



## REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, March 12, 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 meeting held February 27, 2020
- C.2 - Minutes from the special meeting held February 24, 2020
- F.1 - 2020 Micro Grant Applications
- F.3 - Climate Action Reserve Fund Draw - Corporate Building Energy and GHG Savings
- F.4 - Appointment Bylaw Officer
- F.5 - Proclamation - Purple Day
- F.6 - Proclamation - World Down Syndrome Day
- F.7 - Proclamation - Parkinson's Awareness Month

**C. READING OF MINUTES**

C.1 Minutes from the meeting held February 27, 2020 1

C.2 Minutes from the special meeting held February 4, 2020 14

**D. UNFINISHED BUSINESS**

D.1 Letter from the Minister of Public Safety and Solicitor General 15

*Referred from the February 27, 2020 Council meeting.*

*A letter of response dated February 11, 2020, regarding the City's concerns over the costs associated with policing the core area of the Capital Regional District.*

**E. LAND USE MATTERS**

**F. STAFF REPORTS**

<b>F.1</b>	<b><u>2020 Micro Grant Applications</u></b>	<b>17</b>
	<i>A report regarding the applications received for the 2020 Micro Grant program intake.</i>	
<b>*F.2</b>	<b><u>Office of Equity, Diversity and Inclusion</u></b>	<b>44</b>
	<b><i>Addendum: Presentation</i></b>	
	<i>A report regarding the functions of positions approved through the 2020 Financial Plan to support the design and implementation of equity related policies, plans, programs and services for the City of Victoria.</i>	
<b>*F.3</b>	<b><u>Climate Action Reserve Fund Draw - Corporate Building Energy and GHG Savings</u></b>	<b>56</b>
	<b><i>Addendum: Presentation</i></b>	
	<i>A report regarding the proposed implementation of priority greenhouse gas reductions and energy improvements into existing 2020 Facilities Capital Projects.</i>	
<b>F.4</b>	<b><u>Appointment Bylaw Officer</u></b>	<b>64</b>
	<i>A report regarding the proposed appointment of Grant Love to the role of Bylaw Officer.</i>	
<b>F.5</b>	<b><u>Proclamation - Purple Day</u></b>	<b>65</b>
	<i>A report regarding the proclamation for Purple Day, March 26, 2020.</i>	
<b>F.6</b>	<b><u>Proclamation - World Down Syndrome Day</u></b>	<b>68</b>
	<i>A report regarding the proclamation for World Down Syndrome Day, March 21, 2020.</i>	
<b>*F.7</b>	<b><u>Proclamation - Parkinson's Awareness Month</u></b>	<b>71</b>
	<b><i>Addendum: New Item</i></b>	
	<i>A report regarding the proclamation for Parkinson's Awareness Month, April 2020.</i>	

**G. NOTICE OF MOTIONS**

**H. NEW BUSINESS**

<b>H.1</b>	<b><u>Council Member Motion - Endorsement of Universal Public National Pharmacare Program</u></b>	<b>74</b>
	<i>A Council Member Motion regarding the proposed resolution from the City of</i>	

*Port Moody calling on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program.*

**H.2      Council Member Motion - Extended Hours for Our Place      75**

*A Council Member Motion regarding the proposed contribution to extend the hours of operation for Our Place.*

**\*H.3      Council Member Motion - Terms of Reference for Welcoming Cities Task Force      76**

***Addendum: Updated Council Member Motion***

*A Council Member Motion regarding the proposed Terms of Reference for the Welcoming Cities Task Force.*

**\*H.4      Council Member Motion - Response to COVID-19 in Victoria, BC      79**

***Addendum - New Item***

*A Council Member Motion regarding the proposed resolution in response to COVID-19 in Victoria, BC.*

**I.      ADJOURNMENT OF COMMITTEE OF THE WHOLE**



## MINUTES - COMMITTEE OF THE WHOLE

February 27, 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, T. Soullière - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, K. Hoese - Director of Sustainable Planning and Community Development, F. Work - Director of Engineering & Public Works, A. Meyer - Assistant Director of Development Services, J. Paul - Assistant Director of Engineering, A. Hudson - Assistant Director of Community Planning, C. Havelka - Deputy City Clerk, K. Hennessey - Manager Supply Management, L. Hamilton - Buyer, J. Handy - Senior Planner, A. Johnston - Planner, L. Taylor - Senior Planner, M. Angrove - Planner, M. Sandhu - Head of Service Innovation & Improvement, R. Batallas - Senior Planner, H. Carrie-Mattimoe - Planning Technician, P. Angelblazer - Committee Secretary

**GUESTS:** K. Fairholm-Mader - Co-Founding Director - Scale Collaborative  
C. Culham - Senior Manager - Capital Region Housing Corporation

### **A. APPROVAL OF AGENDA**

**Moved By** Councillor Alto  
**Seconded By** Councillor Loveday

That the agenda be approved.

#### **Amendment:**

**Moved By** Mayor Helps  
**Seconded By** Councillor Loveday

That the consent agenda be amended to include:

#### **G.1 – Emergency Support Services Modernization**



**CARRIED UNANIMOUSLY**

**On the main motion as amended:**

**CARRIED UNANIMOUSLY**

**B. CONSENT AGENDA**

**Moved By** Councillor Alto

**Seconded By** Councillor Loveday

That the following items be approved without further debate

**CARRIED UNANIMOUSLY**

**F.1 1913 & 1915 Fernwood Road: Rezoning Application No. 00626 and Development Permit with Variance Application No. 00073 (Fernwood)**

**Moved By** Councillor Alto

**Seconded By** Councillor Loveday

**Rezoning Application No. 00626 for 1913 and 1915 Fernwood Road**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw amendment that would authorize the proposed development outlined in Rezoning Application No. 00626 for 1913 and 1915 Fernwood 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:

- a. Preparation and execution of the appropriate legal agreements in order to secure the following:
  - i. That future strata corporations could not pass bylaws that would prohibit or restrict the rental of units to non-owners, to the satisfaction of the Director of Sustainable Planning and Community Development; and
  - ii. A Statutory Right-of-Way of 1.40m on Fernwood Road, to the satisfaction of the Director of Engineering and Public Works.

**Development Permit with Variances Application No. 00073 for 1913 and 1915 Fernwood Road**

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. 00626, if it is approved, consider the following motion:

“That Council authorize the issuance of Development Permit with Variances Application No. 00073 for 1913 and 1915 Fernwood Road, in accordance with:”

1. Plans date stamped October 31, 2019.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:

- i. reduce the required number of parking spaces from 5 to 4;
  - ii. reduce the continuous landscaping screen between a surface vehicle parking area and an adjacent lot primarily for residential uses from 1 m to 0.60m;
  - iii. reduce the side yard setback for an accessory building from 0.60m to 0.17m.
3. The Development Permit lapsing two years from the date of this resolution.

**CARRIED UNANIMOUSLY**

**G.1 Emergency Support Services Modernization**

**Moved By** Councillor Alto

**Seconded By** Councillor Loveday

That Council authorize and direct staff to apply for a grant worth up to \$25,000 through the Community Emergency Preparedness Fund for Emergency Support Services (ESS) modernization through equipment and training.

**CARRIED UNANIMOUSLY**

**G.2 Proclamation - Tibet Day**

**Moved By** Councillor Alto

**Seconded By** Councillor Loveday

That the *Tibet Day* Proclamation be forwarded to the February 27, 2020 Council meeting for Council's consideration.

**CARRIED UNANIMOUSLY**

**G.3 Proclamation - International Women's Day and Week**

**Moved By** Councillor Alto

**Seconded By** Councillor Loveday

That the *International Women's Day and Week* Proclamation be forwarded to the February 27, 2020 Council meeting for Council's consideration.

**CARRIED UNANIMOUSLY**

**D. Presentations**

**D.1 Coastal Communities Social Procurement Initiative Update and Proposed Purchasing Policy Amendments**

Council received a report dated February 4, 2020 from the Deputy City Manager/Chief Financial Officer providing background on social procurement, progress to-date, and seeking Council's direction on proposed amendments to the City's Purchasing Policy.

*Committee discussed the following:*

- *Social procurement criteria.*
- *Free trade agreement restrictions on social procurement initiatives.*
- *Bid evaluation process and examples.*
- *Generating local impacts as a result of procurement.*
- *Construction industry involvement.*

**Moved By** Mayor Helps

**Seconded By** Councillor Alto

That Council direct staff to amend the City's Purchasing Policy by expanding the Community Benefit section to include the following foundational factors and priorities for social procurement based on the Council endorsed values, principles and considerations for the equity lens:

1. Objective: Removing barriers
2. Guiding principles for policy application:
  - a. Practical
  - b. Achievable
  - c. Transparent
  - d. Measurable
3. Evaluation criteria considerations as outlined in Appendix A: Descriptive rather than prescriptive using an intersectional approach

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. LAND USE MATTERS**

### **F.2 1015 Cook Street: Rezoning Application No. 00670 and Development Permit with Variance Application No. 00131 (Fairfield)**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis, and recommendations for applications to increase allowable density on site, allow for multi-unit residential uses subject to rental tenure in perpetuity, and to construct a five-storey building with multiple dwellings including live/work units.

*Committee discussed the following:*

- *Rental housing guarantee with the application*
- *Possible concerns with height and shadowing*

- *On-site car-share parking details*
- *Floor to ceiling height of the proposal and adjacent buildings*
- *Unit size and type*

*Committee recessed at 10:34 a.m. and reconvened at 10:40 a.m.*

**Moved By** Councillor Loveday  
**Seconded By** Councillor Alto

#### **Rezoning Application No. 00670 for 1015 Cook Street**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00670 for 1015 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:

1. An executed legal agreement, with terms and in a form to the satisfaction of the Director of Engineering and Public Works and the City Solicitor, to secure Transportation Demand Management measures that include:
  - i. provision of three car share vehicles (different sizes);
  - ii. three dedicated on-site car share parking space with access to electric vehicle charging;
  - iii. one car share membership for each dwelling unit with an initial \$100 credit;
  - iv. two long term bike parking spaces in addition to what is required by the Zoning Regulation Bylaw; and
  - v. an at-grade bike parking room that includes a bike repair station, bike wash area, parking for oversized bikes and electric charging capabilities in addition to what is required by the Zoning Regulation Bylaw.
2. An executed legal agreement in a form to the satisfaction of the City Solicitor, to secure all of the dwelling units as rental in perpetuity.

#### **Development Permit with Variance Application No. 00131 for 1015 Cook Street**

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00679, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variance Application No. 00131 for 1015 Cook Street, in accordance with:

1. Plans date stamped December 18, 2019.

2. Revisions to the landscape plan to identify the existing pear tree as "to be retained".
3. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
  - i. reduce the parking from 16 stalls to three stalls and the visitor parking from three stalls to one stall.
4. The Development Permit lapsing two 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.3 11 Chown Place: Development Permit with Variance Application No. 00132 (Burnside-Gorge)**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis and recommendations for an application to construct a four-storey, multi-unit residential building consisting of approximately 58 affordable rental dwelling units.

*Committee discussed the following:*

- *Preference for a master development plan for the area.*
- *North-south and east-west connection possibilities.*

**Moved By** Councillor Isitt

**Seconded By** Councillor Loveday

That, subject to the preparation and execution of a legal agreement to ensure the dwelling units remain rental in perpetuity, to the satisfaction of the Director of Sustainable Planning and Community Development, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Permit with Variance Application No. 00132 for 11 Chown Place, in accordance with:

1. Plans date stamped December 20, 2019.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
  - i. increase the building height from 11 m to 12.57m;
  - ii. increase the number of storeys from 2 to 4;

- iii. reduce the horizontal distance between existing Building J and the proposed multi-unit residential building from 12.19m to 9.66m;
  - iv. reduce the horizontal distance between existing Building K and the proposed multi-unit residential building from 12.19m to 8.64m;
  - v. reduce the horizontal distance between existing Building L and the proposed multi-unit residential building from 12.19m to 10.34m;
  - vi. reduce the horizontal distance between the proposed multi-unit residential building and proposed cistern from 12.19m to 0.69m;
  - vii. reduce the horizontal distance between the west side of the proposed multi-unit residential building and surface parking spaces from 6m to 2.40m;
  - viii. reduce the horizontal distance between the east side of the proposed multi-unit residential building and surface parking spaces from 6m to 3.29m;
  - ix. reduce the horizontal distance between the north side of the proposed multi-unit residential building and surface parking spaces from 6m to 3.14m.
3. Discharge existing Section 219 Covenant (Registration No. L3326) from title, to the satisfaction of the Director of Sustainable Planning and Community Development.
  4. The Development Permit lapsing two years from the date of this resolution."

**CARRIED UNANIMOUSLY**

*Councillor Isitt recused himself due to a pecuniary conflict of interest with the following two items, as his father lives in nearby strata building.*

*Councillor Potts recused herself due to a pecuniary conflict of interest with the following two items, as she lives close to the proposed development.*

**F.4 330-336 Michigan Street: Development Permit with Variance Application No. 00122 (James Bay)**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis, and recommendations for an application to demolish three existing three-storey multi-unit residential buildings and construct two new four-storey multi-unit residential buildings while retaining the existing heritage-designated building.

