



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, April 2, 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

At this time, due to the COVID-19 Pandemic, public access to City Hall is not permitted. This meeting may be viewed on the City's live stream webcast at www.victoria.ca

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A. APPROVAL OF AGENDA

*B. CONSENT AGENDA

Proposals for Consent Agenda:

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- E.3 - 582 St. Charles Street: Heritage Alteration Permit with Variance Application No. 00020
- E.4 - 1009 Southgate Street: Heritage Designation Application No. 000190
- F.2 - Proclamation - Human Values Day
- F.3 - Proclamation - Melanoma Awareness Month

C. READING OF MINUTES

*C.1 Minutes from the meeting held March 12, 2020

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Addendum

D. UNFINISHED BUSINESS

*D.1 Council Member Motion: Scaling Up Growing in the City for Community Resilience

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Addendum: Updated Council Member Motion

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A Council Member Motion regarding the scaling up of the Growing in the City initiative.

E. LAND USE MATTERS

*E.1 Development Application Processes - Considerations to Address COVID-19 Pandemic

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Addendum: Report

A report seeking direction from Council on several aspects of the development application review processes to ensure the ongoing construction of housing and to enhance the ability of the development and trades industries to both weather and recover from the COVID-19 pandemic.

- *E.2 429 and 431 Parry Street: Development Variance Permit Applications No. 00234 and No. 00235 (James Bay)** 20

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- *E.3 582 St. Charles Street: Heritage Alteration Permit with Variance Application No. 00020 (Rockland)** 76

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- *E.4 1009 Southgate Street: Heritage Designation Application No. 000190 (Fairfield)** 96

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- F.2 Proclamation - Human Values Day**

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A report regarding the proclamation for Human Values Day, April 24, 2020.

- F.3 Proclamation - Melanoma Awareness Month**

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A report regarding the proclamation for Melanoma Awareness Month, May 2020.

G. NOTICE OF MOTIONS

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A Council Member Motion regarding the proposed development of a non-profit platform for on-demand delivery / dispatch of goods and services.

- G.2 Council Member Motion: Parking in City Parkades** 151

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- *G.3 Council Member Motion: Taking Responsibility for the Provision of Emergency Housing and Supports in our Community** 152

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H. NEW BUSINESS

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE



MINUTES - COMMITTEE OF THE WHOLE

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

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

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, T. Zworski - City Solicitor, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhower - Head of Engagement, J. Jensen - Head of Human Resources, K. Hoese - Director of Sustainable Planning and Community Development, A. Hudson - Assistant Director of Community Planning, J. Paul - Assistant Director Engineering, D. Newman - Assistant Director Facilities and Construction Management, L. Berndt - Manager Energy and Climate Action, R. Upadhyay - Corporate Energy Specialist, S. Young - Climate and Environmental Sustainability Specialist, C. Havelka - Deputy City Clerk, J. O'Connor - Deputy Director of Finance, C. Mycroft - Manager of Executive Operations, P. Bellefontaine - Assistant Director, Transportation, M. Heiser - Committee Secretary

A. APPROVAL OF AGENDA

Moved By Councillor Alto
Seconded By Councillor Loveday

That the agenda be approved.

Amendment:

Moved By Councillor Isitt
Seconded By Councillor Loveday

That the following Closed item be added to the agenda:
Community Charter Section 90(2)(b) – Intergovernmental Relations.

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Isitt
Seconded By Councillor Loveday

That the following item be added to the agenda:

H.4 Council Member Motion – Response to COVID-19 in Victoria, BC

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Alto
Seconded By Councillor Loveday

That the agenda of the March 12, 2020 Committee of the Whole meeting be amended as follows:

Consent Agenda:

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

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

F.1 2020 Micro Grant Applications

F.4 Appointment Bylaw Officer

F.5 Proclamation - Purple Day

F.6 Proclamation - World Down Syndrome Day

F.7 Proclamation - Parkinson's Awareness Month

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

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

Moved By Councillor Alto
Seconded By Councillor Loveday

That the minutes from the Committee of the Whole meeting held February 27, 2020 be adopted.

CARRIED UNANIMOUSLY

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

Moved By Councillor Alto
Seconded By Councillor Loveday

That the minutes from the Special Committee of the Whole meeting held February 4, 2020 be adopted.

CARRIED UNANIMOUSLY

F.1 2020 Micro Grant Applications

Committee received a report dated February 28, 2020 from the Deputy Director of Finance regarding the proposed applications for the 2020 Micro Grant program intake.

Moved By Councillor Alto
Seconded By Councillor Loveday

That Council approve the eligible Micro Grant applications outlined in Appendix A.

CARRIED UNANIMOUSLY

F.4 Appointment Bylaw Officer

Committee received a report dated March 4, 2020 from the Manager of Bylaw and Licensing Services regarding the proposed appointment of Grant Love to the role of Bylaw Officer.

Moved By Councillor Alto
Seconded By Councillor Loveday

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

CARRIED UNANIMOUSLY

F.5 Proclamation - Purple Day

Committee received a report dated February 27, 2020 from the City Clerk regarding the proclamation for Purple Day, March 26, 2020.

Moved By Councillor Alto
Seconded By Councillor Loveday

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

CARRIED UNANIMOUSLY

F.6 Proclamation - World Down Syndrome Day

Committee received a report dated February 27, 2020 from the City Clerk regarding the proclamation for World Down Syndrome Day, March 21, 2020.

Moved By Councillor Alto
Seconded By Councillor Loveday

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

CARRIED UNANIMOUSLY

F.7 Proclamation - Parkinson's Awareness Month

Committee received a report dated March 11, 2020 from the City Clerk regarding the proclamation for Parkinson's Awareness Month, April 2020.

Moved By Councillor Alto
Seconded By Councillor Loveday

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

CARRIED UNANIMOUSLY

Motion to go into a closed Committee of the Whole meeting at 9:03 a.m.

Moved By Councillor Dubow
Seconded By Councillor Alto

That Council close the Committee of the Whole meeting for the following reason:
Community Charter Section 90(2)(b) – Intergovernmental Relations.

CARRIED UNANIMOUSLY

The open Committee of the Whole meeting reconvened at 9:12 a.m.

D. UNFINISHED BUSINESS

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

Committee received 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.

Moved By Councillor Isitt
Seconded By Councillor Loveday

That this item be postponed to the March 19, 2020 Committee of the Whole meeting.

DEFEATED UNANIMOUSLY

Moved By Councillor Isitt
Seconded By Mayor Helps

That this letter be received for information.

CARRIED UNANIMOUSLY

F. STAFF REPORTS

F.2 Office of Equity, Diversity and Inclusion

Committee received a report from the Head of Corporate Initiatives dated March 6, 2020 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.

Committee discussed the following:

- *Cross-sectional approaches throughout the organization*
- *Robust interactions with outside organizations*
- *Development and community planning initiatives*

Moved By Mayor Helps
Seconded By Councillor Dubow

That Council receive this report for information.

Amendment:

Moved By Councillor Isitt
Seconded By Mayor Helps

That Council direct staff to implement the climate lens impact statement on an interim basis as soon as practical.

CARRIED UNANIMOUSLY

Committee discussed the following:

- *Ensuring each group receives attention*

- *Working with community groups individually and collectively*
- *Coordination and oversight of all action items*
- *Resources designated for this project*

Mayor Helps left meeting at 10:13 a.m. and Councillor Alto assumed the chair.

Councillor Thornton-Joe left the meeting at 10:13 a.m.

Mayor Helps returned to the meeting at 10:15 a.m. and assumed the Chair.

Councillor Thornton-Joe returned to the meeting at 10:21 a.m.

On the main motion as amended:

That Council:

1. Receive this report for information.
2. Direct staff to implement the climate lens impact statement on an interim basis as soon as practical.

CARRIED UNANIMOUSLY

F.3 Climate Action Reserve Fund Draw - Corporate Building Energy and GHG Savings

Committee received a report from the Assistant Director of Engineering dated March 6, 2020 regarding the proposed implementation of priority greenhouse gas reductions and energy improvements into existing 2020 Facilities Capital Projects.

Committee discussed the following:

- *Specific funding initiatives*
- *Heating systems located on City of Victoria properties*
- *Usage and demand requirements for certain facilities*
- *Potential energy savings*
- *The conversion of GHG savings to equivalent car emissions*

Moved By Councillor Isitt

Seconded By Councillor Loveday

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.

CARRIED UNANIMOUSLY

Committee recessed at 10:50 a.m. and reconvened at 10:58 a.m.

Councillor Alto was not present when the meeting reconvened.

H. NEW BUSINESS

H.1 Council Member Motion - Endorsement of Universal Public National Pharmacare Program

Committee received a Council Member Motion dated March 2, 2020 from Councillor Isitt and Councillor Loveday regarding the proposed 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.

Moved By Councillor Isitt

Seconded By Councillor Loveday

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.

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

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 Cities of Port Moody **and New Westminster.**

CARRIED UNANIMOUSLY

On the main motion as amended:

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 Cities of Port Moody and New Westminster.

CARRIED UNANIMOUSLY

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

Committee received a Council Member Motion from Mayor Helps, Councillor Thornton-Joe, and Councillor Alto dated March 6, 2020 regarding the proposed contribution to extend the hours of operation for Our Place.

Councillor Alto returned to the meeting at 11:01 a.m.

Moved By Councillor Thornton-Joe

Seconded By Mayor Helps

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.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

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 **and request that staff include 50,000 for extended hours for Our Place for Council consideration in the draft 2021 budget from the new assessed revenue.**

Amendment to the amendment:

Moved By Councillor Loveday

Seconded By Mayor Helps

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 **and request that staff include 50,000 for extended hours for Our Place for Council consideration in the draft 2021 budget from the new assessed revenue and request further information or a proposal from Our Place.**

DEFEATED UNANIMOUSLY

On the amendment:

DEFEATED UNANIMOUSLY

Amendment:

Moved By Mayor Helps

Seconded By Councillor Loveday

That Council:

1. 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; and

2. **forward an allocation to Our Place for Council's consideration as part of the 2021 budget process.**

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Young

That Council:

1. 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; and,
2. Forward an allocation to Our Place for Council's consideration as part of the 2021 budget process; and
3. **Request that the Mayor write to the provincial government requesting adequate funding for Our Place.**

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council:

1. 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; and,
2. Forward an allocation to Our Place for Council's consideration as part of the 2021 budget process; and
3. Request that the Mayor write to the provincial government requesting adequate funding for Our Place.

CARRIED UNANIMOUSLY

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

Committee received a Council Member Motion from Mayor Helps, Councillor Thornton-Joe, and Councillor Dubow dated March 6, 2020 regarding the proposed Terms of Reference for the Welcoming Cities Task Force.

Moved By Councillor Dubow

Seconded By Councillor Alto

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.

CARRIED UNANIMOUSLY

Mayor Helps recalled the motion.

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.

Amendment:

Moved By Councillor Loveday

Seconded By Mayor Helps

3. That the Terms of Reference be amended to add an appointee from the Greater Victoria Public Library.

CARRIED UNANIMOUSLY

On the main motion as amended:

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.
3. That the Terms of Reference be amended to add an appointee from the Greater Victoria Public Library.

CARRIED UNANIMOUSLY

H.4 Response to COVID-19 in Victoria, BC

Committee received a report dated March 11, 2020 from Councillor Isitt regarding the proposed resolution in response to COVID-19 in Victoria, BC and the Greater Victoria Harbour Authority.

Moved By Councillor Isitt

Seconded By Mayor Helps

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:

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.

Committee discussed the following:

- *Procedures relating to intergovernmental relations*
- *Specific recommendations from provincial organizations and informed authorities*
- *Feedback Council has received from members of the public*
- *Events that this could affected*

Motion to postpone:

Moved By Councillor Alto

Seconded By Councillor Young

That this motion be postponed until this evening's Council meeting, to enable Transport Canada to complete its situational analysis and provide their direction about Canadian ports, and ask GVHA to attend COTW March 19 to provide Council and the public with the latest information and actions for port Victoria.

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

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

DEFEATED (3 to 5)

On the main motion:

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:

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.

CARRIED UNANIMOUSLY

The City Clerk delivered a verbal update on current discussions with provincial authorities with regards to implications or changes that may affect the April 4, 2020 By-Election.

Motion arising:

Moved By Councillor Alto

Seconded By Mayor Helps

That Council ask the Greater Victoria Harbour Authority to attend the Committee of the Whole meeting March 19 to provide Council and the public with the latest information and actions of the Authority.

Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

That Council ask the Greater Victoria Harbour Authority to attend the a Committee of the Whole meeting ~~March 19~~ to provide Council and the public with the latest information and actions of the Authority.

CARRIED UNANIMOUSLY

On the motion arising as amended:

That Council ask the Greater Victoria Harbour Authority to attend a Committee of the Whole meeting to provide Council and the public with the latest information and actions of the Authority.

CARRIED UNANIMOUSLY

Motion arising:

Moved By Councillor Alto

Seconded By Councillor Dubow

That Council ask Island Heath to provide an update and information on its plans to provide urgent health care and other services to Victoria residents without homes.

CARRIED UNANIMOUSLY

Motion arising:

Moved By Councillor Isitt

Seconded By Mayor Dubow

That Council direct staff to provide an update to Council and the public on adjustments to city programs, services and procedures arising from the COVID-19 pandemic.

CARRIED UNANIMOUSLY

I. ADJOURNMENT

Moved By Councillor Dubow

Seconded By Councillor Alto

That the Committee of the Whole Meeting be adjourned at 12:04 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



**Council Member Motion
For the Committee of the Whole Meeting of April 2, 2020**

Date: March 31, 2020

From: Councillor Ben Isitt and Councillor Jeremy Loveday

Subject: Scaling Up Growing in the City for Community Resilience - Updated

Background:

The Covid-19 pandemic has generated renewed interest in community resilience and food security. Many residents have expressed interest in growing food.

This aligns with the City of Victoria's commitment to food security in the Official Community Plan, the Strategic Plan 2019-2022 and the Growing in the City initiative. In June 2019, Council endorsed an expansion of Growing in the City, including action "to increase access to gardening materials" through "pilot distribution of free gardening materials," "in partnership with community organizations. Materials available could include leaf mulch, compost, woodchips and plants."

It is therefore recommended that Council authorize staff to scale up the Growing in the City initiative for community resilience and food security, in line with this previous Council direction.

Recommendations:

That Council authorize the scaling up of the Growing in the City initiative with the following actions, to increase community resilience and food security in response to Covid-19:

1. Temporarily reprioritize the focus of some Parks Department capacity to grow food plants from seed in the municipal nursery and greenhouses for planting in the 2020 growing season, harnessing expertise on appropriate plant selection from stakeholders in the Urban Food Table.
2. Work with stakeholder organizations in the Urban Food Table, School District 61 and local farmers to develop a distribution plan for food plants, soil and educational resources to scale up food production and increase community resilience and food security.
3. Adhere strictly to workplace safety and public health guidelines during the implementation of this program.

Respectfully submitted,

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

Councillor Isitt

A handwritten signature in black ink, appearing to read 'Jeremy Loveday'.

Councillor Loveday



Committee of the Whole Report

For the Meeting of April 2, 2020

To: Committee of the Whole **Date:** March 31, 2020
From: Karen Hoes, Director of Sustainable Planning and Community Development
Subject: **Development Application Processes – Considerations to Address COVID-19 Pandemic**

RECOMMENDATION

That Council direct staff to report back on modifications to development application processes, as detailed in this report, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes.

EXECUTIVE SUMMARY

The purpose of this report is to seek direction from Council on several aspects of the development application review processes to ensure the ongoing construction of housing and to enhance the ability of the development and trades industries to both weather and recover from the COVID-19 pandemic.

Staff have identified a number of features of the development application review process that require modification to ensure the continued smooth processing of applications, while complying with public health orders and meeting the transparency and accountability of land use processes, including:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.

This report provides a brief discussion of each of these topics along with a series of recommended or already in-process next steps.

PURPOSE

The purpose of this report is to seek direction from Council on several aspects of the development application review processes, in order to ensure the ongoing construction of housing and to enhance the ability of the development and trades industries to both weather and recover from the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes.

BACKGROUND & ANALYSIS

British Columbia's Provincial Health Officer issued an Order on March 16, 2020 that applies to local governments and, among other things, limits gatherings to a maximum of 50 people. New orders continue to be issued, regarding both the specific functions of local government as well as the pandemic in general. Given these evolving circumstances, staff have considered the development application processes and have provided a discussion, a description of actions that are already in process, and ideas for next steps related to the following topics:

- pre-application requirements for CALUC Community Meetings
- referral to advisory committees
- Opportunity for Public Comment requirement associated with variance applications
- delegated authority
- Public Hearing requirement associated with rezoning applications.

This preliminary report has been prepared with a view to bringing forward more detailed reports on these topics as well as addressing any other matters that emerge as the work is advanced. The list above represents both the sequence that the reports will likely be advanced along with the immediacy that staff anticipate processing challenges to be experienced.

Pre-Application Requirement for CALUC Community Meetings

The *Land Use Procedures Bylaw* requires applicants to arrange and participate in a Community Meeting to be held in association with a Community Association Land Use Committee (CALUC) in advance of an application for an Official Community Plan or Zoning Bylaw Amendment. The bylaw also lays out circumstances in which a CALUC, Director of Sustainable Planning and Community Development, or Council can waive this requirement.

As a result of the public health order that sets limits on the number of people participating at public gatherings and establishes social distancing measures, it is currently not possible for CALUC Community Meetings to occur in person. This creates a situation where staff are not able to accept submission of applications where this step has not been followed or waived by the CALUC. Staff are aware of a number of CALUC Community meetings that have been cancelled because of the order as well as applications underway (including those for rental and affordable housing) which have not yet had a chance to participate in a CALUC Community Meeting.

As part of the pre-application process, these meetings provide an opportunity for developers to meet with community, get input, and potentially improve their applications, so establishing alternative ways to achieve this is desirable. To this end, staff are initiating a focused discussion with the CALUCs and the Urban Development Institute to solicit ideas on alternate forms of engagement that may work to facilitate public and CALUC dialogue with the applicant related to the development application process, and staff will report back to Council on this.

Referral to Advisory Committees

Section 15 of the *Land Use Procedures Bylaw* stipulates that when processing an application, the Director may, but is not required to, refer an application to other agencies or associations, the Technical Review Group (TRG - an interdisciplinary staff review group), advisory committees or other staff members.

As part of the response to COVID-19 advisory committee meetings are currently interrupted and although applications could be referred to advisory committees, such as the Advisory Design Panel (ADP) and the Heritage Advisory Panel (HAPI), the referral would result in an indefinite postponement of the application. Recently, the Minister of Public Safety and Solicitor General issued a new order related to public meetings which will enable new ways for advisory committees to meet and conduct business.

Staff have begun to explore options to resume the work of advisory committees, including the potential to hold electronic meetings, and will report back to Council. Additionally, the report will provide recommendations related to a previous Council direction to refer some delegated applications to advisory bodies. In the past, this step added onto the timeframe required to process applications; however, it may now create a processing barrier.

Opportunity for Public Comment Requirement Associated with Variance Applications

Through its *Land Use Procedures Bylaw*, the City of Victoria provides for an Opportunity for Public Comment (OPC) in association with variance applications, with notice being sent to the adjoining owners and occupiers of property and an opportunity to speak in person at Council. This provision goes beyond the requisites of the *Local Government Act* (LGA), which does not require mailed notification nor OPCs.

Staff are aware of a number of applications for minor variances as well as projects for non-profit affordable housing which may benefit from being advanced without holding an OPC. Staff are therefore recommending a report back that would both examine alternate means of garnering public input as well as reducing the frequency that OPCs are required.

Delegated Authority

Another way of addressing some development application processing challenges, particularly as they relate to variances, is to expand the scope of variance applications that are currently delegated to staff. Like minor parking variances, it is possible to increase the types of variances that staff can review and potentially approve. This may also include some applications that the Board of Variance considers, which could be beneficial as the Board, also subject to the Provincial Health Officer's order, is not presently meeting. Like other topics noted in this report, staff recommend that the possibility of expanded delegated authority be explored and a subsequent report be prepared. Notably, variances cannot authorize increased density or changes to permitted uses.

Public Hearing Requirement Associated with Rezoning Applications

The *Local Government Act* allows for Councils to waive the requirement for Public Hearings in association with rezoning applications if the application is consistent with the Official Community Plan. A decision to waive a public hearing must be made by Council for each application individually.

This would likely be the most significant change that Council could consider making; however, for several affordable housing projects that are either currently at or are nearing the Public Hearing

phase, a report exploring this potential option may be warranted. In association with and as a prerequisite to this type of measure, staff also recommend that alternate means of conducting public hearings and gathering community input, normally heard at Public Hearings, be prepared.

IMPACTS

Accessibility Impact Statement

Modification of various development processes may have impacts on accessibility of the process. Future reports will discuss impacts where warranted, but any process changes will include consideration of opportunities for increasing accessibility options whenever possible.

2019 – 2022 Strategic Plan

The Strategic Plan contains a number of objectives which depend on viable and timely development activity. Therefore, although the proposed recommendation does not have direct Strategic Plan implications, any measures that promote continuation of processing of land use applications are likely to help achieve numerous Strategic Plan objectives, including increased supply of affordable and rental housing as well as maintaining a healthy economy. Future reports will provide more detailed review of alignment of individual proposals with the Strategic Plan.

Impacts to Financial Plan

The City annually receives significant fees in relation to development applications, with fees in 2018 and 2019 both being in the order of one million dollars per year. Therefore, although the recommended option has no direct financial plan implications, a decision affecting viability of continued processing of these applications during the pandemic is likely to affect City's revenues in 2020.

Official Community Plan Consistency Statement

This issue has no specific Official Community Plan implications.

OPTIONS

Option One (staff recommendation)

Direct staff to explore and report back on modifications that can be made to development application processes, while complying with public health orders and meeting the transparency and accountability of land use processes, including:

- pre-application requirements for CALUC Community Meetings
- referral to advisory committees
- Opportunity for Public Comment requirement associated with variance applications
- delegated authority
- Public Hearing requirement associated with rezoning applications.

Option Two

Provide alternate direction to staff on preferred approaches to addressing potential development application processing challenges.

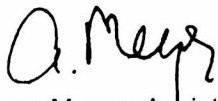
Option Three

Make no changes. This would likely result in development not moving forward, which would have negative consequences with regard to economy and positioning the City for recovery after COVID-19.

CONCLUSIONS

The Order from the Provincial Health Officer on March 16, 2020 has created the need for the City to analyse the potential implications resulting from the COVID-19 pandemic. In order to ensure the ongoing construction of housing and to enhance the ability of the development and trades industries to both weather and recover from the pandemic, staff are recommending that Council direct staff to report back on possible actions to advance modifications to the Development Application Review processes on an interim basis.

Respectfully submitted,

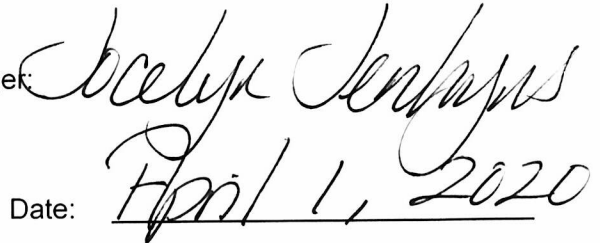


Alison Meyer, Assistant Director
Development Services



Karen Hoese, Director
Sustainable Planning Community Development
Department

Report accepted and recommended by the City Manager:


Date: April 1, 2020



Committee of the Whole Report

For the Meeting of April 2, 2020

To: Committee of the Whole **Date:** March 12, 2020

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

Subject: Development Variance Permit No. 00234 for 429 Parry Street and
Development Variance Permit No. 00235 for 431 Parry Street

RECOMMENDATION

That, subject to the preparation and execution of legal agreements to secure a Statutory Right-of-Way, to the satisfaction of the Director of Engineering, 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 Variance Permit Applications No.00234 for 429 Parry Street and No.00235 for 431 Parry Street in accordance with:

1. Plans date stamped December 19, 2019 (429 Parry Street) and December 23, 2019 (431 Parry Street)
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
For Development Variance Permit No. 00234 at 429 Parry Street:
 - i. reduce the front yard setback from 7.5m to 3.79m;
 - ii. reduce the rear yard setback from 8.28m to 4.71m for the rear stairs and 5.61m for the building;
 - iii. reduce the north side yard setback from 1.5m to 1.2m;
 - iv. reduce the south side yard setback from 3m to 2m; and
 - v. reduce the combined side yard setback from 4.5m to 3.2m.For Development Variance Permit No. 00235 at 431 Parry Street:
 - i. reduce the front yard setback from 7.5m to 4.41m;
 - ii. reduce the rear yard setback from 8.28m to 4.42m for the rear stairs and 4.95m for the building;
 - iii. reduce the north side yard setback from 1.5m to 1.2m;
 - iv. reduce the south side yard setback from 3m to 2m; and
 - v. reduce the combined side yard setback from 4.5m to 3.2m.
3. Registration of legal agreements on both property titles to secure a Statutory Right-of-Way, to the satisfaction of the Director of Engineering.
4. The Development Permits lapsing two years from the date of this resolution.

LEGISLATIVE AUTHORITY

In accordance with Section 498 of the *Local Government Act*, Council may issue a Development Variance Permit that varies a *Zoning Regulation Bylaw* provided the permit does not vary the use or density of land from that specified in the *Zoning Regulation Bylaw*.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for the Development Variance Permit Applications for the properties located at 429 and 431 Parry Street. The proposal is to construct two new single-family dwellings with secondary suites on two lots that are currently being used as surface parking lots. The variances are related to front, side and rear yard setbacks.

The following points were considered in assessing these applications:

- the proposal is generally consistent with the *James Bay Neighbourhood Plan*
- the existing non-conforming surface parking lot is not consistent with the zoning or the Traditional Residential designation in the *Official Community Plan* and the proposal for a total of four new residential units is a more appropriate use on the primarily residential street
- the proposed variances related to the building setbacks are relatively minor given the constraints of the site
- the provision of the Statutory Right-of-Way along Parry Street, which incorporates a new boulevard and sidewalk alignment, contributes to transportation and priorities and improves the pedestrian experience.

BACKGROUND

Description of Proposal

The proposals are for two new single-family dwellings with secondary suites. While the lot sizes are smaller than typical, they are within the minimum lot size established in the applicable R1-B Zone – Single Family Dwelling District.

The applications propose variances to reduce the front, rear and side yard building setbacks.

Affordable Housing

The applicant proposes the creation of four new residential units, including two rental units, which would increase the overall supply of housing in the area.

Sustainability

The applicant has not identified any sustainability features associated with this proposal.

Active Transportation

The applicant has not identified any active transportation impacts associated with these applications.

Public Realm

The applicant has agreed to provide a 1.08m Statutory Right-of-Way (SRW) along Parry Street. The proposal incorporates the SRW into the site design, reconfiguring the sidewalk and adding a boulevard. The SRW would be secured with a section 219 covenant prior to the issuance of the Development Variance Permit.

The provision of the SRW and realigned sidewalk allows for a new boulevard, which creates space between the sidewalk and road traffic and allows space for public street infrastructure out of the way of the sidewalk.

Accessibility

The *British Columbia Building Code* regulates accessibility as it pertains to buildings. All of the units require stairs to access.

Existing Site Development and Development Potential

The sites are presently part of a larger non-conforming commercial surface parking lot. Under the current R1-B Zone, Single Family Dwelling District, the properties could be developed as two single-family dwellings with secondary suites or garden suites or as public buildings. While a new subdivision of a lot within the R1-B Zone, Single Family Dwelling District would require a minimum of 460m², the two subject properties meet the 230m² minimum lot size for existing sites.

Data Table

The following data table compares the proposal with the existing R1-B Zone, Single Family Dwelling District as well as the R1-S2 Zone, Two Storey Small Lot District. While the R1-S2 zone does not technically apply, it does provide a useful comparison given that this is the zone used for small lot rezonings. An asterisk is used to identify where the proposal varies from the existing Zone.

Zoning Criteria	Proposal – 429 Parry Street	Proposal – 431 Parry Street	Existing R1-B Zone	R1-S2 Zone (for comparison)
Site area (m ²) – minimum	273.2	249.4	230	260
Density (Floor Space Ratio) – maximum	0.56:1	0.51:1	N/A	0.6:1
Total floor area (m ²) – maximum	231.5	174.4	300	N/A
Total floor area (m ²) – excluding basement maximum	154.30	127	N/A	429 Parry: 163.92 431 Parry: 149.64

Zoning Criteria	Proposal – 429 Parry Street	Proposal – 431 Parry Street	Existing R1-B Zone	R1-S2 Zone (for comparison)
Lot width (m) – minimum	8.23	8.25	7.50	10
Height (m) – maximum	7.57	7.55	7.60	7.50
Storeys – maximum	2 plus basement	2 plus basement	2 plus basement	2 plus basement
Site coverage (%) – maximum	38.30	35.00	40	40
Setbacks (m) – minimum				
Front	3.79 *	4.14 *	7.50	6
Rear	4.71 * (stairs) (5.61 to building)	4.42 * (stairs) (4.95 to building)	8.28	6
Side	1.20 * (north)	1.20 * (south)	1.50	1.50 or 2.40 with windows into habitable areas
Side	2 * (south)	2 * (north)	3	1.50 or 2.40 with windows into habitable areas
Combined side yards	3.20 *	3.20 *	4.50	N/A
Parking – minimum	1	1	1	1

Community Consultation

While not required, the applicant arranged a meeting with the Community Association Land Use Committee (CALUC) to present the proposal. A letter from the CALUC dated December 16, 2019 is attached to this report.

These applications propose variances; therefore, in accordance with the City's *Land Use Procedures Bylaw*, they require notice, sign posting and a meeting of Council to consider the variances.

ANALYSIS

Development Permit Area and Design Guidelines

The proposal is consistent with the *Official Community Plan* (OCP, 2012), and the single-family dwellings with secondary suite use addresses several OCP objectives and policies relating to infill development and increasing the supply of rental housing.

James Bay Neighbourhood Plan

The proposal is consistent with the *James Bay Neighbourhood Plan* (1993), to encourage infill development. The subject properties are in a transitional area in terms of both form and use. The building designs adapt to this through form and materials, which supports the neighbourhood plan objective of a “visual harmony of form and scale between new buildings and adjacent residential units”.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with these applications and no public trees are impacted.

Variances

For both applications, variances are required to reduce the minimum setback requirements at the front, rear and side yards. The R1-B Zone was designed for lots 460m² and greater, while the subject properties are 273.2m² for 429 Parry Street and 249.4m² for 431 Parry Street. Because of this, there is little buildable area left within the minimum setbacks.

The reductions to the side yard setbacks are relatively minor and are designed to reduce the impacts to adjacent neighbours. While there will be some shading impacts on the adjacent public building and outdoor daycare play area, the building design at 431 Parry Street is stepped back at the second level, which will help to reduce this somewhat.

While the setback reductions for the front and rear yard are significant, the position of the buildings generally reflects the street context of smaller setbacks at the front and rear of nearby buildings.

On the whole, the setback variances are supportable given the narrow lot widths, smaller lot sizes and the siting choices made to minimize the impacts on the neighbouring properties.

CONCLUSIONS

The proposal to construct two new single-family dwellings with secondary suites is consistent with City policies. The new houses fit within the existing street context and the variances will not have a substantial impact on the privacy of the adjacent lots. The two single-family dwellings with secondary suites are consistent with the OCP strategic objectives for additional housing and are a higher and better use than the existing non-conforming commercial surface parking lot use. Staff recommend the Council consider supporting these applications.

ALTERNATE MOTION

That Council decline Development Variance Permit Applications No. 00234 and No.00235 for the properties located at 429 Parry Street and 431 Parry Street.

