7 - 720 = 519.7
OPEN SITE SPACE / SITE AREA
519.7 / 1239.7 = 42%

AVERAGE GRADE: 15.03 M (GEODETIC)
SEE SITE PLAN FOR GRADE CALCULATION

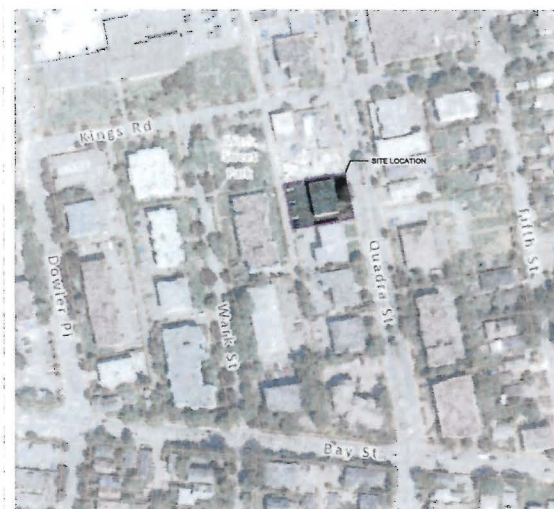
HEIGHT OF BUILDING 16.129 M AS MEASURED FROM AVERAGE GRADE

VEHICLE PARKING
AFFORDABLE RENTAL UNITS
45 SM 2 X 20 = 4
45 SM 6 X 16 = 8
70 SM 75 X 4 = 3
SUB TOTAL 15

VISITOR 1 X 40 = 4
COMMERCIAL 319/100 = 3
TOTAL REQUIRED 19
PROVIDED 30

BICYCLE PARKING
LONG TERM 1 X 20 = 20
45 SM 125 X 20 = 25
COMMERCIAL 319/100 = 3
TOTAL LONG TERM REQUIRED 48
TOTAL PROVIDED 48

SHORT TERM
RESIDENTIAL (THE GREATER OF) 1 X 40 OR 6
COMMERCIAL 319/100 = 3
TOTAL SHORT TERM REQUIRED 10
TOTAL PROVIDED 10



1 Location Plan
A001 NTS



CODE ANALYSIS

REFERENCE DOCUMENT BCBC 2018 DIVISION B - PART 3

OCCUPANCY CLASSIFICATIONS (TABLE 3.1.2.1)

BELOW GRADE PARKADE
GROUP F, DIVISION 3 - LOW HAZARD INDUSTRIAL
GROUND FLOOR COMMERCIAL RETAIL UNIT (CRU) - ANY OF THE FOLLOWING:
GROUP A2 - ASSEMBLY
GROUP D - BUSINESS AND PERSONAL SERVICES
GROUP E - MERCANTILE
LEVELS 2-5:
GROUP C - RESIDENTIAL

OCCUPANCY SEPARATIONS (TABLE 3.1.3.1)
BELOW GRADE PARKADE CONSIDERED AS A SEPARATE BUILDING AND SEPARATED FROM THE FLOORS ABOVE BY A 2 HOUR FIRE SEPARATION IN ACCORDANCE WITH 3.2.1.2

A2C - 1 HOUR
A2D - 1 HOUR
A2E - 2 HOUR
C/D - 1 HOUR
D/E - NONE REQUIRED

BUILDING SIZE AND CONSTRUCTION RELATIVE TO OCCUPANCY
3.2.2.4 - GROUP A, DIVISION 3, UP TO 6 STOREYS, ANY AREA SPRINKLERED

FIRE SUPPRESSION - FULLY SPRINKLERED
ALLOWABLE HEIGHT - 6 STOREYS
ALLOWABLE AREA - ANY
CONSTRUCTION - NON COMBUSTIBLE
FLOOR ASSEMBLY - 1 HOUR
SUPPORTING WALLS AND STRUCTURE - 1 HOUR

3.2.2.50 - GROUP C, UP TO 6 STOREYS, SPRINKLERED
FIRE SUPPRESSION - FULLY SPRINKLERED
ALLOWABLE HEIGHT - 6 STOREYS & 18 M
ALLOWABLE AREA - 1440 SM (BASED ON FIVE STOREYS)
CONSTRUCTION - COMBUSTIBLE OR NON COMBUSTIBLE
FLOOR ASSEMBLY - 1 HOUR
SUPPORTING WALLS AND STRUCTURE - 1 HOUR

3.2.2.56 - GROUP D, UP TO 6 STOREYS, SPRINKLERED
FIRE SUPPRESSION - FULLY SPRINKLERED
ALLOWABLE HEIGHT - 6 STOREYS
ALLOWABLE AREA - 8640 SM (BASED ON FIVE STOREYS)
CONSTRUCTION - NON COMBUSTIBLE
FLOOR ASSEMBLY - 1 HOUR
SUPPORTING WALLS AND STRUCTURE - 1 HOUR

3.2.2.62 - GROUP E, ANY HEIGHT, ANY AREA SPRINKLERED
FIRE SUPPRESSION - FULLY SPRINKLERED
ALLOWABLE HEIGHT - ANY HEIGHT
ALLOWABLE AREA - ANY AREA
CONSTRUCTION - NON COMBUSTIBLE
FLOOR ASSEMBLY - 2 HOUR
SUPPORTING WALLS AND STRUCTURE - 2 HOUR

3.2.2.76 - GROUP F, DIVISION 3, ANY HEIGHT, ANY AREA SPRINKLERED
FIRE SUPPRESSION - FULL SPRINKLERED
ALLOWABLE HEIGHT - ANY HEIGHT
ALLOWABLE AREA - ANY AREA
CONSTRUCTION - NON COMBUSTIBLE
FLOOR ASSEMBLY - 2 HOUR
SUPPORTING WALLS AND STRUCTURE - 2 HOUR

ACTUAL SIZE AND CONSTRUCTION

PARKADE
FIRE SUPPRESSION - FULL SPRINKLERED
HEIGHT - 1 STOREY
AREA - 880 SM
CONSTRUCTION - NON COMBUSTIBLE
FLOOR ASSEMBLY - 2 HOUR
SUPPORTING WALLS AND STRUCTURE - 2 HOUR

BUILDING
FIRE SUPPRESSION - FULLY SPRINKLERED
HEIGHT - 5 STOREYS - 17.250 M
AREA - 700 SM
CONSTRUCTION
LEVEL 1 - NON COMBUSTIBLE (INCLUDING FLOOR ABOVE)
LEVELS 2-5 - COMBUSTIBLE (EXCEPT LEVEL 2 FLOOR)
FLOOR ASSEMBLY
LEVEL 2 - 2 HOUR (NON COMBUSTIBLE)
LEVELS 3-5 - 1 HOUR
SUPPORTING WALLS AND STRUCTURE
LEVEL 1 - 2 HOUR
LEVELS 2-5 - 1 HOUR
ROOF ASSEMBLY - NONE

DRAWING INDEX

ARCHITECTURAL
A001 PROJECT INFORMATION

A101 ARCHITECTURAL SITE PLAN
A102 PARKADE PLAN
A201 LEVEL 1 PLAN
A202 LEVELS 2-5 PLANS
A203 ROOF PLAN
A301 EXTERIOR ELEVATIONS
A302 STREETSCAPE
A303 PERSPECTIVES
A401 BUILDING SECTIONS
A402 BUILDING SECTIONS

CIVIL
B136 REZONING CONCEPTUAL SERVICES

LANDSCAPE
L101 LANDSCAPE MATERIALS
L301 PLANTING PLAN

Received
City of Victoria

FEB 12 2020

Planning & Development Department
Development Services Division

ISSUED FOR
REZONING

dl@architects

2558 Quadra Street
2500 Quadra Street
Victoria, BC

Project Information

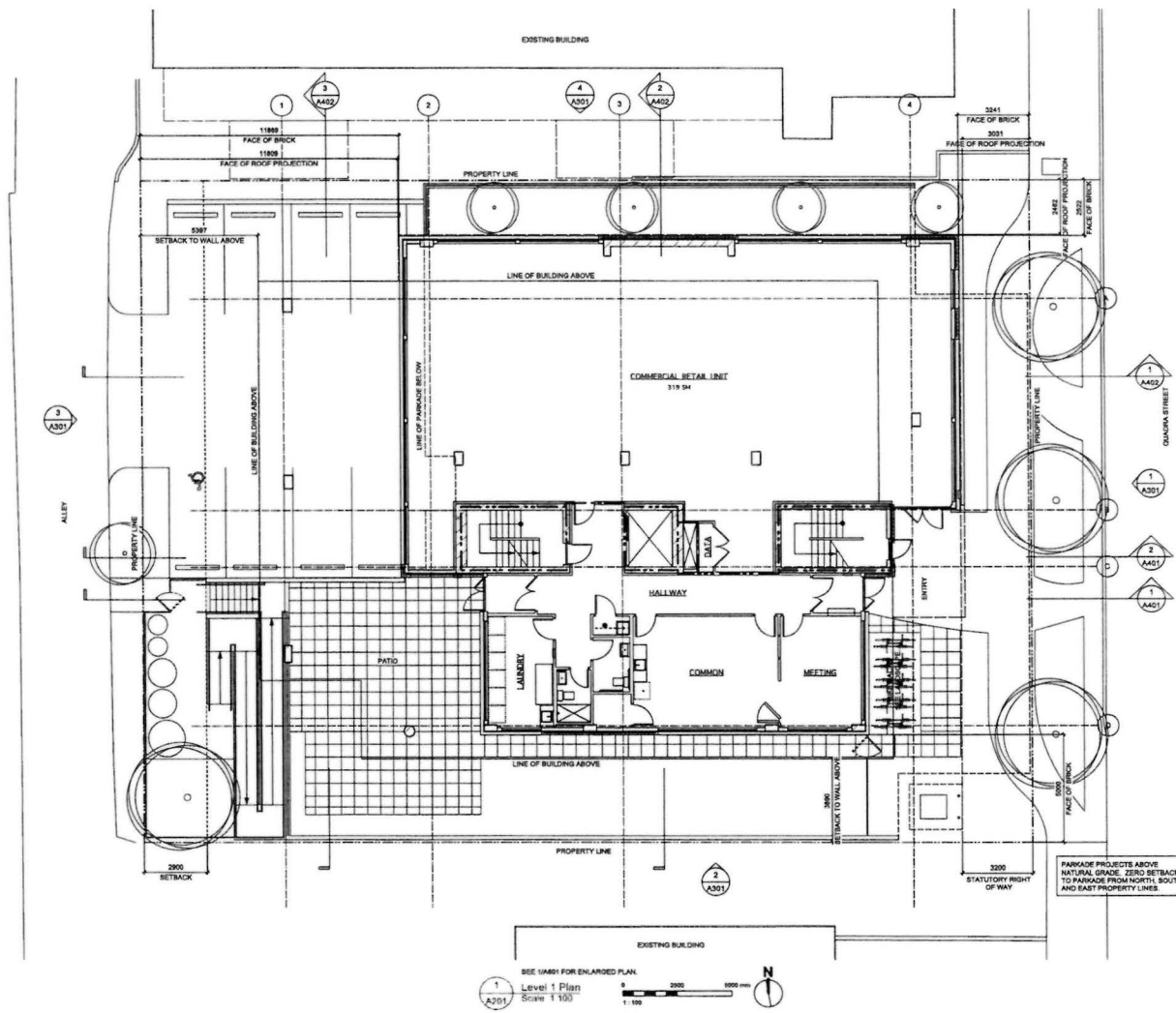
A001 2

ATTACHMENT C

GRAPHIC LEGEND:

- REINFORCED CONCRETE
- CONCRETE BLOCK
- FRAMED WALL
- BRICK VENEER
- SIDING AND EXTERIOR INSULATION
- FIRE RATED SEPARATION

SHEET NOTES:



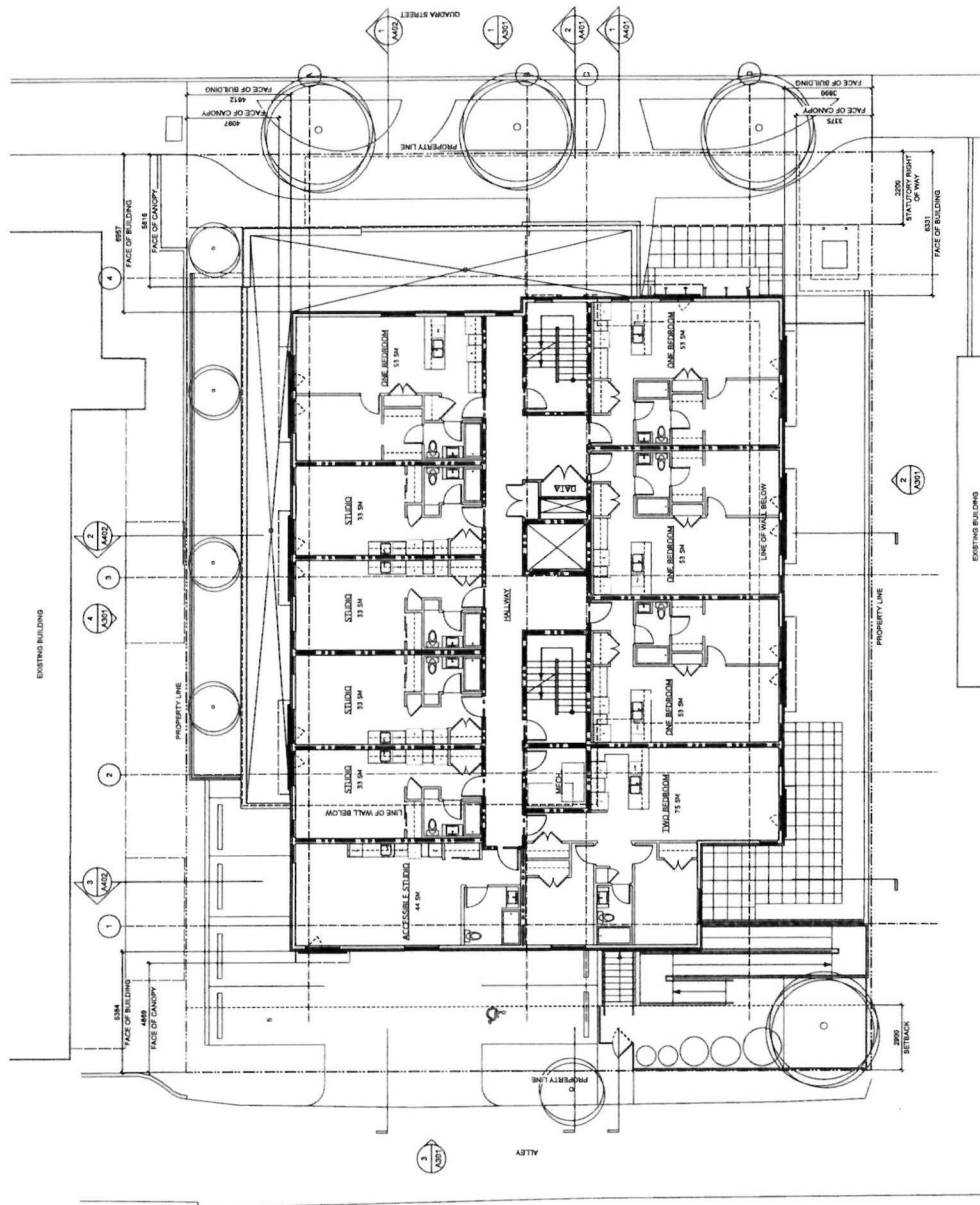
Received
City of Victoria

FEB 12 2020

Planning & Development Department
Development Services Division

ISSUED FOR
REZONING

dH Architects	
2558 Quadra Street Victoria BC V8N 4K1	
Level 1 Plan	
A201	2



Planning & Development Department
Development Services Division

[illegible]

ISSUED FOR
REZONING

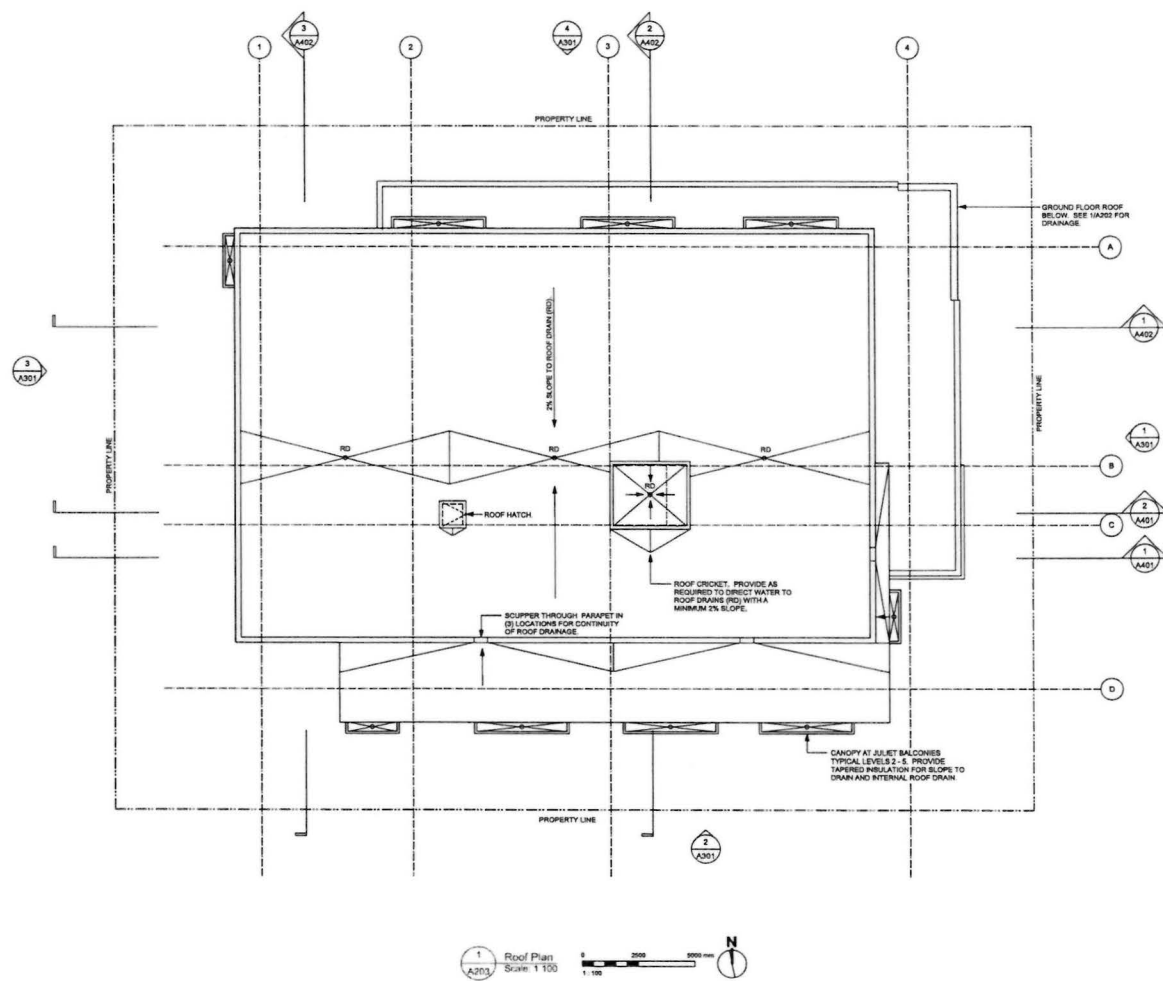
	A202	2
Levels 2-5 Plans		
<p>2558 Quadra Street 2560 Quadra Street Victoria BC</p>		

LEVEL 3-5 SIMILAR.
SEE A602, & 603 & A604 FOR ENLARGED PLANS.

1 Level 2 Plan
Scale 1/100

0 2500 1:100

SHEET NOTES:
1. PROVIDE PERMANENT ANCHORS FOR FALL PROTECTION AND WINDOW WASHING AT A MINIMUM DISTANCE OF 2 M BACK FROM THE INSIDE FACE OF THE PARAPET AROUND THE ENTIRE PERIMETER OF ROOF.



Received
City of Victoria

FEB 12 2020

Planning & Development Department
Development Services Division

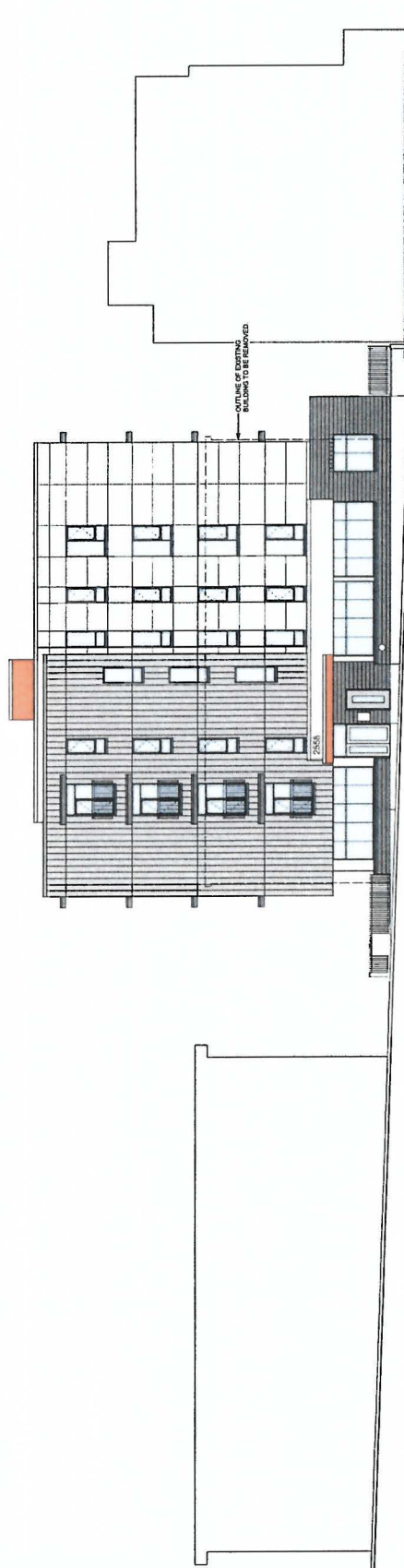
ISSUED FOR
REZONING

	dH Architects
2558 Quadra Street Victoria, BC	
Roof Plan	
A203	2

1 Roof Plan
A203 Scale: 1/100
0 2000 3000 mm
1/100 N



2 Existing Quadra Street Elevation
A302 NTS



1
Quindra Street Elevation
Scale 1/100
32.0' 3 1/2" max

[illegible]

ISSUED FOR
REZONING

Streetscape	A302	2
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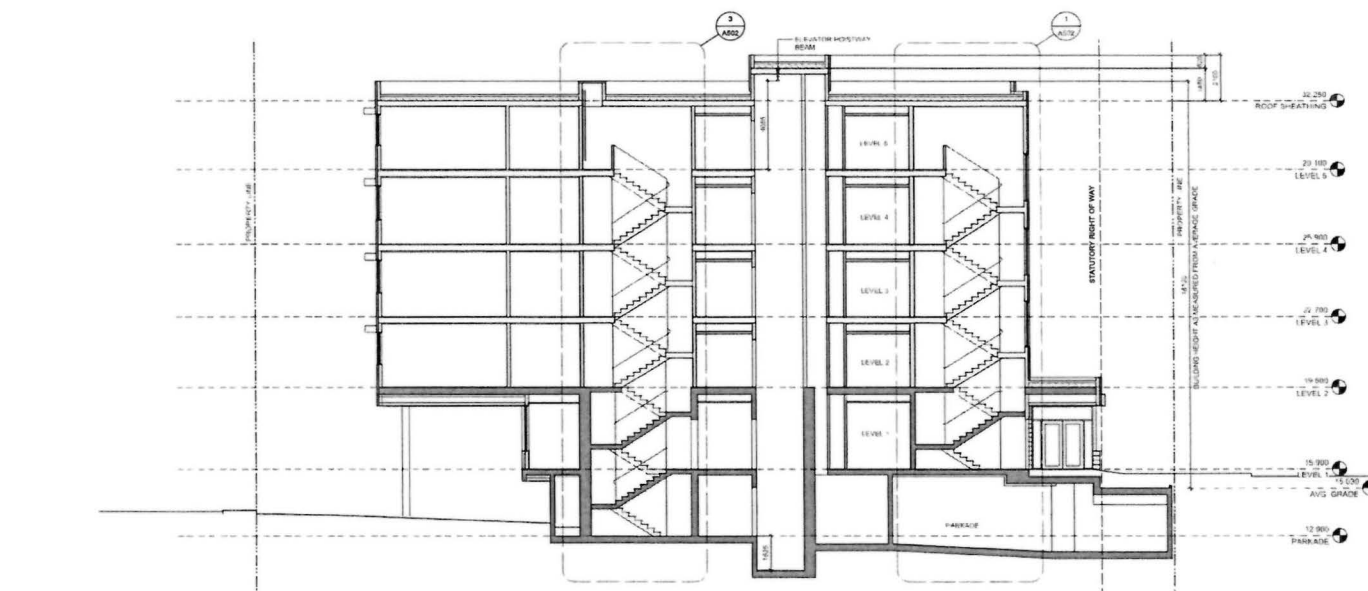
received
City of Victoria

FEB 12 2020

Planning & Development Department
Development Services Division

Planning & Development Department
Development Services Division

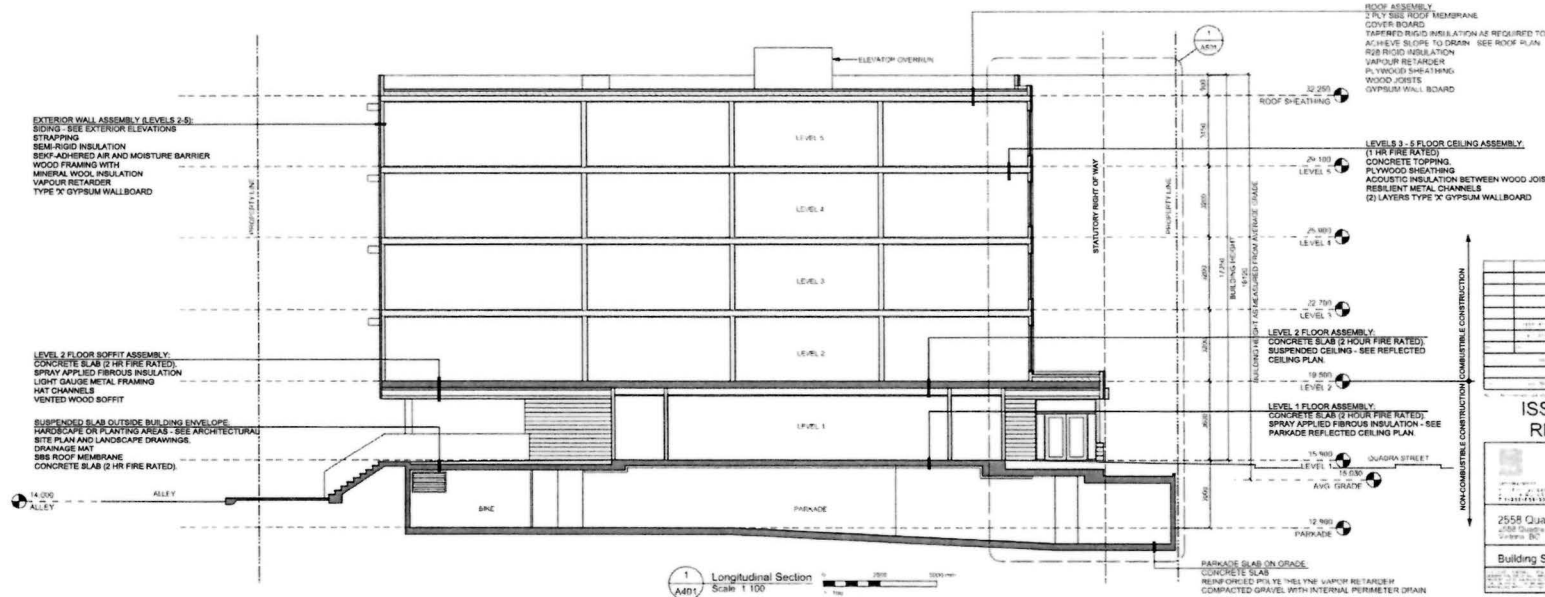
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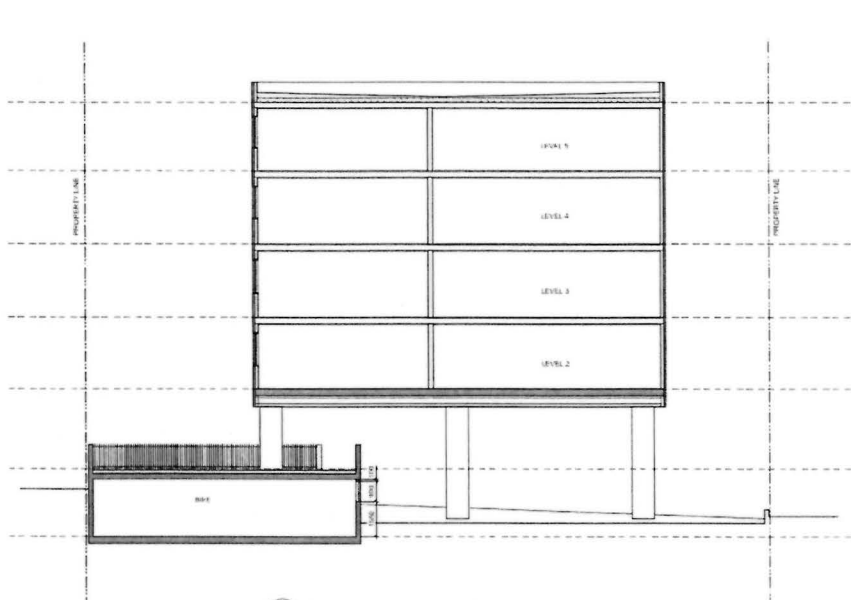
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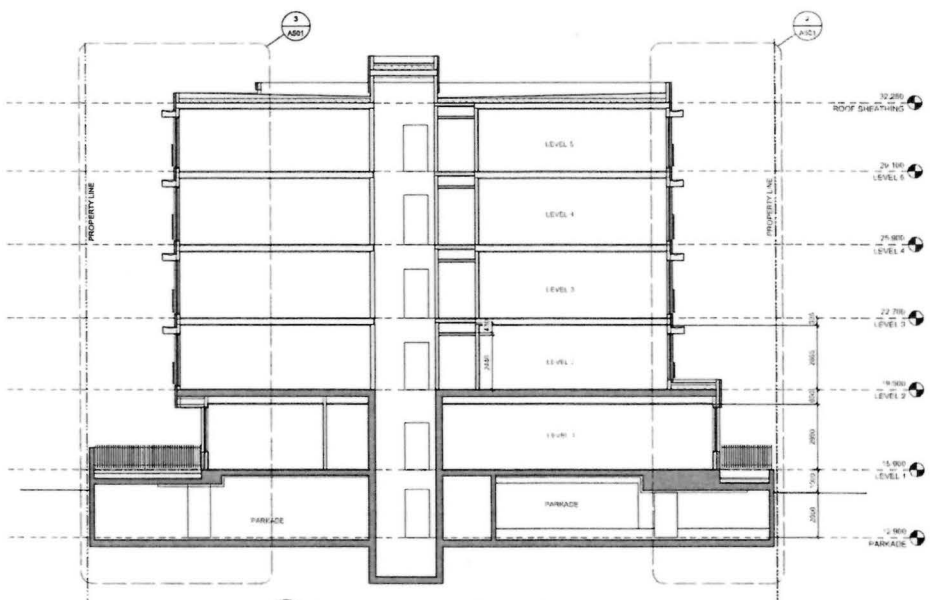


ISSUED FOR
REZONING

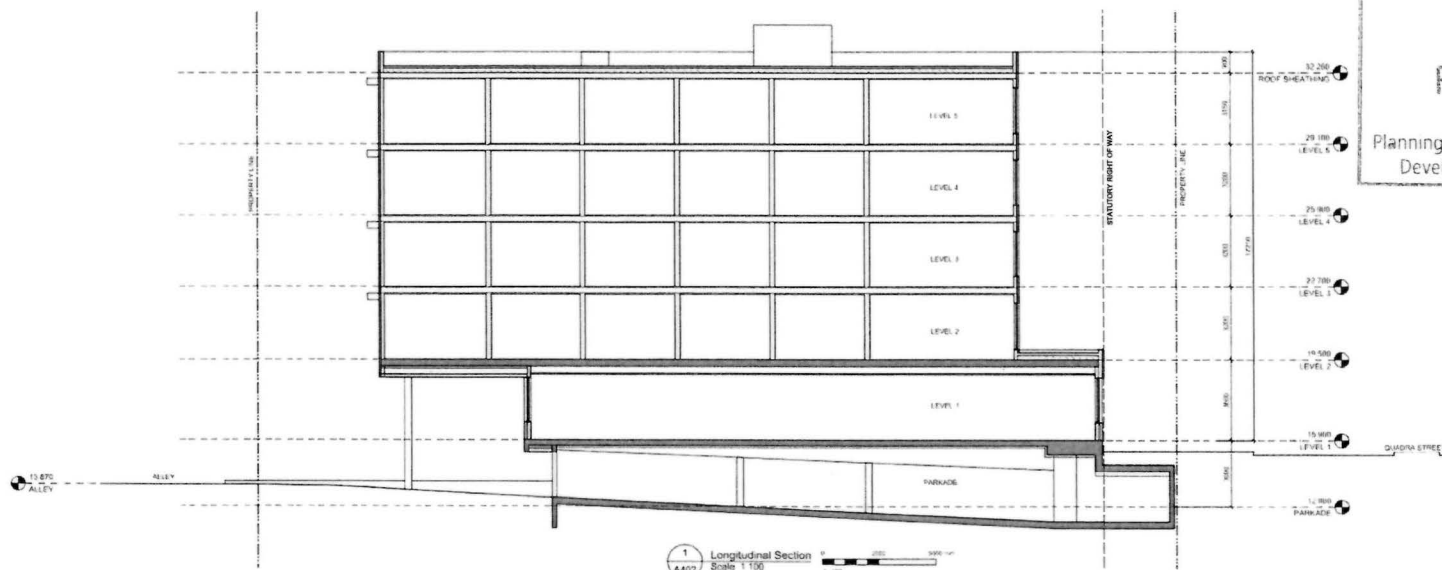
2558 Quadra Street Victoria, BC	
Building Sections	
A401	2



3 Transverse Section
A402 Scale 1/100



2 Transverse Section
A402 Scale 1/100



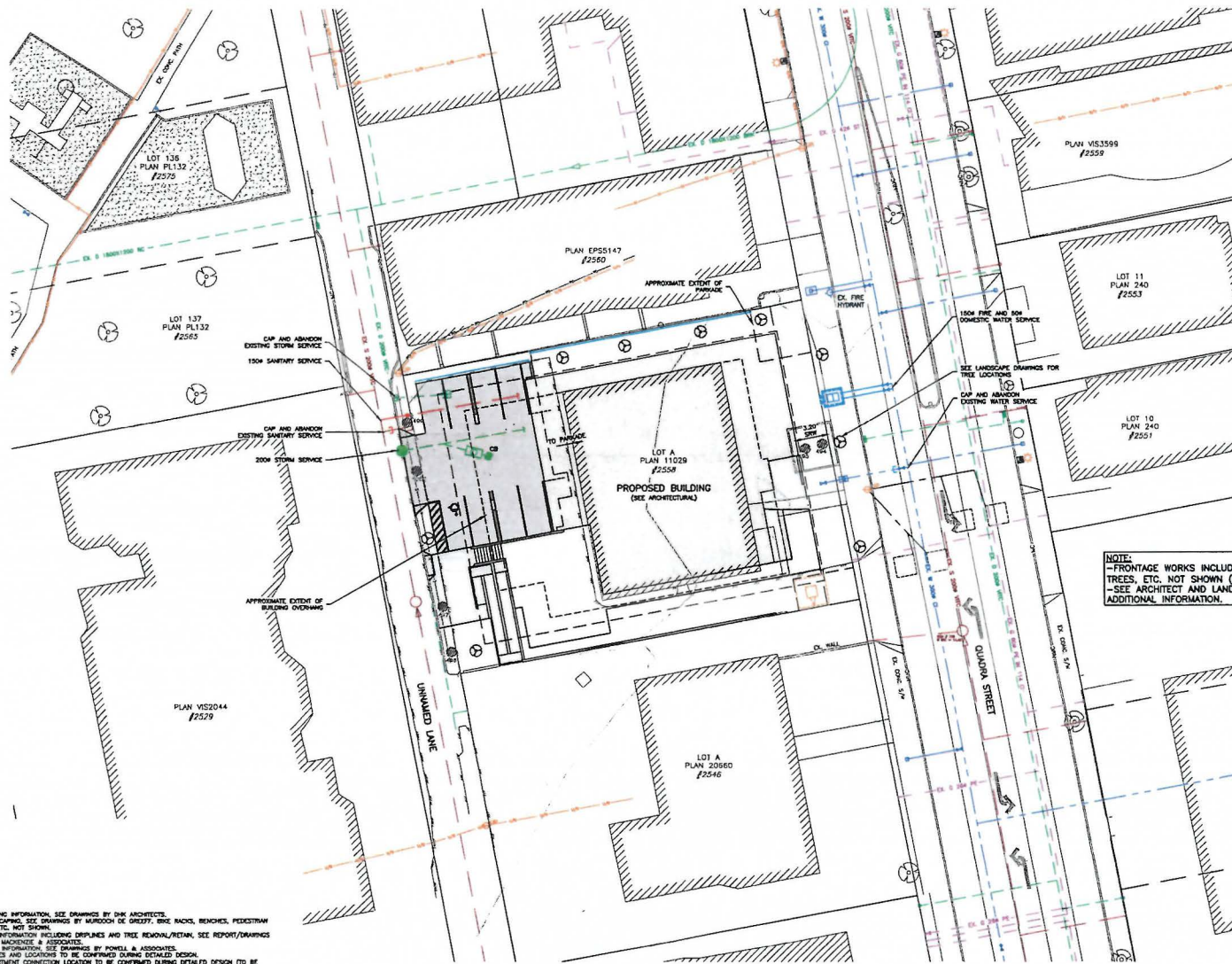
1 Longitudinal Section
A402 Scale 1/100

Received
City of Victoria

FEB 12 2020

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Development Services Division

ISSUED FOR
REZONING



LEGEND
 (Symbol) EXISTING TREE TO BE REMOVED. SEE ARBORIST REPORT.

NOTE:
 - FRONTAGE WORKS INCLUDING CURBS, SIDEWALK, TREES, ETC. NOT SHOWN (DETAILS TO BE CONFIRMED).
 - SEE ARCHITECT AND LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.

- NOTES:**
1. FOR BUILDING INFORMATION, SEE DRAWINGS BY DAK ARCHITECTS.
 2. FOR LANDSCAPING, SEE DRAWINGS BY HANCOCK DE GROOTS. BENCHES, PEDESTRIAN LIGHTING, ETC. NOT SHOWN.
 3. FOR TREE INFORMATION INCLUDING DRUPLINES AND TREE REMOVAL/RETAIN, SEE REPORT/DRAWINGS BY TAYLOR MACKENZIE & ASSOCIATES.
 4. FOR LEGAL INFORMATION, SEE DRAWINGS BY POWELL & ASSOCIATES.
 5. UTILITY SIZES AND LOCATIONS TO BE CONFIRMED DURING DETAILED DESIGN.
 6. FIRE DEPARTMENT CONNECTION LOCATION TO BE CONFIRMED DURING DETAILED DESIGN (TO BE WITHIN 45m OF FIRE HYDRANT).
 7. ALL EXISTING ON-SITE BUILDINGS, DRIVEWAYS, PARKING LOTS, RAMP, ETC. TO BE REMOVED AND DISPOSED OFF-SITE (NOT SHOWN FOR CLARITY).
 8. BASE INFORMATION SHOWN IS PRODUCED FROM A COMBINATION OF FIELD SURVEY AND GIS INFORMATION PROVIDED BY THE CITY OF VICTORIA. ALL INFORMATION TO BE CONFIRMED IN THE FIELD PRIOR TO CONSTRUCTION (INCLUDING COMPLETING A SCHEMATIC).

THIS DRAWING AND DESIGN IS THE PROPERTY OF McElhanney Ltd. and SHALL NOT BE USED, REPRODUCED OR REPRODUCED WITHOUT THE CONSENT OF THE SAID COMPANY. McELHANNNEY LTD. WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.

NO.	DATE	BY	ISSUED	NO.	DATE	BY	REVISIONS



McElhanney

500 - 3900 QUADRA STREET
 VICTORIA, BC V8X 4A3 PH (250) 370-8221

SEAL

PROJECT: FOREST HEIGHTS DEVELOPMENT
 2558 QUADRA STREET, VICTORIA, BC

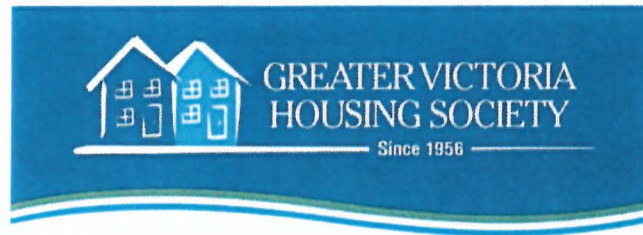
TITLE: CONCEPTUAL SERVICING

1:200 0 4 12m

SCALE: HORIZ. 1:200 VERT. 1:10	PROJECT NO. 18-136
ISSUED/REVISION	APPROVING AUTHORITY FILE NO.
DRAWING NO. 18-136-REZONING	

Received
 City of Victoria
FEB 12 2020
 Planning & Development Department
 Development Services Division

FEBRUARY 11, 2020
ISSUED FOR REZONING



October 23, 2019

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

Dear Mayor Helps, Council and Staff,

Re: Rezoning & Development Permit Application - 2558 Quadra Street, Victoria, BC

Introduction

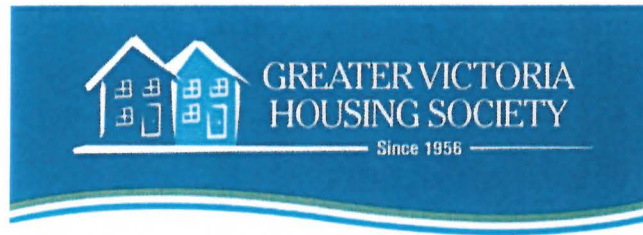
Founded in 1956, Greater Victoria Housing Society (GVHS) is a non-profit charitable organization dedicated to providing affordable rental housing. For over 62 years GVHS has provided homes to low to moderate-income seniors, families, working individuals, and adults with disabilities. GVHS owns and operates 17 properties and 726 units of affordable housing throughout the region. GVHS currently owns and manages 427 units of seniors, workforce, and family housing in the City of Victoria.

2558 Quadra Street, currently known as Forest Heights, is a 54-year-old, 3-storey, 19-unit apartment building owned and operated by GVHS. The building was purchased in 2008 with the intention of future redevelopment. Upon receiving ownership of the building GVHS immediately lowered the rents by 25%, thereby creating affordable housing that did not already exist. The building is well past its effective life and does not offer barrier free accessibility to tenants as it does not have an elevator. The site is under utilized and a recent feasibility study indicates that the property can support a building more than twice its size. Situated within the growing Quadra Village, it is in a prime location for additional affordable housing. The property is located close to shopping, employment, and recreational facilities.

Proposal Summary

We are pleased to submit the attached application form and accompanying documents to rezone the property at 2558 Quadra Street to a mixed-use 5-storey 40-unit affordable rental redevelopment project. We are requesting that the property be rezoned from C1-QV (Quadra Village District) to C1-QV to enable a change of use from multi-family to mixed-use. Total FSR proposed is 2.3:1. A variance will be required for an increase in height from 4 to 5 storeys. The building is being designed as a purpose-built rental development owned and operated by GVHS with affordable rental rates geared to those earning very low to moderate incomes.

The building will include 16 studios, 16-one bedroom, 4-two bedroom, and 4 fully accessible studios for a total of 40 units. The ground floor of the building will have one commercial unit. The accessible units will include roll-in showers, 5-foot turning radiuses in living spaces and washrooms, low-hanging cupboards, roll-under counters, and wide doorways. Building entries will be built barrier free using full universal design standards.



Tenant rights have been identified as an important topic to be addressed by the City of Victoria. GVHS has a tenant relocation assistance policies that meet the City of Victoria Tenant Assistance Policy. See attached GVHS Tenant Relocation Assistance Plan.

Policy Framework

The project has been carefully designed to conform with the *Official Community Plan (OCP)*. The OCP recognizes the site as a part of Quadra Village – designated as a Large Urban Village. The proposal meets the strategic directions laid out for the Hillside-Quadra neighbourhood by increasing residential and commercial density within the Large Urban Village. The building will also have community spaces available for rent to the public, thus enhancing the public realm provided by the new building.