*Committee discussed the following:*

- *Appreciation for the work done to bring the application forward*
- *Tenant relocation impacts*
- *Updated unit composition and affordability levels*

**Moved By** Councillor Alto  
**Seconded By** Councillor Thornton-Joe

That, subject to the preparation and registration of legal agreements to secure the building as rental in perpetuity, to the satisfaction of the Director of Sustainable Planning and Community Development, and subject to securing a Statutory Right-of-Way of 2.44m off Superior Street to the satisfaction of the Director of Engineering, and subject to the applicant working with staff to explore design modifications to reduce the number of trees impacted by proposed landscaping changes and submitting updated and revised plans addressing inconsistencies between the Arborist Report and submitted plans to the satisfaction of the Director of Parks, Recreation and Facilities, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Permit with Variance Application No. 00122 for 330-336 Michigan Street, in accordance with

1. Plans date stamped January 21, 2020.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
  - i. increase the site coverage from 40% to 43.5%
  - ii. reduce the open site space from 60% to 55.5%
  - iii. reduce the setback from the street boundary (Michigan Street) from 10.5m to 5.5m
  - iv. reduce the rear yard setback from 7.38m to 5.78m
  - v. reduce the east side yard setback from 7.38m to 6.0m
  - vi. reduce the west side yard setback from 7.38m to 6.39m to the building face and 5.82m to the balcony.
3. Registration on the property's title of a Statutory Right-of-Way of 2.44m off Superior Street, to the satisfaction of the Director of Engineering.
4. The Development Permit lapsing two years from the date of this resolution."

**CARRIED UNANIMOUSLY**

**F.5 Revised Victoria Housing Reserve Fund Grant Application for 330-336 Michigan Street (Michigan Square) (James Bay)**

Committee received a report dated January 23, 2020 from the Director of Sustainable Planning and Community Development presenting Council with updated recommendations related to a previously approved Victoria Housing Reserve Fund grant application for a below-market housing project at 330-336 Michigan Street, proposed by the Capital Region Housing Corporation.

*Committee discussed the following:*

- *New overall affordability scheme for the development*
- *Rationale for the current offering of units*
- *Preference for mixed-income in an affordable housing development*
- *Future applications to the Victoria Housing Reserve Fund*

**Moved By** Councillor Alto

**Seconded By** Councillor Dubow

That the applicant be given an opportunity to respond to questions.

**CARRIED UNANIMOUSLY**

*On behalf of the Capital Region Housing Corporation, C. Culham, Senior Manager, answered questions from Council on changes to the application and the process for determining affordability and unit composition.*

**Moved By** Councillor Alto

**Seconded By** Mayor Helps

That Council:

1. Reduce the grant, approved on March 21, 2019, from the Victoria Housing Reserve Fund to the Capital Region Housing Corporation for the Michigan Square project located at 330-336 Michigan Street from \$1,395,000 to \$990,000 to reflect changes to the project, specifically reduction in number and composition of eligible units.
2. Confirm that all other terms and conditions of the grant approval continue to apply in accordance with the March 21, 2019 approval, except for the number and composition of proposed units.

**Amendment:**

**Moved By** Councillor Loveday

**Seconded By** Councillor Dubow

3. **Direct staff to discuss with the CRHC options to adjust the unit mix to include more affordable 3 bedroom units.**

**CARRIED UNANIMOUSLY**

**Amendment:**

**Moved By** Councillor Loveday

**Seconded By** Councillor Dubow

4. **And explore options to reduce rents specifically for 3 bedroom units if the previous approved grant funding was offered.**

**CARRIED UNANIMOUSLY**



**On the main motion as amended:**

That Council:

1. Reduce the grant, approved on March 21, 2019, from the Victoria Housing Reserve Fund to the Capital Region Housing Corporation for the Michigan Square project located at 330-336 Michigan Street from \$1,395,000 to \$990,000 to reflect changes to the project, specifically reduction in number and composition of eligible units.
2. Confirm that all other terms and conditions of the grant approval continue to apply in accordance with the March 21, 2019 approval, except for the number and composition of proposed units.
3. Direct staff to discuss with the CRHC options to adjust the unit mix to include more affordable 3 bedroom units.
4. And explore options to reduce rents specifically for 3 bedroom units if the previous approved grant funding was offered.

**CARRIED UNANIMOUSLY**

*Councillor Isitt returned to the meeting at 11:59 a.m.*

*Councillor Potts returned to the meeting at 11:59 a.m.*

**F.6 359, 363, & 369 Tyee Road: Development Permit Application No. 00550 (Victoria West)**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis, and recommendations for an application to, as a part of the Dockside Green development, construct three residential towers fronting Tyee Road increasing in height from north to south from 13 storeys to 16 storeys.

*Committee recessed at 12:10 a.m., reconvened at 12:16 a.m.*

*Committee discussed the following:*

- *High-quality nature of the application.*
- *Height of the buildings.*

**Moved By** Councillor Thornton-Joe  
**Seconded By** Mayor Helps

That Council authorize the issuance of Development Permit Application No. 000550 for 359-369 Tyee Road, in accordance with:

1. Plans date stamped January 29, 2020.
2. Development meeting all Zoning Regulation Bylaw requirements.
3. The terms of the Master Development Agreement registered on title to the property, including:
  - i. Registration of Section 219 Covenant on the on the property's title requiring that noise reduction measures are incorporated into the design of the buildings and that the owner, or future owners, are prohibited from removing any noise reduction building components; and
  - ii. Registration of an easement over the proposed interim condition areas to ensure that the owner of the adjacent property has the legal right and authority to enter the land to complete any unfinished public amenities.
4. Preparation and execution of the appropriate legal agreements, in a form to the satisfaction of staff, in order to secure the following:
  - i. That future strata corporations cannot pass bylaws that would prohibit or restrict the rental of units to non-owners; and
  - ii. That all of the dwelling units in the proposed rental tower will be rental tenure only for a period of not less than 25 years.
5. The Development Permit lapsing two years from the date of this resolution.

**CARRIED UNANIMOUSLY**

#### **F.7 Heritage Tax Incentive Program Overview and Update**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development providing Council with an overview of the City's Tax Incentive Program in advance of considering a tax exemption for 2615-2629 Douglas Street, which is the first heritage tax exemption proposed following the 2018 municipal election. The report responds to an action in the Strategic Plan 2019-2022 requesting a review of the Heritage Tax Exemption program.

*Committee discussed the following:*

- *Past examples of success with the program.*
- *Program goals in terms of full building conservation*
- *Possible inclusion of affordability as a factor for consideration of Heritage Tax Incentive Program applications*

**Moved By** Councillor Thornton-Joe  
**Seconded By** Councillor Alto

That Council receive this report for information.

**CARRIED UNANIMOUSLY**

**Motion arising:**

**Moved By** Councillor Isitt

**Seconded By** Councillor Young

That Council direct staff to provide the BC Assessment Authority with information on properties in the City that meet the following criteria as of February 27, 2020:

1. Eligible for a heritage tax exemption for residential purposes
2. in receipt of a "whole unit" / commercial short-term rental business license.

**Amendment:**

**Moved By** Councillor Young

**Seconded By** Councillor Isitt

That Council direct staff to provide the BC Assessment Authority with information on properties in the City that meet the following criteria as of February 27, 2020:

1. Eligible for a heritage tax exemption for residential purposes; **and**
2. in receipt of a "whole unit" / commercial short-term rental business license.

**CARRIED UNANIMOUSLY**

**On the motion arising as amended:**

**CARRIED UNANIMOUSLY**

**F.8 2615-2629 Douglas Street : Heritage Designation Application No. 00187 (Burnside-Gorge)**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis and recommendations regarding an application to designate the 1971 exterior of the Victoria Press Building as a Municipal Heritage Site.

**Moved By** Councillor Thornton-Joe

**Seconded By** Councillor Loveday

That Council approve the designation of the property located at 2615-2629 Douglas Street, specifically the original 1971 exterior of the historic building described in the attached Statement of Significance, in accordance with plans dated February 13, 2020, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.

**CARRIED UNANIMOUSLY**

**F.9 2615-2629 Douglas Street: Tax Incentive Program Application (Burnside-Gorge)**

Committee received a report dated February 13, 2020 from the Director of Sustainable Planning and Community Development presenting Council with information, analysis and recommendations regarding an application for a ten-year tax exemption under the City's Tax Incentive Program to assist in the seismic upgrading of the property known as the Victoria Press Building.

*Committee discussed the following:*

- *Value of also recognizing modern buildings as a part of Victoria's heritage.*
- *The Times Colonist sign at the front.*
- *Future development in the rear parking lot.*

**Moved By** Councillor Thornton-Joe

**Seconded By** Councillor Alto

That Council instruct the City Solicitor to prepare a Tax Exemption Bylaw for 2615-2629 Douglas Street for land and improvements located within 66.1 metres of the front property line for 10 years, pursuant to Section 225 of the Community Charter, with the following conditions:

1. That the heritage designation of the property be completed.
2. That a covenant identifying the tax exemption be registered on the title of the property and any possible future strata titles.
3. That the final costs of seismic upgrading be verified by the Victoria Civic Heritage Trust.

**CARRIED UNANIMOUSLY**

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

**Moved By** Councillor Alto

**Seconded By** Councillor Potts

That the Committee of the Whole Meeting be adjourned at 1:44 p.m.

**CARRIED UNANIMOUSLY**

---

CITY CLERK

---

MAYOR



**MINUTES - SPECIAL COMMITTEE OF THE WHOLE  
Council Town Hall: Seniors Task Force**

**February 4, 2020 3:00 P.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 Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, Councillor Young

**STAFF PRESENT:** J. Jenkyns - City Manager, C. Coates - City Clerk, B. Eisenhauer - Head of Engagement, C. Mycroft – Manager Executive Operations, M. Harris – Strategic Planning and Communications Advisor.

**A. CALL TO ORDER**

Mayor Helps called to order the Special Committee of the Whole meeting.

**B. NEW BUSINESS**

**B.1 Seniors Action Plan**

Councillor Isitt and Councillor Young delivered an overview with regards to the context of work the Seniors Task Force has undertaken to promote healthy seniors and positive aging.

Mayor Helps welcomed speakers to the podium as an opportunity to share their thoughts on the draft recommendations for the Seniors Action Plan. Six speakers expressed their comments.

Committee expressed their appreciation to those who spoke and to those who have participated through Seniors Task Force.

**C. CLOSE OF TOWN HALL MEETING**

Mayor Helps closed the Town Hall meeting at 4:02 p.m.

---

CITY CLERK

---

MAYOR



February 11, 2020

Her Worship Lisa Helps  
Mayor of the City of Victoria  
1 Centennial Square  
Victoria BC V8W 1P6  
Email: [mayor@victoria.ca](mailto:mayor@victoria.ca)

Dear Mayor Helps:

Thank you for your letter dated December 18, 2019, containing your concern over the costs associated with policing the core area of the Capital Region District (CRD). As Minister of Public Safety and Solicitor General, I am pleased to respond.

At the outset of this letter, I wish to advise you that under the *BC Police Act* (the Act), it is my responsibility as Minister to ensure that an adequate and effective level of policing and law enforcement is maintained throughout British Columbia. My ministry is responsible for setting the objectives, priorities and goals of police services in BC. Day-to-day deployment of police services falls to the RCMP or the jurisdiction's municipal police force.

Your letter requests the government of BC to assist in introducing a funding framework for regional policing and cites consolidation of command and coordination of resourcing and equipment as means to fiscal and operational efficiencies with corresponding benefits to public safety.

Modern day policing issues are cross-jurisdictional in nature and require coordinated policing and law enforcement service delivery that is fiscally and operationally efficient and responsive to local needs. As such, my ministry continues to be committed to working with local governments and police agencies on furthering police service consolidation and integration throughout the province.

You may know that the funding of policing in Canada is a shared responsibility between federal, provincial/territorial, and municipal governments. The provincial government provides policing and law enforcement to CRD municipalities and unincorporated areas under 5,000 population as per Section 3.1 of the Act. As Co-Chair of the Victoria and Esquimalt Police Board you well know that, under Sections 3.2 and 15.1 of the Act, municipalities with population exceeding 5,000 are wholly responsible for their police and law enforcement services. Further, Section 18.1 states that the councils of two or more municipalities may enter into an agreement providing for the amalgamation of their municipal police departments subject to my overall responsibility to ensure adequate and effective policing and public safety in BC.

.../2

In accordance with these municipal and provincial responsibilities and further to our previous correspondence, I am writing to reiterate that any change to policing in BC is a decision for the municipalities involved and their elected officials, subject to my approval as the Minister. As such, I welcome the opportunity to consider any proposals presented jointly by the municipalities involved.

As it pertains to consolidation of command and coordination of police services in the CRD, ministry resources were committed to support collaboration and consultation between the municipalities and police agencies and devise a governance structure for the integrated policing teams that serve the region. Where practical and appropriate, and consistent with responsibilities within the Act, the Director of Police Services will continue to support this effort and I look forward to the opportunity to contemplate its result.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth", with a stylized flourish at the end.

Mike Farnworth  
Minister of Public Safety  
and Solicitor General



# Committee of the Whole Report

## For the Meeting of March 12, 2020



## **APPENDIX A**



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: Fairfield Gonzales Community Association Telephone: 250-382-4604  
Mailing Address: 1330 Fairfield Rd. Email: vmcdonell@fairfieldcommunity.ca

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: Vanya McDonell Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: 128210259

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Fairfield Food Forest Understory  
Project or program location: Robert J. Porter Park

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

Established in 2013 by the Fairfield Gonzales Community Association's Community Garden Committee. The Food Forest is a permaculture garden with many edible plants, trees, and native species. This application is to undertake additional plantings of 'understory', including annual and perennial species, which will increase the food growing capacity of the garden.  
By increasing food growing opportunities on public land, we hope to increase community members, park users, and school children's awareness and utilization of the Food Forest. This project supports the enhancement and stewardship of food system in Victoria and enhances the partnership between the City of Victoria, Community Association, and local residents working together to enhance the Fairfield Food Forest.

