



REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, February 18, 2021, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

The City of Victoria is located on the homelands of the Songhees and Esquimalt People

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

Meeting will recess for a lunch break between 12:30 p.m. and 1:15 p.m.

Pages

A. APPROVAL OF AGENDA

*B. CONSENT AGENDA

Proposals to the Consent Agenda:

- C.1 - Minutes from the meeting held January 14, 2021
- C.2 - Minutes from the Special meeting held January 25, 2021
- H.3 - Appointment to the CRD Water Supply Commission
- H.4 - Temporary Relocation of Council Meetings
- H.5 - Proclamation - United Nations Decade on Ecosystem Restoration
- J.1 - Council Member Motion: Stewardship of Urban Waterways

C. READING OF MINUTES

- | | | |
|------|---|----|
| C.1. | <u>Minutes from the meeting held January 14, 2021</u> | 1 |
| C.2. | <u>Minutes from the Special meeting held January 25, 2021</u> | 29 |

*D. Closed Meeting

*D.1. Closed Item - Legal Advice - Community Charter Section 90(1)(i)

That Council convene a closed meeting that excludes the public under Section 90 of the *Community Charter* for the reason that the following agenda items deal with matters specified in Sections 90(1) and/or (2) of the *Community Charter*, namely:

Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

E. Presentations

E.1. Our Place Presentation

F. UNFINISHED BUSINESS

F.1. Police Budget

*F.1.a. Report Back from Board on Council's January 28, 2021 Motion:

48

"That Council request the Victoria Esquimalt Police Board report back with any budgetary savings due to reduced nightlife, lack of special events, and limited protest activity;

And that Council request the Victoria Esquimalt Police Board apply similar budget mitigation measures as the City of Victoria and report back to Council with budget savings found."

F.1.b. Postponed motion re: Additional Funding for Police Support for Encampments:

"That Council approve up to an additional \$75,960 of funding from the Financial Stability Reserve to continue to deploy two VicPD officers for four hours per day/seven days a week from January 1 to March 31, 2021 to support City of Victoria Bylaw Services in carrying out their duties at the various encampments within the City of Victoria."

*F.1.c. VicPd Amended Provisional Budget

54

A report regarding additional funding for E-Comm

F.2. Strategic Plan #3 Affordable Housing

*F.2.a. Postponed Motion from the February 11, 2021 Council (to follow COTW) Meeting

Motion:

Council add the following 2022 action to the Strategic Plan:

Work with partner agencies to explore the creation of an emergency housing function.

Amendment

Change 2022 to 2021

Amendment to amendment

To replace 'work with partner agencies...' with "Request that partner agencies to explore the creation of an emergency housing function

and the city participates in that process."

- *F.2.b. Council Member Motion: Emergency Housing Function and Related Matters** 132

Addendum: New Item

A Council Member Motion regarding recommendations with respect to Emergency Housing and related matters.

- *F.2.c. Council Member Motion: Deployment of Effective Emergency Shelter and Emergency Social Services** 136

Addendum: New Item

A Council Member Motion regarding the proposed resolution with respect to the deployment of an emergency shelter function and emergency social services.

G. LAND USE MATTERS

- *G.1. 1260 Grant Street and 1289 Gladstone Ave: Development Variance Permit Application** 242

Addenda: Presentation

A report regarding the property known at Victoria High School which proposes a number of variances associated with additions and seismic renovations to the existing school and construction of a future daycare.

- *G.2. 510 Pandora Ave: Application for a Structural Change to increase the Occupant Load for Swans Pub Liquor Primary License (Downtown)** 318

Addenda: Presentation

A report regarding an application by Swans Pub for a structural change to increase the occupant load of their existing liquor primary licence.

H. STAFF REPORTS 358

- *H.1. Accountability Report - Period Three 2020** 361

Addenda: Attachment E - Grant Update and Presentation

A report providing information and recommendations regarding the major highlights, accomplishments and challenges for the period of September 1 - December 31, 2020

- *H.2. 2020 By-Election - Lessons Learned** 483

Addenda: Presentation

K. ADJOURNMENT OF COMMITTEE OF THE WHOLE



MINUTES - COMMITTEE OF THE WHOLE

January 14, 2021, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

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Meeting will recess for a lunch break between 12:30 p.m. and 1:15 p.m.**

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Andrew, Councillor Potts, Councillor Thornton-Joe, Councillor Young

PRESENT ELECTRONICALLY: Councillor Dubow, Councillor Isitt, Councillor Loveday

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager / Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief, T. Zworski - City Solicitor, T. Soulliere - Director of Parks, Recreation & Facilities, B. Eisenhauer - Head of Engagement, J. Jensen - Head of Human Resources, K. Hoese - Director of Sustainable Planning and Community Development, C. Havelka - Deputy City Clerk, C. Mycroft - Manager of Executive Operations, AK Ferguson - Committee Secretary

A. APPROVAL OF AGENDA

Moved By Councillor Alto
Seconded By Councillor Potts

That the agenda be approved.

Amendment:
Moved By Councillor Loveday
Seconded By Councillor Thornton-Joe

That H. 2.a come before F.1

CARRIED UNANIMOUSLY

Amendment:
Moved By Councillor Dubow
Seconded By Councillor Isitt

That an item of Councillor Sharing come before item D.

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Andrew

Seconded By Councillor Alto

That the following agenda items be approved:

Consent Agenda:

- **C.1 - Minutes from the meeting held November 12, 2020**
- **C.2 - Minutes from the meeting held November 26, 2020**
- **E.1 - 187 Dallas Road: Request to amend Section 219 Covenant (Ogden Point)**

CARRIED UNANIMOUSLY

On the main motion:

CARRIED UNANIMOUSLY

B. CONSENT AGENDA

Moved By Councillor Andrew

Seconded By Councillor Alto

That the following items be approved without further debate.

C.1 Minutes from the meeting held November 12, 2020

Moved By Councillor Andrew

Seconded By Councillor Alto

That the minutes from the Committee of the Whole meeting held November 12, 2020 be adopted.

CARRIED UNANIMOUSLY

C.2 Minutes from the meeting held November 26, 2020

Moved By Councillor Andrew

Seconded By Councillor Alto

That the minutes from the Committee of the Whole meeting held November 26, 2020 be adopted.

CARRIED UNANIMOUSLY

E.1 187 Dallas Road: Request to amend Section 219 Covenant (Ogden Point)

Committee received a report dated December 31, 2020 from the Director of Sustainable Planning and Community Development regarding a request from the Greater Victoria Harbour Authority (GVHA) to amend a Section 219 Covenant to

allow a temporary pedestrian ramp at 187 Dallas Road (Ogden Point) to remain in place until May 22, 2024, with an option to extend the time period for an additional two years.

Moved By Councillor Andrew

Seconded By Councillor Alto

That Council accept the request of the Greater Victoria Harbour Authority and

- a. allow the temporary pedestrian ramp at 187 Dallas Road to remain in place until May 22, 2024,
- b. provide an option to extend for an additional two years (until May 22, 2026) provided that the Director of Engineer and Public Works is satisfied that the ramp is functioning without any significant vehicular or pedestrian safety concerns,
- c. include a provision that, if in the opinion of the Director of Engineering and Public Works the ramp is functioning in a way that negatively impacts traffic or pedestrian safety, would allow the City to close the ramp at any time until such time that the conditions are corrected to the satisfaction of the City.

and authorize amendment of the Section 219 Covenant to reflect these directions, in a form satisfactory to the City Solicitor.

CARRIED UNANIMOUSLY

Councillor Sharing – Councillor Dubow

Councillor Dubow shared information regarding his decision to travel over the holiday season during Covid-19 restrictions.

D. UNFINISHED BUSINESS

Councillor Isitt recused himself at 9:14 a.m. due to a non-pecuniary conflict of interest as he is a director of the Red Cedar Café which is being considered for the Emergency Social Services Grant.

Councillor Loveday recused himself at 9:14 a.m. due to non-pecuniary conflict of interest as his partner works for a foundation that is being considered for a grant in the Emergency Social Services Grant stream.

Councillor Dubow recused himself at 9:14 a.m. due to non-pecuniary conflict of interest as his roommate works for a foundation that is being considered for a grant in the Emergency Social Services Grant stream.

D.1 Emergency Social Services Grant - Meegan Community Care Tent

Committee received a report dated January 4, 2021 from the Director of Parks, Recreation and Facilities, which was referred from the January 7, 2021 meeting,

regarding the proposed changes to the Emergency Social Services grant for the "Meegan Community Care Tent".

Committee discussed:

- *Concerns with violating the Beacon Hill Trust with the Community Care Tent.*
- *Whether there are any other areas, that are not in the park, where the tent could be placed (i.e. the west side of Cook Street or between Academy Close and Southgate)*
- *Placing the tent in a location that is amenable to the neighbourhood.*

Moved By Councillor Potts

Seconded By Councillor Alto

That Council allocate an Emergency Social Services Grant of \$6,500 for the "Meegan Community Care Tent" to the Red Cedar Café Society as the grant recipient and permit holder.

Amendment:

Moved By Councillor Potts

Seconded By Councillor Alto

That Council allocate an Emergency Social Services Grant of \$6,500 for the "Meegan Community Care Tent" to the Red Cedar Café Society as the grant recipient and permit holder.

Direct staff to continue to seek a location for the Meegan Community Care Tent.

Amendment to the amendment:

Moved By Councillor Alto

Seconded By Councillor Potts

That Council allocate an Emergency Social Services Grant of \$6,500 for the "Meegan Community Care Tent" to the Red Cedar Café Society as the grant recipient and permit holder.

Direct staff to continue to seek options for a location for the Meegan Community Care Tent.

CARRIED UNANIMOUSLY

Amendment to the amendment:

Moved By Councillor Thornton-Joe

Seconded By Councillor Andrew

That Council allocate an Emergency Social Services Grant of \$6,500 for the "Meegan Community Care Tent" to the Red Cedar Café Society as the grant recipient and permit holder.

Direct staff to continue to seek options for a location for the Meegan Community Care Tent, excluding Avalon Street.

FOR (5): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (1): Councillor Young

CARRIED (5 to 1)

Amendment to amendment:

Moved By Councillor Thornton-Joe

Seconded By Councillor Young

That Council allocate an Emergency Social Services Grant of \$6,500 for the “Meegan Community Care Tent” to the Red Cedar Café Society as the grant recipient and permit holder.

Direct staff to continue to seek options for a location for the Meegan Community Care Tent, excluding Avalon Street and that staff report back to Council with details of the location.

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

OPPOSED (3): Mayor Helps, Councillor Alto, and Councillor Potts

DEFEATED (3 to 3)

On the main motion as amended:

That Council allocate an Emergency Social Services Grant of \$6,500 for the “Meegan Community Care Tent” to the Red Cedar Café Society as the grant recipient and permit holder.

Direct staff to continue to seek options for a location for the Meegan Community Care Tent, excluding Avalon Street.

FOR (5): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (1): Councillor Young

CARRIED (5 to 1)

Committee recessed at 10:18 a.m. and returned at 10:23 a.m.

Councillors Dubow, Isitt and Loveday returned to the meeting at 10:23 a.m.

E. LAND USE MATTERS

E.2 1609 Fort Street: Development Permit with Variances Application No. 00148 (South Jubilee)

Committee of the Whole
January 14, 2021

Committee received a report dated December 31, 2020 from the Director of Sustainable Planning and Community Development regarding a Development Permit with Variance Application for the property located at 1609 Fort Street in order to expand the current liquor store within the existing building.

Committee discussed:

- *Concerns with the loss of a storefront in the building.*

Moved By Councillor Alto

Seconded By Councillor Potts

Staff recommend that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

“That Council authorize the issuance of Development Permit with Variance Application No. 00148 for 1609 Fort Street, in accordance with:

1. Plans date stamped December 21, 2020.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: Increase the maximum total floor area for liquor retail sales from 241.00 m² to 327.00 m².
 - i. Increase the maximum total floor area for liquor retail sales from 241.00 m² to 327.00 m².
3. The Development Permit lapsing two years from the date of this resolution.”

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (1): Councillor Isitt

CARRIED (8 to 1)

E. LAND USE MATTERS

E.3 1140 Government Street: Application for a Structural Change to increase the Occupant Load for the Churchill's Liquor Primary License (Downtown)

Committee received a report dated December 1, 2020 from the Director of Sustainable Planning and Community Development regarding an application by The Churchill for a structural change to increase the occupant load of their existing liquor primary licence.

Committee discussed:

- *Whether or not correspondence was received from the Downtown Residents Association*

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. That Council, after conducting a review with respect to noise and community impacts, does support the application of The Churchill located at 1140

Government Street to increase the occupant load from 90 to 144 people with no change to hours of operation which are 11:00 am to 1:00 am Monday to Saturday and 11:00 am to 12:00 am Sunday.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are that the noise impacts would be negligible as the increased occupant load affects interior space only and the establishment has a reputation of responsible operation. The requested hours of operation in conjunction with the proposed occupant load are not expected to result in negative impacts to the community.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
- c. The views of residents were solicited via a mail-out which included 587 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice was posted at the property. The City did not receive any correspondence in reply to the public notification.
- d. Council recommends the license endorsements be approved.

Moved By Mayor Helps
Seconded By Councillor Thornton-Joe

Motion to Postpone:

That this matter be postponed pending further information from staff:

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. That Council, after conducting a review with respect to noise and community impacts, does support the application of The Churchill located at 1140 Government Street to increase the occupant load from 90 to 144 people with no change to hours of operation which are 11:00 am to 1:00 am Monday to Saturday and 11:00 am to 12:00 am Sunday.

Providing the following comments on the prescribed considerations:

1. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are that the noise impacts would be negligible as the increased occupant load affects interior space only and the establishment has a reputation of responsible operation. The requested hours of operation in conjunction with the proposed occupant load are not expected to result in negative impacts to the community.

2. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
3. The views of residents were solicited via a mail-out which included 587 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice was posted at the property. The City did not receive any correspondence in reply to the public notification.
4. Council recommends the license endorsements be approved.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

This item was moved before F.1 as it relates to the Council Committee and Liaison Appointments.

H.2 Late Item

H.2.1 Filling vacancies on the Advisory Design Panel

Committee received a late Council Member Motion dated January 10, 2021 from Councillor Loveday regarding vacancies on the Advisory Design Panel .

Committee discussed:

- *The need to have a council liaison to the Advisory Design Panel and Heritage Advisory Committee in a non-voting role.*

Moved By Councillor Loveday

Seconded By Councillor Thornton-Joe

That Council move forward on a priority basis with filling the vacancies on the Advisory Design Panel including a cross appointment from the Heritage Advisory Committee, an architect, and alternates as outlined in the ADP terms of reference.

And that Council appoint a councillor liaison and councillor liaison alternate to the Advisory Design Panel.

Amendment:

Moved By Councillor Thornton-Joe

Seconded By Councillor Loveday

That Council move forward on a priority basis with filling the vacancies on the Advisory Design Panel including a cross appointment from the Heritage Advisory Committee, an architect, and alternates as outlined in the ADP terms of reference.

And that Council appoint a councillor liaison and councillor liaison alternate to the Advisory Design Panel **and Heritage Advisory Committee.**

Amendment to the amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council move forward on a priority basis with filling the vacancies on the Advisory Design Panel including a cross appointment from the Heritage Advisory Committee, an architect, and alternates as outlined in the ADP terms of reference.

And that Council appoint a councillor liaison and councillor liaison alternate to the Advisory Design Panel **and Heritage Advisory Committee, as non-voting members.**

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council move forward on a priority basis with filling the vacancies on the Advisory Design Panel including a cross appointment from the Heritage Advisory Committee, an architect, and alternates as outlined in the ADP terms of reference.

And that Council appoint a councillor liaison and councillor liaison alternate to the Advisory Design Panel and Heritage Advisory Committee, as non-voting members.

CARRIED UNANIMOUSLY

F. STAFF REPORTS

F.1 Council Committee and Neighbourhood Liaison Appointments

Committee discussed a table provided by the City Clerk which outlines changes needed to various Council Committee appointments as well as their Neighbourhood Liaison Appointments.

Committee discussed:

- *The process for making Council appointments and how the voting will occur should multiple Councillors wish to be appointed.*
- *Ensuring that Councillor Andrew is aware which committees are paid committees and sub committees.*

Committee recessed at 11:31 to allow for the Council and committee appointment process and returned at 11:45 a.m.

Committee discussed having 1 minute for speeches for council members who wish to sit on the same committee requiring a vote by ballot.

Committee proceeded to work through the list of appointments and two votes by ballot were held.

Committee recessed at 12:27 p.m. and returned at 1:15 p.m.

Moved By Mayor Helps
Seconded By Councillor Alto

That Council approve the following appointments for 2021 - 2022:

Victoria City Council Appointments to Boards and Committees
2018 - 2022

A. External Committees / Boards		
Capital Region Emergency Service Telecommunications (CREST)		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Young	Councillor Dubow	<ul style="list-style-type: none"> Governed by the <i>Emergency Communications Corporations Act</i> Provides emergency radio telecommunications for 50 emergency response agencies in BC's capital region
Canadian Capital Cities Organization Board		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe Councillor Alto	Councillor Loveday Councillor Young	<ul style="list-style-type: none"> Representatives from each capital city working together to promote the historic, cultural, economic and symbolic heritage of the capitals in Canada. Representatives from federal, provincial, territorial and municipal public sectors as well as the private sector.
Greater Victoria Harbour Authority - Board Member		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information

Councillor Alto	Councillor Alto	<ul style="list-style-type: none"> The purpose of the GVHA is to manage and develop the harbour assets and operations. To respond to and be reflective of community interests and work in cooperation with the members and other stakeholders. The Board of Directors is comprised of member agencies and their respective nominees.
Greater Victoria Harbour Authority - Member Representative		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Isitt	Councillor Isitt	<ul style="list-style-type: none"> Each Member is represented by one individual who is chosen by the Member.
Greater Victoria Public Library Board		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Loveday	Councillor Alto	<ul style="list-style-type: none"> Governed by a Board of Trustees established under the <i>Library Act</i> Make policy within the legislation and regulations to support the GVPLB mission Oversee the GVPLB finances
Destination Greater Victoria Board of Directors		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Loveday	Councillor Andrew	<ul style="list-style-type: none"> The not-for-profit destination marketing organization working in partnership with more than 900 business members and municipalities in Greater Victoria to promote tourism.
Municipal Insurance Association of British Columbia (MIABC)		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information

Councillor Young	Councillor Isitt	<ul style="list-style-type: none"> • Provide broad liability insurance coverage needed for member's financial security, stabilize liability insurance costs and offer risk management education
Federation of Canadian Municipalities - Election to Board of Directors		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor may seek appointment to FCM		<ul style="list-style-type: none"> • Represent the interests of municipalities on policy & program matters that fall within federal jurisdiction • There are 8 Directors of the Board representing BC • Elections are held at the Annual AGM • The Board meets 3 times annually (phone/or in person)
Board of Cemetery Trustees of Greater Victoria		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Potts	Councillor Potts	<ul style="list-style-type: none"> • Established and governed under the <i>BC Cemetery and Funeral Service Act</i> and the <i>Community Charter</i> • Responsible for regulations for the use, operation and management of the property of the Board • Oversee the finance of the Board
Greater Victoria Airport Authority - Airport Consultative Committee		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information

Councillor Isitt	Councillor Isitt	<ul style="list-style-type: none"> The meetings provide an opportunity for the public to learn more and engage with the Victoria Airport Authority
Greater Victoria Family Court and Youth Justice Committee		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Dubow	Councillor Potts	<ul style="list-style-type: none"> Established under the <i>Provincial Court Act</i> Mandate is to protect youth in the justice system 1 Councillor or public appointee from each 13 municipalities
University of Victoria Liaison		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe	Councillor Dubow	<ul style="list-style-type: none"> Not clearly defined
Victoria Civic Heritage Trust – 2 appointees		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe Councillor Loveday	Councillor Thornton-Joe Councillor Dubow	<ul style="list-style-type: none"> Administers grant (incentives & funding) programs for the conservation and rehabilitation of legally protected commercial, industrial, and institutional heritage buildings, on behalf of the City: <ul style="list-style-type: none"> Building Incentive Program (BIP) - matching funds up to \$50,000 per building for eligible conservation work Design Assistance Grant (DAG) - matching funds up to \$2,000 per building for preliminary conservation services Seismic Parapet Incentive Program (PIP) - matching funds up to \$50,000 per building for voluntary seismic upgrading of heritage parapet and facade falling hazards PIP-Design Assistance Grant (PIP-DAG) - matching funds up to

		<p>\$3,000 per building for preliminary engineering services</p> <ul style="list-style-type: none"> ○ Tax incentive Program (TIP) - assists the City with technical reviews and recommendations for eligible Residential TIP and Non-Residential TIP projects
Victoria Heritage Foundation – 1 appointee		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Potts	Councillor Thornton-Joe	<ul style="list-style-type: none"> • Administers a grant program to assist homeowners with the upkeep and rehabilitation of older homes, on behalf of the City. • Helps support the conservation of the City's heritage houses through house grants, education and public awareness.
Victoria Parks and Recreation Foundation		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe	Councillor Potts	<ul style="list-style-type: none"> • Its mission is to enhance the parks system, community leisure services, recreation services, public art and education within, but not restricted to, the City of Victoria; • To receive and solicit donations and bequests of land, money and in kind gifts and services for an endowment fund and/or special projects. • Administer donations and bequests. • Hold title to real property that is dedicated to the public.
Victoria Regional Transit Commission – Mayor is standing Member (4 years) / Council nominated candidate is appointed to the Commission by the Province (2 years)		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information

Councill Dubow	Councillor Isitt	<ul style="list-style-type: none"> Many decisions regarding transit services and funding in the Victoria region are made by this Commission. Commission members are appointed by the Lieutenant Governor in Council from persons holding elected office. It is responsible for determining route configurations and transit service levels; setting fares, reviewing and making recommendations for the annual operating budget and capital spending and raising the local share of the annual cost of transit service in the region.
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Community Action Plan on Discrimination

2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Alto Councillor Dubow	Councillor Potts Councillor Alto	<ul style="list-style-type: none"> The mandate is to address social and racial profiling in services in Victoria, in particular health and policing.

T'Mexw Treaty Advisory Committee

2018 - 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Alto	Councillor Alto	<ul style="list-style-type: none"> Coordinates and represents the interests of most Lower Vancouver Island local governments within the CRD representing their needs to the Te'Mexw Treaty negotiations

B. CRD Boards & Committees

CRD Board of Directors – 4 year appointment (position of Municipal Directors and Alternate Municipal Directors to the Capital Regional District Board and the Capital Regional District Hospital Board)

Mayor Helps
Councillor Isitt
Councillor Loveday
Councillor Young

Councillor Alto – 1st alternate
Councillor Dubow – alternate
Councillor Potts – alternate
Councillor Thornton-Joe – alternate
Councillor Andrew – alternate

Arts Commission – 4 year appointment if a CRD Director / 2 year appointment if not a CRD Director / Alternates may be nominated		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Loveday Alternate: Councillor Dubow	Councillor Loveday Alternate: Councillor Alto	<ul style="list-style-type: none"> Established as an independent community-based body to provide advice to the CRD on matters relating to the arts service that was established in 2001. Mandate to support arts in the community, public awareness and involvement, creation exhibition and performance of artistic works. The adjudicative body for arts funding programs
Regional Water Supply Commission – *** appointment of 1 Council member pending the completion of public input		
Term (4 years) Appointees (four)		Roles / Responsibilities / Information
Councillor Isitt Councillor Loveday Councillor Young *** Councillor Dubow		<ul style="list-style-type: none"> A commission to review any matter relating to the regional water supply service.
Regional Housing Trust Fund Commission		
2019 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe	Councillor Potts	<ul style="list-style-type: none"> A fund that provides capital grants for the acquisition, development and retention of housing. Is a key function of the Regional Housing Affordability Strategy, that helps leverage additional funds from other sources.
Royal and McPherson Theatres Society Advisory Committee		
2018 - 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Loveday Councillor Young	Councillor Alto Councillor Dubow	<ul style="list-style-type: none"> An Advisory role to provide advice to the RMTS Society
Climate Action Inter-Municipal Task Force		
Term (4 years)	Appointee (one)	Roles / Responsibilities /

		Information
Councillor Potts	Councillor Loveday	<ul style="list-style-type: none"> Meets bi-annually Share information, collaborate on projects, review current program deliverables and provide input on the direction of the CRD Climate Action Program
Island Corridor Foundation Advisory Committee		
Term		Roles / Responsibilities / Information
Appointment by CRD		A collaboration between First Nations and Regional District to protect the Island rail corridor
C. City Advisory Bodies		
Art in Public Places Committee		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe	Councillor Young	<ul style="list-style-type: none"> To advise the City on public art issues and trends relevant to public art initiatives in the City. To advise and consult on specific issues, such as donations and commissions of work. To nominate one of their members and other artists in the community to serve on the selection panel for specific art projects. To determine the type of competition to be held for a particular art project, and review the criteria for selection of the artist and/or artwork, the Call to Artists and the Competition Brief.
Renters' Advisory Committee		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information

Councillor Dubow Councillor Loveday	Councillor Potts Councillor Andrew	<ul style="list-style-type: none"> To provide advise and recommendation on policies to increase rental housing stock; Improving conditions and wellbeing for renters; Strategic priorities relating to renters The impacts of provincial and federal legislation affecting tenants Enhancing access and inclusion for renters in developing municipal policy and civic life Other matters relevant to the interest of renters
South Island Prosperity Partnership		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Mayor Helps	Councillor Alto	<ul style="list-style-type: none"> A collaboration of private business, local government and post-secondary institutions creating a vehicle for economic development and to diversify the regional economy; Advise on to best deliver an economic development function to support small businesses.
Urban Food Table		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Isitt Councillor Loveday	Councillor Isitt Councillor Loveday	<ul style="list-style-type: none"> To bring together organizations, groups and individuals to work together to support increased urban food production as an important part of developing a healthy, ecological

		and sustainable food system in Victoria.
City of Victoria Youth Council		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Dubow	Councillor Loveday	<ul style="list-style-type: none"> • A youth group that offers opportunities for civic engagement for youth on issues and initiatives in Victoria • Take action and raise awareness about issues important to youth • Work with Mayor, Council and staff to include youth perspectives in municipal processes and decisions.
Honorary Citizens Committee		
2018 - 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe Councillor Isitt	Councillor Thornton-Joe Councillor Isitt	<ul style="list-style-type: none"> • Meet to ensure there are a suitable number of nominations to choose from • Evaluate nominations and makes recommendations to Council • To recognize citizens for their service or achievements and having made an exceptional contribution to the City, who must be living in, or former residents of Victoria
Active Transportation Advisory Committee		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Isitt Councillor Young	Councillor Loveday Councillor Isitt	<ul style="list-style-type: none"> • Provides advice on strategies for promoting mode shift to active transportation, including proposed transportation expenditures; transportation issues and priorities; crosswalk prioritization; the

		Pedestrian and Cycling Master Plan; Transit issues, priorities and projects and place-making initiative.
Downtown Victoria Business Association		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe	Councillor Young	<ul style="list-style-type: none"> To be a proactive champion for Victoria's downtown business community, promoting sustainable economic vitality through direct action and advocacy
Canada Day Liaison		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Thornton-Joe	Councillor Thornton-Joe	<ul style="list-style-type: none"> A collaboration between various agencies and stakeholders to produce a Canada Day event downtown
Welcoming Cities Task Force		
	2021-2022	Roles / Responsibilities / Information
Established in 2020	Mayor Helps and Councillor Dubow	<ul style="list-style-type: none"> To develop a Welcoming Cities Strategy and assess Victoria against Welcoming Standards To develop stronger, more inclusive communities and bridge the gaps between newcomers and long-time residents.
Accessibility Advisory Committee		
	2021 - 2022	Roles / Responsibilities / Information
Established in 2020	Councillor Potts Councillor Isitt	<ul style="list-style-type: none"> To inform and provide feedback to Council and staff on a range of City initiatives, program and services through an accessibility lens. Act as resource and provide advice to Council and staff on the implementation

		of the Accessibility Framework and Short-Term Action Plan.
Seniors' Advisory Committee		
	2021 - 2022	Roles / Responsibilities / Information
Established in 2020	TBD	Staff to report back with draft Terms of Reference
City Family		
2018 - 2020	2021 - 2022	Roles / Responsibilities / Information
Mayor Helps Councillor Alto Councillor Isitt Councillor Thornton-Joe	TBD for 2021-2022: Councillor Alto Councillor Isitt Councillor Potts	<ul style="list-style-type: none"> Made up of members of the Songhees and Esquimalt Nations, other urban Indigenous people, the Mayor and select City Council members.
Royal and McPherson Theatres Society		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Alto	Councillor Andrew	<ul style="list-style-type: none"> Society founded in 1977 for the purpose of operating the two theatres. Works to maintain, preserve and further develop the Royal Theatre and McPherson Playhouse by providing governance and management of the organizations' resources.
Acting Mayor		
2018 - 2022		Roles / Responsibilities / Information
Rotation based on Alphabetical order of Councillors <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> 2021 January February March April </div> <div style="text-align: center;"> Councillor Loveday Councillor Potts Councillor Thornton-Joe Councillor Young </div> </div>		<ul style="list-style-type: none"> Council must establish a schedule for the appointment of members to fill the office of acting mayor on a rotating basis; Responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to

May June July August September October November December	Councillor Alto Councillor Andrew Councillor Dubow Councillor Isitt Councillor Loveday Councillor Potts Councillor Thornton-Joe Councillor Young	act, or the office of mayor is vacant; • Has the same powers and duties as the mayor in relation of the applicable matter.
Councillor Neighbourhood Liaisons		
2018 – 2020	2021 - 2022	Roles / Responsibilities / Information
Councillor Potts	Councillor Alto	Burnside Gorge Community Association
Councillor Isitt	Councillor Isitt	Hillside / Quadra Neighbourhood Action Group (downtown Blanshard Advisory Committee)
Councillor Thornton-Joe	Councillor Young	Downtown Residents Association
Councillor Young	Councillor Isitt	Fairfield Gonzales Community Association
Councillor Dubow	Councillor Dubow	Fernwood Community Association
Councillor Alto	Councillor Andrew	James Bay Neighbourhood Association
Councillor Alto	Councillor Thornton-Joe	North Jubilee Neighbourhood Association
Councillor Dubow Councillor Alto as Co-Liaison	Councillor Potts	North Park Neighbourhood Association
Councillor Isitt	Councillor Loveday	Oakland Community Association
Councillor Young	Councillor Thornton-Joe	Rockland Neighbourhood Association
Councillor Alto	Councillor Thornton-Joe	South Jubilee Neighbourhood Association
Councillor Loveday	Councillor Dubow	Victoria West Community Association

CARRIED UNANIMOUSLY

H. **NEW BUSINESS**

H.1 **Use of Parking Lot at 940 Caledonia Ave for Transitional Tiny Home Community**

Committee received a Council Member Motion dated January 8, 2021 from Mayor Helps and Councillor Loveday regarding a proposal for the creation of 30 homes in the parking lot at 940 Caledonia Ave adjacent to Royal Athletic Park, to be occupied from March 2021 to September 2022 at the latest, to house people temporarily as longer term, permanent housing solutions are built in the city and the region over the next 18 months.

Committee discussed:

- *The possibility of utilizing a larger portion of the parking lot.*

Moved By Mayor Helps

Seconded By Councillor Loveday

1. That Council authorize Aryze Developments to apply for a temporary use permit in relation to up to 20,000 sq ft of the Royal Athletic Park parking lot at 940 Caledonia Avenue (the "Site") for a temporary Transitional Tiny Home Community on the Site.
2. That Council direct staff to work with BC Housing to negotiate a proposed lease or licence of occupation at a nominal rate for the use of the Site for the purpose of the Transitional Tiny Home Community that assumes the City and Aryze Developments (not BC Housing) sharing site remediation risks and removal of the temporary structures, on the terms satisfactory to the City's Head of Strategic Real Estate and the Director of Parks, Recreation and Facilities, and in the form satisfactory to the City Solicitor, and to report back to Council for approval of the agreement.
3. That Council direct staff to expedite the processing of the temporary use permit application and other applications associated with the Transitional Tiny Home Community at the Site to be submitted by Aryze, and hold an opportunity for public comment.
4. That Council direct staff to return to Council as soon as possible to seek Council approval for funding from the federal-provincial Restart funding, to pay the proportion of the costs the City will be incurring for start up.
5. That all of this work be carried out in as expedient a way as possible with the aim that there is occupancy of the Tiny Home Community by no later than March 31st
6. That Council request City staff and the operator engaged by BC Housing to meet on a regular basis during the project planning phase for the Transitional Tiny Home Community with both housed and unhoused neighbours and once the project is established to establish a Community Advisory Committee with participation from nearby neighbours and residents of the Transitional Tiny Home Community, to respond to queries and concerns and to help ensure neighbourhood integration.
7. That Council authorization pursuant to Recommendations 1 to 6 does not limit Council's or any City official's discretion in relation to the approval of the temporary use permit or any other City approval pertaining to the Transitional Tiny Home Community, nor does the authorization create any rights or

obligations aside from the right to apply for a temporary use permit in relation to the Site.

8. That this motion be forwarded to the daytime Council meeting held January 14, 2021.

Amendment:

Moved By Councillor Isitt

Seconded By Mayor Helps

1. That Council authorize Aryze Developments to apply for a temporary use permit in relation to up to ~~20,000~~ **36,000** sq ft of the Royal Athletic Park parking lot at 940 Caledonia Avenue (the “Site”) for a temporary Transitional Tiny Home Community on the Site.
2. That Council direct staff to work with BC Housing to negotiate a proposed lease or licence of occupation at a nominal rate for the use of the Site for the purpose of the Transitional Tiny Home Community that assumes the City and Aryze Developments (not BC Housing) sharing site remediation risks and removal of the temporary structures, on the terms satisfactory to the City’s Head of Strategic Real Estate and the Director of Parks, Recreation and Facilities, and in the form satisfactory to the City Solicitor, and to report back to Council for approval of the agreement.
3. That Council direct staff to expedite the processing of the temporary use permit application and other applications associated with the Transitional Tiny Home Community at the Site to be submitted by Aryze, and hold an opportunity for public comment.
4. That Council direct staff to return to Council as soon as possible to seek Council approval for funding from the federal-provincial Restart funding, to pay the proportion of the costs the City will be incurring for start up.
5. That all of this work be carried out in as expedient a way as possible with the aim that there is occupancy of the Tiny Home Community by no later than March 31st
6. That Council request City staff and the operator engaged by BC Housing to meet on a regular basis during the project planning phase for the Transitional Tiny Home Community with both housed and unhoused neighbours and once the project is established to establish a Community Advisory Committee with participation from nearby neighbours and residents of the Transitional Tiny Home Community, to respond to queries and concerns and to help ensure neighbourhood integration.
7. That Council authorization pursuant to Recommendations 1 to 6 does not limit Council’s or any City official’s discretion in relation to the approval of the temporary use permit or any other City approval pertaining to the Transitional Tiny Home Community, nor does the authorization create any rights or obligations aside from the right to apply for a temporary use permit in relation to the Site.
8. That this motion be forwarded to the daytime Council meeting held January 14, 2021.

Amendment to the amendment:

Moved By Mayor Helps

Seconded By Councillor Alto

amendment to the amendment:

1. That Council authorize Aryze Developments to apply for a temporary use permit in relation to up to ~~20,000~~ **36,000** sq ft of the Royal Athletic Park parking lot at 940 Caledonia Avenue (the “Site”) for a temporary Transitional Tiny Home Community on the Site for up to 30 homes.
2. That Council direct staff to work with BC Housing to negotiate a proposed lease or licence of occupation at a nominal rate for the use of the Site for the purpose of the Transitional Tiny Home Community that assumes the City and Aryze Developments (not BC Housing) sharing site remediation risks and removal of the temporary structures, on the terms satisfactory to the City’s Head of Strategic Real Estate and the Director of Parks, Recreation and Facilities, and in the form satisfactory to the City Solicitor, and to report back to Council for approval of the agreement.
3. That Council direct staff to expedite the processing of the temporary use permit application and other applications associated with the Transitional Tiny Home Community at the Site to be submitted by Aryze, and hold an opportunity for public comment.
4. That Council direct staff to return to Council as soon as possible to seek Council approval for funding from the federal-provincial Restart funding, to pay the proportion of the costs the City will be incurring for start up.
5. That all of this work be carried out in as expedient a way as possible with the aim that there is occupancy of the Tiny Home Community by no later than March 31st
6. That Council request City staff and the operator engaged by BC Housing to meet on a regular basis during the project planning phase for the Transitional Tiny Home Community with both housed and unhoused neighbours and once the project is established to establish a Community Advisory Committee with participation from nearby neighbours and residents of the Transitional Tiny Home Community, to respond to queries and concerns and to help ensure neighbourhood integration.
7. That Council authorization pursuant to Recommendations 1 to 6 does not limit Council’s or any City official’s discretion in relation to the approval of the temporary use permit or any other City approval pertaining to the Transitional Tiny Home Community, nor does the authorization create any rights or obligations aside from the right to apply for a temporary use permit in relation to the Site.
8. That this motion be forwarded to the daytime Council meeting held January 14, 2021.

CARRIED UNANIMOUSLY

On the main motion as amended:

1. That Council authorize Aryze Developments to apply for a temporary use permit in relation to up to 36,000 sq ft of the Royal Athletic Park parking lot at

940 Caledonia Avenue (the “Site”) for a temporary Transitional Tiny Home Community on the Site for up to 30 homes.

2. That Council direct staff to work with BC Housing to negotiate a proposed lease or licence of occupation at a nominal rate for the use of the Site for the purpose of the Transitional Tiny Home Community that assumes the City and Aryze Developments (not BC Housing) sharing site remediation risks and removal of the temporary structures, on the terms satisfactory to the City’s Head of Strategic Real Estate and the Director of Parks, Recreation and Facilities, and in the form satisfactory to the City Solicitor, and to report back to Council for approval of the agreement.
3. That Council direct staff to expedite the processing of the temporary use permit application and other applications associated with the Transitional Tiny Home Community at the Site to be submitted by Aryze, and hold an opportunity for public comment.
4. That Council direct staff to return to Council as soon as possible to seek Council approval for funding from the federal-provincial Restart funding, to pay the proportion of the costs the City will be incurring for start up.
5. That all of this work be carried out in as expedient a way as possible with the aim that there is occupancy of the Tiny Home Community by no later than March 31st
6. That Council request City staff and the operator engaged by BC Housing to meet on a regular basis during the project planning phase for the Transitional Tiny Home Community with both housed and unhoused neighbours and once the project is established to establish a Community Advisory Committee with participation from nearby neighbours and residents of the Transitional Tiny Home Community, to respond to queries and concerns and to help ensure neighbourhood integration.
7. That Council authorization pursuant to Recommendations 1 to 6 does not limit Council’s or any City official’s discretion in relation to the approval of the temporary use permit or any other City approval pertaining to the Transitional Tiny Home Community, nor does the authorization create any rights or obligations aside from the right to apply for a temporary use permit in relation to the Site.
8. That this motion be forwarded to the daytime Council meeting held January 14, 2021.

CARRIED UNANIMOUSLY

Councillor Isitt recused himself at 1:40 p.m. due to a non-pecuniary conflict of interest as he is a director of the Red Cedar Café which is being considered for the Emergency Social Services Grant.

Councillor Loveday recused himself at 1:40 p.m. due to non-pecuniary conflict of interest as his partner works for a foundation that is being considered for a grant in the Emergency Social Services Grant stream.

Councillor Dubow recused himself at 1:40 p.m. due to non-pecuniary conflict of interest as his roommate works for a foundation that is being considered for a grant in the Emergency Social Services Grant stream.

Moved By Councillor Alto
Seconded By Councillor Potts

That the following items be added to today's Daytime Council agenda

- D.1 - Emergency social Services Grant – Meegan Community Care Tent
- F.1 – Council Committee and Neighbourhood Liaison Appointments

CARRIED UNANIMOUSLY

Councillor Andrew recused himself at 1:41 p.m. due to non-pecuniary conflict of interest as his partner works for a business in close proximity to the address being considered.

Councillors Dubow, Isitt and Loveday returned at 1:42 p.m.

Moved By Councillor Thornton-Joe
Seconded By Councillor Alto

That item E.3 be lifted from the table.

CARRIED UNANIMOUSLY

E.3 1140 Government Street: Application for a Structural Change to increase the Occupant Load for the Churchill's Liquor Primary License (Downtown)

Moved By Councillor Thornton-Joe
Seconded By Councillor Alto

That the following motion be deferred to January 28, 2020:

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. That Council, after conducting a review with respect to noise and community impacts, does support the application of The Churchill located at 1140 Government Street to increase the occupant load from 90 to 144 people with no change to hours of operation which are 11:00 am to 1:00 am Monday to Saturday and 11:00 am to 12:00 am Sunday.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are that the noise impacts would be negligible as the increased occupant load affects interior space only and the establishment has a reputation of responsible operation. The requested hours of operation in conjunction with the proposed occupant load are not expected to result in negative impacts to the community.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
- c. The views of residents were solicited via a mail-out which included 587 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice was posted at the property. The City did not receive any correspondence in reply to the public notification.
- d. Council recommends the license endorsements be approved.

Motion to Defer:

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That the following motion be deferred to January 28, 2020:

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. That Council, after conducting a review with respect to noise and community impacts, does support the application of The Churchill located at 1140 Government Street to increase the occupant load from 90 to 144 people with no change to hours of operation which are 11:00 am to 1:00 am Monday to Saturday and 11:00 am to 12:00 am Sunday.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are that the noise impacts would be negligible as the increased occupant load affects interior space only and the establishment has a reputation of responsible operation. The requested hours of operation in conjunction with the proposed occupant load are not expected to result in negative impacts to the community.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
- c. The views of residents were solicited via a mail-out which included 587 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice was posted at the property. The City did not receive any correspondence in reply to the public notification.
- d. Council recommends the license endorsements be approved.

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Alto

Seconded By Councillor Potts

That the Committee of the Whole Meeting be adjourned at 1:49 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



MINUTES - COMMITTEE OF THE WHOLE

January 25, 2021, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

**The City of Victoria is located on the homelands of the Songhees and Esquimalt People
Due to the COVID-19 Pandemic, public access to City Hall is not permitted.**

**This meeting may be viewed on the City's webcast at www.victoria.ca
Meeting will recess for a lunch break between 12:30 p.m. and 1:15 p.m.**

PRESENT: Mayor Helps in the Chair, Councillor Andrew, Councillor Potts,
Councillor Thornton-Joe, Councillor Young

**PRESENT
ELECTRONICALLY:** Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor
Loveday

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager /
Director of Finance, C. Coates - City Clerk , P. Bruce - Fire Chief,
T. Zworski - City Solicitor, T. Soulliere - Director of Parks,
Recreation & Facilities, B. Eisenhauer - Head of Engagement, J.
Jensen - Head of Human Resources, K. Hoese - Director of
Sustainable Planning and Community Development, A. Meyer -
Assistant Director of Development Services, C. Havelka - Deputy
City Clerk, J. O'Connor - Deputy Director of Finance, C. Mycroft -
Manager of Executive Operations, M. Sandhu - Head of Service
Innovation & Improvement, AK Ferguson - Committee Secretary,
N. Sidhu - Assistant Director of Parks, Recreation & Facilities , P.
Bellefontaine - Director of Engineering & Public Works

A. APPROVAL OF AGENDA

The Mayor outlined the process for today's Special meeting.

Moved By Councillor Potts

Seconded By Councillor Thornton-Joe

That the agenda be approved.

CARRIED UNANIMOUSLY

D. UNFINISHED BUSINESS

D.1 South Island Prosperity Partnership

The motion was postponed from the January 18, 2021 Special Meeting

Committee discussed:

- *The rationale for the proposed breakdown of funding sources.*
- *Whether the Special Events budget would be negatively affected.*

Moved By Mayor Helps

Seconded By Councillor Potts

That the amount of \$218,962 for South Island Prosperity Partnership be funded as follows:

- \$20,000 from Late Night Great Night
- \$130,000 from Special Events; and
- \$68,962 from onetime funding

Motion to postpone:

Moved By Councillor Thornton-Joe

Seconded By Councillor Potts

Motion to postpone consideration of this matter pending a response from staff.

CARRIED UNANIMOUSLY

D.2 Funding for Extended Hours for Our Place and Our Place - Storage of Belongings

Committee discussed:

- *Concerns about funding only coming from the city and not other municipalities or governments.*
- *The need to receive a report from Our Place to provide an annual report.*

Moved By Councillor Thornton-Joe

Seconded By Mayor Helps

That Council fund the Extended Hours for Our Place for \$50,000 and Our Place - Storage of belongings, for \$50,000 from one-time.

CARRIED UNANIMOUSLY

Moved By Councillor Dubow

Seconded By Councillor Potts

That D.1 South Island Prosperity Partnership be lifted from the table.

CARRIED UNANIMOUSLY

D.1 South Island Prosperity Partnership

Committee discussed:

- *Staff advised that they do not foresee any issues with the amount from the Special Events budget.*

Moved By Mayor Helps

Seconded By Councillor Potts

That the amount of \$218,962 for South Island Prosperity Partnership be funded as follows:

- \$20,000 from Late Night Great Night
- \$130,000 from Special Events; and
- \$68,962 from onetime funding

Amendment:

Moved By Mayor Helps

Seconded By Councillor Loveday

That the amount for South Island Prosperity Partnership (SIPP) \$218,962 be funded:

- \$20,000 from Late Night Great Night
- \$130,000 from Special Events budget; and
- \$68,962 be funded from one-time.

Direct staff to include the City's contribution to SIPP through new assessed revenue in 2022.

CARRIED UNANIMOUSLY

On the main motion as amended:

That the amount for South Island Prosperity Partnership (SIPP) \$218,962 be funded:

- \$20,000 from Late Night Great Night
- \$130,000 from Special Events budget; and
- \$68,962 be funded from one-time.

Direct staff to include the City's contribution to SIPP through new assessed revenue in 2022.

CARRIED UNANIMOUSLY

F. STAFF REPORTS

F.1 2021 Draft Financial Plan

F.1.2 2021-2025 Draft Financial Plan - remaining recommendations

Council discussed the remaining recommendations in Appendix 1 and 2 Summary.

Climate Leadership Plan - Oil to Heat Pump Incentive Program

Committee discussed:

- *Concerns with taxpayers paying for issues that should be national issues.*

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council allocate up to \$350,000 to the Climate Leadership Plan - Oil to Heat Pump Incentive Program.

Amendment:

Moved By Councillor Thornton-Joe

Seconded By Mayor Helps

That Council allocate up to \$350,000 to the Climate Leadership Plan - Oil to Heat Pump Incentive Program **from the paving budget or another budget that Public Works staff may recommend.**

DEFEATED UNANIMOUSLY

Amendment:

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council allocate up to \$350,000 to the Climate Leadership Plan - Oil to Heat Pump Incentive Program **from the paving budget.**

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Potts

Seconded By Mayor Helps

In 2021, that Council allocate up to \$350,000 to the Climate Leadership Plan - Oil to Heat Pump Incentive Program from the paving budget while ensuring the paving budget is at least the 5.5 million originally allocated for 2021.

CARRIED UNANIMOUSLY

On the main motion as amended:

In 2021, that Council allocate up to \$350,000 to the Climate Leadership Plan - Oil to Heat Pump Incentive Program from the paving budget while ensuring the paving budget while ensuring the paving budget is at least the 5.5 million originally allocated for 2021.

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe
OPPOSED (1): Councillor Young

CARRIED (8 to 1)

Committee recessed at 10:22 a.m. and returned at 10:29 a.m.

Victoria Heritage Foundation and Victoria Civic Heritage Trust

Moved By Councillor Thornton-Joe

Seconded By Councillor Young

That Council approve funding \$3402 for the Victoria Heritage Foundation and \$2350 to the Victoria Civic Heritage Trust from one-time.

CARRIED UNANIMOUSLY

Neighbourhood Association - Part-time Coordinator

Committee discussed:

- *Concerns with the different needs of community associations and not allocating enough money or too much.*
- *Having staff provide more insight into how the program would work.*

Moved By Councillor Potts

Seconded By Mayor Helps

That Council direct staff to report back on a Neighbourhood Association Coordinator program.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Alto

That Council direct staff to report back on a Neighbourhood Association Coordinator program **for neighbourhood associations that do not have community centres in their neighbourhoods.**

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council direct staff to report back on a Neighbourhood Association Coordinator program for neighbourhood associations that do not have community centres in their neighbourhoods.

CARRIED UNANIMOUSLY

Stone Markers – Memorial Road on Shelbourne Street

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That staff be directed to create and install stone markers commemorating the Shelbourne Street memorial road working in collaboration with the District of Saanich and the North Jubilee and Oaklands and Fernwood neighbourhoods associations to be installed before October 2, 2021 and to be funded with up to \$20,000 from the \$3 million not allocated from capital.

CARRIED UNANIMOUSLY

Initiate a Governance Review

Committee discussed:

- *Concerns with the expenditure being required this year given the financial concerns.*
- *Ensuring reviews are conducted on regular intervals.*

Moved By Councillor Loveday

Seconded By Mayor Helps

That Council fund the governance review of \$75,000 from the Corporate Consulting budget.

Amendment:

Moved By Councillor Potts

Seconded By Mayor Helps

That Council fund the governance review of **up to** \$75,000 from the Corporate Consulting budget.

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council fund the governance review of up to \$75,000 from the Corporate Consulting budget.

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe
OPPOSED (1): Councillor Young

CARRIED (8 to 1)

Pedestrian Master Plan/Sidewalk Rehabilitation

Moved By Councillor Isitt

Seconded By Councillor Loveday

That Council direct staff to allocate \$100,000 to the Pedestrian Master Plan/Sidewalk Rehabilitation from the funds not reallocated from capital.

CARRIED UNANIMOUSLY

Neighbourhood Association - Part-time Coordinator

Committee discussed:

- *that the DRA could be a pilot for the program.*
- *the possibility for North Jubilee and South Jubilee combining as the Jubilees.*
- *Concerns that funding will be allocated before staff bring forward their report.*

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

That the Downtown Residents Association be provided a \$20,000 grant for a part-time coordinator.

Amendment:

Moved By Councillor Alto

Seconded By Councillor Thornton-Joe

That the Downtown Residents Association be provided a \$20,000 grant for a part-time coordinator **with a request that the DRA provide a report at 6 months and at end of 2021.**

FOR (8): Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young
OPPOSED (1): Mayor Helps

CARRIED (8 to 1)

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Thornton-Joe

That the Downtown Residents Association, **North Park Residents Association, Rockland Neighbourhood Association** be provided a \$20,000 grant for a part-time coordinator with a request that ~~the DRA the recipients~~ provide a report at 6 months and at end of 2021 **and that it be**

funded from new assessed revenue and North Jubilee and South Jubilee Neighbourhoods receive a combined \$20,000.

Amendment to the amendment:

Moved By Mayor Helps

Seconded By Councillor Isitt

At Council's discretion, after receiving a report back on the neighbourhood coordinator program for neighbourhood associations without neighbourhood centres:

"That the Downtown Residents Association, North Park Residents Association, Rockland Neighbourhood Association be provided a \$20,000 grant for a part-time coordinator with a request that the recipients provide a report at 6 months and at the end of 2021 and that it be funded from new assessed revenue and North Jubilee and South Jubilee Neighbourhoods receive a combined \$20,000."

CARRIED UNANIMOUSLY

On the amendment:

CARRIED UNANIMOUSLY

On the main motion as amended:

At Council's discretion, after receiving a report back on the neighbourhood coordinator program for neighbourhood associations without neighbourhood centres:

That the Downtown Residents Association, North Park Residents Association, Rockland Neighbourhood Association be provided a \$20,000 grant for a part-time coordinator with a request that the recipients provide a report at 6 months and at the end of 2021 and that it be funded from new assessed revenue and North Jubilee and South Jubilee Neighbourhoods receive a combined \$20,000.

CARRIED UNANIMOUSLY

Motor Vehicle Act Pilot Project Resourcing Requirements

Committee discussed:

- *Whether or not the project could be started in 2021.*

Moved By Mayor Helps

Seconded By Councillor Potts

Direct staff to incorporate into the 2022 budget \$135,000 for the *Motor Vehicle Act* pilot project resourcing requirements.

Amendment:

Moved By Councillor Isitt

Seconded By Councillor Loveday

Direct staff to be incorporated into the ~~2022~~ **2021** budget \$135,000 for the *Motor Vehicle Act* pilot project resourcing requirements **funded from the one-time funding envelope**.

FOR (7): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, and Councillor Potts

OPPOSED (2): Councillor Thornton-Joe, and Councillor Young

CARRIED (7 to 2)

On the main motion as amended:

Direct staff to be incorporated into the 2021 budget \$135,000 for the *Motor Vehicle Act* pilot project resourcing requirements funded from the one-time funding envelope.

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (1): Councillor Young

CARRIED (8 to 1)

Pro Art Alliance Grant

Moved By Councillor Loveday

Seconded By Councillor Dubow

That Council fund the Pro Art Alliance Grant for \$10,000 from new assessed revenue.

CARRIED UNANIMOUSLY

Additional motion

Moved By Mayor Helps

Seconded By Councillor Potts

That Council direct staff to include in the 2022 budget:

- Transit Shelters Increased Funding
- Pathway lighting upgrades - Burnside Gorge in partnership with the CRD
- Vic West Skate Park Lighting

Amendment:

Moved By Councillor Thornton-Joe

Seconded By Councillor Alto

That Council direct staff to include in the 2022 budget:

- Transit Shelters Increased Funding
- Pathway lighting upgrades - Burnside Gorge in partnership with the CRD
- Vic West Skate Park Lighting
- **Electric Kiosk Beautification Program**

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe
OPPOSED (1): Councillor Young

CARRIED (8 to 1)

On the main motion as amended:

That Council direct staff to include in the 2022 budget:

- Transit Shelters Increased Funding
- Pathway lighting upgrades - Burnside Gorge in partnership with the CRD
- Vic West Skate Park lighting
- Electric Kiosk Beautification Program

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Thornton-Joe
OPPOSED (1): Councillor Young

CARRIED (8 to 1)

New Assessed Revenue allocation

Moved By Councillor Loveday

Seconded By Councillor Thornton-Joe

That Council request staff report back with options policy for ensuring that a portion of new assessed revenue is allocated to the neighbourhoods where the new development has occurred.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Andrew

That Council request staff report back with options policy for ensuring that a portion of new assessed revenue is allocated to the neighbourhoods where ~~the~~ new development ~~has occurred~~ occurs.

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council request staff report back with options policy for ensuring that a portion of new assessed revenue is allocated to the neighbourhoods where new development occurs.

CARRIED UNANIMOUSLY

Moved By Mayor Helps
Seconded By Councillor Potts

That Council:

1. Approve allocating additional new property tax revenue from new development as follows:
 - a. any remaining amount to the Buildings and Infrastructure Reserve
2. Approve the direct-award grants as outlined in Appendix 3 to this report
3. Approve other grants as outlined in Appendix 4 to this report
4. Direct staff to bring forward the Five-Year Financial Plan Bylaw, 2021, as amended, to the April 22, 2021 Council meeting

CARRIED UNANIMOUSLY

F.1.3 Additional Funding for Police Support for Encampments

Committee received a Council Member motion dated January 14, 2021 regarding a funding request to support Bylaw Services with encampments throughout the City.

Moved By Mayor Helps
Seconded By Councillor Thornton-Joe

That Council approve up to an additional \$75,960 of funding from the Financial Stability Reserve to continue to deploy two VicPD officers for four hours per day/seven days a week from January 1 to March 31, 2021 to support City of Victoria Bylaw Services in carrying out their duties at the various encampments within the City of Victoria.

Committee recessed at 12:34 p.m. and returned at 1:16 p.m.

Councillor Alto was not present at the recommencement of the meeting.

Committee discussed:

- *Where police would spend most of their time and what are the issues that they would be assisting with.*

Councillor Alto joined the meeting at 1:23 p.m.

Committee discussed:

- *Ensuring that staff are safe at work.*

Motion to postpone:

Moved By Councillor Alto
Seconded By Councillor Loveday

Postpone consideration of this matter until receipt of the report from the Police Board on potential further cost savings.

Special Committee of the Whole

January 25, 2021

FOR (5): Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, and Councillor Potts
OPPOSED (4): Mayor Helps, Councillor Andrew, Councillor Thornton-Joe, and Councillor Young

CARRIED (5 to 4)

F.2 2019-2022 Strategic Plan Amendments

Committee received a report from the City Manager dated January 19, 2021 regarding the amended 2019-2022 Strategic Plan.

Committee discussed:

- *ensuring that the Council Salary review takes place in 2021.*

#1 Good Governance and Civic Engagement

Moved By Mayor Helps

Seconded By Councillor Potts

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #1 Good Governance and Civic Engagement and that the following be pulled for further consideration:

- Council Salary Review

CARRIED UNANIMOUSLY

Council Salary Review

Moved By Mayor Helps

Seconded By Councillor Potts

That Council direct staff to undertake a Council duties and compensation review in conjunction with a governance review.

CARRIED UNANIMOUSLY

#2 Indigenous Relations and Reconciliation

Moved By Mayor Helps

Seconded By Councillor Potts

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #2 Indigenous Relations and Reconciliation.

CARRIED UNANIMOUSLY

#3 Affordable Housing

Moved By Mayor Helps

Seconded By Councillor Potts

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #3 Affordable Housing and that the following be pulled for further consideration:

- Municipal Housing Corporation

Motion to Postpone:

Moved By Mayor Helps

Seconded By Councillor Isitt

Postpone consideration of removing the Municipal Housing Corporation to a closed meeting.

CARRIED UNANIMOUSLY

On the main motion:

#3 Affordable Housing

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #3 Affordable Housing.

CARRIED UNANIMOUSLY

#4 Prosperity and Economic Inclusion

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #4 Prosperity and Economic Inclusion and that the following be pulled for further consideration:

- Free Internet Service
- Predatory Lending

CARRIED UNANIMOUSLY

Free Internet Service

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That this be removed from the Strategic Plan.

FOR (6): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (3): Councillor Dubow, Councillor Isitt, and Councillor Loveday

CARRIED (6 to 3)

Predatory Lending

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Move to 2022 and split this action into two as follows:

2. Work with the province with respect to limited pay-day loans and predatory lending (Council) **(keep in 2021)**

CARRIED UNANIMOUSLY

Councillor Isitt requested that the item be separated for voting.

Moved By Councillor Loveday

Seconded By Mayor Helps

Move to 2022 and split this action into two as follows:

1. Explore land use and business licence regulations to limit predatory lending and pay-day loans (staff) **(move to 2022)**

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (1): Councillor Isitt

CARRIED (8 to 1)

#5 Health, Well-Being and a Welcoming City

Moved By Mayor Helps

Seconded By Councillor Potts

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #5 Health, Well-Being and a Welcoming City and that the following be pulled for further consideration:

- LGBTQi2S Task Force
- Doctors Strategy
- Social Determinants of Health

CARRIED UNANIMOUSLY

LGBTQi2S Task Force

Moved By Mayor Helps

Seconded By Councillor Potts

That this be moved to 2022

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young
OPPOSED (1): Councillor Dubow

CARRIED (8 to 1)

Doctors Strategy

Moved By Mayor Helps
Seconded By Councillor Potts

That Council direct staff to Work with Island Health and partners to attract and retain medical professionals and to improve access to healthcare in all neighbourhoods.

Amendment:
Moved By Mayor Helps
Seconded By Councillor Isitt

That Council direct staff to work with Island Health and partners to attract and retain medical professionals and to improve access to healthcare in all neighbourhoods **and that the responsibility change from the Mayor's Office to Council.**

CARRIED UNANIMOUSLY

Amendment:
Moved By Mayor Helps
Seconded By Councillor Isitt

That Council direct staff to work with Island Health and partners to attract and retain medical professionals and to improve access to healthcare in all neighbourhoods and that the responsibility change from the Mayors Office to Council **and it be moved to an ongoing item.**

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council direct staff to work with Island Health and partners to attract and retain medical professionals and to improve access to healthcare in all neighbourhoods and that the responsibility change from the Mayors Office to Council and it be moved to an ongoing item.

CARRIED UNANIMOUSLY

Social Determinants of Health

Moved By Mayor Helps
Seconded By Councillor Potts

That this be removed from the Strategic Plan

CARRIED UNANIMOUSLY

#6 Climate Leadership and Environmental Stewardship

Moved By Mayor Helps
Seconded By Councillor Potts

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #6 Climate Leadership and Environmental Stewardship and that the following be pulled for further consideration:

- District Energy Opportunities
- Energy Utility

CARRIED UNANIMOUSLY

District Energy Opportunities

Moved By Mayor Helps
Seconded By Councillor Potts

Explore opportunities for renewable energy generation and district energy opportunities and move to 2022.

CARRIED UNANIMOUSLY

Energy Utility

Moved By Mayor Helps
Seconded By Councillor Potts

Remove from the plan.

CARRIED UNANIMOUSLY

#7 Sustainable Transportation

Moved By Councillor Isitt
Seconded By Councillor Dubow

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #7 Sustainable Transportation and that the following be pulled for further consideration:

- Free Public transit
- Upper Harbour Multi -Use Trail

CARRIED UNANIMOUSLY

Free Public transit

Moved By Councillor Isitt

Seconded By Councillor Dubow

Move to 2022

CARRIED UNANIMOUSLY

Upper Harbour Multi - Use Trail

Moved By Councillor Isitt

Seconded By Councillor Dubow

Continue with planning and implementation of a multi use trail along the Upper Harbour north of downtown and move to an ongoing initiative.

Amendment:

Moved By Mayor Helps

Seconded By Councillor Isitt

Continue ~~to look for opportunities to secure with planning and implementation~~ of a multi use trail along the Upper Harbour north of downtown and move to an ongoing initiative.

CARRIED UNANIMOUSLY

On the main motion as amended:

Continue to look for opportunities to secure a multi use trail along the Upper Harbour north of downtown and move to an ongoing initiative.

CARRIED UNANIMOUSLY

Councillor Loveday withdrew from the meeting at 3:08 p.m.

#8 Strong, Liveable Neighbourhoods

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #8 Strong, Liveable Neighbourhoods and that the following be pulled for further consideration.

- Ship Point Funding Strategy
- Oaklands Community Centre
- Victoria Public Library
- Jubilee community Centre

CARRIED UNANIMOUSLY

Ship Point Funding Strategy

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Review the Ship Point Improvement Plan and consider funding options and move to a 2022 action.

CARRIED UNANIMOUSLY

Victoria Public Library

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

To remove the second half of the action item regarding "to explore further exploration of a neighbourhood branch"

FOR (6): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Thornton-Joe, and Councillor Young

OPPOSED (2): Councillor Isitt, and Councillor Potts

CARRIED (6 to 2)

Oaklands Community Centre

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Work with the Oaklands Community Association and other partners to develop a strategy for expanding the Oaklands Community Centre.

FOR (4): Councillor Alto, Councillor Dubow, Councillor Isitt, and Councillor Potts

OPPOSED (4): Mayor Helps, Councillor Andrew, Councillor Thornton-Joe, and Councillor Young

DEFEATED (4 to 4)

Jubilee Community Centre

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Explore the creation of a Jubilee Community Centre and move this action to 2022.

CARRIED UNANIMOUSLY

Governance Review

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Add to Strategic Objective #1

Complete a governance review and add a review of Council remuneration.

FOR (7): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Potts, and Councillor Thornton-Joe

OPPOSED (1): Councillor Young

CARRIED (7 to 1)

Lower speed limits

Moved By Mayor Helps

Seconded By Councillor Thornton-Joe

Add to Strategic Objective #7

Lower speed limits on local neighbourhood streets to 30 kms

CARRIED UNANIMOUSLY

I. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Andrew

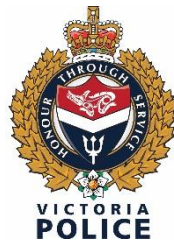
Seconded By Councillor Potts

That the Committee of the Whole Meeting be adjourned at 3:37 p.m.

CARRIED UNANIMOUSLY

CITY CLERK

MAYOR



VICTORIA & ESQUIMALT POLICE BOARD

MAYOR LISA HELPS, LEAD CO-CHAIR

MAYOR BARBARA DESJARDINS, DEPUTY CO-CHAIR

February 16, 2021

Mayor Helps & Council
City of Victoria

Via email

RE: VicPD Cost Savings and Expenditures Related to COVID-19

City Council made the following motion on January 28, 2021: *That Council request the Victoria Esquimalt Police Board report back with any budgetary savings due to reduced nightlife, lack of special events, and limited protest activity; and that Council request the Victoria Esquimalt Police Board apply similar budget mitigation measures as the City of Victoria and report back to Council with budget savings found.*

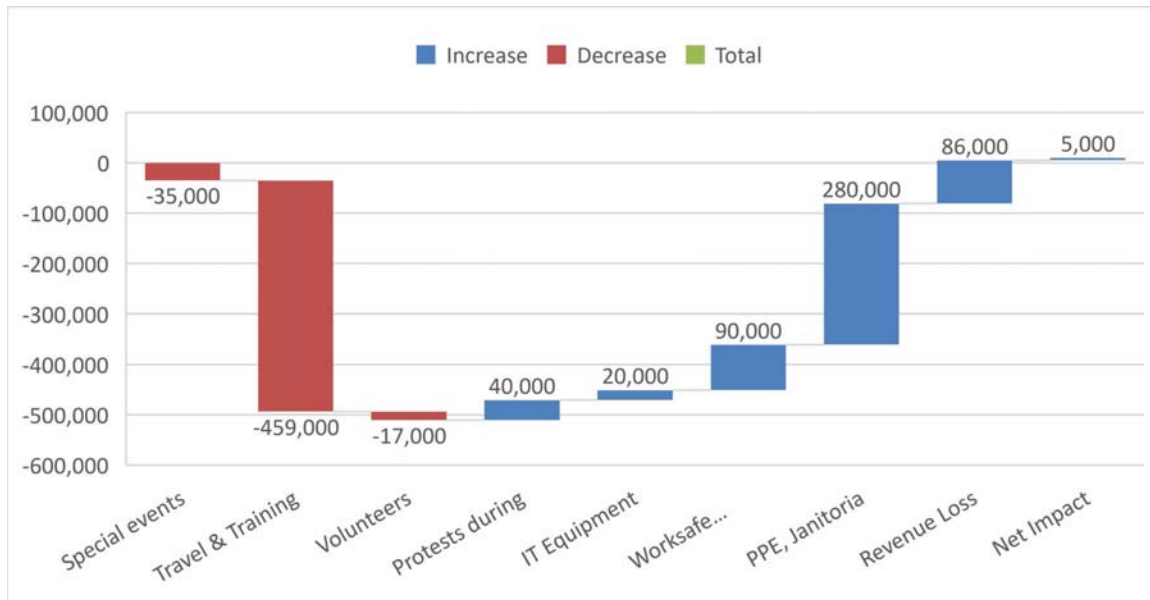
VicPD Controller, Mr. Steve Hurcombe, provided the Board with a comprehensive response which is included below:

Although there were and are some potential cost savings as a result of COVID-19, in 2021 these savings are more than offset by increased expenditures to maintain operations during the pandemic. Specific cost pressures not specifically related to COVID-19 also continue to drive up the cost of policing, a significant amount of which have already been absorbed within the 2021 Provisional Police Budget through drawdowns from existing reserves.

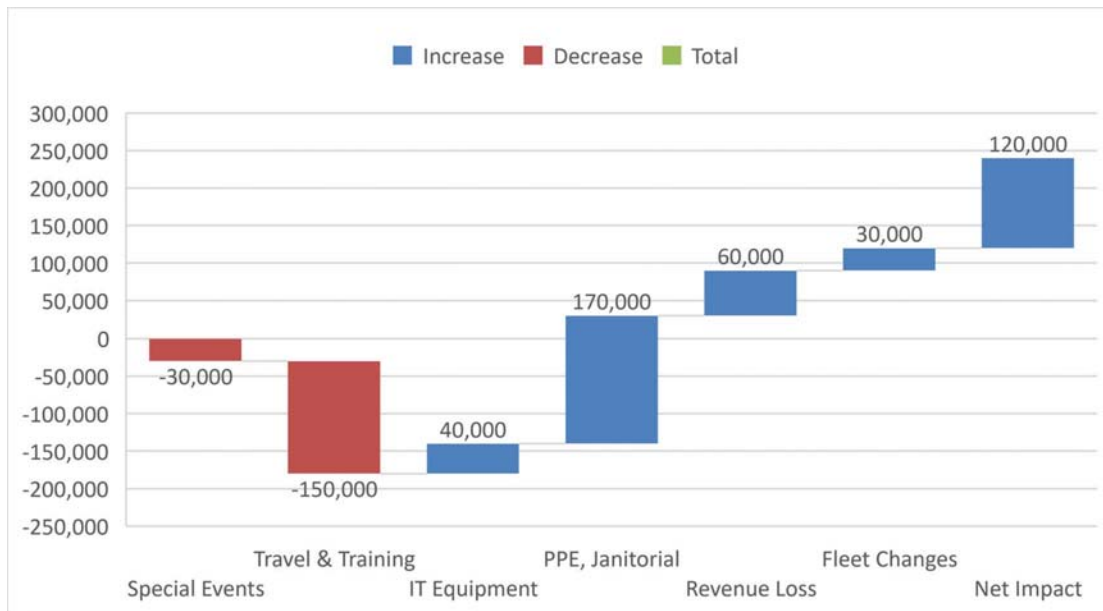
Since the budget was prepared, financial pressures have only increased. For example, provincial funding for COVID-19 safety measures that were previously available through Emergency Management BC ceased at the end of November 2020. Policing is not a service that can be reduced or deferred in difficult times. Although the nature of the demand for policing may have changed during the pandemic, the demand for service has not diminished, nor have our resourcing challenges. Therefore, the Police Board is unable to report any net savings that have not already been considered in the preparation of the 2021 budget.

Conversely, subsequent events and conditions have only increased our projected expenditures. Further detail is provided below with the conclusion that no further reductions to the 2021 Provisional Budget can be made without negatively affecting our ability to deliver adequate policing.

Estimated Financial Impact of COVID-19 in 2020



Estimated Financial Impact of COVID-19 in 2021



POTENTIAL & REALIZED COST REDUCTIONS AS A RESULT OF COVID -19

1. Reduced special events and special duties

Savings from reduced special events and special duties are projected to be in the range of \$25,000 - \$35,000 for 2021, based on the current public health orders in place. The net budget for special events is very small, the majority of those costs being recovered from the organizing parties or through the municipalities. Very little policing of special events or special duties are performed through on-duty time due to the lack of availability of on-duty resources.

Reduced special events in the community will therefore not have a significant impact on our net budget because neither the expenditures will be incurred nor the revenue received. Our net budget was reduced previously when funding for Canada Day was removed from the Police Budget and funded directly by the City of Victoria.

In normal times, administration fees on special duties such as the Coho ferry or the marathon also generate revenue to offset non-recoverable costs for events where cost recoveries were not possible.

2. Travel and training

There may continue to be some reductions in travel and training as a result of COVID-19, at least for the first half of 2021. In 2020, we were approximately \$450,000 below budget in travel and training, although these savings were offset by increased expenditures as detailed below. It should also be noted that an entire recruit class was cancelled due to COVID-19 which negatively impacts our front-line resources for 2021. We do not expect similar cancellations in 2021, but due to COVID-19 restrictions, recruit spaces are limited and we will continue to feel the impact of that cancellation for some time. It is important to note that a significant portion of police training is either mandatory or critical to perform essential tasks or investigations. Therefore, much of the training that was cancelled or delayed in 2020 and early 2021 will have to be made up in the latter part of 2021 and in 2022.

Where possible, some necessary training is already occurring in 2021 with enhanced protocols in place to ensure officer safety. Most police training institutions in Canada have now adapted to COVID-19 safety protocols to ensure the continuance of at least some required training. Due to these measures and a backlog of mandatory training requirements, we do not expect significant savings in 2021. Much of our travel is related to ongoing investigations which is necessary and must continue.

Although it is difficult to predict with any degree of certainty, it is possible that savings for 2021 will be in the \$100,000-150,000 range at most.

3. Reduced protests

The volume and complexity of protests within the City of Victoria have increased over time. The total budget to cover protests and Greater Victoria Emergency Response Team (GVERT) activations is \$147,000 whereas actual costs have been significantly higher in recent years (\$383,693 for GVERT activations in 2020 alone). This funding continues to be inadequate compared to the actual expenditures.

Despite the reduced number of protests, there was still a significant amount of protests in 2020. Policing costs for protests that occurred prior to COVID-19 restrictions amounted to more than \$200,000. Even during COVID-19 restrictions, some protests continued totaling more than \$40,000 in police resources. We continue to see protests that require police resources to monitor and there is no reason to believe that once vaccinations increase and COVID-19 restrictions are lifted that protests will not re-commence.

Although it is impossible to predict the financial impact of protests and demonstrations given current trends, it is likely we will continue to see the need for resources to exceed the budget by \$100,000-150,000 in 2021.

4. Suspension of the volunteer program

The volunteer program has been temporarily suspended as required by COVID-19 restrictions. In 2020, approximately \$17,000 of the funds for volunteer appreciation were not spent. It is hoped that some level of volunteer activity and appreciation can still be held; therefore, we do not anticipate any surplus funds for 2021.

POTENTIAL & REALIZED ADDITIONAL EXPENDITURES (REVENUE LOSSES) AS A RESULT OF COVID-19

Aside from the above items, COVID-19 will have few cost reduction impacts on operations as the bulk of our operations must continue throughout the pandemic. As detailed below, some of our costs have actually increased as a result of having to balance maintaining operations and employee safety.

1. Janitorial expenditures to maintain employee safety

Additional janitorial services are required to increase the number of hours of janitorial service, decontaminate vehicles, and clean high touch surfaces to protect our staff as most cannot work remotely due to the nature of the operations. Prior to December 2020, we were approved for funding from Emergency Management BC. From the end of November onwards that funding has ceased. The additional janitorial services are still vital to ensure normal police operations continue. In 2020, the combined costs for janitorial, personal protective equipment and sanitation supplies directly attributable to COVID-19 were slightly more than \$300,000. To date we have only received a fraction of those expenditures back from the Province.

Monthly costs continue to be approximately \$13,000 in excess of normal levels and we expect the additional costs for 2021 to be in the range of \$125,000 - \$175,000. Unless alternative funding can be obtained, these costs will need to be absorbed within our existing budget.

a. Personal protective equipment (PPE)

We are currently sufficiently stocked for PPE although we expect restrictions (such as masks) to remain in place for quite some time. Replacement for wear and tear will cost approximately \$20,000 for 2021. There may also be additional PPE requirements throughout the year that may incur additional expenditures.

b. Revenue Loss

We were closed to the public for a significant period of time in 2020 and remain closed, which will have a negative impact on records revenue. In 2020, closures to the public resulted in a loss of records revenue of approximately \$87,000. Losses in the range of \$50,000 - \$90,000 can be expected again in 2021 with no offsetting reduction in expenditures.

c. Vehicle Operating Costs

In order to provide greater officer safety during COVID-19, we have decreased the number of officers per vehicle. This has been achieved through increased usage of the existing vehicle pool and delaying the retirement of vehicles otherwise slated for disposal. This will increase our operating costs for both repairs and fuel in 2021 as more vehicles are on the road each shift and older vehicles incur higher maintenance costs. Although it is difficult to determine the exact impact, we expect fuel and maintenance costs to be \$30,000 - \$40,000 higher as a result.

d. Costs for remote working

In order to increase safety for front-line officers, some of our non-front-line personnel have been allowed to work remotely on a rotational basis for periods of time. To achieve this, there were some additional expenditures to purchase the necessary equipment and software in 2020 of approximately \$20,000. In 2021 expenditures will be slightly higher due to the need for more computers and an ongoing project to update our remote-conferencing capabilities for an estimated increased combined cost of \$40,000.

2. COVID-19 WorkSafeBC BC requirements

Due to the nature of policing front-line, officers are unable to work remotely. In order to comply with WorkSafeBC requirements for social distancing, approximately \$90,000 in additional capital expenditures were required in 2020 to reconfigure and replace existing office furniture. We do not anticipate additional building capital costs for 2021 as we are compliant with current WorkSafeBC requirements in relation to COVID-19.

Other additional cost pressures considered in the budget process

Although not directly related to COVID-19, it is important to realize that in preparing the 2021 Provisional Police Budget, the Board must consider other cost pressures on the organization. The budget that has been proposed has taken those cost pressures into account as best as possible. It should be noted that the requested budget does not meet the needs of VicPD in the face of increasing challenges in the region, increasingly complex regulatory requirements, and our growing communities. However, it does meet Council's challenge to restrain spending.

1. Greater Victoria Emergency Response Team activations

We continue to see an increasing need for GVERT activations in our jurisdiction for high-risk situations. The need for GVERT activations has increased consistently over the last few years and 2020 was no exception. Last year, GVERT activation costs within our jurisdiction increased by 75% from 2019, a reflection of both the increase in frequency and complexity of high-risk situations in our City requiring a professional response. There is no reason to believe the demand for this service will decrease in the near future.

2. **E-Comm**

The 2021 Provisional Budget includes funding for significant wage increases at E-Comm as a result of arbitration. Since the initial budget was prepared, the Police Board approved that an additional amount be added to continue increasing staff at E-Comm to meet call response standards. As a result, the total costs to maintain 9-1-1 and dispatch have increased by nearly 10%.

3. **Pattern bargaining**

Pattern bargaining within our region for collective agreements for comparative groups (for emergency service and administrative staff) continue to put additional pressures on our financial resources.

4. **Staffing minimum shifts due to staffing shortages**

We continue to experience a significant number of our officers being non-deployable to the front-lines. In 2020, this resulted in a significant increase to Patrol overtime costs in order to fill shift minimums. We believe we will continue to experience this in 2021 as these issues continue.

The number of seats available at the JIBC appears to be limited in 2021 and we have already received a higher than average number of retirement notices for 2021. As a result, we expect staffing resource pressures to continue into 2021 which will present us with significant challenges in maintaining minimum coverage of front-line positions. Often these shortages do not translate into costs savings as gaps to fill minimum front-line staffing requirements can only be filled with callouts of members on their time off.

5. **Retirements**

To assist councils with minimizing the impact of COVID-19 on taxpayers, the Police Board decided in the 2021 budget process to fund retirements 100% from the Employee Benefit Obligation fund, representing a temporary reduction of \$500,000 in the budget.

Retirements have been significantly high over the last few years and we have already received a significant number of retirement notifications for 2021. We expect drawdowns from this fund to be around \$800,000 - \$900,000 for 2021 or nearly 10% of the total Reserve Fund. These are contractually obligated expenditures under the Victoria City Police Union Collective Agreement.

The Police Board trusts that this information satisfies City Council's request on the matter.

Yours Truly,



Mayor Barbara Desjardins
Deputy Co-Chair

Committee of the Whole Report

For the Meeting of February 18, 2021

Respectfully submitted,

Susanne Thompson
Deputy City Manager and
Chief Financial Officer

Report accepted and recommended by the City Manager



VICTORIA & ESQUIMALT POLICE BOARD

MAYOR LISA HELPS, LEAD CO-CHAIR

MAYOR BARBARA DESJARDINS, DEPUTY CO-CHAIR

February 10, 2021

Mayor Lisa Helps & Councillors
City of Victoria

Via email

Dear Mayor and Councillors:

RE: 2021 Provisional Police Budget

I am writing to inform you of two events that impact the 2021 Provisional Police Budget and to request the necessary changes be made to the City of Victoria 2021 financial plan. I recognize that your budget process is ongoing; however, the Victoria and Esquimalt Police Board is currently in a position where we must respond in a timely matter to recommendations made by the Province of British Columbia and these budget amendments are necessary for the provision of adequate policing to both municipalities.

The 2021 Provisional Police Budget was originally approved on September 15, 2020 by the Police Board for an amount of \$59,116,880 with the allocations to the City of Victoria and Township of Esquimalt being based on the existing funding formula within the existing Framework Agreement. The Police Board has since made an amendment to that budget for a new total of \$59,331,880. Secondly, a change in the Budget Allocation Formula (BAF) based on recommendations from the Province of British Columbia has been agreed to, however the implementation of that formula remains to be resolved. As such, the Police Board is not yet in a position to amend the allocation formula.

As a result of these amendments, the amount requested from your municipality for the 2021 Provisional Police Budget has now changed to \$50,610,094 using the existing funding formula within the existing Framework Agreement.

1: Additional Funding Request from E-Comm

At the January 19, 2021 Police Board meeting, the 2021 Provisional Police Budget was amended to increase the total budget by \$215,000 for an increase to the amounts paid to E-Comm for 9-1-1 and dispatch services. These funds were included to continue funding for additional staff at E-Comm to allow them to meet service standards. The continuance of such funding is under annual review and is contingent upon a number of conditions. These conditions include the need for formal representation of Vancouver

Island on the E-Comm Board, an operational review of E-Comm, updated performance metrics, and a strategy to address shortfalls in performance targets.

2: Police Act Section 42 Review

The September 15, 2020 report "*Police Act Section 42 Review: Budget Allocation Formula for Policing in the City of Victoria and the Township of Esquimalt*" commissioned by the Ministry of Public Safety and Solicitor General, recommended changes to the BAF. The new BAF is comprised of 25% population, 25% crimes, and 50% dispatched calls for service on a 5-year rolling average with a factor of 2.14% added for Esquimalt Division's 5.32 "*extra officers*" and will be phased in over a 2-year period.

It is our understanding that the recommended BAF has been accepted by both municipalities. The Province recommended the new BAF be implemented over two budget years, to provide time for Victoria to adjust its budget to accommodate the 1.03% increase in its share. It is our understanding the details of this implementation are yet to be agreed to by both parties. It is the position of the Police Board that an implementation schedule be agreed upon expeditiously and incorporated into the 2021 Provisional Police Budget.

The BAF also includes an adjustment for a disproportionate allocation of 5.32 "*extra officers*" to the Esquimalt Division as compared to the funding formula. This matter has been referred to the Administrative Committee for resolution. Any resulting amendments will be reflected in future budgets.

I have included a copy of the Amended 2021 Provisional Police Budget for your information.

Yours Truly,



Doug Crowder
Finance Committee Chair

Encls.



2021 PROVISIONAL POLICE BUDGET AMENDED JANUARY 19TH, 2021

Contents

I.	Budget Overview	3
II.	Summary by Section	5
III.	Significant Cost Drivers (Core Budget).....	6
IV.	Consultation with Councils.....	7
V.	Other Information	7
A.	Strategic Plan Objectives and Divisional Action Plans	7
B.	Additional Resources	8
C.	Capital Budget Submission	8
D.	Departmental Retirements.....	8
VI.	Appendix A: Detailed Operating Budget Submissions	9
VII.	Breakdown by Division and Unit	13
A.	Victoria & Esquimalt Police Board.....	13
B.	Office of the Chief Constable.....	14
C.	Community Engagement Division	15
D.	Patrol Division.....	19
E.	Financial Services Division:.....	21
F.	Inspector - West Division	25
G.	Integrated Units	28
H.	Human Resources Division:.....	33
I.	Community Services Division	35
J.	Executive Services Division	37
K.	Information Management Division	38
L.	Investigative Services Division.....	39
M.	Revenue.....	45
N.	Capital	46
VIII.	Appendix B: IT Capital Budget Submission.....	47
IX.	Appendix C: Historical Overtime	48
X.	Appendix D: Expenditures by Object	50
XI.	Appendix E - 5 Year Summary of Budgeted Staffing Deployments	68

I. Budget Overview

The Victoria & Esquimalt Police Board is requesting a net budget of \$59,331,880, representing a 1.87% increase over the previous year. The Police Board has worked hard to address councils' expectations, particularly with regard to cost increases, requiring a substantial reduction to the original budget requests from management. The resulting budget will not however address the issues of wait times for police response nor increase capacity to address crime trends, proactive policing or crime prevention services.

Additional funding is included for psychological service coordination to support our people although addressing the increasing impact of workplace injuries on staff will require a significant investment in resources beyond that included in the 2021 provisional budget.

The budget allocations below are based on the phased-in implementation of the Section 42 review of the budget allocation formula for policing in the City of Victoria and the Township of Esquimalt, commissioned by the Province of British Columbia.

Amendments to the budget approved September 15th, 2020

The 2021 Provisional Budget was originally approved September 15th, 2020 for an amount of \$59,116,880 and was based on the funding formula within the existing Framework Agreement. Subsequently two events have occurred that impact the budget.

Police Act Section 42 Review

The report "Police Act Section 42 Review, Budget Allocation Formula for Policing in the City of Victoria and the Township of Esquimalt" commissioned by the Province of British Columbia recommended changes to the budget allocation formula. The new Budget Allocation Formula (BAF), comprised of 25% population, 25% crimes and 50% dispatched calls for service on a 5-year rolling average with a factor of 2.14% added for Esquimalt Division's 5.32 extra officers will be phased in over a 2 year period.

The BAF includes an adjustment for a disproportionate allocation of 5.32 police officers to the Esquimalt Division as compared to the funding formula. This matter has been referred to the Administrative Committee for resolution.

The report further recommended that for the 2022 budget cycle the BAF be reviewed with respect to incorporating Crime Severity Index and more robust Computer Aided Dispatch data reflecting actual police time spent on incidents in Victoria and Esquimalt. This will result, based on current metrics in an allocation of 13.67% to the Township of Esquimalt and 86.33% to the City of Victoria.

It is the Board's understanding that both parties agree to implement the recommended Budget Allocation Formula. The Section 42 Review recommends the Budget Allocation Formula be implemented over two budget years. The details of this implementation are yet to be agreed upon by the City of Victoria and Township of Esquimalt and as such the amended allocation for 2021 has yet to be reflected in the provisional police budget. The allocations will be adjusted once an agreement is in place for the implementation of the Budget Allocation Formula.

Additional Funding Request from E-Comm

At the January 19th, 2021 Police Board meeting the 2021 Provisional Budget was amended to increase the total budget by \$215,000 for an increase to the amounts paid to E-Comm for 9-1-1 and dispatch services. These funds were included to continue funding for additional staffing at E-Comm to allow them to meet service standards. The continuance of such funding is under annual review and is contingent on a number of conditions. Included in these conditions is the need to address formal representation for Vancouver Island on the E-Comm Board, an operational review of E-Comm, updated performance metrics and a strategy to address shortfalls in performance targets.

Victoria Police Department 2021 Amended Provisional Budget

<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Provisional</i>	<i>Increase/(Decrease)</i>	
				<i>\$</i>	<i>%</i>
Salaries and Benefits	43,146,625	44,508,136	44,920,909	412,774	0.9%
Overtime	3,914,907	2,817,804	2,962,097	144,293	5.1%
Other Operating Costs	8,761,641	9,605,882	9,766,730	160,848	1.7%
Contingency (Salary & Benefits)	15,018	1,743,987	2,221,394	477,407	27.4%
	55,838,191	58,675,809	59,871,130	1,195,321	2.04%
TRANSFER TO RESERVE FUNDS	992,523	1,120,000	1,020,000	(100,000)	-8.93%
TRANSFER FROM FINANCIAL STABILITY RESERVE	-	(100,000)	(100,000)	-	0.00%
TRANSFER FROM EMPLOYEE RETIREMENT FUND	472,184	-	-	-	
REVENUE	(1,531,536)	(1,454,719)	(1,459,250)	(4,531)	0.31%
RECOMMENDED PROVISIONAL BUDGET	55,771,362	58,241,090	59,331,880	1,090,790	1.87%
Core Budget Allocation					
Esquimalt (14.7%)		8,561,440	8,721,786	160,346	1.87%
Victoria (85.3%)		49,679,650	50,610,094	930,444	1.87%

II. Summary by Section

Victoria Police Department 2021 Recommended Provisional Budget 2021 Provisional Budget Summary by Section

(This is a rollup of budget amounts for each Division. Further detail is provided in the Breakdowns by Division and Unit)

Section	2019 Actual	2020 Budget	2021 Provisional	Increase/(Decrease)	
				\$	%
Expenditures					
Police Board	81,461	114,200	109,700	(4,500)	-3.9%
Office of the Chief Constable	982,781	1,019,740	1,030,440	10,700	1.0%
Community Engagement Division	1,996,523	2,064,863	2,256,920	192,057	9.3%
Patrol Division	19,520,617	19,564,265	20,372,650	808,385	4.1%
Financial Services Division	5,822,057	7,298,355	7,376,360	78,005	1.1%
Inspector - West Division	2,669,037	2,872,719	2,749,330	(123,389)	-4.3%
Integrated Services	2,333,373	2,545,407	2,474,550	(70,856)	-2.8%
Human Resources Division	2,217,224	2,693,114	2,309,590	(383,524)	-14.2%
Community Services Division	5,099,372	4,905,306	4,793,600	(111,706)	-2.3%
Executives Services Division	1,681,637	1,961,763	1,999,290	37,527	1.9%
Information Management Division	5,176,237	5,408,623	5,668,240	259,617	4.8%
Investigative Services Division	8,744,883	8,227,454	8,730,460	503,006	6.1%
TOTAL EXPENDITURES	56,325,202	58,675,809	59,871,130	1,195,321	2.04%
TOTAL REVENUE	(1,399,040)	(1,554,719)	(1,559,250)	(4,531)	0.3%
CAPITAL TRANSFER	845,200	1,120,000	1,020,000	(100,000)	-8.9%
NET EXPENDITURES	55,771,362	58,241,090	59,331,880	1,090,790	1.87%

III. Significant Cost Drivers (Core Budget)

Victoria Police Department 2021 Provisional Budget Significant Changes from 2020 Core Budget

		Amount	%	Accum.
2020 Net Budget		58,241,090		
Ordinary (On-Going) Increases over \$5,000				
Expected pay increments (contingency)	477,407		0.82%	
Increases in benefit premiums	195,487		0.34%	
Overtime	144,293		0.25%	
Software licence agreements	115,000		0.20%	
Incremental promotions (estimated)	107,235		0.18%	
Job evaluations (estimated)	40,000		0.07%	
Maintenance and Repairs	32,440		0.06%	
Increase to insurance premiums	35,083		0.06%	
CREST radios	20,200		0.03%	
Legal Advice on <i>Police Act</i> matters	15,000		0.03%	
Business Travel	14,700		0.03%	
PRIME (police database)	14,500		0.02%	
9-1-1 Dispatch (pay increments)	87,910		0.15%	
Communications	13,000		0.02%	
		1,312,255	2.25%	2.25%
Extraordinary (On-Going) Increases				
Psychological Services Coordination	30,000		0.05%	
9-1-1 Dispatch (additional Staffing)	215,000		0.37%	
Historical Case Review Clerk	80,400		0.14%	
Digital Evidence Management	50,000		0.09%	
		375,400	0.64%	2.90%
Extraordinary (One-Time) Adjustments				
Reduction in capital transfers	(100,000)			
Transfer from Employee Retirement Fund	(500,000)	(600,000)	-1.03%	1.87%
Changes in revenue (recoveries)				
Decrease in revenue estimates (Records & Jail)	6,700		0.01%	
WorkSafeBC recoveries	(40,000)		-0.07%	
		(33,300)	-0.06%	1.81%
Decreases (\$5,000 and over)				
Advertising (community programs)	(5,500)		-0.01%	
Office Supplies & Postage	(9,260)		-0.02%	
9-1-1 Transition Adjustment Plan	(45,000)			
Greater Victoria Labour Relations Association (GVLRA)	(57,700)		-0.10%	
		(117,460)	-0.20%	1.61%
Increases in Operating Costs (less than \$5,000 per occurrence)				
Various	153,895	153,895	0.26%	1.87%
2021 Core Budget		59,331,880		1.87%

A significant amount of the requested increase is represented by the following items:

• Expected pay increases	\$477,407
• E-Comm funding increase	\$302,910
• Increases to benefit premiums (extended health/dental/Worksafe)	\$195,487
• Overtime: Patrol, ERT, CMU, Special Duties (see Appendix C)	\$144,293
• Software licensing (compliance and migration to cloud based)	\$115,000
• Incremental promotions (based on years of service)	\$107,235

These increases are partially offset by a decrease in transfers to capital of \$100,000 from the original amounts requested, and a decrease in the retirement expenditure budget of \$500,000.

IV. Consultation with Councils

The Finance Committee consulted with both councils in July, receiving support in areas such as proactive policing, partnership building, tackling property crime, traffic enforcement, employee wellness and higher visibility. Councils expressed concerns at the cost of policing, the distribution of policing costs across municipalities in Greater Victoria, a lack of provincial funding and a desire for community-driven alternate response models.

V. Other Information

A. Strategic Plan Objectives and Divisional Action Plans

The submitted budget reflects planned activities and service levels for 2021. The Strategic Planning process has evolved, with individual work plans for the budget being replaced by Divisional Action Plans tied into the Strategic Plan, which will be presented regularly to the Board. Submitted budgets for 2021 were developed in alignment with those Divisional Action Plans.

Divisional Action Plans are prepared by managers in alignment with the Strategic Plan using a recently implemented software program and reporting process. Budgets have been prepared in alignment with the goals and objectives of these Divisional Action Plans. Progress on these plans will be reported out to the Board on a regular basis.

B. Additional Resources

The 2021 Provisional Budget includes an additional \$30,000 in funding for psychological service coordination through the engagement of a medical advisor. Funding of \$80,400 is also included for a civilian disclosure position in the Historical Case Review section. This position was originally requested in the 2019 budget process and is required to comply with new Major Case Management provincial standards, improve processes, convert historical files into digital versions and improve quality controls.

C. Capital Budget Submission

Funding for capital purchases continue to be a challenge. We have reduced our expected fleet replacement expenditures in 2020 through pooling of administrative vehicles and introduced a number of measures to reduce the cost of fleet replacements in the future. In 2021 we are piloting hybrid patrol cars to determine the financial viability of greening the fleet. Although up front capital costs are higher the overall net cost over the lifespan of a patrol vehicle will be determined by factoring in fuel and maintenance cost savings.

Moving to cloud-based solutions will reduce our IT capital costs but will increase our IT operating expenditures. This has been reflected in the budget submissions for IT for 2021. In the long-term capital costs for IT infrastructure should continue to decrease.

Overall our capital expenditures are expected to be \$130,500 lower than 2020. We do, however, expect to continue to draw down from capital reserves for the next 1-2 years due to the need to catch up to our IT capital replacement schedule. The transfer to capital has been reduced by \$100,000 from 2020 levels to offset some of the increased operating costs associated with moving to cloud based solutions.

D. Departmental Retirements

The operating budget for departmental retirements for 2021 has been reduced to zero. As a result, all contractually obligated retirement expenditures would be funded from the Employee Benefit Obligation reserve. This is a temporary measure to assist councils with addressing short term revenue shortfalls due to the Covid-19 pandemic. We expect actual retirement payouts to be approximately \$800,000-\$900,000. The reserve balance is healthy, with a current balance of \$8.08 million, funded through surpluses in prior years.

VI. Appendix A: Detailed Operating Budget Submissions

<i>Section</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Provisional</i>	<i>Increase/(Decrease)</i>	
				<i>\$</i>	<i>%</i>
Expenditures					
POLICE BOARD	81,461	114,200	109,700	(4,500)	-3.9%
OFFICE OF THE CHIEF CONSTABLE	982,781	1,019,740	1,030,440	10,700	1.0%
COMMUNITY ENGAGEMENT DIVISION					
Public Affairs	555,639	594,702	694,160	99,458	16.7%
Volunteer Program	120,042	152,505	132,660	(19,845)	-13.0%
Community Programs	107,286	111,242	105,090	(6,152)	-5.5%
Information Systems	1,213,556	1,206,414	1,325,010	118,596	9.8%
	1,996,523	2,064,863	2,256,920	192,057	9.3%
PATROL DIVISION					
Reserve Program	45,917	172,240	172,740	500	0.3%
Patrol	18,518,959	18,411,729	19,215,470	803,741	4.4%
Jail Operations	955,741	980,296	984,440	4,144	0.4%
	19,520,617	19,564,265	20,372,650	808,385	4.1%
FINANCIAL SERVICES DIVISION					
Finance, Exhibit Control and Purchasing	2,288,343	4,253,256	4,829,180	575,924	13.5%
Centralized Corporate Costs	2,703,474	2,175,099	1,673,020	(502,079)	-23.1%
Automotive	830,240	870,000	874,160	4,160	0.5%
	5,822,057	7,298,355	7,376,360	78,005	1.1%
INSPECTOR WEST DIVISION					
Special Duties	841,416	758,440	758,440	-	0.0%
K9	928,727	898,359	767,360	(130,999)	-14.6%
Esquimalt Administration	644,416	572,359	571,160	(1,199)	-0.2%
School Resource Officers	-	383,220	384,730	1,510	0.4%
Operational Planning	254,478	260,341	267,640	7,299	2.8%
	2,669,037	2,872,719	2,749,330	(123,389)	-4.3%
INTEGRATED SERVICES					
Integrated Mobile Crisis Response Team	130,564	133,273	136,610	3,337	2.5%
Greater Victoria Police Diversity Committee	2,918	2,646	2,710	64	2.4%
Vancouver Island Integrated Major Crime Unit	1,003,163	1,066,249	965,600	(100,649)	-9.4%
Mobile Youth Service Team	-	62,383	63,940	1,557	2.5%
Greater Victoria Regional Domestic Violence Unit	188,879	189,006	193,380	4,374	2.3%
Greater Victoria Crime Stoppers	-	60,630	62,150	1,520	2.5%
Greater Victoria Crowd Management Unit	33,882	39,478	39,900	422	1.1%
Greater Victoria Emergency Response Team	927,332	909,224	927,360	18,136	2.0%
Greater Victoria Explosive Disposal Unit	12,327	15,963	16,090	127	0.8%
Greater Victoria Crisis Negotiator Team	34,308	66,555	66,810	255	0.4%
	2,333,373	2,545,407	2,474,550	(70,856)	-2.8%

Note: 2019 Mobile Youth Service Team and Crime Stoppers expenditures were expensed to Centralized Corporate Costs

VICTORIA POLICE DEPARTMENT	2019	2020	2021	Increase/(Decrease)	
2021 Provisional Budget - Overview by Section - Continued	Actual	Budget	Provisional	\$	%
HUMAN RESOURCES DIVISION					
Human Resources	2,158,982	2,677,114	2,293,590	(383,524)	-14.3%
Secondments	46,792	-	-	-	-
Critical Incident Stress Management	11,450	16,000	16,000	-	0.0%
	2,217,224	2,693,114	2,309,590	(383,524)	-14.2%
COMMUNITY SERVICES DIVISION					
Beat and Bike Squad	2,523,256	2,350,376	2,355,990	5,614	0.2%
Assertive Community Treatment Team ¹	436,516	422,929	430,990	8,061	1.9%
Community Resource Officers	698,247	686,221	686,980	759	0.1%
Traffic Enforcement and Crash Investigation	1,441,353	1,435,780	1,309,640	(126,140)	-8.8%
Motorcycle Escort Team	-	10,000	10,000	-	0.0%
	5,099,372	4,905,306	4,793,600	(111,706)	-2.3%
EXECUTIVE SERVICES DIVISION					
Executive Services, Policy and Professional Standards	1,320,287	1,578,774	1,613,290	34,516	2.2%
Legal Services and Freedom of Information	361,350	382,989	386,000	3,011	0.8%
	1,681,637	1,961,763	1,999,290	37,527	1.9%
INFORMATION MANAGEMENT DIVISION					
Records Management	1,972,541	2,278,623	2,280,330	1,707	0.1%
South Island Police Dispatch Centre	3,203,696	3,130,000	3,387,910	257,910	8.2%
	5,176,237	5,408,623	5,668,240	259,617	4.8%
INVESTIGATIVE SERVICES DIVISION					
Crime Reduction Unit	502,436	-	-	-	-
Analysis and Intel	554,962	690,976	681,540	(9,436)	-1.4%
Strike Force	1,316,100	1,511,542	1,512,730	1,188	0.1%
Special Operations	51,280	100,000	100,000	-	0.0%
Detective Division - Support	1,124,942	1,171,073	1,114,060	(57,013)	-4.9%
Financial Crimes	466,209	307,329	459,380	152,051	49.5%
Integrated Tech Crime Unit	370,668	381,689	545,390	163,701	42.9%
Special Victims Unit	1,104,767	1,058,533	1,059,900	1,367	0.1%
Major Crimes	1,476,447	1,255,600	1,278,610	23,010	1.8%
Historical Case Review Unit	165,404	172,564	253,590	81,026	47.0%
Behavioural Assessment and Management Unit	575,531	582,299	712,300	130,001	22.3%
Forensic Identification	1,036,137	995,849	1,012,960	17,111	1.7%
	8,744,883	8,227,454	8,730,460	503,006	6.1%
TOTAL EXPENDITURES	56,325,202	58,675,809	59,871,130	1,195,321	2.04%
Revenue					
Protective Services	(1,399,040)	(1,454,719)	(1,459,250)	(4,531)	0.3%
Transfer from Reserves	-	(100,000)	(100,000)	-	0.0%
TOTAL REVENUE	(1,399,040)	(1,554,719)	(1,559,250)	(4,531)	0.3%
Capital Transfer	845,200	1,120,000	1,020,000	(100,000)	-8.9%
NET BUDGET	55,771,362	58,241,090	59,331,880	1,090,790	1.87%

Notes:

1. Assertive Community Treatment Team includes two members temporarily assigned from the Beat & Bike Section. Funding was not approved in 2019 for the continuation of the pilot program. Should the program be discontinued, the two members may be reassigned back to Beat & Bike.

Overview by Expenditure Category

<i>Description</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Increase/(Decrease)</i>	
	<i>Actual</i>	<i>Budget</i>	<i>Request</i>	<i>\$</i>	<i>%</i>
Salaries - Police	29,108,716	30,140,945	30,248,180	107,235	0.4%
Salaries - Non Sworn	4,893,375	5,131,014	5,241,065	110,051	2.1%
Benefits	9,144,534	9,236,177	9,431,664	195,487	2.1%
Overtime	3,914,907	2,817,804	2,962,097	144,293	5.1%
Retirement obligations	897,448	500,000	-	(500,000)	-100.0%
Business Travel/Recruit Training	318,782	309,900	320,100	10,200	3.3%
Staff Development - Training	480,680	621,900	623,900	2,000	0.3%
Professional Services	689,456	782,330	843,251	60,921	7.8%
South Island Dispatch Centre	3,003,770	3,075,000	3,377,910	302,910	9.9%
Integrated Units	257,524	263,840	269,935	6,095	2.3%
Fuel and Motor Oil	289,298	342,000	342,000	-	0.0%
General and Office Supplies	510,797	503,330	498,451	(4,879)	-1.0%
Uniforms	309,506	267,400	263,400	(4,000)	-1.5%
Telephone Line Charges	321,200	427,900	440,900	13,000	3.0%
CREST	597,076	673,000	693,200	20,200	3.0%
Equipment	488,720	287,385	276,263	(11,122)	-3.9%
Insurance	197,160	207,000	242,080	35,080	16.9%
Litigation and Claims	234,520	425,000	425,000	-	0.0%
Crime Investigation & Cost Recovered Services	1,236,533	311,903	274,200	(37,703)	-12.1%
Lease/Rental Payments	355,263	368,200	433,200	65,000	17.7%
Equipment Maintenance	982,071	883,700	1,010,375	126,675	14.3%
Building Maintenance	797,339	800,115	820,120	20,005	2.5%
Recoveries	(3,099,964)	(2,023,301)	(1,882,766)	140,535	-6.9%
WCB Recovery	(733,302)	(110,000)	(150,000)	(40,000)	36.4%
Contingency	15,018	1,743,987	2,221,394	477,407	27.4%
Other Operating Costs	627,764	689,280	645,211	(44,069)	-6.4%
	55,838,191	58,675,809	59,871,130	1,195,321	2.04%
CAPITAL FUNDING	992,523	1,120,000	1,020,000	(100,000)	-8.9%
TRANSFER FROM FINANCIAL STABILITY RESERVE	-	(100,000)	(100,000)	-	0.0%
TRANSFER FROM EMPLOYEE RETIREMENT FUND	472,184	-	-	-	
REVENUE	(1,531,536)	(1,454,719)	(1,459,250)	(4,531)	0.3%
NET EXPENDITURES	55,771,362	58,241,090	59,331,880	1,090,790	1.87%

<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Request</i>	<i>Increase/(Decrease)</i>	
				<i>\$</i>	<i>%</i>
Salaries - Police (Net of Recoveries)	29,108,716	30,140,945	30,248,180	107,235	0.4%
Salaries - Non Sworn	4,893,375	5,131,014	5,241,065	110,051	2.1%
Benefits - Non Sworn	1,430,612	1,331,784	1,363,311	31,527	2.4%
Benefits - Sworn	7,713,922	7,904,393	8,068,353	163,960	2.1%
Salaries and Benefits	43,146,625	44,508,136	44,920,909	412,774	0.9%
Overtime	3,914,907	2,817,804	2,962,097	144,293	5.1%
Integrated Units	257,524	263,840	269,935	6,095	2.3%
CREST	597,076	673,000	693,200	20,200	3.0%
Equipment Maintenance	982,071	883,700	1,010,375	126,675	14.3%
Car Allowance	106,736	101,330	106,336	5,006	4.9%
Business Travel/Recruit Training	318,782	309,900	320,100	10,200	3.3%
Memberships	18,526	18,900	18,200	-700	-3.7%
Staff Development - Training - POLICE	442,615	558,900	571,400	12,500	2.2%
Staff Development - Training - CIVILIAN	38,065	63,000	52,500	-10,500	-16.7%
Advertising - Recruits	10,010	30,500	25,000	-5,500	-18.0%
Car Rental	56,775	58,000	58,000	0	0.0%
Prison Meals	24,903	29,000	30,000	1,000	3.4%
GVLRA	55,976	57,700	-	-57,700	-100.0%
Laundry	133,947	127,100	131,500	4,400	3.5%
Photocopy Operation	52,430	61,500	60,000	-1,500	-2.4%
Professional Services	689,456	782,330	843,251	60,921	7.8%
South Island Dispatch Centre	3,003,770	3,075,000	3,377,910	302,910	9.9%
Operational Meetings	48,111	45,950	58,550	12,600	27.4%
Fuel and Motor Oil	289,298	342,000	342,000	0	0.0%
General Supplies	454,647	429,530	430,151	621	0.1%
Publications	19,544	30,400	31,800	1,400	4.6%
Office Supplies	56,150	73,800	68,300	-5,500	-7.5%
Postage	22,903	29,500	25,500	-4,000	-13.6%
Uniforms	309,506	267,400	263,400	-4,000	-1.5%
Telephone Line Charges	321,200	427,900	440,900	13,000	3.0%
Equip. Rental	149	6,400	6,400	0	0.0%
New Equipment	488,720	287,385	276,263	-11,122	-3.9%
Insurance	197,160	207,000	242,080	35,080	16.9%
Litigation	216,312	300,000	300,000	0	0.0%
Building Maintenance	797,339	800,115	820,120	20,005	2.5%
Claims	18,208	125,000	125,000	0	0.0%
Miscellaneous & Cost Recovered Services	1,190,746	104,903	71,200	-33,703	-32.1%
Crime Investigation	45,787	207,000	203,000	-4,000	-1.9%
Honorarium	44,729	56,000	56,000	0	0.0%
Lease/Rental Payments	355,263	368,200	433,200	65,000	17.7%
Recoveries	(3,099,964)	(2,023,301)	(1,882,766)	140,535	-6.9%
WCB Recovery	(733,302)	(110,000)	(150,000)	-40,000	36.4%
Contingency	15,018	1,743,987	2,221,394	477,407	27.4%
Employee Retirement Obligations	897,448	500,000	-	-500,000	-100.0%
Finger Print Systems Access Costs	33,025	37,000	37,925	925	2.5%
Other Operating Costs	8,519,135	11,086,029	11,718,189	632,160	5.7%
TOTAL OPERATING COSTS	55,838,191	58,675,809	59,871,130	1,195,321	2.04%
RESERVE TRANSFERS					
Capital Funding	992,523	1,120,000	1,020,000	(100,000)	-8.9%
Financial Stability Reserve	-	(100,000)	(100,000)	-	0.0%
Employee Benefit Obligation Reserve	472,184	-	-	-	-
RESERVES	1,464,707	1,020,000	920,000	-100,000	-9.8%
REVENUE	(1,531,536)	(1,454,719)	(1,459,250)	-4,531	0.3%
NET EXPENDITURES	55,771,362	58,241,090	59,331,880	1,090,790	1.87%

VII. Breakdown by Division and Unit

A. Victoria & Esquimalt Police Board

POLICE BOARD BUDGET

Police Board - 2521

Description		2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2521 4102	Benefits - Civilians	2,683	-	-	-	0.00%
2521 4112	Mileage/Parking	864	-	-	-	0.00%
2521 4116	Conference Travel ¹	13,026	25,000	20,000	(5,000)	-20.00%
2521 4118	Membership Fees	2,236	2,200	2,200	-	0.00%
2521 4125	Non Sworn Training ²	2,663	3,000	3,000	-	0.00%
2521 4230	Professional Services	9,436	22,000	22,000	-	0.00%
2521 4304	Operational Meetings ³	5,240	3,000	6,000	3,000	100.00%
2521 4312	Office Supplies	95	500	-	(500)	-100.00%
2521 4364	Telecommunications	489	500	500	-	0.00%
2521 4418	Equipment ⁴	-	2,000	-	(2,000)	-100.00%
2521 4814	Honorarium	44,729	56,000	56,000	-	0.00%
TOTALS		81,461	114,200	109,700	(4,500)	-3.94%

Notes:

1. Reduced for travel portion of conferences and meetings due to Covid impact
2. Budget for training for EA to the Board role
3. Costs increased for Joint Board/Councils meeting on Budget to provide suitable location
4. Budget reduced to reflect changes in Board's hardware requirements

B. Office of the Chief Constable

Office of the Chief Constable - 2528

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2528 4004	Salaries - Police ¹	612,408	600,174	615,730	15,556	2.59%
2528 4010	Salaries - Exempt ²	172,631	166,385	166,400	15	0.01%
2528 4102	Benefits - Civilians	49,147	44,924	45,760	836	1.86%
2528 4104	Benefits - Police	106,434	162,047	169,334	7,287	4.50%
2528 4112	Parking/Executive Vehicles ³	2,696	1,010	2,016	1,006	99.60%
2528 4116	Business Travel	39,257	31,200	31,200	-	0.00%
2528.4230	Professional Services ⁴	100	14,000	-	(14,000)	-100.00%
2528.4814	Miscellaneous	108	-	-	-	-100.00%
TOTALS		982,781	1,019,740	1,030,440	10,700	1.05%

Notes:

1. Estimated salaries for Chief and Deputies based on current employment minimum contractual obligations. Actual amounts may vary based on performance evaluation
2. Based on current rates. Estimated increases, tied to CUPE and Police Union agreements are included under the contingency line item of the Financial Services budget
3. Parking at Royal Athletic Park for 2 exempt staff members
4. Funds were previously budgeted for contracted services to assist in annual performance reviews for the Chief and Deputies. The Police Board currently conducts the annual reviews without the need for outside assistance.