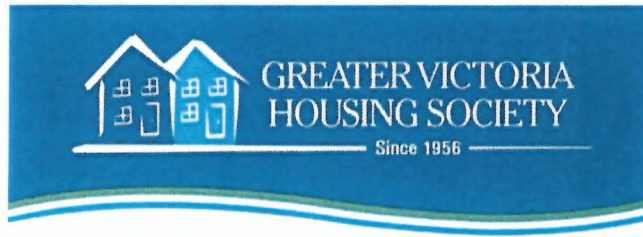
Large Urban Village	Low-rise and mid-rise multi-unit buildings up to approximately six storeys including row-houses and apartments, freestanding commercial and mixed-use buildings.	Ground-oriented commercial and community services reinforce the sidewalk. One to three storey building facades define the <u>street wall</u> . Regularly spaced boulevard and street tree planting, wide sidewalks. Off-street parking underground, at the rear or otherwise screened. Central public green space or square	Low to mid-rise multi-unit residential and mixed-use. Commercial, including visitor accommodation. Live/work. Home occupations.	Total floor space ratios generally up to 1.5:1. Increased density up to a total of approximately 2.5:1 may be considered in strategic locations for the advancement of plan objectives.
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The proposed development conforms to the OCP as being designed to a 5-storey mixed-use build (6-storeys permitted) with ground-oriented commercial, a one-storey street wall accompanied by a large boulevard with tree planting, public benches, and a large sidewalk, all while taking a municipal SRW over the street frontage of the property into consideration to allow for future sidewalk and road improvements.

The OCP states that an increase of density of up to 2.5:1 may be considered in strategic locations. The proposed building would have a density of 2.3:1. The location of the site within the Quadra Village, on a major transit corridor, in a vibrant commercial district provides ideal conditions for a gentle increase in density on site. The Hillside-Quadra Neighbourhood Plan (1996) states that within the Quadra Village, a density bonusing provision in rezoning for commercial use should be encouraged by adding 40% more floorspace for the inclusion of housing.

Project Benefits and Amenities

The addition of 40 residential units (+21 net) and 1 commercial unit on site will provide many benefits to tenants, neighbours, and the community at large. The increase in density on site will be beneficial to the local economy as it will add an increased tax base to the neighbourhood as well as consumers and employees for local businesses. Due to the location of the site within the Quadra Village and its proximity to downtown Victoria, the site relies on its proximity to amenities and services that enable users to carryout daily activities without the need of a vehicle. This provides an added environmental



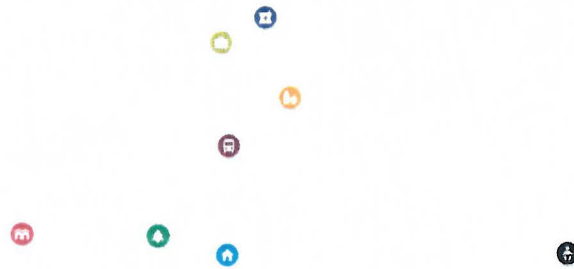
bonus to the property, allowing tenants to live an urban lifestyle providing the opportunity to live, work, and play all within their community.

✓ Forest Heights Redevelopment

• 2558 Quadra St

✓ Amenities

- Bus Stop
- Grocery Store
- Neighbourhood Park
- Pharmacy
- Community Centre
- Child Care Centre
- Quadra Village



The site has been designed to foster positive social interactions within the community. Vehicle and bicycle access off the laneway will eliminate all vehicle access off Quadra Street and improve the overall safety, accessibility, and walkability of the streetscape. With public benches along the street front and inviting landscaping, the building will provide an improved social connection between pedestrians and the property. The site will include a common patio for residential and commercial users of the site. This will help encourage tenants to interact with one another and create a sense of community.

Need and Demand

The issue of the high cost of housing in the Capital Region is well documented. The demand for affordable rental housing is projected to grow substantially particularly in the City of Victoria for low to moderate income households. The GVHS contribution of 21 additional units supports the demand for over 365 affordable housing units a year.

The site being rezoned from multi-family to mixed-use supports this. The *Hillside-Quadra Neighbourhood Plan (1996)* requests commercial frontage along Quadra Street. The OCP's designation for the site as Large Urban Village also calls for mixed-use and ground-oriented commercial and community services that reinforce the sidewalk.

Victoria Housing Reserve Fund

As motioned by council on March 21, 2019, GVHS was approved for a \$330,000 grant to assist in the creation of additional affordable rental housing through the Victoria Housing Reserve Fund. A housing agreement will be registered on title securing 21 units of below market and 19 units of affordable rental housing as per the *January 2019* edition of the fund's guidelines.



Neighbourhood

The site marks the south edge of the “Large Urban Village” OCP designation for Quadra Village, and is distinctly positioned to extend and enrich the pedestrian-oriented commercial core. In keeping with the community plan, this proposal succeeds at adding gentle density within the “Large Urban Village” boundary. Situated within a block characterized by aging 3-storey apartment buildings, this proposal is similar in scale and character to the recently completed *Urbanité* project next door (2560 Quadra St.), and will complement its patterns of usage and occupation.

Impacts

New affordable / mixed-use housing projects such as the one we propose simultaneously revitalize the village and provide safer, more efficient, more accessible, and more affordable housing options.

While planning policy allows for up to 6 storeys in building height, a 5-storey building is proposed to provide the best fit with the neighborhood and in particular to moderate shading and overlook of its 4-storey neighbour. Currently almost all of the open space on site is asphalt parking lot and driveways. This will be replaced by a more balanced mix of soft and hard landscaping, including at-grade patio spaces and gardens.

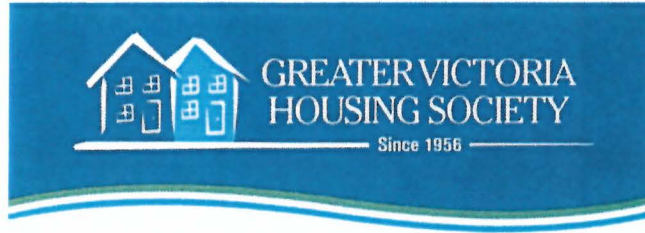
Design and Development Permit Guidelines

The massing, form, and character have been developed in keeping with all applicable development permit and multifamily guidelines. The project satisfies long-range planning policies in general, and addresses particular local guidelines as follows:

- Provides ground-oriented commercial within the village core.
- Defines the street wall with a 5-storey facade and a single-storey secondary street wall.
- Locates all parking and vehicle access away from Quadra Street and off the lane instead. With a small amount of surface parking, the bulk of parking is enclosed underground.
- Accommodates population growth in large urban villages.
- In conjunction with recent and future redevelopment it will establish a southern gateway into the Quadra Street Village.

Safety and Security

Quadra Village has a lively and diverse street life night and day. This project is designed (while referencing CTPED principles) to enrich that street life while also promoting the safety and security of residents and visitors. To minimize opportunities for concealment the building footprint is simple and rectilinear with minimal alcoves and recesses. Landscaping is similarly articulated with a combination of low ground cover and high crown plant species that provide clear sight lines into front, rear, and side yards without any blind spots. The outdoor amenity space and side yard will be secured by a 7' fence and locked gate to limit use to occupants only. All building faces have expansive glazing, especially at the ground floor, which maximizes the effectiveness of passive surveillance of the site. Appropriate levels of



shielded lighting provide safe, well lit pathways and garden areas around the building, especially at entry and exit doors.

Transportation

The proposed parking will include 8 surface and 22 secure underground stalls. A 3-stall variance is being requested in order to meet the housing agreement to be registered. The bicycle parking requirements will be fully satisfied.

Heritage

There is no heritage designation associated with the site or existing buildings.

Green Building Features

The building will comply with the BC Energy Step Code - Step 3 at a minimum, and may meet Step 4, subject to senior government funding. Additional environmental building features will be illustrated as part of the development permit application. GVHS's goal is to try to create a Zero Emission building by not relying on natural gas for domestic hot water heating, thereby reducing our annual CO² output by more than 75%. Electrical conduits for future EV plugin stations will be run to all parking stalls and plugins will be provided for 10% of the parking spaces. Charging for electric bicycles will be made available within the secure bicycle storage.

Infrastructure

Quadra Village is well equipped with both social and civil infrastructure to support the densification of this redevelopment. The heart of the village in the adjacent block offers a full spectrum of products and services and includes a major grocery store. Also, nearby is the Quadra Village community centre as well as Wark Street Park. Quadra Street itself is a major arterial route with frequent bus service and nearby bicycle greenways including Vancouver Street and Kings Road.

We look forward to hearing further on our application to rezone 2558 Quadra Street.

Sincerely,

Kaye Melliship
Executive Director

By email to: Michael Angrove,
City of Victoria mangrove@victoria.ca

12 October 2018

Dear Michael Angrove:

Re: Community Meeting for 2558 Quadra Street

Community Meeting Details

Date: 13 September 2018

Location of meeting: Quadra Village Community Centre, 901 Kings Avenue

Meeting facilitated by: Hillside Quadra Neighbourhood Action Committee (NAC)

Number of people in attendance: 10 community members, 4 NAC Executive, 4 proponents

Meeting Chair: Jon Munn

Note taker: Janis LaCouvee

Proposed Development Details

Proponent: Greater Victoria Housing Society (GVHS). GVHS (est. 1956), provides housing in 17 CRD properties for seniors, families, people with disabilities and low income earners. Currently the society can access provincial funding to build.

Presenters: James Munro—Director of Real Estate Development GVHS, Yvonne Blair--Director of Operations, GVHS, Rob Whetter—DHK Architects, Tamara Bonnemaïson—Murdoch De Greef Landscape Architects

Building Type and Use: 5-storey 40-unit mixed-use apartment (2-5 storeys) and office (ground floor GVHS Offices)

Unit Types and Sizes: 16 studios at 388 ft², 4 accessible studios at 517 ft², 16 one bedroom at 603 ft², 4 two bedroom at 872 ft². Note: 4 units less than presented at a preliminary meeting with the NAC Executive in June, as the result of a request for 2 BR units due to neighbourhood need.

Amenities

Space: ground floor room for resident and community use, ground floor patio adjacent to laundry room. Juliet balconies (minor access to outdoor space)

Transport: a Modo car onsite; 25 (perhaps 50) memberships will be offered to tenants by GVHS.

Affordability

Estimated Monthly Rents \$375 (studio) - \$1293 (2-bedroom) with a range of subsidies which include rent-geared-to income and disability allowance.

There is a tenant relocation strategy. Tenants will receive assistance with moving and hookup fees. The budget is \$55,000 to tenants for relocation. This relocation plan surpasses the terms of the new draft City of Victoria policies.

Building Standards (estimated long-term affordability and building quality improvement)

Energy: passive house / net zero (estimated 40% less energy use), triple glazed windows (quiet); parking plug-in for vehicles and bicycles.

Accessibility: building and all access routes will be designed using universal design standards.

Existing Site Details

3-storey 19-unit apartment building

Aging, not built to accessible standards

No information regarding unit sizes, rents and amenities.

Site & Building Details - Comparison

See table. Incomplete information.

Discussion

Questions and concerns raised included:

Shading—Urbanité at 2540 Quadra was planned with extensive landscaping on the side of the building. How will the new building affect existing planting?

Tamara Bonnemaïson, landscape architect intern, spoke to the different planting, including native plants between the buildings.

	OCP	Existing	Proposed
Floor Space Ratio (FSR)	2.5	1.4	2.32
Built Area			2883.9 m ² (31,043 ft ²)
Height: storeys, (m)	6	4	5 (17m, 55.78 ft)
Lot Coverage			47%
Yard/ setbacks Front			3m (1 floor) 6m? (2-5/F)
South side			? (>5m)
North side			5m
Rear (lane)			12m
Office Parking			4 (ratio?) shared
Residential Parking – Car (ratio)			26 (ratio?)
- Bicycle long term			48 (ratio?)
- Bicycle short term			6 (ratio?)
Landscaping, street trees		Large trees	Tree well provided for a large tree; some native species

Noise from patio. How much higher is the patio on the back of Forest Heights than Corey Park (apartment building directly rear/ west on Wark Street)? Concerns were raised about noise, cut-through from the between Quadra and the lane.

Proponents said that trees will provide screening. A fob security system may be used for the patio access. The patio will provide eyes on the street and provide recreational opportunities for tenants. GVHS staff will closely monitor complaints and strive to be good neighbours.

Cladding a resident mentioned that they enjoy the bounce-light off the current building and wondered how proposed building dark surfaces will decrease that effect.

Some of the cladding is white hardi-plank and light would bounce. The contrast in the design renderings (black and white) is not as high in actual fact.

Algae on the building over time? Among the concerns raised regarding flat roof and right-angle building design features was the ability of the building to age gracefully. The building designer replied that there is no overhang which normally alleviates algae growth, but materials may resist this problem.

Construction. Access concerns were raised about the lane being blocked as happened with construction of Urbanité, 2540 Quadra. The proponent said they might not have to block the lane because the proposed building is set back farther than 2540 which is not set back. The proponent would, in any case, inform the neighbours in advance.

Parking. There was some discussion about on-site parking, but the proponent's approach was generally seen acceptable although met with skepticism by some community attendees.

Overall reaction

In general, participants in the meeting supported the concept and efforts of the designers to fit the project into the streetscape and massing of adjacent buildings.

Thank you on behalf of the neighbourhood for the opportunity to comment on this proposed development

Jon Munn
CALUC Co-chair
Hillside Quadra Neighbourhood Action Committee

cc. Hillside Quadra NAC, James Munro - Director of Real Estate Development GVHS



Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6

Tenant Assistance Plan

This form must be submitted with your rezoning or development application. For contact, please send questions to your development services planner.

SUMMARY: Instructions and steps for Developers and Property Owners

STEP 1	BACKGROUND: Understand your rights and responsibilities as a landlord. Please review the documents in the background section pertaining to relocating tenants and the City's rental replacement policies.
STEP 2	POLICY APPLICATION: Complete tenant impact assessment to determine the requirements of your application.
STEP 3	Complete application requirement, including: a. Current Site Information b. Tenant Assistance Plan c. Tenant Communication Plan d. Appendix A - Current Occupant Information and Rent Rolls (For office use only) e. Appendix B - Correspondence with Tenants Communication (For office use only)
STEP 4	SUBMIT: Complete form and submit to: a. Email digital copy of plan to housing@victoria.ca (include appendices)
STEP 5	REVISE: Applicant to update and return application requirements with staff input.
STEP 6	FINALIZE: City staff to finalize the review and signs off application requirements and used as attachment for the Committee of the Whole report.

BACKGROUND: Rights and Responsibilities of Landlords and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and is set out in the [Residential Tenancy Act](#).

Please refer to the City of Victoria's [website](#) for more information regarding the City of Victoria's rental housing policies. Supporting documents include:

- Tenant Assistance Instructions and Checklist
- Tenant Assistance Policy
- Frequently Asked Questions
- Sample Letter to Tenants
- Request for Tenant Assistance Form and Privacy Guidelines
- Final Tenant Assistance Report

POLICY APPLICATION: Tenant Impact Assessment to Determine the Requirements of your Application

Answer the questions below to determine whether a plan is required with your application:

Tenant Impact	Indicate:		Application Requirement
Are you redeveloping or demolishing a building that will result in loss of existing residential units?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, complete the next question.
Does your work require the permanent relocation of tenant(s) out of the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, complete and submit a tenant assistance plan.
Do you have tenant(s) who have been residing in the building for more than one year?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, tenants are eligible under the tenant assistance plan

If any are selected no, then a tenant assistance plan is not required as part of your application.

TENANT ASSISTANCE PLAN

A. Current Site Information

Site Address:	2558 Quadra Street, Victoria, BC
Owner Name:	Greater Victoria Housing Society
Company Name:	Greater Victoria Housing Society
Tenant Relocation Coordinator (Name, Position, Organization):	Yvonne Blair, Manager of Tenant Relations, Greater Victoria Hous



EXISTING RENTAL UNITS

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor	1	679.00
1 BR	15	806.33
2 BR	3	896.67
3 BR		
3 BR+		
Total	19	813.89

B. Tenant Assistance Plan

For any renovation or redevelopment that requires relocation of existing tenants, the property owner must create a Tenant Assistance Plan that addresses the following issues:

- Early communication with the tenants
- Appropriate compensation
- Relocation assistance
- Moving costs and assistance
- Right of first refusal

The City has developed a Tenant Assistance Plan template that is available for applicant use. The template includes the required FOIPPA section 27(2) privacy notification which should be identified for tenants.

Please refer to the Tenant Assistance Policy with Tenant Assistance Plan guidelines for Market Rental and Non-Market Rental Housing Development.

Required under the Residential Tenancy Act

Notice to End Tenancies

A landlord may issue a Notice to End Tenancy only after all necessary permits have been issued by the City. In addition, landlords must give four months' notice to end tenancies for renovation, demolition, and conversions. Tenants have 30 days to dispute the notice.

For more information, please refer to the [Landlord Notice to End Tenancy](#).

Renovations and Repairs

Renovations and repairs must be so extensive that they require the unit to be empty in order for them to take place, and the only way to achieve the necessary emptiness or vacancy is by terminating a tenancy. The RTA and associated guidelines provide specific guidance pertaining to whether a landlord may end a tenancy in order to undertake renovations or repairs to a rental unit.

For more information, please refer to [Ending a Tenancy for Landlord's use of Property](#).

Right of First Refusal

In instances of renovations or repairs requiring vacancy, the RTA requires tenants be offered the right of first refusal to enter into a new tenancy agreement at a rent determined by the landlord. This right of first refusal applies only to a rental unit in a residential property containing 5 or more units, and there are financial penalties for non-compliance.

For more information, please refer to [Tenant Notice: Exercising Right of First Refusal](#).

For full details, please check the [Government of British Columbia website](#).

Tenant Assistance Plan Components	APPLICANT		CITY STAFF
	Tenant Assistance Plan		Did the Applicant meet policy?
	Date:	February 21, 2020	
Compensation Please indicate how you will be compensating the tenant(s).	Greater Victoria Housing Society will provide a compensation package in accordance to the Residential Tenancy Act (as required) and the City of Victoria's policy (Section 5.1) based on the length of tenancy. If tenants are successfully rehoused within the GVHS portfolio they will only be compensated as per the RTA requirements.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Moving Expenses Please indicate how the tenant(s) will receive moving expenses and assistance.	Yes. Tenants returning to the building under right of first refusal will also have the same expenses covered. Tenants will be asked to provide a receipt and expenses will be reimbursed up to the following amounts: - \$500 - Bachelor or 1 BR - \$750 - 2+ BR		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Relocation Assistance Please indicate how the tenant(s) will receive relocation assistance.	- GVHS are currently hiring a full-time in-house relocation coordinator that will work with tenants 1 on 1 to have their needs met. - GVHS is committed to re-housing current tenants of 2558 Quadra within our own portfolio wherever possible at a similar or equivalent rent. Where a unit within our portfolio is not available, if requested, we will assist in finding three comparable units in the Greater Victoria area that will fit as closely to their current accommodation as possible; At least one of the comparable units will be in the same neighbourhood. (see other comments)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Right of First Refusal Please indicate whether the applicant is offering right of first refusal to the tenant(s). Please indicate your reasoning.	Tenants will be offered the first right of refusal (as per the RTA), based on their length of tenancy, to the new building if they desire to return to 2558 Quadra once the new building is complete.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tenants Requiring Additional Assistance Please indicate whether there are tenants requiring additional assistance. If so, please indicate how the applicant plans to provide additional support.	GVHS's full-time in-house relocation coordinator will work with tenants 1-on-1 to have their needs met. For existing tenants requesting assistance in finding alternative accommodation, we will provide a comparable option that rents for no more than 10% above current rent levels, unless otherwise agreed to by the tenant.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other Comments	- All current tenants will be provided with contact information for the tenant relocation manager/coordinator. If desired, tenants can provide their accommodation specifications and the tenant relocation manager/coordinator will actively search out vacant units that match the requirements.		

Tenant Communication Plan Components	APPLICANT	
	Tenant Communication Plan	
	Date:	February 21, 2020
How and when did you inform tenants of the rezoning or development application?	By Mail Notice (see attached copies): - July 16, 2018 - July 23, 2018 - Sept 13, 2019	
How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?	Updates of approvals & permitting progress of the project are provided to the tenants by mail notice. Tenants have been provided a direct email and phone number of the relocation coordinator should they have any questions or require additional assistance in their relocation. Tenants will be met with 1-on-1 with the relocation coordinator to have their needs assessed.	
What kind of resources will you be communicating to your tenants and how will you facilitate tenants in accessing these resources? (Please see the City's website for a list of resources)	<ul style="list-style-type: none"> - Initiation of the process - Tenant Relocation Assistance Plan - Introduction of Relocation Coordinator - Contact and Availability of Greater Victoria Housing Society staff - Timeline changes - Notice to End Tenancy 	
Have tenant(s) confirmed with you whether they request assistance? If so, please indicate the staff responsible or whether a third-party service is requested.	GVHS's full-time in-house relocation coordinator will work with tenants 1-on-1 to have their needs met. No tenants have formally requested assistance and have only asked for updates on the status of the development process. Information has been provided when made available.	
Other communications notes:		

FINAL TAP Review - [For City Staff to complete]

Application received by Hollie McKeil  (City Staff) on February 20, 2019  (Date)

Did the applicant meet TAP policy? Yes ☒ No ☐

Staff Comments on
final plan:

The Tenant Assistance Plan submitted meets all requirements for non-market rental housing developments, in the Tenant Assistance Policy. The GVHS has consulted with tenants throughout the development application process, to ensure that the assistance plan submitted meets their needs. Tenants will be supported throughout the relocation process by the newly created staff position, Tenant Relocation Coordinator, whose responsibilities will be dedicated to relocating tenants.

All tenants will be offered a Right of First Refusal to the new building. Tenants will be relocated to alternative housing within the GVHS portfolio. If tenants aren't able to be rehoused in the GVHS portfolio they will be found three comparable units that meets their needs, that is no more than 10% above current rent levels and they will be compensated financially based on the City of Victoria's Tenant Assistance Policy amounts in section 5.1.

Staff consider the components of this TAP to be appropriate for the project.



Talbot Mackenzie & Associates

Consulting Arborists

2558 Quadra St, Victoria

Construction Impact Assessment & Tree Preservation Plan

Prepared For: Greater Victoria Housing Society
2326 Government Street
Victoria, BC
V8T 5G5

Prepared By: Talbot, Mackenzie & Associates
Noah Borges
ISA Certified # PN-8409A
TRAQ – Qualified

Date of Issuance: October 3, 2019

Box 48153 RPO - Uptown Victoria, BC V8Z 7H6
Ph: (250) 479-8733
Fax: (250) 479-7050
Email: tmtreehelp@gmail.com



Talbot Mackenzie & Associates

Consulting Arborists

Jobsite Property: 2558 Quadra St, Victoria, BC

Date of Site Visits: September 12, 2019

Site Conditions: No ongoing construction activity.

Summary: Two bylaw protected Western Red Cedar trees (#494 and 495) are in the proposed parkade footprint and will require removal. During the demolition phase, these trees must be protected by erecting barrier fencing as indicated on the attached site plan. If the existing paved walkway to the front entrance of the building is removed before the trees are, caution must be exercised to not damage any roots that may be growing directly underneath and the barrier fencing should be extended to isolate this area.

There are four young maple trees (#496-499) that appear to be growing on municipal property west of the parking area. Based on discussions with the applicant, it is our understanding that they intend to remove these trees as well.

Scope of Assignment:

- Inventory the existing bylaw protected trees and any trees on municipal or neighbouring properties that could potentially be impacted by construction or that are within three metres of the property line
- Review the proposal to demolish the existing building and construct a new multi-story building with an underground parkade
- Comment on how construction activity may impact existing trees
- Prepare a tree retention and construction damage mitigation plan for those trees deemed suitable to retain given the proposed impacts

Methodology:

- We visually examined the trees on the property and prepared an inventory in the attached Tree Resource Spreadsheet.
- Each by-law protected tree was identified using a numeric metal tag attached to its lower trunk. Municipal trees and neighbours' trees were not tagged.
- Information such as tree species, DBH (1.4m), crown spread, critical root zone (CRZ), health, structure, and relative tolerance to construction impacts were included in the inventory.
- The conclusions reached were based on the information provided within the attached site and building plans from dHKarchitects (dated May 2019) and landscape plan from Murdoch de Greeff Inc. (dated October 2, 2019).

Limitations:

- No exploratory excavations have been conducted and thus the conclusions reached are based solely on critical root zone calculations and our best judgement using our experience and expertise. The location, size and density of roots are often difficult to predict without exploratory excavations and therefore the impacts to the trees may be more or less severe than we anticipate.
- Where trees were not surveyed on the plans provided, we have added their approximate locations. The accuracy of our estimated locations has not been verified by a professional surveyor. Only the trees shown on the attached site survey were professionally surveyed.

Summary of Tree Resource: 6 trees were included in the inventory, including two bylaw protected Western Red Cedar trees growing on the subject property. There are four recently planted maple trees located west of the parking area which appear to be on municipal property.

Trees to be Removed:

- **Western Red Cedars #494 and 495** are located within the footprint of the parkade.
- **Maples #496-499:** Based on discussions with the applicant, it is our understanding that these four trees will be removed. #498 is within the footprint of the driveway and #497 is in the waste sorting area (see attached landscape plan).

Potential Impacts on Trees to be Retained and Mitigation Measures

- **Demolition of the Existing Building:** It is our understanding that the two Western Red Cedar trees (#494 and 495) must be protected during the demolition phase. The demolition of the existing building and any services that must be removed or abandoned, must take the critical root zone of these trees into account. If any excavation or machine access is required within the CRZs of these trees, it must be completed under the supervision and direction of the project arborist. Barrier fencing must be constructed in the areas indicated on the attached site plan to prevent soil compaction within their CRZs. If the existing paved walkway to the front entrance of the building is removed before the trees are, caution must be exercised to not damage any roots that may be growing directly underneath. The barrier fencing should be extended to isolate this area following the removal of the pathway. If the barrier fencing must be temporarily removed or modified, the project arborist must be notified.
- **Pruning Roots:** Any severed roots must be pruned back to sound tissue to reduce wound surface area and encourage rapid compartmentalization of the wound. Backfilling the excavated area around the roots should be done as soon as possible to keep the roots moist and aid in root regeneration. Exposed roots should be kept moist until the area is backfilled, especially if excavation occurs during a period of drought. This can be accomplished in a number of ways, including wrapping the roots in burlap or installing a root curtain of wire mesh lined with burlap, and keeping the area moist throughout the construction process.

- **Barrier Fencing:** The areas surrounding the trees to be retained should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zones.

The barrier fencing must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood, or flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

- **Minimizing Soil Compaction:** In areas where construction traffic must encroach into the critical root zones of trees to be retained, efforts must be made to reduce soil compaction where possible by displacing the weight of machinery and foot traffic. This can be achieved by one of the following methods:
 - Installing a layer of hog fuel or coarse wood chips at least 20 cm in depth and maintaining it in good condition until construction is complete.
 - Placing medium weight geotextile cloth over the area to be used and installing a layer of crushed rock to a depth of 15 cm over top.
 - Placing two layers of 19mm plywood.
 - Placing steel plates.
- **Mulching:** Mulching can be an important proactive step in maintaining the health of trees and mitigating construction related impacts and overall stress. Mulch should be made from a natural material such as wood chips or bark pieces and be 5-8cm deep. No mulch should be touching the trunk of the tree. See “methods to avoid soil compaction” if the area is to have heavy traffic.
- **Arborist Role:** It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:
 - Locating the barrier fencing
 - Reviewing the report with the project foreman or site supervisor
 - Locating work zones, where required
 - Supervising any excavation within the critical root zones of trees to be retained
 - Reviewing and advising of any pruning requirements for machine clearances
- **Review and Site Meeting:** Once the project receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any site clearing, tree removal, demolition, or other construction activity occurs and to confirm the locations of the tree protection barrier fencing.

Talbot Mackenzie & Associates

Please do not hesitate to call us at (250) 479-8733 should you have any further questions.

Thank you,



Noah Borges
ISA Certified #PN-8409A
TRAQ – Qualified

Talbot Mackenzie & Associates
ISA Certified Consulting Arborists

Encl. 1-page tree resource spreadsheet, 10-page site and building plans, 2-page landscape plans, 1-page barrier fencing specifications, 2-page tree resource spreadsheet methodology and definitions

Disclosure Statement

The tree inventory attached to the Tree Preservation Plan can be characterized as a limited visual assessment from the ground and should not be interpreted as a "risk assessment" of the trees included.

Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve their health and structure or to mitigate associated risks.

Trees are living organisms, whose health and structure change, and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. It is not possible for an Arborist to identify every flaw or condition that could result in failure or can he/she guarantee that the tree will remain healthy and free of risk.

Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

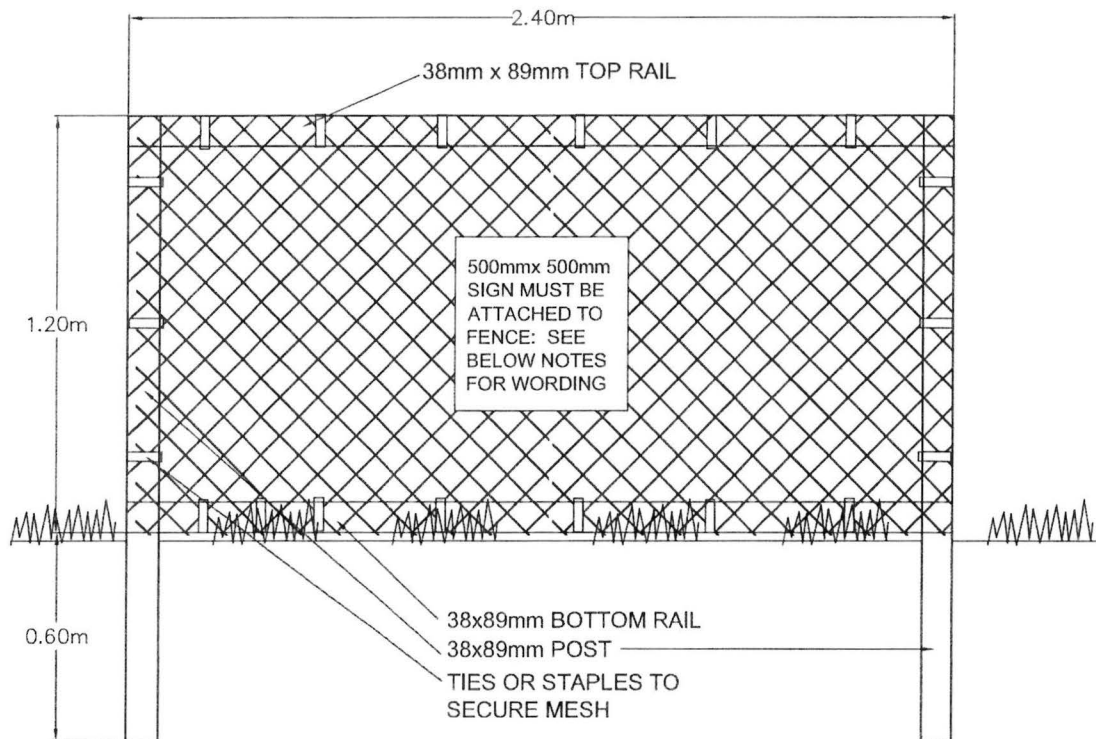
September 12, 2019

2558 Quadra St
Tree Resource Spreadsheet

Page 1 of 1

Tree ID	Common Name	Latin Name	DBH (cm) ~ approximate	Crown Spread (m)	CRZ (m)	Relative Tolerance	Health	Structure	Remarks and Recommendations	Bylaw Protected	Retention Status
494	Western Red Cedar	<i>Thuja plicata</i>	103 (measured at 1.1m above ground)	10	15.5	Poor	Good	Fair	Pruned for utility line clearance, codominant leaders	Y	X
495	Western Red Cedar	<i>Thuja plicata</i>	85	10	13.0	Poor	Good	Fair	Codominant leaders, asymmetric crown due to competition with 494	Y	X
496	Maple	<i>Acer spp.</i>	8	2	1.0	Moderate	Good	Fair	Likely a municipal tree, likely red or freeman maple	N	X
497	Maple	<i>Acer spp.</i>	7	2	1.0	Moderate	Good	Fair	Likely a municipal tree	N	X
498	Maple	<i>Acer spp.</i>	8	3	1.0	Moderate	Good	Fair	Likely a municipal tree	N	X
499	Maple	<i>Acer spp.</i>	7	3	1.0	Moderate	Good	Fair	Likely a municipal tree	N	X

Prepared by:
Talbot Mackenzie & Associates
ISA Certified and Consulting Arborists
Phone: (250) 479-8733
Fax: (250) 479-7050
email: tmtreehelp@gmail.com



TREE PROTECTION FENCING

1. FENCE WILL BE CONSTRUCTED USING 38 mm X 89mm WOOD FRAME: TOP, BOTTOM AND POSTS * USE ORANGE SNOW-FENCING MESH AND SECURE THE WOOD FRAME WITH "ZIP" TIES OR GALVANIZED STAPLES.
 2. ATTACH A 500mm X 500mm SIGN WITH THE FOLLOWING WORDING: WARNING- TREE PROTECTION AREA. THIS SIGN MUST BE AFFIXED ON EVERY FENCE OR AT LEAST EVERY 10 LINEAR METERS.
- * IN ROCKY AREAS, METAL POSTS (T-BAR OR REBAR) DRILLED INTO ROCK WILL BE ACCEPTED



Talbot Mackenzie & Associates

Consulting Arborists

Box 48153 RPO - Uptown Victoria, BC V8Z 7H6

Ph: (250) 479-8733

Fax: (250) 479-7050

Email: tmtreehelp@gmail.com

Tree Resource Spreadsheet Methodology and Definitions

Tag: Tree identification number on a metal tag attached to tree with nail or wire, generally at eye level. Trees on municipal or neighboring properties are not tagged.

NT: No tag due to inaccessibility or ownership by municipality or neighbour.

DBH: Diameter at breast height – diameter of trunk, measured in centimetres at 1.4m above ground level. For trees on a slope, it is taken at the average point between the high and low side of the slope.

* Measured over ivy

~ Approximate due to inaccessibility or on neighbouring property

Crown Spread: Indicates the diameter of the crown spread measured in metres to the dripline of the longest limbs.

Relative Tolerance Rating: Relative tolerance of the tree species to construction related impacts such as root pruning, crown pruning, soil compaction, hydrology changes, grade changes, and other soil disturbance. This rating does not take into account individual tree characteristics, such as health and vigour. Three ratings are assigned based on our knowledge and experience with the tree species: Poor (P), Moderate (M) or Good (G).

Critical Root Zone: A calculated radial measurement in metres from the trunk of the tree. It is the optimal size of tree protection zone and is calculated by multiplying the DBH of the tree by 10, 12 or 15 depending on the tree's Relative Tolerance Rating. This methodology is based on the methodology used by Nelda Matheny and James R. Clark in their book "Trees and Development: A Technical Guide to Preservation of Trees During Land Development."

- 15 x DBH = Poor Tolerance of Construction
- 12 x DBH = Moderate
- 10 x DBH = Good

To calculate the critical root zone, the DBH of multiple stems is considered the sum of 100% of the diameter of the largest stem and 60% of the diameter of the next two largest stems. It should be noted that these measures are solely mathematical calculations that do not consider factors such as restricted root growth, limited soil volumes, age, crown spread, health, or structure (such as a lean).

Health Condition:

- Poor - significant signs of visible stress and/or decline that threaten the long-term survival of the specimen
- Fair - signs of stress
- Good - no visible signs of significant stress and/or only minor aesthetic issues

Structural Condition:

- Poor - Structural defects that have been in place for a long period of time to the point that mitigation measures are limited
- Fair - Structural concerns that are possible to mitigate through pruning
- Good - No visible or only minor structural flaws that require no to very little pruning

Retention Status:

- X - Not possible to retain given proposed construction plans
- Retain - It is possible to retain this tree in the long-term given the proposed plans and information available. This is assuming our **recommended mitigation measures are followed**
- Retain * - See report for more information regarding potential impacts
- TBD (To Be Determined) - The impacts on the tree could be significant. However, in the absence of exploratory excavations and in an effort to retain as many trees as possible, we recommend that the final determination be made by the supervising project arborist at the time of excavation. The tree might be possible to retain depending on the location of roots and the resulting impacts, but concerned parties should be aware that the tree may require removal.
- NS - Not suitable to retain due to health or structural concerns



Advisory Design Panel Report

For the Meeting of November 27, 2019

To: Advisory Design Panel **Date:** November 13, 2019

From: Michael Angrove, Planner

Subject: Development Permit with Variances Application No. 000559 for 2558 Quadra Street

EXECUTIVE SUMMARY

The Advisory Design Panel (ADP) is requested to review a Development Permit with Variances Application for 2558 Quadra Street and provide advice to Council.

The proposal is for a five-storey affordable rental building and requires a Rezoning and Development Permit with Variances Application.

The property is within Development Permit Area (DPA) 5: Large Urban Villages. The following documents were considered in assessing this application:

- *Official Community Plan (OCP, 2012)*
- *Quadra Village Design Guidelines (1998)*
- *Advisory Design Guidelines for Buildings, Signs and Awnings (1981)*
- *Guidelines for Fences, Gates and Shutters (2010).*

The proposal is consistent with the applicable design guidelines for the following reasons:

- the building utilizes an offset podium to create a pedestrian scale and aid in framing the street
- vehicle parking access is provided off the rear lane to further contribute to a pedestrian-friendly interface
- the building is set back 3m on the first storey and 6m on the upper storeys from Quadra Street.

However, opportunities exist to further improve the main entrances and the interaction of the building with Quadra Street.

The Options section of this report provides guidance on possible recommendations that the Panel may make, or use as a basis to modify, in providing advice on this application.

BACKGROUND

Applicant:	Mr. Daniel Saxton Greater Victoria Housing Society
Architect:	Mr. Charles Kierulf, MAIBC DHK Architecture
Development Permit Area:	Development Permit Area 5, Large Urban Villages
Heritage Status:	N/A

Description of Proposal

The proposal is for a five-storey affordable rental building. A commercial unit and the main residential entrance fronts Quadra Street, while the vehicle access is from the rear lane. The proposal includes the following major design components:

- a one-storey offset podium that houses the commercial unit and frames the public realm
- four storeys of residential stepped back from the podium and Quadra Street
- common amenity space in the form of a rear-yard, south-facing patio and a ground-floor common room
- underground parking accessed off the rear lane.

Exterior materials include:

- brick around the base
- fiber cement panel siding
- both vertical and horizontal metal siding
- vinyl windows.

Landscaping elements include:

- rear yard common patio constructed of concrete pavers and including outdoor seating
- allotment gardens for urban agriculture
- eight new trees to be planted including sweet chestnut, vine maples, Persian ironwood and European beech
- concrete pavers and ornamental plantings used to define the main entrance.

The following data table compares the proposal with the existing C1-QV Zone, Quadra Village District. An asterisk is used to identify where the proposal is less stringent than the existing Zone. Additionally, the key City policy that pertains to the area has been included in this table.

Zoning Criteria	Proposal	C1-QV Zone Standard	OCP Policy	Hillside-Quadra Neighbourhood Policy
Site area (m ²) – minimum	1239.70	N/A	N/A	N/A

Zoning Criteria	Proposal	C1-QV Zone Standard	OCP Policy	Hillside-Quadra Neighbourhood Policy
Density (Floor Space Ratio) – maximum	2.28 *	1.4	2.5	1.4
Total floor area (m ²) – maximum	2822 *	1735.58	N/A	N/A
Height (m) – maximum	18.12 *	15.5	N/A	15.5
Storeys – maximum	5 *	4	6	4
Site coverage (%) – maximum	80	N/A	N/A	N/A
Setbacks (m) – minimum				
Front (Quadra Street)	0 (parkade) * 3.26 (1st storey) 6.50 (2nd storey)	3.0m (1 st & 2 nd storey) 6.0m (3 rd storey & above)	N/A	3.0m (1 st & 2 nd storey) 6.0m (3 rd storey & above)
Rear (West)	2.9 *	4.53	N/A	N/A
Side (North)	0 (parkade) * 2.54 (building wall) *	4.53	N/A	N/A
Side (South)	0 (parkade) * 3.90 (building projection) *	4.53	N/A	N/A
Residential vehicle parking – minimum	20	15	N/A	N/A
Commercial vehicle parking – minimum	5	6	N/A	N/A
Visitor vehicle parking – minimum	4	4	N/A	N/A

Zoning Criteria	Proposal	C1-QV Zone Standard	OCP Policy	Hillside-Quadra Neighbourhood Policy
Bicycle parking stalls – minimum				
Class 1	47	47	N/A	N/A
Class 2	8	8	N/A	N/A

Sustainability Features

The following sustainability features are proposed:

- Step 3 of the BC Energy Step Code will be met at minimum, with Step 4 subject to further funding opportunities being granted
- 10% of the parking stalls will have EV plugin stations, and the remaining stalls will have conduits for future EV plugin stations
- outlets will be available in the long term bicycle storage for electric bicycle charging.

Consistency with Policies and Design Guidelines

Official Community Plan

The subject site is designated as Large Urban Village in the *Official Community Plan* (OCP, 2012), which envisions low- to mid-rise mixed-use buildings up to approximately six storeys. The place character features call for ground-oriented commercial and community services that reinforce the sidewalk, one- to three-storey building façades that define the street wall and off-street parking located underground or at the rear.

Hillside-Quadra Neighbourhood Plan

The subject site is designated as “Consider reduction of allowable height, more street retail” within the *Hillside-Quadra Neighbourhood Plan*. Although the height is inconsistent with the neighbourhood plan, five storeys is consistent with the OCP. The neighbourhood plan also notes that exterior form and materials should be reasonably compatible with those of their neighbours and that the front face of a project contributes to making that portion of the street an attractive safe and friendly environment.

Quadra Village Design Guidelines

The subject site falls within DPA 5: Large Urban Villages. The objectives of DPA 5 are to revitalize areas of commercial use into complete Large Urban Villages to encourage and support a mix of commercial and community services primarily serving the surrounding residential areas. Other objectives include achieving a unique character and sense of place with consideration for potential new landmarks, and achieving high quality architecture, landscape and urban design to enhance the appearance of Large Urban Villages and identity villages as important neighbourhood centres.

Design Guidelines that apply to DPA 5 are the *Quadra Village Design Guidelines* (1998), *Advisory Design Guidelines for Buildings, Signs and Awnings* (2006), and *Guidelines for Fences, Gates and Shutters* (2010).

The *Quadra Village Design Guidelines* encourage a 3m setback from Quadra Street in order to define the commercial street and an additional 3m setback at the third storey. The proposal meets these setbacks. The Design Guidelines note there are no prescriptive guidelines for building materials, except that materials which are inappropriate to an urban, commercial context are strongly discouraged. Street-level entrances should be clearly visible and directly accessible from the main street, and outdoor displays and seating areas are encouraged between sidewalk and storefront.

There are two guidelines that the proposal is inconsistent with: a maximum of four storeys and a maximum floor space ratio (FSR) of 1.4:1. However, the OCP envisions up to six storeys and up to 2.5:1 FSR.

Staff consider that the proposal is generally consistent with the above policies and design guidelines; however, opportunities exist to improve the relationship of the street-level entrances and activation with the street. The Panel is invited to comment on these aspects of the proposal, as well as other aspects as the Panel sees fit.

ISSUES AND ANALYSIS

The following sections identify and provide a brief analysis of the areas where the Panel is requested to provide commentary. The Panel's commentary on any other aspects of the proposal is also welcome.

Street Relationship and Strong Entry Features

The Design Guidelines note that street-level entrances should be clearly visible and that outdoor displays and seating is encouraged to improve the street relationship. The commercial entrance, while located at the front of the building, does not face the street and there are no opportunities to bring commercial activity to the street. However, the sloping nature of the sight, the need to provide accessible entrances and the City's required 3.2m Statutory Right-of-Way create challenges in providing a commercial entrance that fronts and activates the street. Staff are therefore looking for design solutions that could further reinforce and activate the commercial entrance.

OPTIONS

The following are three potential options that the Panel may consider using or modifying in formulating a recommendation to Council:

Option One

That the Advisory Design Panel recommend to Council that Development Permit Application No. 000559 for 2558 Quadra Street be approved as presented.

Option Two

That the Advisory Design Panel recommend to Council that Development Permit Application No. 000559 for 2558 Quadra Street be approved with the following changes:

- as listed by the ADP.

Option Three

That the Advisory Design Panel recommend to Council that Development Permit Application No. 000559 for 2558 Quadra Street does not sufficiently meet the applicable design guidelines and policies and should be declined (and that the key areas that should be revised include:)

- as listed by the ADP, if there is further advice on how the application could be improved.