How many people will benefit from the project or program? 2000 Percentage of Greater Victoria Residents? 2.5%

What target audience will benefit? Park users, community members, Moss St Market-goers, SJD schoolchildren, FGCA clients



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E grants@victoria.ca

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1000 Amount Requested \$ 500  
How much is the organization contributing? \$ 500

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: April 2020 Expected Completion Date: September 2020

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours: 90  
Can the project or program occur without volunteer support? ☐ Yes ☒ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

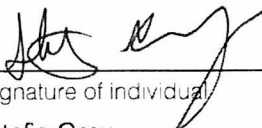
All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?


- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Website                                   | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media                              | <input type="checkbox"/> Newsletter               |
| <input type="checkbox"/> Sponsor plaque                                       | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>Announcement at work parties</u> |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

  
\_\_\_\_\_  
Signature of individual  
**Stefie Gray**

\_\_\_\_\_  
Name  
  
\_\_\_\_\_  
Signature of authorized officer of support organization  
**Vanya McDonell**

\_\_\_\_\_  
Name

**Program Support Coordinator**  
\_\_\_\_\_  
Relationship to support organization (if applicable)  
**January 29, 2020**

\_\_\_\_\_  
Date  
**Co-Executive Director**

\_\_\_\_\_  
Position  
**January 29, 2020**

\_\_\_\_\_  
Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: Mila Czernys Telephone: 250-381-1552 x117  
Mailing Address: 1240 Gladstone Avenue, Victoria BC V8T 1G6 Email: mila@fernwoodnrg.ca

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Fernwood Neighbourhood Resource Group Society  
Mailing Address: 1240 Gladstone Avenue, Victoria BC V8T 1G6  
Contact Person: Chantille Viaud Email: chantille@fernwoodnrg.ca Telephone: 250-381-1552 x103  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: 107380982RR0001

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Trellis install and tool shed painting  
Project or program location: Fernwood Community Centre Kitchen Garden

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

We are applying for this micro grant to complete two projects: berry trellis install and mural painting on our tool shed.

Money from this grant will be used to purchase wood, parts, and paint and artists honorarium for these projects.

We need to install berry trellises in the Fernwood Community Centre Kitchen Garden to support our raspberry and tayberry patches. These plants need trellises to grow and flourish. By building trellises to support them, the raspberries and tayberries will produce more fruit for the community to enjoy and maintain the aesthetics of the site.

We would like to paint our tool shed to with a mural. We will be working with local artist Beth Threlfall to design and paint the shed with a colourful, vibrant design. This project nurtures arts in our neighbourhood and contributes to the health and well-being of our community.

Both these projects align with and support the enhancement and steward of public spaces, green spaces, and food systems. They maintain our Kitchen Garden to look more beautiful and orderly and facilitate community wellness.

How many people will benefit from the project or program? 10,000 Percentage of Greater Victoria Residents? ~12%

What target audience will benefit? The residents of Fernwood including, children, youth, families and seniors at our centre



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1,100 Amount Requested \$ 500  
How much is the organization contributing? \$ 600

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: February 2020 Expected Completion Date: June 2020

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours: 10  
Can the project or program occur without volunteer support? ☒ Yes ☐ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

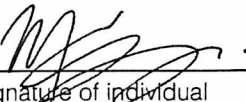
All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Newsletter               |
| <input type="checkbox"/> Sponsor plaque          | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____             |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

  
\_\_\_\_\_  
Signature of individual  
Mila Czemerys

Name A. Cui  
\_\_\_\_\_  
Signature of authorized officer of support organization  
Chantille Viaud

Name \_\_\_\_\_

Fernwood NRG Communications Coordinator  
\_\_\_\_\_  
Relationship to support organization (if applicable)

January 28, 2020  
\_\_\_\_\_  
Date

Executive Director Fernwood NRG  
\_\_\_\_\_

Position \_\_\_\_\_  
January 29, 2020  
\_\_\_\_\_  
Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E grants@victoria.ca  
victoria.ca

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to grants@victoria.ca

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: James Bay Neighbourhood Association Telephone: 250-360-0300

Mailing Address: c/o #214-225 Menzies Street, Victoria BC V8V 2G6 Email: marg.jbna@telus.net

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: as above

Mailing Address: as above

Contact Person: Marg Gardiner Email: marg.jbna@telus.net Telephone: 250-360-0300

Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: 5-003-1280

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Supplies for neighbourhood garden projects

Project or program location: Various locations in James Bay

Which guidelines does this project or program fall under? ☒ Boulevard Gardening Guidelines ☐ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

### Purpose of the Grant/Description of the Project/Why the Grant is Needed:

The main purpose of the grant is to provide the supplies necessary to allow the JBNA to maintain and expand the scope of its neighbourhood gardening activities.

The neighbourhood gardening volunteers began in 2016, with a group working collaboratively to restore a herb bed on Michigan Street. This group now also gardens two nearby patches of boulevard and is planning to create an additional small garden in 2020. A neighbourhood seed exchange box will be installed in this garden early in 2020. Meanwhile two new groups have started on projects in other parts of James Bay, and we anticipate that at least one other garden will begin construction in 2020.

James Bay has a high proportion of residents who live in apartments and condos with no access to land and our allotment gardens have long wait lists. These projects provide social gardening opportunities for those who do not have access to land, as well as beautifying the neighbourhood, providing food for residents, and providing ecological benefits.

The funds will go towards such needs as: supplies to maintain the seed box, seeds and plants for new garden areas plus replacements and additions to existing gardens, soil amendments for existing and new gardens, replacements and additions to our tool stock, and purchase of a city-grade locked cigarette disposal unit for the garden at Michigan and Menzies, in order to reduce the number of cigarette butts being deposited in food-growing soil.

### How the proposed grant furthers city goals and objectives:

This project will:



How many people will benefit from the project or program? all JB resident Percentage of Greater Victoria Residents? 3 (CRD) %

What target audience will benefit? All James Bay residents, workers, and visitors (15% of Greater Vic res + vis)



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E grants@victoria.ca

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1200.00 Amount Requested \$ 500.00  
How much is the organization contributing? \$ 700.00

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: May 1, 2020 Expected Completion Date: Dec 30, 2020

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours: 250  
Can the project or program occur without volunteer support? ☐ Yes ☒ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website  | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media                                       | <input checked="" type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Sponsor plaque  | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>Monthly column in JB Beacon newspaper</u> |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Kathryn Pankowski

Signature of individual

Kathryn Pankowski

Name

[Signature]

Signature of authorized officer of support organization

Marg Gardiner

Name

Community Garden Volunteer Coordinator (contractor)

Relationship to support organization (if applicable)

January 30, 2020

Date

President

Position

January 30, 2020

Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: James Bay New Horizons - Pollinator Garden Telephone: 250-386-3035  
Mailing Address: 234 Menzies St. Victoria B.C. Email: accountant.jbnh@shawbiz.ca

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: Sue Ann Gentry Email: sueanngentry@gmail.com Telephone: 250-595-4806  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: 11897-2728  
RR0001

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Pollinator Garden  
Project or program location: 234 Menzies - Irving Park

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

The Pollinator Garden continues its work to provide a demonstration garden that showcase plants and environments that support both local pollinators and a honey bee apiary. Our plants and trees are tended to using organic practices and we encourage diverse plantings to support pollinators through out the year.

Our focus is to use the garden as an opportunity to engage with the public and have the conversations that help build community and work together to support all of the green spaces no matter how little or large. We have onsite composting which we hope to expand in the coming years.

How many people will benefit from the project or program? 1,500 Percentage of Greater Victoria Residents? 100 %

What target audience will benefit? Anyone that lives or walks through James Bay as we are on a main thorough fare.





Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program Total Cost \$ 2,500.00 Amount Requested \$ 500  
How much is the organization contributing? \$ 2,000

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: January 1, 2020 Expected Completion Date: December 31, 2020

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours: 600  
Can the project or program occur without volunteer support? ☐ Yes ☒ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Newsletter               |
| <input type="checkbox"/> Sponsor plaque          | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____             |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual  
Sue Ann Gentry

Name

Kim Dixon

Signature of authorized officer of support organization  
Kim Dixon

Name

Bookkeeper & Volunteer Gardener

Relationship to support organization (if applicable)  
January 15, 2020

Date

Executive Director

Position

January 15, 2020

Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: North Park Neighbourhood Association Telephone: 613-888-2106  
Mailing Address: Box 661, 185-911 Yates Street, Victoria, BC V8Y 4Y9 Email: coordinator@npna.ca

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: North Park Neighbourhood Association  
Mailing Address: Box 661, 185-911 Yates Street, Victoria, BC V8Y 4Y9  
Contact Person: Sarah Murray Email: coordinator@npna.ca Telephone: 613-888-2106  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: S0035907

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Franklin Green Community Garden - Work Parties  
Project or program location: Franklin Green Park

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

The funds from the Micro Grant will be used towards purchasing program supplies for the seasonal workshops, garden tours, and/or work parties held at the Franklin Green Park Community Garden. The workshops and work parties will be organized by the Volunteer Coordinator with the support of the NPNA Board. These funds will help provide honourarium to Indigenous experts, and to purchase food and activity supplies to ensure that all of the garden events remain free and accessible to all City of Victoria residents. We will have bus tickets available to offer guests of the garden events.

This grant is needed to ensure that all of the garden workshops, tours, and work parties are able to be inclusive, fun, community building attractions. We will use the micro grant to support locally owned and operated businesses where possible.

How many people will benefit from the project or program? 3000 Percentage of Greater Victoria Residents? 1%

What target audience will benefit? residents and visitors of North Park, downtown office workers, families, youth, seniors



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E grants@victoria.ca

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1000 Amount Requested \$ 500  
How much is the organization contributing? \$ 500

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: May 2020 Expected Completion Date: April 2021

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours: 110  
Can the project or program occur without volunteer support? ☒ Yes ☐ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

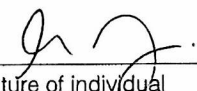
All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media | <input checked="" type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Sponsor plaque          | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____             |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

  
Signature of individual  
Sarah Murray

Name  
  
Signature of authorized officer of support organization  
Allison Ashcroft

Name

Community Coordinator  
Relationship to support organization (if applicable)  
January 22, 2020

Date  
Board Member

Position  
January 22, 2020

Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: North Jubilee Neighbourhood Association

Telephone: X

Mailing Address: 1792 Kings Road, Victoria, BC V8R 2P1

Email: njnacommunity@gmail.com

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: North Jubilee Neighbourhood Association

Mailing Address: 1792 Kings Road, Victoria, BC V8R 2P1

Contact Person: Janis Van de Geer

Email: janney.claire.alexi@gmail.com>

Telephone: 250-508-2182

Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: S-0031585

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: North Jubilee Spirit Pollinator Garden

Project or program location: Spirit Garden – Licensed Community Garden with the City of Victoria

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

The Spirit Pollinator Garden will be a project focused on pocket plantings of diverse native plant species throughout the Spirit Garden to support pollinators that are native to our Eastern Vancouver Island Eco-region. Eastern Vancouver Island has a large diversity of native bees but they are threatened by habitat loss, pesticide use, invasive plants, climate change and disease. Native pollinators require native plants species to survive and thrive. This project will use the funding to purchase native plants, grasses and ferns (for bees to nest under) that have successful bloom times over the entire growing season – some native plants include ocean spray, black twinberry, hardhack, gumweed and camas. Funding will also be used to support signage for these plantings, as to educate the public who use the Spirit Garden. This project aligns with the stewarding of public green spaces and food systems, as native plantings are necessary for the insect pollinators that support and help create 1/3 of the food we eat. Plant selection for year round blooms will enhance it as a public amenity and signage will help educate the wider public of the benefits of native plants and supporting pollinators.

How many people will benefit from the project or program? 500 Percentage of Greater Victoria Residents? 1%

What target audience will benefit? neighbourhood residents, gardeners, users of Spirit Gardens, commuters, school groups



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1000 Amount Requested \$ 500  
How much is the organization contributing? \$ 500

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: July 2020 Expected Completion Date: June 2021

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6-10 Total volunteer hours: 25 hours  
Can the project or program occur without volunteer support? ☐ Yes ☒ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website                      | <input type="checkbox"/> Newspaper advertisement  |
| <input type="checkbox"/> Social media                            | <input checked="" type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Sponsor plaque                          | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Other <u>Public Meetings</u> |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Janis Van de Geer

Name

Signature of authorized officer of support organization

Janis Van de Geer

Name

Garden Coordinator

Relationship to support organization (if applicable)

March 2, 2020

Date

Board of Directors

Position

March 2, 2020

Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: Oaklands Community Association Telephone: 250-370-9101 ext. 4  
Mailing Address: 1-2827 Belmont Ave, Victoria, BC, V8R 4B2 Email: community@oaklandsca.com

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Oaklands Community Association  
Mailing Address: 1-2827 Belmont Ave, Victoria, BC, V8R 4B2  
Contact Person: cSarah Murray Email: community@oaklandsca.com Telephone: 250-370-9101 ext 4  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: 882929946RR0001

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Oswald Park Community Garden - Work Party  
Project or program location: Oswald Park

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☐ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

The funds from the Micro Grant will be used towards purchasing program supplies for the seasonal workshops, garden tours, and/or work parties held at the Oswald Park Community Garden. The workshops and work parties will be organized by the Volunteer Coordinator with the support of the OCA (Community Development Coordinator). These funds will help provide honourarium to Indigenous experts, and to purchase food and activity supplies to ensure that all of the garden events remain free and accessible to all City of Victoria residents. We

How many people will benefit from the project or program? 7120 Percentage of Greater Victoria Residents? 2%

What target audience will benefit? residents and visitors of Oaklands, families, youth, seniors



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E grants@victoria.ca

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1000 Amount Requested \$ 500  
How much is the organization contributing? \$ 500

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: May 2020 Expected Completion Date: April 2021

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours: 500  
Can the project or program occur without volunteer support? ☒ Yes ☐ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media | <input checked="" type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Sponsor plaque          | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____             |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual  
Sarah Murray