C. Community Engagement Division

Consisting of:

- Public Affairs
- Volunteers Program
- Community Programs
- Information Systems (IT)

Public Affairs - 2524

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2524 4004	Salaries - Police ¹	103,331	100,189	90,174	(10,015)	-10.00%
2524 4010	Salaries - Exempt ²	144,771	148,292	148,748	456	0.31%
2524 4016	Salaries - Civilian ³	169,633	170,785	256,040	85,255	49.92%
2524 4070	Overtime - Civilians	3,750	5,000	5,000	-	0.00%
2524 4072	Overtime - Police	9,479	13,000	13,000	-	0.00%
2524 4104	Benefits - Police	28,125	27,051	24,798	(2,253)	-8.33%
2524 4102	Benefits - Civilian	73,091	88,305	111,320	23,015	26.06%
2524 4112	Car Allowance	1,126	1,010	1,010	-	0.00%
2524 4114	Clothing & Boot Allowance		1,070	1,070	-	0.00%
2524 4116	Business Travel ⁴	10,314	8,000	10,000	2,000	25.00%
2524 4230	Professional Services ⁵	560	-	500	500	N/A
2524 4308	General Supplies	30	-	-	-	0.00%
2524 4310	Publications ⁶	11,152	30,000	30,000	-	0.00%
2524 4850	Employee Recognition Program	277	1,500	500	(1,000)	-66.67%
2524 4418	New Equipment ⁷		500	2,000	1,500	300.00%
TOTALS		555,639	594,702	694,160	99,458	16.72%

Notes:

1. Based on the current incumbent. Variances are due to periodic rotation of police officers into this role
2. 2018 pay rates still in effect for exempt Director level positions
3. See Five Analysis of Budgeted Staffing Deployments
4. Reflects increased requirements to be up to date on social media and related technologies
5. Supply of services such as interpreting and photo for special events
6. Publications (Survey costs are based on being performed in-house. External independent survey would cost substantially more)

Community Outreach (Annual Survey)	14,000	14,000
Website, social media	13,000	13,000
Various publications	3,000	3,000
	30,000	30,000
7. Multi-media equipment (filming & editing)

Volunteers - 2546

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2546 4016	Salaries - Civilian ¹	70,781	73,626	73,626	-	0.00%
2546 4070	Overtime -Civilian	2,620	1,000	-	(1,000)	-100.00%
2546 4080	Auxiliaries ²	-	19,200	-	(19,200)	-100.00%
2546 4102	Benefits - Civilians	19,808	19,879	20,234	355	1.79%
2546 4112	Car Allowance	170	300	300	-	0.00%
2546 4116	Training/travel	-	2,300	2,300	-	0.00%
2546 4304	Recognition/operational meetings ³	16,964	24,700	24,700	-	0.00%
2546 4310	Publications	-	400	400	-	0.00%
2546 4312	Office Supplies	462	800	800	-	0.00%
2546 4316	Uniforms	7,742	6,000	6,000	-	0.00%
2546 4418	New Equipment	217	1,500	1,500	-	0.00%
2546 4814	Miscellaneous	239	800	800	-	0.00%
2546 4822	Maintenance and Repairs	1,039	2,000	2,000	-	0.00%
TOTALS		120,042	152,505	132,660	(19,845)	-13.01%

Notes:

1. Volunteer coordinator, based on 2020 CUPE pay rate
2. Summer student program will not go ahead in 2021, to be revisited in future years
3. Recognition/Operational Meetings

Volunteer appreciation, Team Building, retirement functions	15,500	15,500
National Volunteer Week	3,000	3,000
Operational meetings - ongoing training	2,000	2,000
Recruitment costs	4,200	4,200
	24,700	24,700

Community Programs Coordinator - 2547

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2547 4016	Salaries - Civilian ¹	66,874	66,726	66,726	-	0.00%
2547 4070	Overtime -Civilian	645	1,500	1,500	-	0.00%
2547 4102	Benefits - Civilians	17,044	18,016	18,364	348	1.93%
2547.4116	Travel ²	665	1,000	1,200	200	20.00%
2547.4204	Advertising ³	10,010	15,500	10,000	(5,500)	-35.48%
2547.4230	Professional Services ⁴	-	-	100	100	N/A
2547.4304	Community Engagement Events & Meetings	2,664	5,000	5,000	-	0.00%
2547.4308	General Supplies ⁵	-	-	500	500	N/A
2547.4310	Publications ⁵	502	-	1,200	1,200	N/A
2547 4312	Office Supplies	142	-	-	-	0.00%
2547 4418	Equipment ⁵	5,727	3,000	-	(3,000)	-100.00%
2547 4814	Misc.	3,013	500	500	-	0.00%
TOTALS		107,286	111,242	105,090	(6,152)	-5.53%

Notes:

1. Program Coordinator position, based on 2020 CUPE pay rate
2. Costs to attend annual Block Watch Society of BC conference
3. Budget was temporarily increased in 2020. Amount represents regular annual budget for promotional items
4. Annual membership fees Block Watch Society
5. 2020 equipment budget was for chairs for public events, current year budget reallocates those funds for block watch brochures, manuals and supplies

INFORMATION SYSTEMS - 2550

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2550 4010	Salaries - Exempt ¹	88,233	115,910	118,286	2,376	2.05%
2550 4016	Salaries - Civilian ²	476,648	443,913	443,913	-	0.00%
2550 4070	Overtime - Civilian ³	6,292	12,000	10,000	(2,000)	-16.67%
2550 4102	Benefits - Civilians	154,053	152,591	154,611	2,020	1.32%
2550 4112	Mileage/Parking ⁴	1,292	-	1,000	1,000	N/A
2550 4116	Conferences/Travel	368	-	2,000	2,000	N/A
2550 4230	Professional Services	-	10,000	10,000	-	0.00%
2550 4308	General Supplies	7,611	10,000	10,000	-	0.00%
2550 4310	Books/Publications	1,312	-	200	200	N/A
2550 4125	Training	6,212	17,000	15,000	(2,000)	-11.76%
2550 4822	Equipment Repairs & Maintenance ⁵	471,535	445,000	560,000	115,000	25.84%
TOTALS		1,213,556	1,206,414	1,325,010	118,596	9.83%

Notes:

1. IT Manager, based on current pay rates with step increase for 2021
2. 5 IT positions, based on 2020 CUPE pay rates
3. Overtime required to provide 24/7 technical support
4. Parking at Royal Athletic for manager
5. Most significant increase is for Microsoft licensing for licensing compliance. Additional expenditures related to equipment upgrades and replacements, as well as the development of technological solutions

Breakdown of specific expenditure line objects

Supplies	Additional Data Drops		
	Miscellaneous Supplies (Tapes, storage, cables)	5,000	5,000
	USB Devices	5,000	5,000
		10,000	10,000
Equip. Repairs and Licenses	BISPRO	8,400	10,883
	Coplogic Maintenance Fee	14,700	19,129
	Digital Boundary Group vulnerability scan	2,200	
	Entrust - Identity Guard	3,000	
	I2 Maintenance - Crime System Integration	28,000	
	IBM Maintenance (significantly portion XIV)	78,500	45,000
	Intime Scheduling	21,800	23,775
	Confluence		9,135
	Checkpoint		35,359
	Adobe		30,447
	Duo MFA		15,000
	Trend Micro		7,160
	Licences and subscriptions (under \$5,000)		71,329
	RIM/Blackberry Support	10,700	
	Server Switch (Compugen)	14,500	
	Server Switch (2) (Cisco Services) - Think	32,900	
	UPS Service Contract	10,000	3,418
	Microsoft Enterprise Agreement	90,000	165,000
	Infotech subscription	10,000	
	Symantec Net Backup	8,600	
	Systemtex - IPDMA Support	15,900	18,720
	Vmware (Think)	8,500	
	Qlikview	5,100	
	Veeam		17,192
	NetMotion	51,000	33,453
	Other Operational Support Software	19,700	55,000
	Dell Software Canada - Desktop authority and USB security	11,500	-
		445,000	560,000

D. Patrol Division

Consisting of:

- Reserve Program
- Patrol
- Jail

RESERVE PROGRAM - 2545

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2545 4004	Salaries - Police ¹	-	100,189	100,189	-	0.00%
2545 4104	Benefits - Police	996	27,051	27,551	500	1.85%
2545 4072	Overtime - Police ²	8,386	7,000	7,000	-	0.00%
2545 4120	Training	800	4,000	4,000	-	0.00%
2545 4224	Laundry	1,654	1,500	1,500	-	0.00%
2545 4306	Fuel and oil	372	1,500	1,500	-	0.00%
2545 4308	General Supplies ³	3,007	4,000	4,000	-	0.00%
2545 4316	Uniforms and Bullet Proof Vests ⁴	28,513	24,500	24,500	-	0.00%
2545 4364	Communications	2,028	2,500	2,500	-	0.00%
2545 4512	Insurance	584	-	-	-	0.00%
2545 4824	Recovery	(1,000)	-	-	-	0.00%
2545 9311	WO Inventory Purchases	38	-	-	-	0.00%
2545 9511	WO Gas	510	-	-	-	0.00%
2545 9561	WO Motor Oil	29	-	-	-	0.00%
TOTALS		45,917	172,240	172,740	500	0.29%

Notes:

1. Budget anticipates reinstatement of Reserve Constable position. Position was redeployed to Patrol in 2018 and is being performed by a Patrol member. Reinstatement will bolster our capacity for both recruitment and volunteer hours in support of the community and police officers
2. Mandatory Use of Force recertification and reserve training. No increase
3. Reserve recognition events for graduation, national volunteer week, formal Xmas event and general supplies
4. Replacement of 10 bullet proof vests, plus equipment and first aid kits for new recruits

PATROL - Operations - 2560

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2560 4004	Salaries - Police ¹	13,639,540	13,690,260	14,228,875	538,615	3.93%
2560 4016	Salaries - Civilian ²	110,572	115,049	115,049	-	0.00%
2560 4070	Overtime - Civilian ³	7,241	2,000	5,000	3,000	150.00%
2560 4072	Overtime - Police ⁴	1,144,866	800,000	900,000	100,000	12.50%
2560 4080	Hourly Wages - Auxiliary and/or vacation relief	10,429	8,000	8,000	-	0.00%
2560 4102	Benefits - Civilians	88,945	31,063	31,639	576	1.85%
2560 4104	Benefits - Police ¹	3,571,207	3,665,307	3,881,207	215,900	5.89%
2560 4112	Mileage/Parking	505	-	-	-	0.00%
2560 4114	Clothing & Boot Allowance	256	500	-	(500)	N/A
2560 4116	Conferences and travel	8,221	2,000	2,000	-	0.00%
2560 4230	Professional Services	6,456	22,000	15,000	(7,000)	-31.82%
2560 4304	Employee recognition	454	2,000	2,000	-	N/A
2560 4308	Supplies	5,690	4,000	6,000	2,000	50.00%
2560 4316	Uniform (police tags for body armour)	38,445	4,200	-	(4,200)	N/A
2560 4418	New Equipment ⁵	144,394	61,350	20,700	(40,650)	-66.26%
2560 4814.0104	Investigations	3,052	4,000	-	(4,000)	-100.00%
2560 4824	Recovery	(261,314)	-	-	-	0.00%
TOTALS		18,518,959	18,411,729	19,215,470	803,741	4.37%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments
2. Two clerical positions, based on 2020 CUPE pay rates
3. Increase required for increased transcription, offset by reductions in professional service budget for outsourced transcription
4. Overtime for Backfill is determined by pre-determined shift minimums to maintain call response times, as well as availability of officers. Amounts can vary from year to year depending on officer injury rates. Increase required to bring budget back in line with actual averages. 5 Year Average overtime costs approximately \$964,000
5. Work stations for Special Municipal Constables, Audio visual equipment for Briefing Room

Jail

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2680 4004	Salaries - Police ¹	460,820	521,099	521,099	-	0.00%
2680 4072	Overtime - Police	53,234	55,500	55,000	(500)	-0.90%
2680 4080	Auxiliaries/RPT/Seasonal	230	-	-	-	0.00%
2680 4081	Police Aux Jailors	243,287	205,000	205,000	-	0.00%
2680 4104	Benefits - Police	149,621	140,697	143,341	2,644	1.88%
2680 4114	Clothing & boot allowance	13	-	-	-	0.00%
2680 4210	Prisoner Meals ²	24,903	29,000	30,000	1,000	3.45%
2680 4224	Laundry ²	13,814	19,000	20,000	1,000	5.26%
2680 4308	General Supplies (Mattresses, Blankets)	5,355	5,000	5,000	-	0.00%
2680 4316	Uniforms	4,464	5,000	5,000	-	0.00%
TOTALS		955,741	980,296	984,440	4,144	0.42%

Notes:

1. 8 jailers, based on 2018 pay rates
2. Contracted services. Adjusted for expected inflation and requirement for services to be provided

E. Financial Services Division:

Consisting of:

- Financial Services
- Centralized Corporate Costs
- Automotive

Financial Services/Exhibit Control and Purchasing - 2500

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2500 3274	Miscellaneous Revenue	(292)	-	-	-	0.00%
2500 3760	Grants	(15,047)	-	-	-	0.00%
2500 4004	Salaries - Police - Inspector LTD ¹	12,000	12,037	8,000	(4,037)	-33.54%
2500 4010	Salaries - Exempt ²	152,652	148,292	148,748	456	0.31%
2500 4016	Salaries - Civilian ³	378,633	289,777	289,777	-	0.00%
2500 4070	Overtime - Civilians	3,208	3,000	3,500	500	16.67%
2500 4102	Benefits - Civilians	140,517	120,433	120,586	153	0.13%
2500 4104	Benefits - Police	7,211	3,250	2,200	(1,050)	N/A
2500 4116	Business Travel ⁴	338	1,000	1,500	500	50.00%
2500 4120	Training - Sworn	218	-	-	-	0.00%
2500 4125	Training ⁴	2,906	8,000	7,500	(500)	-6.25%
2500 4230	Professional Services ⁵	127,500	130,680	134,600	3,920	3.00%
2500 4850	Employee Recognition Program	-	500	500	-	0.00%
2500 4308	General Supplies ⁶	133,559	155,000	150,000	(5,000)	-3.23%
2500 4312	Office Supplies ⁶	55,451	72,500	67,500	(5,000)	-6.90%
2500 4314	Postage/Courier ⁶	19,434	29,500	25,500	(4,000)	-13.56%
2500 4316	Uniforms	176,617	183,800	185,000	1,200	0.65%
2500 4364	Telephone Line Charges	287,639	370,000	380,000	10,000	2.70%
2500 4364	CREST ⁷	597,076	673,000	693,200	20,200	3.00%
2500 4816	PRIME ⁸	318,783	335,500	350,000	14,500	4.32%
2500 4816	Digital Evidence Management ⁹	-	-	50,000	50,000	N/A
2500 4418	New Equipment	-	5,000	5,000	-	0.00%
2500 4814	Miscellaneous ¹⁰	10,475	1,000	10,000	9,000	900.00%
2500 4245	InTime Court Module ¹¹	-	-	7,675	7,675	N/A
2500 4824	Recover Exhibits/found property	(137,916)	(23,000)	(23,000)	-	0.00%
2500 4808	Contingency ¹²	-	1,733,987	2,211,394	477,407	27.53%
2500 9111	WO Inside Equipment	593	-	-	-	0.00%
2500 9211	WO Regular Time (City)	15,164	-	-	-	0.00%
2500 9321	WO Outside Purchases	1,624	-	-	-	0.00%
TOTALS		2,288,343	4,253,256	4,829,180	575,924	13.54%

Notes

1. LTD top up agreement for an individual that is expected to expire in 2021
2. Financial Controller position, 2018 pay rates in effect
3. 4 employees responsible for finance, payroll, purchasing, building and fleet
4. Minor reallocation of budget from training to travel to provide sufficient funding to attend meetings
5. Financial services provided by the City of Victoria
6. Budgets were increased in 2020, reflects normal year of purchasing for regular supplies
7. Based on costs for current pool of radios
8. Includes an increase in the budget for V-Mobile licences to increase efficiencies for front line officers
9. Estimated costs for initial implementation of Digital Evidence Management, provincial initiative through PRIME BC
10. To recognize the cost centrally to payout members' overtime donated to the Special Olympics as part of an annual drive instead of against each division
11. Licensing fees for court scheduling software module to improve efficiencies in scheduling court appearances, sharing information internally and managing leave approvals
12. Contingency for settlement of collective agreements that have expired. The agreement with the Victoria City Police Union expired December 31st, 2018 and the CUPE Local 50 agreement expires December 31st, 2020

Telephone Line Charges				
Landlines	41,000	42,107	1,107	2.70%
Mobility	163,800	168,233	4,433	2.71%
Long Distance	4,100	4,211	111	2.70%
Repairs and Maintenance	20,400	20,951	551	2.70%
PRIME Connection to PRIME BC in Vancouver	17,300	17,767	467	2.70%
MDT Airtime	32,600	33,480	880	2.70%
Telus Link To Esquimalt (Fibre Optic)	24,500	25,162	661	2.70%
Internet Account	35,700	36,664	964	2.70%
Hardware Purchases	30,600	31,426	826	2.70%
	370,000	380,000	10,000	2.70%
General Supplies				
Access Records	20,000	19,000	(1,000)	-5.00%
Building requirements	15,000	15,000	-	0.00%
Business cards/general supplies	15,000	15,000	-	0.00%
EC&P - disposal costs	5,000	5,000	-	0.00%
Jail supplies - wipes. Gloves, plastic bags	20,000	20,000	-	0.00%
Police equipment	40,000	36,000	(4,000)	-10.00%
Uniform Cleaning/Repair	10,000	10,000	-	0.00%
Narcan Nasal Spray	10,000	10,000	-	0.00%
Replace CEWs	20,000	20,000	-	0.00%
	155,000	150,000	(5,000)	-3.23%
Office Supplies				
Charge out cards, Criminal record clearance forms	3,060	3,060	-	0.00%
Duty book refills & book covers	3,060	3,060	-	0.00%
Stationery, supplies, etc.	38,860	33,860	(5,000)	-12.87%
Calendars	1,020	1,020	-	0.00%
30 Criminal Codes	2,040	2,040	-	0.00%
Paper - photocopy	12,240	12,240	-	0.00%
CPIC paper	3,060	3,060	-	0.00%
BCMP File folders	6,120	6,120	-	0.00%
Other	2,040	2,040	-	0.00%
BCMP Liquor/Exhibit/Property Forms	1,000	1,000	-	0.00%
	72,500	67,500	(5,000)	-6.90%
Uniforms				
General	18,800	20,000	1,200	6.38%
Body armor vests	45,000	45,000	-	0.00%
Dress Uniforms	7,000	7,000	-	0.00%
Pants, jackets and Shirts	42,000	42,000	-	0.00%
ERT Uniforms	2,000	2,000	-	0.00%
Metal Work	5,000	5,000	-	0.00%
Senior Management	3,000	3,000	-	0.00%
Duty Gear	40,000	40,000	-	0.00%
Hats	1,000	1,000	-	0.00%
Firearms	20,000	20,000	-	0.00%
	183,800	185,000	1,200	0.65%
Lease Pymts.				
PRIME User Fees	300,000	304,500	4,500	1.50%
PRIME RTI	3,600	3,600	-	0.00%
PRIME maintenance agreement	6,400	6,400	-	0.00%
V-Mobile Licences	-	10,000	10,000	N/A
ACCESS Records	25,500	25,500	-	0.00%
	335,500	350,000	14,500	4.32%

Centralized Corporate Costs - 2520					
Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$ %
2520 3274	Miscellaneous Fees	(950)	-	-	- 0.00%
2520 3500	Special Duties	(540)	-	-	- 0.00%
2520 3758	Cost Sharing	(54,747)	-	-	- 0.00%
2520 4070	Overtime - Civilians	1,394	-	-	- 0.00%
2520 4072	Police - Overtime (ERT Activations, protests etc.) ¹	520,017	117,000	147,000	30,000 25.64%
2520 4080	Auxiliaries	130	-	-	- 0.00%
2520 4102	Benefits - Civilian	16,565	-	-	- 0.00%
2520 4104	Benefits - Police	40,887	-	-	- 0.00%
2520 4112	RAP parking charges ²	96,453	98,000	100,000	2,000 2.04%
2520 4116	Conferences/Travel	4,088	12,000	10,000	(2,000) -16.67%
2520 4118	Membership Fees	475	1,700	1,000	(700) -41.18%
2520 4125	Non-Sworn Training	2,930	-	-	- 0.00%
2520 4220	Greater Victoria Labour Association ³	55,976	57,700	-	(57,700) -100.00%
2520 4224	Laundry ⁴	118,479	106,600	110,000	3,400 3.19%
2520 4226	Photocopy Operation	52,430	61,500	60,000	(1,500) -2.44%
2520 4230	Professional Services ⁵	167,907	250,250	245,251	(4,999) -2.00%
2520 4230	Integrated Units ⁶	224,208	118,181	121,136	2,955 2.50%
2520 4304	Operational Meetings ⁷	20,673	6,250	15,000	8,750 140.00%
2520 4310	Books/Publications	6,578	-	-	- 0.00%
2520 4314	Postage	3,469	-	-	- 0.00%
2520 4508	Credit Card Discount Fees	1,340	1,800	1,600	(200) -11.11%
2520 4512	Insurance ⁸	73,739	75,000	105,413	30,413 40.55%
2520 4718	Building Maintenance and Janitorial Service ⁹	797,339	800,115	820,120	20,005 2.50%
2520 4814	Miscellaneous	31,329	4,003	6,000	1,997 49.89%
2520 4816	Lease Rental Payments (Range Costs)	25,430	20,000	20,500	500 2.50%
2520 4820	WCB Recovery ¹⁰	(733,302)	(110,000)	(150,000)	(40,000) 36.36%
2520 4822	Maintenance & Repairs ¹¹	49,238	55,000	60,000	5,000 9.09%
2520 4824	Recovery	(246,307)	-	-	- 0.00%
2520 4826	Uncollectible A/R	(15,565)	-	-	- 0.00%
2520 4096	Departmental Retirements ¹²	897,448	500,000	-	(500,000) -100.00%
2520 6030	Transfer to Retirement Benefit Fund	472,184	-	-	- 0.00%
2520 6035	Transfer to Carry Forward	4,518	-	-	- 0.00%
2520 9111	WO Inside Equipment	2,359	-	-	- 0.00%
2520 9211	WO Regular Time	44,780	-	-	- 0.00%
2520 9221	WO Overtime	16,493	-	-	- 0.00%
2520 9311	WO Inventory Purchases	2,170	-	-	- 0.00%
2520 9321	WO Outside Purchases	3,743	-	-	- 0.00%
2520 9411	WO Contracted Services	116	-	-	- 0.00%
TOTALS		2,703,474	2,175,099	1,673,020	(502,079) -23.08%

Notes:

1. Increase required to address both increased frequency and complexity in policing protests within the City in recent years
2. Contractually obligated expenditure under Police Union Collective Agreement. Increase for inflation
3. Reflects withdrawal from GVLRA effective December 2020. The legal services budget has been increased for 2021 for expected bargaining
4. Expected increase based on current usage
5. Reflects increase for legal in relation to collective agreement bargaining for expired agreements and decrease for EFAP program budget moved to HR
6. Budgets under review by the Area Chiefs. Estimate based on previous pay increments
7. Funding for memorials and significant events that arise during the course of business. Current funding levels have not been sufficient based on historical averages. Participation in such events are under the direction of the Chief or Deputies.
8. Allocated expenditure for police portion of City's liability insurance
9. Building maintenance and operating services provided by the municipalities for Headquarters and the West Division
10. Increase in budget to recognize increased number of injured officers on WorkSafeBC
11. Repair work on police buildings outside of regular maintenance. Costs are increasing as buildings age.
12. 2021 retirements to be funded 100% from the Employee Retirement Fund in 2021 as a one-time measure to reduce the financial burden from Covid-19

Services	DNA	90,547	90,547	(0)	0.00%
	Special Events - Esquimalt	24,108	24,710	602	2.50%
	Ceremonial Guard (2520.4230.0010)	5,000	5,000	-	0.00%
	Tele bail (2520.4230.0007)	65,000	75,000	10,000	15.38%
	Legal - Bargaining	-	50,000	50,000	N/A
	Employment Family Assistance Program (EFAP)	65,595	-	(65,595)	-100.00%
		250,250	245,257	(4,993)	-2.00%
Integrated Units					
	Tactical Liaison Officer	2,869	2,941	72	2.50%
	Critical Incident Scribes	493	505	12	2.50%
	Municipal Undercover Program (2520.4230.0009)	69,580	71,320	1,740	2.50%
	PRIME tables (2520.4230.0008) (Paid to Central Saanich)	1,639	1,680	41	2.50%
	Youth Camp (2520.4230.0005)	16,284	16,691	407	2.50%
	CISBC (2520.4230.0006)	27,316	27,998	683	2.50%
		118,181	121,136	2,955	2.50%
Misc.	PMBA Contribution	2,000	2,000	-	0.00%
	Departmental initiatives	-	2,000	2,000	N/A
	Replacement of Public's Personal Property	2,003	2,000	(3)	-0.15%
	Total Misc.	4,003	6,000	1,997	49.89%

AUTOMOTIVE - 2640

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2640 4208	Car Rental	56,775	58,000	58,000	-	0.00%
2640 4306	Fuel and Motor Oil	37,412	320,000	320,000	-	0.00%
2640 4308	Supplies	10,971	2,000	2,000	-	0.00%
2640 4512	Insurance	119,437	125,000	129,160	4,160	3.33%
2640 4822	Vehicle Maintenance	144,301	365,000	365,000	-	0.00%
2640 9111	WO Inside Equipment	145	-	-	-	0.00%
2640 9211	WO Regular Time	95,442	-	-	-	0.00%
2640 9221	WO Overtime	535	-	-	-	0.00%
2640 9311	WO Inventory Purchases	8,699	-	-	-	0.00%
2640 9321	WO Outside Purchases	73,543	-	-	-	0.00%
2640 9411	WO Contracted Services	35,878	-	-	-	0.00%
2640 9511	WO Gas	245,218	-	-	-	0.00%
2640 9551	WO Bio Diesel	112	-	-	-	0.00%
2640 9561	WO Motor Oil	1,772	-	-	-	0.00%
TOTALS		830,240	870,000	874,160	4,160	0.48%
Maintenance	Mechanical Services - City Yard		145,000	145,000	-	0.00%
	Auto Parts and Outside Work		50,000	50,000	-	0.00%
	Motorcycle		20,000	20,000	-	0.00%
	Vehicle Depreciation Charged by the City Yard		120,000	120,000	-	0.00%
	Insured Repairs		30,000	30,000	-	0.00%
			365,000	365,000	-	0.00%
Car Rental	No Change to fleet		58,000	58,000	-	0.00%

F. Inspector - West Division

Consists of:

- Special Events & Duties
- K9
- Esquimalt Administration
- School Resource Officers
- Operations Planning

Special Events - 2526

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2526 4070 0001	Canada Day - Non Sworn	20,106	12,240	12,240	-	0.00%
2526 4072 0001	Canada Day - Sworn	-	131,200	131,200	-	0.00%
2526 4072	Special Duty (Billable salaries) - Other	1,064,480	615,000	615,000	-	0.00%
2526 4102	Benefits - Civilian	2,331	-	-	-	0.00%
2526 4104	Benefits - Police	95,771	-	-	-	0.00%
2526 4308	General Supplies	648	-	-	-	0.00%
2526 4814	Miscellaneous	5,285	-	-	-	0.00%
2526 4824	Recovery	(347,205)	-	-	-	0.00%
2526 4072	Special Duty - TOTAL	841,416	758,440	758,440	-	0.00%
2526 3500	Special Duty Recovery ¹	(736,426)	(723,640)	(723,640)	-	0.00%
TOTALS		104,990	34,800	34,800	-	0.00%

Notes:

1. Based on the assumption that Canada Day expenditures will be recovered directly from the City of Victoria. Additionally the Township of Esquimalt to provide \$24,108 in funding towards Esquimalt Special Duties. Net costs represent non-recoverable costs, including bad debts. Assumptions based on resumption of normal activities post-Covid-19 although this is dependent on decisions beyond our control

K9 - 2565

Object Code	Description	2019 Actuals	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2565 4004	Salaries - Police ¹	684,252	646,283	541,066	(105,217)	-16.28%
2565 4072	Overtime - Police	19,010	17,000	17,000	-	0.00%
2565 4102	Benefits - Civilian	1,312	-	-	-	0.00%
2565 4104	Benefits - Police	171,144	174,496	148,794	(25,702)	-14.73%
2565 4114	Clothing and Boot Allowance	5,005	500	500	-	0.00%
2565 4116	Travel	2,111	4,000	4,000	-	0.00%
2565 4120	Training	1,076	13,500	13,500	-	0.00%
2565 4230	Professional	16,100	-	-	-	0.00%
2565 4308	Supplies	35,920	32,580	32,500	(80)	-0.25%
2565 4418	New Equipment	9,717	10,000	10,000	-	0.00%
2565 4814	Miscellaneous	53	-	-	-	0.00%
2565 4824	Recovery	(16,973)	-	-	-	0.00%
TOTALS		928,727	898,359	767,360	(130,999)	-14.58%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments

Supplies	Kennel boarding		3,000	3,000
	Veterinarian		13,500	13,500
	Retired Dogs		6,000	6,000
	Food		10,080	10,000
			32,580	32,500
Equipment	Misc.		1,500	1,500
	Home Kennel System		5,000	5,000
	Specialty equipment		3,500	3,500
			10,000	10,000

Esquimalt Division Admin - 2570

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2570 4004	Salaries - Police ¹	308,421	300,588	300,588	-	0.00%
2570 4016	Salaries - Civilian ²	143,948	115,049	115,049	-	0.00%
2570 4070	Overtime - Civilian	470	1,000	1,000	-	0.00%
2570 4072	Overtime - Police	-	3,000	3,000	-	0.00%
2570 4080	Hourly Wages - Auxiliary and/or vacation relief	43,859	25,000	25,000	-	0.00%
2570 4102	Benefits - Civilians	40,403	31,063	31,639	576	1.85%
2570 4104	Benefits - Police	99,983	81,159	82,634	1,475	1.82%
2570 4116	Training	1,098	2,500	2,500	-	0.00%
2570 4308	Supplies	999	3,000	2,500	(500)	-16.67%
2570 4316	Uniforms	193	2,000	1,000	(1,000)	-50.00%
2570 4418	Equipment	3,977	8,000	6,000	(2,000)	-25.00%
2570 4814	Misc.	949	-	-	-	N/A
2570 4850	Employee Recognition ³	116	-	250	250	N/A
TOTALS		644,416	572,359	571,160	-1,199	-0.21%

Notes:

1. Inspector and Sergeant position. Does not include the other positions assigned to the Esq. Division, such as Patrol

2. Two civilian positions in accordance with the Framework Agreement

3. Departmental employee recognition program. Budget was previously included under supplies

School Resource Officers - 2571

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2571 4004	Salaries - Police ¹	-	300,567	300,567	-	0.00%
2571 4104	Benefits - Police	-	81,153	82,663	1,510	1.86%
2571 4308	Supplies ²	-	1,500	1,500	-	0.00%
TOTALS		-	383,220	384,730	1,510	0.39%

Notes:

- Based on assumption, for budgeting purposes, that the School Resource Officer positions, redeployed to front line duties, will be returned in 2021. Actual redeployment will depend on operational priorities. Consists of 3 police officer positions.
- Small supplies budget to restart the School Resource Officer program

Operational Planning - 2572

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2572 4004	Salaries - Police ¹	122,587	120,239	125,247	5,008	4.17%
2572 4016	Salaries - Civilian ¹	62,325	63,494	63,494	-	0.00%
2572 4070	Overtime - Civilian	941	3,500	3,500	-	0.00%
2572 4072	Overtime - Police	2,488	3,500	3,500	-	0.00%
2572 4102	Benefits - Civilians	16,450	17,143	17,461	318	1.85%
2572 4104	Benefits - Police	29,687	32,465	34,438	1,973	6.08%
2572 4230	Emergency Preparedness ²	9,500	20,000	20,000	-	0.00%
2572 6035	Transfer to Carryforward	10,500	-	-	-	0.00%
TOTALS		254,478	260,341	267,640	7,299	2.80%

Notes:

- Based on most current collective agreement pay rates (2018 Police Union, 2020 CUPE) for incumbent, one Sergeant and one civilian

- Breakdown of Emergency Preparedness Budget:

Large tents, EOC, DOC	5,000	5,000
Protective Equipment	2,000	2,000
EM supply replenishment	2,000	2,000
Food purchases	2,000	2,000
EM & Mass Casualty Training	9,000	9,000
	20,000	20,000

Spending priorities are reassessed periodically depending on emerging trends and risks

G. Integrated Units

Consists of:

- Integrated Mobile Crisis Response Team
- Greater Victoria Police Diversity Committee
- Vancouver Island Integrated Major Crime Unit
- Mobile Youth Services Team
- Greater Victoria Regional Domestic Violence Unit
- Crime Stoppers
- Crowd Management Unit
- Greater Victoria Emergency Response Team
- Explosives Disposal Unit
- Crisis Negotiating Team

Integrated Mobile Crisis Response Team - 2523

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2523 4004	Salaries - Police	117,047	241,385	247,420	6,035	2.50%
2523 4072	Overtime - Police	7,061	35,631	36,522	891	2.50%
2523 4104	Benefits - Police	28,990	65,174	66,807	1,633	2.51%
2523 4114	Clothing & Boot Allowance	2	-	-	-	0.00%
2523 4116	Conferences/Travel	234	-	-	-	0.00%
2523 4120	Training and Development	2,449	6,000	6,000	-	0.00%
2523 4306	Fuel & Oil	2,015	6,000	6,000	-	0.00%
2523 4308	General Supplies		1,000	1,000	-	0.00%
2523 4364	Telecommunications	2,000	2,000	2,000	-	0.00%
2523 4814	IMCRT grant		1,000	1,000	-	0.00%
2523 3758	Cost Sharing	(229,650)	-	-	-	0.00%
2523 4824	Recovery		(234,417)	(239,639)	(5,222)	2.23%
2523 4418	Equipment	64	4,500	4,500	-	0.00%
2523 4814	Expenditures from other agencies	152,679	-	-	-	0.00%
2523 6062	Transfer to Reserve	-	5,000	5,000	-	0.00%
2523 6067	Transfer to Police ERT Reserve	47,673	-	-	-	0.00%
TOTALS		130,564	133,273	136,610	3,337	2.50%

Notes:

Estimates only for anticipated pay increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs

Consists of 2 police officers, one from Victoria & Esquimalt and one from Saanich

Totals represent the net cost to our Department based on a 4 factor funding formula

Greater Victoria Police Diversity Committee - 2548

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2548 4230	Integrated Unit	2,918	2,646	2,710	64	2.42%
TOTALS		2,918	2,646	2,710	64	2.42%

Notes:

Estimates only for anticipated pay increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
Represents the cost for our Department based on a 4 factor funding formula

VANCOUVER ISLAND INTEGRATED MAJOR CRIME UNIT - 2601

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2601.4004	Salaries - Police ¹	676,084	651,332	556,130	(95,202)	-14.62%
2601.4016	Salaries - CUPE ²	55,427	57,525	57,525	-	0.00%
2601.4070	Overtime - Civilian	5,787	10,200	10,200	-	0.00%
2601.4072	Overtime - Police	130,540	154,000	154,000	-	0.00%
2601.4102	Benefits - CUPE	22,494	15,532	15,819	287	1.85%
2601.4104	Benefits - Police	180,874	175,860	152,926	(22,934)	-13.04%
2601.4114	Clothing and Boot Allowance	130	300	-	(300)	N/A
2601.4116	Conference/Travel ³	8,500	15,000	15,000	-	0.00%
2601.4120	Training and Development	371	2,500	15,000	12,500	500.00%
2601.4306	Fuel and Oil	474	1,000	1,000	-	0.00%
2601.4308	General Supplies	-	-	1,000	1,000	N/A
2601.4364	Telephone - Cell Phones	-	-	1,000	1,000	N/A
2601.4418	Equipment	-	-	3,000	3,000	N/A
2601.4814.0104	Misc. - Crime investigation	329	5,000	5,000	-	0.00%
2601.4822	Repairs & Maintenance	97	-	-	-	0.00%
2601.4824	Recovery	(47,106)	-	-	-	0.00%
2601.3758	Recovery from Central Saanich and Oak Bay ⁴	(30,838)	(22,000)	(22,000)	-	0.00%
TOTALS		1,003,163	1,066,249	965,600	-100,649	-9.44%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments
2. Based on 2020 CUPE pay rates for one civilian support position
3. Due to the nature of the unit, extensive travel may required as this unit is regional in nature and responds based on operational priorities
4. Contribution from agencies that do not provide in-kind contributions. Amounts are determined by the RCMP

VicPD normally contributes 6 police officers (currently 5) and one civilian . Each Department is responsible for the costs of their members within the unit
Additional costs for travel or outside professional services may be backed to the Department of jurisdiction for active investigations
The unit is operated through the RCMP, who also provide police officers to the unit, as does Saanich. Central Saanich and Oak Bay provide funds in lieu of police officers

MOBILE YOUTH SERVICES TEAM (MYST)

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2603 4230	Professional Services	-	62,383	63,940	1,557	2.50%
TOTALS		-	62,383	63,940	1,557	2.50%

Notes:

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
Amounts represent our share of costs based on a 4-factor funding formula

Greater Victoria Regional Domestic Violence Unit - 2607

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2607 4004	Salaries - Police ¹	133,644	338,189	346,644	8,455	2.50%
2607 4016	Salaries - Civilian	-	56,770	57,905	1,135	2.00%
2607 4072	Overtime - Police	7,552	7,980	8,180	199	2.50%
2607 4102	Benefits - Civilian	134	-	-	-	0.00%
2607 4104	Benefits - Police	31,765	91,311	93,591	2,280	2.50%
2607 4116	Business Travel	128	2,000	2,000	-	0.00%
2607 4120	Training	-	8,000	8,000	-	0.00%
2607 4230	Professional Services (Translation & Psych Assess)	-	3,400	3,400	-	0.00%
2607 4308	General Supplies	-	2,200	2,200	-	0.00%
2607 4512	Vehicle Insurance	-	3,600	3,600	-	0.00%
2607 4306	Fuel	-	7,500	7,500	-	0.00%
2607 4814	Miscellaneous	184,734	500	500	-	0.00%
2607 3758	Cost Sharing	(164,352)	-	-	-	0.00%
2607 4824	Recoveries	(4,726)	(332,444)	(340,140)	(7,696)	2.31%
TOTALS		188,879	189,006	193,380	4,374	2.31%

Notes:

1. Consists of 3 members, one of which is from Victoria & Esquimalt

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
Total expenditures represent the costs for our Department using a 4-factor funding formula

CRIME STOPPERS

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2614 4230	Professional Services (C. Saanich)	-	60,630	62,150	1,520	2.51%
TOTALS		-	60,630	62,150	1,520	2.51%

Notes:

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
Represents our Department's share of expenditures using a 4-factor funding formula

Crowd Management Unit - 2620

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2620 4072	Police - Overtime	20,149	55,726	57,117	1,391	2.50%
2620 4104	Benefits - Police	1,528	-	-	-	0.00%
2620 4112	Mileage/Parking	226	-	-	-	0.00%
2620 4120	Training & Development	4,135	9,900	9,900	-	0.00%
2620 4230	Professional Services	30,398	20,000	20,000	-	0.00%
2620 4308	Supplies	19,381	21,000	21,000	-	0.00%
2620 4316	Protective Clothing	999	-	-	-	0.00%
2620 4412	Equipment Rental	149	6,400	6,400	-	0.00%
2620 4418	Equipment	1,184	-	-	-	0.00%
2620 4822	Equipment Repairs & Maintenance	-	4,700	4,700	-	0.00%
2620 6035	Transfer to Evergreen Reserve	-	10,000	10,000	-	0.00%
2620 4814	Miscellaneous	5,890	2,400	2,400	-	0.00%
2620 3758	Cost Sharing	(34,886)	-	-	-	0.00%
2620 3760	Grants	(9,264)	-	-	-	0.00%
2620 4822	Repairs & Maintenance	1,624	-	-	-	0.00%
2620 4824	Recovery	(55,479)	(90,648)	(91,617)	(969)	1.07%
2620 6067	Transfer to Reserve	47,848	-	-	-	0.00%
TOTALS		33,882	39,478	39,900	422	1.07%

Notes:

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
This budget represents the ongoing operating and training costs for the unit. The costs for each operation are charged to the Department within whose jurisdiction the incidents take place. The costs for our Department in relation to crowd management are included in the Centralized Corporate Costs budget

GREATER VICTORIA EMERGENCY RESPONSE TEAM (GVERT)

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2690 3758	Cost Sharing	(456,874)	(461,249)	(472,350)	(11,101)	2.41%
2690 3760	Grants	(14,000)	-	-	-	-
2690 4004	Salaries - Police	-	558,927	572,900	13,973	2.50%
2690 4072	Overtime - Police	205	146,197	149,853	3,656	2.50%
2690 4080	Auxiliaries	558	-	-	-	-
2690 4120	Training - Police	36,150	40,000	40,000	-	0.00%
2690 4306	Fuel	3,807	6,000	6,000	-	0.00%
2690 4308	General Supplies	53,876	54,000	54,000	-	0.00%
2690 4316	Protective clothing/uniforms	7,150	6,000	6,000	-	0.00%
2690 4364	Telecommunications	18,046	45,000	45,000	-	0.00%
2690 4418	Equipment	57,720	63,000	63,000	-	0.00%
2690 4512	Insurance	3,400	3,400	3,907	507	14.91%
2690 4814	Miscellaneous	639,776	1,000	1,000	-	0.00%
2690 4816	Range Fees	11,050	12,700	12,700	-	0.00%
2690 4822	Equipment Maintenance	1,340	1,000	1,000	-	0.00%
2690 4824	Recovery	(5,600)	-	-	-	-
2690 6062	Equipment Replacement Fund	25,753	(28,000)	(28,000)	-	0.00%
2690 6067	Transfer to Reserve	84,310	-	-	-	-
2690 9211	WO Regular Time	2,130	-	-	-	-
2690 9311	WO Inventory Purchases	49	-	-	-	-
2690 9321	WO Outside Purchases	1,612	-	-	-	-
Totals		470,458	447,975	455,010	7,035	1.57%
Included in Revenue (to match City of Victoria budget presentation)		456,874	461,249	472,350	11,101	2.41%
Total Expenditures		927,332	909,224	927,360	18,136	1.99%

Notes:

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
This budget represents Victoria's share of the operating and training costs for the unit, excluding activation costs.
The costs for activations are borne by the area of jurisdiction for each file. For Victoria & Esquimalt those are captured under Centralized Corporate Costs

EXPLOSIVES DISPOSAL UNIT (EDU)

Object Code	Description	2019 Actuals	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2691 4004	Salaries - Police	-	10,400	10,659	259	2.49%
2691 4120	Training - Police	7,282	10,000	10,000	-	0.00%
2691 4418	Equipment	3,936	7,000	7,000	-	0.00%
2691 4814	Miscellaneous	9,595	-	-	-	0.00%
2691 3758	Cost Sharing	(12,693)	-	-	-	0.00%
2691 4824	Recoveries	-	(16,437)	(16,569)	(132)	0.80%
2691 6062	Equipment Replacement Fund	-	5,000	5,000	-	0.00%
2691 6067	Transfer to Reserves	4,207	-	-	-	0.00%
TOTALS		12,327	15,963	16,090	127	0.80%

Notes:

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
Budget is for training and operating costs. Total represents our share using a 4-factor funding formula

CRISIS NEGOTIATING TEAM (CNT)

Object Code	Description	2019 Actuals	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2695 4072	Overtime- Police	-	10,130	10,385	255	2.52%
2695 4120	Training - Police	13,520	44,000	44,000	-	0.00%
2695 4308	Materials & Supplies	-	2,250	2,250	-	0.00%
2695 4364	Telecommunications	3,945	5,900	5,900	-	0.00%
2695 4418	Equipment	-	3,375	3,375	-	0.00%
2695 4814	Miscellaneous	5,885	900	900	-	0.00%
2695 6062	Transfer from Evergreen	-	(32,000)	(32,000)	-	0.00%
2695 6067	Transfer to Reserves	10,958	-	-	-	0.00%
2695 3758	Cost Sharing	(17,404)	(17,530)	(17,660)	(130)	0.74%
Totals		16,904	17,025	17,150	125	0.74%
Included in Revenue (to match City of Victoria budget presentation)		17,404	49,530	49,660	130	0.26%
Total Expenditures		34,308	66,555	66,810	255	0.38%

Notes:

Estimates only for anticipated increases. Integrated unit budgets are yet to be reviewed by the Joint Management Team and Area Chiefs
Budget represents operating and training costs. Activation costs are borne by the department of jurisdiction for each file
Total represents Victoria's share based on a 4-factor funding formula

H. Human Resources Division:

Consists of:

- Human Resources
- Critical Incident Stress Management Team
- Secondments

Human Resources - 2510

Object Code	Description	2019 Actuals	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2510 3758	Cost Sharing	(20,770)	-	-	-	0.00%
2510 4004	Salaries - Police ¹	789,146	1,165,549	776,537	(389,012)	-33.38%
2510 4010	Salaries - Exempt ²	116,394	115,910	118,286	2,376	2.05%
2510 4016	Salaries - Civilian	89,972	115,049	115,049	-	0.00%
2510 4070	Overtime - Civilian	692	1,000	-	(1,000)	N/A
2510 4072	Overtime - Police	24,381	22,000	22,000	-	0.00%
2510 4080	Auxiliaries	7,890	6,000	6,000	-	0.00%
2510 4102	Benefits - Civilians	60,821	63,798	64,167	369	0.58%
2510 4104	Benefits - Police ¹	191,195	314,698	213,551	(101,147)	-32.14%
2510 4112	Car Allowance	1,771	1,010	1,000	(10)	-0.99%
2510 4114	Clothing & Boot Allowance	7	100	-	(100)	-100.00%
2510 4116	Recruitment	183,139	160,000	160,000	-	0.00%
2510 4118	Membership fees	15,815	-	-	-	0.00%
2510 4118	Memberships	-	15,000	15,000	-	0.00%
2510 4120	Training - Police	350,794	359,500	359,500	-	0.00%
2510 4125	Training - Civilian	7,900	15,000	15,000	-	0.00%
2510 4204	Advertising	-	15,000	15,000	-	0.00%
2510 4230	Professional Services ³	195,340	185,000	230,000	45,000	24.32%
2510 4230	Employee Family Assistance Program ⁴	-	-	60,000	60,000	N/A
2510 4308	General Supplies (Ammunition)	119,068	95,000	95,000	-	0.00%
2510 4418	Equipment	1,127	-	-	-	0.00%
2510 4814	Miscellaneous	30,716	27,000	27,000	-	0.00%
2510 4824	Recovery	(7,438)	-	-	-	0.00%
2510 4850	Employee Recognition	1,022	500	500	-	0.00%
TOTALS		2,158,982	2,677,114	2,293,590	(383,524)	-14.33%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments
2. Two civilian clerical positions
3. Budget increase to offset cost of replacing Naloxone supply deployed to front line officers to prevent drug overdose deaths. Funding was previously received from the Province, however no future funding will be available for 2021. Also includes funding for psychological services coordination
4. Moved from Centralized Corporate Costs as expenditures are controlled and approved by the Human Resources Division

Breakdown of specific Expenditure Line Objects

Recruitment

2510 4116	Reference checks	5,000	5,000
2510.4116.0001	Recruit accommodation and travel	150,000	150,000
2510.4116.0002	Mileage Claims	5,000	5,000
		160,000	160,000

Professional Services

Medical First Aid coverage - firearms range	7,500	7,500
Recruitment contracts	28,500	28,500
Assessments	9,000	9,000
Polygraph	5,000	5,000
Mentorship Program	5,000	5,000
Medical review	12,000	12,000
Background Investigations	25,000	25,000
Evaluate & Update Wellness Programs	55,000	55,000
Staffing Analysis	30,000	30,000
Medical Program	5,000	5,000
Psych Assessment	3,000	3,000
Psychological Services Coordination		30,000
Naloxone	-	15,000
	185,000	230,000

Misc.

Hepatitis B Vaccinations/Flu Shots	1,000	1,000
Other	3,000	3,000
Hearing Test	4,000	4,000
Occupational Health and Safety	5,500	5,500
Police Exemplary Service Awards	3,500	3,500
Retirement Certificates/Presentations/Long Service Awards	10,000	10,000
	27,000	27,000

Critical Incident Stress Management Team - 2527

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2527 4072	Overtime - Police ¹	2,102	7,000	7,000	-	0.00%
2527 4104	Benefits - Police	99				
2725 4112	Mileage/Parking	52				
2527 4120	Training - Police ²	8,164	7,000	7,000	-	0.00%
2527 4125	Training - Non Sworn		1,000	1,000	-	0.00%
2527 4308	General Supplies ³	1,033	1,000	1,000	-	0.00%
TOTALS		11,450	16,000	16,000	-	0.00%

Notes

1. In house meetings 3 times per year
2. Annual training - 3 day seminar
3. Emergency jump kits, Misc.

SECONDMENTS (RECOVERED FROM OTHER AGENCIES)**SECONDMENTS - 2670**

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2670 4004	Salaries - Police	961,567	1,027,051	901,805	(125,246)	-12.19%
2670 4072	Overtime - Police	180,292				
2670 4102	Benefits - Civilian	6,500				
2670 4104	Benefits - Police	257,433	277,304	247,996	(29,308)	-10.57%
2670 4114	Clothing & Boot Allowance	144				
2670 4824	Recoveries	(1,359,144)	(1,304,355)	(1,149,801)	154,554	-11.85%
TOTALS		46,792	-	-	-	0.00%

I. Community Services Division

Consists of:

- Beat & Bike Squad
- Assertive Community Treatment
- Community Resource Officers
- Traffic Section
- Motorcycle Escort Team

Beat and Bike Squad - 2580

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2580 4004	Salaries - Police ¹	1,941,311	1,770,926	1,773,461	2,535	0.14%
2580 4072	Overtime - Police ²	53,365	60,000	55,000	(5,000)	-8.33%
2580 4102	Benefits - Civilians	9,541			-	
2580 4104	Benefits - Police	480,028	478,150	487,729	9,579	2.00%
2580 4114	Clothing & Boot Allowance	969	1,000	-	(1,000)	-100.00%
2580 4120	Training Police	1,940	10,000	10,000	-	0.00%
2580 4308	Supplies	10,552	4,000	4,000	-	0.00%
2580 4316	Uniforms	15,895	14,000	14,000	-	0.00%
2580 4418	Equipment	5,251	4,300	4,300	-	0.00%
2580 4814	Misc.	1,040	4,000	4,000	-	0.00%
2580 4822	Repairs and Maintenance (bicycles)	3,364	4,000	3,500	(500)	-12.50%
TOTALS		2,523,256	2,350,376	2,355,990	5,614	0.24%

Notes:

1. Based on 2020 collective agreement rates of pay. 16 police positions currently, including Inspector and Staff Sergeant
2. Reductions possible by planned efficiencies within the Division as well as deployment of 2 members to ACT (Assertive Community Treatment)

Assertive Community Treatment - ACT

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2581 4004	Salaries - Police ¹	344,128	330,653	335,681	5,028	1.52%
2581 4072	Overtime - Police ²	3,823	1,000	2,500	1,500	150.00%
2581 4104	Benefits - Police	86,180	89,276	92,309	3,033	3.40%
2581 4116	Conferences/Travel ³	-	-	500	500	
2581 4114	Clothing and Boot Allowance	2,385	2,000	-	(2,000)	-100.00%
TOTALS		436,516	422,929	430,990	8,061	1.91%

Notes:

1. Consists of one fully funded position and 2 positions that were formerly funded for a pilot program through City surplus funds. The two non-funded positions are currently in place through holding 2 Beat & Bike positions vacant until further notice pending Section 27 review of budget by the Province
2. Based on actual requirements for current 3 member deployment. Reduction in Beat & Bike overtime budget more than offsets the increase
3. Minor travel expenditures to attend mental health meetings

Community Resource Officers - 2582

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2582 4004	Salaries - Police ¹	549,609	536,080	536,059	(21)	0.00%
2582 4072	Overtime - Police	4,856	4,500	3,000	(1,500)	-33.33%
2582 4104	Benefits - Police	143,730	144,741	147,421	2,680	1.85%
2582 4114	Clothing and Boot Allowance	52	400	-	(400)	-100.00%
2582 4116	Conferences/ Travel	-	500	500	-	0.00%
TOTALS		698,247	686,221	686,980	759	0.11%

Notes:

1. 5 Community Resource Officers currently deployed

TRAFFIC SECTION - 2610

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2610 3760	Grants	(81,909)	-	-	-	0.00%
2610 4004	Salaries - Police ¹	994,057	971,908	876,768	(95,140)	-9.79%
2610 4016	Salaries - Civilian ²	54,303	57,525	57,525	-	0.00%
2610 4070	Overtime - Civilian	3,443	1,000	1,000	-	0.00%
2610 4072	Overtime - Police ³	23,345	45,000	35,000	(10,000)	-22.22%
2610 4080	Hourly Wages - Auxiliary and/or vacation relief	-	4,000	4,000	-	0.00%
2610 4102	Benefits - Civilians	21,284	15,532	15,819	287	1.85%
2610 4104	Benefits - Police	256,300	262,415	241,128	(21,287)	-8.11%
2610 4114	Clothing & Boot Allowance	18	-	-	-	0.00%
2610 4116	Business Travel	-	2,000	2,000	-	0.00%
2610 4120	Training	200	1,500	1,500	-	0.00%
2610 4234	Services Purchased - Towing	9,577	15,000	15,000	-	0.00%
2610 4308	Supplies	4,396	5,000	5,000	-	0.00%
2610 4316	Uniforms	29,488	18,900	18,900	-	0.00%
2610 4418	New Equipment	124,455	20,000	20,000	-	0.00%
2610 4814.0104	Investigations	399	10,000	10,000	-	0.00%
2610 4822	Equipment Repairs & Maintenance	1,997	6,000	6,000	-	0.00%
TOTALS		1,441,353	1,435,780	1,309,640	(126,140)	-8.79%

Notes:

1. Based on current deployment of 8 officers and 2018 Police Union pay rates
2. One civilian support position
3. Reduction in overtime budget due to internal efficiencies in deployment

Motorcycle Escort Team - 2611

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2611 4120	Training	-	3,000	3,000	-	0.00%
2611 4316	Uniforms	-	3,000	3,000	-	0.00%
2611 4418	New Equipment	-	4,000	4,000	-	0.00%
TOTALS		-	10,000	10,000	-	0.00%

Notes:

No significant change in operation. Budget covers uniforms, equipment and training for new riders & retraining for existing. Equipment is reused as much as possible, where conditions permit

J. Executive Services Division

Consists of:

- Executive Services
- Legal Services/Freedom of Information

Executive Services - 2529

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2529 4004	Salaries - Police ¹	735,484	801,574	806,581	5,007	0.62%
2529 4016	Salaries - Civilian ²	83,032	85,256	85,256	-	0.00%
2529 4072	Overtime - Police ³	10,030	6,000	15,000	9,000	N/A
2529 4102	Benefits - Civilians	21,631	23,019	23,445	426	1.85%
2529 4104	Benefits - Police	205,877	216,425	221,808	5,383	2.49%
2529 4116	Business Travel	1,355	6,000	5,000	(1,000)	-16.67%
2529 4230	Professional Services ⁴	28,056	15,000	30,000	15,000	100.00%
2529 4238	Arbitration & Litigation Expense ⁵	216,312	300,000	300,000	-	0.00%
2529 4304	Employee Recognition Program	701	500	700	200	40.00%
2529 4806	Claims ⁶	18,208	125,000	125,000	-	0.00%
2528 4824	Recovery	(404)	-	-	-	0.00%
2529.4814	Miscellaneous	5	-	500	500	N/A
TOTALS		1,320,287	1,578,774	1,613,290	34,516	2.19%

Notes

1. Consists of 6 police positions, including Inspector and Staff Sergeant
2. Civilian policy and research analyst
3. Increase reflects OPCC intention to expand police oversight through an expansion of admissibility of complaints, which result in a greater workload
4. Increased requirement for legal advice in relation to police act investigations and civil litigation
5. Represents direct costs to defend the Department in civil litigation matters. No change. Based on historical averages
6. Budget for the settlement of claims in civil litigation matters. No change. Based on historical averages.

LEGAL SERVICES/FOI - 2530

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2530 4010	Salaries - Exempt ¹	110,228	107,424	109,625	2,201	2.05%
2530 4016	Salaries - Civilian	184,297	191,633	191,633	-	0.00%
2530 4070	Overtime - Civilian	530	500	400	(100)	-20.00%
2530 4102	Benefits - Civilians	79,569	81,932	82,842	910	1.11%
2530 4112	Mileage/Parking	1,008	-	-	-	0.00%
2530 4824	Recovery	(14,743)	-	-	-	0.00%
2530 4308	Supplies (Publications)	461	1,500	1,500	-	0.00%
TOTALS		361,350	382,989	386,000	3,011	0.79%

Notes:

1. Salary for exempt manager based on current pay scale

K. Information Management Division

Consists of:

- Records
- South Island Dispatch Centre

INFORMATION MANAGEMENT DIVISION RECORDS - 2630

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2630 4010	Salaries - Exempt ¹	154,744	148,292	148,748	456	0.31%
2630 4016	Salaries - Civilian ²	1,127,646	1,482,077	1,447,819	(34,258)	-2.31%
2630 4016	Job Evaluations ³	-	-	40,000	40,000	N/A
2630 4070	Overtime - Civilian ⁴	117,120	50,000	65,500	15,500	31.00%
2630 4080	Hourly Wages Auxiliary and/or vacation relief ⁴	87,179	63,500	86,500	23,000	36.22%
2630 4082	WCB Leave	634	-	-	-	0.00%
2630 4102	Benefits - Civilians	361,177	442,354	439,053	(3,301)	-0.75%
2630 4112	Car Allowance	168	-	1,010	1,010	N/A
2630 4116	Business Travel	1,225	400	400	-	0.00%
2630 4125	Non Sworn Training	6,121	10,000	11,000	1,000	10.00%
2630 4230	Professional Services	91,200	50,000	12,400	(37,600)	-75.20%
2630 4308	General Supplies	3,878	4,500	4,500	-	0.00%
2630 4418	New Equipment	11,267	8,500	3,500	(5,000)	-58.82%
2630 4822	Repairs & Maintenance	-	1,000	500	(500)	-50.00%
2630 4814	RCMP Civil fingerprints	10,182	18,000	18,000	-	0.00%
2630 4850	Employee Recognition ⁵	-	-	1,400	1,400	N/A
TOTALS		1,972,541	2,278,623	2,280,330	1,707	0.07%

Notes:

1. One civilian Director based on 2018 pay rates
2. See Five Year Analysis of Budgeted Staffing Deployments
3. Job evaluations were performed on the Records Section subsequent to the implementation of the Records Section review recommendations. As a result a number of positions were reclassified based on the increased complexity of the roles
4. Increase in overtime and auxiliaries related to planned retirement of key positions and need to train replacement personnel prior to retirement
5. Employee recognition program funds were previously included in supplies budget

Professional Services - Information Management Implementation

Workspace Redesign - Records Review	20,000	
Disposal of opioids within required safety protocols		10,000
Bicycle storage		2,400
Conversion of microfilm data	30,000	
	50,000	12,400

SOUTH ISLAND POLICE DISPATCH CENTRE

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2660 4016	Salaries - Civilian ¹	105,111	-	-	-	0.00%
2660 4070	Overtime - Civilian	31,953	-	-	-	0.00%
2660 4080	Hourly Wages - Auxiliary and/or vacation relief	13,643	-	-	-	0.00%
2660 4102	Benefits - Civilians	40,211	-	-	-	0.00%
2660 4230	Professional Services ¹	3,003,770	3,075,000	3,377,910	302,910	9.85%
2660 4308	Supplies	7,813	-	-	-	0.00%
2660 4364	Telecommunications	1,195	-	-	-	0.00%
2660 4814	Contingency (Adjustment Plan Costs) ²	-	55,000	10,000	(45,000)	-81.82%
TOTALS		3,203,696	3,130,000	3,387,910	257,910	8.24%

Notes:

1. Includes \$215,000 to maintain additional staffing that was approved in 2020 as well as contractual wage increases
2. Estimated for the adjustment plan costs have decreased as pay differentials have narrowed and sick leave is earned at E-Comm

L. Investigative Services Division

Consists of:

- Analysis & Intel
- Strike Force
- Special Operations
- Detectives
- Financial Crimes
- Integrated Tech Crime Unit
- Special Victims Unit
- Major Crimes
- Historical Case Files
- Behavioural Assessment & Management
- Forensic Identification

Crime Reduction Unit - 2541

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2541 4004	Salaries - Police	352,179	-	-	-	
2541 4104	Benefits - Police	123,462	-	-	-	
2541 4072	Overtime - Police	22,237	-	-	-	
2541 4308	General Supplies	251	-	-	-	
2541 4364	Telecommunications	1,368	-	-	-	
2541 4418	New Equipment	1,015	-	-	-	
2541 4814	Miscellaneous	1,924	-	-	-	
TOTALS		502,436	-	-	-	

Notes:

The Crime Reduction Unit has been suspended until further notice, and the officers have been redeployed to Patrol and Strikeforce

This is intended as a temporary measure to reinforce Patrol and Strikeforce and it is the intention of the Chief to reinstate this unit when resources become available

Analysis and Intel - 2549

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2549 4004	Salaries - Police ¹	151,196	240,478	235,471	(5,007)	-2.08%
2549 4016	Salaries - Civilian ¹	244,504	249,267	249,267	-	0.00%
2549 4070	Overtime - Civilian	(303)	1,500	1,500	-	0.00%
2549 4072	Overtime - Police	312	14,000	14,000	-	0.00%
2549 4102	Benefits - Civilians	64,731	67,302	68,549	1,247	1.85%
2549 4104	Benefits - Police	56,199	64,929	64,753	(176)	-0.27%
2549 4116	Travel ²	2,211	1,000	5,000	4,000	400.00%
2549 4125	Training - Non Sworn ³	9,244	9,000	-	(9,000)	-100.00%
2549 4308	General Supplies	48	500	-	(500)	-100.00%
2549 4418	New Equipment ⁴	845	10,000	10,000	-	0.00%
2549 4814.0104	Investigations ⁵	25,975	33,000	33,000	-	0.00%
TOTALS		554,962	690,976	681,540	(9,436)	-1.37%

Notes:

1. Current strength 2 police, 3 civilians
2. Increase required for cyber investigation component for network building and information sharing with other agencies
3. Budgeted under HR training budget
4. Ongoing replacement of stand alone equipment for cyber investigations
5. Payments to sources for intelligence gathering

Strike Force - 2590

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2590 4004	Salaries - Police ¹	945,764	1,072,159	1,062,145	(10,014)	-0.93%
2590 4072	Overtime - Police	99,681	122,500	122,500	-	0.00%
2590 4102	Benefits	11,315	-	-	-	0.00%
2590 4104	Benefits - Police	251,228	289,483	292,085	2,602	0.90%
2590 4114	Clothing and Boot Allowance	246	400	-	(400)	-100.00%
2590 4116	Travel	1,268	2,000	2,000	-	0.00%
2590 4120	Training	94	-	-	-	0.00%
2590 4850	Employee Recognition Program	-	2,000	2,000	-	0.00%
2590 4308	General Supplies ²	536	4,000	8,000	4,000	100.00%
2590 4364	Telecommunications (iPad wireless) ³	4,436	2,000	4,000	2,000	100.00%
2590 4418	Equipment ⁴	7,505	7,000	10,000	3,000	42.86%
2590 3760	Grants	(6,200)	-	-	-	0.00%
2590 4824	Recovery	(12,897)	-	-	-	0.00%
2590 4814.0104	Investigations	13,124	10,000	10,000	-	0.00%
TOTALS		1,316,100	1,511,542	1,512,730	1,188	0.08%

Notes:

1. Based on rank and seniority of current members deployed, 2018 Police Union rates. Current strength 10 police officers
2. Required to replace end of life equipment
3. Replacement of old/damaged iPad
4. New laptop required for operational requirements

Special Operations - 2599

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2599 4814.0104	Investigations ¹	-	100,000	100,000	-	0.00%
2599 4072	Overtime - Police	46,103	-	-	-	0.00%
2599 4104	Benefits - Police	2,948	-	-	-	0.00%
2599 4308	Supplies	374	-	-	-	0.00%
2599 4418	Equipment	1,855	-	-	-	0.00%
TOTALS		51,280	100,000	100,000	-	0.00%

Notes:

1. Business Unit established for funding of special investigations, funded through the Financial Stability Reserve. Amount for 2021 is a contingency amount to allow for withdrawal from funds from the Financial Stability Reserve if required.

DETECTIVE DIVISION - 2600

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2600 4004	Salaries - Police ¹	455,658	440,856	450,871	10,015	2.27%
2600 4016	Salaries - Civilian ²	336,328	366,288	308,764	(57,524)	-15.70%
2600 4070	Overtime - Civilian	6,056	8,500	8,000	(500)	-5.88%
2600 4072	Overtime - Police	6,083	4,000	4,000	-	0.00%
2600 4080	Hourly Wages - Auxiliary and/or vacation relief	29,136	55,000	55,000	-	0.00%
2600 4102	Benefits - Civilians	88,708	98,898	84,910	(13,988)	-14.14%
2600 4104	Benefits - Police	113,177	119,031	124,015	4,984	4.19%
2600 4112	Mileage/Parking	405	-	-	-	0.00%
2600 4114	Clothing & Boot Allowance	3	-	-	-	0.00%
2600 4116	Business Travel	12,067	5,000	5,000	-	0.00%
2600 4120	Training - Sworn	94	-	-	-	0.00%
2600 4125	Training - Civilian	89	-	-	-	0.00%
2600 4230	Professional Services	8,159	25,000	25,000	-	0.00%
2600 4308	General Supplies	992	2,500	2,500	-	0.00%
2600 4364	Telecommunications	54	-	-	-	0.00%
2600 4418	New Equipment ³	64,696	1,000	1,000	-	0.00%
2600 4814.0104	Crime Investigation	3,237	45,000	45,000	-	0.00%
TOTALS		1,124,942	1,171,073	1,114,060	(57,013)	-4.87%

Notes:

1. Based on 2018 Police Union pay rates, 2020 CUPE pay rates. Includes Inspector, 2 Staff Sergeants
2. See Five Year Analysis of Budgeted Staffing Deployments. Excludes temporary disclosure position funded by a grant

Professional Services	Transcription Services	25,000	25,000
Crime Investigation	Forensic Exams	10,000	10,000
	Travel Related to Investigation	10,000	10,000
	DNA Samples	3,000	3,000
	Undercover Operations	10,000	10,000
	Witness Management	2,000	2,000
	Source funds	10,000	10,000
		45,000	45,000

Financial Crimes - 2604

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2604 4004	Salaries - Police ¹	349,550	225,456	340,688	115,232	51.11%
2604 4072	Overtime - Police	19,131	20,000	20,000	-	0.00%
2604 4102	Benefits	848	-	-	-	0.00%
2604 4104	Benefits - Police	95,099	60,873	93,692	32,819	53.91%
2604 4114	Clothing & Boot	2	-	-	-	0.00%
2604 4116	Business Travel ²	1,896	1,000	5,000	4,000	400.00%
2604 4824	Recovery	(317)	-	-	-	0.00%
TOTALS		466,209	307,329	459,380	152,051	49.47%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments
2. Additional requests related to costs for network building and information sharing with regards to cyber crime

Integrated Tech Crime Unit - 2605

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2605 4004	Salaries - Police ¹	236,229	225,456	325,645	100,189	44.44%
2605 4072	Overtime - Police	4,390	4,000	4,000	-	0.00%
2605 4102	Benefits	1,399	-	-	-	0.00%
2605 4104	Benefits - Police	62,400	60,873	89,557	28,684	47.12%
2605 4114	Clothing & Boot	42	-	-	-	0.00%
2605 4116	Travel	6,781	17,500	17,500	-	0.00%
2605 4120	Computer Analysis Training	15,328	30,000	30,000	-	0.00%
2605 4238	Professional Services (outside assistance)	32	5,000	5,000	-	0.00%
2605 4308	Supplies	16,373	-	-	-	0.00%
2605 4418	New Equipment ²	26,374	38,860	73,688	34,828	89.62%
2605 4814	Miscellaneous	291	-	-	-	0.00%
2605 4824	Recoveries	1,029	-	-	-	0.00%
TOTALS		370,668	381,689	545,390	163,701	42.89%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments
2. Includes annual costs for leased specialized piece of equipment and software for investigative purposes (annual agreement)

Special Victims Unit - 2606

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2606 4004	Salaries - Police ¹	829,993	791,601	786,594	(5,007)	-0.63%
2606 4072	Overtime - Police	30,473	37,000	37,000	-	0.00%
2606 4102	Benefits	2,131	-	-	-	0.00%
2606 4104	Benefits - Police	220,762	213,732	216,306	2,574	1.20%
2606 4114	Clothing & Boot Allowance	28	200	-	(200)	-100.00%
2606 4116	Business Travel ²	7,724	1,000	5,000	4,000	400.00%
2606 4230	Professional Services ³	18,530	15,000	15,000	-	N/A
2606 4418	New Equipment	662	-	-	-	0.00%
2606 3760	Grants	(5,536)	-	-	-	0.00%
TOTALS		1,104,767	1,058,533	1,059,900	1,367	0.13%

Notes:

1. Based on actual number of 7 officers currently assigned to the unit
2. Increase related to costs for partnering on internet child exploitation and human trafficking files
3. Costs related to unlocking of phones and use of professional services for internet child exploitation files

Major Crimes - 2608

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2608 4004	Salaries - Police ¹	1,066,085	891,811	906,833	15,022	1.68%
2608 4072	Overtime - Police	112,514	120,000	120,000	-	0.00%
2608 4102	Benefits	7,716	-	-	-	0.00%
2608 4104	Benefits - Police	275,140	240,789	249,377	8,588	3.57%
2608 4114	Clothing & Boot	181	-	-	-	0.00%
2608 4116	Business Travel	11,793	1,000	2,000	1,000	100.00%
2608 4230	Professional	1,003	-	-	-	0.00%
2608 4308	General Supplies	-	1,000	200	(800)	-80.00%
2608 4418	New Equipment	-	1,000	200	(800)	-80.00%
2608 4814	Miscellaneous	2,015	-	-	-	0.00%
TOTALS		1,476,447	1,255,600	1,278,610	23,010	1.83%

Notes:

1. Based on actual number, rank and experience of 8 officers assigned to the unit

Historical Case Files - 2609

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease) \$	%
2609 4004	Salaries - Police ¹	127,931	125,247	125,247	-	0.00%
2609 4072	Overtime - Police	310	-	-	-	0.00%
2609 4016	Salaries - Civilian ²	-	-	63,307	63,307	N/A
2609 4104	Benefits - Police	32,085	33,817	34,443	626	1.85%
2609 4102	Benefits - Civilians	76	-	17,093	17,093	N/A
2609 4116	Business Travel	255	3,500	3,500	-	0.00%
2609 4308	General Supplies	574	-	-	-	0.00%
2609 4418	New Equipment	-	5,000	5,000	-	0.00%
2609 3274	Miscellaneous Fees	(15,295)	-	-	-	0.00%
2609 4814	Miscellaneous	19,468	5,000	5,000	-	0.00%
TOTALS		165,404	172,564	253,590	81,026	46.95%

Notes:

1. One police officer attached to this unit
2. Addition of civilian disclosure position to assist in investigation of unsolved missing persons files

Behavioural Assessment and Management Unit - 2613

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2613 4004	Salaries - Police ¹	446,724	445,905	546,115	100,210	22.47%
2613 4072	Overtime - Police	5,123	5,000	5,000	-	0.00%
2613 4104	Benefits - Police ¹	125,465	120,394	150,185	29,791	24.74%
2613 4116	Business Travel	-	1,000	1,000	-	N/A
2613 4824	Recovery	(1,781)	-	-	-	0.00%
2613 4120	Police Training	-	10,000	10,000	-	0.00%
TOTALS		575,531	582,299	712,300	130,001	22.33%

Notes:

1. See Five Year Analysis of Budgeted Staffing Deployments

FORENSIC IDENTIFICATION - 2650

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2650 4004	Salaries - Police	718,684	681,377	691,391	10,014	1.47%
2650 4072	Overtime - Police	66,944	60,000	60,000	-	0.00%
2650 4102	Benefits	7,977	-	-	-	0.00%
2650 4104	Benefits - Police	181,394	183,972	190,144	6,172	3.35%
2650 4114	Clothing & Boot	15	-	-	-	0.00%
2650 4116	Travel ¹	720	2,000	2,000	-	0.00%
2650 4308	Supplies ²	11,251	13,000	13,000	-	0.00%
2650 4418	New Equipment ³	16,732	18,500	18,500	-	0.00%
2650 4824	Recovery	(605)	-	-	-	0.00%
2650 4834	System Access Costs (BCAFIS) ⁴	33,025	37,000	37,925	925	2.50%
TOTALS		1,036,137	995,849	1,012,960	17,111	1.72%

Notes:

1. Travel costs to Vancouver for autopsies
2. Laboratory supplies (fingerprint powder, lifts, chemicals, specialty packaging, DNA supplies, safety supplies)
3. Software licences for equipment, video analysis, internet evidence searches
4. Systems Access BCAFIS and RAFIS

M. Revenue

RECORDS AND GENERAL

Object Code	Description	2,019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2630 3122	Taxi Permits	(15,150)	(15,000)	(13,600)	1,400	-9.33%
2500 5075	Transfer From Reserves ¹		(100,000)	(100,000)	-	0.00%
2545 3760	Recoveries (Provincial Grant) ⁶	(17,000)	(21,500)	(21,500)	-	0.00%
2630 3254	Records Permits and Searches	(120,125)	(130,000)	(130,000)	-	0.00%
2630 3268	Police Reports ⁷	(6,767)	(25,000)	(20,000)	5,000	-20.00%
TOTALS		(159,042)	(291,500)	(285,100)	6,400	-2.20%

Notes:

1. Budgeted transfers from Sustainability Reserve, matches total expenditures under Business Unit 2599 as a contingency for unexpected investigations
2. Forecasted revenue revised downwards based on current level of activity

JAIL REVENUE - 2680

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
					\$	%
2680 3334	Immigration ¹	(1,503)	(1,800)	(1,500)	300	-16.67%
2680 3340	Province (Sheriffs)	(27,791)	(27,000)	(27,000)	-	0.00%
TOTALS		(29,294)	(28,800)	(28,500)	300	-1.04%

Notes:

1. Estimates revised down based on current trends

SUMMARY OF REVENUES

Description	2019 Actual	2020 Budget	2021 Budget	(Increase) Decrease	
				\$	%
RECORDS AND GENERAL	(159,042)	(291,500)	(285,100)	6,400	-2.20%
JAIL	(29,294)	(28,800)	(28,500)	300	-1.04%
SPECIAL DUTIES	(736,426)	(723,640)	(723,640)	-	0.00%
GVERT (RECOVERY)	(456,874)	(461,249)	(472,350)	(11,101)	2.41%
CRISIS NEGOTIATING TEAM (RECOVERY)	(17,404)	(49,530)	(49,660)	(130)	0.26%
TOTALS	(1,399,040)	(1,554,719)	(1,559,250)	6,700	-0.43%

N. Capital

Capital Expenditures

Object Code	Description	2019 Actual	2020 Budget	2021 Budget	Increase (Decrease)	
50182 9321	Vehicles	633,217	531,000	531,000	-	0.00%
50070 4406	Computer Equipment ¹	579,944	1,030,500	900,000	(130,500)	-12.66%
50084 4410	Furniture & Equipment		50,000	50,000	-	0.00%
50564 4216	K9		15,000	15,000	-	N/A
50459 9411	Police Building Upgrade	28,049	50,000	50,000	-	0.00%
TOTALS		1,241,210	1,676,500	1,546,000	(130,500)	-7.78%

Contribution from GVERT - ARV

Total

43,800
<u>1,720,300</u> <u>1,546,000</u>

Capital Fund Contributions

2520 6062	Vehicle & Heavy Equipment	845,200	1,120,000	1,020,000	(100,000)	-8.93%
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Notes:

1. Slight decrease in capital costs as we move to cloud based solutions. This will, over time, reduce capital costs but increase operating costs for IT

VIII. Appendix B: IT Capital Budget Submission

Name	Type	Description	Scope	Risk	Risk Details	Estimated Cost
Email security/anti/spam (MS365)	Security	Replace GFI	Medium	Med.		\$ 20,000.00
Email archiving (MS365)	Security	Replace GFI	Medium	Med.		\$ 20,000.00
Switch stack upgrade	Network	EOL, need POE for VOIP	Large	High	Risk of failure	\$ 30,000.00
Core switch upgrade	Network		Medium	High	Risk of failure	
PRIME firewall	Network		Medium	High		\$ 30,000.00
VM hardware refresh	Core servers	EOL	Large	High	Risk of failure	\$ 100,000.00
SQL DB consolidation	Core servers	Upgrade old versions	Medium	Med.		
Desktop/hardware refresh	Hardware	Includes 4-MDTs (\$20,000)	Large	Low		\$ 150,000.00
VOIP phone system	Phone	EOL	Large	Med.	Risk of failure	\$ 150,000.00
Call for service (Qlik)	Software	Replace Crime Reports	Medium	Med.		\$ 25,000.00
Data storage solution	Core servers	Replace V7000	Large	High	Capacity planning	\$ 200,000.00
Meeting room upgrade	Hardware		Small	Low		\$ 15,000.00
IM improvements (doc. mgmt, etc.)	Software	IPDMA modules, file mgmt, notes, etc	Large	High		\$ 100,000.00
Kantech upgrade(Panic Strips)	Software	Needed for Panic-strip change	Medium	Med.		\$ 20,000.00
ISD software (darkweb tools)	Software	Requested 2018?	Small	Low		\$ 15,000.00
Plotter	Hardware	Requested 2018?	Small	Low		\$ 10,000.00
Infotech						\$ 15,000.00
Total						\$ 900,000.00

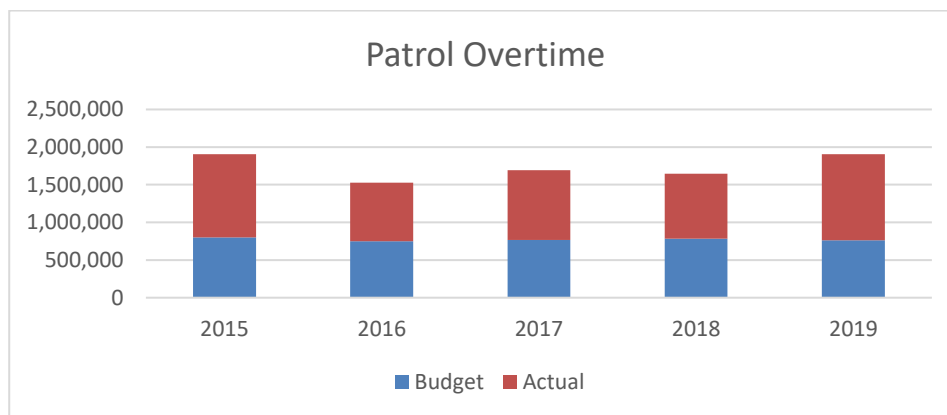
IX. Appendix C: Historical Overtime

Patrol, Emergency Response, Crowd Management

5 Year Historical Overtime for Patrol

Principle drivers:

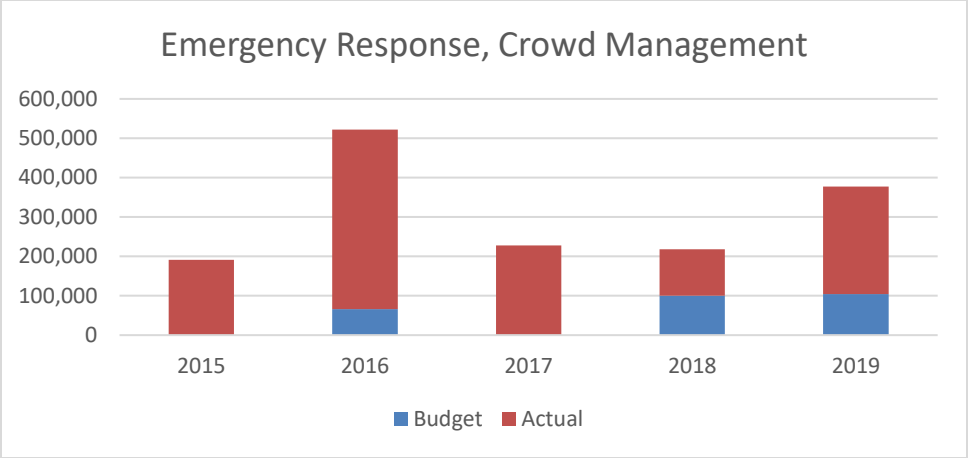
- Requirements to cover shift minimums established to maintain minimum service levels
- Long term injuries have increased significantly in the last 5 years compared to historical averages
- Total Worksafe leave hours for first 8 months of 2020 were 48% higher than the same time in 2019 whilst sick leave absence was essentially unchanged
- High retirement numbers and time lags to replace over the last 3 years



5 Year Historical Overtime for Emergency Response & Crowd Management (including protests, Tent City)

Principle drivers:

- Increased number of high-risk situations requiring specialized responses
- Increased number of protests held within the capital city
- Increased number and complexity of unexpected events with policing implications
- Traditionally unfunded or underfunded



X. Appendix D: Expenditures by Object

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4016	Salaries - Civilian					
2500	Finance/Property & Supply	378,633	289,777	289,777	-	
2510	Human Resources	89,972	115,049	115,049	-	
2524	Corporate Communications	169,633	170,785	256,040	85,255	
2529	Executive Services	83,032	85,256	85,256	-	
2530	Legal Services	184,297	191,633	191,633	-	
2546	Volunteers	70,781	73,626	73,626	-	
2547	Community Programs	66,874	66,726	66,726	-	
2549	Analysis and INTEL	244,504	249,267	249,267	-	
2550	Information Systems	476,648	443,913	443,913	-	
2560	Patrol	110,572	115,049	115,049	-	
2570	Inspector - West Division	143,948	115,049	115,049	-	
2572	Operational Planning	62,325	63,494	63,494	-	
2600	Detective Division	336,328	366,288	308,764	(57,524)	
2601	VIIMCU	55,427	57,525	57,525	-	
2607	Regional Domestic Violence	-	56,770	57,905	1,135	
2609	Historical Case Review	-	-	63,307	63,307	
2610	Traffic Division	54,303	57,525	57,525	-	
2630	Records	1,127,646	1,482,077	1,447,819	(34,258)	
2630	Records	-	-	40,000	40,000	
2660	Communications	105,111	-	-	-	
		3,760,034	3,999,809	4,097,724	97,915	2.4%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease) \$ %</i>
4004	Salaries - Police				
2510	Human Resources	789,146	1,165,549	776,537	(389,012)
2500	Finance	12,000	12,037	8,000	(4,037)
2523	IMCRT	117,047	241,385	247,420	6,035
2524	Corporate Communications	103,331	100,189	90,174	(10,015)
2528	Office of the Chief Constable	612,408	600,174	615,730	15,556
2529	Executive Services	735,484	801,574	806,581	5,007
2541	Crime Reduction Unit	352,179	-	-	-
2545	Reserves	-	100,189	100,189	-
2546	Volunteers	-	-	-	-
2549	Analysis and INTEL	151,196	240,478	235,471	(5,007)
2560	Patrol	13,639,540	13,690,260	14,228,875	538,615
2565	K9	684,252	646,283	541,066	(105,217)
2570	Inspector - West Division	308,421	300,588	300,588	-
2571	School Resource Officers	-	300,567	300,567	-
2572	Operational Planning	122,587	120,239	125,247	5,008
2580	Beat and Bikes	1,941,311	1,770,926	1,773,461	2,535
2581	VICOT	344,128	330,653	335,681	5,028
2582	Community Resource Officers	549,609	536,080	536,059	(21)
2590	Strike Force	945,764	1,072,159	1,062,145	(10,014)
2600	Detective Division	455,658	440,856	450,871	10,015
2601	VIIMCU	676,084	651,332	556,130	(95,202)
2604	Financial Crimes	349,550	225,456	340,688	115,232
2605	Integrated Tech Crime Unit	236,229	225,456	325,645	100,189
2606	Special Victims Unit	829,993	791,601	786,594	(5,007)
2607	Regional Domestic Violence Unit	133,644	338,189	346,644	8,455
2608	Major Crimes	1,066,085	891,811	906,833	15,022
2609	Historical Case Files	127,931	125,247	125,247	-
2610	Traffic Division	994,057	971,908	876,768	(95,140)
2613	Behavioural Assessment and Management Unit	446,724	445,905	546,115	100,210
2650	Forensic Identification	718,684	681,377	691,391	10,014
2670	Secondments	961,567	1,027,051	901,805	(125,246)
2680	Jail Operations	460,820	521,099	521,099	-
2690	GVERT	-	558,927	572,900	13,973
2691	EDU	-	10,400	10,659	259
		28,865,429	29,935,945	30,043,180	107,235 0.4%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease) \$</i>	<i>%</i>
4102	Benefits Civilian					
2500	Finance/Property & Supply	140,517	120,433	120,586	153	
2510	Human Resources	60,821	63,798	64,167	369	
2520	Corporate Services	16,565	-	-	-	
2521	Police Board	2,683	-	-	-	
2524	Corporate Communications	73,091	88,305	111,320	23,015	
2526	Special Events	2,331	-	-	-	
2528	Office Of the Chief Constable	49,147	44,924	45,760	836	
2529	Executive Services	21,631	23,019	23,445	426	
2530	Legal Services	79,569	81,932	82,842	910	
2546	Volunteers	19,808	19,879	20,234	355	
2547	Community Programs	17,044	18,016	18,364	348	
2549	Analysis and INTEL	64,731	67,302	68,549	1,247	
2550	Information Systems	154,053	152,591	154,611	2,020	
2560	Patrol	88,945	31,063	31,639	576	
2565	K9	1,312	-	-	-	
2570	Inspector - West Division	40,403	31,063	31,639	576	
2572	Operational Planning	16,450	17,143	17,461	318	
2580	Beat and Bikes	9,541	-	-	-	
2590	Strikeforce	11,315	-	-	-	
2600	Detective Division	88,708	98,898	84,910	(13,988)	
2601	VIIMCU	22,494	15,532	15,819	287	
2604	Financial Crimes	848	-	-	-	
2605	Computer Analysis	1,399	-	-	-	
2606	Special Victims Unit	2,131	-	-	-	
2607	RDVU	134	-	-	-	
2608	Major Crimes	7,716	-	-	-	
2609	Historical Case Files	76	-	17,093	17,093	
2610	Traffic Division	21,284	15,532	15,819	287	
2630	Records	361,177	442,354	439,053	(3,301)	
2650	Forensic Identification	7,977	-	-	-	
2670	Secondments	6,500	-	-	-	
2660	Communications	40,211	-	-	-	
		1,430,612	1,331,784	1,363,311	31,527	2.4%
4080	Hourly Wages					
2500	Finance	-	-	-	-	
2510	Human Resources	7,890	6,000	6,000	-	
2520	Corporate Services	130	-	-	-	
2546	Volunteers	-	19,200	-	(19,200)	
2560	Patrol	10,429	8,000	8,000	-	
2570	Inspector - West Division	43,859	25,000	25,000	-	
2600	Detective Division	29,136	55,000	55,000	-	
2610	Traffic Division	-	4,000	4,000	-	
2630	Records	87,179	63,500	86,500	23,000	
2630	Records	634	-	-	-	
2680	Jail	230	-	-	-	
2690	GVERT	558	-	-	-	
2660	Communications	13,643	-	-	-	
		193,688	180,700	184,500	3,800	2.1%
4081	Police Aux. Jailers					
2680	Jail	243,287	205,000	205,000	-	
		243,287	205,000	205,000	-	0.0%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4010	Salaries - Exempt					
2500	Finance/Property & Supply	152,652	148,292	148,748	456	
2510	Human Resources	116,394	115,910	118,286	2,376	
2524	Corporate Communications	144,771	148,292	148,748	456	
2528	Office Of the Chief Constable	172,631	166,385	166,400	15	
2530	Legal Services	110,228	107,424	109,625	2,201	
2550	Information Systems	88,233	115,910	118,286	2,376	
2630	Records	154,744	148,292	148,748	456	
		939,653	950,505	958,841	8,336	0.9%
4070	Overtime - Civilians					
2500	Finance/Property & Supply	3,208	3,000	3,500	500	
2510	Human Resources	692	1,000	-	(1,000)	
2520	Corporate Services	1,394	-	-	-	
2524	Corporate Communications	3,750	5,000	5,000	-	
2526	Special Events	20,106	12,240	12,240	-	
2530	Legal Services	530	500	400	(100)	
2546	Volunteers	2,620	1,000	-	(1,000)	
2547	Community Programs	645	1,500	1,500	-	
2549	Analysis and Intel	(303)	1,500	1,500	-	
2550	Information Systems	6,292	12,000	10,000	(2,000)	
2560	Patrol	7,241	2,000	5,000	3,000	
2570	Esquimalt Division Admin	470	1,000	1,000	-	
2572	Operational Planning	941	3,500	3,500	-	
2600	Detectives	6,056	8,500	8,000	(500)	
2601	VIIMCU	5,787	10,200	10,200	-	
2610	Traffic	3,443	1,000	1,000	-	
2630	Records	117,120	50,000	65,500	15,500	
2660	Communications	31,953	-	-	-	
		211,945	113,940	128,340	14,400	12.6%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4072	Overtime - Police					
2510	Human Resources	24,381	22,000	22,000	-	
2520	Emergency Response Team Activation	520,017	117,000	147,000	30,000	
2523	IMCRT	7,061	35,631	36,522	891	
2524	Corporate Communications	9,479	13,000	13,000	-	
2526	Special Duty	1,064,480	746,200	746,200	-	
2527	CISM	2,102	7,000	7,000	-	
2529	Executive Services	10,030	6,000	15,000	9,000	
2541	Crime Reduction Unit	22,237	-	-	-	
2545	Reserves	8,386	7,000	7,000	-	
2549	Analysis and Intel	312	14,000	14,000	-	
2560	Patrol	1,144,866	800,000	900,000	100,000	
2565	K9	19,010	17,000	17,000	-	
2570	Inspector - West Division	-	3,000	3,000	-	
2572	Operational Planning	2,488	3,500	3,500	-	
2580	Beat and Bikes	53,365	60,000	55,000	(5,000)	
2581	VICOT	3,823	1,000	2,500	1,500	
2582	Community Resource Officers	4,856	4,500	3,000	(1,500)	
2590	Strike Force	99,681	122,500	122,500	-	
2599	Special Investigations	46,103	-	-	-	
2600	Detective Division	6,083	4,000	4,000	-	
2601	VIIMCU	130,540	154,000	154,000	-	
2604	Financial Crimes	19,131	20,000	20,000	-	
2605	Integrated Tech Crime Unit	4,390	4,000	4,000	-	
2606	Special Victims Unit	30,473	37,000	37,000	-	
2607	Regional Domestic Violence Unit	7,552	7,980	8,180	199	
2608	Major Crimes	112,514	120,000	120,000	-	
2609	Historical Case Files	310	-	-	-	
2610	Traffic Division	23,345	45,000	35,000	(10,000)	
2613	Domestic Violence Unit	5,123	5,000	5,000	-	
2620	Crowd Management Unit	20,149	55,726	57,117	1,391	
2650	Forensic Identification	66,944	60,000	60,000	-	
2670	Secondments	180,292	-	-	-	
2680	Jail	53,234	55,500	55,000	(500)	
2695	Crisis Negotiating Team	-	10,130	10,385	255	
2690	GVERT	205	146,197	149,853	3,656	
		3,702,962	2,703,864	2,833,757	129,893	4.8%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease) \$</i>	<i>%</i>
4308	General Supplies					
2500	Finance/Property & Supply	133,559	155,000	150,000	(5,000)	
2510	Human Resources	119,068	95,000	95,000	-	
2523	IMCRT	-	1,000	1,000	-	
2524	Public Affairs	30	-	-	-	
2526	Special Events	648	-	-	-	
2527	CISM	1,033	1,000	1,000	-	
2530	Legal Services	461	1,500	1,500	-	
2541	Crime Reduction Unit	251	-	-	-	
2545	Reserve Program	3,007	4,000	4,000	-	
2547	Community Programs	-	-	500	500	
2549	Analysis and INTEL	48	500	-	(500)	
2550	Information Systems	7,611	10,000	10,000	-	
2560	Patrol	5,690	4,000	6,000	2,000	
2565	K9	35,920	32,580	32,500	(80)	
2570	Inspector - West Division	999	3,000	2,500	(500)	
2571	School Resource Officers	-	1,500	1,500	-	
2580	Beat and Bikes	10,552	4,000	4,000	-	
2590	Strike Force	536	4,000	8,000	4,000	
2599	Special Investigations	374	-	-	-	
2600	Detective Division	992	2,500	2,500	-	
2601	VIIMCU	-	-	1,000	1,000	
2605	Computer Analysis	16,373	-	-	-	
2607	Regional Domestic Violence Unit	-	2,200	2,200	-	
2608	Major Crimes	-	1,000	200	(800)	
2609	Historical Case Files	574	-	-	-	
2610	Traffic Division	4,396	5,000	5,000	-	
2620	CMU	19,381	21,000	21,000	-	
2611	MC Escort Team	-	-	-	-	
2630	Records	3,878	4,500	4,500	-	
2640	Automotive	10,971	2,000	2,000	-	
2650	Forensic Identification	11,251	13,000	13,000	-	
2660	Communications	7,813	-	-	-	
2680	Jail Operations	5,355	5,000	5,000	-	
2690	GVERT	53,876	54,000	54,000	-	
2695	CNT	-	2,250	2,250	-	
		454,647	429,530	430,150	620	0.1%
4312	Office Supplies					
2500	Finance/Property & Supply	55,451	72,500	67,500	(5,000)	
2521	Police Board	95	500	-	(500)	
2546	Volunteers	462	800	800	-	
2547	Community Programs	142	-	-	-	
		56,150	73,800	68,300	(5,500)	-7.5%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease) \$ %</i>
4104	Benefits - Police				
2500	Financial Services	7,211	3,250	2,200	(1,050)
2510	Human Resources	191,195	314,698	213,551	(101,147)
2520	Corporate Services	40,887	-	-	-
2523	IMCRT	28,990	65,174	66,807	1,633
2524	Corporate Communications	28,125	27,051	24,798	(2,253)
2526	Special Events	95,771	-	-	-
2527	CISM	99	-	-	-
2528	Office of the Chief Constable	106,434	162,047	169,334	7,287
2529	Executive Services	205,877	216,425	221,808	5,383
2541	Crime Reduction Unit	123,462	-	-	-
2545	Reserves	996	27,051	27,551	500
2549	Analysis and INTEL	56,199	64,929	64,753	(176)
2560	Patrol	3,571,207	3,665,307	3,881,207	215,900
2565	K9	171,144	174,496	148,794	(25,702)
2570	Inspector - West Division	99,983	81,159	82,634	1,475
2571	School Resource Officers	-	81,153	82,663	1,510
2572	Operational Planning	29,687	32,465	34,438	1,973
2580	Beat and Bikes	480,028	478,150	487,729	9,579
2581	VICOT	86,180	89,276	92,309	3,033
2582	Community Resource Officers	143,730	144,741	147,421	2,680
2590	Strike Force	251,228	289,483	292,085	2,602
2599	Special Investigations	2,948	-	-	-
2600	Detective Division	113,177	119,031	124,015	4,984
2601	VIIMCU	180,874	175,860	152,926	(22,934)
2604	Financial Crimes	95,099	60,873	93,692	32,819
2605	Integrated Tech Crime Unit	62,400	60,873	89,557	28,684
2606	Special Victims Unit	220,762	213,732	216,306	2,574
2607	Regional Domestic Violence Unit	31,765	91,311	93,591	2,280
2608	Major Crimes	275,140	240,789	249,377	8,588
2609	Historical Case Files	32,085	33,817	34,443	626
2610	Traffic Division	256,300	262,415	241,128	(21,287)
2613	Domestic Violence Unit	125,465	120,394	150,185	29,791
2620	CMU	1,528	-	-	-
2650	Forensic Identification	181,394	183,972	190,144	6,172
2670	Secondments	257,433	277,304	247,996	(29,308)
2680	Jail Operations	149,621	140,697	143,341	2,644
4114 - Clothing & Boot Allowance					
2510	Human Resources	7	100	-	(100)
2523	IMCRT	2	-	-	-
2524	Community Engagement	-	1,070	1,070	-
2560	Patrol	256	500	-	(500)
2565	K9	5,005	500	500	-
2580	Beat and Bikes	969	1,000	-	(1,000)
2582	Community Resource Officers	52	400	-	(400)
2581	Assertive Community Treatment	2,385	2,000	-	(2,000)
2590	Strike Force	246	400	-	(400)
2600	Detectives	3	-	-	-
2601	VIIMCU	130	300	-	(300)
2604	Financial Crimes	2	-	-	-
2605	Computer Analysis	42	-	-	-
2606	Special Victims Unit	28	200	-	(200)
2608	Major Crimes	181	-	-	-
2610	Traffic	18	-	-	-
2650	Forensic Identification	15	-	-	-
2670	Secondments	144	-	-	-
2680	Jail	13	-	-	-
		7,713,922	7,904,393	8,068,353	163,960 2.1%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4120	Staff Development - Training - POLICE					
2510	Human Resources	350,794	359,500	359,500	-	
2500	Finance	218	-	-	-	
2523	IMCRT	2,449	6,000	6,000	-	
2527	CISM	8,164	7,000	7,000	-	
2545	Reserve Program	800	4,000	4,000	-	
2565	K9	1,076	13,500	13,500	-	
2580	Beat and Bikes	1,940	10,000	10,000	-	
2590	Strikeforce	94	-	-	-	
2600	Detectives	94	-	-	-	
2601	VIIMCU	371	2,500	15,000	12,500	
2605	Integrated Tech Crime Unit	15,328	30,000	30,000	-	
2607	Regional Domestic Violence	-	8,000	8,000	-	
2610	Traffic	200	1,500	1,500	-	
2611	MC Escort Team	-	3,000	3,000	-	
2613	Domestic Violence	-	10,000	10,000	-	
2620	Crowd Management Unit	4,135	9,900	9,900	-	
2690	GVERT	36,150	40,000	40,000	-	
2691	EDU	7,282	10,000	10,000	-	
2695	CNT	13,520	44,000	44,000	-	
		442,615	558,900	571,400	12,500	2.2%
4125	Staff Development - Training - Civilian					
2500	Finance/Property & Supply	2,906	8,000	7,500	(500)	
2510	Human Resources	7,900	15,000	15,000	-	
2520	Corporate Services	2,930	-	-	-	
2521	Police Board	2,663	3,000	3,000	-	
2527	CISM	-	1,000	1,000	-	
2549	Analysis and Intel	9,244	9,000	-	(9,000)	
2550	Systems	6,212	17,000	15,000	(2,000)	
2600	Detectives	89	-	-	-	
2630	Records	6,121	10,000	11,000	1,000	
		38,065	63,000	52,500	(10,500)	-16.7%
4112	Car Allowance					
2520	Corporate services	96,453	98,000	100,000	2,000	
2510	Human Resources	1,771	1,010	1,000	(10)	
2521	Police Board	864	-	-	-	
2524	Public Affairs	1,126	1,010	1,010	-	
2527	CISM	52	-	-	-	
2528	Office of the Chief Constable	2,696	1,010	2,016	1,006	
2530	Information Privacy & Legal Services	1,008	-	-	-	
2546	Volunteers	170	300	300	-	
2550	IT	1,292	-	1,000	1,000	
2560	Patrol	505	-	-	-	
2600	Detectives	405	-	-	-	
2620	CMU	226	-	-	-	
2630	Records	168	-	1,010	1,010	
		106,736	101,330	106,336	5,006	4.9%
4204	Advertising					
2510	HR	-	15,000	15,000	-	
2547	Community Programs	10,010	15,500	10,000	(5,500)	
		10,010	30,500	25,000	(5,500)	-18.0%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4314	Postage					
2520	Corporate Services	3,469	-	-	-	
2500	Finance/Property & Supply	19,434	29,500	25,500	(4,000)	
		22,903	29,500	25,500	(4,000)	-14%
4512	Insurance					
2520	Corporate Services	73,739	75,000	105,413	30,413	
2545	Reserves	584	-	-	-	
2607	Regional Domestic Violence	-	3,600	3,600	-	
2640	Automotive	119,437	125,000	129,160	4,160	
2690	GVERT	3,400	3,400	3,907	507	
		197,160	207,000	242,080	35,080	16.9%
4306	Fuel and Motor Oil					
2523	IMCRT	2,015	6,000	6,000	-	
2545	Reserves	372	1,500	1,500	-	
2601	VIIMCU	474	1,000	1,000	-	
2607	Regional Domestic Violence	-	7,500	7,500	-	
2640	Automotive	37,412	320,000	320,000	-	
2640	Automotive (Work Orders)	245,218	-	-	-	
2690	GVERT	3,807	6,000	6,000	-	
		289,298	342,000	342,000	-	0.0%
4364	Telephone Line Charges					
2500	Finance/Property & Supply	287,639	370,000	380,000	10,000	
2521	Police Board	489	500	500	-	
2523	IMCRT	2,000	2,000	2,000	-	
2541	Crime Reduction Unit	1,368	-	-	-	
2545	Reserves	2,028	2,500	2,500	-	
2590	Strike Force	4,436	2,000	4,000	2,000	
2600	Detectives	54	-	-	-	
2601	VIIMCU	-	-	1,000	1,000	
2660	Communications	1,195	-	-	-	
2690	GVERT	18,046	45,000	45,000	-	
2695	CNT	3,945	5,900	5,900	-	
		321,200	427,900	440,900	13,000	3.0%
4364	CREST					
2500	Finance/Property & Supply	597,076	673,000	693,200	20,200	
		597,076	673,000	693,200	20,200	3.0%

Object	Description	2019 Actual	2020 Budget	2021 Budget	Increase/(Decrease) \$	%
4116	Business Travel					
2500	Finance/Property Supply	338	1,000	1,500	500	
2510	Human resources	183,139	160,000	160,000	-	
2520	Corporate Services	4,088	12,000	10,000	(2,000)	
2521	Police Board	13,026	25,000	20,000	(5,000)	
2523	IMCRT	234	-	-	-	
2524	Public Affairs	10,314	8,000	10,000	2,000	
2528	Office of The Chief Constable	39,257	31,200	31,200	-	
2529	Executive Services	1,355	6,000	5,000	(1,000)	
2546	Volunteers	-	2,300	2,300	-	
2547	Community Programs	665	1,000	1,200	200	
2549	Analysis & Intel	2,211	1,000	5,000	4,000	
2550	IT	368	-	2,000	2,000	
2560	Patrol	8,221	2,000	2,000	-	
2565	K9	2,111	4,000	4,000	-	
2570	Esquimalt Admin	1,098	2,500	2,500	-	
2581	ACT	-	-	500	500	
2582	Community Resource Officers	-	500	500	-	
2590	Strike Force	1,268	2,000	2,000	-	
2600	Detective Division	12,067	5,000	5,000	-	
2601	VIIMCU	8,500	15,000	15,000	-	
2604	Financial Crimes	1,896	1,000	5,000	4,000	
2605	Integrated Tech Crime Unit	6,781	17,500	17,500	-	
2606	Special Victims Unit	7,724	1,000	5,000	4,000	
2607	RDVU	128	2,000	2,000	-	
2608	Major Crimes	11,793	1,000	2,000	1,000	
2609	Historical Case Files	255	3,500	3,500	-	
2610	Traffic Division	-	2,000	2,000	-	
2613	BAMU	-	1,000	1,000	-	
2650	Forensic Identification	720	2,000	2,000	-	
2630	Records	1,225	400	400	-	
		318,782	309,900	320,100	10,200	3.3%
4226	Photocopy Operation					
2520	Corporate Services	52,430	61,500	60,000	(1,500)	
		52,430	61,500	60,000	(1,500)	-2.4%
4118	Memberships					
2510	Human Resources	15,815	15,000	15,000	-	
2520	Corporate Services	475	1,700	1,000	(700)	
2521	Police Board	2,236	2,200	2,200	-	
		18,526	18,900	18,200	(700)	-3.7%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4816	Lease/Rental Payments					
2500	Finance/Property Supply	318,783	335,500	350,000	14,500	
2500	Finance/Property Supply	-	-	50,000	50,000	
2520	Corporate Services	25,430	20,000	20,500	500	
2690	Range Fees	11,050	12,700	12,700	-	
		355,263	368,200	433,200	65,000	17.7%
4310	Publications					
2520	Corporate Services	6,578	-	-	-	
2546	Volunteers		400	400	-	
2547	Community Programs	502	-	1,200	1,200	
2550	IT	1,312	-	200	200	
2524	Corporate Communications	11,152	30,000	30,000	-	
		19,544	30,400	31,800	1,400	4.6%
4412	Equipment Rental					
2620	CMU	149	6,400	6,400	-	
		149	6,400	6,400	-	0.0%
4806	Claims					
2529	Executive Services	18,208	125,000	125,000	-	0.0%
4834	Systems Access Costs					
2650	Forensic Identification	33,025	37,000	37,925	925	2.5%
4820	WCB recovery					
2520	Corporate Services	(733,302)	(110,000)	(150,000)	(40,000)	36.4%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
3758/4824/4826	Recoveries					
2500	Finance/Property Supply	(137,916)	(23,000)	(23,000)	-	
2500	Finance/Property Supply	(292)	-	-	-	
2510	Human Resources	(20,770)	-	-	-	
2510	Human Resources	(7,438)	-	-	-	
2520	Corporate Services	(950)	-	-	-	
2520	Corporate Services	(54,747)	-	-	-	
2520	Corporate Services	(246,307)	-	-	-	
2520	Corporate Services	(15,565)	-	-	-	
2523	IMCRT	(229,650)	(234,417)	(239,639)	(5,222)	
2526	Special Events	(347,205)	-	-	-	
2529	Executive Services	(404)	-	-	-	
2530	Information Privacy & Legal	(14,743)	-	-	-	
2545	Reserves	(1,000)	-	-	-	
2560	Patrol	(261,314)	-	-	-	
2565	K9	(16,973)	-	-	-	
2590	Strikeforce	(12,897)	-	-	-	
2601	VIIMCU	(30,838)	(22,000)	(22,000)	-	
2601	VIIMCU	(47,106)	-	-	-	
2604	Financial Crimes	(317)	-	-	-	
2605	Integrated Tech Crime Unit	1,029	-	-	-	
2607	RDVU	(4,726)	(332,444)	(340,140)	(7,696)	
2607	RDVU	(164,352)	-	-	-	
2609	Historical Case Review	(15,295)	-	-	-	
2613	BAMU	(1,781)	-	-	-	
2620	CMU	(55,479)	(90,648)	(91,617)	(969)	
2620	CMU	(34,886)	-	-	-	
2650	Forensic Identification	(605)	-	-	-	
2670	Secondments	(1,359,144)	(1,304,355)	(1,149,801)	154,554	
2690	GVERT	(5,600)	-	-	-	
2691	EDU	(12,693)	(16,437)	(16,569)	(132)	
		(3,099,964)	(2,023,301)	(1,882,766)	140,535	-6.9%
4238	Arbitration & Litigation Expense					
2529	Executive Services	216,312	300,000	300,000	-	0.0%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4814	Miscellaneous					
2500	Finance/Property Supply	10,475	1,000	10,000	9,000	
2510	Human resources	30,716	27,000	27,000	-	
2520	Corporate Services	31,329	4,003	6,000	1,997	
2523	IMCRT	152,679	1,000	1,000	-	
2526	Special Events	5,285	-	-	-	
2528	Office of the Chief Constable	108	-	-	-	
2529	Executive Services	5	-	500	500	
2541	Crime Reduction Unit	1,924	-	-	-	
2546	Volunteers	239	800	800	-	
2547	Community Programs	3,013	500	500	-	
2565	K9	53	-	-	-	
2570	Inspector - West Division	949	-	-	-	
2580	Beat and Bikes	1,040	4,000	4,000	-	
2601	VIIMCU	329	-	-	-	
2605	Computer Analysis	291	-	-	-	
2607	RDVU	184,734	500	500	-	
2608	Major Crimes	2,015	-	-	-	
2609	Historical Case Files	19,468	5,000	5,000	-	
2620	Crowd Management Unit	5,890	2,400	2,400	-	
2630	Records	10,182	18,000	18,000	-	
2660	9-1-1	-	55,000	10,000	(45,000)	
2690	GVERT	639,776	1,000	1,000	-	
2691	EDU	9,595	-	-	-	
2695	CNT	5,885	900	900	-	
		1,115,980	121,103	87,600	(33,503)	-27.7%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease) \$</i>	<i>%</i>
4814.0104	Crime Investigation					
2549	Analysis and INTEL	25,975	33,000	33,000	-	
2560	Patrol	3,052	4,000	-	(4,000)	
2590	Strike Force	13,124	10,000	10,000	-	
2599	Special Investigations	-	100,000	100,000	-	
2600	Detective Division	3,237	45,000	45,000	-	
2601	VIIMCU	-	5,000	5,000	-	
2610	Traffic Division	399	10,000	10,000	-	
		45,787	207,000	203,000	(4,000)	-1.9%
4814	Honorarium					
2521	Police Board	44,729	56,000	56,000	-	0.0%
4822	Maintenance & Repairs					
2520	Corporate Services	49,238	55,000	60,000	5,000	
2520	Corporate Services	69,661	-	-	-	
2500	Finance	17,381	-	7,675	7,675	
2545	Reserves	577	-	-	-	
2546	Volunteers	1,039	2,000	2,000	-	
2550	Information Systems	471,535	445,000	560,000	115,000	
2580	Beat and Bikes	3,364	4,000	3,500	(500)	
2601	VIIMCU	97	-	-	-	
2610	Traffic	1,997	6,000	6,000	-	
2620	CMU	1,624	4,700	4,700	-	
2630	Records	-	1,000	500	(500)	
2640	Automotive	144,301	365,000	365,000	-	
2640	Automotive (Work Orders)	216,126	-	-	-	
2690	GVERT	5,131	1,000	1,000	-	
		982,071	883,700	1,010,375	126,675	14.3%
4220	GVLRA					
2520	Corporate Services	55,976	57,700	-	(57,700)	-100.0%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease) \$</i>	<i>%</i>
4230	Services Purchased					
2500	Finance	127,500	130,680	134,600	3,920	
2510	Human Resources	195,340	185,000	230,000	45,000	
2510	Human Resources	-	-	60,000	60,000	
2520	Corporate Services	167,907	250,250	245,251	(4,999)	
2521	Police Board	9,436	22,000	22,000	-	
2524	Public Affairs	560	-	500	500	
2528	Office of the Chief Constable	100	14,000	-	(14,000)	
2529	Executive Services	28,056	15,000	30,000	15,000	
2547	Community Programs	-	-	100	100	
2550	Information Systems	-	10,000	10,000	-	
2560	Patrol	6,456	22,000	15,000	(7,000)	
2565	K9	16,100	-	-	-	
2572	Ops Planning	9,500	20,000	20,000	-	
2600	Detectives	8,159	25,000	25,000	-	
2605	Integrated Tech Crime Unit	32	5,000	5,000	-	
2606	Special Victims Unit	18,530	15,000	15,000	-	
2607	Regional Domestic Violence	-	3,400	3,400	-	
2608	Major Crimes	1,003	-	-	-	
2610	Traffic	9,577	15,000	15,000	-	
2630	Records	91,200	50,000	12,400	(37,600)	
		689,456	782,330	843,251	60,921	7.8%
4230	South Island Dispatch Centre	3,003,770	3,075,000	3,377,910	302,910	9.9%
4230	Integrated Units					
2520	Corporate Services	224,208	118,181	121,136	2,955	
2548	Diversity	2,918	2,646	2,710	64	
2603	MYST	-	62,383	63,940	1,557	
2620	Crowd Management Unit	30,398	20,000	20,000	-	
2614	Crime Stoppers	-	60,630	62,150	1,520	
		257,524	263,840	269,935	6,095	2.3%

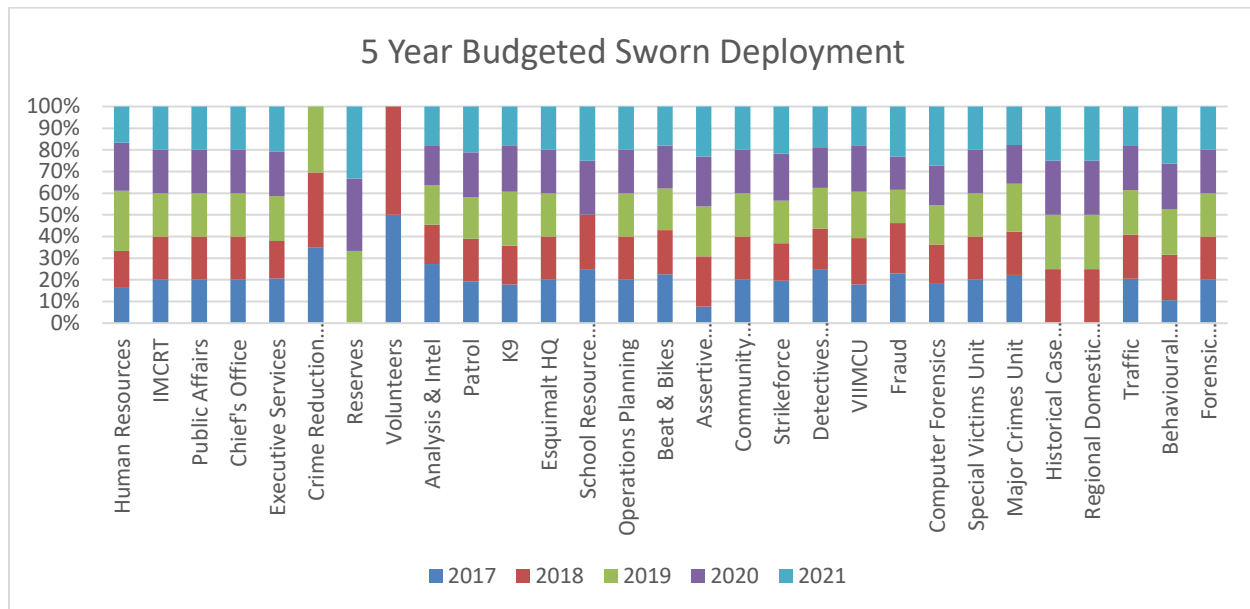
<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4304/4850	Operational Meetings & Employee Recognition					
2520	Corporate Services	20,673	6,250	15,000	8,750	
2500	Finance	-	500	500	-	
2510	Human Resources	1,022	500	500	-	
2521	Police Board	5,240	3,000	6,000	3,000	
2524	Community Engagement	277	1,500	500	(1,000)	
2529	Executive Services	701	500	700	200	
2546	Volunteers	16,964	24,700	24,700	-	
2547	Community Programs	2,664	5,000	5,000	-	
2560	Patrol	454	2,000	2,000	-	
2570	Employee Recognition	116	-	250	250	
2590	Strike Force	-	2,000	2,000	-	
2630	Records	-	-	1,400	1,400	
		48,111	45,950	58,550	12,600	27.4%
4208	Car Rental					
2640	Automotive	56,775	58,000	58,000	-	
		56,775	58,000	58,000	-	0.0%
4316	Uniforms					
2500	Finance/Property Supply	176,617	183,800	185,000	1,200	
2545	Reserve Program	28,513	24,500	24,500	-	
2546	Volunteers	7,742	6,000	6,000	-	
2560	Patrol	38,445	4,200	-	-	
2570	Inspector - West Division	193	2,000	1,000	(1,000)	
2580	Beat and Bikes	15,895	14,000	14,000	-	
2610	Traffic Division	29,488	18,900	18,900	-	
2611	MC Escort Team	-	3,000	3,000	-	
2620	CMU	999	-	-	-	
2680	Jail	4,464	5,000	5,000	-	
2690	Protective clothing/uniforms	7,150	6,000	6,000	-	
		309,506	267,400	263,400	200	0.1%
4224	Laundry					
2520	Corporate Services	118,479	106,600	110,000	3,400	
2545	Reserves	1,654	1,500	1,500	-	
2680	Jail Operations (blankets)	13,814	19,000	20,000	1,000	
		133,947	127,100	131,500	4,400	3.5%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4210	Prisoner Meals					
2680	Jail Operations	24,903	29,000	30,000	1,000	3.4%
3500	Revenue					
2520	Corporate Services	(540)	-	-	-	
2695	CNT	(17,404)	(17,530)	(17,660)	(130)	0.7%
2695	CNT	-	(32,000)	(32,000)	-	0.0%
2690	GVERT	(456,874)	(461,249)	(472,350)	(11,101)	2.4%
2526	Special Duties	(736,426)	(723,640)	(723,640)	-	0.0%
		(1,211,244)	(1,234,419)	(1,245,650)	(11,231)	0.9%
4096	Departmental Retirements					
2520	Corporate Services	897,448	500,000	-	(500,000)	-100.0%
4418	New Equipment					
2500	Finance	-	5,000	5,000	-	
2510	Human Resources	1,127	-	-	-	
2521	Police Board	-	2,000	-	(2,000)	
2523	IMCRT	64	4,500	4,500	-	
2524	Corporate Communications	-	500	2,000	1,500	
2541	Crime Reduction Unit	1,015	-	-	-	
2546	Volunteers	217	1,500	1,500	-	
2547	Community Programs	5,727	3,000	-	(3,000)	
2549	Analysis and INTEL	845	10,000	10,000	-	
2560	Patrol	144,394	61,350	20,700	(40,650)	
2565	K9	9,717	10,000	10,000	-	
2570	Inspector - West Division	3,977	8,000	6,000	(2,000)	
2580	Beat and Bike	5,251	4,300	4,300	-	
2590	Strike Force	7,505	7,000	10,000	3,000	
2599	Special Investigations	1,855	-	-	-	
2600	Detective Division	64,696	1,000	1,000	-	
2601	VIIMCU	-	-	3,000	3,000	
2605	Integrated Tech Crime Unit	26,374	38,860	73,688	34,828	
2606	Special Victims Unit	662	-	-	-	
2608	Major Crimes	-	1,000	200	(800)	
2609	Historical Case Files	-	5,000	5,000	-	
2610	Traffic Division	124,455	20,000	20,000	-	
2611	MC Escort Team	-	4,000	4,000	-	
2620	CMU	1,184	-	-	-	
2630	Records	11,267	8,500	3,500	(5,000)	
2650	Forensic Identification	16,732	18,500	18,500	-	
2690	GVERT	57,720	63,000	63,000	-	
2691	EDU	3,936	7,000	7,000	-	
2695	CNT	-	3,375	3,375	-	
		488,720	287,385	276,263	(11,122)	-3.9%

<i>Object</i>	<i>Description</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2021 Budget</i>	<i>Increase/(Decrease)</i>	
					<i>\$</i>	<i>%</i>
4508 - Credit Card Discount Fees						
2520	Corporate Services	1,340	1,800	1,600	(200)	-11.1%
4718	Building Maintenance					
2520	Corporate Services	797,339	800,115	820,120	20,005	2.5%
5075	Transfer From Reserves		(100,000)	(100,000)	-	0.0%
6035	Financial Stability					
2620	Crowd Management Unit		10,000	10,000	-	
2520	Corporate Services	4,518	-	-	-	
2572	Operations Planning	10,500				
		15,018	10,000	10,000	-	0.0%
6035	Contingency					
2500	Financial Services	-	1,733,987	2,211,394	477,407	27.5%
3122	Taxi Permits (2630)	(15,150)	(15,000)	(13,600)	1,400	-9.3%
3254	Records Permits and Searches (2630)	(120,125)	(130,000)	(130,000)	-	0.0%
3268	Police Records (2630)	(6,767)	(25,000)	(20,000)	5,000	-20.0%
3760	Grants					
2500	Finance	(15,047)	-	-	-	0.0%
2590	Strikeforce	(6,200)	-	-	-	0.0%
2606	Special Victims Unit	(5,536)	-	-	-	0.0%
2610	Traffic	(81,909)	-	-	-	0.0%
2620	CMU	(9,264)	-	-	-	0.0%
2690	GVERT	(14,000)	-	-	-	0.0%
2545	Reserves	(17,000)	(21,500)	(21,500)	-	0.0%
		(148,956)	(21,500)	(21,500)	-	0.0%
3334	Immigration (2680)	(1,503)	(1,800)	(1,500)	300	-16.7%
3340	Province (2680)	(27,791)	(27,000)	(27,000)	-	0.0%
6030	EBO Reserve Contributions					
2520	Centralized Corporate Costs	472,184	-	-	-	
6062/6067	Capital Fund Contributions					
2520	Centralized Corporate Costs	845,200	1,120,000	1,020,000	(100,000)	
2523	IMCRT	47,673	5,000	5,000	-	
2620	CMU	47,848	-	-	-	
2691	EDU	-	5,000	5,000	-	
2690	GVERT	84,310	-	-	-	
2691	EDU	4,207	-	-	-	
2695	CNT	10,958	-	-	-	
2690	GVERT	25,753	(28,000)	(28,000)	-	
6062/6067	Capital Fund Contributions	1,065,949	1,102,000	1,002,000	(100,000)	-9.1%
		55,771,362	58,241,090	59,116,879	875,789	1.50%

XI. Appendix E - 5 Year Summary of Budgeted Staffing Deployments

Budgeted Deployment of Sworn Officers

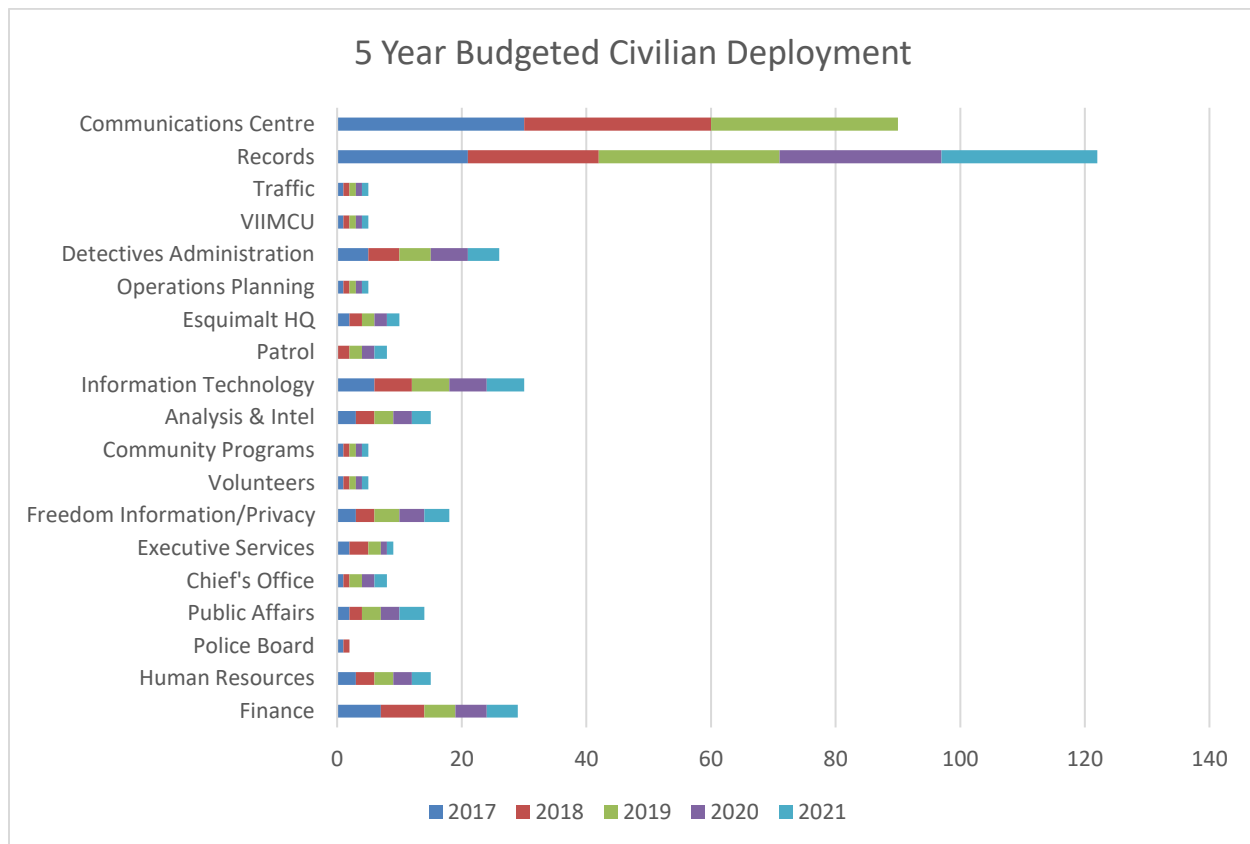


Significant Changes to Budgeted Deployment of Sworn Officers:

1. Increase in strength of two in 2017 with the approval of a pilot of the Assertive Community Treatment (ACT) officers from 243 to 245 officers
2. 2018 & 2019 budgets included funding for 2 additional FTEs to replace officers on Worksafe. These amounts were removed as a line item in 2020 to contain costs and recognize the hiring challenges
3. Net increase in strength of four in 2020 (approval by the Province of 6 additional officers and discontinuance of funding in the budget for the 2 pilot ACT officers)
4. Temporary discontinuation of the Crime Reduction Unit in 2020 to reinforce front line resources, with 1 officer being redeployed to Strikeforce
5. Movement of officers from School Resource, Reserves, Beat & Bike, Analysis & Intel to the front line. 2020 & 2021 budgets reflect the intent to reinstate School Resource and Reserve constable positions, although this has not yet been possible due to resource constraints
6. Funding for reserve constable has been moved from Volunteers to Reserves since 2019
7. K9 resources were temporarily higher in 2019 for training of the new NCO. Wages also include a K9 officer not deployable due to work related injuries for which a portion of salaries is recovered
8. Human Resources budget for 2019 & 2020 included positions to backfill officers on WorkSafeBC injuries. Those positions are included in Patrol for subsequent years.

	Budgeted Sworn Officer Deployment				
	2017	2018	2019	2020	2021
Human Resources	6	6	10	8	6
IMCRT	1	1	1	1	1
Public Affairs	1	1	1	1	1
Chief's Office	3	3	3	3	3
Executive Services	6	5	6	6	6
Crime Reduction Unit	8	8	7		
Reserves			1	1	1
Volunteers	1	1			
Analysis & Intel	3	2	2	2	2
Patrol	123	125	122	131.5	135
K9	5	5	7	6	5
Esquimalt HQ	2	2	2	2	2
School Resource Officers	3	3	0	3	3
Operations Planning	1	1	1	1	1
Beat & Bikes	20	18	17	17.5	16
Assertive Community Treatment	1	3	3	3	3
Community Resource Officers	5	5	5	5	5
Strikeforce	9	8	9	10	10
Detectives Administration	4	3	3	3	3
VIIMCU	5	6	6	6	5
Fraud	3	3	2	2	3
Computer Forensics	2	2	2	2	3
Special Victims Unit	6	6	6	6	6
Major Crimes Unit	10	9	10	8	8
Historical Case Review	0	1	1	1	1
Regional Domestic Violence	0	1	1	1	1
Traffic	9	9	9	9	8
Behavioural Assessment & Management	2	4	4	4	5
Forensic Identification	6	6	6	6	6
Total	245	247	247	249	249

Budgeted Deployment of Civilians



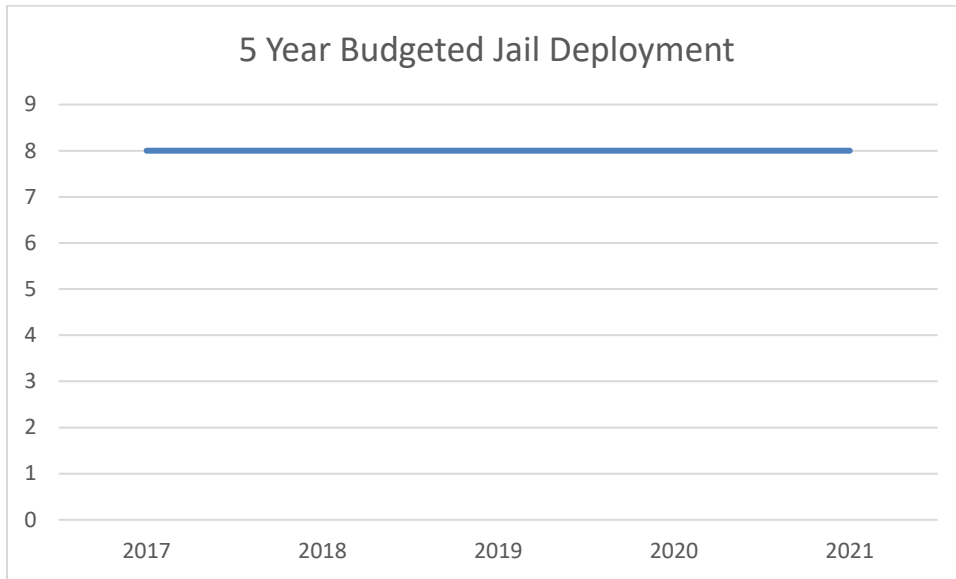
Significant Changes to Budgeted Deployment of Civilians:

1. 9-1-1 and Dispatch services were contracted out to E-Comm in 2020, resulting in a reduction in civilian staffing levels. Some functions were retained by VicPD, resulting in an increase in Records positions
2. Two Exhibit Control staff were transferred from Finance to Records in 2019
3. The Executive Assistant to the Board position was eliminated in 2019 and replaced with an Executive Assistant to the Deputy Chiefs
4. A Business Analyst position was added in 2019, reporting to the Director of Community Engagement and budgeted under Public Affairs
5. In 2020 an additional IT position was approved. This position was added to the IT staffing budget in 2021. At the same time an existing digital experience designer position was moved to Public Affairs, more correctly reflecting the line of reporting to the Director of Community Engagement
6. In 2018 a Policy Analyst position was added to Executive Services and in 2020 a reorganization was made of the Executive Services and Freedom of Information & Privacy administration positions to consolidate resources
7. The 2021 budget includes a civilian disclosure position for Historical Case Review

	Budgeted Civilian Deployment				
	2017	2018	2019	2020	2021
Finance	7	7	5	5	5
Human Resources	3	3	3	3	3
Police Board	1	1			
Public Affairs	2	2	3	3	4
Chief's Office	1	1	2	2	2
Executive Services	2	3	2	1	1
Freedom Information/Privacy	3	3	4	4	4
Volunteers	1	1	1	1	1
Community Programs	1	1	1	1	1
Analysis & Intel	3	3	3	3	3
Information Technology	6	6	6	6	6
Patrol	2	2	2	2	2
Esquimalt HQ	2	2	2	2	2
Operations Planning	1	1	1	1	1
Historical Case Review					1
Detectives Administration	5	5	5	6	5
VIIMCU	1	1	1	1	1
Traffic	1	1	1	1	1
Records	21	21	29	26	25
Communications Centre	30	30	30		
Total	93	94	101	68	68

Deployment of Special Constables

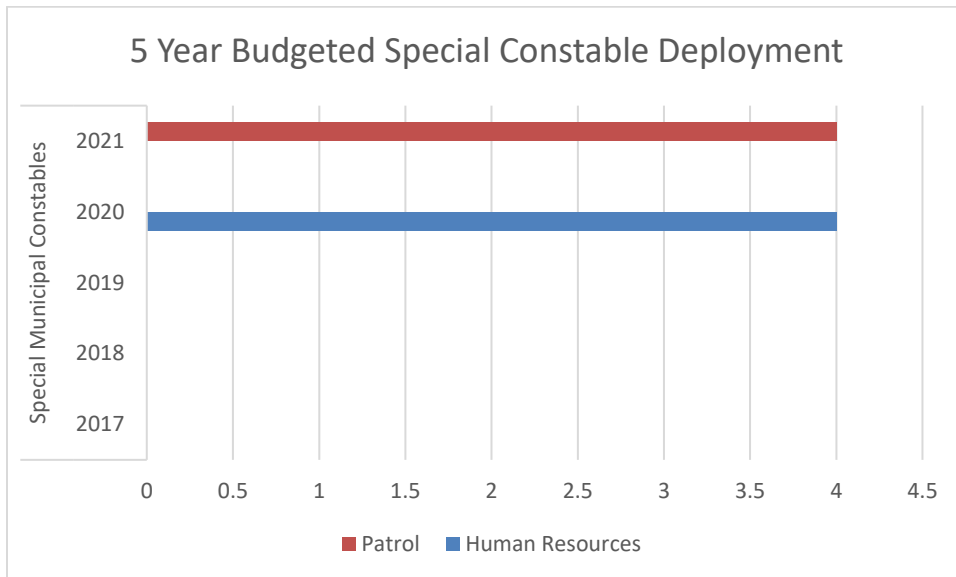
Jailers



There were no changes to the budgeted deployment of jailers

	Budgeted Jailer Deployment				
	2017	2018	2019	2020	2021
Jail	8	8	8	8	8

Special Municipal Constable Program



Significant Changes to Budgeted Deployment of Jailers:

1. Four additional Special Municipal Constables were added to the budget in 2020 as a pilot project to reduce the amount of administrative and routine work performed by police officers. The budget for this was initially placed under Human Resources until a command structure was development. For 2021 this budget has been included under Patrol.

	Special Municipal Constables				
	2017	2018	2019	2020	2021
Human Resources				4	
Patrol					4
Total	0	0	0	4	4

Staffing Changes Compared to Population Growth

A comparison of staffing changes in comparison to population growth in the area shows that staffing increases have been slightly below the five-year average estimated population growth in Victoria and Esquimalt. That growth has however been mainly through civilian hires and the Special Municipal Constable pilot. Increases to the number of sworn police officers has lagged population growth.

Approximately 24% of our employees are non-sworn (including Special Constables), compared to the national average of 31% (Statistics Canada (2019), *Police Resources in Canada, 2018*).

Percentage Change Over 5 Years

Sworn Officers	1.63%
Civilians	6.56%
Total Staffing (including Special Municipal Constables program)	5.16%

5 Year Population Change (Provincial estimates 2015-19)

City of Victoria	6.26%
Township fo Esquimalt	3.73%
Combined Population	5.83%



Council Member Motion
For the Committee of the Whole meeting of February 18 2021

To: Council **Date:** February 15 2021
From: Mayor Helps
Subject: Emergency Housing Function and Related Matters

Background

At the February 11th Council meeting Council referred the matter of whether to add “Explore the creation of an emergency housing function” to the Strategic Plan in 2021 or 2022 to Committee for further discussion.

There are a number of related matters to this consideration that also came up during the Council discussion including the definition of emergency housing, the provincial Emergency Program Act review underway, and the use of City-owned facilities in an emergency.

This report makes recommendations with respect to these issues.

Definition of “emergency housing”

There is a lack of consensus around the Council table and therefore no clear direction to staff as to whether emergency housing means the provision of a mat on a church hall floor for a limited period of time, or a motel room, or a rental apartment for a permanent period, as in a “rapid rehousing” approach. In order to give staff clear direction for the consideration of the development of an emergency housing function, this needs to be clarified by Council through motion.

Recommendation #1

That Council hold a Council-led workshop to discuss and determine direction to staff on the parameters of what constitutes emergency housing.

Provincial Emergency Program Act Review

The provincial government is currently in the process of “Emergency Program Act Modernization” and according to a provincial website, new legislation will be introduced, likely this year, which will “reflect lessons learned from the unprecedented COVID-19 pandemic and the flood and wildfire seasons in 2017 and 2018, and address all four pillars of emergency management (mitigation, preparedness, response and recovery).”¹ In response to a key theme raised during the

¹ <https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization/>

government's consultation phase "new regulations regarding the content of emergency management plans will include requirements to consider the needs of vulnerable populations."²

In Victoria during the early days of the pandemic and more recently with the flood at Central Park and the cold weather snap that just hit, it is clear that those who are already displaced when a disaster hits do not have the same rights or protection under the Emergency Program Act as those who are living in homes.

For example, during the recent extreme winter weather the City's Emergency Management staff wrote to Emergency Management BC seeking assistance for those experiencing homelessness during a winter storm under the "Local Authority Response Costs" (see extensive list of eligible expenses in Appendix A, with most relevant information highlighted). Staff received a response from Emergency Management BC indicating that costs EMBC has authorized for this weather window include heater rentals, but do not extend to staffing costs, specialist services for a particular demographic, or resources to support overnight sheltering.

Thankfully, BC Housing stepped in to cover all of these costs and with their support, an amazing community effort came together to protect the lives of the most vulnerable during severe winter weather. However, every dollar that BC Housing spends to provide emergency sheltering takes away from their mandate of building permanent housing, which is the best disaster prevention investment possible for vulnerable populations and for taxpayers more generally.

Recommendation #2

That Council indicate to the Province its support for the inclusion in the modernized Emergency Program Act to take into consideration the needs of vulnerable populations in the event of an emergency.

City-owned facilities

During the early months of the pandemic and again more recently, it became evident that the City does not have easy access to of City-owned facilities in the event of an emergency and that many City-owned lands and facilities including community centres, the Curling Club, the Save on Foods Memorial Arena, the Crystal Garden and the Conference Centre have operating agreements that make it difficult for use by the City in an emergency.

Recommendation #3

That Council direct staff to report back on the implications of and workload associated with updating the agreements the City has with third-party operators of City-owned facilities to make it easier for the City to use these facilities in the event of an emergency while respecting the operating needs of various groups.

Conclusion

The work laid out in this report can be undertaken in 2021 and, if necessary (pending the outcome of the new Emergency Program Act legislation and the degree to which it considers the needs of vulnerable populations), the City can explore the creation of an emergency housing function in 2022.

² https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/reports/epa_what_we_heard_report.pdf

Recommendations

1. That Council hold a Council-led workshop to discuss and determine direction to staff on the parameters of what constitutes emergency housing.
2. That Council indicate to the Province its support for the inclusion in the modernized Emergency Program Act to take into consideration the needs of vulnerable populations in the event of an emergency.
3. That Council direct staff to report back on the implications of and workload associated with updating the agreements the City has with third-party operators of City-owned facilities to make it easier for the City to use these facilities in the event of an emergency while respecting the operating needs of various groups.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Helps", written in a cursive style.

Mayor Helps

APPENDIX A Local Authority Response Costs

Response means all efforts to save lives, reduce suffering, protect property, and other **immediate objectives to reduce threats from emergencies**. Response may begin before impact if early information warns of an imminent event, and may continue as long as the event is in progress or the imminent threat exists. Examples of response costs include flood fighting and evacuation activities.

PEP is permitted under the C & DFA Regulation to assist a local authority with 100 percent of eligible response costs. For example, a local authority may receive financial assistance for paid overtime costs of local authority staff while responding to an emergency with the submission of approved time sheets. On the other hand, a local authority will not receive assistance for ineligible costs, such as base salaries or wages for regular staff, or expenditure claims that are not supported by documentation.

Most disasters caused by natural hazards may be considered for financial assistance under BC legislation, **including floods, severe winter storms**, landslides and mudslides, and some wildfire situations. However, not all emergencies or disasters will qualify for financial assistance.

ELIGIBLE EXPENSES INCLUDE:

Emergency Response Measures

- Establishment, operation of communication facilities
- Establishment of registration, inquiry services, emergency control headquarters
- Determining the areas and extent of the disaster
- **Human rescue, transport & emergency health activities**
- **Food, clothing and shelter for evacuees**
- Medical care to casualties and transportation, moving patients or casualties, their return after the disaster
- Protective health and sanitation facilities
- Remove hazardous materials, chattels, assets, and related storage and transportation costs
- Protection of publicly-owned institutions, utilities including equipment, materials, and labour
- Shelter and feeding for livestock, including the restoration of facilities used for those purposes

ESS

Non-government owned facility rental if serving as a reception centre

- Materials, supplies required to operate reception centres
- Transportation of evacuees, including those in need of medical care, to a reception centre or other lodging and return home from same.

Evacuations:

- **Food, shelter, clothing for persons evacuated**
- **Evacuation costs for other populations at risk (e.g., elderly in care home) as determined by the EOC and PREOC**

Facility Rental

- **Rental of non-local authority community hall or facility**
- **Incremental janitorial and utilities**
- **Facility damage due to occupation**



Council Member Motion

For the Committee of the Whole Meeting of February 18, 2021

Date: February 15, 2021

From: Councillor Sarah Potts and Councillor Ben Isitt

Subject: Deployment of Effective Emergency Shelter and Emergency Social Services

Recommendation:

That Council adopt the following resolution:

Resolution: Deployment of Effective Emergency Shelter and Emergency Social Services

WHEREAS under the Emergency Program Act “emergency” means a present or imminent event or circumstance that: (a) is caused by accident, fire, explosion, technical failure or the forces of nature, and (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

AND WHEREAS the Emergency Program Act specifies in section 6(1) that a local authority is at all times responsible for the direction and control of the local authority's emergency response, subject to sections 6(1), 8(2), 13(2) and 14(3);

AND WHEREAS the City of Victoria's Emergency Plan (2018) states that British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency social services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation;

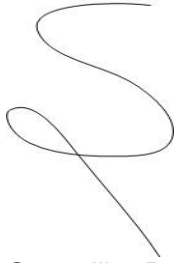
AND WHEREAS the City of Victoria's Emergency Plan (2018) states that provisions for Emergency Social Services in Victoria are secured through renewing supplier agreements with business partners every two years;

AND WHEREAS the City of Victoria's Emergency Plan (2018) states that the City of Victoria has agreements in place with neighbourhood associations authorizing the City to use the neighbourhood centres as Emergency Social Service facilities (reception centres or group lodging) when necessary. These agreements exist between the City and the Societies who administer the following Community Centres: James Bay New Horizons, James Bay Community Centre, Fairfield Community Centre, Cook Street Village Activity Centre, Victoria Silver Threads, Fernwood Community Centre, Oaklands Community Centre, Quadra Village Community Centre, Burnside Gorge Community Centre and Victoria West Community Centre. Informal agreements exist with Christ Church Cathedral and school, The Cridge Centre for the Family, Crystal Pool, James Bay United Church, Latter Day Saints Church, Trafalgar/Pro Patria Legion and The Tai Chi Centre;

AND WHEREAS under the Local Authority Emergency Management Regulation, Local Authorities are required to have a plan which describes how provisions of food, shelter, clothing, transportation, and medical services are provided;

THEREFORE BE IT RESOLVED THAT the City of Victoria work with partner agencies and parameters outlined in the existing City of Victoria Emergency Plan (2018) to establish an effective emergency shelter function for unhoused persons, including activating municipally-owned property, to provide emergency shelter and other emergency social services to meet community needs in the event of emergencies.

Respectfully submitted,

A stylized, handwritten signature in black ink, consisting of a large 'S' shape with a loop at the bottom.

Councillor Potts

A handwritten signature in blue ink, appearing to read 'B. Isitt' with a stylized flourish at the end.

Councillor Isitt

Attachments:

1. City of Victoria Emergency Plan (2018):
<https://www.victoria.ca/assets/Departments/Emergency~Preparedness/Documents/City%20of%20Victoria%20Emergency%20Plan.pdf>
2. Emergency Program Act:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96111_01#section6

City of Victoria Emergency Plan



EMERGENCY PLAN
City of Victoria
March 2018/version 1.0



Table of Contents

Executive Summary/ Letter of Introduction	4
1. PLAN ADMINISTRATION.....	5
1.1. Distribution List.....	5
1.2. Record of Amendments	6
1.3. Plan Maintenance	7
1.4. Acronyms/Abbreviations	8
2. OVERVIEW OF THE PLAN.....	9
2.1. Purpose and Objectives	9
2.2. Scope.....	11
2.3. Authority for the Plan	12
2.4. Related Plans and Documents	12
2.5. Activation of the Response and Recovery Sections of the Plan	13
3. BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM (BCEMS)	13
4. HAZARDS, RISKS AND VULNERABILITIES	14
4.1. Overview of HRVA.....	14
4.2. Hazard, Risk, and Vulnerability Summary	14
.....	17
5. CONCEPT OF OPERATIONS: RESPONSE.....	18
5.1. Provincial Response System.....	18
Provincial Regional Coordination.....	19
Provincial Central Coordination	20
Site Operations	20
Site Support.....	22
6. EMERGENCY OPERATIONS CENTRE	22
6.1 EOC Activation	26
EOC Locations	26
Types of Activation.....	26
EOC Activation Authority	27
Confirmation of Activation.....	27

Event Updates	28
Activation Levels	28
Departmental Support	29
EOC Staffing	29
EOC Communications and Information management	48
EOC Activities	50
7 CONCEPT OF OPERATIONS: RECOVERY	60
7.1 General	60
7.2 Recovery Planning in the EOC (Recovery Unit)	60
7.3 Community Resilience Center	60
7.4 Recovery Operations Center (ROC)	61
8 ROLES AND RESPONSIBILITIES	63
8.1 City of Victoria Roles and Responsibilities by Department	63
Engagement Department	63
Engineering and Public Works	64
Finance	65
Fire	66
Human Resources	67
Legal Services	68
Legislative and Regulatory Services	68
Parks, Recreation, and Facilities	69
Police	70
Sustainable Planning and Community Development	70
Victoria Conference Centre	70
Emergency Management Victoria Volunteer Program	71
9 EXTERNAL AGENCY SUPPORT	73
10 PUBLIC INFORMATION	79
10.1 General	79
Stages of Emergency Communications	80
11 LOGISTICAL CONSIDERATIONS	81
11.1 Resource Management	81

Internal Resources:	81
External resources.....	82
11.2 Volunteer Management.....	82
12 FINANCIAL ASSISTANCE	82
12.1 Response Cost.....	84
Response Finance Procedures	85
12.2 Recovery Costs	85
12.3 Mitigation and Preparedness.....	86

Executive Summary/ Letter of Introduction

The City of Victoria's Emergency Management Plan provides the framework to enhance the coordination of the City of Victoria's emergency response community. It is the methodology framework through which the City will mobilize its resources to mitigate, respond and recover from a major emergency or disaster. The Plan is designed to ensure that all agencies which may become involved in a major emergency or disaster are aware of their respective roles and responsibilities.

This Plan is an all-hazards function-based Plan. The City of Victoria is vulnerable to the risks posed by 24 unique hazards identified in the City's Hazard, Risk and Vulnerability Analysis Report (2017). It is designed to be used by all City services, partners, and stakeholders during planned or unplanned situations. City services, partners and stakeholders that have a function to fulfill under this Plan will, where appropriate, develop their own supporting formal departmental emergency plans and corresponding Business Continuity Plans which will be annexed to the City of Victoria's Emergency Plan.