ATTACHMENTS

- Subject Map
- Aerial Map
- Plans date stamped October 25, 2019
- Applicant's letter dated October 23, 2019.

cc: Mr. Daniel Saxton, Applicant; Mr. Charles Kierulf, DHK Architecture.

5.1 Development Permit with Variances Application No. 000559 for 2558 Quadra Street

The City is considering a Development Permit application to a mixed use 5 storey affordable rental building with commercial use on the ground level. The proposal is concurrent with a Rezoning application.

Applicant meeting attendees:

JAMES MONROE	GREATER VICTORIA HOUSING SOCIETY
ROB WHETTER	DHK ARCHITECT
SCOTT MURDOCH	DHK ARCHITECT

Michael Angrove provided the Panel with a brief introduction of the application and the areas that Council is seeking advice on, including the following:

- street relationship and strong entry features
- any other aspects of the proposal on which the ADP chooses to comment.

Rob Whetter provided the Panel with a detailed presentation of the site and context of the proposal, and Scott Murdoch provided the Panel with details of the proposed landscape plan.

The Panel asked the following questions of clarification:

- where will large delivery trucks load and unload?
 - it would depend on the truck, some would come off the front, other larger ones would come off the lane
- is there street parking in front of this building?
 - yes
- is there a mechanical door for underground parking?
 - yes
- is having a commercial use on the ground floor a requirement?
 - yes
- is there a policy for treatment and design for the back lane?
 - no, not for the rear
- did the applicants consider occupying the roof space of the commercial building? Furthermore, could the balconies on the units that face northward to occupy that space?
 - a lot of housing societies do not provide balconies. The juliette balcony is a good compromise. Often with different amenities between units it becomes an issue
- do you have the depth over the slab to use proper permeable materials for parking?
 - yes
- are the trees on the south side going to be in raised boxes?
 - yes, there are 3 small trees in the bigger planter
- will that be the same situation on the other side?
 - large green screens are being considered for that edge
- what is the design rationale of the character and style of the proposal?
 - the balconies and tall windows provide character, along with the landscape plan. The applicant is looking at a different context from the norm in streetscape as well.

- how high is the fencing for protection?
 - 3 – 4ft. The applicant didn't want to put up huge walls but wanted a barrier as a deterrent
- is the interior space for the meeting room public?
 - no
- do you have a tenant yet for the commercial space?
 - no, the applicant may use this space for their head office
- is there a requirement to have storage units?
 - it is recommended but not required
- is there only one accessible unit per floor?
 - yes
- are any of the accessible units adaptable for future change?
 - no.

Panel members discussed:

- appreciation for the south west facing public patio
- desire for a landscaping buffer by the garbage area
- appreciation for the creative landscaping
- opportunity for raised planters for the trees on north and south side
- desire for the commercial roof space to be accessible
- appreciation of the street treatment of Quadra Street and the rear patio design
- desire to make the rear fence taller for security
- appreciation for the dual façade; however, three front doors may be confusing
- concern about the removal of the large tree in the front
- opportunity for design features to make the back lane a public amenity
- appreciation for the stairs facing the street with windows
- the provision of too much parking, and too little individual unit storage
- the entryway could have a greater visual impact.

Motion:

It was moved by Pamela Madoff, seconded by Jason Niles, that the Advisory Design Panel recommend to Council that Application No. 000559 for 2558 Quadra Street be approved with the following considerations:

- incorporating appropriate vertical landscaping in raised containers on the north and south sides of the patio
- enhancing the prominence of the commercial retail unit entrance
- use of roof access from the second-floor units
- reducing the parking and adding dedicated storage for residential units
- review of the relationship between the private and public realm on the west lane side.

Carried Unanimously

Devon Cownden

From: EDDY ROSSIT [REDACTED]
Sent: Tuesday, September 11, 2018 3:10 PM
To: Development Services email inquiries
Subject: Fwd: Community Notice Proposed Development;

Project#: 2558 Quadra Street.

Sent from my iPhone

Begin forwarded message:

From: Development Services email inquiries <DevelopmentServices@victoria.ca>
Date: September 11, 2018 at 2:46:14 PM PDT
To: EDDY ROSSIT [REDACTED]
Subject: RE: Community Notice Proposed Development;

Good Afternoon Mr. Rossit,

Thank you for taking the time to email in about one of the Community Meetings. Could you please identify which project it is that you support in particular so we are able to add your correspondence to the correct report.

Warm Regards,

Devon Cownden

Planning Secretary
 Sustainable Planning and Community Development
 1 Centennial Square
 Victoria, BC V8W 1P6
 Phone: 250-361-0283
 Email: dcownden@victoria.ca



From: EDDY ROSSIT [REDACTED]
Sent: Tuesday, September 11, 2018 2:30 PM
To: Development Services email inquiries <DevelopmentServices@victoria.ca>
Subject: Fwd: Community Notice Proposed Development;

Sent from my iPhone

Begin forwarded message:

From: EDDY ROSSIT [REDACTED]
Date: September 11, 2018 at 2:26:34
Subject: Community Notice Proposed Development;

Good day, Just letting you know and giving my feedback on the Proposal development and would look to say that I support it. Eddy Rossit, Owner of Suite#105-2560 Wark, Street
Victoria B.C.
Sent from my iPhone

Rezoning & Development
Permit with Variances
Application
for
2558 Quadra Street



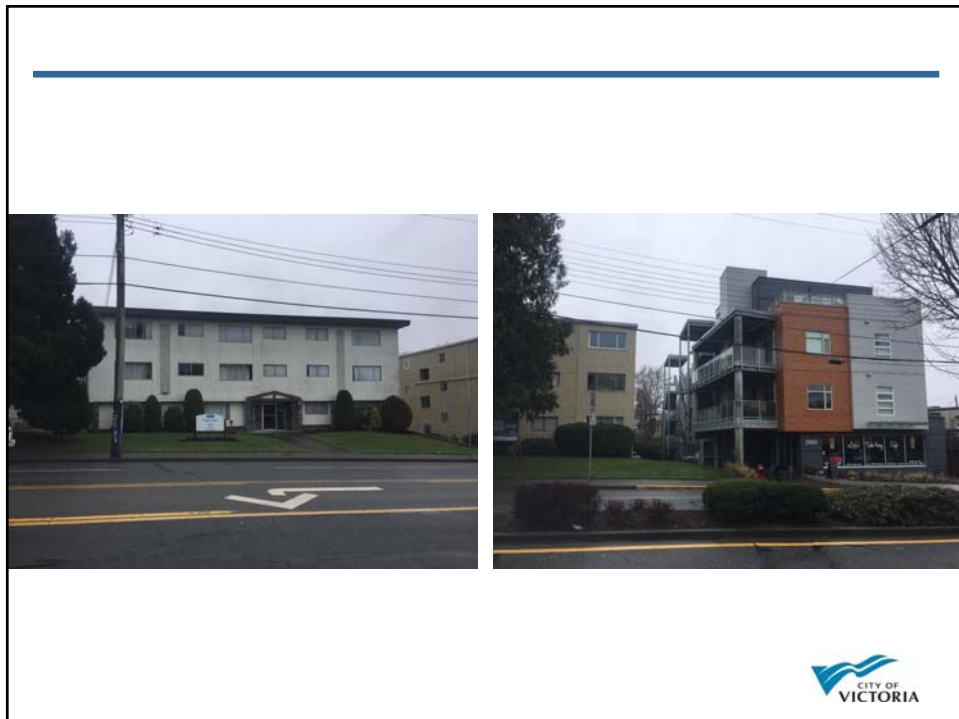
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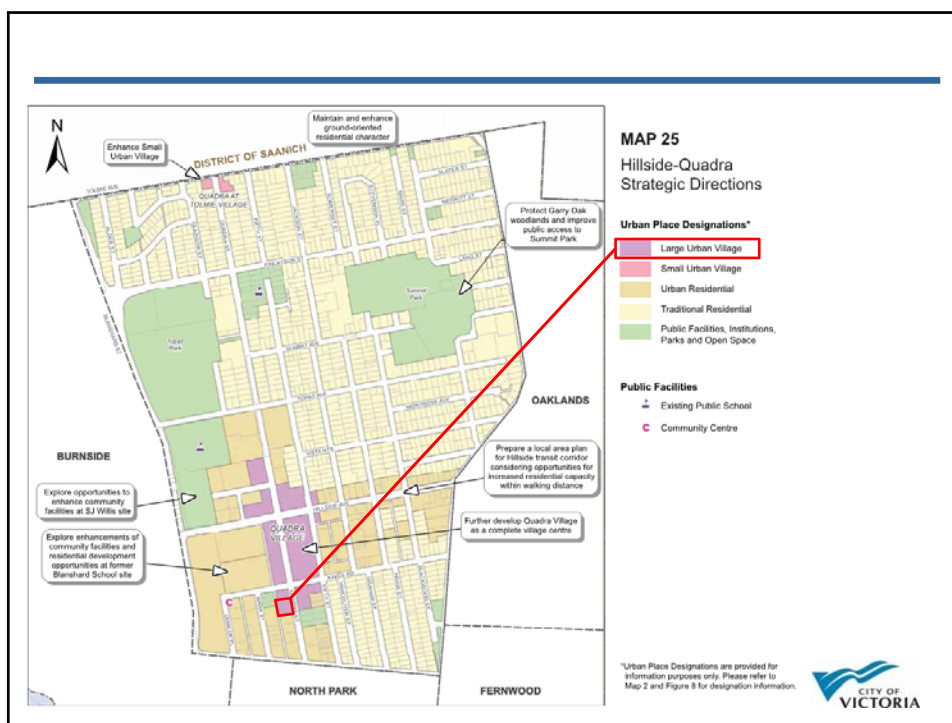
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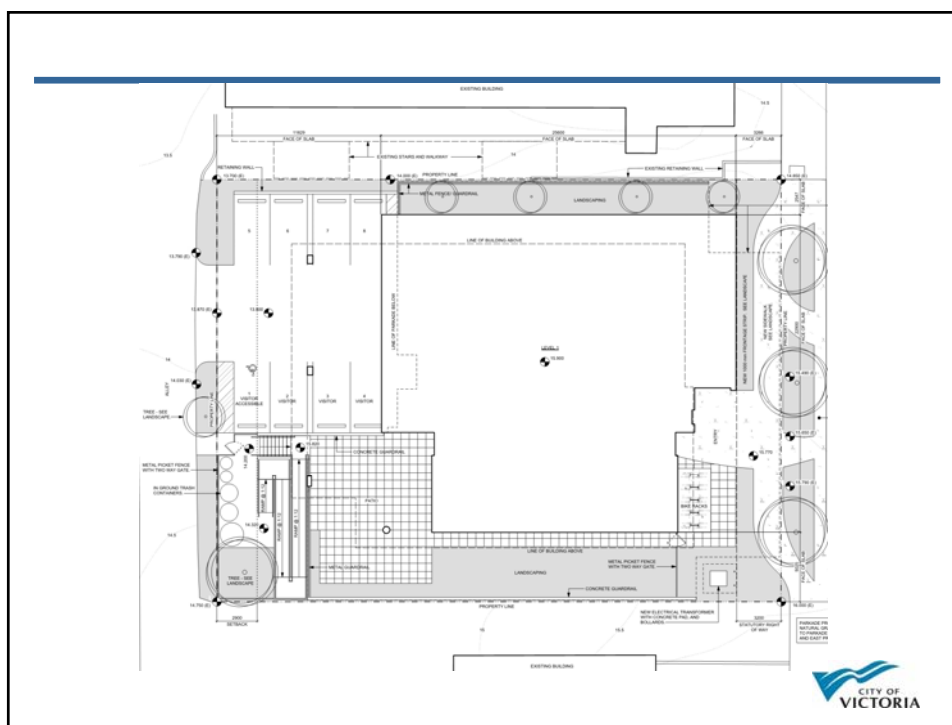
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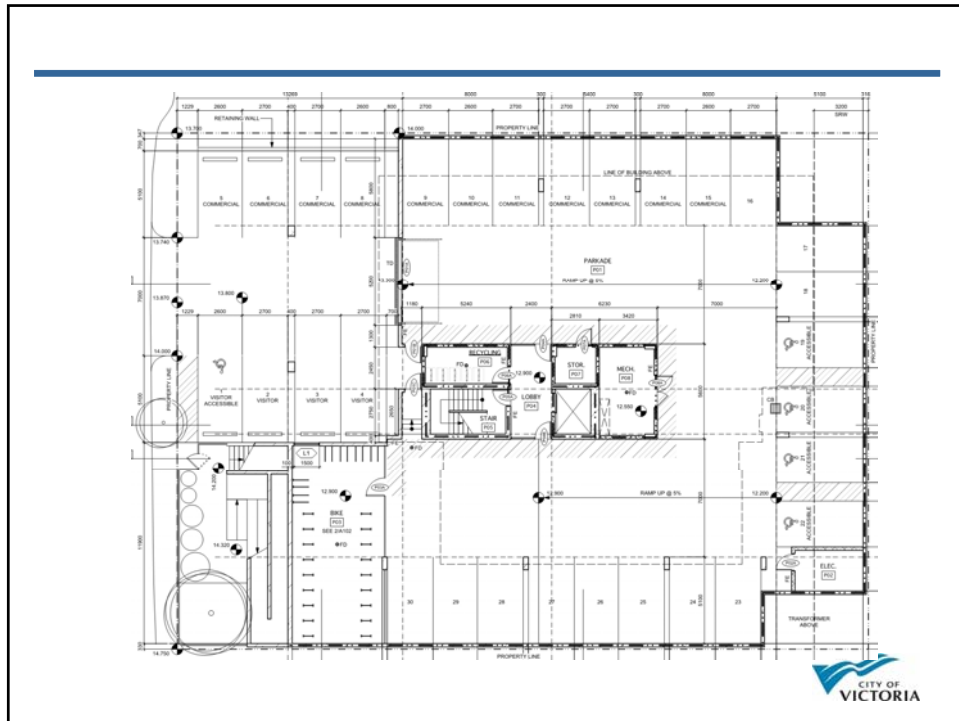
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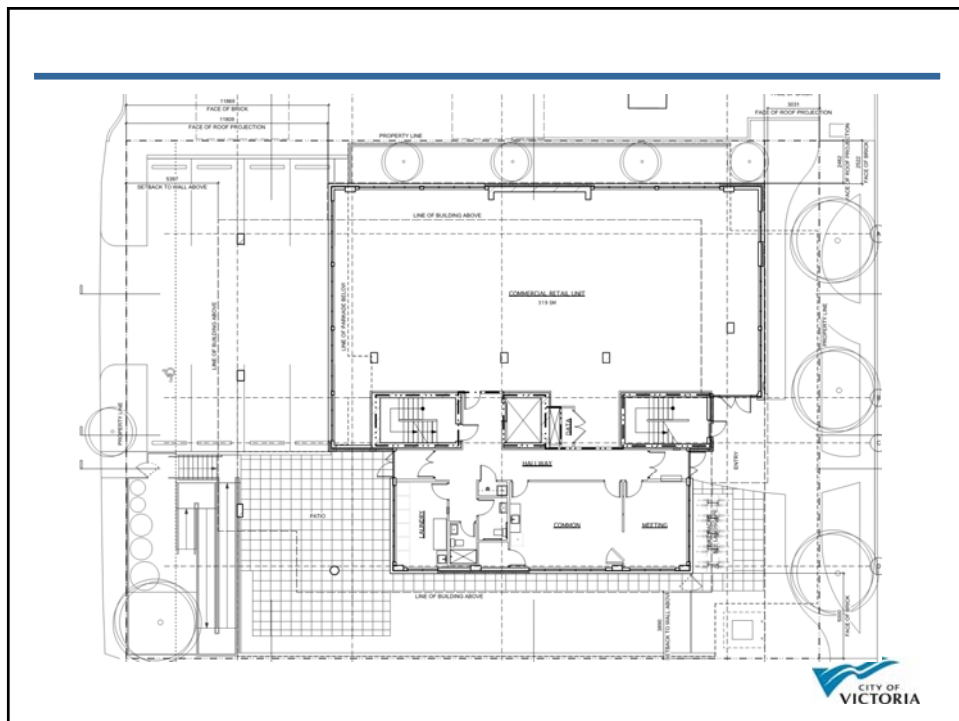
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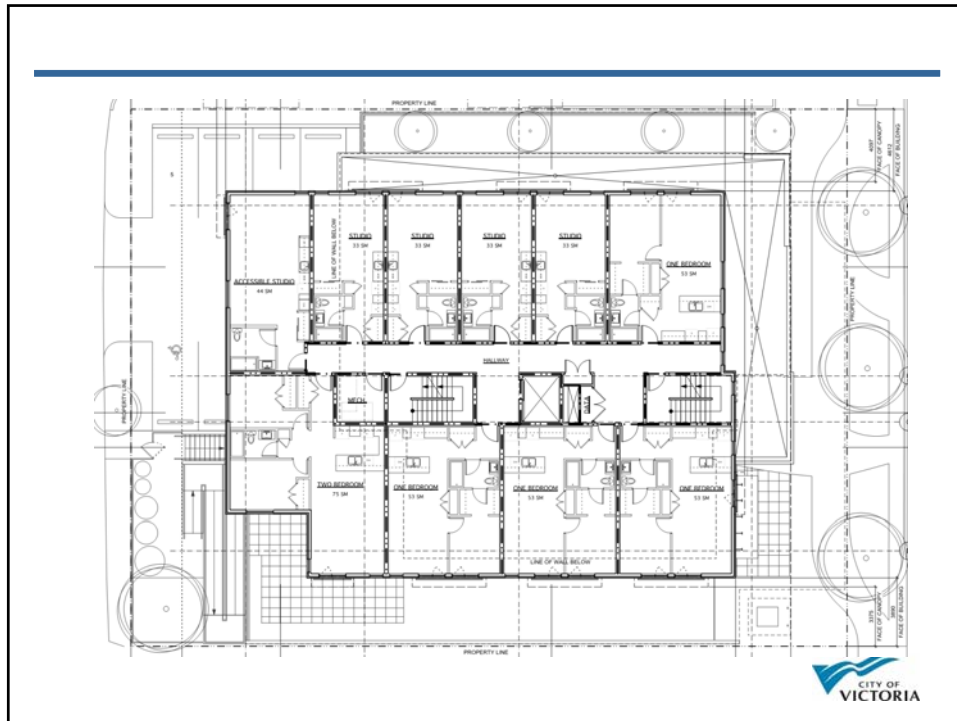
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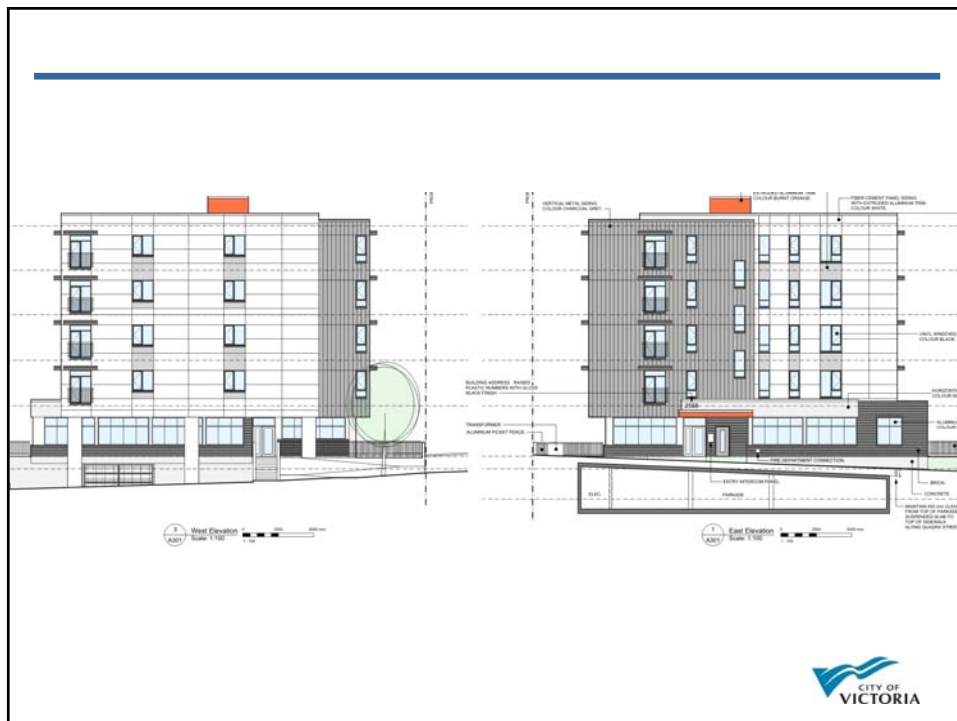
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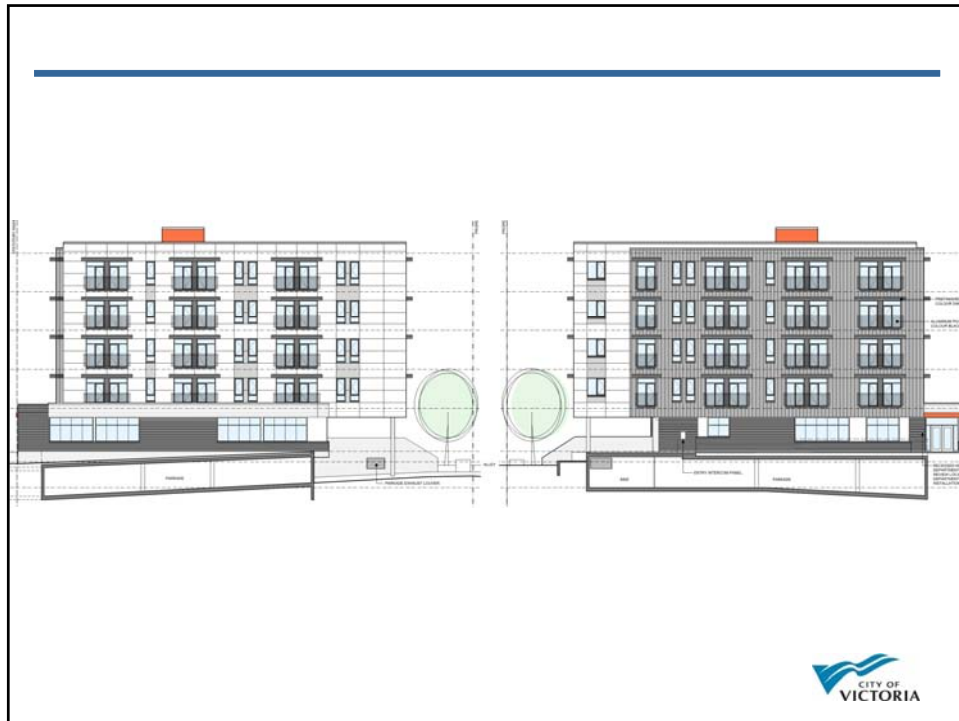
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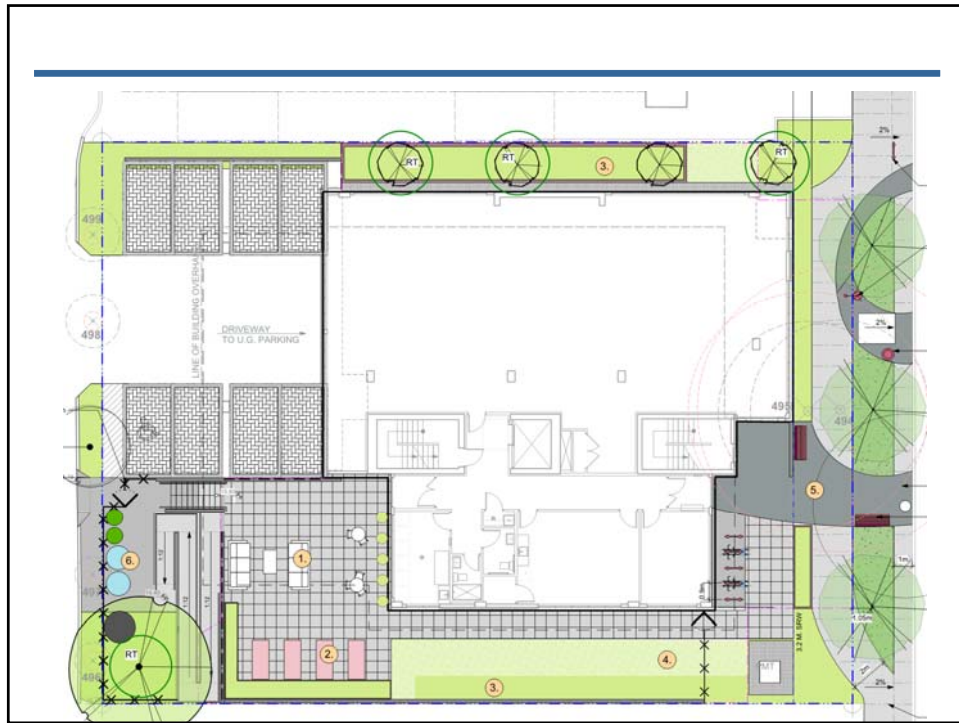
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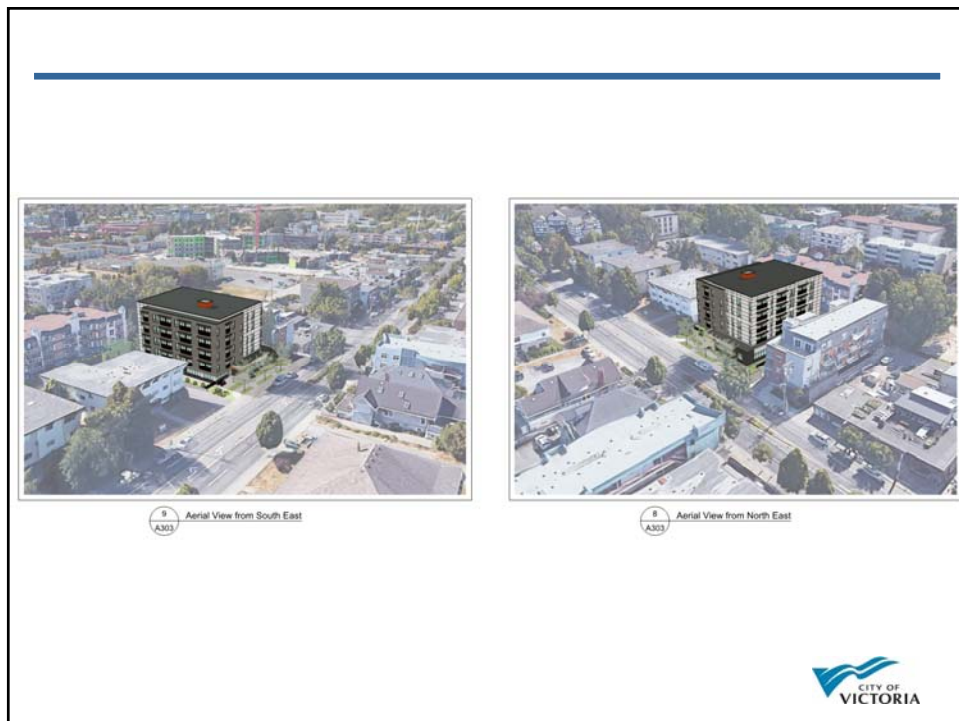
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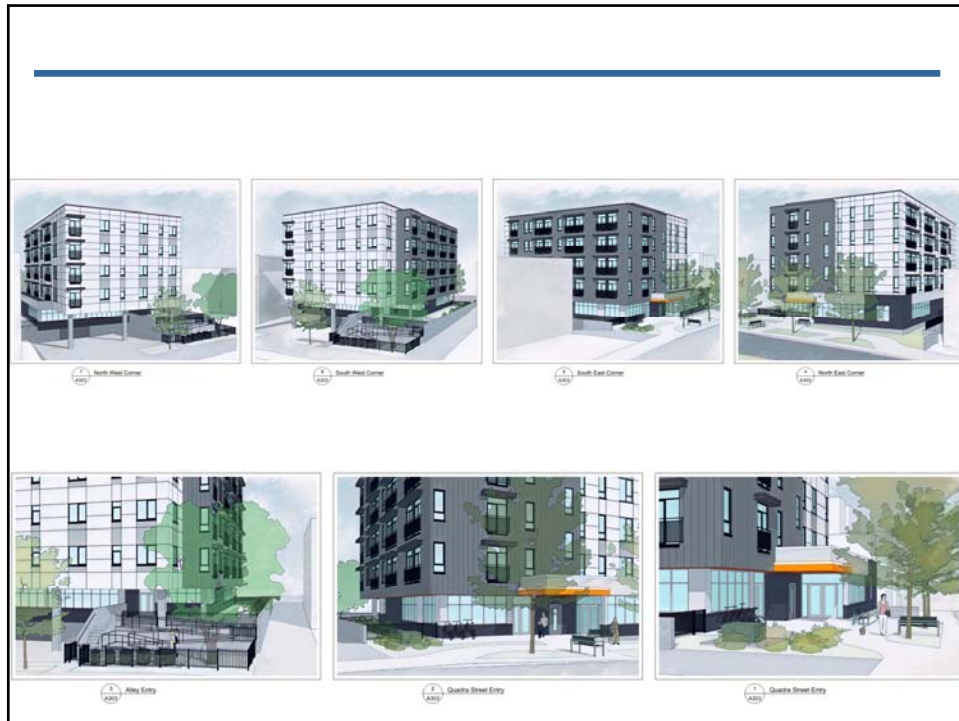
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16



Committee of the Whole Report

For the Meeting of March 5, 2020

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

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

Subject: **Application for a New Food Primary Licence with Entertainment Endorsement for January Gin Joint & Eatery at 1820 Government Street**

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 January Gin Joint & Eatery located at 1820 Government Street to have hours of operation from 9:00 am to 12:00 am Sunday through Wednesday and 9:00 am to 1:00 am Thursday through Saturday, an occupant load of 43 people and an entertainment endorsement.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community near the establishment was considered in relation to the request and assumptions are the noise impacts would be comparable in proportion to existing licence capacity in the vicinity.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports this new business and the long-term viability of the establishment.
- c. The views of residents were solicited via a mail out which included 474 letters to neighbouring property owners and occupants within 100 metres of the licensed location and a notice posted at the property. The City received one letter from the Downtown Residents Association opposing the application in response to the request.
- d. Council recommends the hours supported for the establishment 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 January Gin Joint & Eatery. The application is for a new Food Primary Licence with hours of operation, being 9:00 am to 12:00 am Sunday through Wednesday and 9:00 am to 1:00 am Thursday through Saturday, an occupant load

of 43 people and an entertainment endorsement. Provisions of an entertainment endorsement end at midnight, regardless of later closing hours.

January Gin Joint & Eatery's application for a new food primary licence with an entertainment endorsement is consistent with the City's current Liquor License Policy. The application has been reviewed by City staff including Planning, Engineering, Business and Community Relations, Bylaw, and Police against policy, and their inputs have been considered. Staff have not expressed concern for the application and police have indicated that the licence will have minimal effect in terms of its contribution to issues associated with late night liquor seats. LCRB regulations state that activities associated with an entertainment endorsement are required to end at 12:00 am. 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.

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. Opportunity for public comment included one letter opposed to the application from the Downtown Residents Association.

Staff have recommended for Council's consideration that a resolution be made regarding the application, and that Council support the application for a new Food Primary licence having hours of operation from 9:00 am to 12:00 am Sunday through Wednesday and 9:00 am to 1:00 am Thursday through Saturday, an occupant load of 43 people and an entertainment endorsement at 1820 Government Street

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 January Gin Joint & Eatery for a new food primary license with an entertainment endorsement.

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 January Gin Joint & Eatery, the establishment is regulated under a food primary licence.

This application is for a Food Primary licence with an entertainment endorsement and a letter of intent has been provided in conjunction with the application, included in Appendix A.

The applicant proposes hours from 9:00 am to 12:00 am Sunday through Wednesday and 9:00 am to 1:00 am Thursday through Saturday, an occupant load of 43 people and an entertainment endorsement. 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 or not the amendment, if approved, would 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.

ISSUES & ANALYSIS

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

Zoning

Zoning for the establishment is OTD-1, which permits "drinking establishment," and "restaurant" uses 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. January Gin Joint & Eatery 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 a number of 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.

January Gin Joint & Eatery'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. Approval of the licence at this location will have the incremental impact of increasing licenced seating capacity in the vicinity by 2.9%. Other food primaries in the vicinity have compatible hours of business and occupant loads. City wide, incremental impacts on licenced seating capacity is 0.07%. 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 its intended use.

Engineering

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

Community and Business Relations

- Community and Business Relations did not bring forward objections to this application.

Bylaw

- Bylaw Services did not bring forward objections to this application.

Police

- Police note the application is for a food primary licence outside the downtown core and that it shouldn't be significantly affected by, or contribute to, the collective and incremental effects of the increase in late night liquor seats. Full police comments are available in Appendix F.

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, January Gin Joint & Eatery posted a notice poster at the entrance for 30 days, which invited input to the City with respect to this application.

Notices were mailed to 474 owners and occupants and in response, one letter was received from the Downtown Residents Association opposed to the application. The letter is available in Appendix G.

Applicant Response

As is standard practice as a part of the liquor licence process the applicant has a chance to review this report and respond prior to the report being forwarded to Council. After the applicant reviewed City staff comments, the applicant chose to provide additional correspondence related to the staff review and the report. This correspondence is available in Appendix H.

IMPACTS

Accessibility Impact Statement

None

Strategic Plan 2019 – 2022

The recommendation to support the application also supports the business plan of the establishment and presumably its long term viability, which is consistent with Strategic Objective #4 – *Prosperity and Economic Inclusion*.

Impacts to Financial Plan

None

Official Community Plan

The proposed license is consistent with the *Official Community Plan* objectives for this neighbourhood as the property is located within the Core Historic designation which permits a mix of uses including commercial, retail, office and multi-unit residential.

CONCLUSIONS

The application of January Gin Joint & Eatery located at 1820 Government Street is supportable where hours of operation are from 9:00 am to 12:00 am Sunday through Wednesday and 9:00 am to 1:00 am Thursday through Saturday, has an occupant load of 43 people, and an entertainment endorsement. Concern for the application was expressed by the Downtown Residents Association, however impacts are not expected as the establishment is relatively small, and the area is experienced with similarly sized establishments and hours of operation. Standard Food Primary Licenses allow licensed service up to 12:00 am daily without referral to local government and activities permitted by an entertainment endorsement are required to end at midnight.

ALTERNATE MOTIONS

1. That Council, after conducting a review with respect to noise and community impacts regarding the application of January Gin Joint & Eatery, at 1820 Government Street, does not support the application.

Respectfully submitted,




Ryan Morhart
Manager, Permits & Inspections



Karen Hoese, Director
Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager:


Date: Feb 24, 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



January Gin Joint & Eatery Ltd.
1820 Government Street
Victoria, BC V8T 4N5
C. 604-644-3042
E. tt@januaryinvictoria.com

Mayor Helps and Council
City of Victoria
No. 1 Centennial Square
Victoria, BC V8W 1P6

October 21, 2019

Letter of Intent Re: Application for Extended Hours of Liquor Service and Patron Participation
Entertainment Endorsement, 1820 Government Street, Victoria, BC V8T 4N5

Dear Mayor Helps and Council,

I am submitting this letter to you in regards to my Application for an Extension of Standard Hours of Liquor Service for a Food Primary License and a Patron Participation Entertainment Endorsement at 1820 Government Street, in the City of Victoria.

I am intending to open a neighborhood Owner-Operated restaurant, January Gin Joint & Eatery, in the heart of the Brewery District, within the historic Lim Dat building. The establishment is centrally located in this increasingly popular destination area, just 1 block north of Chinatown.

January will offer it's over-the-age-of-30 target market both charcuterie and desserts, espresso, premium teas, and a limited selection of craft cocktails; supporting the neighbourhood's growing fine dining culture by providing a sophisticated yet comfortable stop both before and after your dinner plans. January is proud to be one of the many unique local, small businesses which are helping to grow and re-shape this neighbourhood, making it a desirable day and night destination for locals and tourists alike.

Our goal is to support the established restaurants within the neighbourhood such as Olo, Brasserie L'Ecole and Saveur to name a few; encourage new business to the area and help make Old Town, Chinatown and the Brewery District a more appealing destination for dining within the City of Victoria.

I am seeking a 1-hour extension past the (9am-midnight) Standard Hours of Liquor Service for a Food Primary License on the evenings of Thursday, Friday and Saturday only. I am proposing to be open for business from 3pm to 1am on these three evenings. I believe this will appeal to the customers exiting neighbourhood restaurants (which close at midnight) whom are seeking a nightcap, dessert, coffee, tea, or waiting for available taxi, ride-sharing or dial-a-driver services.

January is also seeking a Patron Participation Entertainment Endorsement, allowing it's customers to utilize the lower level of the establishment, when not reserved for private dining, for occasional dancing.

I have over 30 years of service and management experience in Hospitality and the Food and Beverage Industry. I hold my Serving It Right Certification from BC's Responsible Beverage Service Program. I have previously worked with City officials and local police to ensure guest and public safety during and after the consumption of alcohol in a restaurant and am well versed in the Noise Bylaws of the Intermediate (Noise) District of The City of Victoria as I live in the same neighbourhood as January is located.

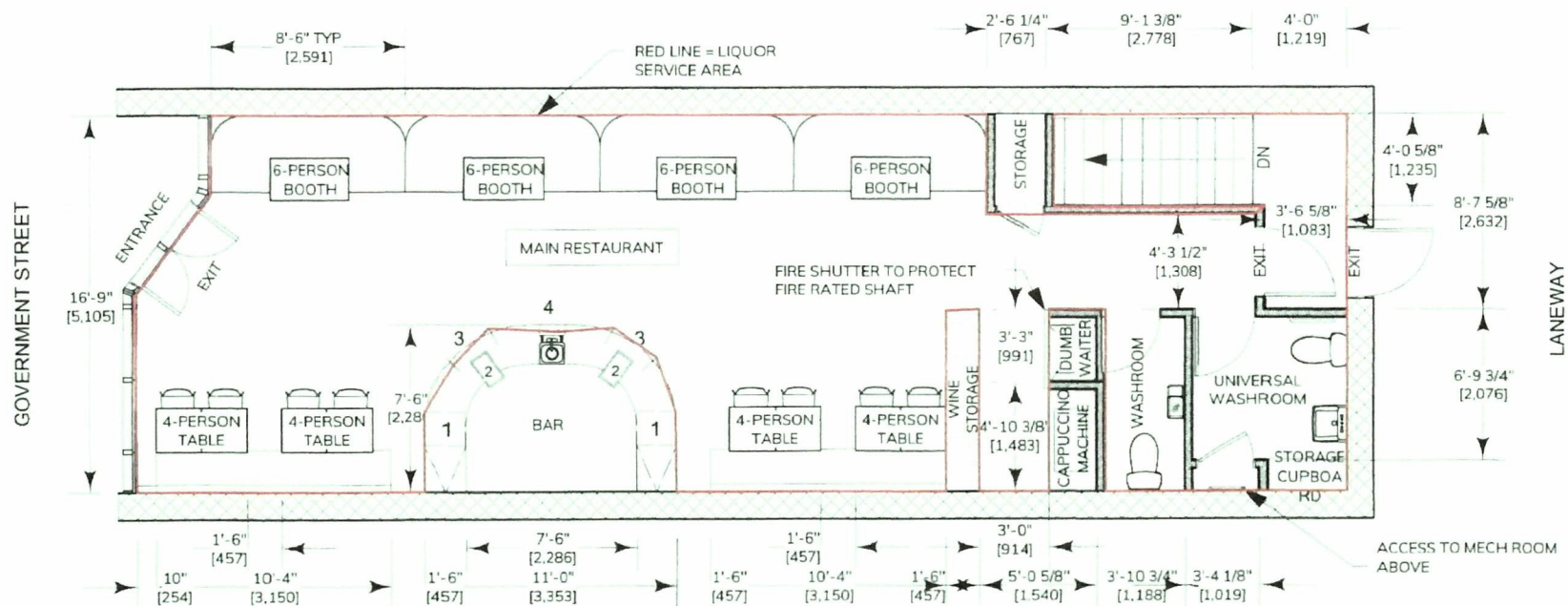
I have every confidence that January Gin Joint & Eatery can operate responsibly, be compliant with *Local and Provincial Regulations* and be a welcome addition to the Brewery District. It will support and enhance, not disrupt, its home, its neighbourhood community and its city.

Please do not hesitate to contact me with any questions or concerns. Thank you for your time and consideration.