Name

Signature of authorized officer of support organization  
Chris Holt

Name

Community Development Coordinator

Relationship to support organization (if applicable)  
January 22, 2020

Date

Executive Director

Position

January 23, 2020

Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: Quadra Village Community Centre Telephone: (250) 388-7696  
Mailing Address: 901 Kings Road, Victoria, BC V8T 1W5 Email: quadravillage.gardens@gmail.co

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: S-0010895

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Revitalization of Wark Street Commons  
Project or program location: Wark Street Commons Community Garden

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

A transition was made in May 2019 to a new Garden Coordinator, Jennifer Lotz, who is now responsible for the volunteer coordination and maintenance of Wark Street Commons and the People's Apothecary gardens, both located in Quadra Village. A rejuvenation of the Wark Street Commons garden has taken place in this time frame, with the implementation of educational plant signage (plant name, botanical name, when/what to harvest) as well as a welcome sign. Additionally, a large portion of the garden has been transitioned to a native pollinator plant garden, using edible and medicinal native plants that will attract pollinators (needed for local food security), increase urban biodiversity, as well as increase knowledge of indigenous plants and food systems that existed here before colonization. As part of this on-going revitalization of this community space, we seek to improve garden borders by implementing natural edging materials such as river rock and other natural elements (wood, driftwood). This will allow for an edge to be created, without the harshness of putting up a fence, with the intention of enhancing public awareness of the space as an area that should not be walked on. Further, we are seeking funds to enhance the existing irrigation system at the garden by converting the current system to drip irrigation and installing a timer. The current system requires the Garden Coordinator to be on site to water frequently during the dry summer months (or rely on volunteers to do the watering, which is not always consistent). An improved irrigation system will improve the health of all species in the garden, as well as allow the Garden Coordinator to spend her time on other important garden activities. Lastly, we are hoping to build one small raised planter bed (approx. 3'x5'x3') in the SW corner of the garden by the entrance arbor. We believe more food will be consumed from the garden if we include an area where food is grown above ground, away from potential sources of contamination (dog feces/urine, etc.). We already have confirmed professional volunteer labour from a horticulture/permaculture technician as well as from a skilled carpenter in order to properly implement all aspects of the project. Learning activities associated with these projects will be presented and offered to the community as hands-on learning opportunities.

How many people will benefit from the project or program? ~10,295 Percentage of Greater Victoria Residents? 2.5 %

What target audience will benefit? People with an interest in urban food production, local food security, and community building.





Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E grants@victoria.ca

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1000 Amount Requested \$ 500  
How much is the organization contributing? \$ 500

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: April 2020 Expected Completion Date: December 2020 (at the latest)

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? ~8 (confirmed) Total volunteer hours: 64  
Can the project or program occur without volunteer support? ☐ Yes ☒ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Newspaper advertisement |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Newsletter              |
| <input type="checkbox"/> Sponsor plaque          | <input type="checkbox"/> Annual Report           |
| <input type="checkbox"/> Other _____             |  |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

Relationship to support organization (if applicable)

Name

*Jennifer Lotz*

Date

Garden Coordinator

Signature of authorized officer of support organization

Position

Jennifer Lotz

January 24, 2020

Name

Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: Saanich Legacy Foundation Telephone: 778-4032411  
Mailing Address: PO Box 48204 Email: \_\_\_\_\_

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Chinese Community Services Centre of Victoria  
Mailing Address: 655A Herald Street, Victoria, BC V8W 1R5  
Contact Person: Nora Butz Email: admin@ccscvictoria.ca Telephone: 250 889-8329  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: 868879149RR00

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Chinatown Garden  
Project or program location: 655A Herald Street, Victoria Office Front

Which guidelines does this project or program fall under? ☒ Boulevard Gardening Guidelines ☐ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

We plan to create a Boulevard Garden in front of the Chinese Community Services Centre (CCSC). This is envisioned to transform the appearance of the CCSC and provide a welcoming green space to the CCSC. Since there is no dirt boulevard at 655 Herald Street we plan to build container boxes for our plantings of flowers, Chinese greens and vegetables.

The project will engage many of CCSC members, volunteers, family and friends to plan, plant and tend to the garden. It will be a very creative and productive way of engaging community and sharing the fruits (vegetables and flowers) of our labours.

Research and education is being done on ways to build planter soils, choose attractive, bee-friendly flowers, Chinese leafy greens, perennial and root vegetables to bloom into a productive garden. We will optimize the garden space and containers with trellises, poles and stakes to support growth and train plants vertically. Daily hand watering, weeding and tending to plantings will be done by conscientious daily volunteers.

This garden project is to engage many experienced community gardeners, teach and learn about growing food and flowers, and ultimately create and produce a bountiful harvest to share.

We are conscientious caretakers and will work within structure and maintenance guidelines within the Boulevard Gardening Guidelines to grow a vibrant Garden in Victoria's Chinatown.

How many people will benefit from the project or program? 100- 150 Percentage of Greater Victoria Residents? 5 %

What target audience will benefit? Chinese Community members, family, friends, neighbours and Victoria Community at large



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E grants@victoria.ca

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 1000 Amount Requested \$ 500  
How much is the organization contributing? \$ 500

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: 1 April 2020 Expected Completion Date: 30 November 2020

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40 Total volunteer hours: 400  
Can the project or program occur without volunteer support? ☒ Yes ☐ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Newspaper advertisement  |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Newsletter               |
| <input type="checkbox"/> Sponsor plaque          | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____             |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Nora Buta  
Signature of individual

NORA BUTA  
Name

GILBERT CHEUNG  
Signature of authorized officer of support organization

GILBERT CHEUNG  
Name

Secretary / Board member  
Relationship to support organization (if applicable)

Jan 29, 2020  
Date

President  
Position

Jan 29, 2020  
Date



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: Vic West Food Security Collective Telephone: 250-686-0856  
Mailing Address: 521 Craigflower Road Victoria V9A 6Z5 Email: vicwestgarden@yahoo.ca

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: Victoria West Community Association  
Mailing Address: Victoria West Community Association  
Contact Person: Justine Semmens Email: president@victoriawest.ca Telephone: \_\_\_\_\_  
Registered under the *Society Act* or registered Charity? ☒ Yes ☐ No Society/Charity Registration Number: S-0008974

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: Vic West Gardens Volunteer Refreshment Kit  
Project or program location: Banfield Park Community Orchard and Banfield Commons

Which guidelines does this project or program fall under? ☐ Boulevard Gardening Guidelines ☒ Community Garden Policy

Is this project or program in compliance the Boulevard Gardening Guidelines or Community Garden Policy? ☒ Yes ☐ No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

Banfield Park Community Orchard and Banfield Commons are community gardens in a City park which serve to support local food production, increase public access to healthy local food and engage community participation. The gardens diversify Banfield Park's use, enhance nature ecosystems, and provide public gathering space and educational opportunities.

The gardens are maintained by volunteers at monthly work parties. Work breaks are taken to provide volunteers rest and time to socialize. Refreshments are always provided during the breaks to re-energize and reward the volunteers, and to create a sharing culture. Hot or cold herbal tea brewed from the garden are served along with other healthy snacks. Fry's Bakery across the street donates pizza if the work party is on a Sunday. The Victoria West Community Association will provide \$20 per work party for purchasing the refreshments.

The grant will support the purchase of a refreshment serving kit that will include a portable table, dishes, thermos, portable storage bin and napkins. The kit will be stored in the garden tool shed for easy access. Currently the garden Coordinators supply personal serving items from their home kitchens.

How many people will benefit from the project or program? all park visitor Percentage of Greater Victoria Residents? 100 %

What target audience will benefit? The gardens are in a public park so the general public will benefit.



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

## Micro Grant Application Form

### SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ 540 Amount Requested \$ 340  
How much is the organization contributing? \$ 200

### SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: April 2020 Expected Completion Date: March 2021

### SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 140 Total volunteer hours: 460  
Can the project or program occur without volunteer support? ☐ Yes ☒ No

### SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- |   |   |
|---|---|
| <input type="checkbox"/> Website        | <input type="checkbox"/> Newspaper advertisement  |
| <input type="checkbox"/> Social media   | <input checked="" type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Sponsor plaque | <input checked="" type="checkbox"/> Annual Report |
| <input type="checkbox"/> Other _____    |   |

### SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

Signature of individual

**Justine Semmens**

Name

**President, Victoria West Community Association**

Relationship to support organization (if applicable)

**January 28, 2020**

Date

Signature of authorized officer of support organization

Position


Name

Date

## APPENDIX B

### 2020 Micro Grant Applications

	Organization Name	Total Eligible Dollars
1	Fairfield Gonzales Community Association	\$500
2	Fernwood Neighborhood Resource Group Society	500
3	James Bay Neighborhood Association	500
4	James Bay New Horizons	500
5	North Jubilee Neighborhood Association	500
6	North Park Neighborhood Association	500
7	Oaklands Community Association	500
8	Quadra Village Community Centre	500
9	Saanich Legacy Foundation	500
10	Vic West Community Association	340
	<b>Grand Total</b>	<b>\$4,840</b>

	<b>POLICY</b>	
	<b>No.</b>	<b>Page 1 of 5</b>
<b>SUBJECT:</b> Grant Policy		
<b>PREPARED BY:</b> Finance		
<b>AUTHORIZED BY:</b>		
<b>EFFECTIVE DATE:</b> June 11, 2015		<b>REVISION DATE:</b> October 26, 2017
<b>REVIEW FREQUENCY:</b>		

### 1. **Purpose**

The purpose of the Grant Policy is to guide the City in managing grants with the exception of Housing, Festival Investment and the My Great Neighbourhood Grants which are guided under separate policies.

### 2. **Objective**

The objectives are:

- Support not-for-profit organizations serving the City of Victoria
- Enhance the quality of life for residents, businesses and visitors
- Deliver services on behalf of the City
- Complement or extend the reach of City service
- Provide a service the City would otherwise deliver given adequate resources
- Meet evolving strategic and community priorities
- Provide opportunity to a diverse group of applicants
- Promote sound financial management
- Provide a fair, consistent, effective and efficient evaluation process
- Promote transparency and accountability

### 3. **Grant Definitions**

The City Grant Programs will consist of three grant streams: Direct Award Grants, Strategic Plan Grants and Micro Grants.

#### **Direct Award Grants:**

- For eligible organizations delivering a service or program on behalf of the City on an ongoing basis, including a service to operate City-owned facilities.

Direct Award Grants are:

- a) Community and senior centre operating grants
- b) Neighbourhood base grants and insurance
- c) Heritage grants
- d) Recreation Integration Victoria
- e) Volunteer coordinators for each neighbourhood with a community garden
- f) Youth Council

#### **Strategic Plan Grants:**

- For eligible organizations working on a project or program basis that supports the actions and outcomes of the City's 2015-2018 Strategic Plan Objectives.

#### **Micro Grants:**

- For eligible community groups delivering a service or program for volunteer coordination of commons and community gardens.



#### **4. Eligibility Criteria**

##### **Common Criteria**

**The organization must meet all the following criteria to apply for a grant:**

- Registered non-profit organization in good standing in the Province of BC or registered charitable organization in good standing with the Canada Revenue Agency
- Organization resides within the Capital Regional District and the services and activities benefit residents of the City of Victoria
- Complement or extend the reach of the City services
- Evidence of clear mandate and competent administration
- Evidence of ongoing, active volunteer involvement
- Not in arrears with the City of Victoria
- Not in bankruptcy or seeking creditor protection
- Demonstrate financial stability and accountability
- Evidence of diversity of funding sources and/or increasing financial self-sufficiency
- Applicants must apply for funding on an annual basis
- Projects or programs must be substantially completed within the grant time period
- Monitoring and reporting requirements

**The grant must be leveraged to create additional financial value by securing one or more of the following:**

- Funding from other governments or other organizations
- Corporate sponsorships
- Matching funds
- In-kind contributions
- Waived fees and charges

**The following activities and costs are *ineligible* for grant funding:**

- Commercial activities and related costs
- Religious activities and related costs
- Land purchase and land improvements
- Activities and costs that are the responsibility of other governments
- Costs not directly associated with approved project, program or service
- Fundraising costs for the operations of the organization
- Travel costs
- Conference, workshop, training or professional development costs
- Deficit or debt repayment
- Re-investment of unused grant revenue by funded organization
- Festivals
- Impact to public space
- Capital requests

##### **Specific Criteria**

**Direct Award Grants:**

- Fund the operation of City-owned facilities and/or
- Deliver services on behalf of the City

**Strategic Plan Grants:**

- Projects or programs must be based in the City of Victoria, or the portion of the activity that takes place in the City of Victoria
- Projects or programs must be substantially completed within July 1 to June 30 each year



- The final report will be a prerequisite for ranking subsequent requests
- Administrative costs are capped at a maximum of 18% of total budget
- Organizations can be funded up to 75% of project or program costs
- Operating funding up to 50%

The grant must support the outcomes of at least one of the following City Strategic Plan Objectives:

- Innovate and Lead
- Engage and Empower the Community
- Strive for Excellence in Planning and Land Use
- Build Financial Capacity of the Organization
- Create Prosperity through Economic Development
- Make Victoria More Affordable
- Facilitate Social Inclusion and Community Wellness
- Enhance and Steward Public Spaces, Green Spaces and Food Systems
- Complete a Multi-modal and Active Transportation Network
- Nurture Our Arts, Culture and Learning Capital
- Steward Water Systems and Waste Streams Responsibility
- Take Climate Action and Prepare for Emergencies
- Demonstrate Regional Leadership

Council has weighted the strategic plan objectives as follows:

• Facilitate Social Inclusion and Community Wellness	3.67
• Engage and Empower the Community	3.22
• Enhance and Steward Public Spaces, Green Spaces and Food Systems	3.11
• Create Prosperity Through Economic Development	3.00
• Nurture our Arts, Culture and Learning Capital	2.56

The External Grant Review Committee will assess each application based on the following assessment criteria:

- Capacity of an organization to deliver the project (20%)  
Project aligns and advances organization mission and mandate; organization has experience and capacity to undertake project successfully; the people who will lead and implement the project have relevant experience; and strong leadership is evident.
- Evidence of Need (20%)  
Demonstrated strong evidence of need for the project, project addresses a City Strategic Plan Objective.
- Community Impact (30%)  
Project benefits a priority target population (or environmental area); expected results are well-considered and will have significant impact; applicant identifies appropriate methods for evaluating project results; project will involve appropriate partners/amplify impact through collaboration; community impacts are reasonable, well-considered and are applicable to the project.
- Project Feasibility (30%)  
Work plan is detailed and feasible with stated timelines; budget expenses are appropriate and well considered amounts are identified for proposed activities; budget revenues include adequate funding sources to meet project expenses; other sources of funding are identified as potential or confirmed, including in-kind sources.