Although the City of Victoria applies an all-hazards approach to the Emergency Management Program, human resources, equipment purchasing, training, and public education efforts are prioritized based upon an understanding of our vulnerabilities.

This Emergency Management Plan is always in effect, as elements can be employed on a flexible and scalable basis to provide effective mitigation, response and recovery efforts in the City of Victoria.

The British Columbia *Emergency Program Act*, states:

6 (1) A local authority is at all times responsible for the direction and control of the local authority's emergency response, and, (2) a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters. 1996, c. 111, s.6 (1) and (2).

1. PLAN ADMINISTRATION

1.1. Distribution List

INTERNAL AGENCIES			
AGENCY	POSITION	Print	Electronic
Mayor/City Manager's Office	Executive Coordinator		✓
Engagement	Director		✓
Engineering and Public Works	Director		✓
Finance	Director		✓
Human Resources	Director		✓
Victoria Fire	Chief		
	EOC	✓	✓
	Emergency Program Coordinator	✓	
Parks, Recreation, and Facilities	Director		✓
Sustainable Planning & Community Development	Director		✓
Legal	City Solicitor		✓
Legislative and Regulatory Services	City Clerk		✓
Victoria Conference Centre	Manager – Operations & Event Services		✓

EXTERNAL AGENCIES			
AGENCY	POSITION	Print	Electronic
Victoria Police	Operational Planning Sergeant		✓
BC Ambulance	Manager, Victoria District, Patient Care Delivery		✓
Greater Victoria Harbour Authority	Port Manager		✓
CRD	Regional Emergency Systems Coordinator		✓
HEMBC	Emergency Management Advisor Health Emergency Management BC - South Island		✓
Transport Canada	Harbour Master/Port Manager		✓

1.2. Record of Amendments

Date:

Changes:

Page #:

1.3. Plan Maintenance

The Emergency Management Plan will undergo revision whenever:

- Community hazards, risks, or vulnerabilities change
- Regional governments structure and/or policy changes
- Exercises or emergencies identify gaps or improvement in policy and procedures
- Required after an annual review takes place

Amendments will be documented in section 1.2 Records of Amendments and an updated plan will be distributed to the distribution list.

- The Emergency Program Coordinator (EPC) will be the point of contact for any revisions.
- The EPC is responsible to ensure that a yearly review of the plan is conducted with input from all City departments and the plan is amended and annexes are updated when required.

1.4. Acronyms/Abbreviations

ACS	Auxiliary Communications Services
BCAS	British Columbia Ambulance Service
BCEMS	British Columbia Emergency Management System
CRT	Cyclist Response Team
DFA	Disaster Financial Assistance
DOC	Department Operations Center
EMBC	Emergency Management British Columbia
EOC	Emergency Operations Center
EPC	Emergency Program Coordinator
EPA	<i>Emergency Program Act</i>
ESS	Emergency Social Services
EPC	Emergency Program Coordinator
FOIPPA	Freedom of Information and Protection of Privacy Act
GIS	Geographic Information Systems
HRVA	Hazard, Risk, and Vulnerability Assessment
ICS	Incident Command System
MOE	Ministry of Environment
MoTI	Ministry of Transportation and Infrastructure
NFPA	National Fire Protection Association
PECC	Provincial Emergency Coordination Center
PREOC	Provincial Regional Emergency Coordination Center
USAR	Urban Search and Rescue

2. OVERVIEW OF THE PLAN

2.1. Purpose and Objectives

This Plan is designed to provide an enhanced and co-ordinated level of planning and readiness to better respond to the needs of the community during an emergency, while continuing the delivery of City services.

This Plan provides the framework for the extraordinary arrangements and measures that may have to be taken to maintain public confidence. The City of Victoria's priorities and response goals will follow the objectives established by the BC Emergency Management System (BCEMS) as well as the objectives outlined in the City's Official Community Plan:

- The planning and delivery of emergency management is coordinated between governments, public agencies, service providers and community organizations.
- That disaster mitigation reduces the risk of major hazards, including a damaging earthquake event, to property owned by senior governments, public agencies, utility providers, community organizations, businesses and individuals.
- That emergency preparedness is widespread in workplaces and households across the community.
- That emergency response is coordinated and delivered efficiently and effectively.
- That the City is prepared for the short to long-term recovery from disaster events

This Plan describes how the City of Victoria leads or supports the response to an emergency or disaster through Corporate and Departmental coordination and direction.

In order to ensure that both the Emergency Plan and the Emergency Management Program are aligned with all potential and possible hazards, risks, and vulnerabilities within the City of Victoria, the Emergency Management Division maintains a current Hazards, Risks, and Vulnerabilities Analysis (HRVA). The HRVA is mandated by the Local Authority Emergency Management Regulation of the *Emergency Program Act*. Section 2(1) of this regulation requires local authorities to prepare emergency plans that reflect:

"The local authority's assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility."

The HRVA will be revisited annually or each time a change occurs in the hazards, risks, vulnerabilities, or control measures in the City of Victoria. Section 4 of this plan provides an overview of the HRVA.

The ultimate purpose of emergency management is to save lives, preserve the environment and protect property and the economy. The protection of life is of paramount importance. Emergency management and planning raises the understanding of risks and contributes to a safer, prosperous, sustainable, disaster resilient City. Emergency management is comprised of four interdependent components as follows:

Prevention and Mitigation – to eliminate or reduce the risks of disasters in order to protect lives, property, the environment, and reduce economic disruption. Prevention/mitigation includes structural mitigation measures (e.g. construction of floodways and dykes) and non-structural mitigation measures (e.g. building codes, land-use planning, and insurance incentives). Prevention and mitigation may be considered independently or one may include the other.

Preparedness – to be ready to respond to a disaster and manage its consequences through measures taken prior to an event. Example activities include developing emergency response plans, mutual assistance agreements, and resource inventories, as well as training, exercise programs, and equipment acquisition and maintenance.

Response – to act during or immediately before or after a disaster to manage its consequences through, for example, emergency public communication, search and rescue, emergency medical assistance, and evacuation to minimize suffering and losses associated with disasters.

Recovery – to repair or restore conditions to an acceptable level through measures taken after a disaster, for example: return of evacuees, trauma counseling, reconstruction, economic impact studies, and financial assistance. There is a strong relationship between long-term sustainable recovery and prevention and mitigation of future disasters. Recovery efforts should be conducted with a view towards disaster risk reduction.

These four interdependent components may be undertaken sequentially or concurrently, but they are not independent of each other. Emergency management in provincial, territorial and federal governments adopts a comprehensive all-hazards approach to coordinate and integrate prevention and mitigation, preparedness, response and recovery functions to maximize the safety of Citizens. Ensuring a strong and seamless relationship across these components and with appropriate emergency management partners is critical to effective emergency management.

Effective implementation of the four emergency management components should be informed by robustness, redundancy, self-organization, and efficiency, which are key attributes of community resilience. Neither the emergency management components nor the attributes of community resilience should be seen as static end-states. Community resilience requires an emphasis on adaptability and flexibility. The Emergency Plan is flexibly structured to ensure that a broad spectrum of emergencies and disasters are supported with the following:

- Adequate personnel, equipment and expertise;
- Training and exercises;
- Review of the Plan on an annual basis;
- Familiarity with contents of the Plan by participating agencies and organizations;

- Awareness of resources available from neighboring municipalities and the private sector, supplemented by prearranged agreements; and
- Review of the Plan following any incidents or exercises where it is implemented.

For further details, please contact the Emergency Management Division at:

Emergency Management Division
 Victoria Fire Department
 1234 Yates St, Victoria BC V8V 3M8
 250-920-3373

2.2.Scope

This plan covers the geographical area of the City of Victoria. The City of Victoria is located in the traditional territory of the Esquimalt and Songhees First Nations. Map 1 shows Victoria in relation to the broader metropolitan area. The plan area is the entirety of land and water within the City's municipal boundary.



This plan adopts an all-hazards approach to address both natural and human-induced hazards and disasters and therefore may be used for any type of incident. Most emergencies in Canada are local in nature and are managed by the municipalities or at the provincial or territorial level. Accumulating risks associated with factors such as increased urbanization, critical infrastructure dependencies and interdependencies, terrorism, climate change, environmental change, animal and human diseases and the heightened movement of people and goods around the world have increased the potential for various types of catastrophes.

The Emergency Plan may be used if a major emergency or disaster exists or appears imminent, has occurred, or threatens to occur. The plan may be used partially or completely, with or without the activation of the EOC, with or without a declaration of a state of local emergency, and without formally stating that the plan has been activated.

2.3. Authority for the Plan

Under BC's *Emergency Program Act*, a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters. The Authority for the City of Victoria Emergency Plan is derived from:

- *BC Emergency Program Act [RSBC 1996] Chapter 111*
- *Local Authority Emergency Management Regulations, B.C. Reg. 380/95 O.C. 1075/95*
- *Emergency Program Bylaw, A Bylaw of the City of Victoria*
- *Compensation & Disaster Financial Assistance Regulation, B.C. Reg. 124/95.*
- Other related statutes (e.g. Wildfire Act).

The City of Victoria's emergency planning process is linked to other strategic priorities such as the Official Community Plan, and Strategic Plan as well as regional emergency planning initiatives from the Regional Emergency Management Partnership (REMP), Emergency Management BC, and the Capital Regional District.

2.4. Related Plans and Documents

- Hazards, Risks, Vulnerabilities Analysis (HRVA);
- EOC Operational Guidelines;
- Business Continuity Plans;
- Engineering and Public Works Emergency Plan;
- Official Community Plan;

2.5. Activation of the Response and Recovery Sections of the Plan

This plan may be activated, in whole or part, if an emergency has occurred or appears imminent which may require action and coordination beyond normal operational procedures. It may also be activated to assist in the planning and coordination of major events.

Triggers for activating the plan may include the following:

- Significant number of people at risk;
- Additional resource support is required at the site;
- Additional authority is required (e.g., Declaration of State of Local Emergency);
- Evacuation has occurred or there is evacuation potential;
- Event crosses jurisdictional boundaries (e.g., train derailment, flood, earthquake);
- Multiple sites involved;
- Coordination of multiple agencies, beyond what site can adequately handle;
- Magnitude and potential duration of event (e.g., forest fire, flood, earthquake);
- Significant property damage – private and / or public;
- Significant financial risk to private sector;
- Environmental risks; or
- Major planned event or special event.

The EOC may be activated with or without a Declaration of State of Local Emergency; however, it must be activated once a declaration has been made.

Note: Activation of the plan does not necessarily mean the EOC will be activated nor does it require a state of local emergency to be declared.

→ See section 6 for EOC Activation levels.

3. BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM (BCEMS)

The British Columbia Emergency Management System (BCEMS) is a comprehensive framework that helps ensure a coordinated and organized approach to emergencies and disasters. It provides a structure for a standardized approach to developing, coordinating, and implementing emergency management programs across the province.

BCEMS evolved from and expands on the framework previously in place across the province – the BC Emergency Response Management System (BCERMS). BCERMS utilized the structure and fundamentals of the Incident Command System (ICS) which has been widely adopted by first responders and emergency management programs throughout North America.

In 2016 BCEMS was introduced to incorporate the four phases of emergency management.

BCEMS views emergency management as a continuous process consisting of four interconnected phases: Mitigation, Preparedness, Response, and Recovery. The City of Victoria is committing to using the BCEMS framework. While this plan focuses primarily on response and recovery, the City of Victoria's emergency program addresses the four phases of emergency management through planning, training, exercises, and collaboration.

4. HAZARDS, RISKS AND VULNERABILITIES

4.1. Overview of HRVA

The purpose of the HRVA is to help inform city planners, politicians, and emergency responders when making updates to the Emergency Plan. The information collected in the HRVA will assist in: allocating resources for risk mitigation; anticipating potential problems; and identifying possible solutions to help save lives and property, reduce damage and speed a community's recovery. The information in the HRVA must be reviewed and updated on a regular basis to ensure that the Emergency Plan is current, relevant and accurately reflects the City's identified hazards. Hazards rated as very high on the HRVA should be reviewed monthly, hazards rated as high should be reviewed every 6 months, and those rated medium should be reviewed annually. New hazards may emerge or evolve over time and emergency management projects and processes may alter the hazards' rating. BC's Local Authority Emergency Management Regulation states that a local authority must reflect in the local emergency plan, the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility, and the local authority's assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters. A local authority must also conduct a periodic review and updating of the local emergency plan and establish a procedure for that review and revision.

4.2. Hazard, Risk, and Vulnerability Summary

The City of Victoria completed Hazard, Risk, Vulnerability Analyses in 2006 and again in 2017. The most recent 2017 HRVA took a four phased approach. The first phase included data collection and research from the following sources:

- Statistics Canada
- Census Canada
- The International Disaster Database (EM-DAT)
- Canadian Disaster Database (CDD)
- Environment Canada
- Institute for Catastrophic Loss Reduction (ICLR)
- Global Terrorism Database (GTD)

- DATA.GOV
- World Health Organisation (WHO)
- Various City plans, procedures, assessments and reviews
- External research

The second phase included hazard identification during which a baseline hazard universe was established using the British Columbia Hazard, Risk and Vulnerability Analysis Tool Kit 2004, and supplemented with input from City of Victoria staff and stakeholders during the HRVA sessions. The third phase included conducting a Risk Analysis and evaluation in which the hazards identified in phase 2 were assessed and analysed based on likelihood/frequency and impact/consequence. The assessment was completed by facilitated workshops with City of Victoria representatives. Results were further validated and confirmed in Phase 4, the reporting phase.

The City of Victoria has a number of specific factors which can affect the impact of an event including:

- It is the Provincial capital
- It is a popular tourist destination and as such the population and demographic changes over the year
- There are many vulnerable populations within Victoria including but not limited to low income, homeless, and senior citizens
- A unique geographic location as it is a self-contained island, (not accessible by road) with a higher risk than the Canadian norm for earthquakes, tsunamis, liquefaction and structural collapse
- Critical Infrastructure including:
 - Utilities and telecommunications
 - Victoria Fire Halls, Police Departments, Hospitals
 - Bridges and transportation routes

The HRVA results take into consideration the City's vulnerabilities and their influence on its hazard profile. A total of twenty-four (24) hazards were identified and assessed during the 2017 HRVA. Of these hazards, eight (8) were high, fifteen (15) were medium and one (1) low. It is important to note that there were no hazards identified for the City of Victoria that rated as very high.

Hazards rated as **Very high** require immediate action and:

- Health and life safety of people is currently at risk.
- Very severe impacts are almost certain if mitigation and preparedness actions are not taken immediately.
- Specific plans must be in place and support from other levels of government considered.
- Risk posed by this hazard should be constantly monitored and fully reviewed at least monthly.

Hazards rated as **high**

- Health and life safety of people could be impacted, and severe impacts would probably occur, if this hazard were to materialise. Mitigation and preparedness actions are required.
- Plans should be in place and response to this risk should be exercised. A multi-agency response could be required and support from other levels of government may be considered. Risk posed by this hazard should be monitored regularly and reviewed every 6 months.

Hazards rated as **medium**

- Risk posed by this hazard has intermediate levels of frequency and severity.
- Hazards warrant review and development of mitigation actions to reduce risk to an acceptable level. Specific mitigation and preparedness actions should be considered.
- Overall emergency management plan and program should address the risk posed by this hazard.
- Risk posed by this hazard should be reviewed every 12 months.

Hazards rated as **low**

- Risk posed by this hazard is managed by routine procedures and operations.
- The risk should not require much attention and only needs to be reviewed if there are indications that the risk is increasing in frequency or impact.

The City of Victoria has preparedness, mitigation, response, and recovery plans and strategies in place to address the hazards, risks, and vulnerabilities identified in the HRVA and continues to increase resilience through its emergency program.

An overview of the hazards identified and ranked is illustrated on the risk matrix below, displaying the relationship between hazard likelihood and impact.

2017 HRVA Risk Matrix

Likelihood	6	Special Event - Large gathering Utilities Natural Gas leaks	Severe Wind Fire – residential	Cyber Attack Fire - High rise Drug - Overdose	
	5		Civil Disorder Snow Storms and Blizzards	Terrorism Sabotage or accidental unauthorized release of confidential information	
	4		Infectious disease Drug -Secondary Exposure Severe Storm – flooding Hazmat Spills - land-based	Tsunami Marine POL Spill	Liquefaction Structural collapse Ground motion effects - 5.0 and above
	3		Drinking water contamination	Marine Accidents	Air Crashes
	2		Plant - Disease		
	1				
		1	2	3	4
		Impact			

5. CONCEPT OF OPERATIONS: RESPONSE

The City of Victoria's concept of operations is consistent with the response and recovery sections of BCEMS and the EOC guidelines, and allows for scalability based on the needs arising from the emergency/disaster. It is based on the Incident Command System (ICS) used by first response agencies. BCEMS provides a framework for a standardized process for organizing and managing a response to emergencies and disasters.

5.1. Provincial Response System

BCEMS includes a comprehensive response management system based on the principles of the Incident Command System (ICS) that ensures a coordinated and organized response to emergencies and disasters. This framework comprises four levels which are activated as necessary:

- Site
- Site Support
- Provincial Regional Coordination
- Provincial Central Coordination

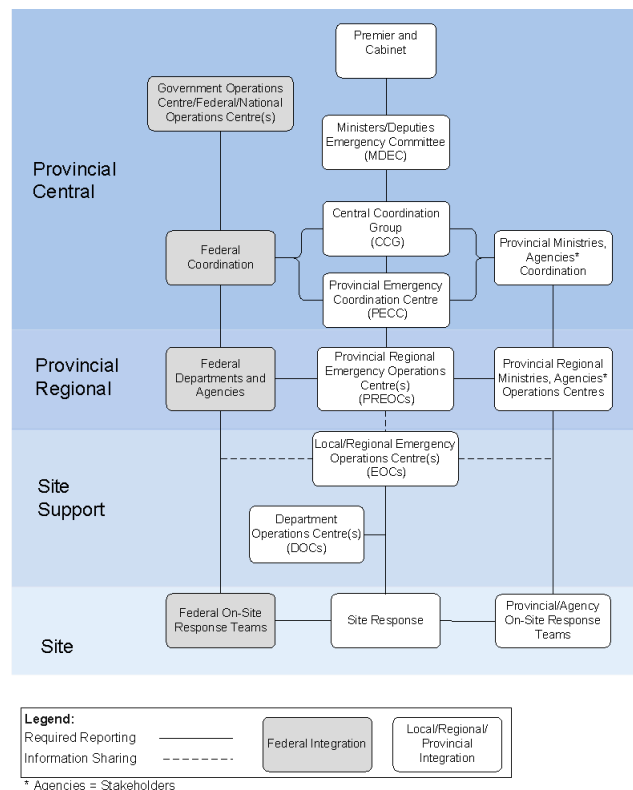


Figure 1 BC Emergency Management Structure (Page 58 BCEMS)

Provincial Regional Coordination

The Provincial Regional Coordination Level is the response level that provides and coordinates provincial support for local authorities and First Nations within designated regional boundaries. Support and coordination at this level are provided by the Provincial Regional Emergency Operations Centres (PREOCs).

EMBC manages six regional emergency management offices throughout the province. In an emergency, the regional duty manager for your region can be reached by contacting the Emergency Coordination Centre (ECC) at 1-800-663-3456.

The City of Victoria is located in the Vancouver Island region. Our regional office/PREOC is located at 2261 Keating Cross Road Saanichton B.C

The following map illustrates the emergency management regional boundaries:



→ Specific tasks of the PREOC can be found on page 56 of BCEMS.

Provincial Central Coordination

Emergency Coordination Centre (ECC)

EMBC houses the Emergency Coordination Centre (ECC), a 24-hour centre that records, notifies and monitors emergency incidents across the province 365 days per year. The ECC will contact designated EMBC regional and headquarters staff in the event of an emergency which has required or has the potential to require the activation of the local emergency operation center(s). EMBC staff will activate the PREOC and/or PECC if deemed necessary. The ECC facilitates the flow of information within and between agencies and senior officials if local telecommunications are impacted.

Local Authorities should contact the ECC in the event of an emergency to request a task number, a control number assigned by EMBC for tracking an approved response.

Provincial Emergency Coordination Centre (PECC)

EMBC's Provincial Emergency Coordination Centre (PECC) implements provincial government objectives and leads the overall provincial response. It also serves as the coordination and communication link with the other response levels and the federal disaster support system. The PECC is located in Victoria.

More information on the PECC can be found on page 57 of BCEMS.

Site Operations

Site response manages the tactical response to the emergency/disaster and functions directly under the ISC structure. Command is determined by the type of event.

The primary site role is to use resources to solve problems arising from the emergency. Site responders may come from various levels of government and from other stakeholders, direction comes either from a single command or a unified command from an on-site incident command post. Tasks include managing the tactical response to the emergency, taking responsibility for safety and health of those operating at the site, evaluating risk on an ongoing basis, and determining the resources required.

The following plans and procedures exist to manage site operations:

- Public Works and Engineering department Severe Weather Response Plan
- Fire Department Operational Guidelines and Standard Operating Procedures
- Victoria Police Policies and Procedures
- Emergency Management Victoria Volunteer Team Operational Guidelines (USAR, ACS, EOC team, CRT)
- Emergency Social Services (ESS) Plan

Emergency Social Services (ESS)

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency social services. Services may include food, lodging, clothing, emotional support,

information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Provisions for Emergency Social Services in Victoria are secured through renewing supplier agreements with business partners every two years. Businesses willing to participate in the ESS Referral form system are then indexed by the City through the South Vancouver Island Emergency Social Services Directors Committee, as a regional initiative, creating a single document for all participating municipalities. Each ESS group relies on suppliers listed within their municipality but will have access to businesses located outside of their City if required.

The City of Victoria has agreements in place with neighbourhood associations authorizing the City to use the neighbourhood Centres as ESS facilities (reception centres or group lodging) when necessary. These agreements exist between the City and the Societies who administer the following Community Centres:

- James Bay New Horizons,
- James Bay Community Centre,
- Fairfield Community Centre,
- Cook Street Village Activity Centre,
- Victoria Silver Threads,
- Fernwood Community Centre,
- Oaklands Community Centre,
- Quadra Village Community Centre,
- Burnside Gorge Community Centre,
- Victoria West Community Centre.

Informal agreements exist with Christ Church Cathedral and school, The Cridge Centre for the Family, Crystal Pool, James Bay United Church, Latter Day Saints Church, Trafalgar/Pro Patria Legion and The Tai Chi Centre.

The Emergency Social Services team in Victoria is administered by the Emergency Program Specialist who is also the Emergency Social Services Director. The Public Education Community Liaison is the Deputy Emergency Social Services Director. ESS training in Victoria consists of formal EMBC sponsored JIBC courses, regional training initiatives and events and internal training. The recruitment, retention and administration of ESS volunteers lies with the ESS Director and Deputy Director. The ESS team is activated via a request from an on scene incident commander, the Emergency Program Coordinator, Fire Chief, and/or EOC Director.

Under the Local Authority Emergency Management Regulation, Local Authorities are required to have a plan which describes how provisions of food, shelter, clothing, transportation, and medical services are provided. This is the Emergency Social Services Plan in Victoria.

Site Support

Site Support provides support and coordination of the overall emergency response activities within its geographical or functional jurisdiction. This level of support can be provided by departmental operations centres (DOC), Emergency Operations Centre (EOC), or Regional Emergency Operations Centre (REOC).

For site support, the City of Victoria has Departmental Operations Centres (DOC) as well as Emergency Operations centres (EOC) in place at various locations throughout the City. Site Support Tasks may include:

- Maintaining communication with the site level
- Providing policy guidance
- Coordinating the collection of situational awareness information, and disseminating it both internally and externally
- Providing operational support (e.g., for evacuations)
- Coordinating the local multi-agency support to the site level
- Acquiring and deploying additional resources obtained locally, from other EOCs, or from the provincial regional coordination level
- Prioritizing and coordinating critical resources
- Assisting with the media
- EOC support volunteers may assist with the set up of the EOC and scribing for EOC staff

6. EMERGENCY OPERATIONS CENTRE

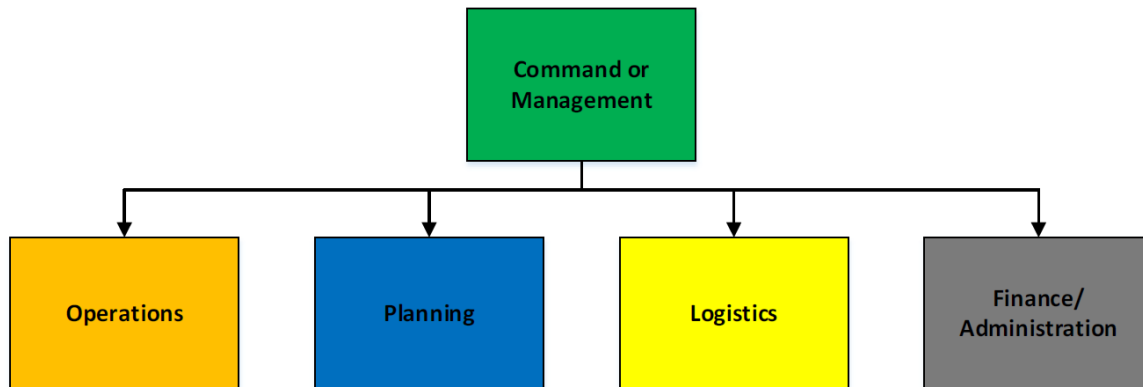
This plan does not address all the components of how to run an Emergency Operations Centre (EOC). These details are included in Annex #9 -EOC Guidelines.

EOC Structure

Whether at the site level or the site support level, the response structure is built around five primary management functions. These are:

- Command (site level) / management (site support level)
- Operations
- Planning
- Logistics
- Finance

ICS management functions:



Management Support

Certain staff functions are required to assist the person in charge during EOC activations. These are referred to as command or management staff. There are three positions:

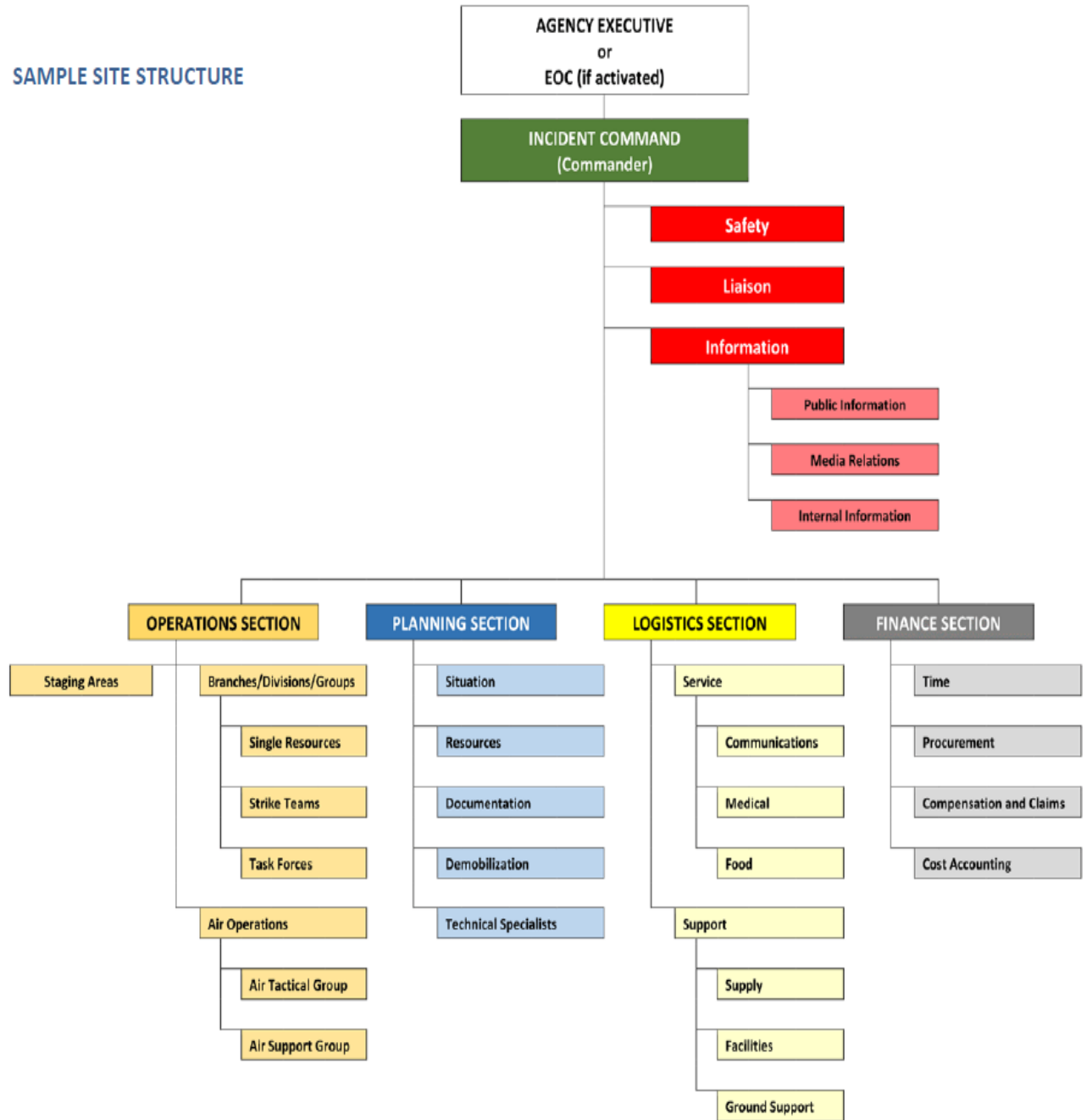
- Risk Management
- Liaison
- Information

Management by Objectives

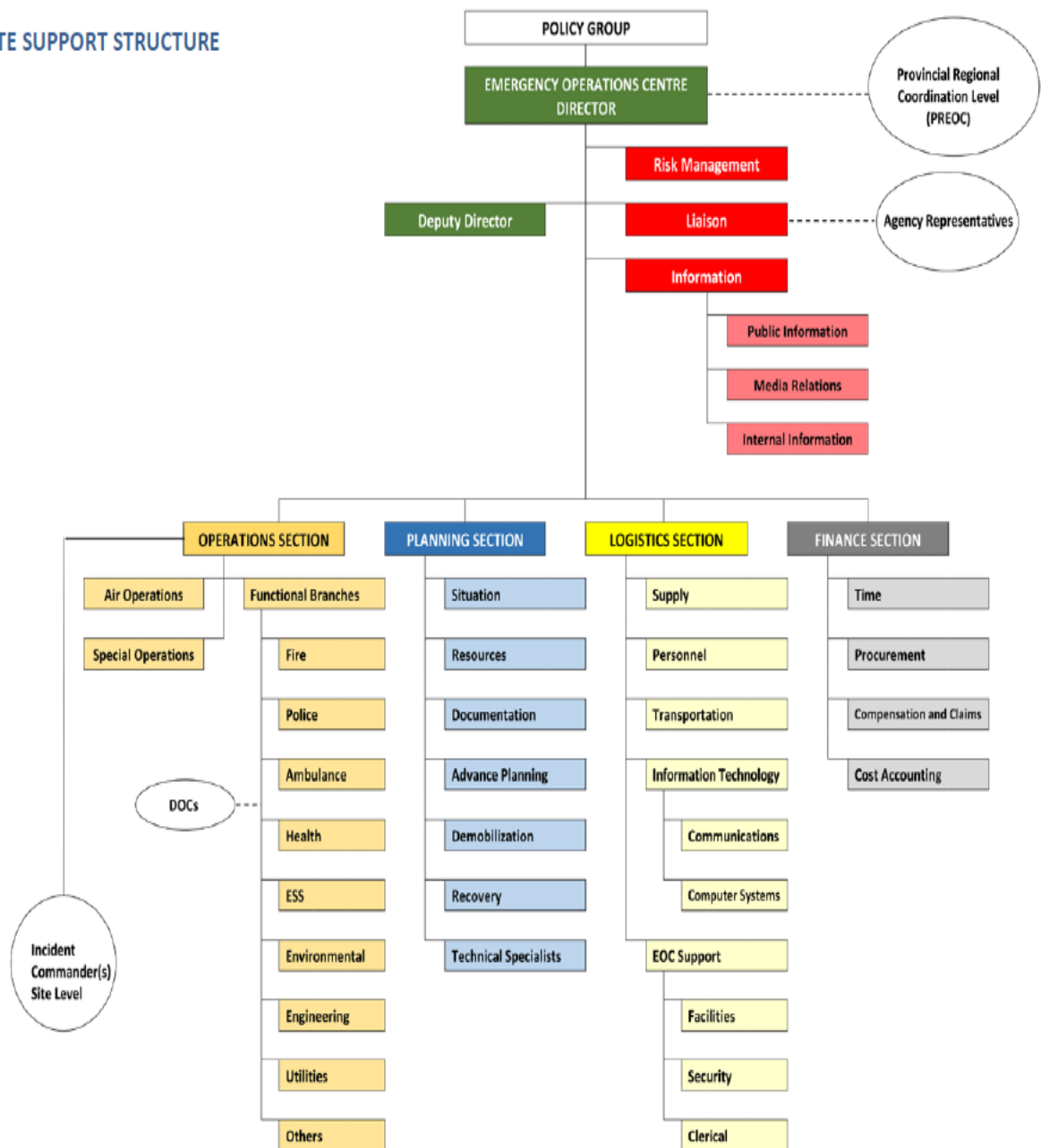
The management by objectives feature means that each BCEMS level establishes known objectives to be achieved for a given time frame, known as “operational period”. Management by objectives draws a direct link between policies and actions and calls for four basic steps:

1. Understand agency policy and direction
2. Establish incident objectives
3. Select appropriate strategy
4. Perform tactical direction, such as applying tactics appropriate to the strategy, assigning the right resources, and monitoring performance.

SAMPLE SITE STRUCTURE



SAMPLE SITE SUPPORT STRUCTURE



Policy Group

Under the *Emergency Program Act*, Mayor and Council are at all times responsible for the direction and control of the local authority's emergency response and must prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters. Prior to an emergency, Council will direct the development of key aspects of the City's Emergency Management program. During a response, Council will act as the policy group to set emergency policy, legislation and provide

overall direction to the Emergency Operations Centre. The Policy group would be requested by the Emergency Operations Centre Director who is the City Manager or designate.

As the policy group, Council responsibilities also include authorizing a Declaration of a State of Local Emergency to delegate the powers available under the *Emergency Program Act*.

The policy group will convene at a location separate from the EOC but must be able to remain in contact with the EOC director.

Refer to the EOC Guidelines for details on each EOC function.

6.1 EOC Activation

The EOC is the municipal facility activated prior to, or during, a major emergency or disaster when coordination and resource requirements at the site level cannot be managed through routine procedures. The EOC is largely staffed by municipal personnel representing City of Victoria Departments, and representatives from other agencies and trained volunteers. The EOC supports all response activities at the site and provides overall policy direction to the responders. Specifically, it centralizes information about the emergency; coordinates emergency response among municipal departments and agencies; identifies critical needs, and establishes emergency response priorities. In addition, the EOC provides timely information to the public concerning the major emergency or disaster.

EOC Locations

The Primary EOC is located at:

Victoria Fire Hall No.1
1234 Yates Street, Victoria, B.C.

Alternate EOC locations:

Capital Regional District
625 Fisgard Street, Victoria, B.C.

Types of Activation

Pre-empted Activation

A pre-empted activation is a minimal activation of the EOC intended to actively monitor the conditions that could lead to a major emergency or disaster but is not yet a major emergency or disaster. Examples of this could include severe weather, flood concerns, public events, etc. The EOC may open virtually (meet via telephone or online) or physically depending on the nature and complexity of the anticipated event. While a virtual EOC is effective in some instances, face-to-face collaboration between decision-makers is a more effective and efficient form of problem-solving and therefore a physical EOC should be used if possible.

Pre-emptive EOC activities would focus on monitoring the conditions and preparing plans and documents. Should conditions... time, the site would not be asking for assistance or resources. Upon notification that the community has been damaged by severe weather, the EOC will be activated.

Emergency Activations

Emergency activations are done for unanticipated events that give little warning and require prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property.

EOC Activation Authority

The decision to activate the City of Victoria EOC may be made by the City Manager or designate, senior on duty fire officer (Fire Chief or Deputy Chiefs), senior on duty police official, or Emergency Program Coordinator. The City of Victoria may activate the EOC:

- whenever a significant event adversely affects the City of Victoria services
- a significant number of people are at risk
- exceeds the response capacity of the given department / additional resource support is required
- additional authority is required (e.g., Declaration of State of Local Emergency)
- Requires coordination across multiple departments or agencies

Confirmation of Activation

Victoria Fire Department Dispatch will contact the Fire Chief, Deputy Fire Chiefs, and Emergency Management Division staff via Connect Rocket conference call to relay the details of the situation. This group will determine the best course of action. If this group deems it necessary to activate the EOC, the Emergency Program Coordinator or Fire Chief will follow up with immediate notification of EOC Activation via telephone (Connect Rocket) to EOC staff, which includes:

- City Manager
- Deputy City Manager
- Fire Chief
- Deputy Fire Chief of Operations
- Deputy Fire Chief of Administration
- Emergency Program Coordinator
- Emergency Program Specialist
- Head of Engagement
- City Clerk
- Executive Coordinator – City Manager’s Office
- Director of PW and Engineering
- Head of Human Resources
- Chief Information Officer
- Public Information Officers (Engagement)

- Director of Finance
- City Solicitor
- Director of Parks Recreation & Facilities
- Director of Sustainable Planning and Community Engagement

Before contacting EOC staff, a standard message will be prepared which:

- Gives a brief description of the event;
- Identifies who authorized the activation;
- Indicates EOC location;
- Identifies the position to be filled, and a specific person/ location to report to;
- Includes any relevant information regarding transportation routes and necessary supplies/reference materials; and
- Asks for an estimated time of arrival to the EOC.

The Emergency Program Coordinator or Fire Chief will relay the details of the situation to the EOC group. The City Manager assumes the role of EOC Director and determines which EOC staff are required.

The City Manager or delegate will relay notification to the Mayor and remainder of Council (via connect rocket conference call).

During the activation phase EOC staff will convene and obtain a briefing from the EOC Director regarding the current situation, as well as outstanding actions to be taken, before following the Generic Activation Phase Checklist. Checklists for the duties and responsibilities of all positions are provided in the EOC position boxes located in the EOC and EOC trailer.

Event Updates

The EOC Director will update Mayor and council as necessary at intervals which are consistent with the tempo of the event. Event updates will be provided to the organization through email distribution and messaging through the Information Officer, or any other means the EOC director deems appropriate.

Activation Levels

The size and composition of the EOC may vary according to the requirements of the particular circumstances. It is the responsibility of the EOC Director to determine the level of activation that is required. For situations requiring very little support, the minimum staffing requirement is simply an EOC director. The remaining positions can then be filled as required by the EOC Director. See chart below for detailed list of EOC Activation Levels.

Activation	Event/Situation
Level 1 <i>Low level</i> <i>Activation</i>	<ul style="list-style-type: none"> • Isolated event • One site with two or more agencies involved • Potential threat of flooding or severe storm, interface fire (examples) • Minimal evacuations • EOC may be 'virtual' at own desks
Level 2 <i>Medium</i> <i>Activation</i>	<ul style="list-style-type: none"> • Moderate Event, two or more sites • Several agencies involved • Limited evacuations • Some resources/support required
Level 3 <i>Full</i> <i>Activation</i>	<ul style="list-style-type: none"> • Major event, multiple sites • Regional or Provincial disaster • Multiple agencies involved • Extensive evacuations • Resources/support required

Departmental Support

A Department Operations Centre (DOC) may be activated for the Police, Fire, and Engineering and Public Works Department. A DOC may be activated when a significant event, actual or potential occurs that affects, or could affect City of Victoria services or is likely to exceed the response capacity of the Incident Commander (IC) and/or responding City staff.

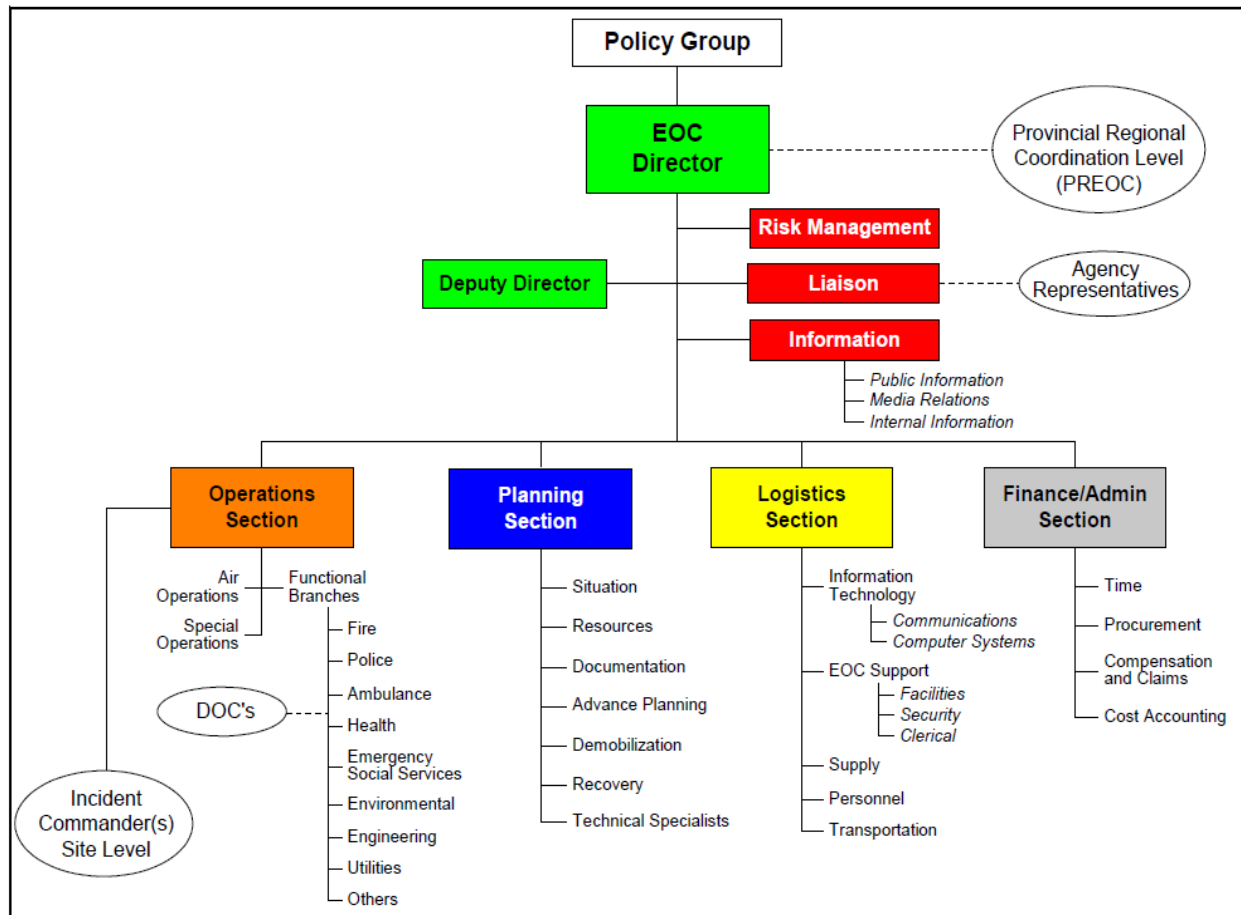
The decision for activating a DOC is the responsibility of the Director of the impacted operational department (Fire, Police, and Public Works & Engineering) or alternate as designated by the department's emergency plan, Emergency Program Coordinator, City Manager or alternate.

The Incident Commander or Director of the operational department (working in conjunction) will assess the severity of the incident and if warranted (i.e. response capacity is exceeded and additional support is required) contact the Emergency Program Coordinator or City Manager and provide a report of the incident. The Emergency Program Coordinator or City Manager in conjunction with the director of the department then decides whether or not to activate the DOC. If activated the Department head will have the appropriate DOC staff contacted as well as notify and provide a situation report to the Emergency Planning Committee.

EOC Staffing

EOC staff are designated municipal employees and support agency representatives who have been trained in advance. EOC personnel and agencies may change throughout the course of an emergency.

EOC Organization Chart



EOC Function Identification

EOC Section	Role
Policy Group	The Policy Group supports the EOC's efforts by providing strategic interpretation of existing policies and developing new policies to guide response and community recovery.
Management	Responsible for overall coordination of the EOC; public information, media relations; agency liaison; and proper risk management procedures, through the joint efforts of RMOW departments, government agencies and private organizations.
Operations	Responsible for establishing communications with the site(s) and coordinating all site support activities through the implementation of an EOC Action Plan.
Planning	Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan and Situation Report in coordination with other sections, and maintaining all EOC documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment and materials.
Finance / Administration	Responsible for all EOC financial activities.

Overview of EOC positions and responsibilities:

EMERGENCY OPERATIONS CENTRE MANAGEMENT GROUP

Emergency Position	Regular Position	Reporting to Location <i>Person</i>	Responsibilities
Policy Group	Mayor & Council	City Hall or other designated facility	<ul style="list-style-type: none"> • Provide overall policy direction to EOC director • If required, declare State of Local Emergency and have this communicated to all parties; • Make formal requests to the Province for provincial or federal assistance; • Assist with the issuance of emergency public information, in an official

		Receive updates from EOC Director	<p>spokesperson role; as coordinated through the Information Officer;</p> <ul style="list-style-type: none"> • Receive briefings from the EOC Director; • Increase expenditure limits to support the needs of the emergency response, as required; and • Declare termination of State of Local Emergency and notify all parties.
EOC Director	City Manager	EOC <i>Policy Group</i>	<ul style="list-style-type: none"> • Keep the Policy Group informed • Activate the EOC, if not already activated • Ensure EMBC has been notified and a task number has been assigned • Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the EOC. • In conjunction with Incident Commander(s) and EOC Management Staff, set priorities for response efforts in the affected area. • Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required. • Direct, in consultation with the Information Officer, appropriate emergency public information actions using the best methods of dissemination. *Approve the issuance of press releases, and other public information materials as required. • Recommend to the Policy Group the need to declare a state of local emergency • Ensure continuity of municipal government operations
Deputy Director	Deputy City Manager	EOC	<ul style="list-style-type: none"> • Assume the role of the EOC director in his/her absence.

		<i>EOC Director</i>	<ul style="list-style-type: none"> • Undertake special assignments at the request of the EOC Director. • Ensure the efficient and effective flow of information within the EOC.
Information Officer	Head of Engagement, manager of Engagement, Strategic Planning and Communications Advisor	EOC <i>EOC Director</i>	<ul style="list-style-type: none"> • Facilitate the accurate and timely communication of information to internal and external stakeholders • Serve as the coordination point for all public information sources for the EOC • Establish the EOC Information Unit and supervise all staff assigned as assistant information officers and coordinate their activities • Ensure the public and media within the affected area receive complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information • Establish a Public Information Service (ie: Call Centre), as necessary, and ensure notification of the service is publicized for public access to helpful information and advice • Develop and distribute public information materials • Ensure that information on the City of Victoria's website is maintained and current • Pre-format media releases and instructions to the public where possible to reduce the chance of releasing incorrect information • Provide media relations by coordinating all information to the media from the EOC, responding to media calls, developing formats for press conferences and briefings in conjunction with the EOC director, maintaining a positive relationship with media representatives,

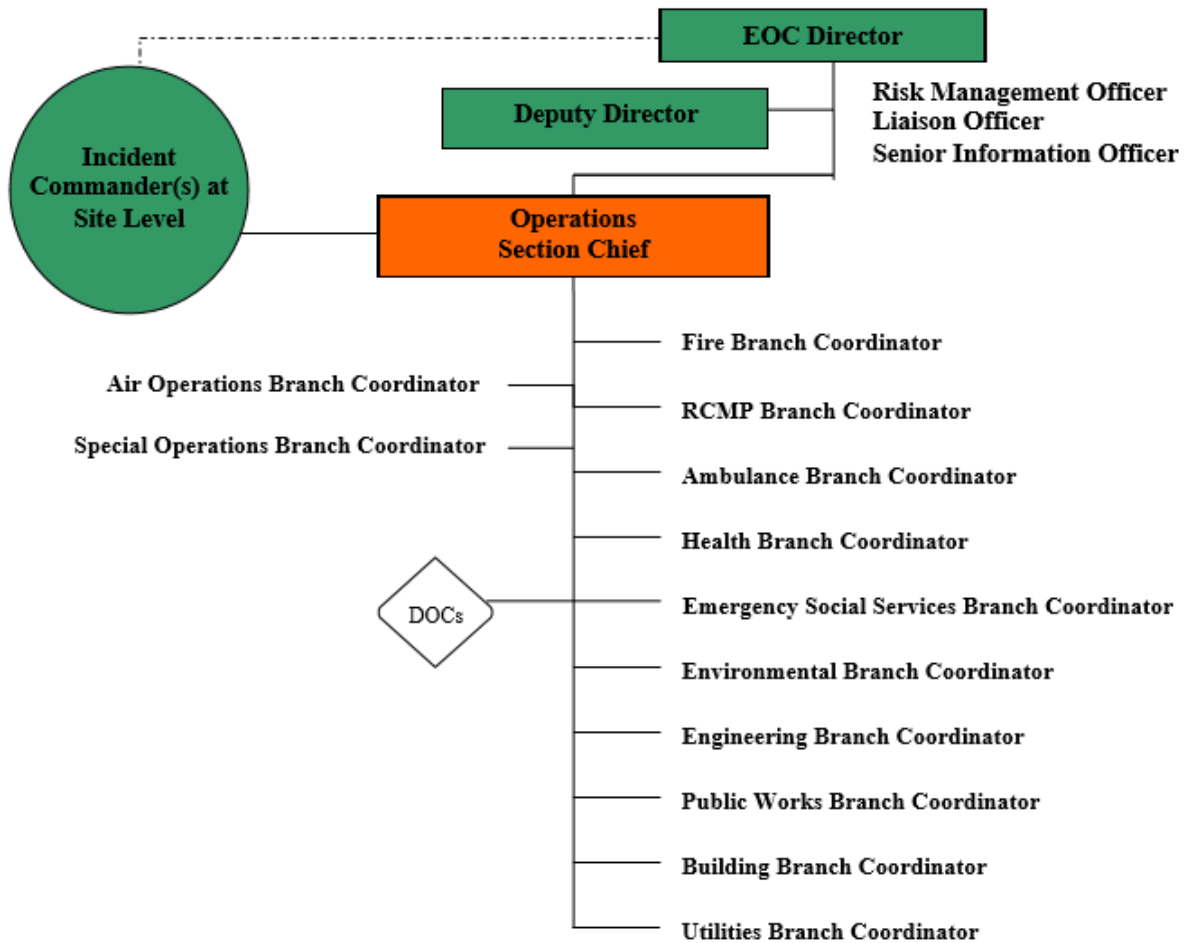
			and monitoring all broadcasts and written articles for accuracy
Risk Management officer	City Solicitor	EOC <i>EOC Director</i>	<ul style="list-style-type: none"> • Verifies that risk management, safety, and security issues are met and addressed; may appoint a safety officer as required • Protect the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation. • Monitor situation for risk exposures and ascertain probabilities and potential consequences of future events. • Provide advice on safety issues. • Has the authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken. • Note: while the Risk Management Officer has responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.
Liaison Officer	City Clerk EPC or EPS	EOC <i>EOC Director</i>	<ul style="list-style-type: none"> • Acts as point of contact for assisting and cooperating agency representatives, and responding to requests or concerns from stakeholder groups. • Point of contact for representatives from other agencies arriving at the EOC. • Liaise with organizations not represented in the EOC. All media contacts will be handled by the Information Officer. • Advise EOC Director in ensuring adequate EOC structure and staffing. • Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials.

			<ul style="list-style-type: none"> Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC. Conduct VIP/visitor tours of the EOC facility.
Operations Section Chief(s)	<p>Police Chief or designate</p> <p>Fire Chief or Designate</p> <p>Director/asst director/manager of PW&Engineering</p> <p>Director/asst director/manager of of Parks, Recreation and Facilities</p>	<p>EOC</p> <p><i>EOC Director</i></p>	<ul style="list-style-type: none"> Supervise the Operations Section Ensure that the Operations function is carried out including coordination of response for all operational functions assigned to the EOC. Ensure that Operations objectives and assignments identified in the EOC Action Plan are carried out effectively. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. Coordinate any activated DOCs in the operational area. In consultation with Planning Chief, clearly define areas of responsibility between the Operations and Planning Sections. Maintain a communications link between Incident Commanders (sites), and the EOC for the purpose of coordinating the overall response, resource requests, and event status information. *Ensure that the Planning Section is provided with Branch Status Reports and Major Incident reports. Conduct periodic Operations briefings for the EOC Director and Management team as required or requested.

			<ul style="list-style-type: none"> • Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area. • Ensure critical resources are allocated according to EOC Action Plan, policy, priorities and direction. • Coordinate with ESS Branch Coordinator on the provision of food and lodging for EOC and Site Personnel.
Finance Section Chief	Director of Finance	EOC <i>EOC Director</i>	<ul style="list-style-type: none"> • Ensure all financial records are maintained throughout the event or disaster. • Ensure all on-duty time is recorded and collected for all personnel. • Ensure there is a continuum of the payroll process for all employees responding to the event or disaster. • In consultation with EOC Director determine spending limits, if any, for Logistics, Operations, and Management Staff. • Ensure that WCB claims, resulting from the response are processed within a reasonable time, given the nature of the situation • Ensure all travel and expense claims are processed within a reasonable time, given the nature of the situation • Activate units within the Finance / Administration section as required; monitor section activities continuously and modify the organization as needed. • Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to EMBC. • Supervise the Finance / Administration Section.

			<ul style="list-style-type: none"> Ensure continuity of municipal staff's compensation and salary administration. Process the Municipality's payroll, as per usual.
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EOC OPERATIONS SECTION



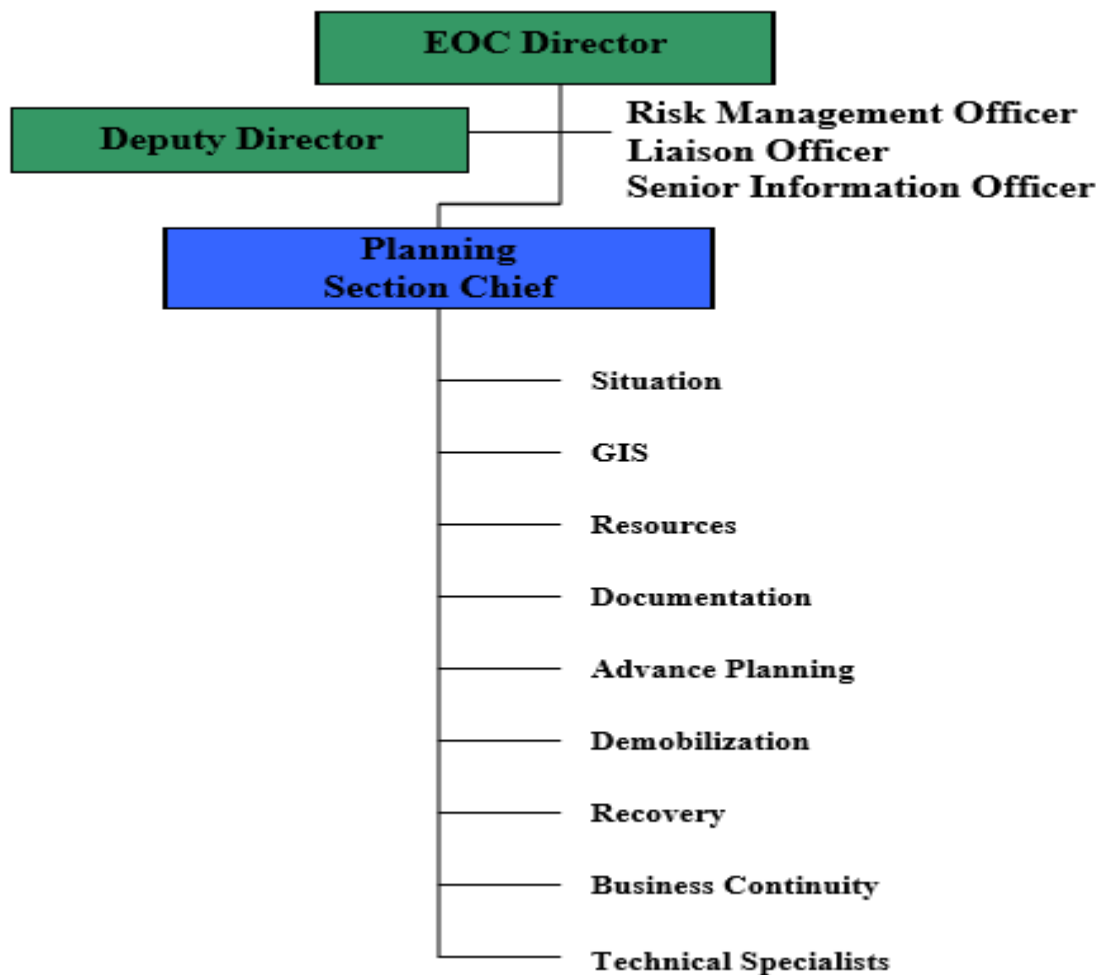
Emergency Position	Reporting to	Responsibilities
	Location	
	Person	

Air Operations Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Organize aviation resources at the local level to support site operations. As appropriate, initiate requests for Notice to Airmen (NOTAM). Establish procedures for emergency reassignment of aircraft if required. Coordinate with any provincial or regional authority's Air Operations in the operational area. Liaise with Air Operations at the PREOC
Special Operations Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Organize specialized resources at the site support (EOC) level to support site activities. As appropriate, initiate requests for Notice to Mariners. *Establish procedures for emergency reassignment of specialized resources such as Heavy Urban Search and Rescue, if required. Coordinate with any regional or provincial special operations in the operational area.
Fire Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Arrange and coordinate for fire suppression as well as hazardous materials support operations. Conduct damage assessment of fire halls and resources. Assist with the cursory assessment of community damage. Acquire mutual aid resources, as necessary. Coordinate the mobilization and transportation of all resources through the Logistics Section. Complete and maintain branch status reports for major incidents requiring or potentially requiring regional and provincial response support, and maintain status of unassigned fire resources in the area in conjunction with the Resource Unit. Overall supervision of the Fire Branch.
Police Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Coordinate movement and evacuation operations with other Operations Section Branches. Alert and notify the public of impending or existing emergency situations, public safety orders, requests and information within the jurisdiction, as required. Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency and control of disaster response routes as designated by EOC Director. Coordinate all ground and inland water search and rescue operations and resource for the jurisdiction. Coordinate Police Mutual Aid requests. Supervise the Police Branch.

Ambulance Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources, as required. Coordinate the transportation of injured victims and health care personnel to appropriate medical facilities, as required.
Health Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Ensure coordination of hospital, health care units, continuing care, mental health, and environmental health within the area. *Assist the BCAS Unit Coordinator in ensuring that casualties are evenly distributed to receiving facilities. Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with Medical Health Officer. Ensure that potable water supplies are inspected and monitored. Ensure that food quality is regulated and inspected. Ensure that sewage systems are operating at acceptable levels Coordinate and support health services for physically challenged or medically disabled persons. Coordinate the activation of emergency hospitals and advanced treatment centres supplied by Health Canada. Coordinate health care needs at Reception Centres with ESS Branch Coordinator. Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area. Assist with the transportation of injured victims
Environmental Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Assist and/or coordinate local response to hazardous spills, waste disposal, and dam failure. Liaise with regional, provincial, and federal environment officials and the private sector
Emergency Social Services Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Manages the ESS Branch, identifying required ESS services and activating ESS Reception Centres & volunteers to provide essential services to people evacuated as a result of the emergency event. In coordination with volunteer and private agencies, provide food, clothing, shelter and other essential services, as required, for disaster victims and response workers in the area. Coordinates the activities of ESS Reception Centres, group lodging facilities, and ESS Volunteer Centres.

		<ul style="list-style-type: none"> • Provides routine situation reports to Operations Section Chief, Situation Unit, and Provincial Emergency Program. • Shares information and provides ESS mutual aid (upon request) with other affected communities in the region. • Requests mutual aid assistance and/or provincial ESS resources from Provincial Emergency Program when local and/or regional ESS resources are exhausted. This may include access to provincial ESS Mobile Support Teams. • Confers with Operations Section Chief and EOC Director to ensure that ESS response is appropriate and that expenditures for ESS are authorized.
Public Works and Engineering Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Survey all other infrastructure systems, such as local roads, bridges, sewer, and water systems within the area. • Assist other EOC sections, branches, and units as needed • Supervise the Engineering Branch. • Liaise with other Engineering Branches in EOCs and PREOC • Work closely with the Engineering Branch to survey all other infrastructure systems, such as local roads, bridges, sewer, and water systems within the area. • Establish group coordinators for service areas, such as Public Works and Inspections, as required. • Assist other EOC sections, branches, and units as needed. • Work with the appropriate Operations and Logistics sections regarding the provision of potable water and water for firefighting. • Supervise the Public Works Branch. • Liaise with other Engineering Branches in EOCs and PREOC
Utilities Branch Coordinator	EOC <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Survey all utility systems and provide restoration priorities to providers. • Assist other sections, branches, and units as needed. • Liaise with other utility representatives not present in EOC.

EOC PLANNING SECTION

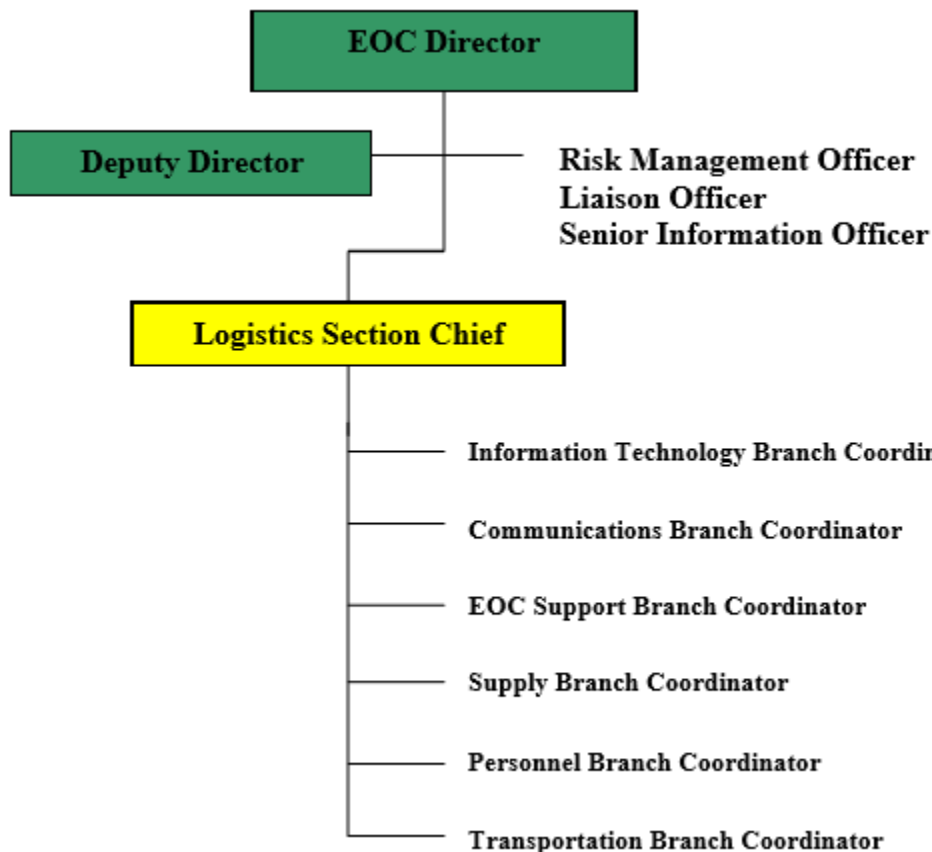


Emergency Position	Reporting to Location <i>Person</i>	Responsibilities
Situation Unit Coordinator	EOC	<ul style="list-style-type: none"> Oversee the collection, organization, and analysis of disaster situation information, including damage assessments. Ensure that information collected from all sources is validated. Ensure that Situation Reports are developed for dissemination to EOC staff and to the PREOC.

	<i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Ensure that an EOC Action Plan is developed for each operational period based on objectives developed by each EOC Section. • Ensure that an ongoing link is established with the Operations Section for the purpose of collecting accurate situation information in a timely manner. • Ensure that all maps, status boards, and other displays contain current and accurate information.
GIS Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Coordinate with other sections, primarily Operations and Logistics, to determine mapping requirements. • Coordinate the design and distribution of maps.
Resource Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Coordinate with the branches and units in the operations and Logistics Sections to capture and centralize resource status information. Note: This position tracks resources; it does not obtain or supply them. • Develop and maintain resource status boards, and/or other tracking and display systems.
Documentation Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Collect, organize and file all completed event or disaster related forms, including: all EOC position logs, Situation Reports, EOC Action Plans, and any other related information just prior to the end of each operational period. • Provide document reproduction services to EOC staff. • Distribute the EOC Situation Reports, EOC Action Plan, and other documents, as requested. • Maintain a permanent archive of all Situation Reports and EOC Action Plans associated with the event or disaster. • Assist Recovery Unit with preparation and distribution of the EOC After Action Report
Advance Planning Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. • Review all available Situation Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster, particularly issues that might modify the overall EOC priorities and objectives. • Provide periodic briefings for the EOC Director and Management Team addressing Advance Planning issues. • Supervise the Advance Planning Unit.

Demobilization Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents, and Situation Reports, and status of EOC priorities and objectives. • Supervise personnel assigned to the Demobilization Unit
Recovery Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Assess the requirements for recovery of City infrastructure and for community and individual recovery from a major emergency or disaster. • Identify immediate steps (short-term relief efforts) that can be taken to initiate and speed recovery within the area. • Anticipate actions required over the long term to restore local services and return the area to pre-emergency conditions. • Supervise the Recovery Unit and all recovery operations unless otherwise directed by the Planning Section Chief and/or EOC Director.
Business Continuity Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Assess the requirements for the resumption of City business functions, as well as local businesses. • Working with key City departments, develop a strategy for resuming the City business functions as quickly as possible.
Technical Specialists Unit Coordinator	EOC <i>Planning Section Chief</i>	<ul style="list-style-type: none"> • Provide technical observations and recommendations to the EOC in specialized areas, as required. • Ensure that qualified specialists are available in the areas required by the particular event or disaster. • Supervise the Technical Specialists Unit.

EOC LOGISTICS SECTION

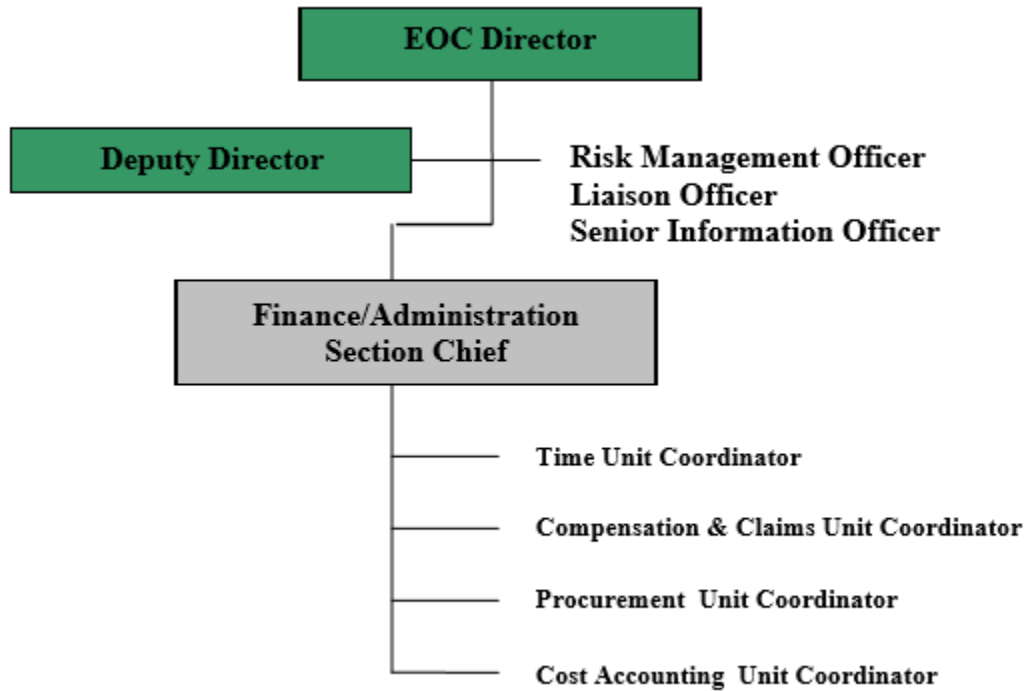


Emergency Position	Reporting to Location <i>Person</i>	Responsibilities
Information Technology Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Ensure computer resources and services are provided to EOC staff, as required. • Determine specific computer requirements for all EOC functions and positions. • Implement available computer systems for internal information management and include message and email systems, as available. • Supervise the Information Technology Branch

Communications Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Ensure radio, telephone, and computer resources and services are provided to EOC staff, as required. • Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with Incident Commander(s), DOCs, other EOCs, PREOC and other facilities, if established. • Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies allotted for the disaster. • Supervise the Communications Branch
EOC Support Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Ensure that facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities appropriately. • Ensure food and refreshments are provided to EOC staff. • Ensure security measures are taken to secure all facilities from access by unauthorized people. • Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed. • Supervise the EOC Support Branch.
Supply Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Oversee the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels. • Coordinate actions with the Finance /Administration Section. • Coordinate delivery of supplies and materials, as required. • Allocate critical resources as required and directed. • Supervise the Supply Branch.
Personnel Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Provide personnel resources as requested in support of the EOC and Site Operations. • Identify, recruit, and register staff and volunteers, as required. • Develop an EOC organization chart. • Supervise the Personnel Branch.
Transportation Branch Coordinator	Emergency Operations Centre	<ul style="list-style-type: none"> • In coordination with the Engineering Branch Coordinator, and Planning's Situation Unit, develop a Transportation Plan to support the EOC Action Plan.

	<i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Arrange for the acquisition or use of required transportation resources. • Coordinate air transportation needs with Air Operations Branch. • Supervise the Transportation Branch
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EOC FINANCE / ADMINISTRATION SECTION



Emergency Position	Reporting to Location <i>Person</i>	Responsibilities
Time Unit Coordinator	Emergency Operations Centre	<ul style="list-style-type: none"> • Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster.

	<i>Finance Section Chief</i>	<ul style="list-style-type: none"> • Ensure that hired and contracted personnel time records, travel expense claims, and other related forms are prepared and submitted to budget and payroll office. • Supervise the Time Unit.
Compensation and Claims Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> • Oversee the investigation of injuries and property / equipment damage claims arising out of the emergency. • Complete all forms required by Worker's Compensation Act. • Maintain a file of injuries and illnesses associated with the event or disaster including results of investigations. • Liaise and consult with the Risk Management Officer on all injury claims. • Supervise the Compensation and Claims Unit.
Procurement Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> • Coordinate vendor contracts not previously addressed by existing approved vendor lists. • Coordinate with Supply Unit and Operations Section on all matters involving the purchase, hire, contract, rental, and leases. • Supervise the Procurement Unit.
Accounting Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> • Collect and maintain documentation of all disaster information for reimbursement through EMBC. • Gather fiscal recovery information from agencies providing emergency response, support and assistance. • Prepare and maintain a cumulative cost report for the event or disaster. • Prepare and coordinate disaster financial assistance documents and claims with EMBC and/or PREOC. • Supervise the Cost Accounting Unit and all financial assistance operations.

Note: A separate database will be maintained to record staff training.

EOC Communications and Information management

The City of Victoria's IT department is responsible for ensuring adequate telecommunications and cellular capability in the EOC at all times.

EOC Telephone Directory

EOC staff and volunteer's contact information will be kept up to date and located in the Connect Rocket system which is maintained by the Emergency Management Division of the Fire Department. These contacts will also be included in hard copy "Contact Lists" and kept with the Emergency Program Coordinator, Emergency Program Specialist, Emergency Management Community Liaison, and the EOC locations.

City of Victoria staff contact information will also be located in the Business Continuity Plans and will be stored digitally on Sharepoint. The Business Continuity leads and Emergency Program Coordinator will have access to this information. The Business Continuity leads are responsible for keeping this information up to date and stored in a location that will be accessible during an emergency or disaster.

EOC Section Phones

The City of Victoria EOC uses Office 365 Skype for Business voice communication. This system allows EOC staff to use their own designated phone numbers from multiple locations and devices, including landlines, cell phones, and computers.

Public Information Lines

Satellite System

The EOC may need to utilize satellite communication capability. The EOC's satellite system provides the capability to rapidly transfer a wide variety of voice as well as data information between the site, EOC, PREOC, and other external support agencies with satellite capability. The intent of the system is to provide disaster-resistant communications between all levels of BCEMS.

Emergency Management Radio System

The City of Victoria's Public Works & Engineering department, and Parks, Recreation and Facilities department use the Emergency Management Radio system on a day-to-day basis for their operations. The Victoria Fire Department, Victoria Police Department, Emergency Management staff and volunteers, VFD dispatch centre, emergency containers, City Hall, Crystal Pool, The Conference Centre, and Human Resources buildings all have Emergency Management Radios available for communications in the event of an emergency or disaster.

EOC operations are supported by Auxiliary Communications Services volunteers (ACS) who will provide equipment and expertise in the event of a major emergency or disaster. In addition to backup communications, the ACS Team can provide communications links to the PREOC and to other municipalities when other forms of communication are unavailable.

Radio Communication Terminology

Standard protocols and terminology will be used at all levels. Plain-English for all communication will be used to reduce any confusion that can be created when multiple agencies are using radio codes. The EOC communications systems will provide reserve capacity for unusually complex situations where effective communications are critical.

Basecamp Connect

The EOC is equipped with a basecamp connect system which provides backup communications capability and interoperability between cell phones, landlines, radios, and satellite systems.

EOC Activities

Obtain Task Number

Task numbers are the primary tracking mechanism used by EMBC to track emergency response expenditures. Emergency response task numbers serve three functions:

- Identifying that a situation qualifies as a major emergency or disaster under the *Emergency Program Act*
- Tracking financial aspects of a unique incident or regional event
- Identifying EMBC's commitment to provide third party liability protection and worker's compensation coverage for all registered volunteers

Task numbers are hazard-specific as well as jurisdiction specific (for example, a local authority that is managing both a wildfire as well as a flood situation would have 2 separate task numbers, and if the event was spread across multiple jurisdictional boundaries each local authority would have a different task number).

Briefings

Briefings provide EOC staff, external agencies and the media with important information they need to function effectively and efficiently. Information shared at a briefing can help clarify and validate situations so that appropriate decisions can be made. Briefings are commonly conducted for general information exchange, situation/status reporting, and shift changes. If there is need for further discussion or planning, planning meetings or individual working groups should be set up.

EOC Management Team briefings should be facilitated by the EOC Director, or Designate at predetermined times. A briefing agenda should be prepared by the Planning Section and approved by the EOC Director, which outlines the briefing format and objectives for the meeting. The agenda is distributed to the EOC Management Team members in advance of the meeting.

In the initial stages of EOC activation EOC Management Team briefings should be held at least every two hours to support response operations. The frequency of briefings may reduce as time goes on and extended operations continue, but should be conducted at least 2-3 times in a 12-hour period.

EOC Management Team members should prepare for briefings by developing awareness in advance on information regarding:

- Current situation
- Unmet needs
- Future activities, and
- Public information requirements

Operational Periods

An operational period is the length of time set by the EOC Management Team to achieve the objectives of the EOC Action Plan. The operational period may vary in length and will be determined largely by the dynamics of the emergency event. The operational period is defined by:

The length of time to achieve the objectives of the EOC Action Plan

- Determined by EOC Director
- Initially 1-2 hours for critical / life safety issues
- Varies depending on objectives/priorities
- Commonly 8-12 hours in length, not to exceed 24 hours
- Sequentially numbered and time period identified

EOC Action Planning

EOC Action Plans address the policies and priorities that support site activity and are an essential and required element in achieving progress in response to the emergency event. There are five primary steps in sequential order to ensure a comprehensive Action Planning process:

- 1 Understand the current situation
- 2 Establish priorities, objectives and strategies
- 3 Develop Action Plan for next operational period
- 4 Evaluate the Plan and obtain appropriate approval
- 5 Anticipate / predict what will happen following implementation of the Action Plan

EOC Action Plan priorities should always take the BCEMS Response Goals into consideration. Objectives that are established to save lives and reduce suffering should always be listed and implemented before protecting economic and social losses.

Response Goals:

ENSURE THE HEALTH AND SAFETY OF RESPONDERS	The well-being of responders must be effectively addressed or they may be unable to respond to the needs of those at risk.
SAVE LIVES	The importance of human life is paramount over all other considerations. When lives are at risk, all reasonable efforts must be made to eliminate the risk.

REDUCE SUFFERING	Physical and psychological injury can cause significant short- and long-term impact on individuals, families, and communities. Response measures should take into consideration all reasonable measures to reduce or eliminate human suffering.
PROTECT PUBLIC HEALTH	Public health measures essential to the well-being of communities should be maintained or implemented. Enhancing surveillance and detection, eliminating health hazards, minimizing exposure, and implementing programs such as widespread immunization may need to be considered.
PROTECT INFRASTRUCTURE	When necessary to sustain response efforts, maintain basic human needs, and support effective recovery, infrastructure that is critical to the livelihood of the community should be protected ahead of other property.
PROTECT PROPERTY	Property can be essential to the livelihood of communities. When determining priorities, response personnel should evaluate the importance of protecting private and community property.
PROTECT THE ENVIRONMENT	The environment is essential to communities. When determining priorities, response personnel should evaluate the importance of protecting the environment and implement protective strategies that are in the best interest of the broader community.

REDUCE ECONOMIC AND SOCIAL LOSSES

The loss of economic generators can have short- and long-term impact on communities, including social losses related to the loss of community support networks and reduced employment, investment, and development. Response measures may be necessary to reduce these losses, and psychosocial interventions may be required for those impacted by the disaster.

The EOC Action Plan may consist of some or all of the following components:

- EOC Policies and priorities
- Objectives
- Task assignment lists
- Attached references such as Communications Plan, Traffic Plan, Org Chart, Map, etc.
- Distribution list.

The EOC Director is responsible for approving the Action Plan for each operational period. This is done in consultation with the EOC Management Team to ensure accuracy of the current situation and timelines for actions to be taken.

Once approved, the EOC Management Team will assume responsibility for implementing their respective portions of the Action Plan. This includes monitoring and evaluating progress of the plan.

Personnel Identification

In conjunction with application of common terminology within BCEMS, it is essential to have a common identification system for facilities and personnel filling positions. There are specific colours for each EOC function and these colours should be used by all agencies and individuals that work in the City of Victoria's EOC. EOC identification should include vests and name tags.

Situation Reporting

Situation Reports

Situation reports serve as a snapshot of the current situation of the overall EOC. Situation reports are a function most commonly managed through the EOC Planning Section. Situation reports are typically developed near the end of each operational period or at the request of the EOC Director. All personnel must forward incident situation information to the Situation Unit in the Planning Section. Collecting situation data may involve a number of sources, including the Operations Section, Logistics Section, Information Officer, and Liaison Officer. Situation information may also be received from other EOCs and the PREOC. Section Chiefs are responsible for providing the EOC Director with periodic verbal or written updates to the Situation Report. The EOC Director should then take steps to brief all the staff on the collective situation. A short conference may be most appropriate.

EOC Event Board

The EOC Planning Section's Situation Unit is responsible for establishing and maintaining the EOC Event Board. The Situation Unit should receive timely written updates from the EOC Operations Chief who identifies and authorizes new incident information (from the site) that can be added to the event board. The event board should include the following information:

- Incident Number
- Time of Incident (in 24-hr time)
- Incident details
- Action taken (including any resources deployed)
- Follow-up required (identifies any further action that may be needed)

The event board should be situated so that all EOC staff can access it and be kept apprised of the situation.

EOC Situation Map:

The EOC Planning Section's Situation Unit is responsible for plotting important information onto maps. Information can be plotted manually onto a large hard copy of a City of Victoria Map, or it can be plotted electronically through the Geographic Information System (GIS) mapping capabilities. The situation map must be accessible to all EOC staff.

PREOC Coordination Calls

During EOC activations, the PREOC may organize coordination calls between the City of Victoria's EOC, PREOC, key ministries and agencies, technical specialists (weather, seismic), critical infrastructure owners and providers, and others as required. The purpose of the calls is to share operational information between relevant agencies. These calls are for operational purposes only, and are not meant for public information. The calls typically occur two times a day but can be more or less given the requirements of the emergency.

Declaration of State of Local Emergency (See Emergency Program Act, [RSBC 1996] CHAPTER 111)

During a major emergency or disaster the City of Victoria, through the EOC, may declare a state of local emergency to enable the City to exercise the emergency powers listed in the *Emergency Program Act*. These short-term emergency measures will allow the City and partner agencies to effectively respond to the major emergency or disaster.

The City of Victoria will not declare a state of local emergency unless access to the powers of the *Emergency Program Act* are required. A declaration is not required, and therefore will not be declared, to implement part or all of the emergency plan, to gain liability protection under the *emergency program act*; to issue evacuation alerts; to recover eligible response costs from EMBC, or to qualify for eligible disaster financial assistance under the *Emergency Program Act*.

Emergency powers available to the local authorities through the legislation are as follows:

- Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- Control or prohibit travel to or from any area of British Columbia;
- Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia;
- Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- Construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.

Note(S): The emergency powers are written from the provincial perspective. They are applicable to the local authority with the restrictions outlines in section 12 (1) of the Act that limits the scope of the emergency powers to the local authority jurisdictional area.

The minister, as part of the provincial oversight, may order the local authority to refrain or desist from using any one or more of the emergency powers listed above. These powers infringe on civil liberties of citizens and should only be drawn upon by local authorities when no other options are available to protect the community.

The most frequently cited reason to declare a state of local emergency is to facilitate the mandatory evacuation of people and livestock, or the need to access private property when public safety is threatened.

Process for Declaring a State of Local Emergency

If the EOC director determines that emergency conditions warrant use of one or more of the emergency powers, the Policy Group should be advised through a briefing. The briefing to the Policy Group should include a recommendation that they issue a declaration, as well as the nature, extent, probability of loss, resources at risk, and geographic area. If time allows, consultation should occur between the City of Victoria, the Director at the PREOC, and any neighbouring jurisdictions that could be impacted.

A declaration of a state of local emergency has to be initiated by either a City of Victoria Bylaw or Order. If time permits, Council will meet to establish a bylaw or resolution that authorizes a declaration of a state of local emergency. If there is not time to establish a bylaw or resolution an order can be used to make the declaration. An order is the most common mechanism used, since most emergencies do not allow sufficient time to complete the procedures required to establish a bylaw or resolution. An order can only be issued by the Mayor (or designate). The Mayor (or designate) must use best efforts to obtain consent of the other members of Council.

Refer to the Justice Institute of British Columbia's Emergency Operations Centre – Operational Guidelines for further details on Declaring a Local State of Emergency

Declaration Components

- The declaration must identify the nature of the emergency; and the geographic boundaries (preferably shown on an attached map) within which the declaration will apply.
- The date of the local declaration and the signature of the Mayor (or designate)
- A delegation document authorizing selected persons or agencies to exercise the emergency powers on behalf of Mayor and Council. A written document must be provided to indicate the details, including the conditions or limitations, of the delegation of powers.

After the Declaration

As soon as practical after issuing a declaration the following must occur:

- The City of Victoria must forward a signed copy of the completed declaration documents to the minister or the Lieutenant Governor in Council. This can be carried out through the PREOC. The PREOC will ensure the Minister is informed, as required by legislation. Verbal contact with the PREOC should be made to ensure receipt of documents.
- The City of Victoria must publish the details of the declaration to the population in the affected area. It is recommended that maps are included in the publication.
- The Mayor (or designate) must convene a meeting of the local authority to assist in directing response activities.

Extending the Declaration of State of Local Emergency

A local declaration expires seven days from the date it is signed unless it is extended. The seven day period is determined by the Interpretation Act Section 25(5) which states "the first day must be excluded and the last day included". For example, if a state of local emergency is declared on a Friday at

any time between 0001hr and 2359hr, the declaration will remain in effect until the following Friday at midnight. When necessary, the City may seek the approval of the Minister to extend the term of the declaration beyond the seven day period. A completed Extension Request form should be submitted to the PREOC. The City should submit the request for extension as soon as it determines emergency powers to be required beyond the current expiry date.

The Minister will issue an approval of the extension as appropriate. Each extension is valid for a seven day period and further extensions may be requested. The City must then publish the details of the extension to the affected population.

The City cannot use the extension process to change the area under declaration or the description of the nature of the event. An extension request only changes the expiry date of a current local declaration – it does not allow for a change in the area under declaration or a change in the nature of the event. In these cases a new declaration of a state of local emergency must be issued.

Cancelling the Declaration of State of Local Emergency

A declaration of state of local emergency is cancelled when:

- The Minister cancels it
- It is superseded by a Provincial State of Emergency; or
- It is cancelled by a bylaw, resolution, or order.

Once it is apparent to the City that extraordinary powers are no longer required and that the declaration may be cancelled, they should advise the Mayor (or designate) as soon as possible. The method of cancelling the local declaration is not dependent upon how it was initially authorized. This means that a local declaration made through a bylaw or resolution can be cancelled by the Mayor via an Order or a local declaration made via order can be cancelled through a bylaw or resolution. Notification of cancellation of a declaration must be submitted to the Minister through the PREOC.

The City must publish the details of the termination to the population of the affected area.

Limitations of a State of Local Emergency

A state of local emergency is only justified during an emergency or disaster as defined by the *Emergency Program Act* and is limited to the jurisdictional boundaries of the City or to any specifically described area by the City within these boundaries. When the application of emergency powers is required outside of the jurisdiction of the local authority, two options may be considered: the neighbouring jurisdiction may declare a state of local emergency, or in the case of a major impact across jurisdictions a provincial state of emergency may be considered for the entire geographical area.

Resource Requests

Resource requests normally flow from site responders to their respective dispatch centres. Once a dispatch centre has exhausted all resources available, the request will be forwarded from the requesting site agency personnel to the Incident Commander (IC). The IC will then forward the request on to the

EOC Operations Chief who will then try to fill the resource request through the various branches' resource inventories or through mutual aid. If they are not available, then the request is forwarded to the EOC's Logistic Section to try to fulfill. Under BCEMS, the City is responsible for using local resources to fill immediate needs to the greatest extent possible, including any mutual aid that may be available. If locally available resources are insufficient for operational needs, the City may request assistance through the PREOC.

Potential Sources of Resources:

- Internal to department
- Municipal resources including departments
- Municipal procurement or purchasing contract
- Regional Mutual Aid
- Rental or purchase from retail
- Rental or purchase or otherwise acquired from industry
- Resource request from Emergency Management BC

Documentation

All EOC activities require some form of documentation and record keeping. Accurately documenting all actions taken during emergencies is extremely important. This includes a documented record of all decisions, directions, actions taken, and resources deployed. There are prepared forms for each EOC Section responsibility. The forms requiring completion are dependent on the agencies involved and the scope and impact of the emergency.

Transfer of Responsibilities / Shift Changes

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. Shifts should be no longer than 8-12 hours and should overlap by 15 minutes or so to prevent a staff position from being inadequately relieved. A transfer briefing should summarize the activities of the past shift, identify open incidents or activities, and if time permits, be accompanied by a short written summary of the same information for later use.

Emergency Procurement and Expenditure Limits

When a major emergency or disaster exists, procurement of required goods, services, and supplies are allowed under Community Charter SS 173(3). Goods, services, and supplies shall be acquired by the most expedient and economical means available. EOC staff members should possess the same level spending authority that they have on a day-to-day basis. The Policy Group may increase expenditure limits to support the needs of the emergency response, as required. Expenditures made under SS 173(3) must be reported to Council at a regular meeting, and the financial plan amended to include the expenditure and funding source for the expenditures as soon as is practically possible.

Deactivation

The EOC Director will decide at what point EOC activity can be terminated. The Planning Section's Demobilization Unit Coordinator supervises and administers the termination process. Upon deactivation the EOC should immediately be returned to a state of readiness for future emergencies. A suggested criterion for deciding whether or not to terminate EOC operations includes:

- Individual EOC functions are no longer required;
- State of Local Emergency is lifted;
- Coordination of response activities and/or resources is no longer required; and
- Event has been contained and emergency personnel have returned to regular duties.

7 CONCEPT OF OPERATIONS: RECOVERY

7.1 General

Recovery is the phase of emergency management in which steps and processes are taken to repair communities affected by disaster, restore conditions to an acceptable level, or when feasible improve them. Recovery activities restore self-sufficiency and increase resilience in individuals, families, organizations, and communities.

Depending on the nature and scope of the event, examples of recovery activities may include evacuees returning to their homes, critical incident stress debriefings and trauma counselling, damage and loss assessment, reconstruction, restoration of services, resumption of business operations, clean up and waste removal, housing and relocation, financial assistance, economic impact studies, plan revision and updating, recognition of staff and volunteers, and organizing memorial events.

There is a strong relationship between long-term sustainable recovery and prevention and mitigation of future disasters. Recovery planning facilitates the recovery of affected individuals, communities, and infrastructure as quickly and efficiently as possible. Recovery efforts should be conducted with a view towards disaster risk reduction.

7.2 Recovery Planning in the EOC (Recovery Unit)

Near the end of emergency response operations an EOC will make the transition to relief and recovery operations. The Planning section's Recovery Unit is responsible for overseeing the transition from response to recovery. Planning recovery efforts during the response will speed recovery time and reduce losses. The Recovery unit should commence activities as early as possible. Long term recovery efforts, four weeks to several years following an event, should include debris management, hazard mitigation, reconstruction of permanent housing, reconstruction of commercial facilities, reconstruction of transportation systems, and implementation of long-term economic recovery. Specific responsibilities of the recovery unit may include assessing community recovery requirements and developing recovery plans, identifying immediate steps to initiate and speed up recovery within the community, anticipating long-term actions required to restore local services, liaising with other organizations involved in recovery, establishing plans to transition the EOC to a Recovery Operations Centre, and supporting the establishment of a Recovery Steering Committee and the appointment of a recovery director.

7.3 Community Resilience Center

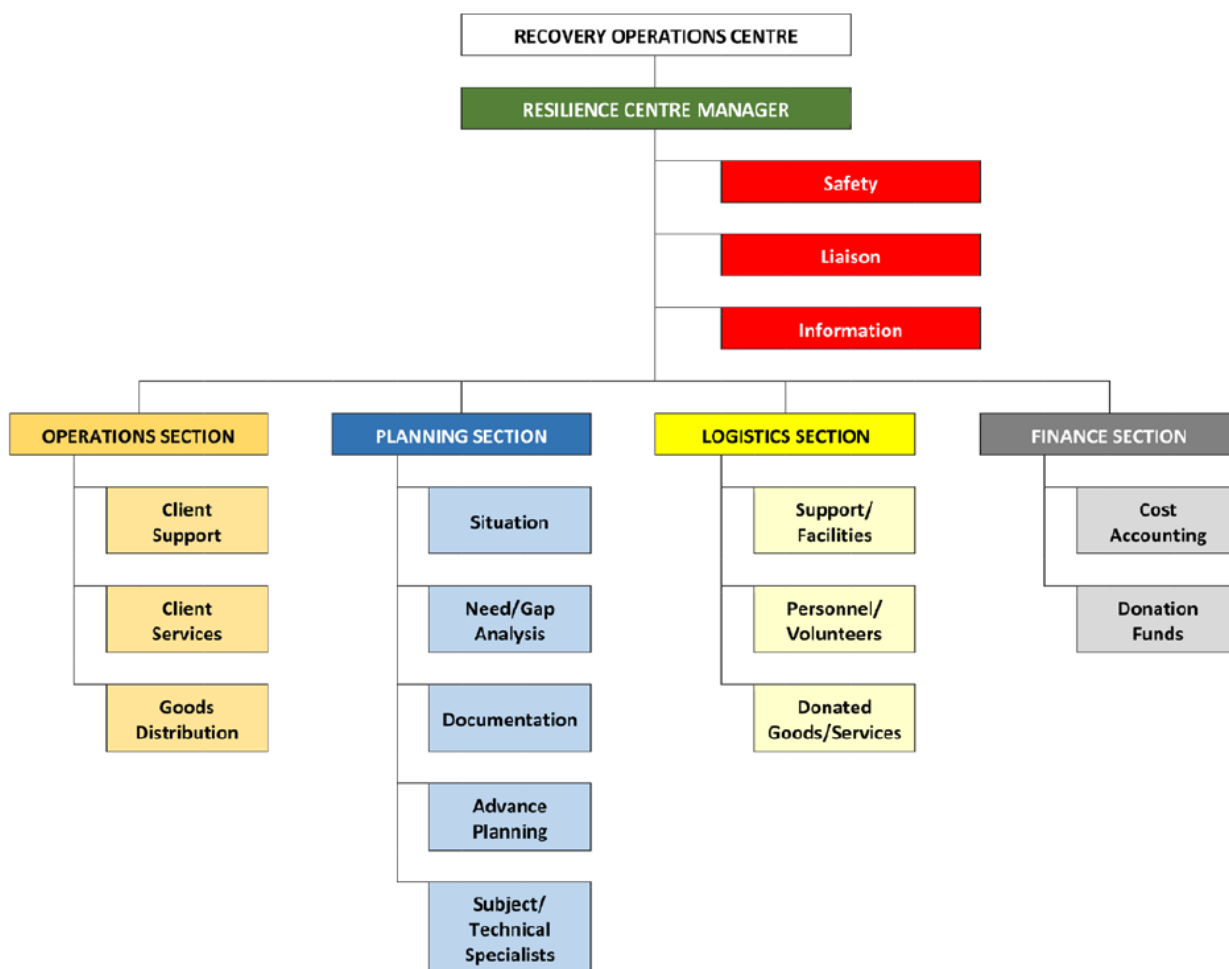
The purpose of a community resilience centre or community recovery centre is to assist individuals through the recovery process. The community resilience centre provides the space for and coordination of the various agencies involved.

Assistance may be provided through the following steps (as outlined on page 98 of BCEMS):

- Complete a capacity and needs assessment with community residents
- Assist individuals in completing their personal action plan
- Ensure that those with urgent needs are connected with the appropriate agencies/groups
- Monitor individual progress throughout the recovery process

The following is a sample structure for a community resilience centre, showing the relationship between this centre and a Recovery Operations Centre.

COMMUNITY RESILIENCE CENTRE – SAMPLE ORGANIZATIONAL STRUCTURE

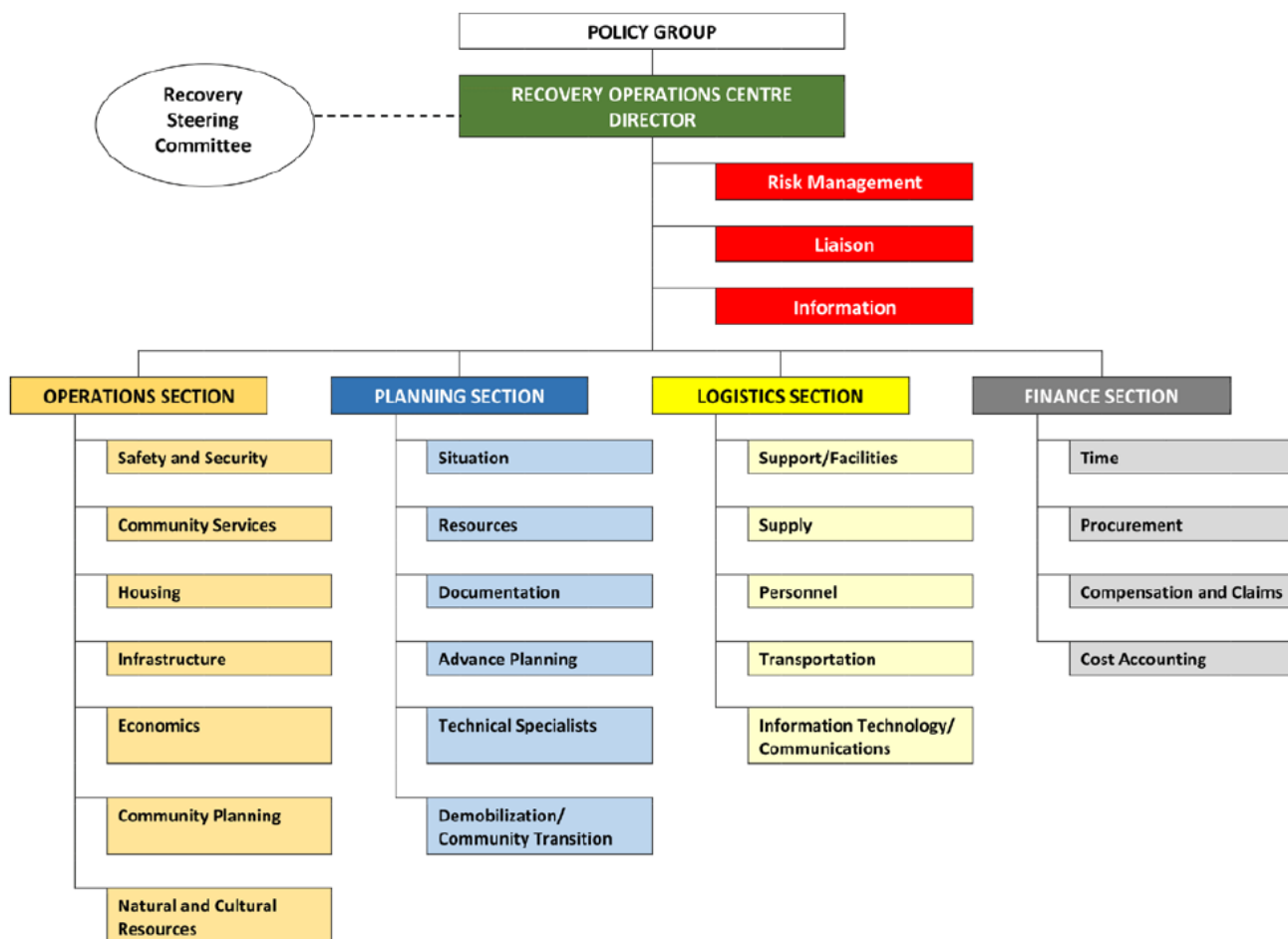


7.4 Recovery Operations Center (ROC)

In order to provide continuity in the support and coordination of recovery activities, a Recovery Operations Centre can be established once coordination shifts from response to recovery. Using the

same ICS structure as the EOC, the ROC consists of four sections: operations, planning, logistics, and finance. The following is a diagram of a sample ROC structure which may vary depending on community and organizational needs, but should always follow ICS structure.

RECOVERY OPERATIONS CENTRE – SAMPLE ORGANIZATIONAL STRUCTURE



Once an issue no longer requires management within the ICS-based structure, it can be handed off to a Recovery Steering Committee (RSC), which focuses on any recovery activity that can be managed through normal business practices. This multi-agency committee is composed of senior representatives from key organizations (e.g., volunteer groups, business improvement associations, and various levels of government). The Recovery Steering Committee works with existing community resources, identifies potential gaps, and seeks to connect with agencies that can fill those gaps.

8 ROLES AND RESPONSIBILITIES

8.1 City of Victoria Roles and Responsibilities by Department

Each City of Victoria Department shall designate staff who will take the lead on coordinating Emergency Preparedness and Business Continuity within their departments and with the Emergency Program staff, and will:

- Support and encourage personal preparedness of City employees;
- Maintain a basic level of preparedness and response capabilities within each department;
- Develop and maintain department plans, procedures and guidance to support disaster preparedness, response and recovery and ensure that such documents are integrated with the Emergency Plan;
- When the EOC is activated, the assigned staff will report to the EOC; and
- Conduct, or participate in, training and exercises to develop and maintain capability to work in the EOC.

Engagement Department

The Engagement Department is responsible for timely and accurate distribution of information to the public and media during an emergency, which includes ensuring that City of Victoria communications channels to the public are updated as needed until the City of Victoria transitions from a State of Local Emergency back to normal operations.

The Engagement Department will:

- Develop, maintain, and exercise a business continuity plan;
- Serve as the coordination point for all public information, media relations and internal information sources for the EOC;
- Coordinate and supervise all staff assigned as Assistant Information Officers and their activities in the EOC; and
- Liaise with Information Officers in neighbouring municipal EOC's, regional EOCs and the Provincial Regional Emergency Operation Centre (PREOC).
- Develop, maintain, and exercise a Crisis Communications Plan.
- Assist Emergency Management staff with public education and preparedness materials and notification systems.

Public Information:

- Ensure that the public within the affected area(s) receive complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information; and
- Ensure that a public information service (hotline/website) is established for the public to access helpful information and advice dependent upon the emergency situation.
- Activate the emergency notification page and banner on the City website.

Media Relations:

- Serve as the coordination point for all media releases and social media for the EOC;
- Coordinate media releases with officials representing other affected emergency response agencies;
- Develop the format and location for media briefings in conjunction with the EOC Director; and
- Maintain a positive relationship with media representatives and monitor all broadcasts and written articles for accuracy.
- Rapidly correct inaccuracies as they occur.

Internal Information:

- Develop helpful messaging sheets and/or FAQ sheets (frequently asked questions and answers) to ensure consistent and accurate information sharing amongst EOC staff;
- Maintain a web site established for public EOC information, as appropriate; and
- In consultation with the EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.

Engineering and Public Works

The Engineering and Public Works Department will assist the EOC and /or Site with emergency response activities. The Engineering and Public Works Department will designate representatives to perform the role of Engineering Branch Coordinator, Environmental Branch Coordinator and Utilities Branch Coordinator in the Operations Section of the EOC. Representation in the EOC will be hazard dependent. The Engineering department will also designate a GIS specialist to assist the EOC with GIS requirements. The Public Works and Engineering Department also have their own Departmental Operations Centre (DOC) and are responsible for equipping, training, and staffing of their DOC, in coordination with Emergency Management staff. The Engineering and Public Works Department will:

- Develop, maintain, and exercise a business continuity plan;
- Develop, maintain, and exercise a debris management plan;
- Develop, maintain, and exercise an Engineering and Public Works Emergency Operations plan;
- Provide advice regarding environmental and public health protection, and liaise with senior government environmental and health agencies to mitigate or prevent environmental damage and public health impacts during emergencies;
- Provide information to the EOC regarding utilities connections, usability of critical structures and locations or status of other relevant infrastructure;
- Provide guidance on the safety of city owned structures;
- Provide liaison and assistance, where possible, to public utility companies and commercial communications outlets for emergency restoration and/or discontinuance of the utilities;
- Working with EOC Logistics section, determine if required resources and quantities are available in the municipal inventory;
- Assist the EOC's Logistics Section with the supply of municipal equipment, vehicles and personnel, and procure as required equipment and vehicles from the private sector;

- Working with the EOC Logistics section, provide and secure equipment and supplies not owned by the City and negotiate vendor contracts not previously addressed (liaise with EOC Finance section in order to maintain accurate records of expenses);
- Keep the EOC advised on all significant issues relating to the municipal fleet of vehicles;
- Provide flood protection operations such as sandbagging, emergency pumps, and drainage or excavation, including monitoring and reporting back to the EOC;
- Provide or arrange for the clearing of debris, temporary road construction and maintenance of emergency traffic routes, and inspection of bridges;
- Monitor vulnerable areas – water mains, sewer lines, gas lines, etc...;
- Arrange for private waste hauling and disposal companies to provide emergency waste collection services as required;
- Provide technical support with respect to reinstating and maintaining essential infrastructure: water supply and distribution, sanitary sewers, roads and drainage systems;
- Provide specialized GIS maps for EOC and site;
- Coordinate arrangements for the demolition of unsafe buildings and structures as requested by the EOC;
- Work with EOC Information Officer(s) to communicate changes to waste services to the affected public;
- Liaise with the Ministry of Environment on emergency amendments to Certificates of Approval for waste facilities as required;
- Maintain and update a list of all vendors (including 24-hour contact numbers), who may be required to provide supplies and equipment;
- Maintain a list of essential municipal vehicles/equipment and fuel sources;
- Ensure emergency fuel contracts for vehicles and standby generators are active and in good standing;
- Fuel municipal generators, as required;
- Provide mechanical maintenance and servicing of essential vehicles/equipment;
- Provide support and participate with first responders in containment of spills; and
- Assess and repair, maintain or manage (and/or provide emergency restoration of) all municipally operated buildings, roadways, bridges, and utilities (potable water, drainage and sewerage).

When required the Engineering and Public Works Department will activate a DOC to assist the City EOC. The Engineering and Public Works Department will assume a key role in managing an integrated response of municipal agencies to an emergency or disaster caused by earthquake, flood, snow, debris removal and environmental spill, transportation and water shortage/ contamination or if requested to do so by EOC Director.

Finance

The Finance Department will manage all ordinary and extraordinary costs associated with a response to and recovery from a major emergency or disaster and will ensure appropriate tracking of all incurred expenses. The Finance Department will fulfill the functional role of the Finance Section Chief upon activation of the EOC, and is responsible for advising the EOC Director on all matters of a financial nature to facilitate the most effective emergency response.

The Finance Department will:



- Develop, maintain, and exercise a business continuity plan;
- Ensure that all financial records are maintained throughout the situation;
- Ensure continuity of municipal staff's compensation and salary administration. Process the Municipality's payroll, as per usual.
- Ensure continuity of municipal staff's health and benefit plans.
- In consultation with the EOC Director confirm spending limits, if any, for the logistics, operations, and management staff;
- Provide periodic expenditure updates to the EOC Director;
- Ensure that WorkSafeBC claims, resulting from the response are processed within a reasonable time, given the nature of the situation;
- Liaise with provincial finance staff for guidance and direction on applying for cost recovery and reimbursement of emergency expenditures;
- Liaise, if necessary, with the Treasurer(s) of neighbouring municipalities, regional districts and school districts; and
- Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to EMBC.

The Finance Department's Information Technology Branch is responsible for maintaining the phone (landline) system, information network (computer) system and cell phones for all municipal departments and the EOC. The IT department will also set-up IT equipment in the EOC. The IT department will:

- Develop, maintain, and exercise a business continuity plan;
- Provide staff to support EOC activations and operations;
- Ensure that the EOC is operational with working landlines and IT systems;
- Ensure the City of Victoria's phone system and information network is maintained and operational before, during, and after an emergency event;
- Ensure GIS mapping systems are operational and accessible to EOC staff;
- Staff the City of Victoria's help desk, supporting the communication and information system needs of municipal and EOC staff;
- Ensure connectivity with all information system users before, during and after an emergency event;
- Manage and maintain all City of Victoria servers and software programs;
- Assign and / or reassign, on priority basis, desktops and laptops to staff;
- Restore important information and data disrupted and/or lost during emergency response and recovery efforts;
- Oversee the installation of communications resources within the EOC;
- Ensure that a communications link is established with Incident Commander(s), Emergency Operation Centres, Department Operations Centres, and the Provincial Regional Emergency Operations Centre, if established;

Fire

The Victoria Fire Department (VFD) will assist the EOC and /or Site with emergency response activities. VFD will designate representatives to be present at the EOC, including one Officer to be Fire Branch Coordinator in the Operations Section of the EOC. The Victoria Fire Department will:

- Develop, maintain, and exercise a business continuity plan;
- Arrange and coordinate fire suppression as well as hazardous materials support operations;



- Assist in the evacuation of buildings or designated area if authorized;
- Acquire mutual aid resources in support of fire suppression activities;
- Provide assistance with rescue activities (land and marine), and medical aid if required;
- Provide Fire Prevention staff to assist with rapid damage assessment of seismically damaged or hazardous structures;
- Provide fire prevention staff to assist with the inspection of group lodging facilities;
- Assume the lead role in managing integrated response of municipal agencies for fire, explosion and building collapse;
- Assist with the coordination of a city-wide survey of emergency disaster impact;
- Assist with the Fire Boat for marine emergencies;
- Provide resources such as water pumps, to assist in water pumping operations; and
- Assist in the coordination of Urban Search and Rescue (USAR).

Potential EOC Assignments may include: EOC Deputy Director, EOC Liaison Officer, EOC Operations Section (Fire Branch), as otherwise directed by the IC/UC or EOC Director.

Emergency Management Division

The Emergency Program is responsible for ensuring that the City has a strategy in place to address preparedness, response, recovery and mitigation from emergency events. During a major emergency or disaster the Emergency Program Coordinator or designate will assume responsibility for the EOC Liaison Officer function.

Emergency responsibilities:

- Provide staff to support EOC activations and perform the role of Liaison Officer in the EOC, thereby communicating with EMBC, other municipalities and other stakeholders during the emergency response;
- Advise on the requirements of the City of Victoria's Emergency Program Bylaw and Emergency Plan;
- Assist with EOC set-up of necessary equipment, arranging security for the EOC, and signing in of EOC personnel;
- Provide advice, expertise and support in emergency management functions to EOC staff; and
- Oversee the response capacities of the volunteer emergency teams including Emergency Social Services, Urban Search and Rescue, and Auxiliary Communications.

Human Resources

Human Resources will plan and coordinate the deployment of staff during a major emergency or disaster. Human Resources is also responsible for maintaining employee records, ensuring occupational health and safety guidelines are met, coordinating WorkSafeBC claims, and ensuring staff payroll is coordinated.

The Human Resource Department will:

- Develop, maintain, and exercise a business continuity plan;



- Provide staff to support EOC activations and operations;
- Maintain employee records and skills inventory;
- Develop a plan and coordinate deployment of municipal staff to support emergency response and recovery efforts;
- Assist other municipal departments in call out, deployment and record keeping of staff;
- Ensure occupational health and safety guidelines are observed and adhered to, regardless of the extent of the emergency situation;
- Coordinate WorkSafeBC claims for staff and volunteers;
- Liaise with applicable Unions on matters pertaining to employees and human resources services;
- Coordinate critical incident stress response services to ensure a healthy environment for all municipal staff and volunteers;
- Provide information on the City of Victoria Employee and Family Assistance Program for staff and their family members impacted by the emergency;
- Provide occupational health and safety expertise to the EOC;
- Prepare emergency related policies and procedures related to the emergency mobilization and deployment of staff, volunteers and contractors.

Legal Services

Legal Services will provide legal advice to the Emergency Operations Centre, will ensure that risk management practices are applied throughout the response operations, and will ensure that every function contributes to the management of risk within the EOC.

Legal Services will:

- Develop, maintain, and exercise a business continuity plan;
- Liaise with municipal lawyers;
- Assist in the interpretation and, if necessary, the preparation of Bylaws;
- Provide information on applicable municipal bylaws and regulations that come into question during response and recovery efforts;
- Staff the Risk Management function in the EOC as required; and
- Provide legal advice to the EOC and the Policy Group.

Legislative and Regulatory Services

The Legislative and Regulatory Services Department will continue to support Mayor and Council to ensure that long-term strategic direction and crisis management during and after immediate response for the event is conducted.

Legislative and Regulatory Service Department will:

- Develop, maintain, and exercise a business continuity plan;
- Work with the EOC Director to ensure that appropriate information is shared with the Policy Group;
- Liaise with the EOC Director to determine the needs of the Policy Group and to facilitate any meetings or other actions required to ensure the ongoing function of the local government;
- Assist the EOC Director in the preparation of a “Declaration of a State of Local Emergency,” and coordinate approval with the Policy Group, as required;

- Ensure maintenance, recovery and preservation of municipal corporate records, both statutory and operational;
- Provide information and guidance on existing lease agreements, corporate records, and insurance claims; and
- Ensure maintenance, recovery and preservation of municipal corporate records, both statutory and operational.

The Legislative and Regulatory Services Department will provide [Bylaw Officers](#) to:

- Assist with rapid damage assessment of seismically damaged or hazardous structures;
- Assist the Police with traffic control, notifications and evacuations under their direction;
- Coordinate the removal of parked cars to clear roadways;
- Coordinate animal control with ESS and SPCA for the care of domestic animals impacted by the event; and
- Provide clerical staff to assist in the EOC.

[Parks, Recreation, and Facilities](#)

The Parks, Recreation and Facilities department will work in conjunction with the Engineering and Public Works Department to assess and maintain outside utilities, roads, environmental services and municipal building accommodation.

The Parks, Recreation and Facilities Department will:

- Develop, maintain, and exercise a business continuity plan;
- Provide, coordinate and oversee the management of recreation facilities that can support emergency activities (e.g., ESS reception centres, group lodging, or other relief facilities)
- Work with the EOC and the Building Services Department to perform rapid damage assessments of municipal buildings (based on pre-determined priorities) and determine whether they are suitable and safe for occupancy;
- Assess and document the status of municipal buildings, including estimated value of damage and priority for repair and restoration, and report these findings to the EOC;
- Prioritize which municipal facilities require access to municipal generators;
- Provide technical assistance for electrical systems, electrical safety, and temporary power;
- Upon request, support emergency response operations by providing staff, vehicles, communications (e.g., radios) and equipment (e.g., first aid equipment);
- Provide emergency first aid treatment;
- Establish a program to assist in the care of children of EOC and emergency response staff, as required;
- Provide support as required to ESS;
- Assist Public Works and Engineering Department with the clearing of roads, establishing road blocks, securing unsafe areas, snow removal, flood control measures such as sandbagging and dyking, and debris removal;
- Undertake a review of all damage to parks including damage to trees and report to the EOC; and
- Assist with emergency restoration of essential municipal services;

Police

In the event of a major emergency or disaster Senior Officers activate specific Policies and Procedures for efficient, effective response and coordinated control. The Victoria Police Department will assist the EOC and /or Site with emergency response activities. The Victoria Police Department will designate representatives, including one representative to be the Police Branch Coordinator in the Operations Section of the EOC. The Victoria Police will:

- Participate in IC and UC at emergency site(s);
- Provide staff to support EOC activations and the Police Branch of the Operations Section;
- Identify, establish, and control access and egress routes for emergency vehicles at site(s);
- Establish and maintain perimeters around site(s);
- Maintain law and order;
- Coordinate movement and evacuation operations with other Operations Section Branches;
- Coordinate with other agencies to establish cordons or safety zones;
- Support notifications to the public of impending or existing emergency situations, public safety orders, requests and information within the jurisdiction, as required;
- Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency;
- Coordinate Police Mutual Aid requests;
- Assist Urban Search and Rescue (USAR); and
- Assist with the coordination of a city-wide survey of emergency disaster impact.

The Victoria Police Department will assume the lead role in managing the integrated response of municipal agencies, including, but not limited to, aircraft crash, crowd control, and terrorism activities, as outlined in their department's emergency plan.

Sustainable Planning and Community Development

The Sustainable Planning and Community Development Department manages all aspects of long range and current planning within the City of Victoria. During a major emergency or disaster, the Sustainable Planning and Community Development Department will provide support to the EOC in the form of personnel and demographic and population information as well as expertise related to land use and zoning.

The Sustainable Planning and Community Development Department will:

- Provide staff to support EOC activations and operations, as required;
- Upon request, provide demographic and population information to the EOC;
- Provide input into the recovery planning process;
- Ensure that Recovery Plans and re-construction initiatives consider the City of Victoria's Official Community Plan;
- Ensure continuity of core Planning Services; and
- Assist in the development of a Community Recovery Plan for the City of Victoria.

Victoria Conference Centre

The Victoria Conference Centre (VCC) can act as an alternate location for City Hall or as workspace for those displaced from other areas of the corporation. The VCC could also be utilized as a Reception Centre



or Group Lodging site. The Victoria Conference Centre will support the establishment of Reception Centres, Group Lodging, and Warming Centres as required.

The Victoria Conference Centre will:

- Develop, maintain, and exercise a business continuity plan;
- Stock and maintain emergency supplies to be used when providing emergency sheltering;
- Support Reception Centres as needed, in partnership with Emergency Social Services volunteers and other human services agencies (Red Cross, Salvation Army); and
- Assist with the coordination of resources to impacted residents.

Emergency Management Victoria Volunteer Program

The City of Victoria has several volunteer response teams that assist the community in emergency and disaster events and include the following:

Auxiliary Communications Services (ACS)

The Auxiliary Communications team provides supplementary and back-up communications to the City of Victoria in emergencies and disasters.

The ACS Team will:

- Provide a representative to the EOC to determine the emergency radio communication needs and capabilities;
- Coordinate the deployment of emergency radio operators and resources during an emergency according to the needs of the EOC and other emergency sites; and
- Provide radio operators and equipment to Reception Centres, Group Lodging sites, triage locations or other areas requiring communications support.

EOC Support Team

The EOC Support Team provides trained volunteers to the EOC who can assist with the EOC activation and set-up. This team is familiar with the EOC equipment, including the laptops, equipment and supply boxes, generators, and lighting, and can also be utilized for checking staff in and out of the EOC.

Emergency Social Services (ESS)

Emergency Social Services (ESS) is a Provincial program run by local governments' emergency programs which is supported by trained municipal volunteers. ESS provides short-term (72 hours) essential services to people affected by a major emergency or disaster. These services include: shelter, food, essential clothing needs, family reunification, emotional support, first aid and referrals to pet care. The primary role of ESS is to care for the needs of people evacuated as a result of an emergency situation.

Emergency responsibilities include:

- Provide staff to support EOC activations and operations, as required;
- Establish ESS reception centres, group lodging centres and volunteer centres, as required;



- Request, through the EOC, mobile support from EMBC, as required;
- Coordinate and provide emergency social services for evacuees, persons impacted by the emergency and emergency workers;
- Obtain and coordinate ESS resources and supplies, as required;

Emergency Social Services may also provide specialized services such as:

- emotional support;
- first aid;
- child minding;
- pet care; and
- Transportation services.

Cyclist Response Team

The Cyclist Response Team is also part of ESS and trains to assist the community in large emergencies or disasters when the road system may be overloaded, damaged or otherwise difficult to use. The team is able to move information, supplies, and in significant disasters injured people within the city. They can also perform basic first aid, basic block by block “windshield-style” damage assessment, and search for lost persons.

Urban Search and Rescue (USAR Victoria)

The USAR Victoria team mandate is to search for and rescue people trapped in damaged buildings in Victoria. This well-trained volunteer team utilizes internationally recognized USAR processes, including damage assessment, breach, shoring, heavy lift, communications, rope, and technical search.

9 EXTERNAL AGENCY SUPPORT

BC Ambulance Services (BCAS)

BCAS will provide ambulances, trained personnel, and other essential resources that may be required to assess, treat, stabilize, transport, and deliver patients with medical needs to appropriate medical care facilities.

Emergency Responsibilities:

- Coordinate the triage and transportation of all injured persons to the hospital
- Provide staff to support the Operations Section (Ambulance Branch) of the EOC
- Oversee Critical Care Transport of injured as required

BC Coroner Service

The BC Coroner Service is responsible for the recovery, identification and ultimate disposal of human remains, and more specifically, for:

- Recovering the dead
- Recovering personal property
- Recovering evidence
- Determining the cause of deaths

Emergency Responsibilities:

- Coordinate care of the dead
- Recovery, identification and ultimate disposal of the dead
- Coordinate activities with the EOC

BC Ferry Service Inc.

BC Ferries provides a passenger and vehicle ferry service between various coastal locations, including between Swartz Bay Ferry Terminal (North Saanich) and Tsawwassen (Delta).

Emergency Responsibilities:

- Provision of water-based transportation service for resupply to business, movement of people, movement of emergency personnel and movement of relief supplies; and
- In extreme circumstances BC Ferry vessels could be used as Reception Centres, field hospitals, or operations or response centres.

BC Ferries is accessed via contact with Emergency Management BC.

BC Hydro

BC Hydro is responsible for the delivery of electricity in Victoria. In events where electricity is disrupted BC Hydro will determine the cause of the outage and effect repairs to resume service.

In region-wide or larger power outage events BC Hydro will liaise directly with EMBC.

BC Transit

BC Transit operates the public transit service in Victoria. In the event of a major emergency or disaster, BC Transit will allocate existing transit system resources to the City to facilitate emergency evacuations and other operations as required.

Emergency Responsibilities:

- Provide staff to support EOC activations, as required
- Communicate to the EOC the availability of transportation resources for use in evacuations and other operations as needed
- Provide transportation to move people from evacuation areas to designated reception centres
- Maintain scheduled transit service in unaffected areas

Capital Regional District

The Capital Regional District provides services related to trunk water, sewer utilities, landfill, and regional air quality assessment. The CRD is responsible for the delivery of emergency management related services in the three electoral areas Salt Spring Island, Southern Gulf Islands and Juan de Fuca.

Emergency Responsibilities:

- Safeguard and maintain continuous safe water supply;
- Assist with the provision of water pressure suitable for firefighting; and
- May declare a boil water order.

Canadian Coast Guard

The Canadian Coast Guard provides specialized marine services, including search and rescue, support to the Joint Rescue Coordination Centre in conjunction with the Department of National Defence, and marine oil spill response.

Emergency Responsibilities:

- Marine search and rescue;
- Support to the Joint Rescue Coordination Centre;
- Oil spill response, including provision of booms and spill absorbents;
- Provision of helicopter services; and
- Alerting via marine radio to boaters of potential hazards, including tsunami notifications.

The Canadian Coast Guard may be accessed via contact with Emergency Management BC.

Canadian Dangerous Goods Information Centre (CANUTEC)

The Canadian Dangerous Goods Information Centre provides information and expertise to first responders dealing with hazardous materials events. They provide a guidebook that can be utilized at the site, as well as a 24/7 phone service that allows first responders to receive guidance and advice.

Emergency Responsibilities:

- Provide information and guidance related to hazardous materials events; and
- Provide service 24/7.

Canadian Red Cross Society

The Canadian Red Cross provides services in support of the emergency social services response, including assistance with family reunification, surge-support to Reception Centres and Group Lodging sites, and support to individuals and families in the transition to recovery time period. Depending on the scale of the event the Canadian Red Cross can access staff and volunteers across British Columbia, across Canada or internationally.

Emergency Responsibilities:

- Surge support to Reception Centres, Group Lodging sites, and Recovery Centres;
- Family reunification;
- Transition to recovery work with individuals and families; and
- Through agreement with the Province of BC it has access to a field hospital.

The Canadian Red Cross can be accessed locally or via contact with Emergency Management BC.

Disaster Psycho-social Services

The Disaster Psycho-social Services is a volunteer-based service that utilizes the services of counsellors, social workers, clergy, and victim-services workers in the provision of psycho-social support.

Emergency Responsibilities:

- Provide psycho-social support at the site and site-support levels., including at Reception Centres, Group Lodging sites, Emergency Operations Centres, incident sites, and other locations as required; and
- Provide emotional support to leaders, workers and people impacted by the event.

Emergency Management British Columbia (EMBC)

EMBC is a division of the Ministry of Public Safety and Solicitor General and is administered under the BC *Emergency Program Act*. EMBC coordinates the provincial response to emergencies and provides specialized technology resources to support local government emergency response activities. On a day-to-day basis, EMBC is available to respond to local government and agency calls through the PREOC that is staffed 24/7 and provides training to municipal staff and volunteers.

Emergency Responsibilities:

- Maintain a 24-hour Emergency Coordination Centre to provide support to local government emergency response and recovery efforts;
- Issue task numbers to local governments to account for all eligible expenses incurred during response and recovery efforts;
- Support the efforts of emergency volunteers that provide critical emergency response services (e.g., Emergency Radio, ESS, USAR);
- Coordinate provincial response and recovery efforts through the establishment of PREOC's and a PECC;
- Make appropriate requests to the provincial ministries and agencies for assistance if the City's resources are beyond capacity for an effective response to an emergency;
- Recommend a Declaration of Provincial State of Emergency, as required;
- Coordinate regional, provincial and federal assistance, as required;

Fortis BC

Fortis BC provides natural gas to the capital region through a network of distribution lines.

Emergency Responsibilities:

- Provide information on the location of natural gas facilities, lines, and plants;
- Provide 24 /7 emergency response to stop natural gas leaks; and
- Provide detection equipment to determine the presence or absence of natural gas.

Fortis BC is accessed via contact with Emergency Management BC.

Greater Victoria Victim Services

Greater Victoria Police Victim Services (GVPVS) provides services to victims of crime or trauma who may or may not have reported the crime to police or be involved with the criminal justice system. Since 1983, GVPVS has provided emotional and practical support for victims of crime and trauma. GVPVS is a registered non-profit society with charitable tax status. GVPVS can assist during an emergency by providing emotional and practical support and making referrals to services. GVPVS may also work with ESS to provide support in Reception and Group Lodging facilities.

Health Authorities

The City of Victoria is served by Island Health. Island Health is the administrative organization responsible for providing all publicly funded health services. Island Health executes the duties of the Drinking Water Officer pursuant to the *Drinking Water Protection Act*, which regulates the potable water supply activities and the related implementation of emergency responses.

Emergency Responsibilities:



- Provide staff to the EOC upon request;
- Support the emergency activities undertaken by the hospitals;
- Determine the status of medical facilities within the City and the region and report this information to the various municipal EOC's;
- Assist BCAS in ensuring that casualties are evenly distributing to receiving facilities;
- Ensure that potable water supplies are inspected and monitored, and implement emergency responses if required; and
- Ensure that sewage systems are operating at acceptable levels.

Public Safety Canada

Public Safety Canada is responsible for implementing a comprehensive approach to protect Canada's critical infrastructure and enhance Canada's emergency management framework.

Emergency Responsibilities:

- Assist EMBC with planning and coordination for response to and recovery from major emergencies or disasters
- Coordinate federal assistance if requested by provincial authorities
- Activate federal response and recovery plans in the event of province wide emergency events

Salvation Army

The Salvation Army provides services in support of the emergency social services response.

Emergency Responsibilities:

- Provision of food and beverages through mobile vehicles or tents at the site-level;
- Surge support to Reception Centres, Group Lodging sites, and Recovery Centres;
- Transition to recovery work with individuals and families; and
- Lodging, food service and emotional support to clients at the Addictions and Rehabilitation Centre (ARC) in downtown Victoria.

The Salvation Army can be accessed locally through VFD dispatch or via contact with Emergency Management BC.

School District 61

School District 61 will provide for the safety of children, teachers and staff. SD #61 is responsible for developing school emergency plans, and ensuring that staff and students have been trained and exercised in the details of the plans. SD #61 emergency plans are developed in cooperation with the City of Victoria's emergency program. SD #61 will activate a centralized EOC to coordinate all activities and response needs of the various schools impacted by an emergency situation, and will communicate with the City's EOC on their status and identify what emergency assistance they require.

Emergency Responsibilities:

- Participate in the EOC, as requested
- Provide for safety of all children, teachers and staff within SD#61
- During emergency situations impacting schools in the City of Victoria, implement the appropriate school emergency plan and/or school evacuation plan
- Establish a SD#61 EOC to coordinate school response and recovery procedures
- Communicate priority needs to first response agencies and the City's EOC
- Provide school facilities and school resources for emergency use (e.g., ESS reception centres and group lodging), as requested
- Upon request, coordinate the use of SD #61 transportation resources

Shaw

Shaw provides trunk and distribution network services. Utilizing this network they provide voice telephone, Internet, cable TV and Internet-based TV.

Emergency Responsibilities:

- Maintain system integrity through the rapid assessment and repair of disruption; and
- Provide temporary telecommunications systems for major users in the event of a significant disrupting event.

Shaw is accessed via contact with Emergency Management BC.

St. John Ambulance

St John Ambulance is a volunteer-based first aid provider. St. John Ambulance could be called upon to provide first aid support at triage locations or in facilities operated by Emergency Social Services / Evacuee Assistance.

Emergency Responsibilities:

- Provision of first aid in Reception Centres, Group Lodging sites or other relief facilities;
- Provide site-level first aid through the provision of a mobile first aid post; and
- Work in support of the BC Ambulance Service.

Telus

Telus provides trunk and distribution telecommunications services. Utilizing this system they provide voice telephone, Internet and Internet-based TV.

Emergency Responsibilities:

- Maintain system integrity through the rapid assessment and repair of disruption; and
- Provide temporary telecommunications systems for major users in the event of a significant disrupting event.



Telus is accessed via contact with Emergency Management BC.

Victoria Animal Control Services

Victoria Animal Control Services (VACS) provides bylaw enforcement services associated with pets. Day to day they operate a shelter for animals.

Emergency Responsibilities:

- Provide for the short term shelter, feeding, and care for pets displaced by emergency or disaster;
- Provide animal response vehicles to the site of the event in support of the animal services needs of that site;
- Provide transportation of animals to animal sheltering facilities; and
- Utilize existing connections with other agencies providing services to pets, vets, clinics and shelters to augment the services provided by VACS.