Respectfully,



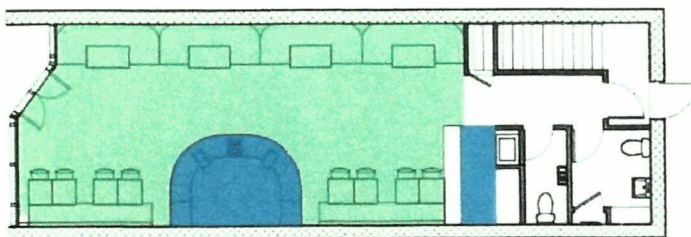
Tanya Topolniski
Owner/Operator



3 Main Floor
LL103 Scale: 1/8" = 1'-0"

EQUIPMENT LEGEND

- 1 = BAR FRIDGE
- 2 = ICE WELL
- 3 = LIQUOR SERVICE AREA
- 4 = HANDWASH/DUMP SINK



MAIN FLOOR (48m2) OCCUPANT LOAD:

CUSTOMERS (GREEN):	= 40 SEATS
STAFF (BLUE) MAX 3	= 3
TOTAL	= 43

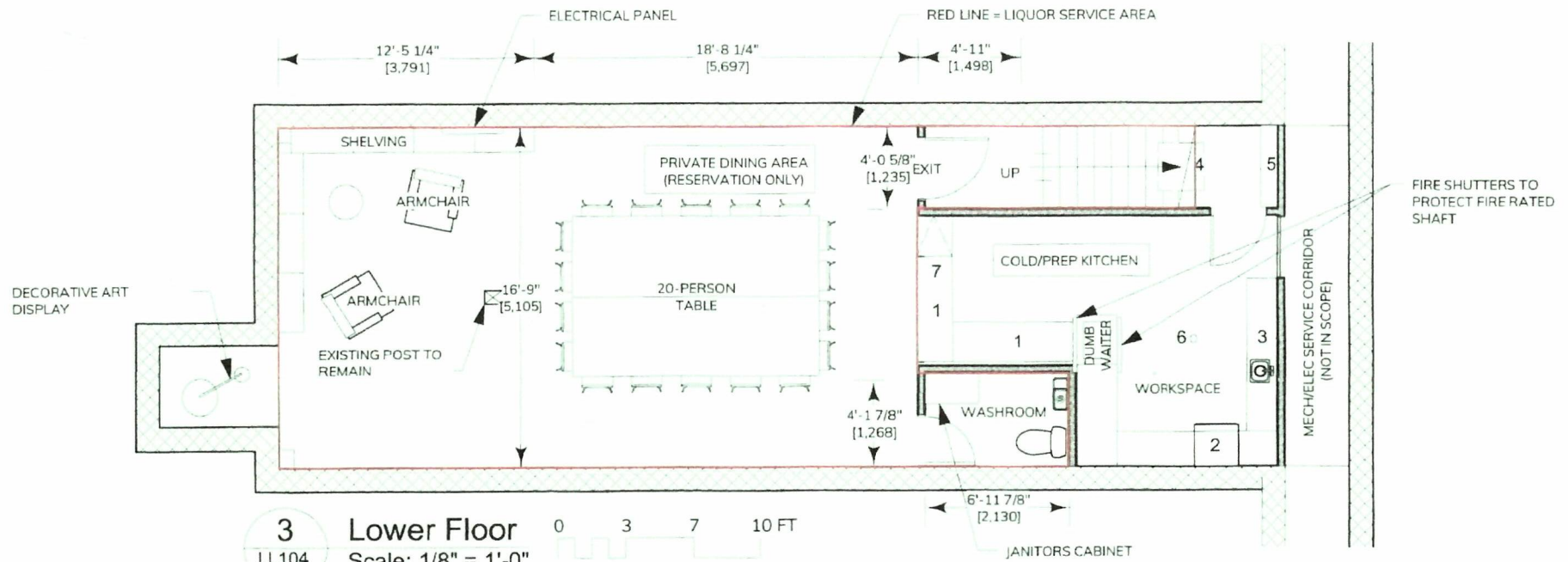


October 17, 2019

Main Floor Food Primary Liquor Licence Application

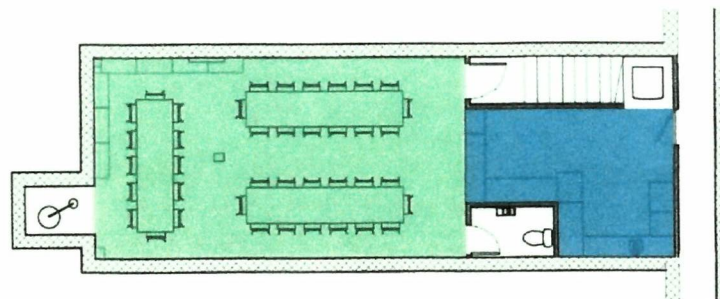
LL103





EQUIPMENT LEGEND

- 1 = REFRIGERATED SANDWICH STATION
- 2 = DISHWASHER
- 3 = HANDWASH/PREP SINK
- 4 = KEGERATOR
- 5 = STAFF LOCKERS
- 6 = FLOOR DRAIN
- 7 = OCCASIONAL LIQUOR SERVICE AREA

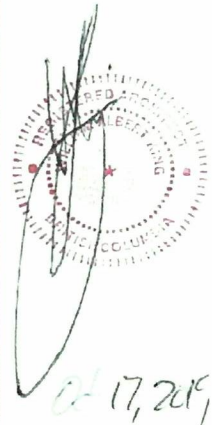


LOWER FLOOR OCCUPANT LOAD:

CUSTOMERS (GREEN):	= 22 SEATS
STAFF (BLUE) MAX 2:	= 2
TOTAL	= 24






 02/17/2019

JANUARY GIN JOINT FATERY

SMALL

Trio of Olives ~ variety of small, medium & large olives to share

Hummus & Baguette or Crackers ~ roasted red pepper & garlic hummus with Fol Epi baguette or Lavash crackers

Sweet Pea Pesto Crostini ~ sweet pea pesto, roasted garlic, parmesan on toasted Fol Epi baguette

Baba Ganoush ~ Roasted Eggplant & Baguette

Marinated Mozzarella & tomato ~ fresh basil & chives, cherry tomatoes, mozzarella & Fol Epi baguette

Cheese & Zucchini Roulades ~ grilled zucchini, ricotta & parmesan, olives, fresh basil

Oven Roasted Root Vegetables - locally sourced potato, sweet potato, blue potato, taro root & parsnip oven roasted, salted & served with buttermilk ranch or vegan french onion dip

MEDIUM

Antipasto Selection - pepperoncini, cherry tomatoes, olives, petite pepperoni & salumi, mushrooms, chickpeas, provolone cheese

Relish Plate ~ local brined, pickled, & marinated vegetables

Crudit  Tray ~ garden fresh vegetables, house made goat's milk yogurt dip or vegan french onion dip

LARGE

Chef's Platter ~ Chef's selection of favorites from above

For Two \$____

For Four \$____

For More \$____

CHARCUTERIE

A rotating selection artisan cheeses or vegan artisan cheeses, house preserves, smoked, cured & cooked meats or fish, house pickled vegetables, fresh fruits. All served with local Fol Epi whole wheat baguette. Start by choosing your board:

Traditional

prosciutto, bresaola,
jamón Serrano,
peppered salami

West Coast

smoked salmon,
hot-smoked albacore tuna, cold-smoked
halibut, west-coast mousseline

Modern

foie gras, pâté grandmère
hazelnut rillettes de canard,
foie de volaille (chicken liver)

Vegan

Very Good Butchers vegan pepperoni, roast beast
& deli fowl and Sweet Earth traditional seitan
slices & Harmless Ham™

For Two \$____

For Four \$____

For More \$____

Customize with your favorite additions:

\$____ each

Neal's Yard Sparkenhoe Red Leicester	Neal's Yard Colston Bassett Stilton
Neal's Yard Brightwell Ash Gruyère	Salt Spring Island Cheese Co's St. Jo Feta
Double-creamed Brie Gouda Gorgonzola	Salt Spring Island Cheese Co's Flower Chèvre
Salt Spring Island Cheese Co's Herb and Garlic Ruckles	Aged Cheddar Comte

\$7 each

Pickled red onion	Pickled cauliflower	Kalamata olives	Castelvetro olives
Pickled asparagus stalks	marinated mushrooms	Pickled carrots	
Arbequina olives	Picholine olives	Pickled asparagus	

\$4 each

Crackers - apricot, fig & lemon raincoat crisps®
Crackers - seasonal pumpkin spice raincoat crisps®
Crackers - cranberry hazelnut raincoat crisps®
Crackers - Gone Crackers™ olive oil & cracked pepper cracker
Crackers - Seattle favorite mini Croccantini cracker

\$3 each

Mango chutney	Blackberry jam	Red Pepper jelly
Blueberry Jalapeno jelly	Caramelized onions	

Complimentary: Extra baguette

***(Not Just For)* DESSERT**

Salted Caramel & Dark Chocolate Figs

Poached Pears - red wine poached pears, honey, ginger, cardamom syrup, honey-cinnamon crème fraîche

Almond & apple tart - autumnal apple & almond tart with slightly sweet, nutty frangipane filling. Served with Calvados Chantilly cream.

Lavender-Poached Peaches Blackberry bread pudding - lavender-spiked blackberry-peach compote, Fol Epi sourdough bread pudding, grand marnier infused heavy cream.

Poire William Charlottes - a pair of pear and pistachios infused cakes, filled with Bavaria cream

Basket of Profiterole - because 1 is never enough..

Champagne & raspberry possets - double cream, local raspberries & champagne

Chocolate coconut banoffee tartlet - bourbon-laced biscuit, caramel, banana toffee, & creamy coconut topping

Strawberry & elderflower trifle - ripe strawberries, ginger jelly, lemon drizzle cake, double vanilla cream

Gooseberry crème brûlée tart - seasonal fresh berries, sweet pastry, crisp cracked sugar topping

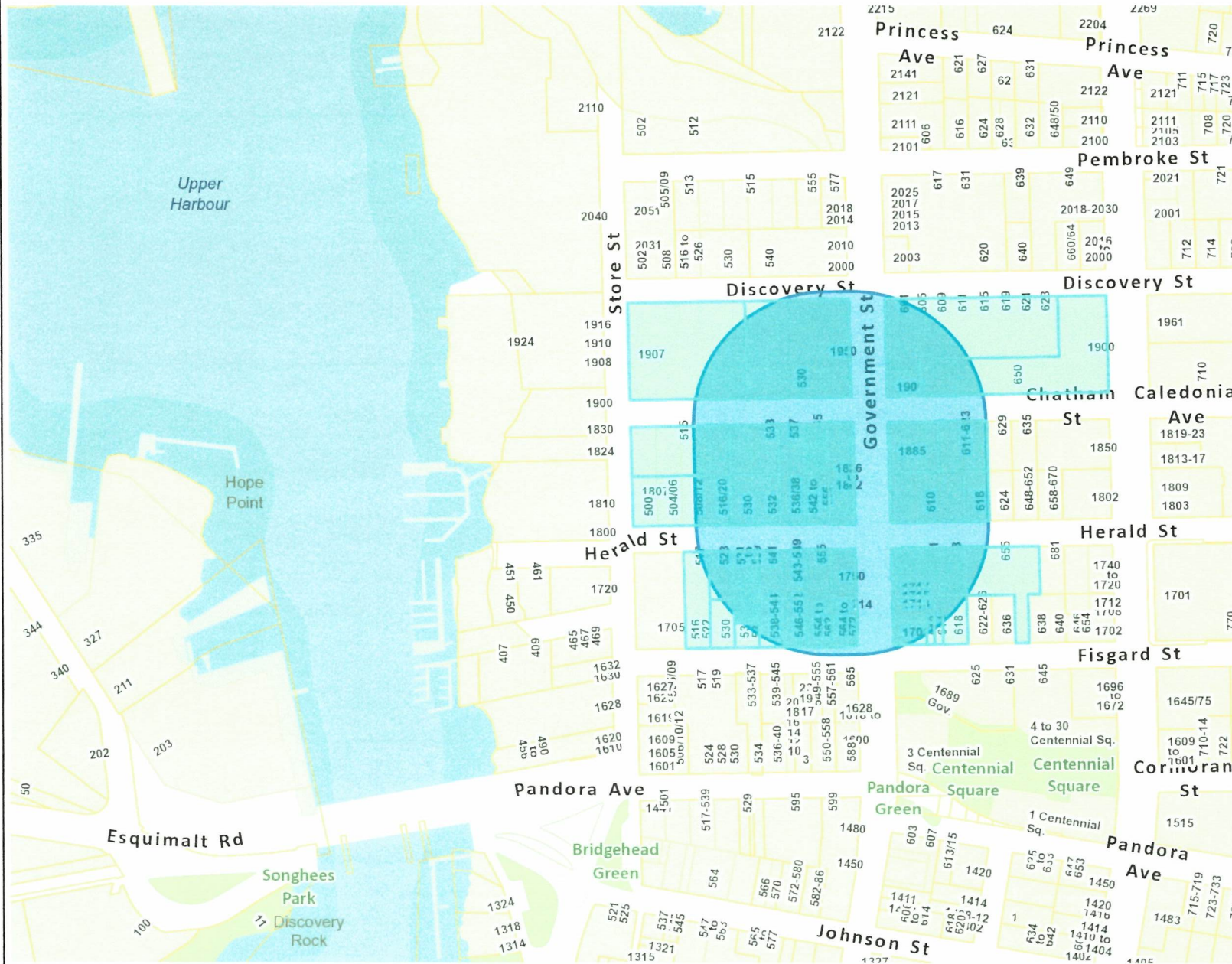
Cheese Platter - Chef's selection of cheese, vegan cheese or both

Chocolate Lover's Plate - a rotting selection of the world's finest

Classic English Lemon Curd - smooth, silky, tangy & tart

Pate de Fruit - a selection of classic sugared French fruit jellies

**** Takeaway Baskets available for pick up until 1am***



Legend

 Victoria Parcels

1: 4,317



Notes

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

City of Victoria Noise District Map

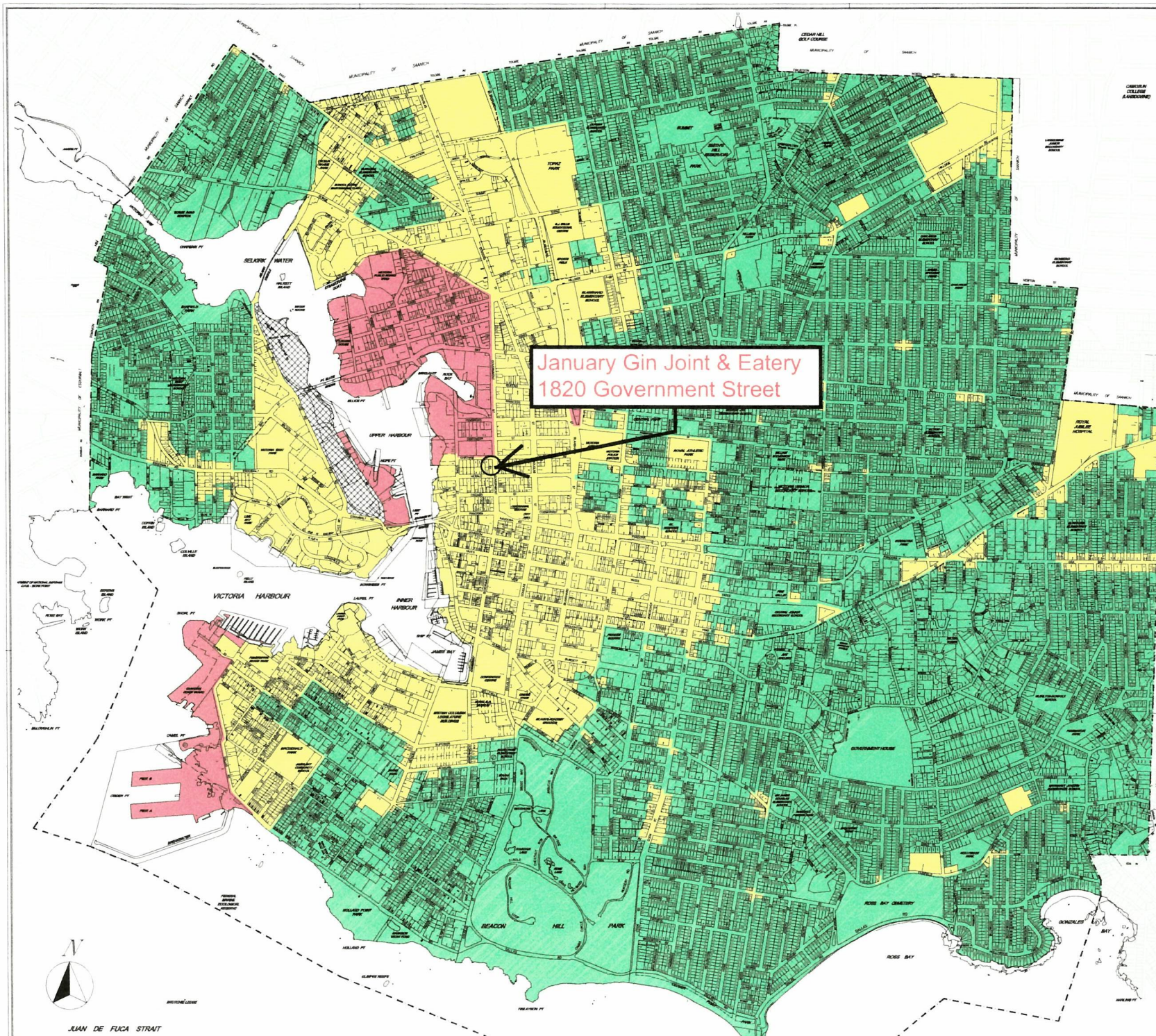
January Gin Joint & Eatery
1820 Government Street

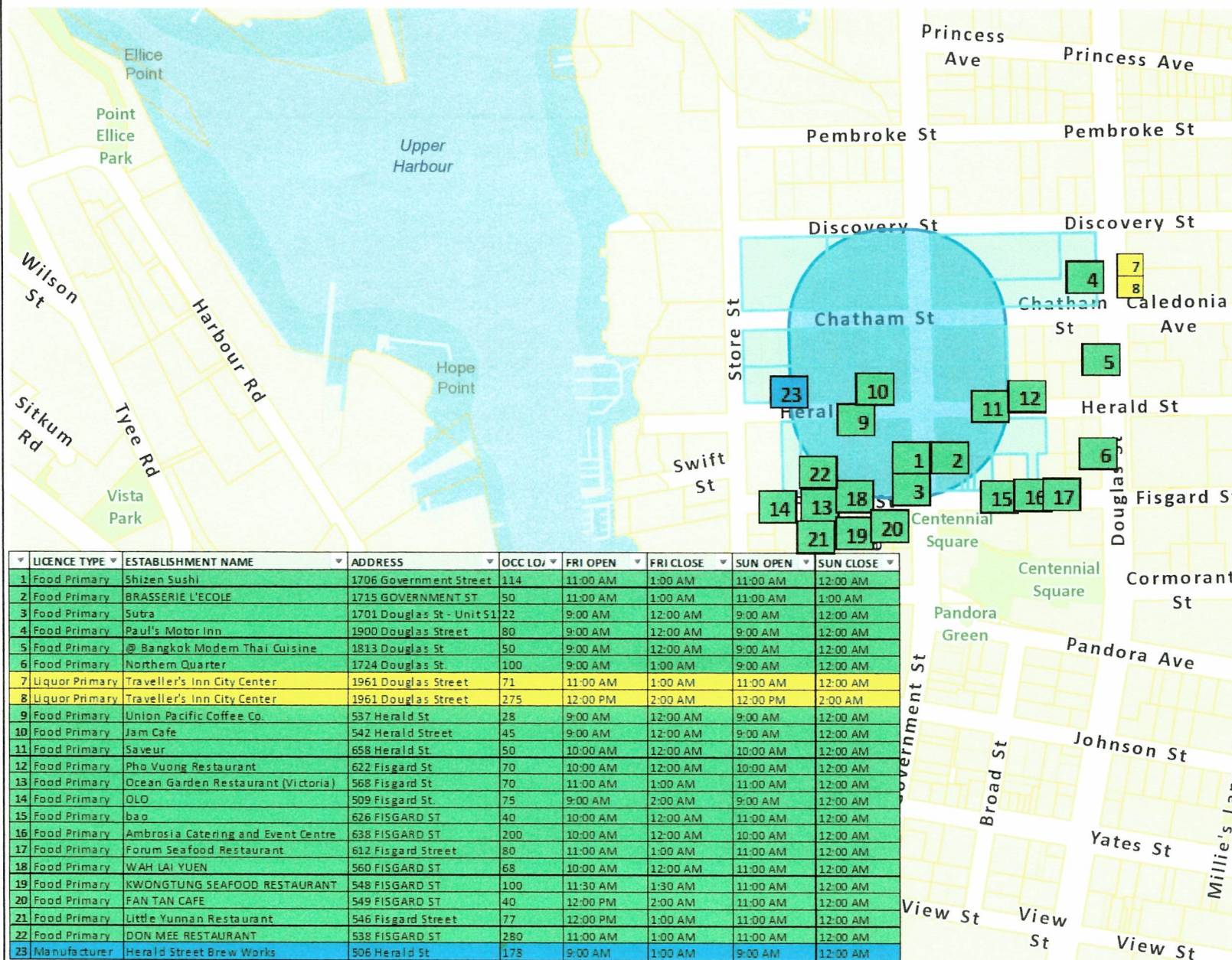
LEGEND

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

Date: February 17, 2004

Scale: Not to Scale





Legend

Victoria Parcels

1: 5,821



Notes


296 0 148 296 Meters

NAD_1983_CSRS_UTM_Zone_10N

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

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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

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: 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 Restaurant...

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.

Ryan Morhart

From: Watson, Cliff [REDACTED]
Sent: January 30, 2020 4:21 PM
To: Ryan Morhart
Subject: RE: LL000311 January Gin Joint and Eatery | 1820 GOVERNMENT ST

Hi Ryan,

At this point, on this particular application, we will opt not to submit comments specifically in support of or in opposition against this application.

The application is for a food primary licence outside the downtown core, that shouldn't be significantly affected by, or contribute to, the collective and incremental effects of the increase in late night liquor seats.

Cliff



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



1715 Government Street
Victoria, BC, V8W 1Z4

Mayor Lisa Helps and Council
City of Victoria
c/o Mr. Ryan Morhart – Manager, Permits and Inspections
No.1 Centennial Square
Victoria, BC V8W 1P6

February 3rd, 2020

**Re: Application for Food Primary Liquor Licence with Patron Participation –
January Gin Joint & Eatery**

Dear Mayor Helps and Council,

With regards to a Food Primary Liquor Application with Patron Participation for January Gin Joint & Eatery at 1820 Government Street, the DRA Land Use Committee understands the following:

- The application proposes operating hours from 9:00 am to 12:00 am Sunday through Wednesday and 9:00 am to 1:00 am Thursday through Saturday with an occupant load of 67 people.
- The applicant intends to operate from 3:00 pm to 1:00 am Thursday through Saturday.
- The Patron Participation Entertainment Endorsement is intended to allow customers to use the lower level of the establishment for occasional dancing when not being used for dining.
- The proposed establishment is intended to be a stopping off point before or after other dinner plans.
- The proposed food menu consists of charcuterie and desserts.

Feedback in response to the submitted plans is as follows:

- By only offering charcuterie and desserts, this application does not comply with the rules and requirements for food primary licences as set by the Liquor Control and Licensing Act. Specifically, Item 18 (b) states, “when liquor is being sold or served, there must be a varied selection of food items, including appetizers and

main courses or their equivalent, available for purchase and the food items must be prepared in a kitchen in the establishment”.

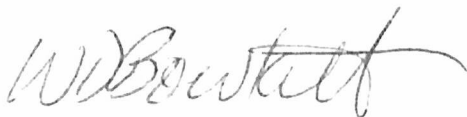
- From our records, there are 26 rental units in the two floors above the street level commercial units along Government Street. These units have provided living and working spaces for local artists and other residents. Going back to 1980, there has never been a licensed establishment in this building. Sager’s Home Living has been the anchor tenant all along.
- In general, the concept may have some appeal but co-locating it in a heritage building without sound mitigation long occupied by residents with the proposed hours of operation and the request for public participation is deeply troubling.
- This application appears to present a concept that is consistent with a licensed lounge and not a food primary.
- The Patron Participation Entertainment Endorsement cannot be supported in any way at this location to preserve the liveability for long-established residents in this building. If granted, there is no mechanism to prohibit this use on the ground floor directly beneath residents’ suites either by this operator or future operators.

In addition to the comments provided by committee and community members, we have concluded an assessment of the application in relation to our DRA LUC Liquor Policy (attached). We find that this application does not adequately meet the requirements in the following areas:

- Policy 1: Proximity to residential buildings and units
- Policy 2: Sound mitigation
- Policy 4: Days and hours of operation (Indoor seating)
- Policy 5: Excess patron noise
- Policy 7: Late night hours – rationale and justification
- Policy 8: Patron participation
- Policy 9: Entertainment endorsement
- Policy 10: Implications of licencing in perpetuity
- Policy 11: Food service strategy (Food primary licences)
- Policy 13: Level of support by residents

The DRA LUC points out that introducing late night activities into a residential building "after the fact" should be considered through a different and much more powerful lens. Co-locating these types of uses in a heritage building with no sound mitigation, for the hours proposed that includes patron participation and entertainment will inevitably result in conflict between residents and the business operator(s) and destroy the liveability of the residential units. DRA LUC members strongly support a vibrant downtown that includes a variety of late night establishments but we cannot support this food primary licence application as proposed.

Sincerely,



Wendy Bowkett
Land Use Committee, Downtown Residents Association



The Victoria Downtown Residents Association's Land Use Committee ("LUC") has been extremely consistent in expressing concerns regarding Food Primary Applications that propose to operate after midnight and Liquor Primary Applications within the Downtown Harris Green Community. As residents, we support an active, dynamic community with a diversity of entertainment and business operations. In addition, we support the long-term coexistence of residential uses and business operations. The following policy provides clarity to community stakeholders regarding the parameters the LUC uses to assess each application. The LUC may withhold support for an application if any of the following aspects are not adequately addressed.

1. Proximity to residential buildings and units

Sufficient separation between licenced venues and residential units is required to ensure liveability for residents and the successful coexistence of licenced operations and residents. Support may be withheld for applications that propose inserting licenced venues proximal to residential units. We may decline to support any liquor application that is proposed to be located in an existing residential building. (Likewise, we do not provide wholesale support for the creation of residential units adjacent to established licenced venues without comprehensive mitigation strategies.)

2. Sound mitigation

Support may be withheld for applications that have not properly mitigated noise impacts on effected residential units through proper design and soundproofing assemblies with consideration for whether neighbouring residential units have sufficient window Sound Transmission Class Ratings and air-conditioning.

3. Capacity (Indoor seating)

Support for an application may be withheld if the requested capacity is expected to negatively impact the residential community. EG. Large capacity operations with late night hours of operation adjacent to residential units will not be supported.

4. Days and hours of operation (Indoor seating)

An application may be supported if the days and hours of operation are not expected to negatively impact the residential community.

5. Excess patron noise

Late Night Food Primary and Liquor Primary operations often come with associated nuisance noise, such as patrons congregating on the street, yelling, and smoking, etc, patrons exiting en masse on closing, and interior noise related to capacity. An application may be supported if excess patron noise is not expected to negatively impact the residential community.

6. Outdoor seating (Patio or Sidewalk): proximity, capacity and hours of operation

Hours of operation for outdoor seating areas may be regulated differently than for the related indoor operations. An application may be supported if the capacity and hours of operation for outdoor seating areas are not expected to negatively impact the residential community. The proximity of residential units to outdoor seating areas will be assessed on a case-by-case basis in terms of the potential impact.

7. Late night hours – rationale and justification required for both Liquor and Food Primary

Support for late night hours may be withheld if an applicant does not supply their rationale and justification for extended hours. These will be assessed on a case-by-case basis in terms of the potential impact on the residential community.

8. Patron participation

Support for the inclusion of patron participation will be assessed on a case-by-case basis relative to the other aspects of this policy.

9. Entertainment endorsement

Support for the inclusion of entertainment endorsement will be assessed on a case-by-case basis relative to the other aspects of this policy.

10. Implications of licencing in perpetuity

Support for an application will consider the potential long-term impact of the existence of the licence beyond the proposed business model and current operator/applicant.

11. Food service strategy (Food primary licences)

Applications for new food primary liquor licences requesting late operating hours will also be reviewed on the basis of their food service strategy. Support may be withheld if an application does not demonstrate that food service is the focus of the operation after midnight. Food primary applications for venues that intend to effectively operate as liquor primary venues will not be supported.

12. Food Primary Licences: Sales records

Applicants are requested to demonstrate that food service will remain the focus of their operations. Support for the extension of operating hours for existing food primary liquor licences will be determined on the basis of sales records for food and alcoholic beverages for evening hours. Food primary venues that intend to effectively operate as liquor primary venues in the late night will not be supported.

13. Level of support of residents

Support or concerns expressed by residents in the neighbourhood through letters and emails also inform the LUC and will shape the level of support for applications.



January Gin Joint & Eatery Ltd.
1820 Government Street
Victoria, BC V8T 4N5
T. 604-644-3042
E. tt@januaryinvictoria.com

Committee of the Whole
City of Victoria
No. 1 Centennial Square
Victoria, BC V8W 1P6

February 14, 2020

In Regards To:

Application for Extended Hours of Liquor Service and Patron
Participation Entertainment Endorsement, 1820 Government St,
Victoria, BC V8T 4N5

Dear Mayor Helps and Members of Council,

Thank you for the opportunity to specifically address the concerns of the Downtown Residents Association Land Use Committee, in addition to any concerns or questions by Members of Council regarding my Application.

January Gin Joint & Eatery is a for-profit business and will be open during regular dinner hours of service, as well as before and after those traditional 5pm-9pm peak dinner hours of operation. In order to help grow and sustain a vibrant economy within the Old-Town-Chinatown-Brewery-Design Districts, businesses need to help attract consumers throughout the whole of the day and evening, providing reasons for people to stay in the neighbourhood longer; making it a destination within the City for locals and tourists alike. Our menu is designed to celebrate the restaurants within the neighbourhood rather than be in direct competition with them.

Everything old is new again with the contemporary charcuterie trend. From heritage meats to bold flavors to plant-based options (fig "salami" anyone?), specialty options are helping to drive consumer interest and boost sales. The meat department and deli counter represent a \$9 billion industry in the U.S. alone, with a \$200 million increase in sales dollars and volume growth

from the specialty deli meat segment in 2018¹. Thanks to the widespread interest in nose-to-tail and farm-to-table cookery, chefs are taking a closer look at utilizing food waste with in-house charcuterie creations. The public's genuine like for eating pâté and terrines, and better-quality meat available from heritage breeds supports the industry growth. The concept of January Gin Joint & Eatery brings together this trendy but traditional style of sharing boards in lieu of more traditional-style evening meals, with craft cocktails & desserts for the perfect pairing.

By way of serving appetizers, charcuterie and desserts - rather than appetizers, more traditional evening-style meals, and desserts, we are hoping to support the already established fine and finer dining restaurants within the neighbourhood such as Olo, Brasserie L'Ecole and Saveur; as well as those new to the area such as Sherwood and the much anticipated new restaurant by the Toptable Group at 1515 Douglas. We feel our menu selection which includes 12 appetizers, 14 desserts and customizable charcuterie portions for any sized party to enjoy before dinner or in lieu of dinner is a more than adequate offering for our 40 seat restaurant². We are not open for breakfast or lunch; nor are we a licensed lounge, bar or nightclub.

Our Target Market:

Before building our "before & after" dining and drinks destination, we conducted a market survey and feasibility study and we are certain that, in addition to the seasonal-based tourists, there is a wide range of local people who would patronize our establishment for dinner or before and after dinner on a regular basis. In view of that, we have created strategies that will enable us to reach out to various groups of people who are likely going to become our loyal customers. Below is our target market:

- 30+ year old customers
- Those seeking a more quiet, intimate space
- Charcuterie lovers
- Brasserie L'Ecole patrons waiting for a table
- Others frequenting downtown Victoria; specifically Old Town, Chinatown & the Brewery-Design District, as a destination for a dining experience
- Dessert & chocolate lovers
- High-end gin aficionados
- Craft cocktail lovers

Our Competitive Advantage:

Competition in the food and beverage industry will always remain intense. There is not currently a turn-of-the-century, Paris/London food-hall inspired charcuterie destination in Victoria. We are excited to be the first such establishment in the city and follow in the footsteps of success stories from Vancouver such as award-winning and groundbreaking Salt Tasting Room³ and Bartholomew Bar⁴, both of which are Food Primary charcuterie only style restaurants. With January located at historic 1820 Government Street, we definitely have a competitive advantage with location, location, location within the rapidly growing dining destination of the

¹ Source: <http://bit.ly/2u8l0gd>

² See appendix 1

³ <http://www.salttastingroom.com/>

⁴ <https://dailyhive.com/vancouver/bartholomew-vancouver>

Brewery-Design District and Chinatown/Old Town areas vs other fine dining focused food and beverage establishments located outside of these trendy areas.

January Gin Joint & Eatery Ltd. is an Owner-Operated restaurant; operated by myself, a charcuterie lover, craft cocktail enthusiast and the sole owner of the Corporation. My capital expenditure is over \$450,000 and with the engagement of my long term lease, this venture is the last segment of my 30+ year career in hospitality before retirement. The entirety of the project has been thoroughly researched and purposefully designed to be a lasting contribution to our community and City.

I personally reside on the 2nd floor of The Lim Dat - the same city block-long building in which January Gin Joint & Eatery operates, municipally described as 1802 - 1826 Government Street; legally described as P.I.D. 009-370-731 Lot 477, Victoria City and P.I.D. 009-370-749 Lot 478, Victoria City (located between Herald Street and Chatham Street).

There are currently 22 residential suites leased via Devon Properties Ltd⁵ within the building (Suites 1003-1012 and Suites 2001-2012); rather than 26 as noted in the records of the DRA LUC. I have lived on each of the 2 residential floors, in a total of 3 different suites within the building, and am intimately aware of the noise transference both from elsewhere within the building, and from the sidewalks and busy Truck Route⁶ and vehicle thoroughfare of Government Street, directly outside. I intend to continue to live in the building so long as January is operational, allowing for an exceptionally short commute from my 2nd floor loft home to my commercial ground floor business tenancy.

The fellow residents of the Lim Dat are friends and neighbours, and the building is our home. I have taken the time to engage in meaningful, productive dialogue with all of those available to speak directly with me in regards to my Application. Of the 17 people with whom I was able to connect face to face in a short period of time, in addition to others indirectly or elsewhere in the neighbourhood, each supported our restaurant being in the building, its Extended Hours Application, and its Entertainment Endorsement Application.

These supporters include 3 individuals who voiced concerns when I solicited their feedback. After discussing the measures January is taking to ensure we do not negatively impact our neighbours and neighbourhood, each was happy to add their name and support to our poll of the tenants of the Lim Dat (and surrounding area) regarding the matter at hand⁷. Notably, two separate residents of the Lim Dat who are in favor of my Application have lived in the building for 28 years, and 22 years, respectively. Neither feels January Gin Joint & Eatery will negatively impact their continued tenancy or the appeal of the building to future tenants as the community transitions towards the vision outlined in the 30-year Official Community Plan adopted by the City in 2012⁸.

With the support of the building Owners, who thoroughly read our business plan and carefully considered our Offer to Lease, our impact on our neighbours and neighbourhood, and that

⁵ https://devonproperties.com/properties/lim-dat-building/?property_query=

⁶ <https://www.victoria.ca/assets/Departments/Engineering~Public~Works/Documents/TruckRoutes.pdf>

⁷ see attached - appendix 2

⁸ <https://www.victoria.ca/EN/main/residents/community-planning/official-community-plan.html>

impact on their business of successfully operating a mixed use commercial-residential building in a commercial-residential-industrial neighbourhood; we entering into a (20 year) long-term lease contract between January Gin Joint & Eatery Ltd. and 1802 - 1826 Government Street Properties Ltd.

Our interior design, decor and menus reflect our desire to create an upscale, intimate conversational space for the over-30 clientele; all created for the purpose of sharing, socializing and networking. Every reasonable consideration to enhance noise reduction and noise absorption which could be implemented during the construction phase of the restaurant build-out has been incorporated, including the furniture, design and decor elements. Minimization of sound transmission in (residential) buildings is an important factor to ensure occupant comfort, and is closely related to fire-resistant construction⁹.

The reconstructed, fire-rated floor assembly between the lower level and main (street) level and the new fully enclosed fire-rated corridor from the lower level to main level, encapsulating the new stair assembly, in combination with the existing 21-inch-thick brick interior demising walls between units and same (brick) exterior walls will ensure little-to-no noise transference from the lower level of the restaurant to any level above it¹⁰. Other purpose built sound reducing elements include, but are not limited to:

- Use of 5/8" drywall for new construction where space permits¹¹
- Use of Green Glue Noiseproofing Compound¹²
- Staggered stud walls with acoustical insulation for new wall assemblies where space permits¹³
- Use of acoustic nail-up tin ceiling tiles in conjunction with acoustical pad¹⁴
- Fabric upholstered, high, channel-back designed curved booths and fabric upholstered banquettes for seating¹⁵
- Installation of rubber door gaskets, rubber sealant & new caulking around all windows¹⁶
- Firestopping between main floor and residential area of building¹⁷
- Strategically place indoor plants¹⁸

Anyone who understands the science of soundproofing understands the best way to ensure you are not negatively impacting your surrounding area is to simply not produce the sound(s) to begin with which might cause disturbance. To this end, January Gin Joint & Eatery is not installing a traditional sound system. Background music and the system it is delivered though will be absent of any heavy bass or subwoofers and kept to an appropriate level for the time of

⁹ http://cwc.ca/wp-content/uploads/2019/03/publications-IBS3_Fire_SMC_v2.pdf

¹⁰ See attached appendix 3

¹¹ https://www.soundproofingcompany.com/soundproofing_101/understanding-stc-and-stc-ratings

¹² <https://www.greengluecompany.com>

¹³ see attached appendix 3

¹⁴ <https://www.americaninceilings.com/colors-master-acoustic.html>

¹⁵ <https://www.soundproofcow.com/proper-furniture-placement-can-reduce-sound/>

¹⁶ <https://www.tmhardware.com/Door-Gaskets/>

¹⁷ https://www.hilti.com/medias/sys_master/hf9/h56/9161894821918.pdf?mime=application/pdf&realname=Restricting

¹⁸ <https://betersoundproofing.com/best-sound-absorbing-indoor-plants/>

day and our District within the City¹⁹. On the occasion of a live performance in the lower level of the establishment, it would be unplugged and acapella, as is appropriate and in keeping with the period-specific design and decor. Any such occasional performance would also comply with the times set for such activities in accordance with the licensing and not continue late night.

In conclusion, I believe January Gin Joint & Eatery will have a positive impact in its neighbourhood, and be a welcome addition to the historical Lim Dat building. We do not seek to replace Sager's Home Living as the anchor tenant. We aim to contribute to the revitalization of the neighbourhood, help make it a safer place for residents and customers alike, contribute to the economic viability of the Official Community Plan and uphold the support of the City of Victoria, its various departments, Managers and Directors.

Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tanya Topolniski', written in a cursive style.

Tanya Topolniski
Owner/Operator

¹⁹ <https://www.victoria.ca/assets/City~Hall/Bylaws/bylaw-03-012.pdf>

APPENDIX 1



SMALL

Trio of Olives ~ variety of small, medium & large olives to share

Sweet Pea Pesto Crostini ~ sweet pea pesto, roasted garlic, parmesan on toasted Fol Epi baguette

Marinated Mozzarella & tomato ~ fresh basil & chives, cherry tomatoes, mozzarella & Fol Epi baguette

Cheese & Zucchini Roulades ~ grilled zucchini, ricotta & parmesan, olives, fresh basil

Oven Roasted Root Vegetables - locally sourced potato, sweet potato, blue potato, taro root & parsnip oven roasted, salted & served with buttermilk ranch or vegan french onion dip

Relish Plate ~ local brined, pickled, & marinated vegetables

MEDIUM

Antipasto Selection - pickled pepperoncini, cherry tomatoes, olives, petite pepperoni & salumi, mushrooms, chickpeas, provolone cheese

Artichoke & Gruyère ~ roasted artichoke hearts, rich gruyère topped with Parmigiano-reggiano, Fol Epi baguette

Classic Crab Dip ~ cream cheese, smoked paprika, tender crab meat, Lavash crackers

Buffalo Tartare ~ hand-chop buffalo, capers, chives, shallots, and seasoned egg yolk served with toasted Fol Epi baguette

Ceviche ~ local, seasonal marinated fresh fish served with toasted Fol Epi baguette

Crudit  Tray ~ garden fresh vegetables, house made goat's milk yogurt dip or vegan french onion dip

LARGE

Chef's Platter ~ Chef's selection of favorites from above

For Two \$ ____

For Four \$ ____

For More \$ *see your bartender*

CHARCUTERIE

A rotating selection of artisan cheeses or vegan artisan cheeses, house preserves, smoked, cured & cooked meats or fish, vegan proteins, pickled vegetables, fresh fruits. All served with local Fol Epi whole wheat baguette. Start by choosing your board:

Traditional

prosciutto, bresaola,
jamón Serrano,
peppered salami

West Coast

smoked salmon, cold-smoked halibut,
hot-smoked albacore tuna,
west-coast mousseline

Modern

foie gras, pâté grandmère
hazelnut rillettes de canard,
foie de volaille

Vegan

Very Good Butchers vegan pepperoni, roast beast
& deli fowl, Sweet Earth traditional seitan
slices, Harmless Ham™

For Two \$ ____

For Four \$ ____

For More \$ *see your bartender*

Customize with your favorite additions:

\$12 each

Neal's Yard Sparkenhoe Red Leicester	Neal's Yard Colston Bassett Stilton
Neal's Yard Brightwell Ash Gruyère	Salt Spring Island Cheese Co's St. Jo Feta
Double-creamed Brie Gouda Gorgonzola	Salt Spring Island Cheese Co's Flower Chèvre
Salt Spring Island Cheese Co's Herb and Garlic Ruckles	Aged Cheddar Comte

\$7 each

Pickled red onion	Pickled cauliflower	Kalamata olives	Castelvetrano olives
Pickled asparagus stalks	Marinated mushrooms		
Arbequina olives	Picholine olives	Pickled asparagus	

\$4 each

Crackers - apricot, fig & lemon raincoat crisps® Crackers - seasonal pumpkin spice raincoat crisps®
Crackers - cranberry hazelnut raincoat crisps® Crackers - Seattle favorite mini Croccantini cracker
Crackers - Gone Crackers™ olive oil & cracked pepper cracker

\$3 each

Mango chutney Blackberry jam Red Pepper jelly
Blueberry Jalapeno jelly Caramelized onions

Complimentary: Extra baguette, 1 per table

***(Not Just For)* DESSERT**

Salted Caramel & Dark Chocolate Figs - as delicious as they sound

Macaroons - selection of Fol Epi's current offerings

Poached Pears - red wine poached pears, honey, ginger, cardamom syrup, honey-cinnamon vegan almond crème fraîche

Almond & apple tart - autumnal apple & almond tart with slightly sweet, nutty frangipane filling. Served with vegan Calvados Chantilly almond cream

Lavender-Poached Peaches Blackberry bread pudding - lavender-spiked blackberry-peach compote, Fol Epi sourdough bread pudding, grand marnier infused vegan heavy almond cream

Poire William Charlottes - a pair of pear and pistachios infused cakes, filled with Bavarian style vegan almond cream

Basket of Profiterole - because 1 is never enough..

Champagne & raspberry possets - vegan cashew double cream, local raspberries & champagne

Chocolate coconut banoffee tartlet - bourbon-laced biscuit, caramel, banana toffee, & creamy coconut topping

Strawberry & elderflower trifle - ripe strawberries, ginger jelly, lemon drizzle cake, double vanilla cream

Gooseberry crème brûlée tart - seasonal fresh berries, sweet pastry, crisp cracked sugar topping

Cheese Platter - Chef's selection of cheese, vegan cheese or both

Chocolate Lover's Plate - a rotting selection of the world's finest

Classic English Lemon Curd - smooth, silky, tangy & tart

Pâte de Fruit - a selection of classic sugared French fruit jellies

**** Takeaway Baskets available for pick up until 1am***

APPENDIX 2

TO: Committee of the Whole, City of Victoria

DATE: February 11, 2020

SUBJECT: Application for Extended Hours and Entertainment Endorsement for January
Gin Joint & Eatery 1820 Government Street, Victoria

I understand January Gin Joint & Eatery, located at 1820 Government Street, in the Lim Dat Building, is applying for an 1 hour extension of a Food Primary License Application Thursday - Saturday only and for an Entertainment Endorsement. I SUPPORT the addition of the restaurant to the neighbourhood. I DO NOT feel it or the extended hours will have any additional negative impact on the noise levels in the building or on the surrounding streets.

(PRINT) NAME	ADDRESS	SIGNATURE
Curtis Vertefeuille	304-555 Chatham	
Andrew Harris	523 Fisgard	
Catrina Stuart	1012-1818 Government	
Tristan Shouldice	1011-1818 Government St.	
Michelle DeRocher	2005-1818 Government St	
Rachel Burt	2010-1818 Government St	
David Ferguson	2001-1818 Gov't	
Larry Salvador	2009-1818 Gov't	
ANDREW STRUTHERS	2011-1818 GOVERNMENT	
JL Boutilier	1008-1818 Government	
Jenna Shouldice	1011-1818 Government	
ELLIOTT LORAN	1818 GOVERNMENT APT 2002	
Tanya Topolinski	1003-1818 GOVT. ST.	
Sandra Christensen	2003-1818 Govt St.	
TREVOR BAIL	1007-1818 GOVERNMENT ST	
Sean Osborne	1007-1818 GOV ST	

Chris Stuart 1012-1818 Government St. C Stuart
 JANET MACDONALD #2007-1818 Government St. Janet
 Fred Berglund 407-640 Fitzgerald SA
 Marlene Schickel 1818-2005 BOV. ST. SUTTE
 SIMON DEROCHER 2003-1818 Govt St. Simon D.

TO: Committee of the Whole, City of Victoria

DATE: February 11, 2020

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(PRINT) NAME

RICK HANNA

ADDRESS

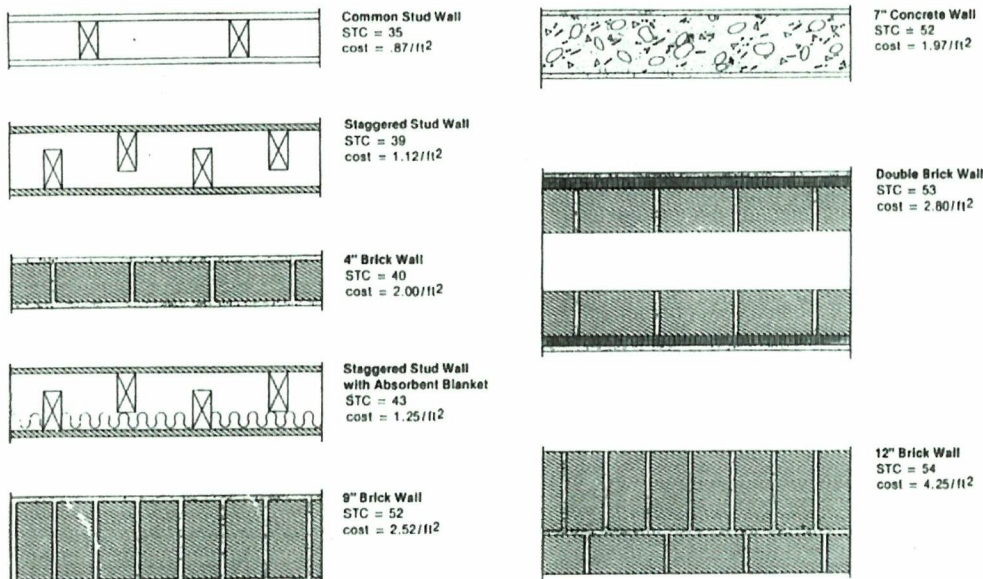
1010, 1818 GOVERNMENT STREET

SIGNATURE

[Signature]

APPENDIX 3

Figure 4.13 shows a sample of wall types ranging from the lowest to the highest sound insulation values. The cost of these walls in dollars per square foot is given for comparison of cost effectiveness.¹²



4.13 Wall Types with STC Rating and Approximate Cost.

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 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.