Respectfully submitted,



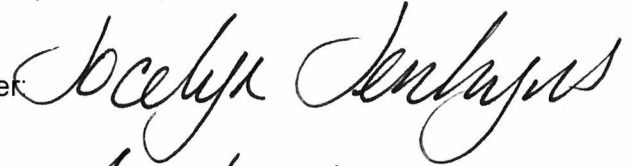
Chloe Tunis
Planner
Development Services

JH



Karen Hoese, Director
Sustainable Planning and Community
Development Department

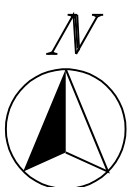
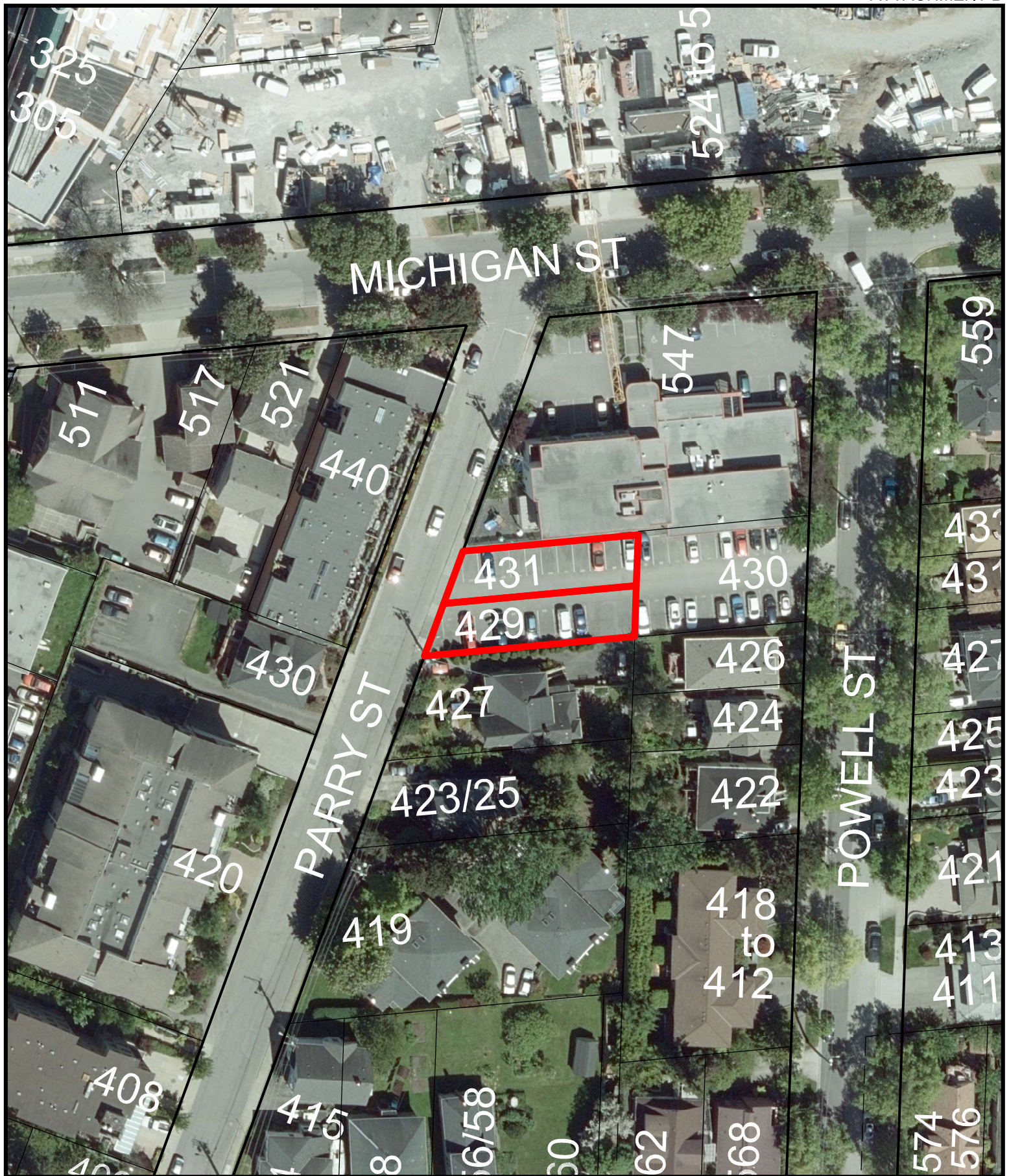
Report accepted and recommended by the City Manager:



Date: March 19, 2020

List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped December 19, 2019 (429 Parry Street) and December 23, 2019 (431 Parry Street)
- Attachment D: Letter from applicant to Mayor and Council date stamped December 19, 2019 (429 Parry Street) and December 23, 2019 (431 Parry Street)
- Attachment E: Community Association Land Use Committee comments dated December 16, 2019



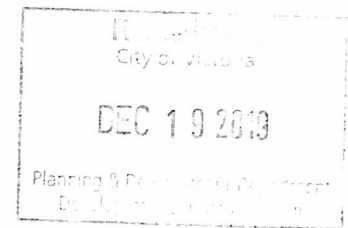
429 and 431 Parry Street

Development Variance Permit #00234 for 429 Parry St.
 & Development Variance Permit #00235 for 431 Parry St.



429 Parry St.

Magellan Holdings Ltd



Project Directory

Developer
Magellan Holdings Ltd.
Conrad Nyren
conradnyren01@gmail.com

Design
Arcata
524 McClure St. Victoria, BC V8V 3E7
T: 778.432.3550

Landscape Design
LADR
3 - 864 Queens Ave. Victoria V8T 1M5
T: 250.598.0105

Surveyor
Island Land Surveying Ltd.
117-693 Hoffman Ave. Victoria V9B 4X1
T: 250.475.1515

Project Data

Civic Address
429 Parry St.

Legal Description
Lot C, Lots 17758, 1776 Victoria City, Plan EPP28096

Zoning (existing)
R2-Two Family Dwelling District

Zoning (proposed)
R1B (permitted zone within R2)

Site Area
273.2 m²

Gross Floor Area
Basement: 56.6 m²
Main Level: 63.0 m²
Split Level: 24.7 m²
Level 2: 63.5 m²
Garage: 21.7 m²
231.5 m²

Total Floor Area
Main Level: 63.0 m²
Split Level: 24.7 m²
Level 2: 63.5 m²
Garage: 21.7 m²
154.3 m²

FSR
Proposed res. 154.3 m² /
Lot Area 273.2 m²
0.57:1

Site Coverage
Allowed: (109.26 m²) 40.0%
Proposed: (104.8 m²) 38.3%

Open Site Space
Proposed res. 104.8 m² +
Driveway 20.1 m²
Total 124.9 m²
Lot Area 273.2 m²
45.7%
Open site space 148.30 m²
54.28%

Average Grade
7.59m

Building Height
Allowed: 7.6m
Proposed: 2 storey, 7.59m from average grade to top of flat roof

Number of Storeys
Allowed: 2
Proposed: 2

Parking
Required: 1 space per dwelling unit
Proposed: 1

Setbacks

Allowed	Front	7.5m
	Rear	6.28m
Proposed	Side north	1.5m
	Side south	3.0m
	Side combined	4.5m
Proposed	Front	3.79m
	Rear	5.61m to building
		4.71m to stair
	Side north	1.20m
	Side south	2.00m
	Side combined	3.20m



1 Context Plan



2 Street Views of Site

**SITE PLAN OF LOTS A, B & C, LOTS 1775 & 1776
VICTORIA CITY, PLAN EPP28098.**



NOTE
Lot dimensions & areas shown are based upon Plan EPP28098.
Lot dimensions, offsets, and area shown may vary upon completion
of a comprehensive legal survey. Elevation elevations shown are
based upon observations to geoidless control monuments
B-110 (Elevation: 10.267m) and B-111 (Elevation: 7.357m).
This plan is for building design & permit purposes only and is for the exclusive use of our client.
This plan shall not be used to define property lines or property corners.
Unsurveyed interests have not been included or considered.

- LEGEND**
- Denotes catch basin
 - Denotes water meter
 - Denotes approximate true location
 - Denotes ground elevation
 - Denotes utility pole
 - Denotes sign

Field survey dated May 13th, 2019
The parcels are subject to Covenant CA3363451



File: P-Magellan-SP
Date: May 15, 2019
Island Land Surveying Ltd.
117-551 Kildonan Avenue
Victoria B.C. V8W 4X1
Tel: 250.475.1515 Fax: 250.475.1516
www.islandlandsurveying.ca

DEC 19 2019
Planning & Development Department

Note:
Combined site plan of proposed residences
for 431 and 429 Parry St. showing the proposed
SRW and boulevard improvements.

James Bay Community Centre

fenced children's play area

existing fence

Parry St.

Boulevard

Sidewalk

Access to Suite

Garage

Entry

Kitchen/Dining

Living

2 piece wash rm

see landscape plan for details

Garage

Entry

Kitchen

Dining

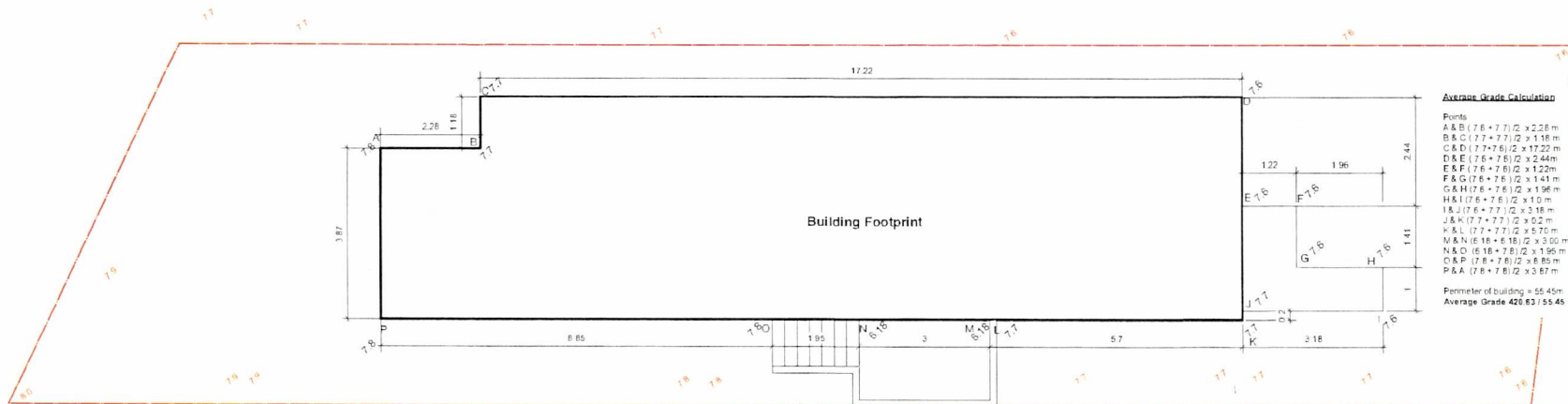
Living

2 piece wash rm

elec. pole

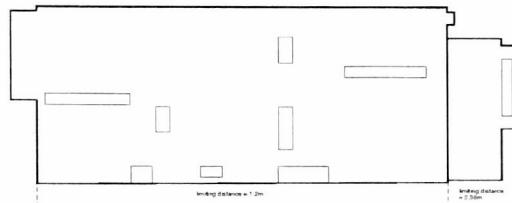
neighbours curb cut

1 Combined Site Plan 431 & 429 Parry
Scale: 1:48



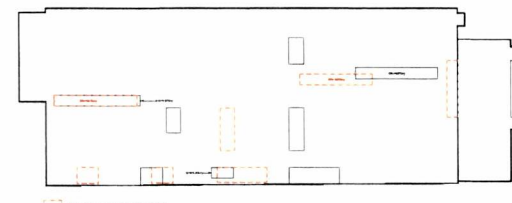
1 Average Grade Plan
Scale: 1:48

Limiting Distance
1.2m
Exposing Building Face
137 m²
Glazed Openings
Allowed: 8.55m² 3%
Proposed: 8.42 m² 6.14%
Fire Resistance Rating
1h
Type of Construction Required
Noncombustible
Type of Cladding Required
Noncombustible



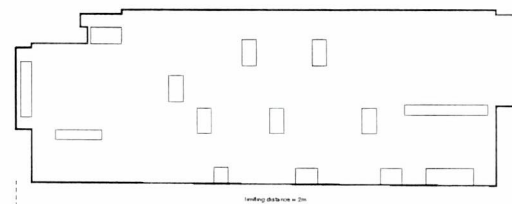
2 North Exposing Building Face
Scale: 1:96

Limiting Distance
2.35m
Exposing Building Face
18.12 m²
Glazed Openings
Allowed: 2.22m² 12.2%
Proposed: 1.1 m² 6.07%
Fire Resistance Rating
1h
Type of Construction Required
Combustible or Noncombustible
Type of Cladding Required
Noncombustible

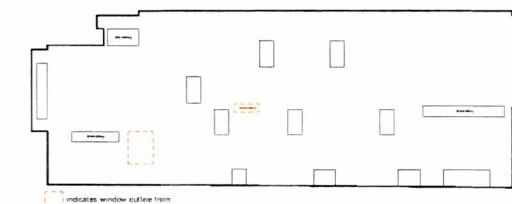


4 North Elevation Neighbouring Building Window Overlay
Scale: 1:96

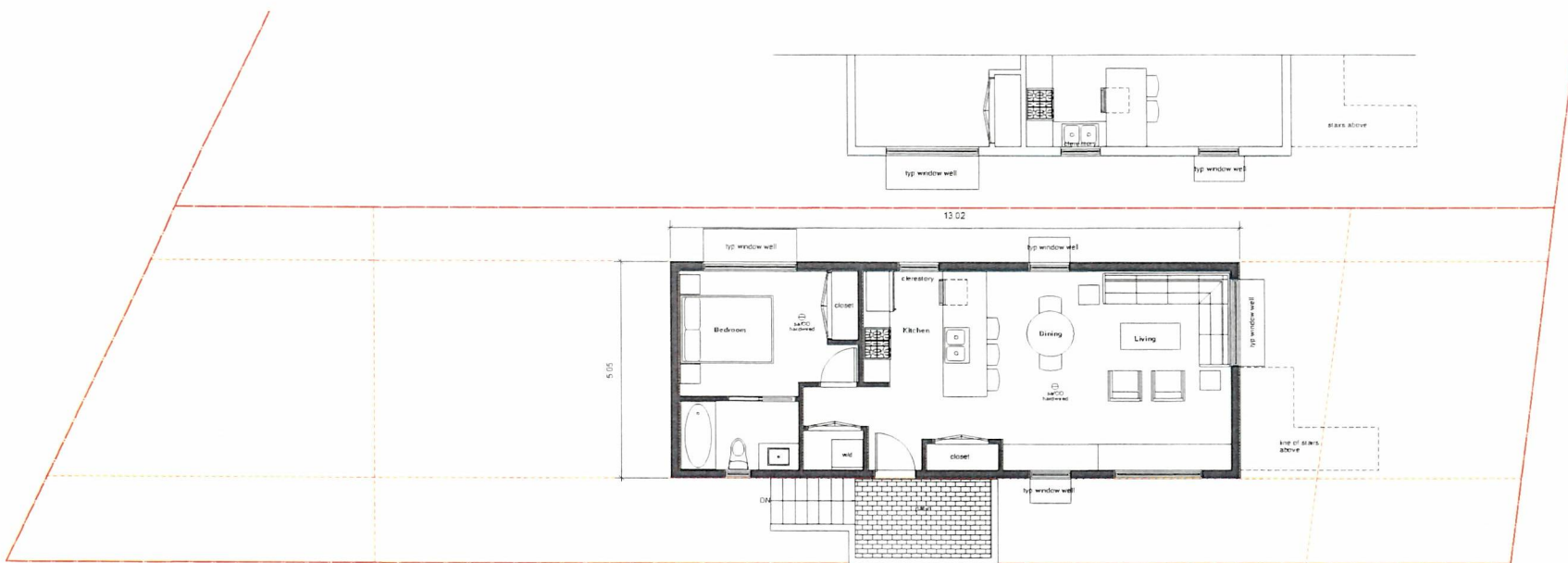
Limiting Distance
2m
Exposing Building Face
152.5 m²
Glazed Openings
Allowed: 12.2 m² 8%
Proposed: 12 m² 7.87%
Fire Resistance Rating
1h
Type of Construction Required
Noncombustible
Type of Cladding Required
Noncombustible



3 South Exposing Building Face
Scale: 1:96



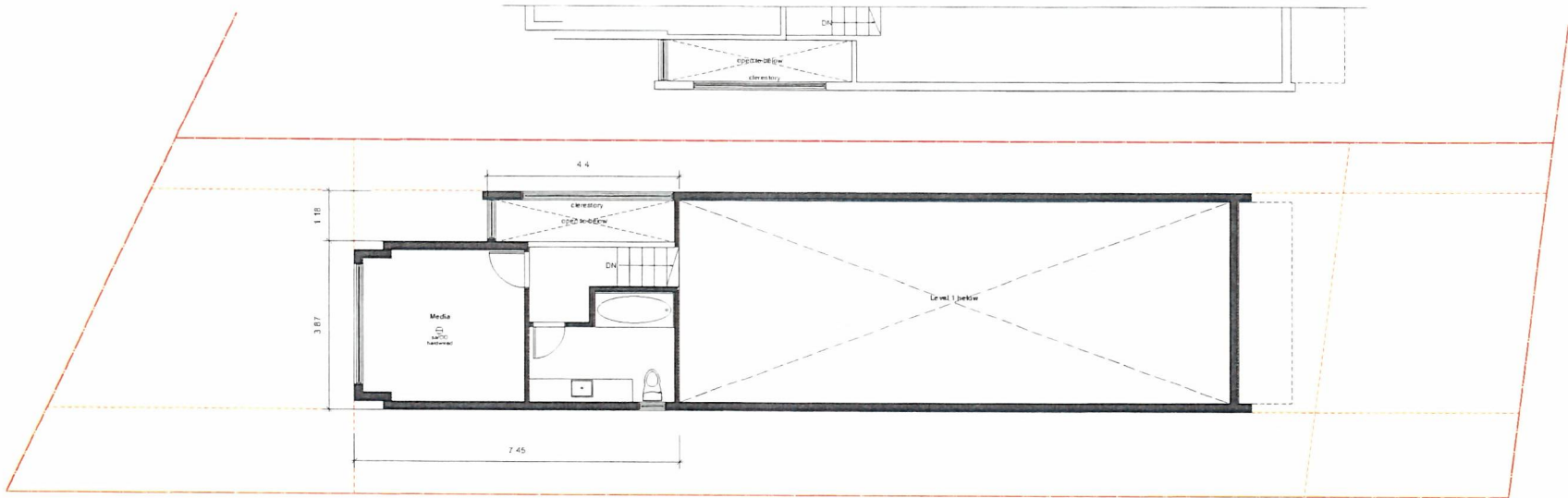
5 South Elevation Neighbouring Building Window Overlay
Scale: 1:96



Areas
Suite 58.6 sq.m.



Basement
Scale 1/4" = 1'-0"



Areas
Split Level 24.7 sq.m.

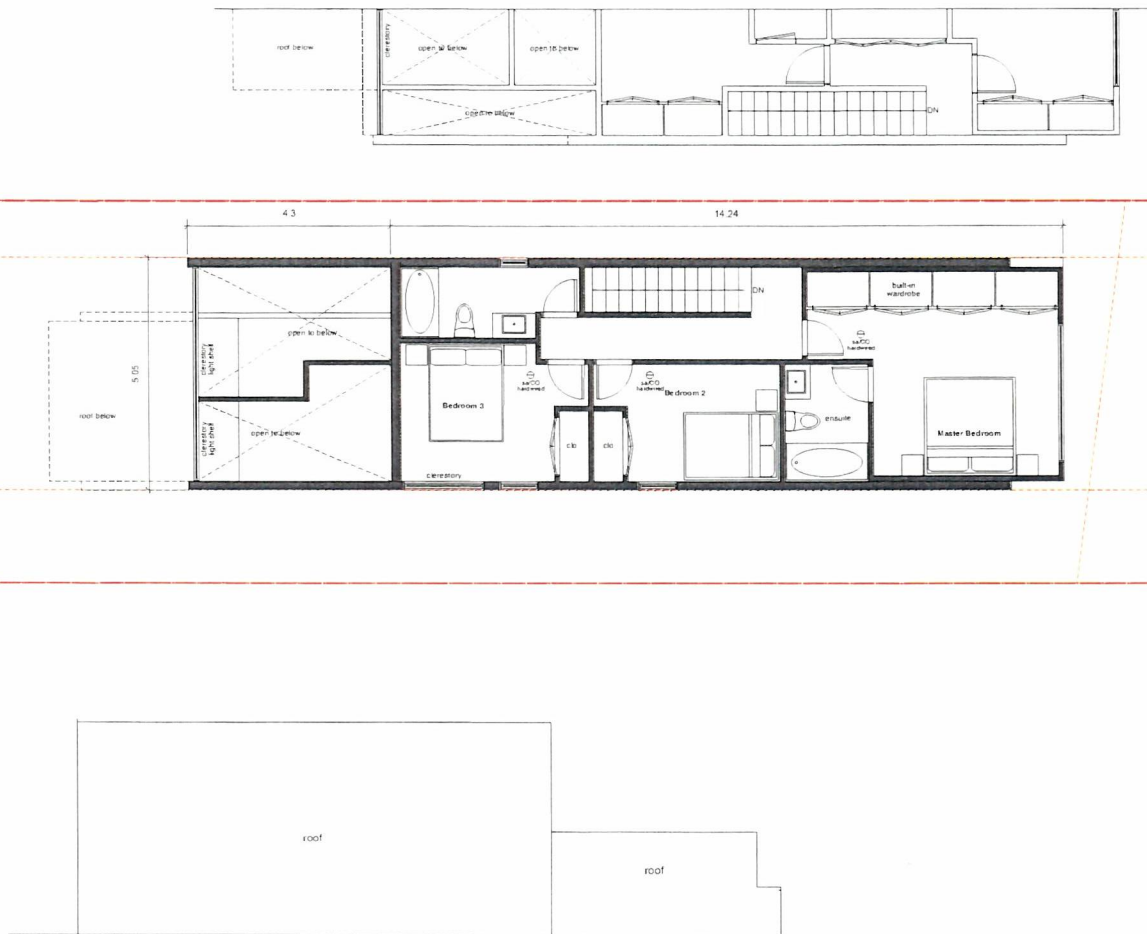
1 Split Level Above Garage
Scale 1/4" = 1'-0"

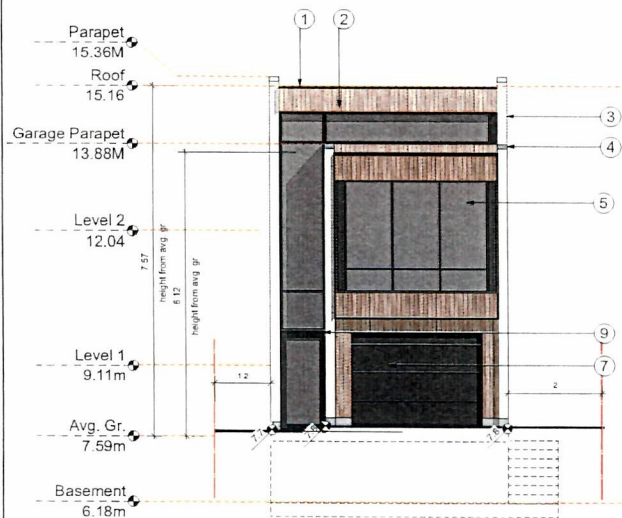
DEC 17 2019
PROJECT: 429 Parry St.
PROJECT: 429 Parry St.



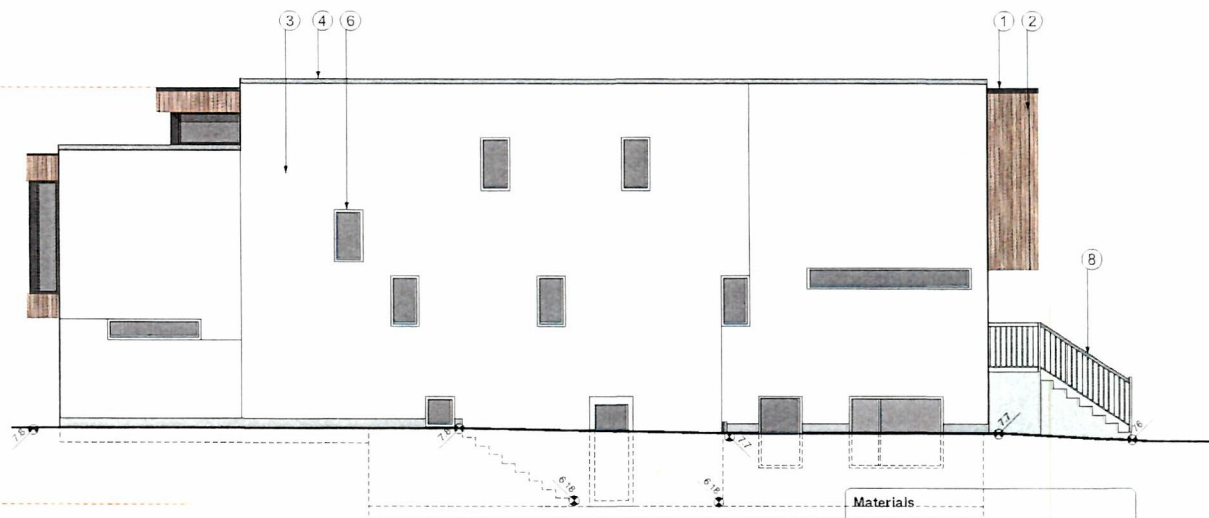
Areas
Level 2: 60.5 sq. m

1 Level 2
Scale: 1/4" = 1'-0"





1 West Elevation
Scale: 1/4" = 1'-0"

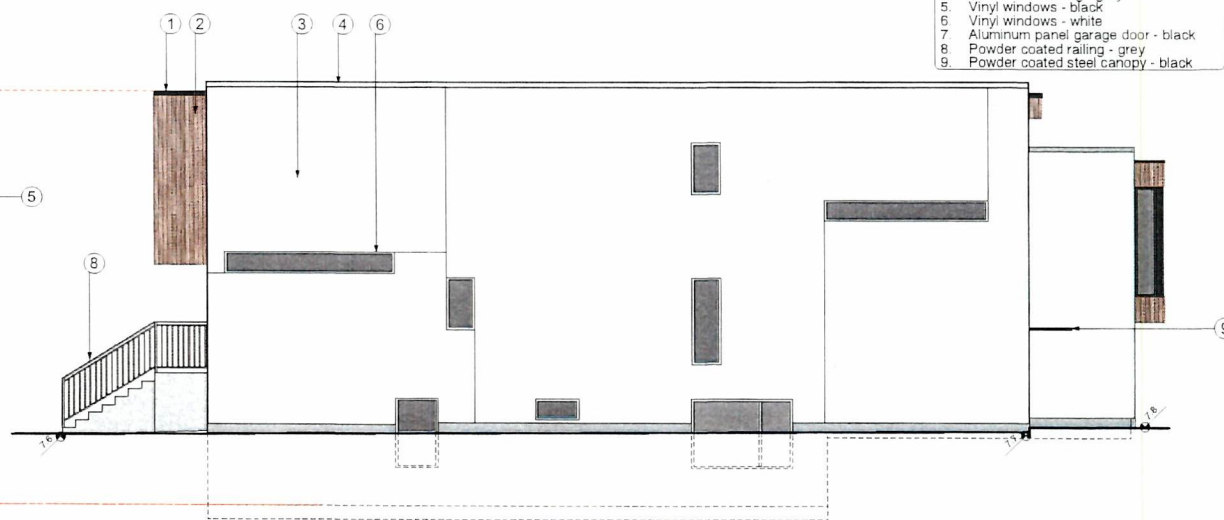


2 South Elevation
Scale: 1/4" = 1'-0"

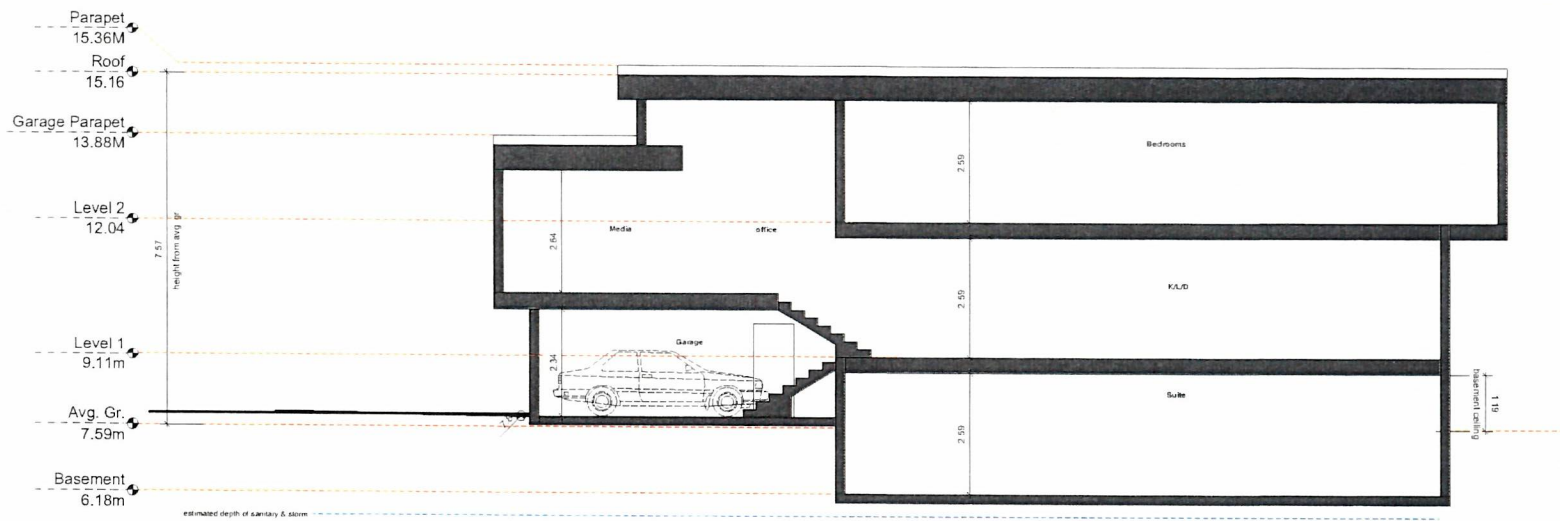
- Materials**
- 1. Aluminum flashing - black
 - 2. T&G western red cedar siding - stained w General Finishes 450 'Chestnut'
 - 3. Acrylic stucco - white
 - 4. Aluminum flashing - grey
 - 5. Vinyl windows - black
 - 6. Vinyl windows - white
 - 7. Aluminum panel garage door - black
 - 8. Powder coated railing - grey
 - 9. Powder coated steel canopy - black



3 East Elevation
Scale: 1/4" = 1'-0"



4 North Elevation
Scale: 1/4" = 1'-0"





James Bay Community Project



Existing Parking Lot
431 Parry St.



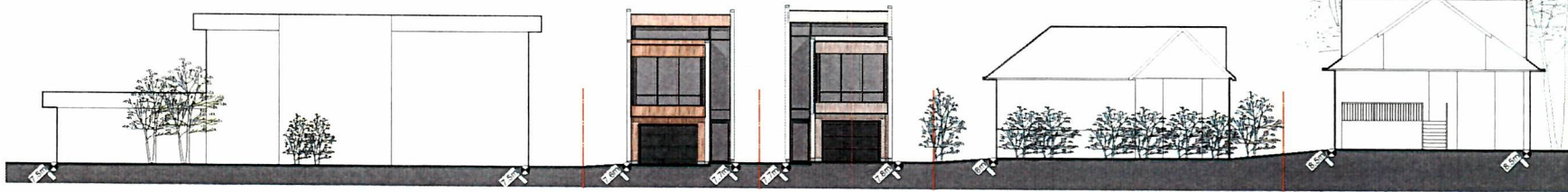
Existing Parking Lot
429 Parry St.



