



**AMENDED AGENDA
GOVERNANCE & PRIORITIES COMMITTEE
MEETING OF JULY 10, 2014, AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE**

Page

CALL TO ORDER

APPROVAL OF THE AGENDA

CONSENT AGENDA

ADOPTION OF MINUTES

1. Minutes from the Meeting held June 26, 2014
Late Item: Minutes

DELEGATION

2. Renewal of the Downtown Victoria Business Association 5 - 76
--*Fran Hobbs, Chair, DVBA*
--*Kenneth Kelly, General Manager, DVBA*

DECISION REQUEST

3. 2014 Sustainability Grant Allocations 77 - 101
--*J. Jenkyns, Acting Director of Parks, Recreation & Culture*
4. Michigan Street Community Garden Relocation 103 - 128
--*J. Jenkyns, Acting Director of Parks, Recreation & Culture*
5. Gas Tax Fund - 2014 - 2024 Community Works Fund Agreement 129 - 152
--*S. Thompson, Director of Finance*
6. Grant of Easement - 780 Fisgard Street 153 - 157
--*R. Woodland, Director of Legislative & Regulatory Services*

REPORTS FOR INFORMATION

- 6A. **Late Item:** 159
Point Ellice Bridge Assessment of Structural Design/

[Addenda]

7.

NEW BUSINESS

---MOTION

- 7A. **Late Item:** 161
Motion - Enforce the Westray Amendments to Canada's Criminal Code
--Councillors Alto and Isitt

[Addenda]

- 7B. **Late Item:** 163 - 173
Motion - Resource Recovery from Residential Organics
--Mayor Fortin and Councillor Isitt

[Addenda]

---COUNCILLOR INQUIRY

---COUNCILLOR SHARING

RECESS

MOTION TO CLOSE THE JULY 10, 2014 GOVERNANCE & PRIORITIES COMMITTEE MEETING TO THE PUBLIC

That Governance & Priorities Committee convene a closed meeting that excludes the public under Section 12(6) of the Council Bylaw for the reason that the following agenda items deal with matters specified in Sections 12(3) and/or (4) of the Council Bylaw, namely:

- Section 12(3) (c) - Labour Relations or employee relations
- Section 12 (3) (e) - the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the City.
- Section 12 (3) (j) - information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.
- Section 12 (4) (b) – the consideration of information received and held in confidence relating to negotiations between the City and a Provincial government or the Federal government or both, or between a Provincial government or the federal government or both and a third party.

CLOSED MEETING

CONSENT AGENDA - CLOSED MEETING

ADOPTION OF THE CLOSED MINUTES

8. Minutes from the Special Closed Meeting held June 19, 2014

9. Minutes from the Closed Meeting held June 26, 2014
Late Item: Minutes

DECISION REQUEST

10. Lease / 950 & 1000 Wharf Street
--R. Woodland, Director of Legislative & Regulatory Services
11. New Lease / 728 Douglas Street
--R. Woodland, Director of Legislative & Regulatory Services
12. Land / Intergovernmental Negotiations (Verbal)
--S. Baker, Executive Director, Economic Development
13. **Late Item:**
Labour Relations (Verbal)
--T. Harrison, Director of Human Resources

CONSIDERATION TO RISE & REPORT

ADJOURNMENT



June 26, 2014

DVBA Board

Fran Hobbis, Chair
BC Ferries

Dan Sawchuk, Treasurer
Robbins Parking

Vanessa Leong, Vice-Chair
Chapters

Nick Blasco
Atomique Productions

Suzanne Bradbury
Fort Realty

Deirdre Campbell
Tartan Group

Paul Da Costa
Aveda Victoria

Shane Devereaux
Habit Coffee

Dave Ganong
Colliers International

Kathy Hogan
UDI Victoria

Kay Koot
Harbour Towers

Grant Olson
Strathcona Hotel

Marianne Alto
*Councillor,
City of Victoria
(Ex-officio)*

Kenneth Kelly, M. PL.
General Manager

20 Centennial Square
Victoria, BC
V8W1P7

T 250.386.2238
F 250.386.2271

downtownvictoria.ca

Mayor Dean Fortin & City Council
City of Victoria,
1 Centennial Square,
Victoria, B.C.
V8W 1P6

Dear Mayor Fortin & Council,

Re: Renewal of the Downtown Victoria Business Association

Further to a letter from our Chair, Fran Hobbis, on June 10th, I am writing on behalf of my Board to ask that you proceed with the formal approval process to allow the DVBA to be renewed for another five-year period. We request that this be done by Council initiative as provided for in Section 213 of the Community Charter.

This renewal request is based on: i) the boundaries of the DVBA remaining the same, ii) category 5 & 6 commercial buildings and hotels being included at separate levy rates, based on the total annual budgets provided below, iii) the DVBA continuing to build on our work to date, and iv) there being an annual budget increase of 2% to reflect projected rises in the cost of living.

2015	2016	2017	2018	2019
\$994,872	\$1,014,077	\$1,035,065	\$1,055,766	\$1,076,882

In the coming week, we will be sending a letter to all property and business owners outlining the basis of renewal, a copy of which is attached. We will also be inviting our membership to three open houses in which we will be discussing renewal and the costs and benefits to property and business owners over the coming five years. We will provide them with a more complete look at what we have done over the past five years and what we propose to embark upon if renewal proceeds. Our Chair, Fran Hobbis, and I would appreciate the opportunity of making this presentation to you at your next Governance & Priorities Committee on July 10th.

Yours Sincerely,


Kenneth Kelly
General Manager



DVBA RENEWAL: 2015-19

ADVOCACY, ACTION & VALUE

COUNCIL INITIATIVE



**DOWNTOWN VICTORIA
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Where else but

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VICTORIA**

2% per annum 5-YEAR BUDGET

2015

\$994,872

2016

\$1,014,077

2017

\$1,035,065

2018

\$1,055,766

2019

\$1,076,882



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Five-Year Parking Review



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ikes.

**PARKING
IN VANCOUVER
CAN COST
TWICE AS MUCH.**

Downtown Victoria has:
Free Sunday parking
Free evening street parking
1st hour free in city parkades



Pick up your Parking Guide
at downtown retailers &
hotels. Or scan this QR code
to view it on your phone.

DOWNTOWN
VICTORIA | park here.

hey.

**PARKING
DOWNTOWN'S
NOT THAT BAD.**

Downtown Victoria has:
10 downtown parkades
Lots of metered spaces
Convenient bike stalls
Electric charging stalls too!



Pick up your Parking Guide
at downtown retailers &
hotels. Or scan this QR code
to view it on your phone.

DOWNTOWN
VICTORIA | park here.

chill.

**HOW BAD CAN
PARKING IN
PARADISE BE?**

Downtown Victoria has:
10 downtown parkades
Lots of metered spaces
Convenient bike stalls
Electric charging stalls too!



Pick up your Parking Guide
at downtown retailers &
hotels. Or scan this QR code
to view it on your phone.

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DOWN
TOWN
VICTORIA



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DVBA's **Meter Fairy** noticed your meter had expired so we added an extra 15 minutes, plus....

METER FAIRY

DVBA DOWNTOWN VICTORIA BUSINESS ASSOCIATION
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FIRST HOUR FREE PARKING TODAY IS COMPLIMENTS OF THE DOWNTOWN VICTORIA BUSINESS ASSOCIATION

Our Christmas gift to you:
Your first hour of parking will be free at all 5 City parkades every Saturday from November 24th until December 22nd. Thank you for shopping downtown!
(No First Hour Free voucher required)

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Call panhandlers
on aggressive practices.

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THERE ARE FOUR THINGS PANHANDLERS SHOULD NEVER DO.

Panhandling is a reality in our city, but did you know that the following are contraventions of the City of Victoria's Streets & Traffic By-law? A) aggressive panhandling, B) sitting down and obstructing pedestrian traffic while panhandling, C) having possessions piled up on the sidewalk while panhandling, or D) using signage to panhandle.

If you are a business owner or manager who believes your business is being negatively impacted by panhandlers who are disobeying the by-law, we encourage you to call the City of Victoria's Bylaw Enforcement Office at the time of the occurrence (250-361-0215, 8:30 a.m. - 4:30 p.m., Monday to Friday). If a bylaw officer is in the downtown and available, that officer will address the issues you have identified with the panhandlers. In the evening and on weekends, please call VicPD's non-emergency line at 250-995-7654 and police officers will similarly respond.

Aggressive panhandling harms the overall appeal of our downtown as a destination for residents and visitors to shop, relax, and dine. These telephone numbers have been provided to help. Don't hesitate to use them.





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2010



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TOWN VICTORIA





1000 kg/month

Paper: 1200 kg/year
Cardboard: 1440 kg/year



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Soft plastics: 600 kg/year



2010: 200 plus



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33 offenders: 1,047 hours



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TELL US WHAT YOU LOVE ABOUT DOWNTOWN VICTORIA

DOWNTOWN
VERY COLOURFUL
VICTORIA



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15 events/year



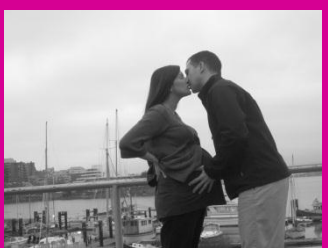
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Renewal of the Downtown Victoria Business Association-Fran



Governance and Priorities Committee - 10 Jul 2014



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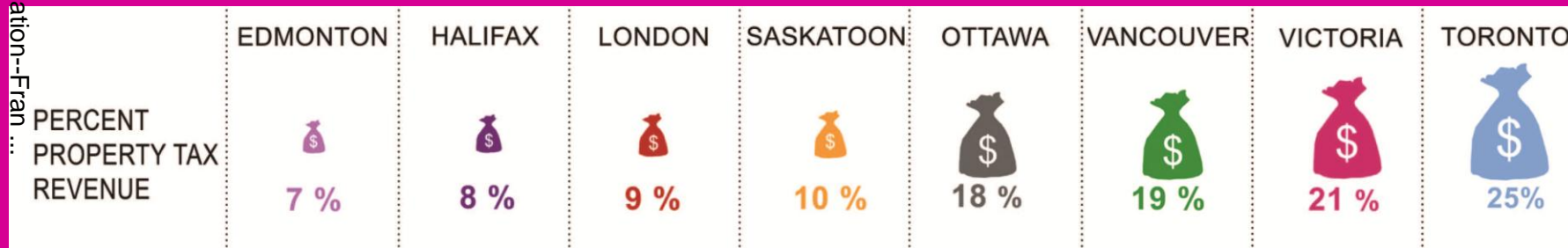
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DOWNTOWN VICTORIA BUSINESS STRATEGY 2013-15



July 17, 2013

The City of Victoria collected approximately **\$22,078,000** in municipal taxes from properties within boundaries of the DVBA in 2011. This represents approximately **21%** of municipal property tax revenue collected that year.





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VICTORIA

Downtown Commercial Census



TOTAL DOWNTOWN EMPLOYMENT: 23,488

This includes full-time, part-time, seasonal employees

Notable sectors:

COMMUNICATIONS & TECHNOLOGY	1105
RETAIL	3225
RESTAURANTS	3834
ARTS & ENTERTAINMENT	4183
GOVERNMENT	5745





*Would you like to measure
the value of pedestrian traffic?*

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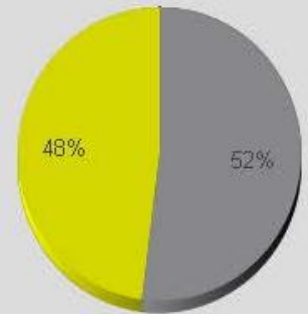
Key Figures

- Total Traffic for the Period Analyzed: 906,332
- Daily Average : 4,953
- Monthly Average: 129,476
- Busiest Day of the Week : Saturday
- Busiest Days of the Period Analyzed:

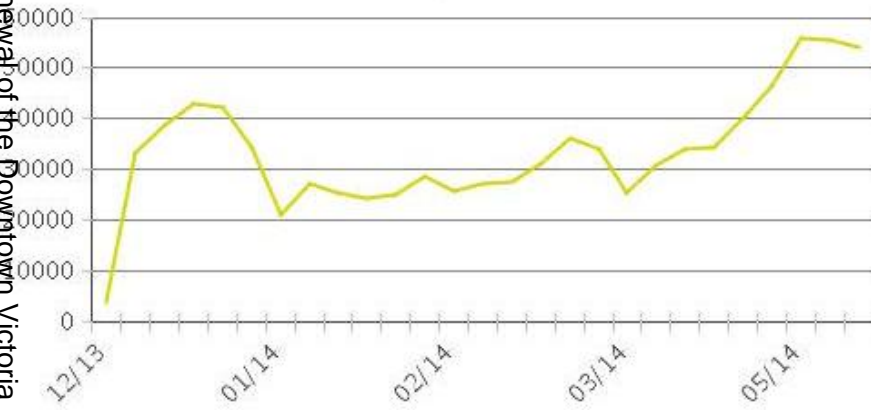
1. Saturday 17 May 2014 (10,685)
2. Sunday 18 May 2014 (10,029)
3. Friday 30 May 2014 (9,670)

- Distribution by Direction:

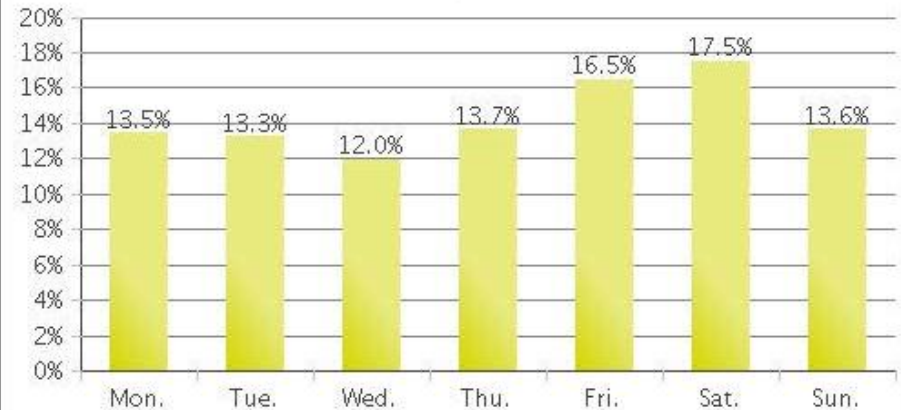
- Murchie's Northbound.....: 48%
- Murchie's Southbound.....: 52%