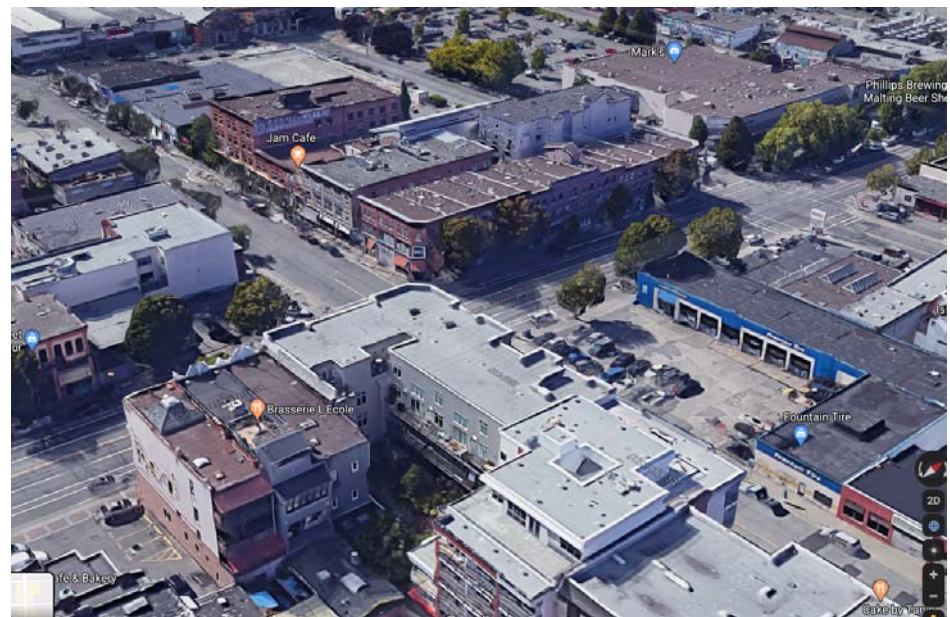
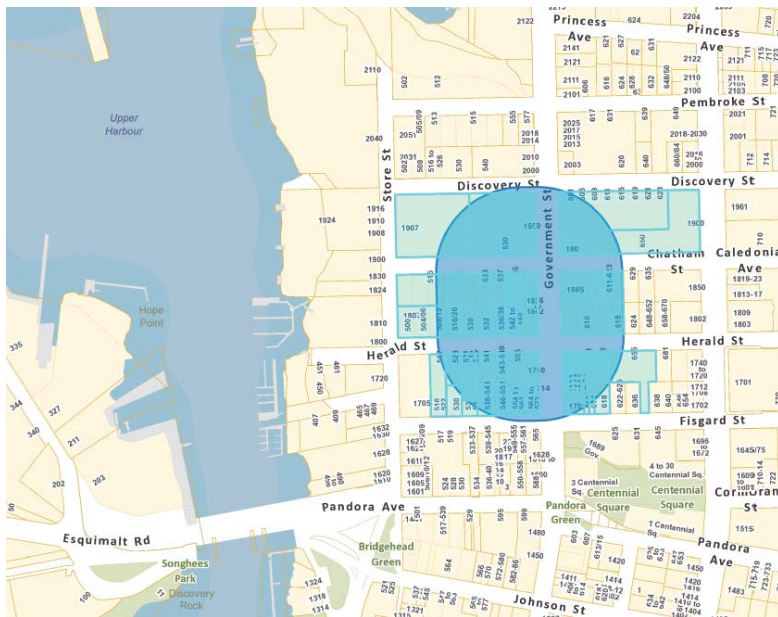
[Frequently Asked Questions](#) – answers to common liquor-related questions.

[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

New Food Primary Licence with Entertainment Endorsement,
January Gin Joint & Eatery, 1820 Government Street



Liquor and Cannabis Regulation Branch (LCRB)

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

LCRB Approvals

- Criminal Background Checks

- Local Government

Municipal Input

Public Input

: potential for noise

: potential for impact on the community, and

- Occupant Load Approvals

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 or not the amendment, if approved, would result in the service area being operated in a manner that is contrary to the primary purpose.

LCRB Application

LICENCE TYPE

PROPOSED	Food Primary with Entertainment Endorsement
----------	---

OCCUPANT LOAD

PROPOSED	43 PEOPLE
----------	-----------

LICENSED HOURS OF OPERATION

PROPOSED	9:00 am to 12:00 am Sunday – Wednesday, 9:00 am to 1:00 am Thursday - Saturday
----------	--

Staff Review and Public Comment

Staff Review:

- The proposal is consistent with anticipated uses in the area
- The application is supportable and impacts to the community are not anticipated.

Public Comment:

- One letter was received which is opposed to the application, from the Downtown Resident's Association.
- 474 notification letters were sent in association with the request.

Recommendation

That Council direct staff to notify the Liquor and Cannabis Regulation Branch that Council supports the application to having hours from 9:00 am to 12:00 am Sunday – Wednesday, 9:00 am to 1:00 am Thursday - Saturday, an occupant load of 43 people and an entertainment endorsement.



Committee of the Whole Report For the Meeting of March 5, 2020

To: Committee of the Whole **Date:** February 6, 2020

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

Subject: Application for a Change to Hours for Christies Carriage House Pub, Liquor Primary License at 1739 Fort Street.

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 Christies Carriage House Pub located at 1739 Fort Street having hours of operation from 10:00 am to 11:00 pm Sunday through Thursday and 10:00 am to 12:00 am Friday and Saturday with the existing occupant load of 135 persons.

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 based on experience with the operator, and nature of the request. The requested hours of operation in conjunction with the existing occupant load are not expected to result in negative impacts to the community.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
- c. The views of residents were solicited via a mail out which included 480 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice posted at the property. The City received six letters in response to the request, all of which generally supported the application and no correspondence was received from the South Jubilee Residents Association.
- d. 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 Christies Carriage House Pub. The application is to adjust existing hours of operation that are 11:00 am to 11:00 pm Sunday through Thursday and 11:00 am to 12:00 am Friday and Saturday, to 10:00 am to 11:00 pm Sunday

through Thursday and 10:00 am to 12:00 am Friday and Saturday. The existing occupant load is not proposed to change and is 135 people.

Christies Carriage House Pub's application to change the opening hour from 11:00 am to 10:00 am daily is consistent with the City's current Liquor License Policy. The application has been reviewed by City staff including Planning, Engineering, Business and Community Relations, Bylaw, and Police against policy, and their inputs have been considered. Staff and Police, have not expressed concern as the change is to open one hour earlier daily and the establishment has a reputation of being managed responsibly with very few issues. 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.

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. Opportunity for public comment included six letters, all of which generally supported the application and no correspondence was received from the South Jubilee Residents Association.

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 10:00 am 11:00 pm Sunday through Thursday and 10:00 am to 12:00 am Friday and Saturday with an occupant load of 135 persons at 1739 Fort Street.

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 Christies Carriage House Pub to increase hours of operation to open one hour earlier, seven days a week, for their existing liquor 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 Christies Carriage House Pub, the establishment is regulated under a liquor primary licence.

This application is to extend hours of licensed service with no change to occupant load of an existing liquor primary license for Christies Carriage House Pub. The letter of intent provided in conjunction with the application is included as Appendix A.

The existing hours of operation are 11:00 am to 11:00 pm Sunday through Thursday and 11:00 am to 12:00 am Friday and Saturday and has an occupant load of 135 people. The application seeks a change to the hours and not the occupant load, proposing 10:00 am 11:00 pm Sunday through Thursday and 10:00 am to 12:00 am Friday and Saturday. 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.

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 C1-P-FL, Fort and Leighton Pub District, which only permits use as a neighbourhood pub and imposes no restriction on hours or occupant loads.

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. Christies Carriage House Pub 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.

Christies Carriage House Pub's application has been considered in terms of the impact it would have on the community and its potential to generate noise related issues. The establishment is regulated under a liquor primary licence and has been compared in terms of existing capacity in the vicinity and citywide, to understand of likely impact related to occupant load and hours of operation. The application is seen to be modest in terms of existing licence capacity and if approved, the earlier hours represent a 147% increase to existing licenced capacity at 10:00 am within the vicinity and an increase of 0.7% 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 neighbourhood pub.

Engineering

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

Community and Business Relations

- Community and Business Relations were supportive of the requested changes.

Bylaw

- Bylaw Services remarked on the establishment as being in good standing and is supportive of the requested change.

Police

- Police have no objection to the requested change. Full Police comments available in Appendix F.

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 480 letters sent, Christies Carriage House Pub displayed a notice poster at the entrance for 30 days which invited people to provide input to the City with respect to this application.

The City received six letters in response to the request, all of which generally supported the application and no correspondence was received from the South Jubilee Residents Association. The letters are available in Appendix G.

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 chose not to provide additional correspondence related to the staff review and the report.

IMPACTS

Accessibility Impact Statement

Not applicable

Strategic Plan 2019 – 2022

The recommendation to support the application is likely to increase the viability of the neighbourhood pub 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 Large Urban Village Land Use Designation. This designation promotes a complement of community and commercial services and public amenities appropriate for the village size. For large urban villages, commercial services are anticipated to include small grocery stores, visitor accommodation, liquor stores, full service pubs and community recreation, education and cultural facilities.

CONCLUSIONS

The application to change hours at Christies Carriage House Pub that are currently 11:00 am to 11:00 pm Sunday through Thursday and 11:00 am to 12:00 am Friday and Saturday, to 10:00 am to 11:00 pm Sunday through Thursday and 10:00 am to 12:00 am Friday and Saturday with the existing occupant load of 135 persons 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 Christies Carriage House Pub at 1739 Fort Street.

ALTERNATE MOTIONS

1. That Council, after conducting a review with respect to noise and community impacts regarding the application of Christies Carriage House Pub, at 1739 Fort Street, does not support the request for the amendment.

Respectfully submitted,

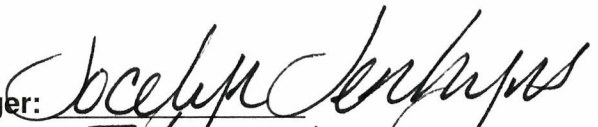

Ryan Morhart
Manager, Permits & Inspections



Karen Hoese, Director
Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager:

Date:


Feb 24, 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: Provincial Liquor License Types

To Whom It May Concern

I would like to apply for a change in hours to allow Christies Carriage House Pub to open one hour earlier seven days a week. Currently we are open and closed from 11am -11pm Sunday to Thursday and 11am-Midnight Friday and Saturday's. We would like to propose that we would open at 10am Monday to Sunday.

Christies Carriage House Pub has been around for 32 years and served this community proudly! Right now there is more of a demand than ever that we open up one hour earlier, particularly from Royal Jubilee Hospital and the neighborhood. In the last few years we have let patient's and visitor's park in our lot before we open. It is stressful enough going to the hospital, especially if it's a longer visit or stay.

One other aspect is our costs are getting higher and higher. This includes wages, food, beverages and all the taxes that a business deals with. Our wage rates have keep rising, and with the new \$500,000 payroll threshold it makes it hard to run a going concern business. A better cash flow would alleviate some of these costs.

The pub is finding the demand for a breakfast is increasing and will be offering a full breakfast starting at 10am if allowed. Victoria residents are outdoor people who get there day started early, and that is why we are considered the breakfast capital of Canada! On the west coast our climate enables the residents to be outside earlier year round. There are more and more sporting events are starting earlier whether it is outdoor sports or TV related sports particularly the NFL and NCAA football, we would be able to capture the weekend crowd.

In the end we are just trying to provide a longer service to the community of Victoria!

Yours Truly,

Gord Hahn



City of Victoria
"Reviewed for Occupant Load Only"

Maximum Occupant Load is: Building Official: Ray Berkel
Main Floor: Persons 135 Name:
Pub: Persons 85 Signature: Ray Berkel
Mezzanine: Persons 50 Date: April 24, 09
Restaurant: Persons 135
Patio Deck:
Total

RECEIVED

APR 20 2009

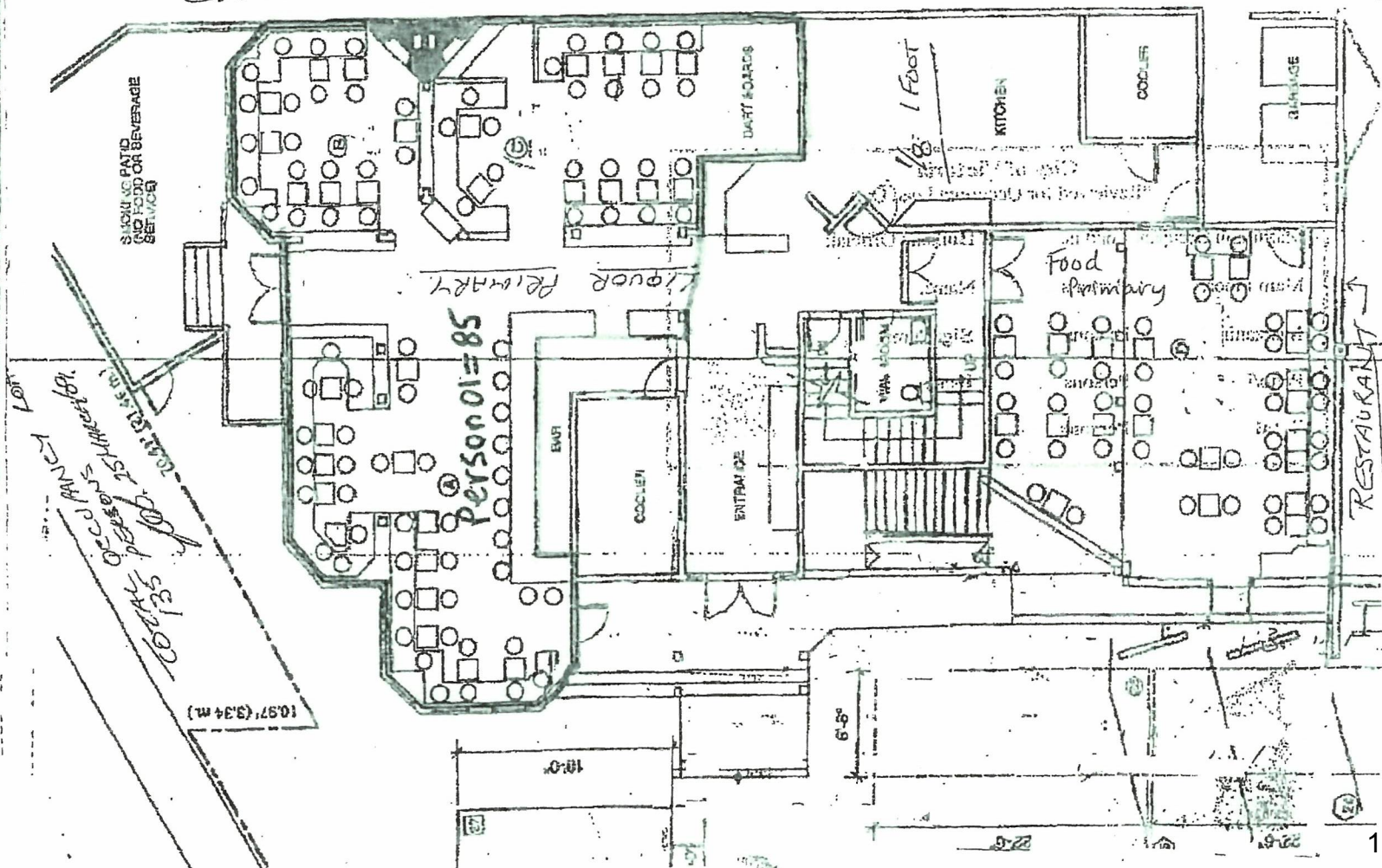
CITY OF VICTORIA
PERMITS & INSPECTIONS DIVISION

EXIS
APAT
BUIL

(W 5581) 0909

LCLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND
AVAILABLE FOR INSPECTION AT ALL TIMES
Date Issued: April 27, 2009 *Karen Rogers*
LP Licence # 120584 General Manager

CHRISTIES PUB. 1739 FORT. ST VICTORIA.



House Crafted Burgers



Christie's Comfort Fare

- Made with Certified Angus Beef
- Irene's bakery Brioche bun
- Leaf lettuce, tomato & red onions
- With sea salted Kennebec fries, soup or salad
- Origin bakery gluten free bun add \$3

Heritage Burger

Maple-bacon, blue cheese pate & roasted garlic mayo \$18

Christie's Burger

Signature mayo, bacon, cheddar & crispy onion \$17.5

Carriage House Burger

Portobello mushroom, Havarti cheese, caramelized onions & roasted garlic mayo \$17

Sub • Chicken breast \$1.5 • Vegetarian patty \$1

House Crafted Vegetarian Burger

Red pepper relish, avocado-mayo, leaf lettuce, tomato & red onions \$15

Blackened Chicken Burger

Avocado-mayo, black bean-corn salsa, havarti cheese leaf lettuce & tomatoes \$17

Sub • Garlic fries \$2 • Yam fries \$2 • Onion rings \$2
• Poutine those fries \$3.5

Sandwich Board

Steak Sandwich

Portobello mushrooms, crispy fried onions, garlic-toasted house bread, peppercorn reduction \$18

Clubhouse

House-smoked turkey breast, chipotle mayo, Havarti, bacon, lettuce, tomato on ciabatta \$16

House Pulled Pork Sandwich

Chipotle mayo, house slaw, crispy fried onions on a Brioche bun \$15

Beef Dip au jus

Smoked onion jam, roasted garlic mayo on toasted ciabatta \$15.5

The Lady Dufferin

Portobello mushrooms, zucchini, avocado, red pepper relish, Havarti, tomato, lettuce, red onions on grilled multigrain \$15

Buttermilk Fried Chicken Sandwich

Christie's blue boy sauce, coleslaw, pickled vegetables on a brioche bun \$16

Gluten free options available

Roasted Chicken and Bacon Linguini

Cream, savory herbs, sweet peas, caramelized onions and Parmesan cheese \$17

Oak Bay Seafood Stew

West coast clams, shrimp, mussels, cod, house broth, cream, baby potatoes, fresh herbs & garlic toasted house bread \$19

Pacific Coast Cod & Chips

Crisp coleslaw & house tartar sauce. \$16
add a piece \$6

Buttermilk Fried Chicken Tenders

Buttermilk marinated, waffle crumb coated with honey mustard & fries \$15.5

Breakfast at 1739 Fort St. served until 2pm

Two eggs, bacon, sausage patty, baby potato-hash browns, tomatoes, toasted house bread \$14

Mac and Cheese

Cheddar cheese sauce, herb-bread crumbs with garlic toasted bread \$14

- chicken & sweet peas \$4
- pulled pork and spicy peppers \$4

Shepherd's Pie

Ground beef, braised lamb shank, vegetables, sweet peas, baked with goat cheese mashed potatoes, with mixed greens \$15.5

Join Us For Sunday Brunch available 11am to 2pm (Sunday's)

Pulled Pork Hash

Bell peppers, jalapenos, caramelized onions, scallions, baby potatoes, two poached eggs, mixed cheddar cheese & Carolina BBQ sauce \$16

Christie's Breakfast Sandwich

House-pork sausage patty, bacon, fried egg, cheddar cheese, chipotle mayo, lettuce, tomato, red onions on a brioche bun & baby potato hashbrowns \$15

Certified Angus Beef Striploin and Eggs

Two eggs, mushroom-caramelized onion & baby potato hash, toasted house bread \$19

Vegetable Frittata Grilled peppers, zucchini, caramelized onions, mixed cheddar cheese, black bean-corn salsa, avocado aioli & hashbrowns \$15

Breakfast at 1739 Fort St.

Two eggs, bacon, sausage patty, baby potato-hash browns, tomatoes, toasted house bread \$14

Salads



Snacks and Sharables

Add to any salad

- Sauteed prawns \$8
- Grilled steak \$8
- Chicken breast or Blackened Chicken \$6
- 1/2 Avocado \$2 • Whole Avocado \$3.5

The Garden Salad

Pickled golden beets, grape tomatoes, pumpkin seeds, cucumber, sun dried cranberries, caramelized honey vinaigrette, mixed greens \$10/\$7

Carriage House Caesar Salad

Roasted garlic dressing, hickory smoked bacon, Focaccia croutons, Romaine lettuce & Parmesan cheese \$13/\$8

Cobb Salad

Maple-balsamic vinaigrette, hickory smoked bacon, avocado, blue cheese, hard-boiled egg, baby tomatoes and mixed greens \$16

Ask about our house-made desserts

The Week at Christie's

Monday Think & Drink Trivia 7pm • Pastas \$14

Tuesday Fish and Chips \$13 (1pc) 17 (2 pc)

Wednesday Wings \$8 per pound

Thursday Music Bingo 7:30 • Mac n Cheese \$12

Friday Your neighbourhood social house
Certified Angus Beef Striploin steak dinner \$22

Saturday Live music (no cover) 7:30pm to 10:30pm
get here early and have a warm up pint

Sunday Brunch and the Game 11am to 2pm
• Roast Certified Angus Beef Dinner \$18 5pm to 8pm
• Kitchen party jam night (no cover) 7pm to 10:30 pm

Everyday

All snacks & sharables \$2 off
between 3 to 5pm & 9pm to close
with beverage purchase, dine in only

Check for our daily beer special

House Pulled Pork Tacos (2)

Pickled vegetables pork rinds & house slaw \$8 extra
taco \$3.5

Crisp Battered Pacific Cod Tacos (2)

Chipotle mayo, pineapple salsa & house slaw \$13
extra taco \$4.5

Calamari

Tomato-caper aioli, grape tomatoes, crisped capers,
cucumber & red onions \$14.5

Chicken Wings \$14

- Honey garlic • Carolina BBQ sauce • Louisiana hot
- Christie's blue boys • Sea salt & cracked pepper
- Ranch or blue cheese dip \$1
- Celery & carrot sticks \$1.5

Sweet Chili Chicken

Crispy fried, Farkay noodles, sesame seeds, scallions
& cilantro \$13.5

Sea Salt and Garlic Pretzel Twist

Served warm with mustard spiced cheese sauce \$11

Hummus & Feta

Cumin flatbread, Kalamata olives, grilled vegetables &
grape tomatoes \$14

Dry Garlic Ribs

Coarse sea salt, pepper, pork rinds, scallions & sweet
chili sauce \$13

Panko Breaded Onion Rings

Chipotle mayo \$8

Classic Poutine

House crafted beef gravy & Quebec cheese curds \$9
add pulled pork \$5

Chicken Poutine

Roasted chicken gravy & Quebec cheese curds \$14

Garlic Fries

Butter, roasted garlic, herbs & roasted garlic mayo \$8

House Fried Potato Chips

Buttermilk ranch dip \$7

Warm Crab and Shrimp Dip

House crafted with aged Qualicum cheddar, herbs,
house bread, celery sticks & corn tortilla chips \$17

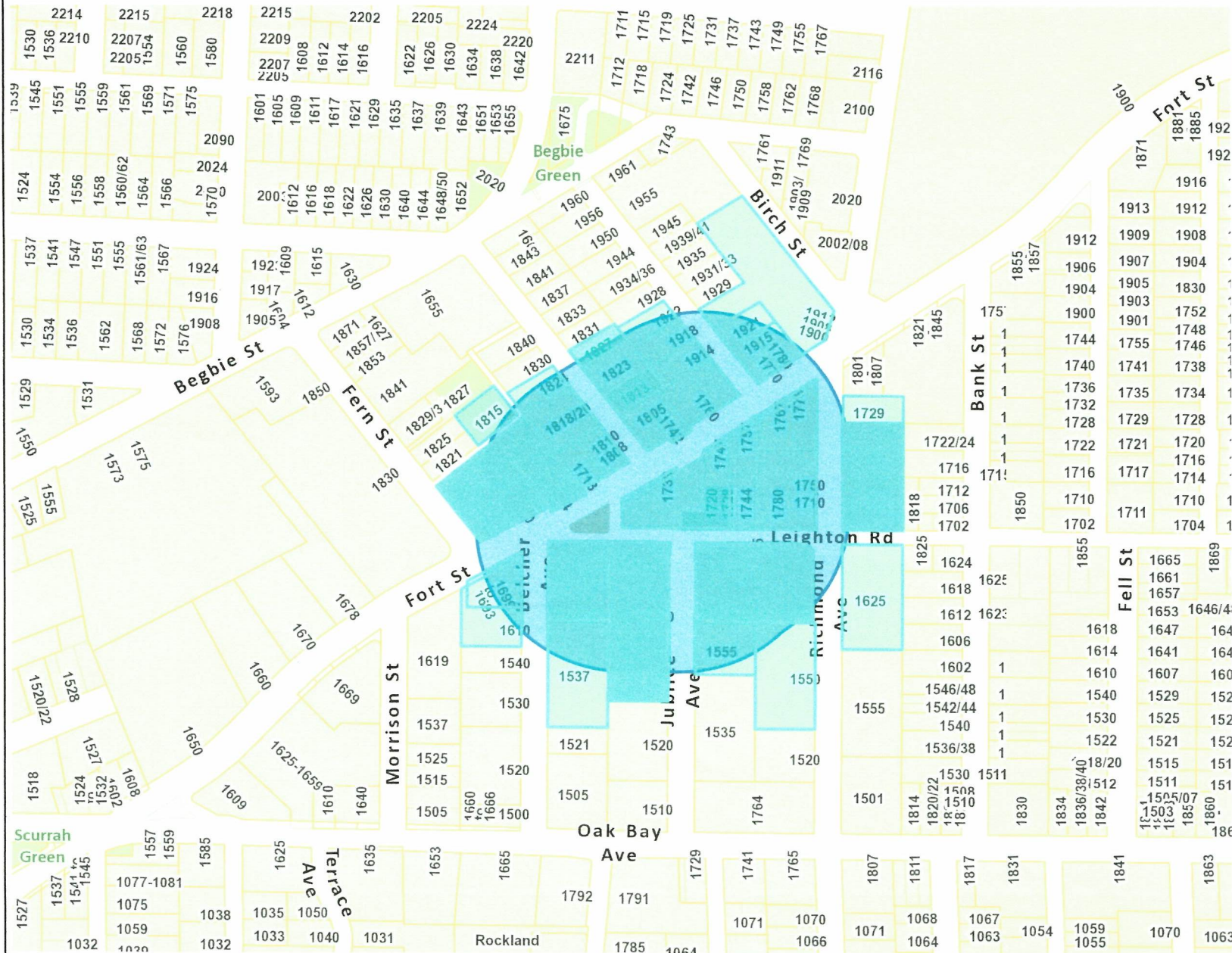
Crispy Yam fries

Chipotle mayo \$8

Nachos - single \$14 double \$19

All the fixings, house salsa & sour cream

- Spicy beef \$5/\$9 • Pulled pork \$5/\$9
- Blackened chicken \$6/\$10 • Guacamole \$4



Legend

 Victoria Parcels

1: 3,921



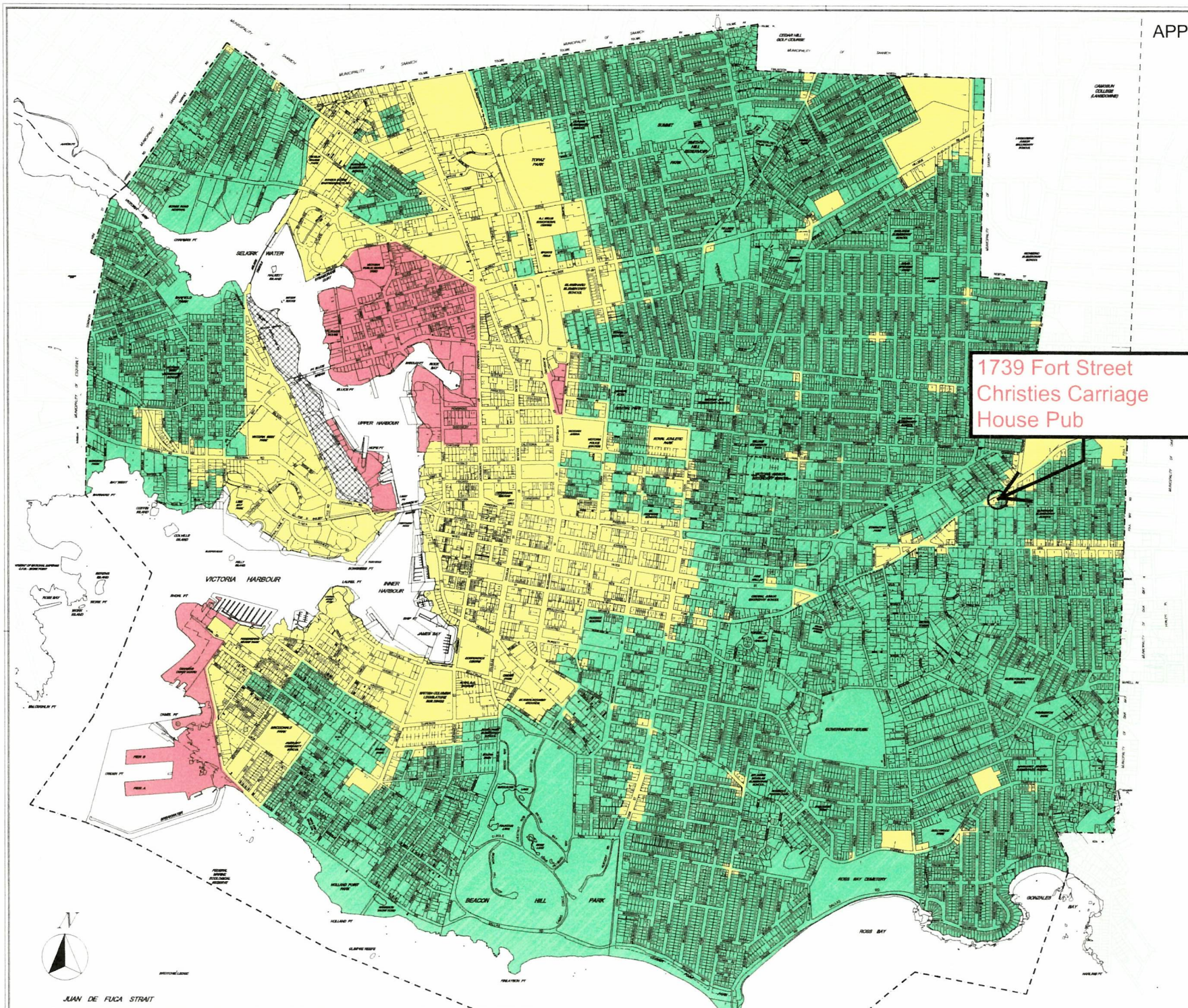
Notes

199 0 100 199 Meters

NAD_1983_CSRS_UTM_Zone_10N

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



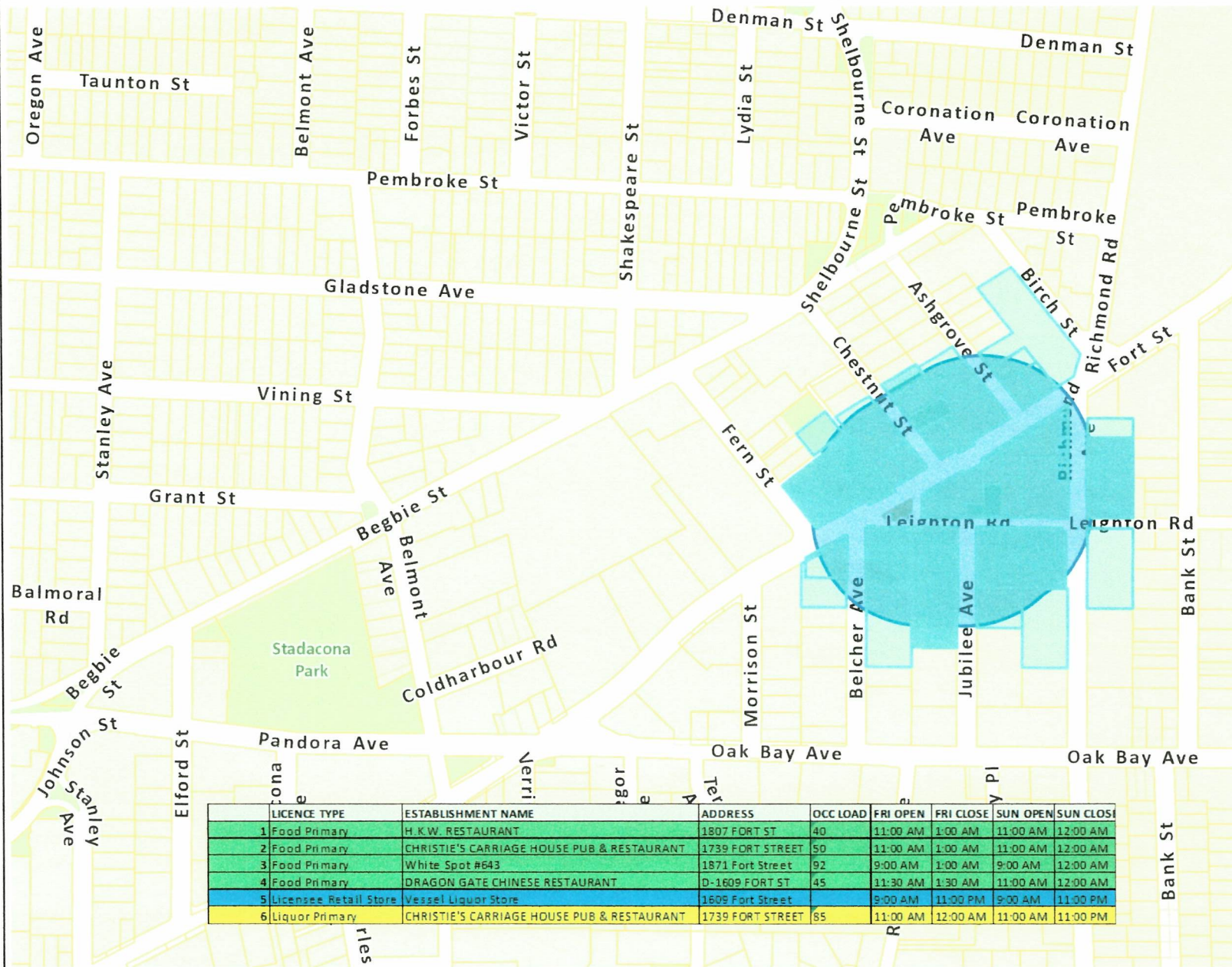
City of Victoria Noise District Map

LEGEND

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

Date: February 17, 2004

Scale: Not to Scale



Legend

 Victoria Parcels

1: 5,287



Notes


269 0 134 269 Meters

NAD_1983_CSRS_UTM_Zone_10N

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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

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: 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 Restaurant...

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.

Ryan Morhart

From: Watson, Cliff [REDACTED]
Sent: December 5, 2019 2:43 PM
To: Ryan Morhart; Shannon Perkins; Thom Pebernatt; Miko Betanzo; Michael Hill; Whiskin, Jamie; Steve Hutchison
Subject: RE: LL000316 Christies Carriage House Pub | 1739 Fort Street

No objections from VicPD with respect to the change in service hours. The earlier opening/service times should not have any significant impacts on the surrounding community, nor should it impact VicPD resources.



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

From: Diane McNay [REDACTED]
Sent: December 31, 2019 8:16 PM
To: Ryan Morhart
Subject: Carriage House

I have lived on Belcher Avenue at the Fort Street end of the block within 50 m. of the Carriage House for 20 years. I have never had a reason to complain about any activity at or around the neighbourhood related to this establishment. I don't drink, so I visit the place rarely, but I consider them as asset to the area.

Diane McNay

Ryan Morhart

From: don and florence [REDACTED]
Sent: January 6, 2020 5:58 PM
To: Ryan Morhart
Subject: Extension of hours:Christies Carriage Pub

Ladies and Gentlemen,
Re your recent circular on this subject.
We would like you to know that we approve of this extension.
Truly yours,
Don Startin and Florence Cridland
Persons living within 100 meters of above mentioned pub.

Apt 612-1745 Leighton Rd.,
Victoria,B.C.,V8R 6R6

Ryan Morhart

From: Douglas Lenuik [REDACTED]
Sent: January 2, 2020 5:54 PM
To: Ryan Morhart
Subject: Christies liquor permit change

I have NO opposition to the liquor license change proposal.

Thank you,

Doug Lenuik
201-1715 Richmond ave.

Ryan Morhart

From: Jason Lee [REDACTED]
Sent: December 30, 2019 5:00 PM
To: Ryan Morhart
Subject: Proposed time changes for Christie's Pub

As a nearby resident, this is in regards to the application for proposed changes of hours for Christie's Carriage House Pub. We have no issues with the changes and hope the business can extend their customer base.

Thanks,
Jason & Magda

Ryan Morhart

From: Lloyd Douglas [REDACTED]
Sent: January 21, 2020 2:23 PM
To: Ryan Morhart
Subject: Christies application

To Whom it may concern:

A quick note to mention that I suggest that Christies be permitted to extend their hours with an initial temporary permit with a specific number of months, ie 6 months. After which council can reevaluate to determine if there has been any public input that would indicate a rise in complaints re: noise or other possible disturbances earlier each morning of the extended hours.

Sincerely,
Lloyd Douglas,
Victoria

Ryan Morhart

From: Samantha Sweeney [REDACTED]
Sent: January 31, 2020 9:51 AM
To: Ryan Morhart
Subject: Christies pub

Have no issue with a later time. However they do not have a history of following the bylaws. First people smoke right in front of the doors. Second a few times multiple people have been outside smoking on patio. This is very close to my apartment.

I reside in 1747 fort St, Victoria, BC V8R 1J3, Canada
Unit 4.

I have resided here for 9 yrs in feb. When i first moved in patrons were trying to park in our back yard. As the pub had previously rented my building and back yard as overflow parking. Until city shut it down.

Untill i complained the wilson buses were stopping in a no stop zone to unload 50 people and pick up 50. Multiple times a night. Right in front of our building.

In dec a driver did this again. Its disruptive.

I dont find the pub loud but the bylaws are not followed as is.

Samantha sweeney

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 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.

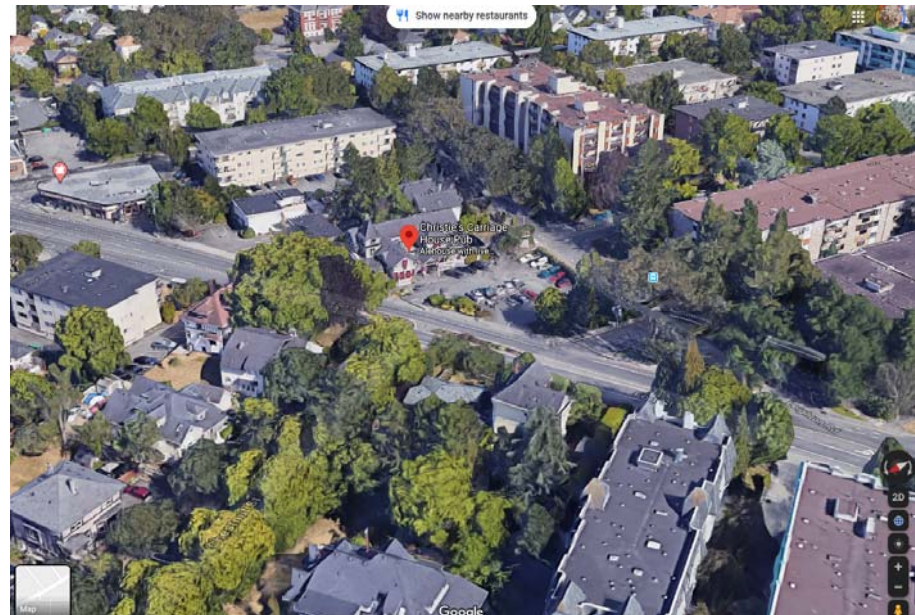
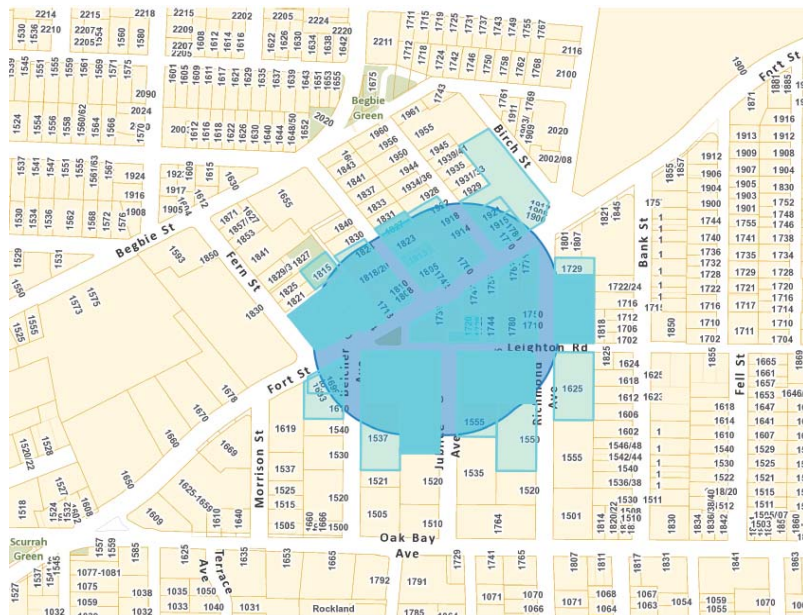
[Licensed Establishment Locations](#) – a list of all licensed establishments in B.C.

[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 – Liquor Primary

Christie's Carriage House Pub, 1739 Fort Street



Liquor and Cannabis Regulation Branch (LCRB)

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

LCRB Approvals

- Criminal Background Checks

- Local Government

Municipal Input

Public Input

: potential for noise

: potential for impact on the community, and

- Occupant Load Approvals

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, and
- Potential for Impact on the Community

LCRB Application

LICENCE TYPE

PROPOSED	Change to Hours of Licensed Service – Liquor Primary
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OCCUPANT LOAD – Existing

EXISTING	135 PERSONS
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LICENSED HOURS OF OPERATION - PROPOSED

PROPOSED	10:00 am to 11:00 pm Sunday – Thursday 10:00 am to 12:00 am Friday and Saturday
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LICENSED HOURS OF OPERATION - EXISTING

EXISTING	11:00 am to 11:00 pm Sunday – Thursday 11:00 am to 12:00 am Friday and Saturday
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Staff Review and Public Comment

Staff Review:

- The proposal is consistent with anticipated uses in the area
- Concerns have not been brought forward regarding the application.

Public Comment:

- 6 letters were received, all supporting the application and no correspondence was received from the South Jubilee Resident's Association.
- Letters were sent to 480 owners and occupants

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 10:00 am to 11:00 pm Sunday through Thursday and 10:00 am to 12:00 am Friday and Saturday.



Committee of the Whole Report

For the Meeting of March 5, 2020

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

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

Subject: Next Generation Conversion Regulations – Update Report

RECOMMENDATION

1. That Council direct staff to prepare bylaws to amend Schedule G - House Conversion Regulations and Schedule C - Off Street Parking Regulations of the *Zoning Regulation Bylaw*, consistent with this report, in order to:
 - a. change the qualifying year of construction;
 - b. reduce restrictions on exterior changes;
 - c. clarify and expand opportunities to utilize under-height basements;
 - d. allow attic spaces to be developed;
 - e. allow vehicle car parking in front yard (for non-heritage properties);
 - f. increase and incentivize permitted number of units;
 - g. allow windows and doors on front elevations;
 - h. decrease parking requirements; and
 - i. require bicycle parking.
2. That Council direct staff to monitor the impact of the Next Generation Conversion Regulations, with particular attention paid to buildings with heritage value, and prepare an update report to Council within two to three years (once meaningful observations can be made), noting that staff would report back earlier in the event that a pattern of negative impacts to buildings with heritage value or other concerning trends are observed.
3. That as a next step, Council direct staff to undertake a further assessment of the parking requirements, including the impact of parking on the site layout and associated landscaping, as well as the possibility of delegating authority to staff for minor parking variances associated with house conversions.
4. That Council direct staff to continue to explore and bring forward items for Council's consideration that are listed in the "Sprint Option" of the Committee of the Whole Report dated December 5, 2019, as opportunities for improvements/expansion (e.g. green building incentive program) present themselves, noting that a more fulsome review and accounting of progress towards sprint goals would be included in the two to three year review report.
5. That Council direct staff to develop a design guidance document to provide advice aimed at advancing high-quality design that respects the local context and addresses potential neighbourliness impacts.

EXECUTIVE SUMMARY

The purpose of this report is to update Council regarding feedback received on the Next Generation Conversion Regulations and seek direction on the preferred approach for moving forward. Overall feedback was positive; however, in some instances there were concerns related to reducing restrictions related to exterior changes, allowing windows and doors on front elevations, and parking. Some stakeholders felt that the proposed changes related to the above-noted topics were too permissive and others felt the proposed changes were too restrictive.

This report provides an overview of the targeted consultation and provides analysis and final recommendations directing staff to prepare amendments to the *Zoning Regulation Bylaw*, in order to replace the existing house conversion regulations and amend the off-street parking regulations. The report also advances a number of actions aimed at monitoring and guarding against unintended consequences as well as paying particular attention to concerns related to potential impact to buildings with heritage value. Additionally, upon further review, staff are recommending minor adjustments to floor area requirements and the resulting number of units permitted in order to provide a more logical “step” in the proposed incentives and to better align with other existing bylaw requirements.