10 PUBLIC INFORMATION

10.1 General

The Local Authority Emergency Management Regulation requires that procedures are established by communities for notification and communication with “those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster”. The City of Victoria has multiple systems in place for notification and communication with residents in the event of a major emergency or disaster, which include:

- Vic-Alert- the City’s public notification system which will be used to notify residents, businesses, and visitors of important emergency notifications via text, phone, and email.
- City of Victoria website- During an emergency the City’s website (www.Victoria.ca) will add a red emergency bar across the top which contains important information in the event of a major emergency or disaster.
- Social media (Twitter, Facebook, Instagram)
- Local radio stations – The City of Victoria has agreements in place with local radio stations to broadcast emergency information. This is advertised to the public at Emergency management’s emergency preparedness workshops, and VictoriaReady education. This is why it is important to keep a crank or battery operated radio in your emergency kit in case the power is out.
- Notices (billboards, reception centre signage, newspaper, City Hall signage)
- Partnerships with other agencies such as Victoria Police communications
- Door to door notifications for things like evacuations – City staff and police will conduct door to door notifications if necessary during a major emergency or disaster.

The City of Victoria's Engagement department staff will take on the Information Officer role within the EOC in the event of a major emergency or disaster. Engagement staff will be responsible for contacting the media, monitoring social media, responding to public enquiries, and distributing emergency information. Emergency management staff will work closely with the Engagement department and can assist with the use of Connect rocket and Vic-Alert. For roles and responsibilities refer to section 8.

Emergency Management BC has a team of Government Communication and Public Engagement (GCPE) staff who work with the organization in providing strategic communications advice, issues management and media relations support, and other communications duties as required throughout the year. They also train public information officers from the GCPE team, and arrange deployment of staff as required for significant emergency events where public information support is required. If any strategic communications advice or support is required this may be requested through the EMBC Regional Manager.

Stages of Emergency Communications

Roles and responsibilities of each person involved in emergency communications to the public will change based on four different stages of emergency:

- Passive
- Active
- Reactive
- Proactive

Hazards may move into different stages as the event progresses.

Stage 1: Passive Situation

A passive situation is a manageable day-to-day or common event, and has occurred in the past. Examples are severe weather occurrences like winter storms, flooding, or power outages. Because the public has had previous knowledge and experience with these hazards, the emergency communications demands will be low. There is no time pressure due to the storm warnings that will be issued ahead of time, and communications will be informational only. The Emergency Program Coordinator will liaise with the City of Victoria's Engagement Department who will act as the Information Officer unless incidents occur due to the event that dictates a response, and the event is escalated to an Active Situation (Stage 2).

Stage 2: Active Situation

Active Situations may less common than passive situations, such as a large fire or a hazmat incident. Active Situations will require more action for active public engagement to keep residents informed, and to provide additional resources to support this messaging. It is likely that an Information Officer will be needed to assist the EOC. Time pressure and expectations from the public will escalate over time as the

situation progresses, but there will be time for planned messaging. The situation will have local coverage only and information will not be readily available from many sources.

Stage 3: Reactive Situation

A reactive situation is one that is uncommon and requires immediate response (e.g. tsunami notification). The public will want to know what has happened and be continually updated. There will likely be national coverage, and it will be necessary to respond to media and messaging where the City of Victoria may not have any input. Social media monitoring will be very important to counteract incorrect or inaccurate information. Planned messaging will be difficult due to time constraints.

Stage 4: Proactive Situation

A proactive situation has no time pressure as the City of Victoria will be aware of the event ahead of time. Examples of proactive situations may include large sporting events and planned demonstrations or marches. There will be time to prepare messaging and the situation will likely only require monitoring. A proactive situation may also be an ongoing situation, or an incident that is no longer in a response phase, but the public and media still require follow up information.

11 LOGISTICAL CONSIDERATIONS

11.1 Resource Management

The logistics section of the Emergency Operations Centre is responsible for accessing resources such as personnel, equipment, facilities, and finances.

Internal Resources:

- Fire suppression, prevention, and inspection equipment and personnel
- Emergency management equipment (water filtration system, generators, reception centre and group lodging supplies, Polaris all terrain vehicle (ATV), Unmanned Aerial systems (UAS) and personnel, Auxiliary Communications System (ACS) personnel, equipment, and vehicle, Urban Search and Rescue (USAR) equipment and personnel, Emergency Social Services (ESS) volunteers, equipment, and vehicle, Basecamp Connect system for communications interoperability and redundancy, Satellite System, Departmental Operations Centres (DOC) and Emergency Operations Centre (EOC) equipment and personnel;
- Public Works and Engineering equipment and personnel;
- Parks, Recreation, and Facilities equipment and personnel.

External resources

External resources are available should the need arise. If the City is beyond capacity of its internal resources, assistance may be requested from mutual aid partners such as Esquimalt, Saanich, Oak Bay, Colwood, Sidney, Central Saanich, Juan De Fuca, etc. The Regional Emergency Management Partnership (REMP) keeps a shared regional resource list. If mutual aid resources are unavailable then resources may be requested from the Province through EMBC. This is completed via a Resource Request form.

11.2 Volunteer Management

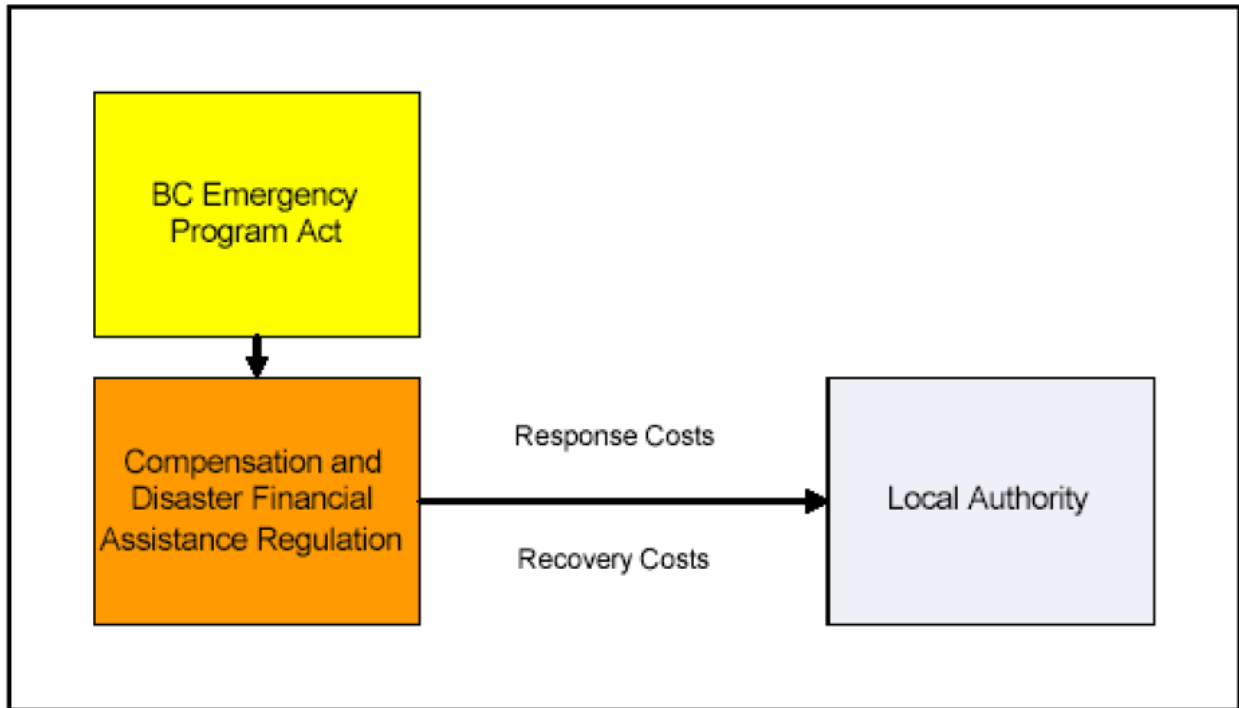
As with all phase of emergency management, preparedness is a shared responsibility, and therefore efforts are made to engage individuals and groups on all levels. Volunteers are a critical component of the emergency management process.

The Emergency Management Division of the Victoria Fire Department recruits, trains, and manages multiple volunteer teams who will be able to assist the City in the event of a major emergency or disaster. The Emergency Program Specialist oversees all volunteer management. For a description of the volunteer teams and their roles refer to section 8.

12 FINANCIAL ASSISTANCE

Under the *Emergency Program Act* and the *Compensation and Disaster Financial Assistance Regulation* (C&DFA), each municipality can receive financial assistance for eligible emergency response costs incurred during a major emergency or disaster, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to municipal operation.

Under this legislation, EMBC is authorized to assist local governments with eligible costs for response and recovery, providing there is sufficient documentation.



Local authorities may receive financial assistance from the province for 100 percent of eligible response costs. Under provincial regulation, local authorities may receive 80 percent of recovery and/or community recovery costs that exceed \$1,000 in total per event. Local authorities are responsible for the remaining twenty percent of eligible costs and all response and recovery costs that are not eligible for financial assistance from EMBC. Please see chart below:

Expense Type	% of Eligible Costs
Local Authority Response	100 %
Local Authority Recovery (accepted claim that exceeds \$1,000)	80 %
Community Recovery (accepted claim that exceeds \$1,000)	80 %
Recovery Administration	10 %
Business Interruption	No eligible costs

Two criteria are common to all categories to qualify for financial assistance:

- Costs must be eligible, and
- Costs must be documented.

12.1 Response Cost

Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from major emergencies and disasters. Response may begin before impact if early information warns of an imminent event, and may continue as long as the event is in progress or the imminent threat exists. EMBC has a mandate which includes minimizing the economic and social impact from major emergencies and disasters.

EMBC is permitted under the C&DFA Regulation to assist a local authority with 100 percent of eligible response costs. Each local authority is expected to pay response costs first, then to submit claims to EMBC for processing.

Eligibility for response costs depends on these factors:

Type of Event – Most disasters caused by natural hazards may be considered for financial assistance under BC legislation, including floods, severe winter storms, landslides and mudslides, and some wildfire situations. Municipal economic losses caused indirectly by unexpected events will likely be considered on a case-by-case basis.

Event Size or Magnitude – Most emergency events will be small in size and require relatively little response effort. The province reserves the right to refuse claims from municipalities for such events as minor floods or snow storms.

Nature of Expenditure – The nature of the response expenditure is an important factor to consider. Only response expenses and staff time over and above normal day-to-day costs are eligible for assistance. Also, eligibility pertains to response costs for efforts needed to preserve public safety related to a specific event.

Contract and Equipment Rates – There are limits on the rates eligible for financial assistance from the province. The province will only assist municipalities with equipment rental costs to the rates accepted by the province. These rates are published in the Blue Book - Equipment Rental Rate Guide, including values for a wide range of heavy equipment.

Response Finance Procedures

To be most effective, the Finance Section of an EOC should be operating as soon as possible in an emergency that generates municipal response costs.

The EOC should undertake four activities to assist with later claims for response costs. These activities include:

Obtain an EMBC Task Number – Request a Task Number from EMBC, either by telephone to the PECC in Victoria, or through the EMBC Regional Manager. Every supplier and contractor, all staff members working overtime, and all volunteers should record and reference the EMBC Task Number in tracking their hours and costs.

Submit Expenditure Authorization Forms, where required – Prepare and submit an Expenditure Authorization Form (EAF) to the PREOC to confirm eligibility of particular response costs for actions being considered by the local government.

Once an EAF has been authorized by the PREOC, the municipality is assured the province will provide assistance to the dollar limit identified, as long as the proper documentation is provided with the claim. If circumstances require an increase in the estimate, the EOC should prepare an addendum to the EAF and seek authorization from EMBC through the PREOC.

Submit Daily Expense Reports – Prepare a daily expense report and submit it to the PREOC.

With the daily totals, the local government will also want to record the total cost amount committed to the entire event to date. The EOC Form 534 “Expenditures Event Totals” serves this function.

Submit Resource Requests – The City of Victoria is responsible for using local resources to fill immediate needs to the greatest extent possible, including any mutual aid that may be available. If locally available resources are insufficient for operational needs, the local government may request assistance through the PREOC, using EOC Form 514 – Resource Request.

All four activities involve direct communication with the PREOC.

12.2 Recovery Costs

Recovery involves efforts to return municipal facilities and materials to pre-disaster conditions. Local government recovery applies to the repair or replacement of structures, equipment and materials that are essential to effective operation. Under the *Compensation and Disaster Financial Assistance Regulation*, EMBC is allowed to assist municipalities with 80 percent of eligible costs required to repair or replace public facilities and materials, after applying a \$1,000 deductible to eligible costs per event.

The City of Victoria will not receive assistance for recovery costs that are not eligible under the Regulation.

12.3 Mitigation and Preparedness

Mitigation and Preparedness initiatives and projects are coordinated through the Emergency Management Division of the Victoria Fire Department. Emergency Management mitigation and preparedness activities are budgeted for under the Victoria Fire Department's budget and are part of the City of Victoria's financial plan.

Additional funding may be applied for through grants that support local governments' emergency programs, such as the Union of BC Municipalities funding program which aims to enhance the resiliency of local governments and their residents in responding to emergencies. Examples of grants and funding that may be available to local governments include:

- Emergency Operations Centre training
- Emergency Social Services
- Evacuation planning
- Risk assessments
- Flood mitigation

For further details, please contact the Emergency Management Division at:

Emergency Management Division
Victoria Fire Department
1234 Yates St, Victoria BC V8V 3M8
250-920-3373

This Act is current to February 3, 2021

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

EMERGENCY PROGRAM ACT

[RSBC 1996] CHAPTER 111

Contents

Part 1 — Definitions and Application

1 Definitions

Part 2 — Administration

2 Provincial Emergency Program

3 Committees

4 Powers and duties of minister

5 Ministerial orders

6 Local authority emergency organization

Part 3 — Emergencies, Disasters and Declared Emergencies

Division 1 — Emergencies and Disasters

7 Implementation of Provincial emergency plans

8 Implementation of local emergency plans

Division 2 — Declaration of State of Emergency

9 Declaration of state of emergency

10 Powers of minister in declared state of emergency

10.1 Powers of Lieutenant Governor in Council in declared state of emergency

10.2 Enforcement

11 Cancellation of declaration of state of emergency

Division 3 — Declaration of Local Emergency

12 Declaration of state of local emergency

13 Powers of local authority in declared state of local emergency

14 Cancellation of declaration of state of local emergency

15 Notification of termination of declaration of state of local emergency

Part 4 — General

16 Expenditures

17 Recovery of costs

18 Exemption from civil liability

19 Compensation for loss

20 Disaster financial assistance

21 Appeals to director on eligibility for disaster financial assistance

22 Appeals to director on amounts of disaster financial assistance

23 Repealed

24 Variation of disaster financial assistance

- 25 Mandatory assistance
- 26 Conflict
- 27 Offence
- 28 Power to make regulations

Part 1 — Definitions and Application

Definitions

1 (1) In this Act:

"declaration of a state of emergency" means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1);

"declaration of a state of local emergency" means a declaration of a local authority or the head of a local authority under section 12 (1);

"director" means the person appointed under section 2 (3) as the director of the Provincial Emergency Program;

"disaster" means a calamity that

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

"electoral area" means an electoral area as defined in the [Local Government Act](#);

"emergency" means a present or imminent event or circumstance that

- (a) is caused by accident, fire, explosion, technical failure or the forces of nature, and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

"government corporation" has the same meaning as in the [Financial Administration Act](#), and includes the South Coast British Columbia Transportation Authority continued under the [South Coast British Columbia Transportation Authority Act](#) and any of its subsidiaries;

"head of a local authority" means

- (a) for a municipality, the mayor or a person designated by the municipal council to act in the capacity of mayor in the mayor's absence, and
- (b) for an electoral area in a regional district, the chair of the board of the regional district, or, in the chair's absence, a vice chair;

"jurisdictional area" means any of the following for which there is a local authority:

- (a) a municipality;

- (b) an electoral area;
- (c) a national park;

"local authority" means

- (a) for a municipality, the municipal council,
- (b) for an electoral area in a regional district, the board of the regional district, or
- (c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;

"local emergency plan" means an emergency plan prepared under section 6 (2);

"Provincial Emergency Program" means the Provincial Emergency Program continued under section 2 (1);

"Provincial emergency plans" means the emergency plans prepared under section 4 (1);

"volunteer" means a volunteer registered by a local authority or the Provincial Emergency Program for the purpose of responding to a disaster or an emergency.

- (2) A local authority has responsibility under this Act for the jurisdictional area for which it is the local authority.

Part 2 — Administration

Provincial Emergency Program

- 2 (1) The Provincial Emergency Program is continued.
- (2) The Provincial Emergency Program is responsible for carrying out the powers and duties vested in it under this Act or by the minister.
- (3) A director and any officers and employees required to enable the Provincial Emergency Program to perform its duties and exercise its powers may be appointed in accordance with the *Public Service Act*.

Committees

- 3 (1) The minister may appoint the committees the minister considers necessary or desirable to advise or assist the Lieutenant Governor in Council, the minister or the director.
- (2) The members of committees appointed under subsection (1) who are not officers or employees of the government, or officers or employees of an agency of the government,
 - (a) are to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in the discharge of their duties under this Act, and

- (b) may be paid remuneration for their services as the Lieutenant Governor in Council may order.

Powers and duties of minister

- 4 (1) The minister must prepare emergency plans respecting preparation for, response to and recovery from emergencies and disasters.
- (2) The minister may do one or more of the following:
- (a) conduct public information programs relating to emergency preparedness and recommend preventive measures to alleviate the effects of emergencies or disasters;
 - (b) make surveys and studies to identify and record actual and potential hazards that may cause emergencies or disasters;
 - (c) make payments and grants, subject to any terms or conditions that the minister may impose, to local authorities or other persons or organizations for the purposes of assisting in emergency prevention, preparedness and response;
 - (d) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
 - (e) enter into agreements with the government of Canada or of any other province, or with any agency of such a government, dealing with emergency plans and programs;
 - (f) review and recommend modification of local emergency plans of local authorities;
 - (g) establish training and training exercise programs;
 - (h) provide support to volunteers as prescribed in the regulations;
 - (i) delegate in writing to the director any of the powers or duties vested in the minister by this Act, except a power
 - (i) to make a declaration of a state of emergency,
 - (ii) to cancel a declaration of a state of emergency,
 - (iii) to cancel a declaration of a state of local emergency, or
 - (iv) to make an order under section 13 (2).

Ministerial orders

- 5 The minister may, by order, do one or more of the following:
- (a) divide British Columbia into various subdivisions for the purpose of organizing integrated plans and programs in relation to emergency preparedness, response and recovery;
 - (b) require local authorities of the municipalities or electoral areas located within a subdivision referred to in paragraph (a) to prepare, in cooperation

with designated ministries, integrated plans and programs, satisfactory to the minister, to deal with emergencies;

- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;
- (d) require a person to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
 - (i) the person engaging in any operation,
 - (ii) the person utilizing any process,
 - (iii) the person using property in any manner, or
 - (iv) any condition that exists or may exist on the person's land.

Local authority emergency organization

- 6 (1) Subject to sections 8 (2), 13 (2) and 14 (3), a local authority is at all times responsible for the direction and control of the local authority's emergency response.
- (2) Subject to subsection (2.1), a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.
- (2.1) For the purposes of subsection (2), a local authority that is the board of a regional district must ensure that it has one local emergency plan that applies, or 2 or more local emergency plans that in the aggregate apply, to all of the electoral areas within the regional district.
- (3) A local authority that is a municipal council or the board of a regional district must establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters and, for that purpose,
- (a) if the local authority is a municipal council, the municipal council must establish and maintain an emergency management organization with responsibility for the whole of the municipality, and
 - (b) if the local authority is the board of a regional district, the board of the regional district must establish and maintain
 - (i) one emergency management organization with responsibility for all of the electoral areas within the regional district, or
 - (ii) 2 or more emergency management organizations that in the aggregate have responsibility for all of the electoral areas within the regional district.
- (3.1) Without limiting subsection (3), a local authority that is a municipal council or the board of a regional district may
- (a) appoint committees the local authority considers necessary or desirable to advise and assist the local authority, and

- (b) appoint a coordinator for each emergency management organization established by it under subsection (3).

(3.2) The minister may, by order, establish one or both of the following:

- (a) if a local authority has not complied with subsections (2) and (2.1), the date by which the local emergency plan or plans required under those subsections must be prepared, with power to establish, for the board of a regional district, different dates for the preparation of local emergency plans for different electoral areas within the regional district;
 - (b) if a local authority has not complied with subsection (3), the date by which the emergency management organization or organizations required under that subsection must be established, with power to establish, for the board of a regional district, different dates for the establishment of emergency management organizations for different electoral areas within the regional district.
- (4) A local authority may, in writing, delegate any of its powers and duties under this Act to the committee, emergency management organization or coordinator referred to in subsection (3), except the power to make a declaration of a state of local emergency.

Part 3 — Emergencies, Disasters and Declared Emergencies

Division 1 — Emergencies and Disasters

Implementation of Provincial emergency plans

- 7 The minister or a person designated in a Provincial emergency plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial emergency plan to be implemented if, in the opinion of the minister or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens.

Implementation of local emergency plans

- 8 (1) A local authority or a person designated in the local authority's local emergency plan may, whether or not a state of local emergency has been declared under section 12 (1), cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens in
- (a) the jurisdictional area for which the local authority has responsibility, or
 - (b) any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance.
- (2) If a Provincial emergency plan has been implemented under section 7, a local emergency plan may be implemented or its implementation may be continued under subsection (1) of this section if and to the extent that the local emergency plan is not in conflict with the Provincial emergency plan.

Division 2 — Declaration of State of Emergency

Declaration of state of emergency

- 9** (1) If satisfied that an emergency exists or is imminent, the minister or the Lieutenant Governor in Council may, by order, declare a state of emergency relating to all or any part of British Columbia.
- (2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of British Columbia in which the emergency exists or is imminent.
- (3) Immediately after a declaration of a state of emergency is made, the minister must cause the details of the declaration to be published by a means of communication that the minister considers most likely to make the contents of the declaration known to the majority of the population of the affected area.
- (4) A declaration under subsection (1) expires 14 days from the date it is made, but the Lieutenant Governor in Council may extend the duration of the declaration for further periods of not more than 14 days each.
- (5) Subsections (2) and (3) apply to each extension under subsection (4) of the duration of a declaration of a state of emergency.

Powers of minister in declared state of emergency

- 10** (1) After a declaration of a state of emergency is made under section 9 (1) and for the duration of the state of emergency, the minister may do all acts and implement all procedures that the minister considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including, without limitation, any or all of the following:
- (a) implement a Provincial emergency plan or any Provincial emergency measures;
 - (b) authorize a local authority to implement a local emergency plan or emergency measures for all or any part of the jurisdictional area for which the local authority has responsibility;
 - (c) require a local authority for a municipality or an electoral area to implement a local emergency plan or emergency measures for all or any part of the municipality or electoral area for which the local authority has responsibility;
 - (d) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (e) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (f) control or prohibit travel to or from any area of British Columbia;
 - (g) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency

medical, welfare and other essential services in any part of British Columbia;

- (h) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- (i) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (j) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- (k) construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- (l) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.

(2) After a declaration of a state of emergency is made under section 9 (1),

- (a) the director or such other person as the minister may appoint is responsible for the coordination and implementation of necessary plans or programs prepared under this Act, and
- (b) all persons and agencies involved in the coordination and implementation are subject to the control and direction of the director or the other person appointed by the minister.

Powers of Lieutenant Governor in Council in declared state of emergency

10.1 (1) After a declaration of a state of emergency is made under section 9 (1), and for the duration of the state of emergency, the Lieutenant Governor in Council may, subject to this section, make regulations as follows to prevent, respond to or alleviate the effects of an emergency or a disaster:

- (a) making an exception to an enactment;
- (b) establishing limits on the application of an enactment;
- (c) establishing powers, duties, functions or obligations that apply in place of or in addition to an enactment;
- (d) establishing conditions in relation to anything done or established under paragraphs (a) to (c).

- (2) Without limiting subsection (1) and subject to this section, the Lieutenant Governor in Council may make regulations as follows to prevent, respond to or alleviate the effects of an emergency or a disaster:
- (a) suspending the application of a provision that establishes a limitation period or a period of time within which a proceeding or process must be commenced or a step must be taken in a proceeding or process;
 - (b) setting out a replacement limitation period or period of time for one suspended under paragraph (a) of this subsection;
 - (c) authorizing an issuer of a permit, licence or other authorization to modify the conditions of a permit, licence or other authorization or to add or remove conditions of a permit, licence or other authorization;
 - (d) authorizing a person, tribunal or other body that has a statutory power of decision to waive, suspend or extend a mandatory time period relating to the exercise of that power.
- (3) The Lieutenant Governor in Council may make a regulation under subsection (1) or (2) only if satisfied that the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation.
- (4) A limitation period or period of time established under subsection (2) (b) or extended by authorization under subsection (2) (d) may extend beyond the date when the relevant declaration of a state of emergency expires or is cancelled.
- (5) If a provision establishing a limitation period or a period of time within which a proceeding or process must be commenced or a step must be taken in a proceeding or process is temporarily suspended by regulation under subsection (2) (a) and the regulation does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the relevant declaration of a state of emergency expires or is cancelled, and the temporary suspension period is not to be counted.
- (6) If a provision requiring the payment of a fee is temporarily suspended by a regulation under subsection (1) or (2) and the regulation does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period.
- (7) This section does not authorize regulations
- (a) shortening a limitation period or a period of time within which a proceeding or process must be commenced or a step must be taken in a proceeding or process, or
 - (b) increasing the amount of a fee.
- (8) A regulation under subsection (1) or (2) may be made retroactive to a specified date that is not earlier than the date of the relevant declaration of a state of emergency and, if made retroactive, is deemed to have come into force on the specified date.

Enforcement

- 10.2** The Lieutenant Governor in Council may, by regulation, specify that a failure to comply with a provision of a regulation made under section 10.1 (1) or (2) is to be treated as though it were a failure to comply with the Act to which that provision relates.

Cancellation of declaration of state of emergency

- 11** (1) When, in the opinion of the minister or the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made under section 9 (1), the minister or the Lieutenant Governor in Council must make an order cancelling the declaration of a state of emergency in respect of that area.
- (2) Immediately after an order is made under subsection (1) or a declaration of a state of emergency expires under section 9 (4), the minister must cause the details of the cancellation or expiry of the declaration of a state of emergency to be published by a means of communication that the minister considers most likely to make the contents of the cancellation order or the fact of the cancellation or expiry known to the majority of the population of the affected area.

Division 3 — Declaration of Local Emergency

Declaration of state of local emergency

- 12** (1) A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.
- (2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made
- (a) by bylaw or resolution if made by a local authority, or
 - (b) by order, if made by the head of a local authority.
- (3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.
- (4) Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must
- (a) forward a copy of the declaration to the minister, and
 - (b) cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

- (5) Subject to section 14 (3), a declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.
- (6) Despite subsection (5), the local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.
- (7) Subsections (2) and (4) apply to each extension under subsection (6) of the duration of a declaration of a state of local emergency.

Powers of local authority in declared state of local emergency

- 13** (1) After a declaration of a state of local emergency is made under section 12 (1) in respect of all or any part of the jurisdictional area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:
- (a) implement its local emergency plan or any local emergency measures;
 - (b) subject to this section, exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister under section 10 (1) (d) to (l);
 - (c) subject to this section, authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister under section 10 (1) (d) to (l).
- (2) If a state of local emergency has been declared under section 12 (1), the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection (1) (b) or (c).
- (3) Immediately after making an order under subsection (2), the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.
- (4) Immediately after the details of an order are communicated to a local authority under subsection (3), the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.
- (5) For the purposes of subsections (3) and (4), the details of an order are communicated to a local authority when those details are communicated to any one of the members of the local authority.
- (6) The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the minister responsible for the administration of the *Community Charter*, but without obtaining

the approval of the electors or the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

Cancellation of declaration of state of local emergency

- 14** (1) The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.
- (2) The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,
- (a) cancel the declaration of a state of local emergency in relation to that part
 - (i) by bylaw or resolution, if the cancellation is effected by the local authority, or
 - (ii) by order, if the cancellation is effected by the head of the local authority, and
 - (b) promptly notify the minister of the cancellation of the declaration of a state of local emergency.
- (3) A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

Notification of termination of declaration of state of local emergency

- 15** (1) Immediately after the termination of a declaration of state of local emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.
- (2) For the purposes of subsection (1), a declaration of a state of local emergency is terminated when
- (a) it expires under section 12 (5) or (6),
 - (b) it is cancelled by the minister or the Lieutenant Governor in Council under section 14 (1),
 - (c) it is cancelled by bylaw, resolution or order under section 14 (2), or
 - (d) it ceases to have any force or effect under section 14 (3) as a result of the making of a declaration of a state of emergency under section 9 (1).

Part 4 — General

Expenditures

- 16** (1) Any expenditures under this Act considered necessary or advisable by the minister to make payments or grants under section 4 (2) (c) or (d) or to implement a Provincial emergency plan or Provincial emergency measures under section 7 or 10 (1) (a) may be paid out of the consolidated revenue fund without an appropriation other than this section.
- (2) Nothing in subsection (1) authorizes the minister to make a payment for disaster financial assistance out of the consolidated revenue fund.

Recovery of costs

- 17** (1) If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the government or a local authority to prevent, respond to or alleviate the effects of the emergency or disaster, the person must, on the request of the minister or head of a local authority, pay to the Minister of Finance or the local authority the lesser of
- (a) the portion of the expenditures that is equal to the portion of the liability for the occurrence of the emergency or disaster that is attributable to the person, and
 - (b) the amount demanded by the minister or head of a local authority.
- (2) Nothing in subsection (1) relieves a person from any other liability.

Exemption from civil liability

- 18** No person, including, without limitation, the minister, the other members of the Executive Council, the director, a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to person or property that results from
- (a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Act, unless, in doing or omitting to do the act, the person was grossly negligent, or
 - (b) any acts done or omitted to be done by one or more of the persons who were, under this Act, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

Compensation for loss

- 19** (1) Despite section 18, if as a result of the acquisition or use of a person's land or personal property under section 10 (1) (d) or 13 (1) (b) or (c), the person suffers a loss of or to that property, the government or the local authority that acquired or used or directed or authorized the acquisition or use of the property must compensate the person for the loss in accordance with the regulations.
- (2) Despite section 18, if a person suffers any loss of or to any land or personal property as a result of any other action taken under section 7, 8 (1), 10 (1) or 13 (1), the government or the local authority, as the case may be, that took or authorized or

directed the taking of the action may compensate the person for the loss in accordance with the regulations.

- (3) If any dispute arises concerning the amount of compensation payable under this section, the matter must be submitted for determination by one arbitrator or 3 arbitrators appointed under the *Arbitration Act* and
- (a) the person who is to be compensated must, in a notice served on the minister, elect whether one or 3 arbitrators are to be appointed, and
 - (b) the *Arbitration Act* applies to the dispute.

Disaster financial assistance

- 20** (1) The Lieutenant Governor in Council may, by regulation, establish criteria by which the eligibility of a person to receive disaster financial assistance is to be determined.
- (2) The Lieutenant Governor in Council or the minister may provide disaster financial assistance in accordance with the regulations to persons who suffer loss as a result of a disaster.

Appeals to director on eligibility for disaster financial assistance

- 21** (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of notice that the person was determined not to meet the eligibility criteria set under section 20 (1), appeal that determination.
- (2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person in respect of whom the determination was made may not appeal the determination.
- (3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the appellant's eligibility for disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:
- (a) request additional information from the appellant;
 - (b) convene a hearing.
- (4) After conducting a review under subsection (3), the director may
- (a) confirm the determination, or
 - (b) overturn the determination and direct that the person be considered to be eligible to receive disaster financial assistance.
- (5) The director must inform the appellant of the decision reached under subsection (4).
- (6) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Appeals to director on amounts of disaster financial assistance

- 22** (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of disaster financial assistance provided under section 20, appeal the

amount of that disaster financial assistance.

- (2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person is deemed to have accepted the sum paid by way of disaster financial assistance in full settlement of the person's loss, and no proceedings to determine or seek an increase in the amount of the disaster financial assistance provided for that loss may be brought by that person.
- (3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the amount of disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:
 - (a) request additional information from the appellant;
 - (b) convene a hearing.
- (4) After conducting a review under subsection (3), the director may confirm, increase or decrease the amount of the disaster financial assistance and must inform the appellant of the decision.
- (5) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Repealed

23 [Repealed 2003-7-14.]

Variation of disaster financial assistance

- 24** (1) If a person is, under section 22, determined to be entitled to disaster financial assistance in an amount that is greater than the disaster financial assistance, if any, provided to the person under section 20, the government must promptly provide to the person the additional amount of disaster financial assistance decided by the director.
- (2) If the director determines, under section 22, that a person is entitled to an amount of disaster financial assistance that is less than the amount of disaster financial assistance provided to the person under section 20, the person must repay to the government the amount of the disaster financial assistance that was an overpayment within 60 days after being informed of the director's decision under section 22.

Mandatory assistance

- 25** (1) If a person who is authorized to do so under section 10 (1) (e) or 13 (1) makes an order requiring a person to provide assistance, the person named in the order must provide the assistance required by the order.
- (2) A person's employment must not be terminated by reason only that the person is required to provide assistance under this section.

Conflict

- 26** Unless otherwise provided for in a declaration of a state of emergency made under section 9 (1) or in an extension of the duration of a declaration under section 9 (4), if there is a conflict between this Act or the regulations made under this Act and any other Act or regulations, this Act and the regulations made under this Act prevail during the time that the declaration of a state of emergency made under section 9 (1) and any extension of the duration of that declaration is in effect.

Offence

- 27** (1) A person commits an offence who
- (a) contravenes this Act or the regulations, or
 - (b) interferes with or obstructs any person in the exercise of any power or the performance of any duty conferred or imposed under this Act.
- (2) A person who commits an offence under subsection (1) is liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

Power to make regulations

- 28** (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) assigning responsibility to ministries, boards, commissions or government corporations or agencies for the preparation or implementation of all or any part of plans or arrangements to deal with emergencies or disasters;
 - (b) delegating to any person or committee appointed under this Act or to any one or more members of the Executive Council any of the powers vested by this Act in the minister or the Lieutenant Governor in Council, except the power to make an order for a declaration of a state of emergency or to make regulations;
 - (c) respecting the assessment of damage or loss caused by an emergency or disaster, the processing of claims for compensation for the damage or loss and the payment of compensation for the damage or loss;
 - (d) respecting eligibility for, the processing of claims for and the payment of disaster financial assistance;
 - (e) governing the sharing of costs incurred by the government or by a local authority in conducting emergency operations;
 - (f) respecting the registration, responsibilities and training of and training exercises for volunteers and volunteer agencies;
 - (g) requiring persons to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that

might arise from any hazard to persons or property and that is or may be created by

- (i) the person engaging in any operation,
 - (ii) the person utilizing any process,
 - (iii) the person using property in any manner, or
 - (iv) any condition that exists or may exist on the person's land;
- (h) respecting the form and content of emergency plans;
- (i) in respect of any power available to a local authority under section 13 (1);
- (j) respecting the form and content of any notice of appeal delivered to the director under section 21 (1) or 22 (1).

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Committee of the Whole Report

For the Meeting of February 18, 2021

To: Committee of the Whole **Date:** February 4, 2021

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

Subject: Development Variance Permit Application No. 00249 for 1260 Grant Street and 1289 Gladstone Avenue

RECOMMENDATION

That, subject to a formal response from the School District consenting to the request for Statutory Right-of-Ways on Fernwood Road, Grant Street and Gladstone Avenue, that Council, after giving notice and allowing an Opportunity for Public Comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Variance Permit Application No. 00249 for 1260 Grant Street and 1289 Gladstone Avenue, in accordance with:

- a. Plans date stamped December 24, 2020.
- b. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. relaxation to all of the impacted lots for setbacks, site coverage, height, number of storeys and open site space requirements;
 - ii. relaxation to permit building over property lines and a street;
 - iii. relaxation to permit parking spaces on separate lots;
 - iv. relaxation of required parking from 283 spaces to 149;
 - v. allow a roof deck.
- c. Registration of Statutory Right of Ways on the property's title, on terms and in a form to the satisfaction of the Director of Engineering and Public Works and City Solicitor, to allow pedestrian network improvements in the following areas:
 - i. a 6.1m section along the property frontage on Gladstone Avenue
 - ii. a 3.9m section along the property frontage on Grant Street
 - iii. a 2.9m section on the property frontage on Fernwood Road, north of Vining Street, reducing to 0.9m in the section between the existing transit stop and the Belfry Theatre
 - iv. a 0.5m section along the property frontage on Fernwood Road, south of Vining Street.

- d. Submission of a revised Arborist Report and landscape plans, to the satisfaction of the Director of Parks, Recreation and Facilities, in order to assess the impact of the proposals upon trees and specifically including the following information:
 - i. the applicant must confirm the proposed relocation area of the Pad Mounted Transformer (PMT) and have the project arborist review its impact on trees. The PMT shall be located on school land and the information provided should include the location of any new conduits required, including in the City's Right-of-Way;
 - ii. the landscape plan shall identify two replacement trees for the proposed removal of each bylaw protected tree. Large canopy replacement trees are preferred;
 - iii. include a plant list showing the quantity of new trees proposed, species and size. Clearly identify proposed new trees on the Landscape Plan.
- e. Revised plans illustrating proposed pedestrian improvements and driveway crossing designs that are consistent with the *Highway Access Bylaw* and *Subdivision and Development Servicing Bylaw*, to the satisfaction of the Director of Engineering and Public Works.
- f. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Variance Permit Application for the property located at 1260 Grant Street and 1289 Gladstone Avenue (Victoria High School). The application proposes a number of variances associated with additions and seismic renovations to the existing school and the construction of a future daycare.

The majority of the variances are required due to the school being located on multiple lots and are related to setbacks, site coverage, open site space, buildings being located on lot lines and parking being located on separate lots. In addition, the application seeks a height variance to support new stairwells associated with the seismic upgrades and a parking variance.

The following points were considered in assessing this application:

- the proposal is consistent with the *Official Community Plan, 2012* (OCP) that recognizes the importance of schools and their role in creating a complete community
- the proposal is consistent with the *Fernwood Neighbourhood Plan* which seeks the improvement of educational services in the community
- additional information is required to assess the impact of the proposal upon bylaw protected trees
- the proposed variances are generally supportable and would not have a negative impact on neighbours or the wider neighbourhood.

BACKGROUND

Description of Proposal

The application proposes a number of variances associated with additions and seismic renovations to the Victoria High School and the construction of a future daycare. Specific details include:

- a two-storey addition to the east face of the previous building addition
- a landscaped outdoor teaching space on the roof of the two-storey addition
- two, four-storey stairwells on the north face of the original school building
- a future daycare space
- reconfigured surface parking areas
- landscape improvements adjacent to the parking areas and main school entrance.

The proposed variances are related to:

- setbacks, site coverage, open site space, buildings located on highway and lot lines and parking on adjacent parcels, as a result of the school site consisting of multiple lots
- relaxing the building height and number of storeys
- relaxation of required parking from 283 stalls to 149 stalls
- allowing a roof deck to support an outdoor teaching space.

Sustainability

The applicant has indicated the following sustainability features will be provided in association with this proposal:

- Renovations take advantage of embodied carbon and reduce the demand for virgin materials. Vic High is built of quality brick, stone, concrete and terra cotta structure which creates a strong shell for the building. Upwards of 11% of carbon emission in a building are due to 'upfront' carbon, or what is associated with materials and construction processes to construct a new building. The work at Vic High reduces the carbon associated with construction by reusing the building shell.
- Construction includes the salvage of original interior building features to reduce the need for virgin materials. Heritage slate chalkboards, marble partitions, radiators, wood doors and trim and casework will be reused or repurposed throughout the school.
- Construction may include the use of CarbonCure concrete, a Canadian technology that injects carbon dioxide into concrete. The carbon dioxide then becomes chemically converted into Calcium Carbonate and sequestered permanently. Each cubic yard of concrete sequesters approximately 25lbs of CO₂.
- Complete replacement of lighting throughout the heritage school and much of the 1950 art wing addition to new LED lighting.
- Complete replacement of all mechanical systems in the school. The existing heating plant of steam boiler system (with roughly 50-60% efficiency) in the basement will be replaced with new condensing natural gas boilers with 90-95% efficiency. This will reduce the overall gas usage of the school.
- Existing ventilation systems will be replaced by heat recovery ventilators with 80-85% heat recovery efficiency. This will reduce heat required for ventilation air and electric energy to fans as systems are running only when building is occupied.
- Complete replacement of plumbing throughout the heritage school and all new plumbing

fixtures will be low-flow fixtures to reduce both cold and hot water use.

- Replacement of all classroom windows with double pane thermal argon filled windows. New windows will significantly reduce energy loss in the heritage school. The School District is currently finalizing funding for window replacement and restoration on the original school building, which still uses the original single pane windows.
- Energy modeling of the new addition was used to look at glazing combinations and using different types of glass, including insulated glazing panels, as well as combinations of standard double glazed and ultra-thermal performance double and triple glazing.

Active Transportation

The application proposes the following features which support active transportation:

- 20 long term bike racks within an enclosed structure
- 180 short term bike racks
- shower facilities for staff and students
- pedestrian connections to the 8m wide Greenway which is planned to be constructed to the west and associated with the proposed Capital Region District (CRD) Housing project.

In addition to the above staff are seeking to secure Statutory Right of Ways (SRWs) to support pedestrian sidewalk improvements on Grant Street, Fernwood Road and Gladstone Avenue, to support the high volume of pedestrians in the area and improve accessibility in the built environment. Staff are also working with the applicant on the establishment of a new accessible bus stop with a new shelter on Fernwood Road, located closer to the school entry, to support public transit use.

Public Realm

Frontage works have been requested in association with this Development Variance Permit and further details are provided in the Analysis section of this report.

Accessibility

The applicant has indicated the following accessibility features will be provided in association with this proposal:

- increased accessible parking from two to five stalls, of which one stall will be oversized for van parking and two of the new stalls will have dimensions that are in line with the latest accessible parking designs currently under development
- a new accessible entrance will be provided from Fernwood Road
- improved accessible access from the Grant Street entrance including maintaining auto door opener, removal of vestibule doors and addressing exterior ramp as required
- a new elevator to serve all floors of the school, including a gymnasium and Fairey Tech level, will be provided
- an accessible changeroom and showers will be provided at the gymnasium level
- a 16m² personal care room will be provided on level two and will include a gantry lift system, adult sized change table, accessible toilet and sink, oversized accessible shower and storage room with charging area for a wheelchair
- a 31m² sensory room will be provided on level two
- accessible stations will be provided in specialty classrooms including Foods, Chemistry and Biology

- non-gender segregated changing rooms and showers provided at the gymnasium level
- non-gender segregated washrooms will be provided on every level of the school.

Existing Site Development and Development Potential

The site is presently occupied by Victoria High School.

Under the current R-2 Zone, Two Family Dwelling District, the property could be developed with duplexes or single-family dwellings (with secondary suites) on multiple lots or a range of public buildings could be accommodated on the site.

Data Table

The following data table compares the proposal with the existing R-2 Zone. An asterisk is used to identify where the proposal does not meet the requirements of the existing Zone. Due to the fact that the building straddles numerous lots and a highway the proposal appears to be inconsistent with several siting requirements and, as evident in the table below, it is challenging to present zoning information in a meaningful way. The majority of variances are technical in nature and already in existence. Key changes that would have an outwardly noticeable appearance include the four-storey stairwell additions, single-storey and two-storey additions (mainly visible from Fernwood Road to the east) and reconfigured site parking to the rear (west) of the school.

Zoning Criteria	Proposal	Existing R-2 Zone
Density (Floor Space Ratio) – maximum	N/A	0.5:1
Height (m) – maximum	>11*	11
Storeys – maximum	>2.5*	2.5
Site coverage (%) – maximum	>40*	40
Open site space (%) – minimum		
Open site space	<30*	30
Minimum (rear yard)	<33*	33
Setbacks (m) – minimum		
Front	<7.5*	7.5
Rear	<10.7 or 35% of lot depth*	35% of lot depth or 10.7

Zoning Criteria	Proposal	Existing R-2 Zone
Side	<3 or 10%*	10% or 3
Side	<1.5 or 10%*	10% or 1.5
Combined side yard	<4.5*	4.5
Building over property line	Yes*	Not permitted
Roof deck	Yes*	Not permitted
Parking – minimum	149*	283
Parking location	On separate lots*	Not permitted on separate lots
Bicycle parking stalls – minimum		
Short Term	180	13
Long Term	20	2

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications*, on December 8, 2020, the application was referred for a 30-day comment period to the Fernwood CALUC. At the time of writing this report, a letter from the CALUC had not been received.

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

ANALYSIS

Official Community Plan

The proposal is consistent with the *Official Community Plan, 2012* (OCP) which includes policies that support schools and recognize the importance of their role in creating complete communities.

Fernwood Neighbourhood Plan

The proposal is consistent with the *Fernwood Neighbourhood Plan* which seeks the improvement of educational services in the community.

Tree Preservation Bylaw and Urban Forest Master Plan

The applicant has submitted an Arborist Report for the site in conjunction with a concurrent Tree Permit Application. Revisions to the report and to the landscape plan are required and must include the following information:

- the proposed relocation area of the Pad Mounted Transformer and its impact on trees
- two replacement trees shall be identified for the proposed removal of each bylaw-protected tree
- a plant list showing the quantity of new trees proposed, species and size.

The staff recommendation includes wording requiring that this information be provided prior to issuance of the Development Variance Permit.

Variances

Setbacks, Site Coverage and Open Site Space

The Victoria High School site consists of multiple lots and a highway that are predominantly in the R-2 Zone, Two Family Dwelling District, resulting in each individual lot having setback, site coverage and open site space requirements. Similar to the existing buildings on site, the proposed building additions would not comply with these *Zoning Regulation Bylaw* requirements and the proposal results in multiple variances. The proposed setback, site coverage and open site space variances are considered supportable as, in the opinion of staff, they are largely technical in nature and would not negatively impact neighbours or the wider community.

Working with the applicant it has been determined that rather than identify each individual setback, site coverage and open site space variance associated with each impacted lot, which would be numerous, a simpler approach is to vary General Regulation 14(2)(b) of the *Zoning Regulation Bylaw*. This regulation states that buildings and structures in a zone must comply with the maximum and minimum requirements for floor area, floor space ratio, height, number of storeys, setbacks and site coverage.

Height

The existing zoning limits the maximum building height for a school to 11m and the number of storeys to 2.5. The existing school is four storeys and 23.6m in height, and the proposal seeks two separate stairwell additions on the north side of the existing building which are both 4 storeys and approximately 17.3m in height. These additions are required as part of the seismic upgrade of the existing building and would not exceed the eaves height of the existing building.

While clearly visible to the north of the site, the stairwell additions are a critical part of the seismic renovations, would be located approximately 70m from the closest neighbouring property and are not deemed to have a significant impact on the heritage building (this is further discussed in the Heritage section of this report below). The proposed height variance is therefore considered supportable.

It is also proposed that General Regulation 14(2)(b) be varied to allow the height variance. However, it should be noted that, as a condition of the Development Variance Permit, development must be carried out in accordance with the submitted plans. This prevents the applicant from building over the permitted height of 11m anywhere else on the site without further Council approval.

Building Over Lot Lines

Due to the circumstances of the site consisting of multiple lots, further variances are required to allow the building additions to be located over lot lines and a highway. Again, these variances are technical in nature and the additions would not negatively impact neighbours or the wider community.

In this instance, General Regulation 19 of the *Zoning Regulation Bylaw* would be amended to allow the requested variances associated with building over the lot line.

Parking

The application proposes a parking variance from 283 stalls to 149 stalls. The applicant has pointed out that the City calculates parking for schools based on floor area and, while this may result in an accurate parking demand for other schools, particularly new schools, the existing Victoria High School is relatively unique in that it has large underutilized storage and service areas, two full size gymnasiums, an auditorium and other spaces which, in this case, result in a parking requirement that perhaps does not accurately reflect the intensity of use within the school space. As such, the applicant has provided a parking study (attached) to estimate the demand for on-site parking at the subject site based on the proposed scope of the addition. This study concludes that between 150 and 160 parking stalls would address on-site parking demand associated with the proposed additions.

The applicant is proposing that 149 vehicle stalls be provided and that additional bicycle parking facilities and end-of-trip showering facilities be supplied to offset the shortfall in on-site parking stalls. City staff support these measures and have also determined that further work, specifically off-site improvements to support pedestrian connectivity and accessibility in and around the site, would be beneficial to further support the proposed parking variance. As such, staff have negotiated for SRWs to be registered on title, to support the following:

- **Gladstone Avenue**

There are currently existing sidewalks, curbs, and a portion of the roadway located on the Victoria High School site. To rectify and ensure the City can continue to maintain and provide public access to these areas, an SRW of approximately 6.1m has been requested. This proposed SRW will capture the existing portions of the roadway, curb and sidewalk that are currently located on the school site and enable enhancements of the sidewalk including its widening and the introduction of a new landscaped boulevard. This work would be done as a part of the frontage improvements with the project.

- **Grant Street**

An area of approximately 3.9m is requested as part of an SRW to undertake pedestrian enhancements on Grant Street adjacent to the School. This would align with an SRW and new sidewalk being provided by the proposed Capital Region District (CRD) Housing project to the west of the school at 1209/1230 Grant Street, capturing the existing portions of the sidewalk currently located on the school site and providing space for a widened sidewalk and new landscaped boulevard. This work would be done as a part of the frontage improvements with the project.

- **Fernwood Road**

To enable pedestrian and public transit enhancements on Fernwood Road, an area of approximately 2.9m is requested as part of an SRW north of Vining Street. This space will be used to locate an accessible transit shelter and bus stop in front of the

school. Beyond the shelter, an area of approx. 0.9m will enable the widening of the sidewalk up to the Belfry Theatre. City staff will recommend that BC Transit provide the new shelter for this location as a part of the City's / BC Transit annual shelter partnership program. A collaborative process will support a sidewalk design that addresses the existing features in this area, such as basketball courts.

South of Vining Street, an area of 0.5m is also being requested to enable widening of the sidewalk. The original request was for 1.5m of space, however the School District was concerned about perceived loss of greenspace in this area. A more modest 0.5m SRW will improve the existing conditions by removing barriers for people with disabilities and help service additional pedestrian traffic associated with the proposed school expansion.

The areas identified above are illustrated in a proposed SRW plan attached to this report.

The City has received confirmation from the School District that they are in agreement, in principle, to enter into the requested SRWs, however, this agreement requires final approval from the School District Board.

Subject to the applicant formally agreeing to work with the City to register the aforementioned SRWs, staff consider that the proposed variance is supportable. If the School District does not consent to this request, then staff will work with the School District to identify other potential Transportation Demand Management measures that could be employed at the site to offset the demand for off-street parking and provide an update to Council prior to the Opportunity for Public Comment.

It should be noted that the applicant has indicated that a daycare will be provided on site at some point in the future which will also generate demand for motor vehicle parking, pedestrian infrastructure and transit facilities. The application includes a parking variance for that daycare based on the anticipated floor area associated with this use, however, details of the final daycare location and design have not been provided (an approximate location of this future building has been indicated on the plans showing a location in the north-east corner of the site). A not-for-profit daycare at this location would not require a Development Permit or Council approval of the final location of such a building or its design.

Parking provided on separate lots

In addition to the parking stall variance, a variance is also required to allow parking stalls to be located on adjacent lots. Again, this is a supportable variance, which is technical in nature and results from the site consisting of multiple lots.

Roof deck

The existing site zoning prohibits roof decks. The purpose of this regulation is primarily to avoid overlook and privacy issues in a residential context. The applicant proposes a landscaped roof deck area above the two-storey addition as a space to allow for outdoor classroom learning opportunities. This deck would be located over 60m from the nearest residential property.

The proposed roof deck variance is supportable as it would not result in any negative impacts upon the residential amenity enjoyed by any neighbouring property.

Heritage

The subject property is listed on the Register of Heritage Properties and the OCP identifies it as a Landmark Heritage Building.

The applicant voluntarily presented their proposals to the Heritage Advisory Panel (HAPL) at its August 11, 2020 meeting. HAPL was generally supportive of the application, with members complimenting the massing, use of materials and overall integration of the proposed addition and stair towers with the heritage building. HAPL members offered the following comments and questions on the proposal:

- The seismic stair towers obscure the frieze band beneath the cornice at the top of the building and should be lowered if technically possible.
- Will the windows on the main building be preserved or replaced?
- The new addition should more clearly reference the design language of Victoria High School, particularly the strong horizontal bands across the façade. The mullions or detailing of the new addition should reference these features.

In response to HAPL's comments the applicant has provided the following revisions and responses:

- The stair towers are seismic elements to transfer the roof load from the attic into the slab over the stair element. Although the intersection of the towers with the frieze band is awkward, the additional height is required for the seismic function of the towers.
- The School District is considering three strategies for window replacement. Two involve restoring the existing windows and the third strategy is to restore the custom windows on the façade and replace only the standardized windows.
- The window mullions and window pattern of the new addition have been revised to create clear horizontal bands across the facade, roughly corresponding to the belt course of Victoria High School.

In staff's opinion, the responses adequately address HAPL's questions and concerns.

Staff also requested that the applicant consider Heritage Designating the property, however, they have confirmed that they are not interested in pursuing this at this time.

CONCLUSIONS

The proposed application for variances associated with additions and seismic renovations to Victoria High School is consistent with City policy. Subject to the School District Board's formal response to the request for the SRWs, the proposed variances are considered supportable and would not impact the neighbouring properties or the wider neighbourhood.

ALTERNATE MOTION

That Council decline Development Variance Permit Application No. 00249 for the property located at 1260 Grant Street and 1289 Gladstone Avenue.

Respectfully submitted,

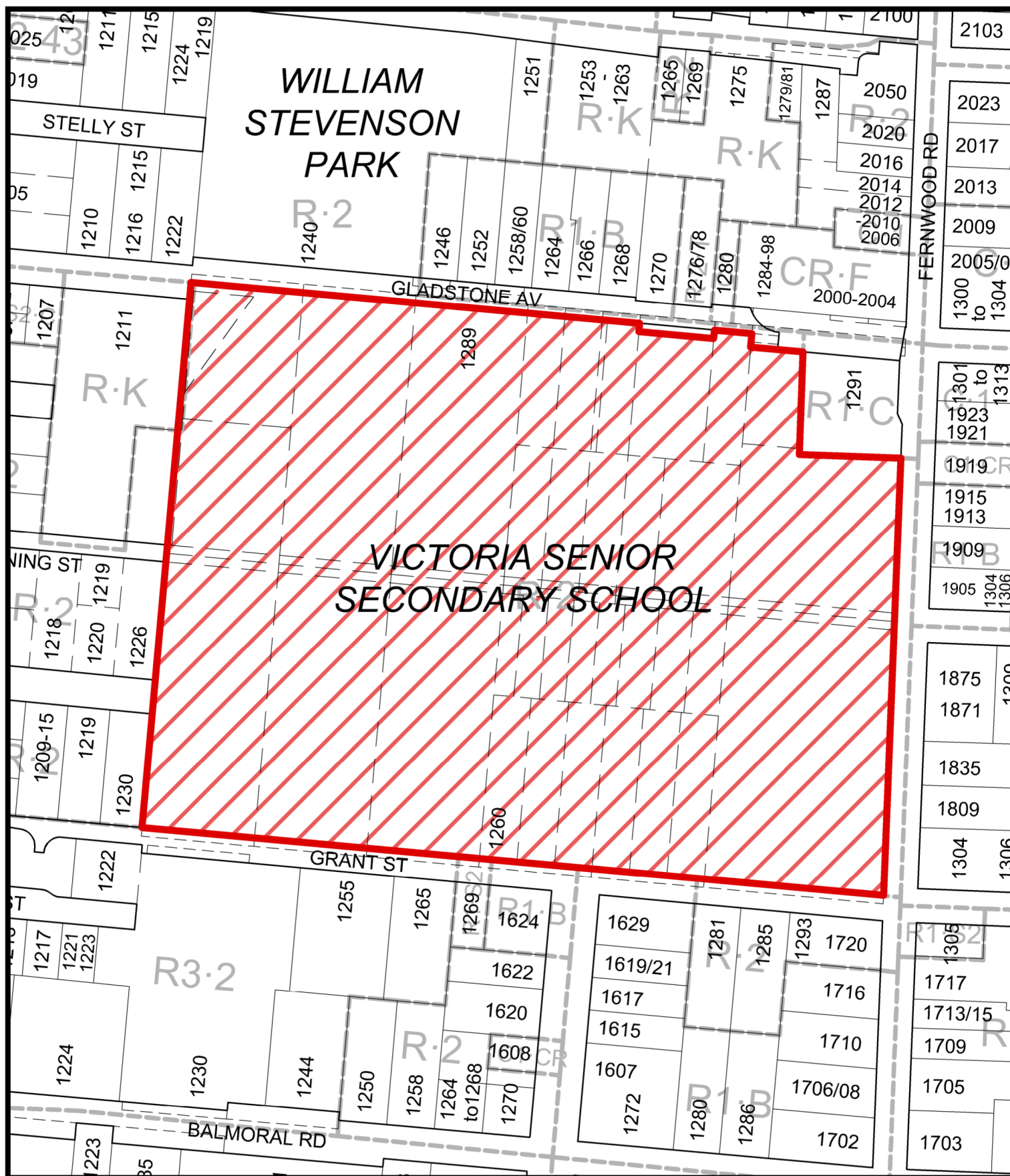
Jim Handy
Senior Planner – Development Agreements
Development Services Division

Karen Hoese, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager.

List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans Date Stamped December 24, 2020
- Attachment D: Letter to Mayor and Council Dated November 27, 2020
- Attachment E: Parking Study Dated July 13, 2020
- Attachment F: Requested Statutory Rights of Way.



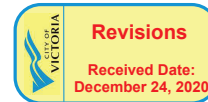
1260 Grant Street & 1289 Gladstone Avenue
Development Variance Permit No.00249





1260 Grant Street & 1289 Gladstone Avenue
Development Variance Permit No.00249





Parking Count	
Standard stalls	79
Accessible stalls	3
Total stalls	82

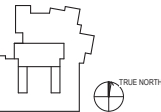


HDR ARCHITECTURE ASSOCIATES
20 ALAN TYLE ROAD
VICTORIA, B.C. V8M 1A5
PH: 1.250.388.5585



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STUBBS
Project Designer	JACOB SMITH
Project Architect	LADON LANDSCAPE ARCHITECTS
Landscaping Architect	WESTERHOF ENGINEERING
Structural Engineer	WHEELS ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Planning Engineer	ME ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Wayfinding	HDR ARCHITECTURE

NO.	DATE	DESCRIPTION
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2	NOV. 24, 2020	ISSUED FOR VARIANCE PERMIT REVISIONS

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Original Name	10190223

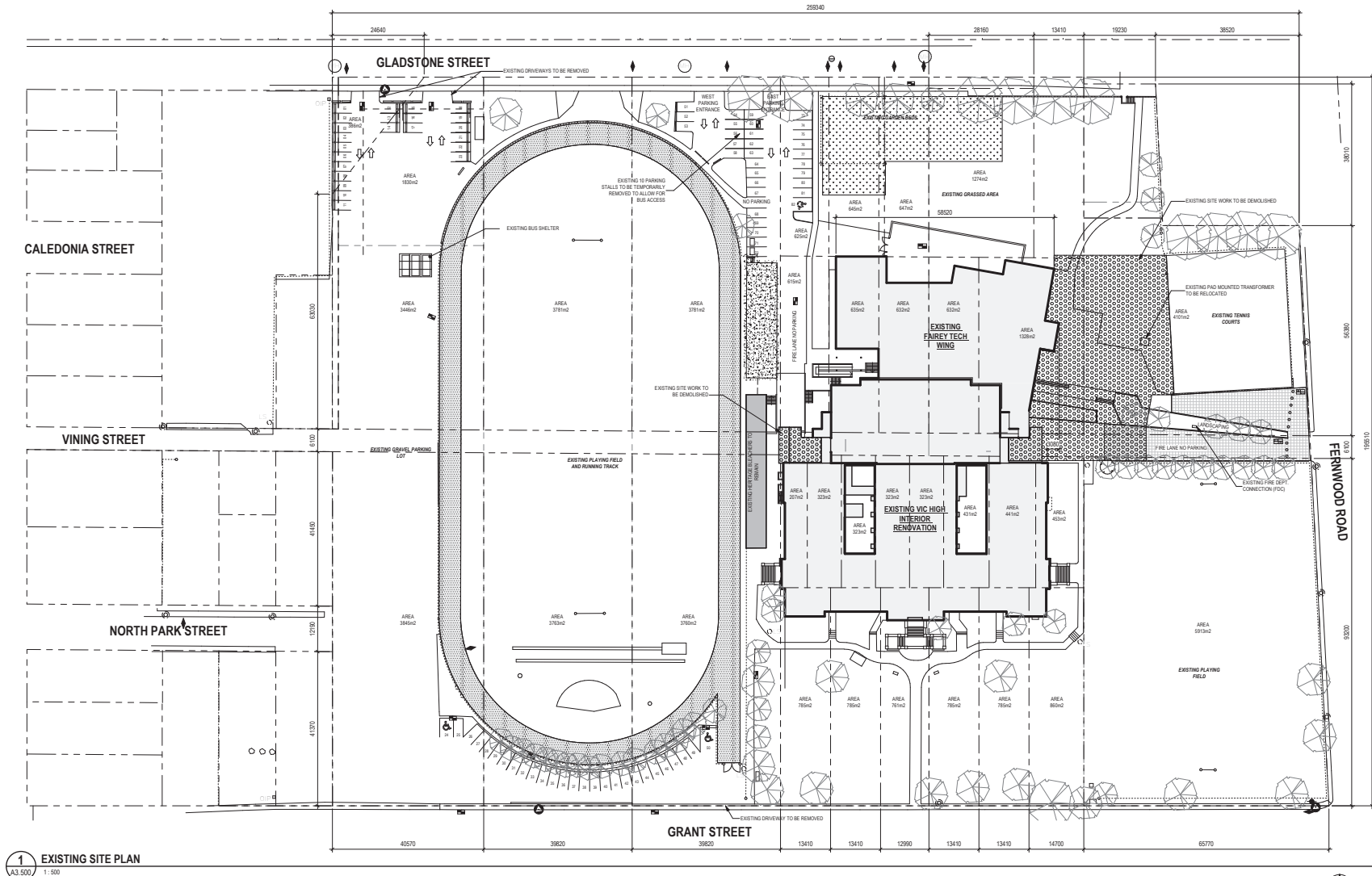
Sheet Name
Variance Submission for City -
Site Plan - Existing

Scale
1:500

Sheet Number

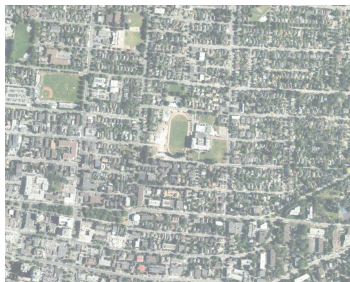
AC1.1

Project Status
Project Status



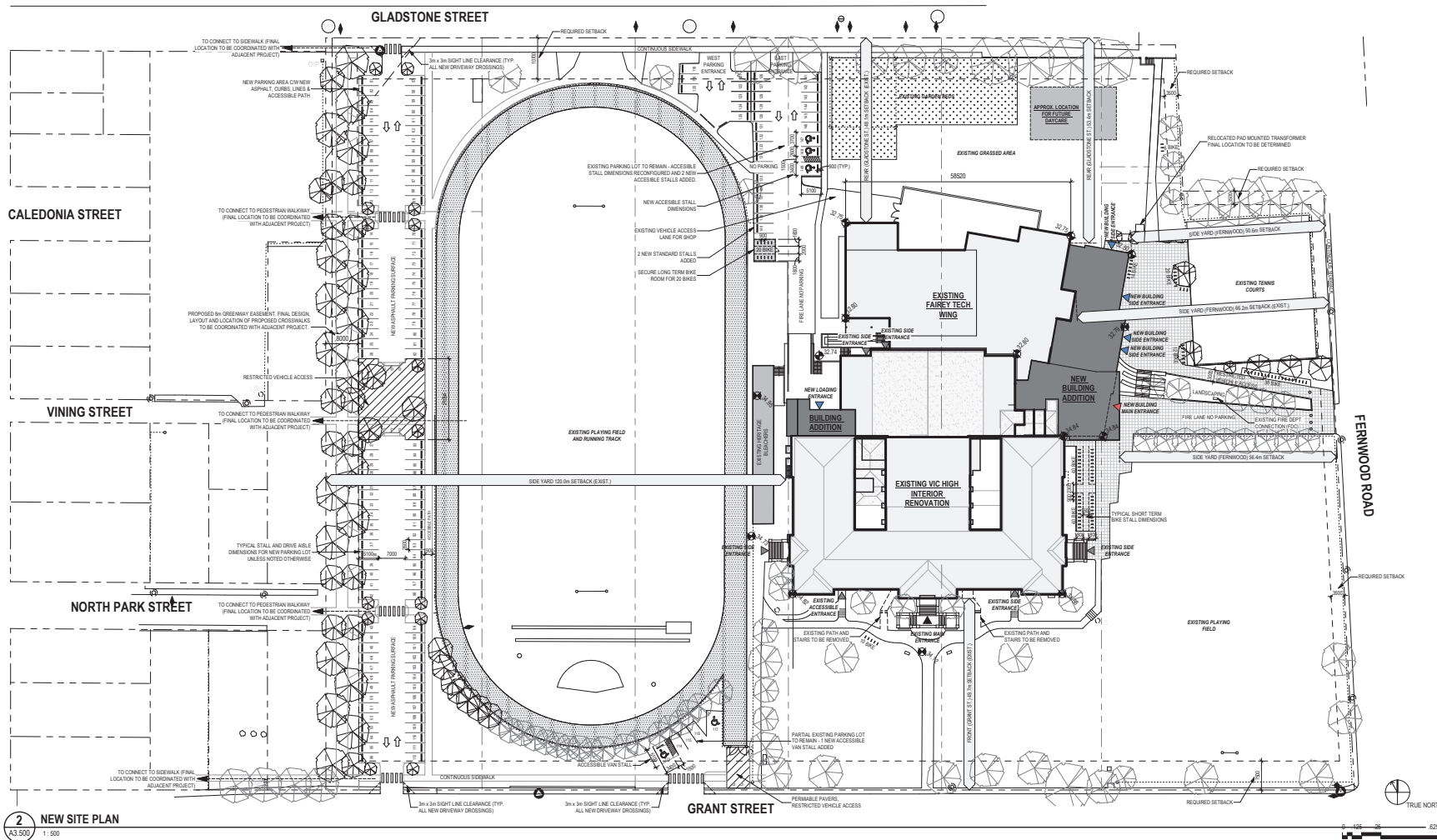
1 EXISTING SITE PLAN
A3.500 1:500





PROJECT DATA			
CITY ADDRESS:	1265 GRANT STREET, VICTORIA, BC, CANADA		
LEGAL DESCRIPTION:	LOT 8, SECTION 58, SPRING RIDGE, VICTORIA, PLAN 25138, LOT A.F. SECTION 57, SPRING RIDGE		
PROJECT DESCRIPTION:	RENOVATION AND ADDITION TO EXISTING SCHOOL		
FLOOR AREA:			
EXISTING FLOOR AREA	19,275 sq ft (207,474 sq ft)		
NEW FLOOR AREA ADDED	1,008 sq ft (10,734 sq ft)		
TOTAL FLOOR AREA	20,283 sq ft (218,208 sq ft)		
REQUIRED:	PROPOSED:		
43,751 sq ft (323,945 sq ft)	55,545 sq ft (597,979 sq ft)	43,751 sq ft (323,945 sq ft)	
SITE COVERAGE:	12%	MAX. 40%	14%
OPEN SPACE:	80%	MIN. 30%	70%
FLOOR SPACE RATIO:	0.39 to 1	MAX. 0.42 to 1	0.42 to 1
BUILDING HEIGHT:	23.9m (77.4 ft)	11m (36.1 ft)	23.9m (77.4 ft)
NUMBER OF STOREYS:	4	2.5	4
*ALL PARKING AREAS HAVE A SLOPE OF LESS THAN 3%			

PARKING (VEHICLE):	REQUIRED	PROPOSED
	263	149
PARKING (BICYCLE):		
LONG TERM	13	20
SHORT TERM	108	189
TOTAL:	181	209



2 NEW SITE PLAN
A3.500 1:500

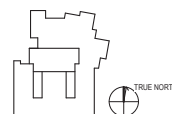


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20-1403 THE ROAD
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PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager:	DANIEL STODOL
Project Designer:	JACOB BARR
Project Architect:	LARSEN LANDSCAPE ARCHITECTS
Landscaping Architect:	LANDSCAPE ARCHITECTS
Structural Engineer:	STRUCTURAL ENGINEERING
Mechanical Engineer:	MECHANICAL ENGINEERING
Electrical Engineer:	ELECTRICAL ENGINEERING
Planning Engineer:	PLANNING ENGINEERING
Interior Designer:	INTERIOR DESIGN
Equipment Planner:	EQUIPMENT PLANNING
Architectural:	ARCHITECTURE
Sheet Reviewer:	2010000

NO.	DATE	DESCRIPTION
1	AUGUST 11, 2020	ISSUED FOR VARIANCE PERMIT
2	NOV. 26, 2020	ISSUED FOR VARIANCE PERMIT

Project Number: 10100000
Original Date: 10/10/20

Sheet Name:
Variance Submission - Site
Plan - New

Scale:
As Indicated

Sheet Number:

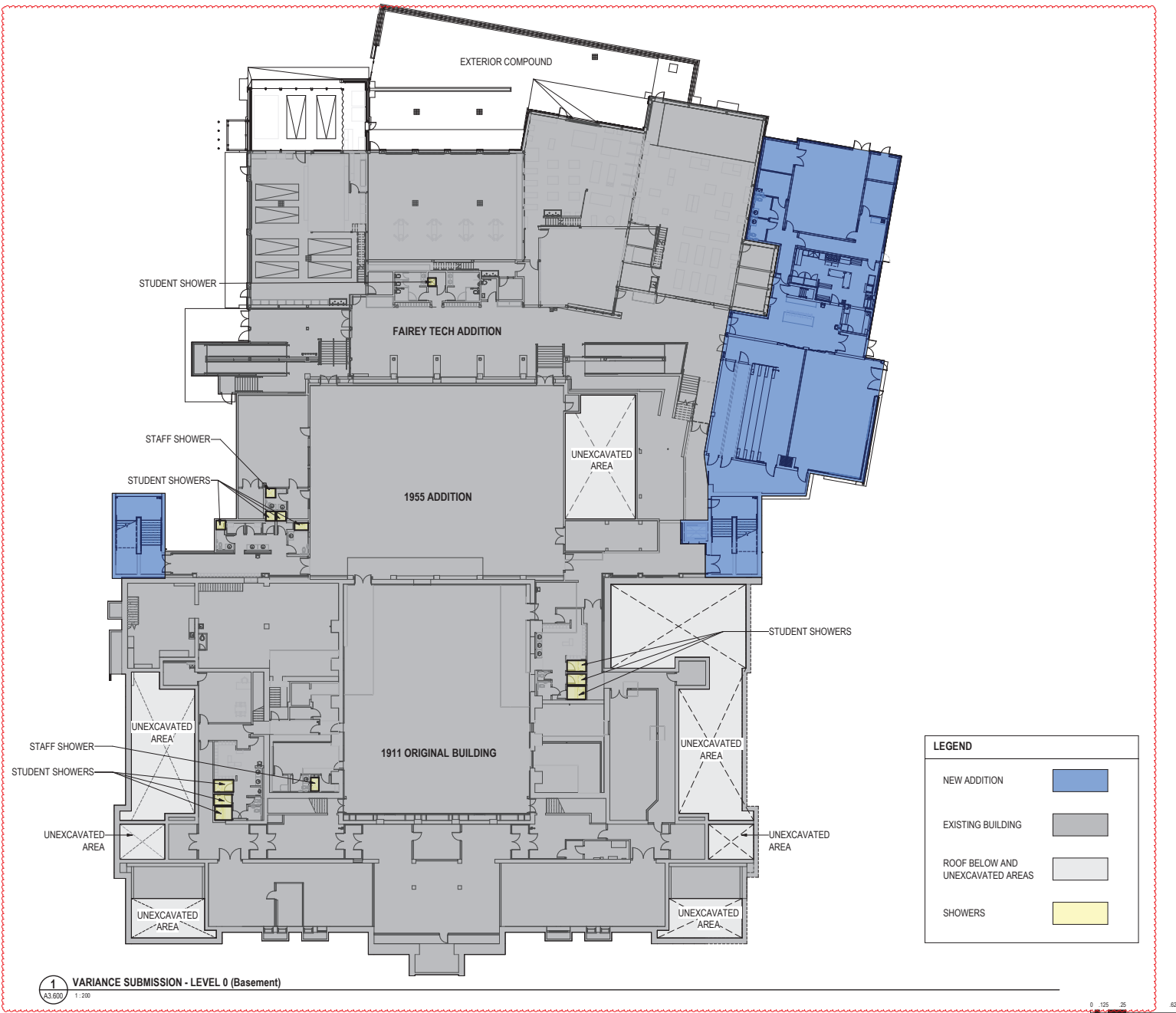
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Project Status:

AC1.2

REVISION NUMBER LEGEND

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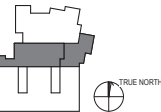


HDR ARCHITECTURE ASSOCIATES
20-405 THE ROAD
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PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager: SARAH STODOL
Project Designer: JILL SMITH
Project Architect: LARSEN LANDSCAPE ARCHITECTS
Landscape Architect: WESTERHOF ENGINEERING
Structural Engineer: WESTERHOF ENGINEERING
Mechanical Engineer: M2 ENGINEERING
Electrical Engineer: M2 ENGINEERING
Plumbing Engineer: M2 ENGINEERING
Interior Designer: HDR ARCHITECTURE
Equipment Planner: HDR ARCHITECTURE
Hatchwork: HDR ARCHITECTURE

Sheet Reviewer: Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

Project Number: 10100203

Sheet Name:
**Variance Submission
Basement Floorplan**

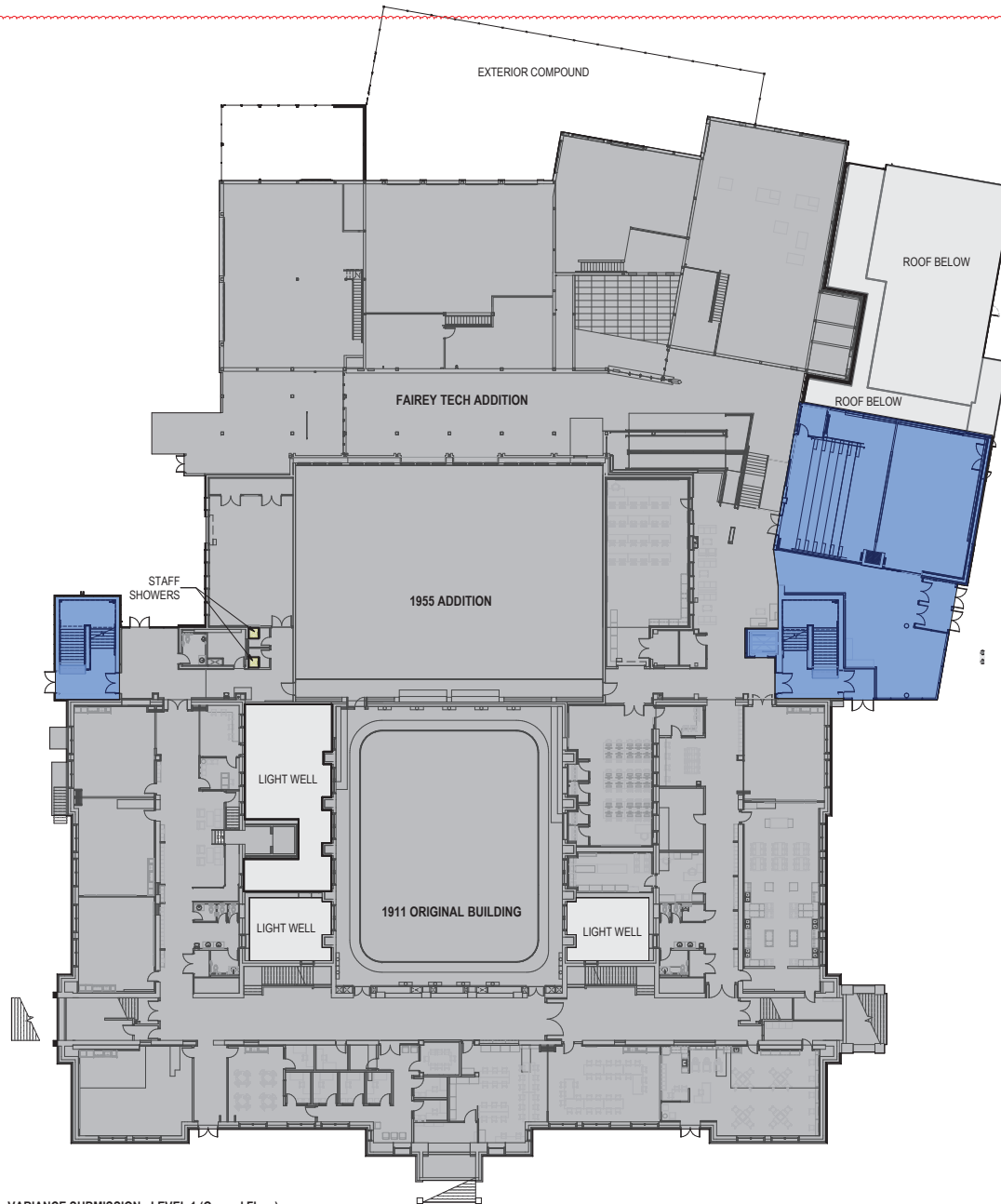
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AC1.3

Project Status:
Project Status

REVISION NUMBER LEGEND

1. HATCHING AND LEGEND ADDED TO PLANS TO CLARIFY EXTENT OF NEW ADDITION



1
A3.305
VARIANCE SUBMISSION - LEVEL 1 (Ground Floor)
1:200

LEGEND	
NEW ADDITION	
EXISTING BUILDING	
ROOF BELOW AND UNEXCAVATED AREAS	
SHOWERS	

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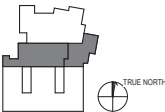


HDR ARCHITECTURE ASSOCIATES
20-405 THE ROAD
VICTORIA, B.C. V8M 0A5
PH: 1-250-388-5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOLSKY
Project Designer	JANE SMITH
Project Architect	LANDSCAPE ARCHITECTS
Landscaping Architect	WESTERN ENGINEERING
Civil Engineer	WESTERN ENGINEERING
Mechanical Engineer	MECHANICAL ENGINEERING
Electrical Engineer	MECHANICAL ENGINEERING
Planning Engineer	MECHANICAL ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Modeling	HDR ARCHITECTURE

Sheet Reviewer: Author

NO.	DATE	DESCRIPTION
1	AUGUST 11, 2020	ISSUED FOR VARIANCE PERMIT
2	NOV. 26, 2020	ISSUED FOR VARIANCE PERMIT
3	Dec. 4, 2020	ISSUED FOR VARIANCE PERMIT

Project Number: 10100000

Original Name: 10100000

Variance Submission Level 1
Floorplan

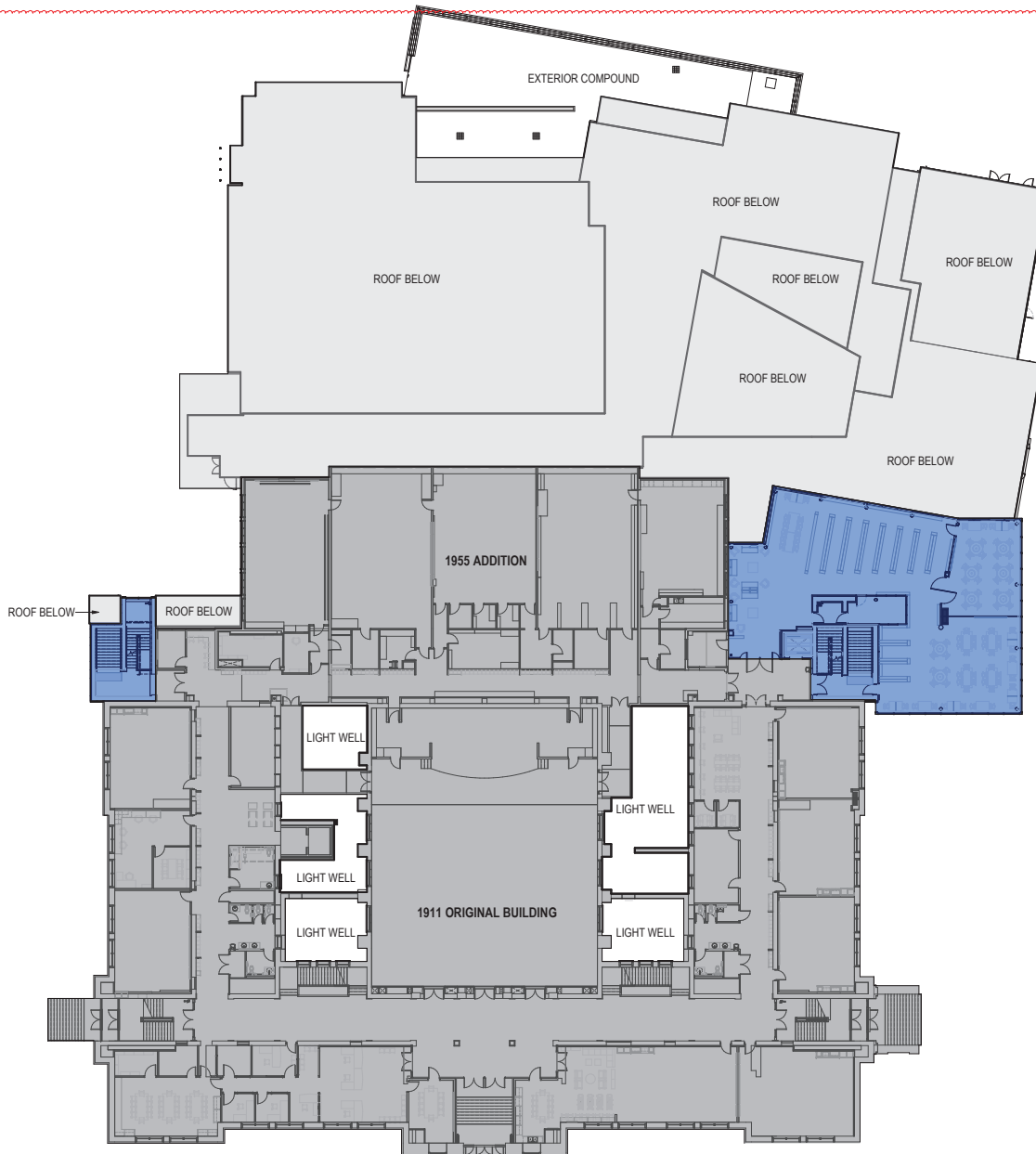
Project Status

Project Status

AC1.4

REVISION NUMBER LEGEND

1. HATCHING AND LEGEND ADDED TO PLANS TO CLARIFY EXTENT OF NEW ADDITION



LEGEND	
NEW ADDITION	
EXISTING BUILDING	
ROOF BELOW AND UNEXCAVATED AREAS	
SHOWERS	

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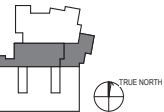


HDR ARCHITECTURE ASSOCIATES
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PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOL
Project Designer	JAN STODOL
Project Architect	LADEN LANDSCAPE ARCHITECTS
Landscapes Architect	WESTERBROOK ENGINEERING
Civil Engineer	WESTERBROOK ENGINEERING
Structural Engineer	WESTERBROOK ENGINEERING
Mechanical Engineer	WESTERBROOK ENGINEERING
Electrical Engineer	WESTERBROOK ENGINEERING
Planning Engineer	WESTERBROOK ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Modeling	HDR ARCHITECTURE

Sheet Reviewer Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

Project Number 1010020

Original Name 1010020

Sheet Name
Variance Submission Level 2
Floorplan

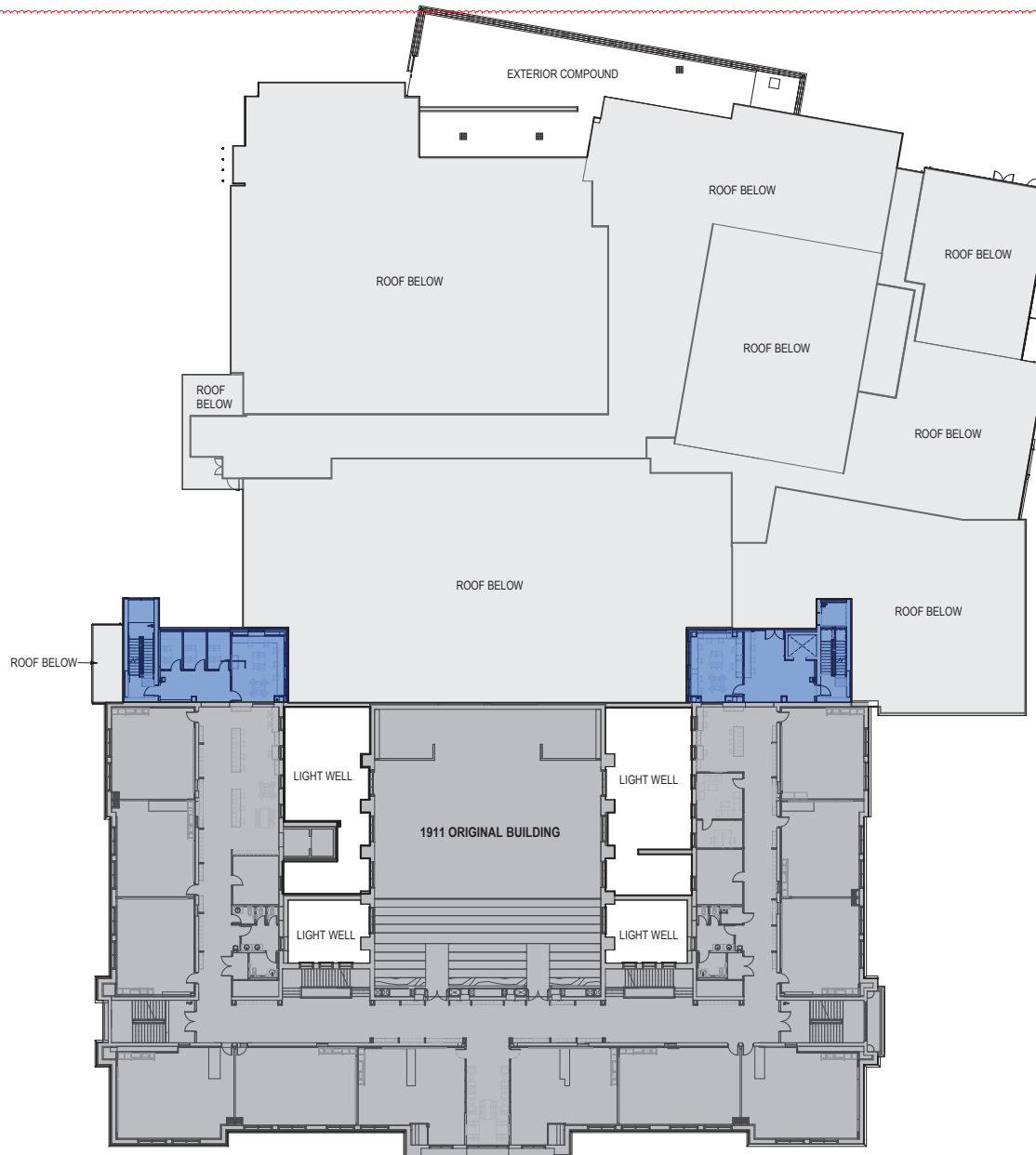
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Project Status
Project Status

REVISION NUMBER LEGEND

1. HATCHING AND LEGEND ADDED TO PLANS TO CLARIFY EXTENT OF NEW ADDITION



LEGEND	
NEW ADDITION	
EXISTING BUILDING	
ROOF BELOW AND UNEXCAVATED AREAS	
SHOWERS	

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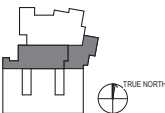


HDR ARCHITECTURE ASSOCIATES
20-605 THE ROAD
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PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager: SARAH STODOL
Project Designer: JILL SMITH
Project Architect: LADON LANDSCAPE ARCHITECTS
Landscape Architect: WESTERHOLM ENGINEERING
Civil Engineer: WESTERHOLM ENGINEERING
Structural Engineer: WESTERHOLM ENGINEERING
Mechanical Engineer: ME ENGINEERING
Electrical Engineer: ME ENGINEERING
Plumbing Engineer: ME ENGINEERING
Interior Designer: HDR ARCHITECTURE
Equipment Planner: HDR ARCHITECTURE
Hatchwork: HDR ARCHITECTURE

Sheet Reviewer: Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

Project Number: 10100223

Original Name: 10100223

Sheet Name
Variance Submission Level 3
Floorplan

Sheet Number

AC1.6

Project Status
Project Status

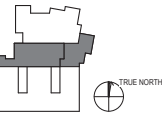


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PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1260 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOL
Project Designer	JAN STODOL
Project Architect	JAN STODOL
Landscapes Architect	LANDSCAPE ARCHITECTS
Civil Engineer	WESTERWOOD ENGINEERING
Structural Engineer	WESTERWOOD ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Plumbing Engineer	ME ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Typing	HDR ARCHITECTURE

Sheet Reviewer Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

Project Number 10100000

Original Name 10100000

Sheet Name
Variance Submission Level 4
Floorplan

Sheet Number

AC1.7

Project Status
Project Status

REVISION NUMBER LEGEND

1. HATCHING AND LEGEND ADDED TO PLANS TO CLARIFY EXTENT OF NEW ADDITION



LEGEND

NEW ADDITION



EXISTING BUILDING



ROOF BELOW AND
UNEXCAVATED AREAS



SHOWERS



1
A3.500
1:200
VARIANCE SUBMISSION - LEVEL 4

0 125 250 625

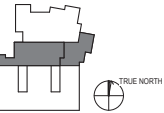


HDR ARCHITECTURE ASSOCIATES
20-605 11TH AVENUE
VICTORIA, B.C. V8M 1A5
PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1260 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOL
Project Designer	JANIS BROWN
Project Architect	LANDSCAPE ARCHITECTS
Landscaping Architect	LANDSCAPE ARCHITECTS
Structural Engineer	WESTERHOF ENGINEERING
Mechanical Engineer	MECHANICAL ENGINEERING
Electrical Engineer	MECHANICAL ENGINEERING
Plumbing Engineer	MECHANICAL ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Modeling	HDR ARCHITECTURE

Sheet Reviewer Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

Project Number 10100203

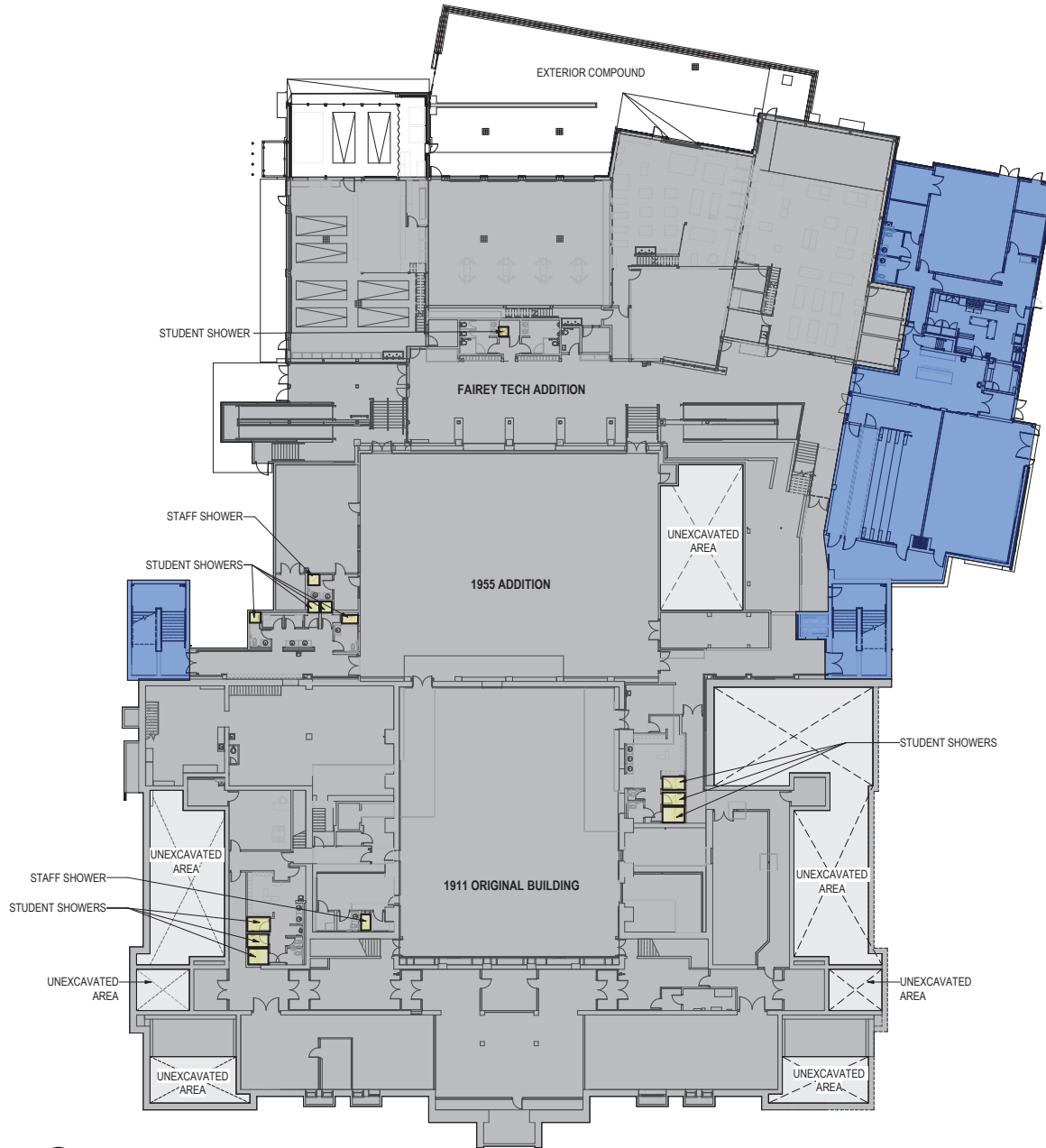
Original Name 1010103

Sheet Name
Variance Submission
Basement Floorplan

Sheet Number

AC1.3

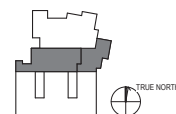
Project Status
Project Status



1 VARIANCE SUBMISSION - LEVEL 0 (Basement)
A3.000 1:200

LEGEND	
NEW ADDITION	
EXISTING BUILDING	
ROOF BELOW AND UNEXCAVATED AREAS	
SHOWERS	

0 125 25 525



Project Manager	DANIEL STODOL
Project Designer	JANIS BROWN
Project Architect	LAUREN LANDSCAPE ARCHITECTS
Landscapes Architect	WESTERBROOK ENGINEERING
Civil Engineer	WESTERBROOK ENGINEERING
Structural Engineer	ME ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Plumbing Engineer	ME ENGINEERING
Interior Designer	HR ARCHITECTURE
Equipment Planner	HR ARCHITECTURE
Modeling	HR ARCHITECTURE

Sheet Reviewer: Author

NO.	DATE	DESCRIPTION
1	AUGUST 11, 2020	ISSUED FOR VARIANCE PERMIT
2	NOV. 26, 2020	ISSUED FOR VARIANCE PERMIT
3	Dec. 4, 2020	ISSUED FOR VARIANCE PERMIT

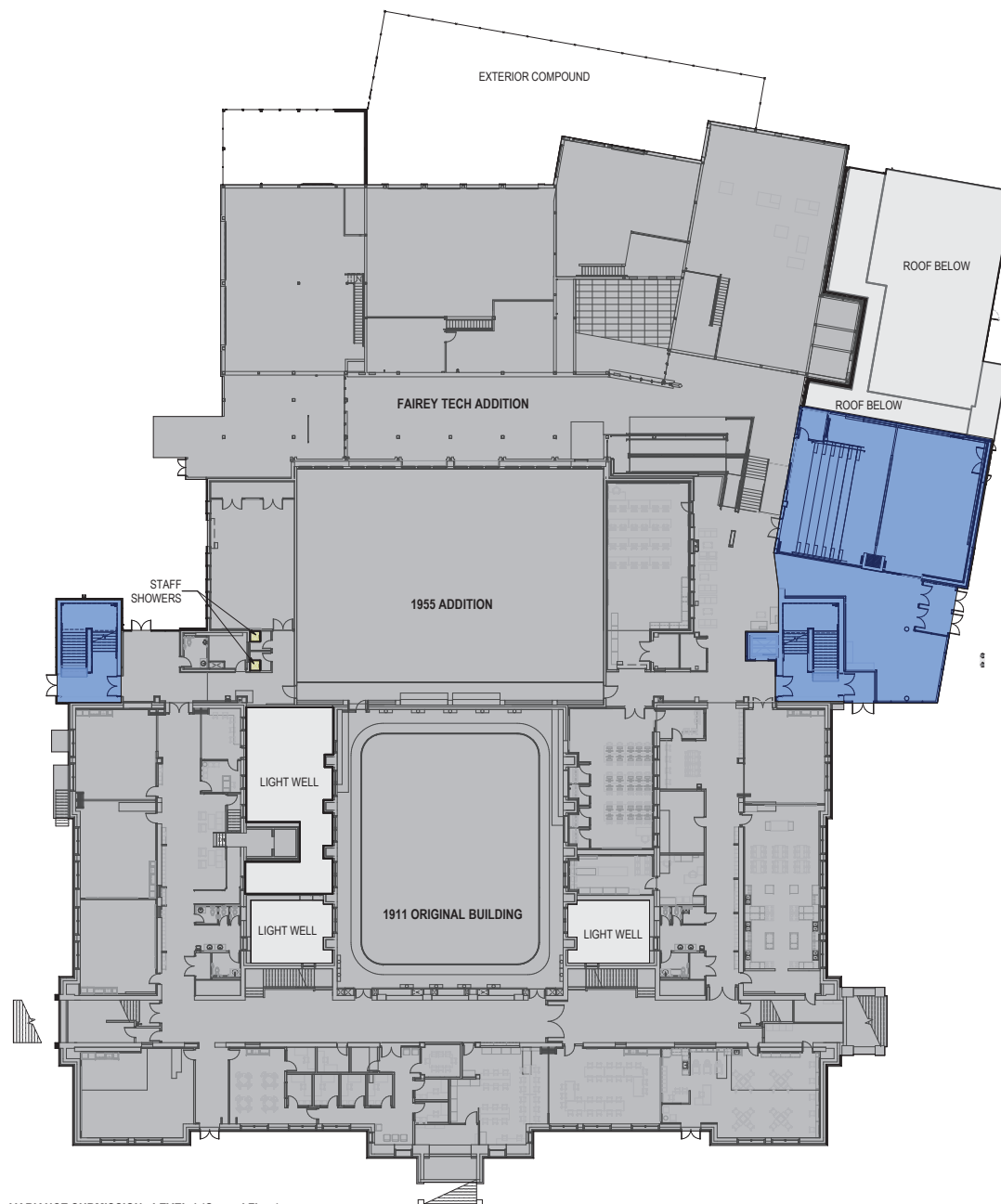
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Original Name: 1010020

Sheet Name
**Variance Submission Level 1
Floorplan**

Sheet Number

AC1.4

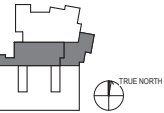
Project Status
Project Status



LEGEND	
NEW ADDITION	
EXISTING BUILDING	
ROOF BELOW AND UNEXCAVATED AREAS	
SHOWERS	

1
A3.305
VARIANCE SUBMISSION - LEVEL 1 (Ground Floor)
1:200

0 125 25 525



Project Manager	DANIEL STODOL
Project Designer	JAN STODOL
Project Architect	LANDSCAPE ARCHITECTS
Landscapes Architect	WESTERN ENGINEERING
Civil Engineer	WESTERN ENGINEERING
Structural Engineer	WESTERN ENGINEERING
Mechanical Engineer	WESTERN ENGINEERING
Electrical Engineer	WESTERN ENGINEERING
Planning Engineer	WESTERN ENGINEERING
Interior Designer	HR ARCHITECTURE
Equipment Planner	HR ARCHITECTURE
Modeling	HR ARCHITECTURE

Sheet Reviewer Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

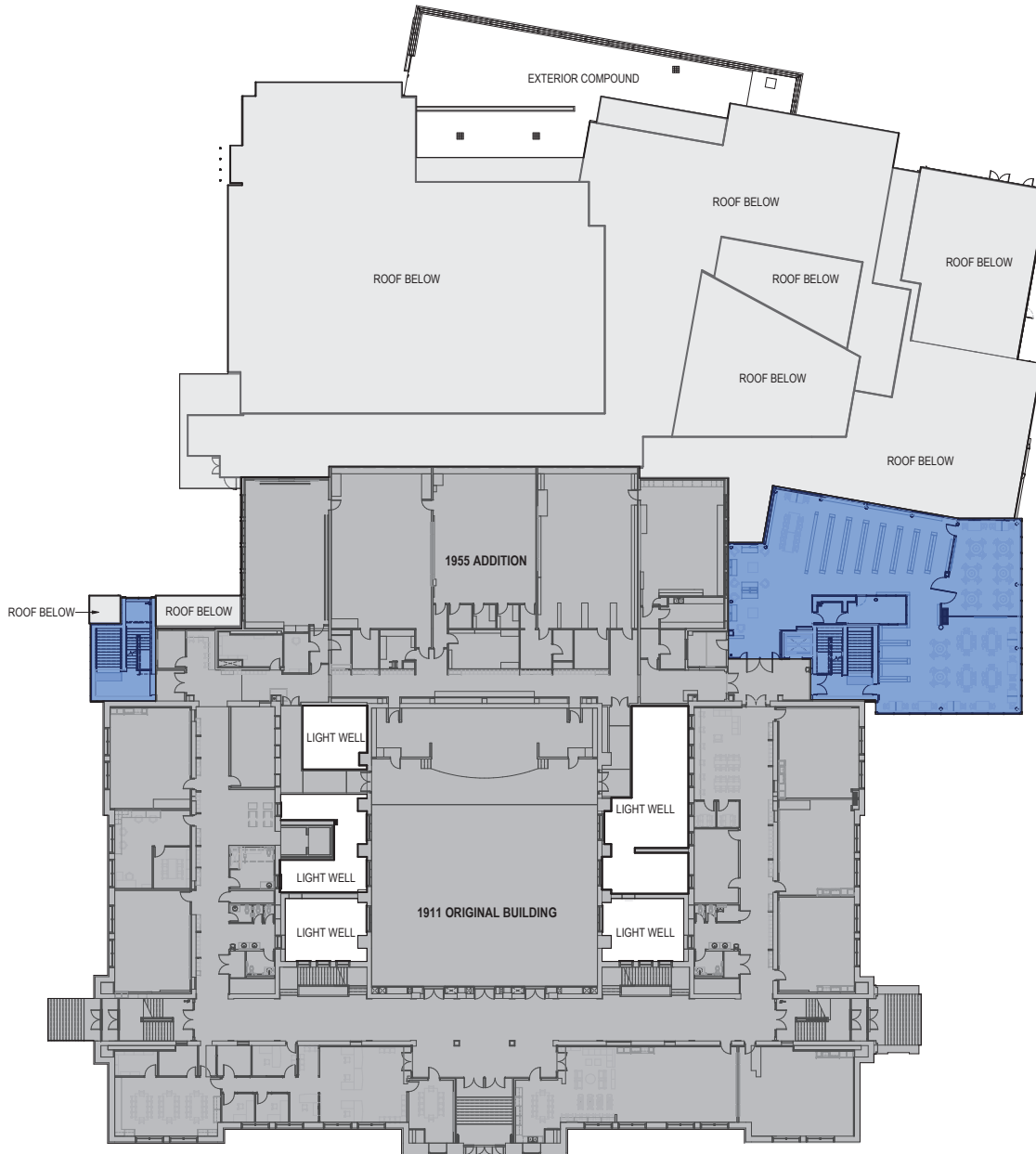
Project Number: 1010023
Original Name: 1010023

Sheet Name
**Variance Submission Level 2
Floorplan**

Sheet Number

AC1.5

Project Status
Project Status



LEGEND	
NEW ADDITION	
EXISTING BUILDING	
ROOF BELOW AND UNEXCAVATED AREAS	
SHOWERS	

1 VARIANCE SUBMISSION - LEVEL 2
A3.500 1:200

0 125 25 525

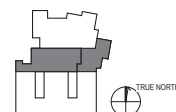


HDR ARCHITECTURE ASSOCIATES
20-405 THE ROAD
VICTORIA, B.C. V8A 1A5
PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOL
Project Designer	JAN STODOL
Project Architect	LADON LANDSCAPE ARCHITECTS
Landscaping Architect	WESTERWOOD ENGINEERING
Civil Engineer	WESTERWOOD ENGINEERING
Structural Engineer	ME ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Plumbing Engineer	ME ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Modeling	HDR ARCHITECTURE

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

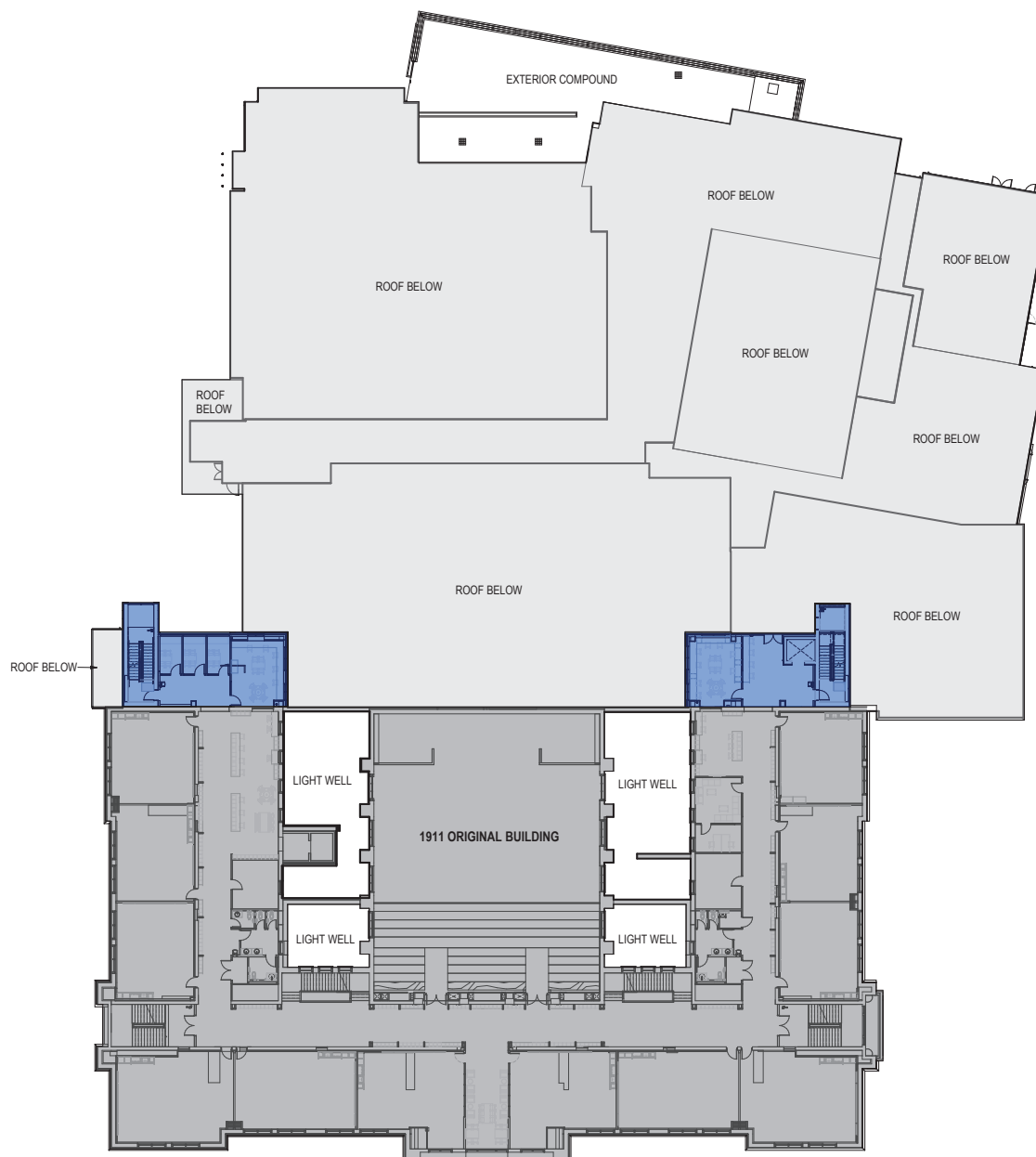
Project Number	10190223
Original Name	10190223

Sheet Name
**Variance Submission Level 3
Floorplan**

Sheet Number

AC1.6

Project Status
Project Status



1
A3.500
VARIANCE SUBMISSION - LEVEL 3
1:200



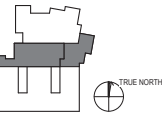


HDR ARCHITECTURE ASSOCIATES
20-405 11TH ROAD
VICTORIA, B.C. V8M 0A5
PH: 1-250-388-5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1265 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOLSKY
Project Designer	JANIS STODOLSKY
Project Architect	JANIS STODOLSKY
Landscapes Architect	LANDSCAPE ARCHITECTS
Civil Engineer	WESTERBROOK ENGINEERING
Structural Engineer	WESTERBROOK ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Plumbing Engineer	ME ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Typing	HDR ARCHITECTURE

Sheet Reviewer Author

NO.	DATE	DESCRIPTION
1	NOV. 28, 2023	REVISION FOR VARIANCE PERMIT
2	DEC. 6, 2023	REVISION FOR VARIANCE PERMIT

Project Number 10100000

Original Name 10100000

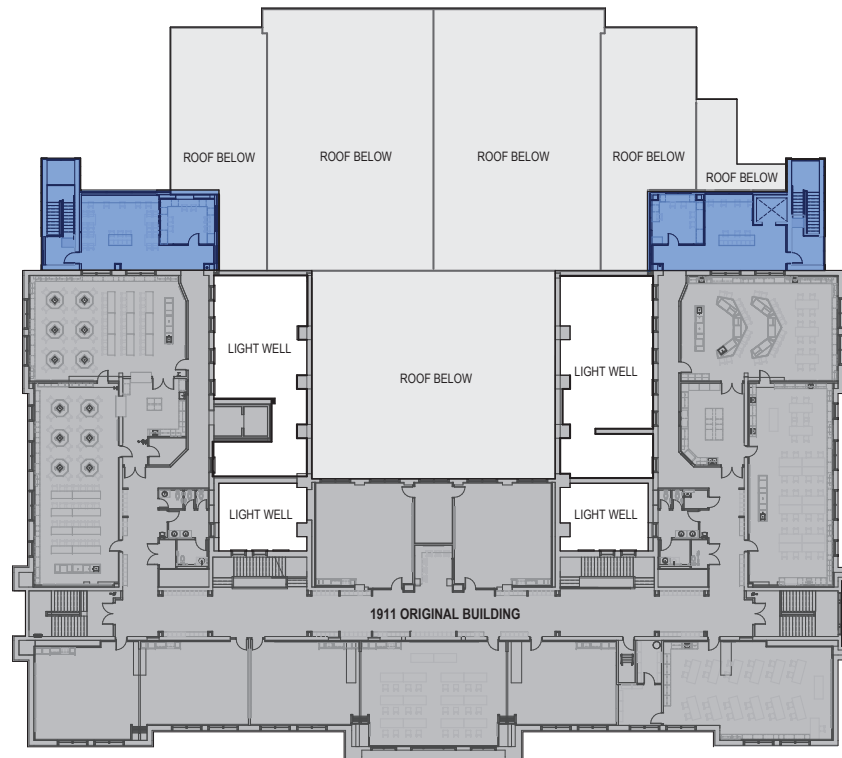
Sheet Name

Variance Submission Level 4
Floorplan

Project Status

AC1.7

Project Status



LEGEND

NEW ADDITION



EXISTING BUILDING



ROOF BELOW AND
UNEXCAVATED AREAS

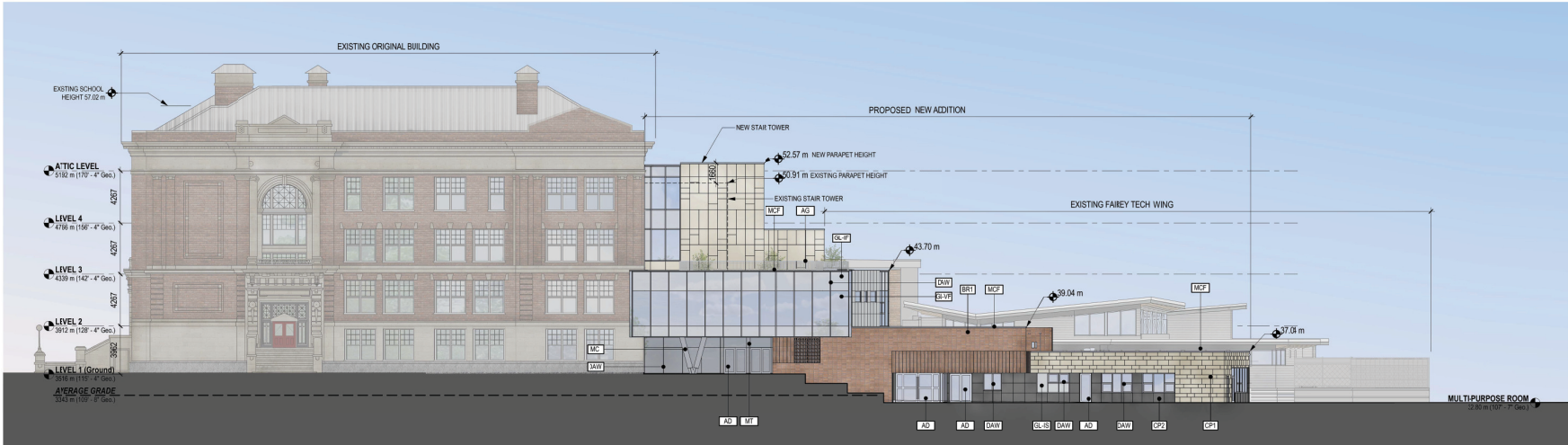


SHOWERS



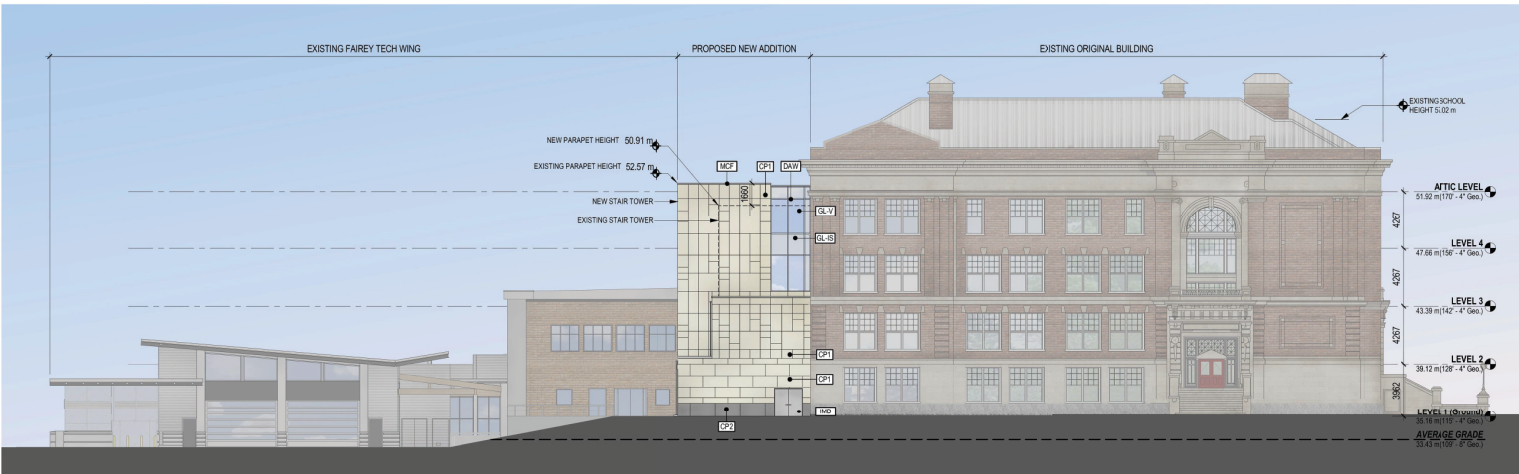
1 VARIANCE SUBMISSION - LEVEL 4
A3.500 1:200

0 125 25 625



1 EAST ELEVATION
NOT TO SCALE

*EXISTING TREES HIDDEN FOR CLARITY

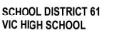


2 WEST ELEVATION
NOT TO SCALE

*EXISTING TREES HIDDEN FOR CLARITY

EXTERIOR ELEVATIONS LEGEND

- AD - ALUMINUM DOOR
- AG - ALUMINUM GROUND GUARDRAIL
- BR1 - BRICK STACK BOND (HORIZONTAL)
- BR2 - BRICK STACK BOND (VERTICAL)
- BR3 - BRICK LATTICE
- C2 - SEALED CONCRETE
- CP1 - FIBRE CEMENT COMPOSITE PANEL, LIGHT GREY
- CP2 - FIBRE CEMENT COMPOSITE PANEL, DARK GREY
- DAW - DOUBLE GLAZED ALUMINUM WINDOW
- CL-V - CLEAR VISION GLASS
- CL-W - GLAZING - WINDOW FIRST CORN, WHITE
- CL-F - INSULATED GLAZING UNIT (IGU), WHITE
- CL-B - INSULATED GLAZING UNIT (IGU), DARK GREY
- MD - INSULATED METAL DOOR AND FRAME
- MC - METAL COLUMN (PAINTED)
- MS - METAL GATE LOCKABLE
- MCF - PREFINISHED METAL CLAD FLASHING
- MT - PREFINISHED MECHANICAL COLOUR
- RI - INSULATED RIBBED PANEL, PREFINISHED METAL
- RM - RAIN WATER LEADER
- TF - PREFINISHED THROUGH WALL METAL FLASHING



1260 GRANT STREET
VICTORIA, BC
V8T 1C2

Project Manager	DANA STUDD
Project Designer	JIM MANN
Project Architect	LADR LANDSCAPE ARCHITECTS
Landscape Architect	WESTBROOK ENGINEERING
Civil Engineer	HEROLD ENGINEERING
Structural Engineer	NO ENGINEERING
Mechanical Engineer	NO ENGINEERING
Electrical Engineer	NO ENGINEERING
Sanitary Engineer	NO ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Staffing	HDR ARCHITECTURE

NO.	DATE	DESCRIPTION
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Project Number	10136028
Original Issue	

Sheet Name

Variance Submission
Elevations 1 (Greyscale Removed)

Sheet Number

AC1.8A

Project Status




*EXISTING TREES HIDDEN FOR CLARITY



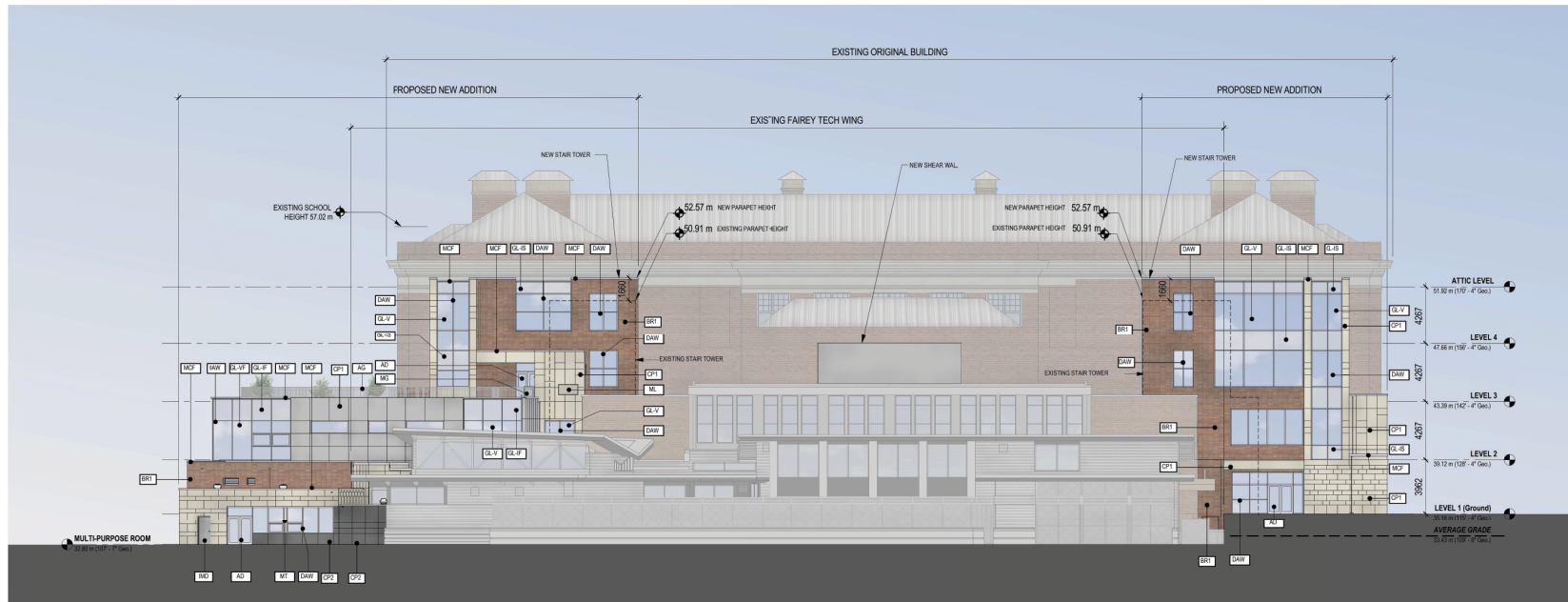
*EXISTING TREES HIDDEN FOR CLARITY

EXTERIOR ELEVATIONS LEGEND

AD	ALUMINUM DORMER
AG	ALUMINUM PORT GUARDRAIL
BR1	BRICK STACK BOND (HORIZONTAL)
BR2	BRICK STACK BOND (VERTICAL)
BR3	BRICK LUTICLE
CB	CASTED CONCRETE
C1	FIBRE CEMENT COMPOSITE PANEL, LIGHT GREY
	LIGHT GREY 
C2	FIBRE CEMENT COMPOSITE PANEL, DARK GREY
DA	DOUBLE GLAZED ALUMINUM WINDOW
GLV	CLEAR DOUBLE GLASS
GL-6	GLAZING - 6/10/6 FIRST ORN, WHITE
GL-16	GLAZING - 16/16 FIRST ORN, WHITE
GL-18	INSULATED SPANDREL PANEL, OPQUE GLASS "CRY"
IND	INSULATED METAL DOOR AND FRAME
MC	METAL COLUMN (PAINTED)
MG	METAL GATE (SQUARE)
MR	METAL RAILING (PAINTED) RAILING
ML	PREPRESSED MECHANICAL LOUVER
MS	INSULATED SPANDREL PANEL - PREPRESSED METAL
RWL	RAIN WATER LEADER
TF	PREPRESSED THROUGH WALL METAL FLASHING

EXTERIOR ELEVATIONS LEGEND

AD	- ALUMINUM DOOR
AG	- ALUMINUM PICKET GUARDRAIL
BR1	- BRICK STACK END (HORIZONTAL)
BR2	- BRICK STACK END (VERTICAL)
BR3	- BRICK LATTICE
C2	- SEALED CONCRETE
CP1	- FIBRE CEMENT COMPOSITE PANEL, 'LIGHT GREY'
	LIGHT GREY A
	LIGHT GREY B
CP2	- FIBRE CEMENT COMPOSITE PANEL, 'DARK GREY'
DW1	- DOUBLE BLADED ALUMINUM WINDOW
GL-W	- GLASS WINDOW GLASS
GL-WF	- GLAZING - VISION FRT (DPL) WHITE
GL-WF	- INSULATED GLAZING UNIT (DPL) WHITE
GL-WB	- INSULATED SPANDREL PANEL-OPAQUE GLASS 'GREY'
MD	- INSULATED METAL DOOR AND FRAME
MC	- METAL COLUMN (PAINTED)
ML	- METAL LATH (EXPOSED)
MCF	- PREFINISHED METAL CAP FLASHING
ML	- PREFINISHED SPANDREL PANEL-OPAQUE GLASS 'GREY'
MT	- INSULATED SPANDREL PANEL-OPAQUE GLASS 'GREY'
RWL	- RAIN WATER LEADER
TF	- PREFINISHED THROUGH WALL METAL FLASHING



1 NORTH ELEVATION
NOT TO SCALE

*EXISTING TREES HIDDEN FOR CLARITY

Project Manager	DANA STUEBE
Project Designer	
Project Architect	JIM MANN
Landscape Architect	LACR LANDSCAPE ARCHITECTS
Civil Engineer	WESTBROOK ENGINEERING
Structural Engineer	HECKOLD ENGINEERING
Mechanical Engineer	NO ENGINEERING
Electrical Engineer	NO ENGINEERING
Plumbing Engineer	NO ENGINEERING
Interior Designer	HOK ARCHITECTURE
Equipment Planner	HOK ARCHITECTURE
Wayfinding	HOK ARCHITECTURE

Sheet Reviewer	Author
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NO.	DATE	DESCRIPTION
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Project Number	12-00000
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Sheet Name

Variance Submission
Elevations 2 (Greyscale Removed)

Sheet Number

AC1.9A

Project Status
Project Status





HDR ARCHITECTURE ASSOCIATES
200-665-1188
VICTORIA, B.C. V8N 6M5
PH: 1-250-388-5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1260 GRANT STREET
VICTORIA, BC
V8T 1C2

Project Manager	DANIEL STODOLSKY
Project Designer	JACOBSON
Project Architect	LADYLANDSCAPE ARCHITECTS
Landscape Architect	WATERWORKS ENGINEERING
Civil Engineer	WHEELER ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Planning Engineer	ME ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Modeling	HDR ARCHITECTURE

NO.	DATE	DESCRIPTION
1	NOV. 16, 2020	ISSUED FOR PERMITTING
2	AUG. 19, 2020	ISSUED FOR REVIEW - COORDINATING
3	NOV. 17, 2020	ISSUED FOR PERMITTING REVIEW
4	NOV. 16, 2020	ISSUED FOR CONCRETE TOWER
5	NOV. 16, 2020	ISSUED FOR BUILDING PERMIT
6	NOV. 17, 2020	ISSUED FOR CONCRETE TOWER
7	NOV. 28, 2020	ISSUED FOR VARIANCE PERMIT

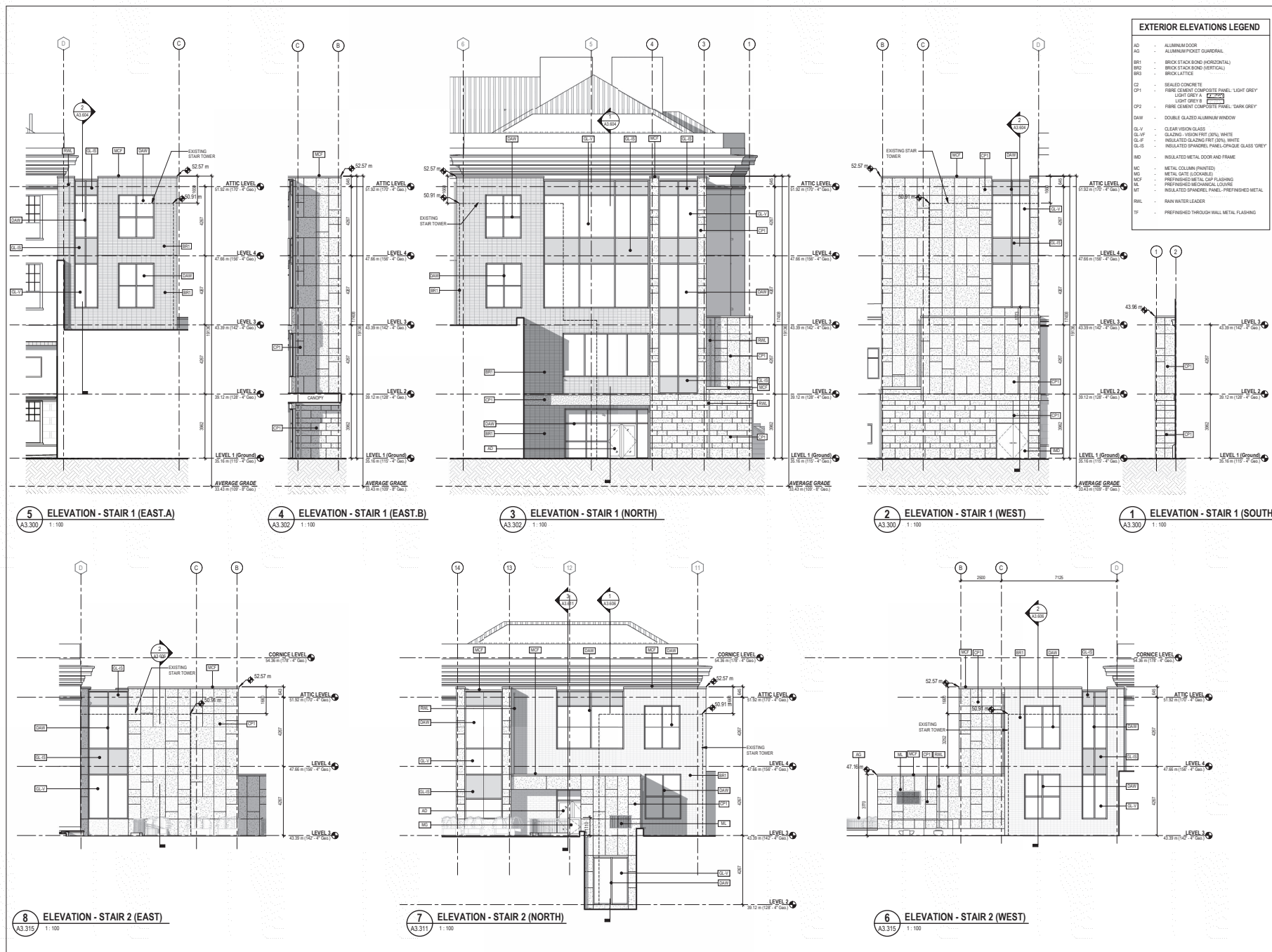
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Original Date: 10/10/2020

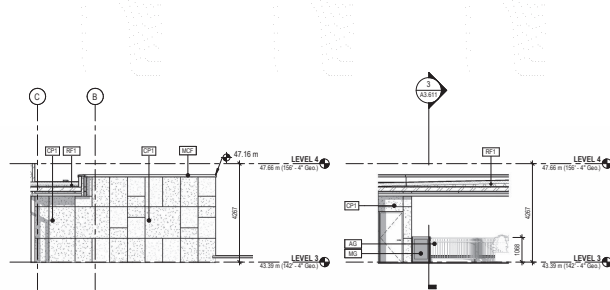
Sheet Name
EXTERIOR ELEVATIONS

Scale
As Indicated

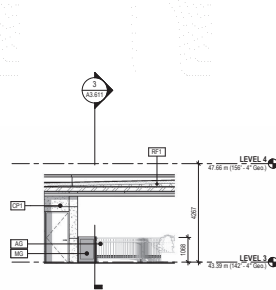
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Project Status
Project Status

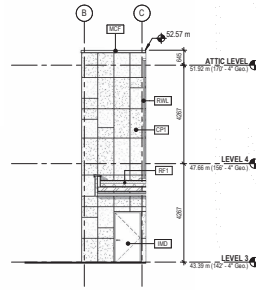




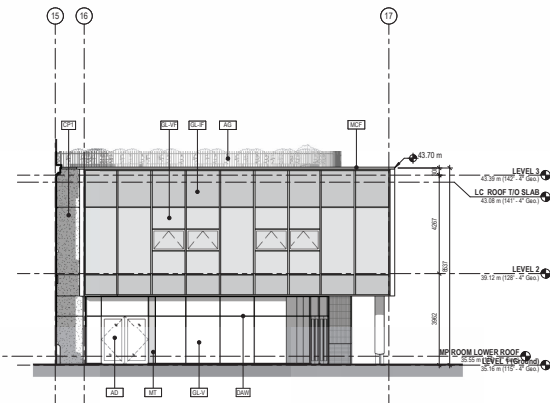
3 ELEVATION - MECH - EAST
A3.315 1:100



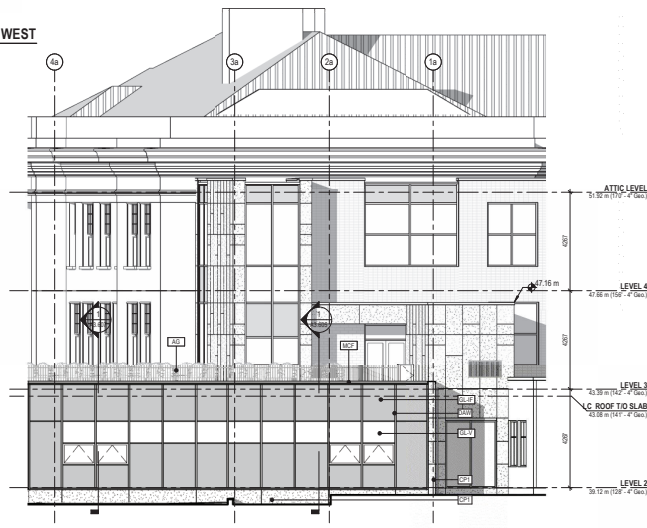
2 ELEVATION - MECH - SOUTH
A3.315 1:100



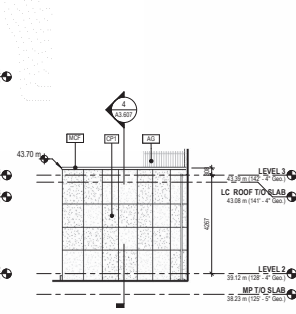
1 ELEVATION - MECH - WEST
A3.315 1:100



6 ELEVATION - NLC - NORTH 2
A3.311 1:100

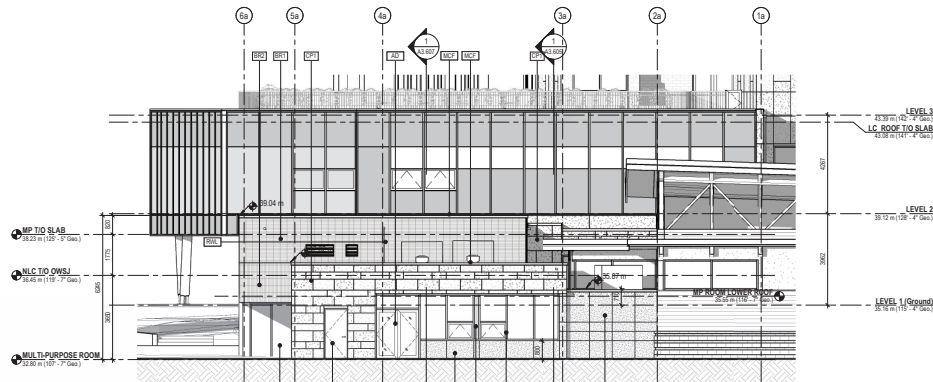


5 ELEVATION - NLC - NORTH 1
A3.311 1:100



4 ELEVATION - NLC - WEST
A3.311 1:100

7 ELEVATION - NLC - SOUTH
A3.305 1:100



8 ELEVATION - NLC - NORTH 3
A3.303 1:100

EXTERIOR ELEVATIONS LEGEND

AD	- ALUMINUM DOOR
AG	- ALUMINUM GROUND GUARDRAIL
BR1	- BRICK STACK BOND (HORIZONTAL)
BR2	- BRICK STACK BOND (VERTICAL)
BR3	- BRICK LATTICE
C2	- SEALED CONCRETE
CP1	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
CP2	- FIBRE CEMENT COMPOSITE PANEL DARK GREY
CP3	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
CP4	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
CP5	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
CP6	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
CP7	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
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CP10	- FIBRE CEMENT COMPOSITE PANEL LIGHT GREY
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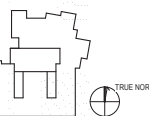


HDR ARCHITECTURE ASSOCIATES
200 LAKEVIEW ROAD
VICTORIA, B.C. V8N 1A5
PH: 1.250.388.5588



SCHOOL DISTRICT 61
VIC HIGH SCHOOL

1260 GRANT STREET
VICTORIA, BC
V8T 1C2



Project Manager	DANIEL STODOLSKY
Project Designer	JACOB BROWN
Project Architect	LADON LANDSCAPE ARCHITECTS
Landscape Architect	WATERWORKS ENGINEERING
Structural Engineer	PROTECTOR ENGINEERING
Mechanical Engineer	ME ENGINEERING
Electrical Engineer	ME ENGINEERING
Plumbing Engineer	ME ENGINEERING
Interior Designer	HDR ARCHITECTURE
Equipment Planner	HDR ARCHITECTURE
Modeling	HDR ARCHITECTURE

Sheet Reviewer	Author
----------------	--------

NO.	DATE	DESCRIPTION
1	NOV. 16, 2020	ISSUED FOR PERMIT REVIEW - COORDINATE
2	OCT. 27, 2020	ISSUED FOR PROGRESSIVE REVIEW
3	NOV. 16, 2020	ISSUED FOR PROGRESSIVE REVIEW
4	NOV. 16, 2020	ISSUED FOR BUILDING PERMIT
5	NOV. 16, 2020	ISSUED FOR BUILDING PERMIT
6	NOV. 16, 2020	ISSUED FOR BUILDING PERMIT

Project Number: 101000001

Original Date: 10/20/20

EXTERIOR ELEVATIONS

Scale: As Indicated

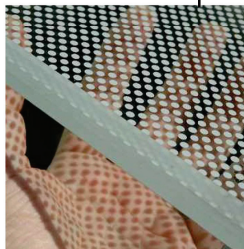
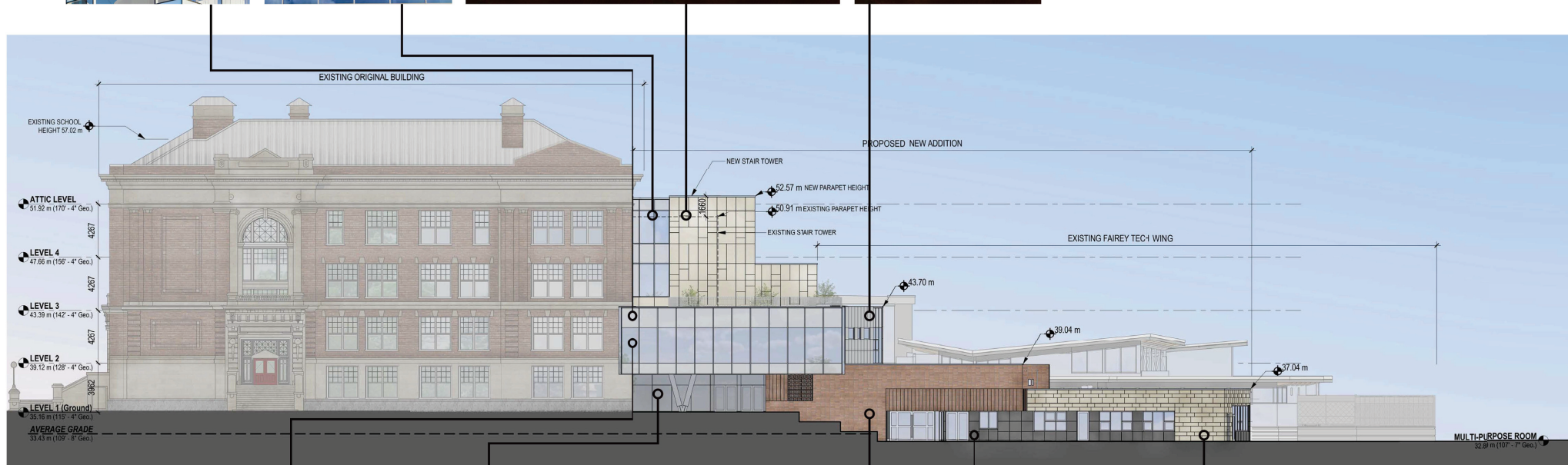

Sheet Number: A3.501

Project Status: Project Status


20201223

A photograph of a modern glass skyscraper, likely the Burj Khalifa, showing its distinctive tiered structure and glass facade reflecting the sky.