**Micro Grants:**

- Must comply with all City's food policies such as the Boulevard Gardening Guidelines and Community Garden Policy
- Organizations can be funded to a maximum of \$500 per grant

**5. The Grant Review Process**

There is one intake period per year. All grants are awarded using a competitive process and/or performance based process.

The process of reviewing the grants would include the following steps:

1. Applications submitted by deadline
2. Staff review applications for eligibility
3. Applications that impact public space will be directed to the My Great Neighbourhood grants
4. Staff report eligible applications to External Grant Review Committee
5. External Grant Review Committee assesses each application and make recommendations to Council
6. Council awards and approves the grants
7. Grants distributed in July
8. Recipients report on grant use and deliverables as specified by the City
9. External Grant Review Committee reviews the final reports for the prior year

**6. Decision Making**

Staff will review all applications and evaluate based on the eligibility requirements. All eligible grant applications will be provided to the External Grant Review Committee for review. The review committee will assess each eligible application and will make recommendations to Council.

City Council awards and approves all the grant allocations. Eligible applicants applying for the Strategic Plan Grants may be required to respond to enquiries by the External Grant Review Committee.

**7. Grant Limitations**

- Not all applicants meeting the Grant Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request
- Approval of a grant in any one year is not an automatic ongoing source of annual funding

**8. Monitoring and Reporting**

Each grant recipient will be required to submit an annual or post-program report as specified by the City. This includes the recipients who have received a Per Capita Grant, a Community Garden Volunteer Grant, or a Strategic Plan Grant.

**9. Repayment of Grant**

If the grant will not be used for the stated purpose, the full amount must be returned to the City.



## Committee of the Whole Report

### For the Meeting of March 12, 2020

---

**To:** Committee of the Whole **Date:** March 6, 2020  
**From:** Mandi Sandhu, Head of Corporate Initiatives  
**Subject:** Office of Equity, Diversity and Inclusion

---

### RECOMMENDATION

That Council receive this report for information.

### EXECUTIVE SUMMARY

Through the 2020 budget deliberations that concluded at the end of January 2020, Council approved five new full-time equivalents (FTE) positions related to equity, diversity and inclusion. During the deliberations, Council acknowledged that the clustering of some of these positions would be beneficial to ensure an intersectional approach to equity and the application of an equity lens on decision making to consider the multiple factors that may impact an individual's experience.

Clustering positions related to Equity, Diversity and Inclusion (EDI) as a citywide function is common in other local governments. A centralized EDI function enables synergies and coordination between City services and programs that may shift in focus over time, and assists to mitigate perceptions that the needs of particular equity seeking groups are being prioritized over others. As such, this report focuses on the establishment of an Office of Equity, Diversity and Inclusion with three staff functions (1) Policy and Strategy; (2) Capacity Building and (3) External Community Liaison. Additionally, one function related to social planning will be in the Community Planning Division and one function focused on recreation accessibility and inclusion will be in the Recreation Division.

Staff have begun the development of job descriptions, all of which will require job evaluations and CUPE review prior to advertising. This is expected to take four to six months. In the interim, a Request for Proposals is under development to start to advance the development of equity framework.

### PURPOSE

The purpose of this report is to outline the functions of positions approved through the 2020 Financial Plan to support the design and implementation of equity related policies, plans, programs and services for the City of Victoria.

### BACKGROUND

In June 2019, Council directed staff to "*Embed distributional, procedural, structural and inter-generational equity into the City's corporate policies guiding hiring, staff training and professional*

*development, procurement and civic engagement”, as well as lead a workshop with Council on equity values.*

In October 2019, Council provided staff with feedback on values related to adopting an equity lens, as well as guiding principles for development and implementation of an equity framework for the City of Victoria. Core values articulated by Council included taking a social justice perspective to remove barriers, intersectionality (reflect multiple lived experiences), quality of life (health, happiness and satisfaction), and building a resilient and prosperous community that is inclusive and accessible for all. In addition, taking an intersectional approach to better understand lived experience requires consideration of a number of equity factors including ability, age, citizenship status, education, ethnic origin/race (includes Indigenous people and visible minorities), gender, income, religion and sexual orientation.

On January 16, 2020, staff brought forward a report to Council identifying estimated resources required to action the development of an equity lens and an equity framework. Through the 2020 budget deliberations that concluded on January 24, 2020, Council approved five new full-time equivalents (FTE) positions related to equity, diversity and inclusion, with specific focuses on accessibility, transgender inclusion, recreation programming, social planning and an equity specialist. However, at that time, staff also indicated that the focus of the positions as approved by Council were potentially too narrow given the broad spectrum of equity, diversity and inclusion considerations, as well as previous direction on taking an intersectional approach to consider the multiple factors that may impact an individual's experience. Based on this discussion, Council requested that staff report back on the functions of the new positions prior to initiating recruitment as follows:

*That Council authorize the following FTEs for 2020 and future years, as well as an one-time expenditure of \$75,000 for contracted services, and direct staff to report back by the end of Q1 in Open and Closed Meetings on options for completing and implementing the Equity Framework taking an intersectional approach, including the direction that initial priority of the Equity and Inclusion Coordinator is the implementation of the Trans Inclusion work, using the following new staff resources and / or existing resources, including draft job descriptions:*

- *Equity and Inclusion Coordinator - 1 FTE – \$107,900 (ongoing)*
- *Accessibility and Inclusion Recreation Role - 1 FTE – \$52,000 (ongoing)*
- *Accessibility Coordinator – 1 FTE – \$107,900 (ongoing)*
- *Social Planner – 1 FTE - \$125,111 (ongoing)*
- *Contracted Services - \$75,000 (one-time)*
- *That Council add another FTE to focus on Equity and Inclusion. \$108,000*

## **ISSUES & ANALYSIS**

The original 2020 budget requests from staff were based on previous Council direction related to specific reports on initiatives included in the 2019-2022 Strategic Plan, including the draft Accessibility Framework, the Transgender, Non-Binary, Two-Spirit (TNB2S+) Inclusion Plan, adoption of a service improvement function, and adoption of an equity framework. However, as noted by Council these positions as originally proposed are narrow in focus, and do not reflect the evolving feedback from Council as reflected in the Equity Workshop in October 2019.

Clustering positions related to Equity, Diversity and Inclusion (EDI) as a centralized function is common in other local governments. An Office of Equity, Diversity and Inclusion enables synergies and coordination between initiatives or actions that may shift in focus over time, reflects the impact EDI initiatives have across City services and programs, and assists to mitigate perceptions that the needs of particular equity seeking groups are being prioritized over others. The mandate for the Office of Diversity, Equity and Inclusion is proposed as follows:

- Champion EDI as a fundamental philosophy and goal for the City of Victoria
- Coordinate an on-going internal Equity, Diversity and Inclusion Leadership Steering Committee and Staff Working Group (related to staffing/employment, workplace behaviour and respect, training and capacity building plans for all new and existing staff)
- Lead implementation coordination of the approved TNB2S+ Inclusion Plan and the Accessibility Framework
- Support Intersectional Advisory Committee(s) to provide advice and recommendations on new and/or improved policies, programs and services
- Work with supervisors and employees to advance training and understanding of equity, diversity and inclusion concepts at the individual and divisional levels based on program needs
- Ensure alignment of strategies, plans in support of EDI priorities and community needs
- Maintain community information and geo-spatial maps to inform assessments and decisions
- Advance work with community agencies, not-for-profit groups, and other levels of government to develop partnerships to further EDI priorities
- Guide departments in undertaking equity impact assessments for new or changed policies, programs and services where an equity lens is applicable to support Council decision-making
- Update the City's Equity Framework as required
- Report annually on City related EDI work

Critical to the role of the Office of Equity, Diversity and Inclusion is to pro-actively work with departments on undertaking more comprehensive assessments of the trade-offs required to address equity considerations to support Council decision making. Currently, all reports, except those related to development applications which have a specific legislative scope, include the impact statements regarding the:

- Strategic Plan;
- Financial Plan;
- Accessibility and Inclusion; and
- Official Community Plan.

A recent staff report has suggested that a 'Climate Lens Impact Statement' be required for all Council reports requiring Council decisions. Staff are now recommending that a more holistic and comprehensive assessment be included in future Council reports, including climate impacts, to identify where equity considerations will require assessment of trade-offs between competing objectives. The intent of this approach is to better inform decisions made by Council in terms of the equity benefits to be achieved, as well as those that may not be realized given different options.

Instrumental to the role of the Office of Equity, Diversity and Inclusion is to support Council decision making in terms of pre-determined trade-offs or balancing of interests. These trade-offs may include prioritization of Strategic Plan action items over one or another (such as social objectives over economic development), acknowledgement of additional cost to address equity considerations for accommodation or expanded scope, increased scope beyond linear focused reports on one lived experience contained in approved strategies over those that are under development (e.g. Accessibility Framework versus Seniors Strategy).

The application of an equity lens will impact all departments within the City – while the five equity-related functions are proposed to be embedded in three different departments, there is an expectation that these positions will be working toward common goals and outcomes for the corporation and community.

## **NEW POSITION FOCUS AREAS**

The proposed key duties and responsibilities of each new position is outlined below and has been developed based on an analysis of internal program and external community needs to advance the development and application of an equity lens and framework, as well as further anticipated actions to support equity, diversity and inclusion.

### **1. Equity, Diversity and Inclusion - Policy & Strategy Function**

- Lead the citywide coordination of equity related activities, assessments and service reviews to ensure application of an equity lens
- Staff point of contact for new Intersectional Advisory Committee (pending Governance Review in 2021)
- Coordinate annual reporting on all EDI related strategies and plans (Equity Framework, Accessibility Framework, Trans Inclusion Plan, Welcoming Strategy, etc.)
- Monitor equity policy and program advancements in other municipalities, and establish a network of colleagues in other local government to share best practices and learnings
- Liaise and work with other levels of government (CRD, provincial and federal governments) as well as not-for profit organizations such as the CCDI
- Update the Equity Framework as required

### **2. Equity, Diversity and Inclusion – Capacity Building Function**

- Develop and deliver training to staff, including a focus on a common understanding of equity-related concepts and principles across City departments and at different levels of the organization
- Explore and promote innovative methods for learning and staff development
- Support internal research, data gathering and mapping of current and anticipated future community profile
- Support policy development, audit function related to Council reports and equity impact statements and assessments

### **3. Equity, Diversity and Inclusion – External Community Liaison Function\***

- Work with TNB2S+ communities to advance objectives of the approved plan
- Work with community partners to advance actions within the Accessibility Framework
- Establish partnerships to advance equity, diversity related initiatives with community groups
- Work with partners to leverage funding to support community groups in advancing EDI priorities
- Coordinate responses to external applications for duty to accommodate and other issues as a one window approach.

*\* This function is separate from the liaison role of the Neighbourhoods Team with Neighbourhood Community Associations.*

### **4. Social Planning Function**

Social planning is about improving the social well-being of a community. Unlike other forms of urban planning that focus on the physical or environmental characteristics of a city, social



planning focuses on the people. Many municipalities in BC include social planning functions that are responsible for undertaking development of social policies, strategies, research and analysis, with the objective of achieving healthy and equitable communities. A social planning function at the City of Victoria could undertake the following:

- Provide social planning advice, expertise and guidance, conduct research, analysis and engagement, and develop policy to support current and emerging initiatives and actions, which may include:
  - o 2019-2026 Housing Strategy Actions
    - Family Housing Policy – Child and Youth Friendly City social policy
    - Barrier-free Housing and Universal Design
    - Intergenerational Housing
    - Faith-based Housing
    - Indigenous Housing Working Group
    - Co-op, Co-housing and Land Trusts
    - Inclusive Housing
  - o Seniors Strategy implementation
  - o Childcare Strategy implementation
  - o Homelessness initiatives including support to the Housing Action Response Team and the Pandora Task Force
  - o Island Health Integrated Health Services Research project
  - o TNB2S+ Inclusion Plan
  - o Community Well-being Task Force
- Support the application of an equity lens in all housing strategy work and local area planning
- Work within the Community Planning Division and closely with the Office of Equity, Diversity and Inclusion on an on-going basis
- Respond to and manage emerging social issues in municipal jurisdiction

## **5. Recreation Accessibility and Inclusion Function**

- This function was previously provided by *Recreation Integration Victoria* and was supported by the City through a contribution to that organization. This organization is no longer providing this function, and as such, the new staff resource approved for the Recreation division will fill this gap.
- Responsible for long-term program planning, coordination with stakeholders, execution of all accessibility and inclusion services and practices, as well as reporting on progress.
- Work within the Recreation Division and work closely with the Office of Equity, Diversity and Inclusion on an on-going basis.