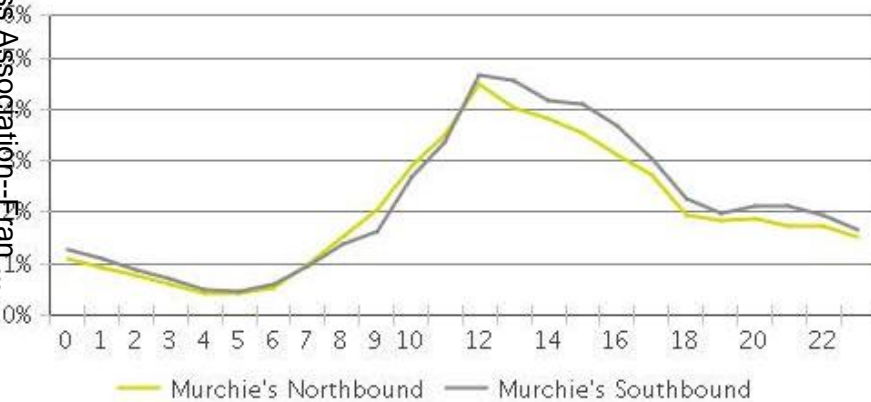
Weekly Traffic



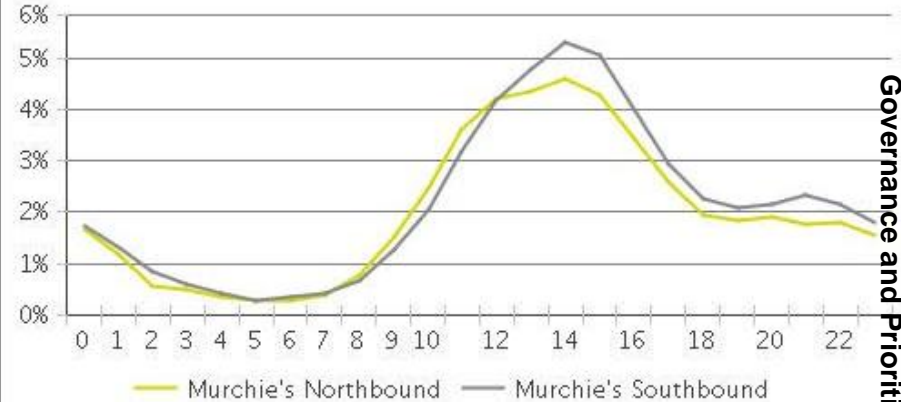
Weekly Profile



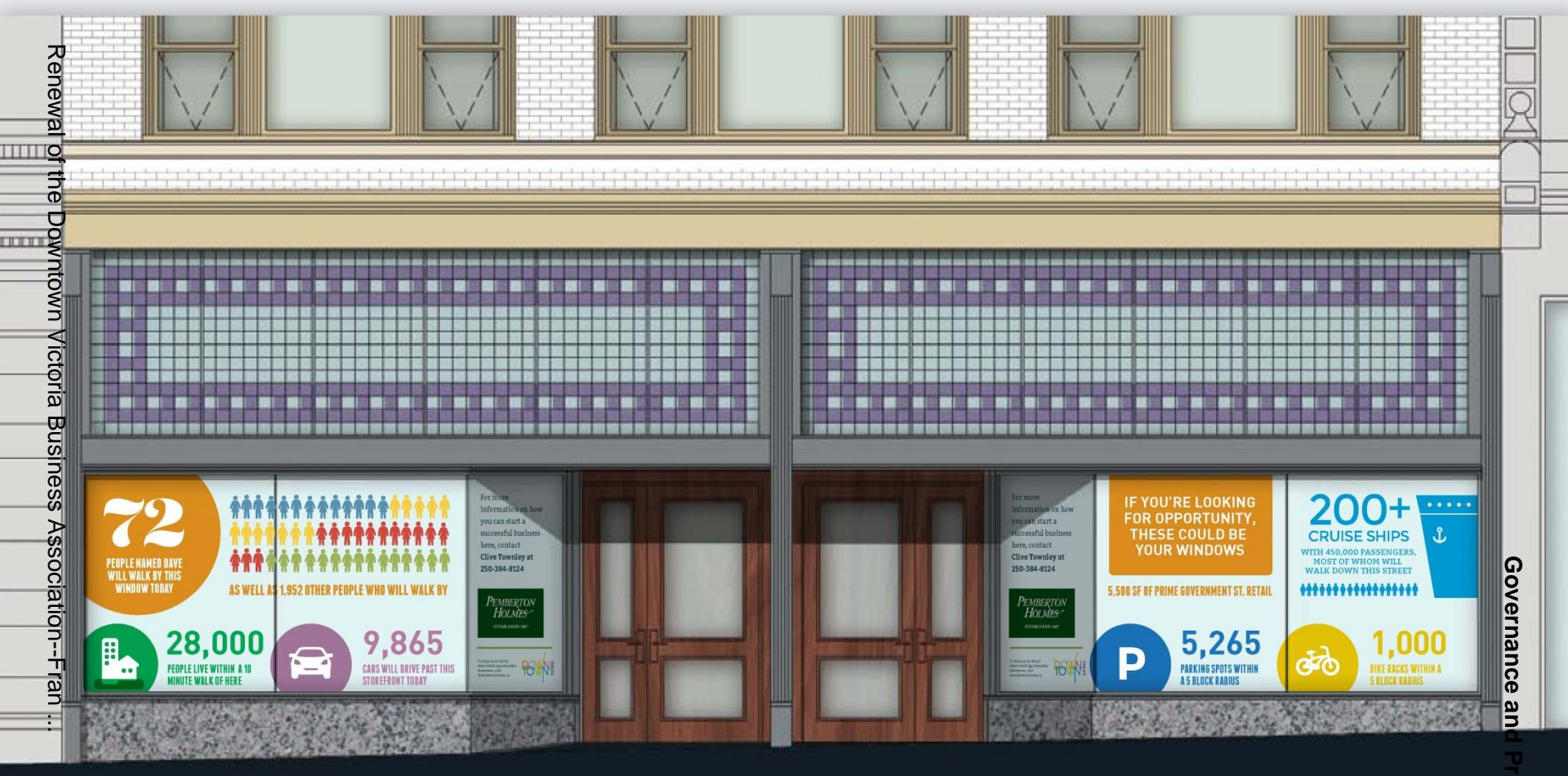
Hourly Profile during Weekdays



Hourly Profile during the Weekend







TRAPEZE

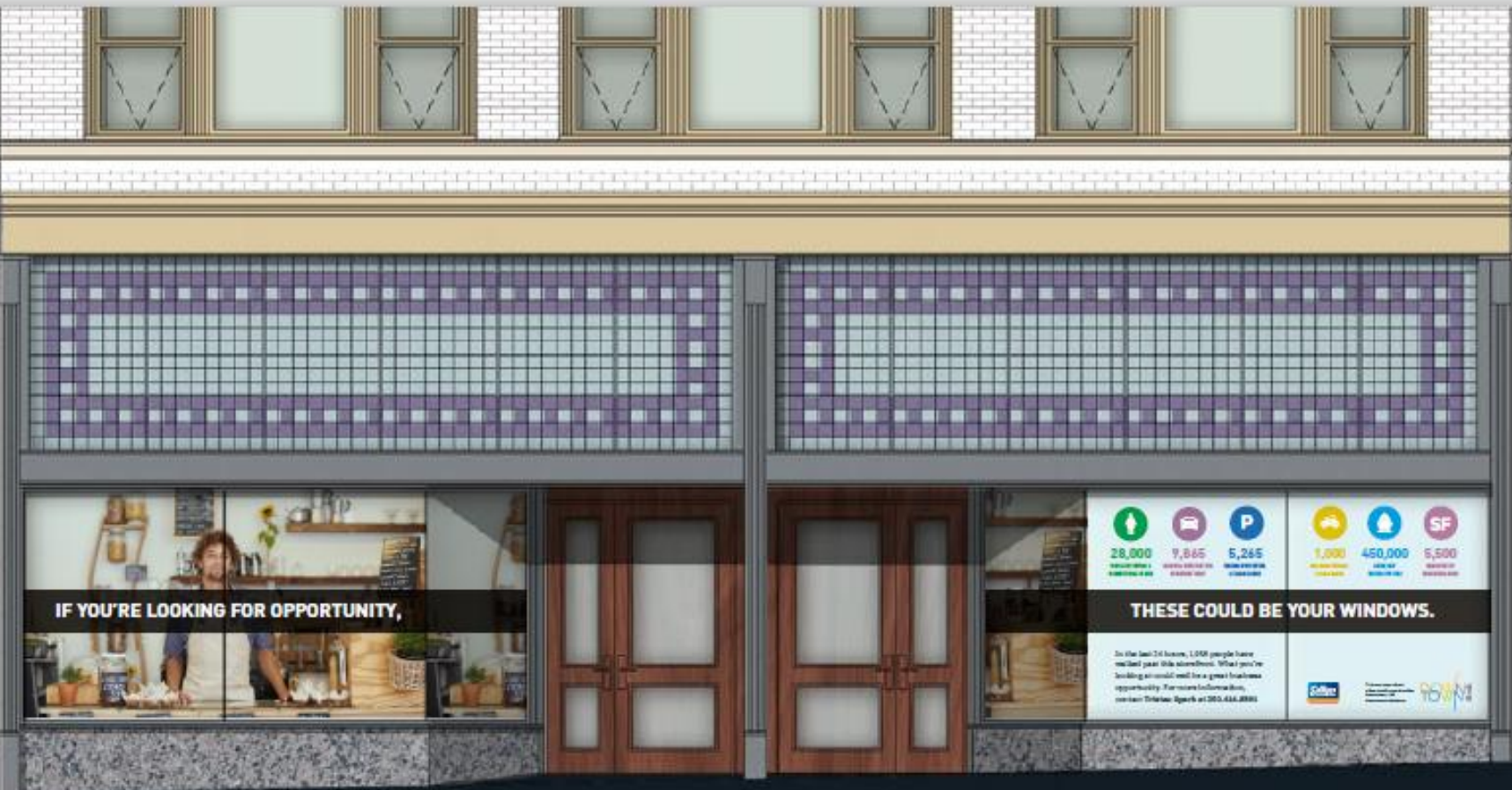
ICONS AND STATS



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TRAPEZE

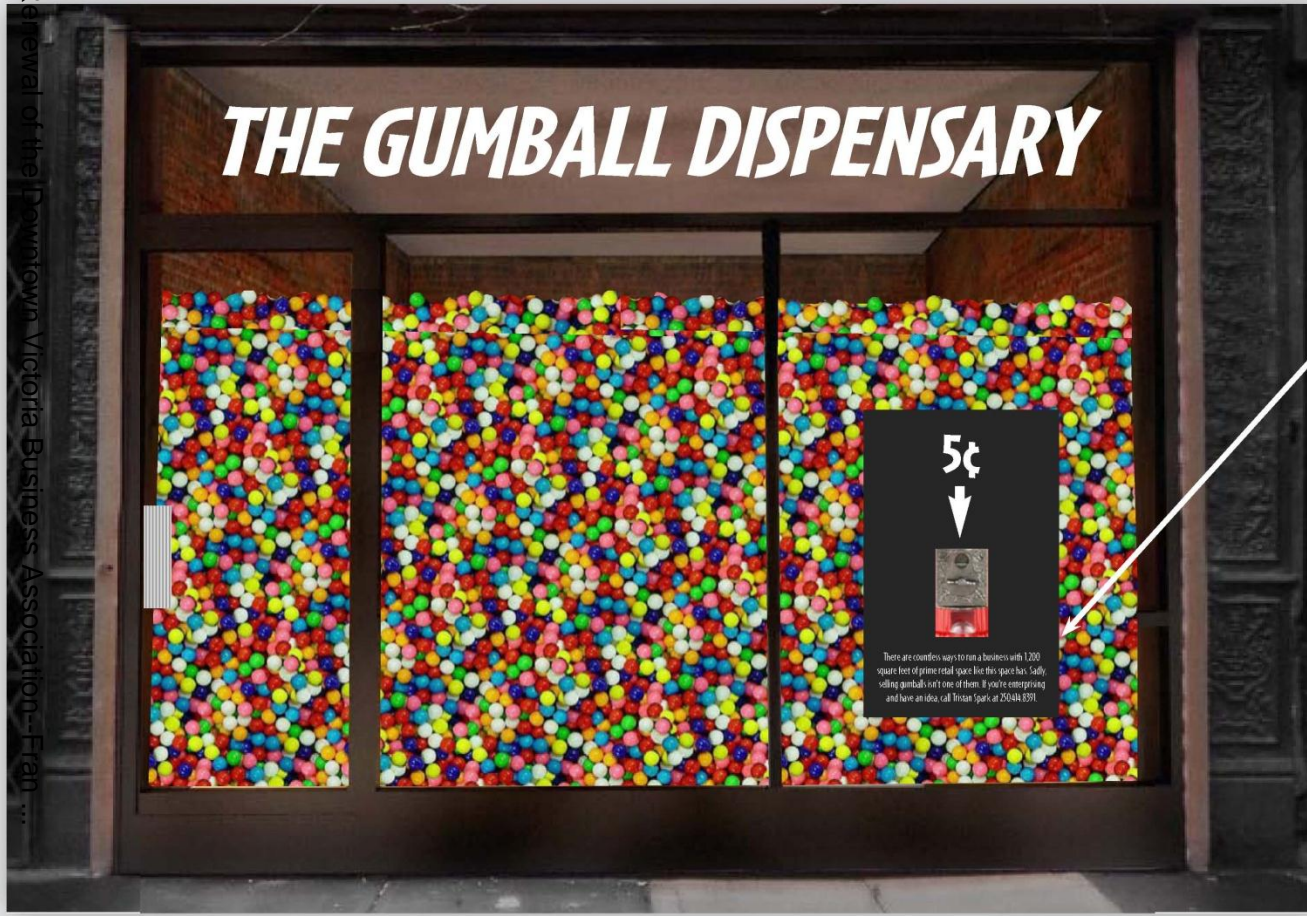
WINDOWS OF OPPORTUNITY WITH PHOTOS/STATS/ICONS



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There are countless ways to run a business with 1,200 square feet of prime real estate like this location has. Sadly, dispensing gumballs isn't one of them. If you're enterprising and have an idea, call Tristan Spark at 250.414.8391

TRAPEZE

MOCK STORE WITH WORKING GUMBALL DISPENSER. WINDOW CLINGS MAKE THE ILLUSION WORK.



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GOVERNANCE AND PRIORITIES COMMITTEE - 10 JUL 2014



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MASTER PLAN FOR DOUGLAS STREET ENHANCEMENT





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24 buildings

\$75,000+ in ILLUMINATE grants

IMAGINE

5 MORE YEARS!













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Renewal of the Downtown Victoria Business Association - Fran

Finance and Priorities Committee - 10 Jul 2014



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**Governance and Priorities Committee Report
For the July 10, 2014 Meeting**

To: Governance and Priorities Committee
From: Julie MacDougall
Subject: Allocation of 2014 Sustainability Grants

Date: June 26, 2014

Executive Summary

The purpose of this report is to provide a summary of the Sustainability Grant applications for 2014 and provide recommendations for consideration by Council.

The Sustainability Grant program is designed to assist local, not-for-profit community organizations with new initiatives or special projects that benefit the Victoria community and further the City's efforts to foster a sustainable community. The maximum grant amount is \$10,000.

This year there were a total of 26 submissions. The total budget for this grant program, allocated by Council in the 2014 Financial Plan, is \$86,542. Within the applications six were deemed ineligible or were outside the scope of the grant program and two applications were encouraged to apply for other, more appropriate grant programs. Of the remaining 18 applications, 13 applications meet the program criteria and are recommended for funding. This will fully allocate the funds available for 2014. The 2014 Sustainability Grant recommendations form Attachment 1.

Attachment 2 is a summary of the 2013 final reports and a copy of the criteria for the program forms Attachment 3. Attachment 4 is a summary report of all the 2014 grant applications.

Recommendation:

That Council approve the recommended 2014 Sustainability Grant allocations and any conditions as presented in the Summary Report.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Kristina Öberg'.

Kristina Öberg
Manager Culture, Sport & Neighbourhoods

Julie MacDougall
Assistant Director

A handwritten signature in blue ink, appearing to read 'Jocelyn Jenkyns'.

Jocelyn Jenkyns
General Manager, VCC

Report accepted and recommended by the City Manager: _____

Date: _____

July 4, 2014

Purpose

The purpose of this report is to provide a summary of the Sustainability Grant applications for 2014 and provide funding recommendations for consideration by Council.

Background

The Sustainability Grant program (criteria included in Attachment 3) is designed to assist community organizations by providing up to \$10,000 for new and distinct projects that support the work of the City in reaching its sustainability goals, as outlined in the City's Official Community Plan. These grants were formerly known as Special Project Grants (until 2013). To be eligible for the program applicants must be locally-based non-profit organizations and projects or programs must be delivered within the city boundaries to the primary benefit of Victoria residents. Applicants can apply for one year project funding or for up to three year program development funding. Organizations must submit a final report in order to be eligible for further funding. The grant program is for new programs or projects that meet the criteria and the funding cannot be used to support on-going administrative costs such as salaried positions or general operating costs.

Issues and Analysis

There were 26 applications received this year. Comparatively, in 2013, 25 applications were received requesting a total of \$233,975 of these, 10 were funded for a total of \$86,599. In 2012, 20 applications were received for a total request of \$180,355 with 11 approved for a total of \$84,750. The total amount of funds requested for 2014 was \$234,088, significantly exceeding the total budget for this grant program of \$86,542. Six applications were deemed ineligible as they did not meet the criteria or the proposed project was outside the scope of the grant program. In addition, two grants were received from community associations who, after a conversation, agreed to have their applications considered within the Neighbourhood Enhancement Matching program. Of the remaining 18 applications, 13 applications are recommended for funding. Should Council support the recommendation of staff the allocation will be exhausted.

As part of the review process, applications were forwarded for comment to staff in the Parks Recreation & Culture, Sustainable Planning & Community Development and Engineering departments. Members of the City of Victoria Youth Council also assisted in reviewing some of the applications. Proposals were reviewed according to the assessment criteria (Attachment 3), which requires that the project assists in meeting Official Community Plan (OCP) goals. The most common linkages to the OCP were in the areas of community well-being and climate change.

Staff's analysis of the grants is based on:

- the grant policy,
- the assessment criteria for the program,
- the direct benefit to Victoria residents,
- the strength of the linkages to the OCP and other major policy documents,
- the submitted budget and the number of applications which meet or exceed the stated criteria.

Financial recommendations are based on striving to share the limited grant budget to create the greatest good in the community. Full funding of all eligible applications would be a total of \$115,088, or an additional \$28,546. It is recommended that the program is funded at its allocated level however if Council would like the option of fully funding the eligible applications staff can identify potential funding sources.

The City of Victoria has a number of grant programs, many administered through the Parks,

Recreation and Culture department, and some in other areas of the organization. Currently the department, in consultation with Financial Services, is developing a process to evaluate the administration procedures for grants to look at promising practises, alignment with City's Goals as per the OCP and Strategic Plan and to implement related performance measures, as well as look for administrative efficiencies in the grant program administration processes.

Recommendation:

That Council approve the recommended 2014 Sustainability Grant allocations and any conditions as presented in the Summary Report.

