



## MINUTES - COMMITTEE OF THE WHOLE

January 14, 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](http://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 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 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 m<sup>2</sup> to 327.00 m<sup>2</sup>.
  - i. Increase the maximum total floor area for liquor retail sales from 241.00 m<sup>2</sup> to 327.00 m<sup>2</sup>.
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**

*Councillor Andrew recused himself at 10:42 a.m. due to non-pecuniary conflict of interest as his partner works for a business in close proximity to the address being considered.*

### **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 which 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**

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

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

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

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

		<p>\$3,000 per building for preliminary engineering services</p> <ul style="list-style-type: none"> <li>○ Tax incentive Program (TIP) - assists the City with technical reviews and recommendations for eligible Residential TIP and Non-Residential TIP projects</li> </ul>
<b>Victoria Heritage Foundation – 1 appointee</b>		
<b>2018 – 2020</b>	<b>2021 - 2022</b>	<b>Roles / Responsibilities / Information</b>
Councillor Potts	Councillor Thornton-Joe	<ul style="list-style-type: none"> <li>• Administers a grant program to assist homeowners with the upkeep and rehabilitation of older homes, on behalf of the City.</li> <li>• Helps support the conservation of the City's heritage houses through house grants, education and public awareness.</li> </ul>
<b>Victoria Parks and Recreation Foundation</b>		
<b>2018 – 2020</b>	<b>2021 - 2022</b>	<b>Roles / Responsibilities / Information</b>
Councillor Thornton-Joe	Councillor Potts	<ul style="list-style-type: none"> <li>• 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;</li> <li>• To receive and solicit donations and bequests of land, money and in kind gifts and services for an endowment fund and/or special projects.</li> <li>• Administer donations and bequests.</li> <li>• Hold title to real property that is dedicated to the public.</li> </ul>
<b>Victoria Regional Transit Commission – Mayor is standing Member (4 years) / Council nominated candidate is appointed to the Commission by the Province (2 years)</b>		
<b>2018 – 2020</b>	<b>2021 - 2022</b>	<b>Roles / Responsibilities / Information</b>

Councill Dubow	Councillor Isitt	<ul style="list-style-type: none"> <li>Many decisions regarding transit services and funding in the Victoria region are made by this Commission.</li> <li>Commission members are appointed by the Lieutenant Governor in Council from persons holding elected office.</li> <li>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.</li> </ul>
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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"> <li>The mandate is to address social and racial profiling in services in Victoria, in particular health and policing.</li> </ul>

### T'Mexw Treaty Advisory Committee

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

## 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

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



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

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

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

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

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

<b>May</b> <b>June</b> <b>July</b> <b>August</b> <b>September</b> <b>October</b> <b>November</b> <b>December</b>	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; <ul style="list-style-type: none"> <li>Has the same powers and duties as the mayor in relation of the applicable matter.</li> </ul>
<b>Councillor Neighbourhood Liaisons</b>		
<b>2018 – 2020</b>	<b>2021 - 2022</b>	<b>Roles / Responsibilities / Information</b>
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 31<sup>st</sup>
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 31<sup>st</sup>
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 31<sup>st</sup>
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 31<sup>st</sup>
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**

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CITY CLERK

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MAYOR