427 Parry St.



425 Parry St.



James Bay Community Project

Proposed Residence
431 Parry St.

Proposed Residence
429 Parry St.

427 Parry St.

425 Parry St.

1 Parry St. Context
Scale: 1/8" = 1'-0"



420 Parry St.

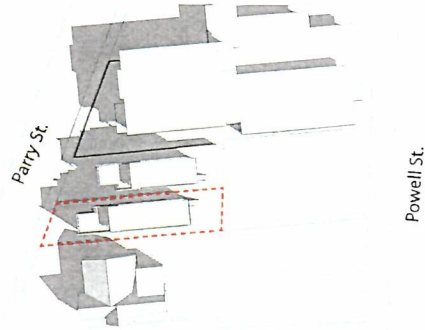
Elevation drawing by D'ACY JONES ARCHITECTURE INC.

430 Parry St.

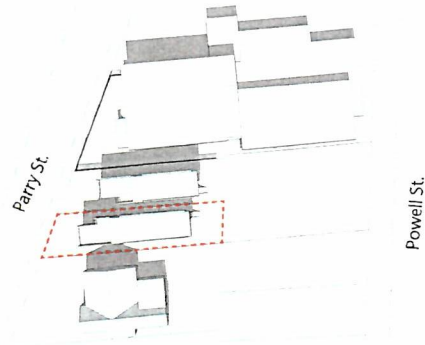
440 Parry St.

Spring/Fall Equinox

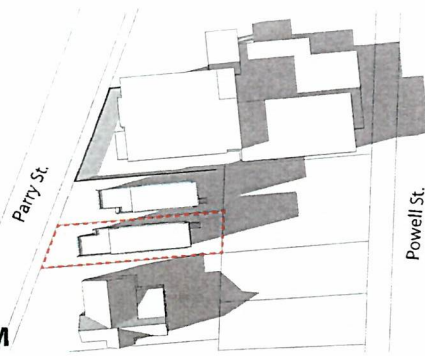
9AM



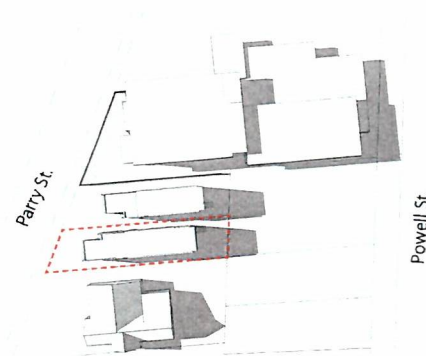
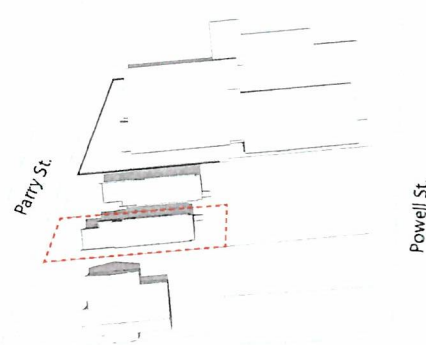
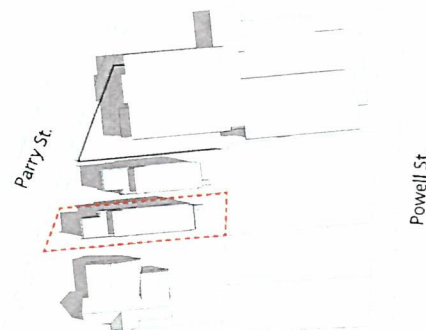
12PM



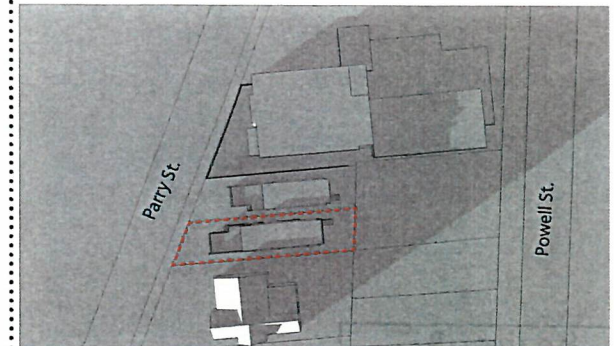
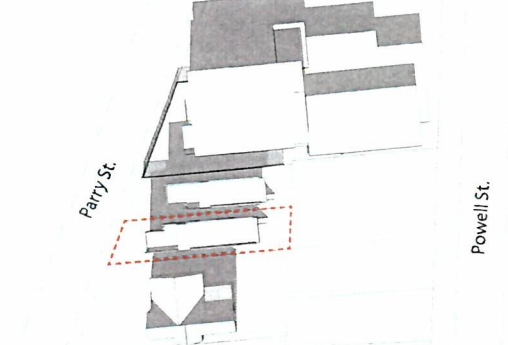
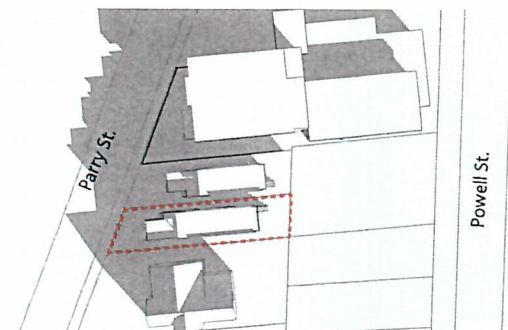
4:30PM



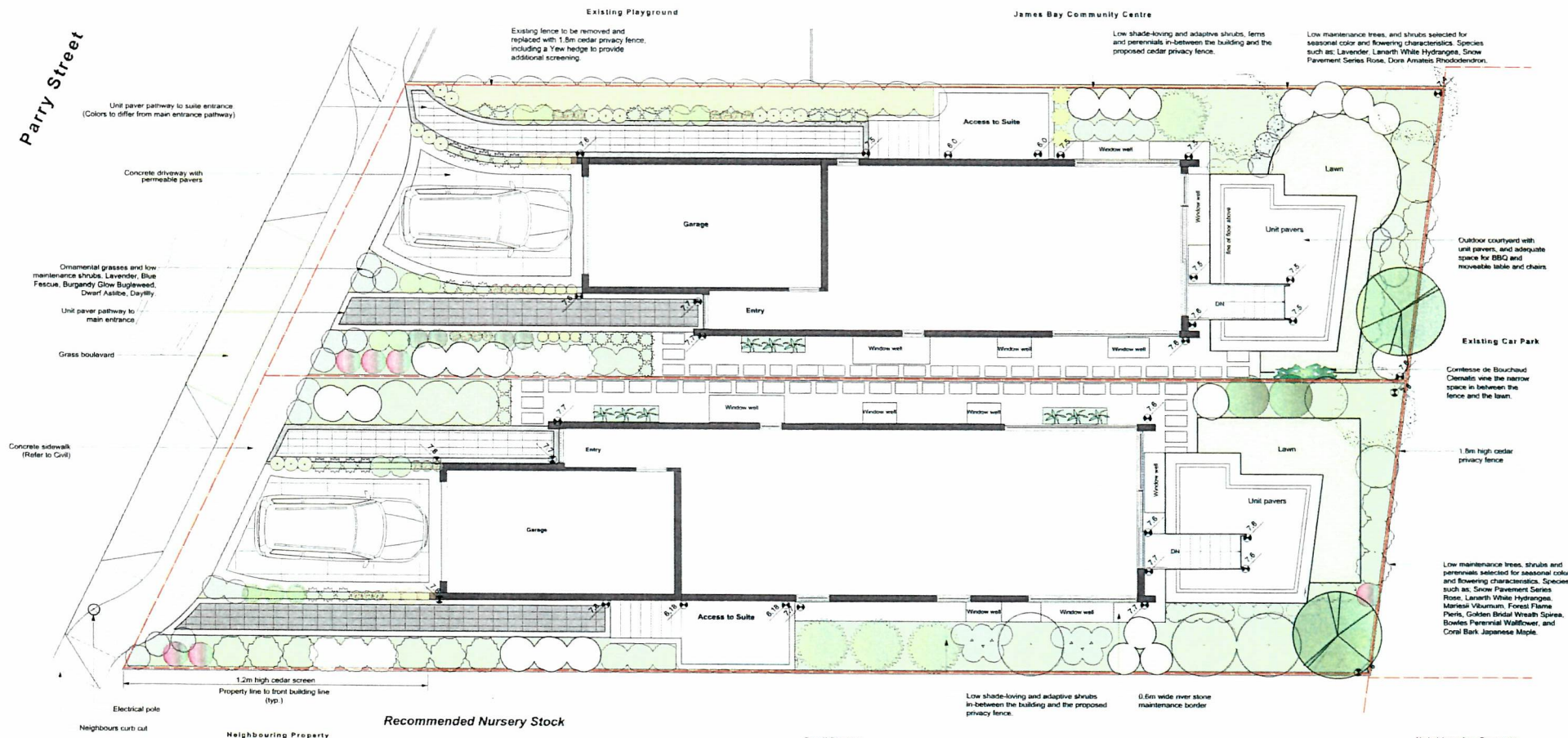
Summer Solstice



Winter Solstice



Parry Street



Recommended Nursery Stock

Trees

Botanical Name	Common Name	Size
Acer palmatum 'Sango Kaku'	Coral Bark Japanese Maple	2.5m ht

Large Shrubs

Botanical Name	Common Name	Size
Physocarpus opulifolius 'Center Glow'	Pacific Ninebark 'Center Glow'	#3 pot
Peris 'Forest Flame'	Forest Flame Peris	#5 pot
Spirea thunbergii 'Ogon'	Golden Birdal Wealth Spirea	#3 pot
Taxus canadensis 'Fastigiate'	Irish Yew	#5 pot 1.5m ht
Viburnum plicatum f. tomentosum 'Marshall'	Manasse Viburnum	#7 pot

Medium Shrubs

Botanical Name	Common Name	Size
Cornus sericea 'Arctic Fire'	Red Twig Dogwood	#3 pot
Hydrangea macrophylla 'Lanarth White'	Lanarth White Hydrangeas	#5 pot
Hieracium domesticum 'Tuff Stream'	Gulf Stream Heavenly Bamboo	#5 pot
Rhododendron 'Dora Amataes'	Dora Amataes Rhododendron	#5 pot
Rhododendron 'Fantastico'	Fantastico Rhododendron	#5 pot

Groundcovers

8	Botanical Name Thymus vulgaris	Common Name Thyme	Size #1 pot
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- Notes:
1. All work to be completed to current CSLA Landscape Standards
2. All soft landscape to be irrigated with an automatic irrigation system

Small Shrubs

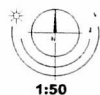
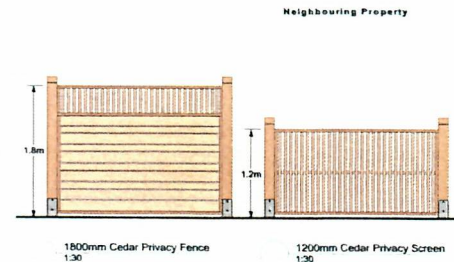
Botanical Name	Common Name	Size
Cornus sericea 'Arctic Fire'	Red Twig Dogwood	#2 pot
Lavandula stoechas 'Crisp Queen'	Spanish Lavender	#1 pot
Mahonia repens	Creeping Mahonia	#1 pot
Rosa rugosa 'Snow Pavement'	Snow Pavement Series Rose	#1 pot

Perennials, Annuals and Ferns

Botanical Name	Common Name	Size
Alcea rosea 'Burgundy Glow'	Burgundy Glow Bugleweed	#1 pot
Aspidistra chrysantha 'Pumila'	Dwarf Aspidistra	#1 pot
Blechnum spicatum	Deer Fern	#1 pot
Calamagrostis x acutiflora 'Karl Foerster'	Foerster's Feather Reed Grass	#1 pot
Carex 'Ice Dance'	Vinegated Sedge	#1 pot
Conocarpus verticillata 'Moonbeam'	Moonbeam Threadleaf Tickseed	#1 pot
Deschampsia cespitosa	Tufted Hair Grass	#1 pot
Erythronium thibeticum 'Mauve'	Bicolor Perennial Wallflower	#1 pot
Festuca glauca	Common Blue Fescue	#1 pot
Hemerocallis 'Stella de Oro'	Stella de Oro Daylily	#1 pot
Oxigenum vulgare	Pot Marigold, orange	#1 pot
Polypodium vulgatum	Soft Shield Fern	#1 pot

Vines

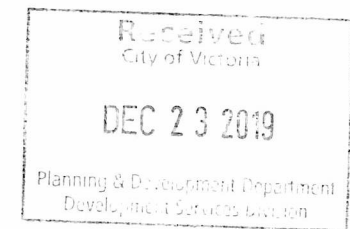
Botanical Name	Common Name	Size
Clematis 'Contenisse de Bouchaud'	Contenisse de Bouchaud Clematis	#5 pot



429 + 431 Parry Street - Landscape Concept Plan

431 Parry St.

Magellan Holdings Ltd



ISSUE
OCT 27, 2019
DEC 18, 2019, Revised Submission

PROJECT
431 Parry St.

A 0.0
Cover Sheet

Project Directory

Developer
Magellan Holdings Ltd
Conrad Nyren
conradnyren01@gmail.com

Design
Arcata
924 McDure St. Victoria, BC V8V 3E7
T. 778.432.3550
Landscape Design
LADR
3 - 854 Queens Ave. Victoria V8T 1M5
T. 205.596.0105

Surveyor
Island Land Surveying Ltd.
117-663 Hoffman Ave. Victoria V9B 4X1
T. 250.475.1515

Project Data

Civic Address
431 Parry St.

Legal Description
Lot B, Lots 17758-1776 Victoria City, Plan EPP28096

Zoning (existing)
R2-Two Family Dwelling District

Zoning (proposed)
R1B (permitted zone within R2)

Site Area
249.4 m²

Gross Floor Area
Basement: 45.2 m²
Main Level: 50.6 m²
Split Level: 25.7 m²
Level 2: 49.6 m²
Garage: 22.2 m²
193.3 m²

Total Floor Area
Main Level: 50.6 m²
Split Level: 25.7 m²
Level 2: 49.6 m²
Garage: 22.2-16.6 stall = 3.6 m²
127.5 m²

FSR
Proposed res. 127.5 m² /
Lot Area 249.40 m²
0.51:1

Site Coverage
Allowed: (99.7 m²) 40.00%
Proposed: (91.3 m²) 36.6%

Open Site Space
Proposed res. 91.4 m² +
Driveway 16.8 m²
Total 110.3 m²
Lot Area 249.4 m² -
110.3 m²
Open site space 139.1 m²
55.77%

Average Grade
7.45m

Building Height Proposed
Allowed: 7.5m
Proposed: 2 storey, 7.55m from average grade to top of flat roof

Number of Storeys
Allowed: 2
Proposed: 2

Parking
Required: 1 space per dwelling unit
Proposed: 1

Setbacks

Allowed	Front	7.5m
	Rear	8.26m
Side north	Side north	3.0m
	Side south	1.5m
	Side combined	4.5m
Proposed	Front	4.14m
	Rear	4.95m to building 4.42m to stake
	Side north	2.00m
	Side south	1.20m
	Side combined	3.20m



1 Context Plan



2 Street Views of Site

R. ...
City of Victoria

DEC 23 2018

Planning & Development Committee
Development & Planning Committee

**SITE PLAN OF LOTS A, B & C, LOTS 1775 & 1776
VICTORIA CITY, PLAN EPP28098**

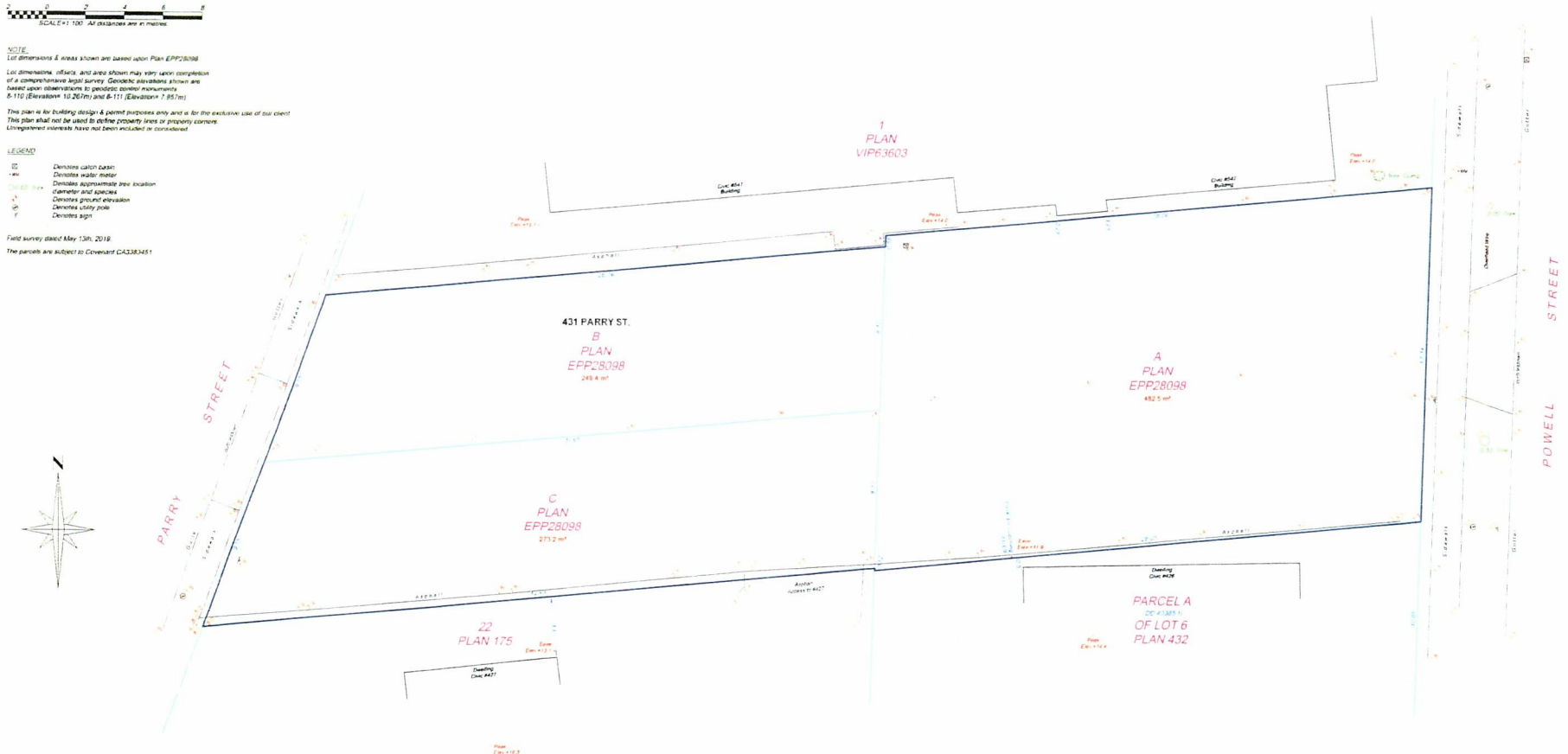


NOTE
Lot dimensions & areas shown are based upon Plan EPP28098.
Lot dimensions, offsets, and area shown may vary upon completion
of a comprehensive legal survey. Geometric elevations shown are
based upon observations to geodetic control monuments
8-110 (Elevation: 10.260m) and 8-111 (Elevation: 7.957m).

This plan is for building design & permit purposes only and is for the exclusive use of our client.
This plan shall not be used to define property lines or property corners.
Unregistered interests have not been included or considered.

LEGEND
 Denotes water main
 Denotes sewer main
 Denotes approximate tree location
 Denotes corner and easement
 Denotes ground elevation
 Denotes utility pole
 Denotes sign

Field survey dated May 13th, 2019.
The parcels are subject to Covenant C4336451.



File: B-Magellan-SP
 Date: May 15, 2019
 Island Land Surveying Ltd.
 117-681 Hollman Avenue
 Victoria B.C. V8B 4K1
 TEL: 250-475-1515 fax: 250-475-1518
 www.islandsurveying.ca



Parry St.

ulevård

James Bay Community Centre

existing fence

see landscape plan for details

elec. pole -

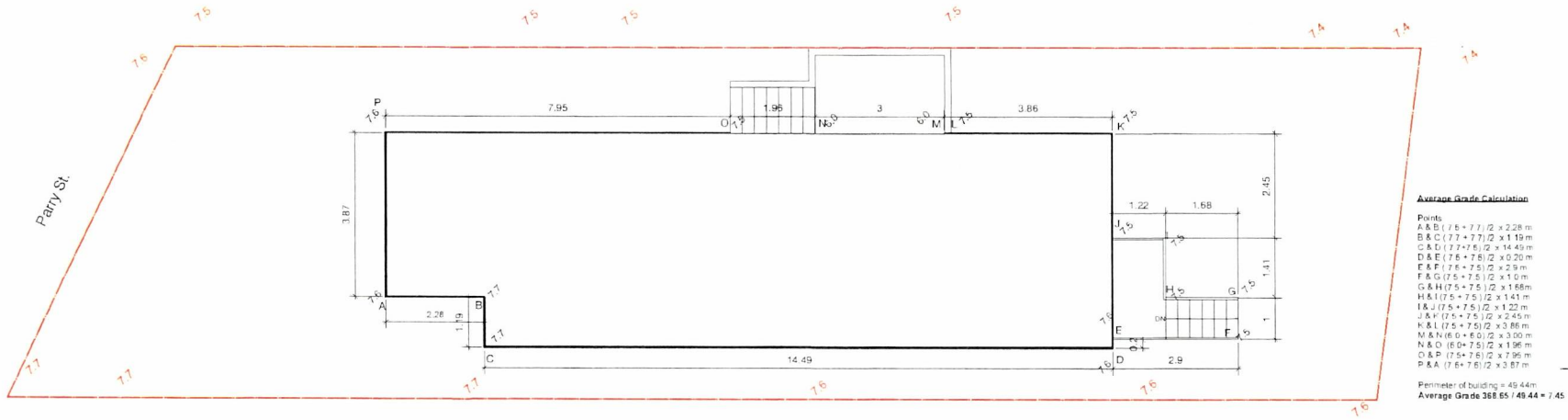
1 Combined Site Plan 431 & 429 Parry
Scale: 1"=48'

Arcata
778.432.3550 | 924 McClure St

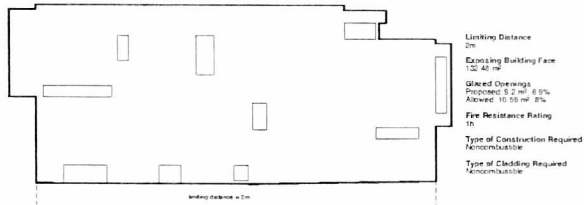
ISSUE	Oct. 21, 2019
	Dec. 18 2019, Revised Submission

PROJECT
431 Parry St.

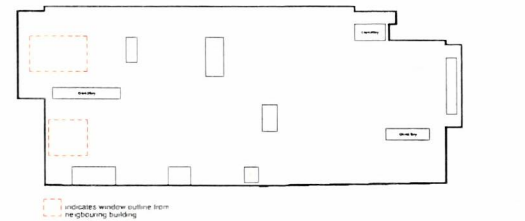
A 0.4
Combined
Site Plan



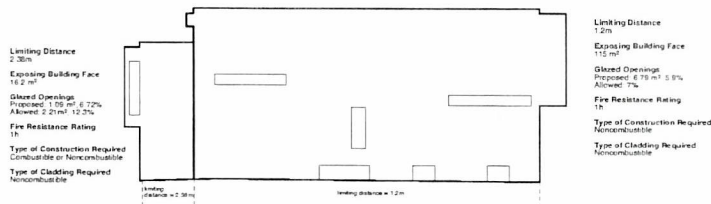
1 Average Grade Plan
Scale: 1:48



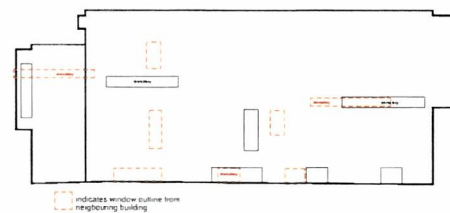
2 North Exposing Building Face
Scale: 1:96



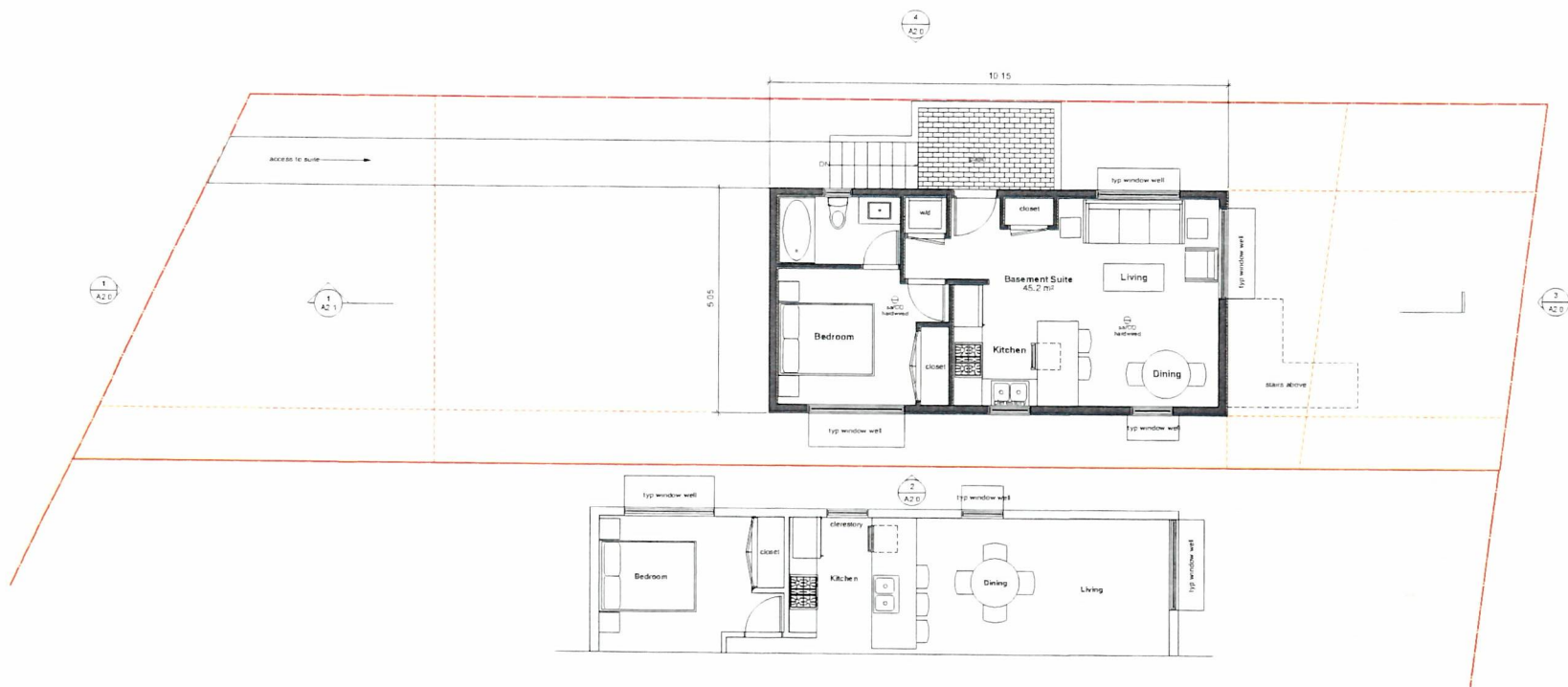
4 North Elevation Neighbouring Building Window Overlay
Scale: 1:96



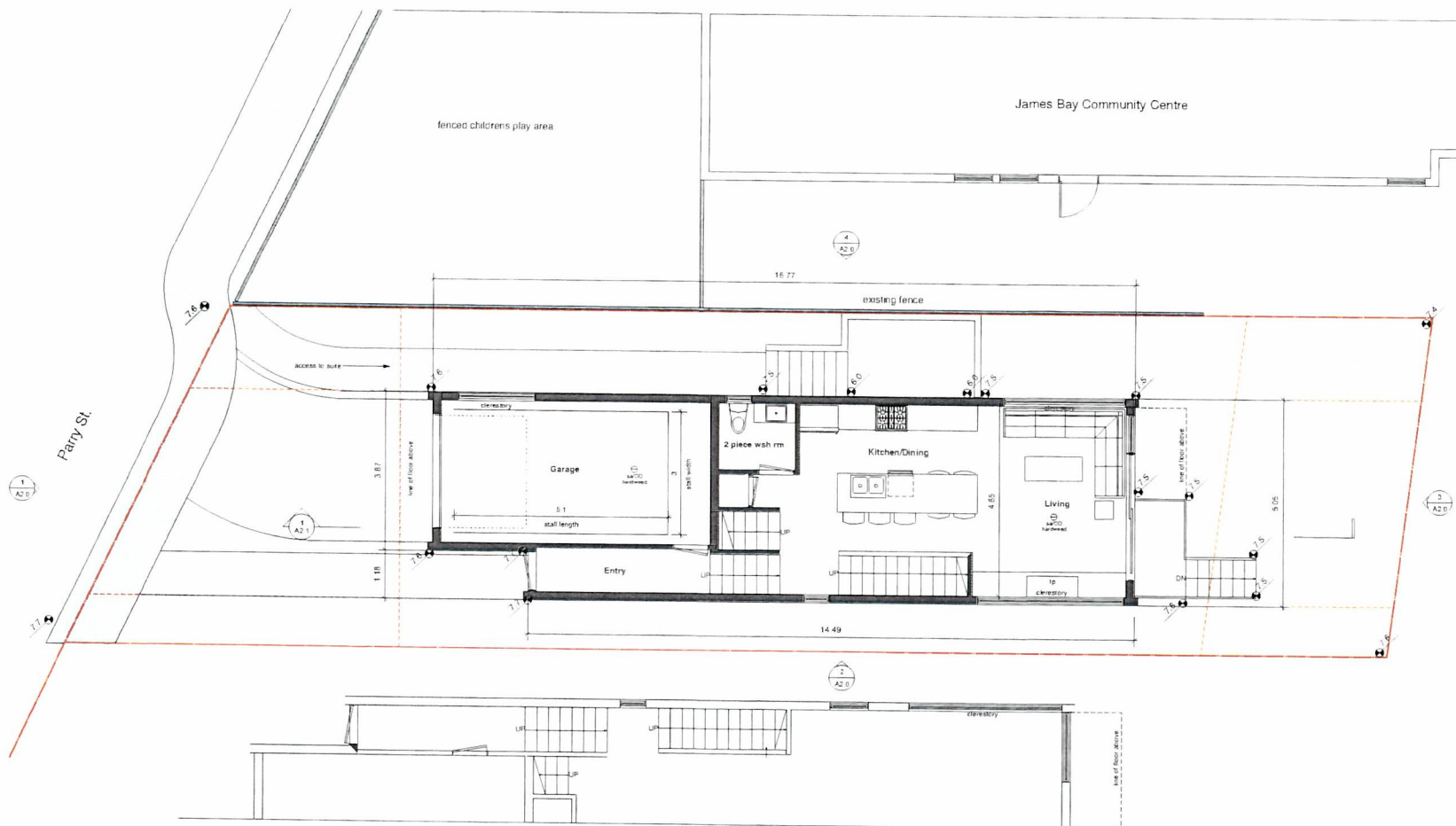
3 South Exposing Building Face
Scale: 1:96