Attachment 1: 2014 Sustainability Grant Recommendations

Attachment 2: 2013 Sustainability Grant Final Reports summary

Attachment 3: Criteria for the Sustainability Grant Program

Attachment 4: Summary Report of 2014 Sustainability Applications

Attachment 1: 2014 Sustainability Grant Recommendations

Organization	Project	Recommended
Bipolar Disorder Society of BC	Stigma Stomp Classroom Project and Community Presentations Year 3 of 3 (program development)	\$6,500
Burnside Gorge Community Association	Youth Self –Sufficiency (YSS) Year 3 of 3 (program development)	\$7,500
Community Social Planning Council of Greater Victoria	Building Resilient Neighbourhoods Year 2 of 3 (program development)	\$7,500
Friends Uniting for Nature Society (FUN Society)	FUN Champs Year 1 (program development)	\$6,000
Healing Cities Institute Society	Living in the New Economy Education Action Series Year 1 (project)	\$6,000
Home is Where We Live – LifeCycles Project Society	From the Ground Up – Supporting sustainable gardening in low-income communities Year 1 (project)	\$8,000
Inter-Cultural Association of Greater Victoria	Hands On: Living Puppet Traditions Year 1 (project)	\$5,000
Oaklands Community Association	Oaklands Market Sustainability Internship Program Year 1 (project)	\$9,000
Quadra School Parent	Creating a vibrant and sustainable	\$8,292

Advisory Council (PAC)	landscape at Quadra Elementary Year 1 (project)	
Society of Friends of St. Ann's Academy	Bringing Leadership to Life Year 1 (project)	\$7,500
Victoria Brain Injury Society	Youth Supporting Youth Year 1 (program development)	\$5,800
Victoria Cool Aid Society	Community Volunteer Training Program Year 1 (program development)	\$4,675
World Fisheries Trust	Citizens Under the Sea: Mobile Seaquaria in Victoria Year 1 (project)	\$4,775

Attachment 2**2013 Sustainability Grant Final Reports summary**

In 2013, Sustainability Grants were given to 10 organizations. This report summarizes the results of the projects and programs.

Bipolar Disorder Society of British Columbia (\$6500)

The Stigma Stomp Classroom Project for youth (ages 12-19) helped create an environment for youth to be understanding, empathetic and proactive to eliminate stigma and discrimination, to deal with unwarranted fears of mental illness and encourage those with a mental health condition to seek professional help. Presentations were made to over 2000 school-aged youth throughout Greater Victoria. As well informational folders were distributed to all counsellors, vice-principals and principals in SD 61, 62 and 63 in the Greater Victoria Area and included a rack card for youth encouraging them to reach out, a summary of the classroom presentation plus a detailed outline, an overview of the Teens2Twenties group, an informational DVD and reference letters from Stelly's Secondary School & Lansdowne Middle School. A special rack card for use in the Stigma Stomp Classroom Project and community presentations was also created which has been used to build awareness & acceptance.

Burnside Gorge Community Association (\$10,000)

The Youth Self Sufficiency Program has completed year two of a two year pilot project. During 2013, two part time Youth Advisors worked intensively with seven youth. Youth participants were provided with skill building opportunities including housing readiness workshops that focused on landlord and tenancy rights; nutritious meal planning and grocery shopping skills; employability skills, with a focus on resume writing, interview skills and job hunting skills; and financial literacy skills focused on budgeting. All youth participants completed multiple Color Wheels with their Youth Advisor to identify areas of strengths and needs. Color Wheels also supported youth to identify short and long term goals which included resume writing, employment, course upgrading, post-secondary enrolment, and skill building in the areas of budgeting and shopping. Youth met either weekly or biweekly to discuss and work on goals with their Advisor. Youth also met bi-weekly for group support and learning opportunities. Where needed, youth were connected to community supports including mental health services, physicians, employment programs, food banks, and LIFE recreation passes. Some youth reported having more friends since starting the program. Other youth formed a social support group to support each other with school courses. A few youth also started reconnecting to family. Youth participants completed the Ready to Rent program and remained stably housed. Five youth are employed either full or part-time. Four youth are registered or actively participating in post-secondary courses. Six youth have taken workshops at GT Hiring. Workshops include resume writing and interview skills. Participants have also connected with a Work Search Counselor. One youth with significant mental health issues qualified for social assistance benefits - 'Person with a Disability', thereby giving this youth financial stability to address her mental health issues. Finally one participant qualified for a MCFD 'Adult Agreement' to financially support him throughout his post-secondary education. Youth have formed positive, healthy relationships with each other in the program and with their Youth Advisors. The trusting relationship with their Youth Advisor has been crucial to their success.

Community Social Planning Council of Greater Victoria (\$10,000)

The Building Resilient Neighbourhoods program focused on Vic West as a pilot program to help build resilience and reduce greenhouse gas emissions (GHGs) at a neighbourhood level. The demonstration site received access to staff and volunteer resources, tailored learning activities and workshops, a co-designed extensive community engagement process and a Resilient Streets program in the neighbourhood. The Victoria West Resilient Neighbourhood

Resource Table (RNRT) began meeting in the winter of 2013 to learn together, strengthen neighbourhood networks, build more collaboration, and increase reach and impact in the neighbourhood. In April 2013 they partnered with residents and organizations in Vic West for an intensive resilience assessment planning and action process. Over 180 residents were engaged through the neighbourhood living rooms, survey, Resilience Assembly and other outreach. This process yielded the development of a Vic West Resilience snapshot that includes analysis of residents' perceptions and behaviours contributing towards local resilience. In November 2013 they held a Resilience Assembly which was attended by over 50 residents and organizational stakeholders in the neighbourhood (including Boys and Girls Club, VWCA, Vic PD, Da Vinci Centre, land developers, Food Security collective, etc.) to share back the results of the resilience assessment and use the results to identify priorities for action. A pilot of the Resilient Streets initiative was launched for residents of Vic West and since October residents of 11 blocks have come together to plan and implement resilience projects. Two learning gatherings (October 2013 and March 2014) were held to support residents who are leading street level projects with their neighbours and are now beginning to comprehensively document the successes and impacts of these projects. Some of the most exciting developments have been in the success in inspiring others to take leadership and volunteer their time and energy to promote and further resilience. One person brought together neighbours in and around a VIHA housing complex to discuss building shared infrastructure to support local birds and wildlife. Another group of neighbours gathered to plan a shared garden and orchard. Several other people held potluck meet-and-greets for their neighbours to discuss such ideas as creating a skills bank, emergency preparedness, and street beautification. The CSPC have committed to providing continued support to this table until December 2014; the expectation is that more responsibility for the table will be transferred to participants through the process.

Greater Victoria Cycling Coalition (\$10,000)

Bicycles Mean Business Transportation Survey

The main goal in Year One was to conduct a Transportation Survey with businesses and patrons in Victoria's downtown commercial district. The survey was conducted in Oct and Nov 2013. With the assistance of 25 volunteers, 'intercept surveys' were conducted with over 500 people on sidewalks downtown (in 16 different locations). As well 125 downtown businesses (managers & owners) were surveyed. A secondary objective was to generate public interest and discussion about Victoria's "Update" of its Bicycle Master Plan, announced in 2013, and undergoing public consultation in the spring of 2014. Conducting and promoting the survey project contributed to that discussion, as did related (but separate) GVCC initiatives such as a 'bicycle network' workshop hosted in Nov 2013. We expect to sustain and build on many of those relationships, and extend our discussions in the months and years ahead. A full report - [Bikes Mean Business](http://vcc.bc.ca/advocacy/bikes-mean-business) - and survey methods were released on March 9, 2014, and viewable on the GVCC website. (vcc.bc.ca/advocacy/bikes-mean-business)

Healing Cities Institute Society (\$10,000)

The Living the New Economy week-long event convened a number of local enterprises, innovative projects, and members of the public as participants in a coherent program focusing on new economic principles, skills, and opportunities. The program had 20 sessions, facilitated by 70 mostly-local experts, and organized around the needs of local enterprises and project leaders. There were 1,900 seats sold throughout the week to 800 individuals. 104 local organizations participated in the event. The Living the New Economy program included opportunities for businesses such as marketing and sales for entrepreneurs, organizational efficiencies for entrepreneurs, alternative financing, exploration of shared space concepts, networking, collaboration and exhibiting opportunities and roundtable sessions on finance, non-profit social enterprise, community currency and building resilient neighbourhoods.

Oaklands Community Centre (\$10,000)

The Youth Leaders from the Ground Up program took place between July – October, 2013. Nineteen youth gained direct experience and relationships within the sustainability / food security field and regularly interacted with potential future employers. The training included workshops on peer leadership, responsible consumption/citizenship and the necessity of urban food security & sustainable neighbourhoods. Youth gained access and took advantage of opportunities around the community such as volunteering at the Oaklands Neighbourhood House with organic garden installation and volunteering regularly at all Oaklands markets & programs. The program served as a platform for future employment and leadership opportunities by connecting youth to potential future employers & the Step-Up Leadership program during the school year. Youth gained essential & transferable employability skills, including interviewing techniques, leadership, community asset mapping, food security, communication, recreation & childcare. Numerous community events gained volunteers and the youth actually wanted to participate as volunteers, longer term, which is evident through their continued involvement in community events post-program. Youth sustainability knowledge and experience were increased through tours at Hartland landfill & Mason Street Urban Farm, and community asset-mapping & local food security workshops. This type of knowledge will create sustainability jobs in the future and these youth will be ahead of their peers in experience. Youth and the summer camp participants through all of Victoria realized that there are some “cool” jobs available for youth in Victoria which will increase the city’s ability to retain a talented, skilled younger generation.

Our Place Society (\$10,000)

The Weekend Lunch pilot program provided approximately 27,000 lunches on weekends at Our Place. This project addressed a significant gap in food security for individuals who are homeless or living in poverty in Greater Victoria. From this pilot, OPS built a business case and acquired sustainable funding and leveraged additional funds that have allowed them to create a Sunday Drop-In Program that provides those in need – including seniors, homeless and the most vulnerable - with the use of the Drop-In Centre on Sunday afternoons. This includes access to the computer lab; skills training; community engagement (such as knitting circles); showers; free clothing and hygiene products; the television and recreation room; and the nutrition bar. The successful implementation of this project has brought OPS closer to their goal of being open longer hours to provide programs, meals, services and shelter when the city’s overnight shelters are closed. Due to the overwhelming success of this initial program, Our Place has prioritized weekend openings by including it in their work plan and budget for the coming year. This project contributed significantly to creating a livable city for the neighbours and all the citizens of Victoria. Victoria Police Department officers and OPS community neighbours have indicated there is a noticeable reduction of public disturbances when their doors are open, leading to an enhanced sense of security in the community as engaged and well-nourished people have improved health and therefore make better choices. An average of 400 individuals in the community are now accessing a lunchtime meal, with several days reaching over 500 individuals. The success of this project has gone a long way to create an improved life for their Family members. When asked about the weekend lunches, Mary said: “On Saturdays and Sundays, I used to have something small to eat for breakfast and then go for the rest of the day with nothing to eat. The weekend lunches have been an absolute god send for me.”

Synergy Sustainability Institute (\$10,000)

The Regional Green Business Certification pilot program engaged 18 businesses in the Capital Region, 7 of which were located in the city of Victoria. Selected from the retail and restaurant sectors, these businesses were provided with local guidance, tools and training resources for existing programs to help them take action and reduce waste generation, and conserve water, electricity and energy. Businesses were also connected to local service providers that were able to help facilitate environmental actions while helping to build local supply chain relationships and strengthen the local economy. A cluster of green businesses was also

established within the city of Victoria as a result of this program (4 restaurants, 2 offices and 1 retail). As a result of the program SSI succeeded in building a local green business certification program that helped reduce the environmental impact from commercial activity in the city of Victoria. A consistent brand and measurement of environmental performance across the retail, restaurant and office based business sectors was also developed. This included providing an incentive for businesses to take action and implement changes when seeking their certification. The positive impacts that were felt by these businesses included being recognized for their sustainability efforts for taking action to improve their environmental performance, improving the operational efficiency of their business, being provided with access to resources that improved their chances of becoming a certified business and being able to promote their business to consumers in a clear and meaningful way that was consistent across business sectors.

Together Against Poverty Society (\$5,000)

The Volunteer Disability Peer Advocacy Project was designed to provide peer volunteers the opportunity to gain extensive and significant career skills which foster strong employment and educational assets. It also aimed to support persons with disabilities in successfully acquiring equitable benefits that will create a stronger, more empowering environment where they can better access opportunities for future employment and education. Eight peer volunteers were recruited and trained over the course of three separate training sessions which occurred in June 2013, October 2013 and February 2014. Each of these volunteers fully participated in the three-part training sessions and learned about legislative interpretation, developed advocacy, writing and interviewing skills, and learned about the specific requirements of the provincial persons with disabilities (PWD) application. Of the eight peer volunteers that were trained, six went on to complete three 'shadow shifts'. They are all now actively participating in the program as peer volunteers. TAPS peer volunteers have helped approximately sixty-five vulnerable citizens complete the provincial persons with disability application.

Victoria Brain Injury Society (\$5,000)

The Brainstormers Community Awareness Project provided an opportunity for brain injury survivors to present their experiences in public forums, educating citizens about the severe consequences of brain injury and importance of prevention, and empowering survivors to create a livable city where they are no longer experience discrimination. In its third year, this project had six goals: to create a more livable city for brain injury survivors, to recognize brain injury survivors as assets in their own rehabilitation and as active participants in community education, to empower brain injury survivors to thrive as active members of the city of Victoria, to form new community partnerships and to expand the project to include youth participants. VBIS was able to complete the training program with brain injury survivors and organize presentations at a vast range of locations, including UVic and Camosun, several non-profit organizations, and local businesses. By educating these groups about brain injury and having brain injury survivors train participants on ways to appropriately deal with brain injury survivors, VBIS was able to provide a space where survivors felt heard and understood, while also creating a safer, less discriminatory environment within the city. For the volunteer presenters, who themselves are brain injury survivors, learning to speak about their experiences in front of an audience was hugely beneficial to their recovery.

Attachment 3

Criteria for the Sustainability Grant Program



SUSTAINABILITY GRANT GUIDELINES

This is a call for applications for the City of Victoria Sustainability Grants (formerly known as Special Project Grants).

The City of Victoria Sustainability Grants provide up to \$10,000 for new and distinct projects that support the work of the City in reaching its sustainability goals, as outlined in the City's Official Community Plan.

The City of Victoria is committed to ensuring our grants achieve best value by seeking projects and programs which provide the optimum combination of quality, service, cost, and sustainability considerations. Our objective is to integrate sustainable considerations into our grant development and award processes.

The City's Official Community Plan (OCP) will refine the Victoria Sustainability Framework goals related to community planning and develop courses of action for a more sustainable Victoria. Where possible, the plan will move us towards becoming a regenerative society – one that actually restores ecosystems, increases biodiversity and enables our communities to be healthier and stronger than they are now.

Succeeding at this challenge will mean that:

- the city remains clean and healthy for generations to come
- there is a strong and vibrant social fabric that values and empowers all of its citizens
- the city's economy is strong, diverse and resilient.

The OCP can be viewed on the City of Victoria's website:

www.victoria.ca/EN/main/departments/planning-development/community-planning/official-community-plan.html

The City of Victoria will consider funding projects that support one or more of the sustainability and community development goals in the OCP.

Guidelines

Please read these guidelines carefully to ensure that your idea fits with the criteria. If after reading the guidelines you are still uncertain about whether your project is eligible, please contact the grant manager for clarity and assistance.

Organizations may apply once for project funding and up to three years new program development. Applications more than one year in scope are required to provide details describing plans for growth and expansion in subsequent years, as well as an explanation of how the program will become self-sustaining. **Maximum time for funding for any one program is 3 years.**

Application Deadlines

The Sustainability Grant application **deadline is March 31** of each year. Applications will be reviewed and approved by City Council by mid-June. If you are successful, your grant cheque will be mailed to you in July.

Funding Limits

A minimum award of \$1,000 to a maximum of \$10,000 will be granted. Approximately \$85,000 is available annually. Grants are awarded once per year.

Sustainability grants are limited to 75% of the project's total annual budget. The City of Victoria requires that your project have additional partners. These partners can provide financial contributions (e.g. grants) and/or in-kind contributions (e.g. donations of goods or free services).

Only one application per agency will be funded in any given year.

Eligibility Criteria

Please read the following section carefully. Organizations applying for Sustainability Grants must meet the following eligibility criteria:

1. Projects must occur within City of Victoria municipal boundaries and directly benefit residents. For a map of City boundaries, see www.victoria.ca.
2. Projects must be completed within a 12-month period from the application deadline of March 31.
3. Eligible applicants must be a Registered Not-for-Profit Society incorporated under *The Society Act*. Organizations that are not registered may also apply if sponsored by a registered organization. A letter of agreement from the sponsoring organization ("the applicant") must be included with the application.
4. Applications from organizations that have received another grant from the City (e.g. Neighbourhood Development Matching Grant, etc.) **in the same calendar year** must demonstrate that the proposed project is different from the other project or activity which received a grant.

Funds cannot be used for:

- a) projects that take place outside the City of Victoria boundaries;
- b) more than 75% of a project's total annual budget;
- c) capital expenditures (e.g. structural costs or renovations, and equipment);
- d) conferences and/or banquets;
- e) increasing awareness and fundraising on behalf of an organization itself;
- f) expenses incurred during events related to the rental of City facilities/services;
- g) purposes of assisting an industrial, commercial or business undertaking (Section 182 *Local Government Act*);
- h) retroactive projects or events;
- i) supporting individuals (the City cannot provide grants to individuals);

- j) touring and/or travel expenses;
- k) health care delivery (including counselling), medical services or equipment;
- l) organizations that have not submitted satisfactory final reports from previous Sustainability Grant funding;
- m) organizations that have overdue and outstanding deliverables from other City grants or funding sources.

Please note this grant program does not fund

- Professional arts organizations
- Festivals
- Consultant reports or feasibility studies
- On-going salaried positions or existing administrative expenses
- Projects or programs that duplicate existing City services

Application Procedures

1. Use the City's official online application form.
2. Ensure you attach all relevant documents.
3. **Print a copy** of your completed application form and a copy of the City's Grant Policy and Guidelines in order to complete your final report.

