AMENDED AGENDA
GOVERNANCE & PRIORITIES COMMITTEE
MEETING OF APRIL 24, 2014
CLOSED MEETING AT 8:45 A.M.

OPEN MEETING AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE

Page

CALL TO ORDER

CLOSED MEETING

MOTION TO CLOSE THE APRIL 24, 2014, GOVERNANCE & PRIORITIES COMMITTEE MEETING TO THE PUBLIC (To consider the following items in a closed meeting of Governance & Priorities Committee, the following motion is required: "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.")
Section 12 (3) (l) - discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purpose of preparing an annual report under section 98 of the Community Charter

1. Audit Findings - 2013 Financial Statements (Verbal)

1A. **Item #15**. Minutes from the Closed Meeting held March 27, 2014

OPEN MEETING

APPROVAL OF THE AGENDA

CONSENT AGENDA

ADOPTION OF MINUTES

2. Minutes from the Meeting held April 10, 2014
Late Item: Addition of Minutes

MEMO

3. Status Update - Quarterly Progress Report and Operational Plan 5
--J. Johnson, City Manager

DECISION REQUEST

4.	2013 Financial Statements *--S. Thompson, Acting Director of Finance*	7 - 102
5.	2014 First Quarter Budget Status Report *--S. Thompson, Acting Director of Finance*	103 - 108
6.	Beacon Hill Park Transportation Management Plan - Revised Budget *--K. Friars, Director of Parks, Recreation & Culture*	109 - 180
7.	Active Transportation Capital Projects - 2014 Work Plan *--D. Kalynchuk, Director of Engineering & Public Works*	181 - 186
8.	Proposed Statutory Right-of-Way - East Side Sitkum Road *--D. Kalynchuk, Director of Engineering & Public Works*	187 - 188
9.	Project Update for Fire Station #1 and Point Ellice Bridge *--D. Kalynchuk, Director of Engineering & Public Works*	189 - 229
10.	Civic Facilities Naming Rights Guidelines *--J. Jenkyns, General Manager of the VCC*	231 - 245
11.	Animal Control Bylaw Amendments *--R. Woodland, Director of Legislative & Regulatory Services*	247 - 257
12.	Splash Poolside Lounge Liquor Licence Application 1961 Douglas Street *--R. Woodland, Director of Legislative & Regulatory Services*	259 - 269
13.	Grant of Easement - 111 Barkley Terrace *--R. Woodland, Director of Legislative & Regulatory Services*	271 - 274
14.	~~Indemnification of Employees for Criminal Defence Costs~~ **Deferred** *--T. Zworski, City Solicitor*	275 - 279

NEW BUSINESS

---MOTION

---COUNCILLOR INQUIRY

---COUNCILLOR SHARING

RECESS

MOTION TO CLOSE THE APRIL 24, 2014, GOVERNANCE & PRIORITIES COMMITTEE MEETING TO THE PUBLIC (To consider the following items in a closed meeting of Governance & Priorities Committee, the following motion is required: "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.")
Section 12 (3) (c) – Labour relations or employee relations

CLOSED MEETING

CONSENT AGENDA - CLOSED MEETING

ADOPTION OF THE CLOSED MINUTES

15. **Moved to the beginning of the meeting**
~~Minutes from the Closed Meeting held March 27, 2014~~

DECISION REQUEST

16. ~~Legal - Indemnification~~ **Deferred**
--Council & Committee Minutes

CONSIDERATION TO RISE & REPORT

ADJOURNMENT

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 17, 2014 **From:** Jason Johnson, City Manager

Subject: Status Update – Quarterly Progress Report and Operational Plan

Purpose

The purpose of this report is to provide Council with an update on the status of the Quarterly Progress Report for the first quarter of 2014.

Update on Report Status

The Quarterly Progress Report on Strategic Initiatives is typically presented to the Governance and Priorities Committee at the second meeting following the end of the quarter. The report was originally scheduled on the agenda for the April 24, 2014 Governance and Priorities Committee meeting.

As part of my on-going organizational assessment, I have identified a need for an additional report to capture other departmental initiatives that are not included in the Quarterly Progress Report. I feel this Operational Plan is a key management tool for me and will also provide Council with information of interest. Directors are currently working on preparing this new report, which I plan to present along with the Quarterly Progress Report at the May 8th Governance and Priorities Committee meeting.

Respectfully submitted,

Jason Johnson
City Manager

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 15, 2014 **From:** Laurel Westinghouse, Manager of Accounting

Subject: 2013 Financial Statements

Executive Summary

Under section 167 of the Community Charter, a municipality's financial statements must be prepared by its Financial Officer and presented to Council for its acceptance. The 2013 financial statements are the responsibility of management and have been prepared in accordance with "generally accepted accounting principles" for local governments established by the Public Sector Accounting Board.

Under section 171 of the Community Charter, the City's Municipal Auditor (KPMG) must report to Council on the annual financial statements. The report must be in accordance with the form and the reporting standards recommended by the Canadian Institute of Chartered Accountants.

Today's presentation will provide an overview of the City's 2013 Financial Statements.

Following this presentation, KPMG will present their audit findings report. Once accepted by Council, KPMG will issue an Auditor's Report expressing that in their opinion the financial statements present fairly, in all material aspects, the financial position of the City as at December 31, 2013.

Recommendation:

That Council accept the 2013 Financial Statements.

Respectfully submitted

Laurel Westinghouse
Manager of Accounting

Susanne Thompson
Acting Director of Finance

Report accepted and recommended by the City Manager:

Date: April 16, 2014

Purpose

To provide Council with an overview of the City's 2013 audited Financial Statements and request Council's acceptance as required by Section 167 of the Community Charter.

Background

Section 167 of the Community Charter requires that annual audited financial statements be prepared and presented to Council for acceptance. The City's audited consolidated financial statements for 2013 have been prepared by management in accordance with the generally accepted accounting principles for local governments, as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

Under PSAB reporting requirements, the following statements are presented for Council's review: (page references to Appendix C)

1. **Statement of Financial Position** (pg. 3) – provides a summary of the City's economic resources available to meet its obligations and provide services. By continuing to grow its net financial asset position, the City strengthens its capacity to meet financial obligations.
2. **Statement of Operations and Accumulated Surplus** (pg. 4) – identifies the current year contribution to the Accumulated Surplus balance from revenue and expenses
3. **Statement of Changes in Net Financial Assets** (pg. 5) – supplementary detail of the changes in assets and liabilities that explain the change to the Net Financial Assets balance on the Statement of Financial Position
4. **Statement of Cash Flows** (pg. 6)– supplementary detail to support the change to Cash and Cash Equivalents balance on the Statement of Financial Position
5. **Notes to the Financial Statements** (pgs. 7 – 33) - additional detail to disclose relevant reporting information and support significant balances in the Financial Statements.

Issues & Analysis

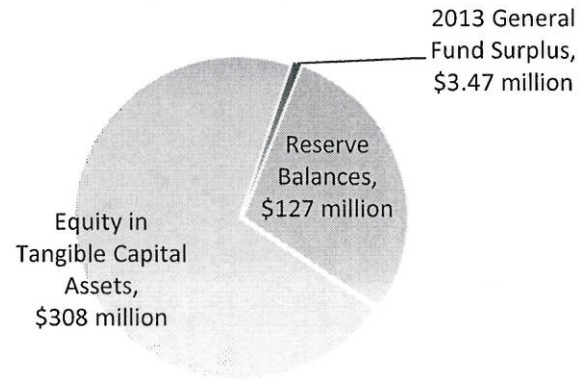
Accumulated Surplus

The Accumulated Surplus balance at December 31, 2013, as reported on the Statement of Financial Position, is $436 million. This is the accumulation of the City's increases in equity in capital assets and reserve balances since its inception. The balance is an indication of how much the City's assets exceed its liabilities and represents the total 'economic resources' available to the City.

Of these 'economic resources' available, equity in capital assets makes up the most significant portion of the accumulated surplus balance, followed by reserve balances (Figure 1). The current year General Fund Surplus of $3.47 million makes up a small portion of the Accumulated Surplus balance.

This means that the majority of the $436 million consists of the City's tangible capital assets, such as roads, underground infrastructure, land, buildings, and equipment, along with funds set aside in reserves for future spending.

Figure 1. Accumulated Surplus at December 31, 2013
$436,208,269

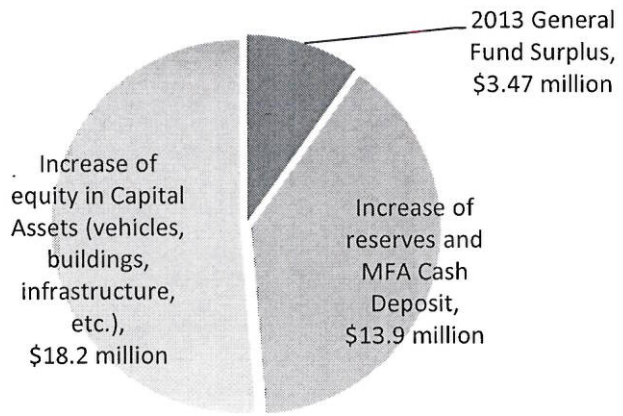


Annual Surplus

The annual surplus represents the 'economic resources' gained by the City during the year and is reported on the Statement of Operations. The City's annual surplus for 2013 is $35.6 million. Most of this surplus is comprised of increased equity in capital assets and growth in reserve balances (Figure 2). Of the total annual surplus balance, $3,474,559 is the General Fund surplus which is available for future spending.

Council makes a decision annually on the use of the current year General Fund surplus which is incorporated into the following year's budget.

Figure 2. 2013 Annual Surplus - $35,614,534



Reserves

All of the City reserve funds were established by bylaw under section 188 of the Community Charter. Funding from these reserves can only be used for the specific purposes outlined in the bylaw. In 2013 the City's reserves grew by $13.9 million (Table 1).

Transfers from reserves, to fund capital projects and programs, were $8.6 million less than budget due to the following circumstances: funding is only drawn down from reserves as capital projects are completed; fewer projects than planned were completed by December 31; and some projects experienced schedule adjustments to begin at a later date.

Specific to 2013, Capital projects that were delayed include:

- Sewer Main Upgrade project – delayed pending completion of the Sewer Master Plan, which is scheduled to be complete in 2015
- Douglas Street Retaining Wall – the site investigation and design was completed in 2013 and the construction will take place in 2014
- Rock Bay Remediation – dependent on start date of BC Hydro and Transport Canada's environmental remediation project in Rock Bay
- Victoria Harbour Marine Protection – project planning in 2013 and design and construction in 2014

Table 1. Reserve Balances

RESERVE BALANCES	Dec 31, 2012	Transfer To	Transfer From	Interest	Dec 31, 2013
Financial Stability Reserves	$ 3,227,324	$ 100,000	$ (769,150)	$ 40,341	$ 2,598,515
Equipment & Infrastructure Replacement Fund	53,037,267	11,086,320	(12,121,519)	662,965	52,665,033
Gas Tax	5,137,696	2,146,764	(911,683)	64,221	6,436,998
Economic development	725,378	-	-	9,067	734,445
Debt Reduction	13,335,722	7,752,593	-	166,697	21,255,012
Self Insurance	3,687,282	-	-	46,091	3,733,373
Working Capital Fund	3,789,711	-	-	47,371	3,837,082
Tax Sale Lands Fund	10,326,723	50,000	(842,165)	129,084	9,663,642
Parks and Greenways Acquisition Fund	2,241,446	-	-	28,018	2,269,464
Local Amenities	100,784	-	-	1,260	102,044
Affordable Housing	2,051,341	250,000	(430,000)	25,643	1,896,984
Climate Action	253,415	124,367	-	3,168	380,950
Water Utility	1,844,385	3,033,533	-	23,055	4,900,973
Sewer Utility	13,434,671	2,801,083	-	167,933	16,403,687
Tree conservation	306,403	29,640	-	3,830	339,873
Art in public places	234,205	135,000	(70,569)	2,928	301,564
Downtown Core Area Public Realm Improvements	-	57,373	-	-	57,373
Heritage Building Seismic Upgrades	-	19,124	-	-	19,124
TOTAL RESERVES	$113,733,753	$27,585,798	$(15,145,086)	$1,421,672	$ 127,596,137

DCCs

Development Cost Charges (DCC) are contributions from developers collected under bylaw to provide funds to assist the City to pay the capital costs of providing, constructing, altering or expanding transportation, water, drainage, and sewage facilities, and of providing and improving parkland.

DCC balances (Table 2) increased in 2013 by $83,420 in interest revenue allocated and $858,176 in charges, compared to $2.6 million in charges collected in 2012. There was no capital activity funded from the DCC balances in 2013, compared to $277,382 transferred to capital in 2012.

Table 2. DCC Balances

DEVELOPMENT COST CHARGES	Dec 31, 2012	Transfer To	Transfer From	Interest	Dec 31, 2013
Water and Environment	$ 890,418	$ -	$ -	$ 11,130	$ 901,548
Streets	19,508	-	-	244	19,752
Transportation	2,598,109	329,043	-	32,476	2,959,628
Water	248,914	37,057	-	3,111	289,082
Drainage	152,005	20,898	-	1,900	174,802
Sewage	851,617	165,222	-	10,645	1,027,484
Parkland Acquisition	1,429,198	215,269	-	17,865	1,662,332
Parkland Development	483,939	90,688	-	6,049	580,675
TOTAL DEVELOPMENT COST CHARGES	$ 6,673,707	$ 858,176	$ -	$ 83,420	$ 7,615,303

Capital Assets

The City's inventory of capital assets (Table 3) increased by $25.4 million with the most significant increases resulting from:

- $8.9 million of road infrastructure – construction of Johnson Street Bridge
- $8 million of water/sewer/storm drain infrastructure built
- $5.5 million of vehicle and equipment purchases
- $1.8 million of building infrastructure built – City Hall customer service/access improvement

Table 3. Capital Assets

CAPITAL ASSETS (Historical Costs)	2013	2012
Land	$136,693,575	$135,784,270
Buildings	90,770,544	85,145,510
Furniture, Equip, Tech & Vehicles	58,088,624	50,884,754
Roads, Bridges and Highways	86,295,730	83,685,450
Water Infrastructure	53,077,355	51,259,470
Sewer Infrastructure	16,440,681	16,108,253
Drainage Infrastructure	12,436,445	12,078,440
Assets under Construction	34,846,843	28,301,636
Total Capital Assets	$488,649,797	$463,247,783
Accumulated Amortization	-130,907,113	-122,063,816
TOTAL CAPITAL ASSETS (Net Book Value)	$357,742,684	$341,183,967

Debt

The City's outstanding debt (Table 4) decreased in the year by $3.1 million. No new debt was issued in 2013 and the only debt authorized but not issued is $39 million for the Johnson Street Bridge. This debt is planned to be issued as the bridge is constructed, with $23 million planned for 2014.

Table 4. Debt

DEBT ISSUES (in millions)	EXPIRY DATE	2013
Issue 79, 80, 81 – Multipurpose Facility (Arena)	2033/34	24.42
Issue 85 – City Hall Seismic Upgrades	2019	1.32
Issue 95 – Upgrade Fire Halls	2020	0.68
Issue 102 – City Hall Upgrades & Burnside Gorge Community Centre	2022	3.01
Issue 105 – Crystal Gardens	2024	2.69
Issue 103/105/110 – Parkades Upgrades	2023 / 2023 / 2025	7.07
Issue 115 – Johnson Street Bridge	2023	9.5
TOTAL DEBT		$48.7 million

Investments

The City's investment portfolio (Table 5) returned $2.3 million in 2013, an increase of $95,000 as compared to 2012. The actual investment portfolio rate of return was 1.74%:

- 59% greater than the return of the MFA money market fund
- 40% greater than the City's average bank account interest rate

The investment portfolio is governed by the City's Investment Policy which is designed to invest public funds in a prudent manner, to yield the highest returns within the limits prescribed by Community Charter s.183, Investment of Municipal Funds.

The majority of investment revenue is allocated to reserves, as per the City's Reserve Fund Policy.

Table 5. Investments

INVESTMENT PORTFOLIO	2013	2012
Investment Returns	$2,313,072	$2,218,046
Actual Rate of Return	1.74%	1.78%
MFA Money Market Return	1.09%	1.06%
Average Bank Interest Rate	1.25%	1.25%

Revenues and expenses

The Financial Statements are presented in accordance with PSAB reporting standards to ensure comparability between government organizations across Canada. The budget information in the Statement of Operations was developed for the purpose of the Financial Plan, which is customized to the operations of individual government organizations. The format of the financial

Appendix A - Budget to Actual Operating Revenues and Expenses

City of Victoria - Operating Budget Revenues
For the Twelve Months Ending December 31, 2013

Description	Actual 31-Dec-13	2013 Budget	Budget Remaining	%	Comments
Corporate					
Payment in Lieu of Taxes	6,064,362	5,810,400	(253,962)	104%	Revenue higher than expected
Special Assessments	1,506,548	1,507,000	452	100%	
Fees and Interest	3,181,519	2,480,000	(701,519)	128%	Investment revenue higher than expected; offsetting transfer to reserves
Business and Other Licences	1,383,696	1,385,500	1,804	100%	
Overhead Recoveries	2,769,589	2,780,163	10,574	100%	
Miscellaneous	4,245,258	1,762,180	(2,483,078)	241%	Gas Tax received (offsetting transfer to Gas Tax Reserve); recreation ticket surcharge (offsetting transfer to reserves); secondary suites grants tranferred from reserve; DCAP Public Realm and Downtown Heritage Seismic density bonus revenues (offsetting transfer to reserves)
Hotel Tax	2,058,724	1,800,000	(258,724)	114%	Offsetting transfers to VCC & Tourism Victoria (Destination Marketing)
Prior Year's Surplus	1,228,387	1,228,387	-	100%	
Sustainability	21,454	96,000	74,546	22%	BC Hydro grant carried forward to 2014
Legislative and Regulatory Services	1,196,419	1,106,000	(90,419)	108%	Higher than expected lease, dog licence and fine revenues
Sustainable Planning and Community Development	2,633,365	2,479,050	(154,315)	106%	Higher than expected plumbing permit,electrical permit and rezoning fees
Engineering and Public Works					
Solid Waste Operations	2,592,561	2,571,523	(21,038)	101%	Offsets higher expenditures
Asphalt Plant, Permits & Fees, Municipal Access Agreement	232,122	346,107	113,985	67%	Sale of reclaimed asphalt lower than expected
Third Party Billings	1,171,581	525,000	(646,581)	223%	Offsetting expenditures
Parking Services	15,755,445	15,717,000	(38,445)	100%	
	46,041,030	**41,594,310**	**(4,446,720)**	**111%**	
Parks, Recreation and Culture					
Parks	878,333	839,665	(38,668)	105%	BC Hydro Community Regreening grant
Recreation & Culture	590,416	544,900	(45,516)	108%	Revenues exceeded expectations in recreation programs, summer day camps, and rental of public space, ice and festival equipment
Crystal Pool	919,347	937,256	17,909	98%	
Royal Athletic Park	480,746	462,500	(18,246)	104%	New baseball team (which also increased expenditures)
	2,868,842	**2,784,321**	**(84,521)**	**103%**	
Fire Department/VEMA	94,189	44,250	(49,939)	213%	Higher than expected training revenues (training provided to external parties)
Police	9,668,561	9,792,281	123,720	99%	Lower than expected revenues
Property Taxes	111,993,215	111,992,479	(736)	100%	
Total City Operations	**170,665,836**	**166,207,641**	**(4,458,195)**	**103%**	
Self Financed Programs					
Conference Centre	8,851,290	8,717,259	(134,031)	102%	Event flow-through cost paid by clients higher than expected
Water Utility	18,236,251	17,410,408	(825,843)	105%	Revenue higher than expected (offsetting transfer to reserve)
Sewer Utility	8,210,317	7,603,503	(606,814)	108%	Revenue higher than expected (offsetting transfer to reserve)
Total Self Financed	**35,297,859**	**33,731,170**	**(1,566,689)**	**105%**	
	205,963,695	**199,938,811**	**(6,024,884)**	**103%**	

City of Victoria - Operating Budget Expenses
For the Twelve Months Ending December 31, 2013

Description	Actual 31-Dec-13	2013 Budget	Budget Remaining	%	Comments
Corporate					
Contingencies	-	2,211,438	2,211,438	0%	Includes funds for Fire collective agreement increases 2010 - 2013
Fees and Interest	156,687	170,000	13,313	92%	
Grants	431,570	391,796	(39,774)	110%	Offsetting transfer from Housing Reserve
Insurance	471,897	531,301	59,404	89%	Insurance allocations to departments higher than budget
Miscellaneous	859,017	1,287,998	428,981	67%	Tax appeals to BC Assessment lower than expected
Vehicle Depreciation Allocation	(1,192,000)	(1,000,000)	192,000	119%	Transfer equals actual recoveries
Economic Development Implementation	200,599	250,000	49,401	80%	Function started June 2013
Hotel Tax	2,063,150	1,800,000	(263,150)	115%	Offsetting revenue (transfers to VCC & Tourism Victoria for Destination Marketing)
Transfers to Own Funds	14,794,244	10,949,346	(3,844,898)	135%	Gas tax revenue $2.15M; higher than expected interest revenue $937K; vehicle depreciation recovery higher than expected; recreation ticket surcharge; DCAP Public Realm and Downtown Heritage Seismic density bonus revenues
Greater Victoria Public Library	4,310,017	4,275,183	(34,834)	101%	Additonal building maintenance costs
Debt Principal, Interest and Reserve Transfer	7,827,583	7,827,583	-	100%	
Transfer to Capital Budget	10,794,852	10,794,852	-	100%	
Council	550,533	581,648	31,115	95%	Committee meeting costs less than expected
Offices of the Mayor and City Manager	918,059	1,003,908	85,849	91%	Elimination of one position
Finance	5,897,155	6,148,983	251,828	96%	Vacancies, reduced telephone costs
Human Resources	1,663,173	1,576,392	(86,781)	106%	Recruitment and arbitration costs higher than budget
Sustainability Department	731,564	880,783	149,219	83%	Department eliminated, grant carried forward to 2014
Legislative and Regulatory Service	3,301,792	3,470,849	169,057	95%	Vacancies, webcasting start later in the year, lower than expected leasing costs and repair and maintenance costs for City properties
Office of the City Solicitor	664,800	718,017	53,217	93%	Vacancies
Corporate Communications	670,591	723,007	52,416	93%	Vacancies
Sustainable Planning and Community Development	4,776,003	5,037,736	261,733	95%	Vacancies
Engineering and Public Works					
Public Works	12,244,820	12,700,976	456,156	96%	Vacancies
Support Services	987,012	1,027,244	40,232	96%	Vacancies
Transportation	2,500,091	2,518,522	18,431	99%	
Third Party Billings	1,090,973	425,000	(665,973)	257%	Offsetting revenues
Underground Utilities and Facilities	3,912,133	3,904,359	(7,774)	100%	
Parking Services	7,735,850	7,661,000	(74,850)	101%	Higher than budgeted parking fine write-offs, partially offset by additional revenues
Solid Waste & Recycling	2,728,823	2,707,785	(21,038)	101%	Offsetting revenues
Subtotal Engineering & Public Works	**31,199,702**	**30,944,886**	**(254,816)**	**101%**	
Parks, Recreation and Culture					
Parks, Rec & Culture Adminstration	221,148	263,636	42,488	84%	Vacancies
Recreation & Culture	2,423,299	2,714,466	291,167	89%	Vacancies, reduced grant program uptake
Parks	8,632,730	9,002,298	369,568	96%	Vacancies
Community Centres	739,911	756,707	16,796	98%	School District delayed maintenance work at James Bay Community School
Crystal Pool	2,093,162	2,190,448	97,286	96%	Vacancies
Royal Athletic Park	826,140	617,965	(208,175)	134%	New baseball team, partially offsetting revenue
Subtotal Parks, Recreation and Culture	**14,936,389**	**15,545,520**	**609,131**	**96%**	
Fire Department					
Fire	14,108,248	12,869,445	(1,238,803)	110%	Accrual for Fire salary increases 2010-2013; budget in contingencies
Victoria Emergency Management Agency	401,252	438,850	37,598	91%	
Police Department	46,654,400	46,778,120	123,720	100%	Net surplus transferred to employee benefit obligation reserve as per the financial agreement between Esquimalt, Victoria and the Police Board
Total City Operations	**167,191,277**	**166,207,641**	**(983,636)**	**101%**	
Self Financed Programs					
Conference Centre	8,851,290	8,717,259	(134,031)	102%	Event flow-through cost paid by clients higher than expected
Water Utility	18,236,252	17,410,408	(825,844)	105%	Reserve transfer higher due to higher than expected revenue
Sewer Utility	8,210,317	7,603,503	(606,814)	108%	Reserve transfer higher due to higher than expected revenue
Total Self Financed	**35,297,859**	**33,731,170**	**(1,566,689)**	**105%**	
	202,489,136	**199,938,811**	**(2,550,325)**	**101%**	
Operating Revenue	**205,963,695**				
Current year surplus	**3,474,559**				

Appendix B - Budget to Actual Capital Expenditures

City of Victoria
Capital Budget Expenditures
For the Twelve Months Ending December 31, 2013

	2013 Actual	2013 Budget	Budget Remaining	% Spent	Comments
EXPENDITURES (excludes commitments)					
Capital Equipment	5,475,663	9,630,986	4,155,323	56.85%	Vehicles ordered but not received until 2014, $639,000 Projects in progress: IT Data Centre, $1,000,000 Asset Management System, $684,130 Corporate Application Support, $710,818
Capital Programs					
Sewer Utility	2,218,771	3,510,287	1,291,516	63.21%	Project underway to be completed in 2014: Wharf St sewer main relocation, $117,000 Other projects delayed pending completion of Sewer Master Plan, $1.1 million
Water Utility	2,715,627	3,153,168	437,541	86.12%	Project underway to be completed in 2014: Wharf St water main relocation
Downtown Beautification	368,863	428,199	59,336	86.14%	
Buildings	3,111,276	3,154,534	43,258	98.63%	
Parks Upgrades	1,275,855	1,254,888	(20,967)	101.67%	
Storm Drains	2,161,924	2,619,569	457,645	82.53%	Project underway to be completed in 2014: Wharf St storm drain main relocation
Transportation and Streets	3,164,128	3,245,340	81,212	97.50%	
	15,016,445	17,365,985	2,349,540	86.47%	
Capital Projects (A)					
Sewer Utility	186,334	825,000	638,666	22.59%	Delay in sewer main upgrade project pending completion of the Sewer Master Plan
Buildings	4,347,046	5,550,723	1,203,677	78.31%	Projects underway to be completed in 2014: City Hall Accessibility, $280,000 Parkade Rehabilitation, $560,000 Crystal Pool Capital Planning, $184,000 Fire Hall Assessment, $172,000
Environmental and Shoreline	880,026	3,581,547	2,701,521	24.57%	Projects underway to be completed in 2014: Remediation of City properties, $1,634,000 Victoria Harbour Marine Protection, $681,000 Dallas Road Seawall Balustrade Replacement, $386,000
Parks Acquisition	-	2,000,000	2,000,000	0.00%	Project dependent on availability of land: new park in Burnside Gorge area
Parks Upgrades, Pathways and Greenways	401,933	779,818	377,885	51.54%	Projects underway to be completed in 2014: Outdoor Fitness Equipment, $108,000 Rose Garden, $78,000 Harbour Pathways, $87,000
Planning	3,566	483,494	479,928	0.74%	Funding for a multi-year implementation of the Official Community Plan and Downtown Core Area Plan. Funding carried forward to 2014 for Inner Harbour Revitalization project, Bonus Density study outside downtown core area and Downtown Beautification Strategy
Storm Drains	911,683	2,040,191	1,128,508	44.69%	Project underway to be completed in 2014: Storm Drain Brick Main, $553,000 Rock Bay remediation dependent on start date of Transport Canada's environmental remediation project in Rock Bay, $575,000
Transportation and Streets (A)	8,886,772	41,811,006	32,924,234	21.25%	Projects underway: Johnson Street Bridge Replacement, $31.2 million Vic West Transportation Plan Implementation, $300,000 Douglas Street Retaining Wall, $1,300,000
	15,617,360	57,071,779	41,454,419	27.36%	
Total Capital Expenditures	**36,109,468**	**84,068,750**	**47,959,282**	**42.95%**	

Notes:
A Johnson Street Bridge Replacement is included under Transportation and Streets.

DRAFT Financial Statements of

THE CORPORATION OF THE CITY OF VICTORIA

Year ended December 31, 2013

THE CORPORATION OF THE CITY OF VICTORIA

Financial Statements

DRAFT

Year ended December 31, 2013

Financial Statements

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MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of The Corporation of the City of Victoria (the "City") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

Chief Administrative Officer	*Director of Finance*

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of The Corporation of the City of Victoria

We have audited the accompanying financial statements of The Corporation of the City of Victoria, which comprise the statement of financial position as at December 31, 2013, the statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Victoria as at December 31, 2013, and its results of operations, its changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants

April 24, 2014

Victoria, Canada

THE CORPORATION OF THE CITY OF VICTORIA

Statement of Financial Position

DRAFT

December 31, 2013, with comparative information for 2012

	2013	2012
Financial assets:		
Cash and cash equivalents (note 2)	$ 77,029,860	$ 68,674,544
Accounts receivable:		
Property taxes	3,689,048	4,049,099
Other (note 3)	23,990,209	20,668,188
Investments (note 4)	79,947,834	67,966,042
Other assets	820,177	837,019
	185,477,128	162,194,892
Financial liabilities:		
Accounts payable and accrued liabilities (note 5)	25,713,605	19,975,979
Deposits and prepayments	8,165,942	7,497,496
Deferred revenue (note 6)	11,374,879	11,254,243
Long-term debt (note 7)	48,684,183	51,793,520
Obligations under capital lease (note 8)	428,679	569,919
Employee future benefit obligations (note 9)	14,139,728	13,266,418
	108,507,016	104,357,575
Net financial assets	**76,970,112**	**57,837,317**
Non-financial assets:		
Tangible capital assets (note 10)	357,742,684	341,183,966
Inventory of supplies	861,738	811,715
Prepaid expenses and deposits	633,735	760,732
	359,238,157	342,756,413
Accumulated surplus (note 11)	$ 436,208,269	$ 400,593,730

Commitments (note 15)
Contingent liabilities (note 16)

The accompanying notes are an integral part of these financial statements.

On behalf of the City:

_____ Director of Finance

THE CORPORATION OF THE CITY OF VICTORIA

Statement of Operations

DRAFT

Year ended December 31, 2013, with comparative information for 2012

	Budget (note 17)	2013	2012
Revenue:			
Net taxes available for municipal purposes (note 12)	$ 117,218,660	$ 117,527,959	$ 113,627,445
Net grants in lieu of taxes available for municipal purposes	5,810,400	6,002,398	5,694,671
Sale of goods and services	37,365,635	39,213,870	37,762,019
Sale of water	17,247,408	18,014,368	15,734,163
Licences and permits	3,695,500	3,762,836	3,553,329
Fines	5,080,000	4,648,084	5,274,661
Rentals and leases	925,000	964,149	995,575
Other penalties and interest	2,480,000	3,140,578	3,284,492
Government transfers (note 13)	24,521,978	10,354,581	13,215,076
Actuarial adjustment on debt	-	473,053	608,236
Miscellaneous	3,971,532	5,442,979	4,911,545
Total revenue	218,316,113	209,544,855	204,661,212
Expenses:			
General government	36,989,370	36,887,351	39,122,389
Protective services	62,657,146	64,194,738	61,021,975
Transportation services	19,232,012	20,345,311	20,326,562
Environmental and public health services	6,381,874	6,573,576	6,079,537
Community planning	3,205,002	2,883,739	3,128,821
Parks recreation and community development	23,995,203	24,916,529	25,346,991
Water utility	12,517,685	12,895,938	12,549,516
Sewer utility	2,499,759	5,233,134	3,347,289
Total expenses	167,478,051	173,930,316	170,923,080
Annual surplus	50,838,062	35,614,539	33,738,132
Accumulated surplus, beginning of year	400,593,730	400,593,730	366,855,598
Accumulated surplus, end of year	$ 451,431,792	$ 436,208,269	$ 400,593,730

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE CITY OF VICTORIA

Statement of Change in Net Financial Assets

DRAFT

Year ended December 31, 2013, with comparative information for 2012

	Budget (note 17)	2013	2012
Annual surplus	$ 50,838,062	$ 35,614,539	$ 33,738,132
Acquisition of tangible capital assets	(83,149,750)	(28,522,210)	(29,713,991)
Amortization of tangible capital assets	-	9,584,265	8,666,776
Loss (gain) on disposal of tangible capital assets	-	(172,514)	(4,798)
Proceeds on disposal of tangible capital assets	-	2,551,741	70,005
	(83,149,750)	(16,558,718)	(20,982,008)
Consumption of inventory of supplies	-	(50,023)	(14,234)
Purchase of prepaid expenses and deposits	-	126,997	(233,119)
	-	76,974	(247,353)
Change in net financial assets	(32,311,688)	19,132,795	12,508,771
Net financial assets, beginning of year	57,837,317	57,837,317	45,328,546
Net financial assets, end of year	$ 25,525,629	$ 76,970,112	$ 57,837,317

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE CITY OF VICTORIA

Statement of Cash Flows

DRAFT

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operating activities:		
Annual surplus	$ 35,614,539	$ 33,738,132
Items not involving cash:		
Amortization of tangible capital assets	9,584,265	8,666,776
Loss (gain) on disposal of tangible capital assets	(172,514)	(4,798)
Change in employee benefits and other liabilities	873,310	969,064
Actuarial adjustment on debt	(473,053)	(608,236)
Change in non-cash operating assets and liabilities:		
Accounts receivable - other	(3,322,021)	50,223
Property taxes receivable	360,051	(231,294)
Other financial assets	16,842	108,358
Accounts payable and accrued liabilities	5,737,626	2,559,222
Deposits and prepayments	668,446	1,414,990
Deferred revenue	120,636	748,006
Inventory of supplies	(50,023)	(14,234)
Prepaid expenses and deposits	126,997	(233,119)
	49,085,101	47,163,090
Capital activities:		
Cash used to acquire tangible capital assets	(28,522,210)	(29,713,991)
Proceeds on disposal of tangible capital assets	2,551,741	70,005
	(25,970,469)	(29,643,986)
Investing activities:		
Decrease (increase) in investments	(11,981,792)	1,188,780
Financing activities:		
Debt repaid	(2,636,284)	(4,742,141)
Capital lease repaid	(141,240)	(138,409)
	(2,777,524)	(4,880,550)
Increase in cash and cash equivalents	8,355,316	13,827,334
Cash and cash equivalents, beginning of year	68,674,544	54,847,210
Cash and cash equivalents, end of year	$ 77,029,860	$ 68,674,544

The accompanying notes are an integral part of these financial statements.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements

DRAFT

Year ended December 31, 2013

The Corporation of the City of Victoria (the "City") is incorporated and operates under the provisions of the Local Government Act and the Community Charter of British Columbia.

The City provides municipal services such as police, fire, public works, engineering, planning, parks, recreation, community development, conference facilities and other general government operations.

1. Significant accounting policies:

The financial statements of The Corporation of the City of Victoria (the “City”) are prepared by management in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the City are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the City's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

(i) Consolidated entities

The City does not control any significant external entities and accordingly no entities have been consolidated in the financial statements.

(ii) Funds held in trust

The financial statements exclude trust assets that are administered for the benefit of external parties (note 14).

(b) Basis of accounting:

The City follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the financial statements as revenues in the period the transfers are authorized and any eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

1. Significant accounting policies (continued):

(d) Deferred revenue:

Certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or the services are performed.

(e) Deposits and prepayments:

Receipts restricted by third parties are deferred and reported as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

(f) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved bylaw rates and the anticipated assessment related to the current year.

(g) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and included in deferred revenue.

(h) Cash and cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia (“MFA”) Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(i) Long-term debt:

Long-term debt is recorded net of related sinking fund balances and actuarial adjustments.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

1. Significant accounting policies (continued):

(j) Employee future benefits:

(i) The City and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(ii) The costs of multi-employer defined contribution pension plan benefits, such as the Municipal Pension Plan, are the employer's contributions due to the plan in the period.

(k) Non-financial capital assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	20 - 50
Furniture, equipment, technology and motor vehicles	5 - 25
Roads, bridges and highways	10 - 80
Water infrastructure	35 - 100
Sewer infrastructure	50 - 100
Drainage infrastructure	50 - 100

Tangible capital assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

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1. Significant accounting policies (continued):

(k) Non-financial capital assets (continued):

(i) Tangible capital assets (continued)

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources

Natural resources are not recognized as assets in the financial statements.

(iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(v) Interest capitalization

The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(vi) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(vii) Inventories of supplies

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

1. Significant accounting policies (continued):

(l) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

(m) Foreign currency:

Monetary items denominated in U.S. dollars are converted to Canadian dollars for financial statement purposes at exchange rates in effect at the reporting date. Non-monetary items are translated at rates of exchange in effect when the assets were acquired or obligations incurred. Revenues and expenses are translated at rates in effect at the time of the transactions. Gains and losses on foreign currency translations are included as revenue (expenses).

(n) Change in accounting policy:

The City adopted Public Sector Accounting Standard PS 3510, "Tax Revenue" effective January 1, 2013. This standard was adopted on a prospective basis.

Under PS 3510, municipalities recognize property tax revenue using the approved mill rate and the anticipated assessment. The standard requires that property tax revenue be reported net of tax concessions. Tax transfers are reported as an expense and taxes levied on behalf of others in a flow through arrangement are not reported in the statement of operations.

There were no adjustments as a result of the adoption of this standard.

(o) Future accounting pronouncements:

A number of new standards and amendments to standards are not yet effective for the year ended December 31, 2013 and have not been applied in preparing these financial statements. Those expected to potentially impact the financial statements of the City are as follows:

(i) PS 3450 Financial Instruments:

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

1. Significant accounting policies (continued):

Financial Instruments PS 3450 and Foreign Currency Translation PS 2601 have been approved by the PSAB and are effective for years commencing on or after April 1, 2015. The standards are to be adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions. Under PS 3450, all financial instruments, including derivatives, are included on the statement of financial position and are measured either at fair value or amortized cost based on the characteristics of the instrument and the entity's accounting policy choices.

(ii) PS 3260 Contaminated Sites:

This section establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites. The City will be required to recognize a liability when contamination exceeds an accepted environmental standard and the City is directly responsible, or accepts responsibility for, the damage. The liability will be measured at the City's best estimate of the costs directly attributable to remediation of the contamination. The Section is effective for fiscal periods beginning on or after April 1, 2014. The impact of adoption of this standard is being evaluated by management and is not known or reasonably estimable at this time.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

2. Cash and cash equivalents:

	2013	2012
Cash and cash equivalents:		
Cash	$ 3,798,671	$ 6,101,033
MFA Money Market Funds	73,231,189	62,573,511
	$ 77,029,860	$ 68,674,544

3. Accounts receivable:

	2013	2012
Sewer	$ 2,494,417	$ 1,888,841
Water	9,644,264	9,017,370
Grants	3,440,140	2,208,058
Miscellaneous	9,053,148	8,315,328
Valuation allowance	(641,760)	(761,409)
	$ 23,990,209	$ 20,668,188

4. Investments:

Investments consist of bonds and government guaranteed investments and have costs that approximate market values. They have stated interest rates of 1.56% - 4.94% and various maturity dates to December 22, 2019.

5. Accounts payable and accrued liabilities:

	2013	2012
Trade accounts payable	$ 15,816,656	$ 12,888,644
Payroll accounts payable	6,283,072	4,219,856
Contract holdbacks	893,784	277,354
School authorities	837,855	875,909
Capital Regional District	398,210	365,982
Legal settlements	1,090,930	967,911
Integrated recreation	106,600	108,799
BC Transit	156,288	142,791
Regional Hospital District	105,181	102,929
BC Assessment Authority	25,029	25,804
	$ 25,713,605	$ 19,975,979

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

6. Deferred revenue:

Deferred revenue includes the following:

	2013	2012
Building permit fees	$ 1,999,061	$ 2,092,533
Development cost charges	7,615,303	6,673,707
General operating deferred revenue	1,760,515	2,488,003
Total deferred revenue	$ 11,374,879	$ 11,254,243

Schedule of Building Permit Fees

	2013	2012
Opening balance of building permit fees	$ 2,092,533	$ 700,942
Add:		
Fees and contributions	1,651,399	2,914,675
	3,743,932	3,615,617
Less: Revenue earned	(1,744,871)	(1,523,084)
	$ 1,999,061	$ 2,092,533

Schedule of Development Cost Charges

	2013	2012
Opening balance of unspent funds	$ 6,673,707	$ 4,245,766
Add:		
Development cost charges received during year	858,176	2,657,178
Interest earned	83,420	48,145
	7,615,303	2,705,323
Less amount spent on projects and recorded as revenue	-	(277,382)
	$ 7,615,303	$ 6,673,707

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

6. Deferred revenue (continued):

Development Cost Charges include the following:

	2013	2012
Water and environment	$ 901,548	$ 890,418
Streets	19,752	19,508
Transportation	2,959,628	2,598,109
Water	289,082	248,914
Drainage	174,802	152,005
Sewage	1,027,484	851,617
Parkland acquisition	1,662,332	1,429,198
Parkland development	580,675	483,938
	$ 7,615,303	$ 6,673,707

There were no waivers and/or reductions in development cost charges during 2013 or 2012.

7. Long-term debt:

The City issues debt instruments through the MFA, pursuant to security issuing bylaws under authority of the Community Charter, to finance certain capital expenditures. Sinking fund balances, managed by the MFA, are used to reduce long-term debt.

Interest rates on long-term debt range from 3.89% to 5.89%. The weighted average interest rate for 2013 was 4.96 % (2012 - 4.96%).

(a) Gross amount of debt and the repayment and actuarial adjustments to retire the debt are as follows:

	Gross debt	Repayment and actuarial adjustments	Net debt 2013	Net debt 2012
General Capital Fund	$ 60,914,785	$ 12,230,602	$ 48,684,183	$ 51,793,520

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

7. Long-term debt (continued):

(b) Current period and future aggregate payments of net outstanding debenture debt, including sinking fund payments, over the next five years are as follows:

	General Capital Fund
2014	$ 1,850,286
2015	1,864,832
2016	1,879,944
2017	1,895,644
2018	1,911,955

Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was $2,636,284 (2012 - $4,742,141). Interest paid during the year was $2,848,064 (2012 - $3,470,638).

8. Obligations under capital lease:

The City has financed a fire truck by entering into capital leasing arrangements with the MFA. The City will acquire ownership of the equipment at the end of the lease term. Repayments are due as shown:

2014	$ 151,347
2015	151,347
2016	138,974
	441,668
Less amount representing interest (at a rate of 2%)	12,989
Present value of net minimum capital lease payments	$ 428,679

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

9. Employee future benefit obligations:

The City provides sick leave and certain benefits to its employees. These amounts will require funding in future periods and are recorded as follows:

	Fire and other	Police	Total 2013	Total 2012
Employee benefit obligations:				
Vested benefits	$ 3,357,470	$ 6,042,739	$ 9,400,209	$ 8,403,667
Non-vested benefits	3,507,163	1,232,356	4,739,519	4,862,751
Accrued employee benefit obligation	6,864,633	7,275,095	14,139,728	13,266,418
Less funded amount	(4,250,952)	(5,713,841)	(9,964,793)	(9,403,737)
Unfunded employee benefit obligation	$ 2,613,681	$ 1,561,254	$ 4,174,935	$ 3,862,681

Vested benefits represent the actuarially determined value of the City's liability for future employee benefits which the City is contractually obligated to pay upon retirement to an employee, independent of his or her future employment. These benefits include sick leave and vacation in year of retirement for Police and Firefighters, deferred vacation for Police, and lump sum retirement payments.

Non-vested benefits represent the actuarially determined value of the City's liability for future employee benefits which the City is not contractually obligated to pay upon retirement to an employee, but is instead conditional on future employment. These benefits include sick leave, long service leave, personal leave program and benefit continuation while disabled.

Information about the City’s benefit plans is as follows:

	2013	2012
Accrued benefit obligation:		
Balance, beginning of year	$ 13,266,418	$ 12,297,354
Service cost	1,151,200	1,116,600
Interest cost	527,600	505,000
Benefits payments	(909,000)	(837,000)
Actuarial loss	46,841	103,232
Pension overcontributions	56,669	81,232
Accrued benefit liability, end of year	$ 14,139,728	$ 13,266,418

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

9. Employee future benefit obligations (continued):

The accrued benefit obligations and the net periodic benefit cost were estimated by actuarial valuation as of December 31, 2011.

The significant actuarial assumptions adopted in measuring the City's accrued benefit obligations are as follows:

	2013	2012
Discount rates	4.00 %	3.50 %
Expected future inflation rates	2.50 %	2.50 %
Expected wage and salary increases	2.58% to 4.63%	2.58% to 4.63%

The difference between the actuarially determined accrued benefit obligation as at December 31, 2013 of $13,772,909 and the accrued benefit liability of $14,139,728 is pension over-contributions of $366,819. There is an unamortized actuarial loss of $701,792 at December 31, 2013 that is being amortized over a period equal to the employee's average remaining service lifetime of 11 years.

Other pension plans

The City and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 1,200 contributors from the City of Victoria.

The most recent actuarial valuation as at December 31, 2012 indicated a $1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015, with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Victoria paid $9,163,984 (2012 - $8,226,452) for employer contributions and City of Victoria employees paid $7,204,310 (2012 - $6,494,360) for the plan in fiscal 2013.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

9. Employee future benefit obligations (continued):

GVLRA – CUPE Long-Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. The City and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined as of December 31, 2011. At December 31, 2013, the total plan provision for approved and unreported claims was $18,615,400 with a net deficit of $5,484,632 . The City paid $528,571 (2012 - $343,443) for employer contributions and City employees paid $528,571 (2012 - $343,443) for employee contributions to the plan in 2013.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

Year ended December 31, 2013

10. Tangible capital assets:

	Land and land improvements	Buildings	Furniture, equipment, technology and motor vehicles	Roads, bridges and highways	Water infrastructure	Sewer infra-structure	Drainage infra-structure	Assets under construction	Total 2013	Total 2012
Cost:										
Balance, beginning of year	$135,784,271	85,145,510	50,884,754	83,685,450	51,259,470	16,108,253	12,078,440	28,301,635	$463,247,783	$433,994,406
Additions	909,305	8,092,890	7,771,803	2,694,686	1,817,885	332,428	358,005	16,541,945	38,518,947	32,377,774
Disposals/ transfers	-	(2,467,856)	(567,933)	(84,406)	-	-	-	(9,996,737)	(13,116,932)	(3,124,397)
Balance, end of year	136,693,576	90,770,544	58,088,624	86,295,730	53,077,355	16,440,681	12,436,445	34,846,843	488,649,798	463,247,783
Accumulated amortization:										
Balance, beginning of year	80,175	33,501,202	31,332,533	42,323,692	7,327,473	4,988,007	2,510,735	-	122,063,817	113,792,448
Disposals	-	(90,914)	(565,648)	(84,406)	-	-	-	-	(740,968)	(395,407)
Amortization	35,165	2,084,591	4,454,874	2,095,467	624,842	167,957	121,369	-	9,584,265	8,666,776
Balance, end of year	115,340	35,494,879	35,221,759	44,334,753	7,952,315	5,155,964	2,632,104	-	130,907,114	122,063,817
Net book value, end of year	$136,578,236	55,275,665	22,866,865	41,960,977	45,125,040	11,284,717	9,804,341	34,846,843	$357,742,684	$341,183,966

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

10. Tangible capital assets (continued):

(a) Work in progress

Assets under construction totaling $34,846,843 (2012 - $28,301,635) have not been amortized. Amortization of these assets will commence when the asset is available for service.

(b) Contributed assets

No contributed assets have been recognized during 2013 or 2012.

(c) Tangible capital assets disclosed at nominal values

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value.

(d) Works of art and historical treasures

The City manages and controls various works of art and non-operational historical cultural assets. These assets are not recorded as tangible capital assets.

(e) Write-down of tangible capital assets

No write-down of tangible capital assets occurred during 2013 or 2012.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

11. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2013	2012
Surplus:		
Equity in tangible capital assets	$308,629,822	$288,820,527
Operating Fund	3,342,583	1,125,337
Unfunded employee benefit obligations	(4,174,935)	(3,862,681)
Total surplus	307,797,470	286,083,183
Reserves:		
Financial Stability Reserves	2,598,515	3,227,324
Equipment and Infrastructure Replacement Fund	52,665,034	53,037,267
Gas Tax	6,436,998	5,137,696
Economic Development	734,445	725,378
Debt Reduction	21,255,012	13,335,722
Self Insurance	3,733,373	3,687,282
Working Capital Fund	3,837,082	3,789,711
Tax Sale Lands Fund	9,663,642	10,326,723
Parks and Greenways Acquisition Fund	2,269,464	2,241,446
Local Amenities	102,044	100,784
Affordable Housing	1,896,984	2,051,341
Climate Action	380,950	253,415
Water Utility	4,900,973	1,844,385
Sewer Utility	16,403,688	13,434,671
Tree conservation	339,873	306,403
Art in public places	301,565	234,205
Downtown Core Area Public Realm Improvements	57,373	-
Heritage Building Seismic Upgrades	19,124	-
Total reserves	127,596,139	113,733,753
Other assets:		
MFA Debt reserve fund	814,660	776,794
	$436,208,269	$400,593,730

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

12. Taxation:

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2013	2012
General taxation:		
Property and business taxes	$194,541,230	$187,960,454
Utility 1% tax	1,377,495	1,341,869
Special assessments:		
Boulevard frontage	563,885	575,736
Local improvement	-	1,071
Specified area improvement	129,053	129,053
Sewer frontage	762,423	738,135
Hotel tax:		
Tourism Victoria - Destination Marketing Commission	2,058,724	1,828,573
Victoria Conference Centre	581,200	576,016
	200,014,010	193,150,907
Less taxes levied for other authorities:		
Capital Regional District	14,404,133	12,083,313
School Authorities	50,143,568	50,579,860
Regional Hospital District	7,128,838	6,916,888
Municipal Finance Authority	4,771	4,808
BC Assessment Authority	1,589,638	1,597,657
BC Transit	8,253,915	7,398,205
Business Improvement Association	961,188	942,731
	82,486,051	79,523,462
	$117,527,959	$113,627,445

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

13. Government transfers:

The City recognizes the transfer of government funding as expenses or revenues in the period that the events giving rise to the transfer occurred. The Government transfers reported on the statement of operations and accumulated surplus are:

	2013	2012
Traffic fine revenue sharing	$ 1,867,217	$ 3,439,150
Jail	59,288	73,998
Gas Tax	2,146,763	5,778,867
Infrastructure grants:		
General capital	2,183,326	1,392,358
Sewer	-	-
Water	-	-
Johnson Street Bridge	3,935,188	2,485,703
Cost sharing:		
General capital	162,799	45,000
Total revenue	$ 10,354,581	$ 13,215,076

The Traffic Fine Revenue Sharing program is an unconditional grant provided to municipalities to assist in ensuring community safety and addressing community specific strategic priorities. The program returns 100% of net revenues from traffic violations to municipalities that are directly responsible for paying for policing.

Gas Tax is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. These funds may be used towards designated infrastructure projects that achieve positive environmental results.

Infrastructure grants related to the Johnson Street Bridge Replacement Project are restricted to eligible expenses as defined by the funding agreement established between the City, Union of British Columbia Municipalities and The Government of Canada's Build Canada Fund Program.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

14. Trust funds:

Trust funds administered by the City have not been included in the statement of financial position nor have their operations been included in the statement of operations and accumulated surplus.

	2013	2012
Ross Bay Cemetery	$ 868,370	$ 840,761
Nature Interpretation Centre	589,951	582,668
Bastion Square Revitalization	226,148	223,356
	$ 1,684,469	$ 1,646,785

The Ross Bay Cemetery Trust is a fund for the non-commercial Ross Bay Cemetery and is used for perpetual maintenance. The Nature Interpretation Centre is a trust for the construction of a nature interpretation centre in Beacon Hill Park. The Bastion Square Revitalization Trust is a trust received from the Bastion Square Association Society for the sole purpose of improving Bastion Square.

15. Commitments:

In the normal course of business, the City enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual budget and have been approved by Council.

In 2010 residents authorized the City, by referendum, to borrow up to $49,200,000 for the planning, study, design, and construction of a bridge to replace the Johnson Street Bridge and to decommission the existing bridge. The City has assumed a $10,200,000 low interest loan from the CMHC under the Municipal Infrastructure Lending Program in respect of the authorized borrowing for this project. The estimated cost for the Johnson Street Bridge is $92.8 million and completion is expected by March 2016. At December 31, 2013, construction contracts of $75 million were in process with estimated costs to complete of $58 million.

On March 23, 2011, the City signed a contribution agreement with the Federal Government agreeing to financial assistance towards the project of $21 million through the Building Canada Fund. On March 3, 2012, the Federal Government announced an additional commitment of $16.5 million towards the project through the Federal Gas Tax Fund.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

16. Contingent liabilities:

The City is a defendant in various lawsuits. The City records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. Included in accumulated surplus is an insurance reserve of $3,733,373 (2012 - $3,687,282) which is maintained to offset settlements and insurance coverage has been maintained to provide for insurable claims should they exceed the liability deductible of $1,000,000 in any year. In 2008, the City joined the Municipal Insurance Association and all insurable claims from that date forward are subject to a liability deductible of $250,000 in any year.

Under borrowing arrangements with the Municipal Finance Authority, the City is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are included in the City's financial assets as other assets and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the City. At December 31, 2013 the balance of the deposits was $814,660 (2012 - $776,794). At December 31, 2013 there were contingent demand notes of $1,794,839 (2012 - $1,794,839) which are not included in the financial statements of the City.

Capital Regional District debt, under provisions of the Local Government Act, is a direct, joint and several liability of the Capital Regional District and each member municipality within the Capital Regional District, including the City.

The City is reviewing environmental objectives and potential liabilities for its activities and properties including potential site reclamation obligations. The amount of any such obligations is not presently determinable.

The City is a shareholder and member of Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

16. Contingent liabilities (continued):

In 2011, the Federal Government of Canada entered into an agreement with the Capital Regional District to provide a financial contribution for the new, permanent, safe, transitional and supportive housing. Subsequently, the Capital Regional District entered into a sub-project funding agreement in which $1,200,000 was contributed to the City towards the purchase of two properties within the City. The agreement states that if the properties are not operated for their intended purpose or are sold and the proceeds of disposition are not applied to providing similar services then the City will be required to repay the contribution amount. The amount of the required repayment is dependent on the length of the time that the intended purpose of the contribution is met and extends to March 31, 2026 at which point no further repayment is required.

17. Budget data:

The budget data presented in these financial statements is based upon the 2013 operating and capital budgets approved by Council on May 2, 2013. Amortization was not contemplated on development of the budget and, as such, has not been included. The chart below reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Revenues:	
Operating budget	$280,422,811
Capital budget	83,149,750
	363,572,561
Less:	
Transfers from other funds	(64,726,448)
Collections for other Governments	(80,530,000)
Total revenue	218,316,113
Expenses:	
Operating budget	280,422,811
Capital budget	83,149,750
	363,572,561
Less:	
Capital expenditures	(83,149,750)
Transfer to other funds	(25,975,723)
Debt principal payments	(6,439,037)
Collections for other Governments	(80,530,000)
Total expenses	167,478,051
Annual surplus	$ 50,838,062

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

18. Segmented information:

The City of Victoria is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. City services are provided by departments and their activities reported within these funds. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(i) General Government:

The General Government operations provide the functions of Building Services and Maintenance, Corporate Administration, Finance, Human Resources, Legislative Services and any other functions categorized as non-departmental.