N163

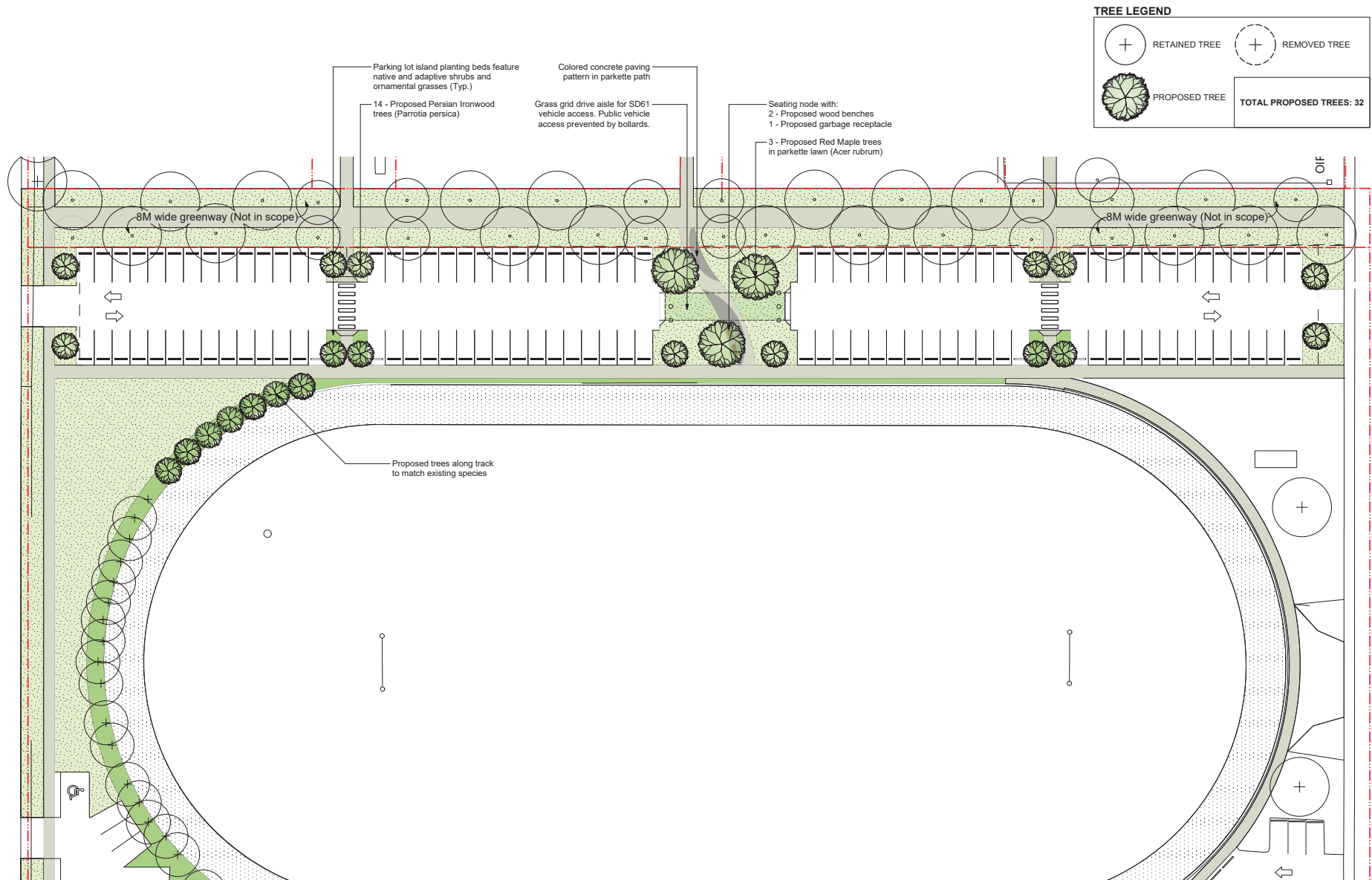


TF10



274

GRANT STREET



VIC HIGH - WEST PARKING | LANDSCAPE CONCEPT

GENERAL NOTES

- ALL CONSTRUCTION AND MATERIALS TO BE IN ACCORDANCE WITH MMCO, PLATINUM EDITION, AND THE CITY OF VICTORIA STANDARD SPECIFICATIONS AND DRAWINGS UNLESS OTHERWISE NOTED.
- WHEN A CONFLICT BETWEEN THE SPECIFICATIONS ARISES, THE MOST STRINGENT SHALL APPLY.
- OBTAIN A PERMIT TO CONSTRUCT WORK ON A MUNICIPAL RIGHT OF WAY FROM THE CITY OF VICTORIA ENGINEERING DEPARTMENT TWO WORKING DAYS PRIOR TO THE START OF ANY CONSTRUCTION.
- OBTAIN A DEMO PERMIT PRIOR TO REMOVAL OF ANY NON-CONFORMING STRUCTURES.
- CONTACT BC HYDRO, TELUS, SHAW CABLE AND FORTISBC GAS TWO WORKING DAYS PRIOR TO THE START OF ANY EXCAVATION.
- EXPOSE ALL EXISTING SERVICES AT CONNECTION AND CROSSING POINTS TWO WORKING DAYS PRIOR STARTING CONSTRUCTION ON ANY SUCH SERVICES. ENSURE ENGINEER HAS CONFIRMED THE HORIZONTAL AND VERTICAL LOCATION.
- BURY ALL PIPE USING CLASS B BEDDING.
- WHERE A TRENCH IS UNDER OR WITHIN 1.0m OF THE EDGE OF A ROAD OR DRIVEWAY, USE PIT RUN GRAVEL BACKFILL FROM THE TOP OF THE PIPE BEDDING TO THE TOP OF THE ROAD, PARKING OR DRIVEWAY SURFACING.
- DO NOT START ANY BACKFILL OPERATION UNTIL THE WORKS HAVE BEEN INSPECTED BY THE ENGINEER.
- AFTER CONSTRUCTION, RESTORE WORK AREAS AND ALL EXISTING FEATURES TO THEIR ORIGINAL CONDITION OR BETTER.
- MAINTAIN VEHICULAR AND PEDESTRIAN ACCESS ALONG GLADSTONE AVE DURING CONSTRUCTION.
- COMPACT TRENCH BACKFILL, ROAD BASE AND DRIVEWAY BASE TO USE MODIFIED PROCTOR DENSITY.
- ADJUST ALL PROPOSED AND EXISTING APPURTENANCES TO MEET THE FINAL DESIGN GRADES.
- ENSURE THAT ALL SERVICES TO THE EXISTING HOUSE REMAIN USABLE DURING CONSTRUCTION AND ARE CONNECTED TO ALL NEW SERVICES. ENSURE THESE SERVICES ARE INSPECTED BY THE CITY OF VICTORIA WORKS INSPECTOR.
- CONSTRUCT SEWER, DRAIN, WATER AND ROADS WITHIN PRIVATE PROPERTY IN ACCORDANCE WITH THE BC PLUMBING CODE AND BC BUILDING CODE. CONSTRUCTION SHALL BE INSPECTED AND APPROVED BY THE CITY OF VICTORIA INSPECTORS.

SEWER AND DRAIN

- SEWER AND DRAIN SERVICE CONNECTIONS TO BE 100mm PVC DR28 AT A MINIMUM GRADE OF 2.0% COMPLETE, WITH INSPECTION CHAMBERS. EXISTING MAIN LEADS TO BE 150mm PVC DR28 UNLESS OTHERWISE NOTED. IF COVER IS LESS THAN 750mm, USE DUCTILE IRON PIPE.
- SEWER AND DRAIN PIPE UP TO AND INCLUDING 150mm DIAMETER TO BE PVC DR28 AND DR35 FOR 200mm DIAMETER AND OVER. PIPE TO BE C.S.A. APPROVED PVC.
- HYDRO INSPECT ALL INSTALLED SANITARY SEWER AND STORM DRAIN MAINS ON PUBLIC AND PRIVATE PROPERTY.

WATER

- WATER MAIN PIPE TO BE PVC DR18 ANMA STANDARD C900 FOR ALL WATER MAINS 100mm TO 300mm DIAMETER AND PVC SERIES 200 FOR ALL WATER MAINS LESS THAN 100mm DIAMETER. PROVIDE 1.0% MINIMUM COVER.
- CONTRACTOR TO TEST, COLORMATE, FLUSH AND CONNECT THE WATER MAINS UNDER THE DIRECTION OF THE ENGINEER. COLORMATION AND DISINFECTION TO ANMA C651.
- CONTRACTOR TO ENSURE CHLORINE SOLUTIONS ARE INSTALLED IN ACCORDANCE WITH THE MINISTRY OF ENVIRONMENT AND DEPARTMENT OF FISHERIES AND OCEANS CANADA REGULATIONS PRIOR TO DISCHARGING TO ANY DRAINAGE COURSE.

ROAD

- CONSTRUCT ALL ROADWAYS IN ACCORDANCE WITH THE CITY OF VICTORIA STANDARD SPECIFICATIONS AND AS SHOWN ON THE TYPICAL SECTION AND DETAIL DRAWINGS.
- CONTRACTOR TO ENSURE EXISTING MONUMENTS ARE NOT DISTURBED DURING CONSTRUCTION. ANY MONUMENTS IN DANGER OF DISTURBANCE ARE TO BE REDEFINED BY AND, IF DISTURBED, BE REPLACED BY A B.C.L.S. AT THE CONTRACTOR'S EXPENSE.

PARKS

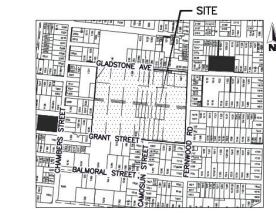
- OBTAIN A PARKS PERMIT FROM THE CITY OF VICTORIA PARKS DEPARTMENT PRIOR TO THE START OF ANY CONSTRUCTION.
- PROTECT ALL TREES EXCEPT THOSE TO BE REMOVED FROM DAMAGE DURING CONSTRUCTION.
- HAND SIG MARKERS OVER 50mm ARE ENCOURAGED.
- OBTAIN PERMISSION FROM THE ENGINEER, DEVELOPER AND THE CITY OF VICTORIA PRIOR TO REMOVAL OF ANY TREES ON PRIVATE OR PUBLIC PROPERTY. A COPY OF THE TREE FURNISHING SHALL BE PRESENTED TO THE CITY OF VICTORIA WORKS INSPECTOR PRIOR TO THE START OF ANY CONSTRUCTION.
- THE PROJECT ARCHITECT TO BE RESPONSIBLE FOR SUPERVISING THE INSTALLATION OF BARRIER TREES AT APPROPRIATE LOCATIONS.
- THE ARCHITECT TO DETERMINE THE SENSITIVE ROOT ZONE AREAS AND BE ONSITE TO SUPERVISE TREES AND ROAD CONSTRUCTION.

HYDRO, TELEPHONE, CABLE, STREET LIGHTING AND GAS

- CONTACT "B.C. ONE CALL" AT 1-800-474-6886 A MINIMUM OF THREE WORKING DAYS PRIOR TO START OF CONSTRUCTION.
- BC HYDRO, TELUS, SHAW CABLE AND FORTISBC FACILITIES ARE SHOWN SCHEMATICALLY ON THIS DRAWING. REFER TO UTILITY COMPANY DRAWINGS FOR CONSTRUCTION DETAILS.
- CONSTRUCT UNDERGROUND HYDRO, TELEPHONE AND CABLEDRAIN AS SPECIFIED AND IN ACCORDANCE WITH BC HYDRO, TELUS AND SHAW CABLE STANDARD SPECIFICATIONS AND DRAWINGS.

LEGEND

- 3537-01 -- GENERAL NOTES & PLAN
- 3537-02 -- DETAILS
- 3537-03 -- BUS TURNING
- 3537-04 -- CONSTRUCTION ACCESS PATH & LAYDOWN AREA CONCEPT (NOT INCLUDED)
- 3537-05 -- PARKING LOT GRADING STATION 0+00-2+40
- 3537-06 -- PARKING LOT GRADING STATION 2+20-3+10

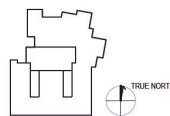


LOCATION PLAN
N.T.S.



HR ARCHITECTURE
ASSOCIATES, INC.
VICTORIA HIGH SEISMIC UPGRADES

1000 GRANT STREET,
VICTORIA, BC V8T 2E2



Project Manager	
Project Designer	
Project Architect	HR
Cost Engineer	WESTBROOK CONSULTANTS
Structural Engineer	NO MECHANICAL, ELECTRICAL, OR
Mechanical Engineer	RE ENGINEERING
Electrical Engineer	
Geotechnical Engineer	
Hydrology	
Soil Scientist	

NO. DATE DESCRIPTION

Project Number 3537-01
Original Issue ISSUED FOR BUILDING PERMIT AND TENDER - MAY 15, 2020
Issued for Building Permit and Tender - MAY 15, 2020
Issued for Construction - JULY 28, 2020
Added Building and Parking Lot - NOVEMBER 17, 2020

Sheet Name
**GENERAL NOTES
& PLAN**

Scale
1:250
Sheet Number

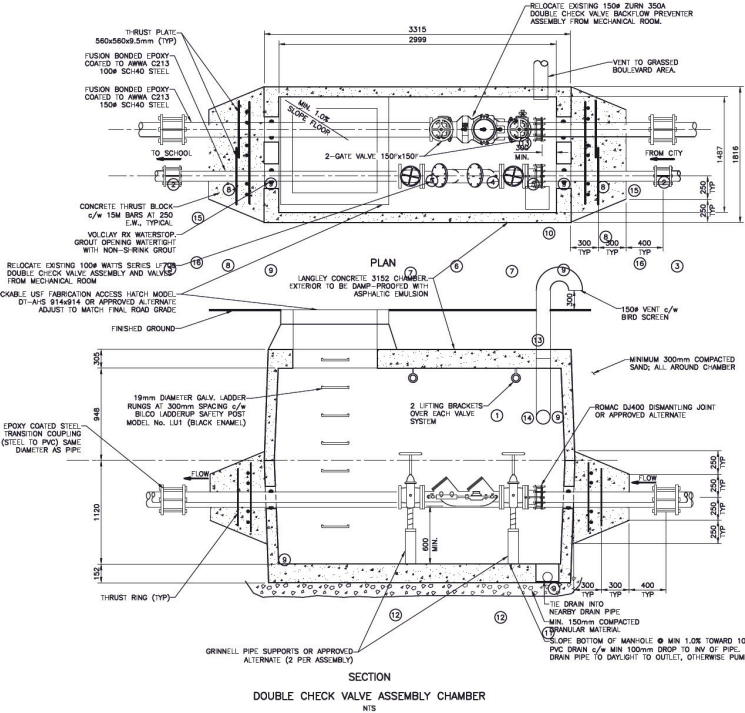
C1.01

Project Status

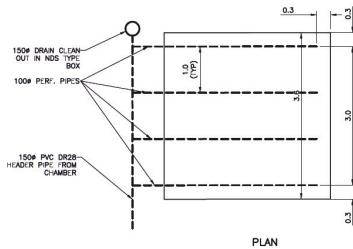
ENGINEERING NOTES - CHAMBER

1. ALL MATERIALS OR COMPONENTS MUST CONFORM TO THE CITY OF VICTORIA APPROVED PRODUCT LIST UNLESS OTHERWISE NOTED. ANY PROPOSED EQUIVALENT MATERIALS OR COMPONENTS SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.
2. ALL CAST IRON FLANGES SHALL BE CLASS 125 TO AND 516.1. ALL STEEL PIPE FLANGES SHALL BE CLASS 150.
3. ALL VALVES TO BE RIGHT HAND (CLOCKWISE TO OPEN).
4. ALL PIPING WITHIN CHAMBERS SHALL BE SCH 40 STEEL, SPOOL COATED INSIDE AND OUT WITH FUSION-BONDED EPOXY TO CONFORM TO ANNA 2213. INTERIOR COATING TO 162 BT.
5. FOR ALL FLANGED CONNECTIONS BETWEEN DUCTILE IRON AND STAINLESS STEEL, REFER TO FLANGE ISOLATION DETAIL.
6. CHAMBER SHALL BE CAST WITH LADDER RUNGS @ 300mm C/C AND LIFTING RING TRAVEL CHANNEL AS SHOWN.

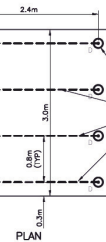
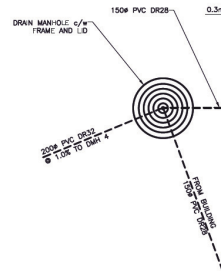
7. ALL PIPE OPENINGS SHALL BE GROUT SEALED AND ROUGH SURFACES GROUND SMOOTH. FINAL PIPE OPENING SURFACES SHALL HAVE TWO COATS OF "TRIPLE" WATERPROOFING TREATMENT APPLIED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS TO PREVENT WATER INTRUSION AND THE OUTER FACE SHALL BE COATED WITH ASPHALTIC DILUTION DAMP-PROOFING.
8. BACKFILL COORDINATION WITH 80mm MINUS PIT IRON GRAVEL COMPACTED TO 95% MODIFIED PROCTOR DENSITY IN LAYERS NOT TO EXCEED 150mm. PROVIDE 150mm CUSHION OF 15mm WASH CRUSHED GRAVEL ON UNDERGIRD AND ALL SIDES OF CHAMBER COMPACTED TO 95% PROCTOR DENSITY IN LAYERS NOT TO EXCEED 150mm.
9. ALL PIPE AND FITTING MATERIALS SHALL BE TESTED TO MINIMUM 150MPa.
10. ALL COMPONENTS BETWEEN THE GATE VALVES (INCLUDING BOTH GATE VALVES) SHALL BE PRE-ASSEMBLED PRIOR TO ARRIVAL ON SITE.
11. DO NOT START ANY BACKFILL OPERATION UNTIL THE WORKS HAVE BEEN INSPECTED BY THE ENGINEER.



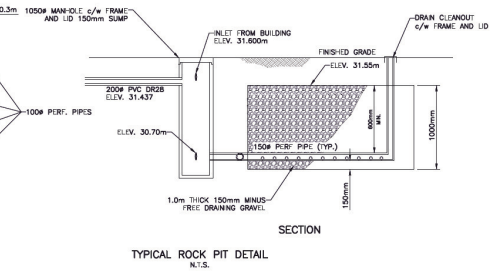
DOUBLE CHECK VALVE ASSEMBLY CHAMBER
N.T.S.



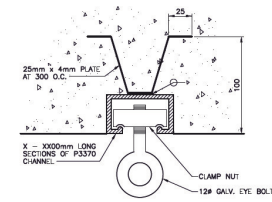
TYPICAL ROCK PIT DETAIL
FOR VAULT
N.T.S.



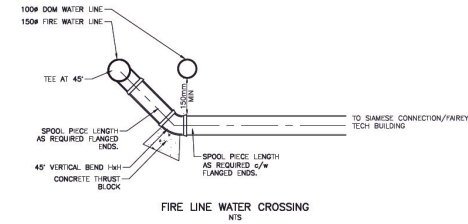
PLAN



TYPICAL ROCK PIT DETAIL
N.T.S.



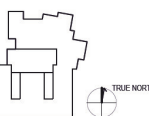
LIFTING BRACKET DETAIL
N.T.S.



FIRE LINE WATER CROSSING
N.T.S.

BILL OF MATERIALS - 150mmø DCVA & 100mm DCVA

ITEM	QUANT.	DESCRIPTION
1	1	PRECAST CONCRETE CHAMBER, LANGLEY MODEL 3152 OR APPROVED EQUIVALENT.
2	2	150mmø TRANSITION COUPLING, ROBAR 1508 COUPLING (EPOXY COATED WITH STAINLESS STEEL FASTENERS).
3	2	100mmø TRANSITION COUPLING, ROBAR 1508 COUPLING (EPOXY COATED WITH STAINLESS STEEL FASTENERS).
4	1	150mmø ZURN 350A DOUBLE CHECK VALVE BACKFLOW PREVENTER ASSEMBLY. RELOCATE EXISTING FROM MECHANICAL ROOM.
5	2	150mmø MUELLER 2361 UL/FM RESILIENT WEDGE GATE VALVE 150x150 c/w TAMPER SWITCHES.
6	1	100mmø WATTS SERIES 1709 DOUBLE CHECK VALVE ASSEMBLY. RELOCATE EXISTING ASSEMBLY FROM MECHANICAL ROOM.
7	2	100mmø GATE VALVE 100x100ø. RELOCATE EXISTING VALVE FROM MECHANICAL ROOM.
8	8	THRUST RING PLATE (710mm X 710mm X 9.5mm THICK)
9	1	150mmø DISMANTLING JOINT c/w D CLASS FLANGE, ROMAC D4400 OR APPROVED EQUIVALENT.
10	1	100mmø DISMANTLING JOINT c/w D CLASS FLANGE, ROMAC D4400 OR APPROVED EQUIVALENT.
11	1	150ø PVC SDR28 SLUMP DRAIN C/W TRAP.
12	4	GRINNELL PIPE SUPPORTS OR APPROVED ALTERNATE (2 PER ASSEMBLY)
13	1	150mmø PIPE VENT c/w HD BRD SCREEN, FUSION BONDED EPOXY-COATED STONEHENGE GRV.
14	5	PENETRATION BELT SEALS, 'LINK SEAL' OR APPROVED EQUIVALENT.
15	2	150mmø F.L.D. X FLUSH END STEEL SPOOL PIECE, MINIMUM LENGTH 1.4m, C/W TYPE 'Y' SS RESTRAINER WARRIERS AS SHOWN ON WALL DETAIL.
16	2	100mmø F.L.D. X FLUSH END STEEL SPOOL PIECE, MINIMUM LENGTH 1.4m, C/W TYPE 'Y' SS RESTRAINER WARRIERS AS SHOWN ON WALL DETAIL.



Project Manager	
Project Engineer	
Project Architect	HER
Geotechnical Engineer	WESTBROOK CONSULTANTS
Structural Engineer	NO TECHNICAL CONSULTING
Electrical Engineer	RE ENGINEERING
Plumbing Engineer	
Other Engineer	
Inspector	
Reviewer	

NO. DATE DESCRIPTION

Project Number: 1001-02
Original Issue: SITE SERVICES PERMIT PACKAGE - MAY 15, 2020

Issued For Building Permit and Tender: MAY 15, 2020
Issued For Construction: JUL 28, 2020
Added Building and Parking Lot: NOVEMBER 12, 2020

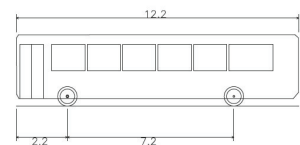
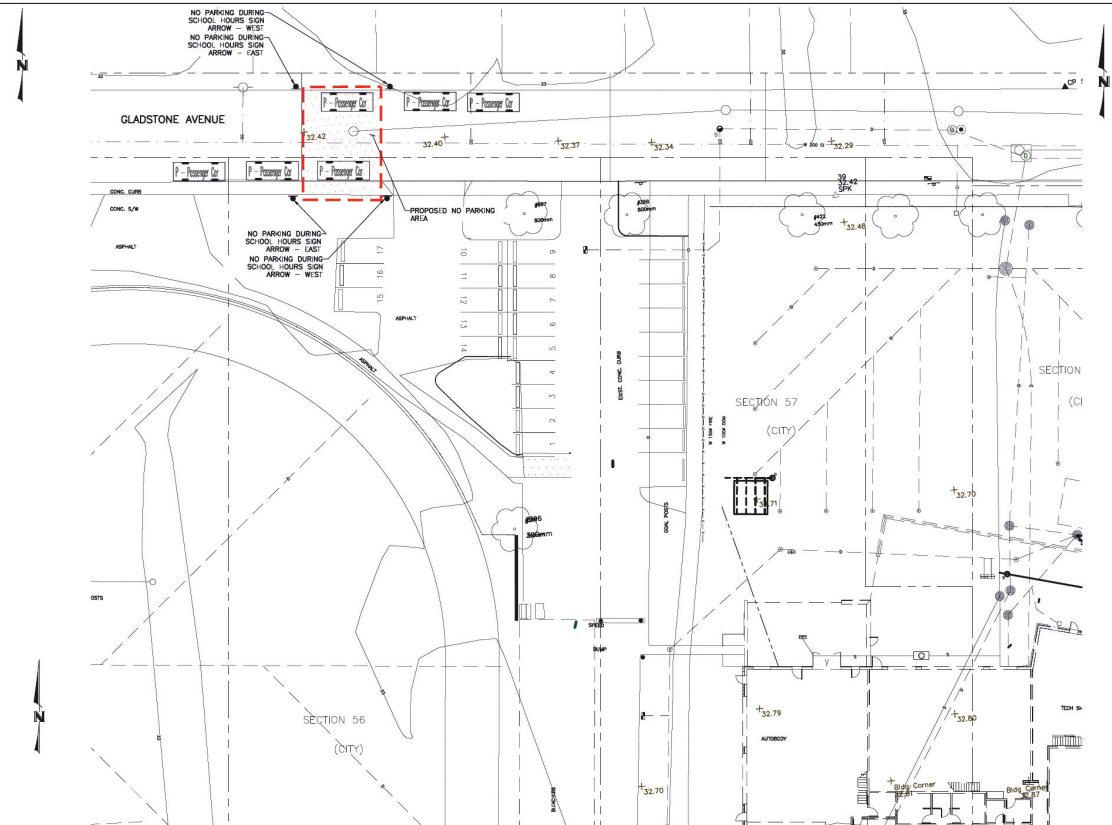
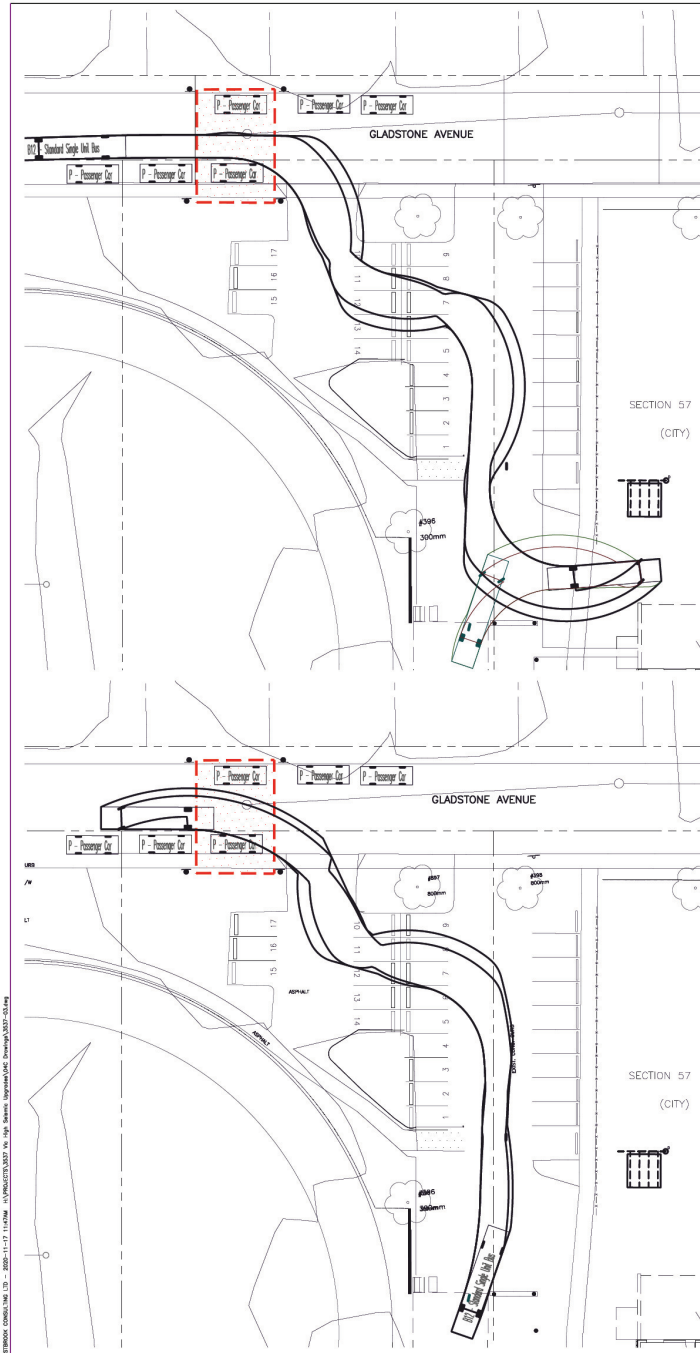
DETAILS

Scale

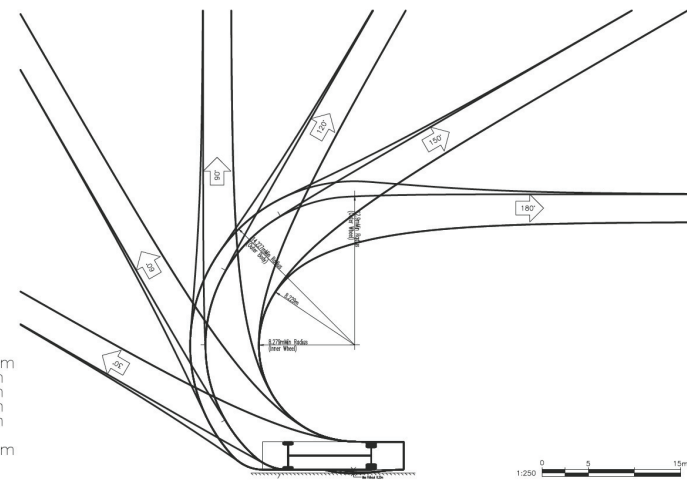
Sheet Number

C1.02

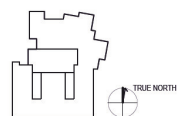
Project Name



B12 - Standard Single Unit Bus
 Overall Length 12.200m
 Overall Width 2.400m
 Overall Body Height 3.084m
 Min Body Ground Clearance 0.319m
 Track Width 2.400m
 Lock-to-lock time 4.00s
 Curb to Curb Turning Radius 12.900m



HDR ARCHITECTURE
 ASSOCIATES, INC.
 VICTORIA HIGH SEISMIC UPGRADES
 1001 GRANT STREET,
 VICTORIA, BC V8T 1C2



Project Manager	
Project Designer	
Project Architect	HDR
Landscape Architect	WESTBROOK CONSULTING LTD.
Cost Engineer	
Structural Engineer	NO TECHNICAL CONSULTING
Mechanical Engineer	RE ENGINEERING
Electrical Engineer	
Equipment Engineer	
Planning	
Head Designer	

NO.	DATE	DESCRIPTION
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Project Number 1001
 Original Issue TRUCK TURNING - MAY 15, 2020
 ISSUED FOR BUILDING PERMIT AND TENDER - MAY 15, 2020
 ISSUED FOR CONSTRUCTION - JULY 20, 2020
 ASSESS BUILDING AND PARKING LOT - NOVEMBER 17, 2020

Sheet Name
BUS TURNING

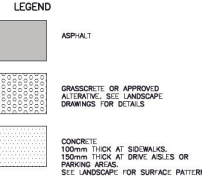
Scale

Sheet Number

C1.03

Project Status







November 27, 2020
 City of Victoria
 Mayor and Council
 1 Centennial Hall
 Victoria, BC V8W 1P6

RE: Renovations and Addition to Victoria High School – Bylaw Variances

Dear Mayor and Council,

We are pleased to present to Council our proposed plans for the Victoria High School Seismic Renovation and Addition and to request approval of five variances to move this project forward. Our team has worked diligently over the last year to create a state-of-the-art, modern school while respecting this cherished heritage building in the heart of Fernwood. The work being carried out at Victoria High School will ensure it survives a major seismic event while preserving the school as both a pivotal institution of secondary education and a piece of built heritage.

Briefly, the variances required for this project are:

1. General Regulation 14(2)(b) - Relaxation to all the related lots for setbacks, site coverage, height and open site space requirements
2. General Regulation 19 - Relaxation to permit building over property line and onto closed street
3. Schedule C Section 2.2.1 - Relaxation to permit parking spaces on separate lots
4. Schedule C Section 1.2.1 – Relaxation of required parking from 283 to 149 spaces
5. R-2 Zone 2.1.4.C – Roof deck not permitted.

However, before discussing the variances required for this project, we would like to take the time to discuss the existing building, its historical context and significance, the necessity of the work we are proposing, and how the project will address concerns regarding these variances.

Project Background and Historic Significance

The original Victoria High School, designed by architect C. Elwood Watkins, was constructed between 1911 and 1914, as a replacement to an earlier school on another lot which was first established in 1876. In the book titled, *Come Give a Cheer! One Hundred Years of Victoria High School, 1876-1976*, by Peter L. Smith, it has been claimed that Vic High is, “not merely B.C.’s first secondary school” but also, the “oldest public high school west of the Great Lakes”. At the time of its construction, Vic High was considered a state-of-the-art school, “incorporating all the best elements of modern school buildings throughout North America.”

The purpose-built structure located in the Fernwood Neighborhood, is situated on a parcel of land facing Grant Street and Fernwood Road. The original building consisted of 29 classrooms, an auditorium, gymnasium, cafeteria and other ancillary spaces. There have been two major additions and many

hdrinc.com/ca

655 Tyee Road, Suite 203, Victoria, BC, CA V9A 6X5
 T (250) 388-5588

Registered Architects: Jim Aalders, Architect AIBC, AAA, MRAIC, LEED AP Veronica Gillies, Architect AIBC, FRAIC, LEED AP BD+C
 Troy Ransdell, Architect AIBC Rod Windjack, Architect AIBC, MRAIC, LEED AP

smaller renovations and upgrades over the years, between 1950 and 2011. In the 1950's an arts wing and second gymnasium with two additional stair towers were added. In the 1970's, fire exits were updated and another set of exit stairs were added to improve exiting from the third and fourth floors. In 2011, the Fairey Tech addition was added to house the autobody, metal shops, wood shops and a concourse space. Currently, the exterior site consists of a running track, spectator bleachers, a student garden, tennis courts, parking lots and green space.

Heritage Value and Defining Characteristics

Vic High is a registered institutional heritage building with enormous heritage value, including aesthetic, historic and social values. The following are a small number of character-defining elements that describe the building.

- Primarily constructed of granite, brick masonry and glazed terra cotta units and detailing.
- A four storey, plus basement building, with an E-shaped massing and with light wells;
- Classical Revival Style: use of ionic orders, proportion, symmetry, repetition of architectural elements (such as windows and detailing), references to classical architecture.
- Original wood windows, pairs of nine-over-one single-hung, and half-moon shaped over-sized windows with star patterned muntin detailing over the east and west entrances.
- Original stained glass and leaded windows in the lightwell stairs and auditorium
- Stone and granite exterior stairs with exterior lighting
- Carved stone signage over the entrances
- Assembly Hall (auditorium) with many original furnishings and finishes
- Some of the original wood flooring is still remaining in some rooms.
- Marble and wood finishes in lobby vestibules and washrooms
- Plaster detailing in vestibules, lobby coffered ceilings, main corridor, and stairs.
- Vault doors and frame
- Steam engine and other historic machinery and artifacts
- Some original finishes throughout, such as ceramic tile, marble paneling, wood paneling, wood doors with and without transoms
- Slate Chalkboards and wood chalk trays.
- Many original built-in millwork pieces, work benches, furniture and display cases

Building Condition Assessments were completed by a variety of consultants over the years, and as part of the Project Definition Report (PDR) to secure funding for this project. The School needs significant deferred maintenance work to address its age and wear, in addition to the seismic, life safety upgrade, renovation and addition. The following is part of the scope of work:

- Areas of brick require significant repointing
- Terra cotta panels are crazed, cracked and broken, and require repair and replacement.
- The majority of its original wood windows are still intact however, they are over one hundred years old and in need of restoration and replacement to address failure, energy efficiency and user comfort.
- Hazardous materials have been identified throughout and will need to be removed.

- Underground services within the building for sanitary and stormwater are failing and require replacement

Other items within the building need to be addressed as part of the planned work for this project:

- Address significant shortfalls in the building's design to withstand a major seismic event
- Provide a fire suppression system (i.e. sprinklers) to most of the school (not including Fairey Tech wing which is already sprinklered).
- As the school is located over five floors, inclusivity and accessibility issues will be addressed, including a new elevator and inclusive washrooms on every level.
- The Fernwood neighbourhood is growing and the school will be expanded from its current 800 students to 1000.

New Addition Location Justification and Response to Heritage Character

Through public consultation, School District 61 explored both options to either upgrade the school or demolish, with full replacement. Community members and the PDR supported upgrade and retention of the existing school. A priority was to keep as much of the original exterior of the 1914 building intact while increasing the capacity of the school. It was determined the best way to do this was to provide a new addition with a library and multipurpose space to create more room within the existing building to be used as teaching spaces. The location which would provide the least intervention on the original building would be to expand where additions have already been made. At the north end of the school, starting with the 1950 addition, then the 2011 addition, the location of the new addition not only preserves the east, south and west elevations of the original school, which over the years has been unaltered, the majority of the new addition is located along the east elevation of the Fairey Tech building and low to the ground. This strategy adheres to the *Standard and Guidelines of Historic Places, recommendation to intervene in the gentlest way so as the essential form and integrity of the historic place kept intact.*

The neighborhood learning centre (NLC) and multipurpose rooms are the main school components comprising the addition and are roughly 2.3m lower than the existing ground level of the heritage school. In addition, a new entrance is provided off Fernwood Road under the learning commons and in between the heritage school and multipurpose spaces. The intent is to provide a more inclusive student and community entrance and relief from the traditional entry.

The materials chosen for the addition follow General Standard 11, of the *Standards and Guidelines of Historic Places, in that the new work is physically and visually compatible with, yet subordinate to, and distinguishable from the historic place.* The NLC will be clad in a fibre cement panel that uses a pattern inspired from the historic stained glass in the school. The colour selection for the fibre-cement paneling, is inspired by the traditional terra cotta paneling on the 1914 school. The multipurpose room will be clad in brick to complement, but not be identical to, the original school building. This is done to blend the mass of the new building with the heritage school and to counterbalance the learning commons above.

At the traditional main level (or technically the second level), of the original building, a new Learning Commons (Library) will be built that is orientated in line, but proud of, the original school. It's massing,

materials and fenestration patterns are muted to complement and not overpower the heritage building. The learning commons is designed to act as a lantern for the school and provide a soft glow in the evenings with its use of translucent and insulated glass. Using energy modeling and the best combination of glazing types (insulated, double pane and high-performance curtain wall system) was explored to ensure the expansive room remains energy efficient.

One aspect of the character-defining elements of the site is its prominent location in the neighborhood, therefore view lines of the heritage school have been preserved as much as possible and with only a few exceptions along Fernwood Road. The traditional south entrance of the school remains fully intact and the new addition will have little to no view impacts on the traditional entrance. In addition, there has been little to no impacts to views from the original building out towards the neighborhood.

New Stair Towers and Justification for Height

A significant portion of the required upgrades to Vic High relate to seismically upgrading it in the event of an earthquake. Throughout the interior of the school new concrete foundations with rock anchors, shear walls and drag struts will be installed at every level. A large element of the seismic shear system is the two new stair towers, located at the north west and north east ends of the school. This approach also allows four inefficient stairway networks to be demolished to accommodate for two new more efficient stair towers. The height of the new stair towers is necessary to allow the new drag struts at the attic level to be tied into it and secured as part of the overall seismic work. While these towers require a variance for height and number of storeys, they are lower than the heritage school and the overall height of the building does not change. Unfortunately, the height does encroach on the existing intact frieze element of the building; however, care has been taken to lessen this as much as possible.

Required Variances

We will now outline the variances requested for this building as the project is complicated by the existing school and addition being built on multiple residential lots. While initially it had been planned for these lots to be legally consolidated, this was not possible due to the current pandemic and its effects on the court system. Therefore, to ensure we can deliver this project on time, we have persevered by requesting the first four variances. They are:

1. General Regulation 14(2)(b) - Relaxation to all the related lots for setbacks, site coverage, height and open site space requirements
2. General Regulation 19 - Relaxation to permit building over property line and onto closed street
3. Schedule C Section 2.2.1 - Relaxation to permit parking spaces on separate lots

The first variance addresses the multiple lot situation of the project and deals with variances related to setbacks, site coverage, height and open site space. This variance request includes all required variances for the multiple single lots and the conditions in one application, so that specific numbers are no longer required.

The second variance deals with construction over property lines and onto the old Vining Street right-of-way which runs through the centre of the building site.

The third variance request addresses parking for the school and the multiple lots contained within the site. As the parking for the project cannot be provided on each of the small individual lots, it is being consolidated into several areas, keeping existing sports fields and green space intact. Parking spaces proposed will comply with minimal dimensional requirements set out in Schedule C, and that some of the existing spaces will be used for landscaping.

All the above variances are due to the separate lots. The only exception to this is building height and/or number of stories as it relates to the two new stair towers, which will be built to create better circulation in the school while forming major structural shear elements for the building.

The other variances required relates to the number of off-street parking stalls and proposed outdoor classroom on the roof of the new Learning Commons/Library. They are:

4. Schedule C Section 1.2.1 - Relaxation of required parking from 283 spaces to 149 Spaces
5. R-2 Zone 2.1.4.C – Roof deck not permitted.

The fourth variance addresses the current parking Schedule C, where school parking is calculated based on area vs. occupant load. With a full basement of primarily storage and service rooms, two full size gymnasiums, one large auditorium with balcony seating, a comprehensive technical education building and the planned addition of multipurpose rooms, learning commons/library, neighborhood learning centre, and a future daycare, the total area of the school requires far more parking than shown required through our attached parking study. It should be noted, had the current school been entirely replaced with a new building, its overall area would be roughly 2/3 the size and no parking variance needed to accommodate the same number of students. Fortunately, the community and school district have planned to keep the heritage building and its oversized area.

The school district, at the request of the city, also completed a parking study, which is attached as part of this application. It found that based on current and anticipated future use, the parking could be reduced to roughly 151 stalls. To support the further reduction of parking to the proposed 149, the school district will provide well over the required bicycle parking and shower facilities for staff and students. The school is also located with walking distance of several bus routes.

The final variance addresses the proposed outdoor classroom located off the third floor over the new learning commons. During consultation with staff and indigenous educators, we found the need to provide a safe and secure outdoor learning space to help facilitate the school curriculum. The incorporation of outdoor learning spaces is becoming more important in meeting the demands of teaching, particularly under the 21st century learning model adopted by BC Ministry of Education. One such program is indigenous education, which will have its classroom near the outdoor classroom, to be used for smudging, drumming and other activities. Another is the astronomy course that would appreciate a dark space to use in the evenings that is also safe and secure.

While learning about these programmatic requirements, an exciting opportunity presented itself to the design team for an outdoor classroom with the new addition being lower than the rest of the existing school and easy, accessible access off the third floor. The outdoor classroom will be a controlled space, booked and accessed only by teachers who will supervise students when occupying the rooftop. Due to building code requirements and staffing, the occupancy of the outdoor classroom will be limited to less than 60 people. It is situated well away from the property lines and any other building, especially residential buildings.

In Closing

We believe this letter should provide you with all information required to understand the project being undertaken at the school and plans for its future use. Included in the variance application are simplified floor plans, elevations, landscape and civil plans as well as the application form, drawing identifying internal lots, title certificates, site profile, the parking study which supports the revised parking count and arborist reports.

We hope, after reviewing our application and justifications for these variances, you will be as excited as we are to complete the addition to Vic High.

Sincerely,
HDR Architecture, Inc.

A handwritten signature in black ink, appearing to read 'R. Windjack', is positioned above the printed name.

Rod Windjack *Architect. AIBC, MRAIC, LEED AP*
Vice President - Education



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Victoria High School PARKING STUDY

Prepared for
Greater Victoria School District

July 13 2020

File no.
4954.0001.01

CONTENTS

1.0 Introduction	1
1.1. Location.....	1
1.2. Context	2
1.3. Proposed Development	5
2.0 Parking Requirement	6
2.1. Off-Street Parking Requirement	6
2.2. Past Requirement	6
2.3. Bicycle Parking Requirement	7
3.0 Anticipated Parking Demand	8
3.1. Teacher / Staff Parking	8
3.2. Student Parking.....	9
3.3. Office / Visitor Parking	9
3.4. Auxiliary Staff / Neighbourhood Learning Centre	10
3.5. Accessible Parking	10
3.6. Daycare.....	10
3.7. Summary.....	11
4.0 Transportation Demand Management	12
4.1. Short-term Bicycle Parking	12
4.2. Long-term Bicycle Parking	12
4.3. Bicycle Shower + Change Facilities.....	12
4.4. Transit Subsidy.....	13
4.5. Commuter Cash-out Program.....	13
4.6. Promotion / Education	13
5.0 Summary	14
5.1. Recommendations	14

1.0 INTRODUCTION

Urban Systems Ltd. was retained by the Greater Victoria School District (School District no.61) to complete a parking study for the proposed seismic upgrades and addition to Victoria High School. This study is a comprehensive review of the parking requirement, parking supply needs and transportation demand management (TDM) opportunities associated with the proposed expansion.

1.1. LOCATION

Victoria High School is located at 1260 Grant Street in the centre of the Fernwood neighbourhood in the City of Victoria. Refer to **Figure 1**.

FIGURE 1. VICTORIA HIGH SCHOOL CONTEXT MAP



1.2. CONTEXT

1.2.1. Land Use

Victoria High School is within the City of Victoria. The City's Official Community Plan (OCP) identifies the site as **Public Facilities, Institutions, Parks and Open Space**¹. See **Figure 2**. Areas designated as Public Facilities, Institutions, Parks and Open Space consist of recreational, institutional, or educational buildings prominently sited in landscaped open space and formal grounds with variable heights.

Neighbouring land uses are primarily designated Traditional Residential, with Small Urban Village uses within the Fernwood Village and higher-density Urban Residential uses to the south of the site.

FIGURE 2. URBAN PLACE DESIGNATIONS, VICTORIA OCP



¹ City of Victoria Official Community Plan, page 37. Retrieved from https://www.victoria.ca/assets/Departments/Planning~Development/Community~Planning/OCP/Up-to-date~OC P~and~Design~Guidelines/OCP_WholeBook.pdf

1.2.2. Travel Options

The following is an overview of the transportation infrastructure and services in close proximity to the site and the travel options available to students, staff and community members.

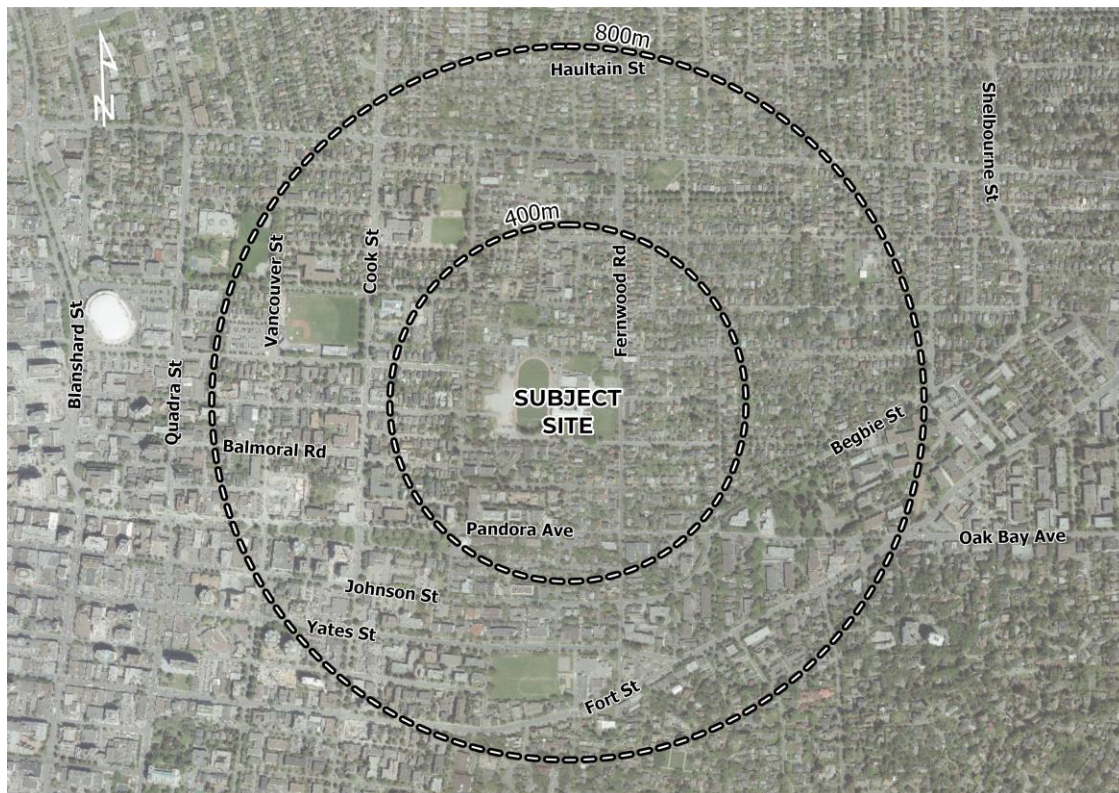
Walking:

The subject site located on Grant Street between Fernwood Road and Chambers Street. It is immediately adjacent to Fernwood Village, with the North Park Village approximately a 5-minute walk (400 m) to the west.

The School is centrally located within Victoria and is the primary secondary school for residents of the City. It is within walking distance of the Fernwood neighbourhood and, as illustrated in **Figure 3**, is within 800m (approximately 10-minute walk) from portions of the North Park, Harris Green, Fairfield / Gonzalez, Rockland and Oaklands neighbourhoods. This provides the opportunity for a number of students and staff to walk to school.

Sidewalks are provided on both sides of the majority of the streets in the vicinity of the site. Several designated greenways intersect the site or are near the site, including those on Grant Street, Gladstone Avenue, Chambers Street and Camosun Street.

FIGURE 3. VICTORIA HIGH SCHOOL WALKING SHEDS



Public Transit:

Bus routes are provided along a number of key streets nearby that allow students, staff and community members to access the school by transit. The site's Transit score is 66 ("Many nearby public transportation options").

Transit routes that can be accessed on Fernwood Road immediately adjacent to the subject site (Stop ID 100240, 100227) include:

- No. 22 – Vic General / Hillside Centre provides service between View Royal and Hillside shopping mall via downtown Victoria and Fernwood.

Transit routes that can be accessed from bus stops (Stop ID 100209, 100181) on Pandora Avenue (330 metres from the school) and Johnson Street (430 metres) are as follows:

- No. 27/28 – Gordon Head / Majestic / Downtown is identified as a Frequent Route (15-minute service) provides service between the Gordon Head neighbourhood in Saanich and downtown Victoria via Shelbourne Street; and
- No. 2 – James Bay / South Oak Bay / Willows provides service to and from James Bay and Oak Bay via downtown Victoria.

Transit routes that can be accessed from bus stops (Stop ID 100160, 100172) on Cook Street (550 metres) are as follows:

- No. 24 – Cedar Hill / Admirals Walk provides service between Esquimalt and the Cedar Hill neighbourhood in Saanich via downtown Victoria; and
- No. 25 – Maplewood / Admirals Walk provides service between Esquimalt and the Maplewood neighbourhood in Saanich via downtown Victoria.

Transit routes that can be accessed from bus stops (Stop ID 100191, 100187) on Yates Street (600 metres) and Fort Street (700 metres) are as follows:

- No. 11 – Tillicum Centre / UVic provides service between the University of Victoria and Tillicum Centre through downtown Victoria via Fort Street and Gorge Road;
- No. 14 – Vic General / UVic is a Frequent Route that provides service between the University of Victoria and Victoria General Hospital via Craigflower Road, Fort Street and Richmond Road; and
- No. 15 – Esquimalt / UVic is a Regional Route that provides service between the University of Victoria and Esquimalt Dockyard via limited stops on Esquimalt Road, Fort Street and Foul Bay Road.

Cycling:

The site has several nearby cycling routes that provide access to the school and connections to adjacent neighbourhoods and the broader regional cycling network. Cycling is facilitated by conventional bike lanes on Johnson Street, Pandora Avenue, Fort Street and Yates Street. West of Cook Street the Pandora Avenue corridor is a two-way protected bicycle lane, providing access to/from downtown.

Cycling infrastructure improvements are planned for Vancouver Street, with additional cycling routes identified in the OCP on Caledonia Avenue, Chambers Street and Bay Street.

1.3. PROPOSED DEVELOPMENT

The catalyst for the proposed redevelopment at Victoria High School is a need for seismic upgrades to the building. The proposal also includes an addition to the school building (2,047 m² floor area) to support a projected increase in students from 825 to up to 1,000 and Neighbourhood Learning Centre (NLC) activities, as well as a stand-alone daycare facility of approximately 300 m² in floor area fronting Gladstone Avenue.

Table 1 shows the increase in floor area between the existing Victoria High School and the proposed footprint of the renovated school. The proposed addition to the school building represents an approximately 12% increase in floor area.

TABLE 1. SUMMARY OF PROPOSED FLOOR AREA INCREASE

	Floor Area	Activities
Existing School	19,191 m ²	Secondary school uses
Proposed School Addition	2,047 m ²	Additional secondary school and neighbourhood learning centre uses
Proposed Daycare	300 m ²	Community daycare uses
Total	21,538 m²	

1.3.1. Parking

The site parking supply will be primarily to the west of the existing track and playfield accessed from Grant Street. Existing parking along the southern edge of the track will be maintained, including accessible parking stalls. Another smaller lot to the north of the school, accessed from Gladstone Avenue, will be maintained and potentially expanded to accommodate additional parking demand as required. This area would include identified parking spaces for the adjacent daycare.

1.3.2. Access

Vehicle access to the site parking areas is primarily from Grant Street, accessed from Fernwood Road. Gladstone Avenue is the secondary site access.

2.0 PARKING REQUIREMENT

2.1. OFF-STREET PARKING REQUIREMENT

The required off-street parking supply is determined through the City's Zoning Bylaw no.80-159, Schedule C: Off-Street Parking Requirements. The required parking supply for the school is 283 spaces, as shown in **Table 2**. An additional 4 spaces are required specifically for the neighbourhood daycare.

TABLE 2. SUMMARY OF OFF-STREET PARKING REQUIREMENT

	Floor Area	Required Minimum Parking Supply	
		Supply Rate	Total
Victoria High School w/ Addition and NLC ²	21,238 m ²	1 space per 75 m ²	283
Neighbourhood Daycare ³	300 m ²	1 space per 80 m ²	4
Total			287

The proposed school expansion will accommodate both additional public school activities, as well as an NLC function. This space has been treated entirely as "Secondary School" uses for the purpose of calculating the required parking supply.

2.2. PAST REQUIREMENT

Prior to a 2017 update to Schedule C, the minimum required parking supply was calculated based on the number of employees and students. The expanded school is intended to accommodate up to 1,000 students and 110 staff, which would have resulted in a requirement for 152 parking spaces (almost half the current requirement).

² Parking supply rate is Secondary School use in the City of Victoria Zoning Bylaw no.80-159, Schedule C: Off-Street Parking Requirements

³ Parking supply rate is Care Facility in "Other Area" in the City of Victoria Zoning Bylaw no.80-159, Schedule C: Off-Street Parking Requirements

2.3. BICYCLE PARKING REQUIREMENT

Minimum long- and short-term bicycle parking requirements are determined through the Schedule C Off-Street Parking Requirements. Long- and short-term bicycle parking is defined by differences in security measures, weather protection, and parking dimensions.

As seen in **Table 3** the Victoria High School is required to include 172 short-term and 13 long-term bicycle parking stalls, based on the floor area requirements outlined in Schedule C. The School District has indicated that the required bicycle parking supply will be provided.

TABLE 3. SUMMARY OF BICYCLE PARKING REQUIREMENT

	Floor Area	Required Minimum Bicycle Parking Supply	
		Supply Rate	Total
Short-term Bicycle Parking	21,538 m ²	1 space per 125 m ² , or part thereof	172
Long-term Bicycle Parking		1 space per 1,600 m ² , or part thereof	13

3.0 ANTICIPATED PARKING DEMAND

Anticipated parking demand is considered below for each of the user groups on the Victoria High School site. Estimates are largely based on comparison, past records and correspondence with school administration. In-field observations of parking utilization were not undertaken as would commonly be included in a study such as this, as school operations were limited during the time of this study due to physical distancing requirements associated with the COVID-19 pandemic.

3.1. TEACHER / STAFF PARKING

A survey was circulated among current Victoria High School teachers and staff to understand typical commuting habits⁴. Among the 58 staff members who responded to the survey, 46 indicated that they require a parking space at least once per week. Refer to **Table 4**. This suggests that approximately 80% of staff commute to/from the school in a vehicle at least once per week. This is relatively high compared to the typical driving mode share among Victoria residents, but is perhaps an indication that a number of teachers and staff reside elsewhere in Greater Victoria, as well as a result of unpaid parking being offered on-site as compared to paid parking in certain other locations in the City.

The school administrator has indicated an anticipated need for staff parking for up to 80 vehicles based on the current parking demand among teachers and staff. This represents a parking supply rate of approximate 0.73 spaces per teacher.

TABLE 4. SUMMARY OF STAFF PARKING SURVEY

Survey Questions	Yes	No
Do you require a parking spot, more than once per week?	46 (79.3%)	12 (20.7%)
Do you require bike storage more than once per week?	35 (60.3%)	23 (39.7%)
Do you primarily use alternate transportation (walk, bus, etc.)?	10 (17.2%)	48 (82.8%)

⁴ Staff survey administered by school administration, June 2020

3.2. STUDENT PARKING

Since the graduated licencing approach was introduced in British Columbia, parking demand among high school students has declined as students generally cannot secure a driver's license until at least their Grade 12 year. The result is fewer students driving than in past and many schools in the Capital Region with large student parking areas that are under-utilized.

Victoria High School administration indicated that 22 students have registered for a parking pass in 2019-2020. Assuming an increase in student parking permits approximately consistent with the anticipated growth in student population (from 825 to 1,000), the anticipated future student parking demand is approximately 25 vehicles.

Victoria High School administration have indicated they do not anticipate future growth in student parking as a result of the expansion⁵, suggesting the added growth estimate represents a conservative estimate.

3.3. OFFICE / VISITOR PARKING

The school attracts visitors over the course of a typical school day. These may include visitors to the office, mail/courier drop-off, and parents and community members visiting teachers, their children or attending special events.

The parking demand patterns for these activities varies considerably over the course of a typical school day. A parking supply allocation of approximately 15 spaces is estimated to accommodate the day-to-day needs for short-term parking, with some added capacity for peak demand periods and when special events occur during school hours. This estimated parking demand is supported by school administration as appropriate⁶.

One important distinction is that the majority of special events that may attract a larger number of visitors (i.e., sports games, theatre performances, etc) are assumed to typically occur outside peak school hours (i.e., late afternoon, evening or weekend) when staff / teacher and student parking demand is lower and visitors may utilize these parking areas.

⁵ Email correspondence received June 11, 2020

⁶ Email correspondence received June 18, 2020

3.4. AUXILIARY STAFF / NEIGHBOURHOOD LEARNING CENTRE

The school also attracts auxiliary and itinerant staff that are above-and-beyond the permanent teacher complement. These may include teachers-on-call (i.e., substitute teachers), educational assistants and educators providing specialist training (e.g., speech therapy). These individuals work on-site typically only for a portion of the school day and may travel between schools and are commonly more reliant on a vehicle for their daily activities.

Included in this user group are staff associated with the Neighbourhood Learning Centre (NLC) space, anticipated to be approximately 3 staff during the school day (there may be more NLC staff outside school hours when more community activities are offered).

Based on current demand and anticipated need identified by school administration, a parking supply of up to 20 spaces is recommended to account for auxiliary and NLC staff parking demand.

3.5. ACCESSIBLE PARKING

A dedicated supply of accessible parking spaces is important to ensure staff, students and visitors with limited mobility are accommodated. There currently is no requirement for accessible parking, although the City is currently in the process of updating Schedule C Off-Street Parking Requirements to include accessible parking requirements.

Under the previous BC Building Code, the site requirement would have been for no less than three accessible parking spaces. To ensure that the diverse needs of students, staff, and other school users is met, a supply of five accessible spaces is recommended.

3.6. DAYCARE

The final addition to the Victoria High School site is the neighbourhood daycare to be built on the site's northwest corner. The daycare centre is to consist of two modular buildings, each with approximately three staff members on-site at any one time (up to six vehicles). An additional two parking spaces should be assigned for drop-off / pick-up activities, for a total supply of 8 spaces associated with the daycare use. Some additional drop-off / pick-up activity may occur on Gladstone Avenue.

3.7. SUMMARY

The preceding analysis suggests that site parking demand will be approximately 153 vehicles. Refer to **Table 5**. This accounts for peak parking demand during school days and is anticipated to exceed the site's parking needs during periods outside typical school hours. As possible, site parking supplies should be shared between the various user groups so that parking is used efficiently and under-utilized parking areas can be utilized by other site users.

TABLE 5. SUMMARY OF ESTIMATED PARKING DEMAND, BY USER GROUP

User Group	Estimated Parking Demand
Staff / Teachers	80
Students	25
Office / Visitor	15
Auxiliary Staff / Neighbourhood Learning Centre	20
Accessible	5
Daycare	8
Total	153

4.0 TRANSPORTATION DEMAND MANAGEMENT

Transportation demand management (TDM) refers to infrastructure and program initiatives aimed at supporting alternatives to single-occupancy vehicle travel. Ultimately the level of parking demand reduction that is achieved through TDM is dependent on program commitment and investment. Research supports reductions in parking demand of 20% or higher where TDM is pursued.

Possible TDM strategies for the Victoria High School site are summarized below, with an overview of the potential impacts for user groups included in **Table 6**.

4.1. SHORT-TERM BICYCLE PARKING

Providing short-term (Class II) bicycle parking to cater to primarily to students and school visitors encourages more trips by bicycle. Students, staff, and visitors to Victoria High School, can all use short-term bicycle parking. Bike parking should be placed in convenient locations throughout the site and ensure security through well designed racks, visibility for casual surveillance and weather protection where possible.

4.2. LONG-TERM BICYCLE PARKING

Long-term (Class I) bicycle parking emphasizes many of the same characteristics as Class II bicycle parking including security, visibility, weather protection, but to a greater degree. Long-term parking is typically located in covered areas often with a locked door, gate, and/or fence. Class I parking is for users who will spend most of the day at the school and are often designed simultaneously with the end-of-trip facilities, like showers and changerooms, described below.

4.3. BICYCLE SHOWER + CHANGE FACILITIES

End-of-trip facilities including showers and changerooms are important features of a comfortable experience for active transportation users. Providing the opportunity to transition from travel to the workplace is a key function of these facilities, allowing opportunities for commuters to securely store necessary items at work and change from commuting clothes to work attire. Consideration should be given to the proximity of bicycle parking relative to shower and changeroom areas to appeal to staff that may bicycle over longer distances.

4.4. TRANSIT SUBSIDY

Transit subsidies are among the most common financial incentives to encourage alternatives to private vehicle travel. Subsidy programs are typically administered by employers who provide vouchers or cash to employees using transit as their primary mode of commuting. This may also be achieved more formally through BC Transit's ProPASS program, where employers committing ten or more employees to the program are eligible for a reduced rate on the cost of monthly transit passes.

For students, the City of Victoria instituted a free bus pass program for children under the age of 18, so most students can readily access transit if they choose to apply to the program.













4.5. COMMUTER CASH-OUT PROGRAM

Commuter cash-out programs provide financial incentive to employees commuting by means other than private vehicle. There are costs to the employer (i.e., the School District) in administering the program, however the successful implementation may also lead to reduced construction costs through parking supply reduction, in addition to the healthy and environmental benefits associated with sustainable travel modes.




4.6. PROMOTION / EDUCATION

Educational campaigns can be effective for encouraging changing mobility behaviours among a variety of user groups. There are established regional campaigns such as Bike to Work Week that celebrate active transportation, that can be supplemented with in-school efforts, including competitions between classes and/or teachers or student-led promotional events that encourage walking, cycling or taking transit to school. Pursuit of promotional activities may be done within Victoria High School itself or more broadly at schools throughout the School District.

TABLE 6. SUMMARY OF TDM OPTIONS + POTENTIAL IMPACT, BY USER GROUP

TDM Options	User Group	
	Staff	Students
Short-term Bike Parking (i.e., bike racks)		
Long-term Bike Parking (i.e., lockers)		
Bicycle Shower + Change Facilities		
Transit Subsidy		
Commuter Cash-Out Program		
Promotion / Education		

Anticipated level of impact in reducing site parking demand:

-  High
-  Moderate
-  Low

5.0 SUMMARY

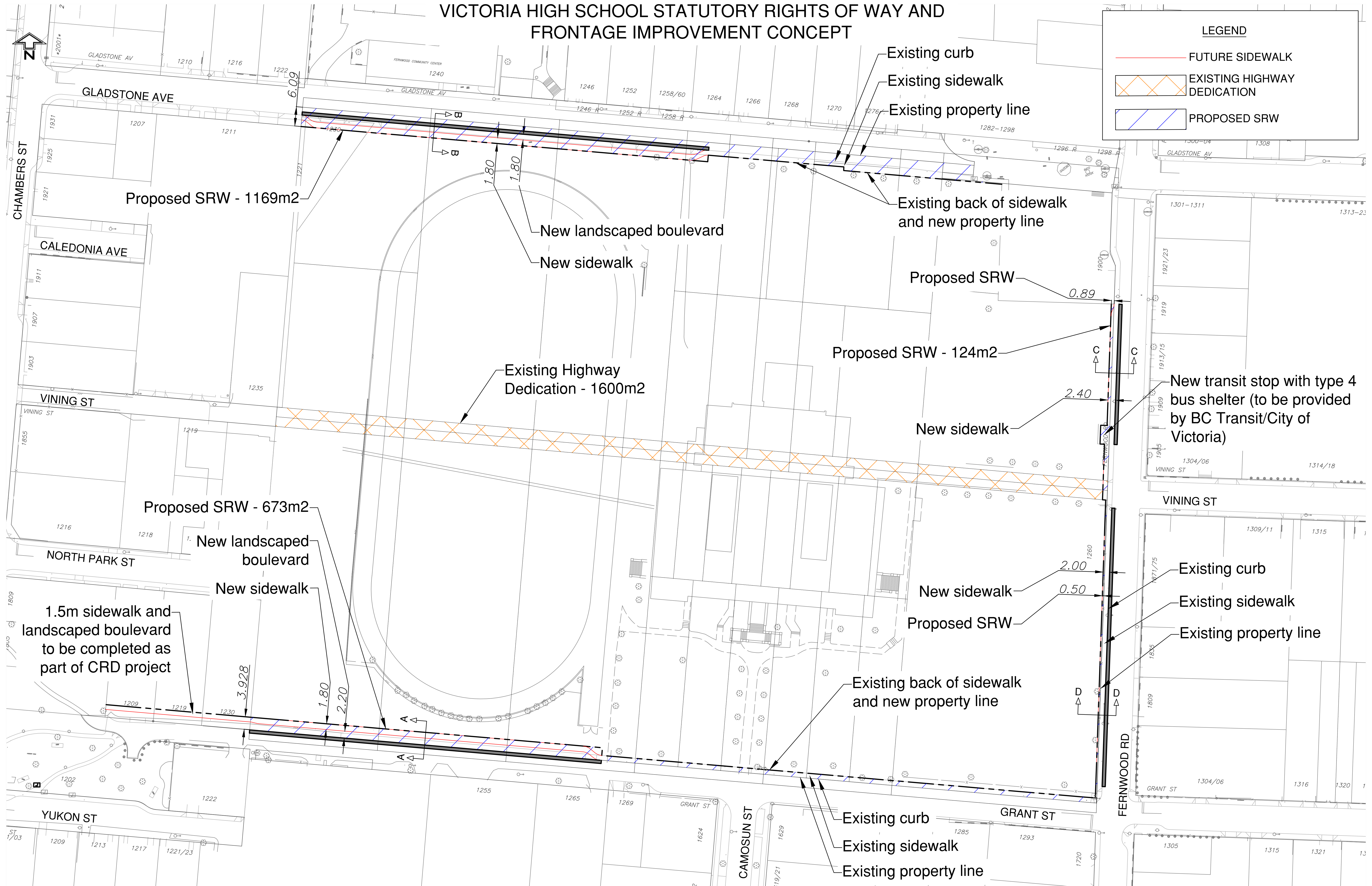
The preceding assessment considers an appropriate site parking supply for the Victoria High School expansion based on an understanding of the proposed site land uses and the anticipated parking demand associated with each land use and activity. Consideration is given to parking demand characteristics for staff, students, and visitors and the potential to share parking between user groups, as well as transportation demand management (TDM) approaches to reduce site parking demand.

5.1. RECOMMENDATIONS

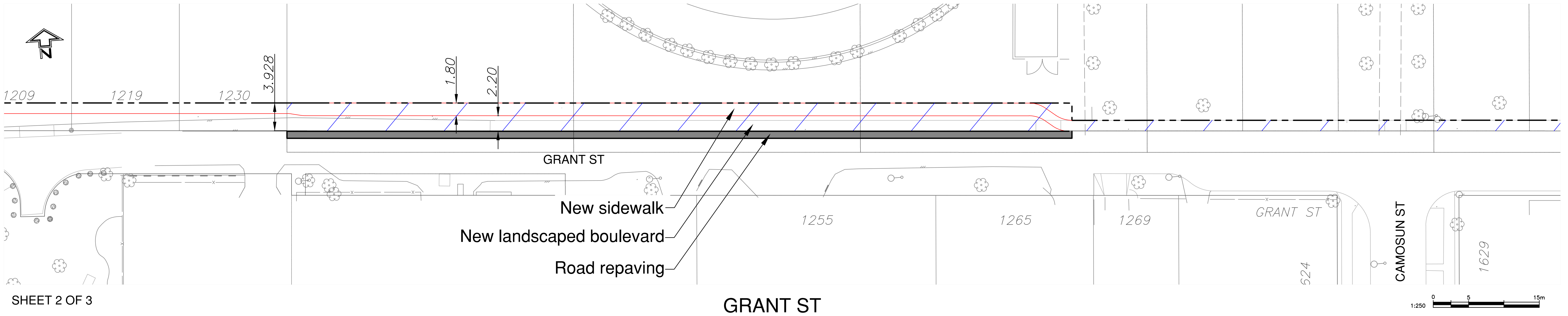
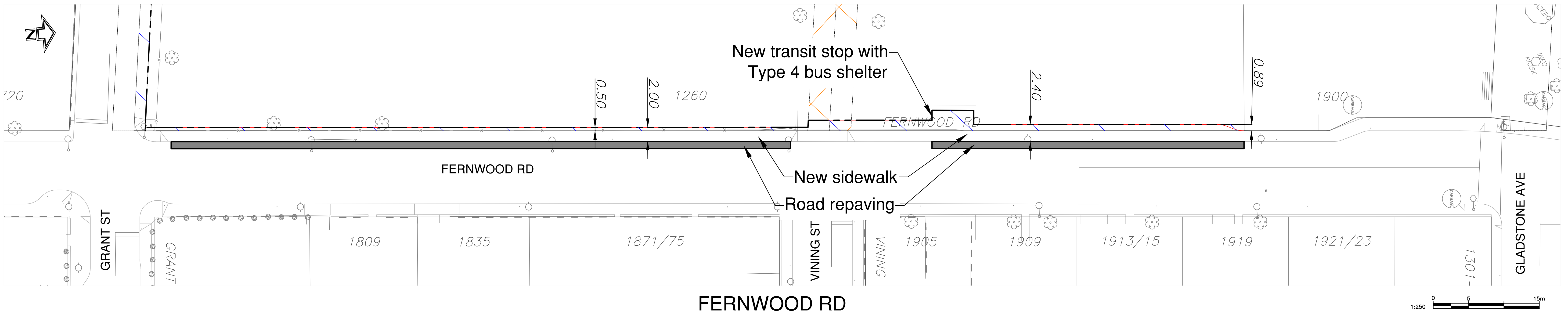
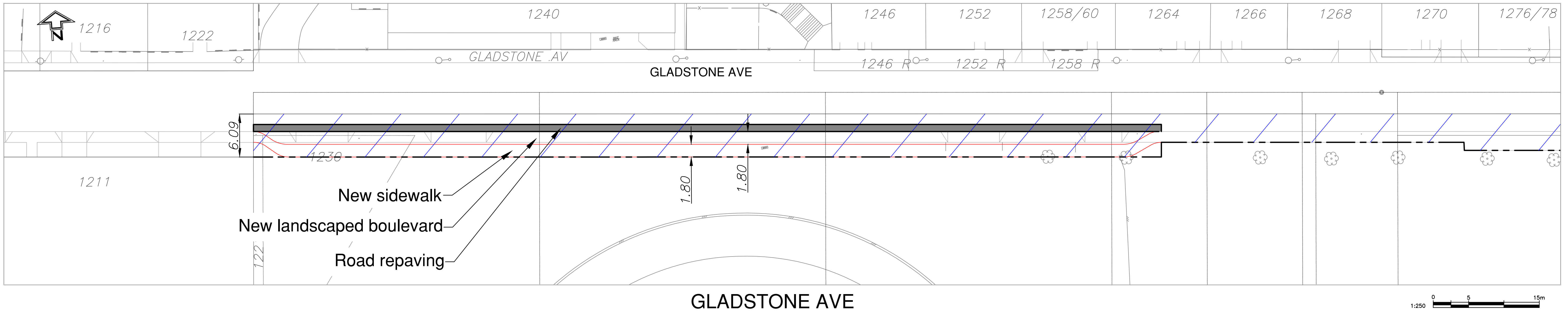
The following are the key recommendations of this study:

1. The recommended site parking supply is 150 to 160 parking spaces. This is expected to accommodate peak parking demand during school days.
2. Site parking areas are to remain unassigned (i.e., available to all users) to the extent possible to make more efficient use of available parking.
3. There may be the opportunities to further reduce the site parking supply if TDM strategies are pursued.

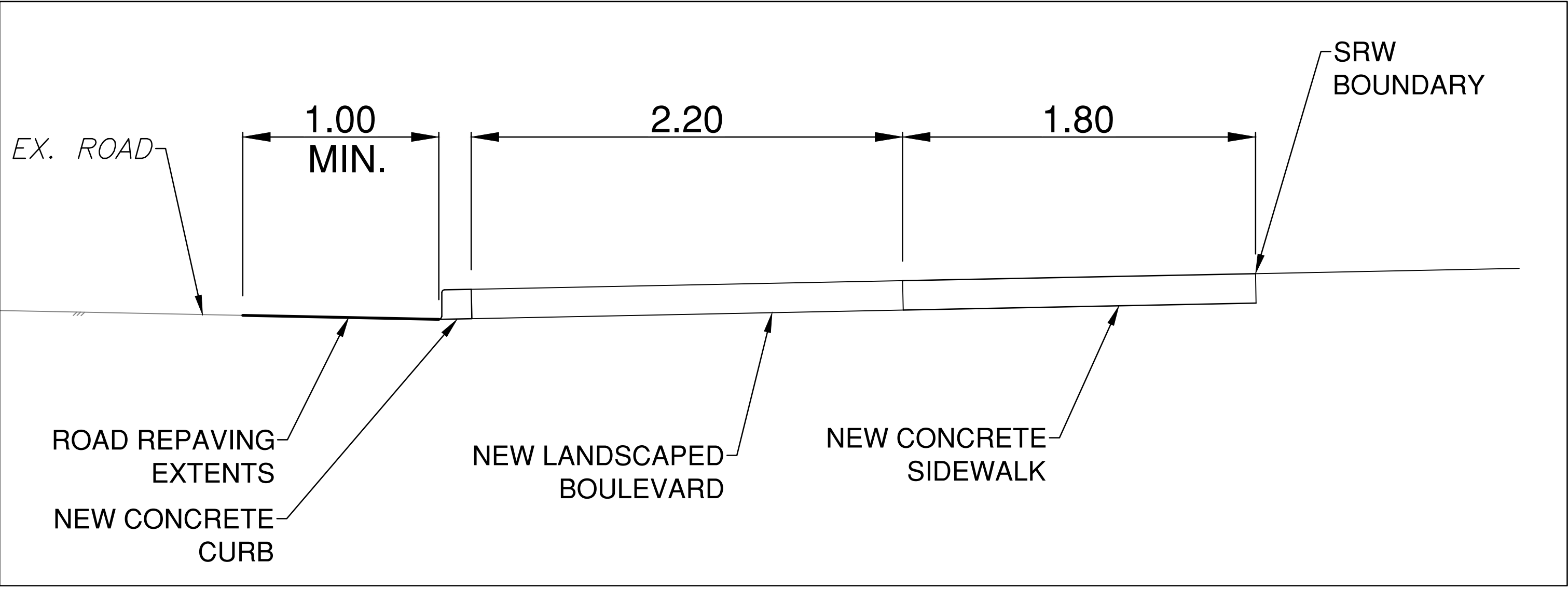
VICTORIA HIGH SCHOOL STATUTORY RIGHTS OF WAY AND FRONTAGE IMPROVEMENT CONCEPT



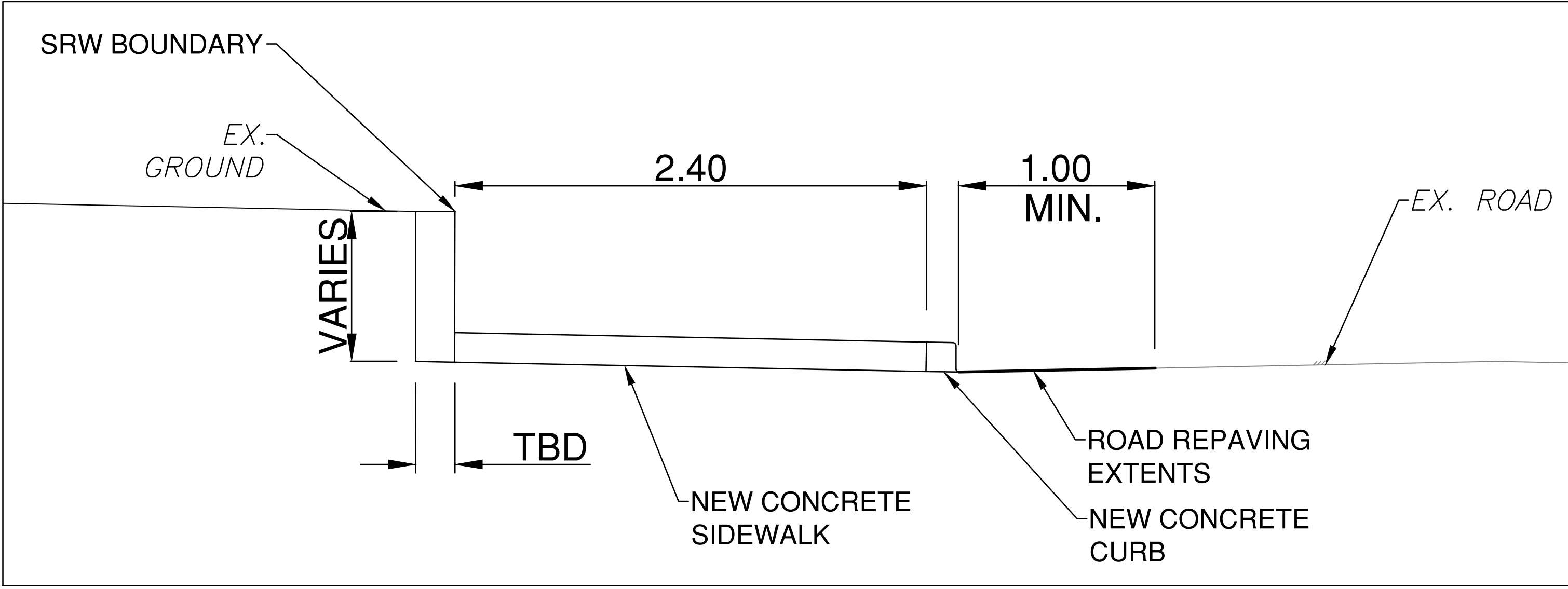
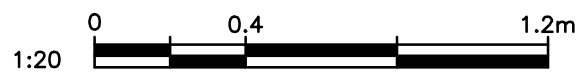
NEW FRONTAGE WORKS



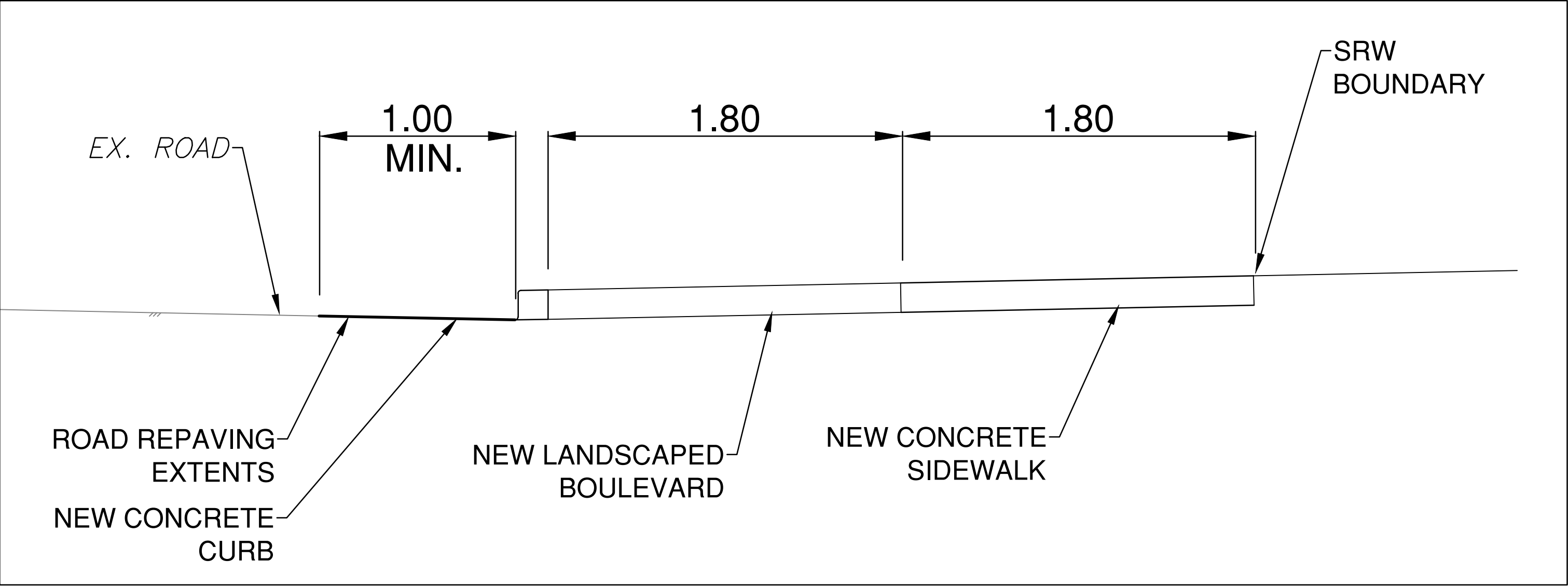
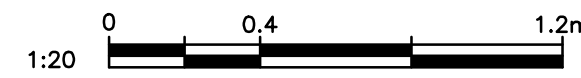
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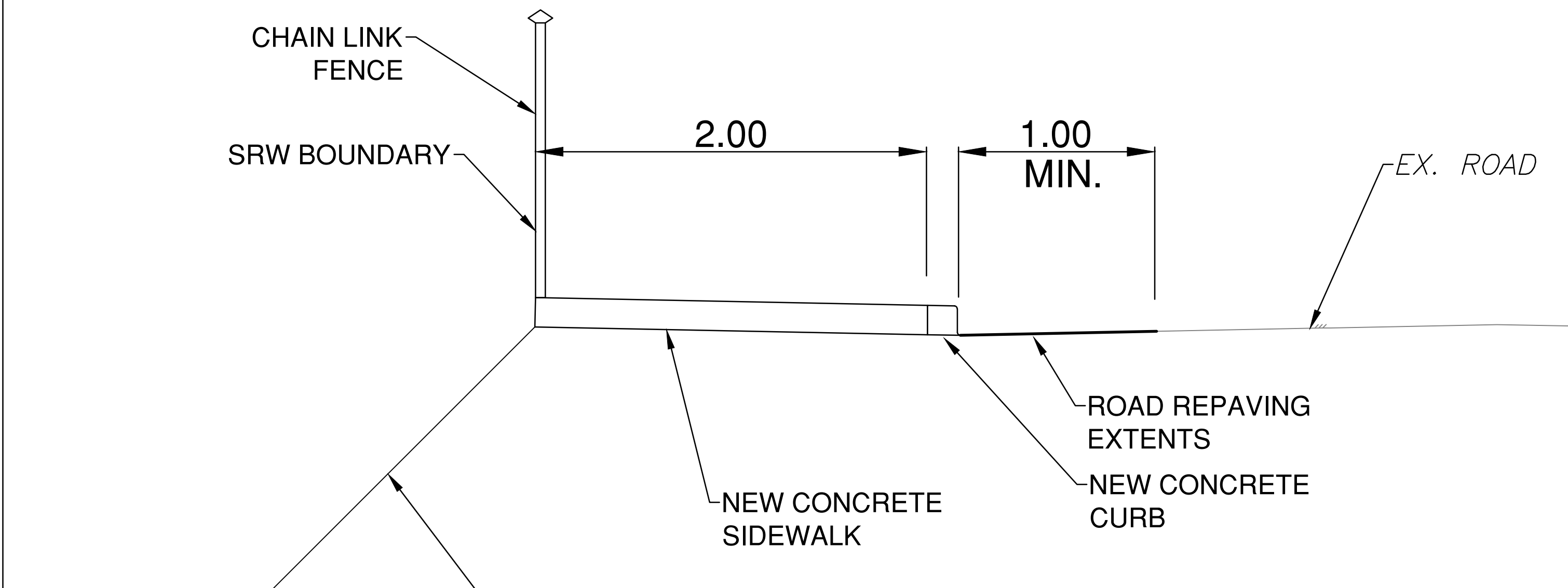
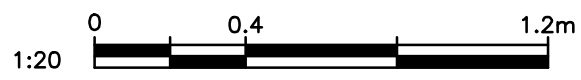
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GRANT ST



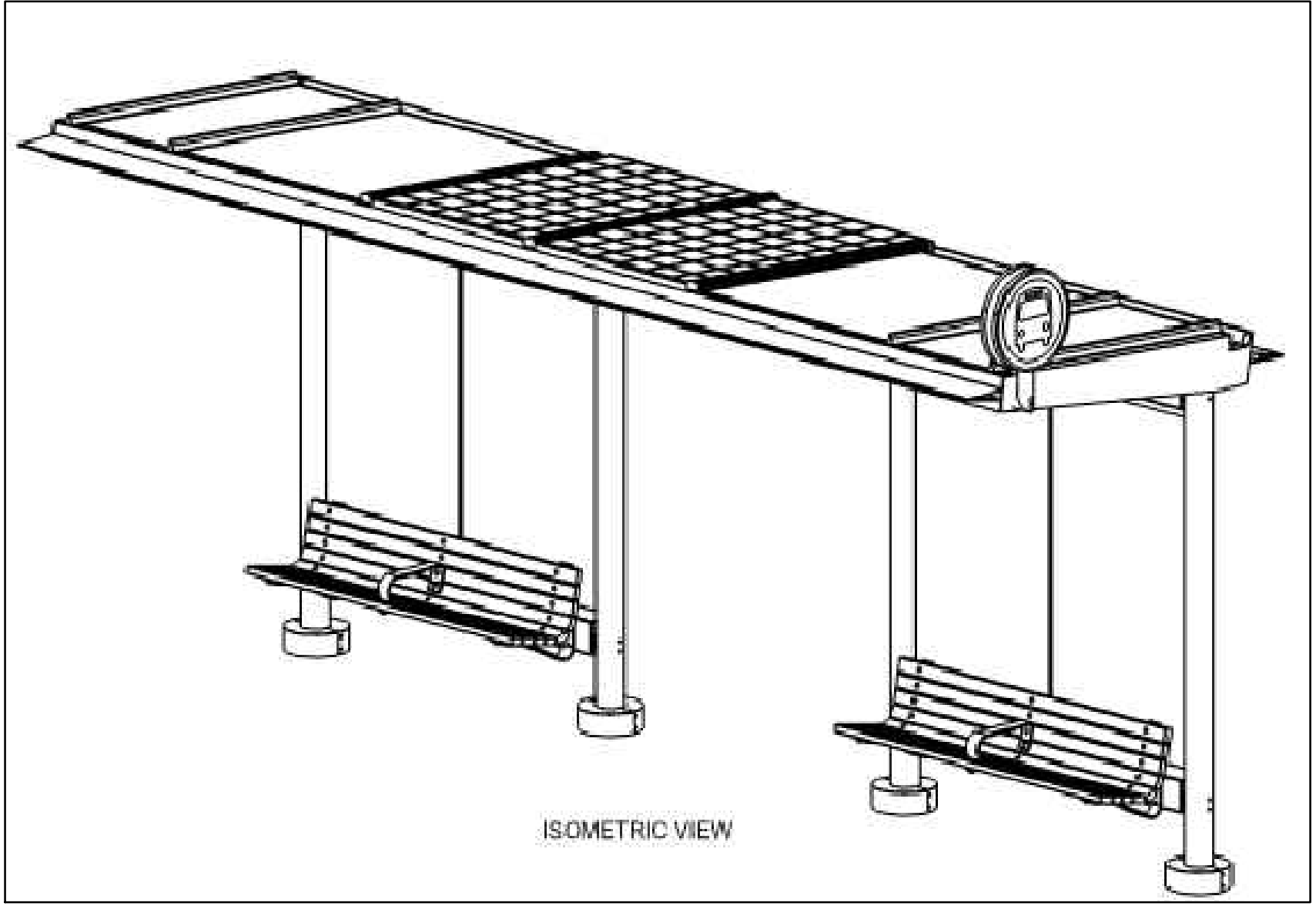
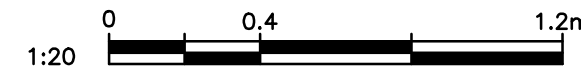
SECTION C-C
FERNWOOD RD



SECTION B-B
GLADSTONE AVE



SECTION D-D
FERNWOOD RD



TYPE 4 TRANSIT SHELTER
NTS

Development Variance Permit
Application
for
1289 Gladstone Ave & 1260
Grant St (Victoria High School)



1

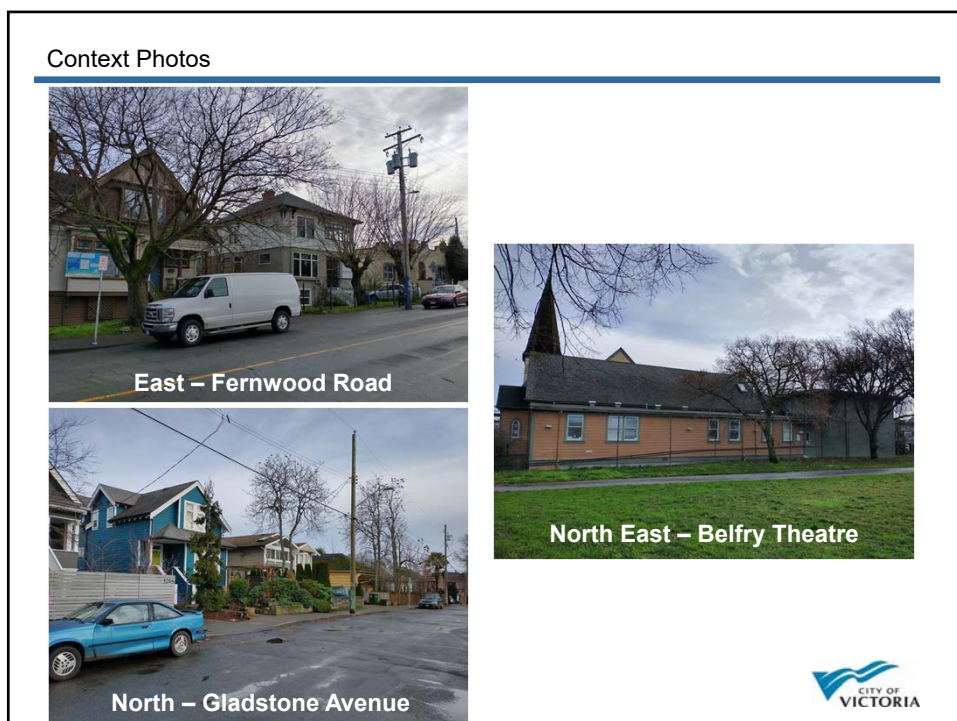
Aerial Map



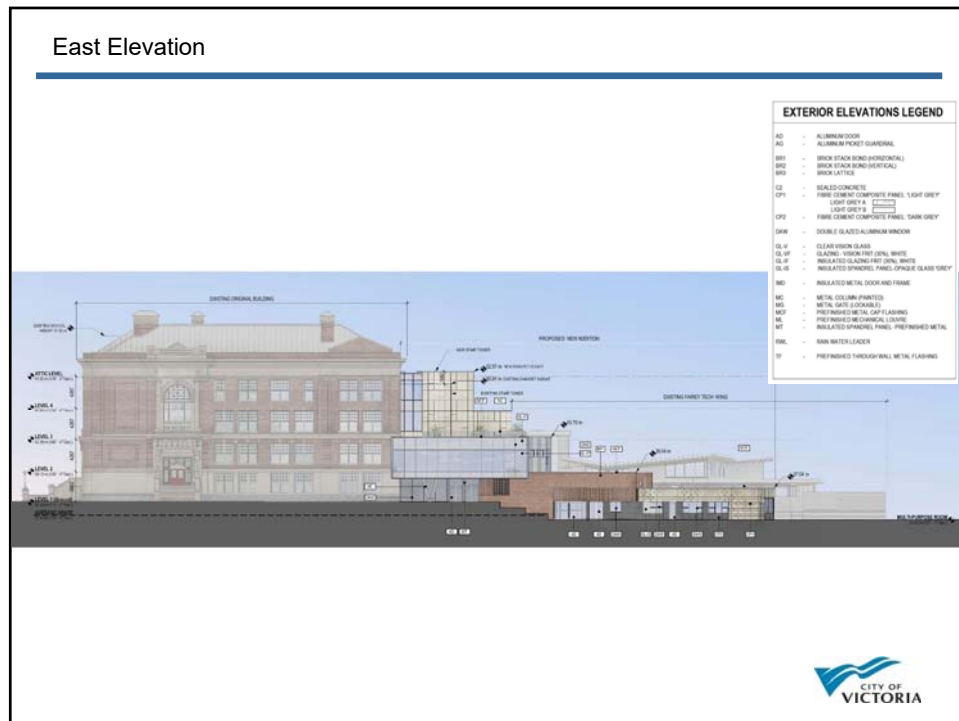
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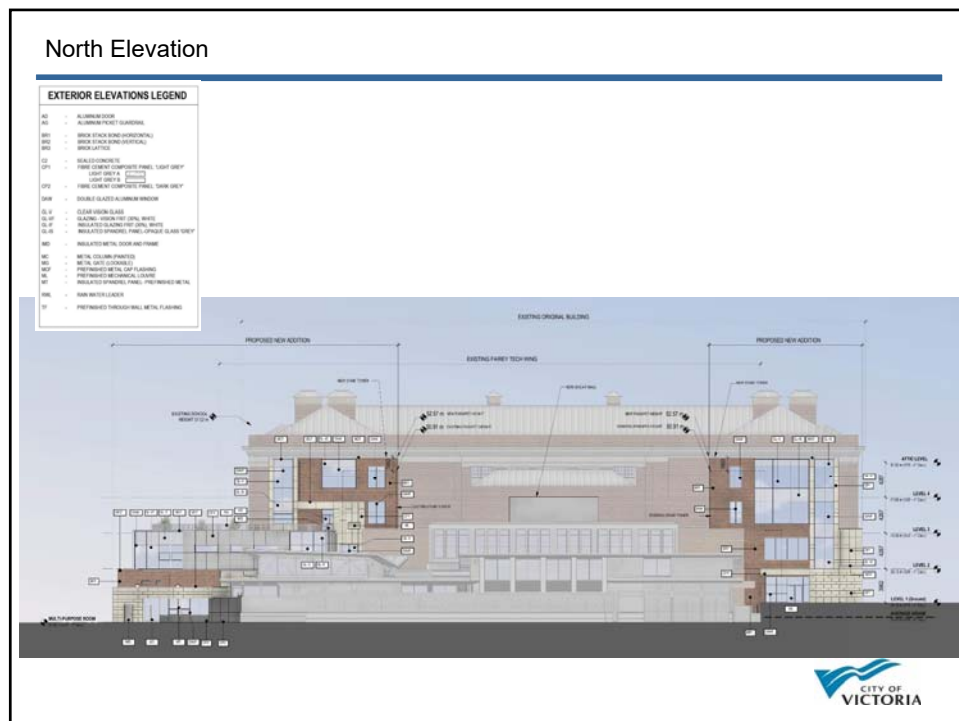
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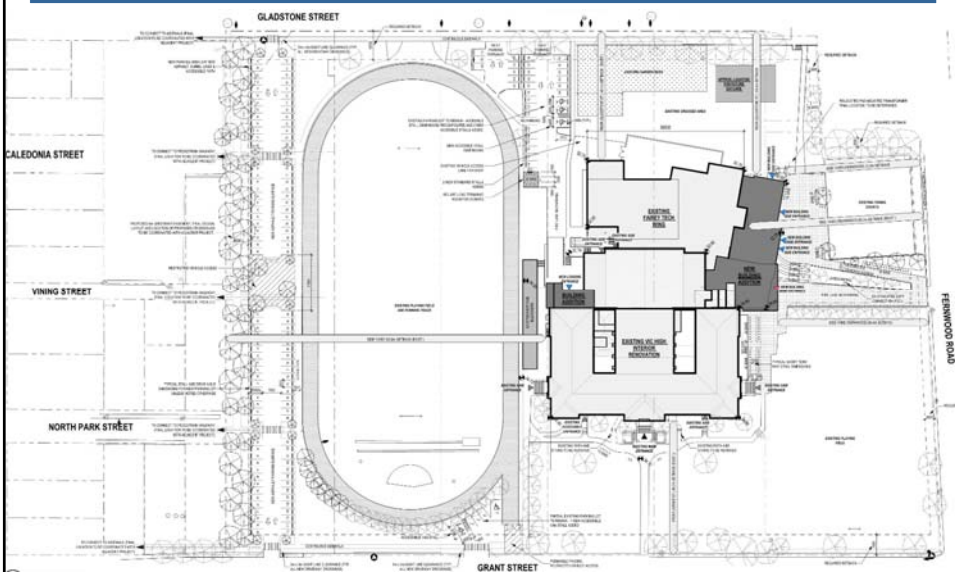
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Rendering



9

Proposed Site Plan



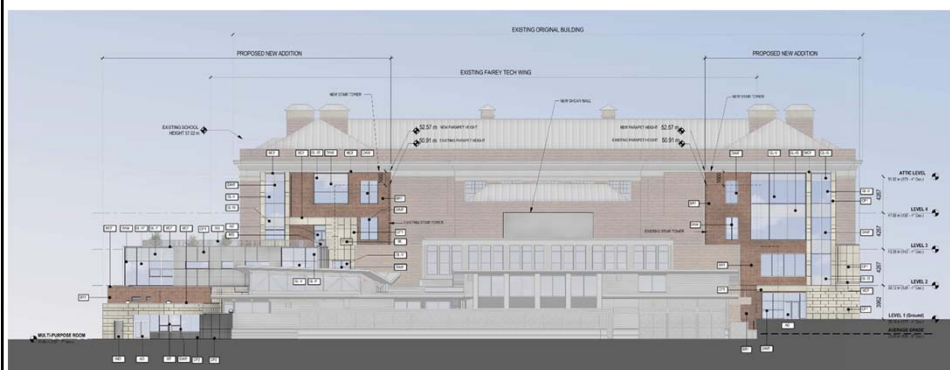
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Variances: Setbacks, Site Coverage and Open Site Space, Building over Lot Lines



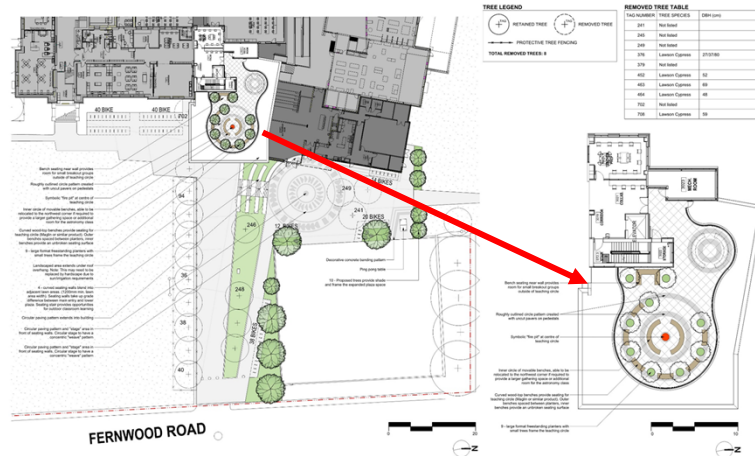
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Variances: Height



12

Variances: Roof Deck

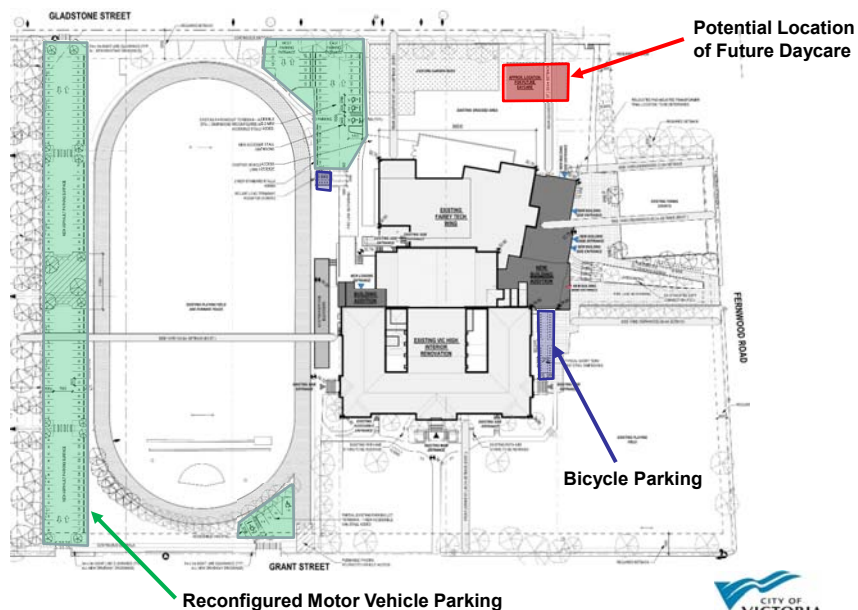


VICTORIA HIGH SCHOOL - ENTRY CONCEPT



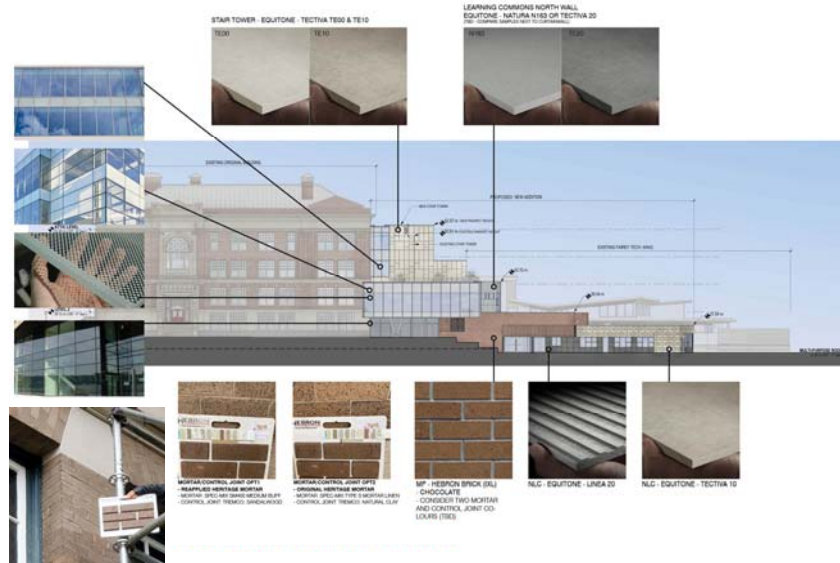
13

Variance: Parking



14

Colour Board



HDR

Basement Plan

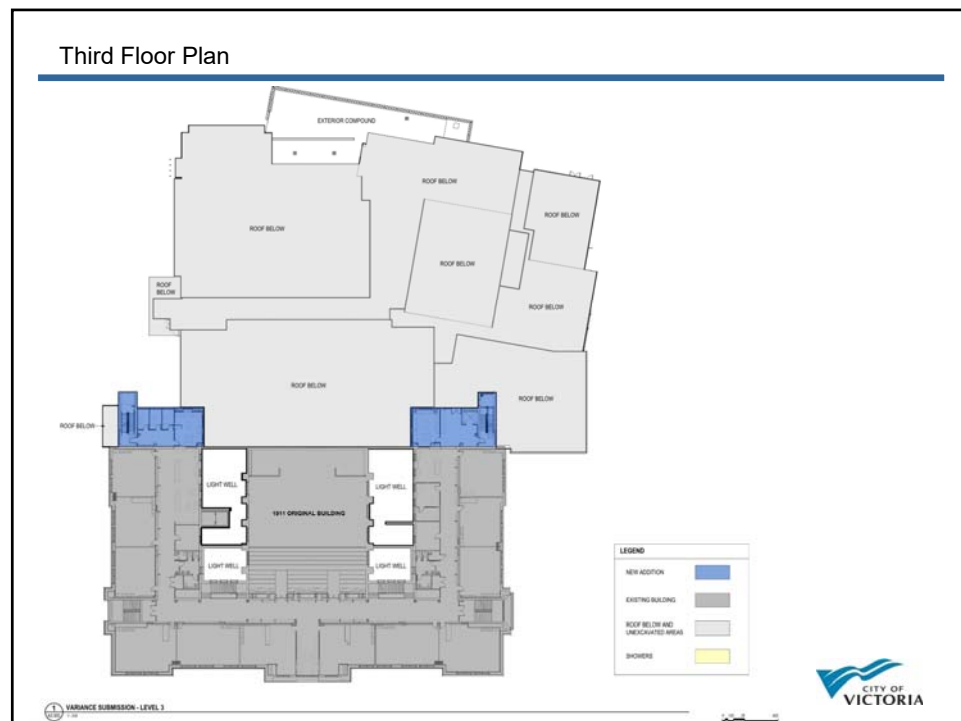
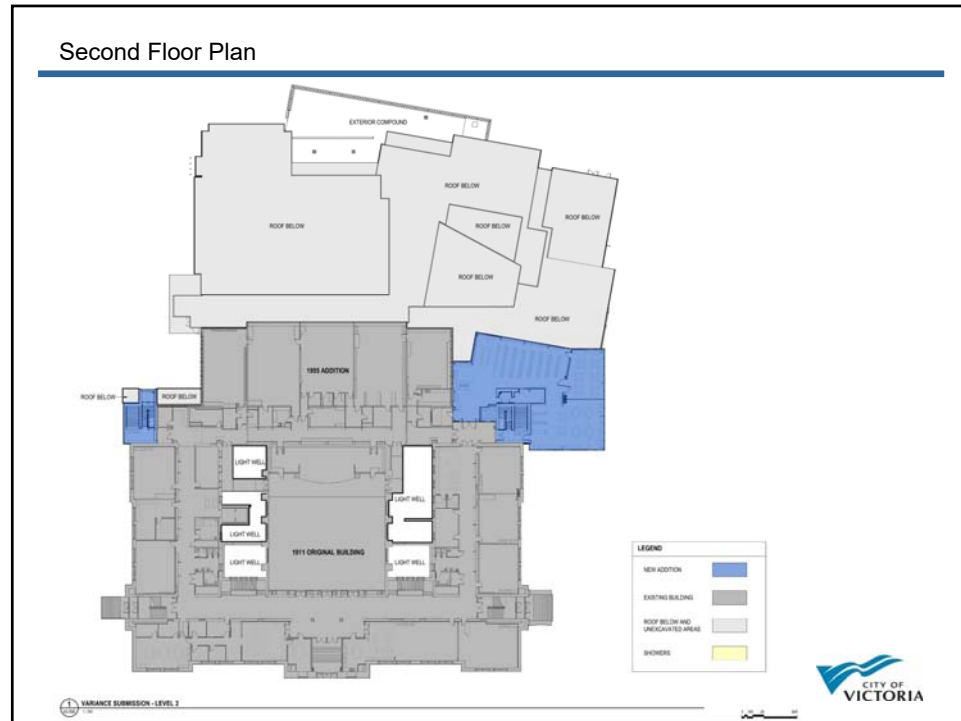


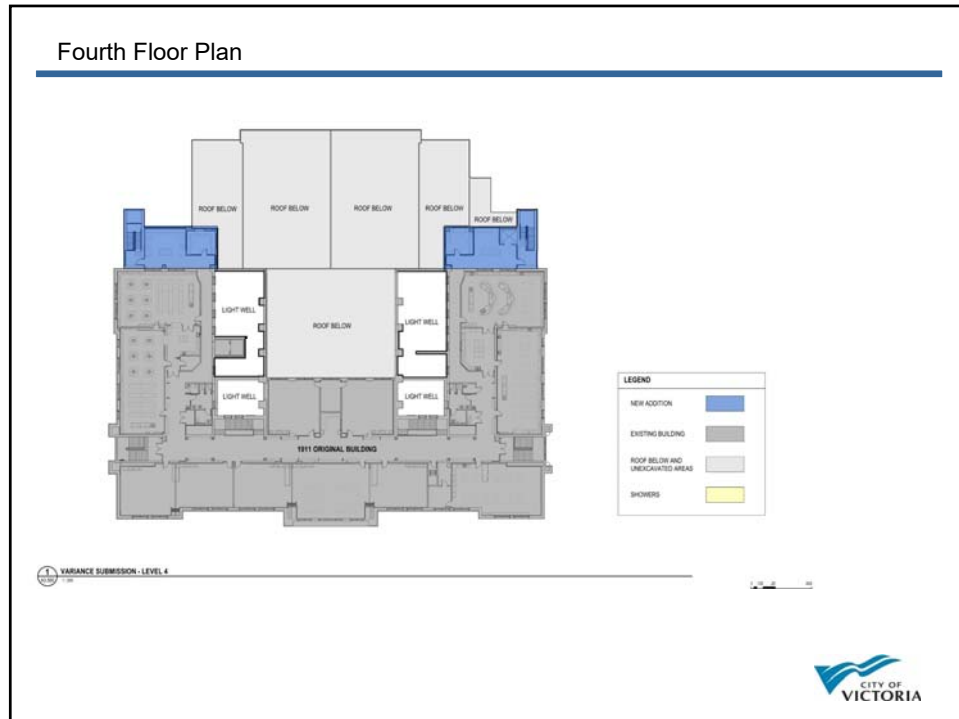
17

Ground Floor Plan

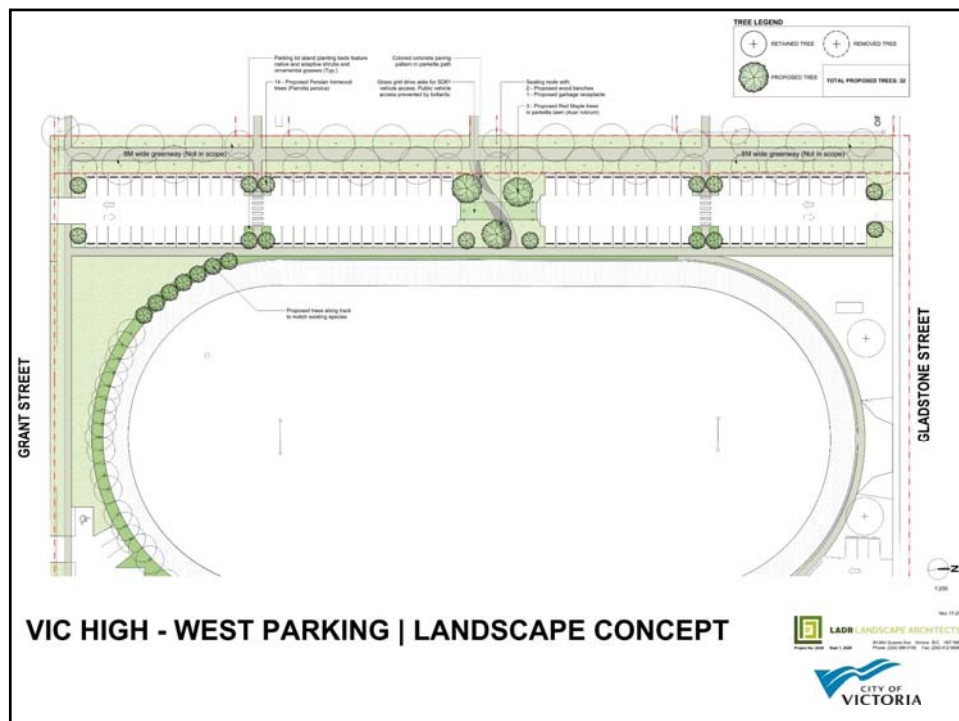


18





21



22



Committee of the Whole Report

For the Meeting of February 18, 2021

To: Committee of the Whole **Date:** January 11, 2021

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

Subject: Application for a Structural Change to increase the Occupant Load for Swans Pub, Liquor Primary License at 510 Pandora Avenue.

RECOMMENDATION

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. That Council, after conducting a review with respect to noise and community impacts, does support the application of Swans Pub located at 510 Pandora Avenue to increase the occupant load from 171 to 282 people with no change to hours of operation which are 9:00 am to 2:00 am daily.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request, and assumptions are that the noise impacts would be negligible as the increased occupant load affects interior space only, and the establishment has a reputation of responsible operation. The requested hours of operation in conjunction with the proposed occupant load are not expected to result in negative impacts to the community.
- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the business plan and long-term viability of the establishment.
- c. The views of residents were solicited via a mail-out which included 1313 letters to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice was posted at the property. In response to the notification, a total of ten written responses were received, of which seven expressed opposition including one from the Downtown Residents Association, and three expressed support.
- d. Council recommends that the license be approved.

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 Swans Pub located at 510 Pandora Street. Under building permit, Swans Pub has completed interior alterations to facilitate additional seating and is consequently required to apply to LCRB for a structural change for the increased occupant load. The application for a structural change is to increase the occupant load from 171 to 282 people, with no change to hours of operation from 9:00 am to 2:00 am daily.

The application was evaluated against City policy and staff commentary, and feedback received through the public notification process. The proposal has also been considered in the context of the local vicinity and the City as a whole, all of which are reflected in this report and the resulting recommendation.

Swans' application to increase the occupant load with no changes to existing hours of service is consistent with the City's *Liquor Licensing Policy*. The increased occupant load is accommodated within interior space and does not involve exterior seating areas, the establishment has a reputation of responsible operation and limited concern was brought forward by the community. Staff recommend that Council consider supporting the request to increase the occupant load with no change to existing hours of operation.

PURPOSE

The purpose of this report is to seek a Council resolution in accordance with the requirements of the *Liquor Control and Licensing Act* (the Act), regarding an application by Swans Pub for a structural change to increase the occupant load of their existing liquor primary licence. The proposal is to increase the occupant load to 282 people from 171 with no change to existing hours of operation from 9:00 am to 2:00 am daily.

The LCRB is requesting a resolution from the City of Victoria regarding:

1. The impact of noise on nearby residents.
2. Impact on the community if the application is approved.

Swans Pub has included a letter of intent which provides information about the business model and is included as Appendix A. A map of the subject property and the immediate area is attached to this report (Appendix B) and illustrates the 100m public notification area targeted for comment.

BACKGROUND

The Liquor and Cannabis Regulations Branch (LCRB) issues liquor licences under the authority of the *Liquor Control and Licensing Act* and regulations. LCRB determines the category of licence appropriate or acceptable for the business based on submitted details. In the case of Swans Pub, the establishment is licenced under a liquor primary licence.

ISSUES & ANALYSIS

The following sections identify key issues and provide analysis for Council's consideration.

Zoning

Zoning for the establishment is OTD-1 which permits the use and does not have a requirement for parking.

Noise Bylaw

The City's Noise Bylaw sets limits for four key areas within the City, which are the Quiet District, Intermediate District, Harbour Intermediate and Activity District. Swans Pub is within the Intermediate Noise District and limited to 60dBA at the point of reception during daytime hours, which end at 10:00 pm. During nighttime hours, noise at the point of reception received is limited to 50dBA in Quiet districts, 55dBA in the Harbour Intermediate and Intermediate districts and 65dBA in the Activity district. 50dBA is comparable to rainfall, light traffic or a refrigerator and 60dBA is comparable to conversational speech or an air conditioner. Where issues of non-compliance exist, Bylaw Officers and Police have authority to order compliance.

The City of Victoria Noise District Map is included for reference (Appendix C).