BACKGROUND

The purpose of this report is to provide an update regarding the feedback received on the Next Generation Conversion Regulations and seek Council direction on the preferred approach for moving forward. On December 5, 2019 (report included in Attachment A), Council passed the following motion:

That Council direct staff to:

1. 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:
 - a. Change the qualifying year of construction
 - b. Reduce restrictions on exterior changes
 - c. Clarify and expand opportunities to utilize under-height basements
 - d. Allow attic spaces to be developed
 - e. Allow vehicle car parking in front yard (for non-heritage properties)
 - f. Increase and incentivize permitted number of units
 - g. Allow windows and doors on front elevations
 - h. Decrease parking requirements
 - i. Require bicycle parking
 - j. Allow exemptions for required bicycle parking.
2. Report back to Council with feedback from consultation and final recommendations for amendments to the Zoning Regulation Bylaw.

Overall feedback was positive; however, in some instances there were concerns related to reducing restrictions related to exterior changes, allowing windows and doors on front elevations, and parking regulations. Some stakeholders felt that the proposed changes related to the above-noted topics were too permissive, while others felt the proposed changes were too restrictive.

The following sections provide an overview of the targeted consultation as well as analysis and recommendations related to:

- reducing restrictions on exterior changes and allowing new windows and doors on the front elevation
- creating a voluntary design guidance document
- fine-tuning the number of units permitted in relation to maximum floor area.

Consultation

The following engagement with the public and key stakeholders has been undertaken:

Website and Social Media: The Next Generation Conversion Regulations webpage was updated with links to the staff report and opportunities to provide feedback were identified. The project was also shared through the City of Victoria Twitter and Facebook accounts.

Key Stakeholders: Information on the proposed changes along with a request for feedback was provided to:

- Heritage Advisory Panel
- Victoria Residential Builders Association (VRBA)
- Renters' Advisory Committee
- Community Land Use Committees (CALUCs)
- Urban Development Institute

The feedback received was largely positive in nature; copies of all written feedback can be found in Attachment B. In addition to written feedback from individuals, the Fernwood and Rockland CALUCs provided written comments and the VRBA printed information and comments on the proposed changes in the January 21st edition of the Times Colonist.

In addition to sharing the project information with the groups listed above, staff attended the following meetings:

Urban Development Institute (UDI), January 21, 2020: Staff met with members of the UDI to share information and receive verbal feedback on the proposed changes.

Heritage Advisory Panel January 13, 2020: While the Panel was generally supportive of the proposed changes, they expressed concern over the potential for negative impacts on buildings that have heritage value but are not protected with a heritage designation status. Based on these concerns, the Panel passed the following motion:

That the Heritage Advisory Panel oppose item b (reduce restrictions on exterior changes) and item g (allow windows and doors on front elevations) in the staff report.

A copy of the minutes from the Heritage Advisory Panel meeting are attached.

Renters' Advisory Committee, January 22, 2020: Staff gave a presentation to the Renter's Advisory Committee to share information and receive feedback. A copy of the Renters Advisory Committee minutes is attached.

Feedback Themes

The following sections discuss the key feedback themes:

Parking

Almost all the feedback included comments on reduced vehicle parking minimums. Many of these comments were in support of the proposed vehicle parking reductions and new bicycle parking requirements, with some comments calling to further reduce or completely eliminate vehicle parking minimums and to delegate parking variances to staff. Conversely, there was also some feedback expressing concern over the additional pressure that both lower parking minimums and a greater number of house conversions may have on street parking demand.

Staff recommend continuing with the proposed changes to the minimum parking requirements; however, a more detailed review would provide further opportunities to refine the parking requirements, including the impact of parking on the site layout and associated landscaping, as well as the possibility of delegating authority to staff for minor parking variances associated with house conversions. The recommended motion includes direction to undertake this assessment as a next step.

Tenant Displacement

Another common theme was the concern that these updates could result in tenants being displaced. For example, existing rental conversions may become more attractive to renovate and potentially add units, displacing the existing tenants in the process.

While there is the potential for tenant displacement in any redevelopment, there are some additional supports available where the building is being converted to a strata. In the cases where a residential building is changing from rental to strata, the Residential Strata Titling Policy would apply. This policy states that while the vacancy rate for Metro Victoria is below 4% no applications to convert residential rental buildings with more than four rental units will be accepted and must be appealed to Council. Regardless of the number of units, a Tenant Plan must be completed for any application that involves a strata conversion of active rental dwelling units. For clarity, this is a separate process from the Tenant Assistance Plan required through a Rezoning application. The Tenant Plan is negotiated with staff and may include an option to purchase, alternative rental options, rental assistance or secured rental tenancy in the unit for a fixed term. (Residential Strata Titling Policy and Tenant Plan included in Attachment C).

Although the possibility does exist for tenants of buildings that are currently rental to be displaced as owners advance projects to upgrade and realize additional units, staff still recommend that on balance, the potential for additional units would far exceed the number lost through the redevelopment. Additionally, there may be opportunities to further support tenants through future Housing Strategy initiatives.

Exterior Changes / New Windows and Doors on Front Elevations

As noted earlier, the Heritage Advisory Panel expressed concern that the updated regulations could result in more exterior alterations to houses that are not formally protected with a heritage designation but that do have heritage value. Of particular concern is the potential that changes would not respect existing architectural detailing, materials or historical context. However, other respondents noted that allowing this degree of flexibility was important to unit layouts and overall project feasibility. Staff note that allowing doors to be added to front elevations expands the possibility to create accessible units.

While the proposed changes would create a greater potential for exterior changes to buildings with heritage value, on balance, staff consider that the benefits outweigh the risks associated with relaxing the restrictions. While there is potential for more exterior changes, the updated regulations also make it more viable for existing houses to be saved and restored rather than demolished in favour of new development. Additionally, conversion and the associated reinvestment in a property presents an opportunity to restore architectural detailing that may have been covered or altered through previous renovations and does not necessarily lead to a negative outcome. Staff recommend the creation of a voluntary design guidance document to assist applicants and design professionals pursuing conversion projects.

For houses that are already formally protected with a heritage designation, exterior changes would continue to require a Heritage Alteration Permit to ensure consistency with the *Standards and Guidelines for the Conservation of Historic Places in Canada (Standards and Guidelines)*. For houses not yet formally protected with a designation, but where applicants are hoping to realize the incentive for obtaining heritage designation, alterations would need to be in keeping with the *Standards and Guidelines* in order to achieve heritage designation, which is a pre-condition to receiving the incentive of extra units.

To guard against the possibility of a trend of conversion applications making detrimental changes to buildings with heritage value, staff have included direction in the recommendation that would ensure that each application would receive a visual assessment of publicly-visible elevations comparing the existing condition with the proposed changes. If a pattern of detrimental alterations is identified, staff would report back to Council to seek direction to refine the bylaws. This approach would not be able to stop a specific proposal but would ensure that if a challenging pattern is observed, there is an avenue available for Council to “course correct.”

If Council feels that the preferred path forward should exclude the possibilities of making exterior changes and adding new windows and doors on front elevations, then Alternate Motion One would provide the appropriate direction.

Another approach, if Council would like to proceed more cautiously, is to only allow these changes to houses built after 1931. This would reduce the risk of unsympathetic exterior changes to much of the City’s older houses, but it would also limit options and in some cases be detrimental to the feasibility of pre-1931 houses that do not have significant heritage value. Alternate Motion Two provides the appropriate direction to advance this option.

The Options Section of this report details the advantages and disadvantages of these two options as well as the staff recommendation.

Voluntary Design Guidance Document for House Conversions

One of the feedback themes was that some form of guidance to encourage high quality design would be beneficial. To address this and to support applicants through the house conversion process, it is recommended that staff create a voluntary design guidance document. The intention of the document would be to help ensure that house conversions are done in a way that maximizes the liveability of units, respects character of existing buildings and the street context, and ultimately enhances Victoria’s neighbourhoods.

Much of the material for the design document can be adapted from the existing voluntary *Secondary Suite Design Guidelines*, which would minimize the staff time required to create the document. Should Council choose to proceed with the bylaw update, staff would begin developing the design guidelines, which would be made available as an advisory publication shortly after the bylaw updates are approved.

Number of Units Permitted

As a result of further analysis, staff are recommending a slight adjustment to the table outlining the number of units permitted based on the total building floor area. Specifically, at the first incentive level the floor area required for four units is recommended to be reduced from 260m² to 250m² and the floor area required for five units be reduced from 310m² to 300m².

The reason for the first adjustment from 260m² to 250m² is to ensure that there is an incentive of an additional unit compared to the non-incentive level of three units for 250m². This would potentially encourage more applicant uptake on the provision of heritage designation, rental or below market ownership. The reasoning for the second adjustment from 310m² to 300m² for five units is that this number is consistent with the 300m² maximum house size used in many single-family zones and is therefore likely include more houses. Both of these changes are relatively minor and still leave room for livable units at a range of sizes.

The chart below shows the new thresholds for the number of units permitted based on the total building floor area. The numbers proposed in the previous staff report are included and crossed out for reference. The description of the second incentive level has also been adjusted for clarity.

Number of units achieved:	Current regulations require X m ² of floor area:	Proposed regulations would require X m ² of floor area IF: <ul style="list-style-type: none"> • heritage designated • rental • below market home ownership 	Proposed regulations would require X m ² of floor area IF: <ul style="list-style-type: none"> • affordable rental • heritage designated AND one of: <ul style="list-style-type: none"> ○ rental OR ○ below market home ownership
2	150m ²	100m ²	80m ²
3	250m ²	200m ²	175m ²
4	350m ²	260m² 250m ²	240m ²
5	450m ²	310m² 300m ²	280m ²
46m ² for each additional unit (currently 115m ²)			

OPTIONS & IMPACTS

The following sections outline three potential options, related to the topics of allowing exterior changes and permitting new windows and doors on front elevations, that Council may wish to consider in order to advance the preparation of proposed bylaw amendments. The first option pertains to the staff recommendation while the other two options represent alternate motions that are included at the end of the report.

Option: Staff Recommendation

Implement full range of 'Run' level proposed changes, monitor impact and pay special attention to potential impact on buildings with heritage value that are not heritage-designated.

Advantages	Disadvantages
Greatest degree of flexibility and facilitates the greatest number of candidate properties.	May place houses that are not heritage-designated at risk of unsympathetic renovations.
In addition to overall program monitoring, establishes method of visual assessment so if a negative trend is observed, further Council direction can be sought.	

Option: Alternate Motion One

Do not relax exterior change restrictions and do not allow addition of new windows and doors on front façade and monitor impact.

Advantages	Disadvantages
Reduces risk of unsympathetic renovations to houses with heritage value that are not already heritage designated nor intending to designate.	Many houses without heritage value would also be impacted by this restriction.
	Is less flexible and may create challenges in terms of lay out and access to units.

Option: Alternate Motion Two

For buildings constructed before 1931, do not relax exterior change restrictions and do not allow addition of new windows and doors on front façade and monitor impact.

Advantages	Disadvantages
Reduces risk of unsympathetic renovations to pre-1931 houses with heritage value that are not already heritage designated nor intending to designate.	Many houses without heritage value would still be impacted by this restriction (although fewer than the previous option)
	Is less flexible and may create challenges in terms of lay out and access to units.

CONCLUSION

The feedback received regarding the Next Generation House Conversion Regulations was generally very supportive and indicated strong support for the rental and heritage preservation opportunities presented by expanding the potential for house conversions. Although there was some concern expressed related to exterior changes and the ability to add windows and doors to front facades, staff recommend advancing the full range of proposed amendments and embarking on a course of monitoring and review to ensure that the proposed changes do not have negative unintended consequences.

ALTERNATE MOTION ONE (no exterior changes or new window/doors on front elevation)

1. That Council direct staff to prepare bylaws to amend Schedule G - House Conversion Regulations and Schedule C - Off Street Parking Regulations of the *Zoning Regulation Bylaw*, consistent with this report, in order to:
 - a. change the qualifying year of construction;
 - b. clarify and expand opportunities to utilize under-height basements;
 - c. allow attic spaces to be developed;
 - d. allow vehicle car parking in front yard (for non-heritage properties);
 - e. increase and incentivize permitted number of units;
 - f. decrease parking requirements; and
 - g. require bicycle parking.

2. That Council direct staff to monitor the impact of the Next Generation Conversion Regulations and prepare an update report to Council within two to three years (once meaningful observations can be made.)
3. That as a next step after implementation of this phase, Council direct staff to undertake a further assessment of the parking requirements, including the impact of parking on the site layout and associated landscaping, as well as the possibility of delegating authority to staff for minor parking variances associated with house conversions.
4. That Council direct staff to continue to explore and bring forward items for Council's consideration that are listed in the "Sprint Option" of the Committee of the Whole Report dated December 5, 2019, as opportunities for improvements/expansion (e.g. green building incentive program) present themselves, noting that a more fulsome review and accounting of progress towards sprint goals would be included in the two to three year review report.
5. That Council direct staff to develop a voluntary design guidance document to provide advice aimed at advancing high-quality design that respects the local context and addresses potential neighbourliness impacts.

ALTERNATE MOTION TWO (exterior changes and new window/doors on front elevations allowed only on houses built after 1931)

1. That Council direct staff to prepare bylaws to amend Schedule G - House Conversion Regulations and Schedule C - Off Street Parking Regulations of the *Zoning Regulation Bylaw*, consistent with this report, in order to:
 - a. change the qualifying year of construction;
 - b. reduce restrictions on exterior changes to houses built after 1931;
 - c. clarify and expand opportunities to utilize under-height basements;
 - d. allow attic spaces to be developed;
 - e. allow vehicle car parking in front yard (for non-heritage properties);
 - f. increase and incentivize permitted number of units;
 - g. allow windows and doors on front elevations on houses built after 1931;
 - h. decrease parking requirements; and
 - i. require bicycle parking.
2. That Council direct staff to monitor the impact of the Next Generation Conversion Regulations and prepare an update report to Council within two to three years (once meaningful observations can be made.)
3. That as a next step after implementation of this phase, Council direct staff to undertake a further assessment of the parking requirements, including the impact of parking on the site layout and associated landscaping, as well as the possibility of delegating authority to staff for minor parking variances associated with house conversions.
4. That Council direct staff to continue to explore and bring forward items for Council's consideration that are listed in the "Sprint Option" of the Committee of the Whole Report dated December 5, 2019, as opportunities for improvements/expansion (e.g. green building incentive program) present themselves, noting that a more fulsome review and accounting of progress towards sprint goals would be included in the two to three year review report.
5. That Council direct staff to develop a voluntary design guidance document to provide advice aimed at advancing high-quality design that respects the local context and addresses potential neighbourliness impacts.

Respectfully submitted,



Chloe Tunis
Planner
Development Services



Alison Meyer
Assistant Director
Development Services



Karen Hoese, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date:

Feb 27, 2020

List of Attachments

- Attachment A: December 5, 2019 Council Report – Next Generation House Conversion Regulations
- Attachment B: Consultation Feedback
- Attachment C: Residential Strata Titling Policy and Strata Title Tenant Plan.



Committee of the Whole Report

For the Meeting of December 5, 2019

To: Committee of the Whole **Date:** November 20, 2019

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

Subject: Next Generation Conversion Regulations – Proposed Changes

RECOMMENDATION

That Council direct staff to:

1. 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:
 - a. Change the qualifying year of construction
 - b. Reduce restrictions on exterior changes
 - c. Clarify and expand opportunities to utilize under-height basements
 - d. Allow attic spaces to be developed
 - e. Allow vehicle car parking in front yard (for non-heritage properties)
 - f. Increase and incentivize permitted number of units
 - g. Allow windows and doors on front elevations
 - h. Decrease parking requirements
 - i. Require bicycle parking
 - j. Allow exemptions for required bicycle parking
2. Report back to Council with feedback from consultation and final recommendations for amendments to the *Zoning Regulation Bylaw*.

EXECUTIVE SUMMARY

Over the last several decades, the Conversion Regulations have facilitated the creation of a significant number of residential units and housing choice by repurposing large, existing single-family houses into smaller residential units. This has been accomplished in a manner that has had the side benefit of preserving the existing character of many of Victoria's neighbourhoods, adding to the stock of heritage-designated and registered properties and diverting demolition waste from landfills. While the current regulations are considered to be very successful, the "Next Generation Conversion Regulations" are required to ensure the ongoing health and vitality of the program.

The proposed changes represent an opportunity to "refresh" the program in order to reflect evolving community values and to yield additional opportunities for houses to be converted to suites, in order to ultimately increase the number and range of housing units available.

The report presents three options for Council's consideration, which are characterized as "Walk," "Run" and "Sprint." While staff recommend the middle "Run" option, it should be noted that this approach provides an ambitious and robust list of benefits, that would:

- make it easier to convert a house to multiple units
- facilitate the creation of more units
- incentivize heritage designation as well as the creation of rental, affordable rental and affordable home ownership units.

Although during the strategic planning sessions Council discussed the benefits of having staff simply bring forward the bylaw amendments that would update the Conversion Regulations to accelerate the creation of additional housing, the degree of change presented in the "Run" option would benefit from focused community consultation, as outlined in this report.

PURPOSE

The purpose of this report is to outline a series of potential changes to the House Conversion Regulations and seek Council's direction regarding the preferred approach for moving forward.

BACKGROUND

Description of Proposed Changes

Although the report outlines three potential approaches, categorized as "Walk," "Run" and "Sprint," staff recommend taking the middle "Run" option, which would:

- make it easier to convert a house to multiple units
- facilitate the creation of more units
- incentivize heritage designation as well as the creation of rental, affordable rental and affordable home ownership units.

Proposed changes include:

- allowing additional conversions by changing the qualifying year of construction
- expanding opportunities to incorporate under-utilized basement and attic space
- increasing and incentivizing the permitted number of units
- relaxing restrictions related to the degree of exterior change that is permitted
- revising parking and bike parking requirements.

While the "Run" approach is ambitious in terms of its aim to facilitate additional housing, it is balanced with a number of regulations aimed at minimizing negative impacts to neighbourhood character, context and privacy to help ensure that house conversions continue to be welcome additions within neighbourhoods.

Relevant History

The House Conversion Regulations, contained in Schedule G of the *Zoning Regulation Bylaw*, were first established in the 1950's. The intent was to offer a viable option for re-purposing larger, older houses, as it was recognized that there was a significant stock of houses built at the turn-of-the-century which were designed to accommodate large families and/or staff and that no longer served their intended purpose and could be redesigned to accommodate a number of smaller suites. The conversion regulations were structured to allow property owners to convert qualifying

single family dwellings to a set number of self-contained dwelling units, based on the overall floor area of the building, with larger buildings allowing a greater number of units and smaller buildings allowing fewer.

These regulations have had the intended effect of facilitating many conversions throughout the City, resulting in what could be described as small multiple dwelling buildings nested within existing homes in low density neighbourhoods, with little disruption to the immediate neighbours or the existing character of the area. These regulations also assisted in the diversion of a significant amount of building waste from the landfill and preserving existing housing stock, including many character homes.

Many heritage-registered and heritage-designated homes are conversions; however, there is currently no incentive to heritage designate a home unless the conversion requires rezoning. Staff's assessment is that the program has been a great success; however, many of the buildings that could easily be converted have been, resulting in a reduced number of building permit applications to convert houses in recent years.

For the most part, conversions are handled through a simple Building Permit process. Occasionally, but more frequently in recent years as the most viable candidate properties have already been converted, some small variances to the regulations have been approved either through a Board of Variance or Council process. In some other instances, rezoning applications have been supported by Council to facilitate conversions where the density or use restriction could not be met. When applications go through these additional processes, more staff time is required and there is a higher level of risk and costs for applicants.

In addition to allowing conversion of single-family dwellings to multiple units, the Conversion Regulations also allow kindergartens (daycares and pre-schools), light-housekeeping units, boarding houses and rooming houses. Despite these other permitted uses, this report focuses on the conversion of buildings to multiple residential units only.

A direction contained in the City of Victoria Strategic Plan, 2019 – 2022, identifies that staff should accelerate implementation of the Victoria Housing Strategy by developing a “city-wide strategy for additional house conversion opportunities” and “incentivize and mandate the creation of family-appropriate two and three bedroom rental units.” As part of the Council deliberations during the 2019 budgeting process at the February 5, 2019 Special Committee of the Whole meeting, Council suggested that one approach that would reduce the amount of staff time needed to revamp the Conversion Regulations was for staff, based on their knowledge and experience, to bring forward proposed bylaw changes. To that end, specific regulatory details of the conversion regulations are discussed in the Analysis section of this report, describing both the current regulations and how they could be modified to improve the program and/or facilitate additional conversions. A focused phase of consultation is, however, still recommended in order to communicate the details of the intended changes and to help “proof” the proposed regulations against unintended consequences.

ANALYSIS

This section provides a discussion of key factors that should be considered in relation to potential changes to the Conversion Regulations:

- housing affordability and choice
- heritage conservation

- neighbourhood character
- impact on the urban forest
- climate action
- transportation - parking
- site servicing and construction
- community consultation
- proposed zoning changes:
 - 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 parking in front yard
 - increase and incentivize permitted number of units
 - allow new windows and doors on front elevation
 - decrease parking requirement
 - require bicycle parking
 - allow floor area exemption for required bicycle parking
- potential future work.

Housing Affordability and Choice

House Conversions increase the supply of ground-oriented housing within neighbourhoods, which has a positive impact on overall housing prices as well as on individual units within conversions, which will generally be less expensive than a single family or duplex unit on the same property. Additionally, house conversions often provide rental housing stock. One of the proposed changes would incentivize applications that offer secure rental housing and/or affordable rental or home ownership by allowing a greater number of units per floor area and requiring a lower level of parking. This provision is discussed in more detail below.

In 2018, an Infill Analysis Report prepared for the City by Urbanics Consultants as part of the Local Area Planning process, found that in the Fairfield and Gonzales neighbourhoods, out of a range of infill rental options, conversions were the most likely to be financially viable. Further, the report found that in these neighbourhoods, conversions were likely to be particularly attractive redevelopment option for homeowners as compared to developers. Staff observations would suggest many applicants are prospective homeowners or existing homeowners looking to stay on site and add rental units that would increase the affordability of their own housing costs.

Another advantage of House Conversions is that, in part because of need to adapt to an existing floor plan, they typically result in a range of unit types including multiple bedroom units, usually within each building that is converted. This creates a healthy mix of unit types available for future residents.

It is worth noting that new opportunities for conversions may make it more attractive to redevelop existing rental properties and, as with any redevelopment, this could result in the existing tenants being displaced. Existing rental units that may be redeveloped for a house conversion include both approved and non-approved units within conversions or secondary suites within single family houses. House conversions containing housekeeping or rooming houses – which are rooms or units that are not self-contained and share some level of shared washroom or cooking facilities – may also become viable to redevelop into self-contained rental or strata units. However, on balance staff recommend that the potential for additional units created via the proposed changes

would far exceed the number lost through the redevelopment of properties that already have more than one unit.

Heritage Conservation

As noted earlier, many conversions have been heritage-designated while others have been added to the Heritage Register, which provides valuable heritage resources that add to the urban fabric and remain available as an asset for future generations to enjoy. Additionally, even if a building associated with a house conversion is not heritage-designated or heritage-registered, the overall structure and often the architectural details are retained, allowing for consideration of heritage designation or listing on the Heritage Register at a later date.

One of the proposed changes would incentivize applications that offer to heritage designate their property by allowing a greater number of units per floor area. This provision would be applicable where it is determined that the property has heritage value and a Heritage Designation Bylaw is adopted for the property through the normal City process. This incentive would also be applicable for houses that are currently heritage-designated, to support their ongoing use. Any resulting exterior changes would continue to require a heritage alteration permit to ensure consistency with heritage standards and guidelines.

Neighbourhood Character

For the most part, conversions can be accommodated within existing neighbourhoods with little disruption to the immediate neighbours and in a manner that maintains the look and feel of the local area. In this way, conversions are usually seen as a positive influence within neighbourhoods as investment and upgrades of these existing buildings are encouraged.

Impact on Urban Forest

Converting existing houses to multiple units has a significantly lower impact on the urban forest than most other forms of development because it reuses an existing building within an existing building footprint. The current conversion regulations do not allow additions outside the existing building envelope.

The process of conversion usually results in adding hard surfaces to the rear yard for vehicle parking, which can impact existing trees and limit the space available to accommodate new trees. Reducing the parking requirement would allow for greater tree retention and provide additional space to plant new trees. Potential changes related to parking requirements are further discussed below.

Climate Action

Buildings account for 51% of the City's total greenhouse gas emissions and energy efficiency retrofits present the largest opportunity to reduce these emissions. The Climate Leadership Plan sets targets whereby all existing buildings will be highly energy efficient and will all be powered with renewable energy by 2050. Victoria's building stock is aging, with 70% of the existing units built prior to 1970. For many of these buildings, aging conditions make for poor energy performance and many still use fossil fuel heating systems. Expanding the number of potential house conversions may give the City additional opportunities to intervene through touchpoints where low carbon heating systems and energy efficiency measures can be encouraged as part of the conversion process. New Provincial building retrofit standards as well as a number of

reward programs are anticipated to be announced in the coming months. Once this information is available, staff will be in a better position to assess and make recommendations about expanding the proposed incentive program to include energy efficient/passive renovations; this opportunity has been included below in the section outlining Potential Future Work.

Transportation – Parking

The recommended changes include a reduction in parking requirements for conversions in heritage-designated houses, affordable rental, and secured below-market home ownership. During the recent update of the Off-Street Parking Regulations, an analysis of parking demand found that average vehicle ownership rates are lower in rental units compared to condominiums, and that average vehicle ownership for non-market affordable housing is much lower than the average. For heritage-designated houses, a lower parking requirement would help to retain the character of the property by preserving more of the existing landscaped areas.

While a full analysis and consultation has not been conducted for these proposed reductions, the recommendations also include more stringent long-term bicycle parking requirements which could potentially offset a portion of the additional vehicle parking demand. These recommended changes are described further in the Proposed Zoning Changes section.

While reducing minimum parking requirements is recommended, applicants could still choose to provide a number of parking stalls that exceeds the Zoning Bylaw requirement in order to meet market demand.

Site Servicing and Construction

Because existing buildings that were originally designed for larger families are being repurposed, the impact on site servicing such as storm drain, sanitary sewer or water connections can sometimes result in significant project costs. It is also important to note that the types of appliances people expect in their homes (dishwashers, washing machines, multiple bathrooms) has changed, and if a single family house is reconfigured to accommodate multiple units, each with a demand for its own appliances, additional burden is placed on City services.

Depending on the scale of the conversion, site servicing upgrades may be required to accommodate the additional demand as many of the older homes are not up to current City Standards or current building and plumbing codes. Therefore, this can also be an opportunity to upgrade services that do not meet today's standards. The drawback would be that upgrades can add quite a bit of cost to a conversion project, and digging up existing services and/or trenching for new services can be disruptive to existing trees and can at times limit locations available for planting new trees.

Community Consultation

As noted earlier in this report, on February 5th, 2019 as part of Council's discussion in conjunction with establishing the Victoria Strategic Plan, it was suggested that one way to limit the staff resources required to update the Conversion Regulations in order to enable action on other housing initiatives was to have staff bring forward proposed amendments, based on staff's experience with the regulations. This report does that; however, it seeks direction on the extent of change Council is hoping to achieve. Additionally, staff do recommend that some targeted consultation occur with key stakeholders once Council selects a preferred approach, which would involve:

- referral to the Heritage Advisory Panel
- referral to Renters' Advisory Committee
- referral to each Community Association Land Use Committee with a request for feedback (if any) within 45 days
- referral to the Urban Development Institute and the Home Builders Association with a request for feedback (if any) within 45 days
- posting notice on the City's website and at the Development Services counter inviting feedback.

This level of consultation can be accommodated within the existing staff resources. Staff would review and consolidate the feedback and if appropriate recommend revisions for Council's consideration. These steps above are in addition to the normal notification and consultation requirements associated with Public Hearings that are required for rezoning initiatives.

Proposed Zoning Changes

The following sections detail proposed changes to Schedule G – House Conversions Regulations and Schedule C – Off-Street Parking Regulations, both contained in the *Zoning Regulation Bylaw*. A benefit of the proposed changes, in addition to increasing the number of units yielded through conversion, is that the process of conversion would be easier and even where an application could not meet the reduced zoning standards, more applications could be handled as a variance application (simpler process) rather than triggering a rezoning application. In summary, benefits of the proposed changes include:

- making it easier to convert a house to multiple units
- facilitating the creation of more residential units
- incentivizing:
 - heritage designation
 - the creation of rental and affordable rental units
 - the creation of affordable home ownership units.

a.) Change the Qualifying Year of Construction

Under the current regulations, generally, a house must have been constructed prior to 1931 in order to be converted to multiple units, with limited conversions permitted for houses built prior to 1969. The proposal is to allow any house constructed in 1984 or earlier to be converted to a multiple dwelling. The reason for choosing 1984 is that it coincides with the year that the R1-B Zone, Single Family Dwelling District, was significantly modified to greatly reduce the permitted maximum floor area. The modified year-of-construction date simplifies the regulation, expands the conversion options for older houses and captures houses that are more likely to have larger floor area therefore facilitating an increased number of House Conversions.

b.) Reduce Restrictions on Exterior Changes

Minor exterior changes, such as new porches and decks and above ground-level entries and stairs, are not currently permitted. The exception to this is where these changes are required for fire exiting, provided they are not on an elevation facing a street. This restriction may limit the options for unit configuration, which can have a negative impact on unit size and privacy within the conversion. Further to this, the restriction limits the potential for individual outdoor space for each unit. Staff recommended removing this restriction for portions of the building not facing the street. While there may be some privacy impacts on neighbouring properties, these exterior changes are all things that a non-conversion house on the same site are permitted to do. This change would also not impact the zoning restriction on roof decks, which are decks located above the second storey of the building.

Related to these restrictions is the lack of clarity in the regulations regarding fire exiting. Staff further recommend clarifying the regulations to clearly exempt fire escapes that are required by the BC Building Code or the Fire Code to be permitted on all storeys and exempt from height definitions.

Any exterior changes to a heritage-designated building would be subject to heritage considerations and may require a heritage alteration permit to ensure that the form, materials and detailing are compatible with the architectural style of the designated home.

c.) Clarify and Expand Opportunities to Utilize Under-Height Basements

One of the current challenges associated with house conversions is the way floor area is calculated; the floor area must be existing and it must be habitable as per the BC Building Code. This means that under-height basements do not count toward the total floor area eligible for conversion, even though the current regulations allow the area to be made habitable by increasing the floor to ceiling height by up to 0.6 metres. It is therefore recommended that the regulations increase the opportunities to utilize newly created habitable space in an existing basement or lower storey if the height is increased (up to 0.6m) so that it qualifies as habitable, within overall building height limits. This change would facilitate the potential for more units in a way that would not impact the outward appearance of the building beyond what is already permitted in the current regulations.

d.) Allow Attic Spaces to be Developed

Developing attic space offers another opportunity to create more floor area with potentially minimal exterior changes to a house conversion. Allowing dormers in this space, or similar spaces, is recommended in order to allow for more liveable floor area without expanding beyond the existing building footprint. To help preserve the character and massing of a home, the amount of dormered area could be limited by restricting this attic space to a half storey.

Undeveloped attic space does not count as a storey, so when this space is developed into floor area, it also adds to the number of storeys. Currently, for houses already at the maximum number of storeys, this would add a half storey beyond what is permitted in the zoning, even though the outward appearance of the house, in the majority of cases, would hardly change. This additional half storey would be limited in massing by virtue of the half storey definition, which can be a maximum of 70% of the floor area of the ground floor. The maximum building height, as measured in metres from average grade to midpoint of the roof, would remain unchanged and still apply; thereby limiting the potential amount of change. The following table compares the existing and proposed regulations, with the two cells highlighted grey identifying the changes.

Zone	<u>Current</u> max. building height (no change)	<u>Current</u> maximum number of storeys	<u>Proposed</u> maximum number of storeys for conversions
R1-A - Rockland Single Family Dwelling District	7.6m	2 ½ storeys	2 ½ storeys (no change)
R1-B - Single Family Dwelling District	7.6m	2 storeys	2 ½ storeys
R1-G - Gonzales Single Family Dwelling District	7.6m	2 storeys without basement 1 ½ storeys with basement	2 ½ storeys without basement 2 storeys with basement

Staff recommend that these changes are consistent with the Official Community Plan (2012), and based on staff observation and experience, developing attic space into floor area is likely to increase the potential viability for many conversions in a manner that would have no impact on the building footprint and limited impact on the view of the building from the street, while allowing for greater use of what is typically underutilized attic space.

e.) Allow Vehicle Parking in Front Yard (non-heritage)

Front yard parking is not permitted in house conversions. This proposed change would bring house conversions in line to the current standard for similar single-family and two-family houses by allowing up to two vehicle parking stalls in the front yard. Front yard parking for heritage-designated buildings is not included in this proposed change. While this could have some impacts on the streetscape, front yard parking could also lower the amount of surface area required for parking in the rear yard. This would help to maintain the urban forest and maximize the useable back yard space for residents.

f.) Increase and Incentivize Permitted Number of Units

Currently, the number of units permitted in a house conversion depends on the amount of existing *habitable* floor area. This measure can be quite restrictive and limits the potential for conversions. It is worth noting that the changes described in “a,” “c” and “d” alone will release additional candidate properties eligible for conversion and will enable a greater number of units within qualifying buildings. However, lowering the total floor area required per unit would further increase the potential number of units within a building, which would increase both the financial viability of a conversion and the potential number of units that can be achieved. Staff recommend establishing a system that incentivizes heritage designation, rental housing, affordable rental housing and below market home ownership by allowing more units in these circumstances. The incentives for secured rental would include a provision to allow one unit to be used by the property owner to allow for the redevelopment of properties by homeowners who wish to continue to reside in the building.

The following table compares the current and proposed total building floor area required in relation to the number of units that can be achieved under varying circumstances. The areas of proposed change are highlighted in grey.

Number of units achieved:	Current regulations require X m ² of floor area:	Proposed regulations would require X m ² of floor area <u>IF</u> : <ul style="list-style-type: none"> • heritage designated • rental • below market ownership 	Proposed regulations would require X m ² of floor area <u>IF</u> affordable rental OR two of the following are secured: <ul style="list-style-type: none"> • heritage designated • rental • below mkt ownership
2	150m ²	100m ²	80m ²
3	250m ²	200m ²	175m ²
4	350m ²	260m ²	240m ²
5	450m ²	310m ²	280m ²
46m ² for each additional unit (currently 115m ²)			

Another advantage of house conversions is that any building typically yields a mix of unit types because of the need to design around an existing floor plate. So, while the minimum required floor area per unit is proposed to change, there would still be opportunities for a mix of unit sizes depending on the building layout. The minimum unit size per unit would remain at 33m², which is consistent with typical minimum unit sizes outside the downtown core.

g.) Allow Windows and Doors on Front Elevation

New windows and doors at the street front are not currently permitted as part of a house conversions. Windows and some doors along the street front would support street-oriented units and allow more flexibility in floor layouts. The current restriction on new stairs at the front of the building would prevent this proposed change from having major impacts to the character and massing of houses. For these reasons, allowing new windows and doors on the front elevation of non-heritage designated houses is recommended. For heritage-designated houses, this change could be limited by heritage considerations.

h.) Decrease Parking Requirement

The current zoning bylaw parking requirements, contained in Schedule C – Off-Street Parking Regulations, typically require between 0.2 to 1.45 parking stalls per residential unit, depending on:

- tenure (there is a higher parking requirement for strata units, lower for rental and affordable units)
- size of the unit (there is a higher parking requirement for larger units)
- location of the property (there are lower requirements for properties within the Core and Village Centres).

Recently, 0.1 stall per unit of visit parking is also required, which results in an additional stall required for conversions with 5 or more units. Current parking requirements generally reflect the measured parking demand for the various types of units,. Some exceptions where parking demand may be higher than the requirements are for single family dwellings, units in Village Centres and affordable units. Required parking rates in these categories are lower to reflect lower density development areas in the case of single family homes or to encourage development and additional density in Village Centres.

The previous Schedule C, which was in place until 2018, had a lower parking requirement, which was:

- 1 stall per unit for buildings with three or fewer units
- 0.8 stall per unit for buildings containing more than three units.

To encourage house conversions and minimize impacts to the affected property, staff recommend the following parking rates for house conversions:

- 1.0 stalls per unit for units larger than 70m²
- 0.7 stalls per unit for units between 45m² and 70m²
- 0.5 stalls per unit for units less than 45m².
- 0.2 stalls per unit for affordable rental and affordable home ownership units, and units within a heritage designated building.

These parking rates, which are more akin to the old Schedule C, would, in most instances:

- accommodate the majority of parking demand

- help reduce the extent of hard surfacing required to accommodate required parking, thereby potentially reducing the impact on the urban forest, supporting green stormwater management and allowing for more outdoor amenity space in general
- make the process of conversion more attainable for more buildings.

Embedded in the previous Schedule C rates was a requirement that 10% of the parking stalls be reserved for visitor parking. Consistent with the current Schedule C, staff instead recommend adding the 0.1 stall per unit for visitor parking on top of the residential requirement.

It should be noted that while neither a full analysis nor consultation of the potential impacts of reducing the parking requirements has been conducted, given the benefits of incentivizing this form of development while encouraging heritage conservation, the creation of affordable units and supporting urban forest health, combined with the newly proposed bike parking requirements (below) it is anticipated that while there may be some additional pressure placed on on-street parking, the proposed rates strike an appropriate balance.

i.) Require Bicycle Parking

Bike parking is currently only required for new buildings or additions. Given the proposed lower vehicle parking rates and active transportation objectives, staff recommend including long-term bicycle parking as a requirement for house conversions. While this would be an extra burden, the number of required stalls is relatively low, and there are a number of options for locating the bike parking within the building or an accessory building. Additionally, a floor area exemption (below) is proposed to help facilitate the provision of bike parking.

j.) Allow Floor Area Exemption for Required Bicycle Parking

Allowing an addition that is the equivalent size of the required parking area would reduce the burden of this requirement on a house conversion project. It would also allow for the flexibility of adding the bike parking where it is most convenient. This proposed change would have a relatively minor impact on the building character and facilitates high quality bicycle parking facilities in both new and existing conversions. It may, however, place greater pressure on increasing the building footprint by a small degree or introducing a new accessory building to accommodate the bike parking which in turn could impact the urban forest. Staff would work with applicants through the normal process to try to alleviate negative pressures on trees while providing opportunities to include functional bike parking.

Potential Future Work

In undertaking this work, staff noted that there are a number of other opportunities to potentially expand and improve the Conversion Regulations that are not recommended for further exploration, at this time, due to limited staff resources and a series of associated known and unknown risks. Identified as a continuation of the list above, these changes include:

- k) consider establishing an incentive for achieving passive/energy efficient standard
- l) consider revising other zones to allow conversions in zones that currently restrict them
- m) allow garden suites with conversions
- n) allow additions that create new floor area
- o) consider allowing the creation of floor area beyond zoning limitations for heritage, rental and affordable housing
- p) explore further options for legalizing unlawful units
- q) review landscaping requirements to ensure they align with the updated tree preservation bylaw, integrate rainwater management standards, and balance usable yard space with privacy for neighbours

- r) explore establishing a system of delegated authority so staff can review, and in some instances, approve parking variances.

Although included and identified as the “Sprint” approach, these actions are not recommended for advancement as part of this initiative. They are primarily included in this report to share ideas and begin a collective exploration of other possible improvements to be explored in a future phase. These changes may also be advanced as part of other Victoria Housing Strategy actions as well as part of the Missing Middle Housing Strategy.

OPTIONS & IMPACTS

The following section outlines three potential options that Council may wish to consider in order to advance further work on this topic, they are described as:

- Walk
- Run (recommended)
- Sprint

The following table provides a summary of which regulatory changes are included within each approach. The discussion related to the impacts, is structured so that each of the “Walk,” “Run” and “Sprint” options are briefly described, a summary of resource implications is provided and potential advantages and disadvantages are explored. The “Sprint” approach, while included in this table, would take a significant amount of additional staff resources to advance and represents a number of associated known and unknown risks.

Proposed Zoning Change	Walk	Run (Recommended)	Sprint
a.) Change the qualifying year of construction	X	X	X
b.) Reduce restrictions on exterior changes	X	X	X
c.) Clarify and expand opportunities to utilize under-height basements	X	X	X
d.) Allow attic spaces to be developed	X	X	X
e.) Allow vehicle car parking in front yard (non-heritage)	X	X	X
f.) Increase and incentivize permitted number of units		X	X
g.) Allow windows and doors on front elevation		X	X
h.) Decrease parking requirement		X	X
i.) Require bike parking		X	X
j.) Allow exemption for required bicycle parking		X	X
k.) Establish incentive for achieving passive / energy efficient retrofit standard			X

Proposed Zoning Change	Walk	Run (Recommended)	Sprint
l.) Allow conversions in zones that currently restrict them			X
m.) Allow garden suites with conversions			X
n.) Allow additions that create new floor area			X
o.) Allow the creation of floor area beyond zoning limitations for heritage, rental and affordable housing			X
p.) Explore further options for legalizing unlawful units			X
q.) Review landscaping requirements to ensure they align with the updated tree preservation bylaw, integrate rainwater management standards, and balance usable yard space with privacy for neighbours			X
r.) Explore establishing a system of delegated authority for parking variances			X

Option 1: Walk

Description

This approach recommends a series of small steps that will likely facilitate some additional conversions and simplify the process for legalizing existing, non-approved conversions.

Resource Impacts

There will be few resource implications associated with this approach, however could be some resource impacts related to the potential increase in building permits for house conversions. These projects tend to be slightly more complicated than new-build projects and can require comparatively more staff time in the review process.

Advantages	Disadvantages
Clarifies / simplifies existing regulations	Relatively low risk, with some potential unknowns
Opportunity for more units to be created	Exterior changes, while limited, may be visible to neighbouring properties
Allows small exterior changes that can improve liveability/layout options	May change appearance of a building from road to some degree
Allows for development of currently underutilized basement and attic space	Does not incentivize heritage designation, rental or non-market housing forms
Potential for more homes to be converted, preserving existing neighbourhood character	Not clear how effective the changes will be in terms of making more conversion projects financially feasible

Option 2: Run (Recommended)

Description

This approach recommends large steps that will likely facilitate many additional conversions along with secured rental, affordable rental, affordable home ownership and heritage designations.

Resource Impacts

There will be resource implications associated with this approach resulting from the need for staff to manage applications through the Housing Agreements and Heritage Designation Bylaws through the Council approval process. There may also be an increased number of neighbourhood parking issues that need to be managed by staff. This will need to be monitored and if additional staff resources are required it would be factored into future financial planning cycles.

Advantages	Disadvantages
All the advantages of the “Walk” approach	Higher risk, particularly related to potential unknowns of decrease in parking and potential impacts of redevelopment in existing conversions
Offers incentives for heritage designation, rental, affordable rental and affordable home ownership	Not clear how effective the incentives will be in securing heritage designation, rental, affordable rental or affordable home ownership
Ensures secure bike parking is provided in all conversions	Would put additional pressure on on-street parking and adds additional costs for the applicant associated with creating long-term bike parking facilities.
Incentive for heritage designation helps secure heritage assets and helps maintain neighbourhood character	Exterior changes, while limited, may be visible to neighbouring properties. This includes changes to the roof massing
Allows for more flexibility in “legalizing” existing unapproved conversions	Incentives can add time and complexity to the approvals process

Option 3: Sprint

Description

This approach includes the same large steps recommended in the “Run” approach and also includes a number of potential next steps that have not been fully analyzed and would likely be fairly labour intensive for staff to take to the next level of analysis in order to present well-considered recommendations for Council’s review. In some instances, some identified options are linked to or would benefit from being advanced subsequent to, or in tandem with other initiatives.

Given the greater potential impacts and unknown risks associated with this option, staff recommend that the “Sprint” level changes be explored after the potential “Run” options have been implemented and staff have a chance to monitor the outcomes. Staff also recommend

further public consultation on these changes. Undertaking this work in a future phase would allow staff to take a closer look at the potential risks and would provide an opportunity for 'fine tuning' of the first phase of changes.

Resource Impacts

In addition to the resource impacts of the "Run" option, this option will take additional staff resources for comprehensive review and recommended additional consultation. Additional resources would need to be factored into future financial planning in order to undertake this work.

Advantages	Disadvantages
Creates a 'check in' for the outcomes of initial changes (if implemented as a second phase after the first phase of changes)	High risk, particularly related to potential impact on neighbouring properties, pressure for redevelopment in existing houses and conversions
	Would require additional staff resources to fully understand implications
	Would not have the benefit of learning and refinement based on implementation of "Walk"/ "Run" changes

Accessibility Impact Statement

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

2019 -2022 Strategic Plan

The City of Victoria Strategic Plan includes an action to accelerate implementation of the Victoria Housing Strategy by developing a strategy for additional house conversion opportunities. These recommended changes are an important step in supporting a greater number of conversions.

Impacts to Financial Plan

At this time there are no impacts to the Financial Plan. Future reports would identify any budgetary needs, for instance, additional dedicated staff. These would be referred to future financial planning processes.

Official Community Plan Consistency Statement

This initiative advances the following broad objectives contained in the Official Community Plan:

- 13(a) – That housing development responds to future demand and is facilitated through land use policies and practices
- 13(c) - The existing supply of rental housing is expanded through regeneration
- 13(d) – A wide range of housing choice is available within neighbourhoods to support diverse, inclusive and multi generational community.

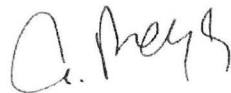
CONCLUSIONS

The current Conversion Regulations have facilitated the creation of a significant amount of residential units and housing choice by repurposing existing houses over the last several decades. This has been accomplished in a manner that has had the side benefit of preserving the existing character of many of Victoria's neighbourhoods, adding to the stock of heritage designated and registered properties and diverting building materials from entering the landfill. The proposed changes represent an opportunity to "refresh" the program by advancing the City's "Next Generation Conversion Regulations." The proposed changes will better reflect evolving community values and yield additional opportunities for houses to be converted to suites in order to ultimately increase the number and range of housing units available, while incentivizing heritage designation, the provision of rental housing, affordable rental and affordable home ownership.

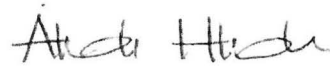
Respectfully submitted,



Chloe Tunis, Planner
Development Services



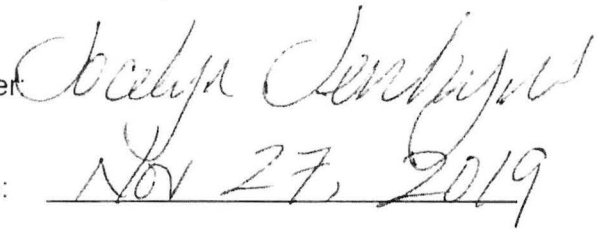
Alison Meyer, Assistant Director
Development Services



Andrea Hudson, Acting Director
Sustainable Planning and
Community Development
Department

Report accepted and recommended by the City Manager

Date:


Nov 27, 2019

List of Attachments

- Attachment A: Schedule G – House Conversion Regulations
- Attachment B: Schedule C – Parking Regulations

3. House Conversion Update Project

Presenters: Chloe Tunis, Planner, Development Services
Alison Meyer, Assistant Director, Development Services

Panel Questions and Comments

- In the current regulations, under-height basements do not count towards the total floor area that is eligible for conversion. Two ways to deal with under-height basements are to lower the floor level by digging down or raise the upper floors. Is either one acceptable? Chloe: Applicants are encouraged to dig down. Currently you can dig down or if you have a full-height basement, it can be raised by 2 ft. If the basement is under height, the house cannot be raised. The proposed changes would remove this restriction.
- It is a good idea to open up the possibility of changes to building form (e.g. addition of dormers) or the addition of doors and windows on the front façade of heritage houses. These changes would be in keeping with the style (i.e. Craftsman or Arts and Crafts) of many heritage-designated houses. However, new doors and windows on the front façade should be a last resort as there are other ways to access different units without these exterior changes. The onus is on staff to ensure that the changes are appropriate and sympathetic.
- Reducing parking restrictions on site provides owners with the freedom to decide how many spaces to provide. Parking in the front yard is not appropriate for heritage-designated houses as it negatively impacts the appearance of the house and the neighbourhood. The restrictions would also prevent the paving of rear yards.
- Providing an incentive for energy conservation is worthwhile. As an encouragement, it was suggested that building permit applications could be expedited for projects that are net 0 or better than the step code standards.
- What housing stock, heritage or non-heritage, is impacted by the changes? Alison Meyer: The incentive for permitted number of units is for heritage-designated buildings only; the proposed changes to the conversion regulations apply to non-heritage, heritage-registered and heritage-designated buildings.
- The current conversion regulations regarding exterior changes have negatively impacted heritage-registered and non-heritage-registered (character) buildings. The structure of the original building is lost in the conversion. The regulation changes would permit more units; however, the proposed relaxation of exterior changes would allow new cladding materials, windows (including vinyl) and doors on the front elevation, potentially destroying heritage value.
- Alison Meyer: One of the challenges with existing non-heritage-designated housing is that it is more lucrative for developers to have the building demolished. With the proposed regulations and incentives, the City is trying to address this. Sometimes buildings have already been stripped of their architectural detailing and the applicant must decide whether to demolish the building, strip the interior and acquire three units, or heritage designate and acquire two extra units.
- Which restrictions would be relaxed? Chloe Tunis: Changes to the following parts of Schedule G, Section 6, are proposed:
 - a. addition to the side of a building would not be allowed, but a new dormer would be possible
 - b. addition of an unenclosed floor space (sundeck, balcony, porch) would be allowed, but not facing the street
 - d. developing an under-height basement by raising the building would be allowed

- e. changes to the front façade of a building would be allowed, including new cladding, windows and doors
- Alison Meyer: Exterior changes to non-heritage-designated buildings would be reviewed by the Panel only if the applicant is applying for an incentive by designating the building.
- What is a bicycle parking space? Bicycle parking has become a considerable regulation that requires accommodation. Chloe Tunis: The space must be weather protected with minimum dimensions and ground or wall-mounted equipment to which to lock the bike. Allowing a small rear addition or accessory building provides flexibility to meet the bicycle parking regulations.
-
- It was suggested that staff consult with the Victoria Heritage Foundation and the Hallmark Heritage Society regarding the changes.

Moved

Seconded

That the Heritage Advisory Panel recommend that staff clarify the wording in Schedule G.

Carried (unanimous)

Moved

Seconded

That the Heritage Advisory Panel oppose item b (reduce restrictions on exterior changes) and item g (allow windows and doors on front elevations) in the staff report.

Carried (5 in favour, 2 opposed)

5. HOUSE CONVERSION REGULATIONS UPDATE – CHECK-IN

Chloe Tunis, Development Services Planner, presented an overview of the proposed updates to the House Conversion Regulations.

The Committee discussed:

- How do the proposed changes interact with the Fairfield neighbourhood plan?
 - Typically only a building permit would be required for a house conversion; this is not changing with the proposed updates to the House Conversion Regulations.
 - House conversions are a component of missing middle housing, by creating spaces within existing houses.
- The need to preserve a neighbourhood's form and character is restrictive, and prevents more supply to be developed.
 - Conversion regulations would provide a way of preserving neighbourhood character while adding more housing supply within existing houses.
- How often would house conversions displace tenants, and would they be eligible for compensation?
 - It is challenging to predict the uptake of the new regulations, and unknown how many of those converted houses are rented.
 - No Tenant Assistance Policy is required through the building permit process; this is only required through rezoning applications.
- To how many houses would the new regulations apply?
 - It is hard to say exactly; many more houses would be eligible, but it is challenging to predict the uptake.
- Would the regulations apply to both rental and strata housing?
 - Yes.
- There is no guarantee that these units would be rented; how can we ensure that this update increases the number of available rental units?
 - Even if the units are not secured as rentals, this arrangement is attractive for owners who wish to rent a couple units within a house. Compared to a new build, these units are more likely to be rented.
- How could these newly-created units be secured as rentals?
 - A housing agreement would be registered on title to secure the units as rentals, and this would require Council approval.
- The regulations would allow relatively small units; how is diversity and accessibility in rental stock promoted through these updated regulations?
 - More units could be possible per total floor area. However, the minimum floor areas still allow for unit sizes that are larger than many of the typical unit sizes in multi-family developments in the City.
 - House conversions tend to be quite varied, depending on existing configuration, creating some studio units and some larger units.
- Is there any way to encourage shared resources (e.g. washing machines) to free up unit space?
 - Changes to the requirements around decks and entryways would allow for more usable indoor space within units, rather than multiple indoor entries.

The Committee provided the following feedback:

- support for the opportunities created by the updated regulations
- the need to balance the preservation of neighbourhood character with the need to increase the number of units within the City
- concern that many old houses could be converted
- support for increasing the supply of affordable rental housing
- concern that these regulations would incentive the displacement of existing tenants (similar to demoviction)
- the need for protections for existing tenants
- concern that family homes would be broken up into multiple units, each renting for the original price of the whole house
- housing is more important than the appearance of a neighbourhood.

Staff will follow up with the Committee on ways to provide additional feedback on the proposed updates to the House Conversion Regulations.



Kyle Ryan
President, VRBA

New Home Conversion Proposal Assists Supply, Affordability

The City of Victoria is considering an important home conversion policy that may improve supply, vacancy rate and affordability.

CMHC reports vacancies in Victoria have dropped to 1%, adding to our housing challenges.

Canada's strong population growth of over half a million annually is driving demand.

About 60% are newcomers to Canada and we need to welcome them with affordable housing

They are a significant part of our strong economy – people bringing their skills and expertise.

However, CMHC also reports new housing in Greater Victoria declined by 18% last year.

New supply remains a challenge due to the cost of land, labour, materials and getting approvals.

One way to boost supply is converting older, single detached homes into multi-unit housing.

According to the city's report, the new conversion policy will:

- make it easier to convert a house to multiple units
- facilitate the creation of more units
- incentivize heritage designation as well as the creation of rental, affordable rental and affordable home ownership units

Proposed changes include:

- allowing additional conversions by changing the qualifying year of construction
- expanding opportunities to incorporate under-utilized basement and attic space
- increasing and incentivizing the permitted number of units
- relaxing restrictions related to the degree of exterior change
- revising parking and bike parking requirements.

There are several options for how quickly these proposals may be enacted.

An aggressive timeline would be appropriate considering the extent of our housing challenges.

The city's proposal appears to represent a more flexible approach to housing by assisting more supply and affordability – clear benefits to the community.

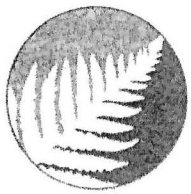
You can offer your support and provide feedback to the city, no later than February 10, by visiting <https://www.victoria.ca/EN/main/residents/planning-development/development-services/house-conversions.html>

Visit us at vrba.ca
and
careawards.ca

Follow us on
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VICTORIA
RESIDENTIAL BUILDERS



FERNWOOD COMMUNITY ASSOCIATION

Andrea Hudson, Acting Director
Sustainable Planning and Community Development Department
City of Victoria
Victoria, BC

RE: Proposed Changes to House Conversion Regulations

Dear Ms. Hudson,

The Fernwood Land Use Committee, with the approval of the Board of Directors of the Fernwood Community Association, are pleased to submit the following comments concerning the proposed changes to the City's regulations permitting house conversions as presented in the Committee of the Whole Report dated November 20, 2019.

On a rainy February night 16 neighbours attended Fernwood's regularly scheduled land use meeting to discuss changes the City is considering to the regulations governing house conversions. A notice of the meeting, including a copy of the Report, was sent out through our email distribution list.

In general no significant issues were raised concerning the following proposed changes: a. Qualifying year of construction; b. Reduced restrictions on exterior changes; c. Expanding opportunities to utilize under-height basements; d. Allowing attic spaces to be developed; f. Increasing and incentivizing permitted number of units; g. Allowing windows and doors on front elevations; i. Requiring bicycle parking and j. Allowing exemptions for required bicycle parking.

It is important to note there were disagreements over some of the details, particularly with regard to parking. Please note this letter is not an 'endorsement' because there are varying concerns about the impact of the parking-specific proposals. The group summarized their feelings as: "Our vision is that we can have community in the midst of densification. We agree more density is needed but disagree on what level and how to accomplish this." Those in attendance agreed that house conversions must be done in a way that preserves the character and feel of the neighbourhood and minimizes impacts on existing green space.

Rather than endorse or object, our focus is to raise questions and concerns that we believe were not addressed in the Report that we all agreed should be raised and discussed, regardless of our individual opinions.

We recognize that many of our neighbours, including some people in the room that night, live in precarious housing. We therefore urge the City to consider a number of unanticipated consequences of the new conversion proposals. In most circumstances existing tenants will be reno-victed during a house conversion and in some cases family housing could be lost if a larger unit is broken up into smaller ones. Additionally, since conversions will be expensive, there could be a loss of affordable rental housing and a proliferation of lucrative short term holiday rentals. Prior to changes being made to the Conversion Regulations we think it would be prudent of the City to review the effectiveness of the City's existing Tenant Assistance Plan to confirm that existing renters are being adequately protected.

In a similar vein, we are concerned about the proposal to incentivize the number of units by reducing minimum floor areas required. We worry this could lead to owners/ developers maximizing the number of small units in a conversion, which does not address the need in Fernwood for family rental housing. To encourage the development of family housing we encourage the City to consider incentivizing the number of bedrooms within units rather than only just the number of units (e.g. through a subsidy for multi-bedroom units).


With regard to vehicle parking in front yards it was suggested that the City require permeable parking surfaces and limit how much of the front yard can be turned into parking. Additionally, some attendees were concerned that allowing front-yard parking could threaten the character and feel of the neighbourhood, since currently there are many gardens, mature trees and lawns that the community enjoys.

With regard to decreasing the parking requirements, attendees would like the City to consider creating an exemption for houses that currently do not have driveway access. There are a number of houses in Fernwood that currently have street parking only. If such a house was converted into suites, it is possible that only one off-street parking space would be required, and the creation of a driveway to accommodate that would eliminate the existing street parking space, resulting in no net gain of parking, but a loss of green space and an additional expense.

Finally, we are not commenting on the eight items listed in the Committee of the Whole Report under the heading 'Potential Future Work' as they are not recommended for further exploration at this time. We certainly expect that when these significant changes are explored the process will include a robust consultation process.

Thank you for this opportunity to comment.

Sincerely

A handwritten signature in black ink that reads "David Maxwell". The signature is fluid and cursive, with the first name "David" and last name "Maxwell" clearly legible.

David Maxwell, Chair
Fernwood Land Use Committee

February 10, 2020

Mayor and Council
City of Victoria

Re: Next Generation Conversion Regulations – Proposed Changes

Dear Mayor and Council:

The Rockland Neighborhood Association Land Use Committee has reviewed the proposed changes to the current Conversion Regulation and is generally very supportive of the changes to drive increased density utilizing existing structures while being sensitive to the existing character of residential neighborhoods. The recommended “Run” option would hopefully facilitate the required greater housing options in a speedy manner.

We support the drive to incentivize Heritage Conversion and understand it will work to maintain the look and feel of Rockland, and the city, as the previous rounds of conversion did so well. We would recommend that articulation of the range of change to heritage structures and how those changes align with accepted heritage restoration standards be made very clear during public consultation in order to enable informed feedback.

As the report acknowledges, a full analysis of parking has not been conducted there will need to be further discussion around the parking requirements. The reduction of onsite parking and the potential to push unknown volumes onto our streets with this and other recent policy decisions (e.g. bike lanes) are likely to have a cumulative impact on neighborhood parking issues. This will continue to be a source of tension in neighbourhoods as overall density increases, and will require further analysis in the context of these proposed changes to Conversion Regulations.

Regards,

Rockland Neighbourhood Association Land Use Committee

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

February 10, 2020

Dear Mayor and Council,

Re: Next Generation Conversion Regulations.

Thank you for the opportunity to provide our input on the Next Generation Conversion Regulations.

The Community Social Planning Council (CSPC) is an independent, non-partisan, and knowledgeable voice on social issues in BC's capital region. By fostering social innovation and integrated action on social, cultural, economic and environmental conditions the Council supports the creation of sustainable communities.

Two of our four priority work areas are housing affordability and sustainability. Both housing affordability and sustainability will be assisted by the proposed changes to the Next Generation Conversion Regulations.

In relation to the three options in the staff proposal - walk, run, or sprint - we note that both housing scarcity in Victoria and climate change are crisis-level problems, and we need to quickly mobilize a range of effective policies to address both. While there are no magic-bullet policy solutions, updating the conversion regulations would enable more and different types of housing to be available in the core urban area of the region, reducing automobile traffic and greenhouse gas emissions.

Thus the CSPC supports the adoption of the "Run" option in the staff proposal, but we urge the City to immediately launch preparations for the remainder of policies in the "Sprint" option.

We thank you again for the opportunity and for your consideration of this submission.

Yours truly,



Diana Gibson
Executive Director



Cities for Everyone supports more affordable housing and transportation, in order to provide security, freedom and opportunity for people with all incomes and abilities

www.citiesforeveryone.org

Victoria City Council
Victoria City Hall
10 February 2020
Re: **Next Generation House Conversion Regulations**

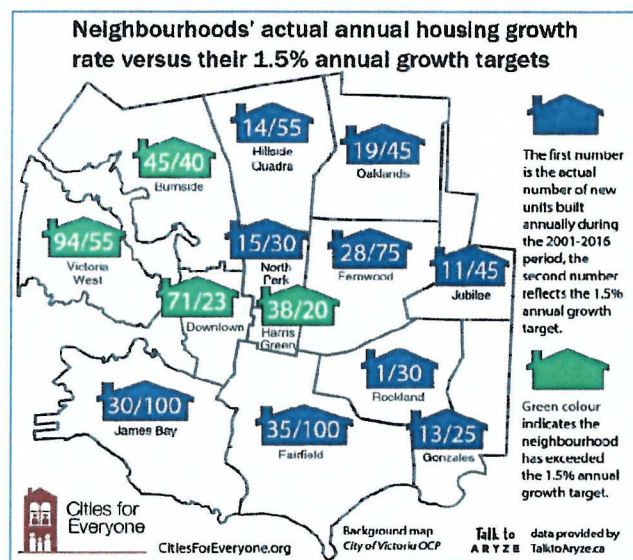
Dear Mayor and Councillors,

Cities for Everyone advocates for more affordable and inclusive housing and transportation options in our region. We are glad that Victoria is developing [New Generation of House Conversion Regulations](#) designed to allow more infill housing to be built in our residential neighborhoods. This is an important and timely initiative. Abundant research indicates that residents of compact urban neighborhoods [drive less](#), [save on transportation costs](#), are [safer and healthier](#), produce [less pollution](#), [consume less land](#), and have better [economic mobility](#) (chance that a child born in poverty becomes economically successful as an adult) than they would living in automobile-oriented areas. As a result, residential infill helps achieve our community's economic, social and environmental goals.

Cities for Everyone advocates the "[1.5% Solution](#)" which means that residential neighborhood housing supply should increase by approximately 1.5% annually to match regional population growth rates, in order to accommodate growing demand, increase affordability and achieve other community goals. According to analysis of Victoria's building approvals, most neighborhoods are adding far fewer homes than needed to achieve this target, as shown to the right.

The proposed Next Generation House Conversion Regulations can help achieve neighborhood growth targets by reducing the costs and impediments to property owners of adding more housing units. We therefore support the proposal and encourage the city to adopt the "sprint" (strongest) option because it would allow:

- Conversions in zones that currently restrict them.
- Garden suites with conversions.
- Additions that create new floor area.
- Delegated authority for parking variations.



Next Generation House Conversion Regulations
Cities For Everyone

Below are some specific comments and suggestions about this proposal.

- We see little justification to limit conversions to houses built before 1985, since some newer houses are suitable for expansion. Many newer houses are large and were designed for easy conversion, using adaptable housing guidelines such as CMHC's [FlexHousing](#) standard, which allows houses to be upgraded, expanded, divided into extra units, and adapted to new uses.
- The proposed maximum heights (7.6 metre and 2.5 stories) are likely to prevent some potential house conversions. We recommend that this be increased, particularly for corner lots and larger lots where there are fewer impacts on neighbors.
- The proposal only marginally reduces off-street parking minimums. For example, it still requires 0.7 spaces for a small 450 square foot unit 1.0 spaces for a 700 sf unit, although many of the households that will occupy such housing are car-free, and the city wants to discourage car use and increase housing affordability. Many jurisdictions are [eliminating parking requirements](#), or requiring [unbundling](#) (parking rented separately from apartments) so car-free households are no longer required to pay for parking spaces they don't need. Note, eliminating parking requirements does not eliminate parking, it simply allows property owners to decide how many off-street parking spaces to provide based on their specific needs.

In many situations, off-street parking requirements actually reduce the number of parking spaces available to residents because each driveway displaces one on-street space. Most residential driveways only serve one vehicle and are only occupied part-time. As a result, adding an off-street space reduces the number of parking spaces available to neighbors. Off-street parking significantly increases development costs, increases impervious surface area and stormwater management costs, and driveways create obstacles to pedestrian, particularly wheelchair users. We therefore recommend eliminating parking minimums altogether, or be significantly reduced, and eliminated where a new driveway would serve just one vehicle.

- We would also like to ensure that residential garage spaces can be converted to living space, as many newer houses have ground-level garages that are not used to store motor vehicles and are well suited for suites with wheelchair/ disabled access.
- The proposal emphasizes the importance of preserving heritage buildings. This is desirable but should be balanced with other community goals. As the proud owner of a 1905 designated heritage home I can report from personal experience that such housing is costly to maintain and operate, and can never be as energy efficient as new housing. Not every older house deserves preservation, and to achieve our affordability and environmental goals heritage preservation should be matched with higher allowable densities on other properties. For example, if 20% of houses in an area are preserved for their heritage value, this constraint on infill development should be offset by increasing allowable densities by 20% on other properties, for example, raising maximum building heights from 2.5 to 3.0 stories.
- To reduce development costs and delays, particularly for smaller infill projects, we encourage the City to delegate project approval decisions, such as reduced parking requirements, to qualified staff.
- On a related issue, we note that many areas designated for multi-family housing in Victoria's Official Community Plan (OCP) have not be upzoned to allow the density and height required for such housing. We therefore ask the city to upzone all areas designated in the OCP for multi-family housing to accommodate those targets.

Next Generation House Conversion Regulations
Cities For Everyone

Sincerely,

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

Todd Litman
Cities for Everyone

Katie Lauriston

From: David Thompson [REDACTED]
Sent: February 10, 2020 12:37 PM
To: Victoria Mayor and Council; Development Services email inquiries
Subject: Submission - Next Generation Conversion Regulations

February 10, 2020

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

Dear Mayor and Council,

Re: Submission on Next Generation Conversion Regulations.

We thank you for undertaking this public consultation on the Next Generation Conversion Regulations.

PolicyLink is an independent research and consulting firm with clients in government, business and the non-profit sector across Canada. Our public policy focus areas include climate, energy, employment, economic and fiscal policy.

We make the following observations for your consideration:

1. **Policy-goal alignment.** Good public policy aligns regulation, incentives and other tools with government goals in order to achieve those goals.
2. **Greater affordability of housing and reducing greenhouse gas emissions** are stated key goal for the City of Victoria.
3. **Existing zoning bylaws in Victoria are not aligned with, and significantly undermine,** the above-noted City goals.
4. **Increasing the supply of housing** in Victoria will improve affordability compared to baseline levels, and will enable more regional residents to live closer to employment, shopping, cultural and other destinations, thus reducing greenhouse gas emissions from transportation.
5. **The overall thrust of the Next Generation Conversion Regulations "Run" proposal** would increase the supply of housing, thus aligning with and supporting the above City of Victoria key goals.
6. **The "Walk" proposal would delay and undermine** achieving progress on the goals.
7. **The "Sprint" proposal would provide greater support** to the above City of Victoria key goals. The City staff report of November 20, 2019 recommends "that the 'Sprint' level changes be explored after the potential "Run" options have been implemented and staff have a chance to monitor the outcomes." Good public policy would set clear targets here, i.e. instructing staff to commence monitoring and preparation of all Sprint options immediately, and to report back to Council within clear timeframes, e.g. six months for the majority of Sprint options, and 12 months for the remainder.
8. **A range of further measures should be explored** in order to provide better policy alignment and support to the above goals, including:
 1. reducing non-safety related setback requirements, which restrict the supply of housing;
 2. relaxing floor space ratios and site coverage ratios, which restrict the supply of housing; and,
 3. eliminating off-street parking requirements, which restrict the supply of housing.

We thank you again for this consultation and for consideration of our submission.

With respect,

David Thompson

David Thompson

PolicyLink Research and Consulting

www.plrc.ca



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From: Robin Bayley [REDACTED]
Sent: January 12, 2020 2:11 PM
To: Chloe Tunis <ctunis@victoria.ca>
Subject: Re: Next Generation Conversion Regulations

Dear Chloe Tunis

I had read the staff report and listened to the COTW presentation and I was struck by various aspects relating to accessibility.

Firstly, anything to do w. parking is pertinent to accessibility, especially since there are no accessible parking rules or minimum in place in the City and have not been for over a year. If accessible parking is not supplied, it is likely that the additional units will not be available to PWD. It is a common misconception that people with disabilities do not drive. In fact, even people who use wheelchairs do, and others who are not able to partake in active transportation do so.

It is also considering incentives. Previously, there was an item in the strategic plan about incenting accessible suites in house conversions. If accessibility is not in the mix, then the incentives developed may not be sufficient to cover costs for additional needs of people with mobility impairments.

When I raise issues of accessibility, I am often told it is out of scope because the project has been conceived without an accessibility lens. And then when I raise such issues later, it is too late.

Robin Bayley
39 Linden Avenue
Victoria, BC, V8V4C9
Phone: ([REDACTED])
Mobile: ([REDACTED])
[REDACTED]

From: Sean Janzer [REDACTED]
Sent: January 15, 2020 3:43 PM
To: Chloe Tunis <ctunis@victoria.ca>
Subject: Feedback on Proposed Conversion Changes

Hi Chloe,

I think the staff report is well thought out and will result in the creation of new units. Some feedback:

- Allowing changes to windows and doors to the front will be critical for unit layout
- Further to above, increasing under-height basements creates much needed livable floor space, but will likely require some exterior changes for functionality
- Given the fact that many conversions will require remediation of asbestos, houses may be "gutted" quite often. This is the perfect time to increase energy performance over the bare minimum. I think an incentive based program is important given our community's zeal for combatting climate change.
- Once implemented, if there was a guide to the house conversion process made available it would be helpful.

I sincerely hope the "run" strategy gets implemented, it will result in more rentals and ground based strata units in our community!

Thanks,

Sean Janzer
[REDACTED]
110-4460 Chatterton Way
Victoria, BC


ROYAL LEPAGE
Coast Capital Realty

Katie Lauriston

From: Jim Knock [REDACTED]
Sent: January 22, 2020 2:50 PM
To: Chloe Tunis
Subject: Conversions

Hi Chloe.

As promised, here are my 'free' observations on your updated conversion plans. These are based on a multi-decade period in Provincial Government (UVic MPA Grad) and a lifetime of experience in design, construction, finance and change management.

The attached specific comments about Conversions are based on the following basic credos:

1. Renters and rental property owners are partners who can only succeed and prosper if the other party is successful and prosperous.
2. Renters and rental property owners are bound by long standing civil laws that have been recently complicated by statute law, economic, social and political intervention.
3. Society generally accepts that all citizens have a right to receive suitable accommodation without clarifying what that means.
4. The current operating structures for providing accommodation have not stabilized.
5. The demand for rental accommodation exceeds the capacity of governments to even come close meeting without causing huge funding/taxation backlash and politically terminal backlash (i.e. major NIMBY responses and tax revolt).
6. Governments are implementing policies that are intended to create a huge wealth transfer from all rental property owners to renters; the historic idea that proportional taxation treats all investment equally is being distorted so much that it has become a major impediment to wise investment decisions.
7. The complexity of new government policy has destroyed the traditional contractual relations between renters and rental property owners; it has shifted to a renter/government and rental property owner/government triangle.
8. Like all contracts, contractual negotiations are like a chess game; each party will only sign on if they see a personal advantage for doing so.
9. Only a small minority of renters and rental property owners are problems (jerks); they only exist because government policies prevent them from being identified, exposed and thus excluded from the rental marketplace.
10. There is a huge power imbalance in the rental marketplace; renters have 1/2 months rental at risk, owners have hundreds of thousands of dollars at risk with each and every transaction.

If one accepts the validity of the above (I would propose that recent history and available data makes it difficult to deny them); then the following proposals concerning conversions should be considered:

- Do not revise existing standards without data on existing registered and illegal conversions in the target community; all UVic profs stressed the need to set desired targets and probable outcomes to enable the program to determine if it was a success
- Ensure Political acceptance is in place, not just with council but in the affected communities and throughout Municipal Inspection and Engineering Departments; NIMBY exists internally as well as in the community
- Many inexpensive rentals fly below the radar and efforts to regulate them often reduce their numbers and/or increase their rents (see recent Globe stories in Vancouver)
- Most conversions will require renovations to meet required Residential Tenancy standards, increasing renovations and tenant churning
- Without documented current numbers (informal visitation sampling would be easy and effective combined with some Assessment Corp information and city data analysis to create reasonably accurate numbers), everything will be a guess (as you admitted that during your talk). How will you or anyone else know if the city good a good return on it's investment on this housing initiative
- Over the years many other programs identified and implemented to increase available affordable rental accommodation have stalled or failed; we need to know why before we create new initiatives that may be no more successful than these earlier efforts
- The criteria for approving the changes should be simplified for easier implementation; make sure reasons for rejections are minimized and depoliticized
- Why tie heritage and other criteria into the conversions; the only purpose would be to provide hidden cross subsidization (isn't the program about increasing more affordable rentals, not to subsidize other programs)
- Why put barriers in place that increase complexity and provide more opportunities for citizens to resist increases in affordable rentals in their area (enabling NIMBY)
- The whole approval process introduces a 1-3 year delay between inception and conclusion whereas the existing informal underground process considerably shortens that process and costs less allowing for more affordable rentals; the only loser in the informal underground process is the city revenue department
- By clearly identifying and quantifying the variables associated with a new Conversion process and the planning process that must be met to obtain the necessary approvals to proceed, and then putting it on line, rental owners could work through the process on their own, learning as they go and obtain immediate approval to proceed, fast tracking the creation of additional affordable rentals
- Like automated bank loans, current technology could be easily put in place that would capture all the variables and decision trees would be thought through in advance, the approval process would be depersonalized and it would ensure all applicants were treated identically (reducing front desk time and processing delays)
- The current conversion process does not encourage the creation of affordable rental units; if that is the prime objective than the process needs rethinking

If the Planning Dept has the latitude to modify the Conversion Process and their desired outcome is an increase in affordable rentals whose capital and operating costs are not

paid for by the city, then I would suggest that there may be better ways to go about it than I saw with your presentation.

If you wish to discuss further, I would enjoy doing so at your convenience.

--

Jim Knock

1370 Dallas Road
Victoria, BC, Canada
V8S 1A1
Cel [REDACTED]

From: John Luton [REDACTED]
Sent: January 26, 2020 5:39 PM
To: Development Services email inquiries <DevelopmentServices@victoria.ca>
Subject: House conversion policy

I'm not thrilled with the idea of waiving bicycle parking requirements. Rather, the city should commit to assisting those who want to increase housing units with programs that would design creative solutions to deliver additional bicycle parking, both for any increase in numbers of residents allowed and to help retrofit existing stock to meet a growing attraction to cycling as a transportation and lifestyle choice.

Making affordable units more attractive demands that they dovetail with the emerging transportation choices of many, who are reducing their costs for transportation by cycling and walking more often. Reducing requirements for bicycle parking suppresses demand and will incent people to convert more of their property for vehicle parking.

I understand the intent of allowing front yard parking, but first choice should be developing bike parking solutions. Front yard parking adds more blacktop and attendant impacts (drainage issues, heat island effect), and reduces greenspace that is the added value of any yard. Front yard parking should be the variance of last resort.

John Luton,
Home: 22 Philippa Place
Victoria, BC V8S 1S6

[REDACTED]
[REDACTED]
[REDACTED]

Katie Lauriston

From: Development Services email inquiries
Sent: January 28, 2020 10:06 AM
To: Chloe Tunis
Subject: FW: House Conversion Regulations Feedback

Thanks!

From: L H [REDACTED]
Sent: January 26, 2020 10:03 PM
To: Development Services email inquiries <DevelopmentServices@victoria.ca>
Subject: House Conversion Regulations Feedback

Hi,

I saw information online about the city looking for feedback on house conversion regulations: <https://www.victoria.ca/EN/main/residents/planning-development/development-services/house-conversions.html>

First off, I think it's wonderful that the city is wishing to retain old homes (especially character ones) and to encourage homeowners/developers to convert them into multiple family units. This ensures some of our beautiful character/heritage buildings remain and provides more affordable housing. This is also positive for the environment, rather than sending good material to the landfill. It also keeps some of this amazing architecture around, which is one of the reasons why Victoria is so special, the character buildings also are so important to our tourism industry.

The only concern I have is parking. I live in James Bay in a lane style street. We have a few older homes that have been converted into suites. We have limited parking on one side of the road. One of the homeowners provides parking for all of her tenants, which is great. The other homeowner rents out six units and doesn't provide any parking. This can be a real problem. You have homeowners who pay big bucks in property taxes etc. and they or their guests can't park on the street at times. People get frustrated with a landlord making big profit off of tenants and not being courteous to others. It's an issue. Most tenants still have vehicles so it is important that parking is provided. I would say at the back of the home though and not at the front. When all you see is a yard full of cars it starts to make the neighbourhood look pretty unsightly. I don't see that many tenants using backyards. I think the priority should be aesthetics. Please also consider that many of these buildings will be non-smoking. It's a good idea to require landlords to provide a smoking area on the property. I have an apartment building across the way where smoking is not allowed. Until late at night people come out on the street to smoke in front of people's houses. In the summer they can be quite loud and the smell of marijuana infiltrates into homes with open windows.. As the city densifies, this is something that should be regulated.

Sincerely,

Lara Hurrell
James Bay homeowner/resident

Katie Lauriston

From: amy white [REDACTED]
Sent: January 29, 2020 11:35 AM
To: Chloe Tunis
Subject: RAC follow up

Hi Chloe,

This is Amy from the Renter's Advisory Committee - the one who was concerned about the displacement of tenants with this new proposal.

I really just want to reiterate I am extremely concerned for current tenants who are at risk of being evicted in order to make room for housing conversions. I would support this idea IF there are tenant protections in place, and it worries me that there aren't any at all.

I'll give you my own situation as an example. My husband and our 5 year old and myself live in a 3 bedroom house (with a basement) that has been purchased by a developer. Their initial proposal to demolish 3 family houses and make 48 luxury units was denied. If and when it is eventually approved, we will at least have the tenant assistance policy to aid us finally in moving and finding alternative housing. With what you are proposing now puts as directly as risk for being evicted at any moment, we don't have to wait for the development proposal to be approved, with zero protections or assistance. The owner could potentially easily say they are going to convert our unfinished basement into a unit and break up the upstairs while they are waiting for their approval and poof, we are gone! Additionally, the tenant assistance plan does not apply for tenants who have lived somewhere for less than a year, so the developer can essentially have them evicted before the year is up and again get out of assisting any tenants at all.

There are massive rocks in this plan from a tenant's perspective and I beg you to reconsider this from our point of view. Landlords unfortunately can be quick to exploit loopholes with zero repercussions and the objective of increasing housing may severely backfire for families and those living in 2+ bedroom units.

Thanks for your time,
Amy White

Sent from my iPhone

Katie Lauriston

From: Development Services email inquiries
Sent: January 30, 2020 8:26 AM
To: Chloe Tunis
Subject: FW: Feedback on proposed changes to house conversion regulations

FYI

From: Jack Sandor [REDACTED]
Sent: January 28, 2020 9:36 PM
To: Development Services email inquiries <DevelopmentServices@victoria.ca>
Subject: Feedback on proposed changes to house conversion regulations

Hi there,

My name is Jack, and I'm a resident of Victoria. I live in Rockland, and I support all the proposed changes. My only piece of feedback beyond that is that I'd like to see car parking minimums removed entirely rather than reduced. There's already a massive amount of car parking available in the city compared to every other form of transportation, and given the cities goal to reduce the number of car trips by getting people to take alternative forms of transportation (a fantastic goal!) it seems silly to mandate that parking be available.

Jack Sandor

From: Manon Elder [REDACTED]
Sent: February 6, 2020 9:40 AM
To: Chloe Tunis <ctunis@victoria.ca>
Subject: RE: FEEDBACK

Hello Chloe
Thank you.

Attic development- Homeowner would have to see if the cost is worth the development as the usable space may be too small for anything of significance other than an upper expansion to lower suite with bedrooms and bathroom.

Addition of windows letting in light is an upgrade to quality of life.

parking is a huge problem especially since bike lanes came in and wiped out street parking as it did to our rental property on Fort st. also allotting bikes for vehicles gives the message for less carbon footprint legal suites allows for garbage allowance to suites making the property cleaner. reducing height of basement suites to 6'3" allows for more legal suites

thank you
manon

From: Manon Elder [REDACTED]
Sent: February 6, 2020 1:01 AM
To: Development Services email inquiries <DevelopmentServices@victoria.ca>
Subject: FEEDBACK

Hello

I saw this down below and would like to give feedback before the feb 10, 2020 deadline. where can i do this?

or on what website can i do this?

<https://www.victoria.ca/EN/main/residents/planning-development/development-services/house-conversions.html>

I would like to see bicycles offset vehicles for parking allowances.

Attic development

exterior changes to allow staircases to attic units

basement height reduction to 6 foot 3 inches

if explanations are required for these I would be happy to provide them

best

manon elder

Katie Lauriston

From: Development Services email inquiries
Sent: February 7, 2020 4:28 PM
To: Chloe Tunis
Subject: FW: parking and house conversions

From: Denise Stocco [REDACTED]
Sent: February 7, 2020 3:54 PM
To: Development Services email inquiries <DevelopmentServices@victoria.ca>
Subject: parking and house conversions

["developmentservices@victoria.ca"](mailto:developmentservices@victoria.ca) <developmentservices@victoria.ca>

February 7, 2029

Hello,

NEXT GENERATION – HOUSE CONVERSIONS.

I would like to address the topic of “parking” in the proposed changes to regulations.

The effort to provide more housing in the city is laudable there is a real need. Most adults rely on cars for transportation. A recent survey of the neighborhood showed that 97% of people had a car. The young people who do not want cars and use bikes are still a very small minority. An increase in residents, will lead to an increase in cars in neighborhoods. I live in Fernwood. In my street there are many secondary suites (3 or 4) per house. As it is now there are cars parked on both sides of the streets day and night, leaving one lane for car circulation. Many residents use their garage as storage as well. With at least 300 adults moving in the new Caledonian project, Chambers Street and adjacent streets will be literally clogged.

Has the Municipality considered the impact of having more cars in the streets ? What steps are taken to accommodate the resulting increase in parked cars, traffic and congestion ? Are there plans to build underground or above ground parking to accommodate population/car increases? Most working people have to rely on cars to get to work. Public transport is still not convenient, cheap (free buses?) or frequent enough for people to make the switch. Car share companies have a potential for reducing the number of cars in the streets and should be supported.

Creating more housing for people is positive. Increasing the number of cars will not be, as more people will spend more time finding street parking, increasing traffic and traffic jams, pollution, etc.. For this reason the new regulations for house conversion should not go ahead until the municipality has put in place steps designed to alleviate - not make worse - parking and circulation problems.

Thank you for your attention.

Denise Stocco
[REDACTED]

Katie Lauriston

From: Eric Doherty [REDACTED]
Sent: February 8, 2020 12:36 PM
To: Lisa Helps (Mayor); Jeremy Loveday (Councillor); Ben Isitt (Councillor); Marianne Alto (Councillor); Sharmarke Dubow (Councillor); Sarah Potts (Councillor); Charlayne Thornton-Joe (Councillor); Geoff Young (Councillor); Oaklands Board; Executive Director; Development Services email inquiries
Subject: Next Generation Conversion Regulations - Proposed Changes
Attachments: E Doherty ltr re Victoria Conversion Bylaw - Feb 2020.pdf

Dear Mayor Helps and Victoria City Council members,

February 8, 2020

Re Next Generation Conversion Regulations - Proposed Changes

I would like to thank you and city staff for Victoria's forward looking proposed Next Generation Conversion Regulations.

However, I have some suggestions to strengthen these regulations, and the way they are communicated:

1) Allow conversion of houses built as recently as 2019

The suggestion I would like to emphasize the most is changing the cut-off date to the end of 2019. The written and verbal reports by staff suggests that 1985 was chosen because larger houses were permitted before this date, but did not identify any negative effects of choosing a more recent date such as January 1, 2020. (Many houses built after 1985 exceed 2500 square feet, and some exceed 4000 square feet.) If the effect of updating these regulations is positive as the staff report suggests, it will be even more worthwhile if more houses are eligible.

Newer houses are more likely to be deliberately designed for easy conversion, using adaptable housing guidelines such as CMHC's FlexHousing™ standard. CMHC states that "adaptable housing can be upgraded, expanded, *divided into extra units* or used for a variety of purposes throughout its life."^{il1}

2) Garage space conversion clarity

I would also like to ensure that garage spaces within houses can be converted to living space, *and home owners are aware of this option*. Many newer houses have ground level garages at the front which is ideal for the entranceways to ground level suites. These ground level entrances are often well suited for wheelchair/disabled access.

3) Clarity regarding the conversion of common sizes of houses

The proposed conversion bylaw is applicable to commonly sized houses, not just the largest houses. It seems to allow a 2-3 bedroom suite in a modest size house. (The proposed minimum size for adding one rental unit

is only 100 m2 or 1076 square feet). However, there may be barriers in the BC Building Code posing significant barrier to larger and/or multiple rental suites.

If there are counter-productive barriers to creating rental suites in the Provincial Building Code, I would like these to be clearly identified so they can be addressed at the political level.

I would also like to have clear information on the situation regarding the feasibility of family size rental suites in common sizes of homes in Victoria. For example:

- What are the differences from building a smaller secondary suite?
- Can the owner of a house with 1,200 square feet on each of two levels feasibly put in a 1,200 square foot basement/ground floor suite?

4) Stronger incentives / protections for rental conversions

The staff report states that “new opportunities for conversions may make it more attractive to redevelop existing rental properties and, as with any redevelopment, this could result in the existing tenants being displaced.”

I believe that existing rental conversions should NOT be eligible for conversion to strata (ownership) units under this bylaw. These existing conversions, many of which provide relatively affordable rental housing, should remain as rental accommodation unless City Council is satisfied that conversion to strata is in the public interest.

I believe that the City should be ‘sprinting’ to create rental units in formerly single family houses (some of which will be homeowner created and relatively affordable).

5) Communicate intention to phase out fossil fuel heating

The staff report notes that many building suitable for conversion “still use fossil fuel heating systems [and] house conversions may give the City additional opportunities to intervene through touchpoints where low carbon heating systems and energy efficiency measures can be encouraged”

I would like to the City to immediately and clearly express its intent to require and/or incentivise non-fossil fuel heating and hot water systems in conversions in the near future. This will allow people investigating conversion possibilities to consider systems such as air source heat pumps as part of their planning, rather than getting caught unprepared by changes that may only be months away.

6) Reduce parking requirements given the climate emergency

I am also concerned that the reductions in parking requirements are so modest. Responding to the climate emergency requires cities to quickly reduce the number of private vehicles and the distances traveled by vehicles (in addition to rapid electrification of the automobile fleet). *I would like to see deeper reductions in parking requirements, especially for rental conversions.*

Please note that leading cities are eliminating parking minimums and instituting parking maximums as part of their climate emergency responses.

Thank you,

Eric Doherty

1555 Oakland Avenue

Victoria BC V8T 2L1

[REDACTED]

Cc Oakland Community Association

--

Eric Doherty, Registered Professional Planner, MCIP - Ecopath Planning

Victoria, BC Canada

NEW PHONE NUMBER [REDACTED]

[REDACTED]

www.ecoplanning.ca

Twitter @Eric_Doherty

ⁱ⁽¹⁾ <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/accessible-adaptable-housing/universal-design-adaptable-housing-models>

Katie Lauriston

From: Jack Meredith [REDACTED]
Sent: February 8, 2020 11:50 PM
To: Development Services email inquiries; Chloe Tunis; Jeremy Loveday (Councillor); Lisa Helps (Mayor); ben@isitt.ca
Subject: Next Generation House Conversions Regulations - FEEDBACK

To all involved,

I would like to say how delighted I am that the City is moving ahead with updating the House Conversion Regulations.

I would also like to complement the people involved in their thoughtfulness about the many issues and for moving the update along so quickly. I think it will be a very useful tool to enable many home owners and developers to bring more housing units into the Victoria market.

For context, I am an architectural engineer specializing in Green Buildings and currently advising several clients on retrofitting existing homes to enable them to age in place and share their homes with caregivers and/or tenants.

I have the following comments and suggestions on the recommendations.