Assessment Criteria

Your application will be assessed on the following criteria:

1. The demonstrated ability of the project to assist the City in meeting its goals as outlined in the Official Community Plan;
2. The quality of the application, and clarity of project objectives, outputs and deliverables / outcomes;
3. The overall quality and distinctiveness of the project;
4. The demonstrated ability of the applicant to carry out the project;
5. The anticipated sustainability benefits for the City and her residents;
6. Partnerships and opportunity for community involvement (e.g. volunteers, participants);
7. Demonstrated proof of additional project or event funding and financial partners.

Review Process

1. Sustainability Grant applications are reviewed by City staff and recommendations are forwarded to City Council for decision.
2. All decisions are final following ratification at Council's next meeting.
3. All applicants will be notified of Council's decision by the City's Legislative and Regulatory Services. NB: Applicants that are successful **will receive their cheques after July 1**. Questions or concerns should be directed to the Recreation & Culture Division at 250.361.0320.
4. The review process is approximately eight to twelve weeks in length.

Conditions of Funding

1. While funding from other financial partners does not need to be confirmed at the time of application, it will need to be confirmed before cheques are issued to successful applicants. Confirmation should be sent in writing to the Grant Administrator by June 15. The City may withhold an organization's cheque until evidence of additional funding is received.
2. Successful applicants must acknowledge the support of the City of Victoria in all print and publicity material for the project or event (e.g. literature, banners and on-site signs).
3. Funds must be used for the purpose for which they were requested.
4. Upon completion of the project, the applicant must submit a final report. Please refer to the Final Reporting section below. **No grant application will be considered from organizations that received funding in the past but did not submit a final report.**
5. If the project or event is not completed within the 12 months, the applicant must notify the City as soon as possible. **All unused funds must be returned to the City of Victoria.**

Final Reporting

Final reports are both a written submission as well as participation in a grant gallery-walk. This event will take place in late spring and is an opportunity for all grant recipients to share the project with the public, council and City staff.

The final report template can be found on the City's webpage for Sustainability Grants.

Organization Name	Bipolar Disorder Society of BC		
Project Title	Stigma Stomp Classroom Project and Community Presentations for Youth		
Amount Requested from City	10000.00	Recommendation	Approve
Project Summary and Purpose	The Stigma Stomp Presentations are designed for youth (ages 12-19) to facilitate awareness about mental illness that creates an environment of understanding and motivation to eliminate stigma, discrimination and fears associated with mental illness.		
Analysis and Recommendations	This proposal is for Year 3 program funding. The City provided a \$10,000 grant in 2012 and \$6500 in 2013. This year the emphasis will switch from delivery in the school system to extra-curricular youth groups. This change in delivery will reach further than the City boundaries; therefore allocation recommended is the same as 2013 to support City of Victoria portion of program.		
Organization Name	Burnside Gorge Community Association		
Project Title	Youth Self-Sufficiency (YSS)		
Amount Requested from City	10000.00	Recommendation	Approve
Project Summary and Purpose	A 2 year program for youth in foster care, on Youth Agreements, or without supports as they transition into adulthood. Focuses on: housing, employment, education, life skills, relationship building, identity, youth engagement and emotional healing.		
Analysis and Recommendations	This proposal is for Year 3 program funding. The City provided two grants in 2012 and 2013 for \$10,000 each. The program supports OCP goals (Community Well-being and Housing & Homelessness). Recommended allocation is based on portion of submitted budget eligible for funding.		
Organization Name	Community Social Planning Council of Greater Victoria		
Project Title	Building Resilient Neighbourhoods		
Amount Requested from City	10000.00	Recommendation	Approve
Project Summary and Purpose	An education program for groups, businesses, citizens, and institutions at the neighbourhood level to increase community and household action on building resilience and reducing carbon emissions.		
Analysis and Recommendations	This proposal is for Year 2 program funding. The City provided \$10,000 in 2013 for Year 1 of the program. The program complements existing City objectives for more sustainable resilient neighbourhoods and will benefit the upcoming local area planning process in Vic West. It supports OCP goals (Community Well-being and Climate Change & Energy). Recommended allocation is based on portion of submitted budget eligible for funding.		
Organization Name	Friends Uniting for Nature Society (FUN Society)		
Project Title	FUN Champs		
Amount Requested from City	6000.00	Recommendation	Approve
Project Summary and Purpose	FUN Champs is a social change awards program that provides children and youth ages 6 to 16 with the mentorship and financial support they need to turn their dreams of creating a better world into a reality.		
Analysis and Recommendations	This proposal is for Year 1 program funding. It supports the City's goals in the OCP (Community Wellbeing) and offers a dynamic, positive approach to social change. Evidence of many confirmed funding partners. Recommended allocation is based on strength of application and the direct impact for City of Victoria residents.		

Organization Name	Healing Cities Institute Society				
Project Title	Living the New Economy Education in Action Series				
Amount Requested from City	8000.00	Recommendation	Approve	Recommended Amount	6000.00
Project Summary and Purpose					
4-part participatory workshop series. Designed to grow the New Economy through participatory education as well as create real opportunities for Victoria project collaboration. Themes: Permanomics, Indigenomics, Social Enterprise, Crowdfunding					
Analysis and Recommendations					
This proposal is for a one year project funding. It builds on the successful week-long event from 2013 (\$10,000 grant given to Living the New Economy). The topics for the workshops are relevant to the City's OCP and sustainability policies. Recommended allocation has been adjusted based on available funding.					
Organization Name	Home is Where We Live - LifeCycles Project Society				
Project Title	From the Ground Up - Supporting sustainable gardening in low-income communities				
Amount Requested from City	9000.00	Recommendation	Approve	Recommended Amount	8000.00
Project Summary and Purpose					
LifeCycles, SOLID & Cool Aid will develop a best practices guide to support social service agencies in building and maintaining successful community gardens that support their clients in transitioning to independence.					
Analysis and Recommendations					
This proposal is for one year project funding. Focus is on food security and working with low income and vulnerable communities. It supports the goals of the OCP (food security). The applicant has created a strong foundation on which to deliver this project. Recommended allocation has been adjusted based on available funding.					
Organization Name	Inter-Cultural Association of Greater Victoria				
Project Title	Hands On: Living Puppet Traditions				
Amount Requested from City	10000.00	Recommendation	Approve	Recommended Amount	5000.00
Project Summary and Purpose					
200 ethnic and mainstream elders will connect and share stories and traditions from their home countries. Seniors along with a professional puppeteer and singing coach will create a cultural puppet show and perform the show 4 times in the community.					
Analysis and Recommendations					
This proposal is for one year project funding. The focus is on social inclusion with an inter-generational approach and supports the City's OCP (Community Wellbeing). Recommended allocation is based on portion of the submitted budget eligible for funding.					
Organization Name	Oaklands Community Association				
Project Title	Oaklands Market Sustainability Internship Program				
Amount Requested from City	10000.00	Recommendation	Approve	Recommended Amount	9000.00
Project Summary and Purpose					
Inter-generational internship program will provide work experience to underemployed youth & seniors to become leaders in their local food community; 11 interns will be hired to support Oaklands Market to develop & lead 7 necessary roles at market					
Analysis and Recommendations					
This proposal is for a one year project funding. The agency has identified a clear need in the community and designed a project that will meet the need and provide experience to underemployed youth and seniors. It					

supports OCP objectives (Community Well-being). Recommended allocation is based on demonstrated need and strength of the application.

Organization Name	Quadra School Parent Advisory Council		
Project Title	Creating a vibrant and sustainable landscape at Quadra Elementary School		
Amount Requested from City	9838.00	Recommendation	Approve
Project Summary and Purpose	Parents, teachers, students and the community are working together to transform the landscape at Quadra School into a vibrant play space featuring student art, native plant gardens, natural play features, heritage features, bike racks and benches.		
Analysis and Recommendations	This proposal is for a one year project funding. This application is clearly written and well planned. The PAC has involved the students, parents and members of the community in the planning process. The school is on a designated greenway and the project will be a great asset to the greenways route. Excellent integration of many objectives including habitat restoration, heritage, arts and culture and physical activity. All permissions from School District have been obtained. Recommended allocation has been adjusted based on available funding.		
Organization Name	Society of Friends of St. Ann's Academy		
Project Title	Bringing Leadership to Life		
Amount Requested from City	10000.00	Recommendation	Approve
Project Summary and Purpose	A celebration project honoring women's history with an inter-generational exchange between women leaders and young women in the fields of politics, media and business, consisting of a series of lectures, a weekend forum, and artful interpretations.		
Analysis and Recommendations	This proposal is for a one year project funding. The project is an inter-generational celebration project that will engage women's collectives, university and school-aged girls and elders through a variety of avenues. The primary outcome will be a large sculpture created by all the participants which will be installed and maintained at St. Ann's Academy. It supports OCP objectives (Art & Culture; Community Well-being). Recommended allocation is based on portion of the submitted budget eligible for funding.		
Organization Name	Victoria Brain Injury Society		
Project Title	Youth Supporting Youth		
Amount Requested from City	6000.00	Recommendation	Approve
Project Summary and Purpose	A peer mentorship program for youth who have experienced a brain injury, providing a safe group setting where participants support each other through family, housing, schooling and employment challenges, empowering them to build resilience together.		
Analysis and Recommendations	This proposal is for Year 1 program funding. The agency has a reputation for delivering good programs. The project supports OCP goals (Community Well-being). Recommended allocation has been adjusted based on available funding.		
Organization Name	Victoria Cool Aid Society		
Project Title	Community Volunteer Training Program		
Amount Requested from City	10000.00	Recommendation	Approve
Project Summary and Purpose	Community Volunteer Training Program		

The Community Volunteer Training Program is a community initiative that delivers an 8-week core mental health, substance use, poverty and social issues training to volunteers of local community health and social service agencies.				
Analysis and Recommendations				
This proposal is for Year 1 program funding. The project supports the OCP goals (Community Well-being). The budget has multiple administration costs and a significant portion of the budget is directed at regular salaries and benefits. Recommend partial support to cover costs of supplies (\$1,200), training venue rental (\$1,600), speaker honorariums (\$1,200) and food/refreshments (\$675) for a total \$4,675.				
Organization Name	World Fisheries Trust			
Project Title	Citizens Under the Sea: Mobile Seaquaria in Victoria		Recommendation	Recommended Amount
Amount Requested from City	6250.00		Approve	4775.00
Project Summary and Purpose				
World Fisheries Trust will bring the Mobile Seaquaria, a 60 gallon local marine aquarium and touch tray, to 15 community events in Victoria. Participants get a unique opportunity to engage with these animals and learn about local marine ecosystems.				
Analysis and Recommendations				
This proposal is for a one year project. It supports the City's OCP vision for ecological integrity and maintaining a healthy and diverse marine environment through education activities. Recommended allocation is based on portion of the submitted budget eligible for funding, specifically \$4,775 for the volunteer and events coordinator role on the condition the HRSDC funding is confirmed.				
Organization Name	Canadian Association for Rainwater Harvesting (CANARM)			
Project Title	Rainwater Management in Simple Terms		Recommendation	Recommended Amount
Amount Requested from City	8500.00		Decline	0.00
Project Summary and Purpose				
Overview, demonstration, and instruction on rainwater harvesting and management for residents of Victoria, BC. A series of 2-hour workshops on the benefits, limitations, practicalities, and regulations on rainwater capture, storage and use.				
Analysis and Recommendations				
Recommend decline as the City is already developing similar educational program and this becomes a duplication of work already underway.				
Organization Name	Creatively United for the Planet Society			
Project Title	Victoria Downtown Nature Map Project 2014		Recommendation	Recommended Amount
Amount Requested from City	8000.00		Decline	0.00
Project Summary and Purpose				
First of a series of family-friendly nature maps, this unique, cartoon-style visitor map encourages nature exploration in the downtown core. The map promotes healthy living by foot, bus and boat among local and tourist families.				
Analysis and Recommendations				
The main outcome is a nature map of the downtown.				
The application lacks evidence of collaboration with local groups and community participation.				
The identified target group is tourists and residents although distribution of map is primarily through tourist centres with no promotion directed to residents. Recommend decline.				
Organization Name	Synergy Sustainability Institute			
Project Title	Victoria Business of Sustainability Workshop Series			

Amount Requested from City	6000.00	Recommendation	Decline	Recommended Amount	0.00
Project Summary and Purpose					
Help local businesses reduce, transform and thrive by delivering five, 2-hour sustainable business workshops throughout the City of Victoria.					
Analysis and Recommendations					
The application is based on the Green Business Certification program from 2013 (City funded \$10,000 toward the program). The agency proposes to offer ten hours of workshops to businesses in Victoria that would introduce them to the certification program. The agency also makes money for businesses entering the certification program so the proposal appears to be a marketing project. The request represents 75% of the total budget. Recommend decline.					
Organization Name					
Together Against Poverty Society					
Project Title					
Sustaining Seniors Tenancy Service - SSTS					
Amount Requested from City	10000.00	Recommendation	Decline	Recommended Amount	0.00
Project Summary and Purpose					
The Sustaining Seniors Tenancy Service will direct informative public legal education presentations to seniors serving organizations so that Victoria's seniors will have a better understanding of their rights and responsibilities as tenants.					
Analysis and Recommendations					
The intention of the project is to deliver legal advocacy for seniors regarding housing rights. Although the idea for the project is good, this proposal is a duplication of a program offered by the Tenant Resource and Advisory Council (TRAC). A large portion of the budget is allocated to regular salaries and benefits which is outside the grant criteria. Recommend decline and suggest TAPS partner with TRAC to deliver this existing program.					
Organization Name					
We Rage We Weep Alzheimer Foundation					
Project Title					
Arts & Alzheimer's					
Amount Requested from City	8000.00	Recommendation	Decline	Recommended Amount	0.00
Project Summary and Purpose					
Arts & Alzheimer's is an art and music participation program for seniors with dementia living at home with their caregivers stimulating minds... supporting caregivers. Operating in partnership with Art Gallery of Greater Victoria & Ballet Victoria.					
Analysis and Recommendations					
The application is interesting but unclear on how many residents with dementia in Victoria will be impacted. The allotted time is four hours/month in the city and the primary budget item is to pay for admission to the Art Gallery and ticket purchases to art organizations. Recommend decline and suggest the agency seek complimentary tickets from the organizations they plan to visit.					
Organization Name					
BC Healthy Communities Society					
Project Title					
Neighbours Day					
Amount Requested from City	10000.00	Recommendation	Ineligible	Recommended Amount	
Project Summary and Purpose					
This project enhances social sustainability within the City of Victoria through the development and implementation of Neighbours Day, a celebration supporting local residents to build relationships and undertake community-building activities.					
Analysis and Recommendations					
This proposal is for one year project funding to develop neighbourhood celebrations and community building. It is a duplication of existing events as the City already funds celebration days in each neighbourhood through					

the Neighbourhood Base Grant program. The City also supports relationship development and capacity building through the Shape Your Future Grant program.

Organization Name	Big Brothers Big Sisters of Victoria Capital Region		
Project Title	City Mentoring		
Amount Requested from City	10000.00	Recommendation	Ineligible
Project Summary and Purpose	BBBS Victoria positively affects our community by providing mentoring programs for children and youth. In Victoria we offer five programs addressing challenges related to poverty, social isolation, family breakdown, bullying and mental health.		
Analysis and Recommendations	This proposal is for Year One program development to expand an existing program and address the waiting list for children to be matched with a mentor. The Sustainability Grant Program is specifically set up to help seed new programs and initiatives; therefore this proposal is ineligible for funding.		
Organization Name	Canadian Passive House Institute		
Project Title	Communications Plan to Increase Passive Building Systems in Victoria		
Amount Requested from City	10000.00	Recommendation	Ineligible
Project Summary and Purpose	Through market-based research, we will develop a communications strategy with the goal of increasing passive building systems in Victoria. Passive designs are 90% more energy efficient than regular buildings yet Victoria only has one Passive House.		
Analysis and Recommendations	This is a proposal for a one year project to develop a communications study for passive building systems in Victoria. The project meets with the OCP goals (Climate Change & Energy) however grant funds cannot be used for consultant reports, feasibility studies etc. A communications plan is considered a report.		
Organization Name	Fairfield Gonzales Community Association		
Project Title	Planting Seeds, Growing Community, Building Resilience		
Amount Requested from City	10000.00	Recommendation	Ineligible
Project Summary and Purpose	An educational awareness project to provide residents an understanding of urban gardening, food security, emergency planning and environmental stewardship for a sustainable livable urban neighbourhood.		
Analysis and Recommendations	This grant application was submitted for either a sustainability grant or a Neighbourhood Matching Grant. It is being recommended for support from the Neighbourhood program.		
Organization Name	FED Restaurant Society		
Project Title	Victoria Food Eco District (FED)		
Amount Requested from City	10000.00	Recommendation	Ineligible
Project Summary and Purpose	Canada's first food eco-district led by locally owned food related businesses in Victoria's urban core. Businesses will commit to initiate action on sustainability practices and will collaborate on projects to enhance the surrounding community.		
Analysis and Recommendations	The proposal is develop a marketing program to promote individual businesses in a self-proclaimed restaurant eco-district. This endeavour should be funded by the businesses benefiting from this promotion. Grant funds		

cannot be used for this kind of program.

Organization Name	James Bay Neighbourhood Association			
Project Title	Independent Risk Management Process Assessment (ISO3100:2009): Harbour Airport and Alternate Sitings			
Amount Requested from City	10000.00	Recommendation	Ineligible	Recommended Amount
Project Summary and Purpose				
Project: contracting of qualified airport specialists to review Victoria Harbour airport safety and identify issues. An independent risk study is a first step towards resolving long-standing harbour safety issues, especially for nearby residents.				
Analysis and Recommendations				
Grant funds cannot be used for consultant reports.				
Organization Name	James Bay New Horizons Society			
Project Title	Honey Bee Garden Project			
Amount Requested from City	8500.00	Recommendation	Ineligible	Recommended Amount
0.00				
Project Summary and Purpose				
Urban agriculture is coming. Population density = food requirements - have we the local knowledge base? Future rooftop gardens & greenhouses need urban bees. We propose a pilot project, hands on training students via a working apiarist at JBNH.				
Analysis and Recommendations				
This grant application was submitted for either a sustainability grant or a Neighbourhood Matching Grant. It is being recommended for support from the Neighbourhood fund.				
Organization Name	The Hearing Foundation of Canada			
Project Title	Sound Sense - A Noise-Induced Hearing Loss Prevention Education Program			
Amount Requested from City	10000.00	Recommendation	Ineligible	Recommended Amount
Project Summary and Purpose				
Sound Sense is a unique, award-winning program that teaches children in Grades Four to Six about noise-induced hearing loss and how to prevent it from happening to them. Noise-induced hearing loss is a permanent condition but completely preventable.				
Analysis and Recommendations				
This proposal is for Year 1 program development to develop a Hearing Loss Prevention Education Program. The applicant is a national organization with no local chapter. Grant criteria states recipients must be locally based agencies.				

Summary Sheet

Total Requested: 234088.00
Total Recommended: 86542.00

Recommendations	Total
Approve	13
Decline	5
Ineligible	8

Allocation of the 2014 Sustainability Grants

- The purpose of this report is to present a summary of the Sustainability Grant applications for 2014 and provide recommendations for consideration by Council.

Allocation of the 2014 Sustainability Grants

- The Sustainability Grant program is designed to assist local, not-for-profit community organizations with new initiatives or special projects that benefit the Victoria community and further the City's efforts to foster a sustainable community. The maximum grant amount is \$10,000.

Allocation of the 2014 Sustainability Grants

- This year there were a total of 26 submissions. The total budget for this grant program, allocated by Council in the 2014 Financial Plan, is \$86,542.
- Six applications were deemed ineligible or were outside the scope of the grant program
- Two applications were encouraged to apply for other, more appropriate grant programs
- Of the remaining 18 applications, 13 applications meet the program criteria and are recommended for funding.

Allocation of the 2014 Sustainability Grants

Staff's analysis of the grants is based on:

- the grant policy,
- the assessment criteria for the program,
- the direct benefit to Victoria residents,
- the strength of the linkages to the OCP and other major policy documents,
- the submitted budget and the number of applications which meet or exceed the stated criteria.

Allocation of the 2014 Sustainability Grants

Organization	Project	Recommended
Bipolar Disorder Society of BC	Stigma Stomp Classroom Project and Community Presentations	\$6,500
Burnside Gorge Community Association	Youth Self –Sufficiency (YSS)	\$7,500
Community Social Planning Council of Greater Victoria	Building Resilient Neighbourhoods	\$7,500
Friends Uniting for Nature Society (FUN Society)	FUN Champs	\$6,000
Healing Cities Institute Society	Living in the New Economy	\$6,000
Home is Where We Live – LifeCycles Project Society	From the Ground Up – Supporting sustainable gardening in low-income communities	\$8,000
Inter-Cultural Association of Greater Victoria	Hands On: Living Puppet Traditions	\$5,000
Oaklands Community Association	Oaklands Market Sustainability Internship Program	\$9,000
Quadra School Parent Advisory Council (PAC)	Creating a vibrant and sustainable landscape at Quadra Elementary	\$8,292
Society of Friends of St. Ann's Academy	Bringing Leadership to Life	\$7,500
Victoria Brain Injury Society	Youth Supporting Youth	\$5,800
Victoria Cool Aid Society	Community Volunteer Training Program	\$4,675
World Fisheries Trust	Citizens Under the Sea: Mobile Seaquaria in Victoria	\$4,775



Governance and Priorities Committee Report

For the Meeting of July 10, 2014

To: Governance and Priorities Committee
From: Julie MacDougall, Assistant Director - Parks
Subject: Michigan Street Community Garden Relocation

Date: July 10, 2014

Executive Summary

In 1999, the community worked with LifeCycles Project Society to develop a community allotment garden on Michigan Street in the James Bay neighbourhood on provincially owned lands, known as the South Block.

In 2013, the Province initiated the sale of a portion of the South Block for development purposes. Redevelopment of the site includes offices as well as low-rise residential with street level commercial along Menzies Street. A location for the existing community garden is not envisioned in the redevelopment plans.

Following sale of the lands for development, Michigan Street Gardens approached the City to discuss options for relocation within the James Bay neighbourhood. In order for the proposed garden relocation to move forward, the preliminary step is to establish a recommended site to proceed with more detailed discussions with the community.

City of Victoria Parks staff met with the garden group and other interested parties to look at various park and boulevard areas within the neighbourhood for the potential relocation. South Park was identified as the recommended site due to its size, aspect and proximity to South Park School.

Recommendation:

That Council direct staff to proceed with South Park as the proposed site for relocation of the Michigan Street Community Garden, subject to more detailed consultation with the neighbourhood.

Respectfully submitted

Leigh Sifton
Manager, Parks Planning & Design

Julie MacDougall
Assistant Director, Parks

Jocelyn Jenkins
Acting Director, Parks, Recreation
and Culture

Report accepted and recommended by the City Manager:

Date:

July 4, 2014

Purpose

This report is to update Council on the status of discussions regarding the existing Michigan Street community garden and to seek Council direction to proceed with discussions on a recommended relocation site.

Background

In 1999, the community worked with LifeCycles Project Society to develop a community allotment garden on Michigan Street in the James Bay neighbourhood on provincially owned lands, known as the South Block. A site map is provided as Attachment 1. The existing garden covers an area of approximately 500 square meters and contains communal gardening space, a cob structure shed and 23 allotment beds of various sizes.

The City's Official Community Plan identifies the importance of urban food security and includes policies and objectives related to encouraging food production in visible and suitable public places; and, supporting the development of at least one allotment garden per neighbourhood with more in areas with higher densities.

Based on the City's current Community Gardens Policy (Attachment 2), Victoria supports the creation of community gardens and will assist the organization in locating new garden sites where available land exists, where neighbours have been consulted and are supportive, and where a gardening group demonstrates an interest and commitment.

As per the Community Garden Policy, the City will approve the use of park land for community gardens on a case-by-case basis following consultation with the affected community and subject to Council approval.

Issues & Analysis

In 2013, the Province initiated the sale of a portion of the South Block for development purposes. Redevelopment of the site includes offices as well as low-rise residential with street level commercial along Menzies Street. A location for the existing community garden is not envisioned in the redevelopment plans.

Following sale of the lands, the garden group approached the City to discuss options for relocation within the James Bay neighbourhood. In order for the proposed garden relocation to move forward, the preliminary step is to establish a recommended site to proceed with more detailed discussions with the community.

In order to identify potential sites, City of Victoria Parks staff looked at various park and boulevard areas with the garden group and other interested parties in early 2014. An initial "long list" of 11 possible sites was developed. Following review, seven of those sites were considered to be too difficult to proceed forward with. These sites and their reason for exclusion are:

- Beacon Hill Park – Challenges in relation to the Park Trust
- Waterfront lands along Dallas Road – too much wind & salt spray
- Irving Park – available space is shady and subject to acidic needle fall
- Adjacent to Montreal Street tennis courts – too constricted
- Centennial Park – too constrained & would require tree removal
- Converting parking spots in either of two multi-story parking lots attached to private condominium complexes – would require third party legal agreements and may entail structural upgrades

Of the total 11 sites, four sites were identified as potential locations. An overview map of James Bay identifying the sites as well as aerial photos of each site specifically can be found in Attachment 3.

- Todd Playlot
 - Located on Montreal Street. Adjacent to Macdonald Park and in close proximity to existing Montreal Street Community Garden and to James Bay Community School. Use as a community garden would likely require relocation of the existing play equipment in order to obtain a similar size area for the community garden.
- Macdonald Park - Niagara Street Frontage
 - Boulevard space between the roadway and the active portions of Macdonald Park. Close to James Bay Community School. With an area of over 1,500 sq. m available, the site size is more than adequate however large, mature trees would shade out the garden.
- Rithet Street Right-of-Way
 - Extra wide road right of way could be reconfigured to allow garden space. Location is not proximate to other community spaces. More detailed roadway design would be required in order to determine space available for garden use. This would require costly road re-design and construction.
- South Park
 - Un-programmed area of park adjacent to Toronto Street, south of the playing fields. Proximate to South Park School, who in preliminary conversations have indicated an interest in the opportunity to use the garden for educational purposes. Area available outside of play and naturalized areas is approximately 850 sq. m, which is larger than the the area of the existing garden. As School District 61 currently maintains the park, agreement with them would be required.

Based on this review, South Park is the recommended site for garden relocation, subject to further discussions with the James Bay Neighbourhood Association and the garden proponents including:

- Ensuring the site is acceptable to the James Bay Neighbourhood Association, the public and any other relevant stakeholders. As per the Community Garden's Policy, consultation is to be led by the proponents.
- Confirming that James Bay Neighbourhood Association would enter into a License of Occupation (terms to be determined) with the City for the community garden. Once finalized, this would require Council approval.
- Identifying the budget and responsibilities towards relocation with a target date of completion of November 2014, the date Michigan Street gardens is required to vacate their current site.

Options & Impacts

Recommendation: That Council direct staff to proceed with South Park as the proposed site for relocation of the Michigan Street Community Garden, subject to more detailed consultation with the neighbourhood. Staff will report back to Council by September 2014.

Alternate Recommendation: That Council request staff to explore alternate options in the James Bay neighbourhood.

Regardless of the option chosen, as per other community gardens developed in the City and the City's Community Garden Policy, with the exception of the provision of water and some minor split

rail fencing if requested, the costs for garden construction are borne by the proponent. Subject to availability, the City also provides compost or leaf mulch to assist.

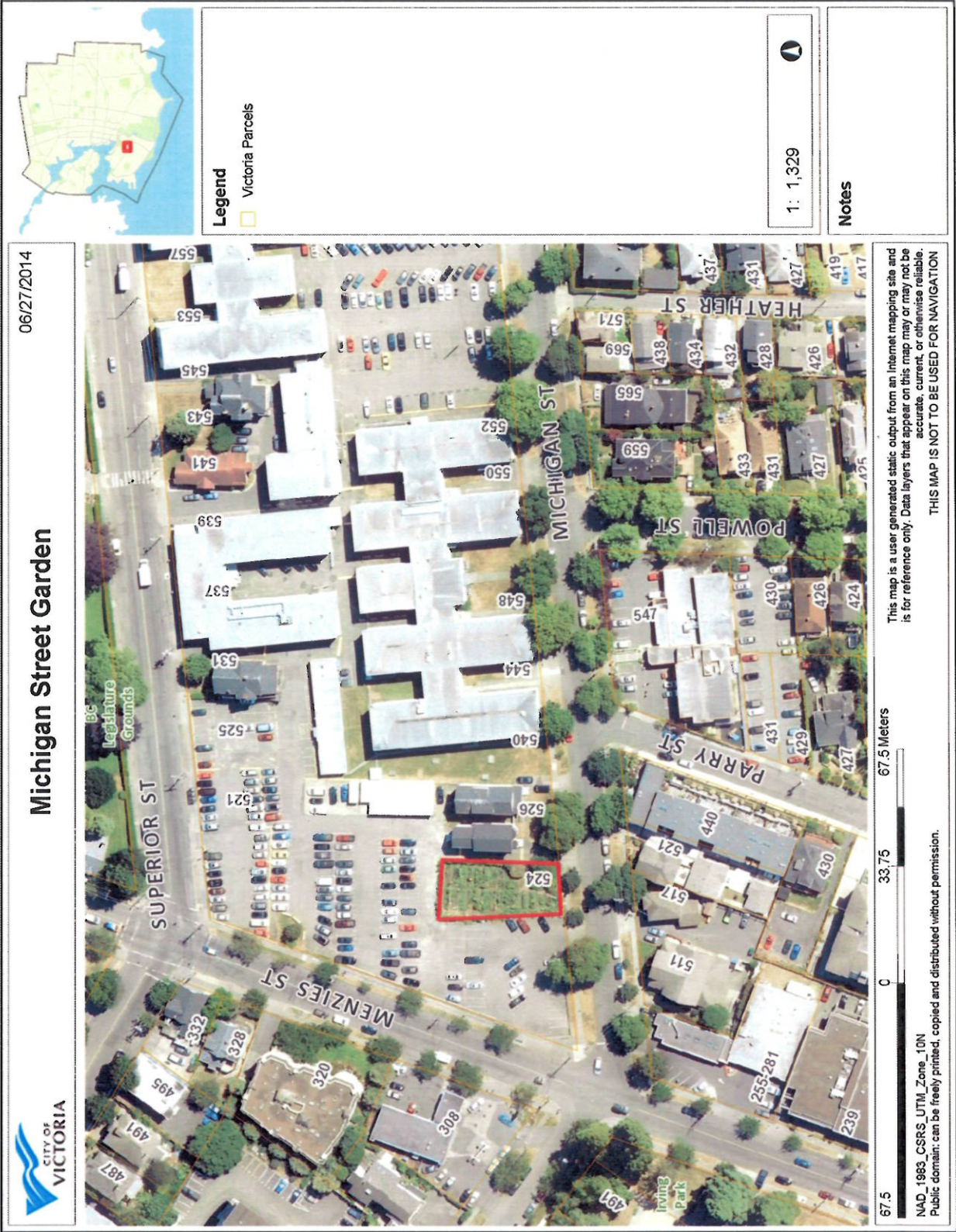
Recommendations

That Council direct staff to proceed with South Park as the proposed site for relocation of the Michigan Street Community Garden, subject to more detailed consultation with the neighbourhood.

Attachments

- Existing Garden Overview Map
- Community Gardens Policy
- Proposed Sites Overview

Attachment 1: Existing Garden Overview Map





CITY OF VICTORIA

COMMUNITY GARDENS POLICY

September 2005
(revised March 31, 2009)

City of Victoria
COMMUNITY GARDENS POLICY



Policy Definition

The City of Victoria recognizes community gardening as a valuable community recreational activity that contributes to health and well-being, positive social interaction, community development, environmental education, connection to nature, protection and use of open space and economical, nutritious food production and food security. The City of Victoria encourages community gardening by collaborating with existing non-profit groups in the development of community gardens. This policy primarily applies to public lands and has provisions for private land.

For the purposes of this policy, a “community garden” is defined as: a plot of land where community volunteers from a non-profit society produce food, flowers, native and ornamental plants, edible berries and food perennials on public or private lands. A community garden program may have the following features:

- Promotes urban agriculture, food security and food production. *
- Utilizes a parcel of land in order for the society to: produce organic vegetables, fruit and flowers for the use of its members through allotments or shared plots, and can be an ornamental, native plant and perennial food producing garden for community enjoyment.
- Provides demonstration gardening and other environmental education programs to encourage the involvement of schools, youth groups and citizens (who do not have assigned plots) in gardening activities.
- Provides to society members plots and services such as water, tilling and shared tools usually in exchange for a fee or volunteer labour exchange.
- Ensures that the public have access to the community garden areas
- Donates surplus produce to local food banks
- Encourages partnerships with other community organizations
- Provides compost bins, tool storage sheds and other elements necessary for the operation of a community garden

Goals of a Policy for Community Gardens

- To recognize the need for community gardens.
- To establish community gardens throughout the City on public or private lands, where feasible.
- To recognize the value of community gardens, as a public amenity, in land use redevelopment.
- To encourage backyard, roof top and workplace gardening to complement community gardens, as ways to promote more greening of the City.
- To maintain existing community gardens and protect local food production.

*See definitions attached

City Support for Community Gardens

The City of Victoria supports community gardens by working with community associations and gardening organizations. Subject to available resources the City will:

- Promote and raise awareness of community gardening (e.g. through the City of Victoria website).
- Provide contact information to the public of existing community garden organizations. (See Appendix B)
- Provide information to the public about who to contact to start and operate community gardens.
- Where appropriate, offer Victoria-owned land as new community garden sites, such as undeveloped parcels, closed road rights of way, marginal park land * and along Greenways as part of a Green Streets *program.
- Identify the City's community garden contacts including roles and responsibilities of Parks staff.
- Assess site suitability for food consumption and production, perennials and flowers through a Phase 1 Environmental Analysis.*
- Through Neighbourhood Development Matching and Greenways Grants, provide Community and Neighbourhood Associations with funds to start up and develop community gardens.
- Provide in-kind support where feasible (i.e. excess materials like compost).

Guidelines for Selecting New Sites on Public Property

Victoria supports the creation of community gardens and will assist the organization in locating new garden sites where available land exists, where neighbours have been consulted and are supportive, and where a gardening group demonstrates an interest and commitment. In identifying new sites for community gardens, the following guidelines should be considered:

- Interest and commitment of a gardening group (non-profit), in partnership with a community association
- Informed and supportive neighbours
- Availability of the site
- Volunteers willing to operate and manage the site
- Year-round accessibility of the site
- Soil quality and drainage
- Sun exposure
- Accessibility by public transit
- Access to municipal water as per standard regulations and permits
- Availability of [minimal] parking
- Provide a public education component
- Priority for new sites should be for neighbourhood areas that are underserved

Retention of Existing Sites

Establishing new community garden sites are a challenge due to the lack of undeveloped parcels of land. Therefore, the protection of existing sites is an essential component of this policy. The City of Victoria endeavours to do the following to retain existing community garden sites as a valuable use of public open space:

*See definitions attached

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- Support community organizations/gardening organizations in securing licenses.
- Assist in longer-term lease opportunities in developing a project or ownership of sites by the municipality.
- Support the retention and expansion of community gardening sites through policy and promotion of the value of community gardening.

Conditions of Use on City-owned Property

The following conditions apply to community gardens sites on City of Victoria-owned land, and should act as a guideline for other sites in Victoria:

- The garden is developed at no cost to the City of Victoria, other than the Matching grant or Greenways program.
- A community consultation and planning process undertaken by the community association and the garden organization which indicates neighbourhood support.
- The consultation process will determine how new gardens and the surrounding neighbourhood can benefit and support each other.
- Expressions of art and creativity are welcomed and encouraged.
- Environmental innovation, demonstration and education sessions including: composting, organic gardening practices and drought tolerant gardening are encouraged.

Conditions for Use on Park Land

The City will approve the use of park land for community gardens on a case-by-case basis following consultation with the affected community and subject to Council approval.

A. User Agreement-between the Non-Profit Society and Community Garden members

The non-profit [community garden] organization and/or a neighbourhood association agrees to develop, manage and operate the community garden according to a user agreement with their members which specifies the terms of use, management responsibilities, user fees, and access procedures which include the following:

- User agreement will not exceed three years; with an option to renew.
- Residents of the City of Victoria will be given priority for membership and the opportunity to garden.
- A list of regulations is developed for use of the site, and members are required to sign a contract indicating their compliance with regular maintenance and standards.
- Membership and use of the site can be revoked for non-compliance with the organization's bylaws and regulations.
- Allotment garden must be maintained to a minimum standard of aesthetics and orderliness. Year round production is encouraged.
- Participation must be made from a waiting list on a first-come, first-served basis.
- No pesticides are to be used; produce is to be organically grown.
- Produce grown on the site is not for private profit; excess produce can be donated.
- Access to the site for the enjoyment of the general public is permitted and facilitated.
- Groups are required to have liability insurance.

*See definitions attached

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- Contact information is posted for neighbours to support positive relationships.

*See definitions attached

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B. License for Use

A license for use agreement must be signed between the property owner and the community association for the purpose of developing and maintaining a community garden. This License will be for a maximum of 3 years with an option to renew. (Samples of City License for Use agreements - Appendix B).

Community Gardens on Private Lands

- Community gardens and rooftop gardens* on non-City lands that adhere to the goals of the policy will be encouraged during re-zonings if there is a policy supporting their provision at the site. In these instances a restrictive covenant would be required to be registered on the title to secure access, hours of operation, maintenance, liability and other relevant matters.
- Community Gardens on private lands not requiring re-zoning, are encouraged in this policy and would require a minimum of three years lease agreement with the property owner and the non-profit gardening organization, in order to qualify for City Matching and Greenway funds.
- "Greening" of worksites is encouraged through gardening on rooftops, decks and balconies to assist in the beautification and greening of buildings.
- Backyard gardening and sharing of backyard gardens are encouraged as additional ways of promoting food security and food production in the City.

Definitions

***Urban Agriculture:** is the growing, processing and distribution of food and other products through intensive plant cultivation in and around cities.

***Food Security:** all persons in a community have access to culturally acceptable, nutritionally adequate food through local, non-emergency sources at all times.

***Green Streets Program:** a program where individuals or organizations can adopt Greenway features such as traffic circles, boulevards and traffic bulges and maintain the plantings in them.

*** Park Land:** spaces identified within a Park where the community garden groups could place garden plots, fences, compost bins, tools, storage sheds and other elements necessary for the operation of a community garden that would not be considered offensive to the community.

***Undeveloped parcels:** those city lands that have minimal development potential.

*** Phase 1 Environmental assessment:** a historical search of the property to determine if there are any past uses that could be suspect (e.g. former gas station)

*** Rooftop gardens:** gardens built on the rooftops, decks, etc. of buildings to increase access to outdoor green space within the urban environment.

*See definitions attached

Background

1. Community Allotment Gardens have operated in Victoria since the mid-seventies. Victoria is known as the "City of Gardens", however the retention and expansion of community gardens face challenges in the future, due primarily to the high cost of land and the lack of available sites.
2. Within the City of Victoria's municipal boundaries there are presently five community allotment gardens and three ornamental and native plant gardens for a total of eight gardens. The allotment gardens include: the Vic West Community Garden, Fernwood Compost and Education Centre, Garden Street Garden, James Bay Allotment Garden and the Michigan Street Community Garden. The ornamental gardens include: the Rockland Garden, North Jubilee Spirit Garden, and Springridge Common. Burnside had an allotment garden that was dismantled and will be rebuilt next year. All of these existing community gardens are secured by short term leases and the allotment gardens have long waiting lists. Some are on City land and some are on private land.
3. There is a national trend toward urban agriculture that has increased the demand for community gardening. Demographic changes including an aging population combined with the popularity of gardening as a favorite outdoor activity, have also increased interest in establishing community gardens. There are many other reasons for this interest including: healthy lifestyles, social interaction, cultural expression, protection of open space and nutritious and economic food production.
4. Population projections for Victoria suggest growth and interest particularly in the older age groups (baby boomers) who like to garden. Gardening is the top leisure activity for 80% of Canadians according to Statistics Canada. More households will be living in multiple family housing which generates greater demand for community gardens. In addition, the CRD's Regional Growth Strategy promotes increased densification of the core municipalities and de-emphasizes single detached housing. Therefore in the future, there will be more demand for gardens and less land available, as fewer residents will not have their own back yards in which to garden.
5. Community gardens are invaluable to the social and ecological well-being of cities. Community gardens:
 - Promote an accessible recreational activity that contributes to the health and well-being of residents and that residents of all ages may enjoy;
 - Build communities, as neighbours garden side by side;
 - Assist low income people by providing healthy fresh organic food at low cost;
 - Increase the amount of greenspace in a city;
 - Provide educational opportunities about food production, composting and environmental education to children and adults; and
 - Increase local food security.
6. Experience and research from the POLIS Project on Ecological Governance at the University of Victoria (2002-2003), shows that community gardens flourish when supported by local governments. For example, Seattle, has a target of one community garden for every 2,500 households and several full-time municipal staff supporting this objective, and

*See definitions attached

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has over 60 community gardens with 5,000 gardeners. Local governments can support community gardens in many ways. For example, they can provide land and promote community gardens through changes in policies and bylaws.

7. Saanich has adopted a Community Gardens Policy, which promotes community gardens and commits the City to assisting in identifying, securing and retaining suitable sites for gardens.
8. The proposed Community Gardens Policy for the City of Victoria will help promote community gardening as a healthy leisure activity and a desirable use of public open space. The policy outlines Victoria's role, conditions of use, guidelines for selecting new sites, and strategies to retain existing ones. It will be a further step towards Victoria ensuring we are a "City of Gardens".

*See definitions attached

Appendix A

Canadian Models of Municipal Support for Community Gardening

Community gardening occurs across Canada (and the United States) in cities of all sizes. The role of the local government in management, growth and operations varies from a centralized, coordinated approach to a more independent and fragmented one.

Montreal is an example of an extensive municipally-run gardening program. Established in 1975, the larger urban area had approximately 100 gardens, of which the City maintains 75 gardens supporting 6,500 plots. The City provides land, fencing, composting, manure, topsoil, tools and a clubhouse, outdoor furniture, garbage collection and maintenance. Day-to-day administration is carried out by a group of volunteers. The program is considered one of the best in North America. Several Canadian cities, such as Winnipeg, Regina and Halifax have adopted some form of this model.

In cities like Toronto, Calgary and Edmonton, efforts have been much more “bottom up”. Unlike Montreal, these municipal governments had lacked, until recently, a gardening consciousness and comprehensive approach to community gardening.

The growth of community gardens has stemmed from the action of community groups and their ability to effectively work together and lobby governments. Community groups such as FoodShare Toronto, Edmonton's Community Garden Network and Calgary's Community Garden Resource Group offer a centralized community voice, as well as coordination and support to garden sites. Municipal policy and infrastructure that supports the growth of community gardening has been a result of the ability of community groups to advocate for them at the political level. Now, the City of Toronto supports food security with a Food Charter, and six to ten community gardens are started each year.

In Greater Vancouver, there are 26 community gardens (providing 2,000 plots) that have developed in an individualistic way. There are some long-established sites and some emerging new ones. In 1996, the Vancouver Parks Board adopted the first community gardening policy in the region to allow community gardens on park property. The Board will provide start-up assistance and lease land to non-profit societies for a minimum five-year term. In 2002, the Southeast False Creek Urban Agriculture Strategy examining the role between food, agriculture, and the urban development was completed. It is perhaps the first study in North America to explore the role of urban agriculture in the comprehensive neighbourhood planning process.

In Greater Victoria, there are 15 community gardens that support approximately 430 plots in Victoria, Saanich, Esquimalt, Langford, Oak Bay, and Colwood. Gardens sites are grassroots operations, operating independently with little coordination. LifeCycles, a non-profit community organization interested in urban agriculture and sustainability, operates some community gardening programs. In the past two years, two gardening sites were lost to development.

*See definitions attached

Attachment 3: Site Maps

Site 1: Todd Playlot



Site 2: Macdonald Park – Niagara Street Frontage



Site 3: Rithet Street Right-of-Way



Site 4: South Park





Governance and Priorities Committee Michigan Street Community Garden Relocation July 10, 2014



Background

- 1999 – LifeCycles Project Society and community establish allotment garden
- City's Official Community Plan objective to increase urban food security with at least one allotment garden per neighbourhood.
- Council may approve the use of a park on a case by case basis based on community consultation.

Issues and Analysis

- 2013 – Province moved ahead with South Block development
- Garden group approached City to discuss relocation options
- 11 possible locations of which 4 were seen as potential sites
- Todd Playlot, MacDonald Park, Rithet Street Right of Way, South Park

South Park Location

- Un-programmed area of park adjacent to Toronto Street
- 850 Sq. metres – larger than the existing garden
- South Park School would like to use for educational purposes
- SD 61 currently maintains park

Next Steps

- Ensure that the recommended site is acceptable to the James Bay Neighbourhood Association (JBNA), the public and other stakeholders
- Confirm that the JBNA would enter into a License of Occupation with the City
- Identify transition and implementation plan to be completed by November 2014

Staff recommend that:

- *Council direct staff to proceed with South Park as the proposed site for relocation of the Michigan Street Community Garden subject to more detailed consultation with the neighbourhood.*



Governance and Priorities Committee Report

For the Meeting of July 10, 2014

To: Governance and Priorities Committee **Date:** June 27, 2014
From: Susanne Thompson, Acting Director of Finance
Subject: Gas Tax Fund: 2014 – 2024 Community Works Fund Agreement

Executive Summary

Federal Gas Tax Funding is provided up front, twice a year, to provinces and territories that in turn flow this funding to their municipalities to support local infrastructure priorities. The Union of BC Municipalities (UBCM) administers the Gas Tax Fund (GTF) in BC, in collaboration with the Government of Canada and the Province of BC. The Community Works Fund (CWF) Agreement between UBCM and each local government delivers the funding to local governments for investments in capital and capacity building projects.

The GTF was originally designed to provide municipalities with predictable funding over five years. Significant changes have resulted in the GTF amount being increased and legislated as a permanent source of federal infrastructure funding for municipalities.

The City will receive \$3.2 million in 2014, which is \$1.1 million more than previously expected. This funding goes into the City Gas Tax Reserve that is used to fund projects that meet the criteria of the agreement (attached as Appendix A).

The CWF Agreement was renewed in May, 2014 to replace the current 2005-2015 CWF Agreement. In order to receive CWF funding, local governments must sign a new Community Works funding agreement with UBCM (attached as Appendix B).

Recommendation:


That Council authorize the Corporate Administrator and the Mayor to execute the 2014 - 2024 Community Works Fund Agreement between the City of Victoria and the Union of BC Municipalities.

Respectfully submitted


 Susanne Thompson
 Acting Director of Finance

Report accepted and recommended by the City Manager:

Date:


July 2, 2014

List of Attachments

Appendix A – Federal Gas Tax Fund eligible project criteria
Appendix B – 2014 – 2024 Community Works Fund Agreement

Appendix A

List of eligible project criteria – Schedule B of Administrative Agreement on the Federal Gas Tax Fund in BC between the Government of Canada, Province of BC, and the Union of British Columbia Municipalities

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

1. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. Highways – highway infrastructure.
3. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
4. Short-line rail – railway related infrastructure for carriage of passengers or freight.
5. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
6. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
8. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
12. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
13. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).

14. Recreational infrastructure – recreational facilities or networks.
15. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.
16. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.
17. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

18. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Appendix B

Community Works Fund Agreement

Page 1

2014-2024 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA

This Agreement made as of _____, 201__.

BETWEEN:

City of Victoria (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act* RSBC 2006, c.1, as represented by the President

WHEREAS:

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

NOW THEREFORE, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

2. SCHEDULES

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

City of Victoria - Agreement [AG695-0-Community Works Fund (CWF)]

Schedule D - Reporting and Audits
Schedule E - Communications Protocol

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and
- C. fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.
- 4.3 Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$3,264,748.24, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:

- A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.
- C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.
- D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).
- E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.
- F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.
- G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.
- H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:
 - GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
 - a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

7. TRANSITION

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:
- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
 - B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
 - C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
 - D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
 - E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

8. TERM

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

9. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

10. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

11. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

12. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

13. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director
525 Government Street
Victoria, British Columbia
V8V 0A8
Facsimile: 250 356-5119
Email: ubcm@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

City of Victoria

Original signed by:

Mayor

Corporate Officer

Signed by City of Victoria on the _____
day of _____, 201__.

UNION OF BC MUNICIPALITIES

Original signed by:

Corporate Officer

General Manager, Victoria Operations

The Community Works Fund Agreement have
been executed by UBCM on the _____ day
of _____, 201__.

Schedule A – Definitions

“Agreement” means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Annual Report” means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

“Asset Management” (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

“Base Amount” means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Communications Protocol” means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

“Community Works Fund” means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

“First Community Works Fund Agreement” means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

“Funding Agreement” means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Outcomes Report” means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

“Partnership Committee” means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Third Party” means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means a Local Government.

“Unspent Funds” means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

Schedule B – Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

- A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- B. Highways – highway infrastructure.
- C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- D. Short-line rail – railway related infrastructure for carriage of passengers or freight.
- E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
- F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
- H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
- L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule C – Eligible and Ineligible Expenditures

1. ELIGIBLE EXPENDITURES

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- training directly related to asset management planning; and,
- long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

- A. project expenditures incurred before April 1, 2005;
- B. project expenditures incurred before April 1, 2014 for the following investment categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - disaster mitigation;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- E. purchase of land or any interest therein, and related costs;
- F. legal fees; and
- G. routine repair and maintenance costs.

Schedule D –Reporting and Audits**1. REPORTING**

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual	Cumulative
	20xx - 20xx	2014 - 20xx
UBCM		
Opening Balance ³⁵⁹	\$xxx	
Received from Canada	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Administrative Cost	(\$xxx)	(\$xxx)
Transferred to Ultimate Recipients	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	
Ultimate Recipients in aggregate		
Opening Balance ³⁶⁰	\$xxx	
Received from UBCM	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Spent on Eligible Expenditures	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	

³⁵⁹ For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

³⁶⁰ For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

Project List

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

Project ID	Ultimate Recipient	Project Title	Project Description	Investment category	Total Project Cost	Funds (GTF) Spent	Completed

1.2 OUTCOMES REPORT

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

2. AUDITS

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.



Governance and Priorities Committee Report

For the Meeting of July 10, 2014

To: Governance and Priorities Committee **Date:** June 24, 2014
From: Robert Woodland,
 Director of Legislative & Regulatory Services
Subject: Grant of Easement – 780 Fisgard Street

Summary

The purpose of this report is to seek Council approval to grant an easement in respect of part of a new building at 780 Fisgard Street which encroaches into the City's right of way.

Hudson Mews Holdings Ltd. is currently constructing a residential building at 780 Fisgard Street. A location plan for the strata development, known as Hudson Mews, is attached in Schedule A.

The developer has sought an easement in respect of part of the canopy at the main entrance as it extends beyond the property line over the sidewalk; a photograph of the canopy is attached in Schedule B. As shown on the reference plan in Schedule C, the encroachment is a strip 165 cm wide, with an area of 9.7 square metres.

The proposed easement will terminate in the event that the building is demolished or the canopy is modified in such a way that it no longer encroaches into the right of way.

The developer has agreed to pay a one-time easement fee of \$1,000.00. The City has previously accepted \$1,000.00 as a minimum consideration for minor encroachments into a City right of way, recent examples being the Essencia Verde development in Cook Street Village and a brick fascia at Waddington Alley Flats.

All legal documentation and plans have been prepared by the developer and submitted to the City Solicitor for approval, at the developer's cost.

The recommended course of action is to enter into the proposed easement as it has minimal impact on the right of way. The proposed fee is consistent with the fee charged for other minor easements of this nature. The publication of notices of Council's intention to enter into the easement agreement is a condition precedent to final execution.

Recommendation:

That Council authorizes staff to enter into an easement with Hudson Mews Holdings Ltd. at 780 Fisgard Street for part of a canopy over the sidewalk, in a form satisfactory to the City Solicitor and subject to the publication of the notices required under the *Community Charter*.

Respectfully submitted




Neil Turner
Property Manager

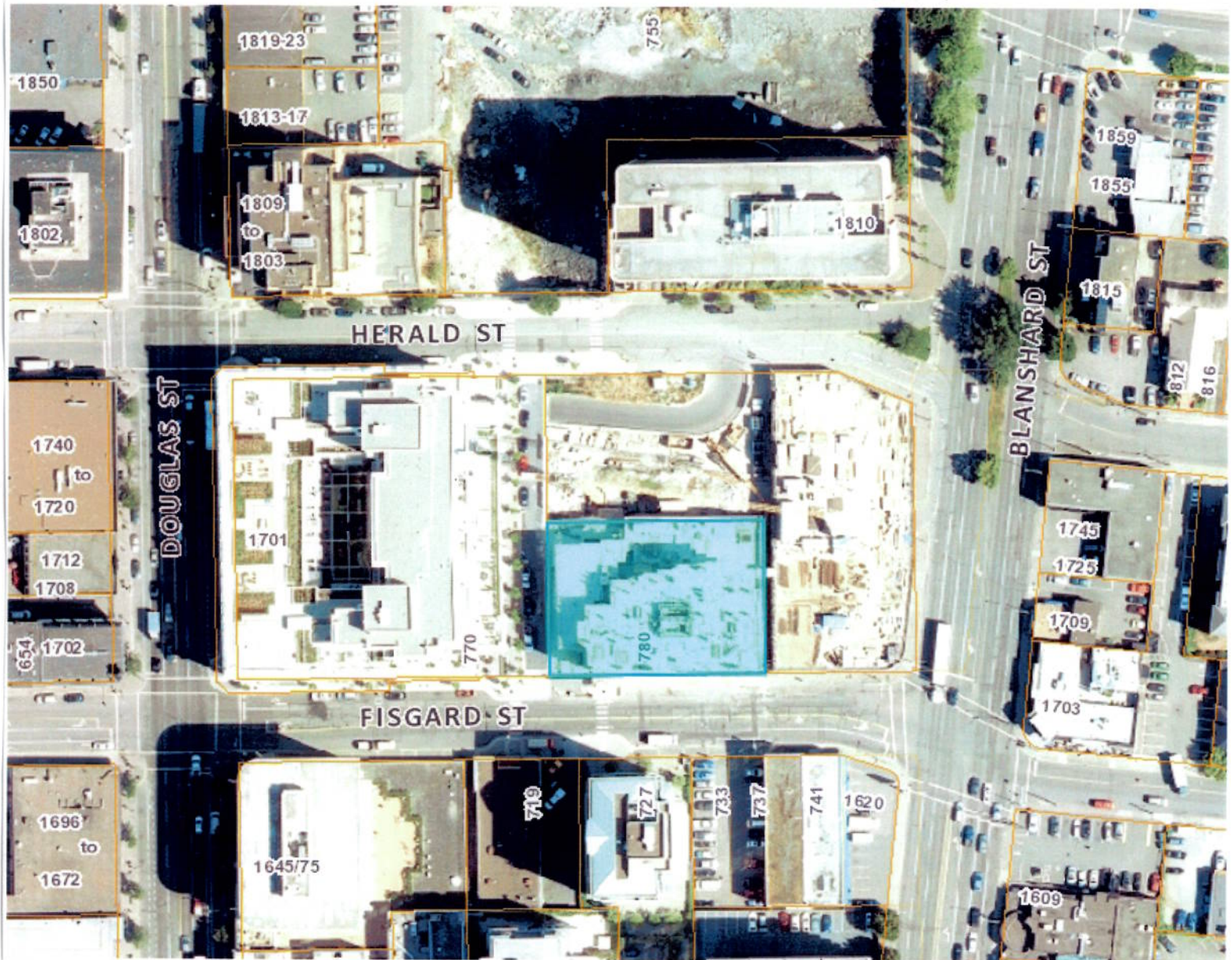
Robert Woodland
Director of Legislative
& Regulatory Services

Report accepted and recommended by the City Manager:

Date:


July 2, 2014

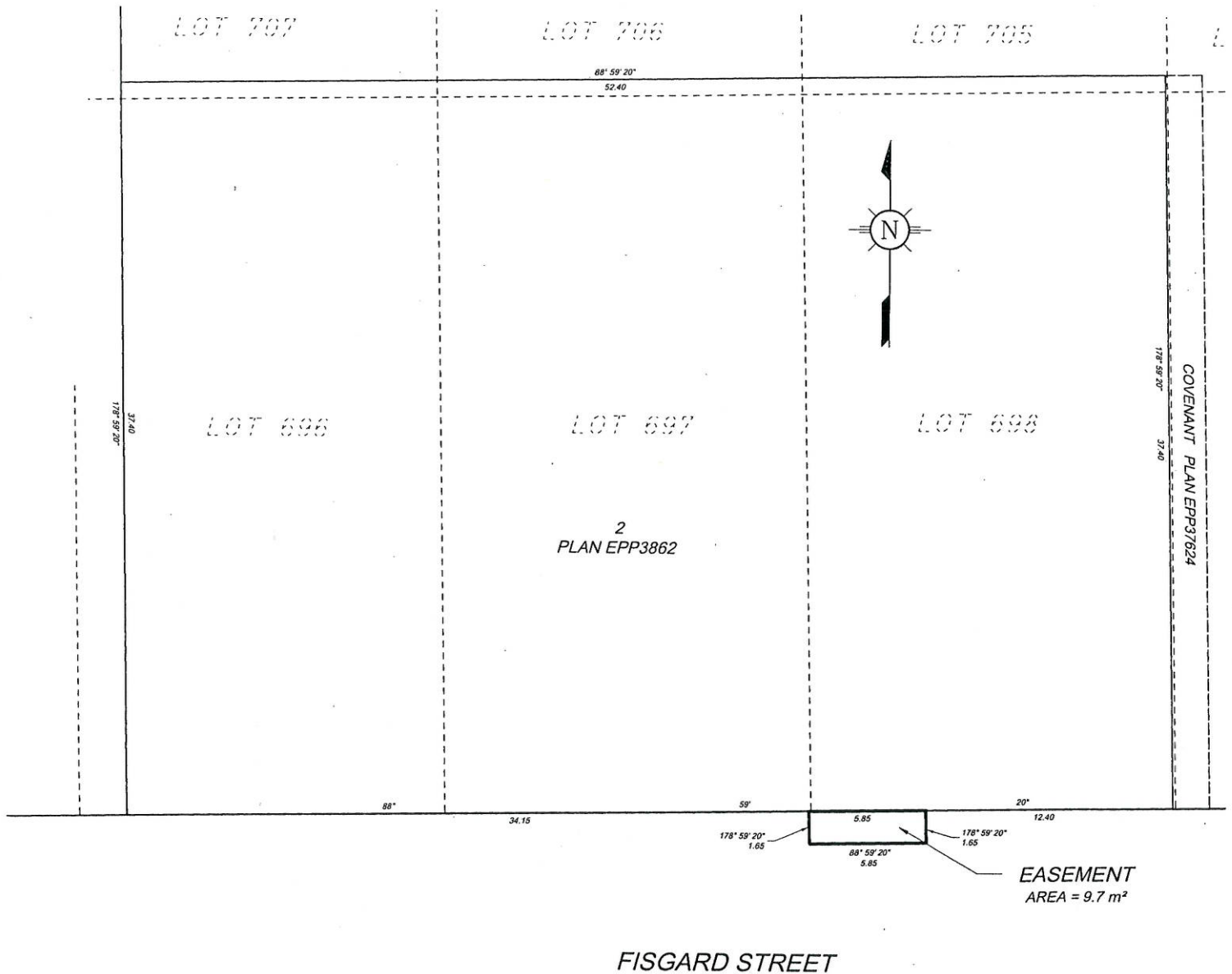
Schedule A
Location Plan



Schedule B
Part of Canopy Extending Over Sidewalk



**Schedule C
Easement Plan**





Governance and Priorities Committee Report

For the Meeting of July 10, 2014

To: Governance and Priorities Committee **Date:** July 7, 2014

From: Dwayne Kalynchuk, P.Eng.
Director of Engineering and Public Works

Subject: Point Ellice Bridge Assessment of Structural Design/Estimate Updates - Project Status

Executive Summary:

The City retained Stantec Consulting Ltd. in March 2014 to review and analyze existing information on recommended rehabilitation/repairs and enhancement plans for the Point Ellice Bridge. As part of the review of the previous assessments and preliminary design work done, staff requested that, if the overall project objectives could be achieved in a more efficient or economical way, the consultant was to suggest an alternate design solution to widen the road deck and accommodate bike lanes, as well as provide sidewalks on both sides of the bridge. The consultant was also asked to provide recommendations on construction phasing/sequencing, and updated cost estimates for the works.

The consultant recently provided staff a draft report on their findings. The draft report addressed the major outstanding maintenance requirements for the bridge, evaluated and confirmed the capacity of the existing structure to accommodate the proposed changes, made recommendations on the proposed cross-section and materials, and examined phasing for the construction work.

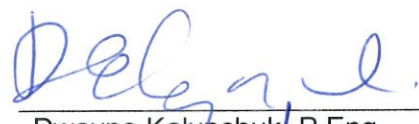
Cost estimates are still pending, delaying full reporting to Council. Prior to finalizing cost estimates for the project, the consultant has recommended non-destructive testing on the bridge deck, to determine the extent of possible reinforcing steel deterioration. The results of this testing may impact the recommended approach and scope of work for the deck widening work, which will in turn influence overall project costs. This work will be scheduled by the consultant within the next 2 weeks.

Recommendation:

That this report be received for information.

Respectfully submitted,


 Brad Dellebuur, Manager
 Transportation


 Dwayne Kalynchuk, P.Eng.
 Director of Engineering and Public Works

Report accepted and recommended by the City Manager: _____

Date: _____

July 9, 2014



GPC Report

Date: July 8, 2014 **From:** Councillors Alto and Isitt
Subject: Enforce the Westray Amendments to Canada's Criminal Code

MOTION

WHEREAS it has been more than two decades since the Westray mine disaster in Nova Scotia and a decade since amendments were made to the Criminal Code of Canada to hold corporations, their directors and executives criminally accountable for the health and safety of workers;

AND WHEREAS police and prosecutors do not appear to be utilizing the Westray amendments, and do not appear to be investigating workplace fatalities through the lens of criminal accountability;

AND WHEREAS approximately 1,000 workers are killed at work each year in Canada;

THEREFORE BE IT RESOLVED THAT Victoria City Council write to the Minister of Justice and Premier of British Columbia, urging the Provincial government to ensure that:

- Crown attorneys are educated, trained and directed to apply the Westray amendments;
- Dedicated prosecutors are given the responsibility for health and safety fatalities;
- Police are educated, trained and directed to apply the Westray amendments;
- There is greater coordination among regulators, police and Crown attorneys so that health and safety regulators are trained to reach out to police when there is a possibility that Westray amendment charges are warranted.

Respectfully submitted,

Councillor Alto

Councillor Ben Isitt



GPC Report

Date: July 8, 2014 **From:** Mayor Fortin and Councillor Isitt
Subject: Resource Recovery from Residential Organics

MOTION

WHEREAS waste-to-energy facilities are an emerging trend in municipal solid waste management of residential organics, as outlined in the attached memo;

THEREFORE BE IT RESOLVED THAT Council direct staff to report on the viability of resource recovery from residential organics, whether as a City of Victoria initiative or in partnership with the Capital Regional District.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dean Fortin".

Mayor Dean Fortin

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

Councillor Ben Isitt

Attachment: Department of Engineering and Public Works Memo, June 6, 2014

M e m o



Date: June 6, 2014
To: Jason Johnson, City Manager
 John Sturdy, AD Engineering
From: Allison Ashcroft
Department: Engineering and Public Works
Regarding: Summary Research Anaerobic Digestion Facilities
 and Surrey's AD Plan

Purpose

This report is intended to provide a highlevel overview of municipal solid waste (MSW) management of residential organics, and discuss emerging trend in MSW management re waste to energy facilities, with emphasis on those treating organic waste. This report places special emphasis on exploring anaerobic digestion (AD) of organic waste for generation of transport fuel (biomethane, otherwise known as renewable natural gas (RNG)), and provides a more in-depth review of the proposed AD facility in Surrey and Edmonton are discussed.

Finally, based on this highlevel overview, some general conclusions have been reached regarding the likelihood and appropriateness for the City of Victoria of a biofuels facility sourced from residential organic waste using anaerobic digestion. Where conclusions cannot be reached from this preliminary work, key considerations and unanswered questions have been identified to help direct management with further investigating the opportunities for such a facility in Victoria.

A. Municipal Solid Waste Management (MSW) and Hartland Landfill

Landfills, or burying garbage, are the oldest kind of waste treatment and the way the CRD's currently manages the disposal of its solid waste. When garbage is buried, the organic waste comprised in it, decomposes over a long time and must be monitored for air pollution, groundwater and soil contaminations.

Landfills have limited life spans; the life span of a landfill is a function of its size and the amount of waste it receives and compacts annually. Hartland landfill receives approximately 150,000 tonnes of refuse annually, with over 6M tonnes of refuse already in place. The facility was expected to be full by 2035 with waste reduction a key strategy to extend the lifespan of Hartland to 2045.

Finally, when organic waste decomposes, it produces methane, a dangerous greenhouse gas known to cause climate change. The production of landfill gas is the largest human caused generation of methane globally. Landfill gas can be captured to produce energy and to reduce greenhouse gases causing climate change. The methane produced at landfills, if not captured, contributes significantly to the warming of the climate, an impact that is almost 20 times that of carbon dioxide when compared over a 100 year period. Due to the toxicity of methane gas, strategies to reduce GHGs from landfill can have a significant impact on overall climate change mitigation efforts.

Trends in MSW

Municipalities and regional districts are:

- Looking to alternatives to landfills for managing MSW.
- Seeking out strategies to prolong the life of their existing landfills through greater diversion of waste that can be recycled or reused, including organics.

- Exploring resource recovery opportunities to extract energy from waste; and the generation and sale of electricity and/or compost.
- Taking action on climate change and seeking to reduce the carbon footprint of their municipal operations, as well as, the greenhouse gases generated in their community from buildings, transportation and waste (51%, 43% and 6% respectively for Victoria [2007 CEEI]).

What are Waste to Energy Systems and Facilities?

As a result of the trends noted above, municipalities and regional districts are taking a serious look at different waste to energy (WTE) facilities and technologies as a means of better managing some or all of their MSW. Put simply, at Waste to Energy (WTE) facilities, “waste” garbage is converted into energy like steam, electricity, hot water or fuel.

Generally, those municipalities investing in waste to energy facilities have the following objectives, in order of priority:

- 1) To extend the life of landfills and save space,
- 2) To manage waste, including odor and air quality concerns,
- 3) To reduce greenhouse gases generated at landfills and mitigate climate change,
- 4) To produce and utilize energy from waste for buildings, transportation, or industrial processes. This energy can be produced from different sources, using different technologies, and for different end use purposes.

Process Flow of WTE Facilities

1. Inputs - All organic materials contain energy whether plant or animal-based. Plastics are also a source of energy if burned. Inputs will vary depending on the technology used and the MSW objectives of the municipality.
2. Processing - Waste can become energy through different processing methods depending on the technology used (thermal vs. non-thermal treatment) and subject to the type of waste being processed.
3. Output - Waste can produce energy or fuel to operate buildings, vehicles, or industrial production processes. Generated electricity can be fed into the grid and distributed to power buildings and industry, hot water (and potentially steam) can be used for district heating for nearby homes, businesses, large institutional buildings, and in industrial production processes. (Note: steam is most often used by nearby industry in its production processes). Biogas from these facilities can also be refined into biomethane otherwise known as, renewable natural gas (RNG) and used to fuel medium and heavy duty vehicles with natural gas engines, like buses and garbage trucks. Residual waste, or by-products, are also produced and must be managed and disposed of. These by-products vary depending on the type of waste being treated and the process/technology employed. Some by-products can access markets for sale thereby generating revenues, whereas some by-products require special handling and disposal and add to operating costs of facilities.

Waste Treatment Technologies for Processing Organic Waste

There are 2 types of WTE systems for dedicated organic waste streams relying on anaerobic decomposition for the generation and recovery of energy. These systems involve non-thermal treatment (non-combustible) of organic waste (as opposed to thermal treatment of waste such as by incineration or gasification). For the purpose of this report, thermal treatment technologies will not be discussed, as the emphasis of this report is on anaerobic decomposition of organics and specifically on anaerobic digester facilities.

a) Bioreactor landfills

Anaerobic digestion already occurs naturally in landfills that contain organic waste. Anaerobic digestion (AD) is a simple and proven biological process called biomethanation or methane fermentation, basically, as organic waste decomposes it produces methane. Bioreactor landfills are highly controlled landfills that promote accelerated decomposition.

Bioreactor landfills require a large land base and skilled operators, but do not require separation of organics and are less expensive than other types of thermal and non-thermal treatment WTE facilities.

Hartland landfill is a bioreactor landfill, capturing landfill gas and generating electricity (1.6MW, enough to power 1,600 homes annually). Sainte-Sophie Landfill in Montreal, PQ is another example of a bioreactor landfill.

b) Anaerobic Digestion (AD)

Anaerobic digesters use airtight tanks rather than large landfills to starve the organic waste of oxygen and promote decomposition and collect the biogas produced. AD works for many types of biomass feedstock including sewage, manure, wood waste, and agricultural waste. The amount of biogas produced and the quality of the digestates will vary according to the feedstock used.

The primary benefits of AD of MSW are to a) to divert organics from landfill, and b) to mitigate climate change. The controlled process of AD systems over natural decomposition at landfill also reduces odor and liquid waste disposal problems. Another secondary benefit is energy production.

B. Anaerobic Digestion Facilities Generating Biofuels

AD facilities can produce energy using Combined Heat and Power technology and/or can produce biofuel, otherwise known as biomethane which is often marketed as Renewable Natural Gas.

AD's Energy Recovery and Generation Process

1. Organic waste is separated from other garbage
2. Organic waste breaks down in airtight tanks (or landfills) where biogas is collected
3. Biogas is collected and
 - a. used as renewable energy for combined heat and power (CHP), and/or
 - b. purified to extract CO₂, water and other impurities to make Renewable Natural Gas (RNG), also known as biomethane.

Products from biogas

Raw biogas collected at either landfills or in ADs range from 45-65% methane content with CO₂ most of the remainder.

- 1) Electricity or Heat - Raw biogas can power electricity generators or run boilers.
- 2) Vehicle Fuel - To make vehicle fuel, refinement is required to remove the CO₂, water and other trace chemicals from the biogas to transform it into biomethane (also known as renewable natural gas (RNG)).

RNG Distribution, Uses and Benefits

- To deliver RNG to the vehicle market, it must first be compressed or liquefied. It can then be dispensed directly from a refueling station on the production site or be delivered by truck to a distant fueling station. If compressed, the RNG can simply be added into existing natural pipelines for distribution too
- RNG replaces fossil fuels used in fleets of medium and heavy duty fleets. RNG can directly replace or supplement CNG or LNG fuel in vehicles equipped with natural-gas engines. RNG is interchangeable with fossil-fuel based natural gas and can be mixed with it in any proportion. RNG also provides a renewable alternative to conventional trucks and buses, etc. which typically running on diesel upon replacement of fleet vehicles.

- RNG reduces dangerous emissions by a) capturing methane and decomposing thereby avoiding landfill emissions, and b) reducing emissions at tailpipe by providing alternative to conventional fossil-fuels.

Benchmarks and Trends for RNG produced from AD Facility treating organic waste

1. Feedstock Sources

MSW kitchen scraps and yard clippings, sewage, and agricultural waste are all viable sources of feedstock. Most importantly, is that feedstock is reliable and meets a minimum threshold for plant to run efficiently. ADs must be sited close to generators of large quantities of organic waste. MSW provides that feedstock, and if organics are collected separately, AD and RNG can be viable for cities of varying sizes.

Wastewater sludge from wastewater treatment plants (WWTP) is relatively low in energy content. Ideally if AD is receiving sludge from a WWTP, this waste can be supplemented by high-strength organics wastes (fats, oils, food wastes) generated nearby from factories, farms, institutions, MSW collection, in order to boost the biogas yield.

2. Physical Characteristics

a) Siting

Ideally, AD plants are sited near or collocated with either or both of the sources of their feedstock and the customer for RNG fuel. They are located along major arterials to facilitate transport as needed, and they located in areas zoned for industrial use consistent with neighbouring property uses.

Best siting opportunities include:

- Wastewater Treatment Plants (WWTPs) - In the US, nearly 10% of wastewater treatment plants have anaerobic digesters to manage biosolids in a safe, odorless, and efficient manner. Most of these anaerobic digesters at WWTPs do not yet produce energy (they're purpose is to control odour and kill pathogens).
- Transfer Stations – Where residential and ICI wastes are aggregated. Large composters – it may be possible to extract biogases from the waste stream through AD without reducing the volume of soil and fertilizer products which are the primary product being produced.

b) Plant Capacity - There is no known rule of thumb re how much waste is enough waste to make AD for RNG viable, but quantity of waste is less important than the type of waste stream and the technology to be used assuming feedstock meets a certain minimum threshold

3. Owner Characteristics

Quite often, the RNG fuel user (customer) is the same entity that generates or owns the waste. For example, the owner would most likely be a municipality or large company that both manages waste and owns or contracts with fleets.

4. Economics of RNG from AD Facilities

Other than the economics provided in the individual case studies below, there are few rule of thumb costs cited for AD facilities whether producing biofuel or heat and electricity. There are benchmarks and known cost drivers for more common WTE facilities, namely incineration facilities. These drivers and cost differentiators should hold true for all types of WTE facilities, including Anaerobic Digestion, although some technologies will be more/less influenced by certain attributes than others. Absent specific benchmarking data for the economics of AD, the following is provided to allow cautious extrapolation of benchmarking info from other WTE facilities, again primarily based on the most common of these WTE facilities which is incineration (over 800 worldwide).

WTE Costs

Costs fluctuate greatly based on technology, size of facility and local characteristics. Further, there are few representative examples in North America from which to develop reliable benchmarks.

Cost Drivers for WTE facilities include the following:

1. Size - Larger facilities have lower cap and operating costs per tonne of capacity, can affect cost by up to 28%
2. Configuration - of equipment can affect costs of up to 25%
3. Architecture/design - high profile location will require more expensive aesthetics and landscaping, etc could be 35-50% more than industrial zone facility
4. Availability of local infrastructure - Elec, natural gas, water, wastewater, transportation networks
5. Potential for Energy Utilization - net cost/tonne declines based on increased ability to sell energy. If able to sell heat directly to the market, will result in lowest net costs/tonne, followed by facilities that market both electricity and heat, and the most expensive being those selling electricity only. These costs/revenues are affected by infrastructure required to access those markets and the market price for electricity and heat. In Canadian context, ability to market heat is limited given the few district heating systems in use or initiatives to advance DE. Ability to market heat increases when have access to industrial users of heat (steam) and /or commercial areas where infrastructure for DE heating could reasonably be considered.
6. Market price for energy - For natural gas/electricity, but also existence of energy policy initiatives that discourage dependence on fossil fuels and favour renewable sources and waste to energy systems.

Cost Differential Determinants between Technologies:

1. Preprocessing of MSW – If technology requires clean feedstock then this preprocessing increases capital and operating costs of facility
2. Energy recovery – Some technologies require more electricity and/or fossil fuels to operate. This increases operational costs and reduces the proportion of energy recovered available for sale.
3. Emissions and odour control – Different technologies require different air pollution and odour control systems.
4. Reliability – Newer and/or more complex technologies are typically less reliable and have higher scheduled and unscheduled downtime than more conventional systems.

WTE Revenues

Direct revenue streams from WTE facilities include:

- 1) Tipping fees
- 2) Sale of energy (heat, electricity, or biofuel)
- 3) Sale of recovered materials (i.e. metals), more significant, if waste is not pre-separated.

The value of the revenue streams is contingent on the market for these commodities.
Vancouver Island Fees

1. Edmonton High Solids Anaerobic Digestion Facility with Combined Heat and Power (CHP)

- Location: Edmonton Waste Management Centre in Edmonton, AB. Collocated with transfer station and composting facility and soon to be operating gasification plant producing biofuels.
- Capacity = 40,000 tonnes of organic waste per year
- Inputs (Waste source) – residential, industrial, commercial and institutional organic solid waste
- Outputs (End Use) – production of compost and renewable energy in form of electricity and heat (CHP = Combined Heat and Power).
- Capital Cost = \$31M (\$775/tonne)
- Funding = \$10M from Provincial agency (Climate Change and Emissions Management Corporation), \$1M U of A
- Ownership/Operation – City of Edmonton's Waste Management Services. Waste Management Services includes 3 areas of operation- collection, processing and disposal, and community relations. Projected FTEs – 10 new jobs
- Partners – U of A is identified as a partner contributing 1,500 tonnes of organics and providing experiential research opportunities for students benefitting the City
- Emissions reductions projected = 199K tonnes of CO₂e over 10 years

2. Surrey Proposed Biofuel Processing Facility Utilizing Anaerobic Digestion

Physical Characteristics

- Facility/Operations – The facility will include pre-processing (sorting) of organic waste, anaerobic digestion, biogas production and recovery, and by-product management (composting and other). CNG fueling facility may be included on property for residential waste collection trucks of BFI, and/or be injected into Fortis pipeline. BFI will fuel their trucks with RNG from Surrey's biofuel facility adjacent to the transfer station where waste is delivered. Excess biomethane will be injected into Fortis pipeline.
- Location: Adjacent to Surrey's Regional Waste Transfer Station, the proposed site is 6.6 acres at 9752 192nd Street within the Port Kells Industrial Park in Surrey, BC. The City will consider consolidating the two sites of the existing transfer station and the proposed 6.6 acre site for a total of 10 acres from both parcels, but preference of the City is to only use the 6.6 acre site. Both sites are owned by the City. The facility in addition to be sited next to the regional waste transfer station is also located along two major truck routes. The combined site will include anaerobic digestion with biofuel production, a compost transfer station, and a CNG fueling station.
- Capacity: The facility will process 80,000 tonnes of organic waste annually. Metro Vancouver's organics diversion requirement in 2015 is estimated at 265K tonnes; this facility will account for approximately 30% of the organics diversion requirement. The facility will have the capacity to process all of Surrey's organic wastes, including expected future increases. The facility will also expect to accept commercial food waste from Metro Vancouver.
The project partner can construct the facility from the outset to meet required capacity at end of Term, or use a phased approach to construction. The project partner can also submit a proposal to the City at any time during the operating period to add unplanned capacity in response to favourable market conditions for ICI waste.

Project Economics:

- Business Case – Prior to issuing an RFP, the City of Surrey developed a business case to determine the most economical option and service delivery model. The business case was based on an 80,000 tonne/year AD facility that will process into a renewable fuel grade natural gas the City's curbside organic waste (collected

case found it would cost more for Surrey to build an RNG fueling facility itself and provide fuel to the contractor carrying out the municipal waste disposal services, thus the City chose to have a private sector proponent design, build, own, operate and maintain the RNG facility for its service delivery model. The business case also recommended a long-term transaction structure that would ensure key project risks were allocated to the party most able to manage such risks and costs effectively.

- Capital Budget: \$68M. The Federal government is contributing \$16.9M (25%) of the capital costs, including project management costs, through its “Public Private Partnerships Canada” fund.
- Project Management Budget: The indirect capital costs related to project management is \$2.7M, 25% of which is eligible for funding from P3 Canada, for net cost to City of 2.2M. The PM budget includes \$795K for Partnerships BC who was contracted to provide procurement advisory services and project management to the project team. Also included in the PM budget is \$400K in honorarium to be split between the two unsuccessful proponents to the RFP, 820K for advisory services (\$225K for legal, \$188K for financial, 221K for technical, \$475K for construction phase project management, and \$200K contingency.
- Capital Financing: The budget, net of federal funding, will be provided by the project partner. The partner is permitted to propose either project or corporate financing where project financing is defined as 60% or more of total capital costs being financed by third party lender acting at arms’ length; funding by a third party below this threshold will deem the proposal a corporate finance solution and will require additional documentation to evaluate the company as a going concern. The City will repay the partner for this capital investment through fees.
- Operating Arrangement, Fees and Revenues:
 - Biogas production:
 - The City will take responsibility to sell or use 100% of the biomethane produced for fueling the garbage trucks used for its residential collection and selling excess to Fortis BC. Surrey’s residential MSW collection is managed under contract with BFI. BFI is required to use exclusively packers with natural-gas engines.
 - City payments:
 - The City will pay tipping fees based on 3 bands of pricing. This tiered pricing is designed to ensure adequate feedstock is delivered to the AD by the City’s MSW.
 - Revenue sharing:
 - The City will receive a revenue share for any ICI tipping fee or digestate (compost) revenues above a certain dollar threshold.
 - The project partner will share in revenues for biomethane production in excess of an agreed-upon threshold. If biomethane production falls short of a certain minimum threshold, the project partner will be required to compensate the City for the full value of the shortfall.

Service Delivery Model

- Ownership/Operating Model: Surrey is developing the facility through public-private partnership under a 25 year operating agreement. The City’s partner will design, build, operate, maintain and finance the facility via a long term agreement for the facility to be constructed on City-owned land.
- Responsibilities – The project partner is responsible for 1) accepting all City of Surrey organic waste and managing seasonal variability in composition and volume, 2) recovering biogas and producing biomethane for deliver to Fortis BC pipeline infrastructure installed adjacent to the facility, 3) ensuring odour levels are acceptable, managing all feedstock residuals and processing by-products in a sustainable manner, and 4) facilitating and hosting tours of the facility.

- Rezoning - The City has completed a rezoning of both parcels in order to accommodate the uses of the proposed facility. Impact studies completed in support of the rezoning included an environmental assessment, noise impact study, odour impact study, traffic impact study and tree retention report. Public consultation was also conducted as part of rezoning process.
- Environmental Certificates - The City also obtained environmental certifications (certificates of compliance) for both sites in 2002 when the Surrey transfer station was under development. No other regional, provincial or federal environmental assessments are required for the project.
- Permitting – the partner (TBD) will be responsible for obtaining all permits and approvals for the design, construction, operation and maintenance of the facility, including a DP and building permit from the City, utility connections and other matters from the City; regional operating permits from Metro Van (air quality permit, water quality permit); and if composting of residual waste will be done, the appropriate Provincial plans and specifications must be prepared by a Qualified Professional and all Provincial permits and approvals obtained prior to beginning operations.

GHG reductions: GHGs avoided through diversion from landfill is estimated at 25K tonnes of CO₂e per year.

Timeline: Surrey's RFP will be awarded to one of Iris Solutions, Plenary Harvest Surrey, or Urbaser S.A. with an agreement in place by late 2014. Construction is expected to begin in early 2015 with facility operational by late 2016.

D. Proposed Next Steps to Assessing Feasibility of Anaerobic Digestion Facility/Renewable Gas Production for Victoria

1. ID policy goals to determine if RNG and AD are best suited to address. Is City's primary goal landfill space saving, organic waste processing/disposal, or renewable energy production? What problem is City looking to address?

RNG supports the following policy goals figuring prominently in government today:

- i. Independence from fossil fuels/energy security
 - ii. GHG reduction/climate change mitigation
 - iii. Air quality
 - iv. Economic - Taxpayer savings, green jobs, economic development
2. ID site opportunities and partnerships - landfills and wwtps that already produce biogas, sites that manage large concentrations of organic waste, and sites where an AD might be built to process multiple sources of waste generated locally.
 3. ID "waste shed" – geographic area of waste to be collected and managed. Consider ownership and jurisdictional issues vis-a-vis regional waste aggregation at landfill or wastewater treatment plant (wwtp).
 4. ID customers and measure the market for RNG - Need to ID local public and private fleet owners of CNG, or that could benefit from investing in natural gas engines. Due to higher vehicle costs for these engines, likely candidates are large fuel users such as medium and heavy-duty buses and trucks.
 5. Economic Feasibility- Prepare a business case
 - a. Measure inputs - There is no need to evaluate every possible site, zero in on the biggest waste concentrations and begin to assess feasibility
 - b. Project outputs –

- i. Assess size of vehicle market for RNG (CH₄ and H₂) and determine if vehicle market is sufficiently sized to pay back expense of the digester within the desired timeframe.
- ii. Factor in other revenue sources from tipping fees and combined heat and power generation (the latter a supplemental use of biogas until vehicle market for RNG grows).
- c. Identify available source of funds – While it's possible to find a private partner to finance the majority of the AD/Biofuels facility, both the City of Edmonton and City of Surrey were able to contribute 33% and 25% of capital costs respectively by accessing provincial and federal government contributions.
- d. Identify the preferred Service Delivery Model Option. Contracts can be
 - i. Design/build
 - ii. Design/build/operate
 - iii. Design/build/finance/operate (P3 – Surrey)
 - iv. Design/build/own/operate (Edmonton)

Factors to assist with Economic Feasibility

- On Vancouver Island, tipping fees for MSW waste including organic waste ranges from \$110-\$137/tonne, electricity costs \$0.09 per KWh and the cost of natural gas (excluding dispensing fees and infrastructure) is \$12/GJ (\$0.04/KWh or \$0.43/diesel litre equivalent).
 - Methane content of raw biogas is between 45-65% (lower at landfill, higher at ADs)
 - Conversion Factors - To convert volumes of methane gas to gigajoules (GJ) and diesel litre equivalents for operating cost calculations and comparison to other fuels use:
 - i. 1 GJ of natural gas = 27.7 litres of diesel
 - ii. 1 kg of natural gas = 1.462 litres of diesel
 - iii. 1 m3 of natural gas = 1.032 litres of diesel
6. Recruit expertise – waste mgmt companies, landfill owners and operators, wwtp managers, organics recycling and composting agencies and companies, environmental groups, natural gas utilities, public and private fleets exploring alternative fuels, universities and labs specializing in alt fuels, organics recycling, agriculture, consulting and engineering service providers for local waste management companies and wwtps and other digester projects, provincial and federal agencies with regulatory responsibility for waste handling, natural resource protection, sustainability and climate action.