(ii) Protective Services:

Protective Services is comprised of four different functions, including the City's Emergency Management Agency, Fire, Police and Regulatory and Development Services. The Emergency Management Agency prepares the City to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The Fire Department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The Police Department ensures the safety of the lives and property of Victoria as well as Esquimalt citizens through the enforcement of municipal bylaws, criminal laws and the laws of British Columbia, the maintenance of law and order, and the prevention of crime. The mandate of the Regulatory and Development Services is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

(iii) Transportation Services:

Transportation Services is responsible for a wide variety of transportation functions such as Parking, Engineering Operations and Streets. Services provided include infrastructure development and maintenance, traffic control, transportation planning, review of land development impacts on transportation, traffic management, pedestrian and cycling issues, on-street parking regulations, including street signs and painting as well as traffic signal timing.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

18. Segmented information (continued):

(iv) Environmental and Public Health Services:

The Environmental and Public Health Services is comprised of four sections in the areas of Solid Waste Services, Storm Drains, Street Cleaning and Public Works. The Solid Waste Collection and Recycling Operations Section is responsible for the collection of household garbage. Storm Drains section provides the design, inspection and technical supervision of civil engineering projects related to the construction and maintenance of the storm drain collection systems to protect public health. The Street Cleaning Section is responsible for the collection and disposal of litter and debris from streets, sidewalks and squares. The Public Works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting.

(v) Community Planning:

Community Planning works to achieve the City's community planning goals through the official community plan, neighbourhood plans, special sector and precinct plans, urban design and other policy initiatives. The division is also responsible for the heritage program, downtown vitality and public use of space.

(vi) Parks, Recreation and Community Development:

Parks is responsible for the maintenance, planning and development of all park facilities such as ornamental gardens, natural ecosystems, sport and entertainment venues and playgrounds for recreational and cultural enjoyment in a beautiful and safe environment; preserves and enhances green spaces on public lands. Recreation Services facilitates the provision of recreation and wellness programs and services through the City's pool, arena, Royal Athletic Park, Community and Seniors' Centres. Community Development co-ordinates and leads efforts to enhance our neighbourhoods, foster arts and culture, and works to create a city that is vibrant and people centred. This function also includes the Victoria Conference Centre which is one of the largest conference facilities in BC and plays a significant economic impact on the local economy.

(vii) Water and Sewer Utilities:

The Sewer Utility protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the City. The Water Utility delivers clean, safe and aesthetically pleasing potable water, in accordance with the Provincial Drinking Water Protection Act, to the citizens of the City of Victoria and Township of Esquimalt. The water is for the purpose of domestic consumption and fire fighting.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2013

18. Segmented information (continued):

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues. Taxation and payments-in-lieu of taxes are apportioned to the General Fund services based on budgeted taxation revenue as presented in the financial plan.

The allocation to other expenses includes the interdepartmental recoveries of asset charges which results in negative expense balances for certain departments.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

Year ended December 31, 2013

18. Segmented information (continued):

2013	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Community Planning	Parks Recreation and Community Development	Water Utility	Sewer Utility	Total
Revenue:									
Taxation	$ 41,511,208	$ 50,814,961	$ 5,521,969	$ 7,976,977	$ 2,401,142	$ 14,541,677	$ -	$ 762,423	$123,530,357
Goods and services	290,194	7,465,944	11,107,361	2,592,561	385	9,506,116	18,564,956	7,700,721	57,228,238
Government transfers	4,552,176	1,867,217	3,935,188	-	-	-	-	-	10,354,581
Other	7,900,555	356,696	5,506,450	-	2,629,005	1,817,089	221,884	-	18,431,679
Total revenue	54,254,133	60,504,818	26,070,968	10,569,538	5,030,532	25,864,882	18,786,840	8,463,144	209,544,855
Expenses:									
Salaries and wages	13,024,096	57,391,609	11,172,494	4,112,906	2,688,652	11,913,059	2,159,542	1,675,390	104,137,748
Materials, supplies and services	4,699,943	3,752,674	8,537,850	2,594,095	100,761	8,956,053	9,303,185	700,030	38,644,591
Interest and other	14,612,546	2,156,744	(2,252,045)	(330,676)	94,326	3,784,692	808,369	2,689,757	21,563,713
Amortization	4,550,766	893,711	2,887,012	197,251	-	262,725	624,842	167,957	9,584,264
Total expenses	36,887,351	64,194,738	20,345,311	6,573,576	2,883,739	24,916,529	12,895,938	5,233,134	173,930,316
Annual surplus (deficit)	$ 17,366,782	$ (3,689,920)	$ 5,725,657	$ 3,995,962	$ 2,146,793	$ 948,353	$ 5,890,902	$ 3,230,010	$ 35,614,539

THE CORPORATION OF THE CITY OF VICTORIA

Notes to Financial Statements (continued)

Year ended December 31, 2013

18. Segmented information (continued):

2012	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Community Planning	Parks Recreation and Community Development	Water Utility	Sewer Utility	Total
Revenue:									
Taxation	$ 39,345,700	$ 50,001,348	$ 5,133,652	$ 6,556,098	$ 2,539,765	$ 15,007,418	$ -	$ 738,135	$119,322,116
Goods and services	354,392	7,301,093	10,415,051	2,880,019	183	9,509,303	16,441,463	6,594,678	53,496,182
Government transfers	7,290,223	3,439,150	2,485,703	-	-	-	-	-	13,215,076
Other	7,009,633	2,286,834	6,363,089	141,251	283,247	2,323,163	205,982	14,639	18,627,838
Total revenue	53,999,948	63,028,425	24,397,495	9,577,368	2,823,195	26,839,884	16,647,445	7,347,452	204,661,212
Expenses:									
Salaries and wages	13,496,188	54,239,322	10,701,402	3,733,038	2,821,364	11,973,864	2,121,429	1,537,880	100,624,487
Materials, supplies and services	4,668,782	3,627,322	8,434,118	2,212,213	140,853	8,462,034	9,234,343	588,268	37,367,933
Interest and other	16,494,637	2,780,189	(1,580,620)	(3,547)	166,604	4,687,468	661,488	1,057,665	24,263,884
Amortization	4,462,782	375,142	2,771,662	137,833	-	223,625	532,256	163,476	8,666,776
Total expenses	39,122,389	61,021,975	20,326,562	6,079,537	3,128,821	25,346,991	12,549,516	3,347,289	170,923,080
Annual surplus (deficit)	$ 14,877,559	$ 2,006,450	$ 4,070,933	$ 3,497,831	$ (305,626)	$ 1,492,893	$ 4,097,929	$ 4,000,163	$ 33,738,132

19. Comparative information:

Certain 2012 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

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YEAR-END FINDINGS REPORT

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THE CORPORATION OF THE CITY OF VICTORIA

Year-end Findings Report

For the year ended December 31, 2013

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I. Audit findings

Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures which include:

- completing our discussions with the Governance and Priorities committee
- obtaining evidence of the Council's approval of the financial statements
- receipt of signed management representation letter

Please refer to the draft financial statements for our draft audit report. We will update you on any significant matters arising from the completion of the audit, including completion of the above procedures. Our audit report will be dated upon completion of any remaining procedures.

Audit scope

Our responsibilities

- Our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter included in the appendices to this report.

Materiality

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements;
- For the current year, materiality of $3,500,000 has been determined.

Significant financial reporting risks

The significant financial reporting risks identified during our audit planning are listed below:

Estimates related to Contingent Liabilities
Risk of material misstatement
• Public sector accounting standards require that disclosure be made when contingent liabilities are likely or not determinable. Liabilities should be recorded when the loss can be reasonably estimated. Given the nature of contingent liabilities, there is often difficulty in estimation of the loss. • The City is currently insured through the Municipal Insurance Association ("MIA") with a deductible of $250,000. Prior to 2008, the City's insurance only covered claims in excess of $1,000,000. Claims prior to 2008 are only covered to this extent.

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- Management has prepared a general estimate of losses on identified claims of approximately $1,100,000 (2012: $968,000) based on the estimated deductibles in the MIA report and the estimated quantification on the claims prior to mid-2008. Disclosure of claims has been included in the financial statements.

Summary of planned audit approach

- We have performed inquiries with management, including the City Solicitor and obtained confirmations directly from the City's external legal counsel and MIA
- We concur with management's treatment of the above matters.

Timing

The following were the key dates of the audit:

Key deliverables and expected dates

Deliverables	Date(s)
Conduct year-end field work	March 3 - March 21
Provide audit opinion on financial statements	April 24

Significant audit, accounting and reporting matters

Significant audit and reporting matters and matters related to management's judgment and estimates

Estimate for retroactive pay

- The collective agreement between the City and the Firefighter's union expired on December 31, 2011. The collective agreement between the Victoria Police Board and the Police union expired on December 31, 2012. No new agreements have been settled as of March 2014. As a result, the Firefighters continue to be paid at 2011 rates and the Police at 2012 rates. When the agreement is settled, any increases to wages will have to be retroactively paid for services rendered in the related years of service.
- The collective agreement with the Firefighter's union covering the previous contract term up to December 31, 2011 was ratified on February 5, 2014. The retroactive pay that was paid was consistent with amounts accrued by managment at December 31, 2013.
- Since the benefit of these services was realized by the City in past years, a liability is to be accrued for the estimated amount of the settlement.

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• Management has estimated the settlement based on their understanding of similar settlements of collective bargaining agreements in other municipalities across the province.
KPMG comments
• We have reviewed management's calculations and assumptions and agree with their treatment.
Misstatements
• No misstatements were noted.
Significant deficiencies
• No significant deficiencies were noted.

Change order for Johnson Street Bridge
• A change order for $7.9m has been received from the contractor in regard to the Johnson Street Bridge contract. This has not been included in the estimated costs of $92.8 million disclosed in the financial statements.
KPMG comments
• As the change order has not been accepted by management, KPMG concurs with management's treatment. The current commitment disclosure for the estimated costs to complete the bridge is considered appropriate for the Johnson Street Bridge contract. It does not include any further costs that might be incurred in respect to this matter.
Misstatements
• No misstatements were noted.
Significant deficiencies
• No significant deficiencies were noted.

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Tangible Capital Asset adjustment
• During a review of replacement costs by City staff, an error was identified in the base cost used for Domestic Water Services in 2009 when the City first recorded tangible capital assets. The estimated historical cost adjustment using the discounted model originally applied, results is a net book value difference that is less than materiallity. This amount has not been adjusted given the high level of judgement and estimation involved in the original accounting.
KPMG comments
• Historical costs were based on estimates and best information at the time of adoption in 2009. Differences from actual were expected. Although this is an error resulting from data entry, it is not considered by management or KPMG to be material to the recorded value of tangible capital assets.
• Management indicates that a comprehensive review of replacement costs will be conducted in fiscal 2014 to relook at historical costs and ensure all assets are being accounted for appropriately, given the City now has five years of experience with tracking and recording costs for tangible capital assets.
Misstatements
• Given the significant amount of estimation used in determining historical costs for tangible capital assets, the effect of the error is not likely to impact any user's decisions on the overall financial statement results.
Significant deficiencies
• No significant deficiencies were noted.

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Other matters

Summary of Audit Procedures
• Our audit focused on the areas identified during our audit planning as listed below: - Cash, investments and debt balances were confirmed with the respective financial institutions. - Taxation revenues, including those collected on behalf of other governments, were tested by way of substantive analytical procedures. An expectation was prepared based on the approved property tax rates and the assessed property values. - Government transfer revenues and deferred revenues were substantively tested by obtaining grant terms and conditions and testing to determine if the criteria in relation to the grants had been met. - Salaries and wage expense included a test of controls surrounding management review and verification as well as substantive analytical procedures. - Tangible capital asset additions and amortization were substantively tested. - Employee future benefit obligations were determined by actuaries. Confirmation was received from the actuary engaged by the City in regards to their work performed. Further, assumptions used by the actuary were investigated for reasonableness and consistency with accounting principles and source data used in preparing the estimate was tested on a sample basis. - Disclosures were reviewed for appropriateness of presentation and disclosure under Public sector accounting standards.
KPMG comments
• No changes were made from the audit planning strategy in conducting the 2013 audit.
Misstatements
• No misstatements were noted.
Significant deficiencies
• No significant deficiencies were noted.

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RG Facilities event attendance and surcharge reporting
• We performed specified auditing procedures in connection with RG Facilities event attendance and surcharge reporting in the quarterly submissions to the City of Victoria at March 31, 2013 and June 30, 2013.
• We noted that the report submissions for the quarters ended March 31, 2013 and June 30, 2013 were both received by the City on November 7, 2013 and payment for both quarters was not received until December 17, 2013. This was not in compliance with the contract terms which require that the Ticket Revenue Share and the statement should be remitted to the City at the end of each quarter of a year.
KPMG comments
• There were no adjustments identified during our performance of the specified procedures.
Misstatements
• No misstatements were noted.
Significant deficiencies
• No significant deficiencies were noted.

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Significant qualitative aspects of accounting practices

Significant accounting policies

- Significant accounting policies included in the financial statements are consistent from a year-to-year basis and are as disclosed in the notes to the financial statements.

Significant accounting estimates

- Management's process for identification and making accounting estimates included in the financial statements are consistent with prior year.

Significant disclosures

- Significant disclosures included in the financial statements are consistent with prior year.

Misstatements

Identification of misstatements

Misstatements identified during the audit have been categorized as follows:

Uncorrected misstatements

We have not identified misstatements that remain uncorrected.

II. Appendices

A. Independence Letter

B. Management representation letter

C. PSAB Current Developments

D. Engagement letter

Independence letter

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To the Mayor and Management of the Corporation of the City of Victoria

Professional standards specify that we communicate to you in writing all relationships between the City (and its related entities) and our firm, that may reasonably be thought to bear on our independence.

In determining which relationships to report, we are required to consider relevant rules and related interpretations prescribed by the relevant professional bodies and any applicable legislation or regulation, covering such matters as:

a) provision of services in addition to the audit engagement

b) other relationships such as:

- holding a financial interest, either directly or indirectly, in a client
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client
- economic dependence on a client

Provision of services

The following summarizes the professional services rendered by us to the City (and its related entities) from January 01, 2013 up to the date of our auditors' report:

Description of Professional Service	Fees
Audit	
• Audits of the City's financial statements, School Tax compliance and Home Owner Grant Treasurer/Auditor Certificate inclusive of taxes.	$55,500
• Third party contract compliance review	$2,092

Professional standards require that we communicate the related safeguards that have been applied to eliminate identified threats to independence or to reduce them to an acceptable level. Although we have policies and procedures to ensure that we did not provide any prohibited services and to ensure that we have not audited our own work, we have applied the following safeguards regarding to the threats to independence listed above:

- We instituted policies and procedures to prohibit us from making management decisions or assuming responsibility for such decisions
- We obtained management's acknowledgement of responsibility for the results of the work performed by us regarding non-audit services and we have not made any management decisions or assumed responsibility for such decisions

Other relationships

We are aware of the following other relationships between our firm and the City (and its related entities) that have previously been communicated to you that may continue to reasonably be thought to bear on our independence from January 01, 2013 up to the date of our auditors' report:

Relationships	Safeguards
Long association of senior personnel with an assurance client	Involvement of a new audit manager, quality control review partner, changes in personnel at the City

Confirmation of independence

We confirm that we are independent with respect to the City (and its related entities) within the relevant rules and related interpretations prescribed by the relevant professional bodies and any applicable legislation or regulation from January 1, 2013 up to the date of our auditors' report.

Other matters

This letter is confidential and intended solely for use by those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purposes.

KPMG shall have no responsibility for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

KPMG LLP

Chartered Accountants

Management representation letter

Prior to release of the auditors' report, the Director of Finance and Manager of Accounting will be providing KPMG with a letter confirming their conclusion that the accounts are fairly presented, complete and accurately reported in the financial statements. A copy of this letter is included in the following pages.

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of The Corporation of the City of Victoria ("the Entity") as at and for the period ended December 31, 2012.

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

General:

1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated November 02, 2010, for:

   a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework
   b) providing you with all relevant information, such as all financial records and related data and complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements, and access to such relevant information
   c) such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error
   d) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements

Internal control over financial reporting:

2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which management is aware.

Fraud & non-compliance with laws and regulations:

3) We have disclosed to you:

   a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
   b) all information in relation to fraud or suspected fraud that we are aware of and that affects the Entity and involves: management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements
   c) all information in relation to allegations of fraud, or suspected fraud, affecting the Entity's financial statements, communicated by employees, former employees, regulators, or others

d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements
e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements

Subsequent events:

4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

5) We have disclosed to you the identity of the Entity's related parties and all the related party relationships and transactions of which we are aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

6) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Misstatements:

7) We approve the corrected misstatements identified by you during the audit described in Attachment II.

Other:

8) We have complied with subsection 2 and 3 of section 124 of Part 8 of the School Act

9) The City's Home Owner Grant Certificate has been prepared and presents fairly the Home Owner Grant information of the City in accordance with the provisions of Section 12 of the Home Owner Grant Act.

Yours very truly,

THE CORPORATION OF THE CITY OF VICTORIA

_____

By: Suzanne Thompson, Acting Director of Finance

_____

By: Laurel Westinghouse, Manager of Accounting

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Related parties

In accordance with Canadian accounting standards for the public sector (PSAB) *related party* is defined as:

- one party that has the ability to exercise, directly or indirectly , control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence.

In accordance with Canadian accounting standards for the public sector (PSAB) a related party transaction is defined as:

- a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged.

Attachment II

Summary of corrected audit misstatements

Corrected misstatements

	Income effect	**Financial position**		
Description	**(Decrease) Increase**	**Assets (Decrease) Increase**	**Liabilities (Decrease) Increase**	**Equity (Decrease) Increase**
To adjust for an EFT payment that was initiated after year end but was included as an outstanding cheque. Amount was reclassified to accounts payable.	-	$301,150	(301,150)	-

	Income effect	Financial position		
Description	**(Decrease) Increase**	**Assets (Decrease) Increase**	**Liabilities (Decrease) Increase**	**Equity (Decrease) Increase**
Total corrected misstatements	-	$301,150	(301,150)	-

Corrected misstatements in presentation and disclosure

PSAB Current Developments

Liability for Contaminated Sites

- New Accounting Standard, Liability for Contaminated Sites PS3260 has been approved by the PSAB and is effective for years commencing on or after April 1, 2014. Early adoption is encouraged.
- Governments will be required to recognize a liability for contaminated sites when the government is responsible for, or accepts responsibility for, the contamination, and the contamination exceeds existing environmental standards. The amount recorded as a liability must be reasonably estimable and would include costs directly related to the remediation activities and post-remediation costs that are an integral part of the remediation strategy. Costs related to asset purchases to be used in remediation would be included in the liability to the extent that the assets have no alternative use.

Financial Instruments and Foreign Currency Translation

- New Accounting Standards, Financial Instruments PS3450 and Foreign Currency Translation PS2601 have been approved by the PSAB and are effective for years commencing on or after April 1, 2015 for governments. Early adoption is permitted.
- Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.
- Hedge accounting is not permitted.
- A new statement, the Statement of Re-measurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.

Revenue

- PSAB is proposing a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. A Statement of Principles was issued in 2013 and comments are currently under deliberation.
- An exposure draft is under development and expected for release in the 3rd quarter of 2014. Adoption of these principles would result in a need to assess current accounting policies.
- In the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
- For unilateral revenues, recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Related Party Transactions

- The PSA Handbook currently has no specific accounting standards relating to Related Party Transactions. PSAB issued an exposure draft for a new standard on related party transactions; responses are currently under review and a revised draft is expected in spring 2014.
- Related parties include entities that control or are controlled by a reporting entity, entities that are under common control and entities that have shared control over or that are subject to shared control of a reporting entity.
- Individuals that are members of key management personnel and close members of their family are related parties. Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
- Determining which related party transactions to disclose is a matter of judgment based on assessment of:
    - the terms and conditions underlying the transactions;
    - the financial significance of the transactions;
    - the relevance of the information; and
    - the need for the information to enable users' understanding of the financial statements and for making comparisons.
- A related party transaction, with the exception of contributed goods and services, should normally be recognized by both a provider organization and a recipient organization on a gross basis.
- A reporting entity may either:
    - disclose information about contributed goods and services; or
    - recognize a revenue and expense if those goods and services would otherwise have been purchased.
- Related party transactions, if recognized, should be recorded at the exchange amount. A public sector entity's policy, budget practices or accountability structures may dictate that the exchange amount is the carrying amount, consideration paid or received or fair value.

Assets

- PSAB issued a Statement of Principles that proposes additional guidance on the definition of assets, disclosure requirements for assets and definitions of and standards on disclosure requirements for contingent assets and contractual rights.
- An exposure draft is under development and expected for release in the 3rd quarter of 2014. Adoption of these principles would result in a need to assess current accounting policies.

Asset Retirement Obligations

- A Statement of Principles is under development to address the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of long-lived tangible capital assets currently in productive use. The Statement of Principles is expected for release in the 2nd quarter of 2014.
- Recognition and measurement of the liability will be a major issue as will be accounting for the related expense.

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Brenda Warner, Director of Finance
The Corporation of the City of Victoria
City Hall
#1 Centennial Square
Victoria, BC V8W 1P6

November 2, 2010

Dear Ms Warner

The purpose of this letter is to outline the terms of our audit engagements of The Corporation of the City of Victoria (the "Entity") commencing for the period ending December 31, 2010:

- audit engagements for the financial statements
- audit of the Home Owner Grant reporting
- audit of the Entity's compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act.

This letter supersedes our previous letter to the Entity dated November 14, 2008. The terms of the engagement outlined in this letter will continue in effect from period to period, unless amended or terminated in writing. The attached Terms and Conditions form an integral part of the terms of this engagement and are incorporated herein by reference (collectively the "Engagement Letter").

FINANCIAL REPORTING FRAMEWORK

The financial statements will be prepared and presented in accordance with Canadian public sector accounting standards (hereinafter referred to as the "financial reporting framework").

The financial statements will include an adequate description of the financial reporting framework.

MANAGEMENT'S RESPONSIBILITIES

Management acknowledges and understands that they are responsible for:

- the preparation and fair presentation of the financial statements in accordance with the financial reporting framework referred to above;
- ensuring that all transactions have been recorded and are reflected in the financial statements;
- such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. Management also acknowledges and understands that they are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud;
- providing us with access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;

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KPMG Canada provides services to KPMG LLP

- providing us with additional information that we may request from management for the purpose of the audit;
- providing us with unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence;
- providing us with written representations required to be obtained under professional standards and written representations that we determine are necessary. Management also acknowledges and understands that professional standards require that we disclaim an audit opinion when management does not provide certain written representations required.

An audit does not relieve management or those charged with governance of their responsibilities.

AUDITORS' RESPONSIBILITIES REGARDING THE AUDIT

Our function as auditors of the Entity is:

- to express an opinion on whether the Entity's annual financial statements, prepared by management with the oversight of those charged with governance, are, in all material respects, in accordance with the financial reporting framework referred to above; and
- to report on the annual financial statements.

We will conduct the audit of the Entity's annual financial statements in accordance with Canadian generally accepted auditing standards and relevant ethical requirements, including those pertaining to independence (hereinafter referred to as applicable "professional standards"). We will plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error. Accordingly, we will, among other things:

- identify and assess risks of material misstatement, whether due to fraud or error, based on an understanding of the Entity and its environment, including the Entity's internal control. In making those risk assessments, we consider internal control relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control;
- obtain sufficient appropriate audit evidence about whether material misstatements exist, through designing and implementing appropriate responses to the assessed risks;
- form an opinion on the Entity's annual financial statements based on conclusions drawn from the audit evidence obtained;
- communicate matters required by professional standards, to the extent that such matters come to our attention, to the appropriate level of management, those charged with governance and/or Council. Refer to Appendix C for a listing of such matters and the form and timing of such communication.

KPMG

AUDITORS' RESPONSIBILITIES REGARDING THE AUDIT OF THE HOME OWNER GRANT: TREASURER/AUDITOR CERTIFICATE

- We will also perform audit procedures with respect to the Home Owner Grant: Treasurer/Auditor Certificate (the "Certificate") in accordance with Canadian generally accepted auditing standards with the objective of expressing an opinion whether the financial information in the Certificate presents fairly, in all material respects, is in accordance with Section 12 of the Home Owner Grant Act. However, we cannot provide assurance that an opinion without reservation will be rendered. Circumstances may arise in which it is necessary for us to modify our audit report or withdraw from the audit engagement. In such circumstances, our findings or reasons for withdrawal will be communicated to the appropriate level of management, those charged with governance and/or Council
- The report will indicate that it is intended solely for the information and use of Council and management of the Entity and the Ministry of Community, Sport and Cultural Development and that it is not intended to be and should not be used by anyone other than these specified parties.

AUDITORS' RESPONSIBILITIES REGARDING THE COMPLIANCE WITH SUBSECTIONS 2 AND 3 OF SECTION 124 OF PART 8 OF THE SCHOOL ACT

- We will also perform audit procedures with respect to the Entity's compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act in accordance with Canadian generally accepted auditing standards with the objective of expressing an opinion whether the Entity is compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act. However, we cannot provide assurance that an opinion without reservation will be rendered. Circumstances may arise in which it is necessary for us to modify our audit report or withdraw from the audit engagement. In such circumstances, our findings or reasons for withdrawal will be communicated to the appropriate level of management, those charged with governance and/or Council
- The report will indicate that it is intended solely for the information and use of the = Finance and Audit committee and management of the Entity and the Ministry of Community, Sport and Cultural Development and that it is not intended to be and should not be used by anyone other than these specified parties.

AUDITORS' DELIVERABLES

The expected form and content of our audit reports are provided in Appendix B. However, there may be circumstances in which a report may differ from its expected form and content.

AUDITORS' AND MANAGEMENT'S RESPONSIBILITIES REGARDING CONTINUOUS DISCLOSURE DOCUMENTS

When the Entity intends to file an annual report and we are requested to consent to the use of the audit report on the Entity's financial statements, professional standards require that we read the information contained in the Annual report and consider whether such information is materially inconsistent with the related financial statements.

KPMG

Management is responsible for providing us with adequate notice of the preparation of the annual report and providing us with a copy, prior to issuance, of the Annual report. Furthermore, management has the responsibility for identifying subsequent events and providing appropriate disclosure in, or adjustment of, the financial statements as a result of such events as required by the financial reporting framework and for providing updated written representations to the date of our consent.

INCOME TAX COMPLIANCE AND ADVISORY SERVICES –

Tax compliance and advisory services are outside the scope of this letter. These services will be subject to the terms and conditions of a separate engagement letter.

FEES

Appendix A to this letter lists our fees for audit services to be performed under this Engagement Letter. Fees for tax compliance and advisory services are to be agreed with you when such services are requested.

* * * * * * * * *

We are available to assist the Entity, upon request, with a wide range of services beyond those outlined above. Additional services are subject to separate terms and arrangements.

We are proud to serve you and we appreciate your confidence in our work. We shall be pleased to discuss this letter with you at any time. If the arrangements outlined are in accordance with your requirements and if the above terms are acceptable to the Entity, please sign the duplicate of this letter in the space provided and return it to us.

Yours very truly

KPMG LLP

Chartered Accountants
Randy G Decksheimer
250.480.3515
Partner responsible for the engagement and its performance, and for the report that is issued on behalf of KPMG LLP, and who, where required, has the appropriate authority from a professional, legal or regulatory body

RGD/st
Enclosure

The terms of the engagement set out are as agreed:
THE CORPORATION OF THE CITY OF VICTORIA

Per: _____ **Date:** Dec 8 2010
Brenda Warner, Director of Finance

KPMG

Appendix A—Fees for Professional Services

The Entity and KPMG agree to a fee based on actual hours incurred at mutually agreed-upon rates. The estimated fee for the services described in this letter, in the initial 2010 reporting year, is $49,500.

KPMG

Appendix B—Expected Form of Reports

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council

We have audited the accompanying consolidated financial statements of The Corporation of the City of Victoria ("the Entity"), which comprise the statement of financial position as at December 31, 2010, and the consolidated statements of operations and accumulated surplus, change in net financial position and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

OPINION

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Victoria as at December 31, 2010, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

KPMG

Appendix B—Expected Form of Reports (cont)

INDEPENDENT AUDITORS' REPORT

To the Ministry of Community, Sport and Cultural Development

We have audited the accompanying Home Owner Grant: Treasurer/Auditor Certificate (the "Certificate") for the Corporation of the City of Victoria (the "Entity"), for the year ended December 31, 2010. The Certificate has been prepared by management based under the provisions of Section 12 of the Home Owner Grant Act.

MANAGEMENT'S RESPONSIBILITY FOR THE CERTIFICATE

Management is responsible for the preparation of the Certificate in accordance with the provisions of Section 12 of the Home Owner Grant Act, and for such internal control as management determines is necessary to enable the preparation of the Certificate that is free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on the Certificate based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Certificate is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Certificate. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Certificate, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation of the Certificate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Certificate.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

OPINION

In our opinion, the financial information in the Certificate is prepared, in all material respects, in accordance with the provisions of Section 12 of the Home Owner Grant Act.

RESTRICTION ON DISTRIBUTION

The Certificate is prepared to meet the requirements under the provisions of Section 12 of the Home Owner Grant Act. As a result, the Certificate may not be suitable for another purpose. Our report is intended solely for the Entity and the Ministry of Community, Sport and Cultural Development and should not be distributed to parties other than the Entity or the Ministry of Community, Sport and Cultural Development.

KPMG

Appendix B—Expected Form of Reports (cont)

AUDITORS' REPORT ON SUBSECTIONS 2 AND 3 OF SECTION 124 OF PART 8 OF THE SCHOOL ACT TO THE MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

At the request of the Corporation of the City of Victoria (the "Entity"), we have audited the Entity's compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act for the year ended December 31, 2010. Compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act is the responsibility of the Entity's management. Our responsibility is to express an opinion on this compliance based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Entity complied with subsections 2 and 3 of section 124 of Part 8 of the School Act. Such an audit includes examining, on a test basis, evidence supporting compliance, evaluating the overall compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act and, where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, the Entity has complied, in all material respects, with subsections 2 and 3 of section 124 of Part 8 of the School Act for the year ended December 31, 2010.

KPMG

Appendix C—Matters to Communicate

Matters required to be communicated under professional standards to the appropriate level of management include:

Engagement partner

- identity and role of the engagement partner.

Fraud and non-compliance with laws and regulations

- any identified fraud or any information obtained that indicates that a fraud may exist.
- any identified non-compliance with laws or regulations or suspected non-compliance.

Control deficiencies

- any significant deficiencies in the Entity's internal control that we intend to communicate to those charged with governance unless it would be inappropriate to communicate directly to management in the circumstances.
- other deficiencies in internal control that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention.

Misstatements

- any accumulated misstatements, other than those that are clearly trivial. Furthermore, we request that management correct all misstatements communicated.

Matters required to be communicated, on a timely basis, under professional standards to those charged with governance include:

Engagement partner

- identity and role of the engagement partner.

Audit approach

- an overview of the planned scope and timing of the audit.

Fraud and non-compliance with laws and regulations

- any identified fraud or suspected fraud that may exist involving management, employees who have significant roles in internal control, or others where the fraud results in a material misstatement in the annual financial statements.
- any matters related to fraud that are, in our judgment, relevant to your responsibilities.

KPMG

Appendix C—Matters to Communicate (cont)

- any identified non-compliance with laws or regulations or suspected non-compliance, other than when the identified or suspected non-compliance is clearly inconsequential.

Control deficiencies

- any significant deficiencies, in writing, in the Entity's internal control.

Misstatements

- any accumulated uncorrected misstatements (amounts or disclosures) other than those that are clearly trivial. Furthermore, we request all uncorrected misstatements be corrected.

Accounting practices

- our views about significant qualitative aspects of the accounting practices including accounting policies, accounting estimates and financial statement disclosures.

Significant difficulties

- any significant difficulties that we encountered during the audit. For example, if we conclude that management's refusal to allow us to send a confirmation request is unreasonable or when we are unable to obtain relevant and reliable audit evidence from alternative audit procedures.

Significant matters

- significant matters, if any, arising from the audit that were discussed, or subject to correspondence with management (e.g., management's consultation with other accountants, major issues discussed with management prior to retention or any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or report thereon).
- other significant matters arising from the audit , if any, that, in our professional judgment, are significant to the oversight of the financial reporting process, including those significant matters arising from the audit in connection with the Entity's related parties.
- instances where our evaluation of the work of a component auditor gave rise to a concern about the quality of that auditor's work.
- any limitations on the group audit, for example, where our access to information may have been restricted.

Management representations

- copies of written representations requested from management.

Going concern

- events or conditions identified that may cast significant doubt on the Entity's ability to continue as a going concern.

KPMG

Appendix C—Matters to Communicate (cont)

Reporting

- any expected modifications to the audit report.
- any expected emphasis of matter or other paragraphs in the audit report.
- management refuses to remove a scope limitation in the audit.

Other information

- any revision necessary to, or material misstatement of fact included in, financial and non-financial information which is included, either by law, regulation or custom, in a document containing the audited financial statements and our audit report thereon ("other information") that we identified when reading such information, which management refuses to correct.
- any significant matters resulting from the procedures performed in accordance with professional standards on the other information.
- our responsibilities with respect to other information in documents containing audited financial statements.
- any identified non-compliance with laws or regulations or suspected non-compliance where we suspect that management or those charged with governance are involved (to be reported to the mayor).

Note: Significant findings from the audit will be communicated in writing if, in our professional judgment, oral communication would not be adequate.

Appendix D—Terms and Conditions for Assurance Engagements

The Terms and Conditions are an integral part of the accompanying engagement letter from KPMG that identifies the engagement to which they relate (and collectively form the "Engagement Letter"). The Engagement Letter supersedes all written or oral representations on this matter.

1. SEVERABILITY.

If any of the provisions of this Engagement Letter are determined to be invalid or unenforceable, the remaining provisions shall remain in effect and be binding on the parties to the fullest extent permitted by law.

2. GOVERNING LAW.

This Engagement Letter shall be subject to and governed by the laws of the province where KPMG's principal office performing this engagement is located (without regard to such province's rules on conflicts of law) and all disputes arising hereunder or related thereto shall be subject to the exclusive jurisdiction of the courts of such province of Canada.

3. LLP STATUS.

KPMG LLP is a registered limited liability Partnership ("LLP") established under the laws of the Province of Ontario and, where applicable, has been registered extra-provincially under provincial legislation. KPMG is a partnership, but its partners have a degree of limited liability. A partner is not personally liable for any debts, obligations or liabilities of the LLP that arise from a negligent act or omission by another partner or of any other person under that other partner's direct supervision or control. The legislation relating to limited liability partnerships does not, however, reduce or limit the liability of the firm. The firm's insurance exceeds the mandatory professional indemnity insurance requirements established by the various Institutes/Ordre of Chartered Accountants. Subject to the other provisions hereof, all partners of the LLP remain personally liable for their own actions and/or actions of those they directly supervise or control.

4. DOCUMENTS AND CONFIDENTIAL INFORMATION.

Management's cooperation in providing us with documents and related information and agreed-upon assistance on a timely basis is an important factor in being able to issue our report. KPMG shall be entitled to share all confidential information with all member firms of KPMG International performing services hereunder. All work papers, files and other internal materials created or produced by KPMG during the engagement and all copyright and intellectual property rights in our work papers are the property of KPMG.

5. INFORMATION PROCESSING OUTSIDE OF CANADA.

Personal and/or confidential information (e.g. entries into KPMG's time and billing system and into KPMG's conflicts database) collected by KPMG during the course of this engagement may be processed and stored outside of Canada by KPMG, KPMG International member firms performing services hereunder or third party processors. Such personal and/or confidential information may be subject to disclosure in accordance with the laws applicable in the jurisdiction in which the information is processed or stored which laws may not provide the same level of protection for such information as will Canadian laws.

6. PERSONAL INFORMATION CONSENTS AND NOTICES.

KPMG may be required to collect, use and disclose personal information about individuals during the course of this engagement. The Entity represents and warrants that: (i) it will obtain from individuals all consents required by law to permit KPMG to collect, use and disclose all personal information reasonably required in the course of the engagement, and (ii) it has provided notice of KPMG's potential processing of information outside of Canada (as described in paragraph 5 above) to all individuals whose personal information is disclosed to KPMG.

7. OFFERS OF EMPLOYMENT.

In order to allow issues of independence to be addressed, management agrees that prior to extending an offer of employment to any KPMG partner, employee or contractor, the matter is communicated to the engagement partner or associate partner.

8. OFFERING DOCUMENTS.

If the Entity wishes to include or incorporate by reference the financial statements and our report thereon in an offering document, we will consider consenting to the use of our report and the terms thereof at that time. Prior to issuing any consent, comfort or advice letter, if any, we will be required to perform procedures as required by professional standards. Management agrees to provide us with adequate notice of the preparation of such documents.

9. FEE ARRANGEMENTS.

KPMG's estimated fee is based on the quality of the Entity's accounting records, the agreed-upon level of preparation and assistance from the Entity's personnel, and adherence to the agreed-upon timetable. KPMG's estimated fee also assumes that the Entity's financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues, or financial reporting, internal control over financial reporting or other reporting issues. KPMG will inform the Entity on a timely basis if these factors are not in place.

Additional time may be incurred for such matters as significant issues, significant unusual and/or complex transactions, informing management about new professional standards, and any related accounting advice. Where these matters arise and require research, consultation and work beyond that included in the estimated fee, the Entity and KPMG agree to revise the estimated fee. No significant additional work will proceed without management's concurrence, and, if applicable, without the concurrence of those charged with governance. Upon completion of these services KPMG will review with the Entity any fees and expenses incurred in excess of KPMG's estimate, following which KPMG will render the final billing. Routine administrative expenses such as long distance telephone calls, photocopies, fax charges, printing of statements and reports, postage and delivery and secretarial and report department assistance will be charged on the basis of a percentage of KPMG's professional costs. Other disbursements for items such as travel, accommodation and meals will be charged based on KPMG's actual disbursements

KPMG's invoices are due and payable upon receipt. Amounts overdue are subject to interest. In order to avoid the possible implication that unpaid fees might be viewed as creating a threat to KPMG's independence, it is important that KPMG's bills be paid promptly when rendered. If a situation arises in which it may appear that KPMG's independence is threatened because of significant unpaid bills, KPMG may be prohibited from signing the report and, if applicable, any consent.

Fees for any other services will be billed separately from the services described in this engagement letter and may be subject to written terms and conditions supplemental to those in this letter.

10. LEGAL PROCESSES.

The Entity on its own behalf acknowledges and agrees to cause its subsidiaries and its affiliates to acknowledge that KPMG may, from time to time:

- be required, pursuant to subpoena or other legal process, or may agree to a request by the Entity, to provide information and copies of documents in KPMG's files, including KPMG's working papers and other work-product relating to the Entity, its subsidiaries and/or its affiliates ("Information and Documentation") in judicial or administrative proceedings to which KPMG is not a party; and
- receive requests or orders from judicial, administrative, professional, securities or other regulatory or governmental authorities (both in Canada and abroad, including without limitation the Canadian Public Accountability Board) ("Requesting Authority") to provide them with Information and Documentation.

In such situations, the Entity on its behalf consents and agrees to cause its subsidiaries and affiliates to consent to KPMG providing Information and Documentation without further reference to, or authority from, the Entity or its subsidiaries and affiliates. If a request or order is directly related to an inspection or investigation of the Entity or its subsidiaries and affiliates, KPMG will advise the Entity or its subsidiaries and affiliates of the request or order, except where prohibited by law from doing so.

KPMG will not provide to the Requesting Authority Information and Documentation over which the Entity or its subsidiaries and affiliates have expressly asserted privilege, except a) with the Entity's consent, b) where required by law, or c) where requested by a provincial Institute/Ordre of Chartered Accountants pursuant to its statutory authority. The Entity or its subsidiaries and affiliates will mark any document over which the Entity or its subsidiaries and affiliates assert privilege as "privileged".

KPMG may also be required to provide Information and Documentation to a Requesting Authority relating to the fees that KPMG charges or collects from the Entity or its subsidiaries and affiliates for the provision of audit services, other accounting services and non-audit services, and the Entity on its behalf consents and agrees to cause its subsidiaries and affiliates to consent to the disclosure of that Information and Documentation to that Requesting Authority.

The Entity or its subsidiaries and affiliates shall reimburse KPMG at standard billing rates for its professional time and expenses, including reasonable legal fees, incurred in dealing with the matters described above.

11. KPMG INTERNATIONAL MEMBER FIRMS.

The Entity agrees that any claims that may arise out of this engagement will be brought solely against KPMG, the contracting party and not against any other KPMG International Cooperative ("KPMG International") member firms participating in this engagement.

12. CONNECTING TO THE ENTITY'S IT NETWORK.

KPMG personnel are authorized to connect their computers to the Entity's IT Network, subject to any restrictions communicated to KPMG from time to time. Connection to the Entity's IT Network or the Internet via the Network, while at the Entity's premises, will be for the express purpose of conducting normal business activities, primarily relating to facilitating the completion of work referred to in this letter.

13. DELIVERABLES OR COMMUNICATIONS.

KPMG may issue other deliverables or communications as part of the services described in this Engagement Letter. Such deliverables or communications may not to be included in, summarized in, quoted from or otherwise used or referred to, in whole or in part, in any documents or public oral statement.

KPMG expressly does not consent to the use of any communication, report, statement or opinion prepared by us on the interim financial statements and such communication, report, statement or opinion may not be included in, summarized in, quoted from or otherwise used in any document or public oral statement.

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The independent member firms of the KPMG network are affiliated with KPMG International, a Swiss entity. Each KPMG firm is a legally distinct and separate entity, and describes itself as such.

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2013 Financial Statements
Governance & Priorities Committee- April 24, 2014

CITY OF VICTORIA

Overview

- 2013 Financial Statement Highlights
- Auditors Report

2013 Financial Statements

- Section 167 of the Community Charter requires annual financial statements to be presented to Council for its acceptance
- The statements have been prepared in compliance with the Community Charter and in accordance with Canadian Public Sector accounting standards for local governments as recommended by the Public Sector.
- A system of internal controls are maintained to provide reasonable assurance that assets are safeguarded, transactions are authorized and recorded in compliance with legislation.

2013 Financial Statements

2013 Accumulated Surplus - $436,208,269

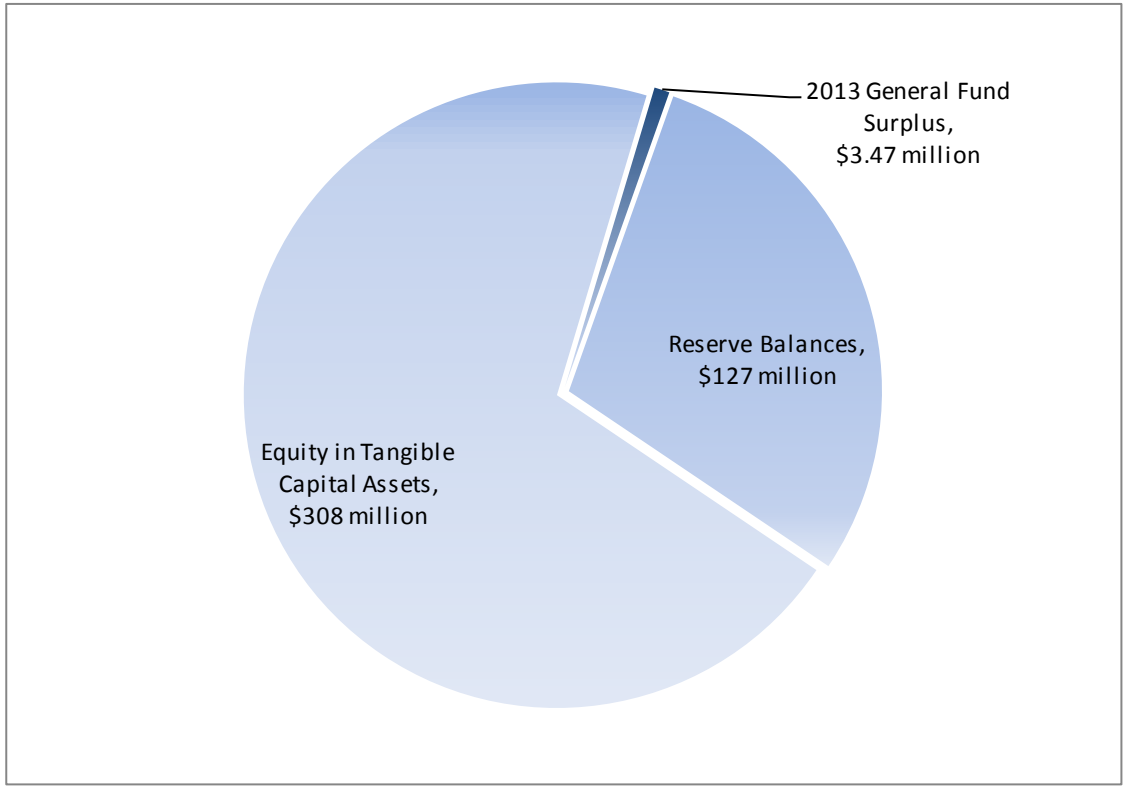
•Total ‘economic resources’ available to the City, as shown on Statement of Financial Position

•The accumulation of the City’s annual increases in equity in capital assets and reserve balances since its inception - how much the City’s assets exceeds liabilities

•Capital assets are the most significant portion of the accumulated surplus, followed by reserves, and operating surplus available for future funding

2013 Financial Statements

2013 Accumulated Surplus - $436,208,269



2013 Financial Statements

2013 Annual Surplus - $35,614,534

•‘economic resources’ gained by the City during the year, as shown on Statement of Operations

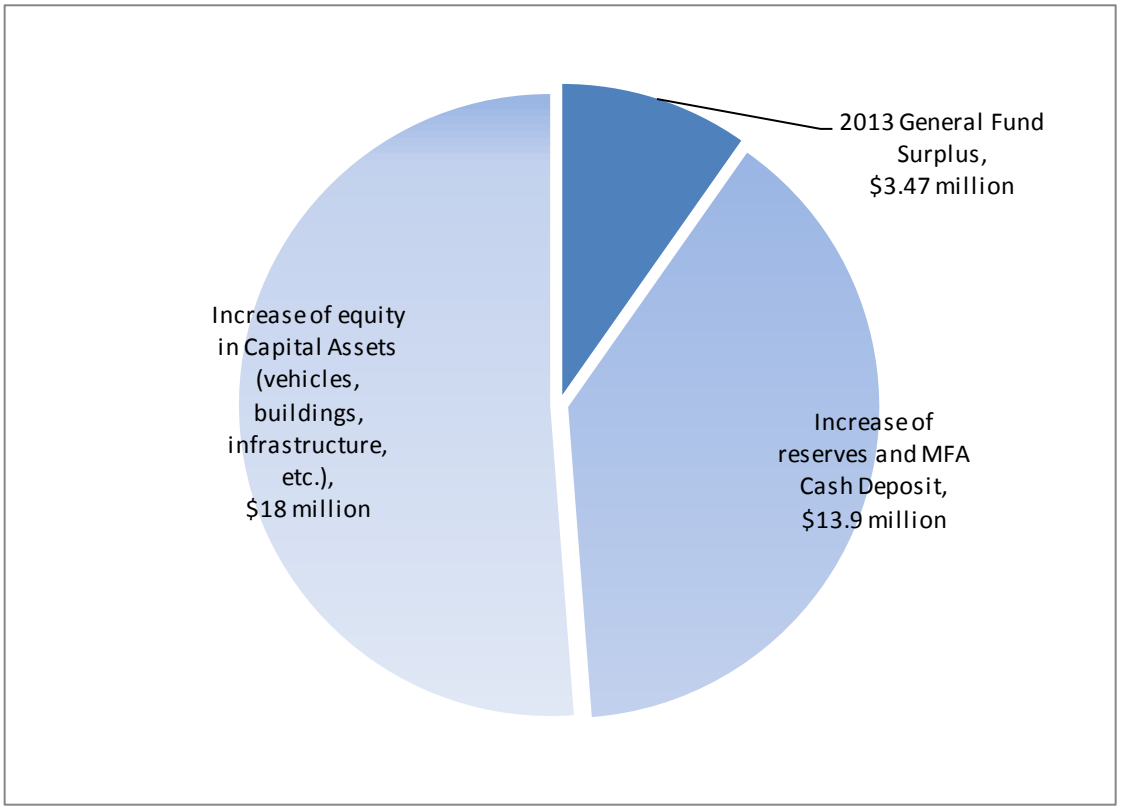
•Primarily increased equity in Tangible Capital Assets and growth in Reserve balances

•$3.474 million is the General fund surplus available for future spending

•Council decides annually on the use of the current year General fund surplus – incorporated into the following year’s budget

2013 Financial Statements

2013 Annual Surplus - $35,614,539



2013 Financial Statements

Reserves

- The City's reserves grew by $13.9 million in 2013
- Transfers from reserves, to fund capital projects & programs, were $8.6 million less than budget
  - – funding is drawn down from reserves as capital projects are completed
  - – fewer projects than planned were completed by Dec 31
  - – some projects experienced schedule adjustments to begin at a later date

2013 Financial Statements

Reserve Balances	Dec 31, 2012	Transfer To	Transfer From	Interest	Dec 31, 2013
Financial Stability Reserves	3,227,324	100,000	(769,150)	40,341	2,598,515
Equipment & Infrastructure Replacement Fund	53,037,267	11,483,173	(12,518,372)	662,965	52,665,033
Gas Tax	5,137,696	2,146,764	(911,683)	64,221	6,436,998
Economic development	725,378	-	-	9,067	734,445
Debt Reduction	13,335,722	7,752,593	-	166,697	21,255,012
Self Insurance	3,687,282	-	-	46,091	3,733,373
Working Capital Fund	3,789,711	-	-	47,371	3,837,082
Tax Sale Lands Fund	10,326,723	111,481	(903,646)	129,084	9,663,642
Parks and Greenways Acquisition Fund	2,241,446	-	-	28,018	2,269,464
Local Amenities	100,784	-	-	1,260	102,044
Affordable Housing	2,051,341	250,000	(430,000)	25,643	1,896,984
Climate Action	253,415	124,367	-	3,168	380,950
Water Utility	1,844,385	3,033,533	-	23,055	4,900,973
Sewer Utility	13,434,671	2,801,083	-	167,933	16,403,687
Tree conservation	306,403	29,640	-	3,830	339,873
Art in public places	234,205	135,000	(70,569)	2,928	301,564
Downtown Core Area Public Realm Improvements	-	57,373	-	-	57,373
Heritage Building Seismic Upgrades	-	19,124	-	-	19,124
TOTAL RESERVES	113,733,753	28,044,132	(15,603,420)	1,421,672	127,596,137

2013 Financial Statements

Development Cost Charges	Dec 31, 2012	Transfer To	Transfer From	Interest	Dec 31, 2013
Water and Environment	890,418	-	-	11,130	901,547.71
Streets	19,508	-	-	244	19,751.56
Transportation	2,598,109	329,043	-	32,476	2,959,628.15
Water	248,914	37,057	-	3,111	289,081.57
Drainage	152,005	20,898	-	1,900	174,802.28
Sewage	851,617	165,222	-	10,645	1,027,484.01
Parkland Acquisition	1,429,198	215,269	-	17,865	1,662,332.48
Parkland Development	483,939	90,688	-	6,049	580,675.15
	6,673,707	858,176	-	83,420	7,615,303

2013 Financial Statements

Capital Assets

- The City's inventory of capital assets increased by $25.4 million
- Most significant increases resulted from:
  - $8.9 million of roads infrastructure – construction of Johnson Street Bridge
  - $8 million of water/sewer/storm drain infrastructure built
  - $5.5 million of vehicle and equipment purchases
  - $1.8 million of building infrastructure built – City Hall customer service/access improvement
- Net book value of capital assets is $357,742,684 (historical cost less depreciation)

2013 Financial Statements

CAPITAL ASSETS (Historical Costs)	2013	2012
Land	$136,693,575	$135,784,270
Buildings	90,770,544	85,145,510
Furniture, Equip, Tech & Vehicles	58,088,624	50,884,754
Roads, Bridges and Highways	86,295,730	83,685,450
Water Infrastructure	53,077,355	51,259,470
Sewer Infrastructure	16,440,681	16,108,253
Drainage Infrastructure	12,436,445	12,078,440
Assets under Construction	34,846,843	28,301,636
Total Capital Assets	$488,649,797	$463,247,783
Accumulated Amortization	-130,907,113	-122,063,816
TOTAL CAPITAL ASSETS (Net Book Value)	**$357,742,684**	**$341,183,967**

2013 Financial Statements

Debt

- The City's outstanding debt decreased by $3.1 million
- No new debt issued in 2013
- Debt authorized but not issued: $39 million
  - for Johnson Street Bridge construction

2013 Financial Statements

DEBT ISSUES (in millions)	EXPIRY DATE	2013
Issue 79, 80, 81 – Multipurpose Facility (Arena)	2033/34	24.42
Issue 85 – City Hall Seismic Upgrades	2019	1.32
Issue 95 – Upgrade Fire Halls	2020	0.68
Issue 102 – City Hall Upgrades & Burnside Gorge Community Centre	2022	3.01
Issue 105 – Crystal Gardens	2024	2.69
Issue 103/105/110 – Parkades Upgrades	2023 / 2023 / 2025	7.07
Issue 115 – Johnson Street Bridge	2023	9.5
TOTAL DEBT		**$48.7 million**

2013 Financial Statements

Investments

- Investment portfolio returned $2.3 million
- Actual investment portfolio rate of return was 1.74%
  - 59% greater than the return of the MFA money market fund
  - 40% greater than the City's avg. bank account interest rate
- Portfolio governed by City's Investment Policy
  - Invest funds in a prudent manner
  - Highest returns within limits prescribed by Community Charter s.183

2013 Financial Statements

INVESTMENT PORTFOLIO	2013	2012
Investment Returns	$2,313,072	$2,218,046
Actual Rate of Return	1.74%	1.78%
MFA Money Market Return	1.09%	1.06%
Average Bank Interest Rate	1.25%	1.25%

2013 Financial Statements

- Revenues & expenses
  - Financial Statements presented in PSAB format
  - Budget comparison not effective in this format
  - Meaningful comparison of budget to actual provided in the following:
    - Appendix A – Operating Revenues & Expenses
    - Appendix B – Capital Expenditures

2013 Financial Statements

Recommendation:

Council accept the 2013 Financial Statements.

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 15, 2014 **From:** Susanne Thompson, Acting Director of Finance

Subject: 2014 First Quarter Budget Status Report

Executive Summary

Under the Community Charter, Council approves a five-year financial plan bylaw that authorizes the expenditure of funds and collection of revenues for the City's various programs. If unanticipated events occur during the year that impact the approved five-year financial plan, staff recommend amendments to the financial plan bylaw to authorize the changes.

The 2014-2018 Financial Plan Bylaw has not yet been adopted by Council. However, the draft bylaw was given first reading on April 10, 2014.

The financial plan is reviewed regularly during the year and its status is reported quarterly to Council. Each report highlights any variances and recommends adjustments, if any, to the five-year financial plan bylaw.

This report outlines the status of the 2014 budget as of March 31, 2014. No significant variances have been identified. Therefore, no amendments to the draft 2014-2018 Financial Plan Bylaw are recommended.

Recommendation

That Council receive this report for information.

Respectfully submitted

Susanne Thompson
A/Director of Finance

Report accepted and recommended by the City Manager:

Date: April 16, 2014

Purpose
To provide Council with an update on the 2014 operating and capital budgets for the three months ending March 31, 2014.

Background

Under section 165 of the Community Charter, Council approves a five-year financial plan bylaw annually.

The 2014-2018 Financial Plan Bylaw has not yet been adopted by Council. However, the draft bylaw was given first reading on April 10, 2014.

The financial plan is reviewed regularly during the year and its status is reported quarterly to Council. Each report highlights any variances and recommends adjustments, if any, to the five-year financial plan bylaw.

Issues & Analysis

Operating Budget

Appendix A provides a summary of the operating budget revenues and expenditures for the three months ending March 31, 2014.

Revenues vary depending on the timing of receipt of the revenues. For example, payments in lieu of taxes are generally collected in the latter half of the year and property taxes are levied in May and due the beginning of July. At this point, revenues are expected to be on budget.

Expenditures vary depending on the seasonal nature of the work programs. At this point, expenditures are expected to be within budget.

Capital Budget

Appendix B provides a summary of capital programs and projects.

Although only 11.33% has been spent to date overall, when factoring in purchase order commitments in place, capital programs are at 27.06% spent and capital equipment at 22.45% spent and are expected to be fully, or close to fully, expended by the end of the year. Capital project start and finish dates vary. Capital projects including commitments are currently at 79.04%.

Staff are working diligently to complete the capital work plan according to schedule, However, should a project be unable to be completed by the end of the year, requests to move the budget forward into next year can be made as part of the regular year-end budget process. At this point, there are no significant budget or schedule changes for projects included in the 2014 capital budget. However, two additional projects (noted below) have been identified that may require additional funding. Once the extent of the work and funding required have been determined, staff will report back with options for Council's consideration.

Facilities – Mould at Police Headquarters
Mould was found in some rooms on the main floor of Police Headquarters and appears to be the result of a water leak. Staff will be engaging a building envelope consultant to determine how and where the water is getting into the building. Cost of the repair will be determined once the scope of work to repair the building envelope is better known.

Public Works – Hydro Poles
BC Hydro changes numerous poles every year which requires the City to replace street lights and arms that are mounted on the hydro poles. In addition to their normal annual replacement program, BC Hydro notified the City towards the end of March of their intent to replace an additional 350 to 400 poles. These additional street lights and arms have not been budgeted in 2014. The preliminary cost estimate is $290,000. Staff are looking at options to fund these additional poles including LED options and grant opportunities.

Recommendation

That Council receive this report for information.

Appendix A

City of Victoria -Draft Operating Budget Revenues
For the Three Months Ending March 31, 2014

Description	Actual 31-Mar-13	Actual 31-Mar-14	2014 Budget	Budget Remaining	%	Comments
Corporate						
Payment in Lieu of Taxes	12,507	12,814	6,077,500	6,064,686	0%	payments are received later in the year
Special Assessments	-	-	1,489,631	1,489,631	0%	payments are received later in the year
Fees and Interest	57,623	55,284	2,480,000	2,424,716	2%	timing of Investments
Business and Other Licences	1,279,374	40,805	1,385,500	1,344,695	3%	internal transfers not done to date
Overhead Recoveries	497,397	497,397	2,773,266	2,275,869	18%	
Miscellaneous	342,748	41,284	3,866,464	3,825,180	1%	
Hotel Tax	65,343	60,502	1,800,000	1,739,498	3%	offsetting expenditure budget
Prior Year's Surplus	-	-	3,474,559	3,474,559	0%	
Sustainability	12,500	-		-	0%	Climate Action program reallocated to Engineering
Legislative and Regulatory Services	315,191	329,102	864,000	534,898	38%	
Human Resources	-	-	118,156	118,156	0%	
Sustainable Planning and Community Development	498,295	573,026	2,529,050	1,956,024	23%	
Engineering and Public Works						
Asphalt Plant, Permits & Fees, Municipal Access Agreement	33,018	147,413	421,707	274,294	35%	Climate Action Program reallocated from Sustainability
Third Party Billings	81,687	353,376	525,000	171,624	67%	offsetting expenditure budget
Parking Services	3,765,692	3,842,233	16,120,000	12,277,767	24%	
Solid Waste Operations	233,418	474,360	2,836,914	2,362,554	17%	timing of Billings
Subtotal Engineering and Public Works	**4,113,815**	**4,817,382**	**19,903,621**	**37,971,598**	**24%**	
Parks, Recreation and Culture						
Parks	51,754	20,252	796,828	776,576	3%	
Culture	22,771	39,376	177,975	138,599	22%	
Crystal Pool	243,496	274,568	937,256	662,688	29%	
Royal Athletic Park	63,092	40,002	462,500	422,498	9%	
Community Recreation	78,451	104,276	383,515	279,239	27%	
Subtotal Parks, Recreation and Culture	**459,563**	**478,475**	**2,758,074**	**2,279,599**	**17%**	
Fire Department/VEMA	15,379	7,282	44,250	36,968	16%	
Police	2,387,394	1,675,044	9,886,019	8,210,975	17%	
Property Taxes	-	-	116,174,865	116,174,865	0%	
Total City Operations	**10,057,129**	**8,588,396**	**175,624,955**	**167,036,559**	**5%**	
Self Financed Programs						
Conference Centre	1,132,019	566,442	8,494,422	7,927,980	7%	partially self-financed
Water Utility	1,435,729	2,825,163	17,867,850	15,042,687	16%	self-financed
Sewer Utility	581,414	1,157,296	7,870,233	6,712,937	15%	self-financed
Total Self Financed	**3,149,162**	**4,548,901**	**34,232,505**	**29,683,604**	**13%**	
	13,206,291	**13,137,297**	**209,857,460**	**196,720,163**	**6%**	

Appendix A

City of Victoria - Draft Operating Budget Expenditures

For the Three Months Ending March 31, 2014

Description	Actual 31-Mar-13	Actual 31-Mar-14	2014 Budget	Budget Remaining	%	Comments
Corporate						
Greater Victoria Public Library	996,482	1,034,986	4,439,201	3,404,215	23%	
Debt Principal, Interest and Reserve Transfer	1,979,085	1,239,935	7,827,583	6,587,648	16%	
Transfer to Capital Budget	-	-	12,199,852	12,199,852	0%	year end transfer
Contingencies	-	-	2,811,559	2,811,559	0%	
Hotel Tax	66,487	60,502	1,800,000	1,739,498	3%	offsetting revenue
Transfer to VCC	-	-	701,000	701,000	0%	
Transfers to Reserve	98,795	-	14,647,400	14,647,400	0%	internal transfers not done to date
Vehicle Depreciation Allocation	(298,000)	(250,000)	(1,000,000)	(750,000)	25%	
Miscellaneous	185,984	1,075,034	2,613,993	1,538,959	41%	insurance allocations not done to date, tax appeals
Council	137,231	132,065	581,648	449,583	23%	
Offices of the Mayor and City Manager	231,883	196,084	909,837	713,753	22%	
Finance	1,626,708	1,629,919	6,160,361	4,530,442	26%	
Human Resources	347,559	384,623	1,694,548	1,309,925	23%	
Sustainability Department	136,050	-	-	-	0%	
Legislative and Regulatory Service	781,490	763,377	3,781,704	3,018,327	20%	
Office of the City Solicitor	176,426	162,127	768,017	605,890	21%	
Communications and Civic Engagement	146,644	170,031	728,007	557,976	23%	
Sustainable Planning and Community Development	959,792	953,438	5,274,379	4,320,941	18%	
Engineering and Public Works						
Public Works	3,012,021	2,795,363	12,729,238	9,933,875	22%	
Support Services	191,141	221,809	1,086,099	864,290	20%	
Transportation	563,924	559,419	2,517,222	1,957,803	22%	
Third Party Billings	373,330	230,046	425,000	194,954	54%	offsetting revenues
Underground Utilities and Facilities	838,710	885,487	4,232,966	3,347,479	21%	
Parking Services	1,877,246	1,480,056	7,940,000	6,459,944	19%	
Solid Waste & Recycling	657,239	607,411	2,836,914	2,229,503	21%	
Subtotal Engineering & Public Works	**7,513,610**	**6,779,591**	**31,767,439**	**24,987,848**	**21%**	
Parks, Recreation and Culture						
Parks, Rec & Culture Administration	88,892	58,470	304,635	246,165	19%	
Parks	1,932,547	2,022,639	9,211,036	7,188,397	22%	
Culture	103,907	82,597	1,277,239	1,194,642	6%	
Community Centres	242,251	225,698	706,067	480,369	32%	
Crystal Pool	497,626	528,568	2,223,463	1,694,895	24%	
Royal Athletic Park	77,548	48,187	619,205	571,018	8%	
Community Recreation	267,171	251,674	1,372,516	1,120,842	18%	
Subtotal Parks, Recreation and Culture	**3,209,942**	**3,217,833**	**15,714,161**	**12,496,328**	**20%**	
Fire Department						
Fire	3,045,213	3,045,635	13,719,292	10,673,657	22%	
Victoria Emergency Management Agency	104,061	87,233	438,849	351,616	20%	
Police Department	10,045,851	10,190,783	48,046,125	37,855,342	21%	
Total City Operations	**31,491,293**	**30,873,195**	**175,624,955**	**144,751,760**	**18%**	
Self Financed Programs						
Conference Centre	969,317	875,894	8,494,422	7,618,528	10%	partially self-financed
Sewer Utility	864,507	822,842	7,870,233	7,047,391	10%	self-financed, year end transfer to Capital & Reserves
Water Utility	2,958,546	2,269,130	17,867,850	15,598,720	13%	self-financed, year end transfer to Capital & Reserves
Total Self Financed	**4,792,370**	**3,967,866**	**34,232,505**	**30,264,639**	**12%**	
	36,283,663	**34,841,061**	**209,857,460**	**175,016,399**	**17%**	

Appendix B
Draft Capital Budget Expenditures
For the Three Months Ending March 31, 2014

	2014 Actual	2014 Budget	Budget Remaining	% Spent
EXPENDITURES (excludes commitments)				
Capital Equipment (A)	1,067,256	7,374,337	6,307,081	14.47%
Capital Programs (A)				
Sewer Utility	328,866	3,790,303	3,461,437	8.68%
Water Utility	1,126,069	4,084,129	2,958,060	27.57%
Downtown Beautification	9,058	383,021	373,963	2.36%
Buildings	322,486	3,494,560	3,172,074	9.23%
Parks Upgrades	123,161	799,318	676,157	15.41%
Storm Drains	154,229	2,909,330	2,755,101	5.30%
Transportation and Streets	524,699	4,066,119	3,541,420	12.90%
	2,588,568	19,526,780	16,938,212	13.26%
Capital Projects (A)				
Sewer Utility	-	850,000	850,000	0.00%
Buildings	1,743,774	3,996,485	2,252,711	43.63%
Environmental and Shoreline	383,734	3,321,030	2,937,296	11.55%
Parks Acquisition	-	2,000,000	2,000,000	0.00%
Parks Upgrades, Pathways and Greenways	13,192	1,353,429	1,340,237	0.97%
Planning	175	479,935	479,760	0.04%
Storm Drains	15,354	2,065,360	2,050,006	0.74%
Transportation and Streets (B)	4,351,919	48,772,500	44,420,581	8.92%
	6,508,148	62,838,739	56,330,591	10.36%
Total Capital Expenditures	**10,163,972**	**89,739,856**	**79,575,884**	**11.33%**

Notes:

A Capital expenditures including commitments are as follows:

Equipment 22.45% spent
Programs 27.06% spent
Projects 79.04% spent
Total 63.08% spent

B Johnson Street Bridge Replacement is included under Transportation and Streets.

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 24, 2014 **From:** Julie MacDougall, Assistant Director, Parks

Subject: Beacon Hill Park Transportation Management Plan – Revised Budget

Executive Summary

The purpose of this report is to seek approval of the revised project budget for implementing the approved traffic flow measures and multi-use bike lanes identified in the Beacon Hill Park Transportation Plan.

The total estimated budget to install a combination of permanent and temporary traffic flow changes and multi-use trail features is $89,650, including contingency. This work has been identified in the 2014 budget submission and no additional funds will be required to implement this project.

Recommendation:

That Council approves the revised project budget for the implementation of the Beacon Hill Park Transportation Management Plan.

Respectfully submitted

Julie MacDougall
Assistant Director, Parks

Kate Friars
Director, Parks, Recreation and Culture

Report accepted and recommended by the City Manager:

Date: April 17, 2014

Purpose

The purpose of this report is to seek approval of the revised project budget for implementing the approved traffic flow measures and multi-use bike lanes identified in the Beacon Hill Park Transportation Plan.

Background

In 2001, the Beacon Hill Park Management Plan was approved and one of the key recommendations was the development of a traffic management plan for the park. The overall objective is to minimize vehicle traffic in the park and promote a safe and pedestrian-friendly environment.

In September 2011, Council received a report based on best practices and community consultation that recommended 22 traffic and trail changes in the park. Council requested a pilot program be implemented and reported back.

Commencing in August 2012, a Council directed one year pilot program was implemented during which public input was gathered. On December 12th, 2013 Council resolved to undertake a number of changes including permanent changes along Circle Drive and Chestnut Row and temporary changes along Bridge Way to allow for one-way vehicular traffic with temporary infrastructure to allow for a multi-use trail.

Council's Specific motion was:

> That Council, subject to the approval of the revised budget:
> 1. Adopt the piloted changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent with the exception of a portion of Bridge Way between the washroom buildings and cricket pitch.
> 2. Approve the replacement of the temporary infrastructure from the pilot with more aesthetically pleasing and permanent traffic calming features.
> 3. Approve formalizing a scenic drive through the park using road markings.
> 4. That staff plan to implement on a permanent basis only those changes common to options 1 and 3.

Improvements within Beacon Hill Park are budgeted on an annual basis, and the implementation of the Beacon Hill Transportation Plan was identified by staff as one of the key projects for 2014.

Future Beacon Hill Park transportation plan improvements will include the design and construction of the multi-use trail connecting from Circle Drive diagonally to the Dallas Road crosswalk. This will be finalized in conjunction with the parking area near the totem pole in order to design a route that will minimize trail impacts on the meadow. This project will be included in the 2015 work plan for Beacon Hill Park.

Issues & Analysis

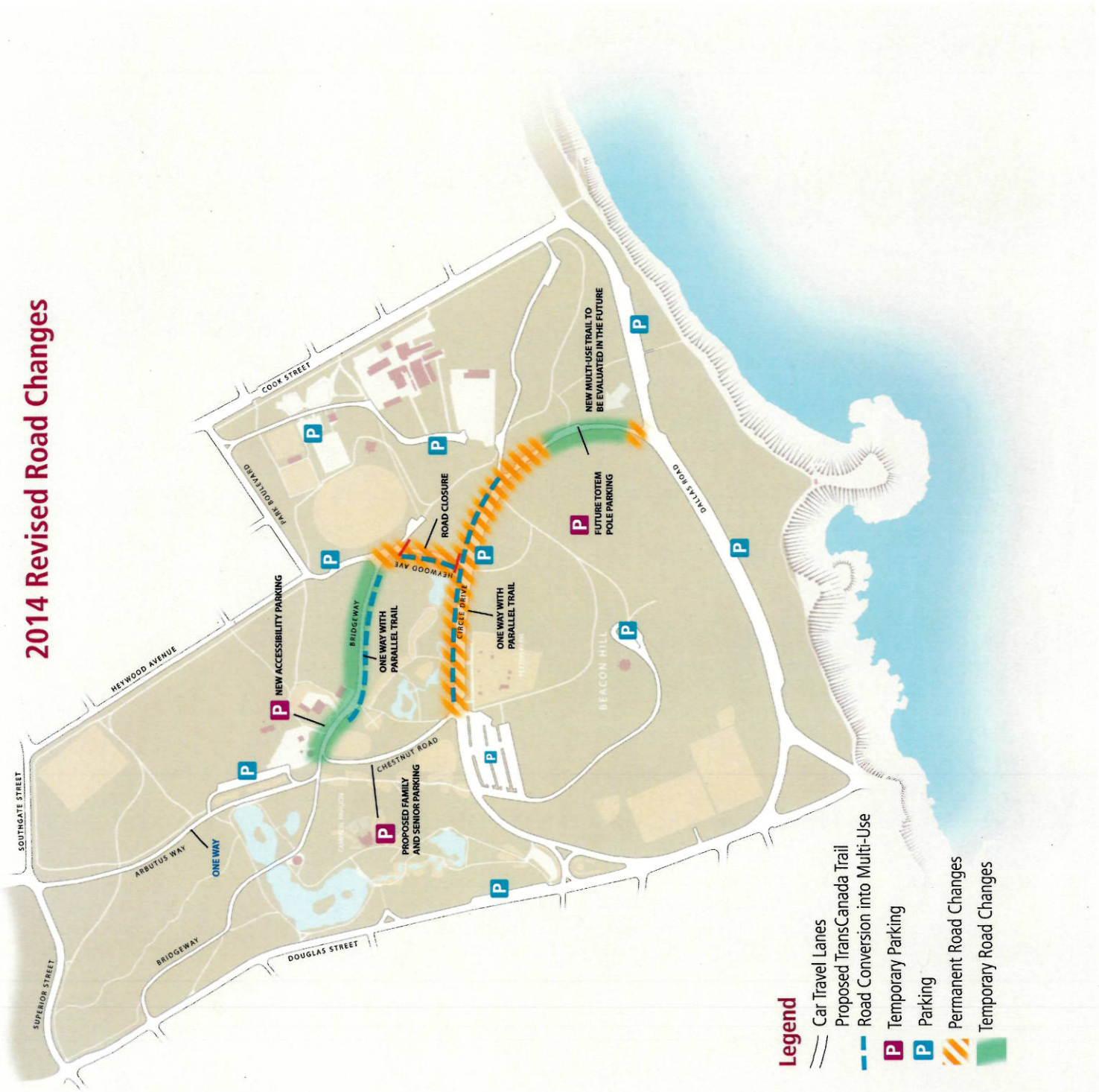
The following table outlines treatments and estimated costs for implementing the approved recommendations:

Location	Type	Treatment	Cost
Heywood Avenue	Permanent	2 bulb outs (curb and grass)	$10,000
Chestnut Row – connection at Circle Drive	Permanent	Bulb out (curb and grass)	$10,000
Dallas Road/ Circle Drive intersection	Permanent	Median improvements, stencilling and paint	$8,500
Circle Drive – Chestnut Row to Totem Pole	Permanent	Median installation, permanent concrete centreline curbing	$35,000
Scenic route marking	Permanent	Stencilling and paint	$1,000
Bridge Way/Arbutus intersection	Temporary	Curb adjustments, painted crosswalk	$7,000
Bridge Way - Chestnut Row to Heywood Avenue	Temporary	Bollard adjustments, install temporary delineators	$10,000
		Sub-total	**$81,500**
Contingency			$8,150
		Total	**$89,650**

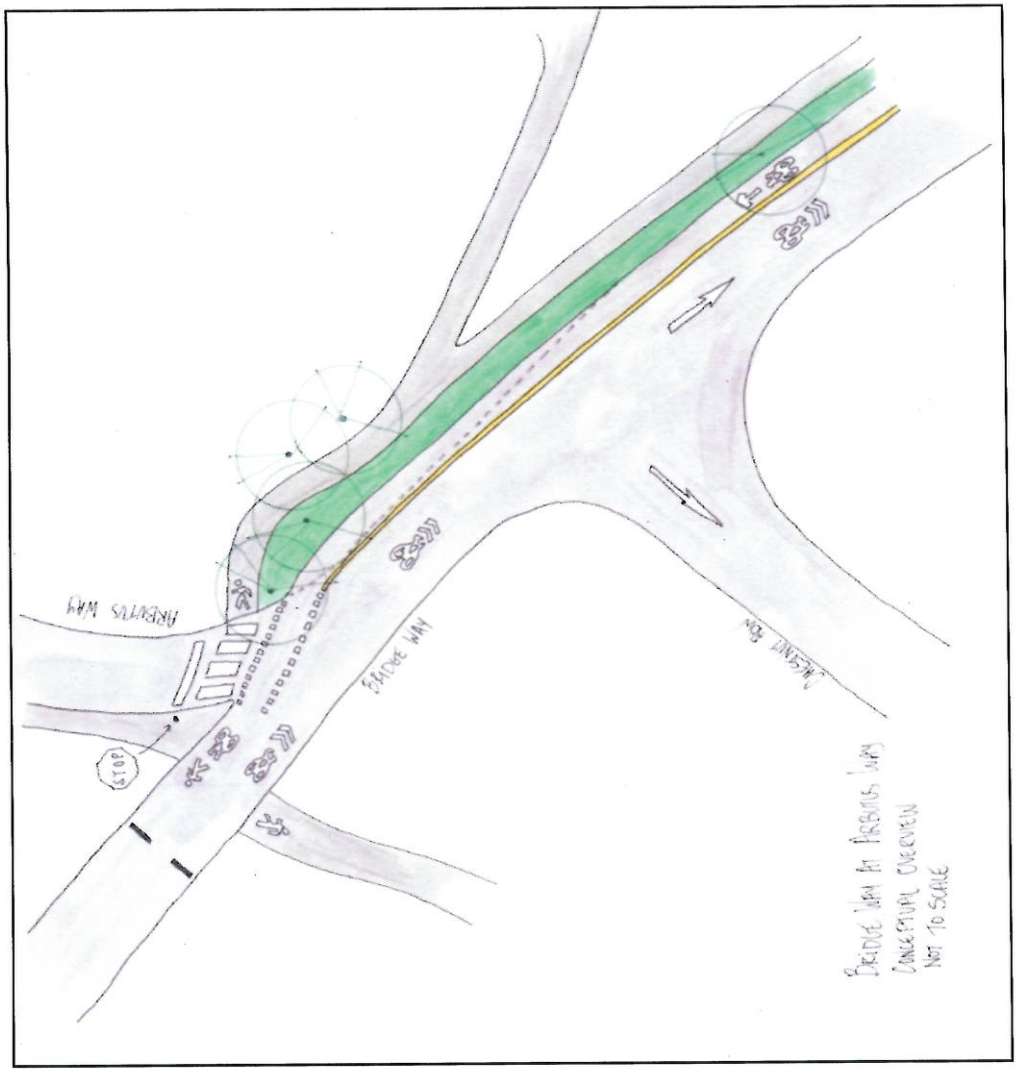
The majority of the budget is for concrete curbing to act as a safety divider between vehicle traffic and multi-use trail users along Circle Drive. Additional works include installing median improvements, upgrading accessibility ramps, line painting and sign upgrades. The concept drawings for the proposed changes are attached to this report. Detailed design drawings will reflect the temporary or permanent nature of the treatment.

The temporary improvements will be completed by June 30, 2014. The permanent improvements will begin on September 3 and will be completed by October 3, 2014 to minimize impact during peak park use.

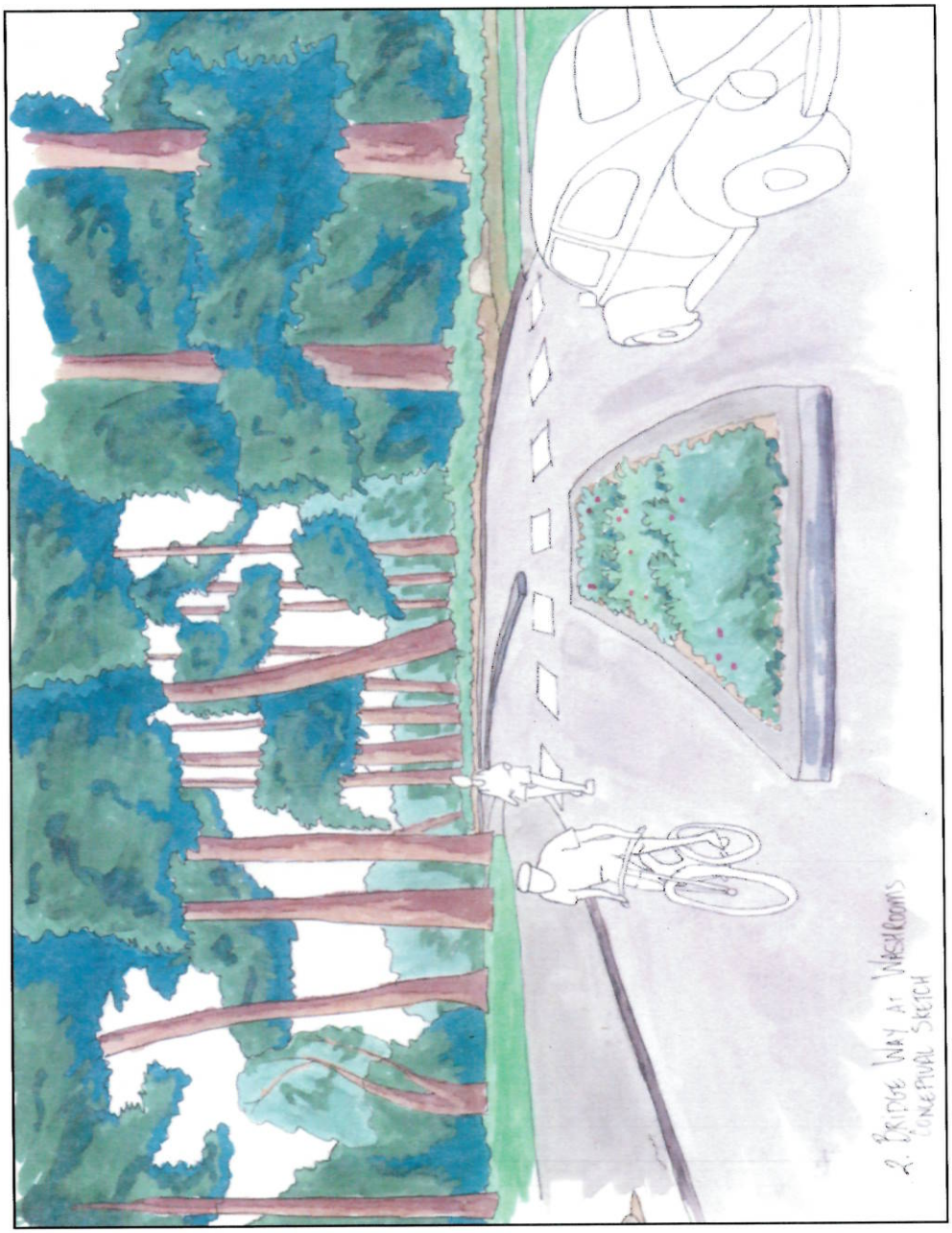
Recommendation
That Council approves the revised project budget for the implementation of the Beacon Hill Park Transportation Management Plan.


2014 Revised Road Changes
SOUTHGATE STREET
HEYWOOD AVENUE
SUPERIOR STREET
ARBUTUS WAY
ONE WAY
BRIDGEWAY
DOUGLAS STREET
NEW ACCESSIBILITY PARKING
BRIDGEWAY
ONE WAY WITH PARALLEL TRAIL
CHESTNUT ROAD
PROPOSED FAMILY AND SENIOR PARKING
PARK BOULEVARD
COOK STREET
HEYWOOD AVE
ROAD CLOSURE
CIRCLE DRIVE
ONE WAY WITH PARALLEL TRAIL
BEACON HILL
FUTURE TOTEM POLE PARKING
NEW MULTI-USE TRAIL TO BE EVALUATED IN THE FUTURE
DALLAS ROAD
Legend
Car Travel Lanes
Proposed TransCanada Trail
Road Conversion into Multi-Use
Temporary Parking
Parking
Permanent Road Changes
Temporary Road Changes

Concept Sketch: Bridge Way at Arbutus Way

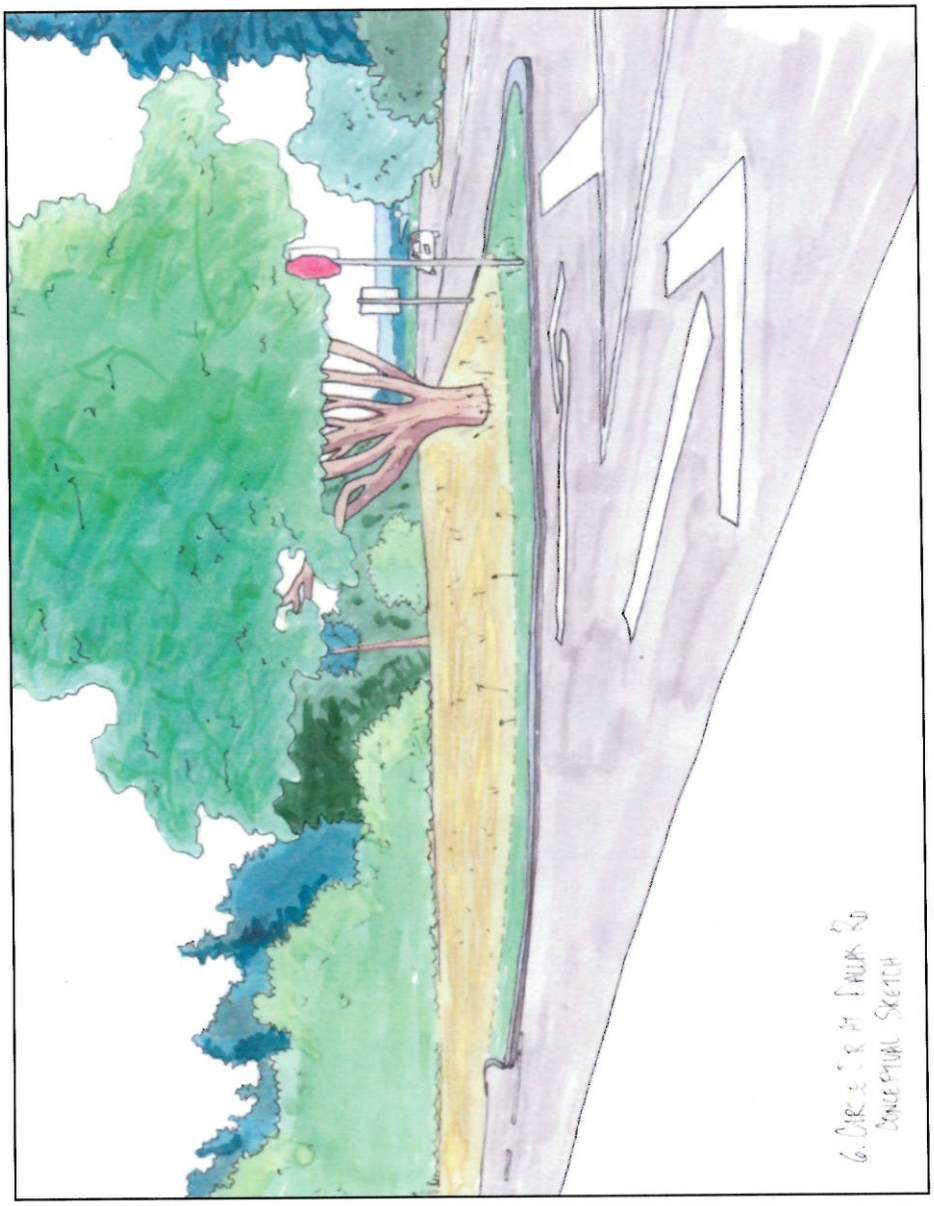


Concept Sketch: Bridge Way at Washrooms



Concept Sketch: Heywood Ave at Bridge Way

Concept Sketch: Circle Dr. at Dallas Rd.



Concept Sketch: Chestnut Row at Circle Dr.

2014 Revised Road Changes
SUPERIOR STREET
SOUTHGATE STREET
BRIDGEWAY
ARBUTUS WAY
ONE WAY
DOUGLAS STREET
HEYWOOD AVENUE
NEW ACCESSIBILITY PARKING
PROPOSED FAMILY AND SENIOR PARKING
CHESTNUT ROAD
ONE WAY WITH PARALLEL TRAIL
BRIDGEWAY
PARK BOULEVARD
ONE WAY WITH PARALLEL TRAIL
CIRCLE DRIVE
HEYWOOD AVE
ROAD CLOSURE
BEACON HILL
FUTURE TOTEM POLE PARKING
NEW MULTI-USE TRAIL TO BE EVALUATED IN THE FUTURE
COOK STREET
DALLAS ROAD
Legend
Car Travel Lanes
Proposed TransCanada Trail
Road Conversion into Multi-Use
Temporary Parking
Parking
Permanent Road Changes
Temporary Road Changes

8. DECISION REQUESTS

8.1 Beacon Hill Park – Changes to Vehicular Movements and Multi-Use Trail Improvements

Committee received a report dated December 5, 2013 from Parks, Recreation & Culture that outlined Changes to Vehicular Movements and Multi-Use Trail Improvements to Beacon Hill Park. In 2001 City Council endorsed the Beacon Hill Park Management Plan, which referenced many transportation issues, both vehicular and non-vehicular. Parks planning staff initiated a transportation planning process in 2008 and reported to Council with a draft Transportation Plan suggesting permanent road closures in the heart of the park and pathway upgrades in 2011.

Mayor Fortin returned to the meeting at 12:41 p.m. and assumed the Chair.

On March 8, 2012, Council asked staff to detail a work-plan for changes to vehicular traffic. A one year pilot period started in August 2012 to August 2013. The pilot is still in place subject to approval of staff recommendations. The opportunity for public input regarding the pilot closure concluded September 1, 2013, with over 1,500 surveys received. A thorough analysis was undertaken and revised recommendations to the current pilot closures are recommended.

Action: Councillor Helps moved that Committee recommends that Council adopt the pilot changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent.

Committee discussed the motion as follows:

- The overall objective to minimize traffic in the Park and the OCP vision of a walkable City.
- This is a cost effective compromise supported by the community associations.
- Staff's recommendations are supportable; implementing them with minimal cost.
- Showing leadership for an urban park that families can enjoy without vehicle traffic.
- Concerns that this option doesn't respond to a segment of the public with accessibility issues.
- Noting that cut-through traffic has been addressed through the pilot program.
- Supporting the outcome of the survey; responding to civic engagement.
- The property near the Totem Pole and if parking could still be an option;
  - It is still possible in that option to realign the parking.

Action: Councillor Helps moved that Committee amend the motion as follows:

1. That Council adopt the pilot changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent, **and;**
2. **That Council direct staff to increase parking at the Totem Pole.**

On the amendment:
CARRIED UNANIMOUSLY 13/GPC665

Committee discussed the public engagement with respect to how many people responded to the survey and options for evaluated those responses.

On the main motion as amended:
DEFEATED 13/GPC666

For: Councillors Alto, Gudgeon, Helps and Isitt
Against: Mayor Fortin, Councillors Coleman, Madoff, Thornton-Joe and Young

Action: Councillor Young moved that Committee recommends that Council:

1. Adopt the piloted changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent with the exception of a portion of Bridge Way between the washroom buildings and cricket pitch.
2. Approve the replacement of the temporary infrastructure from the pilot with more aesthetically pleasing and permanent traffic calming features.
3. Approve formalizing a scenic drive through the park using road markings.
4. That staff plan to implement on a permanent basis only those changes common to all options and that staff return to Council with a revised budget estimate.

Committee commented on the motion as follows:

- This is a compromise that maintains the objectives many people are interested in achieving.
- Concerns about the cost and reviewing the changes over a period of time before making them permanent.
- Concerns regarding the roads that will be opened under this proposal and the removal of accessibility parking in front of the washrooms.

Action: Councillor Isitt moved that Committee postpone consideration of this item pending receipt of statistical data based on City of Victoria residents who responded to the survey.

DEFEATED 13/GPC667

For: Councillor Isitt
Against: Mayor Fortin, Councillors Alto, Coleman, Gudgeon, Helps, Madoff, Thornton-Joe and Young

Committee continued its discussion on the motion:

- How to address the issue of parking by the washrooms;
  - Staff has looked at options at this location and would have to discuss it further with transportation staff.
  - Staff will return to Council with a revised budget and will include that as a line item as associated costs.
- Incremental changes that could fine tune this proposal as it moves forward.
- Details regarding the temporary closure proposed for Heywood Avenue; removing consideration of Option 2.

Action: Councillor Young moved that Committee amend the motion as follows:

That Council:

1. Adopt the piloted changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent with the exception of a portion of Bridge Way between the washroom buildings and cricket pitch.
2. Approve the replacement of the temporary infrastructure from the pilot with more aesthetically pleasing and permanent traffic calming features.
3. Approve formalizing a scenic drive through the park using road markings.
4. That staff plan to implement on a permanent basis only those changes common to ~~all~~ options **1 and 3** and that staff return to Council with a revised budget estimate.

On the amendment:
CARRIED 13/GPC668

For: Mayor Fortin, Councillors Alto, Coleman, Madoff, Thornton-Joe and Young

Against: Councillors Gudgeon, Helps and Isitt

On the main motion as amended:
CARRIED 13/GPC669

For: Mayor Fortin, Councillors Alto, Coleman, Madoff, Thornton-Joe and Young

Against: Councillors Gudgeon, Helps and Isitt

CITY OF VICTORIA

Governance and Priorities Committee

Date: December 05, 2013 **From:** Doug DeMarzo, Manager of Parks Planning and Design

Subject: **Beacon Hill Park – Changes to Vehicular Movements and Multi-use Trail Improvements**

Executive Summary

Beacon Hill Park is the City of Victoria's largest and most popular park with an estimated one million park visitors per year. The Park is highly valued by City of Victoria and regional residents for a wide variety of leisure activities.

In 2001 City Council endorsed the Beacon Hill Park Management Plan. This plan referenced many transportation issues including both vehicular and non-vehicular. In particular, the plan recommended the development of a transportation plan for the park.

Parks planning staff initiated a transportation planning process in 2008 and reported to Council with a draft Transportation Plan suggesting permanent road closures in the heart of the park and pathway upgrades in 2011.

On March 08, 2012 Council asked staff to detail a work-plan for changes to vehicular traffic. The key focus of the work-plan was to present cost effective alternatives on a pilot basis with an opportunity for public input. The one year pilot period was August 2012 to August 2013. The pilot is still in place subject to approval of the recommendations.

The opportunity for input into the pilot closure concluded September 1st 2013 with over 1500 surveys received.

- A total of 52% indicated they were unsupportive (13%) or very unsupportive (39%) of the pilot changes.
- A total of 44% indicated they were supportive (8%) or very supportive (36%) of making the changes permanent
- 4% were neutral

A thorough analysis was undertaken and revised recommendations to the current pilot closures are recommended. Aside from the aesthetics of the pilot the main issue seemed to be lack of accessibility throughout the park especially along Bridge Way.

With consideration for the 2001 Beacon Hill Park Management Plan and public consultation, three primary changes are proposed from the current pilot condition:

1. Bridge Way to be re-opened to one way traffic with a parallel multi-use bike lane between the washroom buildings and cricket pitch.
2. New parking at the totem pole resulting in a new multi-use trail in the adjacent field connecting to the current sidewalk on Dallas Road.

3. Scenic Drive route to be identified though the park.

It is proposed the remainder of the pilot changes remain in place with upgrades to permanent infrastructure. These changes if approved are included in the Parks, Recreation and Culture annual operating budget and are estimated to cost $120,000.

Recommendation

That Council adopt the piloted changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent with the exception of a portion of Bridge Way between the washroom buildings and cricket pitch

That Council approve the replacement of the temporary infrastructure from the pilot with more aesthetically pleasing and permanent traffic calming features.

That Council approve formalizing a scenic drive through the park using road markings.

Respectfully submitted,

Doug Demarzo
Manager, Parks Planning and Design

Kate Friars
Director, Parks, Recreation and Culture

Brenda Warner
Director of Finance

Report accepted and recommended by the Acting City Manager:

Purpose
The purpose of this report is to seek approval to make the changes of the Beacon Hill Park Transportation Pilot permanent with the exception of Bridge Way. The report outlines a work-plan to change vehicular movements in Beacon Hill Park. The changes may be implemented within existing capital/operating budgets and are responsive to the transportation planning process and public comments.

Background
Beacon Hill Park is the City of Victoria's largest and most popular park with estimated 1 million park visitors per year. Beacon Hill Park was developed in the 1880's as a Victorian era pleasure park. The original park included a number of formal carriageways and pathways. Over the past 130 years these carriageways have become roads, new roads have been developed as have many formal and informal pathways. Today the park includes 4 kms of roadway, more than 10 formal designated vehicle parking areas with 583 parking stalls, and many kilometers of pathways.

Council approved a Management Plan for Beacon Hill Park in 2001. A key recommendation in the Management Plan was the development of a Traffic Management Plan for the park. The 2001 Management Plan recommended that the overall objective of the Traffic Management Plan would be to minimize traffic in the park and promote a safe and pedestrian friendly environment.

In 2008 staff initiated work on the Beacon Hill Transportation Management Plan. The approach taken was to look at three Transportation Plan issues – vehicle traffic in the park, parking in the park, and pedestrian / bicycle trails in the park. As part of this plan Boulevard Transportation Group was retained to complete a study on current traffic. The study findings confirmed that both speeding and short-cutting were evident in the Park.

- Based on traffic counts it was found that vehicle speeds exceed the 30km/h posted speed limit on park roads. Particular concern is the data that revealed 85 percent of motor vehicle speeds on Circle Drive are in the 41-45km/h range, well beyond the posted speed limit.
- Cut-through traffic was as high as 87% in the morning peak hours and 71% in the evening peak hours.

On September 8th, 2011 Staff presented a report to Council based on best practices and community consultation for recommending 22 traffic and trail changes in the park. The plan received strong community support but some community opposition to the plan highlighted the loss of the ability to drive-through park, limited senior access, night time security and budget. Council advised staff to undertake further work to address some of the concerns that arose during the original consultation process.

Staff detailed a work plan focused on implementing a cost effective pilot with an opportunity for public input over a one year period. A description of the pilot and a map is attached to this document in Attachment 1.

Consultation was an integral part of the pilot closure. The overall objective of the consultation plan was to determine the level of public support for one of the following future actions:

- Adopting the Pilot changes
- Reverting to pre-pilot vehicle movements
- Expanding closures to include Chestnut and the west portion of Circle Drive (from the petting farm to Dallas Road).

Consultation commenced in August 2012 and concluded September 1, 2013. The following methods were used to solicit public feedback:

- Information about the closures was available in a variety of formats including a fact sheet, a sign at the petting farm in Beacon Hill Park, an article in Connect newsletter, through media coverage and on the City website.
- There were several opportunities made available to the public to participate in a survey regarding the changes.
    - Paper surveys were available at six different times at park information booths. Two of the times the information booths were advertised and the other four were impromptu set-ups by by staff. Staff also monitored the parks on busy weekends including the 150th anniversary celebration to observe pedestrian and vehicle movements.
    - Paper surveys were also available at the Parks Office and City Hall for the entirety of the pilot.
    - Surveys were available on-line.
    - Surveys were emailed to interested individuals.
    - Surveys were conducted during all four seasons in recognition of the varying visitor patterns and uses within the park

Over 1500 surveys were received.

Issues & Analysis

Public Feedback

The primary objective of the pilot project was to solicit public feedback over an entire year while the pilot changes were in place. Public interest throughout the pilot has been high. The following is a summary of the responses and additional information can be found in Attachment 2.

Demographics

- Location:
    - 30% of respondents live or work a 5 minute walk from the park
    - 25% live or work a 15 minute walk from the park.
    - 34% were from Victoria but not within a 15 minute walk.
    - The remaining 11% were from outside Victoria including other municipalities within the Greater Victoria area
- Age:
    - 37% were 51-65 years of age
    - 30% of respondents were 31-50 years of age
    - 24% were 66+ years of age
    - 11% of respondents were less than 30 years of age with less than 1% of those being under 15 years.

Frequency of park attendance: The majority of the respondents visit the park frequently.

- 46% of respondents visit the park more than once a week
- 36% visit the park a few times a month
- 16% visit the park a few times a year
- 2% visit at least once a year
- Less than 1% of respondents say they never visit the park

Method of transportation: The top two modes of transportation for getting to the park were by car and walking:

- 46% of respondents arrive via car
- 37% walk to the park
- 14% bike to the park
- Less than 1% of respondents arrive via transit

Support Level for Current Pilot Changes: Level of support for changes was divided:

- A total of 52% indicated they were unsupportive (13%) or very unsupportive (39%)
- A total of 44% indicated they were supportive (8%) or very supportive (36%)
- 4% were neutral
- Qualitative comments also indicated the polarization of positions – with comments both very much against (I hate it, this is stupid, waste of money) and very much in support (I love it, park is so much quieter/safer, do more).
- Numerous respondents provided comments that they felt the pilot changes created challenges for seniors or physically challenged individuals, however, there were also comments that indicated the respondents felt the changes improved the condition for elderly/physically challenged (i.e. I'm in a wheelchair and love the changes because I can use the roadways now).

Support Level for Additional Changes: Half of the respondents indicated that they would not support further conversion of vehicle roads to green space.

- 52% were not supportive of additional changes
- 42% were supportive
- 6% indicated they had no opinion

Parking: Half of respondents indicated they felt parking was adequate during the pilot

- 46% indicated parking was adequate during pilot
- 34% didn't feel there was enough parking during the pilot
- 20% of respondents indicated no opinion
- Numerous respondents commented that access to washrooms during pilot has been challenging

Numerous comments were received that Trans Canada Trail should end at Mile Zero and that it should go along Dallas Road past Fisherman's Wharf and Ogden Point rather than through the park.

During the pilot three concerns emerged for those not supportive of the changes. They were:

- Budget – many felt the City tax dollars would be better spent somewhere else. The proposed budget of $120,000 is mainly required to make the multi-use lanes safe.
- Scenic drive – People missed being able to drive through the park.
- Accessibility – Lack of accessibility to all features. The new proposed changes will re-open Bridge Way to vehicle traffic increasing accessibility.

During the pilot those supportive of the plan generally felt the park was more calming, more user friendly for all types of non-motorized park users and felt more could be done to keep cars to the perimeter. The proposed recommendations would not enhance this support but it would improve it over the original conditions.

The public feedback during the process exhibited two polarized point of views with a slight edge of respondents not supportive of the changes. In addition to public feedback the decision for the proposed circulation routes consider:

- The 2001 Beacon Hill Park Management Plan objectives to reduce traffic in the park,
- The 2010 open house process contained favorable results in support of more road conversions than proposed in the pilot,
- Mis-information received in respondents surveys and other public correspondence during the process,
- The build-out of the surrounding urban area and increasing pressures to have places for refuge and respite.

A compromise between the pilot and original vehicle circulation routes are proposed as a result of public input during the pilot.

Overview of Recommended Circulation Changes

The result of the pilot were mixed and as a result of the mixed responses staff are proposing the final recommendation consistent with the public feedback and best park management principals. The aggregate amount of space is relatively small change for vehicle circulation, but the impact on usability, ambience, safety, and air quality will be much improved.

Three primary changes are proposed from the current pilot condition:

4. Bridge Way to be re-opened to one way traffic with a parallel multi-use bike lane between the washroom buildings and cricket pitch.
5. New parking at the totem pole resulting in a new multi-use trail in the adjacent field connecting to the current sidewalk on Dallas Road.
6. Scenic Drive route to be identified though the park.

Attachment 3 outlines the treatment and infrastructure tested during the pilot as well as the final recommended treatment for vehicular and bicycle movements in the park. Attachment 3 also contains maps and sketches to aid in visualising the recommendations.

Adjacent Traffic Impacts

The Transportation Study, completed by Boulevard Transportation Group in 2009, noted the impact of increased traffic on adjacent roads and length of waiting times at adjacent intersections would be minimal if roads were closed within Beacon Hill Park. This assessment is still valid for all options presented in this report.

Parking

Responses during the pilot did not identify availability of parking as a major concern. This is consistent with the parking surveys conducted in summer of 2009 and 2011. Two areas were identified as needing better parking options. The first area of concern was the central washroom building where only two designated spots for people with mobility issues existed during the pilot and no drop off or temporary parking. Future proposed improvements to this area could solve this issue by increasing the number of parking spots near the washroom building and/or providing washroom facilities near the main parking lot. The second area to improve parking is at the totem pole. Improvements to parking at the totem pole are compatible with the proposed multi-use trail alignment.

Observations during the pilot in the peak summer periods indicated parking was still available near major attractions. The rear gravel area of the Main Parking lot and/or the Cricket Pitch parking area had available parking during peak use periods.

Speeding

Over the years there have been several near vehicle mishaps with children and wildlife, namely peacocks have been injured and killed.

During the pilot no further analysis has been completed to determine if speeding is still an issue. Indirect traffic calming was implemented by reducing the opportunities for short-cutting and narrower travel lanes. No direct approaches such as speed tables were installed during the pilot to decrease speeding.

Direct speed approaches, such as speed tables, would negatively impact the ability of horse and carriage operators to utilize the park. Horse and carriage activity in the park is generally supported because it is within the scale of the park and operates within the posted speed limits.

Intersections

The following intersections were re-configured as part of the pilot.

- Dallas Road – south bound only with left and right turn
  - No major issues were identified with this change with the exception of the need to improve bicycle integration.
- Chestnut Road/Circle Drive/Main Parking Lot exit
  - There was a greater sense of congestion identified in this area during the pilot changes. The recommendations propose re-aligning the main parking lot exit to a different location and slight realignment of the curb on Chestnut Road/Circle Drive to provide greater protection to the sequoia tree and better accessibility ramps.
- Chestnut Road/Bridge Way/Arbutus Road
  - This intersection has always had minor pedestrian and vehicle conflicts. The pilot project introduced an additional lane crossing for vehicle movement potentially causing more conflicts. The recommendations propose converting the area so vehicle movements do not have to cross any lanes and improving the sidewalk crossing to a multi-use elephant foot crossing for counter-flow bicycles. Minor conflicts may still occur due to the alignment and shared space of the multi-use trail along Bridge Way.

Washroom Facilities

During the pilot it became apparent the importance of having vehicle access near washroom facilities in the Beacon Hill Park. There are currently three permanent washroom facilities in the park. Additionally, a seasonal washroom is installed by the watering can in the summer. The lack of access and parking near the central washroom building was frequently mentioned during the survey.

Providing an additional facility by the main parking lot would be beneficial. Park users park here when participating in field sports, visiting the petting farm, or enjoying the other surrounding activities. If this additional washroom is provided in the future it may be possible to re-consider the proposed shared use of Bridge Way.

Accessibility

The pilot changes have resulted in two perspectives on accessibility. The first perspective is accessibility has been limited to areas of the park by vehicles. The pilot project ensured all areas of the park were still accessible by car however the circulation to get to these areas was compromised to reduce short-cutting. Parallel parking was also reduced along Bridge Way and Chestnut Road close to the ornamental features and Cameron Bandshell. The parking spots near the Totem Pole were also removed during the pilot. Where parking was reduced, for example near the totem pole, the proposed recommendations in this report will re-instate parking for people with mobility issues. The proposed recommendations will identify a scenic drive for vehicles to follow starting at Arbutus and continuing through the heart of the park to Dallas Road.

The second perspective was accessibility was improved. Many comments were put forth about Circle Drive and how much easier it was for people to navigate between Dallas Road and the petting farm/ornamental area within Beacon Hill Park. The proposed recommendations will continue to support these multi-use paths.

Tourism Operators

At the beginning of the pilot there were some initial concerns from tour bus and pedi-cab operators. Some operators indicated that they would no longer use the park for tours. Observations throughout the year saw all tourism operators who formally used the park continue their use during the pilot.

Special Events

During the pilot the major event that could have been impacted was the Victoria Marathon. Fortunately, the bollards were removable allowing the marathon to continue using their proposed route. Under the proposed more permanent recommendations the Marathon would utilize a new route through the park.

The Victoria Marathon also has other course alignment concerns in Oak Bay and will be re-certifying the course. This is the opportune time to make changes to the course through Beacon Hill Park since the re-certification process is already underway. Discussions with marathon organizers indicate support for the new route.

Another popular summer venue is the afternoon performances at Stage in the Park. Staff held info booths after a performance to solicit feedback. The reduced parking opportunities were of concern to the public. To help alleviate these concerns staff changed the hours of parking on Arbutus Way to be allow for parking during performance times and changed the existing bollards on Bridge Way to continue to encourage the informal parking between the "Old Bandstand" and Cameron Bandshell. These changes were made during the pilot and are recommended to remain in place.

Trans-Canada Trail

The Trans-Canada Trail was considering a route going through the park. Since the commencement of this survey a new preferred option along David Foster Way and the proposed Dallas Road bike path has emerged. This will be the subject of a Council report early next year.

Budget

The proposed changes can be phased in within the current operational budget if approved. A high level estimate based on the attached sketches to complete the work is $120,000. Implementation of the transportation plan has been identified as a priority within approved budgets for Beacon Hill Park. There will be no impacts to existing services in park operations as a result of this project.

The work could be completed by 2015 based on existing operational budgets for Beacon Hill Park specifically under Beacon Hill Park Management Plan Implementation line item. The changes to vehicle circulation can be completed subject to approval of the recommendations along Bridge Way and additional infrastructure improvements will start in 2014.

The majority of the budget is for 600m of concrete curbing to act as a safety divider between vehicle traffic and multi-use trail users. Additional works include the multi-use trail near the totem pole, upgraded accessible ramps, line painting and sign upgrades.

Options & Impacts

Option 1 (recommended) – Adopt Pilot with the exception of a portion of Bridge Way

If approved, the plan is a step towards the intent of the 2001 Beacon Hill Park Management Plan and would greatly reduce short-cutting opportunities by keeping the portion of Heywood Avenue closed. From a park safety and ambience perspective this is not the best option however, during the public consultation process the pilot closure of Bridge Way was noted as the most inconvenient pilot change with regards to washroom access and circulation.

It is recommended to allow vehicle traffic to continue southbound along to Bridge Way while maintaining a multi-use trail in one lane as shown in Attachment 3. This would create a continued one-way southbound route and convert the pilot turn-around area to parking accommodate parking for people with disabilities and a drop off zone.

Re-opening Bridge Way would increase traffic at the Park Boulevard and Heywood Avenue junction. Some residents on Heywood Avenue have expressed concerns about traffic on their road. During the pilot, resident opinions to staff were varied and some indicated traffic levels were reduced and others indicated traffic levels increased. Identifying a scenic route in the park that does not utilize Bridge Way may also help reduce traffic in this area.

Future consideration to convert this portion of Bridge Way back to the pilot condition could be considered but it is highly recommended a washroom building be established near the main parking lot prior to any future decisions.

The budget to complete this project in accordance with the concept sketches is $120,000.

Option 2 – Return to pre-pilot traffic patterns

This is the most cost effective solution in the long term but lacks response to the concerns to the Council endorsed Beacon Hill Park Management Plan, approved in 2001. In particular recommendation number 10 which states the following:

"Develop a Traffic Management Plan for the park that addresses appropriate levels of traffic within the park, circulation, roads and parking with the overall objective to minimize traffic in the park and promote a safe and pedestrian-friendly environment."

From a traditional park function perspective of managing a calming environment for respite, health and recreation without the impacts of vehicle traffic this is the least desirable option presented. From a vehicle circulation perspective this remains the best of the three proposed options.

The budget to complete this option is $4000.

Option 3 – Adopt Pilot

If approved, the plan is a step towards the intent of the approved Beacon Hill Park Management Plan and would greatly reduce short-cutting opportunities. This in turn may also reduce speeding. It was evident during the pilot that many users enjoyed the road conversions for new park uses.

This option would see bollards replaced with traffic calming elements such as planted medians for barriers and a permanent solution separating Dallas Road is still envisioned.

Vehicle restrictions will continue to allow motorists to travel through the park to the same destinations as the existing pilot network. All destination points and existing parking lots as well as washroom facilities can still be accessed by vehicles. Main Parking lot upgrades are still proposed be completed at Chestnut Road and Circle Drive to reduce congestion.

The budget to complete this work would $90,000.

Option 4 Adopt Pilot with current infrastructure

An alternative infrastructure solution to adopting Option 3 would be to leave all pilot improvements in place. This would be beneficial from a cost savings perspective as well allow future flexibility for events. However, from an aesthetics standpoint, the current infrastructure has negatively impacted scenic landscape views in the park and was often mentioned as "ugly" in the public comments. The budget to complete this would be minimal.

Recommendation

That Council adopt the piloted changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent with the exception of a portion of Bridge Way between the washroom buildings and cricket pitch.

That Council approve the replacement of the temporary infrastructure from the pilot with more aesthetically pleasing and permanent traffic calming features.

That Council approve formalizing a scenic drive through the park using road markings.

Attachment 1 – Description of Pilot Changes

1) Arbutus Way: One-way vehicle access into the park remains at Southgate Street, but parallel parking is reduced and restricted to time limits on weekday mornings.

2) Chestnut Row: Located between Arbutus Way and Circle Drive, Chestnut Row has changed direction, becoming one-way southbound for motorists.

- Motorists have the opportunity to turn left (east) and right (west) from Chestnut Row onto Circle Drive to exit the park at Dallas Road or Douglas Street.
- The route serves as a primary horse and carriage pathway in the park.

3) Bridge Way: The road is closed to traffic at the crosswalk next to the public washrooms. New curbing enables vehicles to turn around and take Chestnut Row to Circle Drive.

- Two new designated parking spots for people with mobility challenges are provided.
- A new multi-use path is available from the public washrooms to Heywood Way on the closed road.

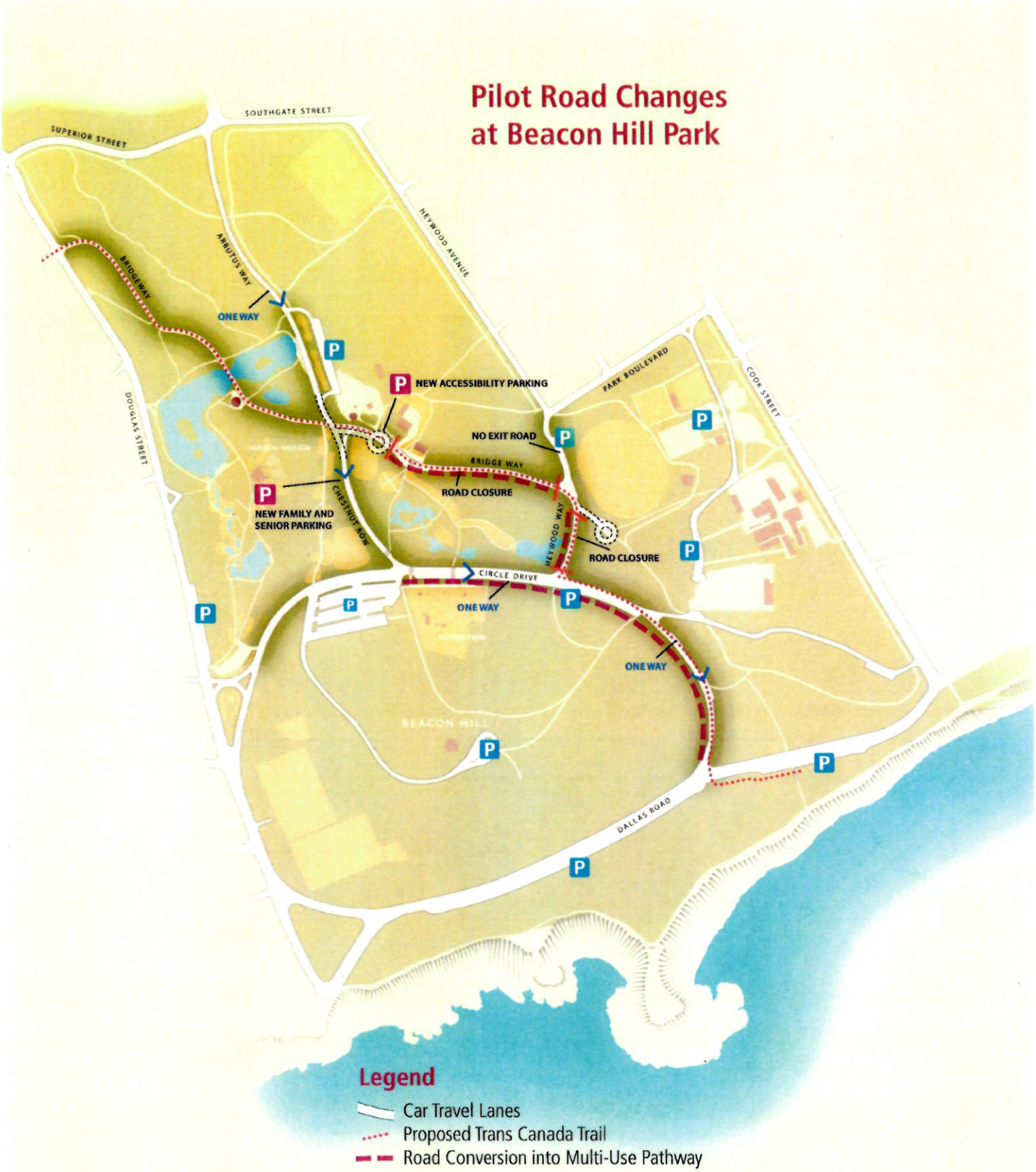
4) Circle Drive: Between Chestnut Row and Dallas Road, Circle Drive is one-way eastbound, heading out of the park.

- The westbound lane (leading into the park from Dallas Road up to the Petting Zoo crosswalk) serves as a multi-use path for pedestrians and cyclists.
- New designated parking for families and seniors is provided.

5) Heywood Way: The southbound lane of Heywood Way ends at the Cricket Pitch in the park, with no vehicle access to Circle Drive. Designated vehicle parking and a turn-around area are available.

- Heywood Way between Circle Drive and Bridge Way has been converted into a multi-use trail.

The following map outlines the pilot changes in the park.

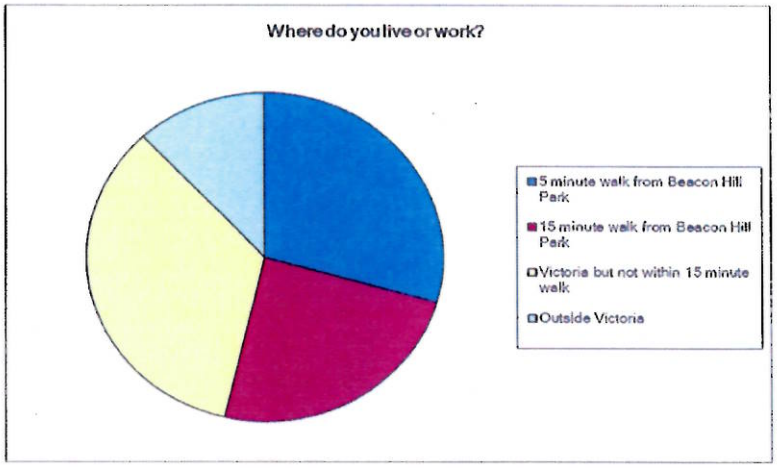

Pilot Road Changes
at Beacon Hill Park
SOUTHGATE STREET
SUPERIOR STREET
HEYWOOD AVENUE
ARBUTUS WAY
BRIDGEWAY
ONE WAY
NEW ACCESSIBILITY PARKING
PARK BOULEVARD
COOK STREET
DOUGLAS STREET
NO EXIT ROAD
BRIDGE WAY
ROAD CLOSURE
NEW FAMILY AND
SENIOR PARKING
CHESTNUT RON
HEYWOOD WAY
ROAD CLOSURE
CIRCLE DRIVE
ONE WAY
ONE WAY
BEACON HILL
DALLAS ROAD
Legend
Car Travel Lanes
Proposed Trans Canada Trail
Road Conversion into Multi-Use Pathway

Attachment 2 – Survey Questions and Results

Survey Results

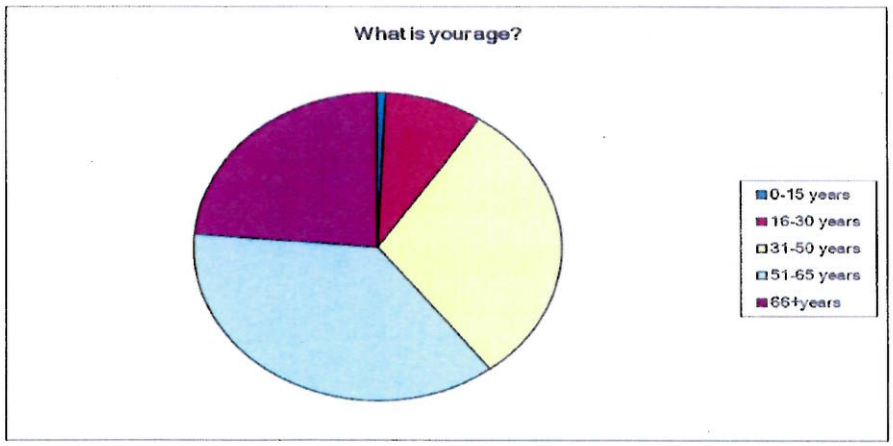
1) Where do you live or work? (Please circle.)

5 minute walk from Beacon Hill Park	15 minute walk from Beacon Hill Park	Victoria but not within 15 minute walk	Outside City of Victoria



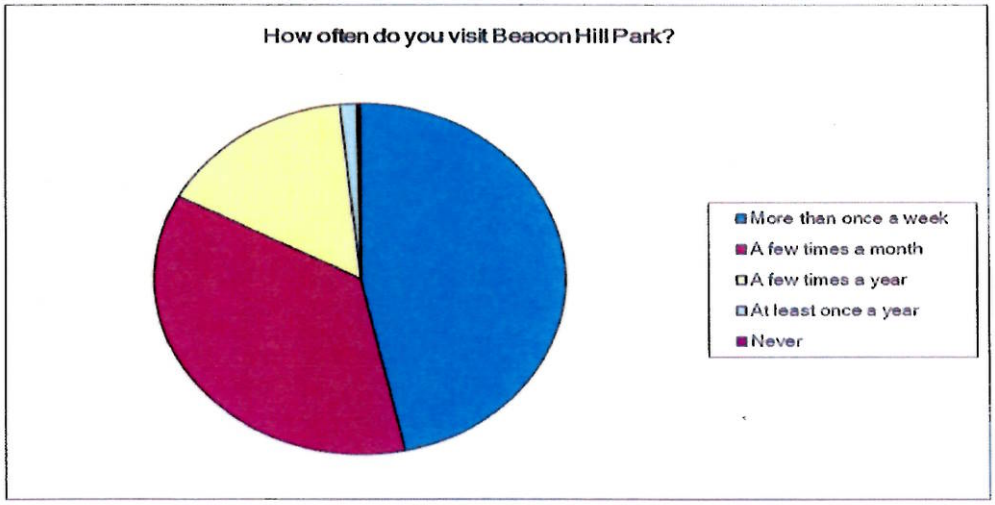
2) What is your age? (Please circle.)

0-15 years	16-30 years	31-50 years	51-65 years	66+years



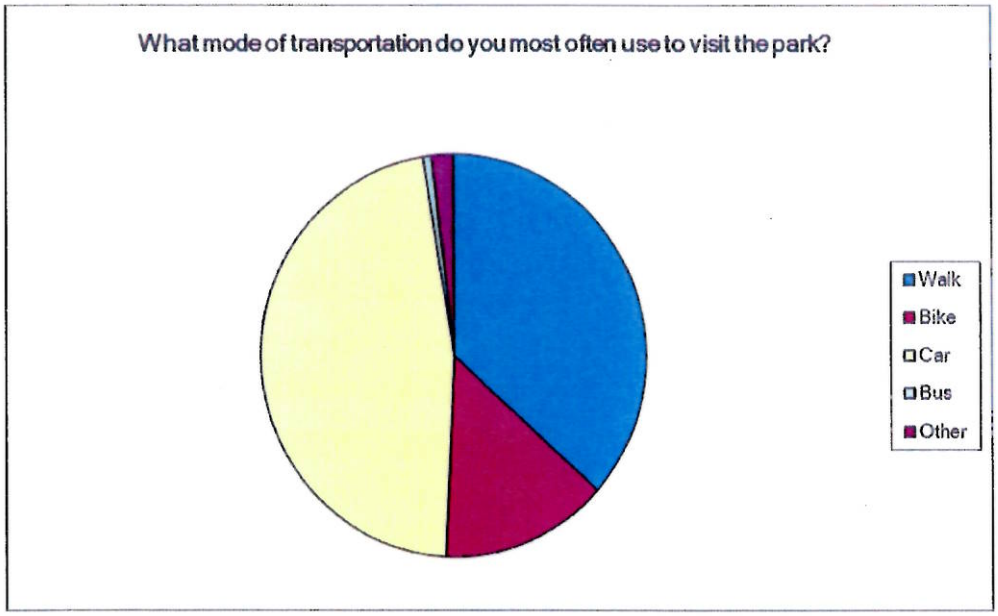
3) How often do you visit Beacon Hill Park? (Please circle.)

More than once a week	A few times a month	A few times a year	At least once a year	Never



4) What mode of transportation do you most often use to visit the park? (Please circle.)

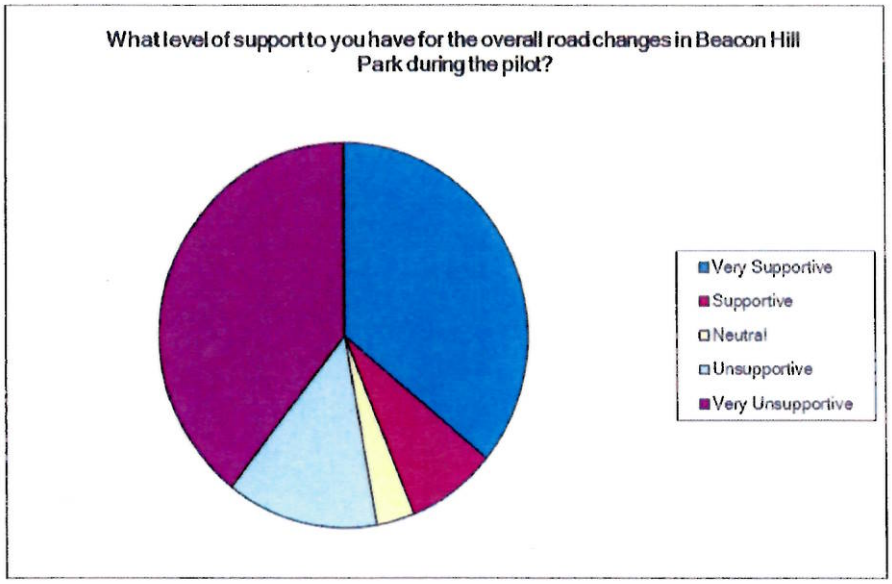
Walk	Bike	Car	Bus	Other



5) What level of support do you have for the overall road changes in Beacon Hill Park during the pilot? (Please circle.)

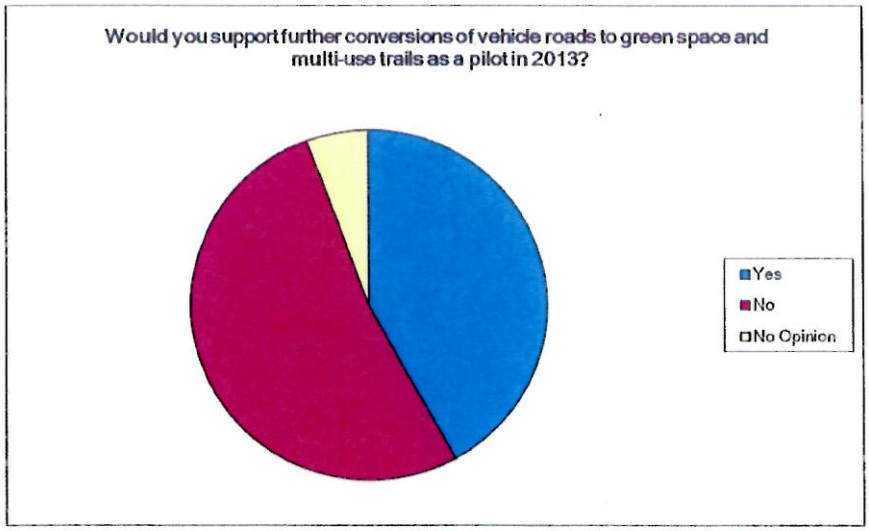
Very Supportive	Supportive	Neutral	Unsupportive	Very Unsupportive

Additional Comments:



6) Would you support further conversions of vehicle roads to green space and multi-use trails as a pilot in 2013? (Please circle one.)

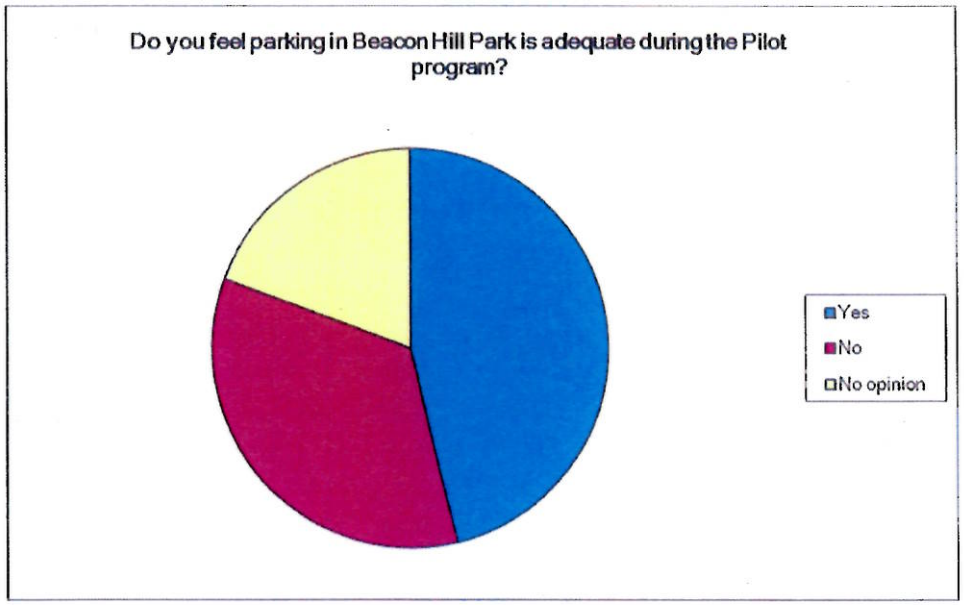
Yes No No opinion



7) Do you feel parking in Beacon Hill Park is adequate during the pilot program? (Please circle one.)

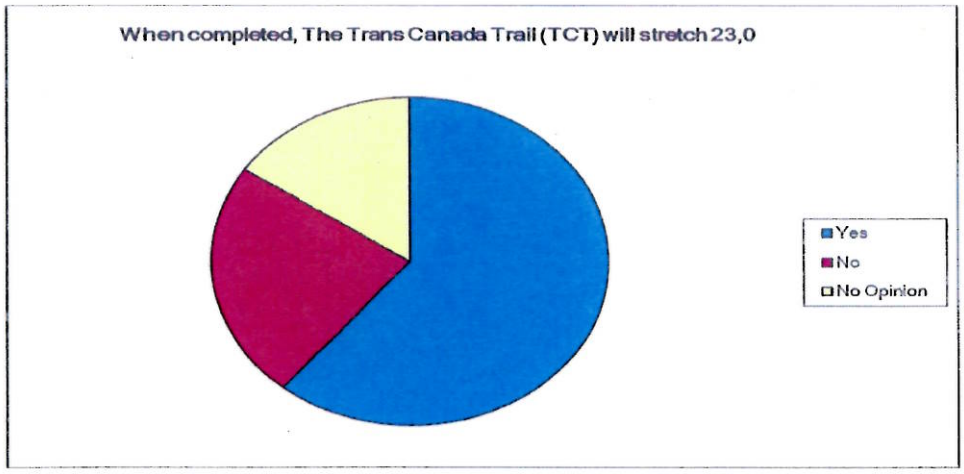
Yes No No opinion

If no, please explain how you would like to see parking improved in the park.



8) When completed, The Trans Canada Trail (TCT) will stretch 23,000 kilometres from the Pacific to the Atlantic and Arctic Oceans connecting every province and territory. The TCT is proposed to go through the park using existing trails. Do you support the idea of the Trans Canada Trail being located in Beacon Hill Park? (Please circle one.)

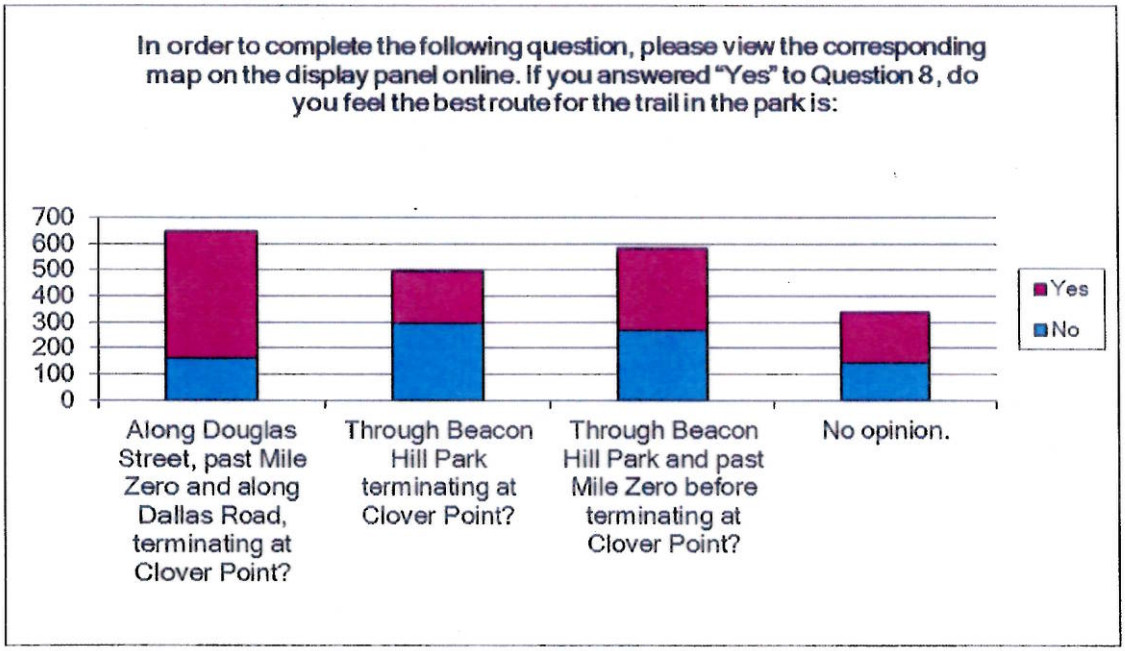
Yes No No opinion



9) In order to complete the following question, please view the corresponding map at the end of this survey, on the display panel in the park or online at www.victoria.ca

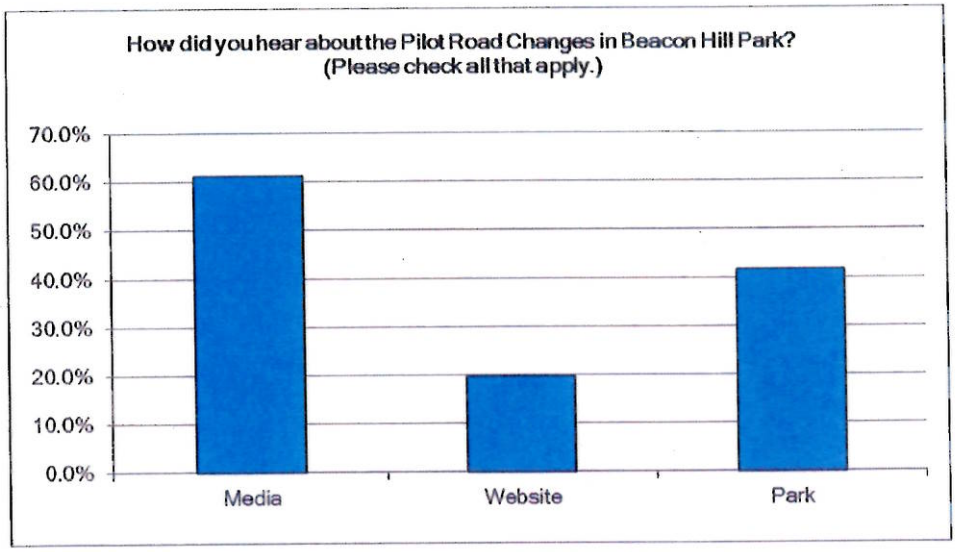
If you answered "Yes" to Question 8, do you feel the best route for the trail in the park is:

Description of Possible Trans Canada Trail Routes	Yes	No
a) Along Douglas Street past Mile Zero and along Dallas Road terminating at Clover Point?		
b) Through Beacon Hill Park terminating at Clover Point?		
c) Through Beacon Hill Park and past Mile Zero before terminating at Clover Point?		
d) No opinion.		



11) How did you hear about the Pilot Road Changes in Beacon Hill Park?
(Please check those that apply.)

Media Website Park



10) Do you have any additional comments or suggestions?

_____

_____

The following comments are a summary of the verbatim comments collected during the survey process.

BHP 2012 Pilot Survey: Compiled Qualitative Comments

Comment	Number of Times Mentioned			
	Q5	Q6	Q7	Q8
NEGATIVE COMMENTS				
Keep the park the way it was / put it back to how it was	68	50	21	149
Didn't think there was a problem before / Trying to solve a problem that didn't exist	45	20	5	18
Flow was better before / now congested	18	6	6	6
Road closures ruin the park / hate it / it's unwelcoming	19	7	2	3
Project seems poorly planned	5	5	1	2
Spend tax money on core issues / This was waste of taxpayer money resources or staff time	41	16	1	57
It's ugly (comments on bollards, signs, etc.)	16	1	2	19
It's confusing; annoying	22	2	4	12
Don't think there was an issue with speeding	7	7		11
Don't think there was an issue with cutting-through	14	2	1	14
Access for elderly / handicapped is challenging (general)	58	20	7	48
Pilot has increased traffic elsewhere (cook and dallas, douglas)	14	3	6	8
Miss being able to drive through park	26	10	7	29
Should be for all uses not special interest groups like cyclists	4	1		16
I feel less safe now	20	2		2
I no longer visit / visit less	25	4	1	
Can only via access via car so don't like closures	13			
Have to drive all the way around or get in & out of/not enough entrances/inconvenient for drivers	2	2	8	25
POSITIVE COMMENTS				
Love it / Like it / Support it	73	65	2	123
Didn't like it at first but it's grown on me	5		1	
I'm disabled but I like it/love it because I can use roadways with my wheelchair/walker/scooter	8	5		1
Better for wildlife / natural aspects of park	3	3		4
Better experience for cyclists	11	9	1	9
Better experience for runners	8			2
Better experience for walkers	16	4		14
Better experience for kids	7	2		8
Makes park more peaceful and quiet / pleasant	28	13	2	21
Keep cars to perimeter / parks aren't for cars / less traffic is better	40	25	16	34
Like but need better access for seniors/disabled	7	11		10
Park feels safer now (general)	7	2	2	8
Heywood specifically feels safer now		1		4
Park is no longer used as a shortcut	11	5		22
Speeding is reduced	4	3		14
PARKING SPECIFIC COMMENTS				

Seems like there is enough parking	1		77	2
Parking near washroom is difficult	9	1	20	18
Parking/Access issues at Heywood/Cricket pitch	6		6	1
Need more parking at totem pole	4	3	3	3
Need more parking (generally)	8	9	13	3
Need more handicapped/ family parking			8	5
General parking issues (can't find spots, etc.)	1		27	8
Need better parking near Totem Pole		2	4	1
TRANS CANADA TRAIL COMMENTS				
TCT shouldn't go through park				21
TCT should end at Mile Zero				24
TCT should go along Dallas (past Fisherman's, Ogden Point)				29
SUGGESTIONS FOR CHANGES				
Re-open Heywood to Circle Drive	5	1		3
Re-open Bridge Way	6	2	8	5
Re-open Bridge Way to Heywood with access north to Park Ave only	3	1		
Re-open Bridge Way to Circle Drive only	3		1	2
Chestnut Row is too narrow / not enough parking				1
Revert Chestnut Row to previous direction	1	1		1
Circle Drive should be 2-way (revert to original)	11	1		12
Revert rest but keep Heywood closed	1	1		
Circle Drive should be in/out from Douglas only (closed at Dallas with turnaround, parking at Totem)	1			
Just use speed bumps	21	5		41
Need better enforcement of parking time lines	2	1	15	5
Need more maps showing points of interest; better signage	10	2		6
Do more / make it car free	6	4	9	59
Consider seasonal closures	2			
Need more bike parking, bike racks			4	

Question 5: Other Comments

I cycle to work through the park and run or walk through the park 5 week. I would like a recognized route for non motorized traffic that goes both directions along Arbutus Way and Chestnut Row. I think at present the roadway is wide enough. A marked 2 way bike lane would be good. Thank you. cyclits
What are the specific facts re speeding and safety-these should be posted as should survey results ie # of response for/against.
Using one lane of Circle Drive for walking, hiking, biking, skateboarding, motorized wheelchair was a wonderful change. I saw people using the lane for walking, etc. having a wonderful time. Prior to the change, the only choice often involved walking in the ditch while trying to avoid being rundown.
Particularly like the pedestrian way between the playground and the walk to the petting zoo.
I agree with the concept - but not the specific routes that were chosen.
This question is very poorly worded!
I want to be able to drive from the main road where the Children's Zoo is directly to the Cook Street village. It is ridiculous the way cars are shunted onto Dallas Road when trying to get to the Cook Street Village!
I used to drive south on Vancouver street to Dallas Road; not so easy now

is now a nightmare to get from central area back to the north/east
Bicycles forced to ride on sidewalks with pedestrians on former horse race circuit. Lack of car mobility. Terrible road changes. Revert ASAP. Cyclist pedestrian mayhem, who thinks of putting bikes and pedestrians on the same sidewalk except for a motorist?
Changes justified on the basis of safety problems: what accidents justified this change?
i think the changes are uncalled for an unnecessary and are dangerous for james bay residents if there is ever an emergency and need to get out of the area in a hurry as one of the very few exit routes has been blocked off by these changes
Since the pilot changes access by car to the north side of the Park from Circle Drive and adjacent parking areas necessitates leaving the Park and re-entering from Southgate. A major problem and inconvenience for people with mobility issues wishing to see the north side of the Park and/or use washroom facilities. e Park
As a cyclist the changes make it easier to access the washrooms, especially from the Dallas Rd entrance
I don't know much about them.
I think the changes strike a good compromise between reducing vehicle traffic and maintaining accessibility.
Even more closures between parking lot off Southgate and the rest of the park (petting zoo); and No Tour Busses anywhere in the park
Cyclists travel way too fast. Need a speed limit. More frightened of getting hit by zooming tour de France wanna be's than I ever was of cars.
I don't like riding on the wrong side of the road along Circle drive
Supportive if the roads are not physically altered, but good signage and alterable barriers only are used. The option to take down barriers and open the roads for special occasions or at certain times during the year is important.
Access to Cameron Band Shell has become much more difficult for the disabled
I use the park heavily, walking in the park for 3-4 hours a week. I have lived just off the park for over 30 years. In all that time, I have never seen a dangerous situation due to vehicle traffic. I really don't believe that the car is the culprit that park staff make it out to be. If speeding is an issue in the early morning, speed bumps could solve that problem without eliminating the ability to drive through the park. In addition, I find it hard to believe that the park can find $500,000 for this project if it can't pay for staff to maintain the perennial border, which used to be a major attraction for me and is now a disgrace.
We're open to road changes however we don't find the ones made in the park are very convenient or intuitive. In fact, they are restrictive if you are traveling from Fairfield, for instance.
I am supportive of any change that makes walkers and cyclists more safe, however, Beacon Hill Park wouldn't necessarily be where I would start.
Because of the road changes, we have to drive several extra minutes to park by the animal farm.
It feels very constrained to have dead end roads
1. The design is flawed, go back to the previous road/path layout. 2.Why has money been spent on this at all when other prioriies exist both within the park and outside.3. I am opposed to the extension of the pilot, was this a case of not getting the desired result so it was extended. 4. I want full disclosure of the cost of the pilot, including design, consultation, staffing & labour, materials(including cost of failed stick on dividers)j
The changes are a waste of money and staff time. Return to the previous traffic circulation pattern. The new one funnels vehicles south to Circle Drive the very busiest pedestrian area in the Park - the Petting Zoo and the chestnut tree at the corner. This is the least safe intersection for pedestrians and vehicle drivers in the park now.
i'm still not completely used to it from a driving perspective, as sometimes when I would be driving home from somewhere I would go through the park
now very senior friendly - no longer afraid of speeding cars
I am dependent on my car to get around as I have a mobility problem Although the disability spaces near the washroom are convenient, I don't come to the park as often as I used to because getting in and out of the park when I have other errands to run is extremely inconvenient now the way the roads are blocked off.
vehicle roadway past the animal farm towards Dallas needs to a bit wider-the pedestrian/bike side could be a little narrower
Pedi cabs are forced to follow car rules thereby making it much less navigable for walkers imparied
Love the bike/walk lanes. I can safely jog without worrying about cars hitting me.
The routings do not make sense and cutting off the roadway at the washrooms makes it difficult to access when in need. If you are planning to leave it this way, you need to create a parking lot for non disabled people in the same area. I don't like that you cannot come in off dallas and access the main road area near petting zoo. it would make more sense to have the access off dallas and reduce traffic near beacon drive in given the children's play park right there. also hard to navigate the area where cricket pitch is, have yet to be able to access from park.
I often drove elderly or infirm folk to Beacon Hill so that they could enjoy it. It is frankly stupid the way it has been butchered now. I cannot even get them near to the washrooms or rosegarden.

restricting so much roadway is a waste. A bike lane would have been sufficient. Now we are trying to mix pedestrians (many small people) with bicycles in a restricted lane. Not smart.
it is much more inviting now to walk or cycle and still possible for those with disabilities to drive to the park
Please make your changes permanent.
Makes no sense. to reduce cut through traffic all that it needed is to limit access to the cricket pitch from Heywood.
I am grateful that the road changes during this pilot have been temporary. I walk through the park as well as drive (driving through the park every day), and have seen no greater use of the park by bikers, hikers, or joggers, which ought to be the main/only criteria for determining whether the pilot road changes have been successful or not. I don't care what other parks in the world (or how many) have successfully changed their roads if, during this time of experimentation, our own Beacon Hill Park has seen no greater advantage taken by those for whom the proposed changes have been made. I sed to be able to drive up Simcoe Street through the park, passing the cricket pitch, and out by Cook Street village. What a beautiful ride that was! Or I'd return home from Cook Street village going the opposite direction. Any number of times I'd stop and wach a cricket match. I'll bet cricket game watching has decreased during the temporary road changes. To me it is a great shame that our beautiful park is now being less used, not more, since the road changes have been put into effect. It's time now to recognize that the proposed road changes didn't bring the stated hoped-for results. Nothing wrong with trying. But there is something wrong with refusung to admit the results, and refusing to act accordingly in a timely manner. The roads through the park prior to the changes have worked just fine, and afforded walkers, hikers, joggers, and drivers the wonderful feeling of beautiful (and beautifully maintained) country in our city. Yes, occasionally some fool will drive too fast, but that same fool will drive too fast wherever he or she goes. You know that.
As an avid park user, these changes have made the park less accessible for myself and my family. Also, you have blocked off parking for the park on Douglas street in the little turn about. Park users will now use residential parking and myself and visitors to my home will not be able to use the parking that is intended for the use of the people who live here.
I was aware that changes were taking place in the park but didn't experience them first-hand until I decided to check out the spring flowers in the park on a recent bike ride. I entered off Dallas Road and felt it was very unsafe riding my bike on the multi-use path, as pedestrians were totally oblivious to the presence of any one else on the path. I much prefer to ride on the road with cars. I also thought the bollards, etc. used to separate traffic were hideously ugly and totally detracted from the park aesthetic.
My puppy was recently killed by a vehicle at Arbutus Way on leash
Punishing the victims more than the racers.
It is irritating not to be able to drive my car through the park. In winter months I don't feel safe walking in the park after dark. It is dangerous for Tourist buses to travel Arbutus Way / Chestnut Row and right or left on Circle Dr the road is too narrow. Buses should park on Douglas St and visitors should walk through the park.
i drive a horse through the park it has totally messed up our routes. cars are way more impaitent with us now there is no room to pass snywhere. someone is going to get killed
These road closures restrict access to many areas of the park for those that need to use a vehicle to get around in the park. If the main purpose of these closures is to control vehicle speed there are many traffic taming devices that can be used that do not require complete closure of the roads. A good example of excellen speed control devices is on Cowper St in the Tillicum Area.
The current changes may be OK for people who know the park and the traffic pattern but for folks who are unfamiliar, the changes do not account for those who need to turn around because they went too far along the 'one way'.
get rid of the scum that camp there, they are nasty and harrass people!
I would like to see the roadway from the washrooms past the picnic area and cricket pitch to Circle Drive reopened. Just block traffic from Heywook continuing south past the cricket pitch.
I am now blocked from coming home from Dallas, through the one side of BH Park and down Heywood - very unhappy about having my way home blocked.
Making it more like Stanley Park in Vancouver will create a more relaxed walking, biking environment. Much more conducive to people interacting and enjoying what the park has to offer.
used to take seniors with me but they won't go now as it is more difficult for them
angry
The traffic use is fine. the cost is not justified when we have other important priorities. Less traffic in places like this have ALWAYS incouraged undesireable behaviours to start. Look at Calgary's Stephen avenue. Try times instead of structure. No traffic on road X between the hours of ..... . that is a very good, cost effective and progressive option.
I would have done the closures differently

It would be nice to be able to leave the park by car towards a less busy street.
haven't noticed changes, primarily visit Dallas Rd, almost never visit park interior
Access to washrooms has been reduced which is difficult for those with small children and the elderly and disabled. I would support the changes if extra washrooms were built eg near petting zoo.
I would have no objections if there were more parking spaces near the washrooms, the bandshell and sundial. I am fine now, but when I had my hip replacement, I certainly appreciated the handicapped parking close to facilities. Many folks need this kind of parking all the time. It would be better if you could re-instate the parking on the road across from the washrooms down to the playing field.
I used to cut through the park in my car, north and southbound, on Circle Dr past the cricket pitch. I do not like the changes at all. I cannot drive thru the park northbound, and must take Douglas/Southgate and then Cook St northbound. The "blind" ped crossing on Southgate is dangerous and does not benefit from more traffic. Douglas St is more crowded than the park, and now I must pass by South Park school zone. Southbound, sometimes I take Arbutus etc to Circle Drive and then out of the park by the BH drive-in. I've encountered "wrong way" cyclists, horse drawn carriages (which I support), and families with prams on the travelled portion of Arbutus . The road is too narrow for extra car traffic, given other modes of transport, and one cannot pass safely or at all. Also, while walking in the new pedestrian/cycle lane on Circle Dr, I was almost run over by a cyclist. This change is dumb and unsafe too. Since there was no problem before, I strongly recommend eliminating the changes and reverting to the status quo ante.
The bike lane on the WRONG side of Circle Drive is dangerous
Current closures seem to work well. Closing Circle Drive completely is totally unacceptable for people with disabilties, the elderly who are not mobile and tour operators. Your anti-tour bus bias fails to recognize that this IS a tourist city and you obviously have no conept whatsoever what is involved in moving thousands of people a day around this city. If you don't want tourists please tell them to stay home.
I wrote to council years ago suggesting a similar project. I never thought I live to see it happen. We are going to hear all the excuses: grandma/grandad card, police access, my right, from the drivers who can't get access to Dallas as a short cut or park nearer the ducks Parks has seen the future and it's a park full of traffic where children, cyclists, walkers etc, won't be safe. I won't be around to see the park car free. It will be a safer, cleaner park for all. The roads everywhere will be jammed by then but future generations will have somewhere to escape.
We have thousands of miles devoted to cars. The park is a respite from all that. Thank you for enhancing the park.
I'm an event planner. My events happen there, many hadicap. Pethetic. My events have decreased
The changes you are making will create problems just as great or greater than the current difficulties.
I walk through nearly every day, the park feels so much calmer without all the cut through traffic. You don't have to worry about getting run over by speeding cars by the children's zoon.
I do not see any need for the current road changes, find them confusing at best and not the least bit useful to the overall safety of the park.
have arthritis in spine so very aggressive act v people like me
Having vehicle traffic at night at more security
The concept is "good", but the methodology is severely lacking.
I go to the park for birdwatching from my car as I drive thru. I am unable to walk more than fifty feet. These changes will restrict my monitoring of birds, particularly nesting Coopers Hawks.
It is very difficult to cycle throughout the park. Entering off Douglas at Superior can only take me to Circle Drive to Dallas Road, there are no left turns permitted for me as a cyclist.
Sentence structure?
What's this hare-brained scheme gonna cost?
From Dallas Road you cannot get to the playground area or washrooms!
Please add flashing lights. Changes are hard to see at night. Hazard for both drivers and cyclist.
Traffic along Heywood Ave has diminished by half. Even better would be adherence to 30 kn/hr speed limit.
I believe the changes were made for the benefit of those who camp in BHP not the benefit of Victoria taxpayers.
Basically a drive through Beacon Hill Park now consists of a one way thoroughfare between Douglas Street and Dallas Road. No access from Beacon Hill Road... I don't get it!
A terrible waste of taxpayer dollars.

For people wanting to get to the cricket ground the olny route will be via Cook Street, thus adding to the traffic problems there, either by driving south along Cook or by driving down Douglas and taking two left turns to get onto Cook and a further left to the cricket ground.
Old age types (aging baby boomers as well) need features and facilities - toilets, drop-off/pick-up points for events
Having an area where wheelchairs could be borrowed/rented would make the park more accessible for handicapped people with the changes as they are.
just put "no parking" signs up instead of closing roads.
could make more of a bike greenway through park
little support for oneway closure of circle drive and connection to heywood ave. closure of some interior roads is supported
excessive speed still evident from entrance of douglas to dallas road in front of petting zoo
Permanent bollards and signs make the park look "accident" in design; as an historic park, all pathways should be designed in a picturesque style as intended in the day and age. Right now, it looks cut up, unclear and piecemeal in what to expect. No flow or though to how to use the park.
Eliminate large buses
Add speed control bump every 500 feet.
I prefer the park the way it used to be. If traffic is the problem, then install road bumps to slow it. I miss driving through on my way home and taking senior relatives through - especially in winter when fewer people are walking.
This means I rarely come to the park. I no longer get my daily through early morning drive - seeing the mist and deer and picking out where I will photograph on the weekend. I have seen more cyclists (not young kids but adult riders) chasing ducks on bikes.
The changes are very inconsiderate of the elderly and handicapped. These people can not walk or only short distances and it prevents them from seeing all the park.
Want the roadway back the way it was. Like the option of driving people who have difficultly walking, all around the park.
I cannot stand the new look. It takes away from the beauty - we were all smart enough to figure it out before.
Too complicated for visitors and hook up to Dallas Road
Want to be able to turn right into Dallas Road entrance into park. Nice if you are on a bike though
I am a tourist and it was difficult to visit the park and find a place to park. We had an older person with us who isn't able to walk far.
We have driven visitors to Victoria and elderly Victoria residents around th park as part of a Dallas Road tour for many years. The road closures make it awkward.
Pedestrian friendly is great
Automobiles pay road taxes; cyclists pay nothing.
Parking for handicapped, elderly and families with small children very limited, particularly around washrooms. People with mobility issues can't walk distances from parking areas.
Expenditures on this not a priority when other park maintenance is needed.
Parking for elderly, handicaped restricted particularly around washrooms
Whose bad idea was this? You've solved a problem that didn't exist. Take down the barriers!
It felt much safer before when there was a car coming by every few minutes
Cars are no problem - all the closures are waste of tax payers money
The wide closed roads are great for family groups to walk together. The park is quieter and more relaxed without so many cars driving through
Previous layout was superior - safer for walking before. Blocking off Heywood Ave create problems for local residents at Cook St/Dallas. Elderly and less mobile have less access now.
Don't feel safe because of noticeable lack of vehicles. Bikes and motorcylces still have full access. Elderly people do not have same mobility
I'm afraid to walk on the roads because of the fast cyclists - they are silent
I oppose the closure off Dallas Road in to the park.

Question 6: Other Comments

Why is there such a wide allowance for bikes on the way from the petting zoo to the totem pole. Its over wide for the amt of users
I'd love to see government street closed to vehicles for downtown (with the exception of buses and disabled transport
need more parking spots by playground.
we need specific in/out parking - possibly little shuttles from a specific parking (frequent) where you can get on and off at will
more drop curbs for my scooter

sidewalks are too narrow for people walking side-by-side, especially when you pass people going the other way. This is much worse when someone is slow or using an aid to walk, so more roadways turned in to walkways would help
not clearly stated what this means.
entrance only off douglas st and exit to douglas st - eliminating any through traffic to dallas road. Have a wide turnaround at the totem pole
Very supportive of additional changes. I don't want bikes using the bridges or going near the lake and little rivers. Bicycles on Circle Dr would be fine.
Take the bollards away
The traffic on Dallas/Cook St is becoming dangerous without some controlled intersection.
Large hwy sized tour buses should be kept out of the park, but many are still driving through
This proposal does nothing to promote access and/or visitation to parks. On the contrary, it discourages many to come. It may enhance the experience for some but not me and my family.
The fewer vehicles drivign through the core of the park, the better.
This park is also the home of the wildlife. Motorists do have access to come in and drive out with this trial change
Special access to tours (horse and carriage) and handicapped only
Making the parking circle near Goodacre Lake handicapped only all year round
To assist those in wheelchairs, consider making the parking circle near Goodacre Lake a handicapped parking only section. That would make it easier to access the park for drivers with passengers in wheelchairs.
This question is not clear...are you talking about Beacon Hill Park?
Do you mean in Beacon Hill Park or elsewhere too?
It is ridiculous that the annual runs have been removed from the park, we used to go and watch the start and finish and it was a great community activity
Another reason I wanted to fill in a survey: I saw about 8 electric city vehicles going through the park today. I don't read the papers much so they were a very pleasant surprise. I was wondering if we could use one of these to ship people in and out of the park and close the park to traffic. I can imagine a park for Victorians that it vehicle free in a couple of years. It would take some courage to face the angry drivers. The size of the trucks that go through there in the evenings is ridiculous.
Absolutely!! Would like to see food gardens planted as well
Yes if in space other than Beacon Hill
especially not rockland at quadra
not sure
not too sure. it seems like there isn't much roadway left to convert.
If taxes are not lowered, I will have to move OUT of Victoria
have lived in victoria since1945, grew up on moss st
Too vague. Until I see the plans i
Will you supply seniors parking only
Yes . How about a counterflow bike lane along Arbutus way
I would like to see the off-leash portion of the park fenced in along Dallas Rd.
I wouls appreciate marked 2 way bicycle routes on all roadways that cars can access in the park including Arbutus.
The spine of beacon hill park is Arbutus Way. Make that a multi-modal path which allows horses carriages and kabuki cabs.
As long as it includes a south-north bike path.
I would put a chip trail along the road past the zoo and on to dallas. A demarcation line beteewn the bikes and cars and walker along that road. Dig up the road and plant grass between cricket pitch and zoo road.
Heyward St one way only north with raised X walk for trail to playground, washroom area
The road to beacon hill lookout should be closed to traffic. The inside of the 1 mile loop should be converted for pedestrian and cycle use.
Use these funds to support more urgent issues like homelessness and mental health
I was driven along Arbutus and Chestnut to Dallas, lovely

The greenspace already there is neglected. Just there Friday Aug 10, the grass on the mound by the childrens playground next to the washrooms was in need of cutting, most of the grassy areas are being over-run with weeds, the flower areas only started to look decent this month. I had out of town company and was actually embarassed as to the condition of the park. This out of town visitor has been to this park many times previously and commented on the decline, she actually said, "It makes me feel like I should have brought some gloves to help clean up the flower beds". How sas is that?
I thought we were discussinfg Beacon Hill Park

Question 7: Other Comments

signage should be changed on perimeter parking to clarify "bylaw 91-19"
parking lot next to children's farm has been disorganized. It could accommodate more cars
open up nose-in parking along the east side (cook street) and nose in along beside the watering can
no one is parking in the parking lot! Except those working in the park or along Douglas. Historically, there was no parking lot. Plenty of parking along Dallas..no one uses it. I'm especially glad parking in front of bathrooms is gone. People came to the park in their cars just for this purpose
Please open the field along Douglas for large event parking. Father's Day was a total mess.
I have been in the park almost daily and have not seen a parking problem..... ever
we do not drive or park, but can see that some of the previously underused parking spaces are now better used. Those unable to walk far can still bring walkers or wheelchairs and visit the park from the parking lots.
I had issues finding parking during the summer months. (Winter months was fine!)
Parking and access has become inadequate, where there was no trouble at all before.
There should not be any parking in the park
but harder to get to
What do you mean by "adequate"? Increased, decreased, somehow better? Poor question, impossible to answer. No seems best given the ambiguity.
I don't own a vehicle, so I have no idea whether the parking is adequate or not.
more parked cars in adjoining neighborhood
wrong location, particularily in washroom area and playground area
not sure what this question means
add time restrictions to park perimeter
More bike racks please
nowhere to leave my bike but lots of car parking.
Can't tourists stop in their vehicles for a few moments by our much advertised highest totem pole in the country, so that Granny can have a look? Has it come to this. This Pilot Program is a disaster and an impediment to free usage of this beautiful park.
I refer to bicycle parking.
Install parking meters, like Vancouver and other cities

Question 10: Other Comments

I filled out a survey previously, but I want to comment on the useability of the park for groups/families. There is a need for 1 or 2 group picnic areas near the playground and near the petting zoo. Also more benches especially in light of not having vehicle accessible areas
show bandshell on map
bike paths should use Ottawa model - separated w/ police enforcement ; very quiet and relaxed; can now use bird calls and hear response
tell city officials to stop making the priority deer, seagull and rabbit killing and start cracking down on aggressive/bad drivers in this town. Also - they really need to do something about the sewage being dumped in the ocean.
It would be safer to make the whole park car free (except to flagpole view point). It may be confusing only partially done.
parking on chestnut road should be on right side (southbound)
it would be nice to have additional park benches at the top of the hill for those not too steady on their feet
allow a restaurant on beacon hill to open

how about putting parking meters in the park? Most city parks have them and this money could be used to keep up the park.
It would be nice to bring the TCT over the high ridge of the northern part of the park
Extreme care must be taken in the decision of combining the trail and traffic. Need a light at Dallas/Douglas
Hi, I have being enjoying the park ever since Queenie was alive. My children loved the petting zoo and play ground growing up. The one thing that hasn't changed in all of my years, needs to! The public washrooms are the worst I have ever used. The other day I over heard a mother instructed her child not to touch a thing and had to hold the child over the toilet seat. Touchless paper towel, soap dispensers, self flushing toilets,as well as new interior is over due.
There is enough space to widen circle drive enough for generous bike lanes. The one way traffic at Circle Drive and Dallas Road impedes people out for a cruise who want to take a nice slow drive through the park. Running the Trans Canada Trail along Dallas Rd would be great but it should be separated from the road.
The city's focus around the park is entirely misdirected. Everytime I walk thru I note the garbage/litter strewn about or centralized in spots by "campers"...(who by the way seem to have permanent spots set up). On busy days the garbage overflows. Dogs are offleash causing all kinds of incidents and very bad feelings between park users yet the city refuses to enforce this. Since when were dog owners handed the key to the park (and area along Dallas). Why does their opportunity to enjoy the park supercede mine? The garbage cans reek of feces along Dallas Rd which ruins the experience along with being jumped on by dogs and watching dogs do their business and being run over by dogs in the supposed offleash but "this is not a dog park" area along Dallas. All the while I just want to enjoy being near nature and the ocean view - it is a struggle! Enforce the bylaws! Start with the basics. Improve everyone's experience. Its is not the responsibility of the city to provide the most beautiful area of Victoria as a dog park to owner's with dogs & no yards. It has become a dog toilet. I also think it is insane to put a fence around the roses as a deer deterrent. There is discussion of a deer cull, either that should solve it or replace the roses with an additional "natural" zone that seguays into the wilder area of the park. Rock formations & tall grasses could form natural habitat for the garry oaks you are trying to preserve. It is not like there is a shortage of roses in Victoria. People can seem them anywhere and everywhere. Parks do not need fences. Parks do not need more and more signs and benches. The park needs to be as green and unfettered as possible to give people an opportunity to get away from urban life. The park is being filled with "stuff" and every manner of visual obstacle possible. There is almost no view left in the park not obstructed by signs & "stuff". I want to see the staff restoring the Park to the Park. Do not destroy this jewel any further. Enforce the the do not feed wildlife bylaws and get rid of another feces zone. Have education on the city's website. Educate in the media. Absolutely remove those horrible signs put up by the Friend's of Beacon Hill Park that destroy the view of the area that they claim are required to preserve the park. If I wanted to install a sign would you allow it? Why are you permitting a special interest group to do such a thing? Once again keep in mind that most of the year, the park has very few users. Do not extrapolate the few very busy days as the status quo. Back to basics please...keep the park clean, reduce signage, enforce bylaws, increase public education particularly with dog owners. Have dog owners sign something when they get their license that they understand and have been informed that they can only have their dogs offleash in certain areas and that they must be under control. In closing REMOVE the offleash area all along Dallas road and no dogs on beach...they completely use up /dominate the entire area/geography between the owner and the dog when offleash. I've answered question #9 even tho I'm not in favour as I sense from this council that once they "float" an idea that means they are going ahead with it no matter what. I think the city did a wonderful job of the newly updated playground beside cook. It is refreshingly understated in its presentation with the kids features blending in with surroundings rather than clashing.
My frustration with this is that I haven't seen any evidence about the need to make the park safer for users. I would like to know how many MVIs there have been in, say, the past five years in the park involving pedestrians, cyclists or parallel parking. How many people were injured? How has that changed during this pilot year? Has there been any change in the number of MVIs on Dallas, Superior, Douglas or Cook as the result of the increased traffic that would previously go through the park? If these changes are truly improving safety, I would be all for them, but I haven't seen any statistics to show this is true. I would also be interested in knowing if you have measured the number of people using the park. Has a great increase in pedestrians and/or cyclists made up for the people who need, for reasons of mobility issues, health or even just distance, to come by car and now find it too difficult to use it any more with the road closures. In other words, is this truly an evidence-based decision or just one that some people thought "should" be good for the park without the necessary evidence?
it would be great to encourage more events such as Luminera (sadly missed) ... that celebrate the park experience
An off leash dog park - with appropriate fencing - would be a great addition to the park. Perhaps in the unused fields on Douglas St. While we use the existing dog area daily, we are unable to use the fields (we only use the beach) - our dog is a sight hound and they are know to dart into traffic with little warning.
Odgen Point should have been left alone as well. You cannot idiot proof the world for those who chose to take risks and fall off or go out on it when they shouldn't. The railings ruined a very beautiful Victoria landmark.

Strive to make it a safer place to walk and cycle. Think about using an electric car to move people in and out of the park. Dig up the cement and plant grass. Place picnis tables on the grassed in areas Don't allow the park to be used as a short cut to Dallas road. put more chip trails in.
this has made the park safer.I find the north cross walk from St.Ann's the drivers are speeding and not stopping for pedestrians.The east bound cars cant stop because to much speed.There could be 30 k limit in and around this park.40 k is to fast.
The new railings at Ogden Point also look ugly.
For Question 9: It would be helpful if the places mentioned in the question above were labelled on the corresponding map.
There was no map displayed for Q9 so can't say which is the best route.
The park workers do an incredible job of making the park a beautiful focal point for Victoria. The only problem I see is the rose garden intersection at Douglas St. We live directly across the street and often at night there are deer (up to 4) munching on the rose bushes. My fear is that they will step on to the road and cause a car accident especially as a lot of cars speed past our place at night.
I have provided companion services to the elderly for several years. None of the ladies that I take out to the park have been able to leave the car since the changes have taken place. The parking is too away from the flower gardens for them to walk to. They shouldn't have to be reduced to using a wheelchair to see things if they are still able to walk. I can't even drive past the flower beds or petting zoo in such a way that they are able to see anything. The flowers near the washrooms with the fountain was an especially favourite place with one lady and now she can't see it from the car. Another of my ladies liked to park in front of the petting zoo and watch the animals and children interact. For myself, I can sort of understand your reasons, especially drivers that use it as a short cut (of which I have been guilty). But these changes actually prevent the some of the elderly from enjoying the park and I think that is absolutely wrong.
Please return the park to its original accessibility, which was fine for the previous 35 years that I have lived in Victoria.
the original flow and roads in the park were perfect. I feel so strongly that I will not be voting for any mayor or counsellor who voted for this pilot project.
Speed bumps would work to hinder those who use the park as a short cut. Under the pilot road changes the washroom and bandshell are difficult to get to.
James Bay should have the option of another way to get out of the area when the streets are closed by the Legislature .
You ask for suggestions on the road changes in the Park. Divide the pedestrians from the bikes. It is very dangerous to mix the two. Bikes are moving fast and will go into the traffic lane to avoid small dogs and children. And that traffic lane is going the other way. Make the bike lane clear to all.
Need to make bike lanes on Dallas Road behind Beacon Hill Park and a bike path running into BHP from the North side.
Love the recent idea of a separated bikeway along Dallas Rd, with potential to tie-in with MU trail in Beacon Hill near Dallas/Cook St. What a great way for tourists to see some of Victoria's best sights.
Am supportive of a new bike path along Dallas Rd in conjunction with the sewage treatment changes. Feel the existing walkway along Dallas should be expanded to create a bike only portion if the bike path is not done in conjunction with sewage treatment project.
Please don't change things for the sake of change. Keep the park accessible by car. The green spaces are already there and are protected and because of the roadways they are easy to get to.
My husband & I were driving around his frail father who could not get out of the car - it was a great joy for him to drive through the part - he could not do it today
I am unclear about whether cycling is allowed on paths in the park. A few are signed as "no cycling" and I was under the impression that cycling is not allowed on paths. More clarity would be good for park users. I also think that the small pull off on Douglas St where the old heron rookery was, should be designate handicapped parking.
please return traffic flow in park back to the way it has been in living memory

Beacon Hill Park is a fabulous place, and I walk through it frequently (I don't own a car and use the park most often to walk back and forth between James Bay, downtown and Cook Street village; or as part of longer walks.) I never noticed traffic problems in the park. However, I do notice a lack of sidewalks. There are so many roadways where you have no option but to walk along the side of the road. Roadways are natural routes for pedestrians, and I believe that many of the perceived traffic/pedestrian problems would be solved simply by ensuring all existing roadways have good sidewalks or pathways along them. For example, the pedestrian entrances to the park from Simcoe or Beacon Streets are awkward and sometimes require you to walk across wide expanses of road around that traffic island before you reach sidewalks or trails. Likewise for Arbutus Way and Heywood Way. Circle Drive too, in parts. I don't think the proposed closures solve this problem. I've heard enough comments by drivers upset by the changes, and I think they have a point. I say improve the park for pedestrians without making changes to the roadways. An additional point: I read a letter to the editor in the TC by someone advocating continuing the roadway from Beacon Hill (top) through the "dry, grassy, unused" area down to Circle Drive. Please don't do that! That "unused grassy area" is gorgeous meadow, one of the more wild areas of the park that I love.
You used to keep a grassy area for shows like Old Brit Cars. It didn't intrude because on unused East section. Reconsider!
I don't care which route is chosen for the Trans Canada trail as long as the Garry Oak meadows are not disturbed for trail-building.
I also think some of the broader asphalt paths should be recognized as suitable for slow-speed cycling as long as cyclists yield to pedestrians. Bridge Way, for sure, but also access paths from Heywood and around the lakes off Douglas St. Taking the TCT through our landmark City park is a no-brainer. Too bad there is such poorly signed beach access at Mile Zero, as it would be nicely symbolic to end there, but it also doesn't make for a nice route through the park. As shown on the map, it would take users away from roads and past bathrooms, both of which are good things to aim for.
The shade and protection for people walking the TCT will be enhanced by walking through the Park. Mile 0 is pretty cool .. and finishing at Clover Point ensures the beauty and fun of walking through the free leash zone along Dallas .. they may see gliders, ships, parasails and a variety of architecture ... fantastic route!!
Closing the roads has greatly reduced the accessibility to the park. A lot of people drive the waterfront before entering the park near the totem pole and now have to travel around the park from there to enter. In all the years I've been using the park I have only seen one vehicle speeding. Having parents that vist (and other visitors) that have limited mobility, it used to be a great treat to drive slowly through the park so they could enjoy it. This no longer is possible so we don't go to the park. We often took our children and now our grandchild to enjoy the park but rarely go now due to the road closures. Please open the roads again for all to enjoy the park! With the road closures it has made it available to an exclusive group of people only. This is also what has happened to the walkway along Dallas road with all the dogs running about (most are NOT controlled and it's not fun cleaning dog waste off of children or shoes!) We know a lot of people that will no longer walk along the waterfront due to the dogs (it's not really the dogs fault, it's their owners for ignoring rules and everyone else's rights)
Since the road closures in Beacon Hill park, the traffic has increased substantially on Southgate St making it unbearably busy & noisy & yes, unsafe, as most will speed on Southgate St. I propose a stop sign at Quadra & Southgate St as a traffic calming measure. (Which by the way would be much safer for the horse carriage trying to cross into the park!) Also, I would rather the roads be opened in Beacon Hill Park with raised crosswalks near the petting zoo & other areas for pedestrian crossings. Save the money to be spent on re-formatting the roads & hire another gardener - anyone who works there will tell you they could use another one, instead of spending a lot of money on the permanent road changes, that were to cost 1/2 a million. I have lived here for 12 years & think I have 'some' idea about what is going on around here - please and thank you for thinking of us, who make this neighbourhood our home, instead of visiting now & again! :)
There is a very serious problem waiting to happen in reguards to the footpath/footpaths and the termination of same. As I stated early I live on Douglas right across from the Goodacre Lake sign; at this location two paved pathways join and terminate at the roadway on Douglas Street. There is not a day that passes that we don't see elderly people with or without walkers, men and or ladies with baby buggies, parents with small children, and people of all ages with pets who arrive at the curb here and look to their right and see a thinly worn path in the grass (not wide enough for a buggie or a wheelchair), then they look back where they came from, next they may look to the left but are unable to see that there is a crosswalk about 200 meters away. So here is what most of them do, they play Russian Roulette with the traffic in order to cross Douglas to carry on either to the downtown direction or to the Dallas Road/Beach. Would you please consider putting a crosswalk with a push button lit warning system or paving the pathway down to the crosswalk which is signal aided at the park's end on Superior/Springate so that we will not have our beautiful view of the Park spoiled when we will one day have to watch (one of the people from those previously described) be turned into a hood ornament or worse a corps. This is a very serious problem and needs to be remidied before one of the city's visitors or at one of the many visitors to the park is no more. I am thanking you in advance for your consideration on this matter and would certainly hope that you correct it without delay. You must agree that the general publics safety is of utmost importance, isn't that why you have introduced the change to the vehicular patterns within the park?
What map on display panel???? I'd answer this question if I could see the map. Also please can question 11 have an other category.
Restore the old checkers paviolion on Beacon Hill and quit wasting money trying to fix problems that do not exist.

I would like to see the off-leash portion of the park fenced in along Dallas Rd. I have seen dogs bolt onto the road into traffic as well as witnessed walkers on the path "jumped on" by dogs.
Not related but, we miss Luminara
move the dog off leash area away from the pedestrian path. People who are afraid of dogs or who could be knocked over by unruly dogs off leash can no longer enjoy walking along the waterfront. Dogs should be moved to a space that doesn't ruin it for non-dog people. At the least put fencing up to keep dogs off the pedestrian pathway. I've been charged by untrained dogs, bitten once, and have seen multiple people harassed and jumped on by unleashed dogs. Dogs are not stopped from being in the Heron area because the signage is unclear and there is no enforcement.
The lane restriction is confusing especially for tourists. The bike/pedestrian sharing lane is hardly used. I walk or bike through this area regularly and just see cars have trouble negotiating around the new restrictions.
Kudos to the city for making the park more friendly to walkers and bikers!
We are so very thrilled that Victoria is stepping up and showing once again how progressive we are. Making our community bicycle friendly just makes sense.
More signage for drivers regarding where to park.
Please make Beacon Hill Park 100% non smoking so that I don't get poisoned when I go there, I'm very allergic and tired of being subjected to other people's smoking habits.
A different design for the dividers should be test. The small conical ones seem to get ripped out easily
return to the existing system. TCT should be along the waterfront, a much more enjoyable walk that I do regularly.
I live in Gonzales and am also against closing the rockland road just announced in the newspaper this week end
Wiuden usage of the park to include busking on a limited basis, special events and activities at night that keep the park safer and free of itinerant campers
Reporting structure for drivers who hit pets and other animals at the park. Emergency call servicies at main entry points to the park
You may consider more picnic tables with rubber wheels for moving when grass cutting. For family picnics consider covered shelters with a roof for example at the top of the hill from Beacon Hill farm. It is such a great view and with sheltered sites more families would use the area. The large parking area north of the hill sits empty couldn't that be converted to a grassy area for soccor or ball games?
You might want to proof your question writting. I will let you figure out which question. Ps. question 11 does not have enough answers. You might want to take a course in creating surveys.
Ideally, want TCT to connect to Galloping Goose/Lochside from Beacon Hill/Mile 0. Also important: café-bistro-veloasis (bike oasis) needed below flag at Beacon Hill - at the beacon. Thanks.
all the parking time in the park should be at least 1 1/2 hours not 1 hr.
I couldn't find the map "on the dispaly panel online"
Again, clean out those who are threatening innocent users of the park. they are drugged, filthy, aggressive and filthy. Make them go away! I've not been able to enjoy the very park MY TAXES pay for!! If it isn't cleaned up of these vermin, I shall start begin an aggressive campaign to have a new board elected.
GO BACK THE WAY IT WAS AND PUT A MOUNTED POLICE PATROL IN THE PARK.
the 3 way corner at mile zero is sketchy on a bike, especially when it's dark. perhaps a light like the new one at the crosswalk by beacon hill could be added? (and some road reflectors so tourists in cars understand where the lanes are when it's dark and rainy)
need path to connect woods at SE corner to the gardens and ponds N of the petting zoo.
Speed markers along Dallas Road, the only ones you see are at the curves...no idea what the speed limit is along it, expecially past the park and the Dallas waterfront where there is off leash and children playing. I feel the speed limit should be 30, like on Rockland (which people ignore as well!)
would support the trail becoming part of the park if it had alternative paths .. it can become busy now with just walkers and people and festivities .. add bikes and runners and it would be hard for me to walk with my senior friends and companions
How about some police traffic resources being directed to reduce speeding on the roads around the park, I live beside the park and have never seen any police engaged in that activity!

TCT map, you say. Where?
My Answer to question 11 is not listed so here it is, a friend.
The intersection treatment of Camas Circle at Dallas Road puts non-motor-vehicle users in grave danger of "right-hook" and "left-hook" collisions with motor vehicles. Cyclists are especially vulnerable due to the unconventional treatment seeming to require them to disobey the Motor Vehicle Act to turn right from the left side of Camas Circle. Cyclists and pedestrians turning left and thus crossing Dallas Road are at risk from drivers turning left. I have witnessed two such incidents on the only two passages I have made through this intersection since the changes. I was not involved in either incident. One occurred in front of me as I approached Dallas Road on Camas Circle, the other as I passed Camas Circle on Dallas Road.
Your present plan allows bikers (and pedestrians) to enter the trail just to the south-west of both the downtown core and the James Bay neighbourhood, but it travels through the park and ends at a random place on the busy Dallas Road. Why is there no option to have a bike path through to the Cook street villlage area?? This option would give many more bicycle users a reason to utilize the trail, along with keeping them off the road (seperated from car traffic). If the trail was designed with bicycle users, and their destinations, in mind, this trail could become a main thoroughfair between the downtown core (and James Bay) to Cook Street Village (and Fairfield) areas.
It would be great to have more/better parking at the view point. I have to say that I would love to see a tea house there as well.
Vehicles keep traveling down the oneway street off of Dallas road backwards
Fill in the road between the cricket pitch and the the zoo road and plant grass. Then install 4 picnic tables. I use this way as a short cut but could understand why I was allowed. Saves 4 minutes to my journey. tax payers funds well spent.... for once.
signage at the Dallas Road and Chestnut ends of the bike path through the park is confusing and possibly dangerous for cyliests. the positioning of bollards at both points is confusing and while temporary, may lead to accidents. for instance, can one turn left or right off Dallas Road on a bike into the path? If not, the bike path becomes merely a loop back and forth inside the park. Similarly, can one proceed straight ahead at the Chestnut end of the path if on a bike?
traveling east on Dallas and turning left on Circle Dr a bike rider must ride past a no entry sign. There should be a "Except Bicycles" sign. A painted bike left turn lane would at this location would be a nice touch.
allow horse-drawn carriages to go through the park
When I spoke to my neighbours recently they all complained they were no longer able to cut through the park. That kind of says it all. They don't use it other than a cut through. With regard to the TCT through the park, the cyclists will go through the park and then want to ride along the walking path along Dallas Road instead of on the road. There will be more conflict on the Dallas Road walkway.
a wide trail for fast biking is not appropriate
couldnt find map showing these alternatives will support through park if existing trails and not widened
Your pilot is almost right. but.. 1. Close Chestnut Row completely. 2. Arbutus should stay one way but should continue along 1/2 of Bridge Way (instead of Chestnut Row) to the Cricket Field and out of the park via Heywood and Park Dr. With the existing Circle Dr. route this creates 2 circle routes for automobiles and lessens the chance of people taking 'shortcuts' from Quadra to James Bay. 3. The other 1/2 of Bridgeway should be bicycle exclusive running in both directions. This will link Fairfield and other neighbourhoods to the east with James Bay and downtown.

I felt it was important to add my 2 cents as these types of changes often attact a lot of negative feedback while those that appreciate the improvements aren't heard. I am in very supportive of the changes thus far and would like to see you take it even further. Yes its a big park and people with varying degrees of physical abilities should be able to access most areas easily. That said, parking areas should be accessed by the surrounding road network. Drive in to park, turn around and drive back out the same way. I have one suggestion. My routine with my 3 year old when visiting the Park is to park near the petting zoo (may or may not actually visit the zoo... another great feature of the Park by the way). From there we make our way through the duck ponds and inevitably end up a the playground. From my experience, the ripest area for conflict between peds and vehicles is crossing Bridge Way just west of the public bathroom. My kid always makes a break for the playground and there is a real chance of him getting away from me and bolting across the road. I would have closed that road completley and pushed traffic down Chestnut Way. If there's a huge demand for disabled parking near the playground, dedicate more space in the parking strip to the NW of the playground. Overall though, a big improvement. I'd also like to see the playground tripled in size but thats another rant. Keep up the good fight. Rich
I think that the TCT should be accessed off of Cook street.
This is a great idea. Maybe some dedicated bike lanes would be helpful too.
Better to spend money on the Park waterfront between Menzies and Douglas.. currently full of feral cats, rabbits and children... better it was full of flowers for the tourists to enjoy. The current untamed wilderness in my opinion is an eyesore and a blight on Victoria's reputation as garden city. The area is also a accident waiting to happen.. I once lived on the Prairies.. you cannot out run a grass fire... someone will die one day when the grass catches fire from the illegal beach fires. Besides I am somewhat tired of watching from my balcony on Dallas Road all the nude photography, and people having sex in the tall grass. I also am worried about the people living in the bush.. many are young girls @15... and from the occasional screem I would suspect that many are molested or even raped
If you want to spend money on anything put a tea room at the lookout so everyone can enjoy the park and have some refreshments. Who are the Friends of Beacon Hill, I have yet to see them do anything positive.
If more walkers, hikers etc are being encouraged into the park, the washrooms he beacon hill washrooms are the best public restroom over those located by the duck pond and mile zero, but every person who walks out of there has wet hands, muddy feet, and had no where to hook their belongings. Also having a changing table or an additional stall for families (not just a wheelchair stall) is long due.
Closure by washroom/plyground needs work. Not easy to negotiate through by bike if cars are parked there.
Raised X walk from Farm across the main road Speed monitors along main road Already significant through traffic reduction noted
It doesn't make sense for cars to be able to travel all the way through the park from Quadra, down Arbutus way and onto Circle, exiting out onto Dallas. How does that control traffic driving all the way through the park?
There is a need for better and safer pedestrian access into the park. For instance : 1. Crosswalks at Michigan and Douglas near South Park School, at Haywood and Park Blvd and across Cook St at Dallas (this is wide intersection with no pedestrian markings on Cook). 2. Proper pathway entrances to the park are needed at Haywood and Southgate; and at Haywood and Pendergast in both cases only informal paths over trees roots and rocks exist. 3. In addition a pathway into the park from the crosswalk at Avalon and Douglas is also needed. The sidewalk serves a bus stop not the park. Pedestrians must cross landscaping to enter the park or walk through parked cars at a small pull-in.

Bi-derectional cycling / pedestrian lane section entering Dallas Rd is confusing and poorly sign posted. Please ask the Vic Police to also respect the no-drive zone. I have witnessed (have photos) of them driving thru (with 2 van wheels on grass verge to get past (It was not an emergency). Oops, I forgot, they are above the law.
A trail for bikes needs to extend at least along the Dallas Road waterfront. I am about to publish a book on scenic easy trail cycling in the western US and Canada, and out of all the cities, Victoria is in the Hall of Shame for not allowing bikes on its most scenic trails. If there are further plans to upgrade any scenic trails to change this, please let us know!
I thought the begining of the TCT was in James Bay by the cruise ship terminals.
The Mile Loop around Beacon Hill is a missed opportunity. It is used by runners and walkers. A dedicated lane or track for this purpose should be constructed on the inside of the loop to provide a safe place for walkers and runners and cyclist. Parking on Douglas on the loop should be eliminated to make it safer for this purpose. Dallas Rd should be narrowed to cars and more space given to pedestrians and cyclist. The pilot bike and walking path near the zoo is ont he wrong side of the road and you'll see runners staying to the left (inside) of the loop as they train.
The map of the pilot changes is not very clear. The legend it uses for Car Travel Lanes is also used for roads that are clearly marked Road Closure. So, I'm not really sure what's changed.
I would love to see additional improvements to roadways, especially up to the lookout/tea room and would strongly support rehabilitation of the tea room, it is a disgrace as it is now, left abandoned and becoming a refuge for transients and rodents.
Could not find "the corresponding map on the display panel online"
Tried unsucccessfully on tricycle to find you on Dallas Rd from Moss to Douglas, Sat. 11 a.m. PUT UP BIG SIGN
Make Arbutus two-way again. Bridge Way should then be re-opened one way from Heywood to Arbutus with a right turn only allowed North onto Arbutus. Benefits: 1) Makes Heywood a more useful entrance. 2) Would not encourage short cuts. 3) Would allow better searching for available parking. 4) Would allow better seniors/handicap access to washrooms and main garden area.
I would love to see a completely gated and fenced off portion of grass for service dogs - that unused grassy patch near the cricket pitch would be perfect. This would allow those with service dogs to come and safely let their dogs off leash to play - could have dedicated hours just for service dogs. Check out the one in Halifax for more info.
The Trans Canada Trail has a federal fundraising program that does not belong in BHP. Use this opportunity to fund the inner harbour walk along James Bay to Ogden Point - The Federal Westerly Heritage Point. BHP has its own heritage and is a great tribute to Victorian era picturesque park design. Don't give this park away for free and don't muddy the design with the Trans Canada Trail.
Question 4: is ambiguous. How do you define visit - travel to, travel within, pass through? Question 8: there are many other uses to a park; rather than only a trail or use of the facility for those privileged to be living adjacent to a 'common place'. Question 9: the TCT should end in Yukon; Yukon is the most western province. - Why terminate at Clover Point. The park is where "Mile 0" is. This is not logical; and no, I am not confused by the TCH and TCT. If you are so concerned about a trail - Victoria is the not the most westerly point.
Put a bike/ running track around the park. Further conversions of roads to green spaces should be done. No parking in the park would be ideal.
I love the changes so far, but I wish there was a running/ biking trail in the park. Maybe around circle drive? It would be nice to have a path with more distance markers
Until you start licensing bicycles (like the city did in the 1920s) having VicPD start cracking down on the majority of them who break the helmet laws and ride all over the roads and sidewalks, I wish you would stop catering to them at the expense of motor vehicles and tax payer. I thought John Lutton was voted off council? I guess his bike-boy ghost still clouds your creativity. What has been done by this current council to fix the cracking roads, targeting graffiti, creating housing for those who actually work for a living?? Nah, let's worry about bike lanes and vegetable gardens.
Don't treat cyclists as cars.
Being part of the TRC is rather unrealistic and far-fetched. What "path or trail" exists for bikes and hikers from the Lower Mainland to Downtown Victoria? Are we going to walk across water??, are we going to put in a chip/bike trail from the Swartz Bay Ferry terminal, unbroken, all the way down the Pat Bay Highway, to Blanshard St., over to Douglas St. and then down to the water? A very expensive and unpractical notion. (In response to Question 11,I heard it through friends/co-workers)

stop big buses going past zoo. make park for only people and birds. Everywhere else has cars.
This is the first that I have heard about the Trans Canada trail changes in this area.
In a perfect world Beacon Park would have 3 to 4 significant parking areas which would also to serve as the stations for a tram system using the existing roadways to take people the various parts of the park.
I feel you need a longer period of trial for the pilot Road changes before any final decisions are made.
Parking by the zoo is getting busy, If you wanted to limit access to the park for those few who were using it as a quick shortcut to avoid the light at Douglas you could just make .the street that enters off Quadra one way going out to Quadra,.
These changes are great but they do not go far enough. I feel Arbutus Way through to the petting zoo should be entirely closed to motor vehicles, but remain open to carriages - perhaps you could put in raised bollards with openings for the carriage wheels, like medeival streets used to have, that would allow carriages through but not cars (as they don't have high enough clearance between wheels). There is no need for vehicle traffic to access through the north end of the park, and it would make the very busy area next to the playground on the way to the petting zoo much safer.
A car almost caused a pileup attempting to turn left from Dallas Road into the park which he then realized was no entry at which point he swerved back across oncoming traffic and everyone had to slam on their brakes.
why has the flashing light been removed from crosswalk from St Anns to park? Thats a busy crossing and needs better marking. Southgate and Quadra entrance confusing...have seen traffic trying to back out/ dangerous intersection.
Attempted to have a picnic in the park last Sunday, 4 seniors who wished to picnic near the flower beds and not have to haul the picnic goods over a city block went through the following scenario. Could not enter park off Dallas, entered off Douglas by watering can, could not enter the road by the big Cedar, drove past the zoo, made and illegal u-turn and still could not enter at the big tree to get to the flower gardens. Exited the park on Douglas, could not enter other Douglas entries, turned on the next right, found an entry - all parking filled up, drove over to the flower beds to find that road closed and no parking signs. PARKED ANYWAY! had our picnic by the flower beds. Went to use the bathrooms. ABSOLUTELY FILTHY. water all over the floors as well as toilet paper being used to dry hands as the towel dispensers were empty. Quite the picnic in the park. I am so glad we had no out of town guests. I and my friends were furious. Why did you not just add a series of speed bumps to slow traffic and have your scooter ticket goons to ticket the errant parkers???? What an utter waste of my tax money. Someone at the city offices needs to be fired.
If there is a problem with illegal traffic, deal with the offenders. Don't make everyone else suffer and pay for the transgressions of others. There is too much of these 'knee-jerk' responses being implemented, instead of going after those that are causing the problems.
I'd like to be able to use the washrooms without some creepy guy trying to look at my private parts. Need more checks and security for gay encounters
Map should be within Survey
Scrap the change to the entrance off of Dallas Road and the reversal of direction into the playground and washroom areas
Close all roads to cars and ban dogs. Also the Dallas rd waterfront park should be closed to dogs. I think the dog park there has gotten out of hand.
Will there be a public bus stop inside the park to increase accessibility?
The restrictions on commercial activities should be partially lifted. Music festivals and concerts should be permitted on the slopes towards dallas road and or on the sports fields. I'd also like to see the cricket oval expanded to a proper sized cricket oval which could be done with the partial road closures freeing up extra space. If you're going to close the roads to people coming into the park (a good idea) it should be accompanied with further reasons for people to enter the park - events, festivities, cafe etc. The licensing fees generated from this few commerical activities could help pay for the parks ongoing costs.

Attachment 3 – Proposed Changes to Pilot

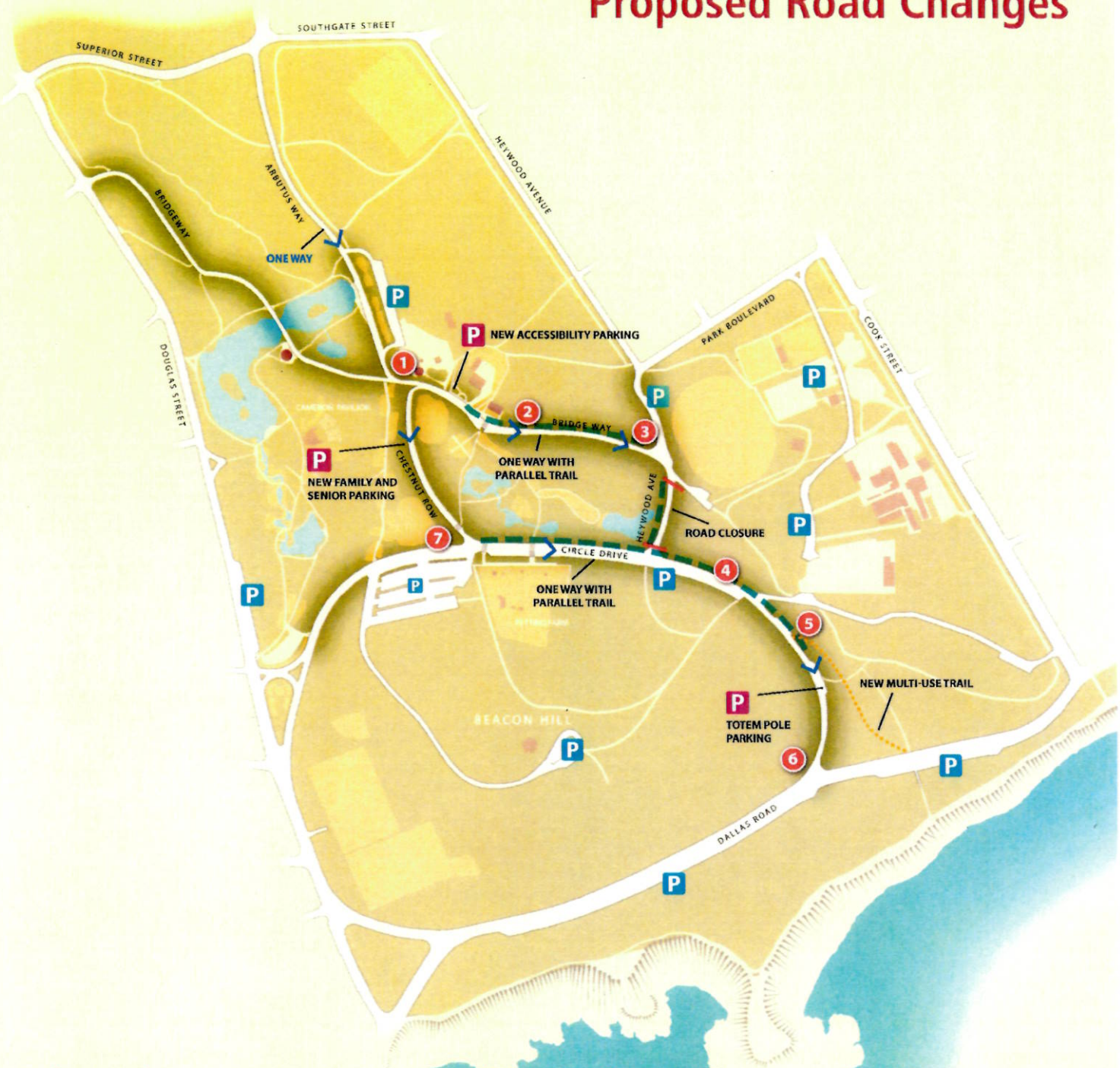
Below is a detailed summary of the pilot treatment and recommended final infrastructure to support the proposed vehicle and bicycle movements. A map of the changes follows the table with corresponding sketches.

Road and Cost	Pilot Treatment	Pilot Infrastructure	Recommended final treatment and infrastructure
Arbutus Road	Parallel parking time limits reduced on weekday mornings	Signs	Signs to remain
Bridge Way Sketch 1 Sketch 2	Closed road at washrooms Provide two parking spots for people with disability	Asphalt curb realignment 90m^2 replacement of turf with asphalt Bollards	Remove bollards to allow for vehicular access and split roadway to accommodate multi-use trail on east side and vehicles on west side by painting lines and exaggerating elephant foot crossings Create more parking spots for people with limited mobility and a 15min parking zone for washroom use.
Heywood Avenue Sketch 3	Convert to pedestrian use between cricket and circle drive by closing the road to vehicles.	Bollards	Maintain the closure however modify the treatment as follows: Remove bollards and install turf bulb-outs to mark multi-use entrance. Expand curb to connect multi-use trail from Bridge Way to closed portion of Heywood Avenue
Circle Drive Sketch 4 Sketch 5 Sketch 6	Converted to one way Southeast bound after parking lot	Signs Lane dividers Bollards at Dallas Road and Circle Drive intersection	Maintain one-way traffic. Expand curb and turf area to replace bollard alignment. Work with GVCC for ideal location to connect to future Dallas Bike Path
Chestnut Road Sketch 7	Convert to one way southbound Parking time	Bollards installed at Circle Drive New curb	Remove bollards and extend grass area with new curb on SE corner

Road and Cost	Pilot Treatment	Pilot Infrastructure	Recommended final treatment and infrastructure
	limited	alignment at Arbutus	Reconfiguration of main parking lot exit directly across from Chestnut and consider installing new washroom building in vicinity of main parking lot
Information Panels	Placed at strategic locations for feedback	Info signs and surveys	Replace pilot signs with updated Park maps and place way-finding sign at Chestnut Road and Bridge Way intersection
Scenic Drive Route	Install scenic drive signs	None	Install road markings outlining scenic drive from Arbutus Road to Dallas Road

The following map and sketches illustrate the proposed changes in the park.

Proposed Road Changes

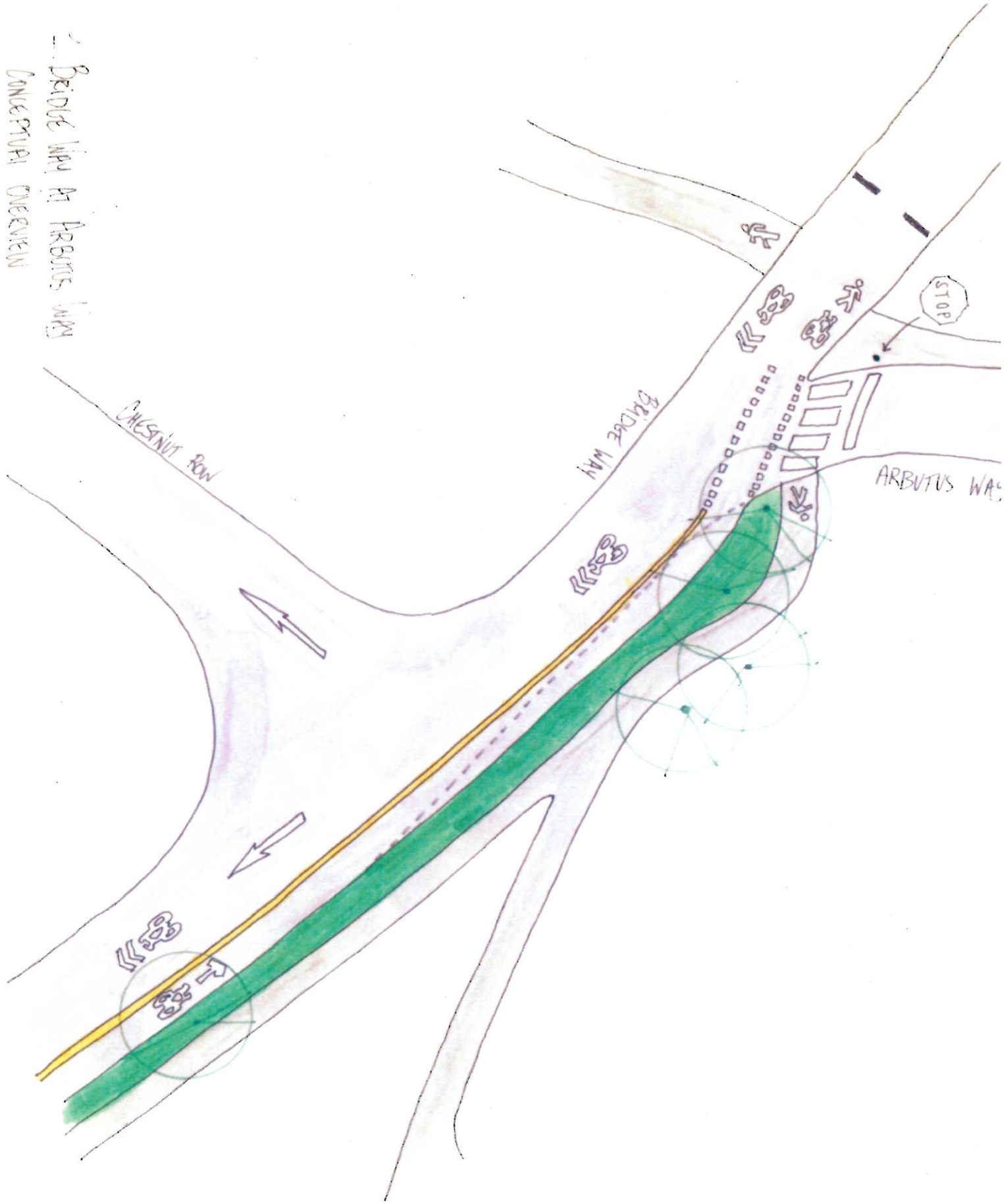


Legend

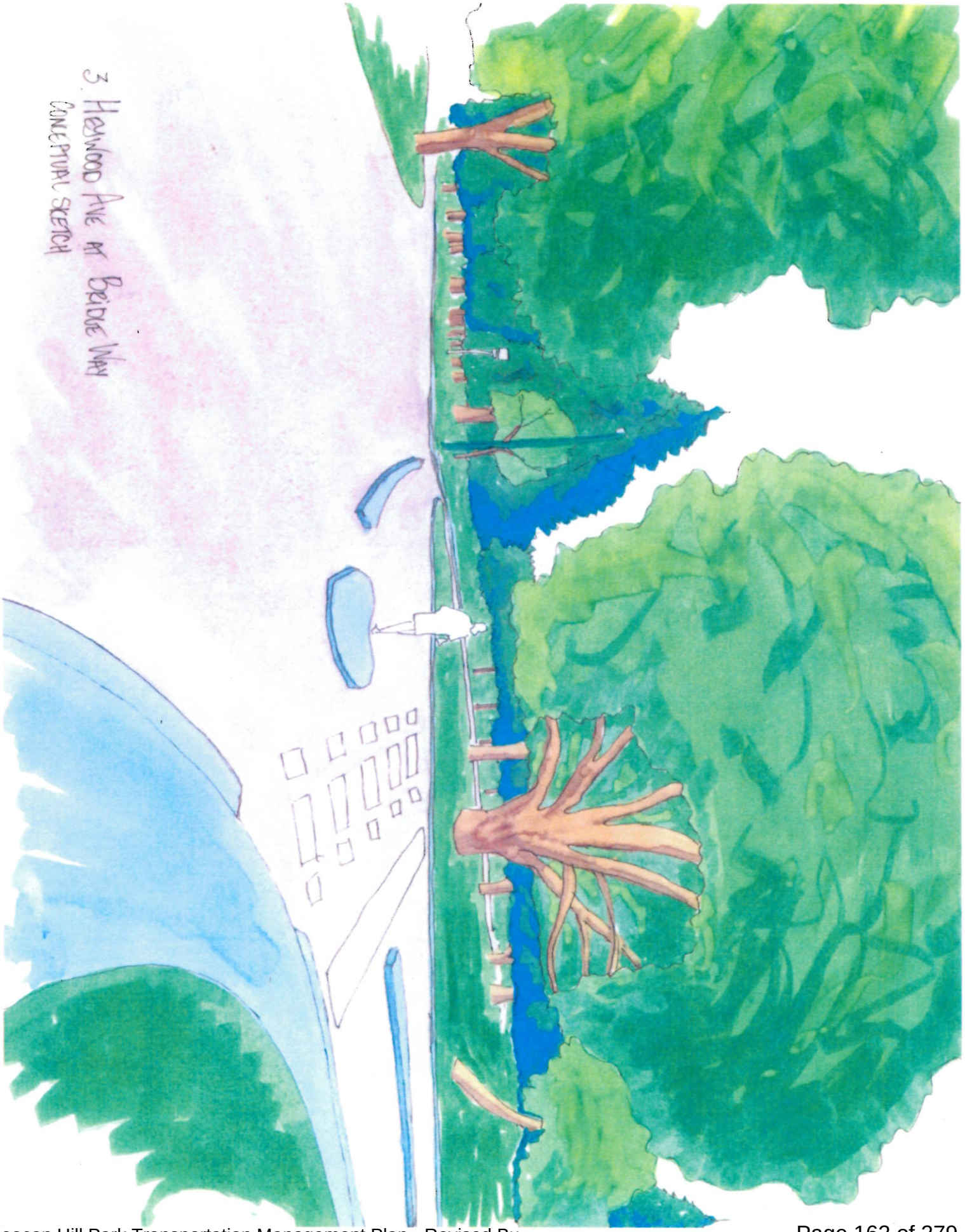
- Car Travel Lanes
- Road Conversion into Multi-Use Pathway
- Road Closure

Concepts

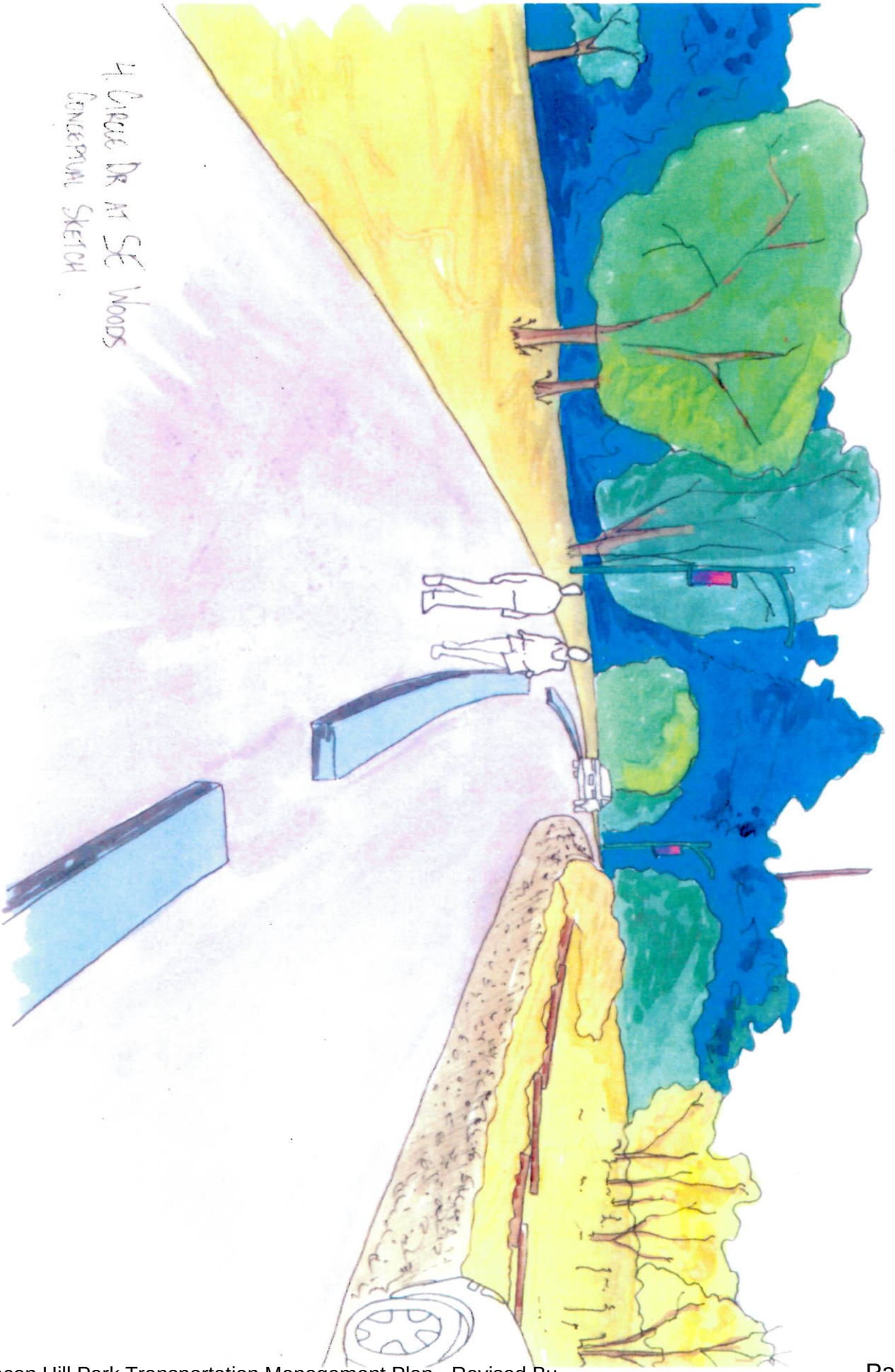
1. Bridge Way / Arbutus Way Overview
2. Bridge Way at Washrooms
3. Heywood Ave at Bridge Way
4. Circle Drive at SE Woods
5. Circle Drive - Dallas Road Connection
6. Circle Drive at Dallas Road
7. Chestnut Row at Circle Drive


1. BEACON WAY AT ARBUTUS WAY
CONCEPTUAL OVERVIEW
CHESTNUT ROW
BEACON WAY
ARBUTUS WAY
STOP

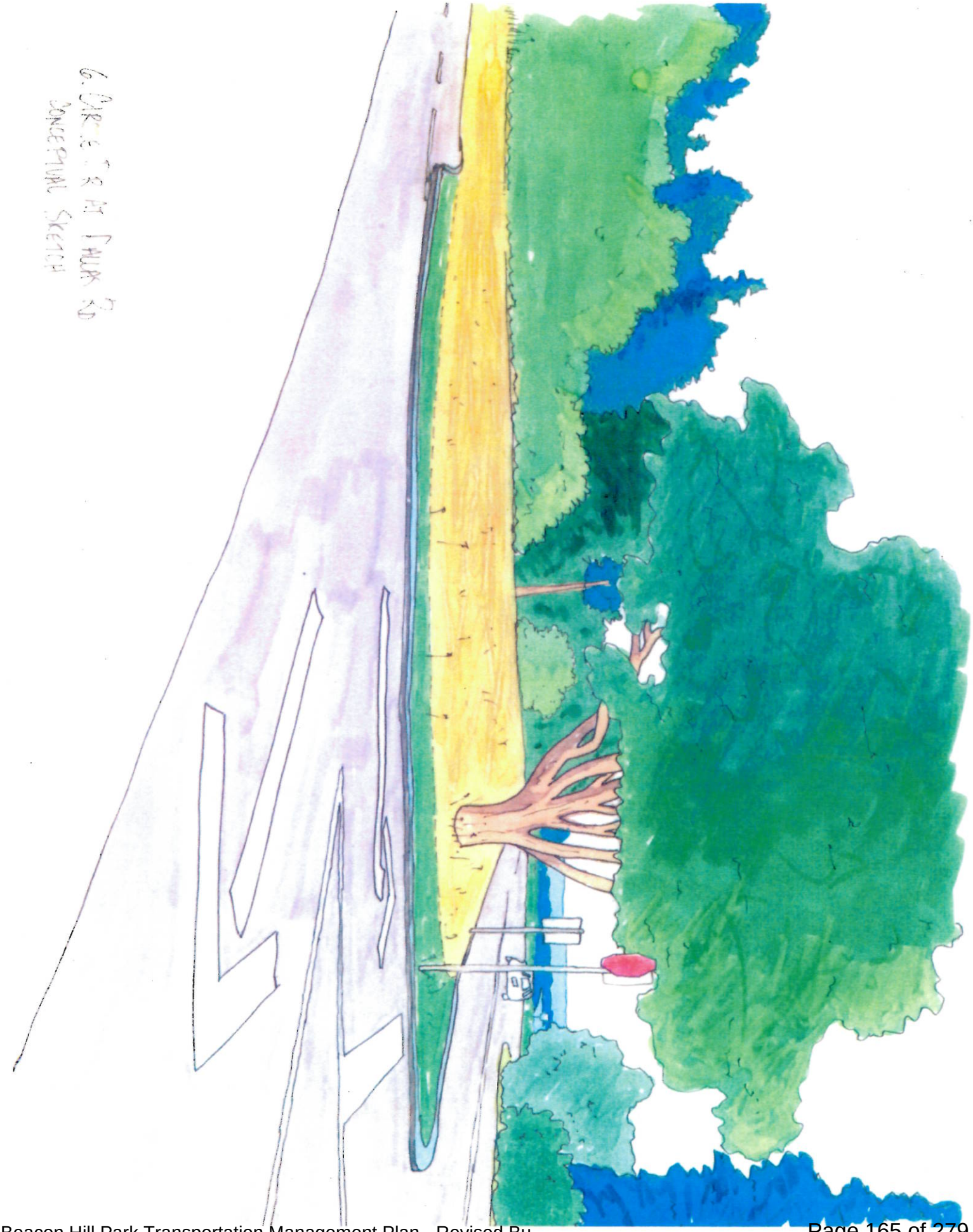
2. BRIDGE WAY AT WASHROOMS
CONCEPTUAL SKETCH

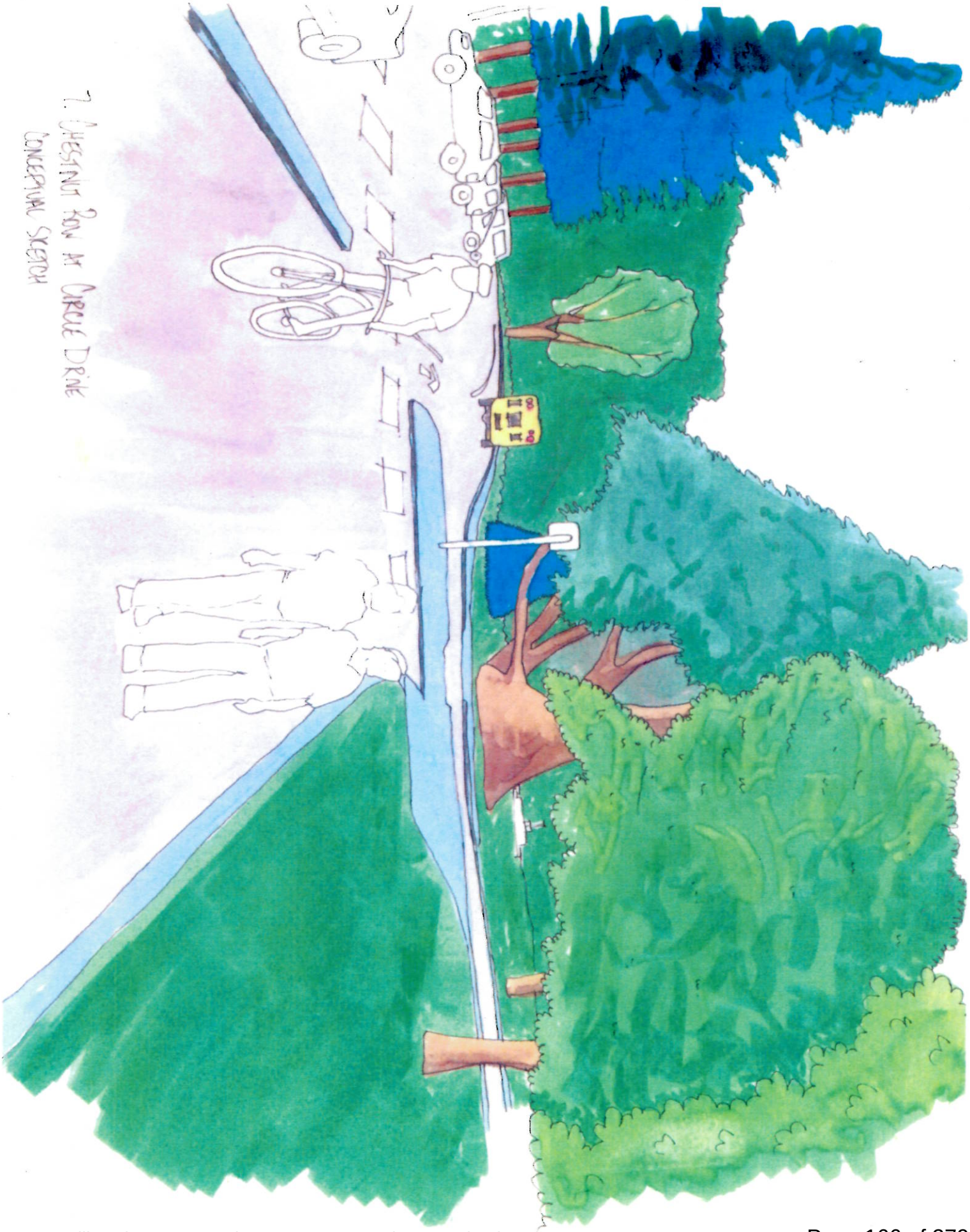


3. Heywood Ave at Beacon Way
Conceptual Sketch


4. Circle Dr at SE Woods
Conceptual Sketch

5. CIRCLE DR-DAULK RD CONNECTION
CONCEPTUAL SKETCH


6. CIRCLE DR AT PAULK RD
CONCEPTUAL SKETCH


7. CHESTNUT ROW AT CIRCLE DRIVE
CONCEPTUAL SKETCH

Beacon Hill Park Transportation Plan

April 24, 2014

CITY OF VICTORIA

Presentation Overview

Background

Consultation Process

Recommendations

CITY OF VICTORIA

Beacon Hill Park:

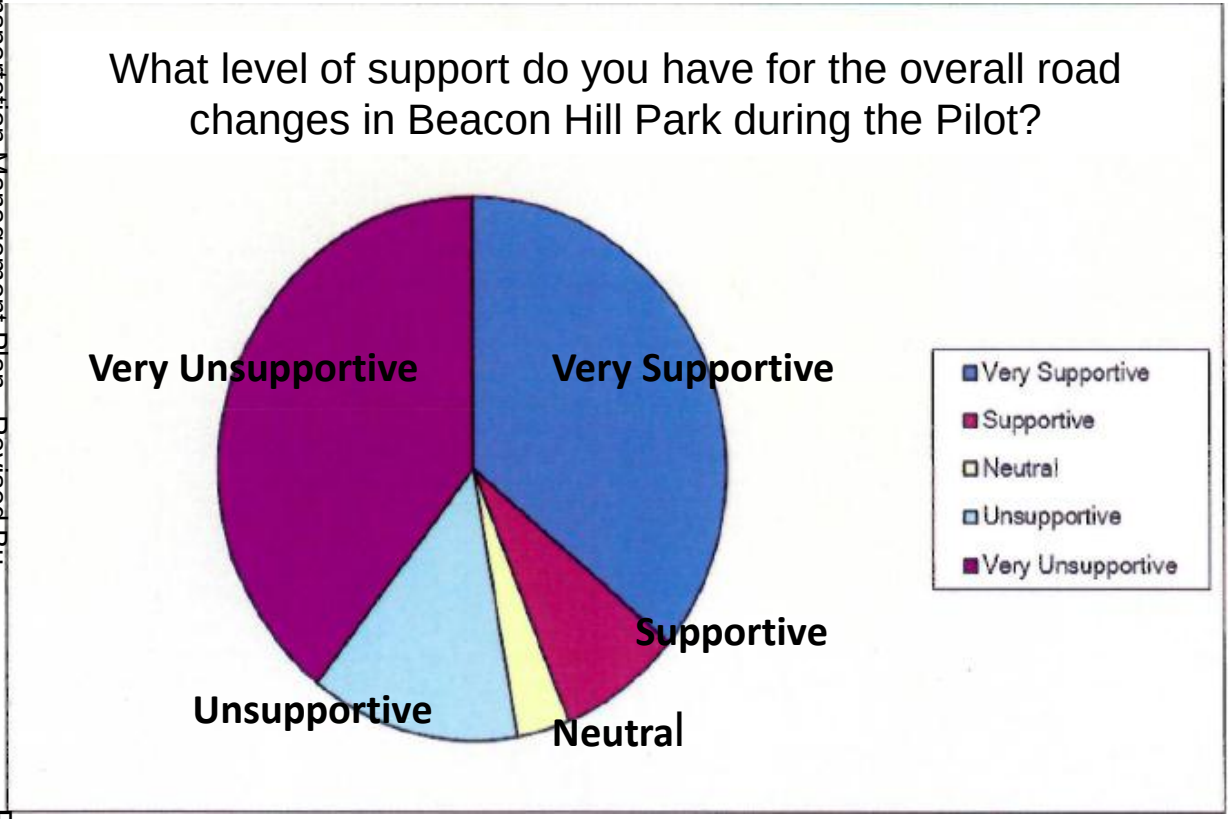
A superb natural and recreational resource

CITY OF VICTORIA

2001 Management Plan Recommendation

"Develop a Traffic Management Plan for the park that addresses appropriate levels of traffic within the park, circulation, roads and parking with the overall objective to minimize traffic in the park and promote a safe and pedestrian friendly environment".

2013 Pilot: Results



Unsupportive Comments:

- Budget
- Loss of scenic drive
- Accessibility

Supportive Comments:

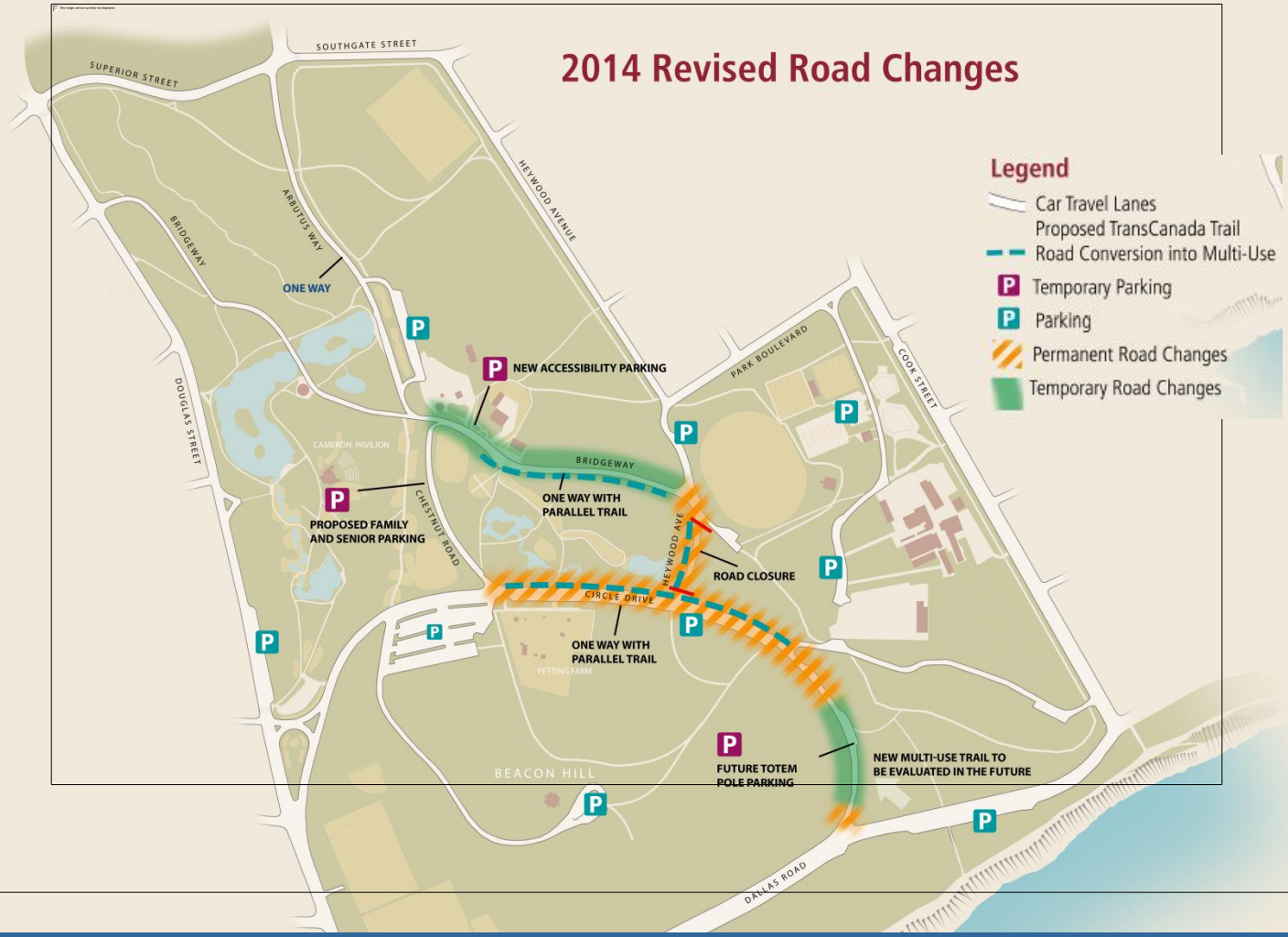
- More should be done
- Enjoy the more calming environment
- More user-friendly for all non-motorized users

December 12, 2013 Council Motion

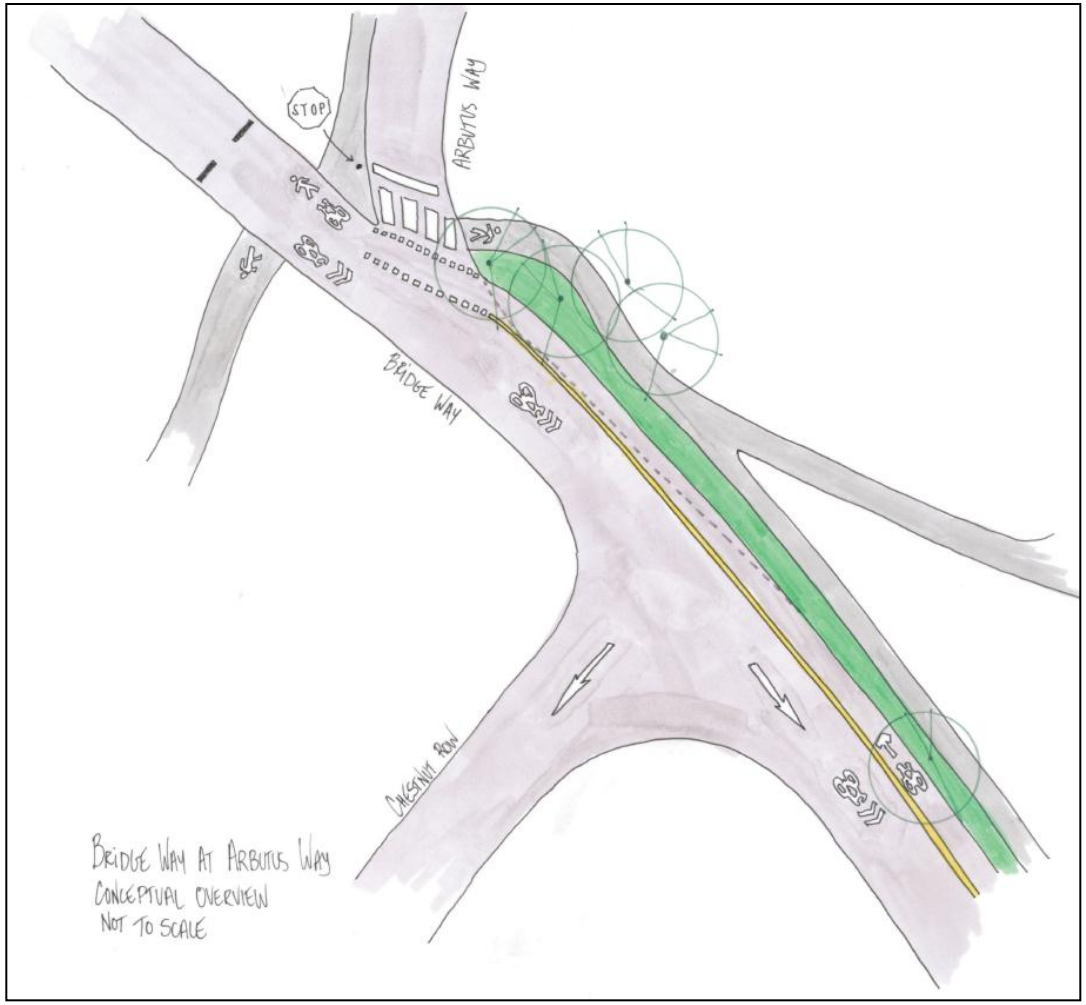
That Council, subject to the approval of a revised budget:

1. Adopt the piloted changes for vehicular movements and multi-use trails in Beacon Hill Park as permanent with the exception of a portion of Bridge Way between the washroom buildings and cricket pitch
2. Approve the replacement of the temporary infrastructure from the pilot with more aesthetically pleasing and permanent traffic calming features.
3. Approve formalizing a scenic drive through the park using road markings
4. That staff plan to implement on a permanent basis only those changes common to options 1 and 3.

2014: Implementation Plan



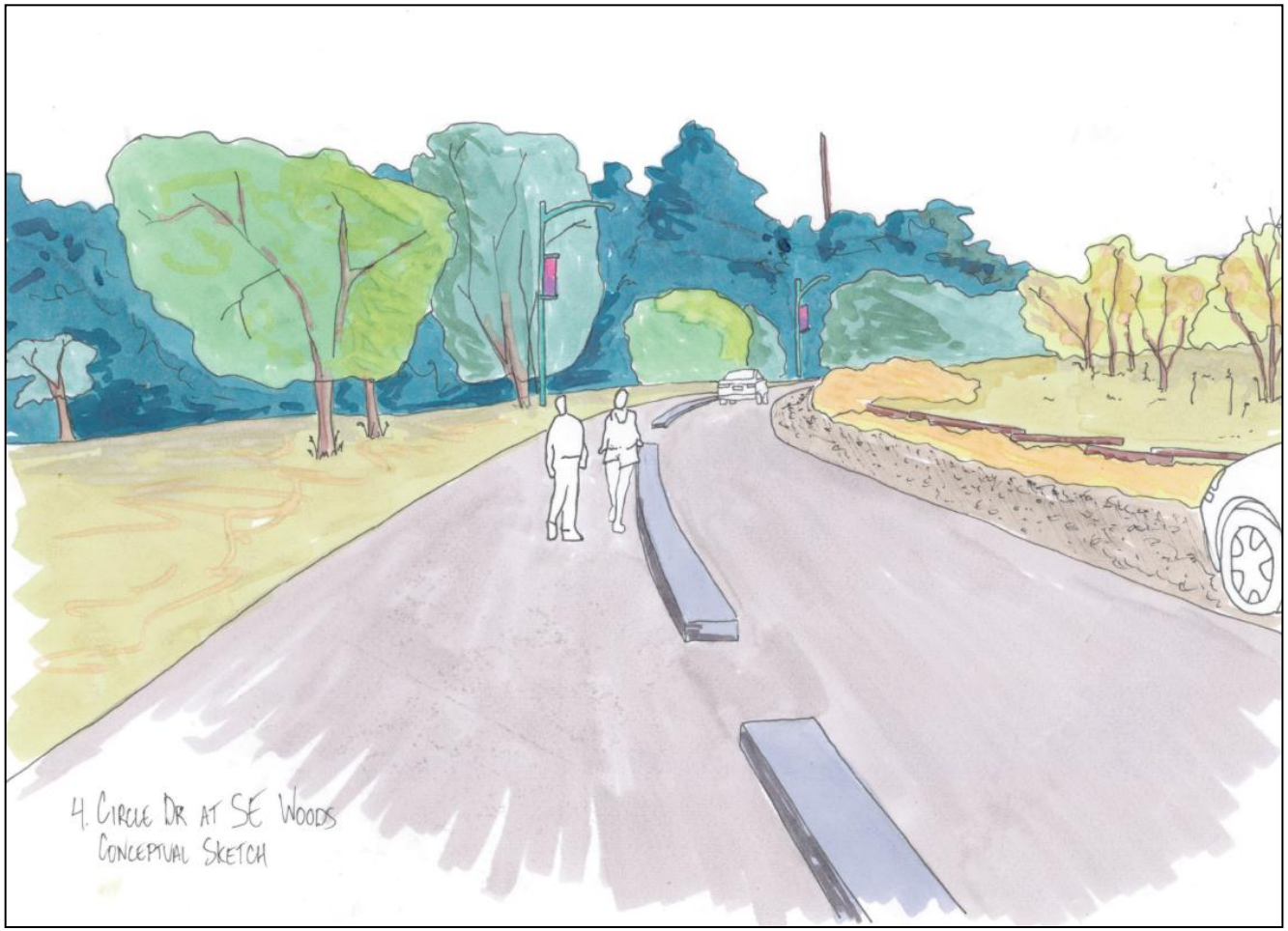
Concept Sketch: Bridge Way at Arbutus Way



Concept Sketch: Bridge Way at Washrooms

Concept Sketch: Heywood Ave at Bridge Way

Concept Sketch: Circle Dr. at SE Woods



Concept Sketch: Circle Dr. at Dallas Rd.

Concept Sketch: Chestnut Row at Circle Dr.

Revised Budget for Implementation

Location	Type	Treatment	Estimated Cost
Heywood Ave	Permanent	2 bulb outs (curb and grass)	$10,000
Chestnut Row – Connection at Circle Drive	Permanent	Bulb out (curb and grass)	$10,000
Dallas Road at Circle Drive	Permanent	Median Improvements, stenciling and paint	$8,500
Circle Drive – Chestnut Row to Totem Pole	Permanent	Permanent concrete centreline curbing	$35,000
Bridge Way / Arbutus Row Intersection	Temporary	Curb adjustments, painted crosswalk	$7,000
Bridge Way – Washrooms to Heywood Avenue	Temporary	Bollard adjustments, install temporary deliniators	$10,000
Scenic Route Marking	Permanent	Stenciling and paint	$1,000
SUBTOTAL			$81,500
Contingency			$8,150
TOTAL			$89,650

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 17, 2014 **From:** Brad Dellebuur, Manager, Transportation

Subject: Active Transportation Capital Projects – 2014 Work Plan

Executive Summary

Council requested staff provide details on 2014 capital projects involving active transportation. According to Transport Canada, active transportation is any form of human-powered transportation. It is any trip made for the purposes of getting yourself, or others, to a particular destination - to work, to school, to the store or to visit friends. Walking and cycling are the most popular forms of active transportation and are often combined with other modes, notably public transit.

Active transportation projects include all works that improve conditions for pedestrians and cyclists. A list and map of 2014 projects planned for 2014 by the Engineering and Public Works Department, and the Parks, Recreation and Culture Department, along with a scope of the work being proposed for each project and anticipated costs, have been provided for Council's information.

Engineering and Public Works Department capital expenditures on active transportation in 2014 are projected to be $1,533,100. The Parks, Recreation and Culture Department are projecting to spend $603,000 on active transportation-related projects in 2014.

Active transportation projects contemplated for 2015 include mid-block crosswalks in the 800 block Yates Street and 500 block Fisgard Street, and upgrading the crosswalk at Finlayson/Yew. Cycling-related priority projects will be determined following Bicycle Master Plan consultation.

Recommendation:

That Council receive this report 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:

Jason Johnson

Date: April 17, 2014

Purpose

The purpose of this report is to provide Council information on the number, scope, and anticipated cost of active transportation projects being undertaken by the City in 2014.

Background

The 2014 Engineering and Public Works Department Capital budget has a number of projects that address active transportation. The following is a list of programs managed by the Transportation Section, the total budget allocated to each program in 2014, the percentage of that budget that address active transportation, and a list/brief description of each project. A map showing the location of the various projects is also attached.

Crosswalk Upgrades - $104,000

100% of this budget is for pedestrian-related improvements.

- Bay/Forbes and Bay/Chambers – crosswalk upgrades. Designs for both projects are consistent with the Council-approved long-term plan for the Bay Street corridor approved by Council in 2009.
- 500 block Pandora – installation of new mid-block crosswalk. This project will extend the 500 block mid-block walkway system that exists between Broughton Street and Johnson Street, making it easier for pedestrians to move through the downtown core.

Bicycle Master Plan - $470,100

100% of this budget is for cycling-related improvements.

- Cook Street – Maplewood to Finlayson – bike lanes. The District of Saanich is planning to construct bicycle facilities on Maplewood Road in 2014. Extending the cycling facilities on Cook Street between the Saanich/Victoria municipal boundary and the Cook/Finlayson intersection will provide connectivity to the existing bike lanes on Finlayson Street.
- Skinner – Bay to Catherine – bike lanes. 1.8m marked, buffered bike lanes are proposed as part of the 'complete streets' reconstruction of Craigflower Road/Skinner Road between Catherine Street and Bay Street. This active transportation project will be a continuation of cycling facilities on Craigflower Road between Catherine Street and Dominion Road. This will also complete the final segment of a continuous system of commuter bike lanes between Colwood and Downtown Victoria, building on Island Highway improvements in the Town of View Royal, and work recently completed on the Craigflower Road corridor in the Township of Esquimalt. A missing sidewalk link on this arterial street will also be completed, encouraging greater pedestrian travel in this part of the Victoria West neighbourhood. $260,000 of the funding for this project is anticipated to come from the Regional Significant Project Fund (RSPF) portion of federal gas tax allocated to the CRD.
- Johnson/Pandora corridors – pedestrian and cycling amenities. Road narrowing and improved crosswalk signage/markings at the Pandora/Stadacona intersection and the extension of buffered bike lanes through the eastbound right turn lane at the Johnson/Pandora intersection are being constructed. This work is a continuation of the buffered bike lane project installed on the Johnson Street, Begbie Street, and Pandora Avenue corridors in 2013.
- Bike racks - 15 to 20 new bike racks will be installed in various on-street locations downtown, to address the growing demand for convenient bike parking.

Bus Shelter Installation - $26,000

100% of this budget is for pedestrian-related improvements.

- 700 block Johnson Street – widened sidewalk/bus shelter installation. The existing sidewalk at one of the busier transit zones downtown will be widened to increase space for bus patrons, and a bus shelter will be installed to provide protection from the elements.

Street Light Installations - $15,000
100% of this budget is for pedestrian-related lighting issues.
Two locations have been identified where additional street lighting will address visibility/safety concerns, particularly for pedestrians.

- Robert/Seaforth
- Cook/May

Depending on the final project costs for these two installations, additional street lighting requests may be addressed later this year.

LED Pedestrian Signals - $31,000
100% of this budget is for pedestrian-related improvements.
This budget is used to install pedestrian countdown signals at signalized locations. Pedestrian countdown signals let pedestrians know how much time remains to cross the street. The five locations identified for 2014 are:

- Douglas/Bay
- Douglas/Superior
- Government/Belleville
- Blanshard/Fairfield
- Government/Humboldt

In addition to countdown signals, audible pedestrian signals will be installed at the Government/Humboldt intersection, to provide enhanced crossing information for pedestrians.

Pedestrian Master Plan Implementation - $358,000
100% of this budget is for pedestrian-related improvements.
This budget is used to address areas where gaps in the pedestrian network exist, based on links identified in the Council-approved Pedestrian Master Plan. Projects identified for 2014 include:

- Sea Terrace – Dunsmuir to Barnard Park. 75m of sidewalk will be installed, to connect an existing Township of Esquimalt sidewalk to Barnard Park (the existing sidewalk ends mid-block at the City of Victoria boundary). This project will improve pedestrian connections to Barnard Park and the waterfront pathway.
- Quamichan Street at Somenos. 30m of sidewalk will be installed at the Quamichan Street/Somenos Street intersection. In addition to improving overall pedestrian accessibility in the neighbourhood, this also completes a pedestrian link close to a school.
- Belmont - Hillside to Myrtle. 40m of sidewalk will be installed on the west side of the street. The recently-completed sidewalk on the south half of the block was constructed as part of a recent re-development – this work will complete a pedestrian link between Hillside Avenue and Oaklands School.
- Richardson – St. Charles to lane. 40m of sidewalk will be installed on Richardson Street, in response to resident concerns about mobility-impaired access. The new sidewalk on this Collector road will also provide pedestrian access to the adjacent residential properties.
- Gonzales – Foul Bay to Richardson. 125m of sidewalk will be installed, to provide a pedestrian connection between Foul Bay Road and the recently-improved Chandler Greenway.
- Montreal – Simcoe to Niagara. Part of an overall upgrade to this block (curb and gutter, repaving), a sidewalk is being provided to improve the overall pedestrian network in the area.

Streets Rehabilitation – Major Streets - $555,000
25% of this budget ($135,000) is for pedestrian-related improvements.
Road rehabilitation projects are not confined to simply repairing the road surface. Staff will review the complete right-of-way, looking at improving conditions for all users (pedestrians, cyclists, and other road users).

- Tolmie Avenue – Glasgow to Fifth. Sidewalk improvements will be combined with road resurfacing work identified in the Pavement Management program, and the City's 20-year Capital paving plan.
- Catherine Street – Esquimalt to Wilson. Improved conditions for pedestrians – wheelchair ramps, bulbs at intersections to reduce crossing distances, and green space between sidewalks and travel lanes, is being combined with road resurfacing work identified in the Pavement Management program, and the City's 20-year Capital paving plan. This work is also being coordinated with 2014 Victoria West Transportation Plan improvements at the Bay/Catherine intersection.

Major Arterial Upgrades - $520,000
25% of this budget ($130,000) is for pedestrian- and cyclist-related improvements.

- Cook Street – Queens to Caledonia. 340m of road resurfacing, identified in the Pavement Management program and the City's 20-year Capital paving plan, will be completed. In addition to reducing maintenance costs and avoid further deterioration, the purpose of completing the road resurfacing is to improve the surface for all users, including pedestrians and cyclists.
- Douglas Street – northbound curb lane between Bay and Hillside. 290m m of paving is being proposed for the northbound curb lane on Douglas Street, to address safety concerns for cyclists and other road users.

Streets Rehabilitation – Local Streets - $1,030,000
15% of this budget ($155,000) is for pedestrian-related improvements.

- Montreal Street – Simcoe to Niagara. In addition to 200m of paving, this project includes installing a new sidewalk, creating another pedestrian link in the neighbourhood

Victoria West Transportation Plan - $400,000
25% of this budget ($100,000) is for pedestrian/cyclist-related improvements.

- Bay/Catherine – intersection redesign. The intersection is being upgraded, to improve overall safety for all users. Bike lanes will be extended through the intersection, pedestrian crossing distances are being improved, and green space is replacing asphalt.
- Catherine Street – Esquimalt to Wilson. Bulbs are being constructed at intersections to reduce crossing distances, and green space is being installed between sidewalks and travel lanes.

Neighbourhood Transportation Management Plan Implementation - $50,000
5% of this budget ($2,500) is for cycling-related improvements.

- Chestnut/Fort – replacement of temporary barrier. The existing chain and bollard barrier at the south end of Chestnut Street is being replaced with a more aesthetically pleasing, cycling-friendly design.

Other Engineering Department capital projects addressing active transportation:

Parking Services - $6,500
100% of this budget is for cycling-related improvements.

- Bicycle repair stations (also known as bike kitchens) will be installed in each of the City parkades, to provide public options for cyclists needing to make minor bike repairs.

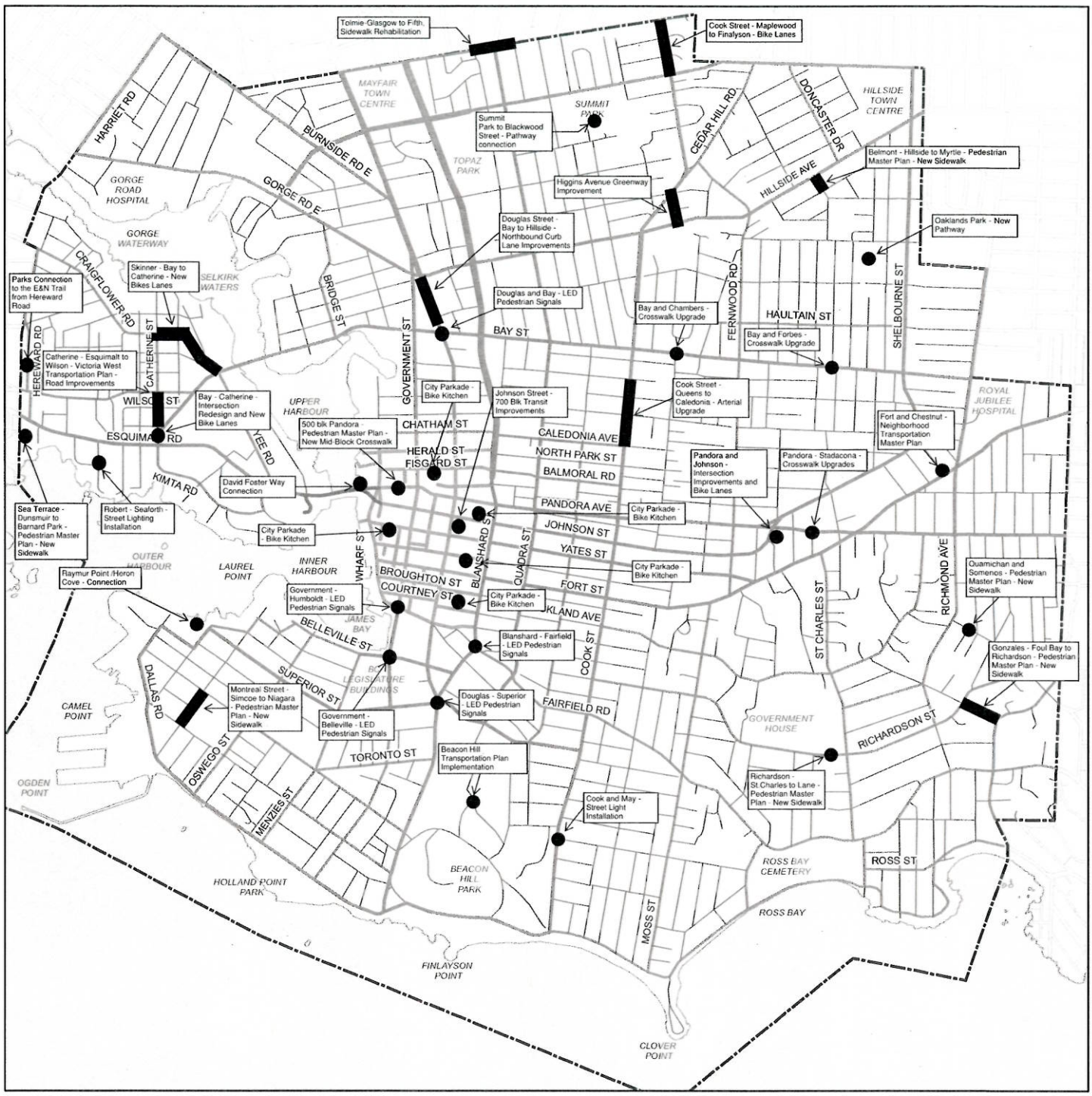
Engineering and Public Works Department capital expenditures on active transportation in 2014 are projected to be $1,533,100.

Parks, Playgrounds and Green Spaces
Parks staff project spending $603,000 of Park Management Plan Implementation and Greenways Plan Implementation capital in 2014 on active transportation projects. They include:

- Oaklands Park pathway - $75,000
- Higgins Avenue greenway improvements - $100,000
- Providing connections to the E & N Rail Trail from Hereward Road - $60,000
- Installing bike racks at several outdoor fitness pods - $10,000
- Beacon Hill Transportation Plan implementation - $89,000
- Stairs/completion of pathway connection of Summit Park to Blackwood Street - $19,000
- Planning/design work for future David Foster Way connections (walkway connection between the Johnson Street Bridge and the Janion development, and a proposed bridge connection at Raymur Point/Heron Cove/Fisherman's Wharf) - $250,000

Active transportation projects contemplated for 2015 include mid-block crosswalks in the 800 block Yates Street and 500 block Fisgard Street, and upgrading the crosswalk at Finlayson/Yew. Bicycle Master Plan consultation work currently underway will help inform what cycling priority projects should be advanced next year. Projects could include expanding the scope of CRD improvements being planned at the Esquimalt Road/E&N Rail Trail intersection, extending bike lanes being installed on Cook Street in 2014, and starting work on the Pandora Avenue cycle track.

Recommendation
That Council receive this report for information.



Active Transportation Projects - 2014

- Active Transportation Capital Projects
- Arterial
- Collector
- Downtown Streets
- Local
- City Boundary

CITY OF VICTORIA

Coordinate System: NAD 1983 CSRS UTM Zone 10N
Projection: Transverse Mercator
Map File: ActiveTransPrj170414 04/17/2014

N

0 500 1,000 Metres

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 10, 2014 **From:** Steve Hutchison - Transportation Planner

Subject: Proposed Statutory Right-of-Way – East Side Sitkum Road

Purpose

The purpose of this report is to seek Council approval of a Statutory Right-of-Way (SRW) to accommodate reconstruction of the east side of Sitkum Road, as proposed by Bayview Estates.

Summary

Bayview Estates, the developer of 253-259 Esquimalt Road (the Roundhouse site) in Victoria West would like to alter the design of Sitkum Road, widening the pavement width from 6.5m to 9.0m to better serve commercial vehicles expected to access the development. Currently, larger vehicles accessing the site from Sitkum Road and turning at the intersections of Sitkum Road at Esquimalt Road drive over full height curb and gutter, shortening the life of City infrastructure. At the request of Bayview Estates, Bosa Properties (Bayview) Inc., the owner of 83 Saghalie Road, has offered to register a 3.0m SRW on their property on the east side of Sitkum Road to facilitate the widening. Bayview Estates would be responsible for all associated costs, including road reconstruction as indicated on the attached plan (Figure 1). Staff recommends Council support the proposed road reconstruction. A Council motion is required to authorize the SRW.

Planning staff advise the works associated with the road reconstruction will necessitate a Minor Development Permit application, to address the minor changes to the on-site landscaping at 83 Saghalie Road. Bosa Properties (Bayview) Inc. have been advised of this requirement.

Recommendation:

That Council authorize the Mayor and the Corporate Administrator to execute a Statutory Right-of-Way in the City's standard form for 3.0m on the east side of Sitkum Road, as set out in the attached plan (Figure 1).

Respectfully submitted,

Steve Hutchison, AScT
Transportation Planner

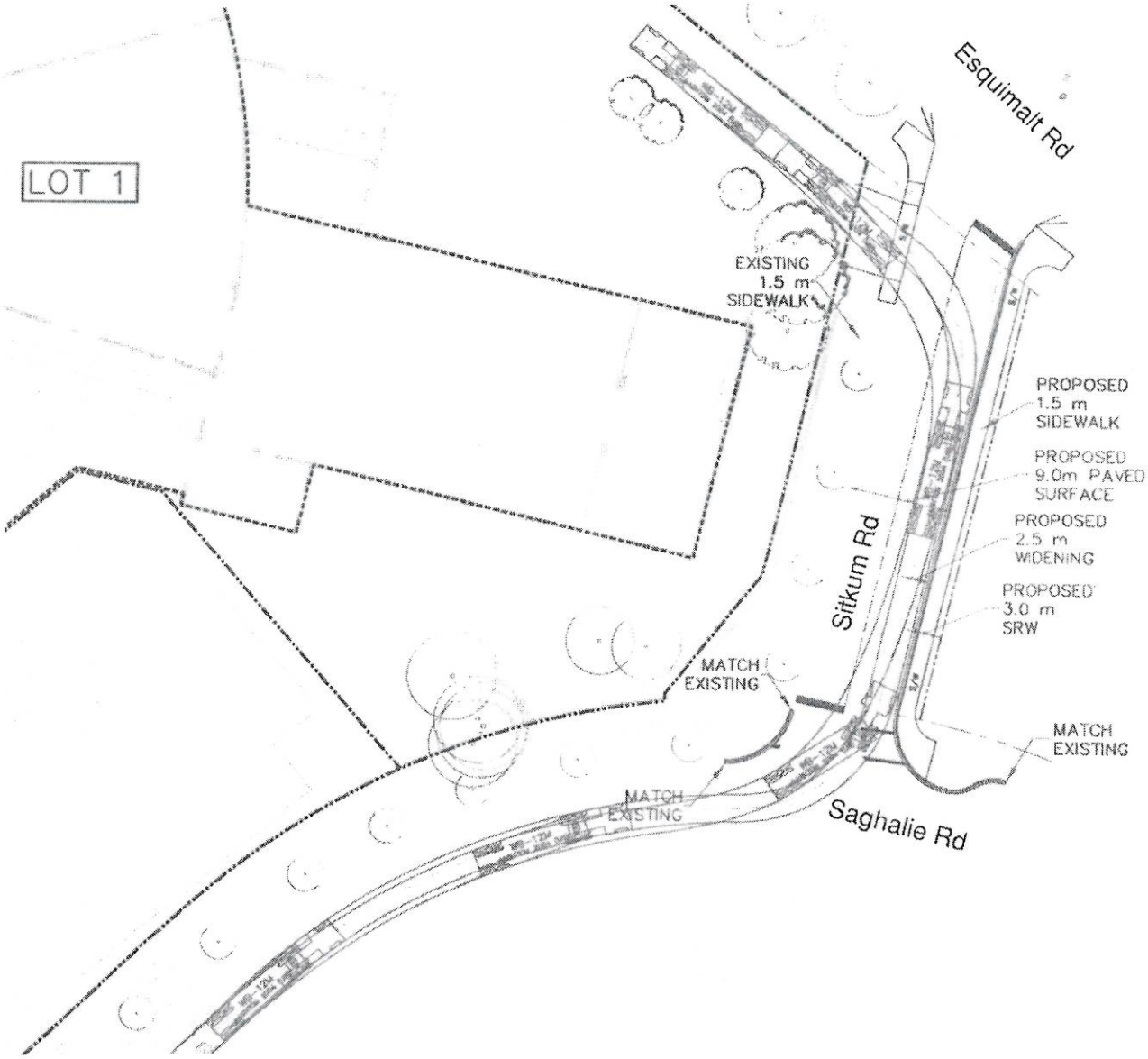
Dwayne Kalynchuk, P.Eng.
Director of Engineering and Public Works

Report accepted and recommended by the City Manager:

Jason Johnson

Date: April 15, 2014

Figure 1 – Sitkum Road at Esquimalt Road



CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 16, 2014 **From:** Brad Dellebuur, Manager, Transportation
John Sturdy, Assistant Director Engineering

Subject: Project Update for Fire Station #1 and Point Ellice Bridge

Summary
The purpose of this memo is to provide an update to Council on the current status of work related to Fire Station #1 and the Point Ellice Bridge.

Background
On November 14, 2013, GPC received update reports on the status of projects related to Fire Station #1, Point Ellice Bridge, and the Crystal Pool and Fitness Centre. Since this update, staff have been moving ahead with Council's direction regarding these reports.

The Fire Station report identified upgrade or replacement options for further consideration. Council requested staff investigate opportunities for a mixed use development when considering options for replacement of Fire Station #1. Council also requested staff to bring back information on the distinction between the facility requirements for a neighbourhood fire station and the requirements for a station that is more a headquarters facility with an EOC. The report suggested that external consultants would be required to assist with exploration and review of these options. It also stated that an interdepartmental working team would be established.

The Point Ellice Bridge report provided information on recent condition assessments and estimated costs for rehabilitation and repairs. The report also highlighted the need to improve cycling and pedestrian facilities on the bridge and the current cost estimate to include this work with the identified rehabilitation and repairs. A consultant will be retained to further analyze the existing information and to refine the design options and cost estimates for anticipated works. Staff will utilize this information to develop options and recommendations to Council.

Fire Station #1
An interdepartmental steering committee consisting of the City Manager, Acting Fire Chief, Directors of Engineering and Public Works, Planning, Finance, and Communications, Assistant Director of Engineering and Manager of Facilities has been formed to provide overall direction to this project. The steering committee has determined the next step forward in the project will be a study to develop recommendations for location of a replacement Fire Station #1 and the programing most suited to that location. The deliverable of the study will be a Final Report.

The Final Report will consider options for construction of a replacement fire station, either on the existing site, including the potential to expand on to the adjacent site currently occupied by the Boys and Girls Club, or on a new site. The report will identify options for development partnerships and co-location of other facility users in a new fire station. Options for potential locations of a new station will be explored, as will potential temporary locations which will be necessary if the new station were to be built at the existing location. The final report will analyze all the issues and make recommendations for the most suitable location for a replacement station.

It will also provide guidance on service delivery options for functions currently located at Fire Station #1, based on best practice and space available at the proposed locations. Estimated project cost will be identified for potential options to be considered by Council.

A final draft of the Request for Proposal for the Project Planning Services is attached. This RFP will be issued next week. The cost for this study is estimated at $30,000. A budget of $172,000 is currently allocated in the Capital Plan for Fire Station Assessment and preliminary design. Completion of the draft report is currently anticipated by August 2014. An update report will be provided to Council when the Project Initiation Report has been received and reviewed.

Point Ellice Bridge

Following the November 21, 2013 Governance and Priorities Committee meeting, Stantec Consulting Ltd. was retained to review and analyze existing information on recommended rehabilitation/repairs and enhancement plans for the Point Ellice Bridge. The consultant was selected using the Engineering Department's Rotational Consultant Program. Used for projects where fees are less than $30,000, the Rotational Program is a pre-qualified list of engineering consultants with documented experience and competence in performing the scope of work needed in a particular discipline. As part of their 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 sidewalks on both sides of the bridge. In addition, the consultant has been asked to provide recommendations on construction phasing/sequencing, and update cost estimates for the anticipated works. The consulting fees for this scope of work are $24,000.

Staff met with the consultant on March 26, 2014. The consultant provided an update on their preliminary findings related to structural assessment work carried out, and also suggested minor changes to the original preliminary design plans to provide marked bike lanes and new sidewalks on the bridge. Staff is currently waiting for a draft report from the consultant – the consultant advised on April 10, 2014 that cost estimates for the proposed works are in process, but will not be completed until June, 2014. An update report will be provided to Council when the report has been received and reviewed.

Recommendation:

That this report be received by Council for information.

Respectfully submitted,

Brad Dellebuur, Manager Transportation	John Sturdy, P.Eng. Assistant Director of Engineering and Public Works	Dwayne Kalynchuk, P.Eng. Director of Engineering and Public Works

Report accepted and recommended by the City Manager: _____
Jason Johnson

Date: April 17, 2014

THE CORPORATION OF THE CITY OF VICTORIA
REQUEST FOR PROPOSAL NO. 14-0XX
PROJECT PLANNING SERVICES – NO. 1 FIRE STATION
TERMS OF REFERENCE

Introduction

The City of Victoria (City) is requesting proposals from experienced Consultant/Consulting firm to assist the City with support management and project planning for the renovation/replacement of No.1 Fire Station, located at 1234 Yates Street, Victoria, BC.

Background

The Victoria Fire Department serves the City of Victoria with three major Fire Stations, strategically located at 1234 Yates Street (No. 1 Fire Station), 650 Michigan Street (No. 2 Fire Station) and 740 Bay Street (No. 3 Fire Station). Fire Stations 1, 2 & 3 maintain staff and equipment suitable for responding to various emergency, fire and medical situations. Operational readiness includes a fire boat serving the Inner Harbour. The Bay Street location provides a supporting function as a training facility for Victoria Fire Department personnel.

The headquarters for the City's Fire Department is located at No. 1 Fire Station. In addition to the being the administrative centre of the department, No. 1 Fire Station provides the following supporting functions:

- Fuel Station
- Apparatus and Fire Equipment Maintenance Division
- Emergency Communications and Dispatch Centre
- Fire Prevention, Investigation and Community Education Division
- Victoria Emergency Management Agency

The existing No. 1 Fire Station was constructed in 1958 and has undergone numerous renovation and expansion projects over the years as a result of the changing nature of emergency services, a growing community and advances in fire prevention and technology. In 2007, an extensive facility audit identified a considerable backlog maintenance work, including significant issues related to compliance with current building code. Existing building plans are attached as Appendix A and the facility audit and supporting documents are attached as Appendix B.

In late 2007 senior management of the department conducted an internal review of operations and identified a number of issues requiring further development and discussion relative to their existing space and the department's future needs. These reports are included as Appendix C.

In 2010, the City conducted a needs analysis and facility assessment which outlined future development options. This report is included as Appendix D.

The City of Victoria's Emergency Operations Centre (EOC) is currently housed at the Victoria Police Department Headquarters located at 850 Caledonia Avenue. As part of the facility programming work being undertaken for the Fire Department headquarters, the City is interested in including consideration of relocating the EOC at the No.1 Fire Station.

The Boys and Girls Club of Victoria has recently indicated to the City that it will not renew its lease on City owned property at 1240 Yates St. This property is directly east of No. 1 Fire Station, across Camosun Street. This property may provide opportunities that have not been fully explored for either temporary or permanent use by the Department.

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Purpose

The purpose of this Request for Proposal is for the development of a Project Initiation Report for the renovation/reconstruction of the City's No.1 Fire Station using Triple Bottom Line analysis that will be presented to City Council, to assist them in their decision making process.

Scope of Work

There are a number of planning items related to this project which have not been fully explored and finalized:

1. **Project Planning Workshop**

   With the Project Steering Committee, review the project by discussing the available data, response times and priorities, OCP development etc., gaps and level of effort to fill the gaps, milestones, tasks and communications. Allow 3 days for Workshop Planning, Delivery & Follow-up.

2. **Operational Analysis**

   Work to date has identified that facility programming for all function proposed to be housed at No. 1 Fire Station cannot be reasonably accommodated on the existing site due to size and zoning restrictions.

   With the City, review operational requirements including but not limited to Fire, EOC, and IT, to determine which functions are best suited to remain at the fire department headquarters and which (if any) functions can be relocated to alternate locations which could include 1240 Yates, No 2 or No 3 Fire Station or Public Works.

3. **Co-Location/Development Partnership Investigation**

   Investigate potential for co-location/development partnerships or other facility uses by reviewing recent Fire Station projects in Canada and in the United States. Identify and rank potential alternate locations, including land swaps or other creative measures. Develop list of potential partners that may be possible. Work with the City to determine which, if any, may be suitable for the Fire Department's operational needs. Work with the City to contact potentially suitable partners to determine their level of interest.

4. **Location Options**

   Work with City staff to determine the criteria requirements and preferences for characteristics of a site for a new No. 1 Fire Station, including mass studies. Compare potential alternate sites with an option to construct a new Station on existing site including identifying potential alternate location for temporary/permanent relocation of each function currently existing at No. 1 Fire Station.

5. **Explore Development Potential of 1234 Yates and Adjoining Road Right-of-Way**

   Work with City staff to explore potential redevelopment option(s) for 1234 and 1240 Yates if the Fire Hall is relocated. Consider options for expanding the site if portions of Camosun Street are considered surplus. The options should respect the existing regulations, land use policies and design guidelines that apply to the site. Provide an analysis of the potential land value that could be derived from a realistic redevelopment scenario.

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6. **Analysis**

   Analyze all issues which pertain to the various options which include operation requirements, best practices, financial analysis and risk analysis to determine preferred options, deliverables and schedule.

7. **Final Report**

   Develop a final report summarizing all pertinent information. The report will include but will not be limited to:

   1 An Executive Summary
   2 Summary of Program Planning Workshop
   3 Summary of Operational Analysis that include:
      - Space listings by function and size
      - Relationship diagrams
   4 Summarize all options and provide analysis of each that include:
      - Data analysis conclusions
      - Relevant facts and context
      - Define the scope of each option
      - Develop option budget and schedule
      - Develop risk analysis

Deliverables

The Consultant will present the draft report to the project team for review and comments. Based on the comments, prepare a final report within 5 business days of receiving comments from the City.

The Consultant will be expected to present the final report to the project team, the City of Victoria's senior management group and City of Victoria Council.

The Consultant will provide:

- Ten (10) hard copies (8 1/2 " x 11") of the draft report, including all conceptual diagrams;
- Ten (10) hard copies (8 1/2 " x 11") of the final report, including all conceptual diagrams;
- One (1) unbound copy of the final report suitable for reproduction purposes;
- One (1) PowerPoint presentation
- One (1) CD of the final report and PowerPoint presentation.

Reporting Structure

The project lead will report to the City's Manager – Facilities.

Project Time Line

Completion twelve (12) weeks after award.

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Future Work

The City reserves the right to engage the Consultant chosen from this RFP for future work related to this project.

Appendices:

- Appendix A - Fire Station No 1 As Built Drawings
- Appendix B - Fire Department Operational Report, 2007
- Appendix C - Fire Station No 1 Needs Analysis & Facility Assessment Study, 2010

Information available for Consultant

- Feasibility Study – Johnston Davidson Study (2013)

SUSTAINABILITY

The City is committed to working towards a community that is environmentally, socially, and economically sustainable.

The Victoria Sustainability Framework (VSF) was developed in partnership with the community and sets the tone for sustainability in the City of Victoria. The VSF was adopted by Victoria City Council in 2010. It is the overarching framework for the City's highest level strategic plans, including the Official Community Plan (OCP) and the Corporate Strategic Plan (CSP).

The Victoria Sustainability Framework can be viewed on the City's website: http://www.victoria.ca/EN/main/community/sustainability/sustainability-framework.html

This Request for Proposal asks the Proponent to consider and provide information about their efforts that align with the City's Sustainability Commitment.

PROPOSAL SUBMISSION AND EVALUATION CRITERIA

The following items should be included in your proposal submissions and will be the basis for evaluation. Information should be provided sequentially as shown:

No assumptions should be made that information regarding the Proposer or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proposer.

Cover Letter — *0 Points*

Your proposal should include a Cover Letter containing the following information:

- Company name, address, website address, telephone number, fax number, e-mail address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company.
- Acknowledgment of any addendums issued for this Request for Proposal.

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Qualifications *10 points*

- Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate the backup person to act on their behalf during any absences.

- Identify the project team, including their expertise and qualifications as applied to this project; a description of their experience with similar projects; their roles and the percent of their time devoted to such a project.

Knowledge and Experience *20 points*

- The proposal shall demonstrate the knowledge and experience of the team that is necessary to complete the work. Teams must demonstrate they have expertise and experience in projects of similar scope, size and complexity and are familiar with challenges of the project including working with Municipal Government.

- Provide examples of similar projects that demonstrate the project team's skill and abilities to complete the project objectives.

- Provide a minimum of three (3) references from clients that the team has served, highlighting **similar** previous experience.

Project Understanding and Innovation *20 points*

- Proponents shall outline an approach to the undertaking of the project reflecting a clear understanding of the Scope of Work.

- Demonstrate your understanding of the project by describing key issues and potential resolutions.

- Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.

Methodology and Work Plan *25 points*

- Proponents should provide their methodology and work plan to achieve the program objectives and timelines.

- Provide cost control procedures and the Proponent's method for monitoring the project timeframe, quality of workmanship and budget.

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Sustainability *5 Points*

- Provide information on your company's internal environmental and social programs, policies, procedures and accreditation.
- Suggest innovative ideas and/or programs that are aligned with the City's Sustainability Commitment, in performing the proposed Project Methodology.

Fee Proposal *20 points*

Proponents should provide a fee proposal, preferably in an Excel styled spreadsheet, including a detailed explanation of the makeup of the total cost for this project including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs;
- submit a schedule of hourly rates should additional services be required;
- list of expected expenses, disbursements and any other probable costs; and
- all applicable taxes.

The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one proponent's proposal to another proponent's proposal. The Evaluation Committee will not be obligated to select the proposal that offers the lowest price or cost or any proposal at all.

The weighting listed above with the evaluation criteria indicate the relative weighting anticipated by the City and is shown to give general guidance to proponents in the preparation of proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any proponent or Proposal and the same criteria and weightings will be applied to all proposals. However, the Evaluation Committee is not obligated to apply the weightings strictly and is not obligated to select the proposal that receives the highest score.

The Evaluation Committee reserves the right to not complete a detailed evaluation of a proposal if the Evaluation Committee concludes, having undertaken a preliminary review of the proposal, that the proponent or proposal as compared to all the proposals is not in contention to be the selected proposal.

DRAFT

MINUTES OF THE SPECIAL GOVERNANCE & PRIORITIES COMMITTEE MEETING HELD THURSDAY, NOVEMBER 14, 2013, 9:00 A.M.

1. THE CHAIR CALLED THE MEETING TO ORDER AT 9:03 A.M.

Committee Members Present:	Acting Mayor Coleman in the Chair; Councillors Gudgeon, Helps, Isitt, Madoff, Thornton-Joe and Young.
Absent:	Mayor Fortin, Councillor Alto
Staff Present:	J. Jenkyns – Acting City Manager; R. Woodland – Director of Legislative & Regulatory Services; J. Appleby – Recording Secretary.
Staff Present for a Portion of the Meeting:	P. Bruce – Acting Fire Chief; K. Friars – Director of Parks, Recreation & Culture; K. Hamilton – Director of Communications and Civic Engagement; D. Kalynchuk – Director of Engineering and Public Works; B. Warner – Director of Finance; D. Day - Director of Sustainable Planning and Community Development

2. APPROVAL OF THE AGENDA

Action: Councillor Helps moved that the Agenda of the November 14, 2013, Special Governance and Priorities Committee meeting be approved.

CARRIED UNANIMOUSLY 13/GPC585

3. WORKSHOP

Capital Plan Funding

Committee received a report dated October 31, 2013, from the Acting City Manager that provided context on Capital Priorities. Each year the City of Victoria invests $30-35 million in capital projects to maintain and upgrade City infrastructure. Regular assessment of all City assets, including facilities, roads, underground utilities and bridges, is completed to identify where future investment is needed and funding strategies are developed.

On October 3, 2013, City Council was provided a comprehensive update on the 2012 - 2032 Capital Plan. On October 10, 2013, Council endorsed the following motions:

That Council:

1. Endorse the following funding strategies for the future option for the Crystal Pool and Fitness Centre and the future option for Fire Hall # 1 (amounts to be determined once decisions on options have been made):
   a. Internal borrowing from the debt Reduction Reserve
   b. Grants and partnerships that are consistent with the public ownership and operation of a pool and fitness centre in Victoria and consistent with the Council resolution of October 27, 2011.

2. Endorse the following funding strategies for the Bay Street Bridge Rehabilitation (amounts to be determined once decision on option has been made):
   a. 2013-2032 Capital Plan existing funding in years 2015 and 2016
   b. Reallocate funding from existing capital budgets
   c. Grants

The workshop was scheduled to provide the context for capital investment for these projects based on additional information and staff recommendations.

The City is currently awaiting information on the Build Canada Grants which provides opportunities for these capital projects. There are three projects that require funding outside of the approved capital plan:

- Fire Hall #1
- Point Ellice Bridge (Bay Street Bridge)
- Crystal Pool and Fitness Centre

To foster a greater understanding around the linkages between Capital Projects, a workshop on the 20 Year Capital Plan is scheduled to be held in December to highlight the investments planned for 2014-2015 in the Capital Budget and any impacts of reallocating capital budget funding resources for future options. A detailed report on funding Capital Projects will be prepared in anticipation of that Council Workshop.

The report outlined all funding sources including those that are restricted and less restricted. As options move forward it will be critical that Council understand where reallocation is possible and what the impact of reallocation or reducing the Capital Budget is. Staff recommend that the priority for investment be placed on the Point Ellice Bridge and Fire Hall #1 and that the Crystal Pool be maintained to continue operations.

1. Point Ellice Bridge – Condition Assessment Highlights / Rehabilitation / Enhancement

Committee received a report dated October 31, 2013 from Engineering and Public Works regarding the Point Ellice Bridge – Condition Assessment Highlights / Rehabilitation / Enhancement. The most recent condition assessment determined that the Point Ellice Bridge is in poor to fair condition. The estimated cost of repairs, deck replacement and repainting of the existing structure would be +/- $11 million. The estimated cost to address the maintenance–related repairs, widen the road deck to accommodate bike lanes, and provide sidewalks on both sides of the structure is +/- $12.2 million. Both estimates require further analysis and are not

considered complete project costs. Actual project costs could be significantly higher. Staff anticipate updated estimates will be available in early 2014.

The existing Capital Budget has $8 million allocated to the Point Ellice Bridge project - $3 million in 2015, and $5 million in 2016. Additional capital funding could be re-allocated to the Bridge Project, and grant opportunities would also be pursued to assist with funding this project, including the next allocation of Gas Tax Funding for the Capital Regional District.

Staff will be retaining a consulting team to further analyze the existing information on recommended rehabilitation/repairs and enhancement plans for the Point Ellice Bridge. The consultant will refine the existing estimates for the anticipated works, which will allow staff to develop options and recommendations for Council in conjunction with the other Capital priorities. Grant programs will be pursued to assist with this project. Staff will report back to Council once the refined estimates are developed.

Committee discussed:

- Immediate condition concerns and how they have been addressed.
- How the cycling and pedestrian walkways will fit into the Cycling Master Plan.
- The bridge being a critical link to Victoria West and if it has been seismically upgraded.

2. Developing Options for Fire Hall # 1 Upgrade / Replacement

Committee received a report dated November 4, 2013 from Engineering and Public Works regarding Developing Options for Fire Hall # 1 Upgrade / Replacement. The report outlined plans to develop options for the upgrade or replacement of Fire Hall # 1 and to position the City to apply for senior level grant programs expected in 2014.

Fire Hall # 1 was built in 1959 and serves as the headquarters for the Victoria Fire Department administration, the Victoria Emergency Management Agency and Emergency Social Services, fire suppression, mechanical division, fire prevention and dispatch.

There are known issues with the physical condition of the building and major building systems, and issues of significance have been documented in a number of reports over recent years. There are several examples of where the building itself and major building systems do not appear to be in compliance with current Building Code, including seismic resilience, health and safety and fire separation. In addition, the building is not designed to accommodate modern day fire apparatus, and both the building and the current apparatus have been modified to accommodate the current equipment. This will not be an option for new, larger equipment purchased in the future.

Looking to the future, decisions will need to be made on whether to upgrade or replace the facility to withstand seismic activity, address building code issues,

accommodate future fire apparatus and meet both the current and future operational needs of the department, including consideration of the Emergency Operations Centre.

Any upgrade or replacement will require several million dollars in capital investment. Council has endorsed a funding allocation that future options be funded from internal borrowing, grants and/or partnerships.

In anticipation of pursuing infrastructure grants expected to be announced by the federal and provincial governments in the coming months, work will be completed to develop options for Council consideration and subsequent application for grants. At this stage no options are being precluded. It is felt that due to the essential service the fire department provides in the event of an emergency the status quo is not a viable option for the long term.

Based on current information, there are four options for further consideration and the status quo would remain an option.

The four options are:

- Seismic upgrade of the existing building to post disaster and current Building Code Standards
- Replacement of the existing building on the existing site, keeping a small component that is designed to post disaster seismic standards
- Construction of a new building on the existing site; and
- Construction of a new building on a new site.

Applications for senior level grant programs require submittal of preliminary designs and full project costs, whether it is for upgrading or replacement. Depending on the grant program criteria and the grants that might be available for various options, it is advisable at this time to complete further work to inform all options for Council consideration.

Further work will commence immediately to confirm departmental operational needs and options, determine the feasibility of options for Fire Hall #1, and an inter-departmental working team will prepare recommendations on all options for Council consideration. Assistance from external consultants will be required and funding is available within the 2014 Facilities Capital Budget for this work. Staff expect to report back in January 2014 on progress to date.

Committee discussed:

- The building no longer meets current operational needs in terms of space and function
- The building could fail in an earthquake and requires upgrades to meet Building Code and health and safety standards.
- The vehicle bays are undersized.
- The Emergency Operations Centre should be considered in future options.
- If a new space could accommodate a mixed use such as a library, housing or the Emergency Operations Centre and should be contingent on the siting of the fire hall.

Action: Councillor Madoff moved that Committee recommends that Council in considering the replacement of Fire Hall #1 look at opportunities for a mixed use development.

CARRIED UNANIMOUSLY 13/GPC586

Action: Councillor Isitt moved that staff bring back information on the distinction between the facility requirements for a neighbourhood fire hall and the requirements for a hall that is more a headquarters facility with Emergency Operation Centre (EOC) functions.

CARRIED UNANIMOUSLY 13/GPC587

Action: Councillor Helps moved that Committee receive the following reports:

- Point Ellice Bridge – Condition Assessment Highlights / Rehabilitation / Enhancement
- Developing Options for Fire Hall # 1 Upgrade / Replacement

CARRIED UNANIMOUSLY 13/GPC588

3. Revised Strategy for the future of Crystal Pool and Fitness Centre

Committee received a report dated November 7, 2013 from Parks, Recreation and Culture regarding a revised strategy for the future of Crystal Pool and Fitness Centre.

The report sought Council's approval for a revised approach of investing into Crystal Pool and Fitness Centre. In June 2013, a Project Charter was approved for "Developing Options for the Future of Crystal Pool and Fitness Centre". The intent of the Charter, through gathering technical and public input, was to develop a variety of options for Council to consider for the future of the facility.

Since the Project Charter was approved, Council has had further discussion regarding capital priorities in the City. Additional detail was requested about the specific projects and further work indicates that it is premature to explore major expansion or new facility options for the Crystal Pool and Fitness Centre, until estimates are refined for the Point Ellice Bridge and Fire Hall # 1 and grant opportunities are known.

As any major expansion or replacement of the facility will require City funding, such as internal borrowing, it is essential that the other two project funding strategies be confirmed to determine what funding sources might remain. At that time further exploration about future options could be completed.

Annual capital investment will continue to be made in the facility to address the items of highest priority in the assessment of the pool. There is an on-going risk that the failure of a major system at Crystal Pool and Fitness Centre could result in the need for unscheduled repairs, shutdowns, or closure. Risks of closure can be

further reduced through planned shutdowns and investment into the systems or structures that are most at risk. Shutdowns could be longer than have been experienced in the past.

The capital funds identified for the Crystal Pool and Fitness Centre will be realigned to allow for the repair/replacement of the major systems and other components of the facility that are at most risk of failure. The realignment of funding is dependent on the implementation of the planned funding increases already incorporated into the 2013-2032 Capital Plan.

The revised approach to investment in the Crystal Pool is aimed at keeping the existing facility open and operating until the City is in a position to explore future options. It is not designed to enhance or expand the services available at the facility or eliminate the risk of a major system failure. It does take into account the existing financial pressures and work will continue to complete the situational assessment that was commenced as part of the project charter.

Action: Councillor Helps moved that Committee recommends that Council set aside the Project Charter for developing options for the future of the Crystal Pool and Fitness Centre until detailed information on Fire Hall #1 and the Point Ellice Bridge can be provided to the public as part of the engagement process.

Committee discussed:

- The Crystal Pool is an important asset to the community. If we are going to ask the public what we are going to do with it we need to provide the community information about all of capital infrastructure requirements.
- At this time Council does not have enough detailed information on how much the fire hall and bridge will cost. In 2014 Council will be receiving detailed information and it would be appropriate to consider the options for the pool at that time.

Councillor Isitt proposed the following amendment:

Amendment: Councillor Isitt moved that Committee recommends that Council set aside the Project Charter for developing options for the future of Crystal Pool and Fitness Centre until ~~detailed~~ **financial** information on Fire Hall #1 and the Point Ellice Bridge can be provided to the public as part of the engagement process.

Committee discussed the amendment as follows:

- The risk would be that there would be a delay in the decision making for a year or more. The prudent way to manage this asset is to plan for something, being proactive instead of being reactive and risk losing the facility. The public does not need to know the details such as who the potential contractor of the bridge would be, but a ball park figure of what the financial implications are to refurbish or rebuild. Committees need more financial information.
- The public needs to be informed of the financial implications and a positive dialogue is important.

- It would be helpful to have a list of all the maintenance that has been done to the pool on our website for the public to understand that a significant amount of money has been invested into the existing facility.
- Should the pool be closed for an extended period of time, facilities in the surrounding municipalities have typically been cooperative in honouring passes.

On the amendment:
FAILED 13/GPC589

For: Councillor Gudgeon and Isitt
Against: Councillor Coleman, Helps, Madoff, Thornton-Joe and Young

On the main motion
CARRIED 13/GPC590

For: Councillor Coleman, Gudgeon, Helps, Madoff, Thornton-Joe and Young
Against: Councillor Isitt

Summary of next steps:

- Complete the necessary work to pursue grant opportunities for Fire Hall #1 and the Point Ellice Bridge.
- Staff review of the capital investment strategy for Crystal Pool and Fitness Centre to minimize risks and keep the facility open and operational.
- Schedule a capital workshop for December to outline 2014 capital program details.
- It is recommended that Council tour Fire Hall #1 and Point Ellice Bridge to better understand their condition and needs.
- Prepare communications to raise awareness and understanding of the City's capital priorities and funding strategies and the 2014 operating and capital investments.
- Report back to Council in January 2014 on a needs analysis for Fire Hall #1and full project estimates for the Point Ellice Bridge options.

Action: Councillor Isitt moved that Committee recommends that Council be provided with a tour of the Crystal Pool, Fire Hall #1, and the Point Ellice Bridge to further understand their condition and needs.

CARRIED UNANIMOUSLY 13/GPC591

4. ADJOURNMENT

Action: Councillor Helps moved that Committee adjourn the Special meeting of November 14, 2013 at 10:15 a.m.

CARRIED UNANIMOUSLY 13/GPC592

_____
Acting Mayor Coleman, Chair

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: November 4, 2013 **From:** Paul Bruce, Acting Fire Chief
John Sturdy, Assistant Director Engineering

Subject: Developing Options for Fire Hall #1 Upgrade/Replacement

Executive Summary

This report is to update Council on plans to develop options for the upgrade or replacement of Fire Hall #1 and to position City to apply for senior level grant programs expected in 2014.

Fire Hall #1, located at 1234 Yates Street, was built in 1959 and serves as the headquarters for the Victoria Fire Department administration, the Victoria Emergency Management Agency and Emergency Social Services, fire suppression, mechanical division, fire prevention and dispatch.

There are known issues with the physical condition of the building and major building systems, and issues of significance have been documented in a number of reports over recent years. There are several examples of where the building itself and major building systems do not appear to be in compliance with current Building Code, including seismic resilience, health and safety and fire separation. In addition, the building is not designed to accommodate modern day fire apparatus, and both the building and the current apparatus have been modified to accommodate the current equipment. This will not be an option for future equipment.

Looking to the future, decisions will need to be made on whether to upgrade or replace the facility to withstand seismic activity, address building code issues, accommodate future fire apparatus and meet both the current and future operational needs of the department, including consideration of the Emergency Operations Centre.

Any upgrade or replacement of the facility will require several million dollars in capital investment. Council has endorsed a funding allocation that future options be funded from internal borrowing, grants and/or partnerships.

In anticipation of pursuing infrastructure grants expected to be announced by the federal and provincial governments in the coming months, work will be completed to develop options for Council consideration and subsequent application for grants. At this stage no options are being precluded, however, it is felt that due to the essential service the fire department provides in the event of an emergency the status quo is not a viable option for the long term.

Based on current information, there are four options for further consideration and the status quo would remain an option. The four options are:

1) seismic upgrade of the existing building to post disaster and current Building Code standards;
2) replacement of the existing building on the existing site, keeping a small component that is designed to post disaster seismic standards;
3) construction of a new building on the existing site; and
4) construction of a new building on a new site.

Applications for senior level grant programs require submittal of preliminary designs and full project costs, whether it is for upgrading or replacement. Depending on the grant program criteria and the grants that might be available for various options, it is advisable at this time to complete further work to inform all options for Council consideration.

Further work will commence immediately to confirm departmental operational needs and options, determine the feasibility of options for a Fire Hall #1, and an inter-departmental working team will prepare recommendations on all options for Council consideration. Assistance from external consultants will be required and funding is available within the 2014 Facilities Capital budget for this work. Staff expect to report back in January 2014 on progress to date.

Recommendations

That Council receive this report for information.

Respectfully submitted,

Paul Bruce Acting Fire Chief	John Sturdy, P.Eng Assistant Director Engineering and Public Works	Dwayne Kalynchuk, P. Eng. Director of Engineering and Public Works

Report endorsed by the Director of Finance: Brenda Warner

Report accepted and recommended by the Acting City Manager: Jocelyn Jenkyns

Purpose

This report is to update Council on plans to develop options for the upgrade or replacement of Fire Hall #1 and to position the City to apply for senior level grant programs expected in 2014.

Background

Fire Hall #1 has known issues with the physical condition of the building and major building systems, and issues of significance have been documented in a number of reports over recent years. There are several noted examples of where the building and major building systems do not appear to be in compliance with current Building Code, including health and safety, seismic and fire separation. In addition, there are significant operational limitations to the current facility that must be deliberated in consideration of any major capital investment.

- There is on-going risk with regard to the seismic capacity of the building. The configuration of the building is such that the upper floor and roof are not connected suitably to the exterior walls and could deform in a seismic event. This places the building at risk operationally should a seismic event occur, as apparatus and emergency responders would likely be prevented from exiting the building.
- The existing apparatus bays are far below current design standards for width, height and door size to a point where the efficiency and response ability are compromised. Standard apparatus will not fit into the bays. Recent purchases have required modifications to both the building and the apparatus to allow them to fit. No further modifications can be made to the building, and apparatus can no longer be purchased that can be modified to fit, therefore, future apparatus will not fit into the building.
- The 1959 building is much smaller than what is needed for optimal operations. The Fire Department continues to adapt operations to work within the space available.
- Should any consideration of a new building or expansion of building occur, it is necessary to consider the needs of the Victoria Emergency Operations Centre (EOC). The existing EOC is currently housed in the Police Station and is significantly undersized for a functional EOC and does not meet typical standards to be effective in an emergency. Any new EOC must be operational after a significant seismic event and therefore should be considered in development of options.

Options:

Based on analysis and study to date, four viable alternatives for upgrade or replacement of the Fire Hall exist:

1. seismic upgrade of the existing building to post disaster and current Building Code standards;
2. replacement of the existing building on the existing site, keeping a small component that was designed to post disaster seismic standards when built;
3. construction of a new building on the existing site; and
4. construction of a new building on a new site.

This does not preclude looking at options that includes the use of other facilities for meeting some operational needs.

Status Quo (not recommended)

In addition to the four options noted above, there is also the alternative to neither upgrade nor replace the existing building at this time. The significant risk to this approach is the potential for an earthquake which could render the building unusable and impact the ability of the fire apparatus and firefighters to exit the building. This approach would also limit the ability to address some of the existing Building Code compliance and health and safety risks including fire separation, exiting and use of space.

It will also mean that in future when time to replace the fire apparatus it will not fit within the building.

Under this alternative, existing Facilities funding would be used to continue to maintain the building. Capital funding of potential projects at Fire Hall #1 would follow standard Facilities practice of allocating funding based on prioritization of projects when compared to all other City buildings. Projects that mitigate existing Building Code compliance issues or that address other health and safety concerns would be given the highest priority at this facility.

Financial Context

Capital funding is not available within the current Capital Plan, to fully fund seismic upgrade or replacement of the existing fire hall. The resolution passed by Council at a recent meeting, with respect to the fire hall was:

> *That Council endorse the following funding strategies for the future option for Fire Hall #1 (amounts to be determined once decisions on options have been made):*
>
> a. *Internal borrowing from the Debt Reduction Reserve*
> b. *Grants and partnerships*

The Federal Government has announced a New Build Canada Fund that will provide grant opportunities in 2014. Details of the grants are still being finalized by the Federal and Provincial Governments. It is anticipated that in 2014 an announcement will be made regarding the Communities Component of the Fund. The Communities Component has in the past provided projects with 1/3 funding from the Provincial Government and 1/3 funding from the Federal Government. New fire halls or major retrofits may be included in this program, as they have been included in past Building Canada grant programs.

Next Steps:

Further work will commence immediately to confirm departmental operational needs and options, determine the feasibility of options for Fire Hall #1, and an inter-departmental working team will prepare recommendations on all options for Council consideration. Assistance from external consultants will be required and funding is available within the 2014 Facilities Capital budget for this work. Staff expect to report back in January 2014 on progress to date.

Recommendations

That Council receive this report for information.

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: October 31, 2013 **From:** Brad Dellebuur, Manager of Transportation

Subject: Point Ellice Bridge – Condition Assessment Highlights/Rehabilitation/Enhancement

Executive Summary

The Point Ellice Bridge crosses Victoria's Upper Harbour, connecting downtown Victoria with the Victoria West neighbourhood and the adjacent Township of Esquimalt.

The most recent condition assessment, carried out in late 2012/early 2013, determined the bridge to be in poor to fair condition. The estimated cost of repairs, deck replacement and repainting of the existing structure would be +/-$11M. There is also an identified need to improve cycling and pedestrian facilities on the bridge. The estimated cost to address the maintenance-related repairs, widen the road deck to accommodate bike lanes, and provide sidewalks on both sides of the structure is +/-$12.2M. Both estimates require further analysis, and are not considered complete project costs – actual project costs could be significantly higher. Staff anticipates updated estimates will be available in early 2014.

The existing Capital Budget has $8M allocated to the Point Ellice Bridge project - $3M in 2015, and $5M in 2016. Additional capital funding could be re-allocated to the Point Ellice Bridge project, and grant opportunities would also be pursued to assist with funding this project, including the next allocation of Gas Tax Funding for the Capital Regional District.

Staff will be retaining a consulting team to further analyze the existing information on recommended rehabilitation/repairs and enhancement plans for the Point Ellice Bridge. The consultant will refine the existing estimates for the anticipated works, which will allow staff to develop options and recommendations for Council in conjunction with the other Capital priorities. Grant programs will be pursued to assist with this project. Staff will report back to Council, once the refined estimates are developed.

Recommendation:

That Council receive this report for information.

Respectfully submitted,

Brad Dellebuur
Manager, Transportation

Dwayne Kalynchuk, P. Eng
Director of Engineering

Report accepted and recommended by the Acting City Manager:
Jocelyn Jenkyns

Purpose

The purpose of this report is to update Council on the condition status of the Point Ellice Bridge, the extent and timing of planned maintenance and upgrade work, existing internal and potential external funding sources for the project, and next steps.

Background

The Point Ellice Bridge crosses Victoria's Upper Harbour, connecting downtown Victoria with the Victoria West neighbourhood and the adjacent Township of Esquimalt. The bridge is a two-lane steel structure, constructed in 1956. Aside from 2001 seismic retro-fitting work carried out to strengthen the structure, and ongoing maintenance work/repairs, no other significant work has been done to the bridge.

Issues & Analysis

City staff routinely has the Point Ellice Bridge inspected by a third party, to determine the condition of the steel structure and the concrete deck. The most recent condition assessment (Appendix A), carried out in late 2012/early 2013, determined the bridge to be in poor to fair condition, with the structural capacity of a few elements being affected by deterioration, section loss, spalling, cracking, or other deficiencies. These deteriorations have taken place over the years, despite repairs being undertaken as part of the City's routine bridge maintenance to substantially reduce water leaks on most of the joints. The most recent condition assessment estimated repair, deck replacement and repainting of the existing structure would be $11M (Class D estimate).

In addition to ongoing upkeep of the existing structure, there is an identified need to improve cycling and pedestrian facilities on the Point Ellice Bridge. The existing road deck has insufficient width to accommodate marked bike lanes, and there is no pedestrian sidewalk on the north side of the structure. The estimated cost to address the maintenance-related repairs, widen the road deck to accommodate bike lanes, and provide sidewalks on both sides of the structure is $12.2M (Class D estimate).

Both estimates require further analysis, and are not considered complete project costs (as an example, potentially required approach road improvements have not been included) – actual project costs could be significantly higher. Staff anticipates updated estimates will be available in early 2014.

Options & Impacts

The existing Capital Budget has $8M allocated to the Point Ellice Bridge project - $3M in 2015, and $5M in 2016 ($2M of the $5M identified is subject to provincial or federal grant availability).

Additional capital funding could be re-allocated to the Point Ellice Bridge project, and grant opportunities would also be pursued to assist with funding this project, including the next allocation of Gas Tax Funding for the Capital Regional District. The 2011-2015 allocation of Gas Tax Funding (Regionally Significant Projects) directed $10M to the replacement of the Craigflower Bridge in Saanich/View Royal – the rationale used to support Gas Tax funding for that project could also apply to proposed improvements for the Point Ellice Bridge.

While funding is currently identified for 2015 and 2016, work on the bridge would not begin to the completion of the Johnson Street Bridge project. Given the extent of work being proposed, it is likely the bridge would have to be closed for an extended period of time.

Next Steps

Staff will be retaining a consulting team to further analyze the existing information on recommended rehabilitation/repairs and enhancement plans for the Point Ellice Bridge. The consultant will refine the existing estimates for the anticipated works, which will allow staff to develop options and recommendations for Council in conjunction with the other Capital priorities. Grant programs will be pursued to assist with this project.

City of Victoria

Inspection & Repair Options Report

For

Point Ellice Bridge

By

Hindi Engineering Ltd.

April 2013

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1.0 Introduction

Hindi Engineering Ltd. was retained by the City of Victoria to carry out a condition visual inspection of the structural steel superstructure and the concrete deck of Point Ellice Bridge. The structure is located in Victoria, BC.

The inspection program carried out by Hindi Engineering Ltd. on February 1 to March 20, 2013, and reported herein, comprised the following actions:

- Limited Visual Inspection of the concrete deck and overlay.
- Inspection of the structural steel and bearings.

The bridge was found to be in a poor to fair condition because structural capacity of few element is affected by deterioration, section loss, spalling, cracking, or other deficiency. (see Conclusions).

No testing of the concrete deck or the steel corrosion was carried out as the objective of this inspection was to determine if the concrete deck is leaking and what impact of the leaks will have on the structure within a short period (next five years).

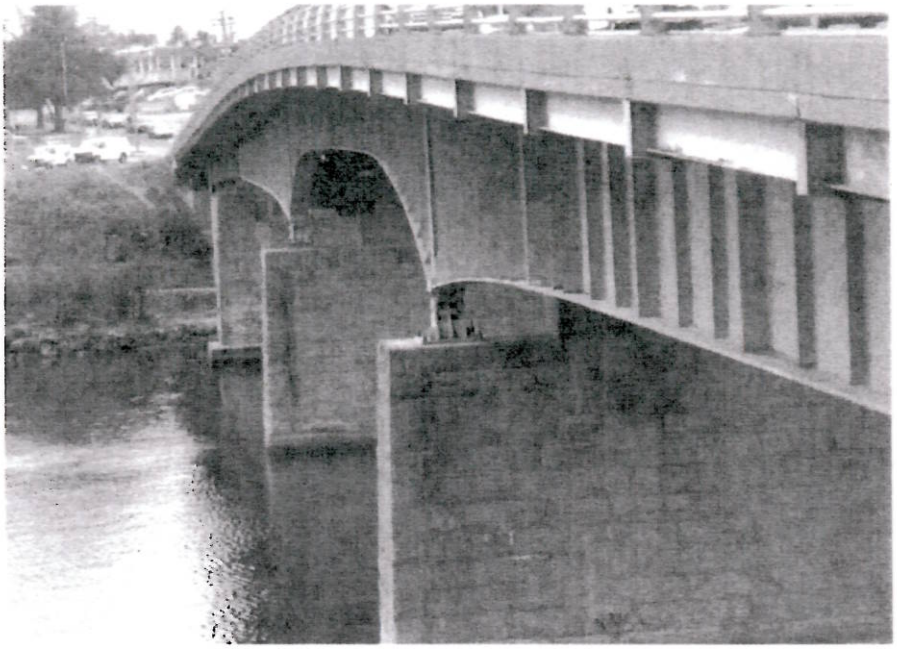
2.0 Bridge Description

An overview of the bridge structure is shown in Photos #1. The Point Ellice (Bay Street) Bridge is a two-lane steel structure over the Gorge in the City of Victoria. The bridge is 187m long and 10.7m wide. The total bridge width out-to-out of the concrete slab is 11.775m. The three granite masonry faced piers and abutments were built in 1902-3 to support a low span truss bridge. In 1956, the present bridge was erected on the old piers and concrete erosion at the base of the piers was repaired. Additional concrete bents were installed in the West span.

In 2001, seismic retrofitting work was carried out to strengthen the bridge.

The concrete deck, which has a 50 mm thick wearing surface, has constant thickness of 165 mm. The deck has two expansion joints located at the abutments. The deck incorporates a lateral construction (cold) joint at each floor beam with 4" rubber water-stop.
The structural steel superstructure consists of two main steel and floor beams. Each span has four stringers supported by the floor beams which are supported by the two main girders. The steel girders are supported by steel bearings on each of the concrete supports.

If the bridge is maintained properly it will have a remaining life span of about 50 years.



Photos 1

3.0 Inspection Procedure

3.1 Inspection Personnel

The field inspection was carried out by one professional engineer and one technician.

3.2 Inspection Sequence

In general, the bridge was inspected in the same sequence as the load path. The inspection started with the deck (Joints), followed by the steel superstructure components, Girders, Stringers, Floor Beams, and Bearings, and ended with the concrete substructure components.

3.3 Inspection Tools

The inspection tools used included measuring tapes, hammers, screwdrivers, scrapers and wire brushes, markers, crack comparators, flashlights, a thermometer, digital cameras, and others.

3.4 Inspection Method

The plan layout of the superstructure is shown in Sketch #1. The field investigation included the following:

3.4.1 Concrete Deck

- A limited visual inspection was made of the top and bottom deck surface.

3.4.2 Superstructure

- A limited visual inspection was carried out, including photographing of the bridge joints.
- A limited visual inspection and photographic survey of superstructure structural steel components including stringers, floor beams, girders and steel bearings. The steel members were visually inspected for local buckling, corrosion and out-of-plane distortion. For areas exhibiting significant rust scaling, scrapers were used to remove the rust from the surface to estimate the extent of corrosion.

4.0 Inspection Results

The element condition ratings used in this report are "good", "fair", "poor" and "very poor". The following guidelines are used in establishing the element's condition rating:

"Good": Normal wear or deterioration not requiring repair.

"Fair": Minor defects requiring repair.

"Poor": Structural capacity of element is affected by deterioration, section loss, spalling, cracking, or other deficiency.

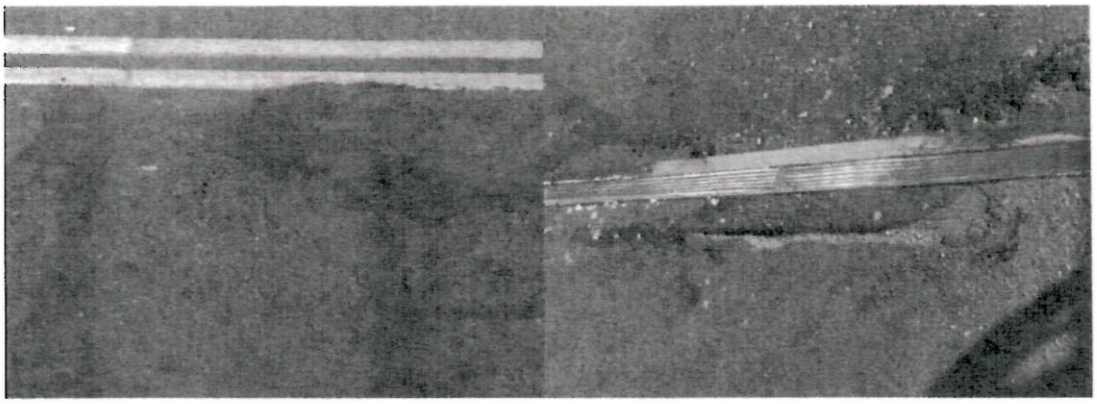
"Very Poor": Structural capacity of element is seriously affected or jeopardized by advanced deterioration, section loss, spalling, cracking, or other deficiency.

These rating are in accordance with the Bridge Inspection Manual published by the

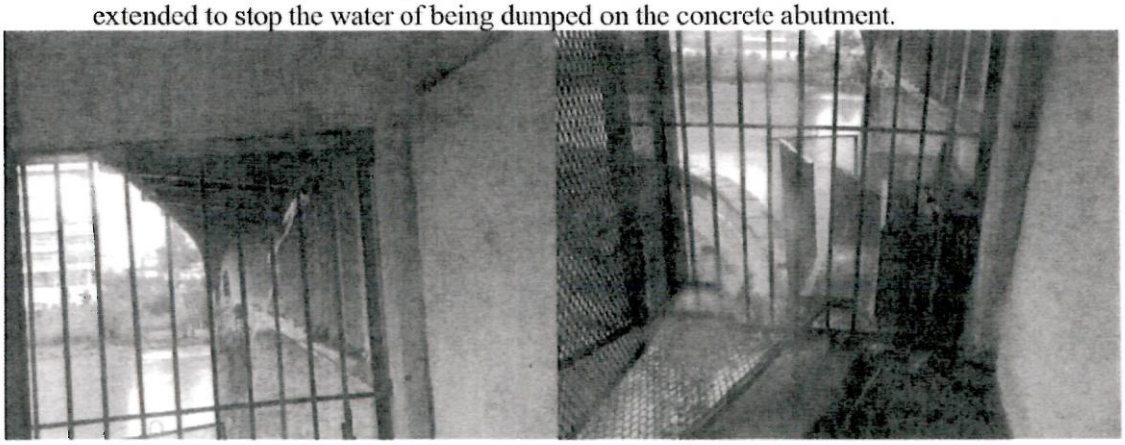
British Columbia Ministry of Transportation. The field inspection results are as follows:

4.1 Deck & Joints

The concrete deck is covered by a 50 mm thick asphalt wearing surface that is in fair condition. The wearing surface over the concrete deck joints were recently repaired by the City staff and mostly performing well. There are some areas that need special attention, as shown.

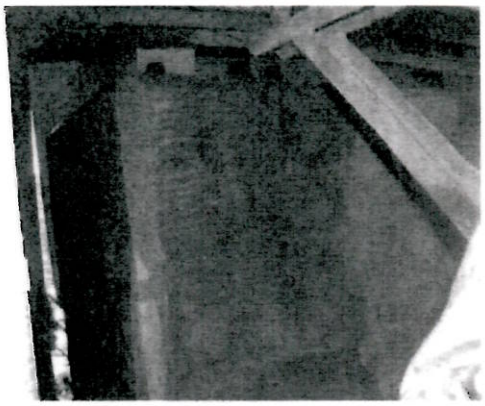


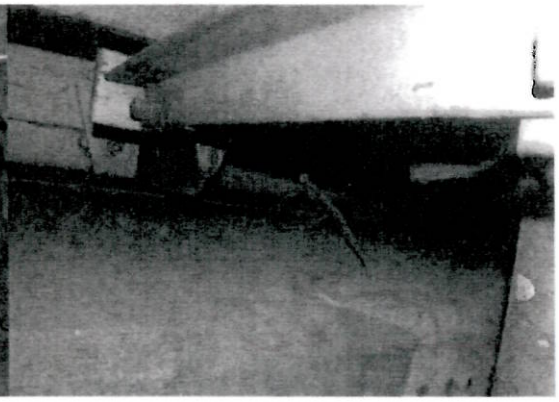
The deck drains are clogged and they need to be cleaned regularly. There were only few deck drains that are working, see below. The drain at the abutments needs to be redirected or extended to stop the water of being dumped on the concrete abutment.

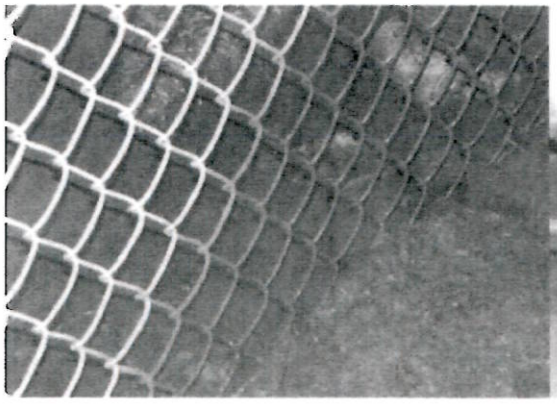


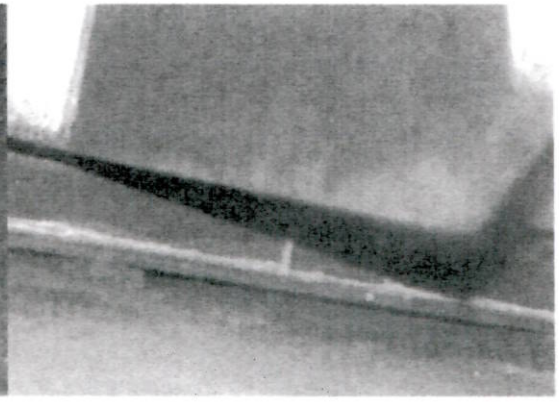
Expansion rubber joints were used in the two expansion joints at the abutments. These joints were recently replaced but they are performing poorly. Although, these types of joints are

designed as watertight, much leak is taking place, as shown.

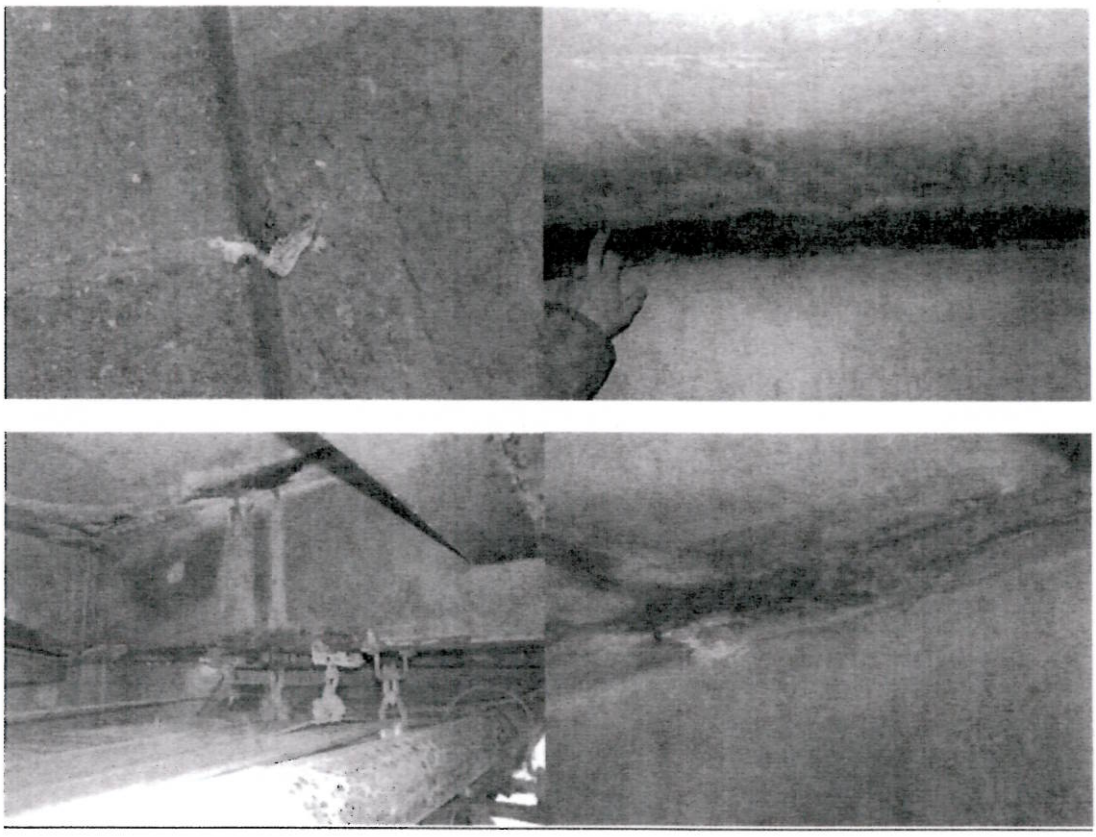








The deck has a lateral construction (cold) joint at each floor beam with 4" rubber water-stop. Most of the joints are performing well but few of these joints are failing, especially the joints above Pier 1, and causing the water to leak to the steel superstructure as shown. This is causing deterioration to the concrete deck and the steel superstructure. There is concrete cracking and spalling at the leaky joints.



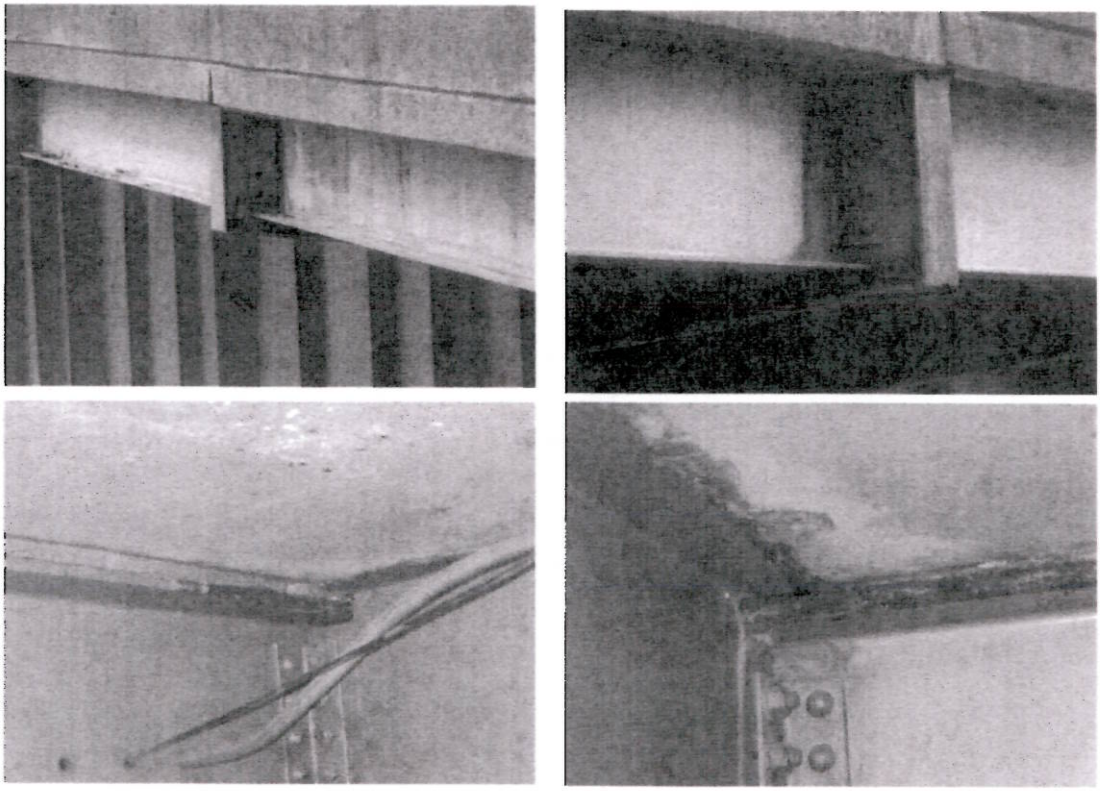
4.2 Superstructure

4.2.1 Steel Stringers

The steel stringers are in fair to poor condition. They have no signs of local buckling or noticeable out-of-plane distortion. Most of the outside surfaces of the exterior stringers have corrosion spots along web and bottom flanges as shown in Photos 2. Most of the stringer ends are corroded at locations close to the deck joints and at supports, as shown in Photos #2.

No fatigue cracks were found on either the steel stringers or the connections between the steel stringers and the diaphragms. However, it is usually difficult to visually detect fatigue cracks on corroded or painted steel surfaces without removing the corrosion rust or the paint. Due to the extent of the girder corrosion at the deck joint locations, it was not feasible to remove all rust or paint needed to properly inspect for fatigue cracks.

The protective system (paint) has failed at areas of corrosion.

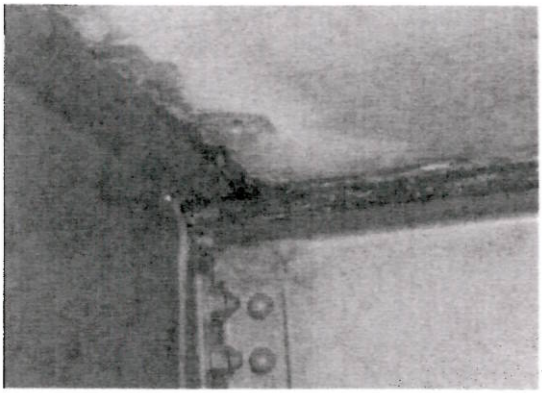


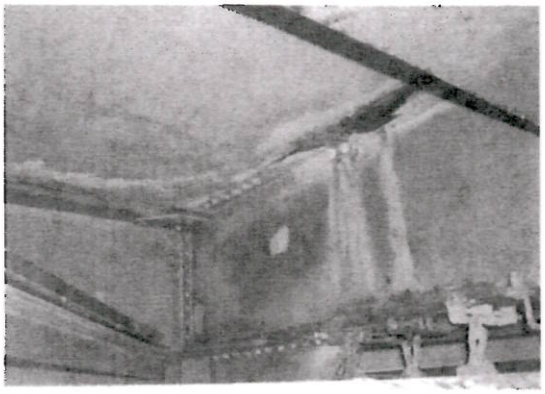
Photos 2

4.2.2 *Floor Beams*

Most of the floor beams are in fair condition but a few are in poor condition. They display no signs of either local buckling or noticeable out-of-plane distortion. Limited areas of surfaces of the floor beams have corrosion as shown in Photos 3. Intermediate floor beams are generally corroded under the deck cold joints. No fatigue cracks were found on the steel floor beams, either in the span or at the connections. However, as stated previously, it is usually difficult to visually detect fatigue cracks on corroded or painted steel surfaces without removing the corrosion or paint.

The protective system (paint) has failed at areas of corrosion.



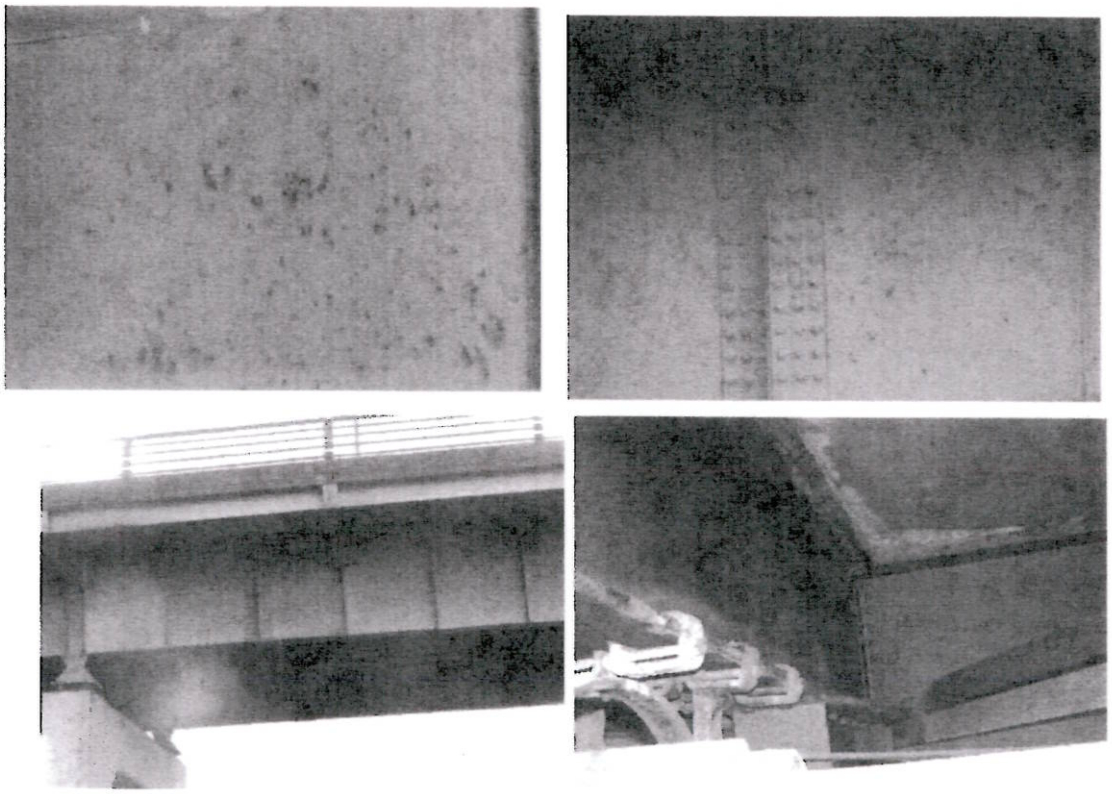


Photos 3

4.2.3 *Girders*

Most of the girders are in fair condition but limited areas are in poor condition. They display no signs of either local buckling or noticeable out-of-plane distortion. Some areas of surfaces of the girders have corrosion such as the top flanges at the deck cold joints and the south faces of the girders that have pitting corrosion as shown in Photos 4. No fatigue cracks were found on the steel girders, either in the span or at the connections. However, as stated previously, it is usually difficult to visually detect fatigue cracks on corroded or painted steel surfaces without removing the corrosion or paint.

The protective system (paint) has failed at areas of corrosion.



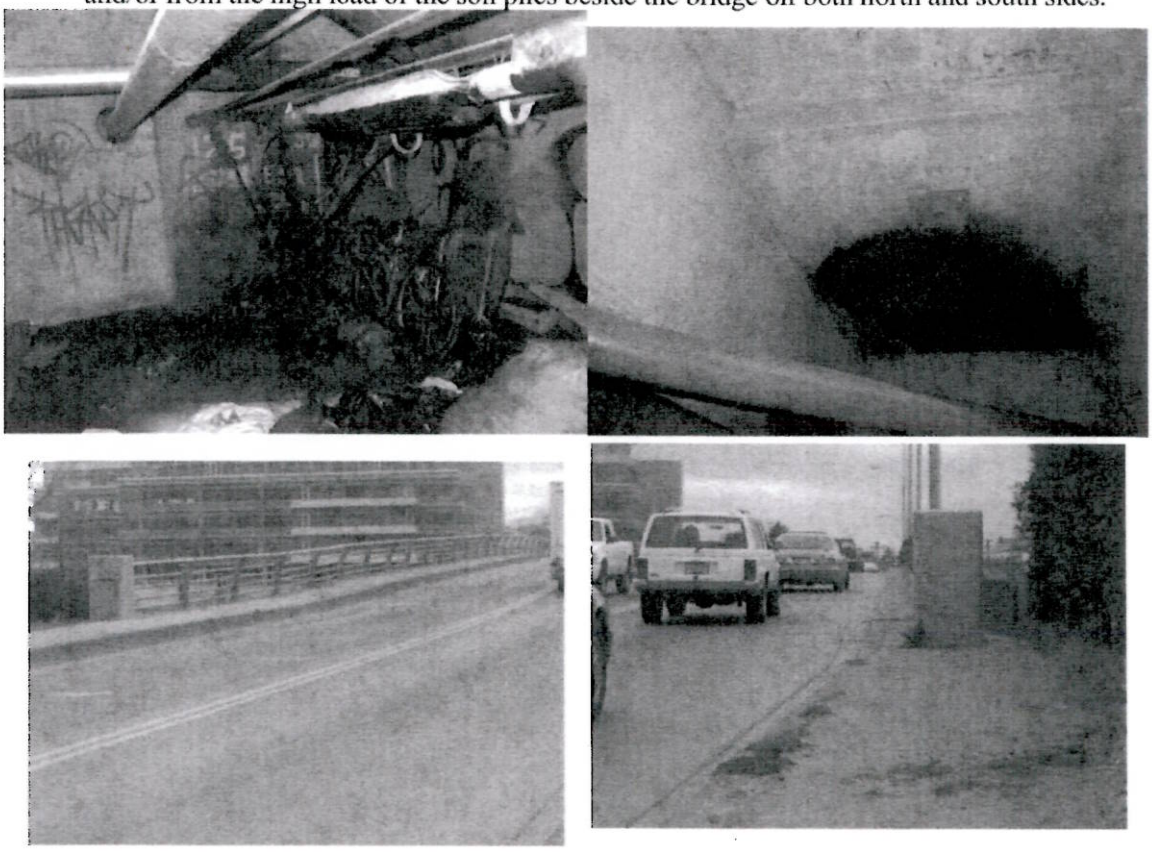
Photos 4

4.4 Substructure

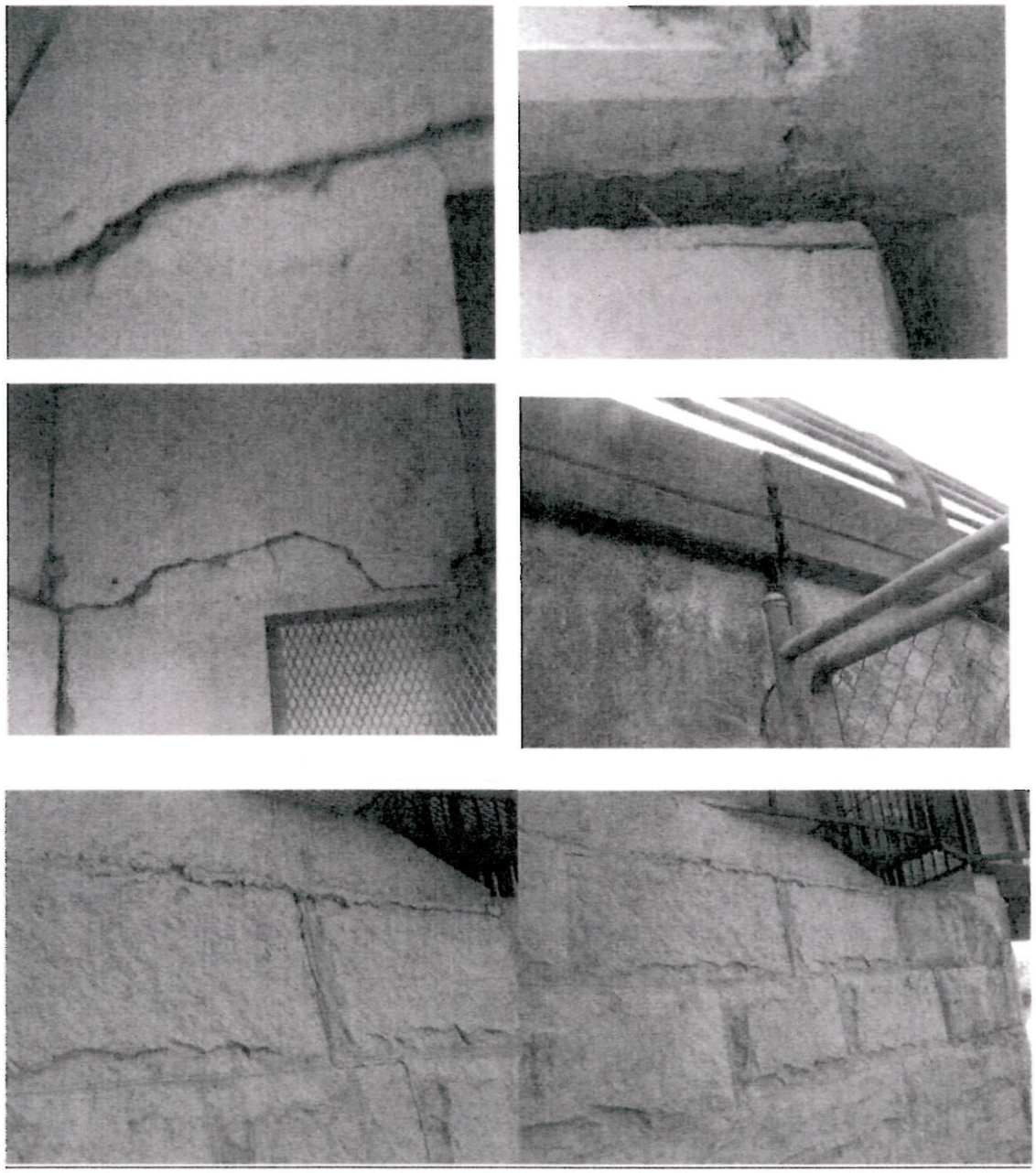
Very limited visual inspection was carried on the substructure. The visual inspection of the piers and bents was carried out from a distant since no easy access to these elements.

4.4.1 East Abutment

The east abutment is in poor condition since the abutment is settling on both south and north sides, as shown in Photos 5. Due to the settlement, the abutments is experiencing cracking and changes to the load path, as shown in Photos 6. Most of the above-noted settlement may have been caused by the water from the road through the unconnected manhole, as shown and/or from the high load of the soil piles beside the bridge on both north and south sides.



Photos 5



Photos 6

5.0 Conclusions

The bridge must be rated as being in poor condition because several components, such as stringers, floor beams and girders are in poor condition. With reference to the Bridge Inspection Manual published by the British Columbia Ministry of Transportation, "poor" is defined as a condition in which the structural capacity of elements is affected by deterioration, section loss, spalling, cracking, or other deficiency. These deteriorations have taken place over the years and the repair of the joints has reduced the water leaks substantially on most of the joints. Few joints, especially on the sidewalk, are still leaking and this problem needs to be addressed urgently. The two expansion joints, after being replaced recently, are showing major water leaks and urgently in need of repairing or replacing.

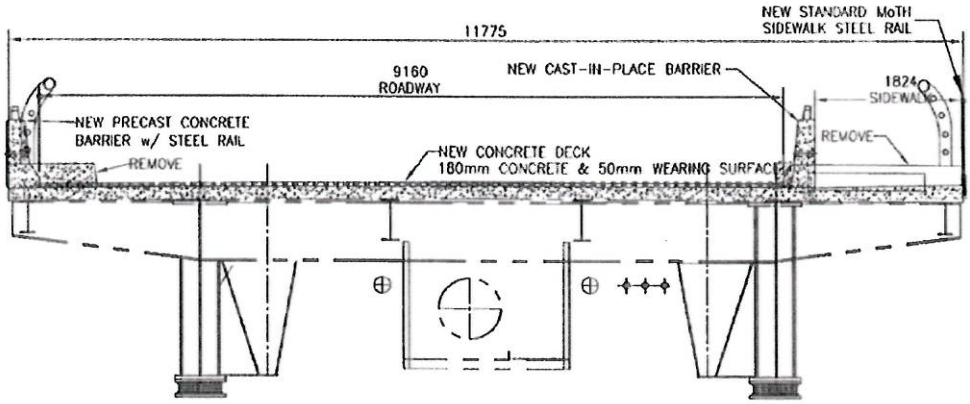
The structural steel and the concrete substructure have both been inspected for signs of deterioration from their original as-built condition. The results of our inspection are discussed in Section 4.

If the concrete deck is not to be replaced in 3 to 5 years, and the joints are leaking, the concrete on top of the cross beams may need to be made continuous and repair the top steel flanges at the same time.

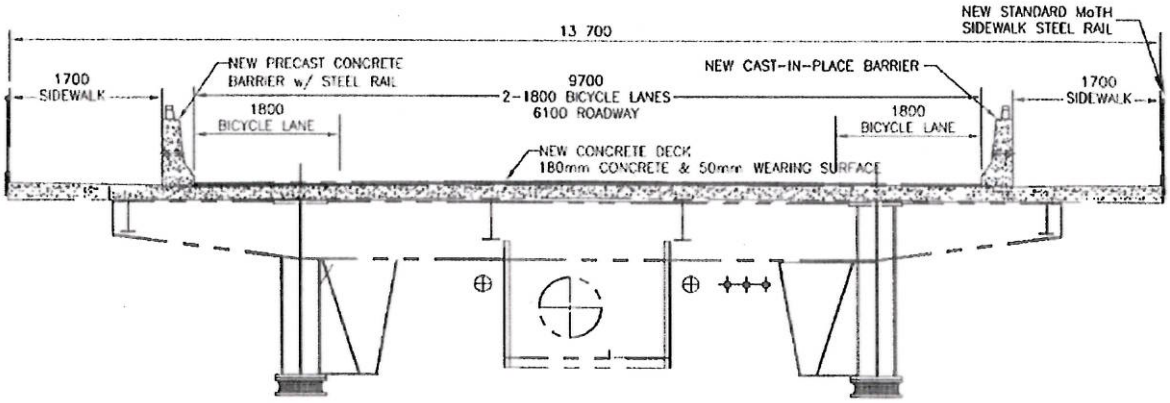
6.0 Next

In light of the condition of the bridge and that the present and past water leaks have caused and is causing deterioration of the steel superstructure and concrete substructure, it is urgent that the City starts the process of repairing and/or repairing and widening the bridge.

We have carried out preliminary design of the Repair option and the Repair & Widening option, see Cross Sections below:



REPAIR CROSS SECTION
SCALE 1:50



REPAIR & WIDENING CROSS SECTION
SCALE 1:50

The City needs to secure funding for either repair or repair and widen the bridge. Within this time, the City should start the design process to get the design drawings ready when funding is available for construction. Below are the cost estimates for both the Repair Deck Replacement option and the Repair & Widening option.

REPAIR, DECK REPLACEMENT & REPAINT

TOTAL TENDER AND ASSOCIATED CITY COST ESTIMATE

Item#	Description of Work	Unit of Measure	Approx. Quantity	Unit Price	Extended Amount
01	**SECTION 1**				
01.01	City's Site Office	L.S.	100%	$0.00	$0.00
01.02	Mobilization	L.S.	100%	$200,000.00	$200,000.00
01.03	Quality Management	L.S.	100%	$150,000.00	$150,000.00
01.04	Traffic Management	L.S.	100%	$300,000.00	$300,000.00
01.05	Provisional Sum for Site Modifications	P.S.	100%	$700,000.00	$700,000.00
	Total Section 1				**$1,350,000.00**
02	**SECTION 2 - Bridge Deck**				
02.01	Existing Structure Field Verification	L.S.	100%	$50,000.00	$50,000.00
02.02	**Demolition**				
	Concrete Deck	Cubic Metre	700	$1,200.00	$840,000.00
02.03	**Formwork**				
	Deck and Parapets	Square Metre	3000	$200.00	$600,000.00
02.04	**Reinforcing Steel (Uncoated)**				
	Deck and Parapets	L.S.	100%	$200,000.00	$200,000.00
02.05	**Reinforcing Steel (Epoxy coated)**				
	Deck and Parapets	L.S.	100%	$250,000.00	$250,000.00
02.06	**Concrete**				
	Deck and Parapets	Cubic Metre	510	$700.00	$357,000.00
02.07	**Structural Steelwork**				
	Supply & Install Steel Plates	L.S.	100%	$300,000.00	$300,000.00
	Deck Joints	L.S.	100%	$225,000.00	$225,000.00
	Supply & Install Pedestrain Fence	L.S.	100%	$200,000.00	$200,000.00
02.08	**Pavement**				
	50mm Wearing Surface	Square Metre	2200	$20.00	$44,000.00
	Total Section 2				**$3,066,000.00**
	SECTION 3 - Paint				
03.01	**Repaint**				
	Remove Existing Paint	L.S.	1	$1,100,000.00	$1,100,000.00
	New Paint	L.S.	1	$2,100,000.00	$2,100,000.00
	Total Section 3				**$3,200,000.00**
	SECTION 4 - East Abutment				
04.01	**Piles & Concrete Cap Beam**				
	Steel Piles	L.S.	4	$35,000.00	$140,000.00
	Concrete Footings	L.S.	2	$40,000.00	$80,000.00
	Total Section 4				**$220,000.00**
	TOTAL TENDER COST (Tender Cost Estimate plus Site Occupancy(if applicable))				**$7,836,000.00**
	Contingencies 30%	L.S.	1		$ 2,350,800.00
	Engineering	L.S.			$ 783,600.00
	Total Miscellaneous				**$ 3,134,400.00**
	TOTAL TENDER, SITE OCCUPANCY (if applicable) AND ASSOCIATED CITY COST ESTIMATES				**$10,970,400.00**

DECK REPLACEMENT, WIDENING FOR 2 BIKE LANES, 2 SIDEWALKS & REPAINT

TOTAL TENDER AND ASSOCIATED CITY COST ESTIMATE

Item#	Description of Work	Unit of Measure	Approx. Quantity	Unit Price	Extended Amount
01	SECTION 1				
01.01	City's Site Office	L.S.	100%	$0.00	$0.00
01.02	Mobilization	L.S.	100%	$200,000.00	$200,000.00
01.03	Quality Management	L.S.	100%	$150,000.00	$150,000.00
01.04	Traffic Management	L.S.	100%	$300,000.00	$300,000.00
01.05	Provisional Sum for Site Modifications	P.S.	100%	$700,000.00	$700,000.00
	Total Section 1				$1,350,000.00
02	SECTION 2 - Bridge Deck				
02.01	Existing Structure Field Verification	L.S.	100%	$50,000.00	$50,000.00
02.02	Demolition				
	Concrete Deck	Cubic Metre	700	$1,200.00	$840,000.00
02.03	Formwork				
	Deck and Parapets	Square Metre	3600	$250.00	$900,000.00
02.04	Reinforcing Steel (Uncoated)				
	Deck and Parapets	L.S.	100%	$250,000.00	$250,000.00
02.05	Reinforcing Steel (Epoxy coated)				
	Deck and Parapets	L.S.	100%	$300,000.00	$300,000.00
02.06	Concrete				
	Deck and Parapets	Cubic Metre	600	$700.00	$420,000.00
02.07	Structural Steelwork				
	Supply & Install Steel Plates	L.S.	100%	$500,000.00	$500,000.00
	Deck Joints	L.S.	100%	$250,000.00	$250,000.00
	Supply & Install Pedestrain Fence	L.S.	100%	$400,000.00	$400,000.00
02.08	Pavement				
	50mm Wearing Surface	Square Metre	2200	$20.00	$44,000.00
	Total Section 2				$3,954,000.00
	SECTION 3 - Paint				
03.01	Repaint				
	Remove Existing Paint	L.S.	1	$1,100,000.00	$1,100,000.00
	New Paint	L.S.	1	$2,100,000.00	$2,100,000.00
	Total Section 3				$3,200,000.00
	SECTION 4 - East Abutment				
04.01	Piles & Concrete Cap Beam				
	Steel Piles	L.S.	4	$35,000.00	$140,000.00
	Concrete Footings	L.S.	2	$40,000.00	$80,000.00
	Total Section 4				$220,000.00
	TOTAL TENDER COST (Tender Cost Estimate plus Site Occupancy(if applicable))				$8,724,000.00
	[illegible]	L.S.	1		$ 2,617,200.00
	Engineering	L.S.			$ 872,400.00
	Total Miscellaneous				$ 3,489,600.00
	TOTAL TENDER, SITE OCCUPANCY (if applicable) AND ASSOCIATED CITY COST ESTIMATES				$12,213,600.00

7.0 Recommendations

Given that the bridge is in poor condition, we recommend that it should be repaired, to reduce the risk of either further deterioration or failure. The order-of-magnitude estimate to fully repair the bridge is $11 million while repairing & widening the bridge is $12 million, see Section 6.

With specific reference to repair options, the following are our recommendations:

- Urgently repair the failed expansion joints.
- Urgently repair the failed cold joints between the concrete deck elements to waterproof these joints on top of the steel superstructure.
- Extend or redirect the deck drains at the abutments. Clean the deck drains regularly.
- Inspect the bridge every six month period to monitor the leaks, settlement of abutment and superstructure deterioration. The inspection to be done at the beginning of Fall, the beginning of the rainy season and at Spring, the heavy rainy season. After these inspections, repair the joints as needed to prevent or reduced future deterioration.
- The City needs to secure funding for either repair or repair and widen the bridge. Within this time, the City should start the design process to get the design drawings ready when funding is available for construction. The funding is for:

1. Repair the steel superstructure. This can be done inexpensively if the bridge to be widened and the deck replaced. The repairs should include removing the existing rust, strengthen the heavily corroded areas and coat. If the deck is not to be replaced in 3 to 5 years, and the joints are leaking, the concrete on top of the cross beams may need to be made continuous and repair the top flanges at the same time.
2. Sandblast and re-paint all deteriorated parts of the steel superstructure. This can be done inexpensively with the bridge widening and deck replacement. It is very important to notice that the bridge needs to be recoated within a maximum span of three to four years to limit the steel section losses due to corrosion, see our Painting Report dated March 2010.
3. Repair the cracked and settled East Abutment. The settlement needs to be monitored to see if it is stopped or not. The repair procedure will depend on the result of the monitoring process. Monitoring of the settlement should be done every six months at the same time as the inspection.

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: March 24, 2014 **From:** Jocelyn Jenkyns, General Manager, VCC

Subject: Civic Facilities Naming Rights Guidelines

Executive Summary

The Victoria Conference Centre was established as a self-financing department of the City of Victoria in 1989. The centre was built on property owned by the Fairmont Empress. The Fairmont Empress and the City are parties to a 50 year lease which extends to 2037. The centre is one of 16 publicly owned and managed convention facilities in Canada and is one of the smallest centres at 73,000 square feet.

The centre is the sales organization for conferences in Victoria and works in partnership with the business, post-secondary, technology, tourism and hospitality sectors to bring direct spending related economic impact to the city of between $40 and $60 million a year. The VCC is benchmarked each year with other convention centres across the country and ranks highly year after year in its competitive set.

In early 2007, the VCC expanded their space to include the Crystal Garden to be able to accommodate larger conferences to the City. As of 2009, additional operating costs associated with the Crystal Garden as well as a decrease in business revenue led to the City providing a subsidy to the centre. In an effort to return to being self-financing, the City is exploring the financial opportunities related to naming rights.

In 2013, Spectrum Marketing was selected through a competitive process to conduct a feasibility study related to the naming rights opportunities that exist for the VCC. On February 13, 2014, Spectrum made a presentation to Council in camera at which Council directed staff to draft naming rights guidelines.

The attached report provides draft naming rights guidelines related to Corporate naming for City of Victoria Civic Facilities.

Recommendation:

That Council receive this report and adopt the attached guidelines.

Respectfully submitted

Jocelyn Jenkyns

Jocelyn Jenkyns
General Manager, VCC

Report accepted and recommended by the City Manager: _____

Date: April 16, 2014

APPENDIX A

City of Victoria Civic Facilities Naming Rights Guidelines

Purpose
On February 13, 2014, Council directed staff to draft naming sponsorship guidelines. The purpose and use of these guidelines is to provide guidance to City staff and others who have an interest in the naming rights of a Civic Property. The overall aim of these guidelines is to ensure that:

- there is a consistent approach to soliciting, managing and reporting on naming rights;
- the reputation, integrity and aesthetic standards of the City and its assets are protected; and,
- that revenues are provided to enhance community and public service priorities and amenities.

Policies from a number of cities including Vancouver, Toronto, Calgary and Winnipeg were reviewed and considered in the development of these guidelines.

Scope
These guidelines apply to Civic Properties determined by City Council as available for corporate naming rights.

These guidelines are not applicable to philanthropic contributions, gifts or donations where no benefits are granted to the third party and/or where no business relationship exists. Philanthropic contributions and proposals will be evaluated on a case by case basis according to the compatibility of the Naming Entity and the Applicant's mission, vision and values.

Only corporate naming rights are covered by these guidelines. For clarification, corporate naming rights refer to a mutually beneficial business arrangement wherein an organization provides goods, services or financial support in return for access to the commercial and/or marketing potential associated with the public display of the organization's name on a City property for a finite period.

Honourific or commemorative naming and the process for naming/renaming City streets are not included in these guidelines.

These guidelines apply to naming rights only and do not apply to other forms of sponsorship activity such as advertising or sampling.

Guidelines
An asset analysis and market valuation is to be completed to determine the value of the asset in the marketplace.

A risk/benefit analysis should be completed prior to the acceptance of any naming rights offer.

The solicitation of a corporate naming rights partner for a Civic Property may include a Request for Interest (RFI) for certain industry sectors.

The proposed naming rights partner must support the image and values of the City.

The City or Civic Partner must retain all rights to manage and control the facility.

All naming rights agreements shall be confirmed by a written contract that shall be approved by the City's Legal Services.

The terms and conditions of the naming rights agreement must not conflict with the terms and conditions of an existing lease, license or agreement with the City.

Proceeds received by the City/Civic Property for the naming rights sale are to be used for the enhancement and maintenance of the named facility and the provision of programs and services directly related to its mandate.

Signage and branding shall conform to all applicable municipal bylaws and policies.

Responsibilities

1. City Council will:

a. Approve and revise these guidelines as necessary.

b. Ensure processes that balance the need for information to be made public, with the requirements for confidentiality in negotiations.

c. Support the sale of naming rights based on these guidelines.

2. City Administration will:

a. Designate a key contact that will:

i. Act as the main contact and information conduit;
ii. Participate in naming rights negotiations on behalf of the Civic Partner;
iii. Consult with other City resources as appropriate;
iv. Assess the extent to which guidelines have been met; and,
v. Ensure timely communication to Council and other members of the Administration.

b. Where guidelines are met -- forward to the City Manager who will brief City Council of the naming rights opportunity and pending negotiation.
c. Where guidelines are not clearly met -- formulate a recommendation in concert with the City Manager who will advise City Council of the potential naming rights sale and seek a decision.

3. Civic Partner will:

a. Provide the City Manager with notice of intent to pursue the naming rights sale in

advance of commencing such activity.

b. Maintain regular communication with the City Manager.
c. Undertake due diligence efforts to ensure that these Guidelines have been considered.
d. Provide a written summary of the naming right sales which addresses the application of these Guidelines and includes:

   i. Results of asset analysis and market valuation;
   ii. Results of risk/benefit analysis, including any possible contentious issues, if any, and proposed methods of resolving those issues;
   iii. Value and term of naming rights; and,
   iv. Intended use of funds.

Naming Rights Agreements

The sale of the naming rights of a Civic Property will be evidenced in a written contract that will include the following:

a. A definitive term that does not exceed the useful life of the property;
b. Renewal options if applicable;
c. The value of the consideration and, in the case of in-kind contributions, the method of valuation;
d. The payment schedule;
e. Rights and benefits;
f. Release, indemnification and early termination clauses as appropriate;
g. Insurance clauses; and,
h. Confidentiality terms.

A naming rights agreement will be reviewed by the City Solicitor prior to finalization in order to ensure that the City's legal interests are protected.

Recommendation:
That Council receive this report for information and adopt the guidelines for the purposes of the VCC Naming Rights.

Civic Facilities Naming Rights Guidelines
Report to GPC
April 24, 2014

CITY OF VICTORIA

VCC Summary

- Established as self financing department
- Contributes between $40 and $60 million to local economy in direct spending annually
- Benchmarks favourably with national competitive set
- 2007 – space expanded to Crystal Garden
- City agrees exploration of naming rights as financial opportunity

CITY OF VICTORIA

Feasibility of Naming Rights

- Spectrum Marketing selected in 2013
- Presentation in camera to Council in February 2014 with prospects
- Council directs staff to draft Naming Rights guidelines to guide decision-making

CITY OF VICTORIA

Aim of Naming Guidelines

To ensure:

- A consistent approach to soliciting, managing and reporting
- Protection of the reputation, integrity and esthetics of City assets
- Revenues are provided to enhance community and public service priorities and amenities

CITY OF VICTORIA

Scope of Guidelines

- Limited to corporate namings with mutually beneficial business arrangement
- Not applicable to philanthropic contributions, gifts or donations
- Not applicable to honourific or commemorative naming
- Does not apply to other forms of sponsorship such as advertising

CITY OF VICTORIA

Naming Process Key Components

- Asset analysis and market valuation
- Risk/benefit analysis
- Solicitation of corporate naming rights partner (RFEI)
- Naming partner must support image and values of City
- City to retain all rights to manage and control facility
- Proceeds of naming to be used to enhance and maintain named facility

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Roles and Responsibilities

Council

- Approve and revise guidelines, balance public information with confidentiality of negotiations

City Administration

- Designate key contact to act as main contact and information conduit

Naming Partner

- Undertake all activities as outlined in key naming components

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Naming Rights Agreements

Written contract which outlines:

- Definitive term, renewal options
- Value, payment schedule, rights and benefits
- Release, indemnification and early termination clauses
- Insurance clauses and confidentiality clauses

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Recommendation

- ***That Council receive the report for information and adopt the guidelines for the purposes of the VCC Naming Rights.***

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Governance and Priorities Committee Report

Date: April 11, 2014 **From:** Robert Woodland, Director Legislative and Regulatory Services

Subject: Animal Control Bylaw Amendments

Executive Summary

On February 13, 2014, Council directed staff to review and report on proposed amendments to the Animal Control Bylaw that would:

- prescribe the use of basket muzzles for muzzling dangerous dogs
- prohibit persons under 19 years of age from being in control of a dangerous dog, and
- restrict the maximum amount of time that a dog can be tethered to 90 minutes within a 24-hour period.

It appears that the welfare of dangerous dogs can be enhanced by an amendment that clarifies the functional requirements of a humane muzzle, without prescribing a particular type. Animal control officers have a broad authority under the *Community Charter* to seize dangerous dogs and this authority should be sufficient to allow them to effectively intervene in a situation where an individual under 19 years of age does not have adequate control over a dangerous dog in a public place. A bylaw prohibition in this regard would create a further offence, but likely not serve as a deterrent.

Indiscriminate tethering can affect the physical and psychological well-being of a dog; however, there is no scientific evidence or professional consensus on the acceptable length of time that a dog may be tethered. This makes it difficult to assess whether the proposed bylaw amendment would have a positive effect on animal welfare. Enforcement of the proposed bylaw amendment may be problematic and require a significant commitment of enforcement time to prove an offence relative to other approaches. For example, an animal control officer would need to observe a tethered dog for the full 90-minute period in order to determine whether a contravention of the bylaw has occurred. Animal control officers have other tools at their disposal that may be more effective in addressing tethering concerns, including education and enforcement of existing Animal Control Bylaw requirements relating to animal care and shelter.

Recommendation

That Council direct staff to bring forward amendments to the Animal Control Bylaw that will clarify that a dangerous dog must be muzzled by a properly fitted humane device that allows the dog to pant and drink.

Respectfully submitted,

Shannon Craig
Policy Analyst
Corporate Planning and Policy Division

Robert Woodland
Director
Legislative and Regulatory Services

Report accepted and recommended by the City Manager:

Date: April 15, 2014

Purpose

The purpose of this report is to obtain Council direction regarding proposed amendments to the Animal Control Bylaw that will add requirements relating to:

- the control of dangerous dogs in public places, and
- tethering of animals.

Background

A Special Governance and Priorities Committee meeting was held on February 6, 2014 to review the City's 2013 – 2015 Strategic Plan and Priorities. In advance of that meeting, Councillors were asked to provide the Committee and staff with information regarding any new initiatives that they wanted to propose adding to work plans and budgets for 2014 and 2015. Two animal control-related initiatives were proposed. The information provided in support of these initiatives is attached as Appendix A.

The Committee recommended that Council refer these proposed initiatives to staff for further analysis. The minutes from that discussion are attached as Appendix B. On February 13, 2014, Council instructed staff to review and report on proposed amendments to the Animal Control Bylaw that would:

1. Amend the bylaw provision for Muzzling from "muzzled with a properly fitted humane device"' to "properly fitted with a humane basket muzzle and under the immediate control of a competent person at least nineteen years of age".

2. Amend the bylaw provision for tying Animals from "A person must not hitch, tie or fasten an animal to a fixed object by a rope, chain or cord that is directly tied around the animal's neck or to a choke collar" to "A person shall not keep any animal hitched, tied or fastened to a fixed object for more than 90 minutes in any 24 hour period".

Relevant excerpts from the current Animal Control Bylaw are included in Appendix C. Staff have reviewed bylaws from other jurisdictions and consulted on these proposed amendments with the BC SPCA and a representative from Victoria Animal Control Services (VACS), the City's animal control contractor.

Issues and Analysis

1. Control of Dangerous Dogs

An Animal Control Officer may designate a dog as "dangerous" if it bites or attacks a person or animal without provocation, or has a known propensity to do so. Section 29 of the Animal Control Bylaw outlines a variety of requirements for the control of dangerous dogs. As outlined in section 29(1), dangerous dogs are not allowed in public places unless they are:

(a) firmly held by a person competent to restrain the dog on a leash not exceeding 2.4 m in length, and
(b) muzzled by a properly fitted humane device.

A "humane" muzzle allows a dog to pant and drink. Basket muzzles are recommended by the BC SPCA as the humane choice of muzzle for dogs and the BC SPCA would support a bylaw amendment that specifically prescribes the use of a basket muzzle. While many BC local governments impose requirements for muzzling dangerous dogs in public places, no examples of bylaws that specifically prescribe basket muzzles could be found.

The representative from VACS could recall only one instance where animal control officers had concerns that the type of muzzle used to restrain a dangerous dog was not humane. Some dangerous dog owners in Victoria do not use a basket muzzle because it can be difficult to obtain a proper fit, or because the owner is concerned that the dog will appear threatening if wearing a basket muzzle. It is recommended that section 29(1) (b) of the Animal Control Bylaw be amended to "muzzled by a properly fitted humane device that allows the dog to pant and drink." This will assist to clarify what is meant by a "humane" muzzle, without limiting dangerous dog owners to a particular type of muzzle.

The representative from VACS indicates that although it is uncommon, individuals under the age of 19 may own, or be in control of, dangerous dogs. Some jurisdictions do not allow individuals less than 19 years of age to buy dog licences or to be in control of dangerous dogs. The concern that prompted the proposed age restriction isn't apparent from the materials provided in support of the resolution. If the concern relates to liability, individuals under 19 can be held legally responsible for their actions. Municipal tickets can be issued to persons as young as twelve years of age. The other possible concern is that individuals under 19 may not be responsible enough to be in control of a dangerous dog. Ownership of any dog requires a certain level of responsibility. Although there occasionally are concerns or incidents associated with the control of dangerous dogs in public places, these concerns are not specific to individuals under 19. Animal control officers have a broad authority under the *Community Charter* to seize dangerous dogs and this authority is sufficient to allow them to effectively intervene in a situation where an individual under 19 does not have sufficient control over a dangerous dog in a public place. Therefore, no bylaw amendments in this regard are recommended.

2. Tying Animals

Dogs are social animals that crave and thrive on companionship and interaction with people and other animals. Tethered dogs can become aggressive, anxious and neurotic through lack of socialization. Tethering a dog can also bring physical harm to the animal if the chain or collar is too tight and becomes embedded in the neck or if the tether gets tangled around other objects and the dog chokes or is strangled to death. VACS occasionally receives complaints of tethered dogs. In some of these situations, a neighbour will complain of a noisy dog and the animal control officer sent to investigate will discover that the dog has been strangled after trying to jump a fence or otherwise entangling a tether.

The BC SPCA strongly opposes the indiscriminate tethering of dogs, without due regard for their physical and/or psychological well-being and is actively lobbying municipal governments to adopt animal care bylaws that prevent tethering as a primary means of confinement for dogs. Several BC local governments have adopted bylaw restrictions on the tethering of dogs that include:

- maximum tethering time limits ranging from 1 hour to 23 hours in a 24-hour period
- prohibitions again tethering unattended dogs for any length of time, and
- prohibitions against tethering as the primary means of confinement for an extended period of time.

There is no scientific evidence or professional consensus on the acceptable length of time that a dog may be tethered. Without this evidence, it is difficult to assess whether the proposed 90-minute time limit would have a positive effect on animal welfare. Excessive barking or injury may occur even if a dog is tethered for a very short amount of time.

While neighbours are often the source of tethering complaints, they may be either unable to observe a tethered animal for the full 90-minute period, or unwilling to testify in court regarding their observations. This means that, in most circumstances, animal control officers will need to remain on location and observe a tethered animal for the full 90-minute period in order to enforce the proposed amendment. Where a tethered animal is not in danger or causing a nuisance, this may not be the most effective use of the City's animal control resources. Council should also be aware that animal control officers have

no authority under the *Community Charter* to seize tethered dogs from private property. The BC SPCA does have that authority, if the animal is "in distress." Enforcement action by City animal control officers would be limited to ticketing, which may not provide an immediate resolution to the situation. For these reasons, the proposed bylaw amendment is not recommended.
The lack of a specific bylaw provision regulating dog tethering does not mean that the City has no ability or intention to take action where tethering concerns are identified. The BC SPCA has produced a variety of materials to educate dog owners about the possible dangers of dog tethering. Animal control officers can provide dog owners with copies of these materials when concerns are identified. Animal control officers frequently see associated Animal Control Bylaw violations with tethered dogs, including:

- barking/noise
- accumulation of feces
- lack of water
- lack of shelter, and/or
- unsanitary food or water bowls.

Through education and ticketing for violations of Animal Control Bylaw provisions relating to these issues, animal control officers are sometimes able to also address tethering concerns.

Section 12 of the Animal Control Bylaw relating to the tying of animals was meant to address concerns that a tethered animal could be injured if the tether was tied directly around the animal's neck or to a choke collar. As this is a separate concern from that described in the materials provided in support of Council's resolution, it is recommended that this prohibition remain in the bylaw.

Options and Impacts

<u>Option 1 – Amend the Animal Control Bylaw as proposed</u>

Under this option, the Animal Control Bylaw would be amended to:

- prescribe the use of basket muzzles for muzzling dangerous dogs
- prohibit persons under 19 years of age from being in control of a dangerous dog, and
- restrict the maximum amount of time that a dog can be tethered to 90 minutes within a 24-hour period.

An amendment to the Ticket Bylaw would also be required to reflect the new tethering prohibition. A fine of $100 would be consistent with Council's 2010 policy on ticket fines and other similar Animal Control Bylaw offences.

Impacts:

- It is uncertain whether these changes would have a positive impact on public safety or animal welfare, although they may provide further evidence of the City's commitment to animal welfare.
- Some dog owners would need to modify their current practices or purchase new equipment in order to comply with these requirements.
- Monitoring compliance with the new tethering requirement may consume limited animal control resources.

Option 2 – Amend the Animal Control Bylaw to specify that muzzles must allow dogs to pant and drink (recommended)

Under this option, the Animal Control Bylaw will be amended to clarify that a dangerous dog must be muzzled by a properly fitted humane device that allows the dog to pant and drink.

Impacts:

- No impact on animal control resources is anticipated.
- May be a useful tool for educating dangerous dog owners about what constitutes a humane muzzle.

Official Community Plan Consistency Statement

Not applicable. The Official Community Plan does not address animal control issues.

Financial and Staff Capacity Assessment

There are no financial impacts associated with the recommendation. Education and enforcement of the bylaw amendment would not add significantly to the current duties of the City's animal control officers.

Public Engagement and Consultation

No additional public engagement or consultation is planned.

Recommendation

That Council direct staff to bring forward amendments to the Animal Control Bylaw that will clarify that a dangerous dog must be muzzled by a properly fitted humane device that allows the dog to pant and drink.

Appendix A – Background Information Submitted

Initiative Summary

1. Name of Initiative Bylaw amendment to our Dangerous Dogs section of the bylaw from "muzzled with a properly fitted humane device" to a "properly fitted with a humane basket muzzled and under the immediate control of a competent person at least nineteen years of age."
2. What is the problem or issue that the initiative will address? This issue is that other muzzles do not allow the dog to pant, drink or eat. Basket muzzles allow a more humane treatment of the dog and at the same time ensures public safety.
3. What are the objectives of this initiative? • The objective of the bylaw amendment is for animal welfare to be considered when considering public safety.
4. What benefits do you anticipate from this initiative? • The benefits will allow dogs that may deemed or declared dangerous to be in public areas as long as they are properly muzzled but at the same time, that the dog's welfare is also being considered by allowing it to pant, drink water and eat.
5. How does the initiative link with the 2013–2015 Strategic Plan? • One of our Strategic Goals is that the City of Victoria is safe, caring, inclusive and resilient.
6. What resources will be required (if known)? • Some consultation/discussions with Animal Control, BCSPCA and possibly other municipalities that may have already brought this into effect.
7. What priority would you assign this initiative relative to the approved 22 Key Initiatives – High, Medium, Low? • Animal welfare issues often are considered low priorities. However, I am a strong believer that ensuring public safety can be achieved without compromising the humane treatment of the animal. I believe this assists us in achieving the necessary balance.
8. Why is this initiative a priority over the next two years? • Animal welfare is extremely important. Municipalities have a responsibility to consider bylaws that will ensure animal welfare

Initiative Summary

1. Name of Initiative Updating the Animal Control Bylaw for Tying Animals from "A person must not hitch, tie or fasten an animal to a fixed object by a rope, chain or cord that is directly tied around the animal's neck or to a choke collar" to "A person shall not keep any animal hitched, tied or fasted to a fixed object more than 90 minutes in any 24 hour period."
2. What is the problem or issue that the initiative will address? • This initiative will address animal cruelty issues since animals that are confined by tethering often experience stress, can become tangled in the tether and may not have access to water and shelter.
3. What are the objectives of this initiative? • To protect dogs and ensure that they are confined in a humane way.
4. What benefits do you anticipate from this initiative? • Tethered dogs can become injured, and due to stress may bark excessively and become aggressive. This initiative will ensure the humane treatment of dogs, may respond to any noise bylaw concerns due to barking and ensure public safety from dogs that may become aggressive due to tethering.
5. How does the initiative link with the 2013–2015 Strategic Plan? • One of our Strategic Goals is that the City of Victoria is safe, caring, inclusive and resilient.
6. What resources will be required (if known)? • Some consultation/discussions with Animal Control, BCSPCA and possibly other municipalities that may have already brought this into effect.
7. What priority would you assign this initiative relative to the approved 22 Key Initiatives – High, Medium, Low? • Animal welfare issues often are considered low priorities. However, I am a strong believer that ensuring public safety can be achieved without compromising the humane treatment of the animal. I believe this assists us in achieving the necessary balance.
8. Why is this initiative a priority over the next two years? • Animal welfare is extremely important. Municipalities have a responsibility to consider bylaws that will ensure animal welfare

Appendix B – Excerpts from the Minutes of the February 6, 2014 Special Governance and Priorities Committee Meeting

2.2.7 Amendments to the Animal Control Bylaw on the section of Dangerous Dogs and on the section of Tying Animals

The two initiatives are:
1. to amend the section of the Animal Control Bylaw for Muzzling from "muzzled with a properly fitted humane device" to "properly fitted with a humane basket muzzle and under the immediate control of a competent person at least nineteen years of age".
2. to amend the bylaw provision for tying Animals from "A person must not hitch, tie or fasten an animal to a fixed object by a rope, chain or cord that is directly tied around the animal's neck or to a choke collar" to "A person shall not keep any animal hitched, tied or fastened to a fixed object for more than 90 minutes in any 24 hour period".

The two initiatives address the following issues:
1. Basket muzzles are the only muzzles that allow the dogs to eat and drink; and
2. The issue of tethering is to address animal cruelty since animals that are confined by tethering often experience stress, can become tangled in the tether and may not have access to water and shelter.

The objectives are:
1. To consider animal welfare when considering public safety; and
2. To protect animals and ensuring that they are confined in a humane way.

The benefits that are anticipated:
1. This initiative will allow dogs that may be deemed or declared dangerous to be in public areas as long as they are properly muzzled but at the same time, that the dog's welfare is also being considered by allowing it to pant, drink water and eat.
2. This initiative will ensure the humane treatment of dogs, may respond to any noise bylaw concerns due to barking, and ensure public safety from dogs that may become aggressive due to tethering.

Action: Councillor Thornton-Joe moved that Council instructs staff to review and report on proposed amendments to the *Animal Control Bylaw* that would:
1. Amend the bylaw provision for muzzling from "muzzled with a properly fitted humane device"' to "properly fitted with a humane basket muzzle and under the immediate control of a competent person at least nineteen years of age".
2. Amend the bylaw provision for tying animals from "A person must not hitch, tie or fasten an animal to a fixed object by a rope, chain or cord that is directly tied around the animal's neck or to a choke collar" to "A person shall not keep any animal hitched, tied or fastened to a fixed object for more than 90 minutes in any 24 hour period".

Committee discussed the following issues:
- These changes are operational.
- There were issues brought to Council's attention that effective control and conflicts are seen at the Dallas Road waterfront in the vicinity of the off-leash area. If we are updating the bylaw, is there a wholesale revision to change the bylaw to that effect, of supervision and control? Would a change in wording in the bylaw make the enforcement more effective for someone who feels at risk in the vicinity of the off-leash area?
  - Staff has not heard from Animal Control that this is a problem. The problem is that we have an off-leash area in one of the most frequently visited places in the City by people of all ages. The off-leash area is not delineated by fencing. It is not necessarily a deficiency in the bylaw. It is about people's expectations, and the owner control of their dogs in the City designated off-leash areas.

- When you say that the potential issue of fencing may arise, does that mean staff is working on the pros and cons in fencing the off-leash area?
  - The City has been experiencing an increased number of reports regarding conflicts between dogs and pedestrians. Once the decision is released with respect to the CRD Sewer Project, we plan to engage our staff and community in discussion around better dog management and rules, so we can manage the use of the off-leash areas.
  - This is an opportunity for the City to install a split rail fencing in that area and making the most out of this situation.

CARRIED UNANIMOUSLY 14/GPC083

Appendix C – Relevant Excerpts from the Current Animal Control Bylaw, No. 11-044

Tying animals

12 A person must not hitch, tie or fasten an animal to a fixed object by a rope, chain or cord that is directly tied around the animal's neck or to a choke collar.

Control of dangerous dogs

29 (1) Except as allowed under subsection (2) and subject to subsection (3), the owner of a dangerous dog must not allow the dangerous dog to be in a public place or on any private lands and premises unless the dog is

(a) firmly held by a person competent to restrain the dog on a leash not exceeding 2.4 m in length, and

(b) muzzled by a properly fitted humane device.

(2) A person may allow a dangerous dog to be in areas of private lands or premises that are exclusively owned or occupied by that person so long as the dog is securely confined

(a) indoors,

(b) on a deck that is no less than 3 m above ground level, or

(c) in a rear yard and inside a pen, enclosure or fenced area that

(i) is adequately constructed to prevent the dog from escaping,

(ii) is locked to prevent casual entry by another person, and

(iii) has been inspected and approved by an animal control officer.

(3) A person must not allow a dangerous dog to be

(a) on school grounds,

(b) within 30 m of any playground apparatus, or

(c) in any of the public places listed in section 19(4) during the times specified in that section.

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 4, 2014 **From:** Robert Woodland, Director of Legislative and Regulatory Services

Subject: Application for a permanent change to Occupant Load of Licensed area in relation to a Liquor-Primary Liquor Licence, for the **Splash Poolside Lounge,** 1961 Douglas Street, Licence, No. 011138

Executive Summary

The purpose of this report is to seek a Council resolution, in accordance with the requirements of the *Liquor Control and Licensing Act*, regarding an application by the Splash Poolside Lounge (Capital City Center Hotel Ltd.) in relation to their Liquor Primary Liquor Licence for the premises located at 1961 Douglas Street, for a change to increase the occupant load.

The current occupant load for the liquor primary service area of the lounge is 43 persons. The hours of liquor service are from 11:00h to 01:00h Monday through Saturday and 11:00h to midnight on Sunday. The requested change is due to the reconfiguration of the floor space on the ground floor of the hotel. If approved, the occupancy for the liquor primary service area would be increased to 71 persons. There would be no change in the hours of operation as a result of this application.

Recommendation

That Council, after conducting a review with respect to noise and community impacts regarding the application to amend the occupant load respecting liquor service for the Liquor Primary Liquor Licence of the **Splash Poolside Lounge,** Liquor License No. 011138, located at 1961 Douglas Street, **supports**:

- The application of the **Splash Poolside Lounge** to amend its Liquor Primary Liquor Licence to allow an increase in occupant load to 71 persons.

- The Council provides the following comments on the prescribed considerations:

  (a) The location is in a designated mixed use commercial area which authorizes restaurants, hotels, office space and associated uses. There is no residential use in the immediate vicinity. The Liquor Primary operation within the hotel is compatible with the neighbouring land uses. The business is located within the Transient Accomodation District and is within the Intermediate Noise District which allows for a higher noise threshold.

  (b) There is expected to be minimal impact on the neighbourhood due to the relatively small increase in capacity that would result from this request being approved. There is no concern that this change would result in the business being operated contrary to its primary purpose.

(c) The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the restaurant/lounge and a notice posted at the property. No responses were received by the City.

Respectfully submitted,

Mark Hayden
Manager, Bylaw and
Licensing Services

Robert Woodland
Director Legislative and
Regulatory Services

Report accepted and recommended by the City Manager: _____

Date: April 10, 2014

MATERIALS RECEIVED VIA PUBLIC CONSULTATION PROCESS:

Attached 1 Available ____ N/A ___
(A letter from the proponent is attached)

Purpose

The purpose of this report is to seek a Council resolution regarding an application by the Capital City Center Hotel Ltd. in relation to their Liquor Primary licensed operation located at 1961 Douglas Street for a change to increase the occupant load in relation to the lounge (liquor primary) operation which is an adjunct to their hotel business.

Background

The Capital City Center Hotel is located at the corner of Douglas Street and Discovery Street. The business is a hotel which operates both a food primary and a liquor primary business within the overall hotel operation. The hotel has held this Liquor Primary Liquor Licence since 1982 and a Food Primary Liquor Licence since 2010. There is a second Liquor Primary Licence for a 275 seat pub on the premises, (Soprano's) but the hotel owner advises it is now closed and the management contract with the third party operator has been terminated.

The current occupant load for the liquor primary lounge area within the hotel is 43 persons and is located in an area adjacent to the Food Primary licensed area off the main hotel lobby. The request to increase the occupancy load to 71 persons is a result of extensive renovations to the existing main floor of the hotel which includes the closure of an existing 275 seat pub, the proposed addition of hotel rooms and an addition to the existing lounge space adjacent (but inside the building) to the swimming pool. The attached floor plan (see Appendix) shows the existing location of the licensed area as well as the new area proposed by the hotel. This revised area proposed for the liquor primary operation will support an occupant load of 71 persons as determined by the Chief Building Official of the City. The current hours of operation are 11:00 AM to 1:00 AM, Monday through Saturday, and 11:00 AM to midnight on Sunday and will not change if this application is approved.

In the attached letter (see Appendix), the owner has described his business plan for the overall operation of the hotel complex.

<u>Location</u>
Official Community Plan:

- The OCP designates the property within the "Core Employment Urban Place" (CEUP);
- The area is designated within Development Permit Area 7A – Corridors;
- CEUP uses include residential mixed use, work/live and commercial, including office, hotels and other visitor accommodation, located between Douglas Street and Blanshard Street.

Zoning:

- The property is zoned T-1, Transient Accomodation District;
- This zone accommodates hotels rooming houses, housekeeping apartment buildings and associated uses;
- The general regulations for off-street parking apply in this zone and would be unaffected by the proposed change.

Neighbourhood Compatibility:

- Surrounding land uses include: restaurants, automobile services, hotels, commercial and a sports club. There is no residential use in the area around this business.
- Due to the location of the licensed area within the hotel and location of the hotel itself, there is expected to be a minimal impact from noise associated with the requested changes.
- The location of the hotel is within the Intermediate Noise District.

The Sustainable Planning & Community Development Department has no objection to the application as the use is permitted.

Liquor Control and Licensing Branch
The General Manager of the provincial Liquor Control and Licensing Branch (LCLB) issues liquor licences under the authority of the *Liquor Control and Licensing Act* and regulations. Local government is to provide comments and recommendations to the LCLB on all liquor-primary licence applications regarding the potential for noise and impact on the community if the application is approved.

Relevant Policy / Bylaw
a) Liquor Licensing Policy;
b) Liquor Licensing Fee Bylaw.

Issues and Analysis

This application is being pursued as a permanent change to the operating conditions so that the lounge can be increased in size in the same area of the hotel as it is presently located. A letter from the applicant outling the purposes of the requested change and a diagram outlining the proposed changes are attached in the Appendix.

Within a 50 metre radius there are 3 other liquor primary licensed busineses with a seating capacity of 460 seats.

LIQUOR PRIMARY VENUE	HOURS	SUNDAY HOURS	SEATING	TYPE
City Center Hotel (Soprano's) 1961 Douglas	Open to 02:00h	02:00h	275	Pub – currently closed
Paul's Motor Inn 1900 Douglas	Open to 02:00h	24:00h	120	Hotel Pub
Discovery Sports Club 714 Discovery	Open to 01:00h	24:00h	65	Private Club

Bylaw Enforcement
The Bylaw and Licensing Services Division has no objections to this application. There have been no noise complaints received about the hotel and associated operations. A Good Neighbour Agreement has been in place since 2005 for this Liquor Primary business (as a condition of their business licence).

Engineering & Public Works Department
The Downtown Community Development Section reviewed this application request and provided the following comments:

- There are no residences close to the site, though there is a hotel at 1850 Douglas that could be impacted by noise from the patio (Note – the patio area is not licensed under this Liquor Licence).
- Given that hotel guests are also located on the applicant's site, it would be expected that measures would be taken to manage late night noise issues.
- Notwithstanding any licensee compliance issues at the site, we have no significant concerns with the requested increase in seats.

Police
The Police Department has had concerns with the "Soprano's Pub" operation in the past, but note that it has been closed (The pub was operated by a third party and their management contract has been terminated). They have no concerns with the application and believes that noise and nuisance issues will be largely unaffected by the proposed change.

Official Community Plan Consistency Statement

As the request by the applicant is congruent with the Zoning Regulation Bylaw requirements, this request, if approved, is consistent with the OCP.

Financial and Staff Capacity Assessment

Not applicable. This issue has no direct staffing or other resourcing impacts.

Public Engagement and Consultation

In accordance with the City's Liquor Licensing Fee Bylaw and Liquor Licensing Policy, all owners and occupiers within 50 metres of the applicant's location were solicited by mail to provide input regarding this application. In addition, the business displayed a poster at the access points to their business for a 4 week period which also invited people to provide input to the City with respect to this application.

The result of this consulation was that no feedback was received by the City.

Conclusions

The request complies with the City's current liquor licensing policy because:

- the requested use is compatible with the neighbourhood;
- allowing the extra seats would be a positive economic benefit to the licensee;
- the business has a positive compliance record (although there were documented problems with the "Soprano's Pub" which was operated out of this building, by a third party, in the past; and
- the request complies with existing City regulations governing this type of business.

The lounge business has been operating since 1982 with a good compliance record. City staff from all Departments have no significant concerns about the proposed change to extend the occupant load as requested by the applicant. No concerns have been expressed by the community.

Recommendation

That Council, after conducting a review with respect to noise and community impacts regarding the application to amend the occupant load respecting liquor service for the Liquor Primary Liquor Licence of the **Splash Poolside Lounge,** Liquor License No. 011138, located at 1961 Douglas Street, **supports**:

- The application of the **Splash Poolside Lounge** to amend its Liquor Primary Liquor Licence to allow an increase in occupant load to 71 persons.

- The Council provides the following comments on the prescribed considerations:

  (a) The location is in a designated mixed use commercial area which authorizes restaurants, hotels, office space and associated uses. There is no residential use in the immediate vicinity. The Liquor Primary operation within the hotel is compatible with the neighbouring land uses. The business is located within the Transient Accomodation District and is within the Intermediate Noise District which allows for a higher noise threshold.

  (b) There is expected to be minimal impact on the neighbourhood due to the relatively small increase in capacity that would result from this request being approved. There is no concern that this change would result in the business being operated contrary to its primary purpose.

  (c) The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the restaurant/lounge and a notice posted at the property. No responses were received by the City.

APPENDIX

Attached is a letter from the proponent and a copy of the approved floor plan.

CAPITAL CITYCENTER HOTEL

1961 Douglas Street, Victoria, BC, V8T 4K7
P:250-953-1000 F: 250-953-1001 email: reservations@capitalcitycenterhotel.com

March 3, 2014

Bylaw & Licensing Services
1 Centennial Square
Victoria, BC, V8W 1P6

M. A. Hayden,

Re: Capital City Center Hotel. Splash Poolside Lounge

My previous experience in the hotel business included the Salmon Arm Motor Inn, Tallyho Nanaimo and for the last 35 years, I co-owned the Sidney Travelodge. In Sidney, I added 40% more rooms and 20000 square feet of rental. I sold the Sidney Travelodge in 2012 and bought the Capital City Center Hotel in May 2013 (Formally the Imperial Inn). We have done extensive work to bring the hotel back to its original high standards. The pub which was leased out, I negotiated out of the lease Jan 1st, 2014. The pub sat 275 patrons and I have an application at the city to replace the pub area with 10 new handicap accessible suites.

Since the pub has now closed its 315 liquor primary seats, I am requesting the Lounge occupancy be increased from 43 to 71, as it is needed to service the customer base we are building with the additional hotels suites.

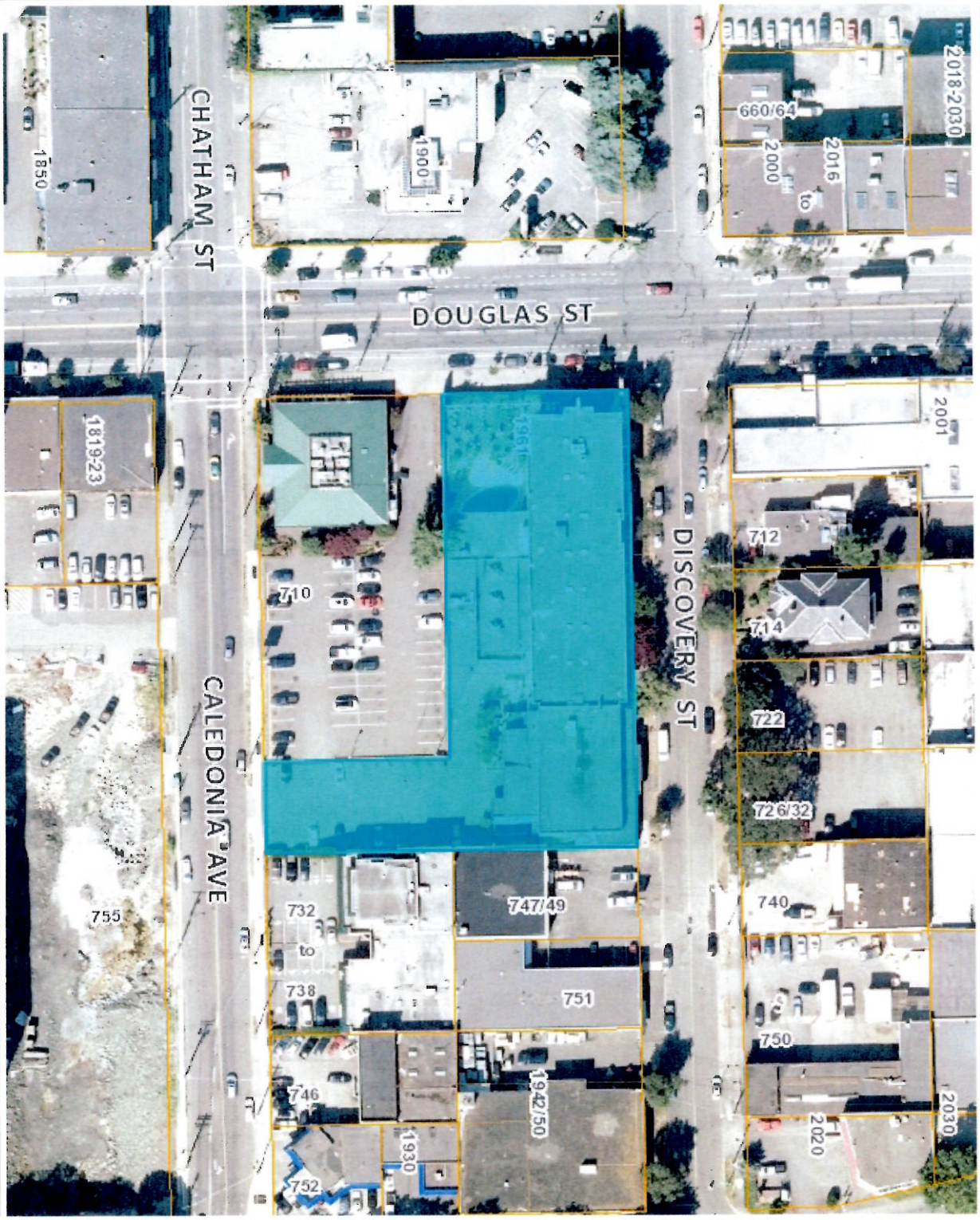
Sincerely,

Gerald Conrod, Owner

CITY OF VICTORIA

Printed from VicMap (Internal Version)

04/11/2014



58.0 0 29.02 58.0 Meters

NAD_1983_CSRS_UTM_Zone_10N

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

Victoria Parcels

1: 1,143

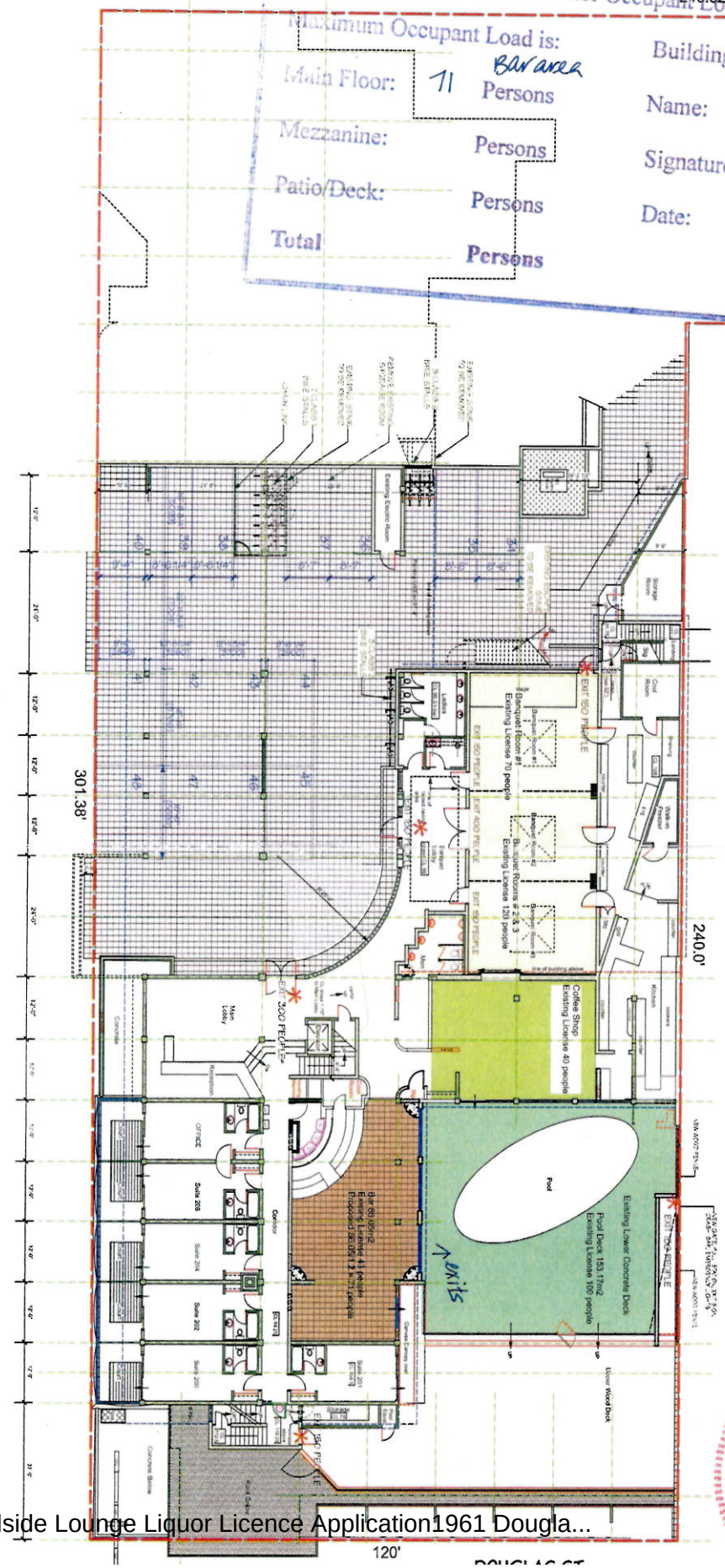
Notes

City of Victoria
*Reviewed for Occupant Load Only

Maximum Occupant Load is:

Main Floor:	71 Bar area Persons	
Mezzanine:	Persons	
Patio/Deck:	Persons	
Total	Persons	

Building Official:
Name: AM WOO
Signature:
Date: Feb 18/2014


240.52'
301.38'
240.0'
120'
DOUGLAS ST
DISCOVERY ST
Banquet Rooms #2 & 3
Existing License 120 people
Banquet Room #1
Existing License 70 people
Coffee Shop
Existing License 40 people
Existing Lower Concrete Deck
Pool Deck 153 17m2
Existing License 100 people
Pool
Bar 86.05m2
Existing License 43 people
Proposed 86.05 / 1.2 = 71 people
Existing Electric Room
Storage Room
Walk-in Freezer
Kitchen
Ladies
Men
Main Lobby
Reception
OFFICE
Suite 203
Suite 204
Suite 202
Suite 200
Corridor
Suite 201
Exit 300 PEOPLE
Exit 150 PEOPLE
Exit 400 PEOPLE
Exit 100 PEOPLE
Exit 200 PEOPLE
Exit 50 PEOPLE
Exit 300 PEOPLE
Exit 150 PEOPLE
Exit 100 PEOPLE
Exit 50 PEOPLE
Exit 400 PEOPLE
Exit 50 PEOPLE
Exit 100 PEOPLE
Exit 150 PEOPLE
Exit 200

CITY OF VICTORIA

Governance and Priorities Committee Report

Date: April 8, 2014 **From:** Neil Turner

Subject: Grant of Easement – 111 Barkley Terrace

Purpose of Report

The purpose of this report is to seek Council approval to grant an easement in respect of part of a residential building at 111 Barkley Terrace encroaching into the road right of way.

Executive Summary

Distinctive (Abstract) Developments Ltd is currently undertaking the renovation and extension of the house at 111 Barkley Terrace. The lot on the west side of the road is located on a steep slope which is 20 to 25 metres below the right of way at the west boundary of the lot. The house is built into the steep slope. A location plan is attached in Schedule A.

Parts of the original building at 111 Barkley Terrace extend beyond the property line into the road right of way, and the developer now wishes to legalize that situation by means of an easement as shown on the reference plan in Schedule B. No part of the new construction extends into the right of way.

The proposed easement and permitted encroachments would include an existing stone stairway almost entirely within the easement area. Typically, encroachment easements are granted because the foundation of an older building was constructed over the property line or, as is typical in Victoria, bay windows on existing heritage buildings encroach into the road right of way. In these situations, the potential liability of the City resulting from the encroachment is minimal. With respect to the property at 111 Barkley Terrace, however, the existing stairs do pose an increased risk of liability.

The terms of the easement will require the property owner to carry third party liability insurance, with the City named as an additional insured, and to indemnify the City against claims. However, since the stairs are for the most part within City right of way, an injured third party would most likely make a claim against the City for any loss. The City would then seek indemnification from the property owner under the terms of the easement.

Transportation staff have been consulted and have no objection to the proposed easement being granted. The developer has agreed to pay a set fee of $1,000.00 for the easement.

The area proposed for the easement is set out in the reference plan (Schedule B). The legal documentation will be drafted by the developer's lawyer and submitted to the City Solicitor for approval, thus minimising the City's costs. The proposed easement will endure for the life of the building.

The recommended course of action is to enter into the proposed easement as it will remedy an unauthorized encroachment on the City's right of way and indemnify the City against any potential claims arising from the encroachment. The publication of notices of Council's intention to enter into the easement is a precondition of its final execution.

Recommendation:
That Council authorizes staff to enter into an easement with Distinctive (Abstract) Property Management Ltd for an encroachment into the road right of way adjacent to 111 Barkley Terrace defined in Schedule B, in a form satisfactory to the City Solicitor, subject to the publication of the notices required under the Community Charter.

Respectfully submitted,

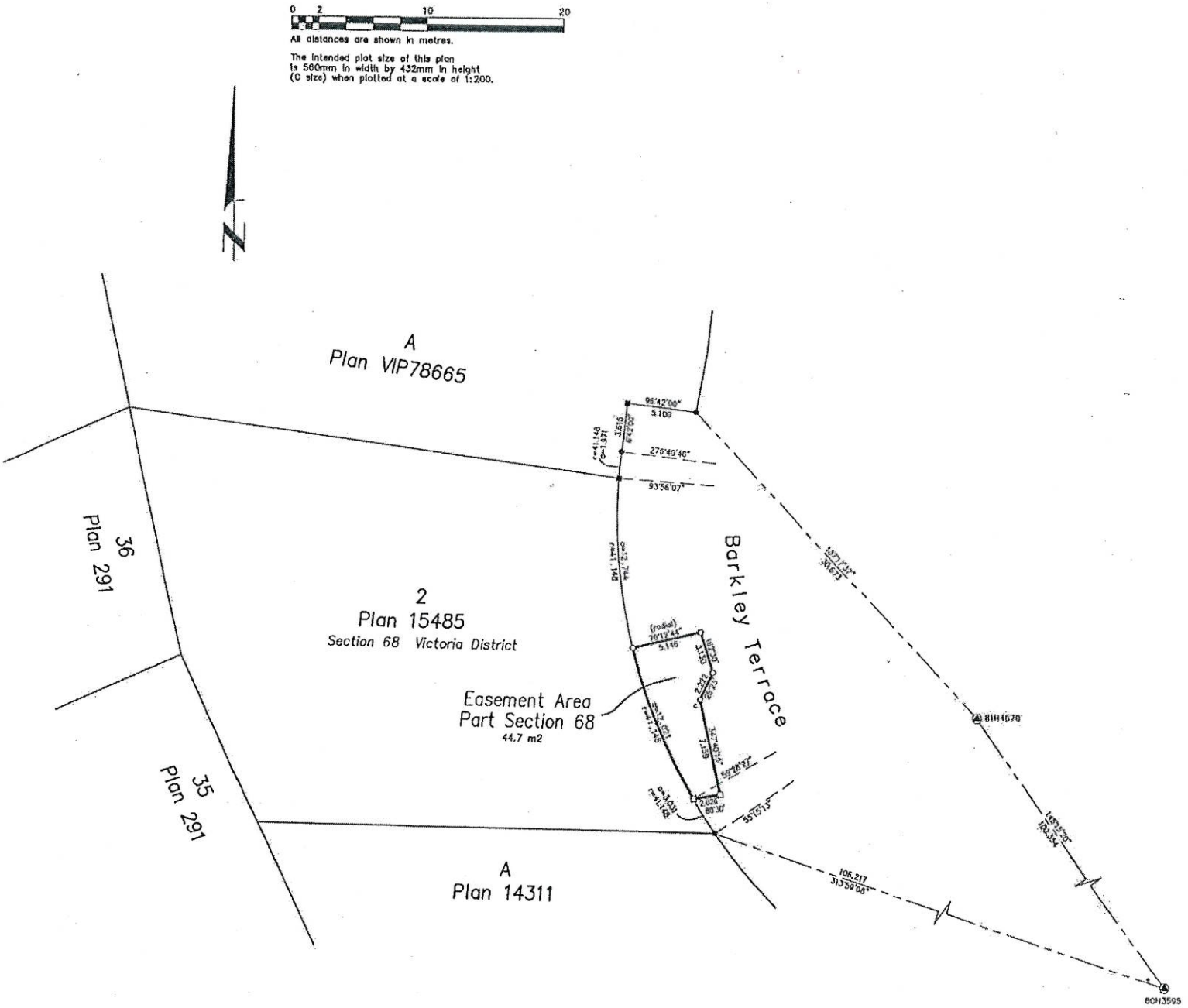
Neil M Turner	Robert G Woodland
Property Manager	Corporate Administrator

Report accepted and recommended by the City Manager: _____

Date: April 16, 2014

Schedule A
Location Plan

Schedule B
Reference Plan of Easement



CITY OF VICTORIA

GPC REPORT

Date: March 17, 2014 **From:** Tom Zworski, City Solicitor
Trina Harrison, Director of Human Resources

Subject: Indemnification of Employees for Criminal Defence Costs

Purpose

The purpose of this report is to respond to Council's request to develop policy regarding indemnifying City employees for their legal defence costs when criminal charges have been laid against them arising from the performance of their duties as City of Victoria employees.

Background and Analysis

Under the *Local Government Act*, the City may provide indemnity for legal defence costs of employees, including in relation to criminal prosecution, either through bylaw or, on a case by case basis, through resolution, if the legal proceeding relates to the performance of the employee's duties. Council adopted the *Indemnification Bylaw* which provides for automatic indemnification of City employees in relation to civil claims arising out of execution of their duties. In majority of cases, the conduct of the defence is assumed by the City, or the City's insurer, however, the indemnity extends to cover cost of legal defence of the employee if the City Solicitor determines that the employee requires separate legal representation (typically due to a potential conflict of interest). There is no provision in the bylaw for indemnification of the employee for defence in criminal proceedings but indemnification can be, and in the past has been, granted through specific resolutions on a case by case basis.

Criminal charges against City employees in relation to conduct while performing their duties have been very rare. More importantly, activities that are likely to result in criminal charges are not usually part of typical City employee's duties. While an employee acting in good faith performance of his or her duties may make a mistake that leads to a civil claim for damages, it is not likely that good faith performance of the duties will result in criminal charges. The exception is the Bylaw Officers who, in a good faith performance of their duties, may be involved in physical confrontation and, therefore, may face criminal charges (typically, assault or false imprisonment allegations). However, even then the likelihood is very low since the Bylaw Officers are instructed to avoid confrontations and, when faced with a possibility of violence, to call the police.

In civil cases, as part of the indemnity under the Bylaw, the City (or its insurer) assumes control over the conduct of the defence and has control over the cost of the defence, including the ability to settle the matter. Furthermore, in a typical civil claim, the City is a defendant in addition to any employees that may be named as defendants. However, in a criminal prosecution, the City cannot assume conduct of the defence because the charges and the potential consequence are specific to the charged employee. The employee, who remains the person at risk in a criminal case, must have control over selection of defence lawyer and control over the conduct of the defence, making it very difficult for the City to control potential defence costs.

While the majority of civil claims, even those where liability is found against an employee or the City, relate to good faith conduct, criminal cases by their very nature are based on allegations of inappropriate and morally blameworthy conduct. City employees are never directed or authorized, as part of their duties, to commit crimes. Extending automatic indemnity for legal costs to all criminal charges, simply because the conduct occurred in the performance of the employee's duties, therefore, may not be appropriate as it would deprive Council of the ability to assess the particulars of the circumstances and to determine whether or not indemnification is warranted. In fact, it could lead to the absurd result of the City paying legal defence costs of an employee charged with defrauding the City or stealing from the City, since the alleged crime would arise out of the performance of the employee's duties.

The current system of automatically indemnifying employees in relation to civil claims and on a case by case approach to the rare instances of criminal charges arising out of performance of duties, balances the need for the protection of employees with the need to protect public interest in avoiding expenditure of public funds in inappropriate cases. It provides the flexibility and allows Council to decide, on a case by case basis, whether to provide indemnity for defence in relation to criminal charges.

In making decisions on a case by case basis, Council could be governed by such factors as:
1) Nature of the alleged offence;
2) Conduct which gave rise to the charges and its relationship with the employee's assigned duties;
3) Was the employee performing their duties in a manner authorized by and consistent with the City's bylaws, collective agreement; policies and operating procedures;
4) Did the employee have the appropriate equipment and/or training to perform their normal duties;
5) Employee's past performance; and
6) Is it in the public interest for the City to pay for the defence of the criminal charges.

Recommendation:

That Council adopt the attached policy to consider applications by employees for indemnification of an employee's legal costs incurred to defend a prosecution of criminal charges arising from an employee's performance of his or her normal duties.

Tom Zworski
City Solicitor

Trina Harrison
Director, Human Resources

Report accepted and recommended by the City Manager:

Jason Johnson

Date March 26, 2014

CITY OF VICTORIA	CORPORATE POLICY	
	No. xx	Page 1 of 2

CHAPTER:	HUMAN RESOURCES	
SECTION:	EMPLOYEE	
SUBJECT:	INDEMNIFICATION FOR DEFENCE OF CRIMINAL CHARGES	
AUTHORIZED BY:	COUNCIL	
EFFECTIVE DATE:	JANUARY 2014	**REVISION DATE:**

1. PURPOSE / OBJECTIVES

The City seeks to ensure that, in appropriate circumstances, employees are indemnified for legal defense costs related to criminal charges arising out of performance of their duties.

2. POLICY STATEMENT(S)

The City may indemnify an employee for legal defense costs when criminal charges have been laid against them arising from the performance of their duties subject to the following principles:

1) Council will consider each application on a case by case basis;

2) Council shall take in to account factors including:

   a) Nature of the alleged offence;
   b) Conduct which gave rise to the charges and its relationship with the employee's assigned duties;
   c) Was the employee performing their duties in a manner authorized by and consistent with the City's bylaws / collective agreement, policies and operating procedures;
   d) Did the employee have the appropriate equipment and/or training to perform their normal duties;
   e) Employee's past performance; and
   f) Is it in the public interest for the City to pay for the defence of the criminal charges under the circumstances.

3) Council may impose conditions as part of any agreement to indemnify an employee for legal defence costs related to criminal charges, including:

   a) Requirement to enter into a retainer agreement with legal counsel in a form acceptable to the City Solicitor;
   b) Requirement to co-operate with the City in verifying reasonableness of the fees, including co-operation in proceedings under the *Legal Profession Act*;
   c) Limit on the amount of fees to be reimbursed by the City;
   d) Requirement to repay legal fees if the employee is convicted of the offence; and
   e) Other terms and conditions that Council considers appropriate in the circumstances.

3. APPLICATION AND RESPONSIBILITIES

This policy applies to all City employees.

4. PROCEDURES

1) Employees making application for indemnification for legal defense costs related to criminal charges arising out of performance of their duties, shall provide written notice to the City Manager within five (5) days of receiving formal notification of criminal charges against them.

2) The City Manager will bring forward a report to Council outlining the circumstances that give rise to the request for indemnification for an employee's legal defense costs when criminal charges have been laid against them arising from the performance of their duties.

3) The employee shall be advised in writing of Council's decision along with the terms and conditions for which any indemnification may be provided.

4) The employee must agree to the terms and conditions, if any, required by Council prior to the City indemnifying the employee for legal costs.

5) Nothing in this policy shall be interpreted to limit the City's ability to discipline any employee.

6. REFERENCES

7. REVISION HISTORY

REPORTS OF THE COMMITTEE

1. **Governance and Priorities Committee – September 06, 2012**

6. **Rise and Report Regarding Indemnification of City Employees**
It was moved by Councillor Alto, seconded by Councillor Young, that Council rise and report on the following:
That Council direct staff to review the development of a policy regarding indemnifying City Employees for their legal defence costs when criminal charges have been laid against them arising from the performance of their duties as City of Victoria employees. Carried Unanimously