Outside of the staff resources outlined above, \$75,000 one-time funding was also approved in the 2020 Financial Plan. The bulk of these resources are to be used to retain external consulting expertise to bridge the resource gap to advance the development of an equity framework while recruitment of staff takes place, as well to further advance community profile mapping, staff training and application of equity considerations for the 2021 Financial Plan. A request for proposals is being advertised with award being anticipated in April 2020.

### *Accessibility Impact Statement*

This report addresses how staff resources will be allocated to support implementation of the Accessibility Framework upon its finalization, as well as other related inclusion functions. It is expected that all three new positions that will comprise of the Office of Equity, Diversity and Inclusion will support the implementation of the framework along with departments and community partners.

### *2019 – 2022 Strategic Plan*

This report directly responds to the recently added new action item for 2020 to “Develop an Equity Framework” under the Strategic Objective of #1 Good Governance and Civic Engagement.

### *Impacts to Financial Plan*

Funding for the positions described in this report is included as on-going operational funding in the 2020 Financial Plan.

### *Official Community Plan Consistency Statement*

Social equity is explicitly addressed in the City of Victoria's Official Community Plan (OCP) under 'Community Well-Being' to encourage a fair distribution of community services, social services, and facilities across the city, to support all parts of the population. The OCP also has equity principles, goals and objectives embedded within a number of other areas such as Land Management and Development, Transportation and Mobility, Economy, Parks and Recreation, Arts and Culture as well as Housing and Homelessness.

### **CONCLUSIONS**

Work is underway to retain external resources to focus on the development of the City's framework as the evaluation of job descriptions and recruitment of qualified candidates for the four new positions created in early 2020 is expected to take four to six months.

Respectfully submitted,



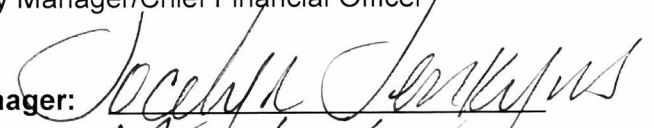
Mandi Sandhu  
Head of Corporate Initiatives



Susanne Thompson  
Deputy City Manager/Chief Financial Officer

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

**Date:**

  
March 6, 2020



# Office of Equity, Diversity and Inclusion

## PRESENTATION TO THE COMMITTEE OF THE WHOLE

MARCH 12, 2020



1

## Previous Council Direction

*That Council authorize the following FTEs for 2020 and future years, as well as an one-time expenditure of \$75,000 for contracted services, and direct staff to report back by the end of Q1 in Open and Closed Meetings on options for completing and implementing the Equity Framework taking an intersectional approach, including the direction that initial priority of the Equity and Inclusion Coordinator is the implementation of the Trans Inclusion work, using the following new staff resources and / or existing resources, including draft job descriptions:*

- *Equity and Inclusion Coordinator - 1 FTE – \$107,900 (ongoing)*
- *Accessibility and Inclusion Recreation Role - 1 FTE – \$52,000 (ongoing)*
- *Accessibility Coordinator – 1 FTE – \$107,900 (ongoing)*
- *Social Planner – 1 FTE - \$125,111 (ongoing)*
- *Contracted Services - \$75,000 (one-time)*
- *That Council add another FTE to focus on Equity and Inclusion. \$108,000*



Office of Equity, Diversity and Inclusion

2

## Office of Equity Diversity and Inclusion

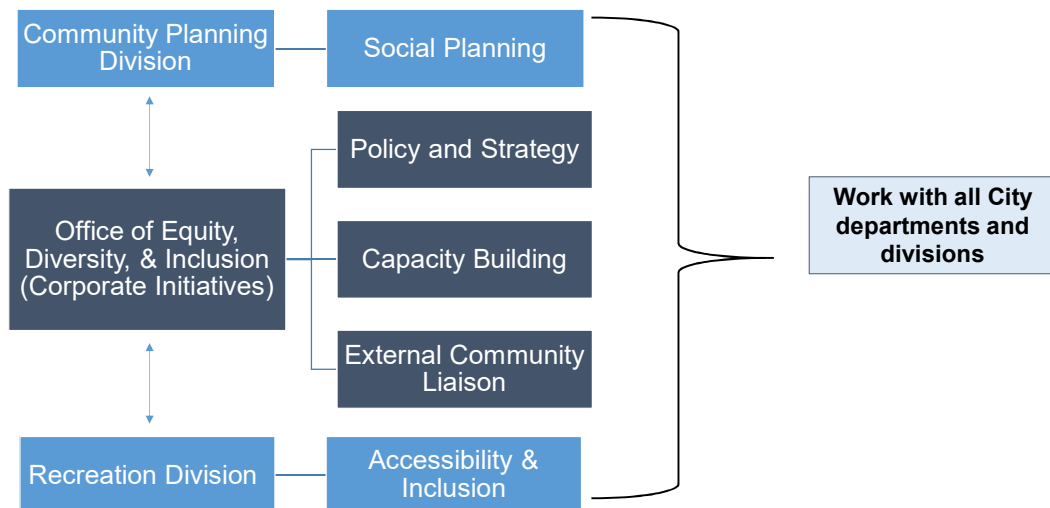
- Champion equity and social justice
- Coordinate internal Leadership Steering Committee and Staff Working Group(s)
- Lead implementation coordination of the TNB2S+ Inclusion Plan and Accessibility Framework
- Support Intersectional Advisory Committee(s)
- Advance staff training and understanding
- Alignment of strategies/plans in support of equity priorities and community needs
- Maintain community information and geo-spatial maps
- Partner with community agencies, not-for-profit groups, and other governments
- Guide departments in undertaking equity impact assessments
- Monitor, update and report on the City's Equity Framework



Office of Equity, Diversity and Inclusion

3

## Equity Related Positions



Office of Equity, Diversity and Inclusion

4

## 1. Functions – Equity Policy and Strategy

- Lead the coordination of equity related activities, assessments and service reviews
- Staff point of contact for new Intersectional Advisory Committee(s)
- Coordinate annual reporting on all EDI related strategies and plans
- Monitor equity policy and program advancements in other municipalities
- Liaise and work with other levels of government as well as not-for profit organizations
- Update the Equity Framework as required



Office of Equity, Diversity and Inclusion

5

## 2. Functions – Capacity Building

- Develop and deliver training to staff, including a focus on a common understanding of equity-related concepts and principles across City departments and at all levels of the organization
- Explore and promote innovative methods for learning and staff development
- Support internal research, data gathering and mapping of current and anticipated future community profile
- Support policy development/alignment related to Council reports (decision making trade-offs) and equity impact statements and assessments



Office of Equity, Diversity and Inclusion

6

### 3. Functions – External Community Liaison

- Work with TNB2S+ communities to advance objectives of the approved plan
- Work with community partners to advance actions within the Accessibility Framework
- Establish partnerships to advance equity, diversity related initiatives with community groups
- Work with partners to leverage funding to support community groups in advancing EDI priorities
- Coordinate responses to external applications for duty to accommodate and other issues as a one window approach



Office of Equity, Diversity and Inclusion

7

### 4. Functions – Social Planning

- Social policies and strategies to achieve a healthy and equitable community
- 2019-2026 Housing Strategy Actions
  - Family Housing Policy (Child and Youth Friendly City social policy)
  - Barrier-free Housing and Universal Design
  - Intergenerational Housing
  - Faith-based Housing
  - Indigenous Housing Working Group
  - Co-op, Co-housing and Land Trusts
  - Inclusive Housing
- Implementation of Task Force Actions and other Strategic Plan Items
  - Community Well-Being Task Force
  - Pandora Task Force
  - Seniors Strategy
  - Childcare Strategy
- Respond to and manage emerging social issues



Office of Equity, Diversity and Inclusion

8

## Functions – Recreation Accessibility & Inclusion

- Previously provided by *Recreation Integration Victoria* and was supported by the City through a contribution to that organization. This organization is no longer providing this function, and as such, the new staff resource approved to fill the gap.
- This role would be responsible for long-term program planning, coordination with stakeholders, execution of all accessibility and inclusion services and practices, as well as reporting on progress.



Office of Equity, Diversity and Inclusion

9

## Shared Responsibility (Examples)



### Accessibility Framework

- Website Improvements
- Access Awareness Day
- Parking Design Guidelines

### TNB2S+ Inclusion Plan

- Visual Standards and Communication Guidelines
- All-gender and universal restrooms

### Strategic Plan

- Climate Leadership Plan
- Welcoming City
- Town Halls



Office of Equity, Diversity and Inclusion

10

## Consulting Support

- Equity, Diversity and Inclusion Framework
  - Community Profile
  - Common Definitions
  - Purpose
  - Vision and values
  - Goals
  - Activities
  - Roles and Responsibilities
  - Implementation Plan
  - Evaluation Criteria
- Equity, Diversity and Inclusion application to 2021 Financial Planning Process
- Governance Recommendations (Intersectional Approach, Assessment models to support Council Decision Making, etc.)



Office of Equity, Diversity and Inclusion

11

## Recommendation

That Council receive this report for information.



Office of Equity, Diversity and Inclusion

12



## **Committee of the Whole Report**

### **For the Meeting of March 12, 2020**

---

**To:** Committee of the Whole **Date:** March 6, 2020  
**From:** Jas Paul, Assistant Director of Engineering  
**Subject:** Climate Action Reserve Fund Draw - Corporate Building Energy and GHG Savings

---

### **RECOMMENDATION**

That Council:

Direct staff to amend the 2020 Financial Plan by adding a \$135,500 budget for facility energy and emission upgrades funded by the Climate Action Reserve Fund.

### **EXECUTIVE SUMMARY**

Staff have completed a round of preliminary energy and emissions assessments of City buildings and recommend a series of improvements that demonstrate the ability for a five-year simple payback on energy savings and subsequent greenhouse gas (GHG) emissions reductions. This type of work is consistent with the directions and priorities of the Climate Leadership Plan (CLP) and the ongoing Facilities Master Planning process. Staff recommend drawing down on the climate reserve funds to allocate \$135,500 to allow internal staff resources to implement these upgrades into existing 2020 capital construction projects. Additional energy and emissions reduction priorities for City facilities will be recommended as part of the suite of Master Planning processes/actions. If Council approves the allocation of these resources, staff will implement these changes in 2020.

### **PURPOSE**

The purpose of this report is to seek Council's approval to implement priority greenhouse gas reductions and energy improvements into existing 2020 Facilities Capital Projects.

### **BACKGROUND**

In July 2018 the City of Victoria adopted the CLP, which includes a corporate GHG reduction target stating that: *"By 2040, all City facilities are powered 100 percent by renewable energy"*. The CLP also stipulates that the City will reduce corporate greenhouse gas emissions 60% by 2030. In October 2019, the City hired its first Facilities Energy Specialist, to progress priority analysis and propose greenhouse gas/energy upgrades to City buildings.

## ISSUES AND ANALYSIS

The Facilities Energy Specialist has already completed several energy/emissions audits and identified priority energy and GHG improvements. Staff have identified and started several operational energy and efficiency improvements and upgrades. The first phase of these upgrades are currently underway at a no/low cost, and a second phase of proposed low-cost upgrades are summarized in the table below:

### Facilities Energy Improvements (ongoing and proposed)

*Table 1. Project Energy and Emissions Benefits.*

Phase	Project	Details	Upgrade Material Cost	Annual GHG Reductions (tonnes CO2e)	Annual Electrical Savings (kWh)	Estimated Annual Cost Savings
<b>1</b> (underway)	Parkade Lighting Upgrades	<ul style="list-style-type: none"> <li>LED conversion</li> <li>Controls</li> </ul>	0	2.5	230,000	\$16,500
	Energy Improvements	<ul style="list-style-type: none"> <li>City Hall Arcade Boiler</li> <li>Oakland Package AC</li> <li>Fernwood Solar Panel</li> <li>LED upgrades in identified offices</li> </ul>	0	15	130,000	\$9,500
	Victoria Police Department Operational Optimization	<ul style="list-style-type: none"> <li>HVAC Optimization</li> </ul>	0	3.5	150,000	\$10,500
	City Hall Operational Improvement	<ul style="list-style-type: none"> <li>HVAC Optimization</li> </ul>	0	3.0	10,000	\$1,000
	Crystal Pool Energy Improvement	<ul style="list-style-type: none"> <li>LED Upgrades</li> <li>HVAC System Optimization</li> </ul>	0	5.0	70,000	\$5,000
<b>2</b> (ready to execute)	City Hall Energy Improvements	<ul style="list-style-type: none"> <li>LED conversion &amp; lighting control installation</li> </ul>	\$26,000	2.0	200,000	\$14,000
	Public Works Facilities Energy Improvements	LED conversion and auto shut off	\$20,000	2.0	150,000	\$10,500



	Community Centre Energy Improvements	<ul style="list-style-type: none"> <li>LED conversions</li> <li>Hot water tank replacements (Gas to Electric, where feasible)</li> </ul>	\$35,000	10.0	100,000	\$10,000
	Victoria Police Department Energy Improvements	LED conversion & lighting control installation	\$15,000	2.0	200,000	\$14,000
	Beacon Hill Park Administration Building and Greenhouses	<ul style="list-style-type: none"> <li>LED Conversions</li> <li>Hot water tank replacements (Gas to Electric)</li> <li>Potting Shed - Furnace to Baseboards</li> </ul>	\$18,000	11.0	(60,000)	(\$3,600)*
	Royal Athletic Park Boiler Fluid Replacement	<ul style="list-style-type: none"> <li>Boiler working fluid replacement</li> </ul>	\$15,000	5.0	-	-
<b>Total</b>				<b>61.0</b>	<b>1,300,000</b>	<b>87,400</b>

\*-Electrification in this case represents a net annual cost.