5 South Elevation Neighbouring Building Window Overlay
Scale: 1:96



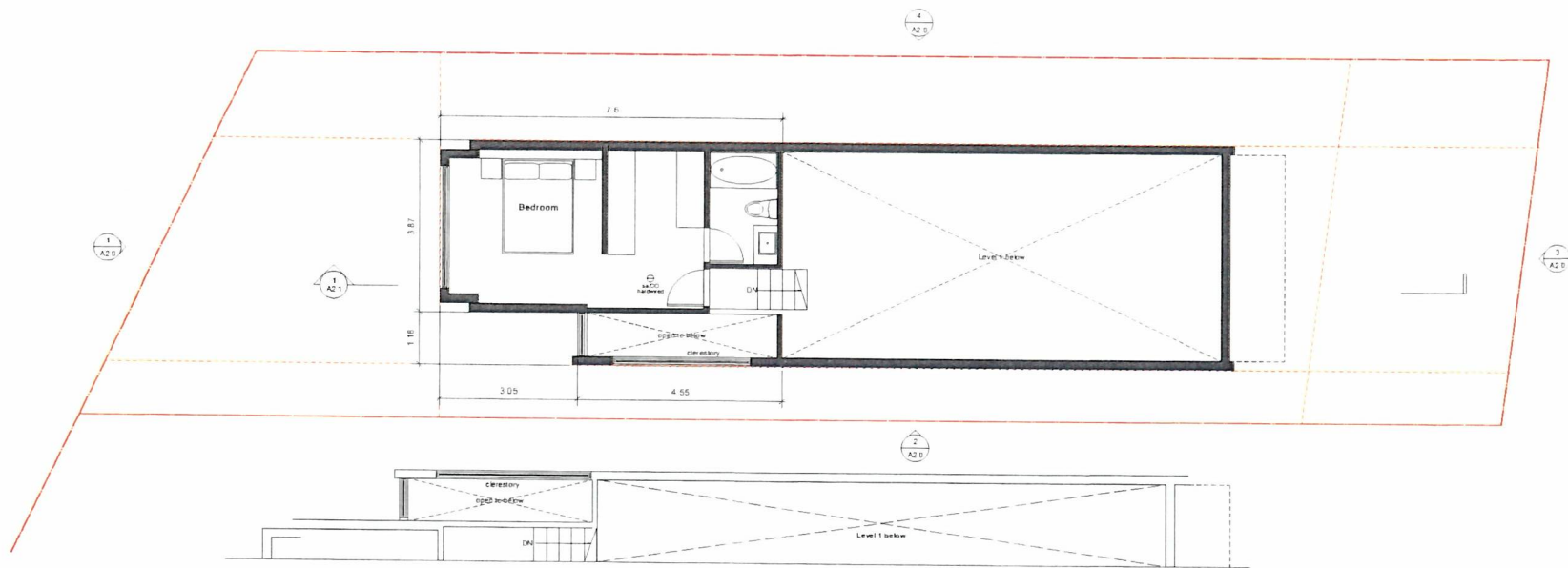
Areas
 Basement Suite 45.2m²
 1 Basement
 Scale: 1/4" = 1'-0"



Areas

Level 1	50.6m ²
Garage	22.2m ² + 18.6m ² parking stall = 3.6m ²

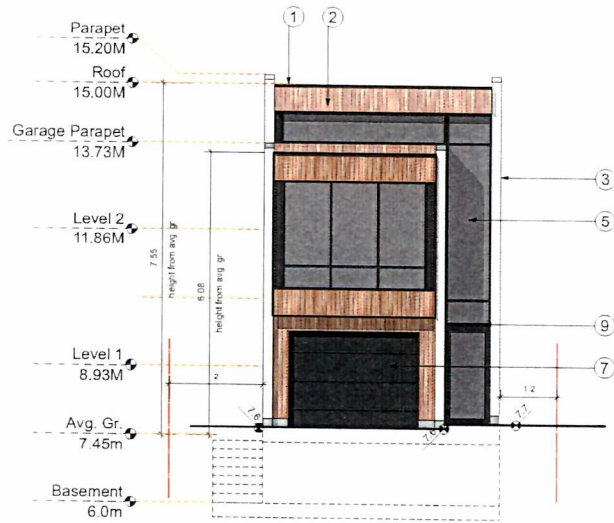
Level 1
Scale: 1/4" = 1'-0"



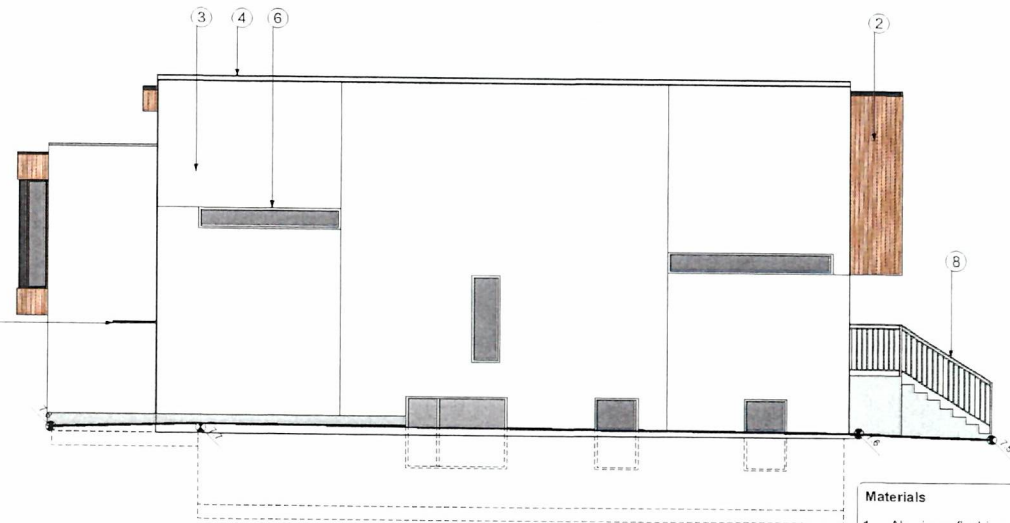
Axis
Split Level 25.7'±



Split Level
Scale: 1/4" = 1'-0"



1 West Elevation
Scale 1/48



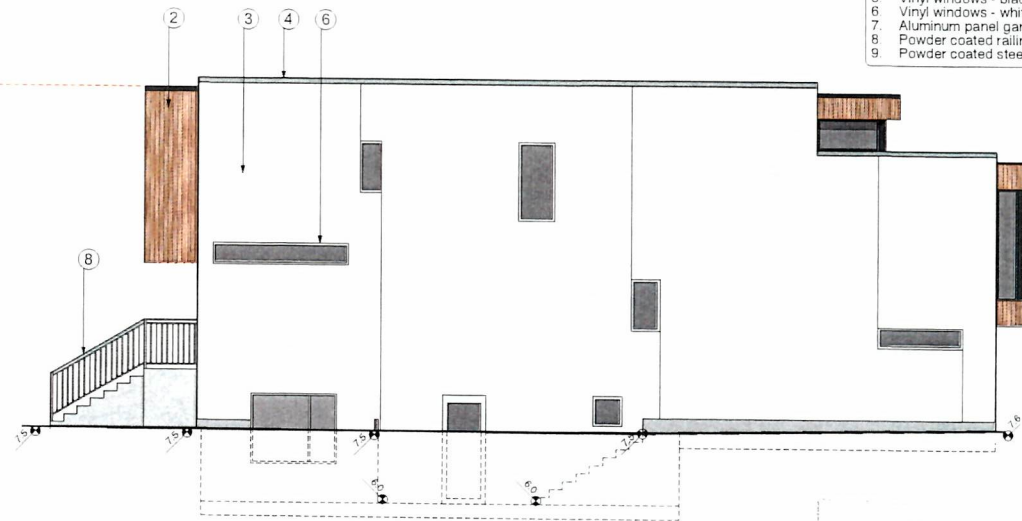
2 South Elevation
Scale 1/48

Materials

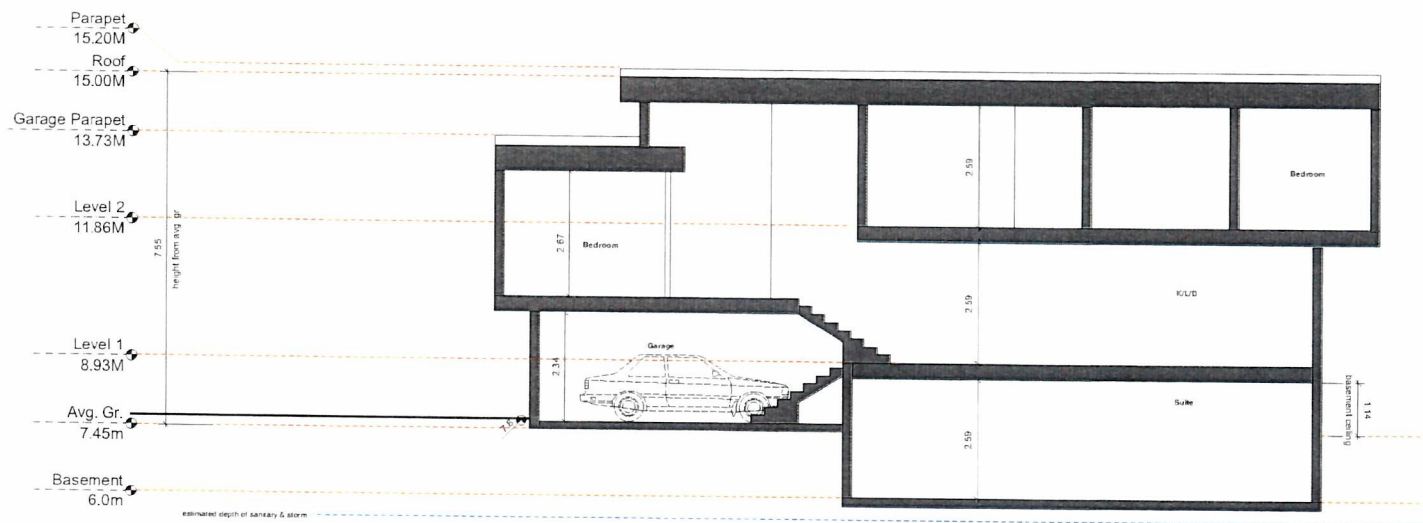
1. Aluminum flashing - black
2. T&G western red cedar siding - stained w. General Finishes 450 'Sugar Maple'
3. Acrylic stucco - white
4. Aluminum flashing - grey
5. Vinyl windows - black
6. Vinyl windows - white
7. Aluminum panel garage door - black
8. Powder coated railing - grey
9. Powder coated steel canopy - black



3 East Elevation
Scale 1/48



4 North Elevation
Scale 1/48



1 South Section
Scale: 1/4" = 1'-0"



James Bay Community Project



Existing Parking Lot
431 Parry St.



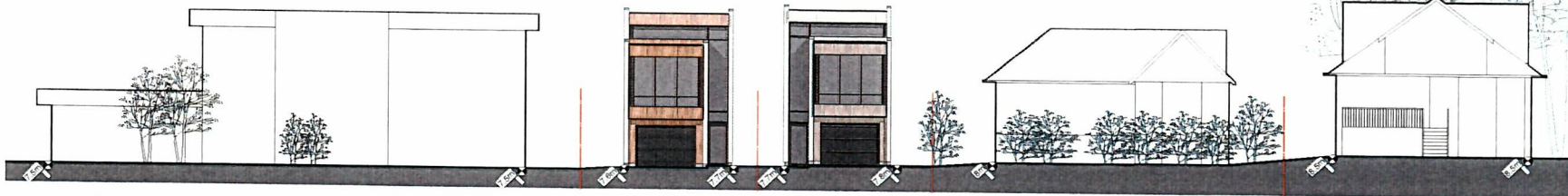
Existing Parking Lot
429 Parry St.



427 Parry St.



425 Parry St.



James Bay Community Project

Proposed Residence
431 Parry St.

Proposed Residence
429 Parry St.

427 Parry St.

425 Parry St.

1 Parry St. Context
Scale 1/8" = 1'-0"



420 Parry St.

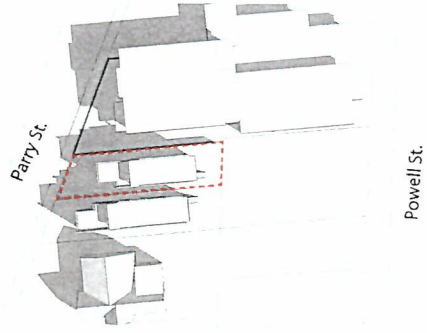
430 Parry St.

440 Parry St.

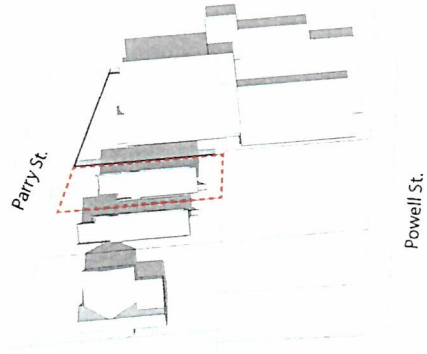
2 Parry St. Context: West Side of Street
Scale 1/96"

Spring/Fall Equinox

9AM



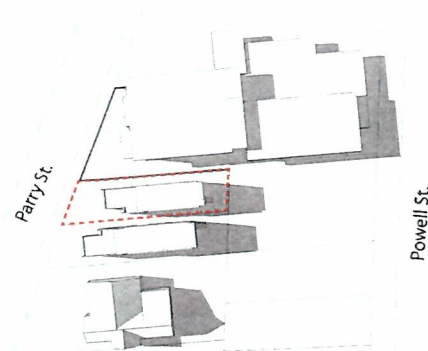
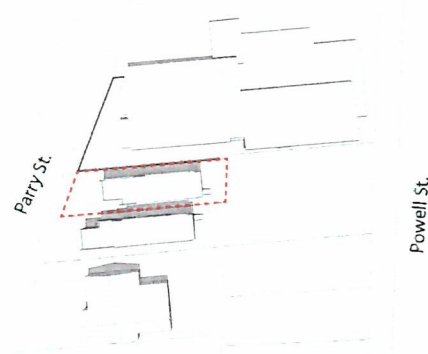
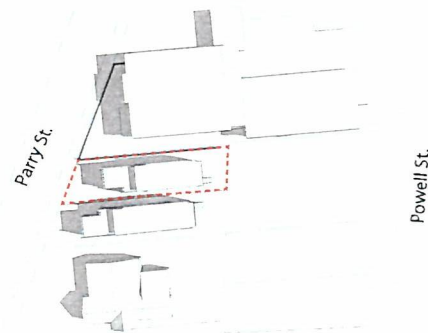
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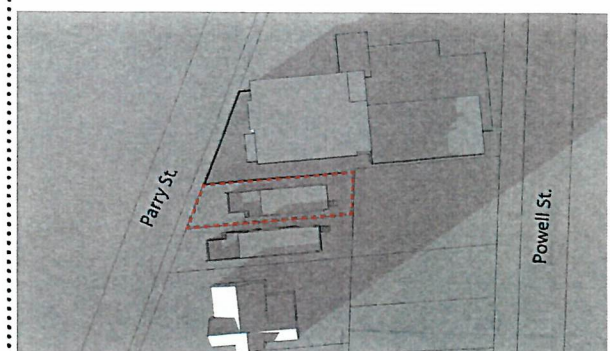
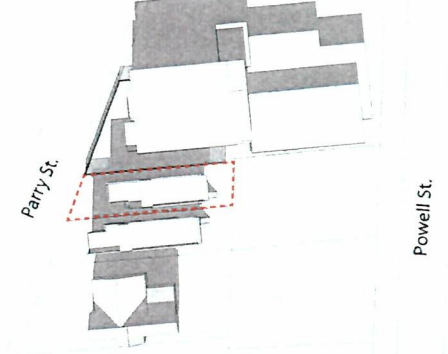
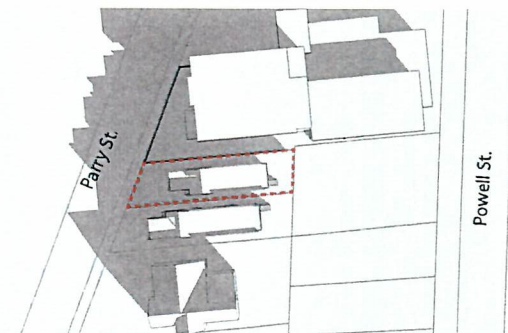
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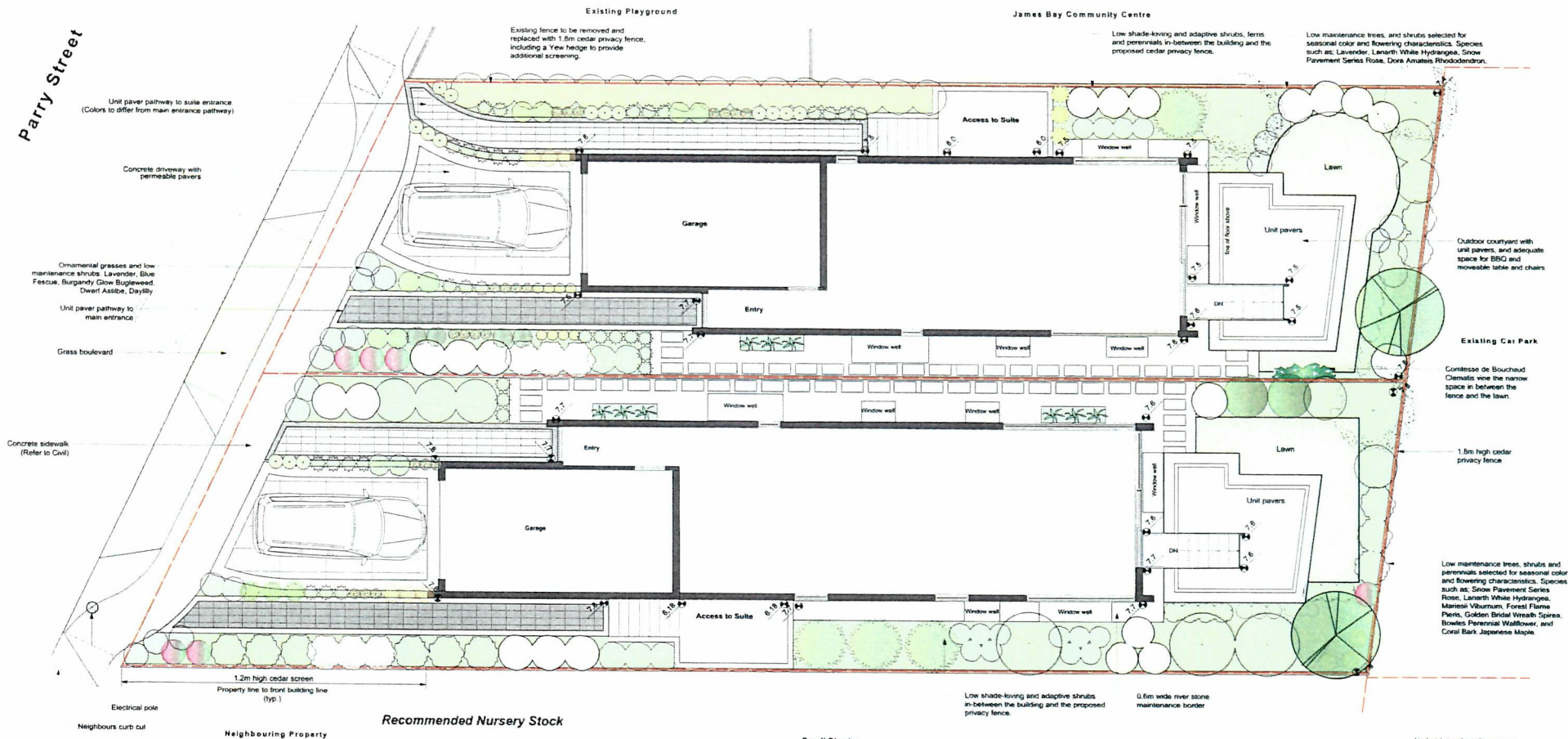
Summer Solstice



Winter Solstice



Parry Street



Recommended Nursery Stock

Trees

2

Botanical Name: Acer palmatum 'Sango Kaku'

Common Name: Coral Bark Japanese Maple

Size: 2.5m Ht.

Large Shrubs

31

Botanical Name: Physocarpus opulifolius 'Center Glow'
Pinks 'Forest Flame'
Golden Bunchberry 'Ogon'
Taxus baccata 'Yasagiri'

Common Name: Pacific Ninebark
Forest Flame Plant
Golden Birdcherry
Inch Yew
Mansel Viburnum

Size: #3 pot
#5 pot
#5 pot
#5 pot
#7 pot

Medium Shrubs

37

Botanical Name: Cornus sericea 'Antioch Fire'
Hydrangea macrophylla 'Lanarth White'
Nandina domestica 'Gulf Stream'
Rhododendron 'Dora Amata'
Rhododendron 'Tansanob'

Common Name: Red Twig Dogwood
Lanarth White Hydrangea
Gulf Stream Heavenly Bamboo
Dora Amata Rhododendron
Fantasia Rhododendron

Size: #3 pot
#5 pot
#5 pot
#5 pot
#5 pot

Groundcovers

8

Botanical Name: Thymus vulgaris

Common Name: Thyme

Size: #1 pot

Notes:
1. All work to be completed to current CSLA Landscape Standards.
2. All soft landscape to be irrigated with an automatic irrigation system.

Small Shrubs

60

Botanical Name: Cornus alternifolia 'Majesty'
Lavandula stoechas 'Crisp Queen'
Mahonia repens
Rosa rugosa 'Snow Pavement'

Common Name: Kinky Dogwood
Spanish Lavender
Creeping Mahonia
Snow Pavement Series Rose

Size: #2 pot
#1 pot
#1 pot
#1 pot

Perennials, Annuals and Ferns

125

Botanical Name: Agrostis setacea 'Burgundy Glow'
Aster divaricatus 'Pumila'
Blechnum spicatum
Cortaderia x soulieana 'Karl Foerster'
Cortaderia x soulieana 'Moonbeam'
Dierisandra cuneolata
Erythronium 'Bouquet Master'
Festuca glauca
Hemerocallis 'Stella de Oro'
Oxigenum vulgare
Polystichum setosum

Common Name: Burgundy Glow Bugleweed
Dwarf Asilbe
Dwarf Fern
Forever's Feather Reed Grass
Vinegarweed Sage
Mountain Threadleaf Tickseed
Tufted Hair Grass
Bouquet Master Wallflower
Common Blue Fescue
Stella de Oro Daylily
Polystichum vulgare
Soft Shaggy Fern

Size: #1 pot
#1 pot
#1 pot
#1 pot
#1 pot
#1 pot
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#1 pot
#1 pot
#1 pot

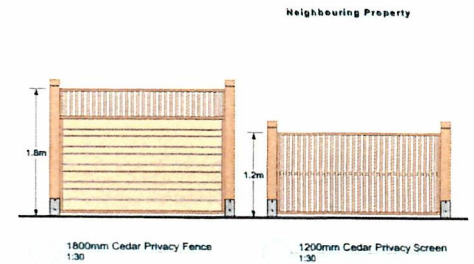
Vines

1

Botanical Name: Clematis 'Comtesse de Bouchaud'

Common Name: Comtesse de Bouchaud Clematis

Size: #5 pot



429 + 431 Parry Street - Landscape Concept Plan

924 McClure St.
Victoria, BC. V8V 3E7
c. 250.413.7307
o. 778-432-3550
e. arcata@telus.net

December 18, 2019
Mayor and Council
City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Re: 431 Parry Street Proposed Development

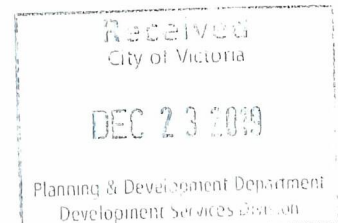
Dear Mayor and Council,

Introduction

The proposed development is a sensitive infill which seeks to improve an under utilized parking lot by providing a single family home and a legal market rental basement suite in close proximity to James Bay Village and Capital Park.

The Site

The subject site at 431 Parry Street is a legal nonconforming lot that dates back to the original street layout of James Bay and is currently used as a parking lot. Zoned as R-2 Two Family Dwelling, the property has never had any built structures on it and is surrounded by the following conditions:



The site is adjacent to James Bay Village and half a block from the Capital Park Development. These areas offer access to amenities, transportation, and community services like the James Bay Community Project, Five Corners retail, Capital Park, and Irving Park. Parry Street is diverse and has a range of housing typologies suitable for a variety of tenures, our proposed development will add additional housing options in the community while maintaining a design aesthetic complementary to the immediate context.

Variances

The site area is approximately 249.4 sq.m. with a street frontage of 9.15m. The lot does not meet the minimum site area or width under the R-2 zone. Additionally the required setbacks of R-2 would result in a floor area which does not conform to the required minimum. If the R-2 zone required setbacks were to be relaxed the allowed FSR would be exceeded, triggering a rezoning. The R2 zone allows the permitted uses under R1-B. The variances requested are therefore based on the requirements of the R1-B zone.

Under the R1-B zone the required setbacks would create an allowable building envelope of 3.74m x 12.57m (12'3" x 41'3"), resulting in a maximum building footprint of only 46 sq.m. (495 sq.ft.) with an interior width of 3.32 m (10'10"). The relaxations requested for setbacks would allow for a more typical narrow lot width and floor area similar to that of the R1-S2 small lot zone. The proposed residence will have a living area of 127.5 sq.m. (1,372 sq.ft.) over two storeys with a 45.2 sq.m. (486 sq.ft.) legal basement suite.

The setback variances requested are as follows:

	Allowed (R1-B Zone)	Proposed
Front	7.5	4.14
Rear	8.28	4.42
Side North	3.0	2.0
Side South	1.5	1.2
Side Combined	4.5	3.2

Design Rationale

The design of the proposed single family home draws inspiration from the form of the buildings in the immediate area. Specifically, the historic Redstone Building and the future Rotunda development which lie directly across the street, as well as the flat roof form of the James Bay Community Project (JBCP) building bordering the northern edge of the property.

The massing of the proposed residence forms a transition between the traditional pattern houses at the southern end of Parry St. and the JBCP building at the northern end while also being complementary in form to the multi-family residential buildings that define the western boundary of the street.

The material palette is refined and limited consisting of two primary materials—stucco, and western red cedar, both contextual references to the site's surroundings. This ensures that the established quality level of materials remains consistent on Parry St. For example, the front facade has large amounts of glazing which brings an element of lightness and transparency to the street edge while defining and creating a welcoming front door. The front facade is further articulated with cedar accents and by stepping the upper level back 3m creating an appropriate scale along the streetscape. Western red cedar is the primary cladding on the back facade. The side elevations are finished with a high quality stucco rain screen system referencing the materiality of the JBCP

building. Punched openings in the side elevations were carefully placed and sized to respect neighbours privacy and limit overlook.

Policy Framework

Our proposal is consistent with the OCP James Bay Strategic Directions and align with the following:

- 21.16.1 Maintain a variety of housing types and tenures for a range of age groups and incomes.
- 21.16.5 Continue to support sensitive infill.

Additionally, the creation of a new a single family home and rental suite supports the growth management goal of having 40% of new population by 2041 occurring in Large Urban Villages. Our site is adjacent to the James Bay urban village and is only 70m from the Urban Core southern boundary, therefore it is ideally located to help support this objective. Furthermore, the infill project helps enhance the City's sustainability goals as follows:

- Our proposal is family-oriented and provides a market rental suite contributing to the diverse mix of housing typologies characteristic of the area. This is an essential component for a vibrant, mixed-used urban village.
- Daily destinations are walkable supporting a multi-modal lifestyle.
- The site is adjacent to transportation options including a transit corridor, well-developed sidewalk network, and is in close proximity to the expanding bicycle network.

Conclusion

Our proposal takes an under utilized parking lot and transforms it into a single family home and rental suite thus adding to the diverse range of housing typologies in the area while aligning with the OCP goals and strategic directions. It is our hope that providing additional housing we can help contribute to the positive growth and vitality of the James Bay Neighbourhood.

Yours truly,



Larry Cecco, MRAIC, AIA int.

924 McClure St.
Victoria, BC. V8V 3E7
c. 250.413.7307
o. 778-432-3550
e. arcata@telus.net



December 10, 2019
Mayor and Council
City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Re: 429 Parry Street Proposed Development

Dear Mayor and Council,

Introduction

The proposed development is a sensitive infill which seeks to improve an under utilized parking lot by providing a single family home and a legal market rental basement suite in close proximity to James Bay Village and Capital Park.

The Site

The subject site at 429 Parry Street is a legal nonconforming lot that dates back to the original street layout of James Bay and is currently used as a parking lot. Zoned as R-2 Two Family Dwelling, the property has never had any built structures on it and is surrounded by the following conditions:



The site is adjacent to James Bay Village and half a block from the Capital Park Development. These areas offer access to amenities, transportation, and community services like the James Bay Community Project, Five Corners retail, Capital Park, and Irving Park. Parry Street is diverse and has a range of housing typologies suitable for a variety of tenures, our proposed development will add additional housing options in the community while maintaining a design aesthetic complementary to the immediate context.

Variances

The site area is approximately 273.2 sq.m. with a street frontage of 9.15m. The lot does not meet the minimum site area or width under the R-2 zone. Additionally the required setbacks of R-2 would result in a floor area which does not conform to the required minimum. If the R-2 zone required setbacks were to be relaxed the allowed FSR would be exceeded, triggering a rezoning. The R2 zone allows the permitted uses under R1-B. The variances requested are therefore based on the requirements of the R1-B zone.

Under the R1-B zone the required setbacks would create an allowable building envelope of 3.74m x 15.25m (12'3" x 50'), resulting in a maximum building footprint of only 57.9 sq.m. (623 sq.ft.) with an interior width of 3.32m (10'10"). The relaxations requested for setbacks would allow for a more typical narrow lot width and floor area similar to that of the R1-S2 small lot zone. The proposed residence will have a living area of 154.3 sq.m. (1,660 sq.ft.) over two storeys with a 58.6 sq.m. (630 sq.ft.) legal basement suite.

The setback variances requested are as follows:

	Allowed (R1-B Zone)	Proposed
Front	7.5	3.79
Rear	8.28	4.71
Side North	1.5	1.2
Side South	3.0	2.0
Side Combined	4.5	3.2

Design Rationale

The design of the proposed single family home draws inspiration from the form of the buildings in the immediate area. Specifically, the historic Redstone Building and the future Rotunda development which lie directly across the street, as well as the flat roof form of the James Bay Community Project (JBCP) building bordering the northern edge of the property.

The massing of the proposed residence forms a transition between the traditional pattern houses at the southern end of Parry St. and the JBCP building at the northern end while also being complementary in form to the multi-family residential buildings that define the western boundary of the street.

The material palette is refined and limited consisting of two primary materials—stucco, and western red cedar, both contextual references to the site's surroundings. This ensures that the established quality level of materials remains consistent on Parry St. For example, the front facade has large amounts of glazing which brings an element of lightness and transparency to the street edge while defining and creating a welcoming front door. The front facade is further articulated with cedar accents and by stepping the upper level back 3m creating an appropriate scale along the streetscape. Western red cedar is the primary cladding on the back facade. The side elevations are finished with a high quality stucco rain screen system referencing the materiality of the JBCP

building. Punched openings in the side elevations were carefully placed and sized to respect neighbours privacy and limit overlook.

Policy Framework

Our proposal is consistent with the OCP James Bay Strategic Directions and align with the following:

- 21.16.1 Maintain a variety of housing types and tenures for a range of age groups and incomes.
- 21.16.5 Continue to support sensitive infill.