My comments are organized using the alphabetic labels in the section "Proposed Zoning Changes":

a.) Change the Qualifying Year of Construction: The recommendation is to change the qualifying year from 1931 to 1984. I am supportive of enabling more buildings to be included in the House Conversation Regulations but I fail to understand the logic of setting a new date of 1984. I can imagine many houses built after 1984 in which aging owners have more space than they need or want or are able to keep up. A house once full of family or guests or hobbies is now too large for their needs but they still want to remain in their home on the street close to their friends and neighbours. For this reason, I RECOMMEND that the Next Generation House Conversion Regulations apply to all houses in Victoria, regardless of age.

b.) Reduce Restrictions on Exterior Changes: I am totally supportive of the recommendation to allow exterior changes to the exterior of existing houses. As noted in the recommendations this should enable designs to be better configured and have units able to access outdoor space. This is highly desirable to avoid developing more substandard units. However, I RECOMMEND that this be taken further to allow exterior changes to all portions of the building INCLUDING portions of the building facing the street. I think this will not have negative esthetic impacts but rather have positive esthetic impacts by correcting poor initial designs. (Heritage Houses should obviously be required to maintain their exterior appearance.)

c.) Clarify and Expand Opportunities to Utilize Under-Height Basements:
I agree with this recommendation

d.) Allow Attic Spaces to be Developed: I agree with this recommendation to add a half story in beyond what is permitted in zoning (e.g. R1-B 2.5 storeys).

e.) Allow Vehicle Parking in Front Yard (non-heritage): I totally agree with the recommendation to allow parking in front yards. In many cases, parking is the major barrier for owners considering house conversions since access to the backyard is not possible. Further I RECOMMEND that the amount of parking not be limited to two vehicles but rather be determined by size and function. By this I mean if the front yard is large enough to accommodate the parking in a safe and aesthetically pleasing fashion then allow it.

f.) Increase and Incentivize Permitted Number of Units: I do not understand the logic of this recommendation. The recommendation is to allow the number of units based on size of building. I think I understand the need to limit the number of units is to avoid increasing the population density in the neighbourhood beyond a certain amount. What I don't understand is the logic of allowing higher population density if the units are 1. heritage or 2. rental or 3. below market ownership.) I RECOMMEND all houses are allowed to use the right column (i.e. 2 units for 80m²; 3 units for 175m²; 4 units for 240 m²; 5 units for 280 m²).

g.) Allow Windows and Doors on Front Elevation: I agree with the recommendation to allow windows and doors on the front elevation of non-heritage designated houses. In addition, I RECOMMEND that stairs also be allowed to be added in non-heritage designated houses. This would further support street oriented units; access to outdoors and allow more flexibility in floor layouts and improving poorly design houses.

h.) Decrease Parking Requirement: I am so glad the off street parking issue is being raised as it is arguably the single biggest barrier for people considering sharing their homes with caregivers and tenants. I understand the concept of basing the parking requirement on the size of units. However, I think the recommended requirements are too onerous both now and into the future as we evolve away from the single occupant vehicle paradigm. I understand this is a controversial issue but in order to increase the amount of RENTAL units in the City of Victoria I RECOMMEND that the parking requirement for RENTAL units be 1.0 stalls for units over 100m²; .5 stalls for units from 45m² to 100m² and .2 stalls for units less than 45m².

i.) Require Bicycle Parking: I totally agree with the recommendation to provide proper secured bike parking. Most people considering house conversions understand and support the need to provide this amenity.

j.) Allow Floor Area Exemption for Required Bicycle Parking. I support the recommendation to allow creation of additions or new accessory buildings to accommodate high quality bike parking.

POTENTIAL FUTURE WORK: I understand the need to limit the scope of changes in order to speed up the process but I encourage you to consider the following comments on future work.

k.) Passive House/Energy Efficiency Standards: House Conversions completed as a result of these changes will likely result in these houses remaining viable and using energy for many years to come. Consequently, I feel strongly that when these conversions are being done that energy efficiency measures be integrated into the projects. Energy retrofit technologies and techniques are well know and easily implemented, particularly during major renovations. Therefore, I RECOMMEND that it be mandatory for any house conversion have an Energuide Energy Evaluation completed so that home owners can learn about common sense energy efficiency measures and associated energy retrofit incentives that can be easily incorporated and have reasonable payback.

l.) Considering Other Zones: No comment

m.) Allow Garden Suites with Conversions: This seems like a no brainer to me. If a home owner has sufficient space for a garden suite why would it not be allowed in addition to any suites within the house. I RECOMMEND allowing Garden Suites and considering them as a "unit" within the House Conversion Regulations.

n.) Allow Additions that Create New Space: Similar to the Garden Suites comment above. If the site is appropriate why not allow minor additions as part of the House Conversion? In many cases a minor addition, may be able to improve the aesthetics of a house while adding new units. I RECOMMEND allowing home owners to undertake minor additions as part of House Conversions.

o.) Creation of floor area beyond zoning: No comment.

p.) Legalizing Unlawful Suites: No comment.

q.) Landscaping/Tree Preservation: No comment.

r.) Delegated Authority: No comment.

Thank you for encouraging feedback on the proposed House Conversion Regulations.

If you have any questions, please do not hesitate to contact me.

Jack Meredith, P.Eng. LEED Fellow Emeritus

President, HGBC Healthy Green Buildings Consultants Ltd.

[REDACTED]

Katie Lauriston

From: Ryan Jabs [REDACTED]
Sent: February 10, 2020 9:51 AM
To: Development Services email inquiries
Subject: House conversions feedback

Hi folks,

Thank you for receiving feedback around updating the city's house conversion policies. I'm at 1560 Oakland Ave and am fully supportive of loosening the regulations around house conversions, and feel that the "sprint" option is the best way to go, particularly as we fall deeper into the climate crisis we are facing.

I am a small developer, but conversions aren't my specialty and generally aren't projects I often consider. However, anything we can do to make it easier and quicker to build more housing will help with our housing crisis. More importantly, good densification of all types is key to reducing our local contribution to climate change.

And we really need to speed these processes up.

In addition, I'm very much in favour of reducing even further or eliminating all together the requirements around parking – particularly when amenities in a conversion are added to support alternative transportation. If we're serious about the climate challenges we face, we need to give people more opportunities to get out of their car and cater less to those who believe parking and car ownership is a right and a necessity. How can we really expect people to change if we continually entertain discussions around parking in one of the most walkable municipalities in Canada?

Reducing the number of parking spaces will also help with affordability for those who make the decision to go without a vehicle. And it gives owners an opportunity to plant more trees and provide more green space for residents and to help with storm water management.

Again, I appreciate you taking feedback as you consider this important policy change.

Take care,

Ryan Jabs | President, Community Builder
Lapis Homes | [REDACTED] | www.lapishomes.com
[REDACTED]



CITY OF VICTORIA ENGINEERING POLICIES	
POLICY: Residential Strata Titling	
Prepared By: Land Development	Date: 1997
Authorized By: Victoria City Council	Date: 1997

1. A preliminary approval obtained from City Council or the Approving Officer is valid for a period of one year from the date Council's resolution to approve is adopted.
2. When the rental apartment vacancy rate as provided by Canada Mortgage and Housing Corporation falls below 4% for Metro Victoria, no applications to convert existing residential rental buildings containing more than four rental dwelling units shall be accepted.
3. Any owner/developer denied the privilege to apply to convert existing residential buildings to strata lots for the reason outlined in Paragraph (2) has the right to appeal to City Council and a successful appeal is required before the City Engineer will accept a formal application to convert.
4. The vacancy rate applicable to an application shall be the rate that prevails in the rental statistics provided by C.M.H.C. on the date the preliminary application is received at City Hall.
5. Tenant Plan - Rental Residential Strata Conversions

Any preliminary application to convert a building containing active rental dwelling units shall be accompanied with a Tenant Plan which will set out:

- a. Certification that the owner/developer has notified the tenants of the building of the proposal to convert the building into strata units.
- b. A complete list of the tenants in the building.
- c. The type of choices such as a continued fixed-term tenancy, option to purchase rental unit, etc. offered to the tenants that would allow them to continue to occupy their units after the strata conversion has been completed.
- d. Any monetary assistance to be offered, such as rental-free period, moving expenses, etc.
- e. Formal notification that tenants have been advised of other agencies that may be of assistance, such as Pacifica Housing, the Capital Regional District, etc.

The Tenant Plan shall be submitted to Council for review at the preliminary application stage and the owner/developer shall certify that the Tenant Plan, as adopted by Council, has been carried out prior to final approval. The Tenant Plan shall be signed by all the tenants.



Corporation of the City of Victoria
Engineering Department, Land Development Section

Application No. _____

TENANT PLAN – STRATA TITLING

☐ Preliminary Application

☐ Final Application

APPLICANTS NAME (PRINT)	ADDRESS	PHONE # / FAX #
PROJECT ADDRESS	# EXISTING UNITS RENTED _____, OWNER OCCUPIED _____, VACANT _____	
# NEW UNITS IN PROJECT	# TOTAL PROPOSED STRATA UNITS	

EXPLAIN NATURE OF PROJECT AND REASON FOR STRATA TITLING:

EXPLAIN TYPES OF ASSISTANCE / OFFERED TO TENANTS:

<input type="checkbox"/> - Fixed Term Tenancy -
<input type="checkbox"/> - Option to Purchase -
<input type="checkbox"/> - Rental Assistance -
<input type="checkbox"/> - Alternative Rental -
<input type="checkbox"/> - Other -

TENANT INFORMATION (Please Print)				
TENANT'S SIGNATURE	PHONE #	UNIT #	DATE ACCEPTED	DATE COMPLETED

NOTE: If the above space is insufficient use back of form.

APPLICANT'S CERTIFICATION	
FINAL / PRELIMINARY	I _____ confirm that the information contained in this form is correct to the best of my knowledge and certify to the City of Victoria that I will provide the tenant (s) with the assistance as accepted by the tenant as outlined on this TENANT PLAN.
	Applicant's Signature (Confirming Offer Accepted) _____ Date _____
	Applicant's Signature (Confirming Offer Completed) _____ Date _____

NOTE: THIS TENANT PLAN CAN BE MADE AVAILABLE IN OTHER LANGUAGES UPON REQUEST.

Update Report on Next Generation House Conversions Regulations



1

Presentation Format

- Background
- Public Feedback
- Proposed Changes & Options
- Next Steps



2

Potential Zoning Regulation Changes – ‘Run Level’

- a.) Change the qualifying year of construction
- b.) Relax and clarify restrictions on exterior changes
- c.) Clarify and expand opportunities to utilize under-height basements
- d.) Allow attic spaces to be developed
- e.) Allow vehicle car parking in front yard (non-heritage)
- f.) Increase and incentivize permitted number of units
- g.) Allow windows and doors on front elevation
- h.) Decrease parking requirement
- i.) Require bike parking
- j.) Allow floor area exemption for required bicycle parking

3

Engagement

- Website and Social Media
 - Key Stakeholders:
 - Victoria Residential Builders Association (VRBA)
 - Community Land Use Committees (CALUCs)
 - Heritage Advisory Panel
 - Renters’ Advisory Committee
 - Urban Development Institute
- } Stakeholder meetings



4

Key Feedback Themes

Parking

- *Further* reductions/eliminate parking minimums
- Staff delegated parking variances
- On-street parking pressure

Tenant Displacement

- Potential displacement through legalizing units, adding units or through converting rental units to strata

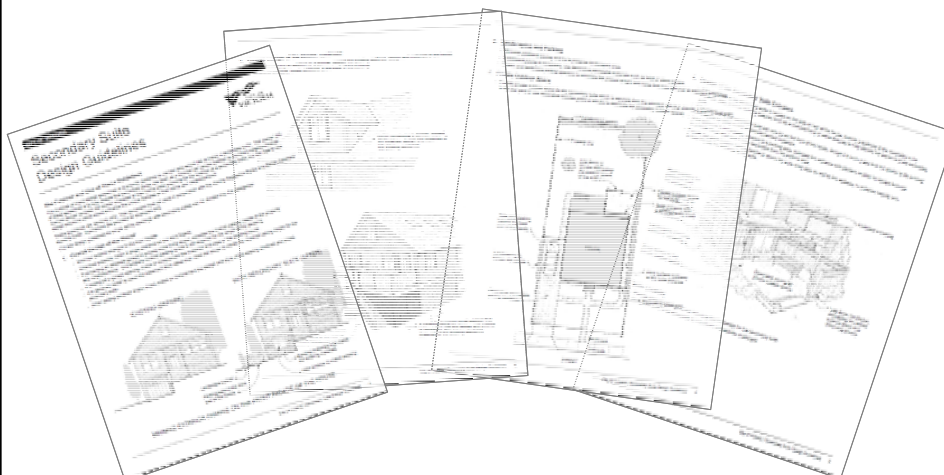
Exterior Changes

- Heritage Advisory motion opposing relaxation of exterior change restrictions



5

Guidance Document



6

Number of Units Adjustment

Number of units achieved:	Current regulations require X m ² of floor area:	Proposed regulations would require X m ² of floor area <u>IE</u> : <ul style="list-style-type: none"> heritage designated rental below mkt ownership 	Proposed regulations would require X m ² of floor area <u>IE</u> : <ul style="list-style-type: none"> affordable rental heritage designated AND one of: -rental OR -below market ownership
	150m ²	100m²	80m²
3	250m ²	200m²	175m²
4	350m ²	260m² 250m²	240m²
5	450m ²	340m² 300m²	280m²
46m ² for each additional unit (currently 115m ²)			



7

Next Steps

- Staff recommendation to proceed with drafting the bylaw updates
- Create design guidance document
- Further review of parking
- Ongoing monitoring of impacts and opportunities
- Larger review and report back in 2-3 years



8



Committee of the Whole Report For the Meeting of March 5, 2020

To: Committee of the Whole **Date:** February 28, 2020
From: Fraser Work, Director, Engineering & Public Works
Subject: Dallas Road Balustrade Replacement

RECOMMENDATION

That Council:

Direct staff to amend the 2020 Financial Plan by adding \$3,850,000 in project funding for the replacement of the Dallas Road Balustrade funded from the Buildings and Infrastructure Reserve.

EXECUTIVE SUMMARY

In August 2019, City Council endorsed the replacement of the 500m long Dallas Road concrete balustrade with a stanchion and wire cable design and staff committed to reporting back to Council to request construction funding once the planning and design work was complete.

The existing balustrade is beyond the end of its useful service life and Council endorsed a full replacement of the balustrade to reduce maintenance and replacement costs, while improving public realm aesthetics, consistent with treatments along Ogden Point Breakwater and other pathways along the city's waterfront.

The CRD Wastewater Treatment Project is on schedule and is expected to be complete in the Summer of 2020 with staff planning to coordinate replacement of the current concrete balustrade concurrently with the final stages of the CRD work which also includes a new 2-way cycle path, sidewalk, curb and angled parking between Dock Street and Lewis Street.

Replacement of the balustrade in coordination with the CRD project will minimize overall costs, reduce construction disruption to the public and minimize the need for future staff project resources. Staff have worked closely with the CRD Wastewater project team to minimize project risks and optimize the design to provide the best final product for this important waterfront location, while minimizing costs and construction duration. With Council's approval of funding, City staff will provide immediate direction to the CRD project team to advance the replacement of the Dallas Road balustrade, for completion in Fall 2020. Alternatively, if this project was not approved, the future replacement of the balustrade would require re-mobilization of construction project, which would likely impose damage on the new infrastructure due to the requirement for heavy machinery to facilitate railing replacement. Delaying this project would impose additional new project staff resource requirements and add disruption to the public and the necessity for temporary installations

and construction rework.

Engineering and Planning staff have worked together to ensure that the aesthetics and public interface of the new railing are considered in tandem with the technical design requirements. Value engineering was undertaken within the design process through liaison with contractor and railing fabricator, to reduce manufacturing, installation and maintenance complexity. The pricing received from the contractor in February reflects a total balustrade removal, new railing installation and associated road works with a construction cost estimate of \$2.44 million. Including Contingencies and project administration costs the total project cost estimate is \$3,850,000.

If approved, construction would begin in Spring and complete in the Fall of 2020. Replacement of the balustrade as part of the current CRD wastewater project provides the good value for money, decreases disruption to the public, reduces risks to the City, minimizes overall construction timeline and accelerates replacement of this important waterfront asset.

PURPOSE

The purpose of this report is to seek Council's approval for project funding to allow the full replacement of the 500m long Dallas Road balustrade with a new stanchion and wire cable railing consistent with the design and aesthetics of the adjacent Ogden Point Breakwater.

Replacement of the balustrade would be undertaken in 2020 allowing cost, construction time and staff resource savings in coordination with the CRD Wastewater Treatment Project.

BACKGROUND

The balustrade provides a safety railing along the concrete Dallas Road seawall between Ogden Point and Lewis Street. The current balustrade was constructed in 1957 and is currently beyond the end of its useful service life. The concrete is delaminating and spalling, and the structural steel is corroded. Corrosion can be observed along the balustrade surfaces with pronounced rust stains and subsequent degradation of concrete sections. Deterioration has progressed to a point where areas of the structure are being mechanically supported with steel strapping in order to maintain the guardrail safety.



Figure 1. Dallas Road Balustrade current condition. Ogden Point Breakwater in the distance

In 2018, the City completed a four-year structural restoration program on the vertical seawall along this section of Dallas Road, which included upgrades to the adjacent stairs and pathways. The balustrade had been identified in 2016 as the final restoration work required along this section of the waterfront and is now ready to be completed.

The installation of the sewer force main is now complete between Clover Point and St. Lawrence Street, with road restoration activities underway. As part of the sewage pipe construction a new cycle path, sidewalk, crosswalk improvements, road paving, landscaped areas and angled parking are to be constructed between Dock Street and Lewis Street. In coordination with the project, the City is completing adjacent capital improvements such as paving, curb reconstruction, sidewalk widening and curb ramp replacements. The integrated design work allows road, sidewalk and balustrade configurations to be considered and optimized to achieve the necessary construction phasing, and infrastructure performance, including water management across the sites.

In August 2019, City Council:

1. Endorsed the replacement of the existing balustrade along Dallas Road seawall with the steel stanchion and wire cable design (like other waterfront railing designs along city waterfront locations), as recommended in this report; and;
2. Directed staff to amend the 2019 Financial Plan by adding \$150,000 in project funding to allow for detailed design and contract preparation for the replacement balustrade, funded from the Buildings and Infrastructure Reserve.

Within the report, staff also committed to report back to Council following completion of the detailed design to seek approval of construction funding.

ISSUES & ANALYSIS

The scheduled replacement of the balustrade is on track for 2020 completion, with Council's approval of construction funding. The endorsed design and plan address a few main issues/challenges:

1. **Integrated design:** Ensuring the new railing system is designed and constructed in an integrated manner with the sidewalk, seawall, parking and cycle track configuration.
2. **Timeline Risks:** Reduced costs, disruption, and rework are possible if the City aligns the balustrade replacement with final CRD construction program.
3. **Final Railing Design:** Design of a railing system similar to the Ogden Point Breakwater.

Integrated Design

The balustrade acts as a safety system for pedestrians and is believed to have been originally designed to withstand impact from a moving vehicle. The original pathway design did not include a significant curb or grade-change between road and sidewalk, which likely necessitated the additional balustrade massing and strength. The new streetscape design and configuration along this Dallas Road segment includes separated vehicle and bike travel lanes, angled parking, bollards located and designed to provide a physical barrier between the angled parking and cycle path, and a new sidewalk. The new railing will be located more than 8m away from moving vehicle lanes. The greatest likelihood for a vehicle striking the railing is for a driver making an error while parking, which would be contained by the bollard at the end of the parking stall (see figures below).



Figures 3(a and b). Side by side comparison of existing conditions (a) and proposed configuration (b)

The existing balustrade and its footings are integrated into the sidewalk and seawall design. The old balustrade structures must be removed before the sidewalk is replaced to avoid significant rework. The installation of the parking bollards and completion of the parking reconfiguration also need to be completed after the balustrade replacement to ensure construction equipment has access to the edges of the sidewalk.

The configuration and strength of the new bollards situated between the angled parking and cycle path has been set to provide sufficient protections against low speed vehicle strikes due to driver error while parking; thereby removing any requirement for the railing to protect against vehicle movements/impact. The height of the bollards has been set to minimize handlebar conflicts with passing cyclists while ensuring that they are visible to drivers parking their vehicles. The aesthetic and layout of the bollards has been reviewed by planning and engineering to ensure an elegant, visually appealing design while meeting public safety needs.

The design for Dallas Road includes new landscaped areas, pedestrian ramps and crosswalks at the intersections along Dallas Road between Dock and Lewis Streets. These areas have been modified during the detailed design process to improve drainage, provide opportunities for new street furniture including benches and bike racks, and to provide accessible parking stalls at 3 locations along the corridor (Dock Street, San Jose Avenue and Lewis Street). The intersection of Dock Street and Dallas Road was modified with the balustrade removal to improve safety and connectivity at the terminus of 2-way bike path by improving the alignment of the bicycle and pedestrian crossings.

As part of this project, staff and CRD have already improved the pedestrian amenities along Dallas Road, including;

- widening the sidewalk between Dock Street and St. Lawrence from 1.5m to 2.0m,
- construction of new pedestrian bulges and a new crosswalk at Montreal Street, (cost shared with the Greater Victoria Harbour Authority).
- realignment of the curb at the intersection of Douglas street and Dallas Road, and
- upgrading of existing curb ramps on the north side of Dallas Road to the current city standard.

Timeline Risks - Avoiding Disruption, Rework and Costs

The CRD contractor is planning to complete construction work on Dallas Road between Boyd Street and Lewis Street in the Spring/Summer of 2020. The additional balustrade scope will add a few months of additional time to the CRD project, with completion of the balustrade scheduled for Fall 2020, but will avoid any requirement to mobilize again. If the balustrade replacement was deferred

beyond this approval process, additional construction phases would be required to mobilize and restart construction and would damage or require reconstruction of much of the new sidewalks, pathways and parking. Recommencing construction after the CRD project is finalized would incur risks of damaging new pavement surfaces, closures of parking and cycle track, increased costs, staff time/efforts, overall timeline and rework. Construction is ideally scheduled for the Spring and Summer months to minimize weather related construction risks.

Detailed Design of Railing

At the beginning of the design process staff considered several recent railing installation types/configurations, including the Johnson Street Bridge, Westsong Walkway, Reesen Park, Tillicum Bridge and the Ogden Point Breakwater. All the modern railings at these locations employ a stanchion and wire cable design approach, with different details to fit their local context.

Staff in Engineering and Public Works and Sustainable Planning and Community Development Departments considered that a railing along Dallas Road that is consistent with the designs at Ogden Point and along other city waterfront locations would be most appropriate for this location. Railing designs must be safe, withstand waterfront environmental conditions, reduce through life maintenance costs, remain visually appealing, and meet overall affordability targets.

Staff's detailed review of railing systems recommend a vertical aluminum stanchion and stainless-steel cable system with flush-mount footings to integrate into the sidewalk and maximize pedestrian space along the pathway. This design is visually and materially similar to the system used on the Ogden Point Breakwater, which will create a consistent and coherent waterfront aesthetic.



Figure 4. View of the Ogden Point Breakwater railing, looking back towards the Dallas Road seawall.

Using the Ogden Point Breakwater railing as the design template, technical changes have been made to integrate to the top of the Dallas Road Retaining Wall / sidewalk, while reducing complexity and costs for construction and future maintenance. Value engineering was completed through the

design process by working in partnership with the contractor and railing fabricator to minimize overall project costs and construction complexity, without impacting project aesthetics or quality.

The replacement railing is approximately half the width of the existing concrete balustrade which provides an additional 0.3m sidewalk width, compared to maintaining the existing balustrade. As seen in the image below, the new railing will be located next to a 2.0m wide concrete sidewalk, a 0.15m wide sloped curb, a 2.7m wide 2-way asphalt bike path, and a row of bollards physically separating parked vehicles and the bike path.

Project Considerations for Proposed Replacement

The costs for this project are driven mainly by removal and disposal of the existing railing system, the new railing materials, installation of scaffolding for construction and associated construction in the roadway. A 30% contingency has been applied to this project which is in line with the City's contingency policy on large projects. On this project, staff are managing risks related to contaminated materials, archaeology and the removal of 60-year-old concrete structure. Project costs include the following breakdown and contingencies:

Table 1. Cost Breakdown

Cost Breakdown	Amount
Pavement, sidewalk, cycle track and bollards	\$ 1,170,000
Balustrade removal/disposal and environmental management	\$ 610,000
Railing and Structural base manufacture and installation	\$ 1,085,000
Street Furniture	\$ 50,000
Credit - CRD Portion of Paving, Sidewalk, Cycle Track and Bollards	\$ - 475,000
Administration, Engineering and Archeology	\$ 520,000
Project Contingency (30%)	\$ 890,000
Total Project Cost Estimate	\$ 3,850,000

Safety: This option meets recommended guard heights identified in the BC Building Code for pedestrians. Ongoing risks related to the condition of the existing balustrade will be mitigated. The bollards will be installed to withhold parking vehicles from entering the bicycle facility.

Functionality and Aesthetics: The stanchion and wire design would expand the pedestrian realm by adding approximately 0.3 metres of sidewalk space, when compared to the current balustrade. This design aligns with and extends the aesthetics and materials used along the adjacent Ogden Point Breakwater to create a consistent and coherent waterfront experience. This design improves pedestrian and residential ocean and coastal views.

Timelines: The design of the railing is complete, and work would be completed in coordination with the road restoration of Dallas Road. Construction would begin in Spring 2020 and is anticipated to be complete in September 2020.

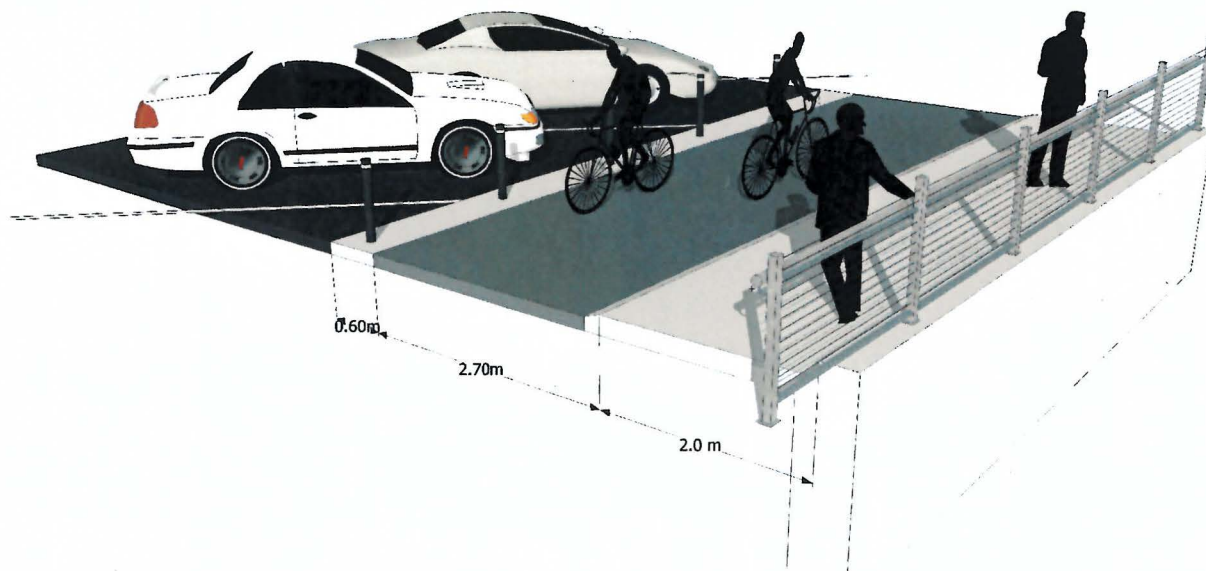


Figure 5. Conceptual drawing of proposed railing design and configuration.

OPTIONS & IMPACTS

Following the detailed design phase completed since August 2019, 2 options remain available to Council as follows:

Option 1: Installation of proposed railing in coordination with Wastewater Project (Recommended)

This option would require funding approval from council with immediate direction to the CRD to include the works as part of their contract. This approach would coordinate the balustrade replacement with the other works already occurring on Dallas Road including the construction of the new sidewalk bike path and angled parking.

Option 2: Installation of proposed or alternate railing design following the completion of Wastewater Project

This option would utilize a design similar to Option 1, however, the City would wait for future years to complete the replacement.

- a. **Costs:** Increased costs would be incurred to remobilize and rework sections of the rights of way.
- b. **Safety:** Increased operating and maintenance would be required.
- c. **Functionality / Aesthetics:** Reduced quality or temporary road / pathway surfaces may be required to avoid heavy rework costs.
- d. **Timelines:** Overall project completion would be delayed into 2021 or other project delays would be incurred.

Impacts to Financial Plan

\$3,850,000 in project funding for the replacement of the Dallas Road Balustrade would be funded from the Buildings and Infrastructure Reserve. This reserve has an unallocated balance of \$18 million.

Accessibility Statement

Accessibility is an important factor informing the design of the balustrade with specific attention being given to expand the public sidewalk and provide visual sight lines for those at all heights. In

addition to the balustrade design, several changes have been made to improve accessibility as part of the design revision for the balustrade replacement:

- Inclusion of accessible parking stalls at Dock Street, San Jose Avenue and Lewis Street;
- Replacement of existing sub-standard curb ramps on the north side of Dallas Road within the project area;
- Addition of benches along the balustrade for people to rest; and;
- Widening of the sidewalk and a reduction in the crossfall on the sidewalk where possible.

2019-2022 Strategic Plan

This project supports the broad strategic objectives in the Sustainable Transportation, public safety and Health, Well Being and a Welcoming City.

Official Community Plan Consistency Statement

This initiative supports the *Official Community Plan* under Section 8: Placemaking, specifically policies:

8.13 Encourage urban design that enhances the Harbour as a marine gateway.

8.14 Enable continuous public access along the waterfront...with special consideration to urban design features for pedestrian enjoyment and comfort.

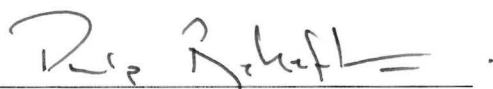
and Section 11: Infrastructure:

11.5 Coordinate with Capital Regional District plans and works undertaken.

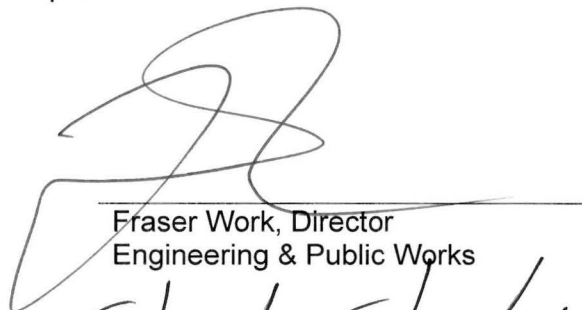
CONCLUSIONS

The CRD Wastewater Treatment project is on schedule and provides an opportunity for completion of the Dallas Road balustrade replacement in 2020. Staff recommend replacement this year with a new, aluminium stanchion and wire cable consistent with the treatments along the neighbouring Ogden Point Breakwater. A new railing design will improve the public realm, coincide with the CRD project and remove the requirement for additional, disruptive and costly project construction at a later date. The design of the balustrade replacement has been completed and the CRD contractor is ready to complete construction in 2020. A delay of this project would push it to a future capital program at a higher cost and construction impact to the public.

Respectfully submitted,



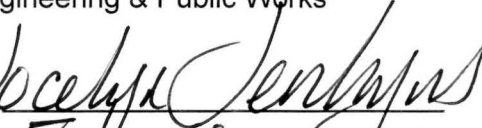
Philip Bellefontaine, Assistant
Director, Transportation



Fraser Work, Director
Engineering & Public Works

Report accepted and recommended by the City Manager:

Date:



Jocelyn Jenkins
Feb 28, 2020



Council Member Motion
For the Committee of the Whole Meeting of March 5, 2020

To: Committee of the Whole **Date:** February 27, 2020
From: Councillor Ben Isitt
Subject: Attendance at Higher Ground Governance Forum, March 2020

RECOMMENDATION

That Council authorize the attendance and associated costs for Councillor Isitt to attend the Higher Ground Governance Forum in Vancouver, BC, from March 27-28, 2020, with estimated costs as follows:

Registration:	\$446
Transportation:	\$55
Accommodation:	\$190
Incidentals:	\$80
Estimated total costs:	\$771

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

Council Conference Attendance - Approved & Pending Requests 2020		Budget	Mayor / Council Motions	Total Requests / Actuals
Mayor Budget 2000.4116 (Conferences/Travel)		\$ 15,000		
Approved Requests:				
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
Pending Requests:				
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		
Approved Requests:				
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
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
Pending Requests:				
March 5, 2020 COTW				
Councillor Isitt - Attendance at Higher Ground Governance Forum in Vancouver, B.C from March 27-28, 2020		\$	771	\$ 771
Miscellaneous Conferences and Expenditures				
Total Requests/Actuals		\$ 35,000	\$ 4,991	\$ 4,991
Remaining				\$ 30,010



**Council Member Motion
For the Committee of the Whole Meeting of March 5, 2020**

Date: February 27, 2020

From: Councillor Sarah Potts and Councillor Loveday

Subject: Recommendations from the Accessibility Working Group

Background:

Council passed a motion that allows recommendations for advisory bodies to come forward within the Quarterly update, or by Council member motion if the issue is more time sensitive.

The following recommendations were passed by the Accessibility Working Group and are being brought forward by the Accessibility Working Group's Council liaisons for Council's consideration. It is recommended that Council receive and consider these recommendations.

Recommendations:

1. That Council receive and consider the following resolution: AWG recommends to Council to direct staff to amend the Urban Forest Master Plan to include consideration of human health.
2. That Council forward the following resolution for consideration when the AWG Framework comes back to Council: The AWG recommends to Council that a dedicated advisory body for accessibility is struck to replace the Accessibility Working Group before the end of its current interim mandate and that this committee includes one or two current AWG members to provide continuity (see attached background provided by the AWG in attachment A).

Respectfully Submitted,

A stylized, handwritten signature of Sarah Potts.

Sarah Potts

A stylized, handwritten signature of Jeremy Loveday.

Jeremy Loveday

Background:

It has been brought to the Accessibility Working Group's (AWG) attention that Council is considering the formation of a single advisory committee for all equity seeking groups, including persons with disabilities. The current Framework draft mentions this and staff have informed the AWG that they will not be presenting a Terms of Reference for AWG's successor when the final Accessibility Framework is presented to COTW in March, contrary to Council direction of January 26 2017.

Council members who have served as AWG Council liaisons have witnessed just how diverse and far reaching disability issues can be and how little most individuals really understand the breadth and extent of accessibility considerations.

During the AWG's mandate, much progress towards accessibility has been made but there is still a long way to go. A well informed intersectional approach could have value in the long run but in the short term, it will only serve to slow or even reverse this progress unless an accessibility advisory committee is struck to continue the work of the AWG during the transitional period.

There are several City projects in their initial stages which have reported to Council that they will continue consulting with the AWG yet the AWG will cease to exist as early as the end of April. Even if an Equity Advisory Committee was struck by this May, it would not be in a position to continue providing knowledgeable advice for many months.

It is presumed that an Equity Advisory Committee would only have one or two representatives from the disability community and the likelihood of these individuals knowing much about disabilities other than those that they experience personally, is not very high. The risk is that the understanding of accessibility will revert back to what is generally well known and accepted and this would be a step backwards.

Sharing an agenda with several other equity seeking groups will mean that accessibility issues may not be addressed in a timely manner and opportunities for barrier prevention may be missed. The AWG has met almost every month for 4 ½ years, with a full agenda at each meeting, often having to defer agenda items. The AWG has also been asked to consult on a regular bases as the multitude of City projects move forward, and have often scheduled additional meetings to accommodate these requests.

(Note: The majority of current AWG members have served this entire 4 ½ year period. Other advisory committee members serve for only two year terms but The AWG members have recommitted several times as the timeline for the Framework has been extended and the drafting of new terms of reference and recruitment of new members has been postponed.)

It is believed that the threshold for application of an Equity Lens will be quite high, yet many of the accessibility concerns addressed by the AWG have been at the detail level and often for small scale projects which would probably not meet the equity threshold.

Undoubtedly, these negative effects will be lessened by the presence of the Accessibility Coordinator, but it will be many months before the position is filled and several more before the Coordinator is up to speed with both the historical and current issues.

There will inevitably be a significant gap in time between the current AWG and its replacement with one or two representatives on the proposed Equity committee. To bridge this gap and provide continuity, The AWG is recommending that Council strike a temporary accessibility advisory committee, its mandate to be reviewed annually. AWG would also recommend that such a committee should include one or two current AWG members who could help guide the new committee and the Coordinator, once hired, through this transition.

AWG can possibly see the day when participation as part of a larger Equity Advisory Committee may serve persons with disabilities adequately but until the Accessibility Coordinator is up to speed, staff is trained and the recommended practices and policies are put in place through the Accessibility Framework and Action Plan, a dedicated advisory body is needed.



**Council Member Motion
For the Committee of the Whole Meeting of March 5, 2020**

Date: February 28, 2020

From: Councillor Ben Isitt and Councillor Jeremy Loveday

Subject: Group Insurance Coverage for Neighbourhood Associations

Background:

The Victoria Community Association Network (VCAN) has written to Council requesting that the City provide funding to cover the costs of Group Accident Insurance Coverage for neighbourhood associations that do not have city-funded community centres (see Attachments 1 and 2).

In light of the cost savings and efficiencies to neighbourhood associations, it is recommended that Council authorize an expenditure of up to \$7,500 from the 2020 contingency to cover the cost of Group Accident Insurance for neighbourhood associations that do not have city-funded community centres.

Recommendation:

That Council authorize an expenditure of up to \$7,500, funded from the 2020 contingency, to cover the cost of Group Accident Insurance Coverage for neighbourhood associations that do not have city-funded community centres.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

A handwritten signature in blue ink, appearing to read "Jeremy Loveday".

Councillor Loveday

Attachments:

1. Letter from Victoria Community Association Network, February 3, 2020
2. Memorandum on Group Insurance Coverage for Neighbourhood Associations, 2019

Victoria, B.C.

February 3rd, 2020

Mayor Helps and Councillors
City of Victoria

Re: Request for “Group Accident Insurance” policy

Dear Mayor and Councillors,

Further to VCAN request formally made to Council through a submission made by Wayne Shillington on October 27th, 2019, correspondence of November 21st, 2019, and a brief conversation with Mayor Helps four weeks ago, we await confirmation of your decision relating to the VCAN request. We understand that budget considerations are either underway or completed and would expect this **modest request to provide insurance for the many volunteers throughout the City to be funded.**

At the January VCAN meeting, neighbourhood association members confirmed their support of the request for the City of Victoria to provide funding and establish a “Group Accident Insurance” policy for the six neighbourhood associations which are “stand alone” in that they do not operate, or work within, a centre which has such insurance. The neighbourhood associations being: DRA, JBNA, Rockland, North Park, and the Jubilees.

The need for group accident insurance has broadened. A neighbourhood with a centre recently discovered that the accident insurance had been dropped from the organization’s policy a couple of years ago. We are unsure as to how many neighbourhoods this has affected; however, we understand that at least one neighbourhood with a centre has contracted on its own for the accident insurance. **The problem has grown.**

There are financial savings if a “Group” policy approach is taken rather than an “Individual” policy approach.

Citizens volunteering for Neighbourhood Associations in different parts of the City have different insurance coverage for identical activities and risks. For the six neighbourhood associations without centre grants, the cost to carry such insurance would be prohibitive.

VCAN asks that Council approve the request to establish a Group Accident Insurance Policy for the six Neighbourhood Associations which are not covered under Centre insurance policies and any other neighbourhood which may now require such insurance.

Sincerely,



Marg Gardiner
2019-2020 VCAN Vice-Chair
(c/o marg.jbna@telus.net)

cc: VCAN members

Insurance Coverage for Victoria Neighbourhood Associations

A proposal approved by VCAN on October 16, 2019

Victoria Neighbourhood Associations

With Centres for Programs/Services	Without Centres
Fairfield Gonzales	North Jubilee
Fernwood	South Jubilee
Burnside Gorge	North Park
Vic West	Downtown Harris Green
Oaklands	James Bay
Hillside Quadra	Rockland

Three Types of Insurance for Neighbourhood Associations

Three distinct types of risk are covered by three separate types of insurance policy:

1. Directors and Officers Liability Insurance that covers the Boards and Executive of the Associations for any actions or decisions taken in their leadership role for the NA.
2. Commercial General Liability Insurance that covers liability claims against the NA for all its operating activities.
3. Group Accident Insurance that covers NA members, employees, and volunteers for accidental injury while working (paid or unpaid) at a NA activity.

Differences between Insurance coverage for the two types of NAs

NAs with Centres, employees, and on-going programs have different insurance risks compared with the six NAs that do not have Centres, employees, and on-going programs. The insurance differences reflect the different operating scale and organization model of each group of NAs.

Besides the obvious differences in scale of operations and therefore scope of risk, there are also differences in how each type of insurance is acquired and how premiums are paid. (Note: The information below has been confirmed by most but not all NAs.)

1. Directors and Officers Liability Insurance
 - a. NAs with Centres purchase insurance through a broker of their choice, pay the premium from operations and are partially reimbursed by the City for that cost. Premiums for the Centres are much larger than the non-centre NAs and the amount of re-imbursement is approximately equal to the amount provided to the non-centre NAs

- b. NAs without Centres purchase insurance through a broker of their choice, pay the premium from operations and are fully reimbursed by the City for that cost.

2. Commercial General Liability Insurance

- a. NAs with Centres purchase insurance through a broker of their choice and pay the premium from operations. The premium is funded by the NA's general revenue as the City does not directly reimburse the NA for that cost nor does the City grant for operations contribute toward that cost.
 - b. NAs without Centres share a single policy for all 6 NAs. The policy is administered by FGCA on behalf of the 6 NAs and the full cost is paid by the City through FGCA. The most recent annual cost was \$5,188.00.

3. Group Accident Insurance

- a. NAs with Centres purchase insurance through a broker of their choice and pay the premium from their operating budget. The premium is funded by the NA's general revenue as the City does not directly reimburse the NA for that cost nor does the City grant for operations contribute toward that cost.
 - b. NAs without centres do not currently have any accident insurance coverage for volunteers who provide programs and services to their community. None of the 6 NAs have employees, only project specific contractors who are responsible for their own accident insurance. With the assistance of FGCA, the 6 NAs have obtained a quote for this coverage.

Problem - Group Accident Insurance is provided for Volunteers at the NAs with Centres but not at the 6 NAs without Centres

While the NAs with centres have a much larger scope and scale of activities and hence numbers of volunteers, there are many activities that are the same where volunteers for an NA with accident coverage are performing the identical tasks as volunteers for an NA without accident coverage.

The following example demonstrates the problem. Mary volunteers on a NA sanctioned community gardening project to maintain and develop edible plants and flower gardens. This project involves work and tools that can cause minor and sometimes serious injury. Mary accidentally cuts off a portion of a finger while pruning a shrub.

- If Mary is a volunteer with one of the NAs that has accident coverage, she can file an injury claim under that insurance and be compensated for medical and other expenses as well as the finger loss.
- If Mary is a volunteer with one of the NAs that does not have accident coverage, her only option for any compensation of medical or other expenses or possibly compensation for the finger loss is to file a liability claim against the NA. A liability claim

must demonstrate some form of “fault” on the part of the NA or another volunteer. It is also possible that Mary could sue the City for failing to ensure the same level of accident insurance for her as is provided for volunteers in other neighbourhoods.

Comparing the two situations, the inconsistency and unfairness are obvious. Besides being a problem for Mary, this is a problem for the City of Victoria. Citizens volunteering for Neighbourhood Associations in different parts of the City have different insurance coverage for identical activities and risks.

Solution

The solution to this problem is simple, the 6 NAs without centres need to carry Group Accident Insurance to cover their volunteers. To that end the 6 NAs, with assistance from FGCA, have obtained a quote for this coverage. The broker has outlined two options: a shared policy similar to the shared General Liability policy or individual policies for each NA. The following table outlines the quote:

Neighbourhood Association	Group Option	Individual Option
South Jubilee	\$ 1,000.00	\$ 1,050.00
North Jubilee	\$ 1,000.00	\$ 1,050.00
North Park	\$ 1,000.00	\$ 1,050.00
Downtown Harris Green	\$ 1,000.00	\$ 1,050.00
James Bay	\$ 1,050.00	\$ 1,985.00
Rockland	\$ 1,000.00	\$ 1,050.00
TOTAL	\$ 6,050.00	\$ 7,235.00

The 6 NAs have small operating budgets that are inadequate to pay the premiums under either option outlined above. This situation has been acknowledged for many years by the City as it has paid the full cost of both Directors & Officers Insurance as well as General Liability Insurance.

VCAN is requesting that the City of Victoria establish a shared Group Accident Insurance Policy for the six NAs without Centres based on the quote outlined above.