### Project Financial Considerations

The City's Climate Action Reserve Fund has been established to provide a source of funds to support climate mitigation and adaptation strategies. This reserve is funded by Climate Action Revenue Incentive Program (CARIP) grants and electrical cost savings from conversion of City streetlights to LED. The forecasted unallocated balance of the reserve in 2020 is \$295,000. These energy efficiency projects can be implemented into existing 2020 capital work using City staff labour resources. These upgrades pay for themselves in less than five (5) years, when considering material costs, labour and energy savings.

*Table 2. Phase 2 Cost / Savings Summary*

<b>Proposed Facility Energy / GHG Upgrades (2020)</b>	<b>Magnitude</b>
<b>Material Costs</b>	\$129,000
<b>*Internal Labour Value</b>	\$82,000
<b>Project Contingencies (5%)</b>	\$6,500
<b>Total Project Costs</b>	\$217,500
<b>CARF Draw Requirement</b>	<b>\$135,500</b>

<b>Annual Energy Cost Savings</b>	\$44,900
<b>Annual GHG / Energy Savings</b>	32 tCO <sub>2</sub> e / 590,000 kWh

\*-City Staff labour resources.

#### Funding Priorities:

The long-term funding strategy for the Climate Action Program is part of the 2020 work plan. Staff are committed to bringing forward recommendations to Council in this regard, as part of the commitments in the November 14, 2019 COTW report.

Energy efficiency and conservation efforts for City facilities and City fleet will save operating costs and can be reinvested in additional efficiency/conservation projects. Staff are confident that moving forward with these upgrades now aligns with the City's leadership-by-example commitments, with quick payback period, similar to what was achieved with the City's LED replacement project. These upgrades represent 'shelf ready' projects.

### **OPTIONS & IMPACTS**

Two options are provided for Council's consideration.

**Option 1 (recommended):** Allocate \$135,500 from the Climate Action Reserve Fund for facility upgrades. With this allocation, work can commence immediately and GHG and energy savings begin in 2020. If this option is chosen, the Climate Action Reserve Fund will be reduced from \$295,000 to an unallocated reserve balance of \$159,500.

Once complete staff will also apply to the BC Hydro LED Lighting Retrofit Incentives for a 30% grant of the project's LED lighting component. Realized energy cost savings and grant rebates funds would be transferred to the Climate Action Reserve in future years.

**Option 2:** Defer the facility upgrades to the 2021 budget request. Energy and emissions savings are delayed and begin in 2021. If this option is chosen, the Climate Action Reserve budget will not be reduced by \$135,500.

#### ***Official Community Plan Consistency Statement***

These energy efficiency improvements align with Chapter 12 of the OCP and the CLP's commitments to leadership by example.

#### ***2019-2022 Strategic Plan***

Aligns with Strategic Objective Six: Climate Leadership and Environmental Stewardship

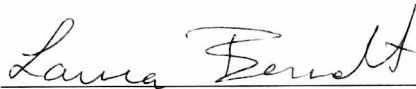
#### ***Impacts to Financial Plan***

The proposed additional projects (outlined above) would be added to the 2020 Financial Plan, if approved, with funding from the Climate Action Reserve. Any realized energy cost savings as a result of the upgrades would be transferred to the Climate Action Reserve in future years.

## CONCLUSIONS

The additional resources invested in hiring a Facilities Energy Specialist to improve energy efficiency and reduce GHG emissions from City facilities are delivering quick wins. An opportunity to make further substantial savings in electricity consumption and reduce GHGs is available through allocation of funds from the Climate Action Reserve Fund. Allocation of \$135,500 in 2020 from the reserve to accelerate efforts to reduce corporate GHG emissions is consistent with the City's response to the climate emergency.

Respectfully submitted,



Laura Berndt  
Manager, Energy & Climate Action



Jas Paul  
Assistant Director, Engineering



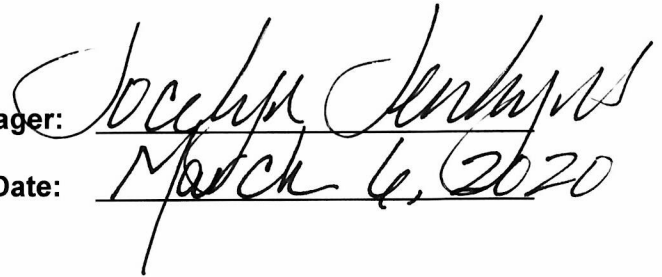
Derrick Newman  
Assistant Director, Facilities &  
Construction Management



Thomas Soulliere  
Director, Parks, Recreation & Facilities

Report accepted and recommended by the City Manager:

Date:

  
March 6, 2020

# Climate Action Reserve Fund Draw For Corporate Building Energy & Emissions Savings

COMMITTEE OF THE WHOLE  
MARCH 12, 2020



1

## Purpose

To seek Council's approval to implement priority greenhouse gas reductions and energy improvements in the City's facilities in 2020.



Climate Action Reserve Fund Draw For Corporate Energy  
& Emissions Savings

2

## Overview

### Climate Leadership Plan (adopted July 2018)

- Reduce corporate emissions by 60% by 2030
- By 2040, all City facilities are powered 100% by renewable energy

### Climate Action Reserve Fund (CARF)

- Funding to support climate mitigation and adaptation strategies
- The forecasted unallocated balance of the reserve in 2020 is \$295,000

Staff have identified a number of 'shelf ready' facility energy improvements for implementation in 2020

- 61 tonnes of GHG and \$87,000 saved annually



Climate Action Reserve Fund Draw For Corporate Energy  
& Emissions Savings

3

## Facility Energy Improvements

### Phase 1 Improvements Already Underway

No/low cost improvements within existing 2020 budgeted resources

- LED lighting
- HVAC equipment optimization

### Phase 2 2020 Improvements Ready and Awaiting \$135,000 in Funding

Additional low cost improvements:

- LED lighting
- Fuel switching gas heating to electric
- Fuel switching gas hot water heaters to electric



Climate Action Reserve Fund Draw For Corporate Energy  
& Emissions Savings

4

## Summary of Phase 2 Costs & Savings

Proposed Facility Energy / GHG Upgrades (2020)	Magnitude
Material Costs	\$129,000
Internal Labour Value	\$82,000
Project Contingencies (5%)	\$6,500
Total Project Costs	\$217,500
CARF Draw Requirement	\$135,500
Annual Energy Cost Savings	\$44,900
Annual GHG / Energy Savings	32 tCO <sub>2</sub> e / 590,000 kWh



Climate Action Reserve Fund Draw For Corporate Energy  
& Emissions Savings

5

## Recommendation

That Council:

Direct staff to amend the 2020 Financial Plan by adding a \$135,500 budget for facility energy and emission upgrades funded by the Climate Action Reserve Fund.



Climate Action Reserve Fund Draw For Corporate Energy  
& Emissions Savings

6



## Committee of the Whole Report For the Meeting of March 12, 2020

---

**To:** Committee of the Whole **Date:** March 4, 2020  
**From:** Shannon Perkins – Manager, Bylaw and Licensing Services  
**Subject:** Appointment Bylaw Officer

---

### RECOMMENDATION

That Council approve the appointment of Grant Love:

1. As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061); and
2. As a Business Licence Inspector for the City of Victoria

### EXECUTIVE SUMMARY

Grant Love has recently joined the City's Bylaw and Licensing Services staff filling the role of Bylaw Officer. To enable him to act with full capacity, a specific resolution of council suggested above is required.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shannon Perkins".

Shannon Perkins  
Manager, Bylaw and Licensing Services

Report accepted and recommended by the City Manager:

A large, stylized handwritten signature in black ink, likely belonging to the City Manager.  
Date: March 5, 2020





## Committee of the Whole Report For the Meeting of March 12, 2020

---

**To:** Committee of the Whole  
**From:** Chris Coates, City Clerk  
**Subject:** Purple Day – March 26, 2020

---

**Date:** February 27, 2020

### RECOMMENDATION

That the *Purple Day* Proclamation be forwarded to the March 12, 2020 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Purple Day* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

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

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

Respectfully submitted,

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

Chris Coates  
City Clerk

### List of Attachments

- Appendix A: Proclamation "Purple Day"
- Appendix B: List of Previously Approved Proclamations



**“PURPLE DAY”**

- WHEREAS** *Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and*
- WHEREAS** *Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people with epilepsy to know they aren't alone; and*
- WHEREAS** *People in countries around the world are encouraged to wear purple and host events in support of epilepsy awareness on Purple Day; and*
- WHEREAS** *40,000 people in British Columbia, 400,000 people in Canada and 65 million people worldwide are living with epilepsy; and*
- WHEREAS** *Purple Day is an initiative to create a society that embraces the beauty of difference, and how even with our individuality, we can all come together to make the world a better place; and*
- WHEREAS** *Purple Day encourages people to rid the stigma around epilepsy and seizures; and*
- WHEREAS** *The onset of epilepsy can occur at any stage of life, Purple day is a health promotion that does not discriminate against age, race, or gender.*

**NOW, THEREFORE** I do hereby proclaim the day of March 26<sup>th</sup>, 2020 as **“PURPLE DAY”** on the **HOMELANDS** of the Lekwungen speaking **SONGHEES AND ESQUIMALT PEOPLE** in the **CITY OF VICTORIA, CAPITAL CITY** of the **PROVINCE** of **BRITISH COLUMBIA**.

**IN WITNESS WHEREOF**, I hereunto set my hand this March 12<sup>th</sup>, Two Thousand and Twenty.

---

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

**Sponsored by:**  
Londyn Skinner  
BC Epilepsy Society

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

17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 to 7, 2019 International Development Week - February 3 to 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 to 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 to 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 to 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
9-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 to 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17 to 23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
25-Jul-19	Clover Point Parkrun Day - August 10, 2019
8-Aug-19	National Polycystic Kidney Disease Awareness Day - September 4, 2019
5-Sep-19	Mitochondrial Disease Awareness Week - September 15 to 21, 2019 Project Serve Day- September 14, 2019 One Day Together - September 7, 2019
12-Sep-19	Manufacturing Month - October, 2019
19-Sep-19	Fire Prevention Week - October 6 to 12, 2019 Small Business Month - October 2019 Performance and Learning Month - September 2019 British Home Child Day - September 28, 2019 World Cerebral Palsy Day - September 19, 2019
10-Oct-19	Waste Reduction Week - October 21 to 27, 2019 Pregnancy and Infant Loss Awareness Day - October 15, 2019 Fair Employment Week - October 7 to 11, 2019
24-Oct-19	National Diabetes Awareness Month and World Diabetes Day - November 2019 and November 14, 2019
14-Nov-19	Adoption Awareness Month - November 2019 Cities for Life / Cities Against the Death Penalty Day - November 30, 2019 Think Local Week - November 18 to 24, 2019
12-Dec-19	National Homeless Persons' Memorial Day - December 21, 2019 South Asian Women in Canada Day - December 24, 2019



## Committee of the Whole Report For the Meeting of March 12, 2020

---

**To:** Committee of the Whole **Date:** February 27, 2020  
**From:** Chris Coates, City Clerk  
**Subject:** World Down Syndrome Day – March 21, 2020

---

### RECOMMENDATION

That the *World Down Syndrome Day* Proclamation be forwarded to the March 12, 2020 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *World Down Syndrome Day* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

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

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Chris Coates'.

Chris Coates  
City Clerk

### List of Attachments

- Appendix A: Proclamation "World Down Syndrome Day"
- Appendix B: List of Previously Approved Proclamations

**“WORLD DOWN SYNDROME DAY”**

- WHEREAS** *World Down Syndrome Day is international observance resolved by the General Assembly of the United Nations to raise public awareness of Down syndrome and promote equitable treatment of individuals with Down syndrome in accordance with the Convention on the Rights of Persons with Disability; and*
- WHEREAS** *at this time we take an opportunity to highlight the unique abilities, strengths and needs of our community members with Down syndrome; and*
- WHEREAS** *individuals with Down syndrome have tremendous potential to live full and fulfilling lives as contributing members of our community; and*
- WHEREAS** *as Canadians, we celebrate our similarities, as well as our differences, knowing we are richer, as a result; and*
- WHEREAS** *the City of Victoria values our citizens with Down syndrome and their families and supports the well-being of all individuals with Down syndrome so that they may achieve their fullest potential.*

**NOW, THEREFORE** I do hereby proclaim Saturday, March 21<sup>st</sup>, 2020 as **“WORLD DOWN SYNDROME DAY”** on the HOMELANDS of the Lekwungen speaking SONGHEES AND ESQUIMALT PEOPLE in the **CITY OF VICTORIA, CAPITAL CITY** of the **PROVINCE** of **BRITISH COLUMBIA**.