Additionally, the creation of a new a single family home and rental suite supports the growth management goal of having 40% of new population by 2041 occurring in Large Urban Villages. Our site is adjacent to the James Bay urban village and is only 70m from the Urban Core southern boundary, therefore it is ideally located to help support this objective. Furthermore, the infill project helps enhance the City's sustainability goals as follows:

- Our proposal is family-oriented and provides a market rental suite contributing to the diverse mix of housing typologies characteristic of the area. This is an essential component for a vibrant, mixed-used urban village.
- Daily destinations are walkable supporting a multi-modal lifestyle.
- The site is adjacent to transportation options including a transit corridor, well-developed sidewalk network, and is in close proximity to the expanding bicycle network.

Conclusion

Our proposal takes an under utilized parking lot and transforms it into a single family home and rental suite thus adding to the diverse range of housing typologies in the area while aligning with the OCP goals and strategic directions. It is our hope that providing additional housing we can help contribute to the positive growth and vitality of the James Bay Neighbourhood.

Yours truly,

A handwritten signature in black ink, appearing to read 'LC', with a horizontal line extending to the right.

Larry Cecco, MRAIC, AIA int.



James Bay Neighbourhood Association

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

www.jbna.org

December 16th, 2019

Mayor and Council,
City of Victoria

Dear Mayor Helps and Councilors,

Re: Community Meeting - 429-431 Parry Street

A community meeting to consider the proposal at 429-431 Parry Street was held on December 11th (34 attendees). This was a courtesy consultation as the CALUC process is not a requirement for the Development Variance Permit being sought. Attached please find an excerpt of the General Meeting minutes regarding the proposal (Attachment "A").

JBNA provided notice to approximately 450 residents on the JBNA e-lists while the proponent canvassed near-by neighbours.

The application is to build two dwellings on two sub-sized R2 lots on Parry Street, currently used as a parking lot. A development variance permit is being sought to change the setbacks. Because the lots are sub-sized, the R2 zoning reverts to R-1B.

Proponents will be returning to demonstrate the plan for the Powell Street end of the parking lot early in the New Year. They will be applying for a rezoning application for R-1B to divide the lot on Powell into two lots.

Discussions with the James Bay Community Project had been directed to resolving emergency access for the Project along the south side of its property and to lowering the roof-line. There will be boulevard and pedestrian improvements on the sidewalk.

In summary, this proposal is for a sensitive infill on 2 legal non-conforming lots to provide housing options for the community. Participants at the meeting were strongly supportive of the project, particularly due to the possibility of lower level rental suites.

For your consideration,

Marg Gardiner
President, JBNA

Cc: JBNA Board
Chloe Tunis, CoV Planner
Conrad Nyren, Magellan Holdings Ltd.
Danny Zeigler, Arcata

ATTACHMENT “A”: *Excerpt from Minutes of August 14th, 2019 CALUC meeting*

6. 429/431 Parry Street (courtesy consultation)

- Conrad Nyren, Magellan Holdings Ltd, Proponent
- Danny Zeigler, Arcata

Questions/comments:

C: Resident on Niagara Street, near MacDonald Park. I like the overall project but I am concerned about the parking.

A: It is monthly parking and people who work nearby, not community members, will no longer be able to park there.

C: Resident resides on Powell, opposite the proposal. I have talked to neighbours and we appreciate that you are forthcoming and have met with us. We are positive about what you are proposing. Housing is preferred over storage of cars. We should not have surface parking lots.

C: Resident directly across proposal on Powell Street. The parking lot is under-utilized and it is much preferable to have housing in that location. Thank you for doing what you are doing.

A: Proponent says some neighbours believe the housing will enhance the area as some activity in the parking lot is not desirable. Also, we are pleased to be able to add 4 single family houses in James Bay, which is losing its sfh dwellings. These properties are family focused.

Q: Resident on Menzies. Likes what is being proposed. Does the zoning allow for B&B or suites?

A: Zoning is SFH for small lots. The houses will all have legal suites.

C: Resident on Lewis really likes proposal. Sensitive and modest single family homes, with suites. I believe all single family homes should have suites given the housing situation.

C: Resident on Dallas Road. Finds the design a bit boxy. As with previous speaker I agree that it is desirable to have suites when new single family homes are built. Will you have problems with parking?

A: There are 2 parking stalls for each dwelling, and we meet City requirements. With regard to boxy, we are taking our queue from other buildings on Parry Street. The proposal for Powell Street is a pitched roof, as all other properties on Powell have pitched roofs.

Q: Resident on Montreal Street concerned about building properties, is a proponent of passive housing. What is anticipated retail price?

A: Minimum required is Step3, won't be passive. Regarding costs, it will be whatever market is at the time of sale, probably in neighbourhood of \$1million.

Q: Lewis Street resident appreciates what is being done. Had you considered something other than stucco on side walls, some kind of panel that would offer some visual interest? Is there access to roof for top garden?

A: Stucco is high end rain screen. No access to roof, no rooftop garden permitted.

C: As developers, you have choice of what to build. When I look at proposal, is it not possible to build a commune type of housing so that all residents share green space? You have a landscape plan but wonder if you could plant bigger trees and try to return the landscape to how it was beforehand.

A: As a developer, I have to sell what I build. Most people want their own back yard. This property now is asphalt so we are improving the property. The landscape will be very attractive.

C: Montreal Street resident agrees with comments being made. There is no benefit to neighbourhood in maintaining pavement. Putting in market housing, that is modest like this is a plus. I appreciate that you took time to meet and consult with neighbours, and the fact you came to this meeting tonight even though you didn't have to do so is appreciated.



5th March, 2020

Mayor & Council
City of Victoria

Dear Mayor Helps and Councillors,

Re: Development Variance Permit Application – 429-431 Parry Street

The James Bay Community Project (legal name James Bay Health & Community Services Society) situated at 547 Michigan Street, is a non-profit social services agency and the owner of a property adjoining the above properties.

This letter is in support of the application to the City of Victoria by Magellan Holdings Ltd. for a Development Variance Permit for 429-431 Parry Street.

Conrad Nyren from Magellan Holdings Ltd. has undertaken extensive consultations with the James Bay Community Project (JBCP) regarding Magellan Holdings' plans to build two dwellings on two sub-sized R2 lots on Parry Street and their need to obtain a variance permit to change the setbacks. These consultations resulted in a legal agreement which will ensure that JBCP's needs (including emergency access) are met and that the variances do not negatively impact JBCP.

JBCP has appreciated both the process and the substance of our discussions with Mr. Nyren, and are happy to unreservedly support the above application.

Regards,

A handwritten signature in cursive script that reads "Rozlyne Mitchell".

Rozlyne Mitchell
Chair of the Board, James Bay Community Project

cc. Conrad Nyren, Magellan Holdings Ltd.

Heather McIntyre

From: 123FormBuilder [REDACTED]
Sent: January 16, 2020 5:51 PM
To: Victoria Mayor and Council
Subject: I want to support the project on 430 Parry Street

Name	Geoff Murphy
Email	[REDACTED]
Address	409-967 Collinson Street
Terms of Service-Opt out of future updates from TalktoAryze	no

Development Variance Permit Applications for 429 Parry Street & 431 Parry Street



1

Aerial View

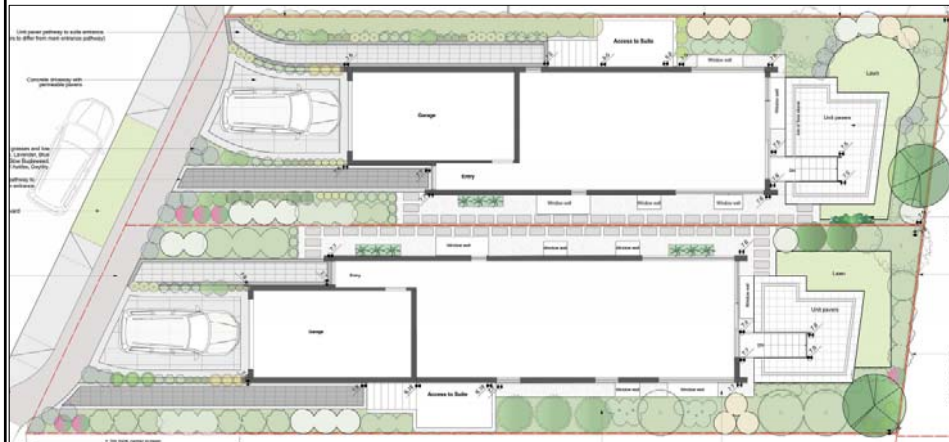
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2

Site Plans

3



3

Existing Lots

4



4

Neighbouring Properties

5



Property to the North



Properties to the South



5

View across the street

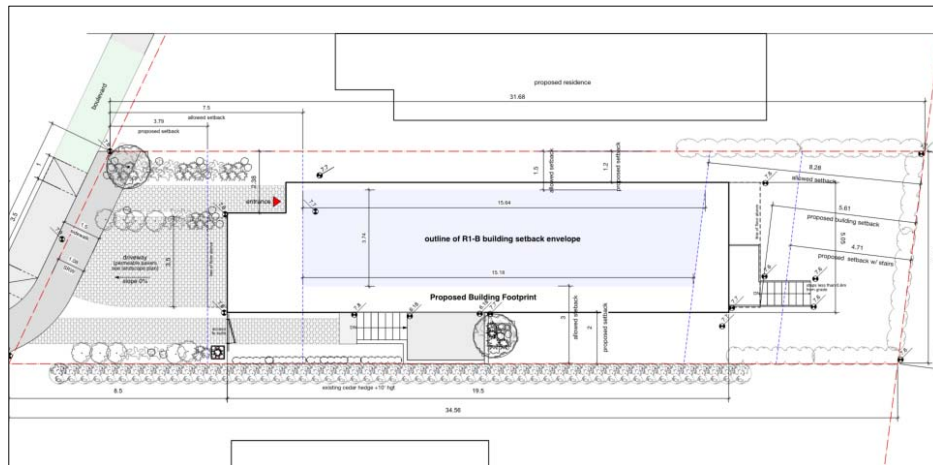
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6

Site Plan – Setbacks at 429 Parry Street

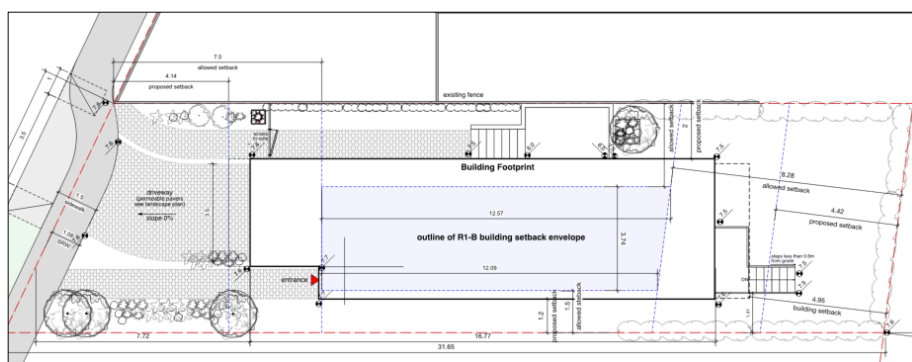
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Site Plan – Setbacks at 431 Parry Street

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8

Elevations – 429 Parry Street

9



9

Elevations – 431 Parry Street

10



10

Streetscape Context

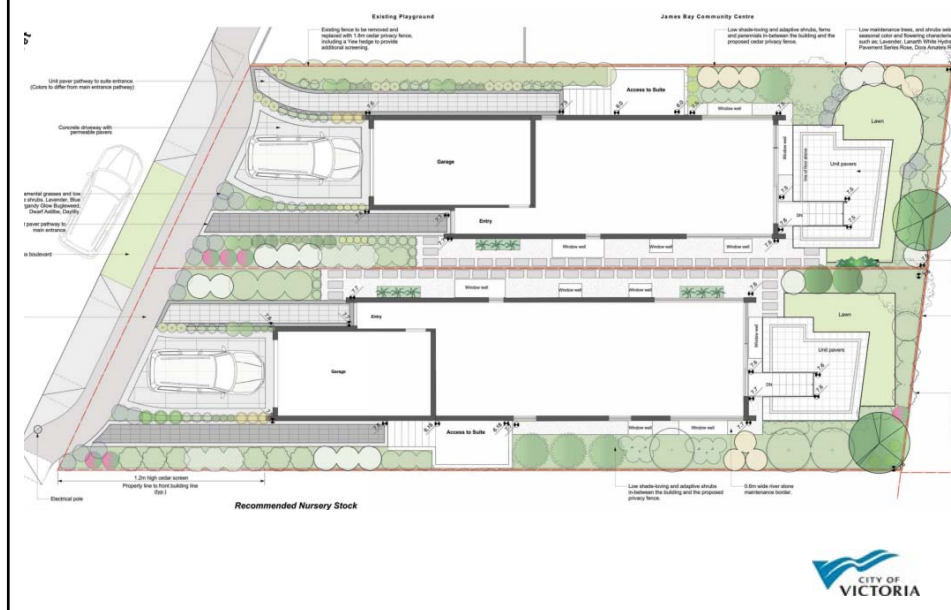
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11

Landscape Plan

12



12

Streetscape Context

13





Committee of the Whole Report

For the Meeting of April 2, 2020

To: Committee of the Whole **Date:** March 12, 2020

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

Subject: Heritage Alteration Permit with Variance Application No. 00020 for 582 St. Charles Street

RECOMMENDATION

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 Heritage Alteration Permit with Variance Application No. 00020 for 582 St. Charles Street, in accordance with:

1. Plans, date stamped January 28, 2020.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - to permit a roof deck.
3. Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director, Sustainable Planning and Community Development.
4. Heritage Alteration Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

In accordance with Sections 617 and 618 of the *Local Government Act*, Council may issue a Heritage Alteration Permit which may be subject to terms consistent with the purpose of the heritage protection of the property, including: (i) conditions respecting the sequencing and timing of construction, (ii) conditions respecting the character of the alteration or action to be authorized, including landscaping and the siting, form, exterior design and finish of buildings and structures and (iii) security. Council may refuse to issue a Heritage Alteration Permit for an action that, in the opinion of Council, would not be consistent with the purpose of the heritage protection of the property.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with information, analysis and recommendations for a Heritage Alteration Permit with Variance Application for the property located at 582 St. Charles Street. The proposal is to retroactively approve a variance for a decades-old third-floor balcony on the existing heritage-designated house, which is considered a roof deck according to the *Zoning Regulation Bylaw*. Also proposed is an exterior fire escape for the third-floor apartment.

The Tudor Revival style house at 582 St. Charles Street was built in 1903 and designed by Francis Rattenbury, one of Victoria's most famous architects. It was renovated in 1983 to contain five apartment suites. A fire escape for the third-floor unit was included on building permit plans at the time of the renovation; however, it was either never constructed or removed between 1983 and today. In 2019, the owner of the property received a notice from the Fire Department requiring that they reinstate an exterior fire escape.

The application is consistent with policies in the *Official Community Plan* (OCP, 2012) under Chapter 8: Placemaking - Urban Design and Heritage; the objectives of Development Permit Area DPA 15C, Intensive Residential - Rockland; the *Rockland Neighbourhood Plan* (1987) and the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

The application was reviewed by the Heritage Advisory Panel at its February 11, 2020 meeting and was recommended for approval.

BACKGROUND

Description of Proposal

Proposed is the retroactive approval of a third-storey balcony measuring 2.17m deep by 3.6m wide on the west side of the roof of the existing heritage-designated three-storey house. Also proposed is a new fire escape stair providing egress for the third-storey rental unit from the balcony to the roof of a projecting one-storey extension of the house, where there is an area of refuge. The fire exit stair is required for fire safety regulations.

The following data table compares the proposal with the existing R1-A Zone, Rockland Single Family Dwelling District. An asterisk is used to identify where the proposal does not meet the *Zoning Regulation Bylaw* requirement. A double asterisk is used to identify legal non-conformities.

Zoning Criteria	Proposal	Zone Standard
Site area (m ²) - minimum	1567.5	740
Density (Floor Space Ratio) - maximum	Existing	N/A
Total floor area (m ²) - maximum	Existing	130
Height (m) - maximum	Existing	7.6
Storeys - maximum	3**	2.5
Site coverage (%) - maximum	Existing	40
Open site space (%) - minimum	>30	30
Setbacks - minimum		
Front (St. Charles Street)	Existing	10.5
Rear (West)	17.5	13.87
Side (North)	5.3	3
Side (South)	3+	3

Zoning Criteria	Proposal	Zone Standard
Vehicle parking - minimum	4**	7
Parking Location	Side and Rear Yard	Not front yard
Roof Deck	Yes*	Not Permitted

Description of Historic Place

The Statement of Significance includes the following description of the house:

"The house was built in 1903 as a wedding gift for Elizabeth Harvey, the granddaughter of Robert Dunsmuir, a wealthy Vancouver Island businessman who built the well-known landmark, Craigdarroch Castle. The house at 582 St. Charles was designed by Francis Rattenbury, one of Victoria's most famous architects who was also responsible for the BC Legislature (1894) and the Empress Hotel (1907-1913)."

"The house is a good example of a Tudor Revival style home with the typical wood half-timbering on the second storey and stucco finishes on the balance of the house. It also features extensive leaded glass wood windows and a central projecting front gable over the front entry. This style of house was typical of the mansions built in the Rockland neighbourhood for the wealthy business class in Victoria at the beginning of the twentieth century."

Character-defining Elements

- exterior finishes of stucco and wood half-timbering
- leaded glass wood windows
- tall brick chimneys on the rear elevation
- large open porch on the front elevation
- "bell cast" roof form
- mature landscaping surrounding the house.

The front stair is a reconstruction and not original. An original coach house survives on the property.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the application was referred for a 30-day comment period to the Rockland CALUC. At the time of writing this report, a letter from the CALUC had not been received.

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

ANALYSIS

Consistency with Policies and Design Guidelines

Official Community Plan

The proposed alterations outlined in the application are consistent with the OCP and advance the following policies:

- 8.6 Conserve and enhance the heritage value, character and special features of areas, districts, streetscapes, cultural landscapes and individual properties throughout the city.
- 8.49 Continue to support new additions that conserve and enhance heritage property, as consistent with the National Standards and Guidelines for the Conservation of Historic Places in Canada.

The proposed fire exit stair is made of wood, which is a key characteristic of the Tudor Revival style. The detailing of the staircase, including the spacing of pickets and the rail design, is intended to replicate the detailing of the existing balcony and blend seamlessly into the house.

Rockland Neighbourhood Plan

The proposed alterations outlined in the application are consistent with the *Rockland Neighbourhood Plan* and advance the following policies.

- 2.3.1 Properties of heritage character and merit should be conserved.
- 2.3.2 Exterior changes and additions to buildings of heritage merit should be in keeping with their heritage character.

The proposal conserves the heritage property and makes the rental unit on the third storey safer and more livable by adding an essential life safety feature. The balcony has existed for decades and is invisible from both the street and the principal entrance approach from the southeast. It is screened from neighbouring properties by mature landscaping, which prevents any privacy impacts.

Standards and Guidelines for the Conservation of Historic Places in Canada

The proposal is consistent with the following relevant standards and guidelines:

- 3. Conserve *heritage value* by adopting an approach calling for *minimal intervention*.
- 11. Conserve the *heritage value* and *character-defining elements* when creating any new additions to an *historic place* or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

4.3.1 Exterior Form - Additional Guidelines for Rehabilitation Projects

	Recommended	Not Recommended
16	Adding new features to meet health, safety or security requirements, such as an exterior stairway or a security vestibule in a manner that respects the exterior form and minimizes impact on heritage value.	Constructing a new addition to accommodate code required stairs or elevators on a highly visible, character-defining elevation, or in a location that obscures, damages or destroys character-defining elements.
17	Working with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.	Making changes to the exterior form without first exploring equivalent health, safety and security systems, methods or devices that may be less damaging to the character-defining elements and overall heritage value of the historic building.

The proposed fire exit stair has been reduced in scale and extent from the original proposal. The balusters of the stair, which previously extended down to the roof level of the one-storey extension of the house, have been shortened to the minimum length required for a stair. This is consistent with a minimal intervention approach advocated by Standard 3. The balcony predates the heritage designation of the property and is shown in photos from around the time of designation. While not original to the house, it was designed in a compatible style, using wood construction with simple, wood balusters. It is distinguishable from the original house through its simplicity of design, while remaining compatible in style through the use of wood.

The balcony and exit stair respect the heritage value of the house by being located discretely on the east elevation of the house, inset from the main front wall, so that they are not visible from the main approach to the house from the southeast.

Regulatory Considerations

The proposed variance would authorize a balcony that has been part of the house since before it was designated in 2002. The balcony faces west towards the sloped topography of the Government House property. Buildings on the Government House property are well set back from the applicant's property and are not impacted by the proposal. The adjacent houses to the north and south are aligned with the heritage-designated house, which means that their sidewalls screen any views from the balcony towards their rear yards. The property is lined with mature trees and vegetation, further enhancing privacy. In staff's view, the variance is minor in nature and results in no adverse impacts to adjacent properties.

Heritage Advisory Panel

The application was reviewed by the Heritage Advisory Panel at its February 11, 2020 meeting and was recommended for approval.

CONCLUSIONS

In staff's opinion, the proposal to retroactively approve a variance for a decades-old third-floor balcony and an exterior fire escape is supportable. The application is consistent with policies in the *Official Community Plan* (OCP, 2012) under Chapter 8: Placemaking - Urban Design and Heritage; the objectives of Development Permit Area DPA 15C, Intensive Residential - Rockland; the *Rockland Neighbourhood Plan* (1987) and the *Standards and Guidelines for the Conservation of Historic Places in Canada*. Staff recommend that City Council consider approving the application.

ALTERNATE MOTION

That Council decline Heritage Alteration Permit with Variance Application No. 00020 for the property located at 582 St. Charles Street

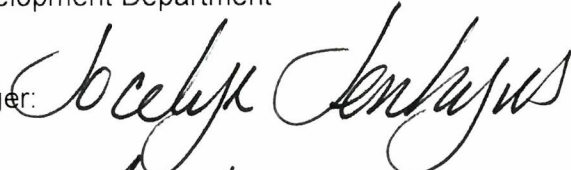
Respectfully submitted,


John O'Reilly
Senior Heritage Planner
Development Services

JH


Karen Hoese, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:


Date: March 19, 2020

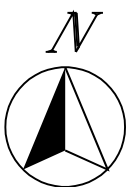
List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plan, date stamped January 28, 2020
- Attachment D: Applicant's letter, date stamped January 28, 2020
- Attachment E: Heritage Designation Bylaw No. 02-112
- Attachment F: Statement of Significance
- Attachment G: Minutes of the Heritage Advisory Panel, dated February 11, 2020.



582 ST. CHARLES STREET

Heritage Alteration with Variance #00020

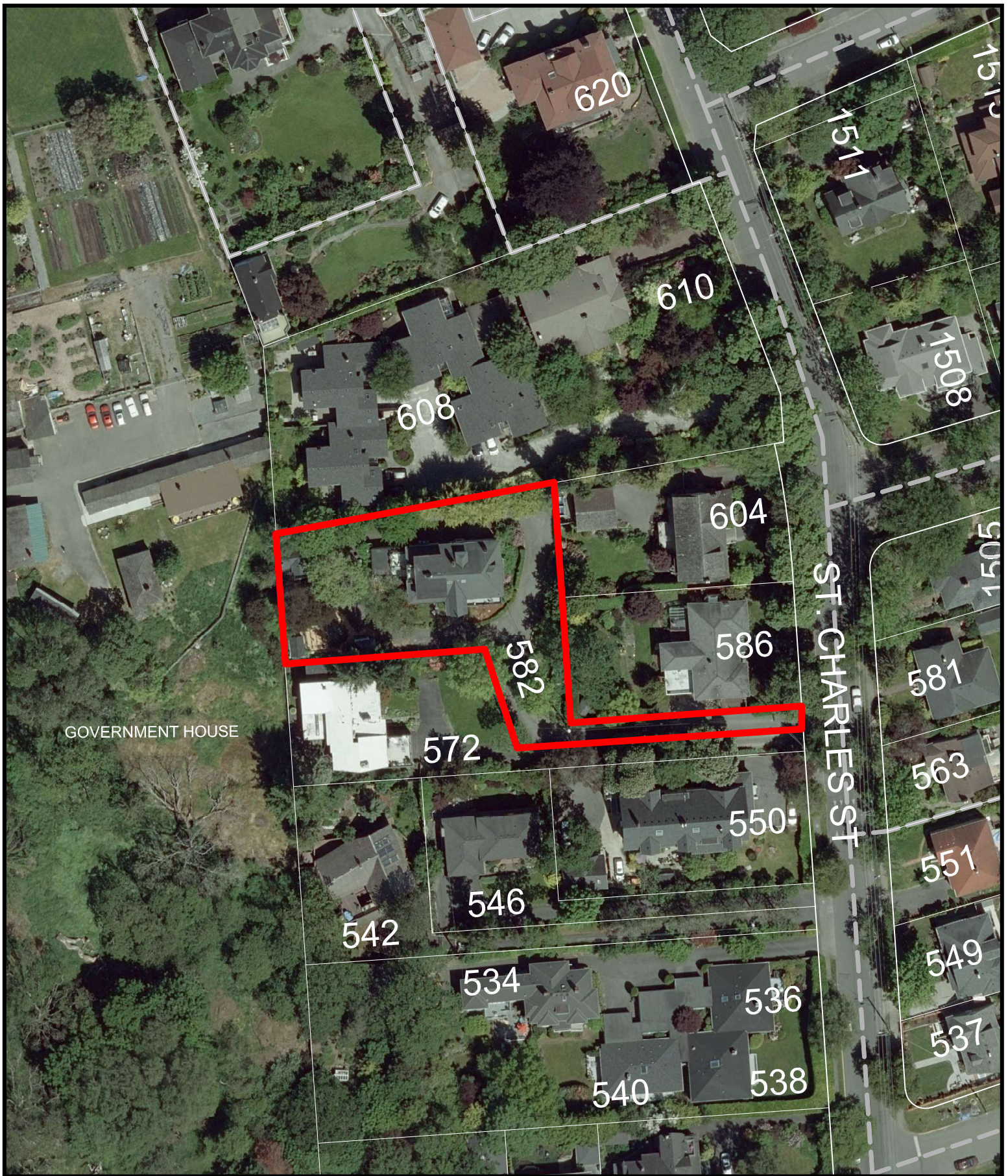


Designated



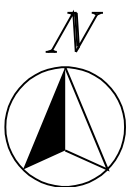
Registered





582 ST. CHARLES STREET

Heritage Alteration with Variance #00020

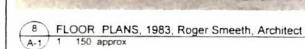
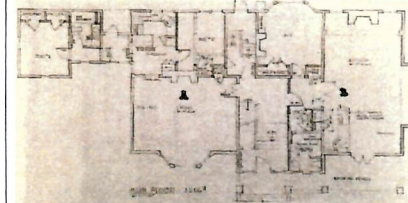
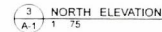
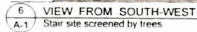


Designated



Registered





Property Address:	582 St Charles Street Victoria B.C.	
PN:	200-786-66	
Legal:	Lot 4 Section 88 Victoria B.C. Plan 28645	
 zoning:	R1-A Single Family Dwelling	
Final Area:	484.20m existing no change	Balance: 13.00m
Average Grade:	Existing no change	
Backsight Height:	Existing 7.8 m	2 1/2 stories
Setbacks:	Front Existing no change	Balance: 10.5m
Rear:	Proposed Backing (NC) 15.02m	55.46 +/- 25% x 13.865 m
	Proposed Rear Easement 18.00m	
North Side:	Proposed Backing (NC) 8.45m	3.0m
	Proposed Rear Easement No change	
South Side:	Existing no change	
Building Setbacks:	Proposed Backing (NC) 11.0m	
	Proposed Rear Easement Secondary	10.5m

ATTACHMENT C

Planning & Development Department
Development Services Division

Fire Escape Stairs,
582 St. Charles Street,
Victoria, BC.

Title:
PLANS,
ELEVATIONS,
VIEWS

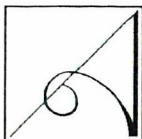
Date	November 30, 2019
Scale	As noted
Issue	HAP Variance

Sheet Number:

A-1

© Armitage Architect

84


ARMITAGE ARCHITECT

1251 Victoria Avenue, Victoria, B.C. Canada, V8S 4P3

John H Armitage Architect AIBC, LEED-AP

250 - 884 - 2414

john_armitage@shaw.ca

January 23, 2020

The City of Victoria,
Sustainable Planning and Community Development,
Development Services Division,
1 Centennial Square,
Victoria, BC. V8W 1P6.

To: The Mayor and Council,

Re. 582 St. Charles Street, Lot 4, Section 68, Victoria City, Plan 26646.

Heritage Alteration Permit with Variance – Exterior Fire Escape Addition.


On behalf of the owner of this property, I wish to outline the history and rationale for this application.

In 2019, the owner of this property received a notice from the Fire Department requiring the reinstatement of an exterior fire escape from the third floor apartment that was included on building permit plans at the time of its 1983 conversion into five suites. The documentary record is elusive as a notation by a City official also records it as "not included". There is no "as-built" record and the property has seen several changes of ownership since that time.

An application for a Delegated Heritage Alteration Permit was submitted September 29, 2020 and was reviewed by the Heritage Advisory Panel and Senior Heritage Planner.

A Building Permit application was submitted December 2. During the Planning review, it came to light that a third floor balcony had been constructed without a building permit and is the subject of this request for a variance.

This property had received heritage designation in 2002 by which time any fire escape had been removed and the new balcony had been added, with no official commentary on its non-conforming status. No alterations to the property by subsequent owners appear to have been made since that time.

The proposed fire escape attaches to this balcony to permit a second exit from the suite via a door, rather than a window, as requested by the Fire Department. This door is located in the NW corner of the suite's living room and is a much safer exiting option than the bedroom window as proposed in the 1983 BP documents.

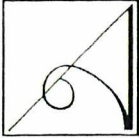
The existing balcony is approximately 2.0 x 3.4m or 6.8sm (73sf) with the door in the SE corner and the fire escape in the NW corner. For a properly designed exit, an "area of refuge," in the form of an expanded top landing, should be provided for persons with mobility difficulties. Taking these factors into account, if this balcony did not already exist, the new fire escape would still require a landing and exit route of about 60% of this area. And the visual impact from the exterior would be identical, with the same extent of guardrail visible.

The fire escape stair is designed to terminate at an area of refuge at second floor level as proposed in the 1983 BP documents. Therefore it will not impinge upon required parking or Fire Department manoeuvring areas at ground level.

The balcony and fire escape are located on the west side of the building and will not be visible from the front approach to the property. Viewed from the Government House grounds to the west, the balcony is set within the profile of the building mass. The stair presents as narrow a profile as possible that will blend with the mass of the building behind and will be screened by the original coach house to the west.

There are no known overlook issues with neighbouring properties. As noted above, the requirements for the new fire escape would essentially recreate the existing balcony configuration were it not already existent.

The design is in conformance with Section 3.4.7 of the B.C. Building Code using wood construction, with detailing and colour to match existing adjacent wood elements, and is in accordance with Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*.



ARMITAGE ARCHITECT

1251 Victoria Avenue, Victoria, B.C. Canada, V8S 4P3
John H. Armitage Architect AIBC, LEED-AP

250 - 884 - 2414

john_armitage@shaw.ca

This proposal is consistent with a number of objectives in the OCP, the Rockland Neighbourhood Design Guidelines and the 1987 Rockland Neighbourhood Plan from which they derive.

- "Encourage a diversity of...housing in consideration of the neighbourhood's heritage and estate character."
- "Continue to conserve the historic architectural and landscape character of the neighbourhood."
- It respects the traditional siting and orientation and will "not intrude upon views of (this) historic building from the street" and the traditional approach route.
- "Suites in converted houses are an established and important component...which should be conserved."

I trust you will find the proposed application to be a satisfactory resolution of life safety requirements and to be a respectful alteration that is consistent with the form and character of this heritage property within its established neighbourhood.

Respectfully submitted,

John Armitage, Architect AIBC, LEED-AP.