Vicinity and Municipal Impacts

Predictability of noise related issues or other community impacts, negative or positive in effect, is challenging due to several factors. The business model, target clientele, quality of owner/operator, existing density of licenced capacity in the area, hours of service, demographics, and fluctuating populations due to tourism factor into predicting the likelihood of noise related issues and impacts on the community.

Consideration of those factors can assist a municipality to predict negative aspects associated with licenced establishments. The factors considered for any application approval change over the life of a licenced establishment; and when they do change, and unanticipated issues arise, the fallback to re-establish compliance related to noise and other aspects is to use enforcement tools. These tools include LCRB enforcement, which ensure responsible and appropriate service as required by the terms of the licence with LCRB. The Noise Bylaw can be enforced to bring an establishment into compliance, and police have additional authority to bring an establishment back into compliance where issues are more complex.

Swans' proposal has been considered regarding the impact it could have on the community and its potential to generate noise related issues. Under building permit, Swans Pub has completed interior alterations to facilitate an increased occupant load and is consequently required to apply to LCRB for a structural change to provide licenced service for the increased occupant load in the area. The establishment proposes to provide licenced service to an occupant load of 282 people which is an increase of 111 from the existing occupant load of 171 people. Service to these patrons is interior to the building as the licence area for the establishment does not have an outdoor seating area. Staff did not share specific concerns regarding the application but note the general, incremental impact associated with increased seating density in Victoria's downtown area.

If approved, the request results in a total occupant load of 282 people. There are 2,193 licenced seats in the vicinity and the increase of 111 people is a 5.1% increase to licenced capacity in the area. Vicinity information is attached as Appendix D.

City Liquor Licensing Policy

The City's Liquor Licensing Policy directs staff to consider applications for liquor licences having hours of operation not later than 2:00 am. The applicable Council policy is attached to this report (Appendix E). The hours of licensed service proposed in this application are within the parameters of the policy.

City Referrals

An inter-departmental review of the project was undertaken and included circulation to Planning, Engineering, Community and Business Relations, Bylaw, and Police. That review resulted in the following feedback.

Planning

- The application is supportable as the establishment is zoned appropriately for the use, allowing for liquor consumption and service.

Engineering

- Transportation related noise impacts or general community impact are not anticipated.

Community and Business Relations

- Community and Business Relations does not foresee significant negative impacts arising from the proposed occupant load increase.

Bylaw

- Bylaw has not identified concerns associated with application.

Police

- Police note that the establishment is well established and that the increase is unlikely to result in significant impact to neighbours and this is attributed to the good operation of the establishment. Increases to hours or occupant load consistently cause concern for Police due to the incremental impacts. Police comments are available in Appendix F.

Community Consultation

In accordance with the City's *Liquor Licensing Fee Bylaw* and *Liquor Licensing Policy*, all property owners and occupiers within 100 metres of the applicant's location were solicited by a mailed notice to provide input regarding this application. In addition, the establishment displayed a notice poster at their entrance for 30 days, which invited input to the City with respect to this application.

The notification was sent to a total of 1313 owners and occupants. In response, the City received seven letters opposing the application, including one from the Downtown Residents Association, and three letters supporting the application. Public Comments are available in Appendix G

Applicant Response

As is standard practice as a part of the liquor licence process, after City staff gives input, the applicant has an opportunity to review the information (and this report) and respond prior to the report being forwarded to Council. After the applicant reviewed City staff comments, the applicant provided additional correspondence related to the report. The correspondence is available in Appendix H.

IMPACTS

Accessibility Impact Statement

Not applicable

Strategic Plan 2019 – 2022

The recommendation to support the application is likely to increase the viability of the hotel as a local employer, which is consistent with Strategic Objective #4 – *Prosperity and Economic Inclusion*.

Impacts to Financial Plan

None

Official Community Plan

The proposed license changes are consistent with the *Official Community Plan* objectives for this neighbourhood as the property is located within the Old Town, Core Historic designation which permits commercial, visitor accommodation and other mixed uses.

CONCLUSIONS

The application for a structural change to a liquor primary licence to increase the occupant load to 282 people is supportable where hours of operation are from 9:00 am to 2:00 am daily.

The site is appropriately zoned for the use, is consistent with current City policy, and staff recommend for Council's consideration that a resolution be made supporting the recommendation for Swans Pub.

ALTERNATE MOTIONS

1. That Council, after conducting a review with respect to noise and community impacts regarding the application of Swans Pub, at 510 Pandora Avenue, does not support the application.

Respectfully submitted,

Ryan Morhart
Manager, Permits & Inspections

Karen Hoese, Director
Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager.

List of Attachments

Appendix A: Rationale Letter
Appendix B: Site Map
Appendix C: Noise District Map
Appendix D: Vicinity Map
Appendix E: Council Policy
Appendix F: Police Comments
Appendix G: Public Response
Appendix H: Applicant Comments
Appendix I: Provincial Liquor License Types



Mike Boyle
506 Pandora Ave
Victoria, BC
gm@swanshotel.com

November 4th, 2020

Ryan Morhart
City of Victoria
1 Centennial Square
Victoria, BC

Dear Ryan Morhart:

Thank you for taking the time to read through and consider this letter of intent for a capacity increase for Swans Pub located at 506 Pandora Ave (LP # 128631).

Our current capacity of 171 patrons was based upon the original floor plan of the pub which was built in 1989. The layout and design of the original pub space was quite constrictive with excessive interior walls and corridors to make what was a big open space feel small and cozy. To restore the building back to the original roots of an industrial grain warehouse we removed these interior walls and corridors to restore the open plan space of the room.

This renovation to the pub was completed in early 2019, we were able to preserve and showcase the original industrial warehouse use of the building interior, which ties into the early history of Old Town. Once the renovation was complete we were able to better utilize the newly useable floor space in the pub for patrons and families.

Working with our Architects, Cascadia Architects, and the City of Victoria Fire department we were able to realize an increase of useable floor space would allow for an increase to our capacity. The original capacity of 171 patrons could now comfortably host the newly proposed 282 patrons. We have included the drawings created by Cascadia Architects that have been approved by the City of Victoria Fire Department for your review.

To say that this past year has been challenging for our business is an understatement as it has been for all businesses, especially those that rely on tourism and hospitality revenue. This capacity increase would help us to rebuild our business by providing the opportunity to welcome and provide hospitality to more guests in our pub.

Swans pub was first opened in 1989 and is BC's third oldest brewpub. Through the years Swans pub has been able to provide hospitality to many locals and tourists which have created many memories. Our goal is to continue and expand upon this tradition.

While we do have a Liquor Primary license we also have a family endorsement as families are a large part of our business and we have a strong food focused menu. The potential of this capacity increase would allow us to better showcase and utilize our open plan pub in a comfortable and welcoming manner.

Thank you for your consideration of our application.

Sincerely

Mike Boyle



Liquor and Cannabis Regulation Branch

Liquor Primary Licence #128631

Expires on May 31, 2021

Establishment Name: **Swans**
Licence Name: **SWANS**
Location Address: 510 Pandora Avenue
VICTORIA, BC V8W 1N6
Issued to: Heritage Realty Properties Ltd.

TERMS AND CONDITIONS

HOURS OF SALE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
Close	2:00 AM	2:00 AM	2:00 AM	2:00 AM	2:00 AM	2:00 AM	2:00 AM

CAPACITY

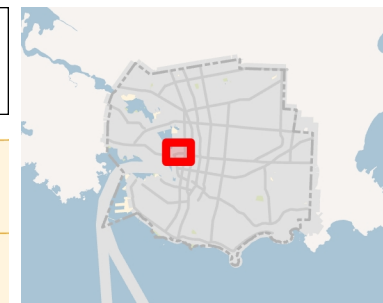
Patio1	0	Person01	171
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- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor and Cannabis Regulation Branch website. The Terms and Conditions Handbook is amended from time to time.
- Liquor may only be sold, served and consumed within the service areas outlined on the official plan, unless otherwise endorsed or approved by the LCRB.
- Subject to terms and conditions specified in the restriction or approval letter(s). A copy of restriction or approval letter (s) to be kept with current liquor licence.
- Patio area has been approved. The interior capacity also includes patio seating.
- Family Foodservice term and condition permits minors accompanied by a parent or guardian in all service areas until 10 PM when meal service is available.
- Sale of on-site brewery products for off-premises consumption is permitted during the hours of sale specified on the licence but may not exceed 11 PM.









YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

Licence issued by the General Manager under the authority of the Liquor Control and Licensing Act.

Licence Printed: April 28, 2020



Legend

-  City Boundary
-  Parcels (Folio based)
-  Parcels (PID based)
-  Esquimalt Parcels
-  Ferries
-  Water
-  Parks and Open Space
-  Blocks

1: 3,000



Notes

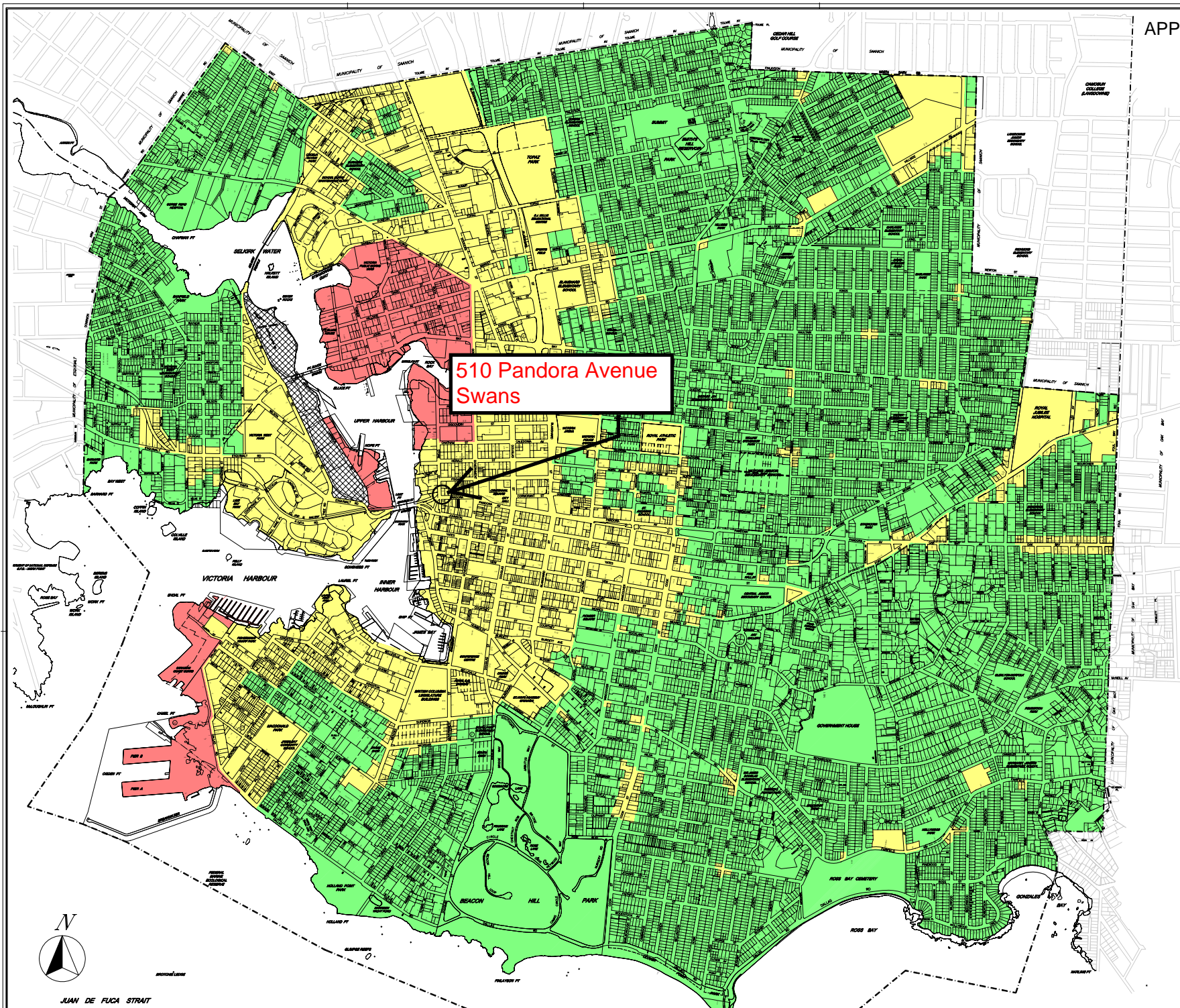
152 0 76 152 Meters

NAD_1983_CSRS_UTM_Zone_10N

Public domain: can be freely printed, copied and distributed without permission.

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 plan should be field confirmed by the user prior to beginning construction. BC Hydro, Fortis Gas, Telus, and Fibre Optics locations must be confirmed with the appropriate utility. For internal use only. Do not distribute.

City of Victoria Noise District Map



LEGEND

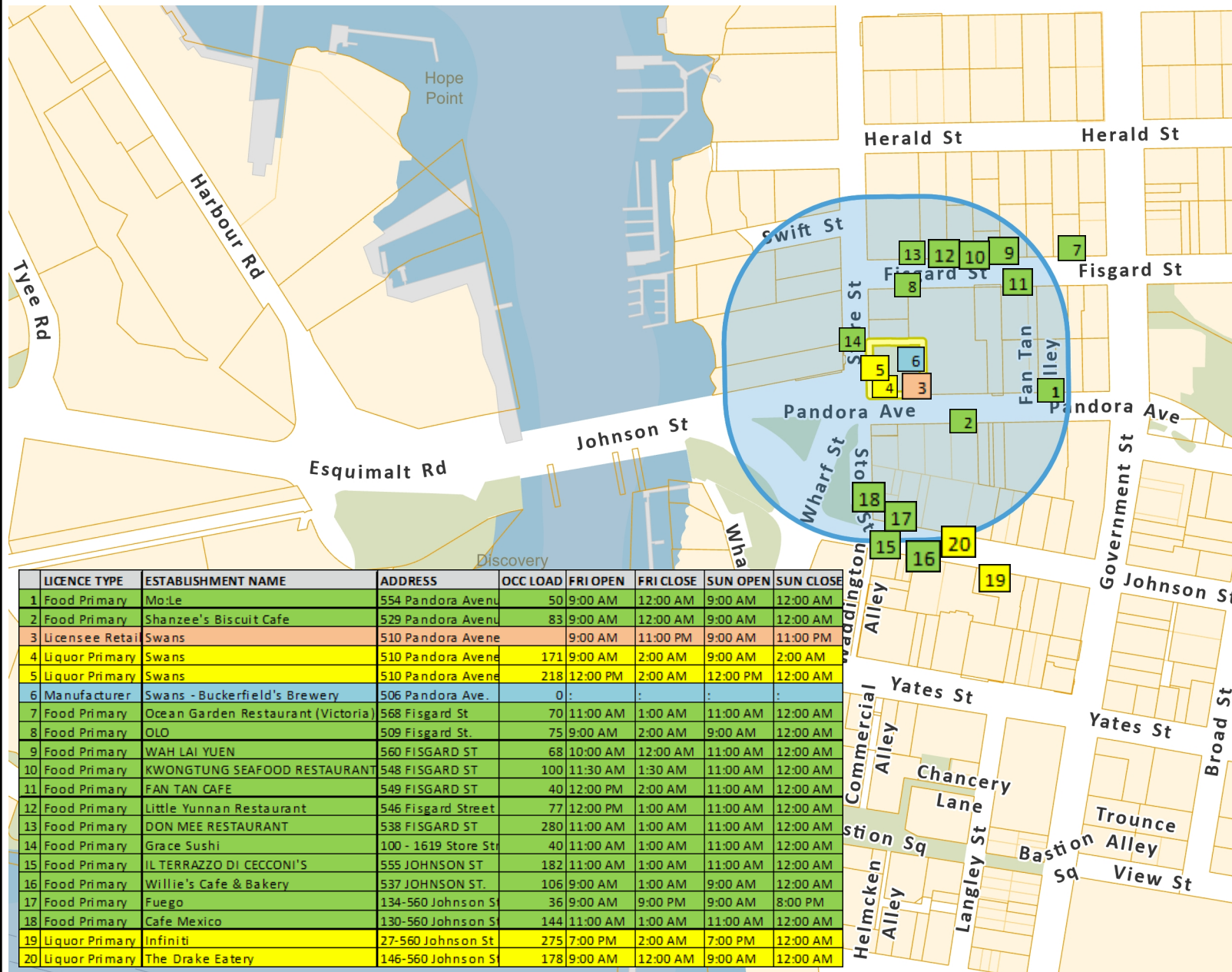
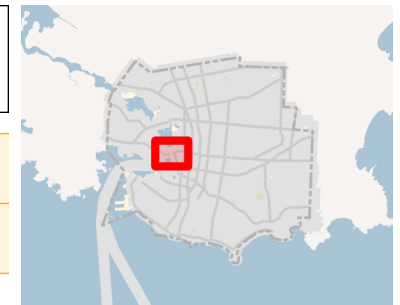
- Quiet District
- Intermediate District
- Harbour Intermediate District
- Activity District

Date: February 17, 2004









Scale: Not to Scale



JUAN DE FUCA STRAIT



Legend

-  City Boundary
-  Parcels (Folio based)
-  Parcels (PID based)
-  Esquimalt Parcels
-  Ferries
-  Water
-  Parks and Open Space
-  Blocks

1: 4,000




Notes

203 0 102 203 Meters

NAD_1983_CSRS_UTM_Zone_10N

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	Liquor Licencing Policy	
	Page 1 of 2	
SUBJECT:	Liquor Licencing Policy	
PREPARED BY:	Sustainable Planning and Community Development	
AUTHORIZED BY:	City Council	
EFFECTIVE DATE:	October 12, 2017	
REVIEW FREQUENCY:	Every three years	REVISION DATE:

A. PURPOSE

The purpose of the City of Victoria's Liquor Licensing Policy is to provide direction to the following parties:

1. Liquor licence applicants on the process and fees associated with City of Victoria review of applications;
2. Liquor Control and Licencing Board (LCBC) on the types of applications that the City will opt-out of providing comment on; and
3. City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

B. POLICY STATEMENTS

1. This policy applies to liquor license applications in the City of Victoria.:
2. The city will opt out of the review and comment requirements for the following types of applications;
 - a. Liquor Primary with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
 - b. Manufacturer with Lounge Endorsement, Special Event Area, or Picnic Area with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
 - c. A temporary extension to hours of licensed service for all licence types up to 3:00 am on New Year's Eve.
 - d. The addition of an Entertainment Endorsement to any Food Primary with licensed service up to 12:00 am.
3. The City of Victoria generally does not approve the extension of liquor service past 2:00 am, with the exception of New Year's Eve, which allows for service up to 3:00 am. In extraordinary cases, the City may consider short term or one time provisions for allowing liquor service between 2:00 am and 9:00 am to accommodate international sporting or significant cultural events.

C. PROCEDURES

A business engaging in the manufacture, sale or service of liquor must have a City of Victoria Business License to lawfully conduct its businesses.

The provincial government, through the Liquor Control and Licencing Branch, is the first and last point of contact for businesses interested in applying for a liquor licence.

The application process and related fees will be made available to any business or member of the public through the internet or by request.

For any liquor applications where the City of Victoria has not opted out of providing comment, the following provisions apply:

1. Public notification for comment will be placed at the site for a period no less than 30 days.
2. The City will provide public notification through mailed notice to all residents and businesses within a 100 metre radius.
3. The City will provide notification to the applicable community association.
4. When providing comment on an application, the City will include comments on those aspects within the parameters set by LCLB which currently include:
 - a. Noise impacts in the immediate vicinity of the establishment;
 - b. Impact on the community if approved (including the location of the establishment and person capacity and hour of liquor service of the establishment)
 - c. Confirm that the establishment is being operated in a manner that is consistent with its primary purpose (only for food primary)

D. ENFORCEMENT POLICY

Businesses that have a history of non-compliance with local and provincial government bylaws and legislation or re-occurring nuisance issues may be subject to a Good Neighbour Agreement that will be reviewed along with the annual renewal of a business licence. Lack of adherence to this agreement may result in a business licence being revoked. This will be assessed by staff on a case by case basis.

E. REFERENCES

Business License Bylaw (89-071)
Land Use Procedures Bylaw (16-028)
Noise Bylaw (03-012)
Liquor Licensing Fee Bylaw (01-06)

F. REVISION HISTORY

None

Ryan Morhart

From: DoNotReply@escribemeetings.com on behalf of eSCRIBE Notification
<DoNotReply@escribemeetings.com>
Sent: Monday, June 18, 2018 3:15 PM
To: Ryan Morhart
Subject: eSCRIBE Task Alert: Motion Arising from the Motion to Postpone to the June 14, 2018 Committee of the Whole meeting the 1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License (0302087) Earl's Restaurant...

This is an automated task reminder from eScribe.

A Task has been assigned to you does not have a due date.

Meeting: **VCC_Jun14_2018**

Agenda Item: **Motion Arising from the Motion to Postpone to the June 14, 2018 Committee of the Whole meeting the 1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License (0302087) Earl's Restaurant (Downtown)**

Due Date: **None**

Task Description:

That Council direct staff that all future liquor licence applications include a letter from the Police Department attached to the report.

To view the task, please [click here](#).

Please complete the task as soon as possible. Thank you.

Ryan Morhart

From: Watson, Cliff <[REDACTED]>
Sent: November 23, 2020 8:15 AM
To: Ryan Morhart; Michael Hill; Shannon Perkins; Thom Pebernat; Miko Betanzo; Ross Kenny
Cc: Whiskin, Jamie
Subject: RE: Staff Review | LL000329 Swans | 510 Pandora Ave

The application from Swans appears to be limited to an increase in seating capacity, with the accompanying expansion of the service area and floorplan. The increase from 171 to 282 is significant. However, the nature of the neighbourhood and historical use of the site mitigates the concerns related to the increase in seating capacity. This is a well-established liquor premise within the entertainment core of downtown.

In the current landscape of the neighbourhood, we can't foresee any significant impacts to neighbours as they relate to noise from the premise. However, increasing the capacity by 65% would result in higher foot traffic and the accompanying noise by patrons. So much of this depends on the business model of the premise and their continued responsible operation of the venue. (as a good neighbour)

The encroachment of residential developments nearby Swans (Janion, Union et al) causes some concern.

As always, we are concerned about the incremental impacts of increasing the number of liquor seats in the downtown core, and our ability as the police department to service the needs of the community (overall – not just specifically related to this site/application, or event the immediate neighbourhood).

Other factors could make the assessment of this application look quite different: What if the nightclub downstairs opens back up? What if the nightclub one block to the south reopens? (beside/below Café Mexico – “Infinity” among several names over the past 30 years?)



Sgt Cliff Watson
Operational Planning
Victoria Police Department
850 Caledonia Ave
Victoria BC, V8T 5J8
Office. 250-995-7218
[REDACTED]

From: Ryan Morhart <RMorhart@victoria.ca>
Sent: November 4, 2020 10:17 AM
To: Watson, Cliff <[REDACTED]> Michael Hill <mhill@victoria.ca>; Shannon Perkins <sp Perkins@victoria.ca>; Thom Pebernat <tpebernat@victoria.ca>; Miko Betanzo <mbetanzo@victoria.ca>; Ross Kenny <rkenny@victoria.ca>
Cc: Whiskin, Jamie <[REDACTED]>
Subject: Staff Review | LL000329 Swans | 510 Pandora Ave

Good morning,

The attached application to LCRB is for Swans' Structural Change Application to increase the occupant load from 171 to 282 people with no adjustment to existing hours that are 9:00 am – 2:00 am daily. The application and approved occupant load - floor plan are attached for your review.

Please review and submit your comments by Friday, November 20th.

Review and comment by City Staff including Police, Bylaw, Engineering, Sustainable Planning & Community Development, and Business and Community Relations is required. The comments will support a recommendation to council and in preparation of your comments please consider the following as requested by LCLB;

- the location of the establishment, and
- the person capacity and hours of liquor service of the establishment.

Comments should be focused to the following, also as requested by LCLB:

- The impact of noise on nearby residents; and
- The impact on the community if the application is approved

Thanks,

Ryan

Ryan Morhart
Manager & Chief Building Official
Permits & Inspections
Sustainable Planning and Community Development Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0241 F 250.361.1128



Ryan Morhart

From: Caroline Woodward [REDACTED]
Sent: December 10, 2020 11:08 AM
To: Ryan Morhart
Subject: Swans pub proposal to increase occupant load

Hello,

We own a condo nearby at 510 Pandora, and just received your letter advising us of expansion plans at Swans. We hope to live there at some point in the next five years when we retire. It's being rented right now. Can you expand on exactly how the owners plan to drastically increase their 'occupant load'? Will it be at the expense of a whole floor of beautiful hotel rooms upstairs? It's difficult to know where the extra bodies, never mind Covid in the mix at the moment aka months on end, will fit.

If they choose to wipe out the beautiful upstairs rooms, which would be a shame as this is a gorgeous, historic building thanks to when the University of Victoria management had it, the neighbourhood noise factor will inevitably spread much further than it does currently, which is negligible. So we'd just like to know, logistically, what the plans are for expansion. Thank you.

Regards,
Caroline Woodward & Jeff George

--

[REDACTED]

Grammar Goofs

The past, present, and future walked into a bar. It was tense.

December 30, 2020

Manager, Permits and Inspections
Sustainable Planning and Community Development Department
1 Centennial Square
Victoria BC V8W 1P6
rmorhart@victoria.ca

Dear Reader,

I am responding to a written invitation by the City of Victoria dated November 26, 2020 to provide comments on the proposed seating expansion at **Swans**.

I am not in favour of this application.

As a downtown resident in the neighborhood for the past three years I can attest to the poor overall behaviour of commercial enterprises in the area, the lack of physical capacity of the area to handle even more foot traffic and the lack of by-law support to address real problems of local area residents. The increase in the number of people drinking alcohol in what is a residential neighborhood does not improve its character for the residents in any shape or form but provides relief solely for the influx of visitors and their frequented businesses.

For example, there are currently three drinking establishments within this 100m radius and two of them I can hear from my balcony and the third I can hear by the loud music blaring as I walk down the street towards Wharf St. I can only imagine what real residents of the Janion feel about that. With garbage trucks and delivery trucks flouting the noise by-laws and Market Square booking power washing sessions outside of permitted times and allowing the Whistlebuoy to discharge fumes and excessive noise from its brewing operations just meters from where people are trying to live is not conducive to living in the area.

The City infrastructure at the proposed corner is inadequate to handle even more foot traffic. This will make living in the area even more difficult as trying to do a right turn from Pandora to Wharf requires the cooperation of cyclists and pedestrians to safely carry out. Sadly, this is very much lacking during the tourist season. Also, the width of the sidewalks in area are very narrow with overcrowding at the signal lights during tourist season and now we are proposing even more people entering and exiting a business right there bumping into those waiting to cross the street.

Lastly, there is insufficient budget and personnel in the City's by-law department to carry out the required enforcement. I know this from past interactions with the City. Given this business will operate outside of what by-law enforcement department current hours are I can already foresee a continued flouting of the social contract by businesses with their resident neighbours. Placing the burden on residents to constantly inform the City of what is happening is not an ideal interpretation of civic duty.

As a final comment, I suspect the City's response rate is poor with these invitations to provide comments. My experience leads me to believe this because there is a continued exodus of people who would like to call it home but cannot because of the inhospitable climate being fostered on the remaining residents. This is surely exacerbating the view that this downtown location is not for the residents but for business and their out-of-town patrons.

Sincerely,

David Pyatt

Ryan Morhart

From: Dylan Qian <[REDACTED]>
Sent: December 3, 2020 9:27 PM
To: Ryan Morhart
Subject: Swans structural change

Dear Sustainable Planning and Community Development Department,

My name is Dylan Qian and I am one of the residents who received the notice for application to change the hours and occupancy load of the pub Swans nearby.

I wanted to send my view on the matter for consideration as I feel increasing the occupancy load and extending the hours of operation for a local pub amidst a global pandemic would be a catastrophic mistake. I understand a business needs to make money, but at what point am I, a resident of the area, expected to make the sacrifice of prolonging the lockdown restrictions in place just so a local pub can stay open longer?

It is known that alcohol decreases personal awareness and inhibitions. So, knowing how much more irresponsible drunk people are, why would I want a pub to be able to serve alcohol to even more people for longer hours of the day?

It is absolutely ridiculous that this application for structural change is even being proposed. I am strongly against this proposal.

Thank you for hearing my voice,

Dylan Qian (409 Swift Street, Victoria, BC)

Please do not include any of my (unrequired) personal information when presenting to the Council.

Ryan Morhart

From: jennifer lee [REDACTED]
Sent: December 6, 2020 6:22 PM
To: Ryan Morhart
Subject: Objection to Application to increase the occupant load and adjustment to the existing hours by the Swans

Dear Manager,

I refer to your letter dated November 26, 2020 regarding the captioned application.

I write to express my strongest objection to the application made by Swan Hotel for increasing the number of occupants and extending the current opening hours. My unit is at The Janion just across the street from Swan Hotel. We have been suffering from the extremely annoying noises - sometimes unacceptably high-pitched screams and shouts, made by their patrons gathering just outside/leaving the restaurant/bar of the Hotel during odd hours on weekend and public holidays. The 'better' and more civilized behaviour of some would be just yelling and chatting loudly while puffing a cigarette or the like at the kerbside. This has created much disturbance and annoyance in the neighbourhood. I truly believe accepting more occupants plus extending the opening hours will only worsen the situation and make life so much more difficult for nearby residents like myself. Please feel free to contact me by email or phone at [REDACTED] if you have any questions. Thank you!

Best regards,
Jennifer

Ryan Morhart

From: Judith Scown-Geary [REDACTED] >
Sent: December 5, 2020 8:15 PM
To: Ryan Morhart
Subject: Application made by Swans to modify hours to increase occupant load from 171-282

To Whom it May Concern

I live within 100 metres of 510 Pandora avenue and hereby object to increasing occupant load at Swans for the following reasons:

Interestingly, the Greater Victoria Cycling Coalition (GVCC) during a study on air and noise pollution, have said that noise pollution on city streets could also be a health concern. The downtown area around Pandora, with many Airbnb's and longer hours to continue to drink, is an area of prime concern.

People spill out onto the streets, creating noise for local residents that goes on long after closing, even though the noise bylaw for Friday and Saturday nights is 11pm, noise continues on the streets and disturbs the neighbourhood.

The downtown area is an area of growth as indicated by the number of developments given planning permission and the population will continue to grow. More restaurants and bars will open. Living downtown for many people, and it is being encouraged by the City, is for close proximity to work. Development also invites in families and older people to take advantage of downtown living, touting walking distance to shops and services., and selling the City as a 'livable' city.

Now that Covid has paused the impact of noise, many cities are using this opportunity to look at how we want our cities to be. Prague is a good example of a city being torn apart by visitors who made life miserable for the local people who lived there, and officials are now going to make changes to bring the city back to a liveable city.

Although the City changed to short term letting laws, my building, the Union, still has many units with absent owners, used as a business for Airbnb owners who are letting units to many young people looking to party.

There needs to be restrictions on noise and patios after certain hours - 11pm on weekends would seem reasonable - and to increase the occupant load at Swans for another hundred people is just encouraging more people to pile in and create noise. There is no controlling noise and people out on the streets. Many people come to the downtown area at weekends just to drink and party.

As is usual with noise issues, it is usually a few who spoil it for everyone, however, it is the few who can make downtown living unbearable. Ambulance and police sirens usually accompany late night drinking and huge crowds of people.

I would ask Swans to not increase their occupant load out of respect for a growing and changing neighbourhood and the people who live here. If we don't start to take this issues seriously, they will get bigger and the City will loose its uniqueness and just become a place to go and party. Swans may be doing a disservice to the people who come to stay as guests, as a higher occupant load will increase noise in the hotel and on the streets outside the rooms.

Pre-Covid, Friday and Saturday nights around Pandora and Store were pretty wild on some nights. The Mobile Cycling Bar didn't help.

The area around the new bridge and the 'beautification' of the area is making it a more desirable place to live, but at the same time, more people will want a 'liveable' place to work and live and although bars and restaurants are all part of what people want, we need to be mindful of noise issues that can have a huge impact on real estate prices and the success of the development of the city. We have the opportunity to create a city that is modern in thinking and respectful of the people who live there. Bike lanes are great in creating quite cities, let's go a step further by not encourage more noise on the streets by make responsible choices about the number of people late at night with the mix of alcohol, and the impact that makes.

Respectfully,

Judi James

412, 517 Fisgard Street

Victoria, BC V8W 0C5



Ryan Morhart

From: Peter Lloyd-jones [REDACTED]
Sent: December 19, 2020 9:58 AM
To: Ryan Morhart
Subject: Swans: Application for structural change to a liquor license

Ref: Swans, 510 Pandora Ave, Victoria

With reference to the above application to increase the occupancy load from 171 - 282 people, we believe this increase of 111 occupants (65%) seems excessive and will have a detrimental impact on parking, late night noise and litter etc. especially given that no new infrastructure is planned to accommodate this increase. Apart from increase in turnover and profits we don't see any benefits and certainly none for the neighbourhood.

We would object to the approval of this application.

Thank you

Peter and Jayne Lloyd Jones, (Owners)
Union Building, 404- 528 Pandora Ave,
Victoria V8W 3G9

Ryan Morhart

From: Jesse Taylor [REDACTED]
Sent: December 9, 2020 10:17 PM
To: Ryan Morhart
Subject: Attn: Manager, Permits & Inspections

To whom it may concern,

In response to the mail correspondence I received regarding Swan's application to the city.

I have lived next door to them for the last 6 years, and they have been a fantastic neighbor. I want to take the time to express my support for their application for change in capacity load and liquor primary changes. They have been a great neighborhood spot for me and my friends. Their staff have been wonderful, friendly, and always responsible. During this year with Covid, they have been ahead of the curve with protocols — regarding capacity, appropriate masking, etc and I have really appreciated that.

Understanding your responsibility to properly vet such applications, I felt compelled to chime in to offer my support to my neighbors at Swans, as they are certainly one of the good ones here in Victoria. I'd be happy to provide more feedback as needed, please feel free to contact me at any time.

Best regards,
Jesse Taylor
#402-528 Pandora Ave.
[REDACTED]

Ryan Morhart

From: Tony Basic [REDACTED]
Sent: December 1, 2020 5:44 PM
To: Ryan Morhart
Subject: Swans

Yes! Let them live and work. Obey the constitution and understand their right to do so. 9 AM to 2 AM daily sounds good. Cheers!

Ryan Morhart

From: Wendy Keeping [REDACTED]
Sent: December 2, 2020 4:08 PM
To: Ryan Morhart
Subject: Swans

Good Day,

Thank you for your correspondence regarding the increase in occupancy for the Swans. I am in favour and don't have any objections.

Wendy Keeping
Janion



1715 Government Street
Victoria, BC V8W 1Z4

Mayor Lisa Helps and Council
City of Victoria
No.1 Centennial Square
Victoria, BC V8W 1P6

January 19th, 2021

Re: Structural Change to a Liquor Primary Licence-Swans Hotel 510 Pandora

Dear Mayor Helps and Council,

The DRA Land Use Committee has reviewed the application for a structural change to a Liquor Primary Licence to increase the occupant load from 171 to 282 people with no adjustment to the existing hours of 9AM – 2AM daily.

Since the applicant is seeking a 65% increase in capacity and the site is located proximal to several residential buildings, we request that the City defers this, and any other application, seeking substantial additions to liquor-related seating in the downtown core until two underlying issues have been resolved.

As our Mayor reminds us, we are still in a global health pandemic and in a provincially declared State of Emergency where “stay at home” has been key medical advice offered. Other levels of government have likewise supported this advice.

On December 30th, 2020 Dr. Bonnie Henry issued a new Public Health Order for all food and liquor serving premises. This Order does not have an expiration date. As such, operators continue to experience a reduction in their seating capacity in order to uphold the provincial restrictions. Even with the installation of physical barriers, most operators are unable to reach their pre-pandemic capacity. Any substantial increases in capacity at this time could not be realized until after the global health pandemic and provincially declared State of Emergency have ended. We suggest that on this basis alone, this application can justifiably be deferred.

In addition, consistent with Strategic Objective 8 Strong Liveable Neighbourhoods, one of the actions identified for 2019 was the creation of the Municipal Alcohol Policy. The City initiated this work and hired Responsible Hospitality Institute (“RHI”) at a cost of \$25,000 to help develop this new policy.

In May and June 2019, RHI conducted research including interviews with key stakeholders. In June 2019, meetings were held with city staff, hospitality venue operators, VicPD, and the City's Late Night and Music Advisory Committees. A women's focus group was also convened to identify the issues they experience with regards to late night hospitality and RHI provided a presentation on this topic.

As stated in a 2019 City release: "Over the summer, the gathered information will be reviewed and initial policy directions will be developed. These will be presented to Council and the community for feedback and discussion in late summer. Final policy recommendations will then be prepared for submission to Council for approval in late fall." (*Municipal Alcohol Policy update, City of Victoria, 2019*)

As correctly identified by the City, there can be conflicts of interest between the needs of residents in the downtown and a lively late night social environment. "Ensuring that residents enjoy a good quality of life and that the hospitality sector continues to flourish requires appropriate policies that are mutually beneficial and do not create an unreasonable implementation burden" (*Municipal Alcohol Policy update, City of Victoria, 2019*).

The substantive work for this initiative is complete but the policy has yet to be brought forward and approved. With the policy in place, it would provide the City with the necessary lens to review liquor related applications and provide greater clarity to community stakeholders. We support this approach and are waiting for the City to finalize the Municipal Alcohol Policy and ask that you defer this application until the policy is approved.

In the meantime, in the interests of full disclosure and information sharing, we request that staff consistently provide council and the public with a Vicinity Map as it relates to each application. These maps typically include information about all licenced establishments in a 100m-proximity showing licence type, establishment name, address, occupancy load and hours of operation. As we have seen with the variety of liquor related establishments at the Strathcona Hotel, there is a tipping point for the total capacity that any one residential area can absorb before liveability becomes a challenge.

For your reference, we have attached the DRA LUC Liquor Primary & Late Night Food Primary Liquor Licence Applications Policy that was updated and approved in February 2020.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ian Sutherland', with a stylized, flowing script.

Ian Sutherland
Chair, Land Use Committee, Downtown Residents Association

**Victoria Downtown Residents Association
Land Use Committee
Liquor Primary & Late Night Food Primary Liquor Licence
Applications: Policy
02 February 2020**



The Victoria Downtown Residents Association's Land Use Committee ("LUC") has been extremely consistent in expressing concerns regarding Food Primary Applications that propose to operate after midnight and Liquor Primary Applications within the Downtown Harris Green Community. As residents, we support an active, dynamic community with a diversity of entertainment and business operations. In addition, we support the long-term coexistence of residential uses and business operations. The following policy provides clarity to community stakeholders regarding the parameters the LUC uses to assess each application. The LUC may withhold support for an application if any of the following aspects are not adequately addressed.

1. Proximity to residential buildings and units

Sufficient separation between licenced venues and residential units is required to ensure liveability for residents and the successful coexistence of licenced operations and residents. Support may be withheld for applications that propose inserting licenced venues proximal to residential units. We may decline to support any liquor application that is proposed to be located in an existing residential building. (Likewise, we do not provide wholesale support for the creation of residential units adjacent to established licenced venues without comprehensive mitigation strategies.)

2. Sound mitigation

Support may be withheld for applications that have not properly mitigated noise impacts on effected residential units through proper design and soundproofing assemblies with consideration for whether neighbouring residential units have sufficient window Sound Transmission Class Ratings and air-conditioning.

3. Capacity (Indoor seating)

Support for an application may be withheld if the requested capacity is expected to negatively impact the residential community. EG. Large capacity operations with late night hours of operation adjacent to residential units will not be supported.

4. Days and hours of operation (Indoor seating)

An application may be supported if the days and hours of operation are not expected to negatively impact the residential community.

5. Excess patron noise

Late Night Food Primary and Liquor Primary operations often come with associated nuisance noise, such as patrons congregating on the street, yelling, and smoking, etc, patrons exiting en masse on closing, and interior noise related to capacity. An application may be supported if excess patron noise is not expected to negatively impact the residential community.

6. Outdoor seating (Patio or Sidewalk): proximity, capacity and hours of operation

Hours of operation for outdoor seating areas may be regulated differently than for the related indoor operations. An application may be supported if the capacity and hours of operation for outdoor seating areas are not expected to negatively impact the residential community. The proximity of residential units to outdoor seating areas will be assessed on a case-by-case basis in terms of the potential impact.

7. Late night hours – rationale and justification required for both Liquor and Food Primary

Support for late night hours may be withheld if an applicant does not supply their rationale and justification for extended hours. These will be assessed on a case-by-case basis in terms of the potential impact on the residential community.

8. Patron participation

Support for the inclusion of patron participation will be assessed on a case-by-case basis relative to the other aspects of this policy.

9. Entertainment endorsement

Support for the inclusion of entertainment endorsement will be assessed on a case-by-case basis relative to the other aspects of this policy.

10. Implications of licencing in perpetuity

Support for an application will consider the potential long-term impact of the existence of the licence beyond the proposed business model and current operator/applicant.

11. Food service strategy (Food primary licences)

Applications for new food primary liquor licences requesting late operating hours will also be reviewed on the basis of their food service strategy. Support may be withheld if an application does not demonstrate that food service is the focus of the operation after midnight. Food primary applications for venues that intend to effectively operate as liquor primary venues will not be supported.

12. Food Primary Licences: Sales records

Applicants are requested to demonstrate that food service will remain the focus of their operations. Support for the extension of operating hours for existing food primary liquor licences will be determined on the basis of sales records for food and alcoholic beverages for evening hours. Food primary venues that intend to effectively operate as liquor primary venues in the late night will not be supported.

13. Level of support of residents

Support or concerns expressed by residents in the neighbourhood through letters and emails also inform the LUC and will shape the level of support for applications.



Mike Boyle
506 Pandora Ave
Victoria, BC
gm@swanshotel.com

January 26th, 2021

Ryan Morhart
City of Victoria
1 Centennial Square
Victoria, BC

Dear Ryan Morhart:

Thank you for providing a copy of the report for review and allowing me the opportunity to comment.

Being a long-standing corporate citizen of the City of Victoria, we take pride at Swans in trying to provide a welcoming space for all residents, families and tourists looking for a great craft beer & food experience in classic pub setting. With an increasing population density in our area we are consistently striving to refine our food program to suit the needs of our residents and family patrons.

Welcoming families to our pub is a large part of our business which is why we have a separate family endorsement for our LP license. We serve both the families of our community and those that are here traveling in Victoria as well.

Swans Suite hotel is located directly above our pub and we are a great destination for family travel. With our hotel rooms in such close proximity to the pub we are acutely aware of any potential noise generated from the pub and manage our business accordingly. Our goal is provide a great experience for both our neighbours and hotel guests.

During the year leading up to COVID-19 we routinely found ourselves with a lineup on Friday and Saturday evening which would start around 7pm. We would have families staying in the hotel wanting to come down for dinner, local families, downtown residents, tourists, and members of the business community in our line waiting for seating to open. This increase of capacity would help by allowing us to move these patrons inside the building and further reduce any potential noise.

As our business has continued to evolve throughout the years we found that the stage and dance floor area in the pub that was previously used for live music was occupying a large amount of space. With the renovation of the pub last year we were able to re-claim this space for family friendly, booth seating which along with other changes allowed us to create the physical space for the proposed capacity increase we are discussing.

In our ongoing effort to support the arts community and provide space for live music, the night club space below the pub was converted to a small boutique live music venue. Swans has supported local artists in Victoria for many years which is why it was important to re-locate the music downstairs. In the previous two years the live music venue operated on a limited amount of evenings during the year, providing a venue to showcase local artists, and for events such as the TD Jazz Festival.

In the past six years that I have been associated with Swans Brewery, Pub & Hotel we have continued to operate as a good corporate citizen. I believe that our reputation as a good operator is reflected by the lack of any BC Liquor Law or City of Victoria Bylaw infractions during these past six years. Our goal is to promote our area of the city in a responsible manner while also providing meaningful employment for our staff.

We look forward to continuing to provide hospitality to our guests both local and visiting.

Cheers

A handwritten signature in black ink, appearing to be 'Mike Boyle', with a stylized, looping flourish extending to the right.

Mike Boyle

Types of Liquor Licences Issued in the Province of British Columbia

Last updated: October 5, 2017

The Liquor Control and Licensing Branch (LCLB) supervises over 10,200 licensed establishments and over 25,000 temporary special events per year in B.C.

The purpose of this document is to give a broad understanding of the types of liquor licences issued in B.C. Visit the LCLB's website at www.gov.bc.ca/liquorregulationandlicensing and the hyperlinks below for the most up to date information.

Licences:

[Agent](#) – for independent liquor agents who market products from liquor manufacturers outside of B.C.

[Catering](#) – for catering companies who wish to serve liquor in addition to food, with food service as the primary purpose.

[Food Primary](#) – for businesses where the primary purpose is to serve food (such as restaurants).

A Patron Participation Endorsement is an additional term and condition on a food primary licence that permits the active involvement of patrons in entertainment or results in patrons leaving their seats, such as dancing or karaoke. An application for this endorsement requires additional considerations beyond the routine assessment of an initial application. To ensure that community concerns about noise, nuisance and other impacts are considered, input from local government or First Nation authorities is required before patron participation entertainment will be approved for a food primary establishment.

[Liquor Primary](#) – for businesses where the primary purpose is to sell liquor (such as bars, pubs, and nightclubs, as well as stadiums, theatres, aircraft, etc.). Liquor primary licences are also for businesses that wish to serve liquor as an additional service to their primary business (such as spas, salons, art galleries, etc.)

Liquor Primary Club – a sub-class of the liquor primary licence for private clubs. To be eligible to apply, the club must be a society registered under the provincial Societies Act or a non-profit or veterans organization incorporated by special act of parliament. LP Clubs must have at least 50 members who pay annual fees. The service area of an LP Club is restricted to members and guests only.

[Manufacturer](#) – for businesses making wine, cider, beer (this includes brew pubs), or spirits (known as wineries, breweries, and distilleries). Manufacturers can also apply to add a lounge, special event area, and/or picnic area endorsement to their manufacturer licence.

[UBrew/UVin \(Ferment-on-Premises\)](#) – for businesses that sell ingredients, equipment and provide advice for customers to make their own beer, wine, cider or coolers.

[Licensee Retail Store*](#) – for selling liquor by the bottle at retail stores (often called private liquor stores).

[Wine Store*](#) – for wine stores including winery-operated stores, independent wine stores, VQA stores and tourist wine stores.

[Special Wine Store](#) – available to eligible grocery stores only, the special wine store licence permits the sale of 100% BC wine on grocery store shelves.

**No new licences are available at this time.*

Permits:

[Special Event Permit](#) – for individuals and groups holding special events (such as community celebrations, weddings or banquets).

[Ethyl Alcohol Purchase Permit](#) – for purchasing ethyl alcohol for commercial and industrial use.

[Charitable Auction Permit](#) – for registered charities and non-profit organizations that wish to hold liquor auctions to raise funds for a charitable purpose.

What is the difference between a food primary and a liquor primary licence?

A food primary licence is issued when the primary purpose of the business is the service of food (such as restaurants and cafes). A liquor primary licence is issued when the primary purpose of the business is the service of liquor, hospitality or entertainment (such as bars, pubs, spas, and art galleries).

The approval process is different for both types of licences, with the process for liquor primaries being more involved. Minors are generally prohibited from liquor primary establishments, unless the licence specifically allows them.

Additional Resources:

[Forms](#) – access to all LCLB forms, including application forms and licence change forms.

[Frequently Asked Questions](#) – answers to common liquor-related questions.

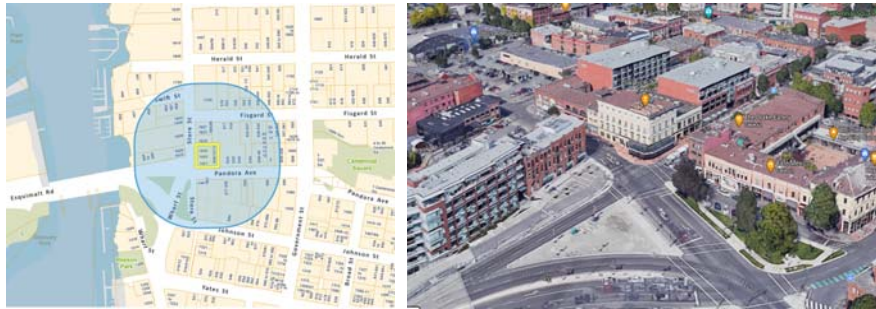
[Licensed Establishment Locations](#) – a list of all licensed establishments in B.C.

[Publications & Resources](#) – access to the licensee terms and conditions handbooks, public consultations, and the Local Government/First Nations Guide page and more.

LCRB Application

Increased Occupant Load – Liquor Primary Licence

Swans Pub, 510 Pandora Avenue



1

Liquor and Cannabis Regulation Branch (LCRB)

- Restaurants
- Bars
- Pubs Retailers
- Manufacturers and
- Special Events.



2

LCRB Approvals

- Criminal Background Checks
- Local Government

Municipal Input	: potential for noise, and
Public Input	: potential for impact on the community
- Occupant Load Approvals



3

Local Government

Staff Review:

- Police, Bylaw, Planning, Business and Community Relations and Engineering
- Zoning regulation, liquor policy and the Liquor Licencing Fee Bylaw

Public Notification and Comment:

- Notice Posted at entrance to establishment
- Mailed Notice to within 100m of establishment
- 30 days to provide comment

Local Government provides a resolution with comment on:

- Potential for Noise
- Potential for Impact on the Community



4

LCRB Application

LICENCE TYPE – LIQUOR PRIMARY	
PROPOSED	Increased Occupant Load
OCCUPANT LOAD – Existing	
EXISTING	171 PEOPLE
LICENSED HOURS OF OPERATION - PROPOSED	
PROPOSED	282 PEOPLE
LICENSED HOURS OF OPERATION – EXISTING	
EXISTING	9:00 am to 2:00 am Daily



5

Staff Review and Public Comment

Staff Review:

- The proposal is consistent with anticipated uses in the area
- Significant impacts are not anticipated

Public Comment:

- A total of ten letters were received, seven were opposed to the application which included one from the Downtown Residents Association. Letters were sent to 1313 owners and occupants



6

Recommendation

That Council direct staff to notify the Liquor and Cannabis Regulation Branch that Council supports the application to increase the occupant load from 171 to 282 people with no change to existing hours of 9:00 am to 2:00 am daily.





Committee of the Whole Report For the Meeting of February 18, 2021

To: Committee of the Whole **Date:** February 1, 2021
From: Chris Coates, City Clerk
Subject: United Nations Decade on Ecosystem Restoration

RECOMMENDATION

That the *United Nations Decade on Ecosystem Restoration* Proclamation be forwarded to the February 18, 2021 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *United Nations Decade on Ecosystem Restoration* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

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

A list of 2020 Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

Chris Coates
City Clerk

List of Attachments

- Appendix A: Proclamation "*United Nations Decade on Ecosystem Restoration*"
- Appendix B: List of Previously Approved Proclamations

“UNITED NATIONS DECADE ON ECOSYSTEM RESTORATION”

WHEREAS *the City of Victoria is within Coastal and Straits Salish territory, the traditional territories of the Lekwungen peoples known today as Songhees and Esquimalt Nations and the WSÁNEĆ peoples known today as the WJOLELP (Tsartlip), BOKEĆEN (Pauquachin), WSIKEM (Tseycum), STÁUTW (Tsawout), and MÁLEXEL (Malahat) Nations; and*

WHEREAS *the United Nations declared the Decade on Ecosystem Restoration (2021-2030) and calls upon everyone – from governments to multinational companies to school children – to help revive our damaged ecosystems through active stewardship and engagement; and*

WHEREAS *the City of Victoria’s Climate Leadership Plan, Sustainability Framework, and Sustainability Action Plan recognize the importance of and contributions to environmental stewardship in the community; and*

WHEREAS *the launch of the UN Decade of Ecosystem Restoration will continue to build understanding about the importance of habitats, biodiversity, community connections to nature, and opportunities for environmental caretaking so community members can contribute positive and meaningful action in Victoria; and*

WHEREAS *biodiversity loss continues on a local, regional, and global scale driven by habitat loss and degradation. The coming decade builds on accomplishments and momentum of global restoration efforts to date and will support future actions in the City of Victoria; and*

WHEREAS *ecological restoration is a fundamental and important action that Victoria and its residents take to help heal natural areas and systems so that may be resilient to the impacts of climate change, and contribute to nature-based solutions to climate change; and*

NOW, THEREFORE *I do hereby proclaim 2021 to 2030 as the “UNITED NATIONS DECADE ON ECOSYSTEM RESTORATION” on the HOMELANDS of the Lekwungen speaking SONGHEES AND ESQUIMALT PEOPLE in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

IN WITNESS WHEREOF, *I hereunto set my hand this 25th February, Two Thousand and Twenty-One.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Nancy Shackelford
UVic Restoration of Natural Systems Program and
School of Environmental Studies

Appendix B

Council Meetings	Proclamations
9-Jan-20	Crime Stoppers Month - January 2020
23-Jan-20	International Day of Zero Tolerance for Female Genital Mutilation - February 6, 2020 Eating Disorder Awareness Week - February 1 to 7, 2020
13-Feb-20	Heritage Week 2020 - February 17 to 23, 2020 British Isles Historic Festival Day - February 22, 2020 Chamber of Commerce Week - February 17 to 21, 2020
27-Feb-20	International Women's Day and Week - March 8, 2020 and March 8 to 15, 2020 Tibet Day - March 10, 2020
12-Mar-20	Purple Day - March 26, 2020 World Down Syndrome Day - March 21, 2020 Parkinson's Awareness Month - April 2020
9-Apr-20	Human Values Day - April 24, 2020 Melanoma Awareness Month - May 2020
23-Apr-20	Global Love Day - May 1, 2020 Apraxia Awareness Day - May 14, 2020
14-May-20	National Missing Children's Month and Missing Children's Day - May 2020 and May 25, 2020 Falun Dafa Day - May 13, 2020 Do Something Good For Your Neighbour Day - May 16, 2020
28-May-20	Honouring the National Day of the Republic of Azerbaijan - May 28, 2020 National Accessibility Week - May 31, 2020
11-Jun-20	World Refugee Day - June 20, 2020 International Medical Cannabis Day - June 11, 2020 World Refrigeration Day - June 26, 2020 Longest Day of Smiles - June 20, 2020
18-Jun-20	International Women in Engineering Day - June 23, 2020
25-Jun-20	Pride Week - June 28 to July 5, 2020 Parachute National Injury Prevention Day - Jul 6, 2020
23-Jul-20	World PVNH Disorder Awareness Day - August 7, 2020 Hibashuka Remembrance Week - August 2 to 9, 2020
6-Aug-20	National Polycystic Kidney Disease Awareness Day - September 4, 2020 Mitochondrial Disease Awareness Week – September 13 to 19, 2020 International Overdose Awareness Day – August 31, 2020
3-Sep-20	United Way Month - September 2020 Jaswant Singh Khalra Day - September 6, 2020
1-Oct-20	International Day of Older Persons - October 1, 2020 Wrongful Conviction Day - October 2, 2020 Small Business Month - October 2020 Fire Prevention Week - October 4 – 10, 2020
8-Oct-20	Taoist Tai Chi Arts 50th Anniversary - November 7, 2020 Energy Efficient Day - October 7, 2020
15-Oct-20	Waste Reduction Week - October 19 to 27, 2020 World Pneumonia Day - Pneumolight - November 12, 2020
22-Oct-20	Respiratory Therapy Week - October 25 to 31, 2020
5-Nov-20	Respiratory Therapy Week - October 25 to 31, 2020
12-Nov-20	Rising Economy Week - November 16 - 20, 2020 Day of Awareness for Survivors of Financial Abuse and Economic Injustice - November 26, 2020 Orange Days: End Violence Against Women and Girls - November 25, 2020 to December 10, 2020 World Diabetes Day - November 14, 2020
3-Dec-20	National Day of Remembrance and Action on Violence Against Women - December 6, 2020



Committee of the Whole Report For the Meeting of Feb 18, 2021

To: Committee of the Whole
From: Jocelyn Jenkyns, City Manager
Date: February 12, 2021
Subject: Accountability Report – Period Three 2020

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The following report provides a summary of major highlights, accomplishments, and challenges for the period of September 1 – December 31, 2020. During the third period of the year, the expected second wave of the pandemic began, and the City was well positioned to continue to maintain all essential municipal operations and services, while ensuring employee health and safety.

Strategic Plan Progress Report – Attachment A

Attachment A contains the status of 2019-2022 Strategic Plan Actions at the end of 2020, including comments on issues and challenges as several new initiatives were put on hold due to COVID, or delayed through Council decisions made through the year. This Attachment was previously provided to Council on January 25, 2021 to inform discussions on Strategic Plan amendments and is being provided again to maintain a consistent public record.

Highlights, Accomplishments and Metrics – Attachment B

Major highlights, accomplishments and challenges experienced through the third period of 2020 are contained in Attachment B and organized by Department. Outside of the on-going challenges associated with the current pandemic that are outlined in this Attachment, some key highlights and accomplishments include, but are not limited to:

- Final installation of local artwork by local artists in bus shelters as part of the *Community Display* initiative
- Launch of the *Community Virtuals* initiative as online events focusing on community development and resiliency in a lunch & learn format to help promote the *My Great Neighbourhoods Initiative*
- Adoption of the *Accessibility Framework* and action plan
- Completion of a *By-election* requiring additional health and safety measures to fill a vacant Council position
- Supported seven new projects to enrich and enhance lives of newcomers through the *Participatory Budgeting* program
- Adopted the *Zero Waste Strategy*

- Continued implementation of the *Bike Master Plan* through the opening of Harbour Road AAA cycling facility and ongoing construction of Vancouver/Graham/Jackson bikeways
- Reopened *Topaz Park* following remediation of areas used for temporary sheltering
- Planted 535 *new trees* on public land, exceeding the annual target of 500 per year
- Approval of 258 new *rental homes* at two properties in support of the Housing Strategy
- Developed an on-line *Plumbing Permits application* available through eApply
- Completed an interim After-Action Review' to address potential future improvements to the *Emergency Operations Centre* that was activated from March - June as a result of the pandemic

Core Service Delivery Work Plan – Attachment C

The City of Victoria provides over 200 services to residents, businesses and visitors. Attachment C highlights some of the main service and program areas, as well as key activities that took place throughout 2020.

Council Member Expenses – Attachment D

Attachment D contains all expenses submitted by members of Council for reimbursement during the period of September 1 – December 31, 2020. Council travel continued to be restricted due to COVID-19 resulting in few expenditure submissions.

Grant Update – Attachment E

An update on the grant activity during the period of September 1 – December 31, 2020 is contained in Attachment E.

Awarded Contracts – Attachment F

A listing of new contracts awarded for external procurement of goods and services that is expected to exceed \$50,000 is contained in Attachment F.

Council Motions – Attachment G

During the reporting period covered in this report, Council passed 168 motions and are contained in Attachment G. A significant portion of the Council motions made in the second period of the year were related to the COVID-19 pandemic.

Advisory Committee Motions – Attachment H

Attachment H contains motions for Council consideration approved by the Renters Advisory Committee, Active Transportation Committee, and the Accessibility Working Committee Group during the period of September 1 – December 31, 2020. The motions from the Renters Advisory Committee were previously reported to Council. These are being provided through the triannual report to maintain a consistent public record.

Urban Forest Master Plan Update – Attachment I

As directed by Council, the Accountability Report includes an update on the Urban Forest Master Plan as contained in Attachment I.

Development Services and Permit and Inspections – Consolidated Reporting – Attachment J

At the end of 2020, the Sustainable Planning and Community Development department caught up on monthly reporting of development and permit activity, including detailed application information, application turnaround times, overall volumes, and year over year trends. Attachment J contains the Sustainable Planning & Community Development Consolidated Monthly Reporting from September to December 2020. All monthly reports since 2017 are available on the City's website.

Council Motions Referred to the Accountability Report

On October 8, 2020, Council received the *Child Care in Victoria Action Plan* for information and approved the following:

1. *Refer to staff to report back at the Term 3 Update on the Financial and Human Resource implications and the ability to implement the Process, Policy, Partnerships and education and Training recommendations that are within municipal jurisdiction in the Report.*
2. *Bring forward the specific recommended advocacy motions for consideration at a future Council meeting.*

Through the 2021 financial planning process that concluded on January 25, 2021, a new Social Planner position in the Community Planning Division was approved and will lead further work on implementing the process, policy, partnerships, education and training recommendations in the action plan. The staffing process for this position is expected to take six to eight months. As such, staff anticipate being able to provide information related to financial and human resource implications through the 2022 financial planning process. There is no current staff capacity to take on this work in the interim.

Prior Year Council Motions Pending

Three motions that are pending a report back from staff have been delayed due to the current pandemic, as well as additional workload created as a result of the 2020 by-election as follows:

1. *Deer Management Funding and Fencing Regulations*
A report back in the first triannual period update in June 2021 will be provided with recommendations on proceeding with these issues, informed by recent Provincial funding decisions and current city plans to update the Fence Bylaw.
2. *Banning the Sale of Puppies, Kittens and Rabbits*
A report to Committee of the Whole will be provided in T1 2021.

CONCLUSIONS

Triannual accountability reporting, rather than quarterly, will continue in 2021 to free up capacity for staff to focus on emerging issues and challenges related to the pandemic. The 2021 reporting schedule is as follows:

Reporting Period	Timeframe (2021)	Expected COTW Report
1	Jan 1 – Apr 30	Jun 2021
2	May 1 – Aug 31	Oct 2021
3	Sep 1 – Dec 31	Feb 2022

Municipal operations continue to be an essential service as directed by the Province in March of 2020. Measures required to protect employee and public health and safety, while ensuring operational continuity, together with unexpected response measures to mitigate community impacts are expected to continue to divert staff focus in certain areas. With continued uncertainty around the duration and severity of the current pandemic, staff will continue to proactively address emerging issues as required and provide regular updates to Council and the community.

Respectfully submitted,






Mandi Sandhu
Head, Service Improvement & Innovation

Jocelyn Jenkyns
City Manager

List of Attachments

- A. Strategic Plan Progress Report
- B. Operational Plan Highlights, Achievements and Metrics
- C. Core Service Delivery Work Plan
- D. Council Member Expenses
- E. Grants Update
- F. Contracts Awarded
- G. Council Motions
- H. Advisory Committee Motions
- I. Urban Forest Master Plan Update
- J. Sustainable Planning & Community Development – Monthly Report (December 2020)

Att. A – Strategic Plan Progress Report – Period 3 (2020)






Legend:  On Track (Green)  Some Challenges (Yellow)  Major Challenges (Red)
 Complete (Blue)  On Hold or Inactive (Black)

Strategic Plan Progress Report

The following report provides a summary of Strategic Plan Initiatives at the end of 2020. Amendments to the Strategic Plan made in January and February of 2021 will be reflected in the first period accountability report in June 2021.






Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
#1 Good Governance and Civic Engagement							
Measurement and Monitoring (CI)	Develop measurement and monitoring process for Strategic Plan Outcomes		Participate in Budget Well-Being Network Discussions	Continue to monitor potential opportunities	On Hold	On Hold or Inactive	Funding for staff to undertake this work not approved for 2020. Initiative largely on hold for 2021.
Citizen's Assembly (LS)	Work with Saanich Council to develop and implement a Citizens Assembly process		TBD based on COVID-19 recovery		On Going	Some Challenges	COVID-19 re-allocated resources to Council process restructuring and recovery.
Facilitation Training (Engage)	Offer training to staff, Council members and community leaders in best practices in respectful facilitation; identify challenging topics for engagement in advance and ensure that everyone involved (staff and community leaders) have adequate training to lead engagement				On Hold	On Hold or Inactive	Planning on hold until in-person education and workshops can be held in accordance with health guidelines.

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:  On Track (Green)  Some Challenges (Yellow)  Major Challenges (Red)
 Complete (Blue)  On Hold or Inactive (Black)






Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Town Halls (Engage)	Begin holding four town halls per year, one per quarter to engage residents, youth, business, organized labour and other stakeholders, including a tri-annual check in with Council on the topics for these town halls	Town Hall on Seniors (Feb 4) to inform Seniors Action Plan recommendations	Build Back Victoria Virtual Town Hall (June 9) to share Council's COVID-19 Recovery Plan and community to ask questions*	Due to COVID-19, 2021 Draft Financial Plan was released Dec 7 / Virtual Budget Town Hall to be held Jan 13	On Going	On Track	Staff launched an enhanced engagement platform in early fall to improve virtual engagement with the community.
Closed Meeting Disclosure (LS)	Improve proactive disclosure of closed meeting records and decisions quarterly	Implement process improvements			2020	Some Challenges	Initially delayed due to the by-election and COVID-19. Further delay due to restart of preparation for a 2020 by-election.
Youth Strategy (Engage)	Continue to implement Youth Strategy	<p>Held first of three planned City Hall School Days *</p> <p>Began planning on potential Aboriginal Youth Mentorship Project*</p> <p>Collaborated with Neighbourhoods Team on "NeighbourHub" for Youth programming *</p> <p>Helped promote Youth Poet Laureate's "Youth Verses" project</p>	<p>Promote Youth Poet Laureate's "Youth Verses"</p> <p>Develop directory of youth-servicing organizations</p> <p>Develop listings of mental health service support for youth during pandemic</p> <p>Assist program staff with planning youth outreach engagement for Zero Waste Strategy, AAA cycling network, Missing Middle Housing</p> <p>Distribute listings for jobs, volunteer opportunities, programs and funding to school counsellors and youth organizations</p>	<p>Led prep for youth engagement on 2021 Draft Budget that will take place Jan 2021</p> <p>Assist program staff with youth outreach and engagement activities to support Zero Waste Strategy development, AAA cycling network, Village and Corridor Planning, Missing Middle Housing</p> <p>Promote City arts and culture, neighbourhood grant opportunities to youth.</p>	On Going	Some Challenges	<p>Youth Speak: Budget 2021 free virtual event held as part of virtual Budget Town Hall on Jan 13</p> <p>Two City Hall School Days, Aboriginal Youth Mentorship Program and Neighbour Hub did not move forward to implementation due to COVID-19.</p>

Att. A – Strategic Plan Progress Report – Period 3 (2020)

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Real Estate Strategy (SRE)	Complete and implement Real Estate Strategy	Elements of draft plan implemented with recent acquisition in support of affordable housing & community space co-location	Elements of draft plan implemented with recent acquisition in support of affordable housing & community space co-location, acquisition of park space within Jubilee Region		2021	Some Challenges	Work delayed due to reallocation of resources for affordable and supportive housing project developments and COVID- 19 economic response to commercial leasing, deferred to 2021
Video Submissions (LS)	Allow people to make video submissions to public hearings and requests to address Council	Actioned as part pf COVID-19 process adjustments. Permanent use requires a small amount of policy work to complete in future terms based on capacity.		Report and draft policy to Committee of the Whole	2021	On Track	Implemented as temporary measure due to pandemic. Amendment to Council Procedures Bylaw (Public Hearing only meetings) and consideration of a Policy (video submissions) to formalize these processes on an ongoing basis expected in T1 2021.
Public Hearing Only Council Meetings (LS)	Hold public hearing-only Council meetings	Actioned as a result of COVID-19			2021	On Track	Implemented as temporary measure due to pandemic. Amendment to Council Procedures Bylaw (Public Hearing only meetings) and consideration of a Policy (video submissions) to formalize these processes on an ongoing basis expected in T1 2021.
Lobbyist Registry (LS)	Create a lobbyist registry		Provide report to COTW		2020	Some Challenges	Delayed due to by-election. Re-start report to be provided in T1 2021.

Att. A – Strategic Plan Progress Report – Period 3 (2020)

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Equity Framework (CI)	Develop an Equity Framework	COTW Report on Equity Related Positions and Functions Release RFP for Consulting Services to develop Equity Framework	Evaluate RFP Submissions and begin preliminary work with Consultants Initiate Hiring Process	Council Workshop	2021	On Track	Project timelines provided to Council in November 2020.
#2. Reconciliation and Indigenous Relations							
Reconciliation Training (HR)	Develop and implement an ongoing, mandatory training program for Council and all City staff, and to have the cognitive portion of the training for all City staff and the experiential portion of the training for those interested participants first	73% of Leadership have completed online learning	100% of Leadership registered or completed online learning	Procurement Agreement in place for experiential learning	On Going	Some Challenges	Online foundational learning continues to roll out at a reduced pace. Experiential learning is on hold due to COVID-19 public health orders and budget reallocation.
Indigenous Relations Function (EO)	Establish an Indigenous Relations function				On Hold	On Hold or Inactive	Funding request to move this item forward included in 2021 Financial Plan
#3. Affordable Housing							
Affordable Housing Measurement and Tracking (SPCD)	Set targets, define affordable housing and track and measure the creation of affordable housing units		Implementation of software to enhance and increase efficiency with annual housing reporting	Victoria Housing Strategy Annual Review reported to Council and included affordable housing data	On Going	On Track	Software improvements in progress to improve data collection. In meantime, ongoing manual tracking of affordable housing by staff.
Rental Zoning (SPCD)	Implement rental-only zoning				2021	On Track	Rental zoning implementation has been incorporated into the Rental Housing Incentives project (see below)

Att. A – Strategic Plan Progress Report – Period 3 (2020)

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Market Rental Revitalization (SPCD)	Implement Market Rental Revitalization Program	Rental Property Standards of Maintenance (RPSOM) Bylaw work delayed due to litigation in another jurisdiction with implications in Victoria.	Rental Property Standards of Maintenance Bylaw work resumed	Rental Property Standards of Maintenance Bylaw public notice period and adoption	RPSOM Bylaw Complete Other program actions on going	On Track	RPSOM Bylaw effective January 31, 2021, and an 18-month monitoring and feedback period to commence thereafter. Request for Expression of Interest (to identify building owners interested in participating in the Seismic and Energy Upgrade Pilot Project) deferred by COVID recovery reprioritization.
Housing Conversion Opportunities (SPCD)	Develop city-wide strategy for additional house conversion opportunities			Council approved House Conversion Bylaw on October 22, 20	2020	Complete	Will require ongoing resources to implement, monitor and tweak as needed and implement “sprint” actions identified by Council
Rental Housing Incentives (SPCD)	Incentivize development of rental housing and look for further opportunities to expedite and simplify development processes for affordable rental housing		Economic analysis undertaken Stakeholder engagement		2021	On Hold or Inactive	Economic Analysis initiated, and early engagement with stakeholders undertaken. The project is on hold due to limited capacity and to prioritize COVID-19 response actions underway.
Family Housing (SPCD)	Incentivize and mandate the creation of family-appropriate two- and three-bedroom rental units	Policy research			2021	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete.
Funding for Land (SPCD)	Identify funding mechanisms to acquire land to facilitate federal, provincial and regional investment in affordable housing				On Hold	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete. When launched, coordinate with Strategic Real Estate & Grant Specialist.

Att. A – Strategic Plan Progress Report – Period 3 (2020)

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Tax Exemptions (SPCD)	Explore the expanded use of tax exemptions to create more affordable housing				On Hold	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete
Houseplexes and Townhouses (SPCD)	Undertake a city-wide planning exercise to identify suitable locations for townhouses and houseplexes; Support houseplexes as a form of multi-unit housing that provide a sensitive transition within neighbourhoods; Support more family housing including townhouses and row houses; Support new ground-oriented housing forms and lock-off suites	Early engagement	Economic analysis	Missing Middle Housing Survey launched	2021	Some Challenges	This is captured within the Missing Middle project (see below)
Missing Middle (SPCD)	Consider a comprehensive amendment to the Zoning Bylaw to permit all “Missing Middle” housing forms without need for rezoning or development permit. <i>This builds on 2019 Action “Houseplexes and Townhouses: Undertake a city-wide planning exercise to identify suitable locations for townhouses and houseplexes.”</i>	Early engagement	Economic analysis	Missing Middle Housing Survey launched	2021	Some Challenges	Completion of early engagement delayed due to COVID-19.

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Municipal Housing Service (SPCD)	Create a municipal housing service to acquire land and enter into partnerships for the purposes of providing affordable (de-commodified) housing				On Going	On Track	In partnership with Strategic Real Estate
Tenant Housing Ambassador (SPCD)	Create a Tenant Housing Ambassador position to make it easier for renters to navigate the Tenant Assistance Policy, Standards of Maintenance Bylaw and other issues			Commence recruitment process	2021	Complete	Position approved for 2021 Successful recruitment concluded in December 2020
Tiny Homes (SPCD)	Allow moveable tiny homes in all backyards that currently allow garden suites at rents of no more than \$500 per month				2022	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete.
Secondary Suite Grant Program (SPCD)	Consider a grant program for secondary suites including those that are accessible and serve an aging population				2022	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete.
Garden Suite Grant Program (SPCD)	Examine a grant program to incentivize the creation of affordable garden suites				2022	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete.

Att. A – Strategic Plan Progress Report – Period 3 (2020)

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Tiny Homes and Garden Suites (SPCD)	Allow tiny homes and garden suites on lots that already have secondary suites or duplexes				2022	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete.
Garden Suite Program Expansion (SPCD)	Review garden suite program to consider larger units on larger lots				2022	On Hold or Inactive	Deferred until priority Housing Strategy actions are complete.
#4. Prosperity and Economic Inclusion							
Arts and Culture Funding (ACE)	Examine effectiveness of arts and culture grants funding versus direct staff support		COTW Report June 4			Complete	Part of Create Victoria Progress Report
Industrial Land (SPCD)	Talk with industrial landowners, managers and users about industrial land — its use, zoning, taxation, etc. — review industrial land use and values every five years		Victoria 3.0 Recovery Reinvention Resilience 2020-2041 adopted by Council including action to develop a vision and implementation framework for the Innovation District.	Create a project plan	2021	Some Challenges	Project commencement subject to funding for staffing and consultant resources needed for implementation.
Pop-Up Businesses and Art Exhibits (ACE) (ED)	Encourage “pop-up” businesses and art exhibits in vacant retail and office space		Call to Artist Issued	Installations	On Going	Complete	Vacant storefront exhibitions installed in August 2020.

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Accessibility Framework (EPW)	Develop and implement an Accessibility Framework	Complete public engagement Initiate 2020 accessibility projects as planned by various departments	Council Report – Final adoption of Framework, Council Policy and Short-Term Action Plan	Accessibility Framework and Policy Approved	Ongoing	Complete	Implementation continues in 2021
Vacant Storefronts (ACE)	Work with Downtown Victoria Business Association for rotating mural artists to beautify empty storefronts and large windows		Issue Call to Artists	Installations	On Going	Complete	Artwork installed in August 2020.
Accessible Parking Standards (EPW)	Adopt accessible parking standards for on-street and off-street parking	Issue and Award RFP for services	Stakeholder engagement; Technical analysis	Stakeholder engagement; Bylaw Amendment Development	2021	On Track	Report to Council T1 2021
#5. Health, Well-Being and a Welcoming City							
Play Streets and School Streets (EPW)	Consider the implementation of play streets, school streets and other child-friendly strategies				2021	On Track	The 2021 Traffic calming program will continue to focus areas adjacent to parks and schools. The My Great Neighbourhood Grant Program allows for community-led projects on local streets and the “School Streets” initiative, which is led by the school community with support from the City, continues in 2021.

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:
● On Track (Green)
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● Complete (Blue)
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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Urban Agriculture (Growing in the City) (PRF)	Urban Agriculture: a. Explore opportunities for increasing food production on private land b. Support food infrastructure including farmers markets, and storage and distribution c. Soil test and consider shade implications of City-owned land and potential land acquisition	Community Garden Volunteer Coordinator and Micro-Grant's issued Development of Get Growing, Victoria! Initiative Distribution of gardening materials (compost, wood chips etc.)	Food seedling distribution Education program development and delivery Community garden licence renewals and EOI/Proposal reviews (moved to T3) Development of Community Garden Start-Up Grant	Launch of Community Garden Start-Up Grant Review of Get Growing, Victoria! Initiative Investigate re-introduction of Sharing Backyards Program (deferred to 2021) Distribution of gardening materials (compost, wood chips etc.) GIRC Council Update and Community Garden approvals Planning for City-built allotment garden pilot (deferred to 2021)	Ongoing	Some Challenges	Resources dedicated to implementing various activities under the Growing in the City (Urban Agriculture) Program were primarily focused on the Get Growing, Victoria! program in T2 and T3 as part of the City's response to the COVID-19 pandemic. Community garden licence renewals and EOI proposal reviews were completed in T3 rather than T2. The planning for a City-built allotment garden and the investigation of the Sharing Backyards Program deferred to 2021 as resources have been reallocated to the Get Growing, Victoria! Initiative.
Central Library (PRF)	Develop a plan including site selection, funding strategy and partnerships to develop a new Central Library			Initial Steering Committee held to establish project governance structure, development framework and next steps. Project Initiation (high-level site analysis) begins early Jan 2021. Partnered with Province to complete phase 1 environmental site assessment and seismic assessment of existing building.	2021	On Track	Project Plan approval scheduled for end of Q1 2021.

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 On Hold or Inactive (Black)

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Crystal Pool and Wellness Centre (PRF)	Crystal Pool and Wellness Centre Replacement				On Hold	On Hold or Inactive	This project was deferred by Council as part of the COVID-19 economic response.
#6. Climate Leadership and Environmental Stewardship							
Zero Waste Strategy (EPW)	Develop a zero Waste Strategy	Complete draft strategies and actions for consultation.	Stakeholder engagement on strategy and development of 3-year implementation plan.	Council Report on Completed Draft Zero Waste Strategy	2020	Complete	Approved December 10, 2020 A number of plans and strategies to be presented to Council in 2021 including: Building demolition policies Checkout bag regulation
Climate Leadership Plan (EPW)	Implement the Climate Leadership Plan	Launched Oil to Heat Pump Campaign and Incentive Launched EV Charging Incentive for Multi-unit residential buildings Council Report: Facilities Energy Improvements	Launched “Bring it home for the climate” in partnership with CRD Council approval of fees for EV Charging and EV Strategy Development work awarded. Council approval of EV Readiness Bylaw	Council update Nov 2020: Climate Leadership Plan Status Report Launched new EV charging stations on Broad Street Initiated a working group of community stakeholders to assist in the development of the community chapter of the Adaptation Strategy	Ongoing	On Track	A number of plans and strategies to be presented to Council in 2021 including: Corporate Energy and Emissions Management Plan City of Victoria EV Strategy






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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Urban Forest Master Plan (PRF)	Implement the Urban Forest Master Plan	Comprehensive technical review of the Tree Preservation Bylaw	Comprehensive technical review of the Tree Preservation Bylaw	Canopy cover and ecosystem targets established Council Report - Tree Preservation Bylaw Approval	On Going	Some Challenges	<p>COVID-19 impacts have resulted in a deferral of projects relying on consultant support or requiring public engagement.</p> <p>Deferred projects: neighborhood planting plans, stewardship and education outreach initiatives, canopy cover and ecosystem targets. The Tree Preservation Bylaw will be presented for Council approval in February 2021.</p>
Renewable Energy Generation (EPW)	Explore opportunities for renewable energy generation and district energy opportunities starting in 2019, including the option of establishing a municipal energy utility in 2021	On hold	On hold	Develop scope for a study of opportunities by external consultant and initiate pending additional resources	On Hold	On Hold or Inactive	Work is instead focusing on climate emergency priority actions and High Impact Initiatives identified in 2019
Tree Planting (PRF)	Facilitate tree planting events and celebrations in partnership with residents and community organizations, and other public bodies, including participating in the United Nations Trees in Cities Challenge with a goal of planting at least 5,000 trees.	Launched Trees in Cities Initiative including planting, education and stewardship programs			On Going	Major Challenges	<p>COVID-19 impacts have resulted in the deferral of programs relying on public engagement and community events/workshops.</p> <p>City met target for tree planting in 2020 (500 trees).</p>

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Green Shore Practices (SPCD)	Mandate green shores practices on waterfront development				On Hold	On Hold or Inactive	New staff position to lead this work deferred to 2021 budget process
Parks and Open Spaces Acquisition Strategy (PRF)	Initiate a Parks and Open Spaces Acquisition Strategy to identify priorities for parkland acquisition that align with Official Community Plan, Parks and Open Spaces Master Plan, and other approved City plans				On Hold	On Hold or Inactive	Project has not advanced due to high volume of other priority projects, COVID-19 demands
Shoreline and Garry Oak Ecosystem Protection (SPCD)	Increase protection for shoreline areas and Garry Oak ecosystem including the shoreline between Gonzales Bay and Ross Bay and the shoreline along Gorge Waterway				On Hold	On Hold or Inactive	New staff position to lead this work deferred to 2021 budget process
Single Use Items (EPW)	Introduce regulations to ban and/or restrict problematic single use items (coffee cups, take out containers, straws, etc.) while taking into consideration accessibility needs	On Hold: Reintroduce Checkout Bag Regulation Bylaw under Ministerial Approval.	On Hold	Provincial announcement of planned development of new authorities for municipalities to regulate specific SUIs COTW report on reintroduction of Checkout Bag Regulation Council direction for staff to draft additional SUI bylaws	2021	On Track	Adoption of reintroduced Checkout Bag Regulation scheduled for April 15, 2021 Council. Additional SUI regulation dependent on timing of new municipal authority conferred by Province (anticipated T3 2021).

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:  On Track (Green)  Some Challenges (Yellow)  Major Challenges (Red)
 Complete (Blue)  On Hold or Inactive (Black)

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Inflow and Infiltration (EPW)	Begin to plan for mitigating the inflow and infiltration issues on private property		Staff review and options consideration	Staff review and options consideration	2021	On Track	Report to Council in T1 2021.
BC Step Code (SPCD)	Expedite implementation of the BC Step Code (climate emergency response included a timeline to expedite implementation)			Data analysis	2020: Step 3 2022: Step 4 2025: Step 5	On Track	Step code acceleration on track.
#7. Sustainable Transportation							
Child and Youth Transit Pass Program (FIN)	Depending on response from the VRTC, implement creative financing mechanism to fund transit for children 18 and under in Victoria			Report to Council on Pilot outcomes and funding strategy for 2020/2021 program	2020	On Track	Program delivery underway.
Sustainable Mobility Strategy (EPW)	Develop and begin implementation of the Sustainable Mobility Strategy including improvements to pedestrian, cycling and transit travel		Finalize document and publish GO Victoria		2019	Complete	Implementation ongoing.
Low Income Bus Pass Program (EPW)	Explore bus pass tied to income program, including for low-income seniors (could be added to LIFE Pass program)				On Hold	On Hold or Inactive	

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
Floating Car Share Service (EPW)	Work to bring a “floating” car share service to Victoria	Project initiation with car share service providers			On Going	Some Challenges	Car share operators significantly impacted by COVID-19. No further updates in T3.
Greenways (EPW)	Support greenway improvements in neighbourhoods including renewing Subdivision and Development Servicing Bylaw, Greenways Plan and associated City policies and bylaws to allow for alternate design treatments for shared streets on identified greenways				On Going	Some Challenges	Greenway enhancement projects and pilot treatments underway in several locations. Updates to applicable bylaws not yet started due to resourcing requirements and other Council directed priorities.
Bike Master Plan (EPW)	Bike Master Plan Implementation		<p>Construction start Vancouver, Graham, Jackson and Harbour Road</p> <p>Report to Council on design recommendations for Kimta Road, Richardson, Kings/Haultain, and Government Street North</p> <p>Consultation on 2021 designs for Fort Central, Oaklands Connector, Fernwood Connector.</p> <p>Consultation on Jubilee priority route section.</p>	<p>Consultation on 2021 designs for Fort Central, Oaklands Connector, Fernwood Connector.</p> <p>Consultation on Jubilee priority route section and associated designs</p> <p>Construction underway Vancouver, Graham, Jackson and completed on Harbour</p>	On Going	On Track	<p>Community engagement activities shifted with new COVID-19 restrictions.</p> <p>Design recommendations to Council on Fort Central, Oaklands Connector, Fernwood Connector, and Jubilee route alignment in T1 2021.</p>

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Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
#8. Strong, Liveable Neighbourhoods							
Placemaking Guide and Toolkit (SPCD)	Create a place-making guide and tool kit and host workshops to support citizens and businesses to take action to create public play spaces, parklets, and gathering places within neighbourhoods			Stakeholder engagement as part of Village and Corridor planning process and other virtual engagement	2021	On Track	Budget for public engagement was removed from the 2020 Financial Plan as per Council direction in August, however work will proceed with the rescoping of engagement plan.
Municipal Alcohol Policy (NEI)	Develop a Municipal Alcohol Policy to address concerns brought forward by the Late Night Advisory Committee	Staff created a consolidated Municipal Property Alcohol Guidelines document. BC Healthy Communities grant was completed		Draft Municipal Alcohol Policy report to Council	2021	On Track	
Quadra Village Centre and Greenspace (PRF)	Explore opportunities to expand the Quadra Village Community Centre and greenspace in partnership with the Downtown Blanshard Advisory Committee and the CRD	PRF and Real Estate staff commenced discussions relating to the establishment of new greenspace	Reviewing potential for greenspace improvement within proximity of QVCC		On Hold	On Hold or Inactive	Progress has been delayed due to high volume of other priority projects and COVID-19 response
Local Area Plans (SPCD)	Develop local area plans for villages and corridors. Phase 1 to include Hillside-Quadra, North Park, Fernwood (west). Phase 2 to include Fort St/Oak Bay Ave corridor neighbourhoods including Fernwood (east), Jubilees, Rockland. Phase 3	Phase 1 public engagement (in-person events, online survey)		Phase 2 public engagement	2021	Some Challenges	Project will experience extended timeline due to COVID-19 as public engagement events were cancelled in spring/summer 2020 with staff considering alternate forms of online engagement and adjusting project plan as necessary.

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:
 On Track (Green)
 Some Challenges (Yellow)
 Major Challenges (Red)

 Complete (Blue)
 On Hold or Inactive (Black)

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Status for Projects	Comments (Optional)
	to include Oaklands and James Bay						
Noise Bylaw (LS)	Review the Noise Bylaw		Determine future timelines based on staff capacity		On Hold	On Track	Work to be aligned with the Municipal Alcohol Policy report
CALUC Process (SPCD)	Review CALUC process including clear terms of reference for increasing diversity (youth, renters, etc.), capacity building, term limits and a transparent and democratic process for selecting members				On Hold	On Hold or Inactive	Current work is focusing on how to ensure community involvement during COVID-19
CALUC Resources	Review and consider additional resources (financial and training) for CALUCs				On Hold	On Hold or Inactive	Current work is focusing on how to ensure community involvement during COVID-19
North Park Community Centre (PRF)	Establish a community centre for North Park				TBD	Some Challenges	Staff continue to explore opportunities relating to establishing a new community centre
DRA Meeting Space (BCR)	Explore partnerships to create meeting space and a home base for the Downtown Residents Association	DRA provided access to use the newly named 'NeighbourHub' space at 709/711 Douglas St.			On Hold	On Hold or Inactive	Due to COVID-19 the space was temporarily closed. Council has deferred the budget for this space to 2021 as per direction in August.
Pedestrian Street (SPCD&EPW)	Continue the 'Open Government Street to Pedestrians' pilot		Temporary pedestrian priority street changes implemented through Covid-19 recovery initiatives	Review and evaluate temporary Government Street changes with stakeholders, public and Council	2021-2022	On Track	Further report back on Government Street pilot in T1 2021 and further update on future pedestrian priority project in T2 2021.

Legend:

On Track (Green)

Some Challenges (Yellow)

Major Challenges (Red)






Complete (Blue)

On Hold or Inactive (Black)

Section B:






Council Led Strategic Plan Actions						
Topic	Action	T1 Activities	T2 Activities	T3 Activities	Status	Comments
#1 Good Governance and Civic Engagement						
Regional Police Services	Work to regionalize police services and consider the possibility of a single, amalgamated police service for the region				On Hold	
Committee Appointment Accountability	Create a structure/process for Councillors to share and be accountable for their work on committees and other appointments				On Hold	This action may be rolled into the governance review
Community Input Gathering	Develop and implement processes for convening the community and gathering input on what the community is interested in giving input on — not only engaging when City Hall has a question for the community				On Hold	

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:  On Track (Green)  Some Challenges (Yellow)  Major Challenges (Red)
 Complete (Blue)  On Hold or Inactive (Black)






Council Led Strategic Plan Actions						
Topic	Action	T1 Activities	T2 Activities	T3 Activities	Status	Comments
Governance Review	Strike a Council working group to recommend a process for a governance review			Council working group to provide a COTW report on scope	On Track	
#2. Reconciliation and Indigenous Relations						
Reconciliation Dialogues	Create the Victoria Reconciliation Dialogues	Delivered Dialogues 3 and 4	Dialogues 5 and 6 On Hold		On Hold	
Statue Relocation	Determine appropriate context for the Sir John A. Macdonald Statue	Reconciliation Dialogues 4 complete, first phase of discussion			On Hold	
Meegan Co-Governance	Explore co-governance of Meegan (Beacon Hill Park) and shoreline areas with the Lekwungen speaking people				On Hold	
#4. Prosperity and Economic Inclusion						
Create Victoria 3.0	Create Victoria 3.0 – Recovery Reinvention Resilience – 2020-2041 Economic Action Plan	Public engagement on economic action plan Victoria 3.0: Recovery, Reinvention, Resilience 2020-2041	Repurposed to address the impacts of the pandemic on the local economy and adopted by Council on May 14, 2020.		Complete	
Creative Arts Hub	Continue ongoing support efforts to launch a Creative Hub for Arts		Community-led/City supported Open House to update community on the project		On Going	
Predatory Lending	Explore land use and business licence regulations to limit			Council members to bring forward motion to COTW	On Hold	

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:  On Track (Green)  Some Challenges (Yellow)  Major Challenges (Red)
 Complete (Blue)  On Hold or Inactive (Black)

Council Led Strategic Plan Actions						
Topic	Action	T1 Activities	T2 Activities	T3 Activities	Status	Comments
	predatory lending and pay-day loans and work with the Province with respect to limiting pay-day loans and predatory lending					
Childcare Strategy and Action Plan	Create a city-wide Childcare Strategy and Action Plan	Draft Childcare Action Plan complete	Childcare Action Plan coming to COTW in June	Childcare Action Plan to COTW in October	Complete	UBCM granted an extension on the project.
Barrier Free Business Program	Partner (potentially with the Downtown Victoria Business Association) to create a program to make businesses barrier free				On Hold	
Seniors Task Force and Strategy	Create a Seniors Task Force and develop a Seniors Strategy			Draft report to Council	Completed	
Sexual Harassment	Explore ways to end sexual harassment and assault in Victoria, including using the Good Night Out international model to create a safe nightlife campaign for Victoria venues, bars, clubs and festivals		Stakeholder engagement	On hold due to Covid-19 restrictions impacting late night hospitality venues	On Hold	
Welcoming City	Create a Welcoming City Strategy.			Launch the Welcoming City Task Force	On Track	

Att. A – Strategic Plan Progress Report – Period 3 (2020)

Legend:  On Track (Green)  Some Challenges (Yellow)  Major Challenges (Red)
 Complete (Blue)  On Hold or Inactive (Black)

Council Led Strategic Plan Actions						
Topic	Action	T1 Activities	T2 Activities	T3 Activities	Status	Comments
Doctors Strategy	Create a strategy to attract doctors to Victoria				On Hold	
WHO Social Determinants of Health and UN Rights of the Child	Consider adopting the World Health Organization Social Determinates of Health and United Nations Declaration on the Rights of the Child				On Hold	
#6. Climate Leadership and Environmental Stewardship						
Climate Champion Program	Create Climate Champion program	Three Climate Champions gatherings held RFP for program coordinator completed and placed on hold			On Hold	Moved to 2022
#8. Strong, Liveable Neighbourhoods						
Neighbourhood Boundaries	Resolve anomalies in neighbourhood boundaries				On Hold	Status at the end of 2020, Council Workshop in Feb 2021

CITY OF VICTORIA OPERATIONAL HIGHLIGHTS, ACCOMPLISHMENTS AND METRICS

Third Period Report 2020

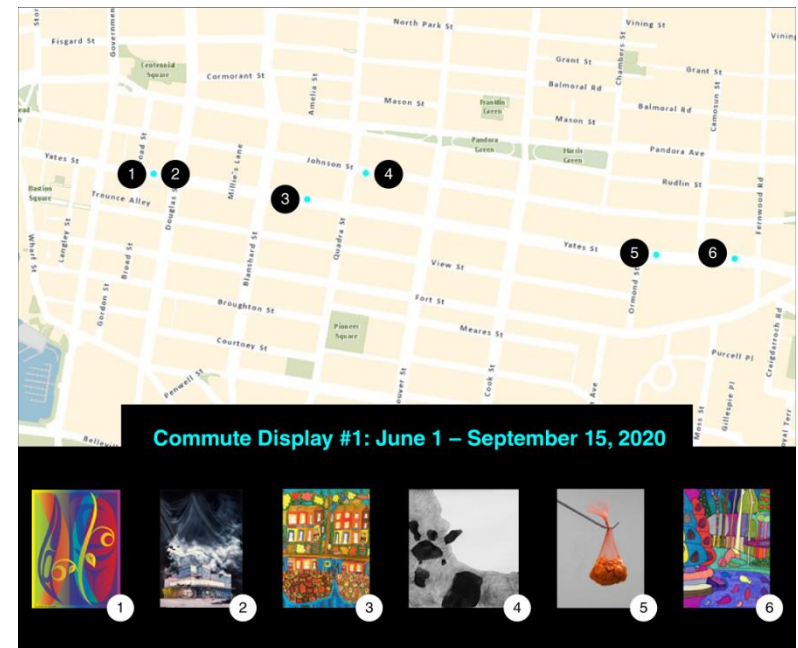
September 1 –
December 31, 2020

Business & Community Relations

Highlights & Accomplishments:

Arts, Culture & Events:

- **Commute Display** - The final installation of the Commute project was installed. The six downtown bus shelters showcase a series of original artworks by local emerging artists.
- **Orange Shirt Day** - On September 30, a virtual event was hosted on the City's Facebook Live. The video has received 304 views to-date on YouTube and 2,740 views on Facebook with 310 reactions, comments and shares.
- **Everyday Creativity Grant** - The new Everyday Creativity Grant program encourages and enables the community to realize creative opportunities for all citizens to enjoy. By the end of 2020, 32 applications have been received.
- **Butler Book Prize Gala** - The 17th annual Victoria Book Prize Gala was held virtually on October 3. Lorna Crozier was awarded the City of Victoria Butler Book Prize for *The House the Spirit Builds* (Douglas & McIntyre), and Mark Leiren-Young was awarded the City of Victoria Children's Book Prize for *Orcas Everywhere; The Mystery and History of Killer Whales* (Orca Book Publishers).
- **Poet Laureate New Works Video** - To celebrate Victoria's rich community of local writers, John Barton invited four authors - John Gould, Kathryn Mockler, Kyeren Regehr and Daniel G Scott - to read from their new works.
- **Engagement Kiosk Display** - Final display for the 2020 Kiosk display was installed in November. Artwork from local artists will animate 10 kiosks along Douglas Street and City parkades to celebrate local creatives and enhance everyday artistic encounters.



Commute Display

Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

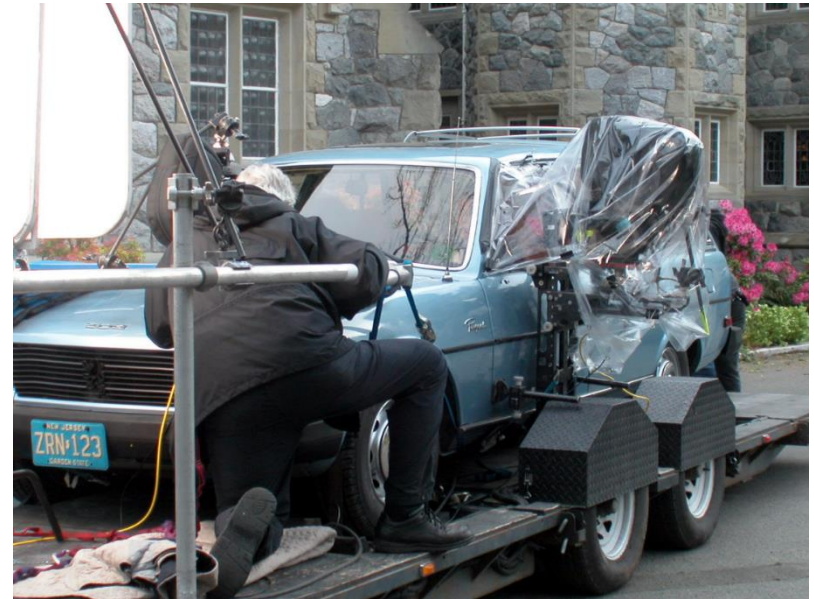
- **Launch of Wherein She Dwelt** - Poet Laureate John Barton launches *Wherein She Dwelt: Emily Carr's Neighbourhood*. This project featured videos of John reading inside Carr House from his book *West of Darkness*, which is a collection of poems written in his interpretation of her voice.
- **Filming** - The third period was a remarkably busy period for the local film industry. The City issued 45 permits related to 56 days of filming in public space.
- **Festivals & Events** - Provincial health orders in effect since March have impacted the ability of local festival organizers to present programming in public space. Many event organizers have effectively utilized City of Victoria Festival Investment Grant funding to pivot to alternate formats in order to stay connected with audiences and pay artists to contribute content.

Economic Development:

- **Build Back Victoria Program (BBV)** - In October, staff provided Council with an overview of the successes and learnings of the Build Back Victoria Program. Council approved continuation of the program to provide alternative business operation solutions in line with Provincial Health recommendations and orders amidst the pandemic and the program extended October 31, 2021. Staff continue to accept new and renewal applications for the BBV program which can be submitted at any time throughout the program's duration.
- **Victoria 3.0** - The Business Case for an Ocean Futures Hub & Cluster was finalized and presented in December.

Neighbourhoods:

- **My Great Neighbourhood Grant** - applications were accepted until Dec 31 and 51 applications were approved for a total of \$184,205 in funding. The new category of Community Recovery & Resiliency



Filming in Victoria



Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

was well received in response to Covid-19 with a total of \$101,588 in approved grants for this category alone. Many applications focused on gardening and food security.

- **Community Virtuals** - A new initiative to connect with residents launched on November 18 with Trees in the City and then The Great Disconnect was held on December 9. These are free online events focusing on community development and resiliency in a lunch & learn format. This initiative will continue in 2021 and help to promote the My Great Neighbourhood Grant program.
- **Local Champions** - This community-based leadership development program offers a low cost, low barrier opportunity to support local Victoria residents gain skills, confidence and relationships to become more active and engaged as champions in their neighbourhood. There were six sessions plus a weekend intensive and 24 graduated community connectors. Final presentations included: Kindness Hampers - newcomer outreach, Garden Buddies - food security, Smile project - COVID response, Community Asset Mapping - neighbourhood planning, Anti-stigma Community Learning Event - understanding homelessness, Community outreach cards - social isolation.

Victoria Conference Centre (VCC):

- **Sales Initiatives** - Virtual cooking classes hosted by Business Events Victoria and hotel partners were held for key clients from Vancouver and Seattle.
- **Virtual Sales Conferences & Events** - The sales team continues to stay connected and selling through the following events held virtually; 2020 CONNECT Marketplace, MPI Ottawa Holiday Event, PCMA West Chapter Holiday luncheon, Destination Canada Business Events Research Webinar, CONNECT Cyber Business Show, MPI BC Holiday Event and Meeting Encore Holiday Event



Get Connected, Get Inspired, Get Funded



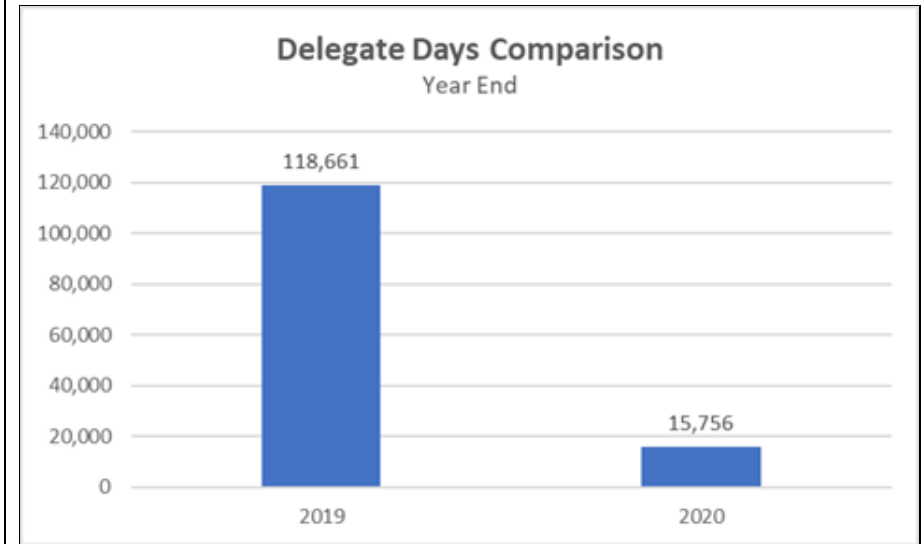
Local Champions Program

Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

- **Contracts** - Nine contracts were executed in the third period of 2020 (3 for 2021, 3 for 2022, 1 for 2023, and 2 for 2024)

Emerging Issues and Challenges:

- No conferences were held at the Victoria Conference Centre due to Provincial health orders. Only two events that took place were the Union of BC Municipalities virtual/hybrid event from Sept 21-25 and the City of Victoria by-election from Dec 1-9 and Dec 12, both events had limited capacity with physical distancing and all other Covid-19 protocols followed.

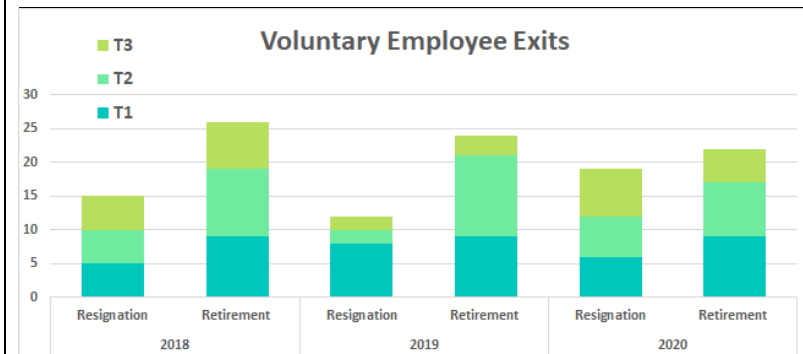


Victoria Conference Centre - Delegate Days

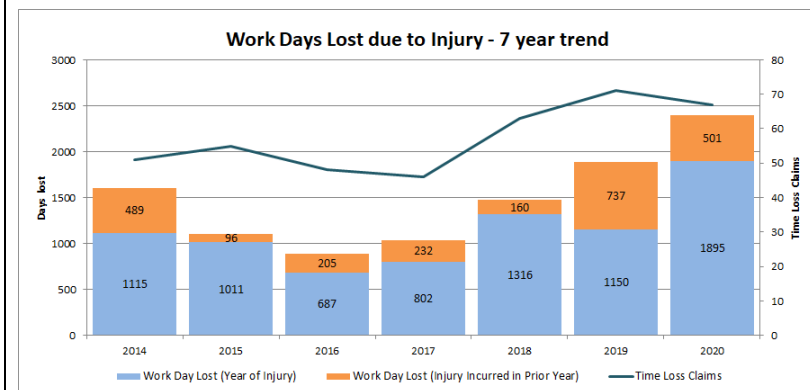
Corporate Services

Highlights and Accomplishments:

- **City Service Awards** - In 2020, the awards went viral with video tributes recognizing the contributions of staff celebrating key service milestones.
- **Leadership Development Program** - More than 50 employees completed or enrolled in the Leadership Development Program, designed to support career advancement within the City.
- **2021 - 2025 Draft Financial Plan** - The draft budget was introduced to Council on November 5 and received first bylaw reading on December 3, 2020. Public consultation took place in December and continued into January 2021 that included a survey, E-town hall and Budget Summary including a new accessible version.
- **Interim Annual External Audit** - The City completed its first fully remote interim external audit for 2020.
- **2021 Permissive Tax Exemptions** - The City granted over \$2 million in permissive tax exemptions to 108 organizations and 126 properties.
- **Youth Bus Pass** - Staff mailed a total of 6,403 monthly youth transit passes between September and December.
- **New Online Annual U-Pass System** - In December, the City implemented the new online annual U-Pass system where youth ages 6 to 18 can now apply online for a free annual BC Transit U-Pass starting in February 2021.



The number of employees who voluntarily leave the City due to retirement or resignation has remained relatively constant at 5% of FTEs.



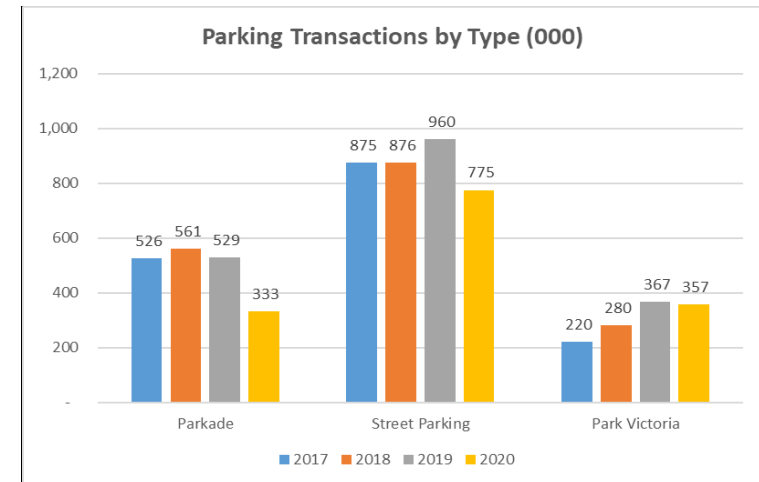
Time loss claims and work days lost due to injury continue to increase.

Corporate Services

- **Coastal Communities Social Procurement Initiative** - The Social Value Supplier Directory created in T2 informs the City of Victoria staff of vendors whose practices align with the organization's goals. Staff are undertaking training sessions for all PCard holders on how to use this directory and include social value in low value purchases.
- **Accessibility Framework** - The City adopted an Accessibility Framework and Policy to guide planning, programs, infrastructure and services. The City also began recruitment for a new Accessibility Advisory Committee.
- **By-election** - The City held a by-election on December 12 resulting in Stephen Andrew being elected as the new City Councillor. Work undertaken by the City included the creation of a candidate guide, communicating COVID-19 safety protocols and promoting voting opportunities, which included an expanded vote by mail option due to the pandemic.

Emerging Issues and Challenges:

- WorkSafe BC premium rates are likely to rise based on the City's experience rating, which reflects an increased injury rate.



Bylaw Services

Highlights and Accomplishments:

- **Short Term Rental Program** - Development of an in-house STR tracking program which has flagged multiple unlicensed STR's which we are working to bring into compliance. These are primarily in condo buildings. As a result, we are also working closely with strata councils to identify and bring those units into compliance. The 2020 appeals for denied applicants in now complete. Robust licensing, inspection and enforcement process continues.
- **Sheltering in Parks** - There are still a high number of people sheltering in City parks and public spaces. Bylaw Services is responsible for administering the City's temporary sheltering bylaws under the Parks Regulation Bylaw. This is challenging work as many people living outside may also suffer from mental health and addictions. We continue to work closely with VIHA, BC Housing, Police, Service Providers and the Victoria Coalition to End Homelessness to support those living outside.
- **Additional Officers Hired** - Five new bylaw officers were hired to assist with the large volume of work as a direct result of the COVID-19 pandemic, Provincial Health Orders enforcement and the homeless crisis. This has enabled us to begin addressing backlogged calls for service not related to urgent public health and safety matters.
- **Provincial Health Orders** - Bylaw Officers are required by the province to assist in regulation and enforcement of public health orders. Specifically, we are assigned to respond, monitor and report on compliance of community facilities such as community halls, museums, places of worship, theatres, parks, sports arenas, and casinos. As well bylaw officers have been given authority to write Provincial Violation Tickets for price gouging.

940 Caledonia

This temporary sheltering site has been established by the City of Victoria for individuals who were displaced by flooding in Central Park in December 2020.

The following rules apply at all times to anyone entering this site:

- No new structures of any type may be erected without authorization of the City of Victoria
- Individuals must follow current Provincial Health orders and COVID-19 pandemic guidelines while on the site
- Tents and platforms may not be moved from their designated locations
- Personal property, including tents, must remain within a 9 square metre footprint
- Open flames, combustible cooking and heating appliances are PROHIBITED
- For COVID-19 prevention reasons, only residents, City of Victoria staff, authorized service providers and emergency/security personnel can enter this site

Individuals who do not comply with the above requirements or the direction of City of Victoria staff may be removed from the site.

Contact information:

City of Victoria Bylaw Services
250.361.0215

Coalition to End Homelessness
250.370.1512

BC Housing, Vancouver Island Region
250.475.7550

Island Health
250.370.8699

For emergencies dial 9-1-1



victoria.ca/sheltering

Bylaw Services

As always, we work closely with our local and provincial regulatory partners.

- **Royal Athletic Park** - Due to the flooding in Central Park in December of 2020, the City opened a temporary emergency space in the Royal Athletic parking lot at 940 Caledonia. Bylaw Officers regulate City rules on this privately owned space.
- **COVID-19 health and safety precautions** - Bylaw Officers are considered essential workers and as such all staff continued to work in the field. Extensive health and safety measures were implemented including offices, vehicles, PPE and enhanced hygiene and cleaning.

Emerging Issues and Challenges:

- **Back-logged Calls for Service** - As a result of the health emergency, all other calls for service of lesser priority were placed on hold. As a result, there are hundreds of unanswered files which still require investigation. Although the addition of five new bylaw officers is having a positive effect and backlogged files are reducing in number, this continues to be a challenge.
- **Right of Way Issues** - Construction right of way violations continue. Some construction companies regularly violate permit requirements and/or do not obtain a permit causing public safety issues. Strategies are being developed to deter this behavior, including the recent hiring of an additional staff to address escalating street permit demands in Transportation.
- **Encampment Prevention** - there continues to be a shortage of supportive housing units, and as a result there will continue to be persons sleeping in parks and public spaces and the.

Beacon Hill Park Temporary Outdoor Sheltering



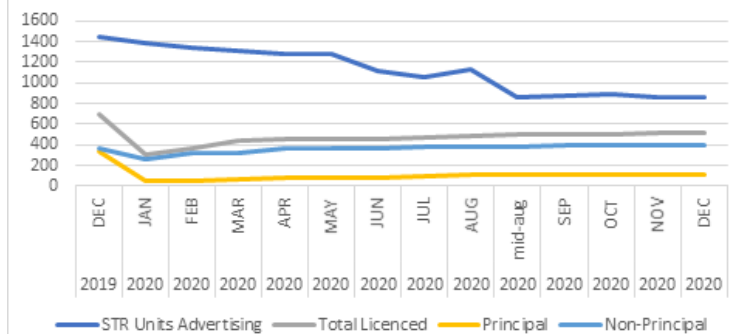
Other Parks With Washrooms Where Temporary Outdoor Sheltering is Allowed Under the Parks Regulation Bylaw

Park Name	Time to Walk from Home	Park Name	Time to Walk from Home
Irving Park	15 mins	Stadacona Park	40 mins
Central Park	30 mins	Regatta Point (Ballfields)	45 mins
Gonzales Park	30 mins	Victoria West Park	45 mins
Hollywood Park	30 mins	Cecelia Ravine Park	60 mins
Pemberton Park	40 mins	Oaklands Park	60 mins



VICTORIA Bylaw Services 250.361.0215 | bylawservices@victoria.ca

STR Units in the City of Victoria



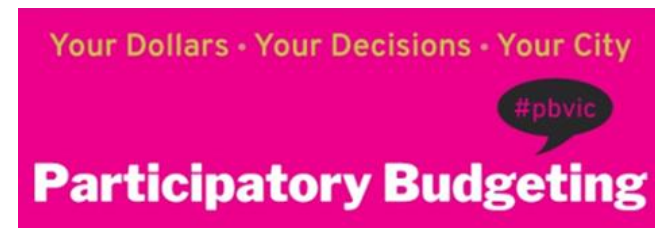
Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

Bylaw Services	
<p>Balancing bylaw officer resource time between homeless issues and all other calls for service will be a very big challenge for the remainder of 2020.</p> <ul style="list-style-type: none">• Short Term Rental - The shortage of available housing in Victoria remains an issue. As such, returning unlawful STR suites back to the rental market is a high priority.	<p>What is the role of bylaw officers and the PHO orders?</p> <p>Bylaw enforcement officers are asked to continue their work supporting efforts to slow the spread of COVID-19 within the community by providing information and assistance to the public and health officers on PHO orders. Up to date PHO orders can be found online: https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus</p> <p>Local bylaw enforcement officials provide an important role using their existing tools and are often the “eyes and ears on the ground”, providing important intelligence. The assistance they can provide to support compliance with PHO orders includes:</p> <ul style="list-style-type: none">• monitoring facilities and areas closed to the public by a PHO order;• providing information and advice to businesses and members of the public in respect of PHO orders, including providing warnings to businesses and members of the public who may be acting in contravention of a PHO order;• providing regional public health officers or WorkSafeBC with information in respect of potential contraventions of a PHO order; and,• contacting police agencies for support if further enforcement action is needed (the same as they would on other matters where police support is warranted/required).

Engagement*

Highlights and Accomplishments:

- **COVID-19 Response and Recovery** - Continued communication planning and support for the City's COVID-19 response and recovery.
- **Participatory Budgeting** - Staff supported the community-led initiative during the public voting phase. There were 26 projects or activities in the running to enhance or enrich the lives of newcomers to Victoria. After the votes were counted, \$50,000 was awarded to seven community-led projects, ranging from food sustainability to gardening, financial literacy, programs to build relationships between newcomers and Indigenous community groups, an app to make it easier for newcomers to access healthcare, and workshops to educate the community on how they can help combat racism by being stronger allies to visible minorities.
- **2021 Budget Engagement** - Public engagement opened in December on the 2021 Draft Budget and continued into mid-January 2021. Residents and businesses could share their priorities for investment to help inform Council's decisions by completing an online survey, submitting written correspondence and participating in the Virtual Budget Town Hall.
- **Regional Speed Reduction** - The City began working with municipalities across the Capital Region to explore a reduced speed limit pilot project on neighbourhood streets. The community could learn about the project by watching an online video and then sharing their feedback and ideas in an online survey.
- **Urban Design Guidelines** - An online workshop was held to align urban design guidelines with high-performance buildings.



Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

Engagement*

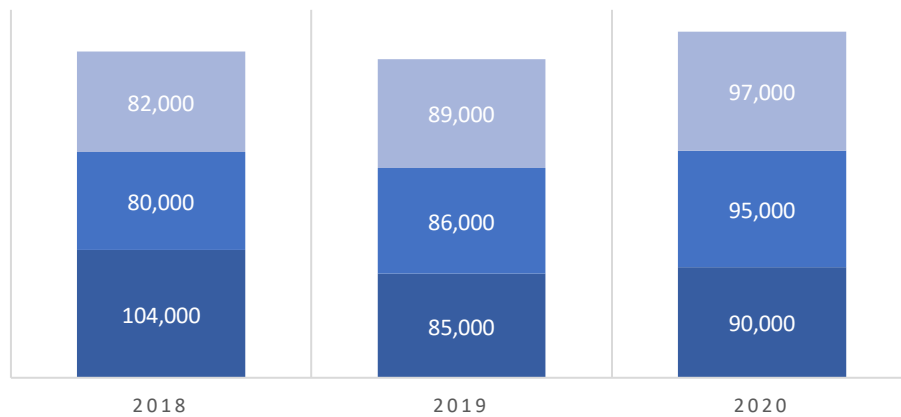
- **Engagement Activities** - From September to December 2020, 38 virtual engagement activities were held, consisting of external and internal focus group sessions, as well as stakeholder presentations and meetings. 3,692 surveys were completed and 209 public input emails were received as part of engagement activities.

EMERGING ISSUES AND CHALLENGES:

- Due to events being limited to under 50 people and requiring physical distancing to curb the spread of COVID-19, in-person community engagement continued to be replaced by virtual engagement using the City's engagement portal.

Social Media

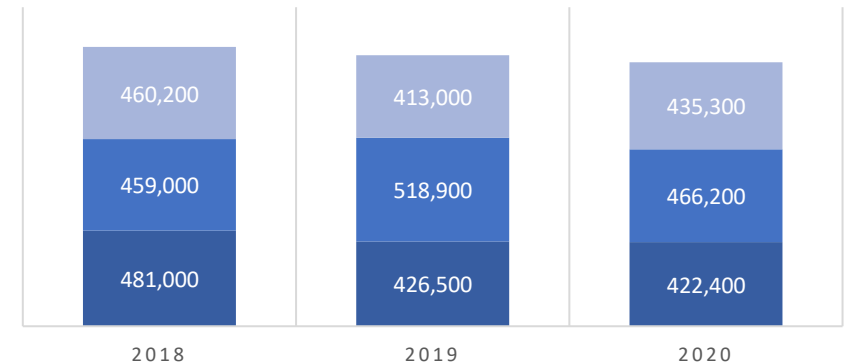
■ T1 ■ T2 ■ T3



Compared to T3 2019, the total combined social media audience (Twitter, Facebook, Instagram) increased by (2.11%) in T3 2020, representing continued growth in the City's online conversations.

Website Visits

■ T1 ■ T2 ■ T3



Although there was a decrease in T3 2020 of 30,888 (7%) in visits to the City's website compared to T3 2019, this was due to the introduction of the City's new online engagement tool, which received close to 15,000 visits, bringing the reduction in total visits to 3.5% during the pandemic.

* A number of the activities and accomplishments of the Engagement Department are imbedded within other department highlights as a support department.

Engineering and Public Works

Highlights and Accomplishments:

Climate Action and Environmental Sustainability:

- Released the *2020 Climate Leadership Plan* Status Report
- A seven-part online series of stakeholder focus groups, community presentations and meetings were held to inform the City's new *Zero Waste Strategy*.
- Additional zero waste stations were installed across community
- Stakeholder engagement took place to inform the City's new Electric Vehicle Strategy, as well as inform the community about the new Direct Current Fast Charger being installed on Store Street.

Engineering:

- Infill of under sidewalk basement and sidewalk restoration at 1304 Government Street
- Major upgrade to GIS and VicMap improving security, performance and adding new functionality
- Completed the following projects:
 - Constance watermain, between Esquimalt and Astle
 - Haultain watermain, between Forbes and Belmont
 - Huron sewer forcemain, between Dallas and west end
 - Caledonia storm drain main, between Douglas and Blanshard
 - Reed watermain, between Alder and Glasgow

Transportation:

- Completion of the Dallas Road Balustrade Railing Replacement and support for Multi Use Pathway
- Opening of Harbour Road AAA cycling facility and ongoing construction of Vancouver/Graham/Jackson bikeways
- The community was invited to provide input through virtual open houses and online surveys to help determine the best route alignment for the All Ages and Abilities cycling network connectors in Oaklands, Fernwood and along Fort Street west of Cook Street.



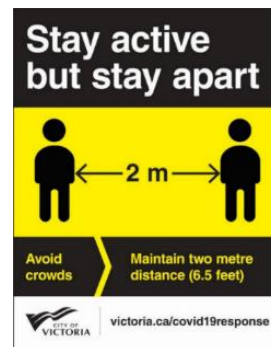
Electric Vehicle Charging Station

Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

- Construction of Memorial Crescent Sidewalk and new public plaza
- Blanshard Street (Courtney to Humboldt) repaving and sidewalk improvements complete

Public Works:

- Construction of six Electric Vehicle charging stations on Broad Street
- Blanshard St at Kings Road - construction of new bike/pedestrian signalized crossing
- Procured five electric passenger vehicles for Victoria Fire Department and finalized approval of a preferred electric heavy-duty truck supplier
- Provided ongoing sheltering and encampment support.
- 400 fire hydrants were painted as per NFPA (National Fire Protection Association) specifications to identify flowrates for fire suppression
- Designed and manufactured COVID signage and decals for COVID awareness:
 - 1800 signs
 - 400 decals
 - 350 large antiskid floor decals
- Watermain flushing – 108 km of watermain were flushed to maintain the pipes for delivery of safe drinking water to residents and visitors.
- Received and responded to 4967 calls for service.



Parks, Recreation & Facilities

Highlights and Accomplishments:

- **Agamemnon and Eleni Kasapi Park** - In November, the City opened a new park in the South Jubilee neighbourhood. The 11,800 square metre greenspace has been named Agamemnon and Eleni Kasapi Park in recognition of the family's preservation of the property for the benefit of the community. The park is comprised of a large Garry oak meadow, and the City will be providing a few enhancements including a wood chip pathway, seating and interpretive signage.
- **Topaz Park Skate and Bike Parks** - The City received an overwhelming response to a Request for Proposals (RFP) for the design and construction of new skate and bike parks at Topaz Park. Staff are in the process of selecting the successful proponent. Once the contract is awarded, the project team will begin work on the detailed design of the new facilities, which are anticipated to be ready for use in the summer of 2022.
- **Topaz Park Remediation** - The City reopened Topaz Park following remediation of various areas due to the temporary use of the park for overnight sheltering by nearly 200 individuals, during the COVID-19 pandemic. The City partnered with BC Housing, which provided funding for the repair work relating to the playground, playing fields and natural areas.
- **Poinsettias** - The Nursery team grew close to 400 poinsettia plants. A small poinsettia tree was installed at City Hall, and over half of the plants grown were distributed to non-profit



Agamemnon and Eleni Kasapi Park



Topaz Park Improvement Plan

Parks, Recreation & Facilities

community partners such as housing providers and community centre operators.

- **Tree Planting** - In 2020, 535 trees were planted on public land, exceeding the City's annual tree target of 500 new trees.
- **Planting Resources** - Staff developed a new set of resources for residents and stakeholders to assist with tree selection and new tree care. These new resources are available for download on the City website.
- **Park Regulation Bylaw Amendments** - In September, the City adopted amendments to the Parks Regulation Bylaw to help address a number of health and safety issues related to sheltering in parks. Staff from various departments collaborated to implement the changes, including installing signage and distributing communication materials to individuals and service providers.

Emerging Issues and Challenges

- **Increase in the number of individuals sheltering in parks and public spaces** - Due to the pandemic the city has experienced a large increase in outdoor sheltering, which has resulted in a range of impacts requiring significant resources. Staff have worked continuously with stakeholders to mitigate risks to staff working in parks, individuals sheltering outdoors, and citizens using parks and public spaces. The total number of shelters in parks reached a high of over 320 in the fall of 2020.
- **Extreme Weather** - Due to the effects of heavy rain and snow, Central Park experienced extensive flooding in December, affecting individuals living in the park and



Poinsettias growing in the Beacon Hill Park nursery



535 trees were planted on public land this year

Parks, Recreation & Facilities

damaging property. In response, the City made the parking lot at 940 Caledonia Ave available for 36 temporary shelters to be erected, and with support from BC Housing, the North Park Neighborhood Association, the Coalition to End Homelessness, and other volunteers, individuals were relocated from Central Park to the parking lot and provided with a new tent and bedding. Central Park was subsequently closed to access so that the City could assess damage to the park and develop a remediation plan.

- **Aging Facilities** - The Crystal Pool and Fitness Centre required major repairs to the ventilation system and pool tank, which necessitated an extended closure through the end of 2020. Many of the facility's building systems are beyond their functional service life and present maintenance and service challenges. Staff continue to take a risk-based approach to maintaining this community amenity.



Repairs to Crystal Pool included new ventilation equipment



Shelters erected at 940 Caledonia Ave

Sustainable Planning & Community Development

Highlights and Accomplishments:

- **OCP** - The Official Community Plan Annual Review 2019 was completed, which is the eighth annual snapshot of progress towards achieving the OCP. The review included 2019 data on key annual indicators to measure plan progress. Amendments to the OCP were also recommended to keep the plan current and aligned with various City-wide plans and policies that have been approved since OCP adoption.
- **New house conversion zoning regulations** - Regulations adopted, expanding opportunities to convert single-family houses to multi-unit housing. The new regulations incentivize the inclusion of rental, affordable rental, affordable home ownership units and heritage designation.
- **Village and Corridor Planning** - The next phase of engagement for Village and Corridor planning launched in Fall 2020 for the North Park, Hillside-Quadra and Fernwood neighbourhoods. It included online workshops with the project working group and community stakeholders from diverse backgrounds. Concepts, options and opportunities were prepared, informing a survey released in December to gather broader public feedback.
- **Rental Property Standards of Maintenance Bylaw** - a new bylaw was adopted in November, taking effect in January 2021 to ensure quality, safety and livability of rental units.
- **Housing Needs Assessment** - Completed the needs assessment for Victoria to inform future planning, in accordance with recent legislative requirements that all local governments



Village and Corridor Planning



Wellburn Building



Gorge and Irma

Sustainable Planning & Community Development

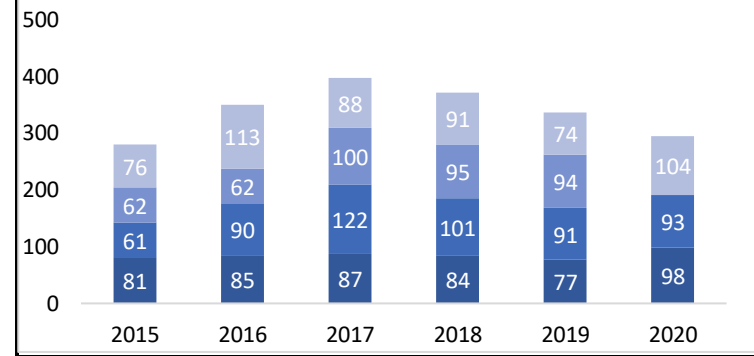
complete housing needs reports by April 2022 and every five years thereafter.

- **Victoria Housing Strategy Annual Review** - The first Victoria Housing review was completed, which summarized the Strategy's achievements, identified challenges and proposed improvements, and recommended actions of focus for 2021.
- **Rentals** - 258 new rental homes were approved at two properties, including 153 rentals at Gorge Road and Irma Street in the Burnside Gorge neighbourhood, and 105 at the former Wellburn's Market building at Pandora Avenue and Cook Street in the North Park neighbourhood. The Wellburn's Market building was also protected through a Heritage Designation bylaw.
- **Online applications** - Developed an on-line Plumbing Permits application available through eApply for launch in January 2021.

Emerging Issues and Challenges

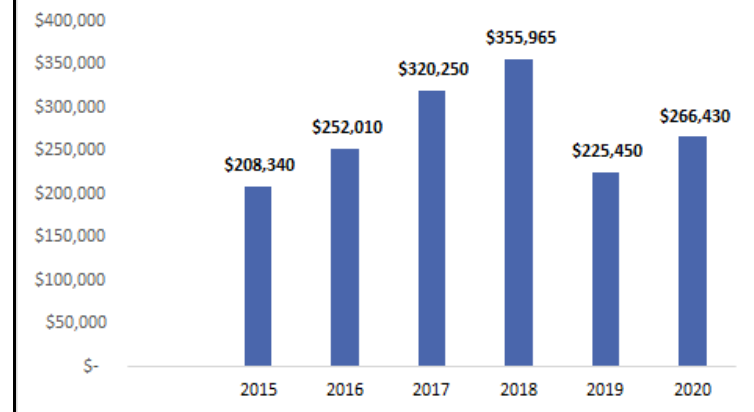
- Community Planning experienced vacancies in housing-related positions, which together with a focus on daily operations, have contributed to project delays or extension of timelines.
- Application volumes and enquiries about future projects continue to be high. Combined with the large number of complex and priority applications, and the need to adapt processes to respond to COVID, staff resources are challenged.
- These factors and others are also resulting in increased challenges in meeting target turn-around times for development and building permits.

Development Application Permit Volume



Development Application Permit Volumes were slightly lower than 2019.

Construction Values - Issued Permits (\$000)



Construction values for permits issues was slightly higher than 2019.

Victoria Fire Department

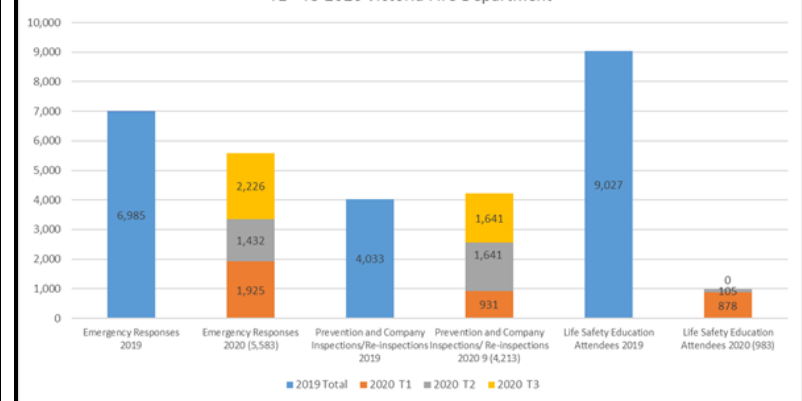
Highlights and Accomplishments:

- Emergency Responses** - The Fire Department received 2,401 requests for service resulting in 2,227 responses a 56% increase over T2, which included 176 responses to fires such as structure fires, rubbish fires, beach fires, car fires, and other miscellaneous fires.
- Emergency Responses** - Fire saw a reduction in annual call volume from 6,985 responses in 2019 to 5,583 responses in 2020. This reduction was primarily attributed to the Province's temporarily discontinuation of first responder responses, which has now returned to the normal response protocols. During T3, monthly response numbers are back in line with 2019.
- Overdoses** - Responded to 366 overdose calls, for a total of 928 in 2020. This is an annual increase of 17% over 2019 which had 795 overdose calls. Fire Fighters have administered Naloxone at 17 incidents in T3, for a total of 44 incidents in 2020.
- Absence Management** - In review of sick hours from 2020 in comparison to 2019, there has been a reduction in sick hours. In 2020, there were 8,835 sick hours and in 2019 there were 9,159, sick hours, a reduction of 324 hours in 2020. Of these 8,835 sick hours in 2020, 704 hours were a result of public health mandated quarantine, and when these hours are removed, it shows a net reduction of 1028 hours. This decrease in sick hours in the light of a pandemic demonstrates the success in effective absence management in the department.
- Capital Budget Management** – In review of the anticipated effects of the management of the pandemic, review and prioritization of capital

2020 VFD Incident Breakdown

ALARM ACTIVATED/NO FIRE	1,110	19.88%
EXPLOSION	6	0.11%
FIRE - NON-REPORTABLE	449	8.04%
FIRE - REPORTABLE	241	4.32%
HAZ-MAT	36	0.64%
MARINE	7	0.13%
MEDICAL	1,589	28.46%
MEDICAL - CANCELLED EN ROUTE	224	4.01%
MEDICAL - CANCELLED ON SCENE	1,027	18.39%
MOTOR VEHICLE INCIDENT	282	5.05%
MUTUAL AID RESPONSE TO OAK BAY	5	0.09%
PUBLIC HAZARD	135	2.42%
PUBLIC SERVICE	298	5.34%
RESPONSE CANCELLED	8	0.14%
RESPONSE - UNFOUNDED	163	2.92%
SPECIALIZED TRANSPORT	1	0.02%
TECH RESCUE	3	0.05%
Total Incidents	5,584	100.00%

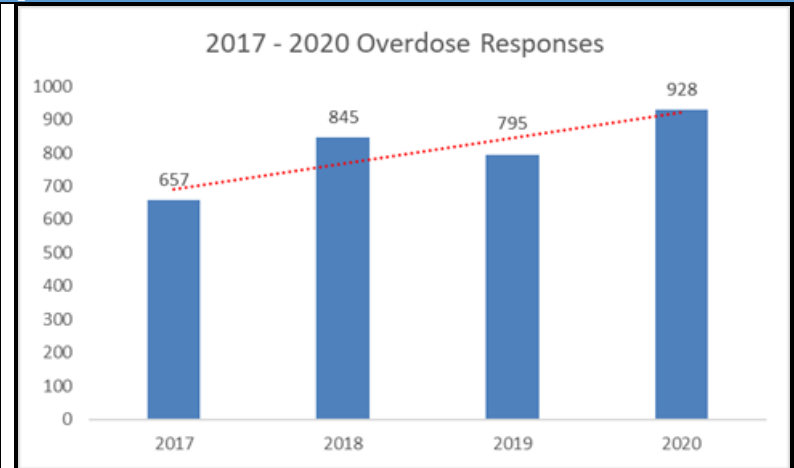
T1 - T3 2020 Victoria Fire Department



Victoria Fire Department

asset replacement was reviewed and prioritized by staff, deferring the purchase of equipment into following years.

- Fire Boat Refit** - Fire Boat 1 “Protector” was scheduled for hull repairs and while underway, it was discovered there were additional corrosion issues identified that required immediate repair. The extent of these repairs, which was not expected, has transitioned into a refit that has been funded through existing capital budget. Through this refit, the life span of this fire boat has been extended, and timelines for capital funding for replacement extended.
- COVID-19** - During the ongoing COVID Epidemic, the department continues to take steps to effectively continue operations with respect to staff health and safety through City Policies and the VFD Pandemic Plan, which speaks to fire operations includes cleaning and decontamination procedures, response to medical emergencies with potential COVID infection, fire inspections and apparatus deployment considerations.
- COVID-19 EOC** - The City of Victoria conducted an Interim After-Action Review (IAAR) led by the Emergency Management Division, which identifies what worked well and what could be improved upon related to the City’s response to the COVID-19 pandemic and identifies immediate and longer-term actions to increase efficiency and enhance preparation for response to future phases of COVID-19. Aspects of this review will also apply to other emergencies. The review covers the period of Emergency Operations Centre (EOC) activation - from March 10, 2020 to June 23, 2020. This is considered an Interim Review since the City’s pandemic response is continuing.
- Fire Inspections** - Fire Prevention and Suppression have completed 1,641 life safety inspections and re-inspections in T3 for a total of



Below 500 GPM

500-999 GPM

Victoria Fire Department

4,213 inspections in 2020. This was accomplished during a time when some occupancies were temporarily closed or operating during limited hours. COVID-19 protocols including pre-scheduled arrangements, social distancing and the use of PPE are required to maintain Provincial Health Orders and ensure employee safety.

- **NFPA Hydrant Colour Coding** - Engineering and Public Works completed the enormous task of updating the City's fire hydrant to provide color coding in compliance with National Fire Protection Associated (NFPA) 291. This enables responding fire crews to efficiently identify the hydrant colours which correlates with the available water flow rate of the hydrant. This update supports efficient water supply determination and fire ground operations.
- **Hoarding Education Action Team** - The H.E.A.T. Program received 56 calls on the H.E.A.T. hotline resulting in four home visits within the City of Victoria. In total in 2020, there were 147 calls to the H.E.A.T. hotline, resulting in 10 home visits and 103 hours dedicated to the program. The new H.E.A.T. Facebook Group has continued to see success since implementation and has now grown to 348 members.
- **Personal Protective Equipment** - As result of the pandemic, and global demand for personal protective equipment, continue to face challenges securing some protective equipment as well as increased costs for items that are available.
- **Mechanical Division** – Through Victoria Fire Department's Regional Fleet Servicing, completed fire pump testing for Langford Fire Department's fleet and Commercial Vehicle Inspections and preventative maintenance for Sooke Fire Department's fleet. Commercial Vehicles. Inspections were also completed on Victoria Fire Department apparatus.



1,000-1,499 GPM

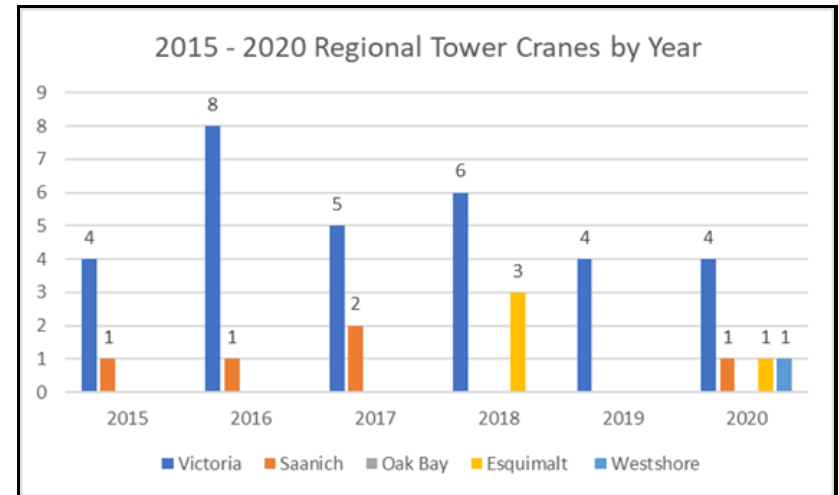
1,500 GPM or more



VFD Headquarters Electric Vehicle Charging Station

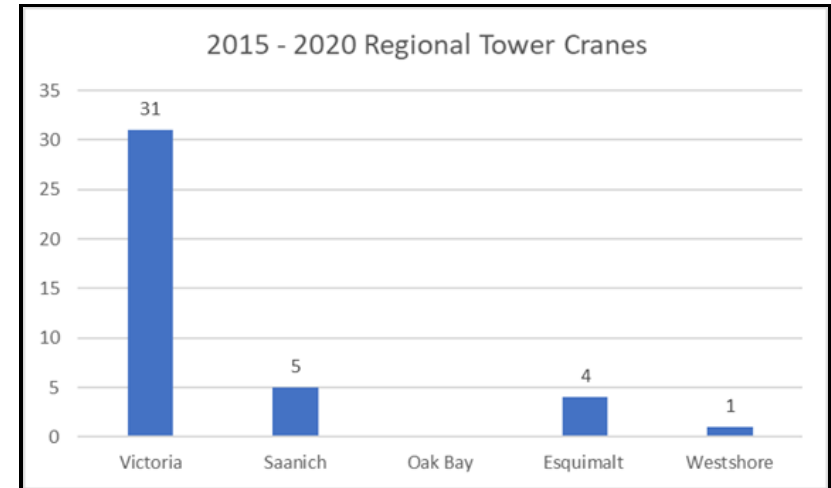
Victoria Fire Department

- **Oil Tank Program** - Completed 20 Oil Tank Removal Inspections, 15 Oil Tank Installations Inspections, and one Oil Burner Installation Inspection. In total this year, there have been 57 Oil Tank Removal Inspections, 43 Oil Tank Installation Inspections, and four Oil Burner Installation Inspections
- **Fire Fleet** - Working in collaboration with Public Works, Climate Action, and Finance have secured the departments first electric cars and a new Emergency Support Services van to assist the public in the provision of food, shelter, clothing, and incidentals to evacuees affected by fires or other emergency events. Facilities has installed two Level 2 electric vehicle chargers and are working with Engineering and Public Works on a paint application to designate EV parking spots. The VFD Mechanical Division will prepare these vehicles for service in 2021.
- **Training** - Recognizing the need for maintenance of COVID-19 protocols for the scheduling and delivery of independent industry training requirements, completed 3,760 hours of aggregate training in T3 for a total of 11,623 aggregate hours in 2020, which includes 2,024 hours dedicated to THAARP Training. New equipment has been installed at all station to assist the Training Officer in delivering training remotely. T3 training highlights include:
 - 1,263 hours of Technical High Angle Rope Rescue Training
 - Four new members completed 120 hours each of specialized training to become funded Technical High Angle Rope Rescue Instructors
 - Participated in two Regional THAARP training days in Victoria which was completed independently this year to comply with COVID-19 restrictions.



Victoria Fire Department

- Four First Responder recertification courses were completed
- 13 online Officer development courses were delivered to our future Officers to meet CA promotional requirements
- **THARRP (Technical High Angle Rope Rescue Program)** - Participation in this program, which meets the requirement for Occupation Health and Safety to have qualified rescuers in place for workers working at heights, provides cost neutral specialized high angle rope rescue training and equipment. This program also provides remuneration for conducting tower crane inspections within our jurisdiction. These specialized skill sets are transferable into other areas of the Victoria Fire Department's operations. These specially trained members completed over 30 tower crane inspections to support the 31 tower cranes present in the City of Victoria in 2020. The graphs below provide an overview of tower cranes in the region between 2015 -2020 in which the City of Victoria has seen the majority.
- **Business Impact Analysis** - Led City departments through COVID-19 specific Business Impact Analysis workshops which will provide the City an overarching summary of which City processes are currently being completed remotely and can continue to do so, which ones require additional IT assets or other resources for remote work, and which processes need to be brought back "in-person" and when. The processes are ranked by priority based on the impact rating assigned for life, health and safety, financial, brand/reputation, legal/regulatory, and operational impacts of the process.
- **Community Education** - Community education programming was delivered virtually due to the COVID-19 pandemic. The Emergency Preparedness Workshop is available for public viewing online at



- **Evacuation Route Planning** - Regional and local evacuation route planning has been completed through a UBCM Community Emergency Preparedness Funding (CEPF) stream. Due to the COVID-19 pandemic the exercising and testing of the plan through EOC exercises had to be put on hold in Q3 but in Q4 the exercising of the evacuation plan in collaboration with the Township of Esquimalt and Victoria Police Department resumed using virtual technologies to maximize collaboration among the core agencies while also maintaining the health and safety of the participants. Staff from PW and Engineering, Engagement, Fire, and GIS all participated in the exercises and provided valuable feedback which will allow us to adapt and improve our evacuation plans based on lessons learned in the exercises.

Attachment B – Operational Highlights, Accomplishments and Metrics (T3 2020)

Victoria Fire Department	
<p>VictoriaReady.ca. In 2020 educational programming was delivered to 983 recipients.</p> <ul style="list-style-type: none"> • Connect and Prepare - Staff partnered with Building Resilient Neighbourhoods to continue to support current and past cohorts of Connect and Prepare through virtual check-ins, purchasing the \$500 worth of supplies for two sites who completed the program, and holding a virtual Champions Circle in November to brainstorm ideas for neighbour connections through the winter. The Connect and Prepare team are also using this time to develop curriculum for the 2021 cohorts. • Public Engagement - With in-person public education still on hold, this year Emergency Management staff and volunteers participated in a virtual ShakeOutBC drill. Staff encouraged residents and businesses to participate in ShakeOutBC via social media and media release. EM staff with Engagement completed a large update to the VictoriaReady.ca website and created videos in a “Four Steps to Preparedness” campaign that was well received. • Regional Tsunami Public Education - With the regional Tsunami and Sea Level Rise modelling completed and report published, the regional Public Education Working Group, led by CoV staff, are working on a public education campaign for Tsunami Awareness Week in March. 	<ul style="list-style-type: none"> • Emergency Support Services (ESS) Modernization - ESS modernization project supported by a UBCM grant. The Victoria ESS team, through the partnership with the Canadian Red Cross, participated in two in-person exercises this fall. The exercise followed COVID safety procedures and incorporated COVID procedures if ESS group sheltering or lodging was needed. The team expressed the value of this exercise and follow up action items continue to be implemented to improve the plan. • ESS activations - ESS was activated six times and assisted 63 people in T3 through the provision of food, shelter, clothing, and incidentals to evacuees affected by fires and water damage. In total for 2020, there were 13 events and 118 people assisted. • Regional Emergency Management Partnership - A revised work plan and annual business plan was developed for the Regional Emergency Management Partnership (REMP) due to the need to adapt to COVID-19. A few of the projects REMP will be Conducting in 2021 include: Extreme Heat Planning, Evacuation Route Planning, and the COVID-19 Regional After-Action Review Interim Reports.

Service Area	Service Description	Department	T1	T2	T3
Business Hub	To guide new and existing businesses thru the City's processes, find ways to reduce or mitigate red tape, provide resources in the community to assist businesses	Business and Community Relations	COVID-19 Business Resource page for website	Create COVID-19 Recovery Toolkit, Emergency Resilience Toolkit for the future	Initiate Victoria 3.0 action Ocean Futures Innovation Hub & Cluster Continue Build Back Victoria program to accommodate winterization
Create Victoria Master Plan	Implementation of Create Victoria Arts and Culture Master Plan	Business and Community Relations	Launch Creative Mornings, Survey distributed for Music Strategy to seek feedback	Everyday Creativity approach to expand programming and increase access to art city-wide	Everyday Creativity Grant applications received and reviewed as a one-time only grant program for 2020 in response to the impacts of Covid-19
Creative Animation and Programming of Public Space	Programming includes free arts and culture activities in Centennial Square and Cameron Bandshell, poet laureate and youth poet laureate events and readings, artist in residence and Indigenous artist in residence programs, Canada Day celebrations, public art programs, Indigenous symposium, seasonal animation and banner program.	Business and Community Relations	Calls to Artists: Commute, Commercial Alley, Butler Book Prize submissions, April Poetry Month, Chinese New Year celebration and decor	City-wide programming including live stream concerts and programs from Artist In Resident programs, virtual poetry events from both poet laureates, online CityVibe guide, installation of Commute and Commerce Canoe, pivoting to digital platforms to expand creative opportunities to citizens, summer banners	Butler Book Prize and Children Awards presented, youth poet laureate nomination process, Winter decor installed, online engagement with community during COVID, ongoing programs from IAIR and AIR programs, vacant storefront exhibitions installed
Festival and Event Support	Includes regulation of public space use for film and event requests, and event resource support including Festival Investment Grant program, Festival Equipment Loan program and liaison role with community groups.	Business and Community Relations		COTW report on Festival Investment Grant (FIG) 2020 Alternative Use COTW report on FIG funding recommendations	Applications received for 2021 Festival Investment Grant program
Late Night Program	Receive input from the Late Night Advisory Committee on arising issues and interests and monitor the late night economy activity on a quarterly basis through the Multi-Agency Task Force which includes City staff, VicPD, LCRB inspectors, Fire Dept and VIHA	Business and Community Relations	Late Night Program operated until mid-March and then discontinued due to COVID-19 closures of late night venues		
Neighbourhood Liaison Activities	Facilitate efforts to improve communication between neighbourhood groups and residents with the City of Victoria. Assist neighbourhoods to access information and understand City processes and decision making. Assist staff in understanding neighbourhood issues and better collaborating with neighbourhood groups and residents.	Business and Community Relations	Local Champions Program Launch in Feb and to continue through to T3 Neighbour Day (May 3) online promotion initiative launched April 24	My Great Neighbourhood (MGN) Grant - annual intake launch on June 1 VicMap - initiated a new layer to feature placemaking projects	MGN Grant - interim report to Council in Sept MGN Grant - Dec 31 was final date to receive applications report to Council in Jan 2021 Launch Community Virtuals - a new lunch & learn monthly program to help residents connect with programs and resources at the City
Victoria Conference Centre	Sell, manage and service 77,000 sq.ft. of space in the Victoria Conference Centre including 25,000 sq. ft. of space in Crystal Garden for conferences, special events, meetings and trade consumer shows in Victoria.	Business and Community Relations	Customer Advisory Board Annual Meeting CSAE in Ottawa GM Mission - Mississauga/Toronto, Ottawa, and Montreal Facility closed March 14	Sales focus on rebooking cancelled business	Sales focus on rebooking cancelled business
Emergency Management - Business Continuity (Business and Community Relations)	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	Business and Community Relations	Held a BIA workshop in January with all BCR division staff (Neighbourhoods Team, Arts Culture & Events, Economic Development and Victoria Conference Centre) Updated the BCR Covid-19 BIA workbook	Re-opening Victoria Conference Centre adhering to approved health & safety plan Training workshop to refresh all staff of health & safety plan Staff continuing to hold virtual meetings and adapt processes to online where possible	
Protocol Office	The protocol program handles various events, activities and services that benefit, promote, celebrate or enhance Victoria. The office also provides guidance and support for First Nations relationships, and works to hold events with dignitaries or when Mayor and Council are called upon to act in an official capacity.	City Manager's Office	New Years Day Levee at City Hall		
Bylaw and Licensing Services	Responsible for bylaw enforcement (compliance and investigations), business licence reviews and compliance checks, and developing a City strategy aimed at regulating short term rental market. Collaborate with community partners to reduce homelessness and improve the situation for those who are currently unhoused.	Bylaw Services	Initiate summer foot and bike patrols in the downtown core and nearby surrounding communities in an effort to support all right of way issues (including flex zones) enforce all other bylaws in a proactive manner and increase visibility and availability.	Create/design a City of Victoria Short Term Rental investigative tool designed to replace HOST COMPLIANCE - a costly and questionably effective tool.	To maintain and improve relationships and participate in collaborative solutions to reduce the number of persons experiencing homelessness and to improve the situation for those that remain.
Corporate Initiatives	Advance the City's Corporate Plan objectives through process and service improvements, performance monitoring, and sustainment of the Project Management Framework implementation.	Corporate Services	Revise Project Management training to online platform	Initiate service improvement review of select service areas	Initiate open data strategy development

Service Area	Service Description	Department	T1	T2	T3
Finance	Responsible for safeguarding the City's financial assets, and leading financial planning to ensure the financial stability and viability of the City. Provides financial reporting and information and advice to all City departments, Council and the general public.	Corporate Services	Start of the External Audit, Final Financial Plan, Application deadlines for Strategic Plan Grants and Micro Grants	Annual Report and Audited Financial Statements Released, Property taxes due August 4	Draft Financial Plan introduced to Council, Financial Plan Discussions, Interim External Audit
Fire Hall #1 Replacement	Replacement of the Fire Hall #1 located on Yates Street.	Corporate Services		Construction underway	
Human Resources - Learning Services	Plan and deliver learning programs to support corporate priorities including leadership capacity, change management and business enablers.	Corporate Services	Conduct Employee Engagement Survey Offer Leadership Development Program Level 1 and Level 2 Continue rollout of Indigenous Cultural Safety Training Various Core and Business Enabling Learning	Communicate findings of Employee Engagement Survey Continue rollout of Indigenous Cultural Safety Training Offer Leadership Development Program	Offer Core Learning and Business Enabling Learning online and through modified delivery Continue rollout of Indigenous Cultural Safety Training
Human Resources - Health and Safety	Develop and implement safety management systems to proactively prevent workplace accidents, and coordinate rehabilitation programs to provide ill or injuries employees with stay at work and return to work opportunities.	Corporate Services	COVID-19 Pandemic Response: ECP, Risk Assessments & Control documents, SJPs, SWPs, Operational Guidelines, Mental Health resources, communications OHS Policy Update Injury Reporting flowchart & guidelines, Incident Reporting Checklist and Investigation Guidelines New Traffic Control Manual and Guidelines Safety training 2020 initiated Develop RFO for Safety Management System software	Roll out new OHS Policy Update OHS Program Manual, New Worker Orientation Package, OHS Supplementary Programs, Worker Package Increase Jobsite inspections Continue development/revisions of SJPs and OGs Develop Disability Management Program Manual and Training Materials Select vendor for SMS software	Updates to OHS Program Manual and Supplementary Programs New Worker Orientation package to Managers/supervisors Complete Safety Training for 2020 Roll out DM Program to Managers/supervisors
Human Resources - Talent Acquisition	Full cycle recruitment support including new employee onboarding and orientation	Corporate Services	Recruitment to new and existing vacant positions approved by Council through Financial Plan Commenced annual Seasonal Recruitment process	Recruitment to new and existing vacant positions approved by Council through Financial Plan Complete annual Seasonal Recruitment process Initiate Talent Acquisition process review	Recruitment to fill vacant positions Develop and implement phase one of Talent Acquisition process improvement
Information Technology	Helpdesk	Corporate Services	Provide IT client support to all city staff with extra attention to COVID-19 work from home enablement, participate in IT project work and lead corporate refresh of city's last remaining Windows 7 desktops	Provide IT client support to all city staff with extra attention to COVID-19 work from home enablement, participate in IT project work and perform annual refresh of desktops and laptops	Provide IT client support to all city staff with extra attention to COVID-19 work from home enablement, participate in IT project work and perform annual refresh of desktops and laptops
Information Technology	Technical Infrastructure	Corporate Services	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work including COVID-19 related solutions and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work including COVID-19 related solutions and proactively improve system operations to minimize unscheduled down time	Maintain city core IT Infrastructure, provide cyber protection, participate in IT project work including COVID-19 related solutions and proactively improve system operations to minimize unscheduled down time
Information Technology	Business Solutions	Corporate Services	Lead corporate projects involving technology implementation including COVID-19 related solutions, support and maintain internally developed software applications, lead the modernization of the city's office productivity tools (Modern Workplace)	Lead corporate projects involving technology implementation including COVID-19 related solutions, support and maintain internally developed software applications, lead the modernization of the city's office productivity tools (Modern Workplace)	Lead corporate projects involving technology implementation including COVID-19 related solutions, support and maintain internally developed software applications, lead the modernization of the city's office productivity tools (Modern Workplace)
Information Technology	Information Management	Corporate Services	Lead citywide Electronic Document and Records Management (EDRMS) project rollout and support the update and modernizing of the city's office productivity tools (Modern Workplace)	Lead citywide Electronic Document and Records Management (EDRMS) project rollout and support the update and modernizing of the city's office productivity tools (Modern Workplace)	Lead citywide Electronic Document and Records Management (EDRMS) project rollout and support the update and modernizing of the city's office productivity tools (Modern Workplace)
Legislative Services - Council Process	Legislative Services manages the council meeting process preparing and publishing Council and Committee of the Whole meetings, recording minutes and webcasting	Corporate Services	Bring forward reports in relation to Council processes to adapt to restrictions resulting from COVID-19	Implement further COVID-19 Process modifications	By-election pre-empted work beyond core services. Planning work commenced on temporary relocation of Council meetings due to HVAC Project at City Hall.

Service Area	Service Description	Department	T1	T2	T3
Legislative Services - Policy	Legislative Services undertakes policy related projects on a variety of issues in the City not lead by other departments	Corporate Services	Policy review and amendments to Vehicles for Hire Bylaw for Ride Hailing Services	Policy reviews for Deer Management fencing and funding future work. Banning sale of cats and dogs. Review of regulations for passenger directed vehicles	Background work and report preparation has occurred for Deer management report to Council in T1 2020. Consultation with SPCA has been challenging during pandemic. Report to Council anticipated in T2 2021. Regulatory review for passenger directed vehicles (taxis and ride hail).
Parking Services	Operation of five parkades, three surface parking lots and over 2,000 on street parking spaces downtown.	Corporate Services	Ongoing proactive block by block analysis to maximize parking capacity, implemented Commercial Vehicle Licensing Program	Ongoing proactive block by block analysis to maximize parking capacity, Annual update report to Council, Pay by Space Model Pilot in Johnson Street Parkade	Ongoing proactive block by block analysis to maximize parking capacity
Real Estate	Leads all aspects of the City's strategic real estate program and holdings including the City's active portfolio of commercial properties. In particular, the business unit seeks to maximize the City's returns from its property holdings and ensure the City has the appropriate real estate portfolio to meet its current and long terms needs	Corporate Services	Investigating and developing options for affordable housing projects and securing necessary staffing assets in support. Negotiations on Laurel Point acquisition and other David Foster Harbour Pathway projects north of JSB. Complete renewal of leases including Myplace.	Investigating and developing options for affordable housing projects. Negotiations with BC Housing on partnership MOU. Recruitment for new positions in support of affordable housing and implementation of strategic plan. Complete renewal of leases including key lease at Crystal Gardens	Caledonia and Burnside Housing Project agreements completed and rezoning initiated
Coastal Communities Social Procurement Initiatives	Social Procurement means leveraging a social value from your existing procurement. An additional way that local governments can direct resources towards community benefit.	Corporate Services	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities	Support Scale Collaborative, the contractor hired to advance this initiative with member municipalities
Supply Management Services	Provides businesses and suppliers transparent, fair and equal access to business opportunities with the City. Provide purchasing expertise and advice to foster a consistent and standardized approach to purchasing within the City.	Corporate Services	Management of City's purchases, insurance, risk management and claims processing. Competitive bidding processes in accordance with applicable laws, regulations, and trade agreements. Stores inventory management of supplies and products for City projects. Maintain sufficient insurance coverage of City owned property and assets and appropriate liability coverage. Provide list of purchases over \$50,000 as part of the Quarterly Reporting to Council	Management of City's purchases, insurance, risk management and claims processing. Competitive bidding processes in accordance with applicable laws, regulations, and trade agreements. Stores inventory management of supplies and products for City projects. Maintain sufficient insurance coverage of City owned property and assets and appropriate liability coverage. Provide list of purchases over \$50,000 as part of the Quarterly Reporting to Council	Management of City's purchases, insurance, risk management and claims processing. Competitive bidding processes in accordance with applicable laws, regulations, and trade agreements. Stores inventory management of supplies and products for City projects. Maintain sufficient insurance coverage of City owned property and assets and appropriate liability coverage. Provide list of purchases over \$50,000 as part of the Quarterly Reporting to Council. Social Procurement Training for PCard Holders
Emergency Management - Business Continuity (Corporate Services)	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	Corporate Services	Initiate Hazards, Risk and Vulnerability Assessment Planning	Update BCA and BIA Plans	
Communications	Provide strategic communications for City department programs, services and initiatives.	Engagement	Significant communications support for City's COVID-19 response including daily/weekly press briefings, media & stakeholder relations, signage/branding for facility closures and openings. Developed bi-weekly What's Up at Council video series; provided support for planned municipal by-election, new programs such as Climate Champions, Trees in Cities Challenge, and Victoria Reconciliation Dialogues series	Continued to provide communications support to City's COVID-19 response and recovery of programs, services and initiatives for residents and businesses	Continued to provide communications support to the City's programs, services and initiatives for residents and businesses, including the ongoing COVID-19 response and recovery, including the new one-time Emergency Social Services Grant. Highlights included: Virtual Orange Shirt Day ceremony, residential leaf collection, planning for restart of recreation programs, Waste Reduction Week, ShakeOut, cycling network construction, Climate Progress Report, new Community Virtuals series, new EV chargers downtown, Victoria Book Prize winners Annual Youth Transit U-Pass, 2020 By-Election, 2021 Draft Budget
Engagement	Provide strategic engagement services for City department's programs, services and initiatives.	Engagement	Major initiatives include: Topaz Park Revitalization, two Victoria Reconciliation Dialogues community conversations, Accessibility Framework open house, Victoria 3.0 draft economic action plan engagement, Seniors Action Plan draft recommendations, Harbour Road Neighbour Hub open house, Music Strategy survey, local area planning for Quadra, Fernwood and North Park, Missing Middle Housing	Major initiatives include: Build Back Victoria Virtual Town Hall, Design concept for Peter Pollen Waterfront Park, completed Victoria 3.0 economic action plan, began preliminary feedback opportunity on route selection for All Ages and Abilities cycling network in Jubilee neighbourhood	Major initiatives included: virtual engagement opportunities for City initiatives including Participatory Budgeting public voting, Village and Corridor Planning, Missing Middle Housing, AAA cycling network, Zero Waste Strategy and 2021 Draft Budget
Engagement Summit	Work with community to update the City's current Engagement Framework to further support the meaningful and equitable inclusion of diverse voices in the City's public engagement processes.	Engagement	Planning for in-person Engagement Summit put on hold due to COVID-19	Research and planning to redesign the Engagement Summit to achieve the intended outcomes through a virtual community engagement process	Initiated work with SFU's Centre for Dialogue to co-design and co-facilitate a Virtual Summit in late spring 2021 to update the City's Engagement Framework and engagement practice to further support more equitable and inclusive public participation.

Service Area	Service Description	Department	T1	T2	T3
Participatory Budgeting	Support annual Participatory Budgeting process. The 2020 theme is enhancing/enriching the lives of newcomers.	Engagement	Established the community-led Participatory Budgeting Steering Committee who created the 2020 program criteria	Invited community to generate project ideas and submit proposals Held a series of online workshops to raise awareness of the PB program and help residents and community groups hone their project ideas Reviewed project proposals and advanced qualifying projects to the voting stage	Community voting took place (Oct 5 – Nov 6); announced projects to receive funding in December
Emergency Management - Business Continuity (Engagement)	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	Engagement	Update Engagement COVID-19 Business Continuity Plan.	Participate in Evacuation Training exercise to further refine the Information Section roles during an EOC activation. Implement enhanced digital solutions to ensure the continuity of the City's public engagement activities during pandemic restrictions on in-person gatherings. Contribute to after-action report on COVID EOC activation to learn and prepare for future EOC pandemic activations.	Created a rapid assessment tool for engagement staff to use with client department teams to plan safe in-person engagements or stakeholder meetings, or when participating in events/meetings planned by outside organizations.
Fleet Management	The management of the procurement of all new City Fleet and Equipment assets. Life Maintenance services for Police vehicles. The administration and management of the corporate vehicle registration and insurance program. Administration and management of the commercial fleet to ensure CVSE compliance	Engineering and Public Works	Corporate Fleet Procurement of replacement units to support City operating departments (ongoing)	Corporate Fleet Procurement of replacement units to support City operating departments (ongoing)	Corporate Fleet Procurement of replacement units to support City operating departments (ongoing)
Land Development	Land Development administration	Engineering and Public Works	Administration of land development applications including processing engineering servicing, frontage works and right of way encroachment, excavation and construction permits.	Administration of land development applications including processing engineering servicing, frontage works and right of way encroachment, excavation and construction permits.	Administration of land development applications including processing engineering servicing, frontage works and right of way encroachment, excavation and construction permits.
Retaining Walls and Railings	Undertake the construction, maintenance and repair of city owned seawalls, railings and retaining walls	Engineering and Public Works		Commenced replacement of Dallas Road Ballustrade	Completed replacement of Dallas Road Ballustrade
Streets and Surface Infrastructure	Undertake the construction, maintenance and repair of the road, sidewalk, pathway surfaces (asphalt, concrete and pavers), and the infrastructure that is placed on these surfaces, such as benches, bollards, poles etc. to ensure safety, extend the asset life, ensure good aesthetics and to replace or install when required.	Engineering and Public Works	Annual maintenance programs and undertaking new capital projects	Annual maintenance programs and undertaking new capital projects	Annual maintenance programs and undertaking new capital projects
Transportation	Manage the planning and operations of the City's transportation infrastructure to support the safe movement of people, goods and services.	Engineering and Public Works	Undertake the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, traffic signals, bike lanes, traffic calming, road restoration and transit stop replacement Review and process re-zoning, subdivision and other development applications Review and process street occupancy and building permits; Manage the safe operation of city streets through signage, pavement markings and parking regulations	Undertake the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, traffic signals, bike lanes, traffic calming, road restoration and transit stop replacement Review and process re-zoning, subdivision and other development applications Review and process street occupancy and building permits; Manage the safe operation of city streets through signage, pavement markings and parking regulations	Undertake the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement Review and process re-zoning, subdivision and other development applications for Council's consideration; Review and process street occupancy and building permits; Manage the safe operation of the city streets through signage, pavement markings and parking regulations;

Service Area	Service Description	Department	T1	T2	T3
			<p>Manage requests for changes to public right-of-way including parking, loading, and specialty zones; Collect transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning processes</p> <p>Oversee the management of Advisory Committees (ATAC)</p> <p>Pandemic Response & Business Recovery Programs</p>	<p>Manage requests for changes to public right-of-way including parking, loading, and specialty zones Collect transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning processes</p> <p>Oversee the management of Advisory Committees (ATAC)</p> <p>Pandemic Response & Business Recovery Programs</p>	<p>Manage requests for changes to public right-of-way including parking, loading, and specialty zones Collect transportation and traffic data</p> <p>Participate in regional and provincial transportation policy and regulatory planning process</p> <p>Pandemic Response and Business Recovery Programs</p>
Underground Utilities	Planning of maintenance and renewal of City's underground infrastructure (water, sanitary sewer and storm drains).	Engineering and Public Works	<p>Gorge Road, Harriet to Balfour and Cave (Esquimalt) watermain replaced</p> <p>Blackwood Rd - Summit to Hillside stormdrain replaced</p> <p>Tender for 2020 Storm Drains and Sanitary Sewer Mains Lining is closed. The work starts in T2. RFP for design of DMAF grant funded projects closed</p> <p>Ongoing design of 2020 underground infrastructure capital projects</p> <p>Ongoing review and process of building permit, subdivision, development and rezoning applications</p>	<p>2020 Lining of brick storm drains tender closed - work starts T1/T2 2021</p> <p>Completed Water Distribution System Master Plan</p> <p>Blackwood Rd - Rithet and Basil stormdrain replaced</p> <p>90 m of sanitary sewer replaced along Shelbourne</p> <p>2,150 m of storm drains mains rehabilitated</p> <p>700 m of sanitary sewer mains rehabilitated</p> <p>400 m of watermain replaced along Gorge and Cave</p> <p>1100 m of watermain rehabilitated along Lampson, Oswego and Vancouver</p>	<p>Watermain on Jutland, Haultain, Highrock, Reed and Kindersley installed. Wellington watermain to be completed in T1 2021.</p> <p>Huron sanitary force main installed</p> <p>Stormdrain on Caledonia installed.</p> <p>Tender posted for DMAF funded projects - construction starting T1 2021</p> <p>High pressure watermain on Cook and Yates installed</p> <p>Sanitary Sewer installed on Cook St - Southgate to McClure</p>
Waterfront Public Realm Improvements	Implementation of the designs for the public realm improvements, including a pedestrian connection underneath the Johnson Street bridge, boulevard landscaping, Janion Plaza and Northern Junk Plaza improvements, and expansion of Songhees Park.	Engineering and Public Works / Parks, Recreation and Facilities	Continue detailed design of the Songhees Park Expansion Project and finalize design for Triangle Green	Continue detailed design of the Songhees Park Expansion Project; develop construction packages and onboard contractor for installation of the Commerce Canoe and initial landscape works for Triangle Green	Continue detailed design of the Songhees Park Expansion Project; complete installation of the Commerce Canoe and initial landscape works, and award contract for landscape construction for Triangle Green
Emergency Management - Business Continuity (EPW)	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	Engineering and Public Works	Develop project plan for debris management		
Crystal Pool & Wellness Centre Replacement	Replacement of the Crystal Pool and Fitness Centre	Parks, Recreation and Facilities	Project on hold due to COVID-19 Economic Recovery Response		
Facilities - Building Services	Cleaning and janitorial support to City buildings to provide effective, healthy space for municipal operations	Parks, Recreation and Facilities	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces. Includes new COVID-19 enhanced cleaning protocols	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces. Includes new COVID-19 enhanced cleaning protocols	Clean and provide janitorial services for all City-owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces. Includes new COVID-19 enhanced cleaning protocols and preparation for Crystal Pool re-opening 2021
Facilities - Maintenance	Preventative and corrective maintenance on 1.9 million square feet of City owned facilities	Parks, Recreation and Facilities	Elevator inspections, electrical maintenance, snow and ice removal. Included Crystal Pool annual maintenance shutdown, HVAC repair requires facility closure	Roof inspection and repair program, water fountain maintenance program	Winterization protocols, heating and control system calibration, and back-up generator testing and repair program
Facilities - Corporate Security Strategy	This assessment is to review the security services needs for the City and provide a strategy for future operations and investment based on risk.	Parks, Recreation and Facilities	Complete technical analysis and stakeholder engagement		Final review of draft content
Facilities Master Plan	The project will deliver a strategic plan to guide investment in City facilities for the next two decades. The document will be shaped by Condition Assessment data, organizational priorities, including the Climate Leadership Plan targets, as well as stakeholder input.	Parks, Recreation and Facilities	Undertake technical assessment and conduct stakeholder interviews	Project on-hold until early 2021 to prioritize staff resources to address other urgent needs	
Peter Pollen Waterfront Park Improvement Plan	Redevelopment of the waterfront lands following the remediation project, currently underway by Transport Canada. Staff will develop a park design, with input from the community, for construction in 2020.	Parks, Recreation and Facilities	Public engagement, consultation with First Nations partners and development of preliminary concept design	Public engagement, continued consultation with First Nations partners, continued development of preliminary concept design and cost estimating	Continued consultation with First Nations partners and installation of interim seating
Parks - Horticulture and Nursery Operations	Maintenance of all gardens in parks and medians, including hanging baskets, plantings, hedges and the orca display	Parks, Recreation and Facilities	Propagation of plant including food starts, garden bed renovations, chip trail maintenance	Hanging basket installation, orca display installation, summer display installation, garden and median maintenance	Hanging basket decommissioning, orca display decommissioning, garden and median maintenance, propagation of winter display plants, winter planting program in BHP and poinsettia display installation

Service Area	Service Description	Department	T1	T2	T3
Parks - Infrastructure	Maintenance of hard assets/ infrastructure in parks, including fences, playgrounds, outdoor sport facilities and equipment, benches, picnic tables, pathways, signage, and irrigation systems.	Parks, Recreation and Facilities	Facility closures due to COVID-19 Playground and sport infrastructure safety inspections, furnishing dedication program installations	Capital construction program and repair program	Irrigation winterization protocols, back-flow prevention testing program, snow and ice removal, and construction of fencing along Dallas Road cycle track
Parks - Tree Care	Maintenance of public trees in parks and on boulevards. Oversight of Tree Preservation Bylaw and administration of permits for removal and pruning.	Parks, Recreation and Facilities	Maintenance of existing trees, tree planting program, risk assessments of existing trees and removal if required, annual branch pick-up program	Young tree care program (summer watering and maintenance), maintenance of existing trees, risk assessments of existing trees and removal if required	Young tree care program, maintenance of existing trees, Fall/Winter tree planting begins, risk assessments of existing trees and removal if required, Tree Appreciation Day event
Parks - Turf and Boulevard Management	Maintenance of City green space, including all parks and boulevards	Parks, Recreation and Facilities	Annual leaf pick-up program, edging program, turf top dressing begins	Field top dressing, mowing program, sport field change-over (baseball to soccer)	Mowing and weeding, annual leaf pick-up program begins
Recreation - Programs and Services	Planning and delivery of community recreation programs and services	Parks, Recreation and Facilities	Facility closures due to COVID-19	Outdoor recreation programs, summer day camps and Fun for Life Go program	Facility re-opening plan for Crystal Pool & Fitness Centre developed and approved
Recreation - Royal Athletic Park	Facility and event coordination, including sales/ ticketing, food and beverage operations, field maintenance, building operations and public inquiries.	Parks, Recreation and Facilities	Facility closure due to COVID-19	Outdoor recreation programs and summer day camps, drop-in community use	Outdoor recreation programs, day camps and drop-in community use
Recreation - Sport	Sport service coordination, including ice rink programs, sport field and court bookings	Parks, Recreation and Facilities	Facility closures due to COVID-19	Sport field and court bookings allowable under Return to Play guidelines.	Sport field and court bookings allowable under Return to Play guidelines
Topaz Park Improvements	The Topaz Park Improvement Plan was approved in June 2018. The plan includes a phased implementation strategy that considers replacement timelines for existing amenities, impacts on park users including user groups, construction efficiencies, priorities from public consultation and financial impacts. The detailed design of the artificial turf project and design of the Southern Park enhancements are scheduled for 2019.	Parks, Recreation and Facilities	The skateboard and bike skills park development project was deferred as part of the COVID-19 economic recovery plan	The artificial turf field replacement project was tendered for detailed design	Contract awarded for detailed design and work initiated for the artificial turf field replacement. Request for Proposals (RFP) posted for the design/build of new skate and bike parks
Emergency Management - Business Continuity (Parks, Recreation and Facilities)	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	Parks, Recreation and Facilities	Update COVID-19 Pandemic Business Continuity Plans, gain practical departmental experience supporting corporate and community emergency response efforts due to the provincial state of emergency	Update our departmental emergency management Hazard, Risk, and Vulnerability plans; identify next steps required to commission and test our Departmental Operations Command centre	Assess departmental training and exercise opportunities to build skills, identify gaps, and build resilience
Community Planning	Community Planning provides services to guide decision making through preparation of long range policy plans, public realm plans and heritage conservation initiatives. This includes city-wide and local area planning, zoning updates, Housing Strategy implementation, Victoria Housing Reserve Fund administration, plan monitoring and adaptation, and data collection and reporting.	Sustainable Planning and Community Development	March 31 intake deadline for Victoria Housing Reserve Fund applications	Victoria Housing Reserve Fund applications considered by Council	September 30 intake deadline for Victoria Housing Reserve Fund applications. Annual Reviews of OCP and Victoria Housing Strategy
Development Services	Development Services coordinates the processing of all types of development applications including rezoning, development permit, heritage alteration permit and variance applications. Additionally it provides staff support for the Board of Variance and Council's Heritage Advisory Panel, Advisory Design Panel and Renters Advisory Committee and provides ongoing liaison with the CALUCs. This Division is also responsible for a number of short term policy initiatives and making ongoing process improvements to ensure a streamlined approach to development review.	Sustainable Planning and Community Development	Ongoing	Ongoing	Ongoing
Downtown Core Area Plan	Update and improve DCAP design guidelines	Sustainable Planning and Community Development	Pre-project consultation to determine project scope	Project scope and required consultation directed by Council. Consultation conducted with project Working Group	Draft DCAP Design Guidelines presented to Working Group as part of consultation process
Heritage Conservation	Heritage policy initiatives, ongoing identification and conservation of heritage sites and areas	Sustainable Planning and Community Development	On hold pending recruitment of Heritage Planner		
Permits and Inspections	Front line customer service, administrative and field review services related to the responsibilities set out in the Building and Plumbing Bylaw, Electrical Bylaw, Sign Bylaw, Liquor Licensing and other miscellaneous responsibilities. Administrative Services includes circulation of applications to all City departments, coordinating review outcomes to applicants, and record management. Regular business also includes service delivery improvements, development of online application capabilities, and delivery of work flow management tools.	Sustainable Planning and Community Development	Ongoing	Ongoing	Ongoing

Service Area	Service Description	Department	T1	T2	T3
Wayfinding Implementation	Phase 1 signage implementation started in August 2017 and will be completed in by the end of 2020. Phase 1 includes the installation of 56 signs Downtown, along the Harbour Pathway and in James Bay.	Sustainable Planning and Community Development			Phase 1 signage installation complete for the Downtown and Harbour Pathway. Engagement and content development for James Bay complete. Sign installation currently on hold pending resolution of technical issues related to sign fabrication and staff (PW) capacity.
Emergency Management - Business Continuity (SPCD)	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	Sustainable Planning and Community Development	Update COVID-19 Pandemic Business Continuity Plans; Reconsider public engagement methods; Transition to on-line applications and permits	On-line application and building permit processing; Virtual public hearings, advisory committee meetings, CALUC processes and public engagement	Implementation of e-apply for plumbing permits; Update BIA Plans
VFD - Administration	Office of the Fire Chief, two Deputy Fire Chiefs and administrative professionals.	Victoria Fire Department	Implementation of VFD Pandemic Plan and Business Continuity Plans	Update to Fire Prevention and Regulation Bylaw, Victoria Fire Department Strategic Plan update to incorporate COVID-19, Alarm Dispatch Operator Recruitment- During the COVID Epidemic, ensuring the department continues to take steps to effectively continue operations with respect to staff health and safety through City Policies and the implementation of the VFD Pandemic Plan, which speaks to fire operations includes cleaning and decontamination procedures, response to medical emergencies with potential COVID infection, fire investigations and apparatus deployment considerations.	In review of the anticipated effects of the management of the pandemic, review and prioritization of capital asset replacement was reviewed and prioritized by staff, deferring the purchase of equipment into following years. Ongoing management of the pandemic related to staff health and safety and procurement of PPE.
VFD - Emergency Management	Coordinating an emergency response in the event of a disaster. Responsible for facilitation of Emergency Social Service programs in post incident programs.	Victoria Fire Department	Emergency Operations Centre (EOC) - The City's Emergency Operations Centre was activated in response to COVID-19 planning and response. Emergency Management staff worked in the Planning Section, EOC management, and Business Continuity as well as assisted in site operations with setting up Topaz park with tents, tarps, cots, etc. Emergency Planning - Emergency Management Staff worked with Service Innovation and Improvement Corporate Initiatives to develop a corporate wide approach to emergency planning in the City. The plan was presented to SLT and departmental managers.	Responsible for preparation, mitigation, response, and recovery planning for major emergencies including the provision of Emergency Support Services for those affected by emergencies. The City's EOC was de-activated and staff focused efforts on an Interim Action Review which will inform future activations by looking at what went well and areas for potential improvement. Staff continue to participate in regional and Provincial coordination calls and planning for the next phases of COVID-19. Evacuation route planning was completed with deliverables including a local evacuation plan and templates and a regional traffic analysis tool to estimate evacuation times down to the neighbourhood level. Tsunami and Sea Level rise modelling was completed with a final report containing updated data for various scenarios and recommendations around planning and mitigation for Tsunamis and SLR. Staff continue to work on Emergency Support Services modernization and training	A COVID-19 Interim After Action Review (AAR) was conducted to identify what went well and what can be improved upon in future EOC activations. Evacuation table top exercises were conducted with PW and Engineering, Engagement, VFD, GIS, and VFD to validate the City's evacuation plan. ESS was activated 6 times and assisted 63 individuals in T3 through the provision of food, shelter, clothing, and incidentals to evacuees affected by fires and water damage. An ESS modernization project supported by a UBCM grant was completed. Work was conducted on a regional public education campaign for Tsunami Awareness based on recently completed SLR / tsunami modelling. A virtual ShakeOutBC drill was conducted. Connect and Prepare program continued virtually. Emergency Preparedness workshop was made available online on the City's website. COVID-19 business impact analyses were conducted through workshops at the departmental level.
VFD - Fire Prevention	Provision of Fire and Life Safety Inspections to meet Fire Prevention and Regulation Bylaw, Fire Investigations as required by the Fire Services Act, and Community Education programming	Victoria Fire Department	Fire Safety - Fire Prevention members conducted patrols of Topaz Park and other sites around the City to identify hazards and provide fire safety education. Community education programming was delivered to over 878 attendees through 47 sessions. These education sessions included Fire Safety Talks, Emergency Program Workshops, fire drills, school education programs, Car Seat Installation Clinics, fire station tours, smoke alarm installations through a collaboration of Fire Prevention, Suppression and Emergency Management.	Provision of Fire and Life Safety Inspections to meet the Fire and Prevention and Regulations Bylaw. Fire Investigations as required by the Fire Services Act, and Community Education programming. This was accomplished during a time when occupancies were temporarily closed or operating during limited hours. COVID-19 protocols including prescheduled arrangements, social distancing and use of PPE are required to maintain Provincial Health Orders and ensure employee safety.	Provision of Fire and Life Safety Inspections to meet the Fire and Prevention and Regulations Bylaw. Fire Investigations as required by the Fire Services Act, and Community Education programming. This was accomplished during a time when occupancies were temporarily closed or operating during limited hours. COVID-19 protocols including prescheduled arrangements, social distancing and use of PPE are required to maintain Provincial Health Orders and ensure employee safety. Fire Prevention Week was provided virtually.
VFD - Mechanical	Provides mechanical maintenance and servicing of fire apparatus and equipment to the Victoria Fire Department (VFD) and Regional Fire Department customers on a "fee for service" basis. Regular maintenance of department power tools and equipment including oversight of departmental fuel and lubricant use, apparatus design, as well as the maintenance two fire boats required to support marine responses.	Victoria Fire Department	Repairs and preventative maintenance to VFD specialized fire apparatus, fleet and equipment.	Repairs and preventative maintenance to VFD specialized fire apparatus, fleet and equipment. Repair and maintenance to Fire Boat Protector.	Regional Fleet Servicing, on a cost recovery basis, for repairs, maintenance and commercial vehicle inspections of Langford and Sooke Department apparatus. Completion of commercial vehicle inspection for Victoria Fire Department apparatus. Preparation for refit of Fire Boat 1 "Protector".

Service Area	Service Description	Department	T1	T2	T3
VFD - Suppression	Provision of Fire, Rescue, Medical and Marine emergency response	Victoria Fire Department	Suppression Staff in collaboration with VicPD conducted late night tours of Topaz to identify any hazards provide safety education. Completed 3,780 specialized training hours.	Specialized Training - Recognizing the need for maintenance of COVID-19 protocols for the scheduling and delivery of independent industry training requirements. Completed 3,089 specialized skills training hours including hazardous materials, marine operations, and technical high angle rescue.	Members completed 3,760 hours of specialized training with a focus on Technical Rescue proficiencies. 8 members received specialized Technical Rescue Instructor Training funded by the British Columbia Construction Safety Alliance totaling 960 hours. These members will provide ongoing training and instruction to the members of the Victoria Fire Department while we continue to serve the Region with Technical High Angle Rescue. Two new recruits joined the Victoria Fire Department in the final trimester of 2020. Onboarding and training was completed in mid-December and the two recruits joined their respective shifts at that time.

Attachment D - Council Member Expenses T3 2020

Statement of Council Expenses Processed (September - December 2020)

Council Member	Vendor/Event	Description	Amount
Mayor Lisa Helps			
	Urban Development Institute	Webinar	50.00
	Union of BC Municipalities-September 22-24/20	Virtual Conference	350.00
		Total	400.00
Councillor Ben Isitt			
	Vancouver Island & Coastal Communities	Online summit	50.00
	Union of BC Municipalities-September 22-24/20	Virtual Conference	350.00
	Various meetings with stakeholders	Meals	165.79
		Total	565.79
Councillor Charlayne Thornton-Joe			
	No expenses processed		
Councillor Geoff Young			
	No expenses processed		
Councillor Jeremy Loveday			
	Next City	Webinar Series	51.80
		Total	51.80
Councillor Marianne Alto			
	Urban Development Institute-April	UDI Luncheon	50.40
	Union of BC Municipalities-September 22-24/20	Virtual Conference	350.00
		Total	400.40
Councillor Sarah Potts			
	Union of BC Municipalities-September 22-24/20	Virtual Conference	350.00
		Total	350.00

Attachment D - Council Member Expenses T3 2020

Councillor Sharmarke Dubow

Union of BC Municipalities-September 22-24/20

Virtual Conference	<u>350.00</u>
Total	350.00

Councillor Stephen Andrew

No expenses processed

**External Grants Update City of
Victoria
As of December 31, 2020**

The following table shows the status of external grant applications **directly applied for by the City of Victoria**, the amount requested and the amount, if any awarded between September 1 – December 31, 2020.

Grant Provider	Grant Program Name	Project Name	Description of Project	Grant Expiry Date	Grant Status	Amount Requested	Amount Awarded	Comment
Ministry of Municipal Affairs and Housing	Investing in Canada Infrastructure Program – Environmental Quality	Inflow and Infiltration reduction through separation of combined manholes	This project will address inflow and infiltration of rain and groundwater into the sanitary sewer system caused by combined manholes.	N/A	Award decision pending	\$7,505,325	N/A	Decisions expected in Q1 2021.
Employment and Social Development Canada	Canada Summer Jobs	Summer Camp Staff	Funding to support 2 camp coordinators and 18 day camp leaders.	N/A	Award Decision pending	\$53,436	\$63,000	City was awarded more than originally quoted. usually receive reimbursement in November.
UBCM	Emergency Support Services	Modernizing and Digitizing ESS	Modernize and Digitize ESS including acquiring new hardware.	May 31, 2021	Awarded	\$25,000	\$23,252.87	N/A

Attachment E: Grant Update

Culture, History and Sport	Celebrate Canada	Canada Day Celebrations	Cultural Programming for Canada Day	N/A	Award decision pending	\$51,000	N/A	Decision expected in Q2.
Natural Resources Canada/BC Hydro	Zero-Emission vehicle Infrastructure Program	NRCAN's Zero Emissions Vehicle Infrastructure Program (MURBs, Workplaces and LDV Fleets)	Installation of 17 Level 2 charging connectors in multi-units residential buildings, workplaces and/or for light-duty vehicle fleet charging	N/A	Award decision pending	\$71,250	N/A	Requested \$57,250 from NRCAN through BC Hydro and TBD request of \$14,000 through GO Electric if timelines match
Ministry of Municipal affairs and Housing	Clean BC Communities Fund	Oaklands Community Centre: HVAC & Control System Replacement Project	HVAC and control system replacement at Oaklands Community Centre	Completion date of no later than March 31, 2026	Award Decision Pending	\$172,372		
Government of Canada/Government of BC	Investing in Canada Infrastructure Program - Community, Culture and Recreation Infrastructure	Topaz Park Artificial Turf Field Project	Replace the existing artificial turf field surface while providing improvements to user experience, capacity, accessibility, servicing infrastructure and landscape performance.	Completion date of no later than March 31, 2026	Award decision pending	\$2,400,000		

Attachment E: Grant Update

BC Hydro	Sustainable Communities Program: Project Implementation Funding Application	Aligning High Performance Building with Urban Design Guidelines	Consultation with builder and developers to ensure that there is alignment of form and character guidelines with high performance exterior typology design	Completion date of December 2020.	Awarded	\$25,000	\$25,000	Final report submitted by February 2021.
Natural Resources Canada	Zero-Emission Vehicle Awareness Initiative (ZEVAI)	Capital Region Promotes EV Infrastructure Network	Media campaign targeting prospective car buyers in the Capital Region to encourage their next vehicle purchase as an EV.	N/A	Not awarded	\$20,000	N/A	
Federation of Canadian Municipalities (FCM)	Green Municipal Fund – Community Efficiency Financing	Capital Region Residential Energy Retrofit Program	A joint application was submitted by the CRD in partnership with the City and the District of Saanich to fund a program design study for a retrofit financing program and other components of a Regional Retrofit	N/A	Awarded	\$175,000		City making cash contribution of \$25,000 and in-kind contribution equal to \$7,500

NOT UPDATED FROM T2

The following table shows external grant applications the City of Victoria has **supported partner organizations to apply for**, with information about the project, the amount the partner requested and the amount, if any awarded between September 1 – December 30, 2020

Partner Organization	Project Name	Description of Project	Grant Provider Name	Grant Program Name	Grant Status	Amount Requested	Amount Received	Comment
BC Hydro	Urban/Curb-side ZEV Readiness Demonstration Sites	Demonstration sites include Victoria, Surrey, Vancouver, North Van, UBC, BCIT and Powertech Labs	Natural Resources Canada	EV Infrastructure Demonstration Program	Award decision pending	TBD	N/A	The City will provide site, signage, wayfinding and in-kind staff time.
BC Hydro	Urban/Curb-side ZEV Readiness Demonstration Sites	Demonstration sites include Victoria, Surrey, Vancouver, North Van, UBC, BCIT and Powertech Labs	Natural Resources Canada	EV Infrastructure Demonstration Program	Award decision pending	TBD	N/A	The City will provide site, signage, wayfinding and in-kind staff time.

Purchases Exceeding \$50,000 - T3, 2020					
Description	Department	Awarded To	Value	Term Ending	Renewal Option
Engineering services for 2020 AAA bike lanes - Richardson and Haultain-Kings, Kimta Rd, Government St.	Engineering	ISL ENGINEERING AND LAND SERVICES LTD	\$793,638.00		
Sanitary sewer service connection and interface CIPP	Engineering	VICTORIA DRAIN SERVICES LTD	\$153,436.50		
Sanitary sewer / storm drain mainline CCTV inspections	Engineering	VICTORIA DRAIN SERVICES LTD	\$53,582.61		
Water main upgrades	Engineering	COPCAN CIVIL LTD	\$903,456.51		
Wireless flow meters	Engineering	EST ENVIRONMENTAL TECHNOLOGIES	\$68,880.00		
Sanitary sewer / storm drain mainline CCTV inspections	Engineering	VICTORIA DRAIN SERVICES LTD	\$92,194.56		
Sanitary sewer / storm drain mainline CCTV inspections	Engineering	VICTORIA DRAIN SERVICES LTD	\$52,263.70		
Vehicle and bicycle detection system	Engineering	GGI ROAD AND TRAFFIC	\$85,500.00		
Traffic line markings	Engineering	AARDVARK PAVEMENT MARKING SERVICES	\$76,876.96		
Asphalt paving and cold milling	Engineering	ISLAND ASPHALT LTD	\$114,377.19		
Asphalt paving and cold milling	Engineering	ISLAND ASPHALT LTD	\$59,421.25		
Asphalt paving and cold milling	Engineering	ISLAND ASPHALT LTD	\$178,150.71		
Asphalt paving and cold milling	Engineering	ISLAND ASPHALT LTD	\$223,101.88		
Asphalt paving and cold milling	Engineering	ISLAND ASPHALT LTD	\$83,419.25		
Supply of truck-mount service body	Engineering Fleet	EXPRESS CUSTOM TRAILER MFG INC	\$220,202.73		
Supply of truck-mount service body	Engineering Fleet	EXPRESS CUSTOM TRAILER MFG INC	\$88,269.85		
Supply of 2021 Chevrolet Bolt electric vehicles	Engineering Fleet	JENNER CHEVROLET OLDSMOBILE LTD	\$195,324.75		
Supply of Ford F150 pick up trucks	Engineering Fleet	SUBURBAN MOTORS	\$80,166.00		
Supply of 2021 Nissan NNR cab over truck	Engineering Fleet	BERKS INTERTRUCK LTD	\$55,830.00		
Supply of CAT CC24B tandem roller	Engineering Fleet	FINNING LTD	\$60,996.00		
Supply of multi purpose crew trailers	Engineering Fleet	INTERCONTINENTAL TRUCK BODY	\$409,280.00		
Supply of Elgin Crosswind street sweeper	Engineering Fleet	VIMAR EQUIPMENT LTD	\$353,322.00		
Supply of Bucher CityCat 5006 street sweeper	Engineering Fleet	ROLLINS MACHINERY LTD	\$319,995.00		
Supply of roll off bins	Engineering Fleet	STEEL CONTAINER SYSTEMS INC	\$59,662.82		
JDE licence and support 2021	Information Systems	ORACLE CANADA ULC	\$154,381.74		
Database migration to Azure	Information Systems	ADASTRA CORPORATION	\$50,750.00		
Ivanti licence and maintenance	Information Systems	KIFINTI SOLUTIONS INC	\$136,319.75		
VCC Atrium painting	Parks, Rec & Facilities	TOP QUALITY COATINGS LTD	\$188,500.00		
Graffiti removal services	Parks, Rec & Facilities	GOODBYE GRAFFITI	\$51,953.85		
VCC cooling tower replacement	Parks, Rec & Facilities	SUMMIT MECHANICAL SYSTEMS LTD	\$176,670.00		
Crystal Pool expansion joint renewal	Parks, Rec & Facilities	BELZONA MOLECULAR BC LTD	\$56,788.75		
VCC fire alarm upgrade	Parks, Rec & Facilities	SASCO CONTRACTORS LTD	\$381,881.92		
Crystal Pool HVAC upgrade	Parks, Rec & Facilities	PLAYSTED SHEET METAL	\$451,027.00		
Building condition assessment services Bank Street School 1623 - 1625 Bank St.	Sustainable Planning and Develop	AK MURPHY ARCHITECT LTD	\$75,080.00		
Consulting services - Electric vehicle strategy	Sustainable Planning and Develop	DUNSKY ENERGY CONSULTING	\$59,420.00		

\$6,564,121.28

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
1	Council (to follow COTW)	CTFCOTW_Sep03_2020	City Response on Sheltering During the Pandemic	Pandemic	<p>That Council:</p> <p>Direct the City Solicitor to prepare amendments to the Parks Regulation Bylaw, to the satisfaction of the Director of Parks, Recreation and Facilities, which include the following temporary adjustments;</p> <p>no prohibition on daytime sheltering in accordance with Council direction of May 21, 2020;</p> <p>Limitation on maximum size of a shelter (limit footprint of sheltering site);</p> <p>Spacing requirements for prevention of fire spread, access for emergency services, and maintain physical distancing to reduce spread of infection;</p> <p>Restrictions on possession of open flame appliances and combustible materials;</p> <p>Creation of a buffer around areas where sheltering is prohibited in parks, as well as schools; and</p> <p>A clause repealing the amendments 30 days after the last extension of the Provincial state of emergency; and the following permanent adjustment;</p> <p>Adding community gardens and horticultural areas to the list of areas where sheltering is not permitted; and Adding Summit Park, Moss Rocks Park, MacDonald Park, South Park, Robert Porter Park, David Spencer Park, to the list of parks where sheltering is prohibited.</p> <p>Authorize the expenditure of up to \$165,000 in 2020 funded from contingencies for additional Bylaw Services resources, and direct staff to include ongoing annual budget of \$491,000 in the draft 2021 Financial Plan funded by 2021 new property tax revenue from new development.</p>
2	Council (to follow COTW)	CTFCOTW_Sep03_2020	Council Member Motion: Engagement to Inform City of	Council Initiated	<p>That Council approve up to \$40,161.00 from the Financial Stability Reserve to facilitate an engagement with people currently sheltering and camping in the city's parks and seek potential funding partners.</p> <p>That Council provide a grant to the Greater Victoria Coalition to End Homelessness to facilitate that engagement.</p>
3	Council	VCC_Sep03_2020	1400 Quadra Street and 851 Johnson Street: Rezoning	Operational	<p>That the following bylaw be adopted:</p> <p>Zoning Bylaw 2018, Amendment Bylaw (No. 6) No. 20-078</p>
4	Council	VCC_Sep03_2020	1118 Princess Avenue: Development Variance Permit Application No. 000246	Operational	<p>That Council authorize the issuance of Development Variance Permit Application No. 00246 for 1118 Princess Avenue, in accordance with:</p> <p>Plans date stamped July 15, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>Allow the building to be constructed over a property line</p> <p>Reduce the side yard setback from 1.85m to 0.0m (West - Lot 16)</p> <p>Reduce the side yard setback from 1.85m to 0.0m (East Lot 17).</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
5	Council	VCC_Sep03_2020	2558 Quadra Street: Rezoning Application No. 00707 and Development Permit with Variances Application No. 00141	Operational	<p>Bylaw Approval</p> <p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1225) No. 20-054</p> <p>Housing Agreement (2558 Quadra Street) Bylaw (2020) No. 20-055</p> <p>Development Permit with Variance Approval</p> <p>Motion:</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00141 for 2558 Quadra Street, in accordance with:</p> <p>Plans date stamped February 12, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>decrease the rear yard setback from 4.53m to 2.90m to the steps;</p> <p>decrease the north side yard setback from 4.53m to 0m to the parkade and 2.52m to the building face; and</p> <p>decrease the south side yard setback from 4.53m to 0m to the parkade and 3.89m to the building face.</p> <p>Revised plans, to the satisfaction of the Director of Sustainable Planning and Community Development and the Director of Engineering, addressing staff comments regarding the public realm.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
6	Council (to follow COTW)	CTFCOTW_Sep10_2020	2800 Bridge Street - Development Permit with Variance Application No. 00139 (Burnside)	Operational	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00139 for 2800 Bridge Street, in accordance with:</p> <ol style="list-style-type: none"> Plans date stamped June 18, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance: <ol style="list-style-type: none"> increase the height of a raw materials receiving and storage facility (silo) from 15m to 31.83m. Registration of a legal agreement on the property's title to restrict the illumination levels and hours of operation (to midnight) of the light installation on the north elevation of the raw materials receiving and storage facility (silo), to the satisfaction of the Director of Community Planning and Sustainable Development. The Development Permit lapsing two years from the date of this resolution.
7	Council (to follow COTW)	CTFCOTW_Sep10_2020	Victoria Housing Reserve Fund Application Update: 11 Chown Place (Burnside)	Operational	<p>That Council revise the Victoria Housing Reserve Fund (VHRF) grant approved on January 9, 2020 for a 58-unit housing project at 11 Chown Place by rescinding Section 3 of the original motion and replacing it with a revised Section 3 to require that the grant is subject to:</p> <ol style="list-style-type: none"> The execution of a Housing Agreement, in the form satisfactory to the City Solicitor, to secure 35 new (one bedroom) units to be dedicated for seniors (55+) for a period of 60 years as follows: <ol style="list-style-type: none"> 11 units for very low income level; 13 units for low income level; 11 units for median income level.
8	Council (to follow COTW)	CTFCOTW_Sep10_2020	Council Member Motion: Newspaper	Council Initiated	<p>That this motion be postponed indefinitely:</p> <p>That Council request that staff ask the companies to remove newspaper boxes from city-owned property and if they do not, that staff remove the boxes off of public property.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
9	Council (to follow COTW)	CTFCOTW_Sep10_2020	1802 Cook Street and 1056 North Park Street - Temporary Use Permit Application No. 00015 (North Park)	Operational	That Council, after giving notice and allowing an Opportunity for Public Comment at a meeting of Council, consider the following motion: That Council authorize the issuance of Temporary Use Permit Application No. 00015 for 1802 Cook Street & 1056 North Park Street, in accordance with: i. Plans date stamped February 19, 2020 ii. Development meeting all Zoning Regulation Bylaw requirements iii. A street ambassador provided by the service operator during operating hours that patrols the immediate area every hour to prevent congregation and negative behaviours from clients of the harm reduction service iv. The Temporary Use Permit lapsing three years from the date of this resolution.
10	Council (to follow COTW)	CTFCOTW_Sep10_2020	43, 45 and 55 Gorge Road East and 2827, 2829, and 2831 Irma Street - Update on Rezoning Application No. 00720 (Burnside)	Operational	That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00720 for 43, 45 and 55 Gorge Road East and 2827, 2829 and 2831 Irma Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council, and that a Public Hearing date be set once the following conditions are met: 1. Preparation and execution of the appropriate legal agreements executed by the applicant in order to secure the following: i. a housing agreement to ensure the residential rental units remain rental in perpetuity; ii. statutory right-of-ways of 4.82m on Gorge Street and 1.38m on Irma Street be registered on title to the satisfaction of the Director of Engineering and Public Works; iii. construction of a public plaza on the corner of Gorge Road East and Irma Street to the satisfaction of the Director of Community Planning and Sustainable Development and Director of Engineering and Public Works; iv. purchase of two car share vehicles with assigned parking spaces on-site, 121 car share memberships for the life of the building along with \$100 usage credit for each membership and 6 commercial parking spaces assigned to residential visitors after business hours and on weekends to the satisfaction of the Director of Community Planning and Sustainable Development; and v. preparation of the appropriate legal agreement to ensure the appropriate construction methodology would not impact the health of the Garry Oak trees to be retained. 2. The applicant confirms that all the current tenants have reviewed the Tenant Assistance Plan and had an opportunity to identify their individual needs and that the applicant update the Tenant Assistance Plan accordingly to the satisfaction of the Director of Community Planning and Sustainable Development. 3. An amenity contribution of \$17,500.00 towards the Local Amenities Reserve Fund for the installation of traffic calming
11	Council (to follow COTW)	CTFCOTW_Sep10_2020	Tenant Assistance Policy - Renters Advisory Committee Amendment for Moving Costs	Operational	That Council direct staff to: Amend the Tenant Assistance Policy Item 4.2 as follows: 4.2 Moving Expenses and Assistance One of two options should be provided to displaced tenants, at the discretion of the landlord: An insured moving company may be hired by the applicant, with all arrangements and costs covered within Greater Victoria; or Flat rate compensation (based on unit size) provided to the tenant at the rate of: \$500 for bachelor and one-bedroom households \$750 for two-bedroom households \$1,000 for three or more bedroom households. When a tenant is exercising the Right of First Refusal (Section 4.4), moving expenses should be provided for both the move out and return to the building. Tenants may request moving compensation different than that proposed by the Landlord per item 6.0: Tenants Requiring Additional Assistance. Review the flat rate compensation amounts at regular intervals to ensure that they are adjusted for inflation and reflective of

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
12	Council (to follow COTW)	CTFCOTW_Sep10_2020	Motion Arising from the Report: City Response on Sheltering During	Pandemic	Request that BC Housing use of the Save on Foods Memorial Centre until December 31, 2020 for temporary housing with supports.
13	Council (to follow COTW)	CTFCOTW_Sep10_2020	Council Member Motion: Approving	Operational	That Council approve the attendance and associated registration expenditure of \$367.50 each for Councillors Alto, Dubow, Isitt, Loveday, Potts and Young and Mayor Helps to attend the Union of BC Municipalities convention taking place virtually from September 22-24, 2020
14	Council (to follow COTW)	CTFCOTW_Sep10_2020	Postponed Council Member Motion: Additional Policing	Pandemic	That Council allocate up to \$94,528 from the Financial Stability Reserve* to provide additional policing resources in the City of Victoria for the remainder of 2020, and that Council receive monthly reports on the deployment and its success. *The proposed revenue source is the financial stability reserve, as the 2020 Contingency was used for COVID related expenses. Some of these expenses may be recoverable through federal-provincial funding for municipalities.
15	Council (to follow COTW)	CTFCOTW_Sep10_2020	Appointment - Bylaw Officer	Operational	That Council approve the appointment of Samuel Tschritter: 1. As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061); and 2. As a Business Licence Inspector for the City of Victoria.
16	Council (to follow COTW)	CTFCOTW_Sep10_2020	Bylaw for Amendment to the Parks	Pandemic	That staff be requested to report back within 4 weeks on the impacts (including the impacts on shelter spaces displaced to other locations) of a blanket prohibition of sheltering within the boundaries of the Business Improvement Area, or within an alternative boundary encompassing areas essential to the economic vitality of the City.
17	Council (to follow COTW)	CTFCOTW_Sep17_2020	Letter from the Minister of Public Safety and Solicitor General	Operational	That the correspondence dated August 31, 2020 from the Minister of Public Safety and Solicitor General be received for information. That Council requests that the Mayor write, on behalf of Council, to Health Canada and to the federal Ministers of Health and Justice, indicating the City of Victoria's support for the request from the Solicitor General of British Columbia, that the Federal Government examine issuing a license that would allow the Victoria Cannabis Buyers Club to continue providing important health and wellness services in our local community. That a copy of this letter be sent to the provincial Minister of Public Safety and Solicitor General.
18	Council (to follow COTW)	CTFCOTW_Sep17_2020	1023 Tolmie Avenue: Update Report for Rezoning Application No. 00672 and Development Permit with Variances Application No. 00097 (Hillside/Quadra)	Operational	Rezoning Application No. 00672 That first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a public hearing date be set for the proposed development outlined in Rezoning Application No. 00672 for 1023 Tolmie Avenue. Development Permit with Variances No. 00097 That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00627, if it is approved, consider the following motion: That Council authorize the issuance of Development Permit with Variance Application No. 00097 for 1023 Tolmie Avenue, in accordance with: Plans date stamped July 20, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the front yard setback on the south lot from 6.00m to 4.30m to the building and 3.40m to the deck; reduce the rear yard setback on the south lot from 6.00m to 4.60m to the stairs and 5.40m to the building; reduce the south side yard setback on the north lot from 2.40m to 1.73m for any portion of a dwelling used for habitable space and which has a habitable window. The Development Permit lapsing two years from the date of this resolution.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
19	Council (to follow COTW)	CTFCOTW_Sep17_2020	Rental Property Standards of Maintenance Bylaw and Implementation Plan	Operational	<p>That Council:</p> <p>Direct staff to bring forward the Rental Property Standards of Maintenance Bylaw for consideration of introductory readings;</p> <p>Approve written submissions from persons who consider they are affected by the proposed Bylaw as the public representations method under section 59 (2) of the Community Charter, and provide notice by way of newspaper, website, and social media advertising;</p> <p>Provide early approval for the Tenant Ambassador to allow the position to start at the beginning of January 2021 to Precede the commencement date of the Bylaw (January 31, 2021)</p> <p>Oversee the implementation and operation of the Bylaw;</p> <p>Launch an eighteen-month feedback and monitoring period after the Bylaw comes into force to monitor the Bylaws operation and to collect experiential input from the public;</p> <p>Direct staff to return to Council in eighteen months following bylaw commencement to report on the Bylaws effectiveness and determine if any updates are needed based on data and feedback.</p>
20	Council (to follow COTW)	CTFCOTW_Sep17_2020	2021-2022 Permissive Exemptions	Operational	<p>That Council:</p> <p>Approve all applications for a permissive property tax exemption detailed in Table 2 for the 2021 - 2022 tax years.</p> <p>Direct staff to prepare a 2020 permissive property tax exemption bylaw for Councils consideration at the September 17, 2020 Council meeting.</p> <p>Motion Arising:</p> <p>That Council direct staff to report back no later than the first quarter of 2021 on options and implications for revising the Permissive Tax Exemption policy to provide exemptions for community centers owned and operated by ethno-cultural</p>
21	Council (to follow COTW)	CTFCOTW_Sep17_2020	Council Member Motion: Rodenticides in the City of Victoria (Verbal)	Council Initiated	<p>That Council:</p> <p>Adopts the policy of introducing a complete ban on use of anticoagulant rodenticides on all City of Victoria owned properties, with immediate effect.</p> <p>Directs staff to communicate this policy direction to residents and businesses, including information on the harmful impacts of anticoagulant rodenticides and the availability of more ecologically sustainable alternatives.</p> <p>Requests that the Mayor write, on behalf of Council, to the provincial Minister of Environment, requesting that the Province of British Columbia introduce a province-wide ban on the use of anticoagulant rodenticides, to increase protection for wildlife species.</p> <p>Incorporate humane practices in regards to pest control in all City of Victoria properties.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
22	Council (to follow COTW)	CTFCOTW_Sep17_2020	801 Bank Street: Development Variance Permit No. 00248 (Glenlyon Norfolk School) (Gonzales)	Operational	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion: That Council authorize the issuance of Development Variance Permit Application No. 00248 for 801 Bank Street, in accordance with: Plans date stamped September 10, 2020. ;Development meeting all Zoning Regulation Bylaw, Schedule F, Accessory Building Regulations requirements, except for the following variances:</p> <p>Modular Classroom (1 storey): Locate the building in the side yard instead of rear yard;Increase the maximum combined floor area from 37m2 to 75.8m2 ;Increase the maximum height from 3.50m to 3.88m</p> <p>Modular Classroom (2 storey): Locate a building in the side yard instead of rear yard ; Increase the maximum combined floor area from 37m2 to 404.4m2; Increase the maximum height from 3.50m to 7.15m</p> <p>Pre-fabricated Gym: Locate the building in the side yard instead of rear yard; Increase the maximum combined floor area from 37m2 to 226.6m2 ; Increase the maximum height from 3.50m to 6.38m</p> <p>Temporary Power Panel: Locate the building in the side yard instead of rear yard; c. The Development Permit lapsing two years from the date of this resolution. 2. That recommendations be forwarded to the September 17, 2020 daytime Council Meeting so that an opportunity for public comment can be scheduled in October.</p> <p>3. That prior to scheduling an Opportunity for Public Comment the City receive more information regarding on-site and off-site trees, including an Arborist Report and Tree Preservation Plan, and revised plans showing anchoring and base preparation for the proposed buildings to the satisfaction of the Director of Parks, Recreation and Facilities. ; 4. That issuance of the Development Variance Permit be subject to a legal agreement securing the removal of the buildings within three years from the date of Council approval, to the satisfaction of the Director of Sustainable Planning and Community Development. ; That any future proposals for rezoning or variances on the site will address the issues of access and drop off at the campus. And that Council direct staff to report back at the Opportunity for Public Comment on options for implementing traffic calming in the vicinity of Glenlyon Norfolk School.</p>
23	Council (to follow COTW)	CTFCOTW_Sep17_2020	By-Election	Operational	<p>That Council direct staff to report back with a budget request and process for conducting a by-election during the pandemic once the planning has occurred.</p> <p>That Council request the Minister of Municipal Affairs and Housing for a Ministerial Order to expand Mail Ballot Voting opportunities for anyone interested in using that option.</p> <p>That Council request that Elections BC share any information with respect to safety plans for particular voting locations, plexiglass dividers and any other relevant or available infrastructure that will assist the City of Victoria in carrying out a byelection.</p> <p>Direct staff to work towards a December 12th election date subject to advice from the Provincial Public Health Officer and/or sufficient information and safety plans to ensure participation and public safety.</p> <p>That Council direct staff to engage with Elections BC and report back on the possibility of holding the by-election concurrently with a potential Provincial election including opportunities for safety improvements, cost savings, and expediting the City of Victorias by-election timeline.</p>
24	Council (to follow COTW)	CTFCOTW_Sep17_2020	Council Member Motion: Extending the "Open Air Recovery - Support for Restaurants and	Council Initiated	<p>That Council endorse in principal the extension of the Open Air Recovery Support for Restaurants and Cafes in Public Spaces expanded and expedited patio initiative pending receipt of a report from City Staff detailing feedback from businesses and residents.</p> <p>That Council request that the Mayor write to the Premier of British Columbia, MLAs representing local ridings, and the BC Liquor and Cannabis Regulation Branch to advocate for an extension of the temporary authorization of licensed service areas.</p>
25	Council	VCC_Sep17_2020	404 Henry Street: Heritage Designation Application No.	Operational	<p>That the following bylaw be adopted:</p> <p>Heritage Designation (404 Henry Street) Bylaw No. 20-074</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
26	Council	VCC_Sep17_2020	202 Raynor Avenue: Rezoning Application No. 00724, Development Permit with Variances Application No. 00137, and Heritage Alteration Permit with Variances Application No. 00021	Operational	<p>Bylaw Approval</p> <p>That the following bylaw be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1235) No. 20-090</p> <p>Development Permit with Variance Approval</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00137 for 202 Raynor Avenue, in accordance with: Plans date stamped June 9, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: Reduce the front yard setback from 6.00m to 3.49m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p> <p>Heritage Alteration Permit with Variances Approval</p> <p>That Council authorize the issuance of Heritage Alteration Permit with a Variance Application No. 00021 for 202 Raynor Avenue, in accordance with: Plans, date stamped June 9, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance: To reduce the required rear yard setback from 6 metres to 3 metres.</p> <p>Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Heritage Alteration Permit with Variance lapsing two years from the date of this resolution.</p>
27	Council	VCC_Sep17_2020	727-729 Johnson Street: Heritage Designation	Operational	<p>That the following bylaw be adopted:</p> <p>Heritage Designation (727-729 Johnson Street) Bylaw No. 20-012</p>
28	Council	VCC_Sep17_2020	Five Year Financial Plan Bylaw, 2020:	Financial Plan	<p>That the following bylaw be adopted:</p> <p>Five Year Financial Plan 2020, Amendment (No. 1) Bylaw No. 20-092</p>
29	Council (to follow COTW)	CTFCOTW_Oct01_2020	777 Douglas Street: Development Permit Application	Operational	<p>That Council authorize the issuance of development permit application No.000561 for 777 Douglas Street, in accordance with:</p> <p>Plans date stamped July 3, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements.</p>
30	Council (to follow COTW)	CTFCOTW_Oct01_2020	2639 Fifth Street: Development Variance Permit No. 00244 (Hillside/Quadra)	Operational	<p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 00244 for 2639 Fifth Street, in accordance with: Plans date stamped June 8, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the residential vehicle parking requirement from 61 stalls to 50 stalls.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
31	Council (to follow COTW)	CTFCOTW_Oct01_2020	Advocacy to Expand the Extreme Weather	Council Initiated	<p>That Council request the Mayor write to the Minister of Housing and Municipal Affairs and BC Housing, advocating for the Extreme Weather Response to be expanded to open shelters and provide other necessary services during non-winter extreme weather events including when poor air quality presents a health risk.</p>
32	Council (to follow COTW)	CTFCOTW_Oct01_2020	848 Yates Street: Development Permit Application (DDP)	Operational	<p>That Council decline Development Permit No. 00529 for 848 Yates Street and proposed modifications to the through-block walkway and terms of the statutory right-of-way.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
33	Council (to follow COTW)	CTFCOTW_Oct01_2020	Village and Corridor Planning: Summary of Early Engagement, Next Steps and Required Consultation	Operational	<p>That Council:</p> <p>Receive the Village and Corridor Planning Early Engagement Summary Report.</p> <p>Direct staff to develop policy recommendations to inform potential Official Community Plan (OCP) amendment bylaws following consultation, and in accordance with feedback received. This may include amendments to the following sections of the OCP:</p> <p>Section 6: Land Management and Development and related maps and policies;</p> <p>Section 21: Neighbourhood Directions;</p> <p>Appendix A: Development Permit Areas, considering new or updated development permit areas and guidelines.</p> <p>Consider consultation under Section 475(2)(b) of the Local Government Act and direct staff to refer the proposed Official Community Plan Amendment Bylaw to the Esquimalt Nation, Songhees Nation, the Greater Victoria School District, the Capital Regional District Board, the Province, and the District of Saanich; and that no referrals are necessary to Island Health, the federal government, the Township of Esquimalt, and the District of Oak Bay.</p> <p>Consider consultation under Section 475(2)(b) of the Local Government Act and direct staff to undertake consultation with those affected through a combination of printed materials and digital engagement tools including:</p> <p>Workshops with stakeholders and Local Area Planning Working Group members;</p> <p>An online open house process presenting policy options and concepts;</p> <p>A mailing to residents, businesses and owners within the Hillside-Quadra, North Park and Fernwood neighbourhoods;</p> <p>Referral to the Advisory Design Panel;</p> <p>A second Open House process presenting proposed Neighbourhood Plans, OCP and Zoning Bylaw Amendments.</p> <p>Direct staff to build into the consultation going forward information about child care coverage in the neighborhoods and solicit ideas to address the shortages.</p>
34	Council (to follow COTW)	CTFCOTW_Oct01_2020	Council Member Motion: Selkirk Water Floating Swimming Platform	Council Initiated	<p>That Council directs staff to write to Transport Canada, indicating that the City of Victoria supports the ongoing use of the floating swimming platform in the Selkirk Water for recreational use and enjoyment by the public, and believes this use is compatible with other uses of the Selkirk Water, including navigation.</p> <p>That Council direct staff to report back on the suitability of the existing location and recommendations, with view towards minimizing the impact on the marine ecology.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
35	Council (to follow COTW)	CTFCOTW_Oct01_2020	1314 and 1318 Wharf Street: Update Report on Rezoning Application No. 00701 and Heritage Alteration Permit with Variances Application No. 00236 (Northern Junk) (Downtown)	Operational	That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00701 for 1314 and 1318 Wharf Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met: Plan revisions to include frontage works and building access consistent with the City's Subdivision and Development Servicing Standards, revised long term bike parking spaces to meet the requirements set out in Schedule C of the Zoning Regulation Bylaw and minor plan corrections, to the satisfaction of the Director of Sustainable Planning and Community Development and Director of Engineering & Public Works. That Council authorize the placement of Pad Mounted Transformer (PMT) on public property and work with the applicant to ensure the addition of the PMT is incorporated as an enhancement to the public realm with all associated expenses being born by the applicant to the satisfaction of the Director of Sustainable Planning and Community Development. Preparation of the following agreements, registered on title by the applicant, to the satisfaction of City staff: Statutory right-of-way for public access over the area dedicated to the Harbour Pathway and the internal alley between the two heritage buildings, to the satisfaction of City staff; Housing Agreement to secure 47 residential rental units as rental in perpetuity, to the satisfaction of the City Solicitor; Section 219 Covenant to secure off-site tree replacement at a four to one ratio with a cash in lieu contribution with values set per the Tree Preservation Bylaw (Bylaw No. 05-106) for public realm improvements, and a cash in lieu contribution for offsite short term bicycle parking; and A legal agreement to ensure that building amendments would be made along the north property line to comply with building code requirements should a building be proposed for the property located at 1324 Wharf Street. That Council authorize the Mayor and City Clerk to execute encroachment agreements, to be executed at the time of the building permit approval, if the other necessary approvals are granted, in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works for: building encroachments; and anchor-pinning in the City right-of-way. Heritage Alteration Permit with Variances No. 00236 That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00701, if it is approved, consider the following motion: That Council authorize the issuance of Heritage Alteration Permit with Variances Application No. 00236 for 1314 and 1318 Wharf Street, in accordance with: Plans date stamped August 10, 2020. The Conservation Plan for the Caire and Grancini Warehouse at 1314 Wharf Street, date stamped October 22, 2019. The Conservation Plan for the Fraser Warehouse at 1316-1318 Wharf Street, date stamped October 22, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: Reduce the required short term bicycle parking spaces from 10 to 0; and Increase the maximum permitted height from 8 metres to 21 metres.
36	Council (to follow COTW)	CTFCOTW_Oct01_2020	By-Election Report Back	Operational	That Council: Appoint Chris Coates as Chief Election Officer. Appoint Sonia Santarossa, Christine Havelka and Monika Fedyczkowska as Deputy Chief Election Officers. Authorize the Chief Election Officer to send a formal request to the Ministry of Municipal Affairs for a Ministerial Order to facilitate a by-election during the pandemic including legislative changes to respond to enhanced mail ballot voting, reduced touch points and other pandemic related matters that may be required. Approve a budget addition of up to \$350,000 from the Financial Stability Reserve for the by-election.
37	Council (to follow COTW)	CTFCOTW_Oct08_2020	Child Care in Victoria Action Plan	Council Initiated	That Council receive the report for information and: Refer to staff to report back at the Term 3 Update on the Financial and Human Resource implications and the ability to implement the Process, Policy, Partnerships and education and Training recommendations that are within municipal jurisdiction in the Report. Bring forward the specific recommended advocacy motions for consideration at a future Council meeting.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
38	Council (to follow COTW)	CTFCOTW_Oct08_2020	1244 Wharf Street: Rezoning Application No. 00739 (Downtown)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw amendments that would authorize the proposed development outlined in Rezoning Application No.00739 for 1244 Wharf Street, that first and second reading of the Zoning Regulation Bylaw amendments be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Council authorizing the existing street-level projecting building ornamentation over the City right-of-way, provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.</p>
39	Council (to follow COTW)	CTFCOTW_Oct08_2020	3080, 3082 and 3090 Washington Avenue: Rezoning Application No. 00714, associated Official Community Plan Amendment, and Development Permit Application No. 000566 (Burnside)	Operational	<p>Rezoning Application No. 00714 and associated Official Community Plan Amendment:</p> <p>That Council instruct the Director of Sustainable Planning and Community Development to prepare: the necessary Official Community Plan amendment bylaw in accordance with Section 475 of the Local Government Act and the necessary Zoning Regulation Bylaw amendment that would change the Urban Place Designation of 3080, 3082 and 3090 Washington Avenue from Traditional Residential to Urban Residential and authorize the proposed development outlined in the staff report dated September 17, 2020 for Rezoning Application No. 00714; and the necessary bylaw in order to terminate the Land Use Contract F32837 pertaining to 3080, 3082 and 3090 Washington Avenue. That first and second readings of the zoning bylaw amendments and the Land Use Contract termination bylaw be considered by Council and a public hearing date be set once the following conditions are met: Preparation of legal agreements executed by the applicant to secure the following, with form satisfactory to the City Solicitor: a Housing Agreement to ensure that future strata bylaws do not prohibit the rental of dwelling units, to the satisfaction of the Director of Sustainable Planning and Community Development; a statutory right-of-way of 1.00m on Washington Avenue for highway purposes, to the satisfaction of the Director of Engineering and Public Works; a statutory right-of-way of 4.2m on the subject properties for the construction of the Doric Connector greenway, to the satisfaction of the Director of Community Planning and Sustainable Development and the Director of Engineering and Public Works; and construction of the Doric Connector greenway by the applicant, to the satisfaction of the Director of Community Planning and Sustainable Development and the Director of Engineering and Public Works. Revisions to the design of the greenway to ensure that it is wheelchair accessible, to the satisfaction of the Director of Engineering and Public Works. Consideration of revisions to the design of the attached dwellings on the north and/or south property lines to achieve a sensitive transition to, and minimize impacts on, the adjacent neighbours. Explore potential design changes to the greenway to see if it is possible to both retain trees and make it wheelchair accessible, to the satisfaction of the Director of Engineering and Public Works. Revisions to the design of the greenway fencing to address neighbouring safety and privacy concerns to the satisfaction of the Director of Engineering and Public Works. That Council consider who is affected by the proposed changes to the Official Community Plan, and determine that the following persons, organizations and authorities will be affected: those property owners and occupiers within a 200m radius of the subject properties. That Council provide an opportunity for consultation pursuant to section 475 of the Local Government Act, and direct the Director of Sustainable Planning and Community Development to: mail a notice of the proposed OCP Amendment to those property owners and occupiers within a 200m radius of the subject properties; and post a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration. That Council consider that no consultation is necessary with the Capital Regional District Board, Councils of</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
40	Council (to follow COTW)	CTFCOTW_Oct08_2020	Accessibility Framework and Policy Update	Operational	<p>Motion:</p> <p>That Council approve the:</p> <p>Accessibility Framework (Attachment A);</p> <p>Terms of Reference for a new Accessibility Advisory Committee (Attachment C);</p> <p>Add to Purpose</p> <p>*Act as a resource and provide advice and recommendations to City Council and staff on the implementation of the Accessibility Framework and short term action plan</p> <p>*Work with staff on a draft Mid-to-Long Term Accessibility Action Plan by Q3 2021.</p> <p>*Review proposed tool for balancing competing rights and interests and provide comments and recommendations to Council after review</p> <p>* Review and update current guidelines for writing an Accessibility Impact Statement (AIS) so the document can function as an Accessibility Lens</p> <p>Amendment to Composition</p> <p>Increase 7 to 9 members</p> <p>Amendment to Composition Bullet 3</p> <p>Membership to the committee will be limited to people with lived experiences of accessibility challenges and may also include..</p> <p>Add to Procedures</p> <p>The City will reasonably accommodate members disabilities, as appropriate.</p> <p>All voting and non-voting members of the Committee will participate in an initial orientation session to ensure a common understanding of the scope of the Committees mandate as approved by Council.*The orientation session described above will be held prior to the first regular meeting.</p> <p>Accessibility and Inclusion Policy (Attachment E); and</p> <p>Short-Term Action Plan (Attachment G).</p>
41	Council (to follow COTW)	CTFCOTW_Oct08_2020	2021 Strategic Plan Grants	Operational	<p>That in addition to the weighting given by Council, that the 2021 grants have an additional focus on building community resilience; and,</p> <p>Replace 30% community impact with 30% project builds community resilience.</p> <p>Resilience definition: the capacity of a system, enterprise, community or a person to maintain its core purpose or integrity in the face of dramatically changed circumstances.</p>
42	Council (to follow COTW)	CTFCOTW_Oct08_2020	Appointment of Auditor	Operational	<p>That Council appoint BDO Canada LLP as the City's auditor for the financial reporting years 2020-2024.</p>
43	Council (to follow COTW)	CTFCOTW_Oct08_2020	Council Member Motion: Keep Growing, Victoria	Council Initiated	<p>That Council:</p> <p>Endorse in principle the continuation of Get Growing, Victoria as an annual program.</p> <p>Direct staff to report back on the results of the 2020 Get Growing, Victoria program and on the implications of continuing the program annually in 2021 and future years</p> <p>Invite input from the Urban Food Table and other stakeholders on the continuation of Get Growing, Victoria.</p>
44	Council (to follow COTW)	CTFCOTW_Oct08_2020	1623-1625 Bank Street - Report on the Potential Heritage Designation (South Jubilee)	Operational	<p>That the matter be referred to the Heritage Advisory Panel for their opinion on the Heritage values of the Bank Street School and brought back to Committee of the Whole by October 22, 2020 for further consideration.</p> <p>Authorize staff to retain qualified consultants to complete an independent building condition assessment and a market value assessment of the property.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
45	Council (to follow COTW)	CTFCOTW_Oct08_2020	Build Back Victoria and Business Recovery from Pandemic Bylaw Review Report	Pandemic	That Council: Extend the Build Back Victoria Program including the pedestrian priority on Government Street until October 31, 2021, to support local businesses with their recovery during the ongoing pandemic and give three readings to the Business Recovery from Pandemic Bylaw Amendment Bylaw (No 1) at the October 8, 2020 daytime council meeting. Direct staff to check in with Council by the end of March 2021 with any proposed improvements. Direct staff to provide an update with a recommendation on whether Government Street should be closed between Fort and View Streets for the spring/summer season.
47	Council	VCC_Oct08_2020	1881 Fort Street: Rezoning Application No.	Operational	That this hearing be adjourned to the evening Council meeting of November 12, 2020, and request that staff seek information from the land owner on potential implications of this rezoning on other lease holders at this location.
48	Council	VCC_Oct08_2020	2615-2629 Douglas Street: Heritage Designation Application No. 00187	Operational	Bylaw Approval That the following bylaw be given third reading: Heritage Designation (2615-2629 Douglas Street) Bylaw No. 20-052 Bylaw Approval That the following bylaw be adopted: Heritage Designation (2615-2629 Douglas Street) Bylaw No. 20-052 That the following bylaw be adopted: Tax Exemption (2615, 2621, 2623, 2625, 2627, and 2629 Douglas Street) Bylaw No. 20-079
49	Council (to follow COTW)	CTFCOTW_Oct15_2020	1088 Johnson Street - Development Permit	Operational	That Council authorize the issuance of Development Permit Application No. 000576 for 1088 Johnson Street, in accordance with: Plans date stamped August 4, 2020 Development meeting all Zoning Regulation Bylaw requirements.
50	Council (to follow COTW)	CTFCOTW_Oct15_2020	210 Gorge Road East - Updated Victoria Housing Reserve Fund	Operational	That Council direct staff to maintain the amount of the \$600,000 grant with 42 non-market housing and 52 bedrooms.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
51	Council (to follow COTW)	CTFCOTW_Oct15_2020	Official Community Plan Annual Review 2019	Operational	<p>That Council:</p> <p>Receive the Official Community Plan Annual Review 2019 (Attachment 1) for information and direct staff to communicate the findings and highlights to the public. Direct staff to prepare amendments to the Official Community Plan, 2012 as part of the adaptive management framework to address the following: Alignment with the Victoria Climate Leadership Plan, 2018 Alignment with Go Victoria Our Mobility Future, 2019 Alignment with the Transgender, Non-Binary and Two Spirit + Inclusion Plan, 2019 Alignment with the Accessibility Framework, 2020</p> <p>Alignment with Victoria 3.0 This should be aligned with the endorsed guidelines and principles of the equity framework. Amendments to support the Inclusionary Housing and Community Amenity Policy, 2019 regarding Councils motion of June 27, 2019 to consider densities and building heights above OCP maximums for affordable housing and community amenity contributions Amendments to help achieve Victoria Housing Strategy objectives and COVID-19 recovery, including the priority action to advance and support the rapid supply of affordable and supportive housing with government partners and non-profit housing providers Amendments to Section 6: Land Management and Development to fix inconsistent language and improve policy interpretation Amendments to Appendix A: Development Permit Areas to add the Guidelines for: Multi-Unit Residential, Commercial and Industrial to: DPA 4: Hillside Town Centre; DPA 5: Stadacona Village, Jubilee Village (excepting Jubilee Hospital), James Bay Village; DPA 6A: Oak Bay Avenue Village; DPA 7A: Hillside Corridor, Oak Bay Avenue Corridor, Fort Street Corridor (north of Oak Bay Avenue), Shelbourne Avenue Corridor; and DPA 7B(HC): Fort Street Corridor. Consider consultation under Section 475(2)(b) of the Local Government Act and direct that no referrals of the Official Community Plan Amendment Bylaw are necessary to the Capital Regional District Board, Island Health, provincial or federal governments, Township of Esquimalt, District of Saanich and the District of Oak Bay.</p> <p>That the OCP amendments be referred to the Esquimalt and Songhees Nations.</p> <p>Consider consultation under Sections 475(1) and 475(2) of the Local Government Act and direct consultation on the proposed Official Community Plan amendments in accordance with the consultation plan in Attachment 2.</p>
52	Council (to follow COTW)	CTFCOTW_Oct15_2020	Proposed Adjustments to Parking Fees	Pandemic	<p>View Street and Broughton Street parkades</p> <p>Hourly rates</p> <p>1st hour free</p> <p>2nd and 3rd hour \$2</p> <p>4th hour and beyond \$3</p> <p>reduced daily maximum of \$14.50</p> <p>Increase monthly rate to \$200 effective November 1, 2020</p> <p>Yates Street Parkade</p> <p>Increase monthly rate to \$200 effective November 1, 2020</p> <p>Centennial Square Parkade</p> <p>Increase monthly rate to \$150 effective November 1, 2020</p> <p>Johnson Street Parkade</p> <p>Hourly rates</p> <p>\$2 per hour to a daily maximum of \$12</p> <p>Increase monthly rate to \$175 effective November 1, 2020</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
53	Council (to follow COTW)	CTFCOTW_Oct15_2020	Youth Bus Passes - Proposed New U-Pass Program	Council Initiated	<p>That Council:</p> <p>Request approval from the Victoria Regional Transit Commission for a U-Pass program paid by the City of Victoria that provides youth bus passes:</p> <p>For eligible youth 18 years and younger who reside within the municipality of Victoria for January 1 to December 31 ,2021</p> <p>Using the following fee structure:</p> <p>Fixed fee of \$11.25 per eligible youth aged 11-18 to a minimum of approximately 4,000 youth. The number of eligible youth to be updated every four months.</p> <p>Variable fee of \$11.25 per pass issued for eligible youth younger than 11</p> <p>direct staff to include a budget of \$700,000 in the draft 2021 Financial Plan for the Youth Bus Pass Program, with funding to be determined as part of the 2021 financial planning process</p> <p>Authorize the Mayor and City Clerk to execute a U-Pass Agreement with BC transit generally in accordance with the terms outlined in this report.</p>
54	Council (to follow COTW)	CTFCOTW_Oct15_2020	Investing in Canada Infrastructure Program Grant Funding Application	Operational	<p>That Council:</p> <p>Approve the submission of a grant application through the Investing in Canada Infrastructure Program Community, Culture and Recreation for \$2.4 million in funding and commits the City's share of \$1.853 million for the Topaz Park Artificial Turf Replacement Project.</p> <p>If the grant is awarded, authorize the City entering into a shared cost agreement with the Province of British Columbia, generally described in this report, on the terms acceptable to the Chief Financial Officer and the Director of Parks, Recreation and Facilities and in a form acceptable to the City Solicitor.</p>
55	Council (to follow COTW)	CTFCOTW_Oct15_2020	Short Term Rental Business License Appeal	Operational	<p>That Council deny the reconsideration request of Thaddeus Monckton and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 704 Robleda Crescent.</p>
56	Council (to follow COTW)	CTFCOTW_Oct15_2020	Short Term Rental Business License Appeal	Operational	<p>That Council deny the reconsideration request of Sara Jansen and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 246 Wilson Street.</p>
57	Council (to follow COTW)	CTFCOTW_Oct22_2020	202 Harbour Road: Development Permit Application No. 000549 (Victoria West)	Operational	<p>That Council authorize the issuance of Development Permit Application No. 000549 for 202 Harbour Road, in accordance with:</p> <p>Plans date stamped July 22, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements.</p> <p>Registration of the following legal agreements on the property's title:</p> <p>Section 219 Covenant requiring that the development be constructed to achieve LEED Gold certification, to the satisfaction of the Director of Sustainable Planning and Community Development</p> <p>an extension to the Statutory Right of Way along the property frontage on Harbour Road, to the south property line, to the satisfaction of the Director of Engineering and Public Works</p> <p>a Statutory Right of Way over the south plaza area to allow future access through the site to the Vic West Gateway footpath, to the satisfaction of the Director of Sustainable Planning and Community Development.</p>
58	Council (to follow COTW)	CTFCOTW_Oct22_2020	Accountability Report - Period Two 2020	Operational	<p>That Council:</p> <p>Receive this report for information.</p> <p>That Council forward the information contained in Attachment K and this motion to the 2021 Financial Planning process.</p> <p>Staff provide draft terms of reference by November 23 of 2020 for the International Decade People African Descent Advisory Committee.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
59	Council (to follow COTW)	CTFCOTW_Oct22_2020	Accountability Report - Period Two 2020	Operational	<p>That Council:</p> <p>Recognize the experiences of Black communities by fulfilling the calls of the International Decade of People of African Descent (IDPAD); and</p> <p>Form an International Decade People African Descent Advisory Committee by the first quarter of 2021 and that:</p> <p>The advisory committee membership be compensated for their participation; and</p> <p>The advisory committee be asked to report to the City Council by May 2021 on an action plan for the City to address anti-Black racism and The action plan be informed by community consultation.</p> <p>Approve the inclusion of \$18k in the 2021 budget to hire a consultant to develop and implement anti-black anti-racism training for all City staff, beginning with Council and senior management, and that the City Manager provide an update by Q4 of 2021 on the status and outcomes of this training including a breakdown of who received the training by department.</p> <p>Approve \$ 25k to be included in the 2021 budget to support Black children and youth leadership opportunities by providing grant funding to Black-led organizations, with the grant program to be co-designed by the IDPAD advisory committee.</p> <p>Include \$10,000 in the 2021 budget to engage a consultant to provide the capacity and expertise to establish and track workforce metrics in order to remove barriers to employment for underrepresented groups.</p> <p>Include \$7000 in the 2021 budget to engage a consultant with the expertise required to develop an internship program.</p> <p>And that Council include address systemic racism and fulfill the calls of the International Decade of People of African Descent (IDPAD) as an action item in the Strategic Plan as a 2021 action item.</p>
60	Council (to follow COTW)	CTFCOTW_Oct22_2020	Accountability Report - Period Two 2020	Operational	That the AWG motion on Human Health Considerations be forwarded for discussion at the next Urban Forest Master Plan.
61	Council (to follow COTW)	CTFCOTW_Oct22_2020	Checkout Bag Regulation Bylaw Adoption	Operational	That Council consider adoption of checkout Bag Regulation Bylaw 20-025 at the April 15, 2021 Council meeting.
62	Council (to follow COTW)	CTFCOTW_Oct22_2020	2021 Committee and Council Meeting Schedule	Operational	That Council approve the 2021 Committee of the Whole and Council meeting schedule attached to this report with a January 7, 2021 Meeting and make it available to the public as required under Section 127 of the Community Charter; and, That staff report back to Council once FCM conference dates are established so that Council can consider adjusting the schedule accordingly.
63	Council (to follow COTW)	CTFCOTW_Oct22_2020	Council Member Motion: Bastion Square Mural	Council Initiated	<p>That the City of Victoria formally recognizes the prevalence of systemic racism in the City of Victoria both as an organization and as a community and that the City of Victoria commits to address and undo systemic racism everywhere that it exists.</p> <p>That staff facilitate further dialogue among AHAVI, the artists, staff, and the police chief, and That the letters ACAB be removed at the earliest opportunity possible, and If the artists choose to replace the removed letters with another design, that they submit their proposal for the staffs approval.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
64	Council	VCC_Oct22_2020	330-336 Michigan Street: Development Permit with Variances Application No. 00122	Operational	<p>That the following bylaw be adopted: Housing Agreement (330, 332, 334, & 336 Michigan Street) Bylaw (2020) No. 20-084</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00122 for 330-336 Michigan Street, in accordance with: Plans date stamped January 21, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: increase the site coverage from 40% to 43.5% reduce the open site space from 60% to 55.5% reduce the setback from the street boundary (Michigan Street) from 10.5m to 5.5m reduce the rear yard setback from 7.38m to 5.78m reduce the east side yard setback from 7.38m to 6.0m reduce the west side yard setback from 7.38m to 6.39m to the building face and 5.82m to the balcony. Registration on the property's title of a Statutory Right-of-Way of 2.44m off Superior Street, to the satisfaction of the Director of Engineering.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
65	Council	VCC_Oct22_2020	1802 Cook Street and 1056 North Park Street: Temporary Use Permit Application No. 00015	Operational	<p>That Council authorize the issuance of Temporary Use Permit Application No. 00015 for 1802 Cook Street & 1056 North Park Street, in accordance with: Plans date stamped February 19, 2020</p> <p>Development meeting all Zoning Regulation Bylaw requirements</p> <p>A street ambassador provided by the service operator during operating hours that patrols the immediate area every hour to prevent congregation and negative behaviours from clients of the harm reduction service</p> <p>The Temporary Use Permit lapsing 18 months from the date of this resolution.</p>
66	Council	VCC_Oct22_2020	Next Generation House	Operational	<p>That the following bylaw be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1231) No. 20-077</p>
67	Council	VCC_Oct22_2020	334 Dallas Road: Rezoning Application No. 00674 and Development Permit with Variances Application No. 00101	Operational	<p>That the following bylaw be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1229) No. 20-068 Housing Agreement (334 Dallas Road) Bylaw (2020) No. 20-069</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00101 for 334 Dallas Road, in accordance with: Plans date stamped August 26, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: increase the maximum height for a dwelling to 7.92 m increase the maximum height for an accessory building to 3.96 m reduce the vehicular parking requirements from 4 stalls to 3 stalls reduce the rear yard open site space from 33% to 13%.</p> <p>the Development Permit lapsing two years from the date of this resolution.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
68	Council	VCC_Oct22_2020	736 Princess Avenue: Rezoning Application No. 00602 and Development Permit with Variances Application No. 00065	Operational	That the following bylaw be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1238) No. 20-106 Housing Agreement (736 Princess Avenue) Bylaw (2020) No. 20-107 That Council authorize the issuance of Development Permit with Variance Application No. 00065 for 736 Princess Avenue, in accordance with: Plans date stamped June 18, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the required number of residential parking spaces from 14 to 0; reduce the required number of commercial parking spaces from 17 to 8; reduce the required number of visitor parking spaces from 3 to 0; reduce the required number of long-term residential bicycle parking spaces from 28 to 7; reduce the required number of short-term residential bicycle parking spaces from six to 0; The applicant identifies the location of the PMT station on the site plan, to the satisfaction of the Director of Sustainable Planning and Community Development. The Development Permit lapsing two years from the date of this resolution.
69	Council	VCC_Oct22_2020	801 Bank Street: Development Variance Permit Application No. 00248	Operational	That Council authorize the issuance of Development Variance Permit Application No. 00248 for 801 Bank Street, in accordance with: Plans date stamped September 10, 2020. Development meeting all Zoning Regulation Bylaw, Schedule F, Accessory Building Regulations requirements, except for the following variances: Modular Classroom (1 storey): Locate the building in the side yard instead of rear yard Increase the maximum combined floor area from 37m ² to 75.8m ² Increase the maximum height from 3.50m to 3.88m Modular Classroom (2 storey): Locate a building in the side yard instead of rear yard Increase the maximum combined floor area from 37m ² to 404.4m ² Increase the maximum height from 3.50m to 7.15m Pre-fabricated Gym: Locate the building in the side yard instead of rear yard Increase the maximum combined floor area from 37m ² to 226.6m ² Increase the maximum height from 3.50m to 6.38m Temporary Power Panel: Locate the building in the side yard instead of rear yard The Development Permit lapsing two years from the date of this resolution.
70	Council (to follow COTW)	CTFCOTW_Nov05_2020	2021 Downtown Victoria Business Association (DVBA) Budget	Operational	That Council approve the Downtown Victoria Business Association budget for 2021, as presented.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
71	Council (to follow COTW)	CTFCOTW_Nov05_2020	901 Gordon Street - Rezoning Application No.00743 (Downtown)	Operational	That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00743 for 901 Gordon Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set. That Council authorize the street-level projecting canopies over the City right-of-way on Gordon Street, Courtney Street and Broughton Street, provided that the applicant enters into an Encroachment Agreement prior to a Public Hearing in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.
72	Council (to follow COTW)	CTFCOTW_Nov05_2020	1150 Douglas Street - Rezoning Application	Operational	That Council decline Rezoning Application No. 00748 for the property location at 1150 Douglas Street.
73	Council (to follow COTW)	CTFCOTW_Nov05_2020	Initiating a City of Victoria Governance Review	Strategic Plan	That Council direct staff to report back with a proposed work plan and engagement strategy that includes a Council workshop, a separate workshop for staff, and a workshop for residents and stakeholders to provide input to further inform the scope and priorities of a Governance Review aligned to the scope outlined in this report; And That Council directs staff to report back with a budget estimate for the Governance Review and include that estimate in the 2021 budget for Councils consideration; And That Council appoints up 3 councillors as a sub-committee to guide the Governance Review process. That Council direct staff to include in their report back best practices regarding embedding equity and anti-racism mandate into the governance review.
74	Council (to follow COTW)	CTFCOTW_Nov05_2020	By-Election Ministerial Order	Operational	That Council authorize the provisions of the Ministerial Order applicable to the December 12, 2020 by-election: As an exception to section 110 of the Act, and despite paragraphs 14, 15, 16 and 17 of the City of Victoria Election Procedure Bylaw No. 02-013 as amended, or an applicable provision of any other bylaw, Council may, for mail ballot voting in the City of Victoria by-election; permit voting by all eligible electors under the Act to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting; permit a secrecy sleeve to be used instead of a secrecy envelope in accordance with this Order and if a secrecy sleeve is permitted any requirement under the Act and the City of Victoria Election Procedure Bylaw No. 02-13 as amended pertaining to a secrecy envelope must be read as pertaining to a secrecy sleeve for the purposes of this Order; permit the City of Victorias Chief Election Officer to establish time limits in relation to voting by mail ballot at their sole discretion; and permit the City of Victorias Chief Election Officer to establish procedures for voting, processing and securing mail ballots at their sole discretion including, but not limited to, establishing times for opening certification envelopes, placing mail ballots in the vote tabulating machine, and securing the memory card of the vote tabulating machine. Despite paragraphs 11 (1), (3)(a)(ii) and (b), (4) (c) of the City of Victoria Election Procedure Bylaw No. 02-013 as amended, or an applicable provision of any other bylaw, Council may, for the City of Victoria by-election, permit advance voting opportunities under sections 106 and 107 of the Act and general voting under sections 105 and 106 to be conducted without a secrecy sleeve. As an exception to section 125 (1) (b) and (c) of the Act, and despite paragraph 11 (3) (ii) of the City of Victoria Election Procedure Bylaw No. 02-013 as amended, or an applicable provision of any other bylaw, Council may, for the City of Victoria by-election, permit the elector, as directed by the election official responsible, to make an oral declaration that the elector is entitled to vote in the by-election when obtaining a ballot for voting, in which case the election official responsible must make a record that the elector made an oral declaration. As an exception to section 109 (1) of the Act, and despite paragraph 9 (1) of the City of Victoria Election Procedure Bylaw No. 02-013 as amended, or an applicable provision of any other bylaw, Council may, for the City of Victoria by-election, permit the City of Victorias Chief Election Officer to establish special voting opportunities or to determine that no special voting opportunities will be held at their sole discretion.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
75	Council (to follow COTW)	CTFCOTW_Nov05_2020	Council Member Motion: Parks Sheltering Update	Pandemic	That Staff be directed to work with community organization to find a location outside but adjacent to Beacon Hill Park for a Community Care Tent. That staff report to Council if there are any challenges with the operations of the Community Care Tent. That Council direct staff to report back on November 12 on the implication of introducing a setback requirement from private property boundaries for shelters erected in accordance with sections 16 A and 16 B of the Parks Regulation bylaw, based on the following potential setbacks: 4 metres, 6 metres
76	Council (to follow COTW)	CTFCOTW_Nov12_2020	611 and 629 Speed Avenue - Development Variance Permit No. 00243 (Burnside)	Operational	That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion: That Council authorize the issuance of Development Variance Permit Application No. 00243 for 611 and 629 Speed Avenue, in accordance with: 1. Plans date stamped October 14, 2020. 2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:a. reduce the site area of proposed strata lot 1 from 5340m ² to 2112m ² ; b. reduce the site area of proposed strata lot 2 from 5340m ² to 3237m ² ; c. reduce the required number of residential parking spaces from 65 to 16 for strata lot 1; d. reduce the required number of visitor parking spaces from 7 to 4 for strata lot 1. 3. The applicant must provide two car share vehicles, two designated car share parking spaces with energized electrical outlets each capable of 240 volts and 30 amps, 100 car share memberships and usage credits in Phase 1, to the satisfaction of the Director of Sustainable Planning and Community Development. 4. The Development Permit lapsing two years from the date of this resolution.
77	Council (to follow COTW)	CTFCOTW_Nov12_2020	1002 Vancouver Street:Development Permit with Variance Application No. 00154 (Fairfield)	Operational	That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, if it is approved, consider the following motion: That Council authorize the issuance of Development Permit with a Variance Application No. 00154 for 1002 Vancouver Street, in accordance with: Plans date stamped August 19, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the rear yard setback from 6.65 metres to 0.3 metres reduce the minimum parking requirement from 31 spaces to 10 spaces *Development Variance Permit Application No. 00195 reduced the parking requirement from 21 spaces to 12 parking spaces The Development Permit lapsing two years from the date of this resolution.
78	Council (to follow COTW)	CTFCOTW_Nov12_2020	Equity Workshop - Update, Community	Strategic Plan	That Council receive this report for information.
79	Council (to follow COTW)	CTFCOTW_Nov12_2020	1133 Fort Street: Rezoning Application No. 00727 (Fairfield)	Operational	That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment and Land Use Contract Discharge Bylaw that would authorize the proposed development outlined in Rezoning Application No. 00727 for 1133 Fort Street, that first and second reading of the Zoning Regulation Bylaw Amendment and Land Use Contract Discharge Bylaw be considered by Council and a Public Hearing date be set.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
80	Council (to follow COTW)	CTFCOTW_Nov12_2020	1628 Edgeware Road: Rezoning Application No. 00726 and Development Permit with Variances Application No. 00138 (Oaklands)	Operational	<p>Rezoning Application No. 00726</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00726 for 1628 Edgeware Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of a legal agreement to secure operational details including staffing and services offered, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Preparation and execution of a statutory right-of-way of 1.18m along the rear lane, to the satisfaction of the Director of</p>
81	Council (to follow COTW)	CTFCOTW_Nov12_2020	1628 Edgeware Road: Rezoning Application No. 00726 and Development Permit with Variances Application No. 00138 (Oaklands)	Operational	<p>Development Permit with Variances Application No. 00138</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00726, if it is approved, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00138 for 1628 Edgeware Road, in accordance with:</p> <p>Plans date stamped October 5, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>Reduce the front yard setback from 7.5m to 6.75m</p> <p>reduce the rear yard setback from 9.14m to 8.3m</p> <p>reduce the combined side yard setbacks from 4.5m to 3.04m</p> <p>increase the site coverage from 40% to 41.4%</p> <p>reduce the required vehicle parking from 6 stalls to 1 stall.</p> <p>Registration of legal agreements on the property's title to secure the operation of the rest home facility, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Final plans to be generally in accordance with plans date stamped October 5, 2020.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
82	Council (to follow COTW)	CTFCOTW_Nov12_2020	1834 Stanley Avenue: WorkWithout Permit - Bylaw File #156641	Operational	<p>That the Council direct the City Clerk to file a notice in the Land Title Office in relation to a property located at 1834 Stanley Avenue, legally described as SECTION 75 VICTORIA PLAN VIP206 PARCEL B, E PT LOTS 14/15/16 HERITAGE DESIGNATION indicating that a resolution relating to this property has been made under the authority delegated pursuant to Section 57(3) of the Community Charter and the provisions of the Property Maintenance Delegation Bylaw, and advise that further information regarding this resolution may be inspected at the Legislative & Regulatory Services Department in Victoria</p>
83	Council (to follow COTW)	CTFCOTW_Nov12_2020	2021-2025 Draft Financial Plan	Financial Plan	<p>That Council receive this report for information and give further consideration on November 30, 2020.</p>
84	Council (to follow COTW)	CTFCOTW_Nov12_2020	Council Member Motion: Extended Hours	Pandemic	<p>That the City continue to provide funding to Our Place through Emergency Management BC for shower services and to seek funding from Island Health and BC Housing to extend services to provide showers from 8am to 9pm daily.</p> <p>That staff report back to Council should Emergency Management BC indicate that it intends to withdraw its funding.</p>
85	Council (to follow COTW)	CTFCOTW_Nov12_2020	Council Member Motion: Access to Transit	Council Initiated	<ol style="list-style-type: none"> 1. That the City of Victoria allocate up to \$2812.50 per month to the Community Social Planning Councils BC Transit Ticket Assistance Program, from the financial stability reserve, for the provision of transit fare for persons sheltering outdoors. 2. That the City of Victoria work with the Coalition to End Homelessness, the Community Social Planning Council, and existing distributors to determine a distribution plan for transit fare. 3. That this funding allocation be reviewed in 3 months time.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
86	Council (to follow COTW)	CTFCOTW_Nov12_2020	Implications of Sheltering Set-backs from Private Property Boundaries	Pandemic	That Council direct staff to prepare a bylaw amendment for first reading, introducing a set back provision of 4 metres between a shelter erected in accordance with 16A of the Parks Regulation Bylaw, and adjacent private property.
87	Council (to follow COTW)	CTFCOTW_Nov12_2020	1908, 1916, and 1920 Oak Bay Avenue - Update to Rezoning Application No. 00694 and Development Permit with Variances Application No. 000551	Operational	<p>Rezoning Application No. 00694</p> <p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw amendments that would authorize the proposed development outlined in Rezoning Application No. 00694 for 1908, 1916, and 1920 Oak Bay Avenue, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set once the following conditions are met:</p> <p>Preparation and execution of legal agreements to:</p> <p>ensure that a future strata cannot restrict the rental of units to non-owners, to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>secure the following transportation demand management measures, to the satisfaction of the Director of Engineering and Public Works:</p> <p>\$25,000 towards the construction of a crosswalk</p> <p>one car share membership per dwelling unit</p> <p>one car share membership per commercial unit</p> <p>one hundred dollars in car share usage credits per membership</p> <p>electric vehicle conduits for all underground parking stalls</p> <p>four electric vehicle charging stations</p> <p>24 electric bike charging stations</p> <p>one bicycle repair station;</p> <p>secure a Statutory Right-of-Way of 3.35 meters along the Oak Bay Avenue to the satisfaction of the Director of Engineering and Public Works; and</p> <p>to secure the following, to the satisfaction of the Director of Engineering and Public Works:</p> <p>public realm improvements to Oak Bay Avenue and Redfern Street; and removal and disposal of existing storm drain main along the frontage in its current alignment, including excavation, backfill above the spring line of the new pipe, and surface restoration.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
88	Council (to follow COTW)	CTFCOTW_Nov12_2020	1908, 1916, and 1920 Oak Bay Avenue - Update to Rezoning Application No. 00694 and Development Permit with Variances Application No. 000551	Operational	<p>Development Permit with Variances Application No. 000551</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00694, if it is approved, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variances Application No. 000551 for 1908, 1916, and 1920 Oak Bay Avenue, in accordance with:</p> <p>Plans date stamped September 29, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances</p> <p>reduce the front setback (south) for the upper storeys from 6.00m to 2.30m;</p> <p>reduce the rear setback (north) from 6.00m to 5.30m;</p> <p>reduce the interior lot line setback (west) for the second and third storeys from 2.40m to 1.00m;</p> <p>reduce the interior lot line setback (west) for the second storeys from 2.40m to 0.15m for planter boxes;</p> <p>reduce the flanking street setback (east) from 2.40 m to 0.35m;</p> <p>reduce the number of commercial vehicle parking spaces from 26 to 10;</p> <p>reduce the number of residential vehicle parking spaces from 44 to 43;</p> <p>increase the distance between entrances and the short term bicycle parking from 15m to 48.1m;</p> <p>increase the number of storeys from 4 to 5;</p> <p>increase the height from 15m to 17.68m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
89	Council (to follow COTW)	CTFCOTW_Nov12_2020	Sheltering Impacts Within the Downtown Victoria Business	Pandemic	<p>That Council receive this report for information and add Centennial Square to the list of prohibited spaces for camping with this provision to expire at the same time as those in section 16B of the Parks Regulation Bylaw.</p> <p>And that Council direct staff to bring back for Councils consideration this section in early March 2021.</p>
90	Council (to follow COTW)	CTFCOTW_Nov12_2020	Council Member Motion: Immediate Temporary and Long-Term Housing Solutions for People Sheltering in City Parks and repealing Temporary Adjustments to the Parks Regulation Bylaw	Pandemic	<p>That Council direct staff to work with a private land owner or use city-owned land for the construction of temporary tiny home clusters of no more than 30 units beginning with one pilot project in Q1 of 2021 subject to the availability of one year of operating funding from BC Housing.</p> <p>That Council allocate a portion of the Citys federal-provincial restart money to help fund solutions that will move people indoors.</p> <p>That the City request the Province immediately open Oak Bay Lodge to people 55 years and older who are currently living in City parks and/or shelters until the vacant building is demolished for redevelopment.</p> <p>That the City indicate to the Province that it supports the use of the two sites recently purchased by the Province on Yates Street and Meares Street for affordable, supportive housing and encourages the Province to begin construction of modular housing on those sites as soon as possible, respecting the Citys design guidelines.</p> <p>That the City of Victoria works with the Province and other partners to offer housing or indoor shelter with a path to permanent housing for everyone currently sheltering in City parks by March 31st 2021 and directs staff to bring forward amendments to the Parks Regulation Bylaw so that the temporary measures including 24/7 camping expire on March 31st 2021. Final adoption of these amendments are to be scheduled once it is clear that adequate housing and shelter space will be made available by the March 31st deadline.</p> <p>That the City supports partner agencies in engaging people currently sheltering in City parks to determine their housing and support needs, to inform the operation of shelter and housing facilities and ensure access to safe and adequate housing for</p>
91	Council (to follow COTW)	CTFCOTW_Nov12_2020	Council Member Motion: Funding for Sanctuary	Council Initiated	That \$27,490 be allocated from the financial stability reserve to fund the Sanctuary Youth Drop In for an additional 3 hours on days that they are currently open and to provide funds for a day shelter in the event of extreme weather.
92	Council (to follow COTW)	CTFCOTW_Nov12_2020	Grant Program for Emergency Social Services	Pandemic	That Council allocate up to \$100,000 from the federal-provincial restart funding to initiate a one-time grant program to deliver mobile hygiene and other social services.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
93	Council (to follow COTW)	CTFCOTW_Nov12_2020	Short Term Rental Appeal Hearing: 7-290	Operational	That Council allow the reconsideration request of Jessica Tatlow and direct issuance of the 2020 short-term business licence for the premises at 7 - 290 Superior Street.
94	Council (to follow COTW)	CTFCOTW_Nov12_2020	Short Term Rental Appeal Hearing: 42 Moss	Operational	That Council deny the reconsideration request of Birute Curran and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 42 Moss Street.
95	Council (to follow COTW)	CTFCOTW_Nov19_2020	Regional Evacuation Planning Grant	Operational	That Council approve the \$75,000 joint grant application submitted by staff on November 5th, 2020 to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Regional Evacuation Planning. The partners in the joint grant application include the Township of Esquimalt (\$25,000), the District of Oak Bay (\$25,000), and the City of Victoria (\$25,000). That Council authorize the Mayor and City Clerk to execute any agreements related to a successful grant application.
96	Council (to follow COTW)	CTFCOTW_Nov19_2020	1114 Rockland Avenue: Rezoning Application No. 00711 and Development Permit with Variances Application No. 00140 (Fairfield)	Operational	Rezoning Application No. 00711 Motion: That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00711 for 1114 Rockland Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met: Secure an amenity contribution in the amount of \$144,021.20 towards the Victoria Housing Reserve Fund (70%) and Local Amenities Fund (30%), to the satisfaction of the Director of Sustainable Planning and Community Development. Secure two one-bedroom units to be sold at a minimum of 10% below market rate (below-market ownership units) in perpetuity, to the satisfaction of the Director of Sustainable Planning and Community Development. Preparation and execution of legal agreements for the following: to ensure that future strata bylaws cannot restrict the rental of units to non-owners (with the exception of two below-market ownership units), to the satisfaction of the Director of Sustainable Planning and Community Development. to secure the following transportation demand management measures, to the satisfaction of the Director of Engineering and Public Works: one care share membership per dwelling unit; one hundred dollars in car share usage credits per membership; 20 long term bicycle parking stalls in addition to the requirements under Schedule C of the Zoning Regulation Bylaw; a bicycle maintenance area; and a BC Transit bus pass subsidy of at least \$22,500 for future residents. Development Permit with Variances Application No. 00140 That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00711, if it is approved, consider the following motion: That Council authorize the issuance of Development Permit with Variance Application No. 00140 for 1114 Rockland Avenue, in accordance with: Plans date stamped June 29, 2020. Revisions to the plans to shift the location of the sidewalk to the property line and adjust the landscaping along the street frontage to the satisfaction of the Director of Sustainable Planning and Community Development. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the vehicle parking from 17 stalls to 12 stalls; reduce the west side setback from 3 metres to 2 metres; reduce the east side setback from 3 metres to 0.35 metres (lobby only) The Development Permit lapsing two years from the date of this resolution.
97	Council (to follow COTW)	CTFCOTW_Nov19_2020	Council Member Motion: Seniors Action Plan	Strategic Plan	That Council: Adopt the City of Victoria Seniors Action Plan 2020 Refer the plan for Councils consideration in the 2021 Financial Planning process Direct staff to apply for the UBCM Age-Friendly grant to create a list of actions that overlap between the Seniors Action Plan, the Accessibility Framework and other city programs, and create an age-friendly implementation plan. Approve the formation of a Seniors Advisory Committee and direct staff to report back with draft Terms of Reference and resource requirements for this committee, and additionally on resources required to work with partner Seniors Serving agencies in convening an annual Seniors Summit.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
98	Council (to follow COTW)	CTFCOTW_Nov19_2020	2021 Draft Financial Plan - Real Estate	Financial Plan	That Council direct staff to provide an annual update by the end of Q2 2021 on Parks and Greenways Acquisitions, informed by the equity framework. That Council direct staff to provide an annual update by the end of Q2 2021 on Housing Acquisitions.
99	Council (to follow COTW)	CTFCOTW_Nov19_2020	2021 Draft Financial Plan - Parks, Recreation, and	Financial Plan	That Council request staff to report back with information regarding the potential for paid parking along a portion of Dallas Road with exemption for accessible parking spaces. That Council direct staff to report back before the end of 2020 on the options and implications for security services.
100	Council (to follow COTW)	CTFCOTW_Nov26_2020	Reconsideration of Council Motion on Rezoning	Operational	That Council instruct staff to prepare the necessary zoning regulation bylaw amendment that would authorize the proposed development outlined in Rezoning Application No. 00748 for 1150 Douglas Street, that first and second reading of the zoning regulation bylaw amendment be considered by Council and a public hearing date be set.
101	Council (to follow COTW)	CTFCOTW_Nov26_2020	580-582 Niagara Street:Update to Rezoning Application No. 00721 (James Bay)	Operational	That Council amend condition b in the June 18, 2020 Council resolution for the Rezoning Application No. 00721 for 580-582 Niagara Street, as follows: That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No.00721 for 580- 582 Niagara Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once the following conditions are met: Preparation and Execution on the propertys title to secure: a statutory right-of-way, to the satisfaction of the Director of Engineering; a Housing Agreement to secure two of the four units as rental for a period of 10 years and to ensure that strata bylaws cannot prevent rental of the units. That Council request the applicant consider a period of at least 20 years of rental tenure in the housing agreement.
102	Council (to follow COTW)	CTFCOTW_Nov26_2020	Outdoor Public Market Review	Operational	That Council: Direct staff to create a new consolidated permit process for all outdoor public markets to be managed by the Arts, Culture; Events department and bring forward for Councils consideration any bylaw or policy amendments necessary for its implementation; Direct staff to work with the Bastion Square Revitalization Association to permit ongoing operations of the Bastion Square Market in 2021 and subsequent years. Decline the Bastion Square Revitalization Association's request to renew the Bastion Square Public Market Licence beyond its expiry on December 31, 2020; Terminate the Bastion Square Public Market Fund Agreement in accordance with section 5.3 of that agreement.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
103	Council (to follow COTW)	CTFCOTW_Nov26_2020	Climate Leadership Plan (CLP) Progress Update and 2020 Climate Action Strategy	Strategic Plan	<p>That Council:</p> <p>Receive the 2020 CLP Progress Report for information and direct staff to provide updated Progress Reports every 2 years.</p> <p>Direct staff to continue implementing climate action initiatives with an emphasis on priority actions as identified in the 2020 Climate Action Strategy development section of this report.</p> <p>Support the application of a grant through the Investing in Canada Infrastructure Program Green Infrastructure Climate Change Mitigation CleanBC Communities Fund for the HVAC Replacement Project at Oaklands Community Centre and commits the City's share of \$63,500 for the project.</p> <p>If any of the grants identified within the financial impacts section of the report are awarded, authorize the City entering into a shared cost agreement with the funder (either the Province of British Columbia or Government of Canada), generally described in this report, on the terms acceptable to the Chief Financial Officer and the Director of Engineering and Public Works and in a form acceptable to the City Solicitor.</p> <p>And that Council continue to advocate:</p> <p>To the Province, CRD, BC Hydro, and other key stakeholders to designate Building Energy and Efficiency Retrofits as a regional infrastructure priority.</p> <p>To the Province to amend the Community Charter to give BC municipalities independent authority to manage issues of climate change, reflecting the importance and reality that these complex issues share environmental, social, and economic dimensions that affect community well-being in an increasingly important and severe manner.</p>
104	Council (to follow COTW)	CTFCOTW_Nov26_2020	Emergency Social Services Grant	Pandemic	<p>Deadline for applications be set for Tuesday, December 1 at 4:30 p.m. and that they be considered at the following COTW and staff indicate to the existing applicants that they are welcome to resubmit their applications with any additional details they may consider relevant for Council's consideration.</p> <p>That the following questions be posed to the applications:</p> <p>Salvation Army proposal</p> <p>Is the shower able to be mobile and attend different parks</p> <p>Umbrella and Red Cedar</p> <p>Can they pair their application and collaborate regarding food service.</p> <p>All applications</p> <p>Whether there are matching funding being provided</p> <p>Do you require the full amount required requested in order to do the service.</p>
105	Council (to follow COTW)	CTFCOTW_Nov26_2020	Bastion Square Animation	Operational	<p>That Council:</p> <p>Authorize staff to release \$23,395 from the Bastion Square Market Fund to the BSRA for their seasonal animation project with efforts to be made for some of the elements be made permanent.</p>
106	Council (to follow COTW)	CTFCOTW_Nov26_2020	Report Back: Vehicle Access Changes in Beacon Hill Park	Pandemic	<p>That Council receive the following report for information and direct staff to re-open vehicle access to the Beacon Hill summit from Circle Drive.</p> <p>And direct staff to report back during the 2022 Financial Planning process on options and implications of undertaking ecological restoration and/or a road diet in some paved areas, parking areas and other disturbed areas in the vicinity of Meegan (Beacon Hill) and the roadway leading to the summit.</p>
107	Council (to follow COTW)	CTFCOTW_Nov26_2020	Bylaws for Parks Regulation Amendment Bylaw	Pandemic	<p>Direct staff to bring forward two separate bylaws, replacing Parks Regulation Bylaw, Amendment Bylaw (No. 11) No. 20-113, for each provisions with the 4 metre setback to be put into effect after March 31, 2021</p> <p>Postpone consideration until the first daytime Council meeting in March 2021:</p> <p>Parks Regulation Bylaw, Amendment Bylaw (No. 10) Amendment Bylaw No. 20-114</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
108	Council	VCC_Nov26_2020	611 and 629 Speed Avenue: Development Variance Permit Application No. 00243	Operational	<p>That Council authorize the issuance of Development Variance Permit Application No. 00243 for 611 and 629 Speed Avenue, in accordance with:</p> <p>Plans date stamped October 14, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the site area of proposed strata lot 1 from 5340m² to 2112m²;</p> <p>reduce the site area of proposed strata lot 2 from 5340m² to 3237m²;</p> <p>reduce the required number of residential parking spaces from 65 to 16 for strata lot 1;</p> <p>reduce the required number of visitor parking spaces from 7 to 4 for strata lot 1.</p> <p>The applicant must provide two car share vehicles, two designated car share parking spaces with energized electrical outlets each capable of 240 volts and 30 amps, 100 car share memberships and usage credits in Phase 1, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
109	Council (to follow COTW)	CTFCOTW_Dec03_2020	Modification of Rock Bay Stormwater Outfall License	Operational	<p>That Council authorize the Mayor and City Clerk to execute the Modification of the Rock Bay Stormwater Outfall License Agreement to update the City's existing Rock Bay License Agreement with Transport Canada to include the newly installed stormwater outfall 626A at the north end of Store Street.</p>
110	Council (to follow COTW)	CTFCOTW_Dec03_2020	Council Member Motion: Appointing New Members to the Victoria	Council Initiated	<p>That Council amend the Welcoming Cities Task Force terms of reference to add one representative from the Victoria Police Department and one representative from the Downtown Victoria Business Association.</p> <p>That Council direct staff to recruit the above representatives and bring back to Council for approval.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
111	Council (to follow COTW)	CTFCOTW_Dec03_2020	1150 Cook Street: Development Permit with Variances Application No. 00130	Operational	<p>That, subject to plan revisions to address the following:</p> <p>Further consideration for the location of the gas meter on Cook Street and provision of additional detail for the design of the metal fence enclosure, to the satisfaction of the Director of Planning.</p> <p>Clarification of the proposed architectural and landscape materials as it relates to the creation of a positive pedestrian experience, to the satisfaction of the Director of Planning.</p> <p>Further consideration for access to the BC Hydro specifications and further consideration of future BC Hydro underground infrastructure to ensure that it does not negatively impact the street trees, to the satisfaction of the Director of Engineering and Public Works and Director of Parks, Recreation and Culture.</p> <p>Corrections to satisfy Parks requirements and to resolve inconsistencies with the site plan, landscape plan and building cross sections as they relate to landscaping and street trees, to the satisfaction of the Director of Parks, Recreation and Culture.</p> <p>Design revisions to reduce the impacts on the street trees along Cook Street, including reducing the pruning within the canopy and within the critical root zone to ensure the successful retention of these trees, to the satisfaction of the Director of Parks, Recreation and Culture.</p> <p>And, subject to the preparation and execution of the following legal agreements in a form satisfactory to the City Solicitor to secure: A future strata cannot restrict the rental of units, to the satisfaction of the Director of Sustainable Planning and Community Development. Public realm streetscape improvements consistent with the Downtown Public Realm Plan and Streetscape Standard (DPRP) specifications, to the satisfaction of the Director of Engineering and Public Works. Provision of a minimum of four electric vehicle charging stations to the satisfaction of the Director of Sustainable Planning and Community Development. And that subject to receipt of a letter from the Ministry of Environment confirming that the landowner has met the requirements of Section 557(2) of the Local Government Act with respect to contaminated sites, Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion: That Council authorize the issuance of Development Permit with Variance Application No. 00130 for 1150 Cook Street in accordance with: Plans date stamped September 30, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: Increase the height from 30m to 47.57m; increase the number of storeys from 10 storeys to 16 storeys. Final plans to be generally in accordance with plans date stamped September 30, 2020. The Development Permit lapsing two years from the date of this resolution.</p>
112	Council (to follow COTW)	CTFCOTW_Dec03_2020	2700 Avebury Avenue: Rezoning Application No. 0700, Development Permit Application No. 000583,	Operational	That this item be postponed to the evening meeting of December 10.
113	Council (to follow COTW)	CTFCOTW_Dec03_2020	535 Yates Street: Development Variance Permit Application No.	operational	That Council decline issuance of Development Variance Permit application No. 00240 for 535 Yates Street for signage located higher than the lowest sill of the second storey of the building as indicated on submitted plans (date stamped March 11, 2020).
114	Council (to follow COTW)	CTFCOTW_Dec03_2020	Youth Strategy	Financial Plan	Direct staff to report back on potential funding sources for the part time Youth Strategy Assistant.
115	Council (to follow COTW)	CTFCOTW_Dec03_2020	Strategic Plan Items Appendix B	Financial Plan	That Council direct staff to report back on the funding for a potential Governance Review

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
116	Council (to follow COTW)	CTFCOTW_Dec03_2020	Electrical Kisoks	Financial Plan	Direct staff to report back on implications and potential funding for the allocation of up to \$10,000 to the public art creation and \$7,000 for public works labour and maintenance Direct staff to explore BC Hydro Grant funding for electrical box beautification. The annual grants deadline is September 30.
117	Council (to follow COTW)	CTFCOTW_Dec03_2020	Our Place Extended Hours	Financial Plan	That Council direct staff to report back on potential funding of \$50,000 for extended hours at Our Place and request the Mayor to write a letter to BC Housing and Island Health requesting them to provide matching funding.
118	Council (to follow COTW)	CTFCOTW_Dec03_2020	South Island Prosperity Partnership	Financial Plan	Direct staff to report back on locations and funding sources for ongoing funding.
119	Council (to follow COTW)	CTFCOTW_Dec03_2020	International Decade for People of African	Financial Plan	Direct staff to report back on the implications and suggested sources for funding of up to \$70,000 for the International Decade for People of African Descent. And direct staff to report back in January 2021 on potential grant programs to carry out this work.
120	Council (to follow COTW)	CTFCOTW_Dec03_2020	Motor Vehicle Act Pilot Project	Financial Plan	Direct staff to report back on a potential funding source for \$190,000 for a 2-year term FTE to advance the Motor Vehicle Act Pilot Project.
121	Council (to follow COTW)	CTFCOTW_Dec03_2020	Transit Shelters	Financial Plan	Direct staff to report back on potential funding source to add \$20,000 for transit shelters.
122	Council (to follow COTW)	CTFCOTW_Dec03_2020	Arts and Culture	Financial Plan	That Council direct staff to report back with potential funding sources to implement the Cultural Spaces Road Map and Infrastructure Grant Fund.
123	Council (to follow COTW)	CTFCOTW_Dec03_2020	Re: Indigenous Relations Function as referenced in	Financial Plan	Direct staff to report back on the implications and suggested funding source(s) for contracted services up to an amount of \$37,500 to investigate, research and propose options to establish an Indigenous Relations Function within the operations of the City of Victoria, with such report to be delivered in time to be considered for inclusion in the 2022 Financial Plan and report back in Jan with sources of grant funding to undertake this work.
124	Council (to follow COTW)	CTFCOTW_Dec03_2020	Re: Reconciliation Dialogues as	Financial Plan	Direct staff to report back on the implications and suggested funding source(s) for up to \$40,000 to enable presentation of up to four (4) Reconciliation Dialogues in 2021, platform and method to be determined and report back in January with sources of grant funding to undertake this work.
125	Council (to follow COTW)	CTFCOTW_Dec03_2020	Climate and Environment - Oil to Heat Pump	Financial Plan	That Council direct staff to report back on a potential funding source for \$100,000 to fund the Oil to Heat Pump Incentive Program in 2021.
126	Council (to follow COTW)	CTFCOTW_Dec03_2020	Banfield Park Swimming Dock	Financial Plan	That Council direct staff to report back on a potential funding source for the Banfield Park Swimming Dock Study and the installation of a dock in time for summer 2021.
127	Council (to follow COTW)	CTFCOTW_Dec03_2020	Appendix F Positions Deferred to 2021	Financial Plan	Legal Services Direct staff to report back on potential funding sources for the additional full-time Assistant City Solicitor
128	Council (to follow COTW)	CTFCOTW_Dec03_2020	Appendix E Additional Grant Requests	Financial Plan	That Council direct staff to report back on a potential funding source for Victoria Heritage Foundation and the Victoria Civic Heritage Trust.
129	Council (to follow COTW)	CTFCOTW_Dec03_2020	Pedestrian Master Plan/Sidewalk	Financial Plan	That Council direct staff to report back on a potential funding source for and implications of adding \$100,000 for the Pedestrian Master Plan Master Plan implementation and/or Sidewalk Rehabilitation programs. That the work align with the Equity Framework.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
130	Council (to follow COTW)	CTFCOTW_Dec03_2020	Our Place Storage of Belongings	Financial Plan	That Council direct staff to report back on a potential funding source for the Our Place Storage of Belongings costs of \$50,000. That Council receive an annual update from Our Place on the use of grant funds provided by the City. That staff report to council with a list of grants provided to Our Place in the last five years.
131	Council (to follow COTW)	CTFCOTW_Dec03_2020	Neighbourhood Association (without community centres)- Part-	Financial Plan	That Council direct staff to report back on a potential funding source for \$20,000 for a part-time coordinator for the Downtown Residents Association, North Jubilee, South Jubilee, Rockland and North Park Neighbourhoods as a one-year pilot with a final report on the utility of the coordinator position to be provided at the end of the pilot. Forward this motion to VCAN for their feedback.
132	Council (to follow COTW)	CTFCOTW_Dec03_2020	Neighbourhood Association (without community	Financial Plan	That Council allocate a portion of a Committee of the Whole meeting in February 2021 to have a discussion about neighbourhood boundaries.
133	Council (to follow COTW)	CTFCOTW_Dec03_2020	Pathway Lighting Upgrades	Financial Plan	That Council direct staff to report back on the implications and potential funding source(s) for lighting upgrades in Burnside Gorge (Galloping Goose, Burnside Bridge and Cecelia Ravine) in collaboration with the CRD where necessary, including treatments that require less infrastructure i.e solar lighting treatments.
134	Council (to follow COTW)	CTFCOTW_Dec03_2020	Pro Art Alliance of Greater Victoria	Financial Plan	That Council direct staff to report back on a potential funding source an annual grant of \$10,000 for the Pro Art Alliance of Greater Victoria to fund the City of Victoria Creative Builder Award on an ongoing basis.
135	Council (to follow COTW)	CTFCOTW_Dec03_2020	Vic West Skate Park Lighting	Financial Plan	That Council direct staff to report back with implications of adding lighting to the Vic West Skate Park.
136	Council (to follow COTW)	CTFCOTW_Dec03_2020	List of Significant Capital Projects	Council Initiated	Direct staff to report back in January 2021 with a list of significant capital projects both included in the 2021 Financial Plan and proposed as motions during the budget process and request that Council rank the projects in order of importance.
137	Council (to follow COTW)	CTFCOTW_Dec03_2020	Re: A New Request to Recognize the Memorial Nature	Council Initiated	Direct staff to report back on the implications and suggested funding source(s) of up to \$15,000 to create and install stone markers commemorating a Shelbourne Avenue memorial road, working in collaboration with the District of Saanich, to be installed on or before October 2, 2021 and direct staff to refer the matter to Fernwood N Jubilee and Oaklands Neighbourhood Associations and report back by January 15, 2021.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
138	Council (to follow COTW)	CTFCOTW_Dec03_2020	Mitigation Strategies and Financial Plan Bylaw	Financial Plan	<p>That Council:</p> <p>Direct staff to incorporate the following mitigation strategies, as outlined in the November 5, 2020 Draft 2021-2025 Financial Plan report, into the Five-year Financial Plan Bylaw, 2021 to reduce the overall tax increase to \$2.5 million or 1.75%:</p> <p>Service/program adjustments of \$3.9 million</p> <p>Additional new property tax revenue from new development \$500,000</p> <p>Portion of estimated provincial Restart Grant \$4.1 million</p> <p>Direct staff to include in the 2021 Financial Plan a budget of \$1.74 million for mitigating impacts of sheltering with funding from the Restart Grant from the Province.</p> <p>Direct staff to bring forward the Five-year Financial Plan Bylaw, 2021 to the December 3, 2020 daytime Council meeting for consideration of first reading.</p> <p>Direct staff to bring forward bylaws outlining sewer utility and water utility user fee increases for 2021 to the December 3, 2020 daytime Council meeting for consideration of first, second and third readings.</p> <p>Upon completion of public consultation, direct staff to bring forward direct-award grants and other grants as outlined in this report for consideration of approval.</p> <p>Upon completion of public consultation, consider funding additional grant requests, supplementary requests, resource requirements for financial plan motion report backs and 2021 Strategic Plan action items, and items deferred in 2020 originally funded by 2019 surplus, as determined by Council.</p>
139	Council (to follow COTW)	CTFCOTW_Dec03_2020	Pandemic Relief for the Vic West Lawn Bowling Club	Pandemic	<p>That Council approve the following expenditures through either cash or in-kind grants to the Vic West Lawn Bowling Club:</p> <p>\$1000 To cover the portion of Vic West Lawn Bowling Clubs water bills for the bowling green (not the clubhouse) for 2020 and first half of 2021</p> <p>\$500 for sand to maintain the lawn bowling green</p> <p>That a letter be sent to the Parks and Recreation Foundation thanking them for their support</p>
140	Council (to follow COTW)	CTFCOTW_Dec03_2020	Emergency Social Services Grant	Pandemic	<p>That Council fund The Salvation Army Addictions and Rehabilitation Centre, Shower Power, \$86,520, and that Council request that The Salvation Army provide a monthly report to staff on the number of days, hours, showers, and a list of parks attended, and the future use of the portable shower.</p> <p>That Council approve \$6,500 for the James Bay United Church Community Care Tent.</p> <p>Forward the remaining applications to the Capital Regional District Reaching Home Program for consideration.</p> <p>That Council allocate \$22,400 to the Umbrella Society.</p>
141	Council (to follow COTW)	CTFCOTW_Dec03_2020	Council Member Motion: Showers at Our Place	Pandemic	<p>That the City contribute \$2850 per month between December and March to be funded by the federal-provincial Restart to partner with Island Health, BC Housing and United Way to provide extended hours for shower use.</p>
142	Council (to follow COTW)	CTFCOTW_Dec03_2020	Short Term Rental Business License Appeal	Operational	<p>That Council deny the reconsideration request of Kaila Pilecki and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 2-1871 Fern Street.</p>
143	Council (to follow COTW)	CTFCOTW_Dec03_2020	Short Term Rental Business License Appeal	Operational	<p>That Council allow the reconsideration request of Kirsten Van Ritzen and direct issuance of a 2020 short-term business licence for premises at 4 Gorge Road East.</p>
144	Council (to follow COTW)	CTFCOTW_Dec03_2020	Short Term Rental Business License Appeal	Operational	<p>That Council deny the reconsideration request of Nicole Clement-Reynier and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 302 Moss Street.</p>

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
145	Council (to follow COTW)	CTFCOTW_Dec10_2020	Reconsideration of Council Motion for 324/328 Cook Street and 1044, 1048, and 1052/1054 Pendergast Street: Rezoning Application No. 00634 and	Operational	That Council rescind its decision with regard to third reading of Zoning Regulation Bylaw, Amendment Bylaw (No. 1233) No. 20-081 and direct staff to work with the applicant to try to address affordability in the project and report back to the Committee of the Whole
146	Council (to follow COTW)	CTFCOTW_Dec10_2020	2536 Richmond Road: Heritage Designation Application No.	Operational	That Council approve the designation of the heritage-registered property located at 2536 Richmond Road, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.
147	Council (to follow COTW)	CTFCOTW_Dec10_2020	Capital Regional District Housing Needs Assessment for the City of Victoria	Operational	That Council: Receive the Capital Regional District Housing Needs Assessment City of Victoria, October 2020 report for information, in accordance with Section 585.31 (1) of the Local Government Act, which requires that all local governments to complete housing needs reports by April 2022 and every five years thereafter. Direct staff to publish the report on the City's website in compliance with regulatory requirements for the report to be publicly and freely accessible. That Council refer this matter to the December 10 Committee of the Whole meeting to consider actions within municipal authority to respond to information contained in the report and to consider advocacy to other levels of government.
148	Council (to follow COTW)	CTFCOTW_Dec10_2020	2440 and 2448 Richmond Road: Rezoning Application No. 00722 and Development Permit with Variances Application No. 00159 (North Jubilee)	Operational	Rezoning Application No. 00722 That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00722 for 2440 and 2448 Richmond Road, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set once the following conditions are met: preparation and execution of legal agreements to: Secure all units as rental housing in perpetuity and that one unit shall be adaptable, to the satisfaction of the Director of Sustainable Planning and Community Development. Secure the following transportation demand management measures, to the satisfaction of the Director of Engineering and Public Works: one car share membership per dwelling unit; \$100 in car share usage credits per membership; pedestrian curb extension (bulb-out) at the intersection of Richmond Road and Adanac Street; 4 electric bike charging stations in each building; one bicycle repair station in each building. Secure a statutory right-of-way of 4.89 meters along the Richmond Road to the satisfaction of the Director of Engineering and Public Works. Secure reciprocal access over 2448 Richmond Road in favour of 2440 Richmond Road to the satisfaction of the Director of Sustainable Planning and Community Development. Development Permit with Variances Application No. 00159 That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00722, if it is approved, consider the following motion: That Council authorize the issuance of Development Permit with Variance Application No. 00159 for 2440 and 2448 Richmond Road, in accordance with: Plans date stamped October 22, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: 2440 Richmond Road reduce the number of residential vehicle parking stalls from 9 to 7; reduce the side setback (south) from 4.00m to 3.22m; reduce the side setback (north) from 4.00m to 1.70m. 2448 Richmond Road reduce the number of residential vehicle parking stalls from 9 to 7; reduce the side setback (south) from 4.00m to 1.70m; reduce the side setback on a flanking street (north) from 6.00m to 3.01m. Revisions to the landscape plan planting list and categories to accurately determine percentage of pollinator, food-bearing and native species; and to revisions to the ground floor entry doors to create a more welcoming streetscape, to the satisfaction of the Director of Sustainable Planning and Community Development. The Development

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
149	Council (to follow COTW)	CTFCOTW_Dec10_2020	Report Back: Get Growing, Victoria!	Pandemic	That Council received the following report for information. That Council direct staff to report back on options for increasing the cultivation of food plants and pollinators on municipal land in 2021.
150	Council (to follow COTW)	CTFCOTW_Dec10_2020	Local Government Recommendation for Trees Cannabis at 1545 Fort Street	Operational	That Council direct staff to advise the Liquor and Cannabis Regulation Branch: The Council of the City of Victoria supports the application of Trees Cannabis at 1545 Fort Street to receive a provincial cannabis retail store license with the following comments: The Council recommends that the LCRB issue a license to Trees Cannabis at 1545 Fort Street. City staff did not raise any concerns about this referral in terms of community impacts. Residents views were solicited through a mail-out to property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. The City sent 394 notices and received 20 letters in response, including a petition sent by the applicant with 21 persons in support for the application. The City did not receive correspondence from the Rockland Neighbourhood Association. Respondents opposed to issuing a license identified the following issues: the business operated before legalization, impact on residential parking, traffic, pedestrian safety, storefront maintenance after ceased operations, loitering, smoking, odour, graffiti, sale to minors, impact on neighbouring businesses, potential for turnover. The Council wishes the Province to make its own deliberations about the fact that this operation remained in operation until August 1, 2019. That Council direct staff to advise the LCRB of Councils recommendation subject to the applicants compliance with applicable City bylaws and permits.
151	Council (to follow COTW)	CTFCOTW_Dec10_2020	Local Government Recommendation for Trees Cannabis at 103-230 Cook Street	Operational	That Council direct staff to advise the Liquor and Cannabis Regulation Branch: The Council of the City of Victoria supports the application of Trees Cannabis at 103 230 Cook Street to receive a provincial cannabis retail store license with the following comments: The Council recommends that the LCRB issue a license to Trees Cannabis at 103 230 Cook Street. City staff did not raise any concerns about this referral in terms of community impacts. Residents views were solicited through a mail-out to property owners and occupiers within 100 meters of this address and to the relevant neighbourhood association. The City sent 496 notices and received 10 letters in response. The City did not receive correspondence from the Fairfield Gonzales Community Association. Respondents did not raise any concerns about this application. The Council wishes the Province to make its own deliberations about the fact that this operation remained open following legalization. That Council direct staff to advise the LCRB of Councils recommendation subject to the applicants compliance with applicable City bylaws and permits.
152	Council (to follow COTW)	CTFCOTW_Dec10_2020	Council Member Motion: Extension of Council Committee	Operational	That Council extend Council committee and neighbourhood liaison appointments to the end of January 2021, and determine appointments for 2021-2022 at the January 14 Committee of the Whole meeting.
153	Council (to follow COTW)	CTFCOTW_Dec10_2020	Horse Drawn Carriage and Pedicab Licence Renewals COVID-19	Pandemic	That Council direct staff to bring forward the Bylaw to the December 10, 2020 daytime meeting for Council to consider the following motion: Give first, second and third readings the Vehicles for Hire Amendment (No. 21) Bylaw No. 20-126.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
154	Council (to follow COTW)	CTFCOTW_Dec10_2020	Short Term Rental Business License Appeal	Operational	That Council allow the reconsideration request of Celine Stubel and direct issuance of a 2020 short-term business licence for premises at 2605 Belmont Avenue.
155	Council (to follow COTW)	CTFCOTW_Dec10_2020	Short Term Rental Business License Appeal for 95 Wellington	Operational	That Council deny the reconsideration request and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 95 Wellington Avenue.
156	Council (to follow COTW)	CTFCOTW_Dec10_2020	Short Term Rental Business License Appeal	Operational	That staff report back on the ability to convert the unit into a rental space specific to the installation of a kitchen and stove and that the matter be adjourned until the report back is received.
157	Council (to follow COTW)	CTFCOTW_Dec10_2020	Letter from the Corporation of District of Saanich	Operational	That the correspondence dated November 24, 2020 from the Corporation of the District of Saanich be received for information, and that Council and write to the Federal Minister of Indigenous Services, copying the British Columbia Ministry of Indigenous Relation and Reconciliation, to encourage making September 30 a statutory holiday marking a national day of remembrance of residential school Survivors of Canada.
158	Council	VCC_Dec10_2020	2800 Bridge Street: Development Permit with Variance Application No. 00139	Operational	That Council authorize the issuance of Development Permit with Variance Application No. 00139 for 2800 Bridge Street, in accordance with: Plans date stamped June 18, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance: increase the height of a raw materials receiving and storage facility (silo) from 15m to 31.83m. Registration of a legal agreement on the property's title to restrict the illumination levels and hours of operation (to midnight) of the light installation on the north elevation of the raw materials receiving and storage facility (silo), to the satisfaction of the Director of Community Planning and Sustainable Development. The Development Permit lapsing two years from the date of this resolution.
159	Council	VCC_Dec10_2020	1050-1058 Pandora Avenue and 1508-1518 Cook Street (Wellburn's Site): Rezoning Application No. 00695, Heritage Designation Application No.	Operational	That the following bylaws be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1220) No. 20-041 Heritage Designation (1050-1058 Pandora Avenue and 1508, 1514 and 1516 Cook Street and 1518 Cook Street) Bylaw No. 20-007 Housing Agreement (1050-1058) Pandora Avenue and 1508, 1514 and 1516 Cook Street and 1518 Cook Street) Bylaw (2020) No. 20-042
160	Council	VCC_Dec10_2020	1050-1058 Pandora Avenue and 1508-1518 Cook Street (Wellburn's Site): Rezoning Application No. 00695, Heritage Designation Application No. 000188, and	Operational	That Council authorize the issuance of Heritage Alteration Permit Application No. 00016 for 1050-1058 Pandora Avenue and 1508-1518 Cook Street, in accordance with: Plans, date stamped November 16, 2020; The Conservation Plan for the Parkway Apartments, date stamped July 16, 2019; Final plans to be generally in accordance with the plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development; and Heritage Alteration Permit lapsing two years from the date of this resolution. That Council approve the designation of the heritage-registered property located at 1050-1058 Pandora Avenue and 1508-1516 Cook Street, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, consistent with the plans dated July 15, 2020.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
161	Council	VCC_Dec10_2020	43, 45, and 55 Gorge Road East and 2827, 2829, and 2831 Irma Street: Rezoning Application No. 00720 and Development Permit with Variances	Operational	That the following bylaw be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1236) No. 20-094 Housing Agreement (43 Gorge Road East) Bylaw (2020) No. 20-095 Housing Agreement (45 Gorge Road East) Bylaw (2020) No. 20-096 Housing Agreement (55 Gorge Road East) Bylaw (2020) No. 20-097 Housing Agreement (2827 Irma Street) Bylaw (2020) No. 20-098 Housing Agreement (2829 Irma Street) Bylaw (2020) No. 20-099 Housing Agreement (2831 Irma Street) Bylaw (2020) No. 20-100
162	Council	VCC_Dec10_2020	43, 45, and 55 Gorge Road East and 2827, 2829, and 2831 Irma Street: Rezoning Application No. 00720 and Development Permit with Variances Application No.	Operational	That Council authorize the issuance of Development Permit with Variances Application No. 00135 for 43, 45 and 55 Gorge Road East and 2827, 2829 and 2831 Irma Street, in accordance with: Plans date stamped May 22, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the required number of residential parking spaces from 141 to 106 reduce the required number of visitor parking spaces from 15 to 7 parking spaces reduce the rear yard setback from 6m to 2.93m. The applicant provide the details of the proposed public art to be installed on the brick facade on the west elevation drawing to the satisfaction of the Director of Community Planning and Sustainable Development. The Development Permit lapsing two years from the date of this resolution.
163	Council	VCC_Dec10_2020	1908, 1916, and 1920 Oak Bay Avenue: Rezoning Application No. 00694 and	Operational	That the following bylaws be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1237) No. 20-103 Housing Agreement (1908, 1916, and 1920 Oak Bay Avenue) Bylaw (2020) No. 20-119
164	Council	VCC_Dec10_2020	1908, 1916, and 1920 Oak Bay Avenue: Rezoning Application No. 00694 and Development Permit with Variances Application No. 000551	Operational	That Council authorize the issuance of Development Permit with Variances Application No. 000551 for 1908, 1916, and 1920 Oak Bay Avenue, in accordance with: Plans date stamped September 29, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the front setback (south) for the upper storeys from 6.00m to 2.30m; reduce the rear setback (north) from 6.00m to 5.30m; reduce the interior lot line setback (west) for the second and third storeys from 2.40m to 1.00m; reduce the interior lot line setback (west) for the second storeys from 2.40m to 0.15m for planter boxes; reduce the flanking street setback (east) from 2.40 m to 0.35m; reduce the number of commercial vehicle parking spaces from 26 to 10; reduce the number of residential vehicle parking spaces from 44 to 43; increase the distance between entrances and the short term bicycle parking from 15m to 48.1m; increase the number of storeys from 4 to 5; increase the height from 15m to 17.68m. The Development Permit lapsing two years from the date of this resolution.

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
165	Council	VCC_Dec10_2020	1023 Tolmie Avenue: Rezoning Application No. 00672 and	Operational	That the following bylaw be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1227) No. 20-064
166	Council	VCC_Dec10_2020	1023 Tolmie Avenue: Rezoning Application No. 00672 and Development Permit with Variances Application No.	Operational	That Council authorize the issuance of Development Permit with Variance Application No. 00097 for 1023 Tolmie Avenue, in accordance with: Plans date stamped July 20, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the front yard setback on the south lot from 6.00m to 4.30m to the building and 3.40m to the deck; reduce the rear yard setback on the south lot from 6.00m to 4.60m to the stairs and 5.40m to the building; reduce the south side yard setback on the north lot from 2.40m to 1.73m for any portion of a dwelling used for habitable space and which has a habitable window. The Development Permit lapsing two years from the date of this resolution.
167	Council	VCC_Dec10_2020	2700 Avebury Avenue: Rezoning Application No. 0700, Development Permit Application No. 000583, Development Variance Permit Application No. 00230, Development Variance Permit No. 000229	Operational	Rezoning Application No. 00700 for 2700 Avebury Avenue:That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No.700 for 2700 Avebury Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.Development Permit Application No. 000583 for 2700 Avebury Avenue:That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00700, if it is approved, consider the following motion:That Council authorize the issuance of Development Permit Application No. 000583 for 2700 Avebury Avenue, in accordance with:Plans date stamped August 8, 2019.Development meeting all Zoning Regulation Bylaw requirements.The Development Permit lapsing two years from the date of this resolution.Development Variance Permit No. 000229 - 2700 Avebury Avenue:That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 2700 Avebury Avenue if it is approved, consider the following motion:That Council authorize the issuance of Development Variance Permit Application No. 2700 Avebury Avenue, in accordance with:Plans date stamped August 8, 2019.Development meeting all Victoria Subdivision and Development Servicing Bylaw requirements, except for the following variances: Remove the requirement to construct frontage improvements as described within the Victoria Subdivision and Development Servicing Bylaw.Provision of a non-refundable \$30,120.00 payment equivalent to the costs of installing frontage improvements to be used toward the implementation of future public realm improvements on Kings Road to the satisfaction of the Director of Engineering and Public Works.The Development Permit lapsing two years from the date of this resolution. Development Variance Permit No. 00230 for 2700 Avebury Avenue:That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00700, if it is approved, consider the following motion:That Council authorize the issuance of Development Variance Permit Application No. 00230 for 2700 Avebury Avenue, in accordance with:Plans date stamped August 8, 2019Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:reduce the rear yard setback from 7.5m
168	Council (to follow COTW)	CTFCOTW_Dec10_2020	540 William Street: Fence Bylaw Variance	Operational	That Council approve the request for fence with a height of 3.05 m for the property located at 549 William Street, as shown in the submitted drawings in Appendix A of this report.

Attachment H: Advisory Committee Motions Referred to Council (T3 2020)

The following attachment provides a list of approved motions from Council appointed advisory committees during the period of September 1 – December 31, 2020.

Renters Advisory Committee

Meeting Date: September 15, 2020

Motion: that Renters' Advisory Committee recommend that Council does not replace members that have left the Committee in the interest of efficiency for the few meetings that are remaining.
CARRIED

Meeting Date: October 20, 2020

Motion: The Renters' Advisory Committee recommend that Council direct staff to prioritize the Residential Tenure Zoning implementation plan for the city.
CARRIED

Accessibility Working Group

Meeting Date: November 2, 2020

Motion: The Accessibility Working Group recommends that Council direct staff to report back on the AWG's various recommendations to address access barriers to City Hall created by the unrestricted access of pets, recommend improvements to existing City pet guidelines and practices and formalize policies, giving due consideration to the negative accessibility and other equity implications of continuing these practices.
CARRIED

Active Transportation Advisory Committee

Meeting Date: November 24, 2020

Motion: The Active Transportation Advisory Committee recommends that:

Mayor and Council direct City Staff to write to the new Minister of Transportation and Infrastructure to propose that the Province of BC prioritize sustainable mobility investments to deliver the South Island Transportation Strategy while ensuring that:

- Public transit, active transportation and electrification becomes the central focus for Provincial implementation, in line with the introduction and principles identified in the document;
- Highway and inter-community road network improvements or expansion projects are delivered with a renewed Provincial goal to prioritize public transit, increase high occupancy mode share and reduce travel times for public transit and shared mobility;

Attachment H: Advisory Committee Motions Referred to Council (T3 2020)

- Provincial investments recognise and apply as its guide, the Pan Canadian Framework on Clean Growth and Climate Change; and
- A commitment to implementation funding and resources be included in Provincial Budgets to support local and regional project delivery and action on the South Island

Should this be approved by City Council, a copy of the letter should also be shared with CRD Board and Victoria Region Transit Commission.

Urban Forest Work – 2020

UFMP Implementation Plan – T3 Update

The Urban Forest Master Plan outlines 26 recommendations to help achieve the vision for the urban forest. In late 2020 Council approved an implementation plan for several of the priority recommendations in the UFMP. This report provides an update on progress made on 2020 implementation actions.

The Urban Forest Section has made progress on a variety of actions however there are a few projects that have been delayed as a result of COVID-19. These projects primarily relied on consultant support or community engagement.

2019/2020 Actions*		Status
RESOURCING		
1. Hire a Manager of Urban Forest Services and an Urban Forest Planner. (A)	✓	Completed
2. Develop a set of actions to implement the Urban Forest Master Plan, key performance indicators and an implementation progress dashboard. (B)	●	
3. Define levels of service for urban forest management and measure the gap in current operating budgets. (I)	✓	Completed
TREE PROTECTION		
4. Review and update of the Tree Preservation Bylaw and create material to clarify the new requirements. (Q)	■	Delayed to Q1 2021 completion date
5. Audit the current role of Urban Forest staff in the development permit and bylaw review processes to identify procedural efficiencies. (Q, Z)	✓	Completed
6. Develop and implement City tree and planting site protection protocols. (E)	●	
7. Update warranty and inspection requirements for contractor- and developer-planted City trees (O)	●	
MONITORING		
8. Measure city-wide tree canopy cover (LiDAR) and re-measure every 4 years. (H)	●	
9. Measure urban forest ecosystem services and re-measure every 4 years. (H)	■	Delayed – COVID-19
10. Establish targets for tree canopy cover, impermeable surfaces and planting opportunities across the city. (D)	■	Delayed – COVID-19
TREE PLANTING		
11. Develop area planting plans to prioritize and guide tree planting across the City to achieve canopy cover targets. (D, N)	■	Delayed – COVID-19
12. Host interdepartmental workshops to identify project and funding options to meet the goals of the UFMP and other City strategies or plans. (P)	■	Delayed
STEWARDSHIP		
13. Develop and implement a citizen stewardship plan. (D, O, S, H, U)	■	Delayed – COVID-19

IMPLEMENTATION PROGRESS	
Delayed	■
On track – not started	○
On track – in progress	●
Completed	✓

** The letter next to each action is a reference to the recommendations contained in the Urban Forest Master Plan.*



Sustainable Planning & Community Development

Consolidated Monthly Reporting – September 2020

Development Services

Applications Received	This Month	YTD
Rezoning (REZ)	3	23
Development Permit (DP)	1	6
Development Variance Permit (DVP)	2	11
Development Permits w/ Variance (DPV)	3	18
Heritage Alteration Permit (HAP)	0	0
Heritage Alteration w/ Variance Permit (HAV)	0	3
Heritage Designation (HD)	1	3
Delegated Development Permit (DDP)	7	83
Delegated Heritage Alteration Permit (DHP)	3	27
Temporary Use Permit (TUP)	0	2
Tax Incentive Program (TIP)	0	0
Total	20	176

Delegated Permits Completed		
Delegated DP	Received	Completed
1900 Richmond Road	Jun 23, 2020	Sep 17, 2020
Delegated HAP	Received	Completed
1702 Fernwood Road	Aug 5, 2020	Aug 20, 2020
805 Gordon Street	Aug 27, 2020	Sep 11, 2020
1202-1214 Wharf Street	Sep 14, 2020	Sep 16, 2020

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	4

Applications Received		
Address	Application Type	Scope / Purpose
1025 Kings Road	REZ / DPV	Rezoning and Development Permit with Variance application to construct a six-storey multiple dwelling building.
1042-1044 Richardson Street	REZ / DPV	Rezoning and Development Permit with Variance application to construct a multiple dwelling building.
1435 Myrtle Avenue	REZ	Rezoning application to permit two small lots on the property.
458/60 Cecelia Road	DP	Development Permit application to construct a new warehouse in place of the residential building.
610 - 624 Herald Street and 611 - 635 Chatham Street	DPV	Development Permit with Variance application for a rental residential building with ground floor commercial.
45 Boyd Street	DVP	Development Variance Permit application to increase the number of units with a parking variance.
540 Dallas Road	DVP	Development Variance Permit application to add a walkway addition to the existing building with variances.
1125 Fort Street	HD	Heritage Designation of the existing building.
585 Michigan Street	DDP	Delegated Development Permit application to make exterior changes and fill in the entry.
1898 Quamichan Street	DDP	Delegated Development Permit application to construct a garden suite.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – September 2020

Address	Application Type	Scope / Purpose
210 Kimta Road	DDP	Delegated Development Permit application to extend Development Permit No. 000522.
1915 Fairfield Road	DDP	Delegated Development Permit application to construct a garden suite.
1553 Morley Street	DDP	Delegated Development Permit application to change proposal from a basement foundation to a crawlspace.
1625 - 1659 Fort Street	DDP	Delegated Development Permit application to add screening around a new condenser.
405 and 407 Swift Street	DDP	Delegated Development Permit application for tents covering the patio seating. (TUG Eatery)
1421 Grant Street	DHP	Delegated Heritage Alteration Permit application to replace existing aluminium framed box bay windows with timber frame sash windows.
1205 Pandora Avenue and 1511 Chambers Street	DHP	Delegated Heritage Alteration Permit application to install bronze plates as skateboarding deterrents on entrance stairs plinths.
1202-1214 Wharf Street	DHP	Delegated Heritage Alteration Permit application for minor exterior changes to the lower kitchen area.

Application Turnaround Times – REZ, DP, DVP, DPV, HAP (75% Target)

Action	Month Completed	Percentage	Average Days
% of Applications where TRG Comments are Distributed within 20 Business Days or Less (excluding cannabis rezoning)	September	50%*	20
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	September	100%	71
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	September	100%	40
% of Applications where Application is completed within 8 months or less (240 days)	September	75%	150

* Three of six applications were over the target turnaround: 1260 Grant Street & 1289 Gladstone Avenue (DVP) – 21 days; 749-767 Douglas Street (REZ) – 22 days; and 780-798 Fort Street & 1106-1126 Blanshard Street (Montrose Site) (REZ) – complex.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – September 2020

Permits & Inspections

Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
21-1644 Hillside Ave	Unit 21 base building improvement for future tenant improvement:	\$4.00
1260 Grant St	Phase 1 of seismic upgrade, removal of building materials to allow for new finishes and seismic restraints to be built	\$5.70
1210 Topaz Ave	New additions and exterior alterations, new prep kitchen area, lounge area, and temple entrance/shoe storage	\$1.00
1515 Blanshard St	2nd floor interior tenant improvement to office space including new universal washroom	\$2.30
561 Toronto St	Construct a new 4 story, 24 suite apartment building	\$6.65

Building Demolitions

Address	Scope Summary	Dwelling Units
805 Mary St	Demolish structure which includes duplex and SFD attached by a garage.	3
431 Hillside Ave	Demolish single family dwelling	1
38 Oswego St	Demolish single family dwelling	1
38 Oswego St	Demolish detached garage	0
2647 Forbes St	Demolish detached garage	0
1321 Vimy Pl	Demolish gazebo	0
561 Toronto St	Demolishing single family dwelling	1
565 Toronto St	Demolishing single family dwelling	1

Building Permits	September 2020	September 2019	2019 Average	Year to Date Average
Construction Value (millions)	\$28.06	\$18.80	\$22.96	\$29.07
Building Permit Applications	132	110	134	96
Percentage within Target (90% Target)	70%	71%	72%	59%
Plumbing Permits				
Permits Issued	70	81	79	69
Electrical Permits				
Permits Issued	218	199	182	178



Sustainable Planning & Community Development

Consolidated Monthly Reporting – October 2020

Development Services

Applications Received	This Month	YTD
Rezoning (REZ)	0	23
Development Permit (DP)	1	7
Development Variance Permit (DVP)	1	12
Development Permits w/ Variance (DPV)	1	19
Heritage Alteration Permit (HAP)	0	0
Heritage Alteration w/ Variance Permit (HAV)	1	4
Heritage Designation (HD)	2	5
Delegated Development Permit (DDP)	9	92
Delegated Heritage Alteration Permit (DHP)	1	28
Temporary Use Permit (TUP)	0	2
Tax Incentive Program (TIP)	1	1
Total	17	193

Delegated Permits Completed		
Delegated DP	Received	Completed
1724 Kings Road	Aug 27, 2019	Oct 5, 2020
819-823, 825 and 827 Fort Street	Jul 7, 2020	Oct 13, 2020
1900 Douglas Street & 650 Chatham Street	Aug 28, 2020	Oct 6, 2020
1625 - 1659 Fort Street	Sep 15, 2020	Oct 22, 2020
405 and 407 Swift Street	Sep 22, 2020	Oct 6, 2020
1275 Montrose Avenue	Oct 6, 2020	Oct 15, 2020
Delegated HAP	Received	Completed
529 Pandora Avenue	Aug 25, 2020	Oct 14, 2020
1421 Grant Street	Sep 8, 2020	Oct 14, 2020

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	4

Applications Received		
Address	Application Type	Scope / Purpose
2700 Avebury Avenue	DP	Development Permit application to construct a small lot house. Concurrent with Rezoning application No. 00700.
123 and 125 Government Street	DVP	Development Variance Permit application to strata title the building with a parking variance.
2727 Hamilton Road	DPV	Development Permit with Variance to relax front yard setback.
1244 to 1252 Wharf Street	HAV	Heritage Alteration Permit with Variance application for exterior alterations (changes to existing windows and addition of new windows, changes to entrance door locations, building material changes, and an addition of a new rear balcony). Concurrent with Rezoning application No. 00739.
2536 Richmond Road	HD	Heritage Designation of the existing building.
1611 Stanley Avenue	HD	Heritage Designation of the existing building.
727 Yates Street	TIP	Heritage Tax Incentive Program application.
1275 Montrose Avenue	DDP	Delegated Development Permit application to allow for minor revisions to the approved plans for the Garden Suite.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – October 2020

Address	Application Type	Scope / Purpose
2818 Shakespeare Street	DDP	Delegated Development Permit application to construct a garden suite.
1821 - 1845 Fort Street	DDP	Delegated Development Permit application to add an exterior lift.
1400 Vancouver Street and 952 Johnson Street	DDP	Delegated Development Permit application for changes to the originally approved DP plans.
1609 Fort Street	DDP	Delegated Development Permit application to enclose the portions of the walkway, remove portions of the balconies, and replace exterior material. There is a variance proposed to reduce the long term bicycle parking by one stall for the addition.
1 Dallas Road	DDP	Delegated Development Permit application to replace the pergola.
1015 Cook Street	DDP	Delegated Development Permit application to make exterior changes from the approved plans.
1226 May Street	DDP	Delegated Development Permit application for a new Garden Suite.
2649 to 2659 Douglas Street and 735 Hillside Avenue	DDP	Delegated Development Permit application for minor amendments to an existing approved Development Permit with variance application.
1002 to 1016 and 1005 to 1015 Broad Street	DHP	Delegated Heritage Alteration Permit application for new lighting.

Application Turnaround Times – REZ, DP, DVP, DPV, HAP (75% Target)

Action	Month Completed	Percentage	Average Days
% of Applications where TRG Comments are Distributed within 20 Business Days or Less (excluding cannabis rezoning)	October	88%	17
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	October	n/a	n/a
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	October	100%	40
% of Applications where Application is completed within 8 months or less (240 days)	October	38%	328

* One application was over the target turnaround (1244 to 1252 Wharf Street (REZ)) and was presented to COTW within 82 business days from date of submission.

** Five of eight applications were over the target turnaround: 334 Dallas Road (REZ/DPV); 736 Princess Avenue (REZ/DPV); 330-336 Michigan Street (DPV); 777 Douglas Street (DP); and 202 Harbour Road (DP) – combination of circumstances.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – October 2020

Permits & Inspections

Major Applications Received (Greater than \$1 Million)		
Address	Scope Summary	Permit Value
1301 Hillside Ave	Construct a new 6 story, 49 unit mixed use residential building	\$ 7.22
1107 Pandora Ave	Tenant improvement for urgent and primary care centre.	\$3.00
1015 Cook St	Construct a new 5 storey 31 unit multi-family residential building with ground level bike storage and one underground storey for storage lockers	\$4.30
906 McClure St	Construct a new 4 storey, 8 unit hotel with breakfast room and kitchen with new canopy structure over walkway connecting to existing hotel with new door on existing building.	\$2.03
63 Gorge Rd	New addition and tenant improvements	\$1.00
1025 Johnson St	Complete wiring of new 12 storey building including firehall, parkade, 2 levels of office and 8 levels of residential – electrical permit	\$3.74
2621 Douglas St	Building renovation	\$1.10
Building Demolitions		
Address	Scope Summary	Dwelling Units
1321 Quadra St	Demolition of Ming's restaurant building	0
910 McClure St	Demolish single family dwelling	1
557 Simcoe St	Demolish single family dwelling	1

Building Permits	October 2020	October 2019	2019 Average	Year to Date Average
Construction Value (millions)	\$30.59	\$40.29	\$22.96	\$29.22
Building Permit Applications	126	134	134	99
Percentage within Target (85% Target)	75%	72%	72%	61%
Plumbing Permits				
Permits Issued	73	97	79	70
Electrical Permits				
Permits Issued	202	220	182	180



Sustainable Planning & Community Development

Consolidated Monthly Reporting – November 2020

Development Services

Applications Received	This Month	YTD	Delegated Permits Completed		
Rezoning (REZ)	3	26	Delegated DP	Received	Completed
Development Permit (DP)	2	9	640 Griffiths Street	Mar 16, 2020	Nov 18, 2020
Development Variance Permit (DVP)	3	15	1821 - 1845 Fort Street	Oct 19, 2020	Nov 6, 2020
Development Permits w/ Variance (DPV)	1	20	1 Dallas Road	Oct 23, 2020	Nov 17, 2020
Heritage Alteration Permit (HAP)	0	0	#305 - 525 Broughton	Nov 2, 2020	Nov 12, 2020
Heritage Alteration w/ Variance Permit (HAV)	0	4	2708 Graham Street	Nov 5, 2020	Nov 16, 2020
Heritage Designation (HD)	1	6	910 and 930 Pendergast Street	Nov 6, 2020	Nov 20, 2020
Delegated Development Permit (DDP)	10	102	Delegated HAP	Received	Completed
Delegated Heritage Alteration Permit (DHP)	1	29	1205 Pandora Avenue and 1511 Chambers Street	Sep 10, 2020	Oct 27, 2020
Temporary Use Permit (TUP)	0	2	1002 to 1016 and 1005 to 1015 Broad Street	Oct 29, 2020	Nov 25, 2020
Tax Incentive Program (TIP)	0	1			
Total	21	214			

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	4

Applications Received		
Address	Application Type	Scope / Purpose
3005 and 3019-3023 Shakespeare Street	REZ / DP	Rezoning and Development Permit application and an Official Community Plan amendment to rezone a vacant lot from R1-B Single Family Dwelling District to C- 1 Limited Commercial District.
1160 Oxford Street	REZ / DPV	Rezoning and Development Permit with Variance application to construct two new small lot single family dwellings with variances.
1737 Rockland Avenue	REZ / DP / HD	Rezoning, Development Permit and Heritage Designation application to subdivide the property and construct two new single family dwellings while retaining the existing heritage building.
1171 Rockland Avenue	DVP	Development Variance Permit application to allow for multiple dwelling units in an existing heritage building with a variance.
1250 Dallas Road	DVP	Development Variance Permit application to add dormers to the existing garage with variances.
161 - 167 Robertson Street	DVP	Development Variance Permit application to change crawlspace to floor space in the single family dwelling currently under construction with variance.
117 Wildwood Avenue	DHP	Delegated Heritage Alteration Permit application to rebuild the chimney.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – November 2020

Address	Application Type	Scope / Purpose
#305 - 525 Broughton	DDP	Delegated Development Permit application for fencing (windscreen) surrounding a deck. Deck is not to be enclosed.
720 Selkirk Avenue	DDP	Delegated Development Permit application to amend previous Delegated Development Permit to increase the height and change siding materials.
2708 Graham Street	DDP	Delegated Development Permit application to change the exterior siding materials on four townhouse units. This is a minor amendment to an approved Development Permit with Variances (DPV00043).
910 and 930 Pendergast Street	DDP	Delegated Development Permit application to reduce the height of the fence and remove the hedge from the approved plans.
105 & 115 - 176 Wilson Street	DDP	Delegated Development Permit application to construct exterior alterations to a commercial unit (new entrance door, new awning, and changes to finishing materials).
1015 Kings Road (2571 Quadra Street)	DDP	Delegated Development Permit application to relax the parking requirements for restaurant uses in a mixed use building.
701 - 640 Montreal Street	DDP	Delegated Development Permit application to replace the railing with a glass railing.
965 Kings Road	DDP	Delegated Development Permit application for temporary patio (on Quadra Street side) during COVID pandemic.
770 Bay Street	DDP	Delegated Development Permit application for signage and facade improvements.
1548 Clawthorpe Avenue	DDP	Delegated Development Permit application to construct a garden suite.

Application Turnaround Times – REZ, DP, DVP, DPV, HAP (75% Target)

Action	Month Completed	Percentage	Average Days
% of Applications where TRG Comments are Distributed within 20 Business Days or Less (excluding cannabis rezoning)	November	100%	17
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	November	n/a	n/a
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	November	75%	59
% of Applications where Application is completed within 8 months or less (240 days)	November	66%*	185

* One of three applications was over the target turnaround (REZ for 1881 Fort Street – 293 days) – cannabis rezoning application referred back by Council at Public Hearing.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – November 2020

Permits & Inspections

Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
1141 May St	Construct new single family dwelling. Step code level 3	\$1.0
1280 Douglas St	New tenant improvement for VanCity on ground floor and basement	\$1.0
1260 Grant St	Phase 2 of seismic upgrade, and addition	\$35.0
Building Demolitions		
Address	Scope Summary	Dwelling Units
1141 May St	Demolish single family dwelling	1
351 Foul Bay	Demolish detached garage - no plumbing	0

Building Permits	October 2020	October 2019	2019 Average	Year to Date Average
Construction Value (millions)	\$46.49	\$10.09	\$22.96	\$30.79
Building Permit Applications	113	117	134	100
Percentage within Target (90% Target)	90%	76%	72%	63%
Plumbing Permits				
Permits Issued	87	75	79	70
Electrical Permits				
Permits Issued	139	206	182	183



Sustainable Planning & Community Development

Consolidated Monthly Reporting – December 2020

Development Services

Applications Received	This Month	YTD	Delegated Permits Completed		
Rezoning (REZ)	2	28	Delegated DP	Received	Completed
Development Permit (DP)	3	12	1625 Fort Street	May 5, 2020	Dec 8, 2020
Development Variance Permit (DVP)	1	16	1609 Fort Street	Oct 21, 2020	Dec 8, 2020
Development Permits w/ Variance (DPV)	0	20	720 Selkirk Avenue	Nov 4, 2020	Nov 26, 2020
Heritage Alteration Permit (HAP)	0	0	661 Burnside Road	Dec 4, 2020	Dec 9, 2020
Heritage Alteration w/ Variance Permit (HAV)	0	4	Delegated HAP	Received	Completed
Heritage Designation (HD)	0	6	117 Wildwood Avenue	Nov 12, 2020	Dec 29, 2020
Delegated Development Permit (DDP)	17	119			
Delegated Heritage Alteration Permit (DHP)	0	29			
Temporary Use Permit (TUP)	0	2			
Tax Incentive Program (TIP)	0	1			
Total	23	237			

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	4

Applications Received		
Address	Application Type	Scope / Purpose
1120 Hillside Avenue	REZ	Rezoning application to create a new site specific zone, to allow a legally, non-conforming commercial building and uses to continue.
933-935 Convent Place	REZ / DP	Rezoning and Development Permit application to increase the density and allow for a multiple dwelling building.
429 Hillside Avenue	DP	Development Permit application to construct a new industrial / warehouse building.
545 Manchester Road & 520 Dunedin Street	DVP	Development Variance Permit application to construct a 1.83m fence in the front yard.
1419 Mallek Crescent	DDP	Delegated Development Permit application to construct a 78-unit affordable seniors housing building.
525 St Charles Street	DDP	Delegated Development Permit application to construct a garden suite.
2829 Douglas Street	DDP	Delegated Development Permit application for an addition, exterior and interior alterations to an existing building.
661 Burnside Road	DDP	Delegated Development Permit application to add new bike stalls located on an existing parking stall and to include a parking variance due to a change of use within the building.
3196 Douglas Street	DDP	Delegated Development Permit application to replace and enlarge a vinyl canopy.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – December 2020

Address	Application Type	Scope / Purpose
902-910 McClure Street	DDP	Delegated Development Permit application to add an elevator shaft to the roof.
1545 Burton Avenue	DDP	Delegated Development Permit application for minor landscape alterations and exterior material changes to a garden suite.
1025 Johnson Street	DDP	Delegated Development Permit application for landscaping changes to a previously-approved DP.
90 Saghalie Road	DDP	Delegated Development Permit application to extend Development Permit No. 000525 due to expire January 17, 2021.
3019-3023 Shakespeare Street	DDP	Delegated Development Permit application to change the facade materials on a commercial building.
1610 Oakland Avenue	DDP	Delegated Development Permit application to construct a garden suite.
1701 Government Street	DDP	Delegated Development Permit application to install 3 temporary structures on a private patio.
720 Selkirk Avenue	DDP	Delegated Development Permit application to change the approved storm water drainage located at the rear of the property (within DPA 8).
63 & 65 Boyd Street	DDP	Delegated Development Permit application for changes to a previously approved DP.
1718 Kings Road	DDP	Delegated Development Permit application to convert an existing garage into a garden suite.
701 Belleville Street	DDP	Delegated Development Permit application to make landscaping and exterior changes from the approved plans.
2713 Quadra Street	DDP	Delegated Development Permit application to modify the upper level clerestory.
247-271 Cook Street	DDP	Delegated Development Permit application for exterior alterations / siding material changes.

Application Turnaround Times – REZ, DP, DVP, DPV, HAP (75% Target)

Action	Month Completed	Percentage	Average Days
% of Applications where TRG Comments are Distributed within 20 Business Days or Less (excluding cannabis rezoning)	December	100%	17
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	December	n/a	n/a
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	December	100%	22
% of Applications where Application is completed within 8 months or less (240 days)	December	20%*	361

* Four of five applications were over the target turnaround: 1023 Tolmie Avenue (REZ / DPV) – referred back by Council; 1050-1058 Pandora Avenue and 1508-1518 Cook Street (Wellburns – REZ / HD / HAV) – complex, applicant delays and referred back by Council; 1908-1920 Oak Bay Avenue (Garden Works – REZ / DP) applicant delays and complex; 43, 45 & 55 Gorge Road East and 2827, 2829, 2831 Irma Street (REZ / DPV) – applicant delays and complex.



Sustainable Planning & Community Development

Consolidated Monthly Reporting – December 2020

Permits & Inspections

Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
633 Courtney Street	Tenant improvement on floors three to five (main/first floor at Douglas St., lower floor at Humboldt St.) including change of use from office to classrooms and daycare.	\$1.00
205-203 Kimta Road	203 Kimta: Exterior renewal and interior maintenance repair	\$1.60
205-203 Kimta Road	205 Kimta: Exterior renewal and interior maintenance repair	\$1.60
11 Chown Place	New construction of four storey 58 suite residential building over partial basement level	\$11.74
369 Tyee Road	EP - New construction of three residential towers, a generator and a unit sub.	\$6.80
1700 Blanshard Street	PP - Hudson Place Phase 2	\$3.00
Building Demolitions		
Address	Scope Summary	Dwelling Units
1211 Gladstone Avenue	Demolish townhouse	3
1219 Vining Street	Demolish townhouse	3
1235 Caledonia Avenue	Demolish townhouse	3

Building Permits	December 2020	December 2019	2019 Average	Year to Date Average
Construction Value (millions)	\$31.42	\$12.31	\$22.96	\$30.84
Building Permit Applications	105	151	134	101
Percentage within Target (90% Target)	67%	74%	72%	67%
Plumbing Permits				
Permits Issued	56	84	79	69
Electrical Permits				
Permits Issued	190	201	182	183

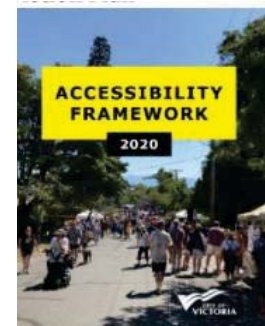
Triannual Accountability Report

September 1- December 30, 2021



Major Highlights & Accomplishments

- Final installation of local artwork by local artists in bus shelters for the *Community Display* initiative
- Launch of the *Community Virtuals* initiative as online events focusing on community development and resiliency in a lunch & learn format
- Adoption of the *Accessibility Framework* and action plan
- Completion of a *By-election* requiring additional health and safety measures to fill a vacant Council position
- Supported seven new projects to enrich and enhance lives of newcomers through the *Participatory Budgeting* program



Major Highlights & Accomplishments

- Adopted the *Zero Waste Strategy*
- Reopened *Topaz Park* following remediation of areas used for temporary sheltering
- Planted 535 *new trees* on public land, exceeding the annual target of 500 per year
- Approval of 258 new *rental homes* at two properties in support of the Housing Strategy



Major Highlights & Accomplishments

- Plumbing Permit on-line applications are now available through eApply which was launched in February 2021
- A new call system that supports prioritization of calls for service has been developed and includes tracking functions and dedicated resourcing of staff. Full implementation will be complete in T1 2021
- Addressed backlog of reporting on development and permit applications and posted monthly reports for 2020 on City website

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COVID-19 Impacts - Operations



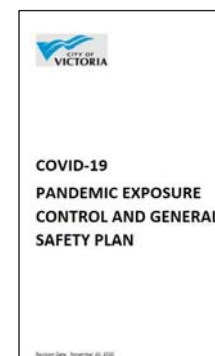
- No conferences held at the Victoria Conference Centre since March due to public health orders
- Ongoing pressures on bylaw, parks and public works staff to address sheltering issues
- Opened a temporary emergency sheltering space in the parking lot at 940 Caledonia due to the flooding in Central Park
- In-person community engagement continued to be replaced by virtual engagement using the City's engagement portal



COVID-19 Impacts - Operations



- Designed and manufactured COVID signage and decals for COVID awareness:
 - 1800 signs
 - 400 decals
 - 350 large antiskid floor decals
- Continued focus on employee health and safety including to comply with all public health orders



COVID-19 – Recovery Measures



- Many event organizers effectively utilized *City of Victoria Festival Investment Grant* funding to pivot to alternate formats in order to stay connected with audiences and pay artists to contribute content.
- The *Build Back Victoria Program* was extended to October 31, 2021 to continue to provide alternative business operation solutions amidst the pandemic.
- The new category of Community Recovery & Resiliency through the *My Great Neighbourhood Grant Program* was well received, with a total of \$101,588 in approved grants for this category
- Conducted an *Interim After-Action Review* to identify what worked well and what could be improved upon related to the City's response to the pandemic and identifies immediate and longer-term actions to increase efficiency



Strategic Plan Progress Report – Att. A

- At the end of 2020, 34 of 87 actions in the Strategic Plan were on hold at the end of 2020 due to
 - Resource Capacity
 - Emerging Issues
 - Public Health Orders
- Staff began development of proposed amendments to the Strategic Plan in December
- Updated action listing to be provided through the first period triannual accountability report in June 2021

Att. A - Strategic Plan Progress Report - Period 3 (2020)

Legend: On Track (Green), Some Concern (Yellow), Significant Concern (Red), Not Started (Grey)

Strategic Plan Progress Report

The following report provides a summary of Strategic Plan initiatives at the end of 2020. Amendments to the Strategic Plan made in January and February of 2021 will be reflected in the first period accountability report in June 2021.

Type	Strategic Plan Action	T1	T2	T3	Target by	Status for	Comments (Optional)
#1 Good Governance and Civic Engagement							
Measurement and monitoring (M&M)	Develop measurement and monitoring process for Strategic Plan Outcomes		Participate in Budget and Long-Term Financial Discussions	Continue to monitor possible opportunities	On track	On hold as needed	Working to develop the process for 2021, subject to approval for 2021, subject to approval for 2021.
Community & Public Affairs	Work with Board Council to develop and implement a Strategic Plan process		TBC based on COVID-19 recovery		On track	On hold as needed	Working to develop the process for 2021, subject to approval for 2021, subject to approval for 2021.
Equitable Housing Program	Develop and implement a Strategic Plan process for engagement in a strategic and community response to the pandemic				On track	On hold as needed	Working to develop the process for 2021, subject to approval for 2021, subject to approval for 2021.

Additional Report Information

- Att. C. Core Service Delivery Work Plan
- Att. D. Council Member Expenses
- Att. E. Grants Update
- Att. F. Contracts Awarded
- Att. G. Council Motions
- Att. H. Advisory Committee Motions
- Att. I. Urban Forest Master Plan Update
- Att. J. Sustainable Planning & Community Development
Monthly Reports

*Budget update not included in the third period report –
this information to be provided to Council in April 2021.*



Recommendation

That Council Receive this report for information.

Strategic Plan Amendment Process

Part Two – Emergency Issues & Extraordinary Opportunities

Step 1

At a Committee-of-the-Whole meeting, Councillors interested in amending the Strategic Plan to address an emergency issue or extraordinary opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. Emergency Issues and Extraordinary Opportunities don't need to be tied to a specific Strategic Objective, but if they do, this should be indicated clearly, as well as the Outcome that the new proposed Action is meant to achieve. Proposed new actions for Emergency Issues and Extraordinary Opportunities will require a two-thirds majority to pass.

Step 2

One Committee-of-the-Whole meeting later at the most, staff provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

Step 3

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed. If Committee (and Council) supports proposed Actions and Outcomes that fall outside of the 8 Strategic Objectives, a new section will be added to the plan entitled *Emergency Issues and Extraordinary Opportunities*.



Committee of the Whole Report

For the Meeting of February 18, 2021

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: 2020 By-Election – Lessons Learned

Date: January 27, 2021

RECOMMENDATION

That Council endorse the following as minimum requirements for conducting a by-election:

1. One month of planning before appointing a Chief Election Officer
2. Hire one additional senior staff and one additional administrative staff
3. Establish at least 8 general voting day locations that are geographically distributed throughout the city
4. At least two advance voting locations
5. At least five advance voting days
6. Each voting location to have two voting machines
7. One accessible voting machine to be available during advance and general voting in a central location
8. Provide return postage-paid envelopes for requested vote by mail packages
9. Distribute election information materials to households using a voter card system and other standard engagement activities.

EXECUTIVE SUMMARY

Part of the City's continuous improvement strategy is to develop Lessons Learned Reports after completing major projects. The purpose of this report is to outline lessons learned in conducting the 2020 By-Election; recommend an approach for future by-elections; identify any changes that may be beneficial for the general election in 2022; and offer Council an opportunity to provide suggestions for improvements.

A by-election was scheduled for April 4, 2020 but was cancelled by an Order of the Minister of Municipal Affairs and Housing in late March due to the COVID-19 Pandemic. In the summer the Provincial Government indicated the municipalities requiring by-elections should plan to move them forward. Several less populous municipalities conducted by-elections over the following months. Then, Burnaby and Victoria were the most populous municipalities requiring by-elections. Burnaby has yet to conduct a by-election for two Council vacancies and will likely hold it in late spring 2021.

The by-election was conducted on December 12, 2020. There were eight advance voting opportunities, six voting locations on General Voting Day, and all eligible voters could choose to vote by mail. Voter turnout was 17.4% and 12,323 voters cast a ballot.

This by-election required extraordinary measures to protect public health and safety due to a provincial state of emergency and provincial orders imposing restrictions on most public events and gatherings. The City worked with the Ministry of Municipal Affairs and Housing to implement

changes to provincial and local rules to conduct voting in an appropriate manner. This included unprecedented and significant changes to voting in person and voting by mail.

On November 5, 2020, Council approved Ministerial Order 405/2020, attached as Attachment A, from the Minister of Municipal Affairs and Housing which changed local election rules allowing anyone to vote by mail in addition to other matters. The Local Government Act requires the candidate nomination process to be concluded before ballots can be ordered, printed, packaged, and delivered to voters as the names of the candidates are required to be printed on the ballots. Due to these limitations, the first vote by mail packages were sent on November 23. Further, due to mail delivery schedules, the City did not send packages after December 4 and advised eligible voters not to return their packages by mail after this date. Instead, eligible voters could pick up and drop off their vote by mail packages. 1030 mailed ballots were returned late that could not be counted because the Local Government Act requires that ballots be received by the close of voting on general voting day.

A safety consultant was engaged to create safety plans at each voting location. This made it possible for voters to safely and securely vote in person and for the City to comply with public health requirements. Voting in person was mostly unchanged except for those adjustments enabling physical distancing and reducing points of contact. This was important as each voting location was busy during advance voting opportunities and on General Voting Day. The use of two voting machines at each location expedited voting and supported health and safety of voters and staff.

Some challenges were lack of a comprehensive plan before appointing a Chief Election Officer which required trade-offs to administer the by-election on time; securing staff and adequate and additional voting locations; and developing and implementing a mail ballot process without changing the provincial legislated election timeline and requirements. Public feedback related to lack of mailed voter cards, the number and distribution of voting places, and time to return completed ballots by mail.

Despite the challenges of administering a by-election during the Covid-19 pandemic, some approaches that were beneficial were: proactive communication and coordination with the Ministry of Municipal Affairs and Elections BC; ensuring safe and secure ways to vote in person and by mail; additional voting machines at each voting location; and developing a policy and process to administer an unprecedented volume of mailed ballots.

While the Covid-19 pandemic impacted this by-election in unprecedented ways, lessons learned will be considered in future elections and by-elections. Election administration is complex under normal circumstances and amplified during the Covid-19 pandemic. Recommendations include:

- creating a standardized approach to by-elections that includes:
 - at least two voting locations for advanced voting opportunities;
 - at least two voting machines at each location;
 - increase the number of general voting day locations
 - mailing voter cards as a standard practice for by-elections.

Opportunities for further improvement will be assessed as part of the standard practice, along with any other suggestions in preparation for the next election.

PURPOSE

The purpose of this report is to review the 2020 by-election, present lessons learned and recommendations, and to provide Council with the opportunity to bring forward any issues.

BACKGROUND

The Province cancelled the by-election scheduled for April 4, 2020 upon the advice of the Medical Health Officer due to the Covid-19 pandemic. In the months to follow, staff worked with the Ministry of Municipal Affairs and other local governments to develop best practices about conducting a by-election in accordance with emerging provincial health restrictions. The Ministry of Municipal Affairs developed guidelines about how to appropriately conduct a by-election in this environment in July 2020 and began advising municipalities with vacant Council seats to hold by-elections as soon as practicable.

On October 1, 2020, Council received a report, attached as Attachment B confirming the technical feasibility of holding a by-election on December 12, 2020 and passed the following motion:

That Council:

1. *Appoint Chris Coates as Chief Election Officer.*
2. *Appoint Sonia Santarossa, Christine Havelka and Monika Fedyczkowska as Deputy Chief Election Officers.*
3. *Authorize the Chief Election Officer to send a formal request to the Ministry of Municipal Affairs for a Ministerial Order to facilitate a by-election during the pandemic including legislative changes to respond to enhanced mail ballot voting, reduced touch points and other pandemic related matters that may be required.*
4. *Approve a budget addition of up to \$350,000 from the Financial Stability Reserve for the by-election.*

Public health and safety concerns significantly impacted the typical local election processes and legislated requirements. In order to appropriately conduct a by-election on December 12, the Chief Election Officer (CEO) sent a request for a Minister's Order to seek exemptions from and modifications to provisions of both the Local Government Act and the City's Election Procedures Bylaw in an expeditious manner. The CEO requested the Minister's Order on October 9, 2020. Ministerial Order 405/2020 was published on October 29, 2020. The Order is attached as Attachment A. In order to implement the Order, the Ministry required that Council approve it by resolution, which occurred on November 5, 2020.

General voting was held on December 12, 2020 at six locations. Advancing voting opportunities were held December 1-5 and December 7-9 at Crystal Garden. There were two voting machines at each voting location, an accessible voting machine at Crystal Garden, and curbside voting at each voting location. In addition to this, the City offered vote by mail to all voters.

There are 70,812 eligible voters in Victoria. 12,323 eligible voters voted in this by-election. This is voter turnout of 17.4%. 1030 mailed ballots were returned after the close of voting day on December 12, 2020 and could not be counted in the election results given the legislated requirements of the Local Government Act that stipulates that ballots must be received by the close of voting on general voting day. The table provides a breakdown of the number of ballots cast at each voting location.

Voting Location	Votes Cast	% Turnout
Advanced voting at Crystal Garden	3,387	4.78%
Mail ballots	2,285	3.23%
Crystal Garden	879	1.24%

Davinci Centre	1,057	1.49%
James Bay School	963	1.36%
Oakland School	1,311	1.85%
Sir James Douglas School	1,730	2.44%
Vic High at SJ Willis	711	1.00%
Total:	12,323	17.40%

The last by-election was held on November 20, 2010 to fill one Council vacancy. At the same time, voters were asked to vote in a referendum on borrowing for the Johnson Street Bridge project. The combined by-election and referendum likely resulted in higher than average voter turnout for a by-election at 25.95%.

ISSUES & ANALYSIS

COVID-19 Pandemic

The by-election was impacted by new provincial health restrictions. The Public Health Officer issued province-wide restrictions on November 19, December 4, and December 9 related to public events and gatherings in response to an increase in Covid-19 infections. While these restrictions were clarified to not apply to federal, provincial, and municipal elections, staff were monitoring the evolution of these provincial directions for potential changes to the local election process and eligible voters may have adapted voting behaviour in response to these restrictions. Safety Plans considered these factors.

Challenges of Planning a By-Election

Local governments must follow a legislated local election process under the Local Government Act when conducting general local elections and by-elections.

In addition to the legislated local election process, a fundamental consideration was how to ensure ways for voters to vote both safely and securely by voting in person and voting by mail during a pandemic.

Temporary legislative changes to provincial and local elections rules were considered necessary to administer a by-election on December 12, 2020. Staff worked proactively with Ministry staff to request a Minister's Order to make exemptions and modifications to the processes that changed voting in person and voting by mail. Once appointed, the CEO sent a formal request on October 9, 2020. Despite working on an urgent basis, the Order was published two weeks after the formal request. Council approved the Order on November 5, as required by the Province, which then enabled staff to implement temporary legislative changes.

In October, staff presented a feasibility report, attached as Attachment B, identifying multiple dates for a potential by-election. This analysis combined milestones in the local election process and confirmation from the Ministry that the Order would be issued. This analysis indicated that the earliest potential date for a by-election was December 12. While a by-election on December 12 was technically feasible, limited planning time required trade-offs and for staff to focus almost exclusively on providing safe and secure options to vote.

The Local Government Act sets a date for general local elections. They are held on the third Saturday of October every four years. Unlike general local elections, by-elections must occur when there is a vacancy on Council. Once there is a vacancy, the Province requires the City to conduct a by-election as soon as practicable. Staff then bring a report to Council with potential by-election dates. Once a CEO is appointed by Council, a by-election must be held no later than in 80 days. While a by-election on December 12 was technically feasible, trade-offs were necessary to make it

possible to undertake the by-election process by adopting temporary changes to the standard local election process and additional considerations due to the pandemic. Staff recommend developing a standardized process to guide the selection of by-election dates and minimum requirements for by-elections in order to ensure consistency and voter satisfaction with future by-elections. This will help staff plan a by-election in advance of the legislated local election process.

Two additional staff were retained for the by-election. One administrative and one Deputy Chief Election Officer. Despite this, the planning window was sufficiently tight such that Legislative Services staff members were re-directed from their usual duties. This was especially challenging given that additional Council meetings held in connection with the 2021 financial planning process. Current workloads need to be carefully analysed in relation to a by-election and additional staff is required for by-elections going forward.

Staff recommend that:

- 1) at least one month of planning occur before appointing a Chief Election Officer.**
- 2) at least one additional senior staff and one additional administrative staff be retained.**

Voting Opportunities

Voting Locations on December 12

There were six voting locations that were selected due to geographic location, availability and ability to accommodate larger numbers of voters in consideration of public health and safety requirements for other public events and gatherings. Safety plans were developed for and implemented at each voting location.

Additional voting machines were beneficial. Each voting location had two voting machines to increase the speed with which voting could take place. Following the 2018 general local elections, Council directed staff to increase to two voting machines for each location based on recommendations from the Lessons Learned Report. This significantly reduced the amount of time that each voter spent at a voting location. There were line-ups at busier locations on general voting day but the time spent in line-ups was significantly less than in 2018. Additional voting locations in strategic geographical areas during a by-election would help to further reduce line-ups.

An accessible voting machine was available at Crystal Garden during advance voting opportunities and on general voting day. This was the first time that the City offered an accessible voting machine. One voter used the accessible voting machine. There was a technological issue in relation to a barrier for the visually impaired and staff have shared this feedback with technology provider.

Staffing was a challenge on general voting day. In addition to standard reasons for absences, staff were directed to stay at home if they were experiencing any flu-like symptoms. Standby staff were available to fill in and were fully utilized and despite that staff were also moved from less busy to more busy voting locations as needed throughout general voting day.

There was also some confusion for voters about voting place locations, in particular, Crystal Garden was confused with Crystal Pool. Voting locations typically do not change from one election to another. Some of the voting locations in previous general local elections were not selected as they were not as well suited to voting during a pandemic and to meet public health and safety guidelines. In the case of Vic High in Fernwood, the facility was under renovation and not available. As a result new voting locations were selected in some instances due to their size which enabled more voters to wait inside at a voting location while maintaining physical distancing. Staff worked to widely communicate information about voting locations this by-election voters.

A map of the voting location used is attached as Attachment C.

Staff recommend that:

- a) there are at least 8 general voting day locations for a by-election that are geographically distributed throughout the city.**
- b) each voting location to have two voting machines**
- c) one accessible voting machine be available during advance and general voting in a central location**

Advance Voting Opportunities – 27% of total votes

The Local Government Act mandates at least two advance voting opportunities. The Chief Election Officer has discretion to establish additional advance voting polls. Eight advance voting opportunities were held at Crystal Garden. In the 2018 election 5 advance voting opportunities were held at City Hall. The Crystal Garden was chosen due to its size, it was not in use due to the pandemic, and could be set up once for the duration of voting. Feedback received and voting patterns analyzed, suggest that an additional advance voting location may be helpful in providing easier access to advance voting in the future. Increasing advance voting opportunities is an evolving best practice.

Staff recommend a minimum of two advance voting locations over a minimum of five days for by-elections.

Vote by Mail – 18.5% of total votes

The Local Government Act enables municipalities to offer vote by mail under prescribed circumstances. Eligible voters may vote by mail if they are unable to attend in person at a voting place due to a physical disability, illness or injury, or are absent from the municipality on General Voting Day and at the times of all advance voting opportunities. The Order enabled the City to offer vote by mail to all eligible voters due to the Covid-19 pandemic.

In addition, the Order significantly changed vote by mail administration to enable staff to administer a higher volume of mailed ballots. Under the Order, staff could process returned mail ballots earlier despite provisions under the Elections Procedures Bylaw. This advance work enabled staff to obtain election results by 9:30 p.m. on general voting day. The Local Government Act requires a final declaration of election results four days after the close of voting on general voting day.

Other changes to the vote by mail process enabled staff to process a higher volume of mailed ballots, including: an online request portal for mail ballots, opening the request portal in advance of availability of ballots and advertising this to voters, processing ballots earlier than usual, and providing return postage for mail in Canada to reduce barriers for voting by mail.

Despite significant changes to vote by mail administration, there was insufficient time during the by-election process to send and receive many ballots by mail. This was a concern from the outset due to the increased opportunities for people to vote by mail. The local elections process legislated under the Local Government Act restricts when ballots can be sent to voters. Two requirements under the Local Government Act limit the time period for sending and receiving mail ballots. First, the challenge period for candidate nominations must end and ballots must be printed with names of candidates. Second, mailed ballots received after 8:00 p.m. on December 12 could not be counted in the election results. This concerned some voters who were able to send mailed ballots in the provincial election on October 24 after the general voting day but not able to do so for the local general election.

Engagement materials and staff communication advised voters to pick up or return ballots in person at City Hall or at voting locations after December 4 to prevent late mailed ballots; despite this, 1030 ballots were returned by mail in the week following the by-election.

Staff learned from Elections BC that there was a similar experience with their vote by mail process for the Provincial Election on October 24, 2020. 724,279 voters requested vote-by-mail packages in the Provincial Election. 596,287 voters returned their package by the close of voting, representing a return rate of 82.3%. This figure is still being determined, and will be reported on in the Chief Electoral Officer's report for the election (to be published in 2021).

In 2014 Council passed a motion to request the Province amend legislation to establish an earlier nomination period that would enable mail ballots to be made available earlier. The Province did not and has not made any changes to provide more time for votes by mail for a local election process.

The City offered vote by mail to care facility residents with over 50 residents instead of administering special voting opportunities. Due to strict public health and safety measures in place at residential care facilities, staff could not attend these facilities as is the normal practice.

As noted, the legislation does not permit voting by mail as a general opportunity only under the limited circumstances noted above. Under the current legislative requirements staff suggest that vote by mail for anyone is not an appropriate way in which to conduct voting under normal conditions without changes to the submission deadlines.

Staff recommend providing postage-paid return envelopes for requested vote by mail packages to eliminate barrier to voting using this method.

Voter Turnout

The City makes an ongoing effort to inform the public about voting opportunities with a view to increasing voter turnout. In 2018, voter turnout for the local general election was 43.5%. This was the highest turnout in the Province of any municipality with over 15,000 eligible voters. By-elections typically have lower voter turnout. The last Victoria by-election was in 2010 for one Council vacancy and included a referendum regarding borrowing for the Johnson Street Bridge. The voter turnout was 25.95%. Voter participation may have been higher than usual due to the borrowing referendum. By-elections in Vancouver and Saanich in 2017 had a voter turnout of 10.99% and 11.4% respectively. The Victoria by-election in 2020 had a voter turnout of approximately 17.4%. If this calculation included late mailed ballots, voter turnout could have been 18.9%. While there is room for improvement to increase voter turnout at future by-elections, the voter turnout at the last by-election was higher than for comparable by-elections.

Advertising and Engagement

The Province establishes mandatory advertising requirements in the Local Government Act. In addition to those, staff undertakes many additional engagement activities including:

- Maintaining an on-line registry of all candidate forums
- An on-line portal of candidate profiles and general election information
- Distributing voter cards by mail to all people on the list of electors
- Social media updates
- News releases

For this by-election, staff undertook mandated and the noted special engagement activities to inform voters about when and how to vote, and special measures taken to promote public health and safety.

The City did not send voter cards in advance of this by-election. In the cancelled April 4 by-election process, the city used Canada Post bulk mail distribution for election information. This was somewhat problematic as people in neighbouring municipalities were receiving the materials in addition to city addresses. There were concerns expressed by voters about not receiving the voting cards that they have become accustomed to. This is a labour and cost intensive exercise and the challenges around timing for planning and implementing the by-election made it impractical to undertake this.

Staff recommend that future by-elections include the distribution of election information materials to households using the voter card system and all other engagement activities.

OPTIONS AND IMPACTS

Option 1 – Develop a standardized by-election process and minimum requirements (Recommended)

This option would establish the following requirements

1. One month of planning before appointing a Chief Election Officer
2. Hire one additional senior staff and one additional administrative staff
3. Establish at least 8 general voting day locations that are geographically distributed throughout the city
4. At least two advance voting locations
5. At least five advance voting days
6. Each voting location to have two voting machines
7. One accessible voting machine to be available during advance and general voting in a central location
8. Provide return postage-paid envelopes for requested vote by mail packages
9. Distribute election information materials to households using a voter card system and other standard engagement activities

This option would result in a set of guidelines to support the selection of by-election dates and minimum requirements for by-elections. This will help staff plan a by-election in advance of the local election process legislated in the Local Government Act. It would also improve consistency voter satisfaction with future by-elections.

Option 2 – Continue planning by-election processes on a case by case basis

This option would be the continuation of the practice currently which is that there is no baseline established and decisions would be made at the time.

Accessibility Impact Statement

Legislative provisions permit assistance to voters who may have difficulty voting without assistance or entering the voting place. An Accessible voting machine was available at Crystal Garden at each advanced voting opportunities and on general voting day. One ballot was cast in this machine. Curbside voting was available at all voting locations. In addition, expanded vote by mail was available to all eligible voters so that voting could occur without attending a voting location. The City also provided postage for any mail to be returned in Canada so that voters would not be negatively

impacted by the requirement to pay for postage. Staff are recommending to continue offering an accessible voting machine and to provide postage-paid return envelopes for requested vote by mail packages.

Impacts on Financial Plan

The budget for the April 4 by-election was approved at \$170,000. The budgeted amount may have not been sufficient if the by-election proceeded to its conclusion. \$90,000 was spent up until the cancellation of the April 4 by-election. Some costs were transferable to the -by-election on December 12.

Council approved adding an additional \$350,000 to the budget to cover additional costs for a by-election on December 12. Overall costs were not yet fully assessed so the budget request was intended to be flexible. Additional staffing and supplies were necessary given the additional public health and safety measures taken in response to the Covid-19 pandemic. These costs were reduced by the generous loan of plexiglass for all voting locations from Elections BC.

The total cost attributable to both the cancelled April 4 by-election and the December 12 by-election was \$300,000.

The costs more directly associated with the December 12 by-election were \$265,000.

CONCLUSIONS

The by-election on December 12, 2020 faced unprecedented challenges due to the Covid-19 pandemic including planning and implementing it before the pandemic, having it cancelled by the Minister of Municipal Affairs and Housing, and re-starting it during the pandemic. Extraordinary measures were necessary to appropriately conduct a by-election in this environment and ensure public health and safety and to encourage voter participation. The lessons learned about the timing and provincially legislated timelines are most helpful to consider for future election and by-election administration. Developing a standard approach for a by-election will assist in the future to help staff prepare for voting in a more informed manner.

Respectfully submitted,

Monika Fedyczkowska
Legislation and Policy Analyst

Chris Coates
City Clerk

Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager.

List of Attachments:

Attachment A – Ministerial Order 405/2020

Attachment B – October 1 Election Feasibility Report

Attachment C – Map of Voting Locations

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF
MUNICIPAL AFFAIRS AND HOUSING

Local Government Act

Ministerial Order No. M405

WHEREAS pursuant to section 167 of the Local Government Act (the “Act”), if the minister considers that special circumstances exist regarding an election, the minister may make any order the minister considers appropriate to achieve the purposes of Part 3 [Electors and Elections] of the Act;

AND WHEREAS on March 11, 2020 the World Health Organization declared the spread of the coronavirus communicable disease (“COVID-19”) to be a pandemic;

AND WHEREAS on March 18, 2020 the Minister of Public Safety and Solicitor General declared that a state of emergency exists throughout the whole of the Province of British Columbia;

AND WHEREAS on March 18, 2020 the Minister of Municipal Affairs and Housing issued Ministerial Order No. M074 to rescind the appointment of the Chief Election Officers and cancel the by-election in the City of Victoria;

AND WHEREAS numerous regional districts and municipalities, including the City of Victoria, have pending by-elections that have been delayed due to public health concerns relating to COVID-19;

AND WHEREAS the nature of by-elections requires in-person interactions that can increase the transmission risks of COVID-19 and put electors and election officials at increased levels of risk;

AND WHEREAS mail ballot voting reduces in-person interactions and the City of Victoria anticipates that a significant number of electors will vote by mail ballot;

AND WHEREAS local governments are required to move forward with by-elections, as soon as practicable, after a vacancy occurs and to serve the democratic interests of their communities;

October 29, 2020
Date


Kaye Krishna, Deputy Minister on behalf of Minister,
Municipal Affairs and Housing

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Local Government Act, section 167

Other: Local Government Act, sections 54, 105, 106, 107, 109, 110, 125

AND WHEREAS on December 12, 2020 there is to be a by-election to fill a vacancy in an elected local government office for the City of Victoria in accordance with section 54 of the Act (“the City of Victoria by-election”);

AND WHEREAS, I believe that the COVID-19 pandemic constitutes a ‘special circumstance’ for the purposes of s.167 of the Act, and that in order to achieve the purposes of Part 3 [Electors and Elections] of the Act, it is appropriate for me to make the following order;

NOW THEREFORE I HEREBY ORDER, pursuant to section 167 of the Act, that:

- 1) As an exception to section 110 of the Act, and despite paragraphs 14, 15, 16 and 17 of the “City of Victoria Election Procedure Bylaw No. 02-013” as amended, or an applicable provision of any other bylaw, Council may, for mail ballot voting in the City of Victoria by-election:
 - a. permit voting by all eligible electors under the Act to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting;
 - b. permit a secrecy sleeve to be used instead of a secrecy envelope in accordance with this Order and if a secrecy sleeve is permitted any requirement under the Act and the “City of Victoria Election Procedure Bylaw No. 02-13”, as amended, pertaining to a secrecy envelope must be read as pertaining to a secrecy sleeve for the purposes of this Order;
 - c. permit the City of Victoria’s Chief Election Officer to establish time limits in relation to voting by mail ballot at their sole discretion; and
 - d. permit the City of Victoria’s Chief Election Officer to establish procedures for voting, processing and securing mail ballots at their sole discretion including, but not limited to, establishing times for opening certification envelopes, placing mail ballots in the vote tabulating machine, and securing the memory card of the vote tabulating machine.
- 2) Despite paragraphs 11 (1), (3)(a)(ii) and (b), and (4) (c) of the “City of Victoria Election Procedure Bylaw No. 02-013” as amended, or an applicable provision of any other bylaw, Council may, for the City of Victoria by-election, permit advance voting opportunities under sections 106 and 107 of the Act and general voting under sections 105 and 106 to be conducted without a secrecy sleeve.
- 3) As an exception to section 125 (1) (b) and (c) of the Act, and despite paragraph 11 (3) (ii) of the “City of Victoria Election Procedure Bylaw No. 02-013” as amended, or an applicable provision of any other bylaw, Council may, for the City of Victoria by-election, permit the elector, as directed by the election official responsible, to make an oral declaration that the elector is entitled to vote in the by-election when obtaining a ballot for voting, in which case the election official responsible must make a record that the elector made an oral declaration.
- 4) As an exception to section 109 (1) of the Act, and despite paragraph 9 (1) of the “City of Victoria Election Procedure Bylaw No. 02-013” as amended, or an applicable provision of any other bylaw, Council may, for the City of Victoria by-election, permit the City of Victoria’s Chief Election Officer to establish special voting opportunities or to determine that no special voting opportunities will be held at their sole discretion.



Committee of the Whole Report For the Meeting of October 1, 2020

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: By-election Report Back

Date: September 28, 2020

RECOMMENDATION

That Council:

1. Appoint Chris Coates as Chief Election Officer.
2. Appoint Sonia Santarossa, Christine Havelka and Monika Fedyczkowska as Deputy Chief Election Officers.
3. Authorize the Chief Election Officer to send a formal request to the Ministry of Municipal Affairs for a Ministerial Order to facilitate a by-election during the pandemic including legislative changes to respond to enhanced mail ballot voting, reduced touch points and other pandemic related matters that may be required.
4. Approve a budget addition of up to \$350,000 from the Financial Stability Reserve for the by-election.
5. Forward the by-election motions to the October 1, daytime Council meeting for ratification.

EXECUTIVE SUMMARY

The purpose of this report is to provide further information as directed by Council on September 17, 2020 in relation to a motion for staff to work towards the re-start of a by election on December 12, 2020 to fill the vacant position on Council. At the September 17th meeting, planning had not been completed to a point where staff could confirm that a by-election in December could be successfully undertaken with the additional impacts of doing so during a pandemic.

Since that council direction, staff in Legislative Services focused on evaluating the feasibility of administering a by-election on December 12, 2020, and concluded that it is technically possible to deliver the by-election without negative process impacts. With the appropriate safety precautions, staffing, legislative changes and budget, it is possible to address public health concerns related to voting. Instrumental to that will be adapting typical voting procedures at voting locations and expanding mail ballot voting to ensure that voters who are not comfortable attending in person have another option. Safety and operational plans will provide safeguards for in-person voting for electors and election workers.

A provincial election has been scheduled for October 24, 2020. The regulations for provincial elections are significantly different from those that govern local government elections. A Provincial election can occur within a 32-day period, whereas a local government election process takes approximately 70 days to adhere to the provincially legislated requirements under the Local Government Act. The City cannot deviate from those prescribed timelines, therefore the timing for a by-election is significantly longer.

A provincial election adds complexity around receiving a Ministerial Order to expand mail ballot voting and adapt the City's Election Procedures Bylaw established processes accordingly. Staff are actively seeking clarity with Ministry staff, and hope to have more information by October 1st when Council considers this report.

If Council makes the appointment of elections officials recommended in this report, general voting day would be December 12, 2020.

PURPOSE

The purpose of this report is to report back to Council with information regarding the potential to conduct a by-election on December 12, 2020 during the COVID-19 pandemic.

BACKGROUND

The Minister of Municipal Affairs cancelled the by-election scheduled for April 4, 2020 by way of a Ministerial Order dated March 18, 2020. The report to the September 17, 2020 Committee of the Whole meeting, attached as Appendix A, outlines the chronology of events since the by-election was cancelled and provided an update on re-starting the process.

After receiving the report, Council made the following motion:

1. *That Council direct staff to report back with a budget request and process for conducting a by-election during the pandemic once the planning has occurred.*
2. *That Council request the Minister of Municipal Affairs and Housing for a Ministerial Order to expand Mail Ballot Voting opportunities for anyone interested in using that option.*
3. *That Council request that Elections BC share any information with respect to safety plans for particular voting locations, plexiglass dividers and any other relevant or available infrastructure that will assist the City of Victoria in carrying out a byelection.*
4. *Direct staff to work towards a December 12th election date subject to advice from the Provincial Public Health Officer and/or sufficient information and safety plans to ensure participation and public safety.*
5. *That Council direct staff to engage with Elections BC and report back on the possibility of holding the by-election concurrently with a potential Provincial election including opportunities for safety improvements, cost savings, and expediting the City of Victoria's by-election timeline.*

ISSUES & ANALYSIS

Staff in Legislative Services examined many planning and resourcing issues over the past ten days to inform this report and the recommendations.

Staffing

Early indications are that voting place staffing in place for the April 4th by-election is substantively available for December 12th and during the advance voting days. Additional staffing will be required to administer adapted voting systems and practices resulting from the pandemic. An externally sourced Deputy Chief Election Officer is again required, in particular due to the additional pandemic related actions and requirements. Staff from Legislative Services, Facilities, and IT play prominent roles in facilitating a by-election. Regular work in these departments will be impacted as staff will be redirected to conducting the by-election. .

Voting Locations and Headquarters

Staff confirmed that external voting locations selected for the April 4th by-election are available. In addition to these voting locations, staff are seeking additional and significantly larger venues to accommodate larger indoor gatherings given the likelihood of inclement weather in December. This work is ongoing.

City Hall will be the Headquarters as well as a voting location for 8 advance voting opportunities and on general voting day. Current plans for HVAC replacement in City Hall in December will need to be delayed as staff relocation during administration of a by-election would not be feasible.

Safety Plans

Staff are moving forward to develop safety plans for each location as required under Work Safe BC regulations. While these plans will be informed by other similar plans, Work Safe BC requires the City to have its own plan for each venue.

Public Health Information

Since the Province cancelled the April 4th by-election, staff have relied on direction from Public Health Officials regarding the optimal times for conducting a by-election to ensure that public safety during voting is a priority.

Staff will meet with Public Health Officials on September 30th seeking information on planning windows for a by-election. It is expected that Public Health Officials will provide advice on conducting voting during a pandemic but are not likely to recommend a specific time period. Staff will report verbally on this meeting during the discussion of this report.

Legislative Changes due to Pandemic.

The Province is responsible for the local elections legislative framework that local governments are required to follow under the *Local Government Act* and the *Local Elections Campaign Financing Act* when conducting general local elections and by-elections.

The City's *Election Procedure Bylaw*, attached as Appendix B, sets additional requirements for general local elections and by-elections. The Bylaw sets out requirements for general voting days,

advance voting opportunities, and special voting opportunities, in addition to use of automated voting, voting procedures, and mail ballots.

Given the unusual circumstances created by the pandemic, the Bylaw does not currently contemplate measures required to deliver a physically distant election with a high volume of mail ballot requests. Changes are needed to reduce touch points, increase hours at voting locations in order to prevent crowds, and mail ballot voting in order to enable staff to deliver a high volume of ballots in a timely way, increase mail ballots that are returned complete and on time, and reduce mail ballot supply costs. Specific Bylaw sections that would be impacted by these changes are noted below.

As the statutory timeline no longer permits the City to make amendments to the Bylaw that would be effective for a by-election on December 12th, Legislative Services staff are working with the Ministry of Municipal Affairs to bring forward a Minister's Order. Once appointed, the CEO would send a formal request to the Ministry for a Minister's Order that overrides sections of the Bylaw. In addition, the Ministry may advise with respect to sections to be included in the Minister's Order and provide exemptions to *Local Government Act* requirements.

The Bylaw sections included in the formal request will include:

- Section 3(2) – number of qualified nominators
- Section 9(3) – voting hours and special voting locations
- Section 11, 12(2), 13(2) – automated voting procedures
- Section 14, 15, 16, 17, and 18 – mail ballot voting administration

Elections BC

Elections BC's role in a local election process is limited to campaign financing. The Province had not yet called a provincial election when Council directed staff on September 17th to discuss with BC Elections the possibility of a joint election. Following the announcement on September 21st of the upcoming provincial election on October 24th, staff decided not to discuss a joint election with Elections BC because the *Local Government Act* establishes a significantly longer period for the start to finish of the local election process compared to the 32 day minimum for the upcoming provincial election.

Staff have reached out to initiate information sharing and conversations about joint efforts and assistance and expect those conversations to occur over the coming days although not in the immediate term.

Budget

The original by-election budget was \$170,000. Approximately \$90,000 was spent up to the point where the by-election was cancelled by the Ministerial Order.

At this time, planning remains at a higher level such that precise costs are not yet known at this time. The pandemic will result in extra costs in the following areas:

- Safety Plans and associated implementation costs
- Additional staffing
- Additional voting machines
- Additional voting venues
- Personal protective equipment
- Sanitation supplies

In addition to the \$80,000 remaining from the existing budget and at this time, staff are advising that up to an additional \$350,000 may be required to conduct voting under these conditions. These costs will be refined as planning continues to evolve and staff have built a contingency into this to be comfortable that costs estimated will not be exceeded.

Accessibility Impact Statement

Election processes are not yet barrier free. However, Council's direction to employ an accessible voting machine, mail ballot voting, and curbside voting add to the statutory requirement to permit assistance in ballot marking to occur, and provide a way to accommodate different accessibility considerations to enable most interested electors to vote in this by-election.

Council gave direction at the September 17, 2019 Council meeting to

1. Make an accessible voting machine available for the next municipal election or by-election on polling day and that it be located at City Hall or another equally central polling location.
2. Widely publicize these accessibility options well in advance of polling day. This will be undertaken.

In addition, expanded mail ballot voting will provide a new opportunity to request a ballot to anyone who wishes to should the Ministerial Order request be approved.

Impacts to Financial Plan

Up to an additional \$350,000 from the Financial Stability Reserve is required to conduct the by-election.

CONCLUSIONS

A by-election in a larger municipality such as the City of Victoria during Covid-19 is possible on December 12, 2020 but will require additional resources and adapted voting systems and practices that have budgetary and legislative implications in order to safeguard public safety and reduce risk of transmission. The was concern that there may have been some barriers to a by-election, including availability of planned and additional staff and voting locations, ability to adapt voting systems and practices that will be effective on general voting day, budget, and impact on other City projects. In taking the time to review these issues, staff are able to conclude that a by-election on December 12, 2020 can be appropriately undertaken. Staff will continue working with other jurisdictions in order to develop voting systems and practices and share equipment whenever possible in order to conduct a by-election during Covid-19.

Respectfully submitted,



Chris Coates
City Clerk



Susanne Thompson
Deputy City Manager/CFO



Report accepted and recommended by the City Manager:

Date: September 28, 2020

List of Attachments:

Attachment A – September 17, 2020 Committee of the Whole Report

Attachment B – Election Procedures Bylaw

VICTORIA

✓ VOTES

DECEMBER 12, 2020

Find out what you need to know to vote in the City of Victoria's
Municipal By-Election to elect **one Councillor**.

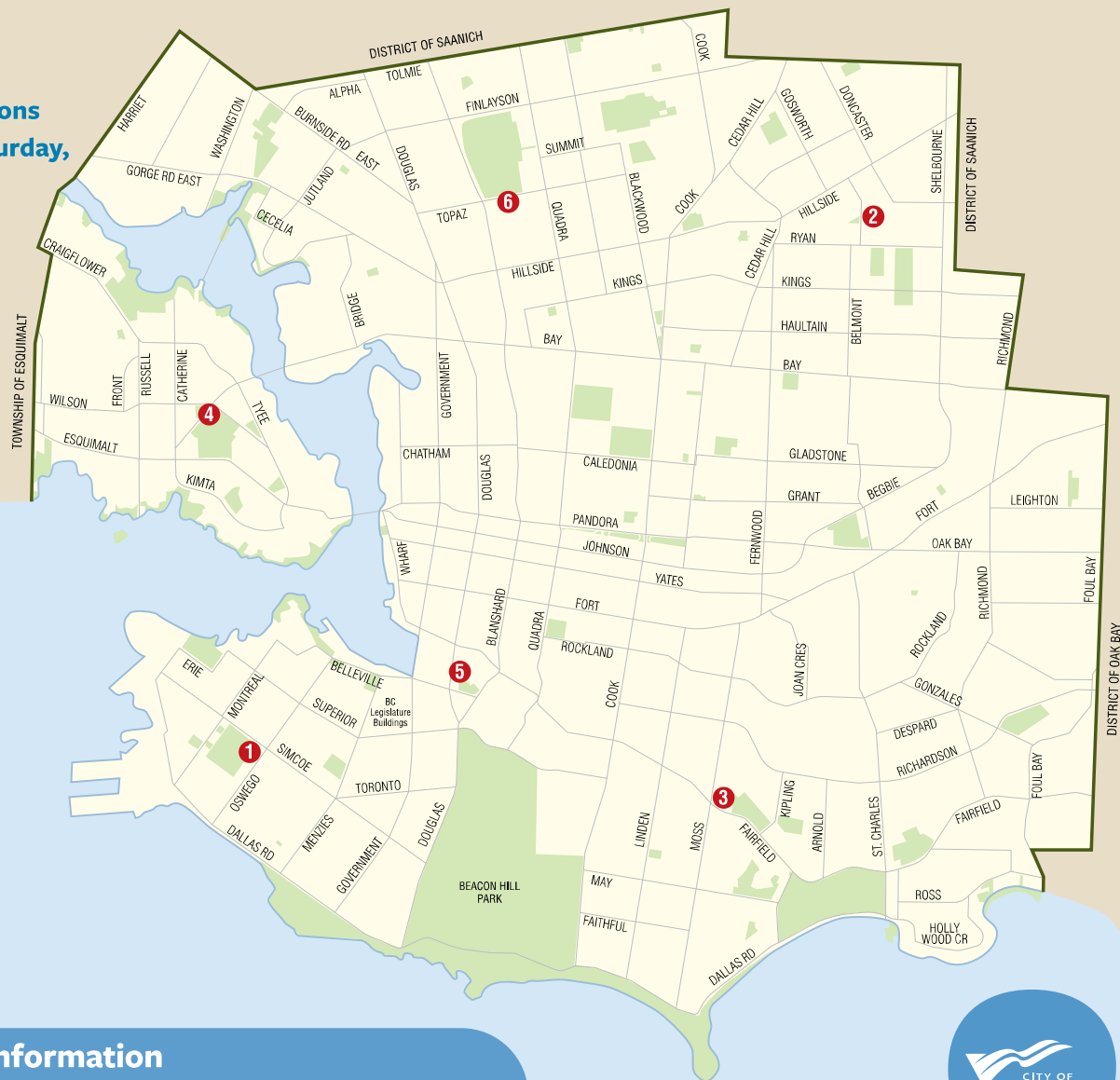


Where Can I Vote?

Eligible voters can vote at
ANY of the following locations
on General Voting Day, Saturday,
December 12,
8 a.m. – 8 p.m.:

- 1 James Bay
Community School
140 Oswego Street
- 2 Oaklands
Elementary School
2827 Belmont Avenue
- 3 Sir James Douglas
Elementary School
401 Moss Street
- 4 Da Vinci Centre
195 Bay Street
- 5 Crystal Garden
713 Douglas Street*
- 6 Victoria High School
at SJ Willis Education Centre
923 Topaz Avenue

*An accessible voting machine will
be available at Crystal Garden on
General Voting Day.



For More Information

victoria.ca/election
elections@victoria.ca | 250.361.0571



2020 By-Election Lesson Learned

Committee of the Whole

February 11, 2021



1

Background

- Vacancy on Council November 4, 2019
- April 4 by-election cancelled by Minister of Municipal Affairs and Housing due to pandemic
- Staff work with Ministry to discuss and develop best practices for appropriately conducting a by-election over the summer months.
- Ministry advises municipalities to resume by-elections
- On October 1, Council appoints Chief Election Officer and sets December 12, 2020 by-election date



2020 By-Election

2

Ministerial Order

- October 9 - Chief Election Officer sends formal request for a Minister's Order
- October 29 – Minister of Municipal Affairs issues Ministerial Order 405/2020
- November 5 – Council approves the Order
- November 9 – City begins implementing new temporary changes to local election rules



2020 By-Election

3

Temporary Changes to Local Election Rules

- The Order changed some local election rules to appropriately conduct by-election during pandemic
- Key changes:
 - All eligible voters can vote by mail
 - Changes to vote by mail administration - earlier processing of ballots
 - Changes to vote in person administration at voting locations – safety plans and procedures



2020 By-Election

4

Consideration/Challenges

- Evolving province-wide restrictions on public events and gathering and previously cancelled by-election
- More work to ensure ability to vote safely and securely during a pandemic
- Less time to plan despite changing rules and new health and safety standards
- Availability of voting locations and staff
- Trade-offs due to higher volume of vote by mail requests within existing tight timelines
- October 24 provincial election created some confusion due to the different process requirements



2020 By-Election

5

Vote by Mail

- All eligible voters could vote by mail
- High volume of vote by mail - 18.5% of total votes
- Developed online administration portal
- Provided telephone support
- Sent 3759 vote by mail packages
- Provided postage to remove barrier
- Counted all mailed ballots by 9:30 pm on December 12
- Due to provincial local election rules, 1030 ballots that arrived late could not be counted in election results



2020 By-Election

6

Voter Turnout

- Voter turnout at by-elections is typically lower
- 2020 by-election voter turn out (17.4%), not including late mailed ballots
- 2010 by-election voter turnout (25.95%) higher than usual due to borrowing referendum
- In 2017 by-elections, Vancouver (10.99%) and Saanich (11.4%)
- City had highest voter turnout at 2018 election (43.5%) of municipalities with <15,000 eligible voters



2020 By-Election

7

Lessons Learned

- Set by-election date no less than 120 days before general voting day
- At least 8 locations on general voting day and 2 locations for advanced voting
- At least 5 advanced voting days
- 2 voting machines at each voting location and 1 accessible voting machine at a central voting location
- At least 1 additional senior and 1 additional administrative staff dedicated to by-election
- Distribute voters cards



2020 By-Election

8

Recommendation

That Council endorse these minimum requirements for conducting a by-election:

1. 1 month of planning before appointing Chief Election Officer
2. Hire an additional senior staff and administrative staff
3. Establish at least 8 general voting day locations that are geographically distributed throughout the city
4. At least 2 advance voting locations
5. At least 5 advance voting days
6. Each voting location to have 2 voting machines
7. 1 accessible voting machine available during advance and general voting in a central location
8. Postage-paid return envelopes for vote by mail packages
9. Distribute election information materials to households using a voter card system and other standard engagement activities.



2020 By-Election



Committee of the Whole Report

For the Meeting of February 18, 2021

To: Committee of the Whole

Date: February 2, 2021

From: Chris Coates, City Clerk

Subject: Appointment to the Capital Regional District Water Commission

RECOMMENDATION

That Council consider the appointment of Councillor Dubow as Director to the Capital Regional District Water Supply Commission.

EXECUTIVE SUMMARY

At the January 21, 2021 Council Meeting, Council approved the appointment of Councillor Dubow to the Capital Regional District Water Supply Commission pending the completion of the required opportunity for the public to advise Council on this appointment. A newspaper ad was placed in the Times Colonist to advise the public that input will be received until February 9, 2021. Attached are the two submissions received in relation to the advertisement. Council may now consider approving this appointment.

Respectfully submitted

Chris Coates
City Clerk

Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager. _____

Attachment A: Submissions received

Christine Havelka

From: Legislative Services email
Subject: FW: Appointment of Councillor Dubow as Director to the Capital Regional District Water Supply Commission

From: Kenneth Mintz
Sent: February 4, 2021 5:22 PM
To: Legislative Services email <LegislativeServices@victoria.ca>
Subject: Appointment of Councillor Dubow as Director to the Capital Regional District Water Supply Commission

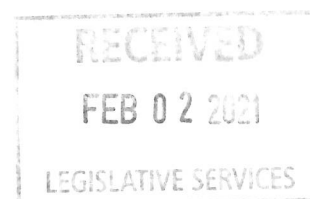
I think that it would be a disgrace for City Council to make this appointment after Councillor Dobow made his extended trip to Africa at the height of the pandemic. Most Victorians have made tough sacrifices, generally staying locally, as per recommendations of Dr. Henry, and not even able to visit loved ones in long-term facilities or in hospitals. Many people lost their jobs and small businesses suffered losses. Front-line workers carried on with their jobs putting themselves at risk of catching COVID-19.

Please appoint another councillor instead!

Kenneth J. Mintz

 Victoria

January 27, 2021



The Deputy City Clerk

City of Victoria

1 Centennial Square, Victoria, BC

Dear Sir or Madam,

I would like to express my opinion in regards to City councils proposed appointment of Councilor Dubow to the CRD Water Supply Commission.

It's difficult for me to understand how council would recommend an individual who has shown such a lack of respect for the health and safety of his fellow citizens. This individual has shown a complete lack of judgement and risked the health of both himself and possibly many others by taking it upon himself to disregard the provincial health regulations to limit travel to only essential travel. Not only did he flaunt the regulations he went to a country that Health Canada has listed as high risk making his decision doubly bad.

It is therefore my view that councilor Dubow's recent decision to travel has demonstrated beyond a doubt that he does not have the ability or the understanding to make sound decisions and especially ones that concern the health and safety of the citizens of the CRD who count on the CRD to provide safe and reliable water to our homes and businesses.

The directors of the CRD waterboard must be of outstanding character to maintain confidence in the delivery of their product. Councilor Dubow does not fit in this group. Please reconsider.

Sincerely,

A handwritten signature in dark ink, appearing to read "Hugh Statham". The signature is fluid and cursive, with a large initial "H" and "S".

Hugh Statham


Victoria, BC



Committee of the Whole Report

For the Meeting of February 18, 2021

To: Committee of the Whole

Date: February 8, 2021

From: Chris Coates, City Clerk

Subject: Temporary Re-location of Council meetings

RECOMMENDATION

That Council authorize the holding of Council and Committee of the Whole Meetings between March 1, 2021 and June 15, 2021 at the Capital Regional District Board Room.

EXECUTIVE SUMMARY

The west wing of City Hall will be closed off to facilitate upgrading to the HVAC system. The project begins March 1, 2021 and is expected to conclude June 15, 2021. This will necessitate moving Council and Committee of the Whole meetings to a different location. The Capital Regional District has graciously consented to permitting these meetings to occur using the CRD board room. The CRD facilities are the best choice to be able provide webcasting services that are integral to maintaining transparency and access for the public during the pandemic.

The webcasting will be slightly different for the viewer as the CRD has a static camera that displays the room as opposed the multi-camera set up in Council Chambers at City Hall that can focus on individual speakers. The CRD is upgrading their internal technology to fully enable switching between the wide-angle room live stream and what is displayed on the screen in the meeting. Webcast viewers will be able to see presentations and motions being considered. The upgrade will also enable the continuation of the live remote participation by the public in public hearings and request to address Council as currently occurs in council chambers. The live stream will be sent to the City's website for access by the public during the meeting. Remote participants through Teams will notice no difference to the meeting functionality.

Section 6 of the Council Procedures Bylaw provides that all meetings of Council will be held in Council Chambers unless there is a Council motion to the contrary. It would be appropriate for Council to authorize the change in meeting location.

Accessibility Impact Statement

Closed captioning which is a standard feature for council's meetings on both the live stream and archived webcasts will not be available on the live stream during the duration of using the CRD boardroom. The City uses a different meeting management software. The archived webcasts will include this functionality as the webcasts will be uploaded into our software and able to be viewed on our website any time after.

Impacts on Financial Plan

The costs associated with the moving of meetings is relatively minor and will be accommodated in the project budget for the HVAC upgrade.

Respectfully submitted,

Chris Coates
City Clerk

Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager.



Committee of the Whole Report For the Meeting of February 18, 2021

To: Committee of the Whole **Date:** February 1, 2021
From: Chris Coates, City Clerk
Subject: United Nations Decade on Ecosystem Restoration

RECOMMENDATION

That the *United Nations Decade on Ecosystem Restoration* Proclamation be forwarded to the February 18, 2021 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *United Nations Decade on Ecosystem Restoration* Proclamation. Council has established a policy addressing Proclamation requests. The policy provides for:

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

A list of 2020 Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

Chris Coates
City Clerk

List of Attachments

- Appendix A: Proclamation "*United Nations Decade on Ecosystem Restoration*"
- Appendix B: List of Previously Approved Proclamations

“UNITED NATIONS DECADE ON ECOSYSTEM RESTORATION”

WHEREAS *the City of Victoria is within Coastal and Straits Salish territory, the traditional territories of the Lekwungen peoples known today as Songhees and Esquimalt Nations and the WSÁNEĆ peoples known today as the WJOLELP (Tsartlip), BOKEĆEN (Pauquachin), WSIKEM (Tseycum), STÁUTW (Tsawout), and MÁLEXEL (Malahat) Nations; and*

WHEREAS *the United Nations declared the Decade on Ecosystem Restoration (2021-2030) and calls upon everyone – from governments to multinational companies to school children – to help revive our damaged ecosystems through active stewardship and engagement; and*

WHEREAS *the City of Victoria’s Climate Leadership Plan, Sustainability Framework, and Sustainability Action Plan recognize the importance of and contributions to environmental stewardship in the community; and*

WHEREAS *the launch of the UN Decade of Ecosystem Restoration will continue to build understanding about the importance of habitats, biodiversity, community connections to nature, and opportunities for environmental caretaking so community members can contribute positive and meaningful action in Victoria; and*

WHEREAS *biodiversity loss continues on a local, regional, and global scale driven by habitat loss and degradation. The coming decade builds on accomplishments and momentum of global restoration efforts to date and will support future actions in the City of Victoria; and*

WHEREAS *ecological restoration is a fundamental and important action that Victoria and its residents take to help heal natural areas and systems so that may be resilient to the impacts of climate change, and contribute to nature-based solutions to climate change; and*

NOW, THEREFORE *I do hereby proclaim 2021 to 2030 as the “UNITED NATIONS DECADE ON ECOSYSTEM RESTORATION” on the HOMELANDS of the Lekwungen speaking SONGHEES AND ESQUIMALT PEOPLE in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

IN WITNESS WHEREOF, *I hereunto set my hand this 25th February, Two Thousand and Twenty-One.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Nancy Shackelford
UVic Restoration of Natural Systems Program and
School of Environmental Studies

Appendix B

Council Meetings	Proclamations
9-Jan-20	Crime Stoppers Month - January 2020
23-Jan-20	International Day of Zero Tolerance for Female Genital Mutilation - February 6, 2020 Eating Disorder Awareness Week - February 1 to 7, 2020
13-Feb-20	Heritage Week 2020 - February 17 to 23, 2020 British Isles Historic Festival Day - February 22, 2020 Chamber of Commerce Week - February 17 to 21, 2020
27-Feb-20	International Women's Day and Week - March 8, 2020 and March 8 to 15, 2020 Tibet Day - March 10, 2020
12-Mar-20	Purple Day - March 26, 2020 World Down Syndrome Day - March 21, 2020 Parkinson's Awareness Month - April 2020
9-Apr-20	Human Values Day - April 24, 2020 Melanoma Awareness Month - May 2020
23-Apr-20	Global Love Day - May 1, 2020 Apraxia Awareness Day - May 14, 2020
14-May-20	National Missing Children's Month and Missing Children's Day - May 2020 and May 25, 2020 Falun Dafa Day - May 13, 2020 Do Something Good For Your Neighbour Day - May 16, 2020
28-May-20	Honouring the National Day of the Republic of Azerbaijan - May 28, 2020 National Accessibility Week - May 31, 2020
11-Jun-20	World Refugee Day - June 20, 2020 International Medical Cannabis Day - June 11, 2020 World Refrigeration Day - June 26, 2020 Longest Day of Smiles - June 20, 2020
18-Jun-20	International Women in Engineering Day - June 23, 2020
25-Jun-20	Pride Week - June 28 to July 5, 2020 Parachute National Injury Prevention Day - Jul 6, 2020
23-Jul-20	World PVNH Disorder Awareness Day - August 7, 2020 Hibashuka Remembrance Week - August 2 to 9, 2020
6-Aug-20	National Polycystic Kidney Disease Awareness Day - September 4, 2020 Mitochondrial Disease Awareness Week – September 13 to 19, 2020 International Overdose Awareness Day – August 31, 2020
3-Sep-20	United Way Month - September 2020 Jaswant Singh Khalra Day - September 6, 2020
1-Oct-20	International Day of Older Persons - October 1, 2020 Wrongful Conviction Day - October 2, 2020 Small Business Month - October 2020 Fire Prevention Week - October 4 – 10, 2020
8-Oct-20	Taoist Tai Chi Arts 50th Anniversary - November 7, 2020 Energy Efficient Day - October 7, 2020
15-Oct-20	Waste Reduction Week - October 19 to 27, 2020 World Pneumonia Day - Pneumolight - November 12, 2020
22-Oct-20	Respiratory Therapy Week - October 25 to 31, 2020
5-Nov-20	Respiratory Therapy Week - October 25 to 31, 2020
12-Nov-20	Rising Economy Week - November 16 - 20, 2020 Day of Awareness for Survivors of Financial Abuse and Economic Injustice - November 26, 2020 Orange Days: End Violence Against Women and Girls - November 25, 2020 to December 10, 2020 World Diabetes Day - November 14, 2020
3-Dec-20	National Day of Remembrance and Action on Violence Against Women - December 6, 2020



Council Member Motion
For the Committee of the Whole Meeting of February 18, 2021

Date: February 11, 2021

From: Councillor Ben Isitt and Councillor Jeremy Loveday

Subject: Stewardship of Urban Waterways

Recommendations:

That Council directs staff to report back in conjunction with the Stormwater Management Plan update on options for enhanced stewardship, restoration and/or daylighting of the following urban waterways:

- a. Rock Bay Creek, running from Fernwood to Rock Bay;
- b. Cecilia Creek, running from the vicinity of Mayfair Mall to the Selkirk Water; and
- c. Ross Bay Creek / Humboldt Creek, connecting the Inner Harbour (Whosaykum) to Ross Bay via the Cook Street Village area.

Respectfully submitted,

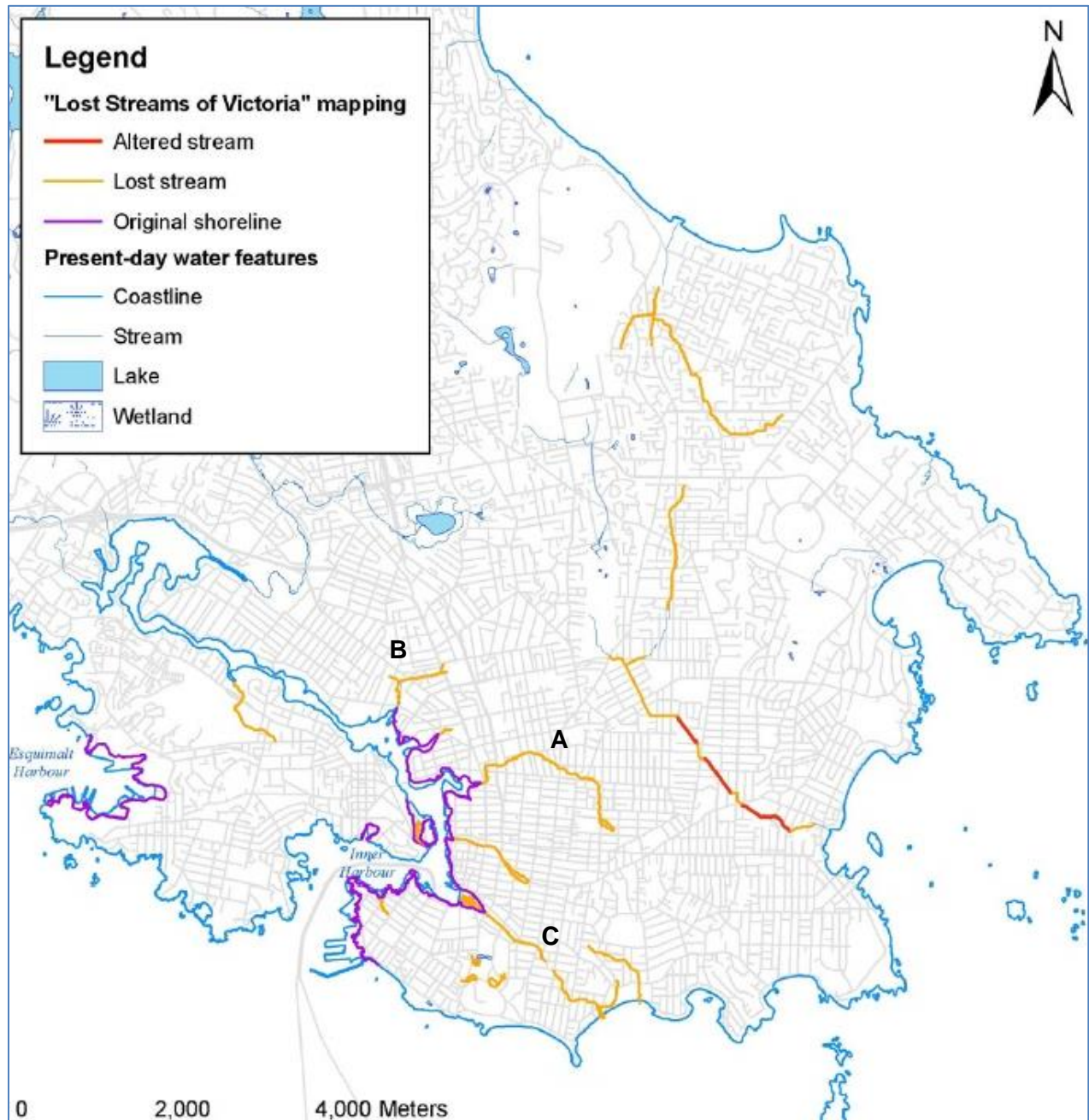
A handwritten signature in blue ink, appearing to read "Ben Isitt".

Councillor Isitt

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

Councillor Loveday

Figure 1. Lost Streams of Victoria



A – Rock Bay Creek

B – Cecilia Creek

C – Ross Bay Creek / Humboldt Creek



Council Member Motion

For the Committee of the Whole Meeting of Feb. 18th, 2021

To: Committee of the Whole

Date: Feb 11th, 2021

From: Councillor Loveday

Subject: Advocacy for a Provincial Circular Economy Strategy

Background:

The following resolution was drafted by the Zero Waste and Circular Economy Working Group of the Climate Caucus and aligns with the City of Victoria's Climate Leadership Plan, the newly adopted Zero Waste Victoria plan, and goals in the Victoria 3.0 economic development plan. Climate Caucus is a non-partisan network of 300+ local elected climate leaders driving system change to transform our communities in ten years. The resolution calls for Council to send a motion to AVICC and UBCM advocating for the Province of BC to develop a provincial Circular Economy strategy.

The provisioning and management of food and goods consumed by BC Communities produces quantities of waste, pollution and carbon emissions that exceed equitable per capita environmental limits. The average British Columbian is consuming materials at a rate 3x what the earth can sustain and Canadians in general are one of the highest per capita generators of waste in the world. Through a "by systems" analysis of GHG emissions, nearly 50% of North American emissions result from the extraction, production, transportation, consumption and disposal of materials for the provisioning of goods and food. As a global community we have exceeded key environmental limits in terms of per capita ghg emissions, land conversion, loss of biodiversity and chemical pollution. With the large amount of materials consumed and disposed of by British Columbians, an increased effort to transition out of our current linear take-make-waste economic system is necessary to do our fair share for the health of the planet.

To date, hundreds of local governments have adopted Zero Waste as the ultimate goal for waste reduction efforts. The concept of the Circular Economy broadens the vision of Zero Waste and establishes a concrete model that couples economic well-being with environmental sustainability. There is a need for a comprehensive provincial circular economy strategy to improve BC's waste reduction efforts and to take advantage of emerging economic opportunities. To date, waste reduction policy, has been focused on "downstream" interventions looking for disposal alternatives to materials such as

composting and recycling collection for selected materials. Critical “upstream” drivers of waste, pollution and GHG’s resulting from the types and origins of products entering into local economies and the infrastructure and services necessary to keep materials in circulation have not been given adequate attention. Currently only 9% of BC’s economy is circular in nature, with too few measures in place to address the other 91% of materials still following the linear take-make-waste path.

A circular economy strategy would provide the vision and framework to adequately prioritize and identify policy initiatives capable of addressing the systems change necessary. These include addressing product design, shortening supply chains and expanding circular material management such as repair, re-use, sharing and remanufacturing capacity. A comprehensive circular economy strategy with benchmarked targets for increasing circularity would provide a clearer road map of what needs to be accomplished, allowing the province to best utilize its powers in supporting local governments in tackling the waste issue and create sustainable jobs.

RECOMMENDATION

That Council endorse the following resolution and submit this resolution for consideration at the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities:

Whereas the provisioning and management of goods and food consumed by BC communities produces excessive and unnecessary quantities of waste, pollution and carbon emissions that threatens environmental health;

And whereas the concept of a Circular Economy provides a vision and framework to design out waste and pollution, keep products and materials in use and regenerate natural systems to help BC communities move towards Zero Waste;

And whereas the province has yet to develop a comprehensive strategy to transition BC’s economy to a circular one;

Therefore, be it resolved that UBCM request that the province of BC develop a provincial Circular Economy strategy.

Respectfully submitted,



Councillor Loveday



Council Member Motion

For the Committee of the Whole Meeting of Feb. 18th, 2021

To: Committee of the Whole

Date: Feb 11th, 2021

From: Councillor Loveday

Subject: Advocacy for Right to Repair Legislation

Background:

The following resolution was drafted by the Zero Waste and Circular Economy Working Group of the Climate Caucus and aligns with the City of Victoria's Climate Leadership Plan and the recently adopted Zero Waste Victoria plan. Climate Caucus is a non-partisan network of 300+ local elected climate leaders driving system change to transform our communities in ten years. The resolution calls for Council to send a motion to AVICC and UBCM advocating for the Province of BC to develop Right to Repair legislation.

Repair is an important aspect of the circular economy concerned with extending the longevity of items and reducing the need to replace items. The circular economy is a key part in addressing climate change. A circular economy also becomes increasingly important as resources become scarce and land degradation persists.

In a May 2019 online survey, 75% of Canadians said they would support 'Right to Repair' legislation (survey conducted by Innovative Research Group for OpenMedia and iFixIt). Additionally, a study done by US PIRG in the States suggests that repair could reduce household spending on electronics and appliances by 22%, the equivalent of 330 USD/year for a family.

Right to repair legislation has been passed in the European Union and introduced in Ontario, Quebec, and 20 states in the United States. In November 2020, the EU adopted the Circular Economy Action Plan, a main block of the European Green Deal. This plan includes additional right to repair legislation for 2021 that will include personal electronics such as computers and handheld devices. On January 1, 2021, France also adopted a Repair Index (Indice de réparabilité) that will require certain products sold in France to include a repairability rating on a scale from 1-10, with 10 indicating a device with the best repairability.

Recommendation

That Council endorse the following resolution and submit this resolution for consideration at the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities:

Whereas the longevity of items is decreasing because manufacturers are deliberately designing products to be disposable;

And whereas citizens and businesses are deterred from repairing their belongings by companies that claim ownership over the intellectual property in their products, fail to provide parts or other aspects that make it hard to repair items;

Therefore be it resolved that UBCM ask the Province of BC to draft and enact Right to Repair legislation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Loveday', written in a cursive style.

Councillor Loveday