**IN WITNESS WHEREOF**, I hereunto set my hand this March 12<sup>th</sup> Two Thousand and Twenty.

---

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

**Sponsored by:**  
Paul Crowley  
Greater Victoria Down Syndrome Day

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

17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 to 7, 2019 International Development Week - February 3 to 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 to 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 to 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 to 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
9-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 to 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17 to 23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
25-Jul-19	Clover Point Parkrun Day - August 10, 2019
8-Aug-19	National Polycystic Kidney Disease Awareness Day - September 4, 2019
5-Sep-19	Mitochondrial Disease Awareness Week - September 15 to 21, 2019 Project Serve Day- September 14, 2019 One Day Together - September 7, 2019
12-Sep-19	Manufacturing Month - October, 2019
19-Sep-19	Fire Prevention Week - October 6 to 12, 2019 Small Business Month - October 2019 Performance and Learning Month - September 2019 British Home Child Day - September 28, 2019 World Cerebral Palsy Day - September 19, 2019
10-Oct-19	Waste Reduction Week - October 21 to 27, 2019 Pregnancy and Infant Loss Awareness Day - October 15, 2019 Fair Employment Week - October 7 to 11, 2019
24-Oct-19	National Diabetes Awareness Month and World Diabetes Day - November 2019 and November 14, 2019
14-Nov-19	Adoption Awareness Month - November 2019 Cities for Life / Cities Against the Death Penalty Day - November 30, 2019 Think Local Week - November 18 to 24, 2019
12-Dec-19	National Homeless Persons' Memorial Day - December 21, 2019 South Asian Women in Canada Day - December 24, 2019



## Committee of the Whole Report For the Meeting of March 12, 2020

---

**To:** Committee of the Whole  
**From:** Chris Coates, City Clerk  
**Subject:** Parkinson's Awareness Month – April 2020

---

**Date:** March 11, 2020

### RECOMMENDATION

That the *Parkinson's Awareness Month* Proclamation be forwarded to the March 12, 2020 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Parkinson's Awareness Month* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

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

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

Respectfully submitted,

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

Chris Coates  
City Clerk

### List of Attachments

- Appendix A: Proclamation "Parkinson's Awareness Month"
- Appendix B: List of Previously Approved Proclamations

**“PARKINSON’S AWARENESS MONTH”**

**WHEREAS** *Parkinson's disease, for which there is no known cause or cure, is a progressive, degenerative neurological disorder which causes tremor or trembling of the arms and legs, muscular rigidity, slowness of movement and difficulty with speaking and swallowing; and*

**WHEREAS** *Parkinson's affects approximately 13,000 adults in the Province of British Columbia; and*

**WHEREAS** *Parkinson Society British Columbia is providing information, consultation, support services and educational seminars for people with Parkinson's and their families; and is promoting a better understanding of this disorder; and*

**WHEREAS** *it is desirable to increase the level of understanding of Parkinson's and the needs of persons living with Parkinson's.*

**NOW, THEREFORE** *I do hereby proclaim April 2020 as “PARKINSON’S AWARENESS MONTH” on the HOMELANDS of the Lekwungen speaking SONGHEES AND ESQUIMALT PEOPLE in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

**IN WITNESS WHEREOF**, *I hereunto set my hand this March 12<sup>th</sup> Two Thousand and Twenty.*

---

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

**Sponsored by:**  
*Kat Perez  
Parkinson Society British Columbia*

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

17-Jan-19	BC Aware Days 2019: Be Secure, Be Aware Days - Jan 28 - February 5
31-Jan-19	Eating Disorder Awareness Week - February 1 to 7, 2019 International Development Week - February 3 to 9, 2019
14-Feb-19	Heritage Week 2019 - February 18 to 24, 2019 Rare Disease Day - February 28, 2019
28-Feb-19	Tibet Day - March 10, 2019
14-Mar-19	Purple Day - March 26, 2019 World Kidney Day - March 14, 2019 World Tuberculosis Day - March 26, 2019
28-Mar-19	Sikh Heritage Day - April 14, 2019 Global Meetings Industry Day - April 4, 2019
11-Apr-19	National Organ and Tissue Donation Awareness Week - April 21 to 27, 2019 Human Values Day 2019 - April 24, 2019 Global Love Day - May 1, 2019 National Dental Hygienists Week - April 6 to 12, 2019
25-Apr-19	Child Abuse Prevention Month - April 2019 St. George Day - April 23, 2019 Huntington Disease Awareness Month - May 2019 Falun Dafa Day - May 13, 2019
9-May-19	Apraxia Awareness Day - May 14, 2019 North American Safe Boating Awareness Week - May 18 to 24, 2019 Phones Away Day - May 23, 2019 International Internal Audit Awareness Month - May 2019
23-May-19	Brain Injury Awareness Month - June 2019 Orca Action Month - June 2019 Orca Awareness Month - Southern and Northern Residents - June 2019 Intergenerational Day Canada - June 1, 2019 Pollinator Week - June 17 to 23, 2019 ALS Awareness Month - June 2019 Myalgic Encephalomyelitis Awareness Day - May 12, 2019 Built Green Day - June 5, 2019
13-Jun-19	Small Business Month - June 2019 International Medical Marijuana Day - June 11, 2019 World Refugee Day - June 20, 2019
27-Jun-19	Pride Week - June 30 - July 7, 2019 Parachute National Injury Prevention Day - July 5, 2019
11-Jul-19	Mexican Heritage Week - July 9 to 14, 2019
25-Jul-19	Clover Point Parkrun Day - August 10, 2019
8-Aug-19	National Polycystic Kidney Disease Awareness Day - September 4, 2019
5-Sep-19	Mitochondrial Disease Awareness Week - September 15 to 21, 2019 Project Serve Day- September 14, 2019 One Day Together - September 7, 2019
12-Sep-19	Manufacturing Month - October, 2019
19-Sep-19	Fire Prevention Week - October 6 to 12, 2019 Small Business Month - October 2019 Performance and Learning Month - September 2019 British Home Child Day - September 28, 2019 World Cerebral Palsy Day - September 19, 2019
10-Oct-19	Waste Reduction Week - October 21 to 27, 2019 Pregnancy and Infant Loss Awareness Day - October 15, 2019 Fair Employment Week - October 7 to 11, 2019
24-Oct-19	National Diabetes Awareness Month and World Diabetes Day - November 2019 and November 14, 2019
14-Nov-19	Adoption Awareness Month - November 2019 Cities for Life / Cities Against the Death Penalty Day - November 30, 2019 Think Local Week - November 18 to 24, 2019
12-Dec-19	National Homeless Persons' Memorial Day - December 21, 2019 South Asian Women in Canada Day - December 24, 2019





**Council Member Motion  
For the Committee of the Whole Meeting of March 12, 2020**

---

**Date:** March 2, 2020

**From:** Councillor Ben Isitt and Councillor Jeremy Loveday

**Subject:** Endorsement of Universal Public National Pharmacare Program

---

**Background:**

Council has previously gone on record favouring the introduction of a national public Pharmacare program, to improve access and reduce the costs of medicine to individuals, families and health authorities.

In February 2020, Council received correspondence from the City of Port Moody regarding a resolution adopted by Port Moody calling on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of its first orders of business after the 2019 election.

It is recommended that Council reiterate its support for this policy, and provide direction to staff to communicate this support to the Government of Canada.

**Recommendation:**

That Council:

1. Endorses the resolution from the City of Port Moody calling on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of its first orders of business.
2. Directs staff to communicate this endorsement to the Prime Minister of Canada and the federal Minister of Health, with copies forwarded to the Provincial Minister of Health, the Premier of British Columbia and the Mayor and Council of the City of Port Moody.

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 the City of Port Moody, February 4, 2020
2. Letter from Canadian Doctors for Medicare, 2015
3. Report to City Council, 2015



**Council Member Motion**  
**For the Committee of the Whole Meeting of March 12, 2020**

---

**To:** Committee of the Whole **Date:** March 6, 2020  
**From:** Mayor Helps, Councillor Thornton-Joe, And Councillor Alto  
**Subject:** Extended Hours for Our Place

---

**BACKGROUND**

Each year Our Place is funded to open from November 1 - March 31 from 7:00am-9:00pm 7 days a week and 9 - 6 on stat holidays.

In the spring and summer months, due to funding, the hours from April 1 - October 31 are weekdays from 7:00am-6:00pm, weekends from 10:00am-6:00pm and on statutory holidays only open to serve lunch and dinner.

The gap of 3 hours in the morning on weekends, 3 hours gap 7 nights a week, and the limited hours on statutory holidays contributes to an increase in already existing congregation on the boulevard outside of Our Place. It also means that people seeking a place to use a washroom, food and snacks, or to get out of the heat or cold have no place to go when Our Place is not open. Further, as the First Met shelter closes in the morning at 7am, those who need a place to have a shower and get some food must wait outside of Our Place on weekends until it is opened.

BC Housing and Island Health have expressed a commitment to providing \$50,000 each to extend the Our Place hours to match the winter hours until the end of March 31<sup>st</sup>, 2021. if the City of Victoria would also contribute \$50,000.

**RECOMMENDATION:**

That Council allocate \$50,000 from contingency to partner with BC Housing and Island Health to increase the hours and services for Our Place to match winter hours from April 1-October 31.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Charlayne Thornton-Joe".

Councillor Thornton-Joe

A handwritten signature in cursive script, appearing to read "Alto".

Councillor Alto

A handwritten signature in cursive script, appearing to read "Helps".

Mayor Helps

## **Terms of Reference**

### **City of Victoria Welcoming Cities Task Force**

#### **1. Purpose**

The purpose of the Welcoming Cities Task Force is to develop a Welcoming Cities Strategy, providing advice and recommendations to Victoria City Council and Staff. Working with consultants, the Task Force members will draw from their own expertise and lived experience and invite expertise and lived experience from the general public with the goal of assessing Victoria against Welcoming Standards and building a Welcoming Cities Strategy.

Welcoming Standards are community specific roadmaps that provide a guide with community determined benchmarks to develop stronger, more inclusive communities and bridge the gaps between newcomers and long-time residents. These standards help communities imagine the possibilities of what they could look like while also providing a framework of accountability to measure progress. In order to be effective, strategies around four key sectors must be in place:

- Engage long-term residents
- Set goals, monitor impact and adjust strategies as needed
- Design for equity and inclusion
- Implement in partnership

The Welcoming Standards, drawn from *Welcoming America* (<https://www.welcomingamerica.org/>) are organized according to the following framework categories:

- Government Leadership
- Civic Engagement
- Equitable Access
- Education
- Connected Communities
- Economic Development
- Safe Communities

#### **2. Composition**

The City of Victoria Welcoming Cities Task Force will be comprised of up to twenty members of the public appointed by Council, representing diverse perspectives and with balanced gender representation, including:

VIRCS – 1 appointee

ICA – 1 appointee

Here Magazine – 1 appointee

La Société francophone de Victoria – 1 appointee

George Jay School Parent Advisory Council – 1 appointee

Chinese Community Services Society – 1 appointee

Bayan Cultural Society – 1 appointee

Songhees Nation – 1 appointee

Esquimalt Nation – 1 appointee

Silver Threads – 1 appointee

Members at large – 4 (must include a youth member and an international student)

Mayor Helps, Councillor Dubow and Councillor Thornton-Joe are appointed to serve as non-voting liaisons to the task force and will be the co-chairs.

City staff will act as a resource to the task force as appropriate and at the direction of the City Manager.

Specialists from partner organizations may also act as resources to the Task Force, at the discretion of the Co-chairs.

### **3. Procedure**

The Task Force will be co-chaired by Mayor Helps, Councillor Dubow, and Councillor Thornton-Joe. Meetings will be conducted in accordance with procedures adopted for other City of Victoria advisory committees.

The Task Force will meet as follows:

- Four preliminary meetings to become familiar with the City's equity work and Victoria 3.0 and the Welcoming Standards, to provide input into the procurement needs for the consultant role, and to plan engagement workshops
- Three public engagement workshops to invite public input
- A final townhall meeting to receive input on proposed recommendations
- Two final meetings to integrate the feedback and prepare for a presentation to Council

### **4. Deliverable**

The City of Victoria Welcoming Cities Task Force, in partnership with consultants, will submit a Welcoming Cities Strategy for consideration by City Council and staff, providing advice and recommendations on the items identified in the Purposes section above, no later than December 31<sup>st</sup> 2020.



**Council Member Motion**  
**For the Committee of the Whole Meeting of March 12, 2020**

---

**To:** Committee of the Whole **Date:** March 6, 2020  
**From:** Mayor Helps, Councillor Thornton-Joe and Councillor Dubow  
**Subject:** Terms of Reference for Welcoming Cities Task Force

---

**BACKGROUND**

The three of us have been tasked in the Strategic Plan with convening a task force and developing a Welcoming City Strategy in 2020. To undertake this work, we are presenting terms of reference to Council for input and approval.

**RECOMMENDATIONS**

1. That Council approve the Welcoming Cities Task Force Terms of Reference and direct staff to seek participants.
2. That the Indigenous participants are compensated as per the City's protocol, to be funded from the Welcoming Cities budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Helps".

Mayor Helps

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

Councillor Dubow

A handwritten signature in black ink, appearing to read "Charlayne Thornton-Joe".

Councillor Thornton-Joe



**Council Member Motion  
For the Committee of the Whole Meeting of March 12, 2020**

---

**Date:** March 11, 2020  
**From:** Councillor Ben Isitt  
**Subject:** Response to COVID-19 in Victoria, BC

---

**Recommendation:**

That Council endorse the following resolution and direct staff to forward copies without delay to the Greater Victoria Harbour Authority, the federal Ministers of Transport and Health, and the Provincial Health Officer of British Columbia:

**Resolution: Response to COVID-19 in Victoria, BC**

WHEREAS Provincial Health Officer Dr. Bonnie Henry has advised that cruise ship visits to the Port of Victoria should be postponed to reduce the risk of transmission of COVID-19;

AND WHEREAS members of the public have expressed concern over the scheduled arrival of international cruise ships to the City of Victoria beginning in early April 2020, including a ship which has been quarantined in another jurisdiction with confirmed cases of COVID-19;

AND WHEREAS jurisdictions around the world have taken measures to restrict international transport in order to contain COVID-19 and reduce the risk to human health and the strain on public healthcare systems;

THEREFORE BE IT RESOLVED THAT the City of Victoria requests that the Greater Victoria Harbour Authority follow the advice of the Provincial Health Officer and suspend authorization for the landing of international cruise ships at the Ogden Point Wharves until risks associated with COVID-19 have subsided;

AND BE IT FURTHER RESOLVED THAT the City of Victoria requests that the Government of Canada as the operator of the Port of Victoria follow the advice of the Provincial Health Officer and suspend authorization of international cruise ship visits to the Port of Victoria until risks associated with COVID-19 have subsided;

AND BE IT FURTHER RESOLVED THAT the City of Victoria requests that the Government of Canada work with other levels of government to provide relief to workers and businesses that experience hardship as a result of a postponement of cruise ship visits to the Port of Victoria.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt