

**MINUTES OF THE
GOVERNANCE & PRIORITIES COMMITTEE MEETING
HELD THURSDAY, APRIL 24, 2014, 8:45 A.M.**

1. THE CHAIR CALLED THE MEETING TO ORDER AT 8:45 A.M.

Committee Members Present: Acting Mayor Gudgeon in the Chair;
Councillors Coleman, Helps, Madoff,
Thornton-Joe and Young

Absent for a Portion of the Meeting: Mayor Fortin, Councillors Alto and Isitt

Staff Present: J. Johnson – City Manager; D. Schaffer –
Deputy Corporate Administrator; C. Havelka –
Recording Secretary.

Action: It was moved by Councillor Helps, seconded by Councillor Coleman, 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 the following sections of the *Council Bylaw*:

Section 12 (3) (I) - 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.

CARRIED UNANIMOUSLY 14/GPC222

2. CLOSED MEETING AT 8:46 A.M.

Committee Members Present: Acting Mayor Gudgeon in the Chair;
Councillors Coleman, Helps, Madoff,
Thornton-Joe and Young

Absent for a Portion of the Meeting: Mayor Fortin, Councillors Alto and Isitt

Staff Present: J. Johnson – City Manager; D. Schaffer –
Deputy Corporate Administrator; C. Havelka –
Recording Secretary.

Guest: R. Decksheimer & W. Boden - KPMG

2.1 Audit Findings – 2013 Financial Statements

Committee received information from KPMG staff on the Audit Findings with respect to the 2013 Financial Statements.

Councillor Isitt joined the meeting at 8:50 a.m.

Councillor Alto joined the meeting at 8:51 a.m.

Staff withdrew from the meeting at 8:57 a.m.

3. ADJOURNMENT OF CLOSED MEETING

Action: It was moved by Councillor Madoff, seconded by Councillor Isitt, that the Closed Meeting adjourn at 9:01 a.m.

CARRIED UNANIMOUSLY 14/GPC223

4. THE CHAIR CALLED THE OPEN MEETING TO ORDER AT 9:07 A.M.

Committee Members Present: Mayor Fortin in the Chair; Councillors Alto, Coleman, Gudgeon, Helps, Isitt, Madoff, Thornton-Joe and Young.

Staff Present: J. Johnson – City Manager; D. Schaffer – Deputy Corporate Administrator; C. Havelka – Recording Secretary.

Staff Present for a Portion of the Meeting: D. Kalynchuk – Director of Engineering & Public Works; J. Schmidt – Acting Director of Legislative & Regulatory Services; J. Sturdy – Assistant Director of Engineering and Public Works; S. Thompson – Acting Director of Finance; J. MacDougall – Assistant Director of Parks; J. Jenkyns – General Manager of the VCC; B. Dellebuur – Manager of Transportation; M. Hayden – Manager of Bylaw & Licensing Services; L. Sifton – Acting Manager of Parks Planning & Design; N. Turner – Property Manager; L. Westinghouse – Manager of Accounting.

Guest: D. Boniface – Spectrum Marketing.

5. APPROVAL OF THE AGENDA

Committee considered the following amendments to the Agenda:

Open Meeting:

- Item # 2 – Addition of Minutes from the April 10, 2014
- Item # 14 – Indemnification of Employees - Deferred

- Item # 11 – Animal Control Bylaw Amendments – Postponed to the next meeting.
- Item # 14A – Councillor Inquiry – Councillor Coleman
- Item # 14B – Councillor Inquiry – Councillor Alto
- Item # 14C - Councillor Sharing – Councillor Isitt
- Item # 14E – Councillor Sharing – Councillor Helps

Action: It was moved by Councillor Madoff, seconded by Councillor Helps, that the Agenda of the April 24, 2014, Governance and Priorities Committee meeting be approved as amended.

CARRIED UNANIMOUSLY 14/GPC224

6. ADOPTION OF MINUTES

6.1 Minutes from the Meeting held April 10, 2014

Action: It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Minutes from the Governance and Priorities Committee meeting held April 10, 2014, be adopted.

CARRIED UNANIMOUSLY 14/GPC225

7. MEMO

7.1 Status Update – Quarterly Progress Report and Operational Plan

Committee received a report dated April 17, 2014, from the City Manager that provided an update on the status of the Quarterly Progress Report for the first quarter of 2014.

Action: It was moved by Councillor Helps, seconded by Councillor Madoff, that Committee receive for information the report dated April 17, 2014.

CARRIED UNANIMOUSLY 14/GPC226

8. DECISION REQUESTS

8.1 2013 Financial Statements

Committee received a report dated April 14, 2014, from Finance on the 2013 Financial Statements. 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. Staff led Committee through a PowerPoint Presentation which highlighted various aspects of the Financial Statements.

Action: It was moved by Councillor Gudgeon, seconded by Councillor Coleman, that Committee recommends that Council accept the 2013 Financial Statements.

Committee discussed the following:

- The Park Acquisition Fund and how much is in the fund for various parks.
- Details regarding cost overruns in various departments.
- Target amounts for reserve funds and having guidelines to reach those goals; the different types of reserve funds.
- The City's borrowing capacity.
- The City's investment policy.

CARRIED UNANIMOUSLY 14/GPC227

8.2 2014 First Quarter Budget Status Report

Committee received a report dated April 15, 2014, from Finance with respect to the 2014 First Quarter Budget Status Report. 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. The financial plan is reviewed regularly during the year and its status is reported quarterly to Council. 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.

Staff advised that they will report back to Council on two items. One item is with respect to a mould issue at Police Headquarters and the other item is BC Hydro's replacement of hydro poles and the City's program that complements that work.

Committee discussed the following:

- Suggestions for resolving future issues with BC Hydro and the Police Headquarters building;
- Details regarding cost allocations with Esquimalt for this work.
- Lamp standards and details regarding arm replacement and cost savings realized with new lights.

Action: It was moved by Councillor Helps, seconded by Councillor Alto, that Committee recommends that Council receive the report dated April 15, 2014, for information.

CARRIED UNANIMOUSLY 14/GPC228

8.3 Beacon Hill Park Transportation Management Plan – Revised Budget

Committee received a report dated April 24, 2014, from Parks, Recreation & Culture, regarding the Beacon Hill Park Transportation Management Plan revised budget. 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.

Committee discussed the following:

- Concerns regarding bike lanes and ensuring cyclists travel in the same direction as vehicle traffic.

- Design concepts for cyclists entering Circle Drive from Dallas Road and concerns that plans do not impact the meadow;
 - Staff is reviewing concept designs as part of traffic flow measures at this location and they are being incorporated into the work plan.
- Concerns that this plan does not provide a comprehensive network of trails.
- Ensuring that curbs and crosswalks are well marked and opportunities for enhancement are taken.

Action: It was moved by Councillor Coleman, seconded by Councillor Alto, that Committee recommends that Council:

1. Approves the revised project budget for the implementation of the Beacon Hill Park Transportation Management Plan; and
2. That staff report back with details integrated into the Beacon Hill Park Transportation Management Plan on bike access from Dallas Road.

Action: It was moved by Councillor Isitt that Committee postpone consideration of this item pending the receipt of information from the public from the Cycling Task Force.

Motion failed due to no seconder

On the main motion:
CARRIED 14/GPC229

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

Against: Councillors Helps, Isitt and Madoff

Mayor Fortin advised that he would like more information on the areas where road closures have been implemented and how that additional space is being used as a community amenity in the park.

Councillor Coleman withdrew from the meeting at 10:10 a.m.

8.4 Active Transportation Capital Projects – 2014 Work Plan

Committee received a report dated April 17, 2014, from Engineering & Public Works with respect to the Active Transportation Capital Projects – 2014 Work Plan. Council requested that staff provide details on 2014 capital projects involving active transportation. 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 are attached to the report.

Councillor Coleman returned to the meeting on 10:12 a.m.

Action: It was moved by Councillor Alto, seconded by Councillor Thornton-Joe, that Committee receive the report dated April 17, 2014, for information.

Committee discussed the following:

- Using the budgetary surplus to advance some of the active transportation items rather than allocating the surplus to a contingency fund.
- Increasing the number of crosswalks in the yearly work plan.
- Bus shelters and the desire for a consistent design;
 - Staff providing a report on standards of bus shelters.
- Sidewalks and addressing connectivity issues to ensure there is a cohesive network for pedestrians.
- Obstacles on sidewalks and the need for accessibility;
 - Details regarding the width standard for sidewalks and addressing issues with the built environment.
- The countdown system at pedestrian crossings and receiving a report back with input from neighbouring municipalities.
- Extending the pedestrian crossing times at intersections to accommodate an aging population;
 - The impact on traffic movement in downtown; staff reporting back on this issue.
- The proposed crosswalk at 500 block Fisgard Street and the suggestion it is not needed as jaywalking is permitted on this block;
 - This is a part of the mid-block connection; viewing this from a traffic safety perspective.
 - Discussing this project as part of the budget consultation for 2015.
 - Having more information regarding the criteria for installing crosswalks.
- Details regarding the policy for installing speed humps in neighbourhoods.
- Pedestrian crossing signals and the rights and responsibilities of pedestrians and vehicle drivers.
- New curb installation and reinstating the practice of installing street tiles.

Councillor Helps withdrew from the meeting at 11:01 a.m.

- Reviewing the policy of using streets closures in neighbourhoods.

CARRIED UNANIMOUSLY 14/GPC230

8.5 Proposed Statutory Right-of-Way – East Side Sitkum Road

Committee received a report dated April 10, 2014, from Engineering & Public Works regarding a proposed Statutory Right-of-Way which will accommodate reconstruction of the east side of Sitkum Road. 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.

Councillor Gudgeon withdrew from the meeting at 11:03 a.m.

Action: It was moved by Councillor Madoff, seconded by Councillor Alto, that Committee recommends 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 plan attached to the report dated April 10, 2014 (Figure 1).

Councillor Helps returned to the meeting at 11:04 a.m.

Committee discussed the following:

- Details regarding use by commercial vehicles of this route after the development is complete.

Councillor Gudgeon returned to the meeting at 11:04 a.m.

- Size standards for roads and the amount of traffic this may bring to Esquimalt Road.

Action: It was moved by Councillor Helps, seconded by Councillor Gudgeon, that the motion be amended as follows:

1. 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 plan attached to the report dated April 10, 2014 (Figure 1); **and**
2. **That Committee forward the motion to tonight's Council Meeting.**

On the amendment:
CARRIED UNANIMOUSLY 14/GPC231

On the main motion as amended:
CARRIED UNANIMOUSLY 14/GPC232

8.6 Project Update for Fire Station #1 and Point Ellice Bridge

Committee received a report dated April 16, 2014, from Engineering & Public Works that provided an update on the current status of work related to Fire Station # 1 and the Point Ellice Bridge.

Fire Station #1

An interdepartmental steering committee 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 programming most suited to that location. The deliverable of the study will be a Final Report.

Committee discussed the following:

- The future of the Boys and Girls Club and receiving a report back with that information.
- Noting that the Boys and Girls Club building is a heritage site.
- Support for the options proposed in the RFP;
 - Opportunities for a regional 911 response.
 - Caution around scope creep.

- Receiving information in the report about other Fire Halls built across Canada and the United States.

Point Ellice Bridge

Stantec Consulting Ltd. has been retained to review and analyze existing information on recommended rehabilitation/repairs and enhancement plan for the Point Ellice Bridge. 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 plan to provide marked bike lands and new sidewalks on the bridge. Staff is currently waiting for a draft report from the consultant.

Committee discussed the following:

- Expediting cost estimates in order to be ready for infrastructure funding opportunities.
- Maintenance and inspection schedules for the bridge which have been followed.
- Unspent funds allocated to the Point Ellice Bridge which are being deferred for the refurbishment of the bridge.

Action: It was moved by Councillor Madoff, seconded by Councillor Alto, that Committee receive the report dated April 16, 2014, for information.

CARRIED UNANIMOUSLY 14/GPC233

9. RECESS AT 11:26 A.M.

Action: It was moved by Councillor Madoff, seconded by Councillor Alto, that Committee recess until 11:31 a.m.

CARRIED UNANIMOUSLY 14/GPC234

Committee reconvened at 11:36 p.m.

8. DECISION REQUESTS

8.7 Civic Facilities Naming Rights Guidelines

Committee received a report dated March 24, 2014, from the General Manager of the Victoria Conference Centre (VCC), regarding Civic Facilities Naming Rights Guidelines. The VCC was established as a self-financing department of the City of Victoria in 1989. In 2007, the VCC expanded their space to include the Crystal Garden and, combined with 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. The report included draft naming rights guidelines related to corporate naming for City of Victoria Civic Facilities.

Committee discussed the following:

- Clarifying that the proceeds from agreements be generally used for public use.
- Clarifying language to confirm Council's authority to decline or approve a proposal.
- The suggestion that naming rights decisions should be the purview of a new governance board;
 - The concern that governance is not germane to this decision and hasn't been discussed.

Action: It was moved by Councillor Helps, seconded by Councillor Alto, that Committee recommends that Council receive the report dated March 24, 2014, for information and adopt the City of Victoria Civic Facilities Naming Rights Guidelines as outlined in Appendix A.

Committee discussed the idea that these guidelines are generally for corporate naming rights and not specifically for the VCC.

Action: It was moved by Councillor Isitt, seconded by Councillor Helps, that Committee amend the motion as follows:

That Council receive the report dated March 24, 2014, for information and adopt the City of Victoria Civic Facilities **Corporate** Naming Rights Guidelines as outlined in Appendix A.

On the amendment:
CARRIED UNANIMOUSLY 14/GPC235

Committee discussed the main motion as follows:

- Concerns that philanthropic and honorific naming rights are not an option in the guidelines.
- Concerns regarding Council's authority as the final decision-making body.
- Concerns regarding funds gained from this proposal and learning from the experience with Save on Foods Memorial Centre naming rights;
 - Requesting that staff provide Committee with a review of the Save on Foods Memorial Centre naming rights contract.
 - This proposal is intended to help reduce the tax burden.
- Noting that these guidelines provide a policy for corporate naming rights and that other opportunities can be addressed case by case.

Action: It was moved by Councillor Alto, seconded by Councillor Gudgeon, that Committee postpone consideration of this item and request that staff report back at the next Governance and Priorities Committee with:

1. Additional guidelines that specifically reference a requirement for Council's final approval of any civic partner and Council's authority to decline any civic partner; and
2. That funds accrued from any specific naming agreement may be used to enhance community and public service priorities and amenities, including infrastructure spending.

CARRIED UNANIMOUSLY 14/GPC236

Action: It was moved by Councillor Isitt, seconded by Councillor Gudgeon, that Committee recommends that Council direct staff to prepare guidelines for philanthropic and honorific naming rights of civic assets.

Committee discussed the motion as follows:

- The importance of developing a policy that upholds the principles expressed by Council;
- The importance of funding opportunities being considered within those principles.

CARRIED UNANIMOUSLY 14/GPC237

7.8 Splash Poolside Lounge Liquor Licence Application

Committee received a report dated April 4, 2014, from Legislative & Regulatory Services regarding an application for a permanent change to Occupant Load of Licensed area in relation to a Liquor-Primary Liquor Licence, for the Splash Poolside Lounge at 1961 Douglas Street.

Action: It was moved by Councillor Thornton-Joe, seconded by Councillor Helps, that Committee recommends 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 Licence No. 011138, located at 1961 Douglas Street, supports:

1. The application of the Splash Poolside Lounge to amend its Liquor Primary Liquor Licence to allow an increase in occupant load to 71 persons.
2. 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 Accommodation 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.

Committee discussed the following:

- Details regarding the liquor licence can be sold for use at another location;
 - Use at another location would require Council's review.
- The Good Neighbour Agreement and Council receiving a copy.

- Concerns regarding the potential to reopen the establishment with additional capacity;
 - Noting the land use alterations that are underway as outlined in the proponent's letter.

CARRIED UNANIMOUSLY 14/GPC238

7.9 Grant of Easement – 111 Barkley Terrace

Committee received a report dated April 8, 2014, from Legislative and Regulatory Services regarding a Grant of Easement for 111 Barkley Terrace. 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.

Action: It was moved by Councillor Helps, seconded by Councillor Alto, that Committee recommends 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, attached to the report dated April 8, 2014, in a form satisfactory to the City Solicitor, subject to the publication of the notices required under the *Community Charter*.

Committee discussed the following:

- Concerns regarding the divestment of the public land;
 - Noting that the topography would make portions of the land unusable.
- Details regarding how the easement value of \$1000 was calculated.
- Noting that this proposal is to remedy a historic situation.
- If the easement would lapse if the house was reconstructed;
 - Noting that “for the life of the building” means “the building in its presently constructed state”;
 - Adding that wording to the recommendation.

Action: It was moved by Councillor Isitt, seconded by Councillor Gudgeon, that Committee table consideration of this item to the Closed Meeting.

CARRIED UNANIMOUSLY 14/GPC239

9. NEW BUSINESS

9.1 Councillor Inquiry – Emergency Management

Councillor Coleman noted the seismic events that recently occurred on the North Island and noted that resources have been allocated to emergency management which is included in the City's Official Community Plan (OCP). He would like an update on the status of moving forward with that work which is part of the implementation of the OCP. Mayor Fortin advised that receiving an update from the Sustainable Planning & Community Development Department would be helpful.

9.2 Councillor Inquiry – Youth Poetry Slam

Councillor Alto advised Committee that there was recently a youth poetry slam competition and the team from Reynolds School won. Last year Council invited representatives of the youth poetry to present to Council and this year they would like to again. The preferable time would be at the May 8 GPC meeting. Mayor Fortin advised they will review the GPC agenda at the Agenda Management Meeting.

9.3 Councillor Sharing – AVICC AGM & Convention Motions

Councillor Isitt advised that the City's motion regarding the Agricultural Land Reserve (ALR) that was forwarded to the AVICC AGM and Convention was approved in a block of motions. There will be further consultation on the ALR before the Province proceeds with legislative changes so there is an opportunity for additional comments from Council.

9.4 Councillor Sharing – AVICC AGM & Convention

Councillor Helps advised Committee that the Council motion to include utility fees in the deferral program failed with little discussion at the AVICC AGM and Convention.

The AVICC is also helping local governments with sessions that outline changes in legislation that will impact the 2014 election. It may be worthwhile for Mr. Woodland, as the Chief Election Officer, to organize an event to provide information on the new policy.

Action: It was moved by Councillor Helps, seconded by Councillor Coleman, 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 the following sections of the *Council Bylaw*:

Section 12 (3) (e) - the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the City.

CARRIED UNANIMOUSLY 14/GPC240

10. CLOSED MEETING AT 12:48 P.M.

Committee Members Present: Mayor Fortin in the Chair; Councillors Alto, Coleman, Gudgeon, Helps, Isitt, Madoff, Thornton-Joe and Young

Staff Present: J. Johnson – City Manager; T. Zworski – City

Solicitor; K. Blokmanis – Assistant City
Solicitor; D. Schaffer – Deputy Corporate
Administrator; N. Turner – Property Manager;
C. Havelka – Recording Secretary.

11. ADOPTION OF CLOSED MINUTES

11.1 Minutes from the Closed Meeting held March 27, 2014

Action: It was moved by Councillor Helps, seconded by Councillor Alto, that the Closed Minutes from the Governance and Priorities Committee meeting held March 27, 2014, be adopted.

CARRIED UNANIMOUSLY 14/GPC241

12. DECISION REQUESTS

12.1 Land – Easement

Committee discussed a land issue related to an easement.

The discussion and motion were recorded and kept confidential.

13. ADJOURNMENT

Action: It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Committee adjourn the meeting of April 24, 2014, at 1:00 p.m.

CARRIED UNANIMOUSLY 14/GPC242

Mayor Fortin, Chair