NO. 02-112

A BYLAW OF THE CITY OF VICTORIA

to designate the house located at 582 St. Charles Street to be protected heritage property.

Under its statutory powers, including section 967 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE DESIGNATION (582 ST. CHARLES STREET (RIFFHAM)) BYLAW (NO. 491)".
2. The house located at 582 St. Charles Street, legally described as Lot 4, Section 68, Victoria City, Plan 26646, is designated to be protected heritage property.
3. Bylaw No. 02-103, Heritage Designation (582 St. Charles Street (Riffham)) Bylaw (No. 491), is repealed.

READ A FIRST TIME the _____ day of _____ 2002.

READ A SECOND TIME the _____ day of _____ 2002.

Public hearing held on the _____ day of _____, 2002.

READ A THIRD TIME the _____ day of _____ 2002.

ADOPTED on the day of 2002.

CORPORATE ADMINISTRATOR

MAYOR

STATEMENT OF SIGNIFICANCE 582 ST. CHARLES STREET

The house at 582 St. Charles Street known as "Riffham" is a large two-storey Tudor Revival house designed by Francis Rattenbury and located in the Rockland neighbourhood. The building is no longer visible from the street as a result of subsequent subdivisions and redevelopment.

- a. **Historical** - The house was built in 1903 as a wedding gift for Elizabeth Harvey, the granddaughter of Robert Dunsmuir, a wealthy Vancouver Island businessman who built the well-known landmark, Craigdarroch Castle. The house at 582 St. Charles was designed by Francis Rattenbury, one of Victoria's most famous architects who was also responsible for the BC Legislature (1894) and the Empress Hotel (1907-1913).
- b. **Aesthetic** - The house is a good example of a Tudor Revival style home with the typical wood half-timbering on the second storey and stucco finishes on the balance of the house. It also features extensive leaded glass wood windows and a central projecting front gable over the front entry. This style of house was typical of the mansions built in the Rockland neighbourhood for the wealthy business class in Victoria at the beginning of the twentieth century.

Character-defining Elements

The character-defining features of the house include:

- its exterior finishes of stucco
- wood half-timbering
- its leaded glass wood windows
- the tall brick chimneys on the rear elevation
- the large open porch on the front elevation
- "bell cast" roof form
- mature landscaping surrounding the house
- the original coach house behind the main residence.

Note: The front stair has been reconstructed.

Prepared by: Steve Barber, Heritage Planner - July 31, 2002

Formatting: John O'Reilly, Senior Heritage Planner - February 2020

ATTACHMENT G

3. **582 St. Charles Street**
Heritage Alteration Permit with Variance Application No. 00020

Attendees: Rein Rungus (owner)

John O'Reilly provided a brief introduction. There were no questions or comments from the Panel.

Moved

Seconded

That the Heritage Advisory Panel recommend to Council that Heritage Alteration Permit with Variance Application No. 00020 for 582 St. Charles Street be approved as presented.

Carried

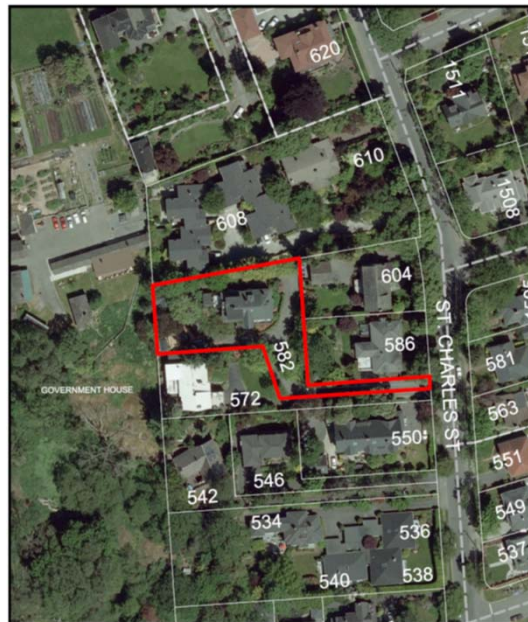
Heritage Alteration Permit with a
Variance No. 00020 for
582 St. Charles Street

1



1

582 St. Charles Street



2



2

582 St. Charles Street

Proposal:

To install a new wood fire escape at the rear of the existing home to meet life safety requirements of the BC Building Code and to approve a variance for an existing roof deck.



3



3

582 St. Charles Street



4



4

582 St. Charles Street

Heritage Status:

- Designated
- DPA 15C: Intensive Residential - Rockland
- **Heritage Significance:** Built in 1903 for Elizabeth Harvey, granddaughter of Robert Dunsmuir. Designed by Francis Rattenbury, one of Victoria's most famous architects.
- **CDEs:** Wood half-timbering at the second storey, leaded glass windows and a central projecting front gable, bell cast roof form, brick chimneys.



5



5

582 St. Charles Street

November 12, 2019 Proposal



5 VIEW FROM NORTH-WEST
A-1 With sketch overlay

6



6

582 St. Charles Street



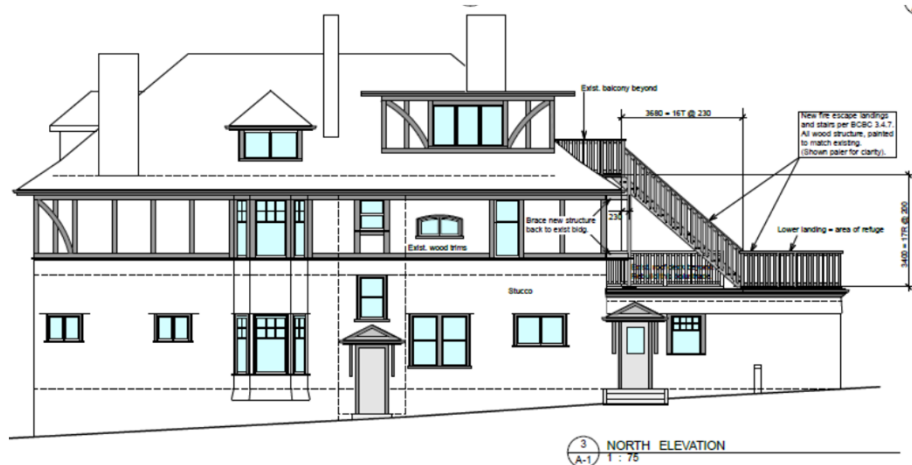
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5
A-1 VIEW FROM NORTH-WEST
With sketch overlay



7

582 St. Charles Street



8

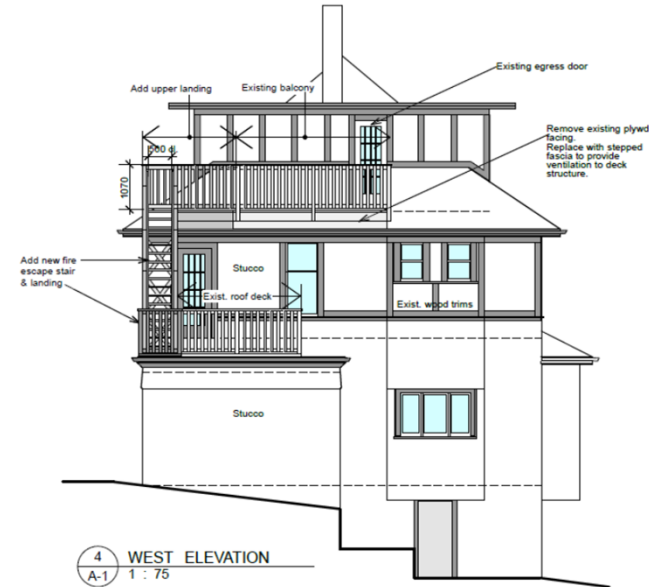
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A-1 NORTH ELEVATION
1 : 75



8

582 St. Charles Street

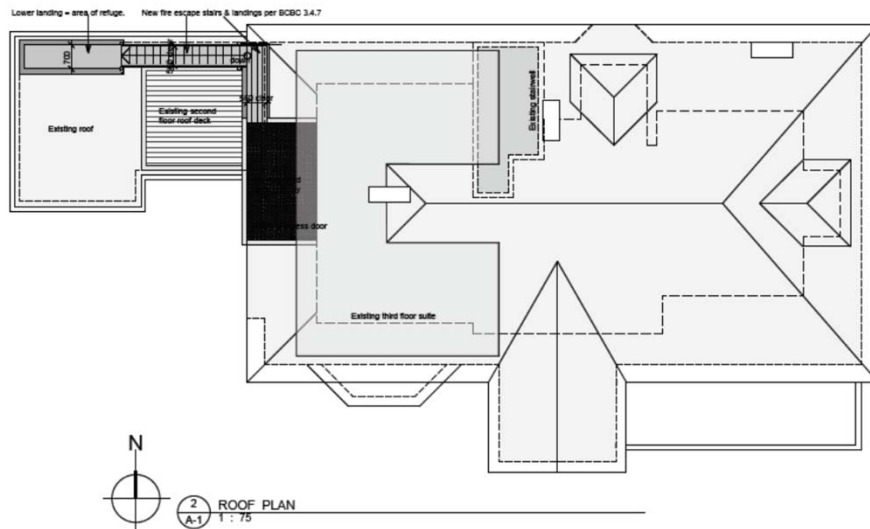
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9



582 St. Charles Street



10



582 St. Charles Street



11



11

582 St. Charles Street

Staff Recommendation:

That Council authorize the issuance of Heritage Alteration Permit with Variance Application No. 00020 for 582 St. Charles Street in accordance with...



12



12



Committee of the Whole Report For the Meeting of April 2, 2020

To: Committee of the Whole **Date:** March 12, 2020
From: Karen Hoesel, Director, Sustainable Planning and Community Development
Subject: Heritage Designation Application No. 000190 for 1009 Southgate Street

RECOMMENDATION

That Council approve the designation of the property located at 1009 Southgate Street, 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.

LEGISLATIVE AUTHORITY

In accordance with Section 611 of the *Local Government Act*, Council may designate real property, in whole or in part, as protected property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding an owner request to designate the exterior of the property located at 1009 Southgate Street. The house was built in 1912 and contributes to the historic character of the Fairfield neighbourhood, an area characterized by low-rise apartments and single-family homes on well-maintained, tree-lined streets.

The designation of this building is generally consistent with Section 8: "Placemaking (Urban Design and Heritage)" and Section 21: "Neighbourhood Directions" of the *Official Community Plan* (OCP, 2012), the *Fairfield Neighbourhood Plan* and the *Victoria Heritage Thematic Framework*. The Statement of Significance supports its designation.

The application was reviewed by the Heritage Advisory Panel at its February 11, 2020 meeting and it recommended that Council consider approving the designation of the property located at 1009 Southgate Street.

BACKGROUND

Description of Proposal

The property located at 1009 Southgate Street is a large three-storey, Foursquare style, multi-residential building built in 1912 and containing four strata units. The exterior façade of 1009

Southgate Street has maintained much of its original appearance with one noticeable alteration - a two-foot section of the ground floor on the west side of the house was cut away to create sufficient width for a driveway to the rear yard. Its character-defining elements include most of its architectural features and Craftsman design elements, including boxy, rectangular design with full width porch; cedar shingle cladding with a wide belt course between the first and second storey; hipped roof with dormer window; open eaves; original double height and dormer windows and intact porches. The property also has heritage value for its association with the early development of the Hudson's Bay Corporation reserved public park land and the subdivision of James Douglas' Fairfield Farm Estate into building lots for suburban middle class housing.

Regulatory Considerations

The proposed heritage designation is consistent with surrounding land uses.

Condition/Economic Viability

The building is currently in good condition.

ANALYSIS

The following sections provide a summary of the application's consistency with the relevant City policies and guidelines.

Official Community Plan

The designation of this building is consistent with the *Official Community Plan* (OCP, 2012), which in Section 8, "Placemaking (Urban Design and Heritage)", states:

Goals

8 (B) *Victoria's cultural and natural heritage resources are protected and celebrated.*

Broad Objectives

8 (j) *That heritage property is conserved as resources with value for present and future generations.*

8 (l) *That heritage and cultural values are identified, celebrated, and retained through community engagement.*

City Form

8.6 *Conserve and enhance the heritage value, character and special features of areas, districts, streetscapes, cultural landscapes and individual properties throughout the city.*

8.11 *Determine the heritage value of areas, districts, streetscapes, cultural landscape and individual properties using the Victoria Heritage Thematic Framework as identified in Figure 12.*

Buildings and Sites

8.51 *Continue to give consideration to tools available under legislation to protect or conserve heritage property including, but not limited to: heritage designation bylaws; listing on the heritage register; temporary protection; heritage alteration permits; heritage revitalization agreements; design guidelines; and, the protection of views of heritage landmark buildings from public vantage points as identified in Map 8, and to be determined in future local area plans.*

- 8.54 *Continue to work with senior government, community and business partners to identify, protect and conserve property of heritage value.*

The designation of this building is also consistent with Section 21: "Neighbourhood Directions (Fairfield)" of the OCP which states:

Fairfield

21.5 *Vision in the citywide context includes:*

21.5.5 *Residential character with mature streetscapes, historic homes and landscapes, continuous shoreline access, beaches, and park space of regional significance*

21.6 *Strategic Directions include:*

21.6.1 *Maintain and enhance established character areas.*

Fairfield Neighbourhood Plan

The designation of this building is also consistent with the *Fairfield Neighbourhood Plan*, which states:

10.3 *Heritage Register and Designated Properties*

Intent: Recognize and protect the historic character of significant buildings and important sites.

10.3.1. *Encourage landowners to consider the protection of heritage resources through the designation of properties listed on the City's Register of Heritage properties, identified on Map 12, or other buildings of heritage merit, including through the rezoning process.*

Victoria Heritage Thematic Framework

A key policy of the OCP includes the determination of heritage value using a values-based approach. In this regard, a City-wide thematic framework (OCP Fig. 12) was developed and incorporated into the OCP to identify the key civic historic themes. The *Victoria Heritage Thematic Framework* functions as a means to organize and define historical events, to identify representative historic places, and to place sites, persons and events in an overall context. The thematic framework recognizes a broad range of values under which City-wide themes can be articulated. A Heritage Value assessment with consideration of the *Victoria Heritage Thematic Framework* is incorporated into the Statement of Significance.

Resource Impacts

The designation of the property would make the building eligible for heritage grants from the Victoria Civic Heritage Trust to incentivize exterior conservation work. The building could also be eligible for the tax incentive program in future.

Heritage Advisory Panel

The application was reviewed by the Heritage Advisory Panel at its February 11, 2020 meeting and was recommended for approval.

Statement of Significance

A Statement of Significance describing the historic place, outlining its heritage value and identifying its character-defining elements, is attached to this report.

CONCLUSIONS

The fourplex at 1009 Southgate Street is a building that is a good example of the Foursquare style with unique Craftsman style features such as the double-height, diamond leaded glass heritage windows. The designation of the residence as a Municipal Heritage Site is consistent with relevant City policies and strategic directions for the Fairfield neighbourhood. Staff therefore recommend that Council approve the Heritage Designation Application for the building located at 1009 Southgate Street.

ALTERNATE MOTION

That Council decline Heritage Designation Application No. 000190 for the property located at 1009 Southgate Street.

Respectfully submitted,



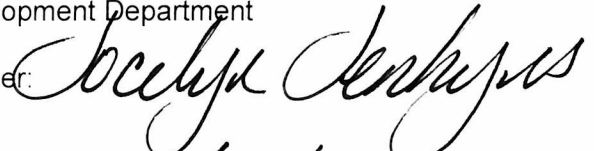
John O'Reilly
Senior Heritage Planner
Development Services Division

JH.



Karen Hoese, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

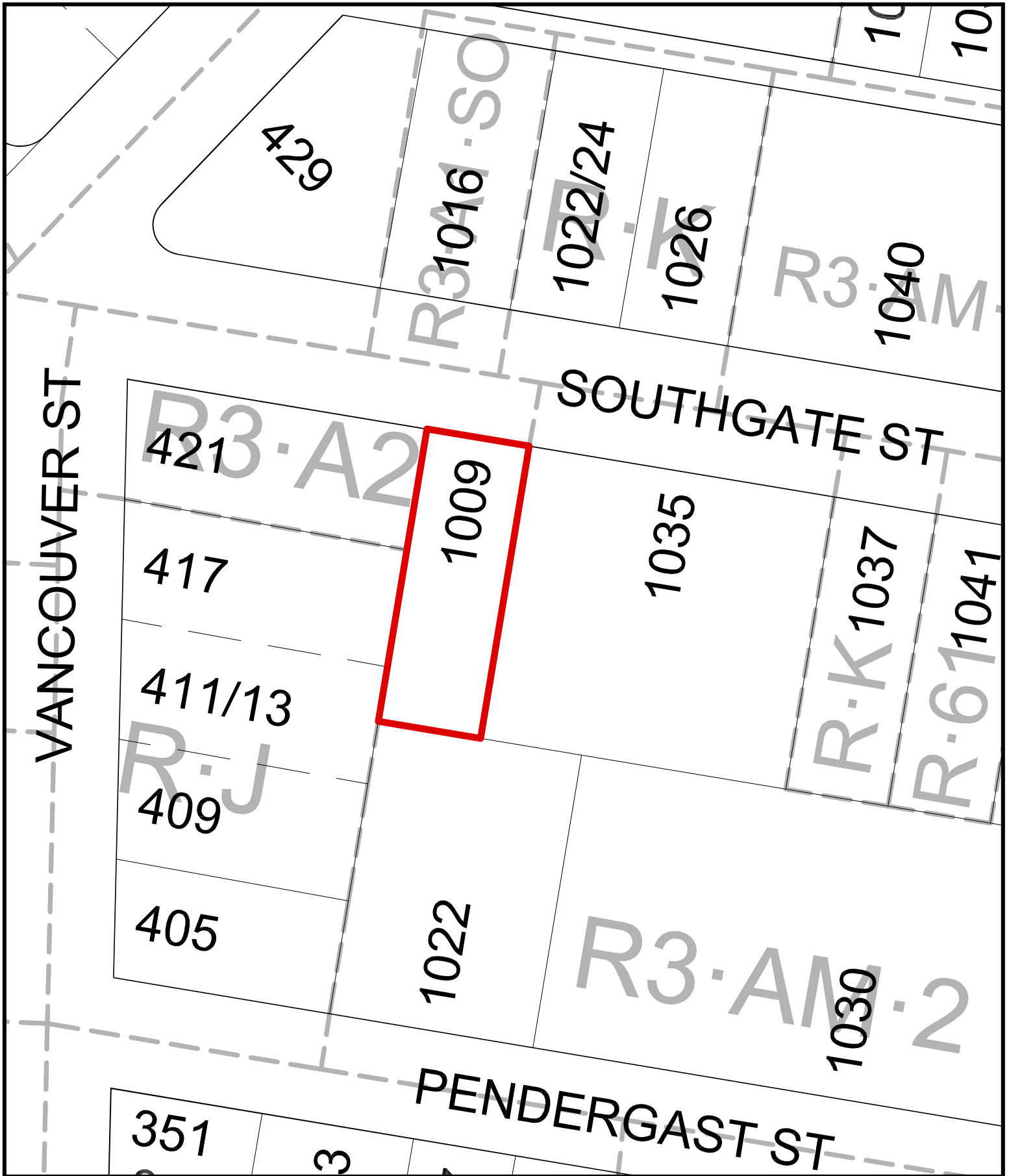


Date:

March 19, 2020

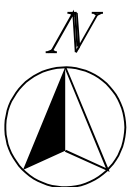
List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Photographs
- Attachment D: Statement of Significance
- Attachment E: Application for Heritage Designation for 1009 Southgate Street by Strata VIS 4224
- Attachment F: Minutes of the Heritage Advisory Panel, February 11, 2020.



1009 Southgate Street

Heritage Designation #000190

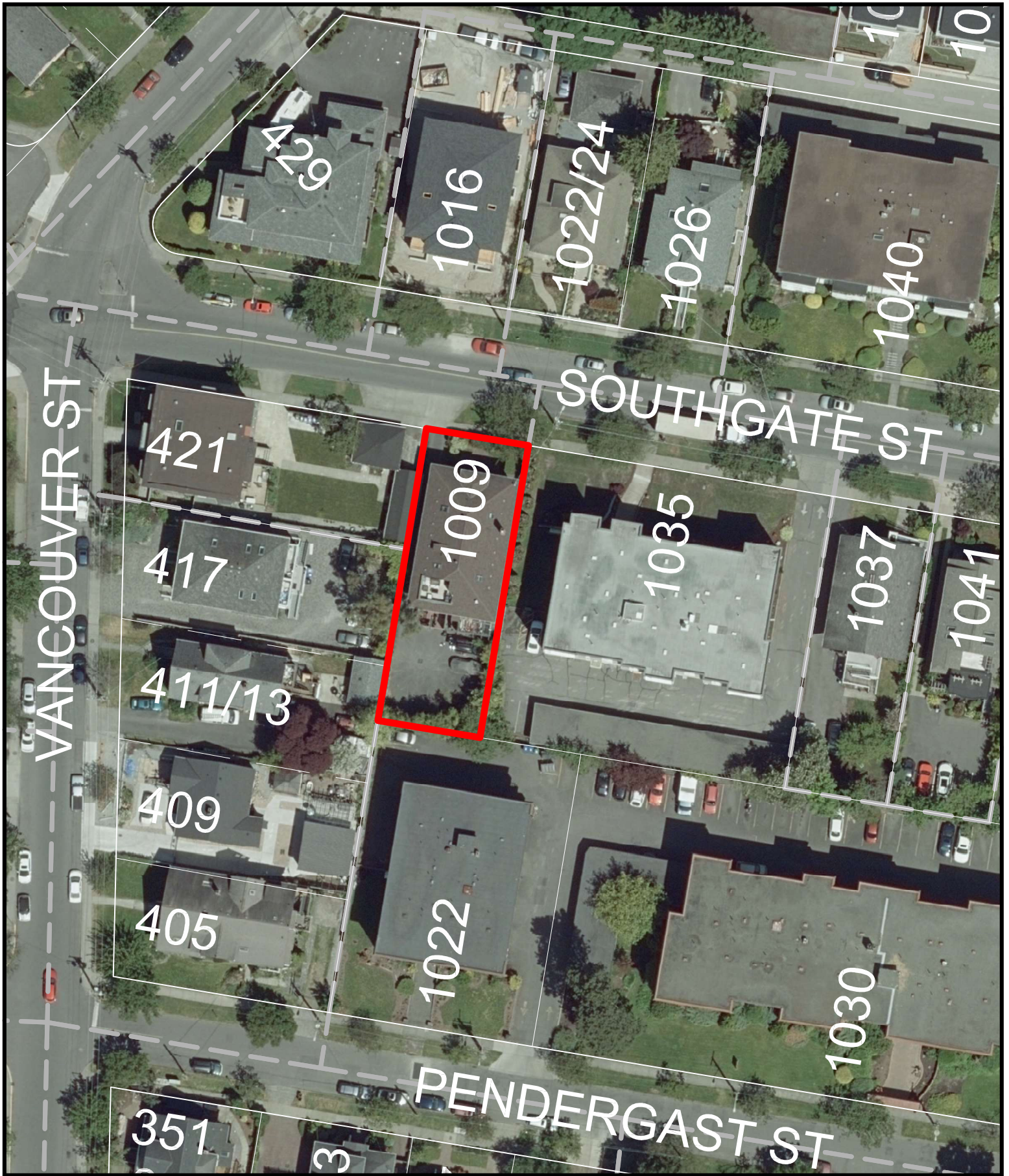


Designated



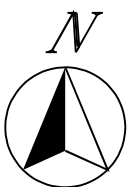
Registered





1009 Southgate Street

Heritage Designation #000190



Designated



Registered



1009 Southgate Street



Front (North) Elevation



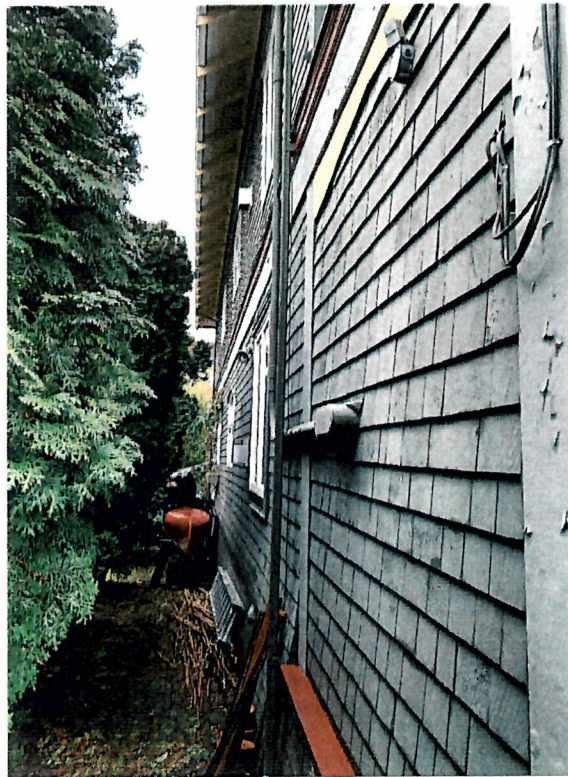
Angled view of Front Elevation with cantilevered second storey visible



West (Side) Elevation



South (Rear) Elevation



East (Side) Elevation



Leaded Glass Windows



Front Elevation Closeup

STATEMENT OF SIGNIFICANCE

1009 Southgate Street

Owner: Strata VIS 4224

Architect: Harold Joseph Rous Cullin

Date: 1912

Description of Historic Place

1009 Southgate Street is a flat, rectangular lot on the south side of Southgate Street, which measures 60 feet wide and 120 feet deep. It is located near the southeast corner of the intersection of Vancouver Street and Southgate Street in the Victoria's Fairfield neighbourhood. Occupying the property is a two-storey, Foursquare-style apartment building constructed in 1912 and containing four strata residential units. The building is boxy and rectangular, with a medium pitch hipped roof and a dormer window facing the street. The front elevation features recessed balconies at the second storey framed with decorative beams, railings and spindles. It has porches at the ground floor that are open at the front and side. Centred between the porches and balconies are three diamond pattern leaded glass windows extending from the base of the second floor to the roofline. Beneath the windows are a pair of doors accessed from a projecting covered porch with turned wood columns. The façade includes a wide belt course dividing the two storeys. The building features many Craftsman details including open eaves with exposed rafter tails. There is a driveway to the immediate west of the building providing access to a rear yard parking area. The west side wall of the ground floor was pushed in slightly to create space for the driveway when it was converted to strata units in 1997.

Heritage Value of Historic Place

The apartment building on 1009 Southgate Street has historical worth for its connection to one of the earliest phases of settlement in Victoria- the subdivision of James Douglas' 300-acre Fairfield Farm Estate into suburban lots to create what would become the Fairfield Neighbourhood.^{1,2,3,4} At the end of the 19th century, Victoria was rapidly expanding beyond its early city boundaries.⁵ By 1911, estate lands that had been used for dairy and vegetable farming were subdivided into building lots to make way for suburban middle-class housing. Family homes were filling up Vancouver Street and nearby areas, and a street car route was laid along Cook Street in 1903. The link between this property and the subdivision and development of the Fairfield Farm Estate fits into the *Coastal Settlement - Pioneer Farms to First Suburbs & City of Gardens and Landscapes* theme of the Victoria Thematic Framework in the *Official Community Plan*.

¹See Appendix 2 and Appendix 3 for historic maps showing current location of 1009 Southgate Street within a continuous stretch of public park land.

² Ringuette, Janis, 2004, *Beacon Hill Park History*, Chapter 3, Beacon Hill Park Society, Victoria BC, viewed 02 January 2020, <<https://beaconhillparkhistory.org/contents/chapter3.htm>>.

³ Roueche, Ken. *A Fairfield History*, 2005. Ken Roueche, Victoria B.C.

⁴ See Appendix 4 for a 1889 map showing current location of 1009 Southgate as part subdivided area with street and farms in area of farm land, and a photograph in Appendix 5 showing the fertility of the area for vegetable farming.

⁵See Appendix 6 for fire insurance maps showing suburbanization of Southgate area from 1895 - 1913.

The building has educational value as a unique example of medium density purpose-built rental housing that was distinct from the more common suburban single family homes and apartments and duplexes built during Victoria's rapid expansion at the time. It originally consisted of four "residential flats".⁶

Designed in 1911 by architect Harold Joseph Rous Cullin and constructed by John O. Dunford, of William Dunford & Son and James F. Strang of Hooper-Strang Co., the building has aesthetic value as a rare, surviving example of a Foursquare Edwardian Vernacular style multi-residential building.⁷ It incorporates Craftsman design elements inspired by the British Arts & Crafts movement. The Foursquare style was more affordable than the more decorative Victorian and Classical styles, and was commonly used in streetcar suburbs on long narrow lots. The simple symmetrical exterior design and floor plan characterizing the Foursquare style conveys a division of the house into quarters on each floor to accommodate a home's various rooms. However, in the case of this particular house, each "quarter" was in fact a "flat" or apartment - two on each floor, running the full front to back length of the house, each with its own living room, bedroom, bathroom and kitchen, and with each "flat" having very similar layout, illustrated in the original plan.⁸ The unique style of the house fits the theme of *Cultural Exchange - Architectural Expression* under the Victoria Heritage Thematic Framework in the Official Community Plan.

The building is a good example of the work of Harold Joseph Rous Cullin, who was born in 1875 in Liverpool, England. He was a member of the London Rifle Brigade and officer in the Royal Engineers. He immigrated to Canada in 1904 and until World War 1 specialized in designing public and private buildings and homes in Victoria. His projects consisted of many public buildings, including seven schools, commercial blocks and apartments as well as private homes. Among the latter are iconic heritage houses at 25 Cook Street (Inglenook, 1911), 1134 Dallas Road (1913) and 806 Linden Avenue (Hume Cottage, 1907). Cullin served overseas as a Lieutenant Colonel in WWI. Suffering from rheumatoid arthritis, he was deemed a surplus officer and returned to B.C., where he resumed his architecture career, although mostly in the B.C. interior.

Character-defining elements

- boxy and rectangular massing
- the projecting covered landing on the front elevation, including turned wood columns, balusters and pickets
- cedar shingle cladding and the wide belt course between the first and second storeys
- medium-low pitched hipped roof with a dormer window
- open eaves with exposed rafter tails
- decorative beam framing the top of each porch and balcony
- set of three diamond leaded glass windows extending from the base of the second floor to just below the roofline
- original and intact porches and balconies complete with mostly original rails and spindles
- the dormer, with its three diamond leaded glass windows.

⁶ See Appendix 7, the original 1911 architectural plan refers to the house as "Residential Flats".

⁷ Muir, William R., Morrow, Cecelia (drawings), n.d., *Architectural Style Guide*, Victoria Heritage Foundation,

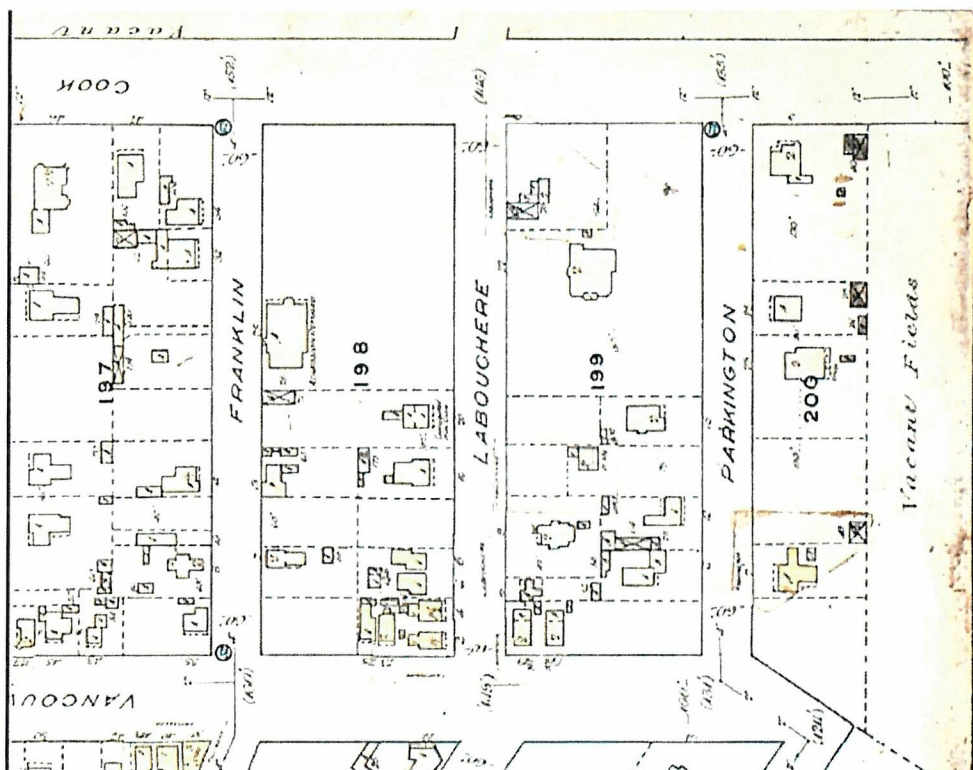
⁸ See Appendix 7, interior layout.

APPENDIX 1 – 1009 Southgate (January 2020)





APPENDIX 2 – Fire Insurance Plans showing 1009 Southgate Site in Victoria⁹



Top: Area south of Pakington St. is marked as "Vacant Fields" in 1895; from Fire Insurance Map, inset of Sheet 24, 1895.

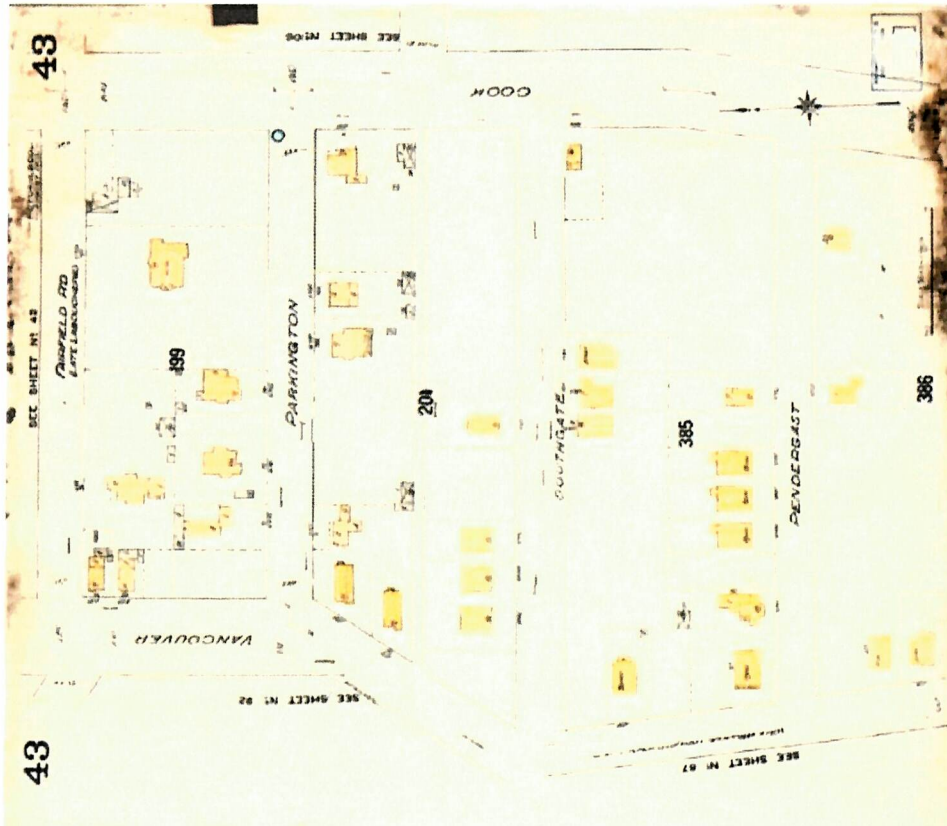


Above: Key map of 1895 Victoria Insurance Plans;

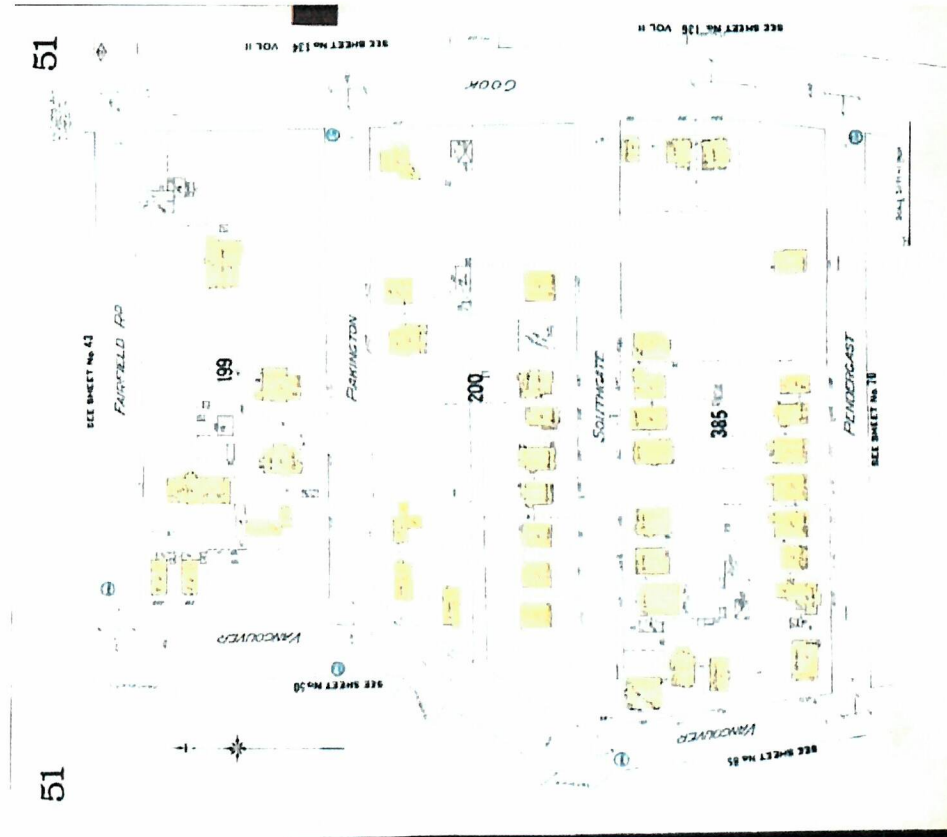
Right: Inset Of Key map showing location of Southgate and Pakington Streets.

Left inset of Sheet

⁹ Source: *Victoria Fire Insurance Plans, Vol. 1, Sheet 51, 1911 (rev 1913); 1903; and Sheet 24, 1891 (rev 1895)*, Digital Collections, University of Victoria Libraries, viewed on 08 January 2020, <<https://vault.library.uvic.ca/collections/6cf241ab-b4ef-44c2-8b6c-38a9de32f7d5>>.

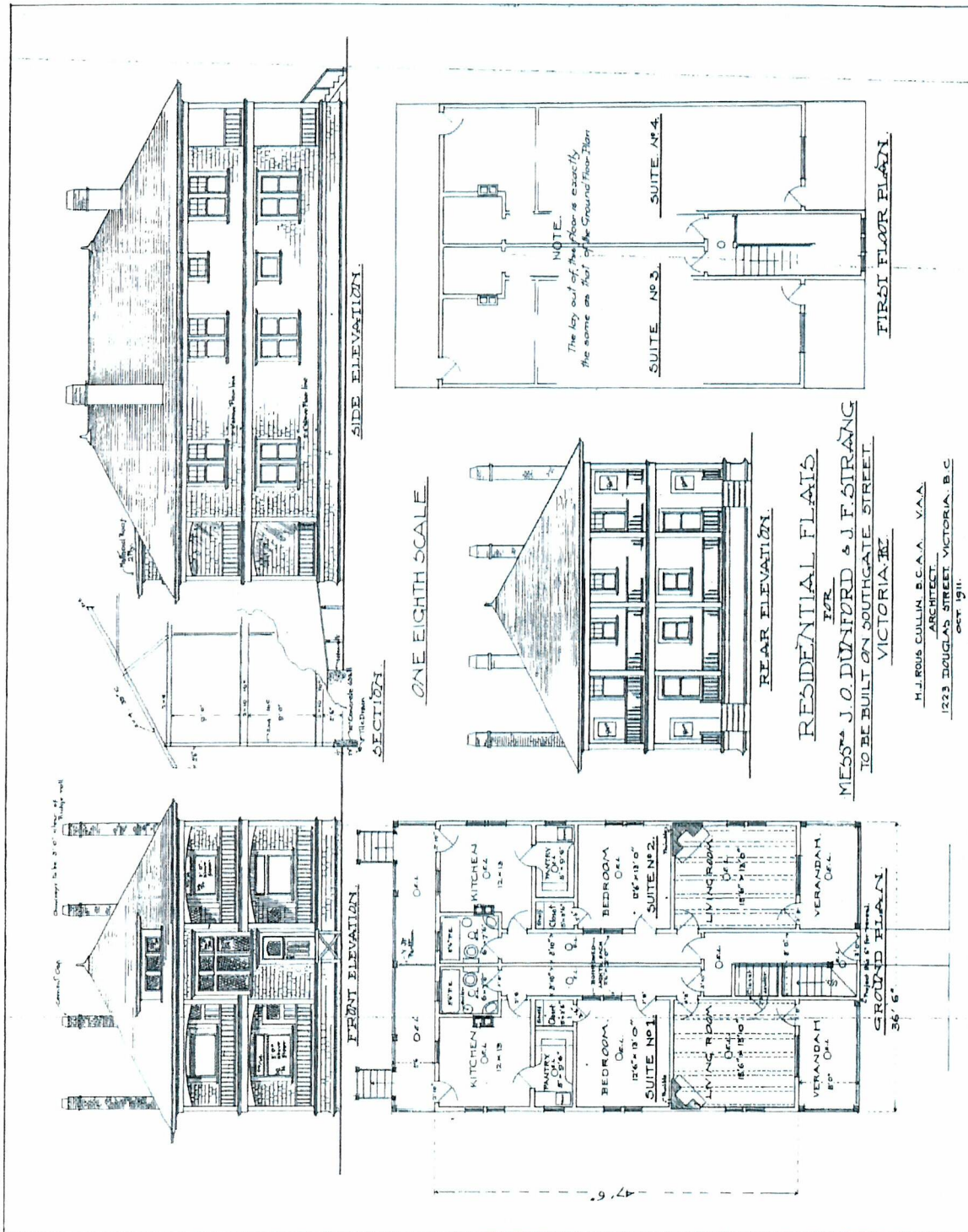


Top: Undeveloped lands in southwest portion of early Southgate Street in 1903; from Fire Insurance Plan Sheet 43, 1903.



Top: Southgate Street is filling up with homes by 1913; from Fire Insurance Plan Sheet 51, 1911 (rev 1913).

APPENDIX 3 – Original Plan for 1009 Southgate (October 1911)



Status: Filed

01-234-R39

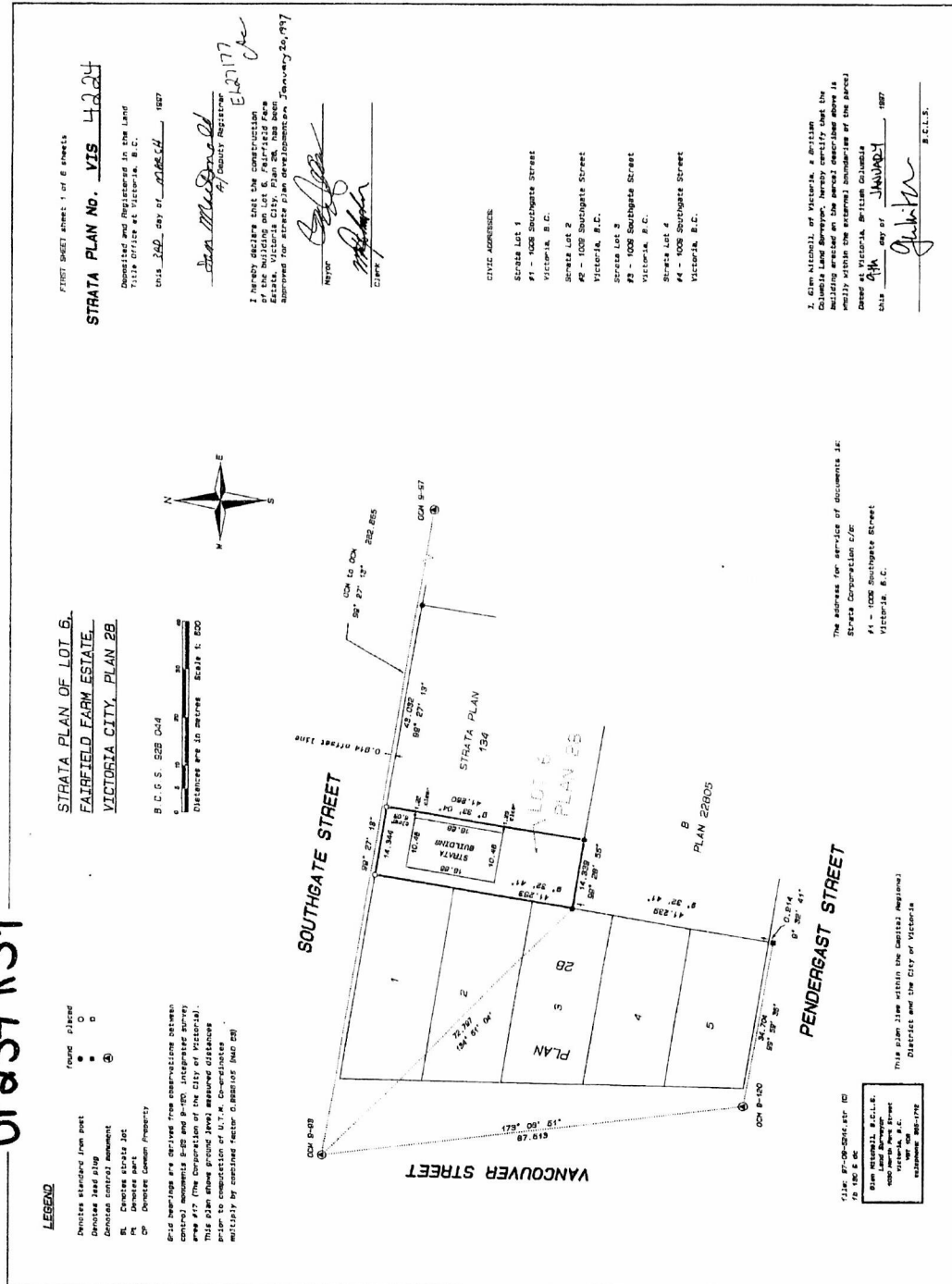
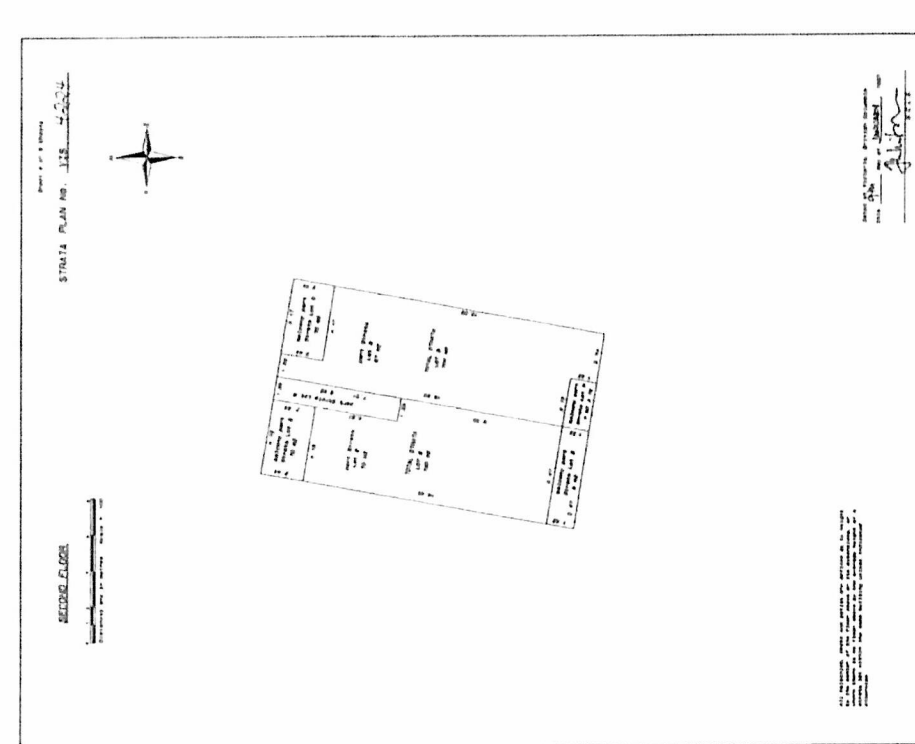
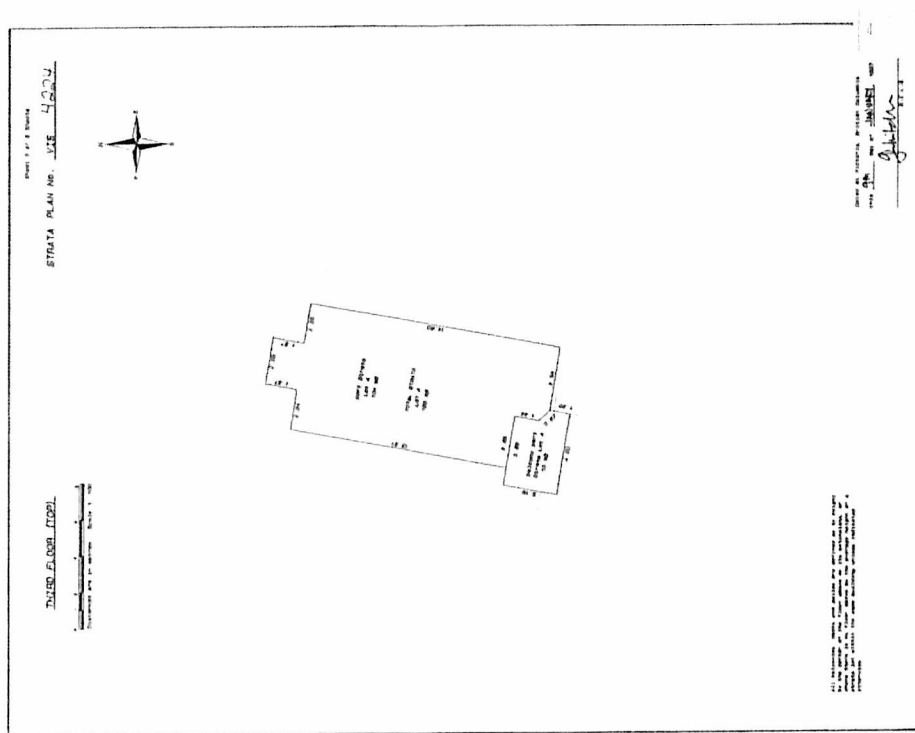


Figure 2.008 - INDEXING LEGEND

STATION PLAN NO. 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 9

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Sheet 5 of 6 sheets

Strata Plan No. VIS 4224[illegible][illegible]

Dated at Victoria, British Columbia
 this 24th day of January 1927
 J. L. [Signature]

APPLICATION FOR HERITAGE DESIGNATION

FOR

1009 SOUTHGATE STREET

Submitted to the City of Victoria

by Strata VIS 4224

January 2020

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WE RESPECTFULLY ACKNOWLEDGE THAT OUR RESIDENCE IS WITHIN THE TRADITIONAL AND ANCESTRAL TERRITORY OF THE LEKWUNGEN PEOPLES, ANCESTORS OF THE SONGHEES, ESQUIMALT AND WSÁNEĆ PEOPLES OF TODAY.

STATEMENT OF SIGNIFICANCE

RESIDENCE AT
1009 SOUTHGATE STREET
VICTORIA, BC

Description of historic place

The house on 1009 Southgate is comprised of four residential units whose construction began in 1911 and was completed in 1912. The house is located near the southeast corner of the intersection of Vancouver Street and Southgate Street in the Fairfield neighbourhood of Victoria.¹

Heritage value and relevance to Victoria's Thematic Framework

Theme: Coastal Settlement – Pioneer Farms to First Suburbs & City of Gardens and Landscapes

The house on 1009 Southgate is historically important for marking one of the earliest shifts in the settlement of Victoria, the transformation of farmlands rented out by Sir James Douglas to suburban lots of what would become the neighbourhood of Fairfield.²

Sometime in the early 1850s, Sir James Douglas bought approximately 24 acres of the northeast corner of the Hudson's Bay Corporation (HBC) reserved public park land (later known as Beacon Hill Park) to add to his already vast property, the 300-plus acre Fairfield Farm Estate.^{3, 4, 5} Victoria was rapidly

¹ See Appendix 1.

² See Appendix 2 and Appendix 3 for historic maps showing current location of 1009 Southgate within a continuous stretch of public park land.

³ Ringuette, Janis, 2004, *Beacon Hill Park History*, Chapter 3, Beacon Hill Park Society, Victoria BC, viewed 02 January 2020, <<https://beaconhillparkhistory.org/contents/chapter3.htm>>.

⁴ Roueche, Ken. *A Fairfield History*, 2005. Ken Roueche, Victoria B.C.

⁵ See Appendix 4 for a 1889 map showing current location of 1009 Southgate as part subdivided area with street and farms in area of farm land, and a photograph in Appendix 5 showing the fertility of the area for vegetable farming.

expanding beyond its early city boundaries at the end of the 19th century⁶ and by 1911, this portion of the Fairfield Farm Estate used for dairy and vegetable farming was subdivided into building lots to make way for suburban middle-class housing. Family homes were filling up Vancouver Street and nearby areas, and a street car route was laid along Cook Street in 1903.

This residence, located at the outskirts of the town of Victoria but near electric streetcar and early automobile and carriage routes, is a unique example of medium density rental housing signifying its distinctiveness from the more common suburban single family homes and apartments and duplexes built during Victoria's rapid expansion at the time. It was purposely built as "residential flats"⁷ comprising four units. Southgate Street, on which it was built, is also a classic example of a Victoria wide boulevard street lined with flowering plum and cherry trees as it approaches Beacon Hill Park, and is recognized in the City of Victoria's Greenways Plan.

Theme: Cultural Exchange – Architectural Expression.

The residence at 1009 Southgate is valuable for its uninterrupted use as a four-unit medium density housing, which has continued for over a century of Victoria's history, as well as for the retention of its original idiosyncratic architectural style – a Foursquare Edwardian Vernacular style⁸ multi-residential building incorporating Craftsman design elements inspired by the British Arts & Crafts movement.

The Foursquare style is known to be affordable compared to the decorative Victorian and Classical styles, and best suited to streetcar suburbs and for long narrow lots, as is the case with this Southgate fourplex. The simple symmetrical exterior design and floor plan characterizing the Foursquare style conveys a division of the house into quarters on each floor to accommodate a home's various rooms. However, in the case of this particular house, each "quarter" was in fact a "flat" or apartment – two on each floor, running the full front to back length of the house, each with its own living room, bedroom, bathroom and kitchen, and with each "flat" having very similar layout, illustrated in the original plan.⁹

The house is boxy and rectangular with a full-width porch, cedar shingles, a wide belt course dividing the two storeys, and a low-pitched hipped roof with a dormer window. Craftsman influence includes open eaves with exposed rafter tails, and leaded glass windows. Craftsman design elements were creatively used in transforming the Foursquare's simple upper windows into balconies by means of

⁶ See Appendix 6 for fire insurance maps showing suburbanization of Southgate area from 1895 - 1913.

⁷ See Appendix 7, the original 1911 architectural plan refers to the house as "Residential Flats".

⁸ Muir, William R., Morrow, Cecelia (drawings), n.d., *Architectural Style Guide*, Victoria Heritage Foundation, Victoria BC, viewed 02 January 2020, <<https://victoriaheritagefoundation.ca/archstyles/styleguide.html>>.

⁹ See Appendix 7, interior layout.

decorative beams, railings and spindles framing each balcony. This effectively allowed each resident access to the outside from their own unit via doors and windows.

As the distinguished Victoria heritage historian Nick Russell points out, “I notice that Rous Cullin doesn’t seem to have designed any other Four-Squares, and Dunford doesn’t seem to have built any others. I have only identified about 14 of this style in the city, mostly built by Moore & Whittington to the same basic design in 1911-12 – nothing as idiosyncratic as 1009 Southgate!”¹⁰

Conversion into strata – retaining original architectural expression

While the building was converted into a three-storey strata in 1997¹¹, it has maintained four separate residential units. However, the four units now have varying floor areas and layouts: two units on the east side’s first two floors remain mostly unchanged in terms of the original layout, the third unit on the west side combines the first and second floors to create a two-storey apartment, and the fourth unit was modernized as a loft apartment by dropping the ceiling height of the second floor to create a third floor apartment with sloped ceilings and angular dormers.

Despite the significant change in the interior, the outer shell of the building remains largely the same. One subtle yet noticeable change from the street view is on the west side of the building: approximately two feet of the ground floor were removed in order to create a driveway to access parking at the back of the building. The second floor of the west side is cantilevered out over the driveway. In addition, a porch 8.5’ by 5’ was added to the front of the building for ease of access, but in a style consistent with the remainder of the house. The front single door entrance of the original was widened to include two doorways, and the railing of each front porch on the west and east sides was cut into to accommodate steps. These changes provided four separate and safe front entranceways for each unit.

On the east, west and south sides of the house, new vinyl windows replaced the original wooden frame windows, with the original shape mostly still intact. At the back or south side of the house, a third-floor deck was added, cutting into the roof line. That change is not visible from Southgate Street.

Aside from those changes, the building envelope remains as it was when its construction was completed in 1912 with the front façade and original features intact. The house not only exhibits a distinctive architectural style that has been largely retained today, but is a singular example of suburban medium density housing constructed during the city’s first boom years. The property represents the early history of Beacon Hill Park as public park land, the first subdivision of Sir James Douglas’ Fairfield Farm Estate, and early housing in the development of the neighbourhood of Fairfield.

¹⁰ Personal e-mail communication with historian Patrick Dunae, conveyed to strata resident and owner Larry Hannant, July 2019.

¹¹ See Appendix 8, Strata Plan (1997).

Character-defining elements

- the property represents the transformation of mostly dairy farmlands to suburban lots, featuring
 - o original unaltered subdivision of Sir James Douglas' Fairfield Farm Estate into suburban lot, and
 - o maximization of suburban land use via long narrow lots and use of a Foursquare architectural style
 - o fronting a wide landscaped street lined with plum and cherry trees as it approaches to Beacon Hill Park
- the house is a rare example of four-unit "Residential Flats" built during the Edwardian Era boom years at the turn of the 20th century in response to increase in population and need for affordability
- the house features the simple and affordable Foursquare architectural style incorporating popular Craftsman design elements of the time¹²
 - o boxy and rectangular design with a full-width front porch
 - o cedar shingles interrupted by a wide belt course between the first and second storeys
 - o medium-low pitched hipped roof with a dormer window
 - o open eaves with exposed rafter tails
 - o decorative beam framing the top of each porch and balcony
 - o three sets of diamond leaded glass heritage windows that extends up from the base of the second floor to just below the roofline,
 - o diamond leaded glass style replicated in three leaded glass window in the dormer
 - o original and intact four porches and balconies complete with mostly original rails and spindles; the height of the railings on first floor may have been raised during strata conversion when the front entrance was re-done
 - o original 5' x 3' windows topped by separate 5' x 1' diamond leaded glass windows – and the dormer, with its three diamond leaded glass windows.

Developers, architects and occupants

The building permit was issued in late 1911 to John O. Dunford, of William Dunford & Son¹³ and James F. Strang of Hooper-Strang Co. who were builders' suppliers. The cost was recorded at \$6,000 in

¹² See Appendix 9, for house picture showing architectural features.

¹³ Recorded as "investment specialists, real estate and insurance agents," City of Victoria directories (1911; 1912).

1912. Dunford & Son were one of the major building contractors of the era, completing six houses between 1911 to 1912.

The architect of the building was Harold Joseph Rous Cullin. Born in 1875 in Liverpool, England, he was a member of the London Rifle Brigade and officer in the Royal Engineers. He immigrated to Canada in 1904 and until World War 1 specialized in designing public and private buildings and homes in Victoria. His projects consisted of many public buildings, including seven schools, commercial blocks and apartments as well as private homes. Among the latter are iconic heritage houses at 25 Cook Street (Inglenook, 1911), 1134 Dallas Road (1913) and 806 Linden Avenue (Hume Cottage, 1907). Cullin served overseas as a Lieutenant Colonel in WW1. Suffering from rheumatoid arthritis, he was deemed a surplus officer and returned to B.C., where he resumed his architecture career, although mostly in the B.C. interior.

Occupants of 1009 Southgate were not listed in the Victoria's City Directory until 1914, which included only three individuals (Graham E. Williams, Wm D. Morgan, and Robert S. May).¹⁴

In March 1997, the Victoria Design Group, an architectural design and building company, submitted plans to the city for a redesign of the building.

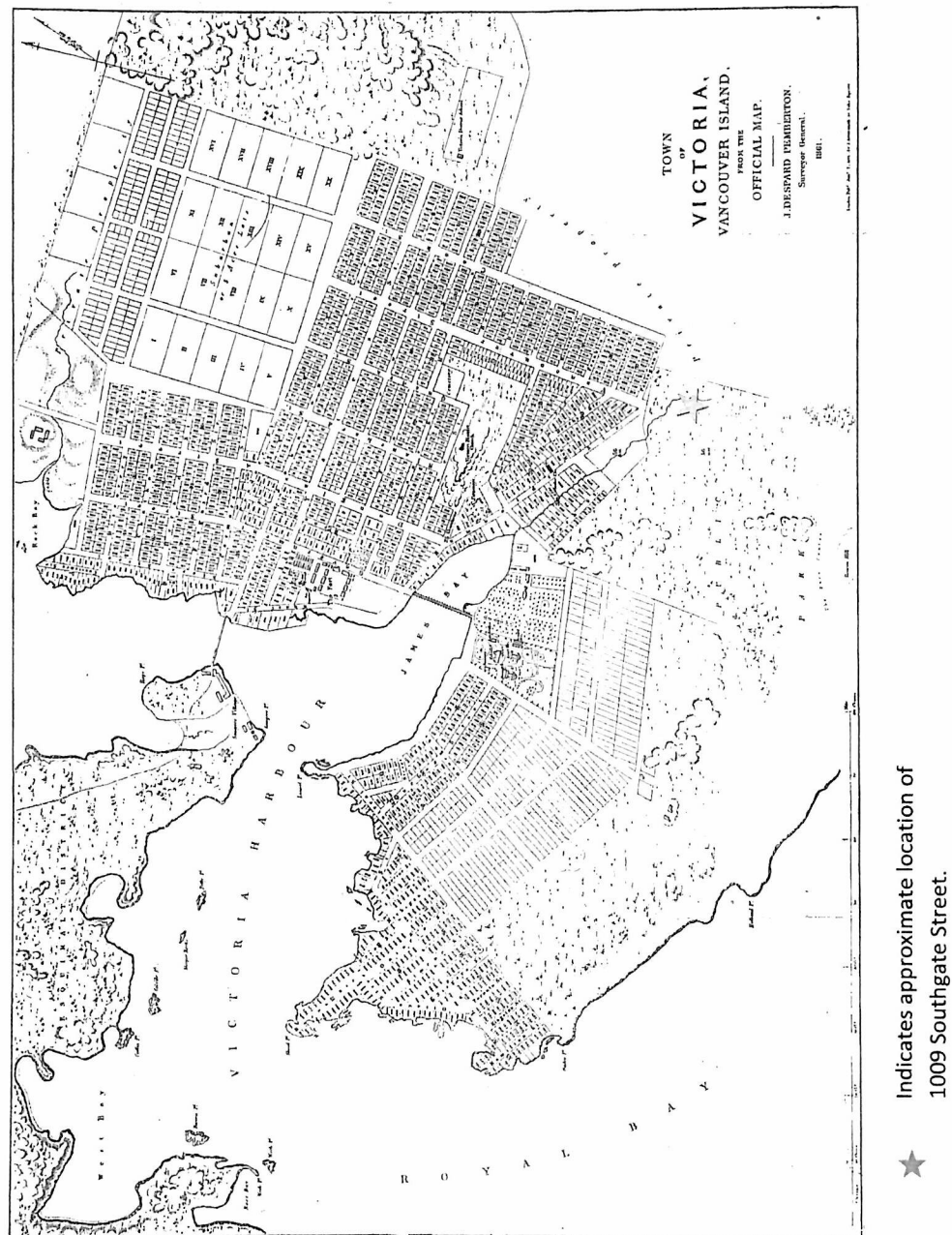
While it is unknown to current residents as to whom the fourplex was intended when it was originally designed and constructed, the house itself demonstrates both the commitment and creativity of the builders and architects during both time periods (1911 and 1997) to ensure the aesthetic integrity of a unique housing style and type.

¹⁴ *Henderson's Greater Victoria City Directory, 1914*, British Columbia City Directories 1860-1955, Vancouver Public Library, viewed on 08 January 2020
<https://bccd.vpl.ca/index.php/browse/title/1914/Henderson%27s_Greater_Victoria_City_Directory>.

APPENDIX 1 – 1009 SOUTHGATE STREET (JANUARY 2020)

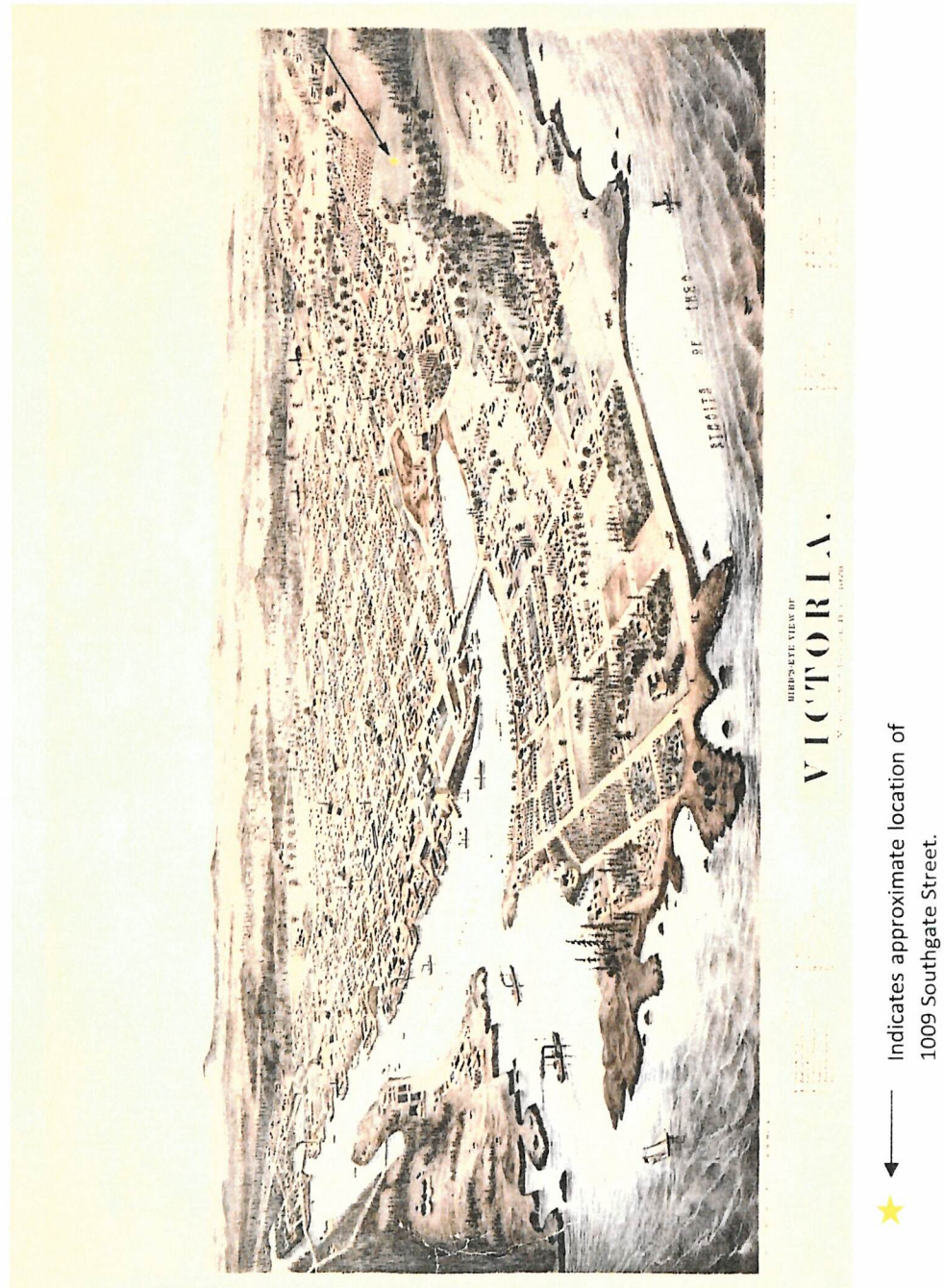


APPENDIX 2 – MAP OF VICTORIA (1861) SHOWING SOUTHGATE LOCATION IN PUBLIC PARK LANDS



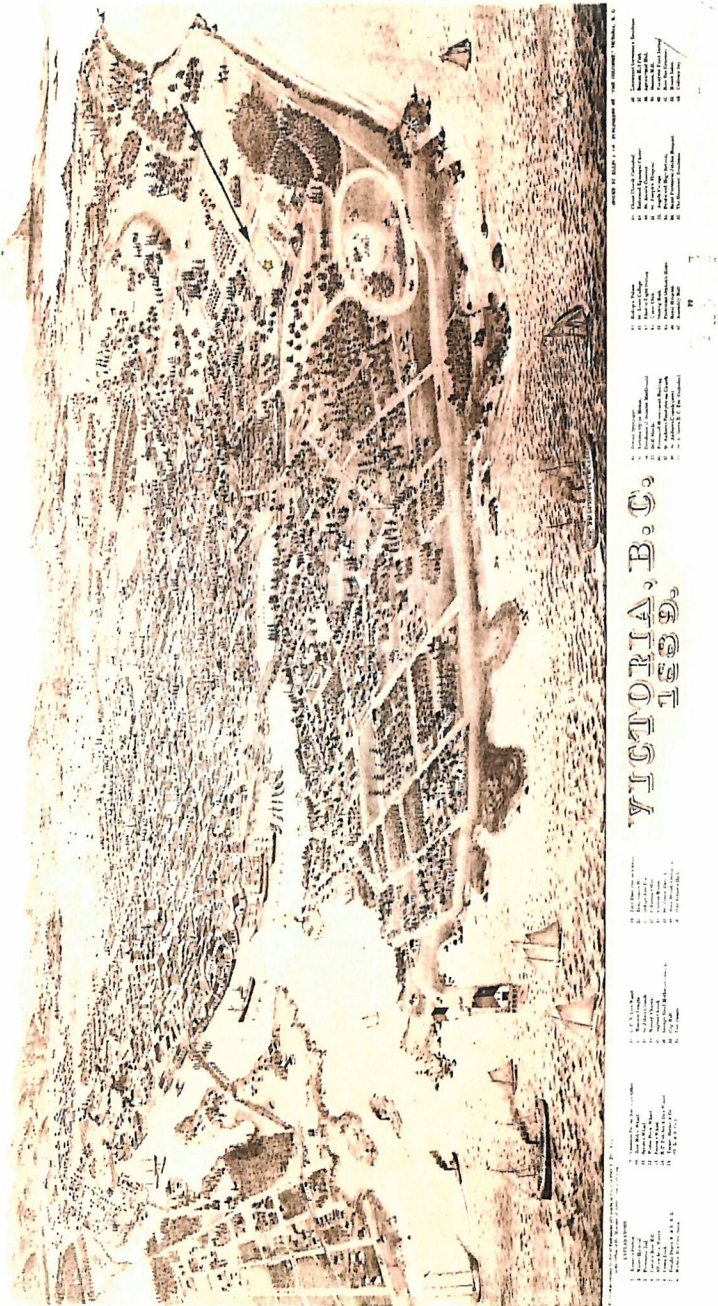
Source: Pemberton, J. Despard, Surveyor General (1861). *Town of Victoria, Vancouver Island, Official Map*. J. Arrowsmith, published January 7th, 1861. [Map] Retrieved from University of Victoria Digital Collections, <https://contentdm.library.uvic.ca/cdm/ref/collection/collection5/id/198/>

APPENDIX 3 – MAP OF VICTORIA (1878) SHOWING SOUTHGATE LOCATION IN PUBLIC PARK LANDS (COLOURED GREEN BY GLOVER)



Source: Glover, E. S., A.L. Bancroft & Company & Waitt & Co. (1878) *Bird's-eye view of Victoria, Vancouver Island, B.C.* Victoria, M.W. Waitt & Co. [Map] Retrieved from the Library of Congress, <https://www.loc.gov/item/75696732/>

APPENDIX 4 – MAP OF VICTORIA (1889) SHOWING SOUTHGATE LOCATION IN FARM LANDS



This map shows an Agricultural Hall building further south of 1009 Southgate Street on Vancouver Street and Sutlej Street, marked as #58 on the map legend.

Indicates approximate location of 1009 Southgate Street.

Source: Ellis & Co. (1889) Victoria, B. Victoria. [Map] Retrieved from the Library of Congress, <https://www.loc.gov/item/75696734/>.

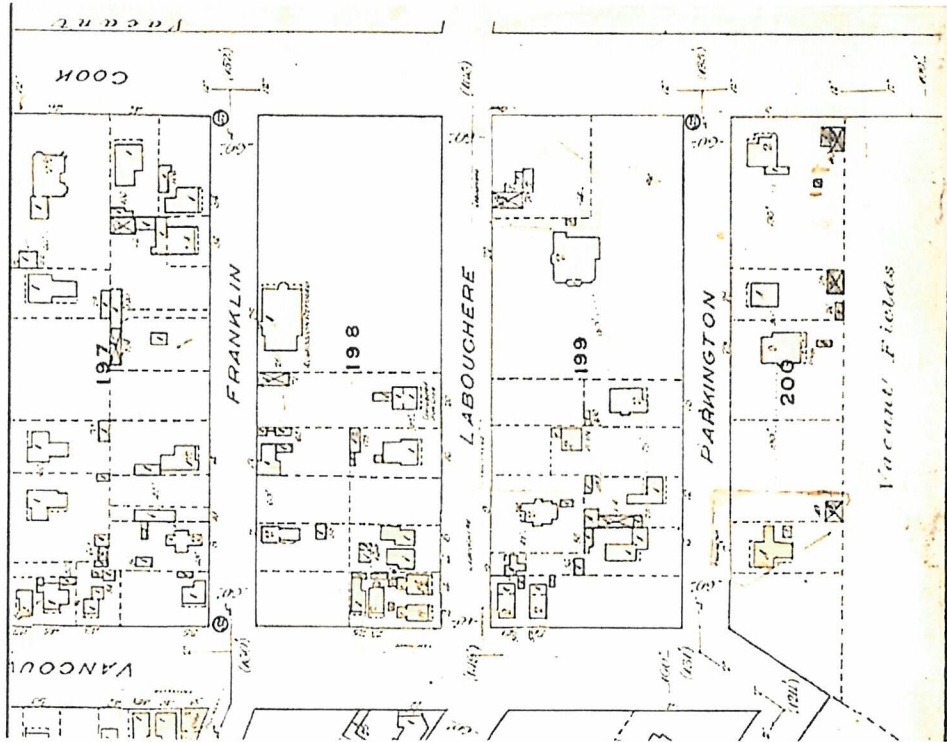
APPENDIX 5 – VEGETABLE PLANTING ON SOUTHGATE STREET



Above Early 20th century photo of land being planted with potatoes as part of the Invertavish Nursery Gardens in the area of what is currently known as Quadra Street, Southgate Street and Convent Place, demonstrating the fertility and use of the land for vegetable farming.

Source: McTavish, Duncan Douglas (192-). *Planting Potatoes on Southgate Street*. [Photograph] Retrieved from the City of Victoria Archives, <https://archives.victoria.ca/planting-potatoes-on-southgate-street-2>

APPENDIX 6 – FIRE INSURANCE PLANS SHOWING SOUTHGATE SITE IN VACANT FIELDS PRIOR TO SUBURBANIZATION



Top: Area south of Pakington St. is marked as "Vacant Fields" in 1895; from Fire Insurance Map, inset of Sheet 24, 1895.



Above: Key map of 1895 Victoria Insurance Plans;
Right: Inset Of Key map showing location of Southgate and Pakington

Source: *Victoria Fire Insurance Plans, Vol. 1, Sheet 51, 1911 (rev 1913); 1903; and Sheet 24, 1891 (rev 1895)*, Digital Collections, University of Victoria Libraries, viewed on 08 January 2020, <<https://vault.library.uvic.ca/collections/6cf241ab-b4ef-44c2-8b6c-38a9de32f7d5>>.



Top: Undeveloped lands in southwest portion of early Southgate Street in 1903; from Fire Insurance Plan Sheet 43, 1903.

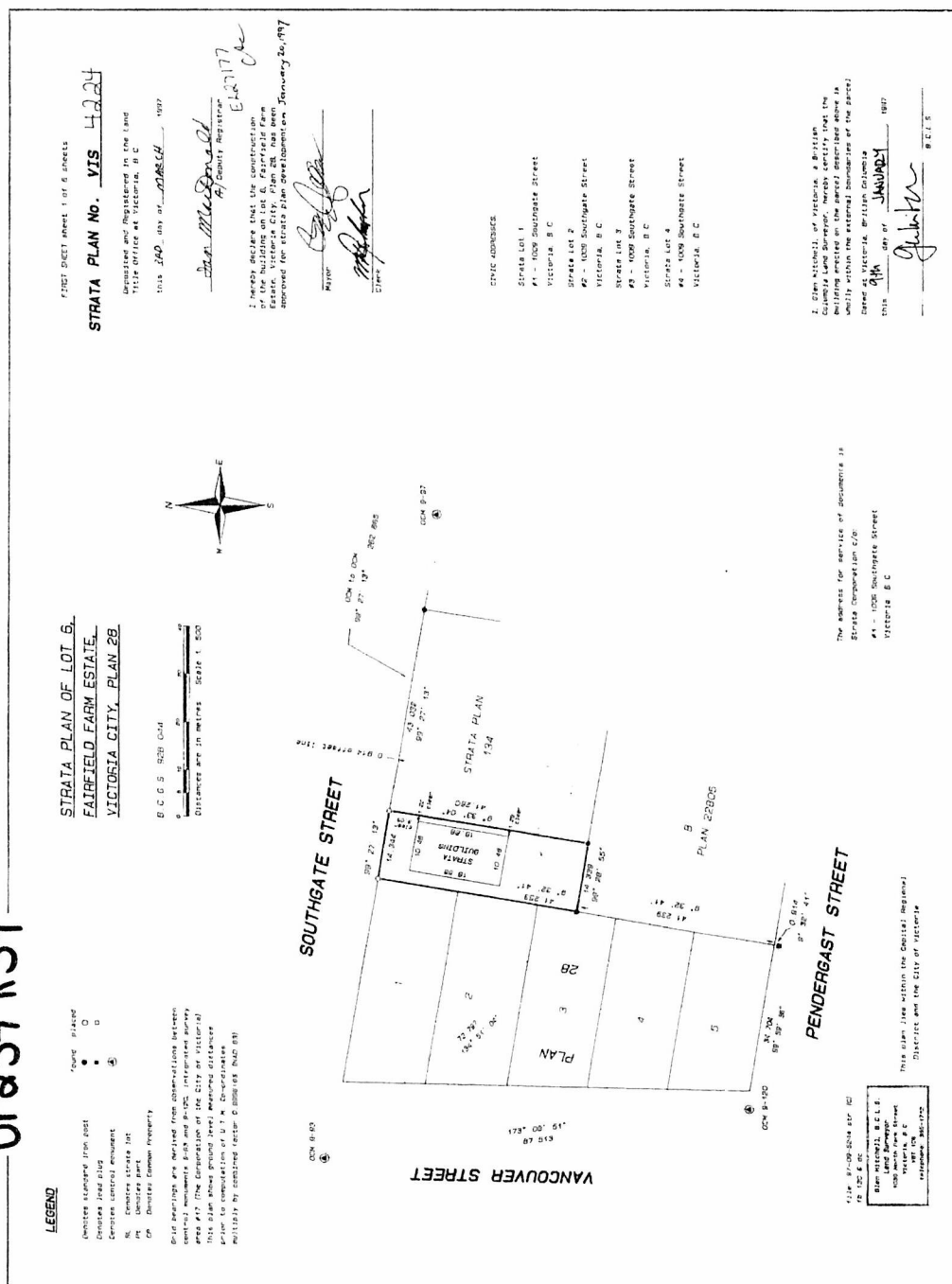


Top: Southgate Street is filling up with homes by 1913; from Fire Insurance Plan Sheet 51, 1911 (rev 1913).

130

Status: Filed

01-234-R39



Sheet 6 of 8 sheets
Strata Plan No. VIS 4224

[illegible][illegible]

Date at Victoria, British Columbia
 this 4th day of JANUARY 1927
 J. L. Hunter

APPENDIX 9 – ARCHITECTURAL FEATURES RETAINED SINCE 1911

*medium-low pitched hipped roof with a
dormer window*

*diamond leaded glass style
replicated in three leaded glass
window in the dormer*



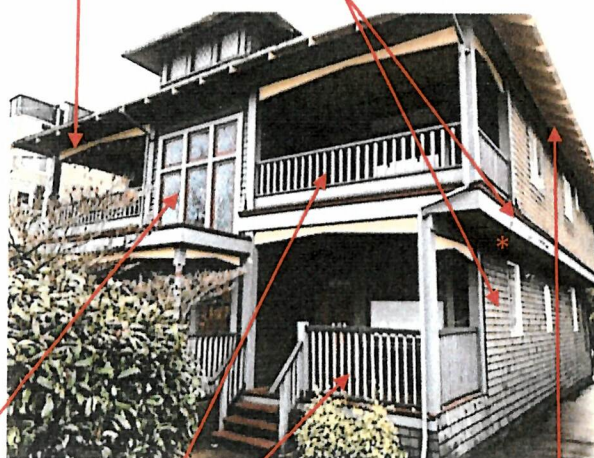
*boxy and rectangular design with
a full-width front porch*

*three sets of diamond leaded glass heritage
windows that extend up from the base of the
second floor to just below the roofline*

*original 5' x 3' windows topped by separate 5'
x 1' diamond leaded glass windows – and the
dormer, with its three diamond leaded glass
windows*

*decorative beams (painted yellow) framing
the top of each porch and balcony*

*cedar shingles interrupted by a wide
belt course between the first and
second storeys*



*open eaves with
exposed rafter tails*

*original and intact four porches and balconies
complete with mostly original rails and
spindles; the height of the railings on first floor
may have been raised during strata conversion
when the front entrance was re-done*

*

cantilevered outer wall from 1997 conversion to make room for driveway

4. **1009 Southgate Street**
Heritage Designation Application No. 000190

Attendees: Larry Hannant (owner)

John O'Reilly provided a brief introduction. Larry Hannant presented.

Panel Questions and Comments

- The Statement of Significance does an excellent job in outlining the history of the property; however, the format is not appropriate for submission to the BC Heritage Register. An SOS is not a history, but a statement of value; this SOS confuses the two. The current document can be refined to the standard format with the history appended. John O'Reilly will assist the applicant with the format.
- Since the property is a strata, is there a difference in the process? John O'Reilly: Consent to designate the property was received from each of the four owners rather than from a strata council as is done with larger developments.
- The building was converted to a strata in 1997; the strata is thanked for their commitment to retaining the heritage value of the building. For example, a third floor that was added under the roof did not require alterations to the exterior.

Moved


Seconded

That the Heritage Advisory Panel recommend that Council approve the designation of the property located at 1009 Southgate Street, pursuant to Section 611 of the *Local Government Act*, as a Municipal Heritage Site.

Carried


Heritage Designation No. 000190
for
1009 Southgate Street

1




1

1009 Southgate Street



2



2

1009 Southgate Street

Staff Recommendation

That Council approve the designation of the property located at 1009 Southgate Street, 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.



3



3

1009 Southgate Street

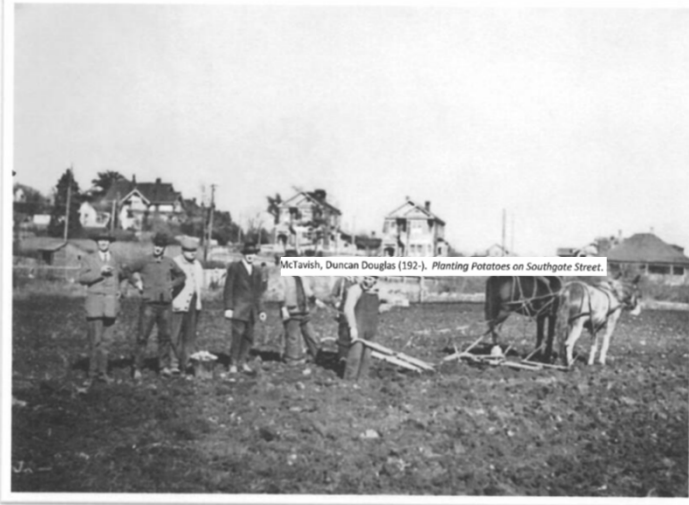
1878 Bird's Eye view of Victoria



4

4

1009 Southgate Street



Planting potatoes on Southgate Street, McTavish, Duncan Douglas (192-)

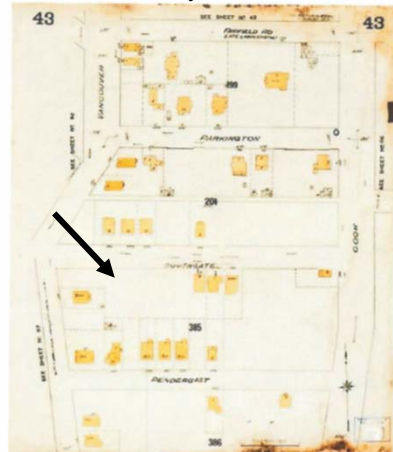
5



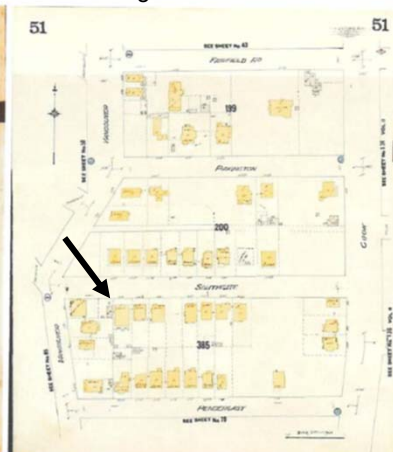
5

1009 Southgate Street

1903- Low density settlement



1913- Southgate Street is filled in



6



6

1009 Southgate Street



7

1009 Southgate Street

Front (north) Elevation



8

8

1009 Southgate Street



Side (west)
Elevation

9



9

1009 Southgate Street



Rear (south) Elevation

10



10

1009 Southgate Street



Side (west) Elevation



Side (east) Elevation

11



11

1009 Southgate Street

medium-low pitched hipped roof with a
dormer window

diamond leaded glass style
replicated in three leaded glass
window in the dormer

original 5' x 3' windows topped by separate 5'
x 1' diamond leaded glass windows – and the
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decorative beams (painted yellow) framing
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open eaves with
exposed rafter tails

original and intact four porches and balconies
complete with mostly original rails and
spindles; the height of the railings on first floor
may have been raised during strata conversion
when the front entrance was re-done

Character-defining Elements

12



12

1009 Southgate Street

Staff Recommendation

That Council approve the designation of the property located at 1009 Southgate Street, 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.



13





Committee of the Whole Report For the Meeting of April 2, 2020

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Human Values Day – April 24, 2020

Date: March 27, 2020

RECOMMENDATION

That the *Human Values Day* Proclamation be forwarded to the April 9, 2020 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Human Values 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 black ink, appearing to read 'Chris Coates'.

Chris Coates
City Clerk

List of Attachments

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

“HUMAN VALUES DAY”

- WHEREAS** *raising and increasing the awareness of human values of truth, right conduct, peace, love and nonviolence, and all the multiple sub values like honesty, integrity, kindness and caring in the City of Victoria is a primary goal of this wonderful city; and*
- WHEREAS** *these values are inherent in all creeds, countries, cultures and communities, making these values truly “Values without Borders”; and*
- WHEREAS** *making the City of Victoria “A City of Character” is for the greatest benefit of all our citizens; and*
- WHEREAS** *reducing and even erasing the incidents of violence of all types in our communities will bring peace and progress in all aspects and activities of this city; and*
- WHEREAS** *unlike other walks, “Walk for Values” is not a fund-raiser, but a way to make the City richer and healthier by pledging our commitment to practice human values, and be motivated to serve our community through volunteer work, or by donating blood or food for the needy; and*
- WHEREAS** *“Walk for Values” is designed to raise the awareness of human values and to promote individual responsibility towards collective future of humanity. Walk for Values is a platform to educate people on the importance of practicing these five human values in daily life and the awareness it creates in the making of enlightened citizens for universal peace.*

NOW, THEREFORE I do hereby proclaim the day of April 24th, 2020 as **“HUMAN VALUES 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 April 9th, Two Thousand and Twenty.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Manish Rughani
Walk for Values

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 April 2, 2020

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Melanoma Awareness Month – May 2020

Date: March 27, 2020

RECOMMENDATION

That the *Melanoma Awareness Month* Proclamation be forwarded to the April 9, 2020 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Melanoma 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 black ink, appearing to read 'Chris Coates'.

Chris Coates
City Clerk

List of Attachments

- Appendix A: Proclamation "Melanoma Awareness Month"
- Appendix B: List of Previously Approved Proclamations

“MELANOMA AWARENESS MONTH”

- WHEREAS** *It is imperative that communities across Canada be reminded of the importance of sun safety; and*
- WHEREAS** *Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers; and*
- WHEREAS** *Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes; and*
- WHEREAS** *Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage; and*
- WHEREAS** *Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early; and*
- WHEREAS** *Save Your Skin Foundation is dedicated to the fight against nonmelanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives.*

NOW, THEREFORE I do hereby proclaim May 2020 as **“MELANOMA 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 April 9th Two Thousand and Twenty.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Marianne Gagnon
Save Your Skin Foundation

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

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**Council Member Motion
For the Committee of the Whole Meeting of April 2, 2020**

Date: March 31, 2020

From: Councillor Ben Isitt

Subject: On-Demand Delivery / Dispatch of Goods and Services on a Non-Profit Basis

Background:

The COVID-19 pandemic and associated containment measures have demonstrated the value of providing on-demand delivery / dispatch of goods and services on a non-profit basis. In particular, food, grocery and pharmaceutical delivery services offered by private retailers have been inadequate to meet community needs during the pandemic.

There are also major disadvantages with emerging for-profit, on-demand delivery platforms, which often extract revenues (and economic opportunities) from local communities to large national and transnational corporations. These emerging on-demand delivery platforms often impose onerous terms on local business and also present major risks to the fair treatment of employees, the economic viability of local providers, and compliance with Workplace Safety, Employment Standards, public health and consumer safety requirements.

The City of Victoria now has the opportunity to serve as a catalyst for the creation of a non-profit alternative to the current for-profit model of on-demand delivery / dispatch of goods and services (for services including take-out food delivery, pharmaceuticals and so-called "ride sharing").

It is therefore recommended that Victoria City Council signal to the local Information Technology (IT) community and to the retail sector the City's intent to jointly develop a non-profit platform for on-demand delivery / dispatch of goods and services. A partnership is proposed to develop a "Made-In-Victoria" on-demand delivery / dispatch app, to be operated on a non-profit basis and replicable to other communities, to provide a uniformly reliable and fair platform for on-demand delivery / dispatch of goods and services, alongside less-than-optimal for-profit models.

Recommendation:

That Victoria City Council signals to the local Information Technology community and to the retail sector the City's intent to jointly create a non-profit platform for on-demand delivery / dispatch of goods and services – a "Made-In-Victoria" on-demand delivery / dispatch app, to be operated on a non-profit basis and replicable to other communities, to provide a uniformly reliable and fair platform for on-demand delivery / dispatch of goods and services, and ensure full compliance with Workplace Safety, Employment Standards, public health and consumer safety requirements.

Respectfully submitted,

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

Councillor Isitt



Council Member Motion
For the Committee of the Whole Meeting of April 2, 2020

To: Committee of the Whole **Date:** March 27, 2020
From: Councillor Charlayne Thornton-Joe and Councillor Marianne Alto
Subject: Parking in City Parkades

BACKGROUND

Many essential workers who are delivering important community-supporting services are continuing to access parking in the Downtown and are preferring to bring their vehicles instead of relying on other modes of transportation, sometimes due to social distancing concerns. We have received correspondence from many of these individuals expressing concern about this additional atypical hardship. As currently many of our parkades are not being used to full capacity, to assist these workers who, while continuing to work within the confines of provincial health officer Dr. Bonnie Henry's directions, may not be working full time and are having to live on reduced incomes, it is therefore recommended that Council authorize staff to make City parkades free for the month of April.

RECOMMENDATION:

That Council authorize staff to make City Parkades free for the month of April, 2020.

Respectfully submitted,

A handwritten signature in cursive script, reading "Charlayne Thornton-Joe".

Councillor Thornton-Joe

A handwritten signature in cursive script, reading "M. Alto".

Councillor Alto



**Council Member Motion
For the Committee of the Whole Meeting of April 2, 2020**

Date: March 31, 2020
From: Councillor Ben Isitt and Councillor Sarah Potts
Subject: Taking Responsibility for the Provision of Emergency Housing and Supports in Our Community

Background:

The City of Victoria has been advised by public health officials that action is needed to ensure physical distancing and access to health services for street-involved people, in order to reduce the risk of transmission of COVID-19.

It is therefore recommended that Council provide direction to staff to activate the Emergency Social Services Team, as provided for in the City of Victoria Emergency Plan, to ensure that every community member has access to lodging and support during the COVID-19 pandemic, with costs to be recovered from Emergency Management BC after the crisis has passed.

Recommendations:

That Council directs staff to take the following actions without delay:

- (1) Activate the Emergency Social Services Team, as provided for in the City of Victoria Emergency Plan, to establish emergency reception centres, lodging and support services as needed, to ensure that every community member has the option of accessing indoor emergency housing with supports during the COVID-19 pandemic.
- (2) Establish facilities and procure services to provide emergency reception centres, lodging and supports as needed, including authority to enter into contracts, redeploy City staff and hire temporary employees, with preliminary authorization of up to \$200,000 funded from the 2020 Contingency.
- (3) Account for all costs incurred in relation to the provision of reception centres, lodging and supports, to be recovered from Emergency Management BC after the crisis has passed.

That the City of Victoria calls on other public agencies to maintain essential services for vulnerable populations until viable alternatives are established.

Respectfully submitted,

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

Councillor Isitt

A handwritten signature in blue ink, appearing to read 'Sarah Potts'.

Councillor Potts