



## REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, June 17, 2021, 9:00 A.M.

6TH FLOOR BOARDROOM, CAPITAL REGIONAL DISTRICT, 625 FISGARD STREET, VICTORIA, B.C.

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

Due to the COVID-19 Pandemic, public attendance at Council Meetings 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.

Pages

### A. APPROVAL OF AGENDA

### B. CONSENT AGENDA

#### Proposals for the Consent Agenda:

- E.1. - 2316 Howard Street - Development Permit with Variances
- F.2. - Options for Processing Kitchen Scraps Originating in Victoria
- F.3. - Proclamation - International Medical Cannabis Day
- H.1. - Council Member Motion: UBCM Resolution: Provincial Support for TRC, MMIWG2S and UNDRIP Recommendations
- H.2. - Council Member Motion: UBCM Resolution: Inclusion of Allied Health Workers, including mental health counselling specialties, and physical/occupational therapists to help communities combat the opioid crisis

### C. READING OF MINUTES

### D. UNFINISHED BUSINESS

### E. LAND USE MATTERS

#### E.1. 2316 Howard Street - Development Permit with Variances

1

##### *Addendum: Presentation*

*A report regarding a Development Variance Permit Application for the property located at 2316 Howard Street to reduce the required motor vehicle parking from one stall to nil, and recommending that it move to an opportunity for public comment.*

### F. STAFF REPORTS

#### \*F.1. T1 Update

25

##### *Addendum: Presentation*

*A report regarding major highlights, accomplishments, and challenges for the period of January 1 – April 30, 2021.*

**\*F.2.      Options for Processing Kitchen Scraps Originating in Victoria      193**

***Addenda: Report and Attachments***

*A report regarding options for processing kitchen scraps originating in Victoria.*

**\*F.3.      Proclamation - International Medical Cannabis Day      219**

***Addendum: New Item***

*A report regarding the proclamation for International Medical Cannabis Day, June 11, 2021.*

**G.      NOTICE OF MOTIONS**

**H.      NEW BUSINESS**

**H.1.      Council Member Motion: UBCM Resolution: Provincial Support for TRC, MMIWG2S and UNDRIP Recommendations      222**

*A Council Member Motion recommending that the City of Victoria endorse the resolution regarding Provincial Support for TRC, MMIWG2S and UNDRIP Recommendations, and forward it for consideration at the 2021 Union of British Columbia Municipalities (UBCM) convention.*

**\*H.2.      Council Member Motion: UBCM Resolution: Inclusion of Allied Health Workers, including mental health counselling specialties, and physical/ occupational therapists to help communities combat the opioid crisis      227**

***Addendum: New Item***

*A Council Member Motion recommending the City of Victoria endorse the resolution regarding the Inclusion of Allied Health Workers, including mental health counselling professionals Inclusion of Allied Health Workers, including mental health counselling specialties, and physical/ occupational therapists to help communities combat the opioid crisis*

**I.      ADJOURNMENT OF COMMITTEE OF THE WHOLE**



## Committee of the Whole Report For the Meeting of June 17, 2021

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**To:** Committee of the Whole **Date:** June 3, 2021

**From:** Karen Hoese, Director, Sustainable Planning and Community Development

**Subject:** Development Variance Permit Application No. 00262 for 2316 Howard Street

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### RECOMMENDATION

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. 00262 for 2316 Howard Street, in accordance with:

1. Plans date stamped April 21, 2021.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
  - i. reduce motor vehicle parking from one stall to nil.
3. The Development Variance 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 2316 Howard Street. The proposal is to reduce the required motor vehicle parking from one stall to nil.

The following points were considered in assessing this application:

- the proposed parking variance is minor in nature and would not significantly impact immediate neighbours or the wider neighbourhood
- an existing driveway crossing would be removed and replaced with a grass boulevard both improving the streetscape and allowing opportunities for on-street parking.

## BACKGROUND

### Description of Proposal

The proposal is to legalize a motor vehicle parking variance for a single-family dwelling. The variance is to reduce the required parking from one stall to nil.

### Sustainability

The applicant has indicated that they will be replacing the redundant concrete driveway on private property with permeable materials.

### Active Transportation

The applicant has not identified any active transportation impacts associated with this application.

### Public Realm

No public realm improvements beyond City standard requirements are proposed in association with this Development Variance Permit application.

### Accessibility

No accessibility improvements are proposed beyond what is required through the *British Columbia Building Code*.

### Existing Site Development and Development Potential

The site is presently occupied by a single-family dwelling. Under the current R1-B Zone, Single Family Dwelling District, the site could accommodate a single-family dwelling with a garden suite or secondary suite.

### Data Table

The following data table compares the proposal with the R1-B Zone, Single Family Dwelling District. An asterisk is used to identify where the proposal does not meet the requirements of the existing zone. A double asterisk indicates an existing legal non-conformity.

Zoning Criteria	Proposal	Existing Zone
Site area (m <sup>2</sup> ) – minimum	489.2	460
Lot width (m) – minimum	15.24	15
Height (m) – maximum	7.55	7.6
Storeys – maximum	2	2



Zoning Criteria	Proposal	Existing Zone
<b>Setbacks (m) – minimum</b>		
Front	4.02 **	7.5
Rear	11.16	7.98
Side	2.71	1.52
Side	3.03	3
Parking – minimum	<b>0 *</b>	1

### Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications*, on March 18, 2021 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 a variance, 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

#### Parking Variance

It would appear that the subject property was originally constructed with a private garage located below grade. At some point the garage was converted to living space and the driveway access was raised and levelled. As a result of this previous work, it is not possible to reinstate the garage and there is insufficient space in the front yard to provide a motor vehicle parking stall. The property owner is seeking a one stall parking variance to legalize the existing condition.

As part of their proposal, the applicant has indicated that they would replace the redundant concrete driveway located on private property with permeable materials. They will also be removing the existing driveway crossing and installing a grass boulevard. This would result in a modest improvement to the streetscape and the loss of an off-street parking stall would be offset by increased on-street parking opportunities.

The proposed variance is considered minor in nature and is not considered to adversely impact immediate neighbours or the wider neighbourhood.

#### Tree Preservation Bylaw and Urban Forest Master Plan

There are no *Tree Preservation Bylaw* impacts with this application.

## **CONCLUSIONS**

The proposed one stall parking variance is considered minor in nature and is not anticipated to adversely impact immediate neighbours or the wider neighbourhood. Staff recommend that Council consider supporting the proposed variance.

## **ALTERNATE MOTION**

That Council decline Development Variance Permit Application No. 00262 for the property located at 2316 Howard Street.

Respectfully submitted,

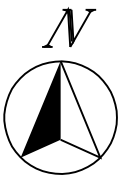
Jim Handy  
Senior Planner – Development Agreements  
Development Services Division

Karen Hoese, Director  
Sustainable Planning and Community  
Development Department

**Report accepted and recommended by the City Manager.**

## **List of Attachments**

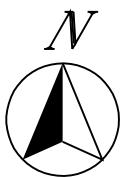
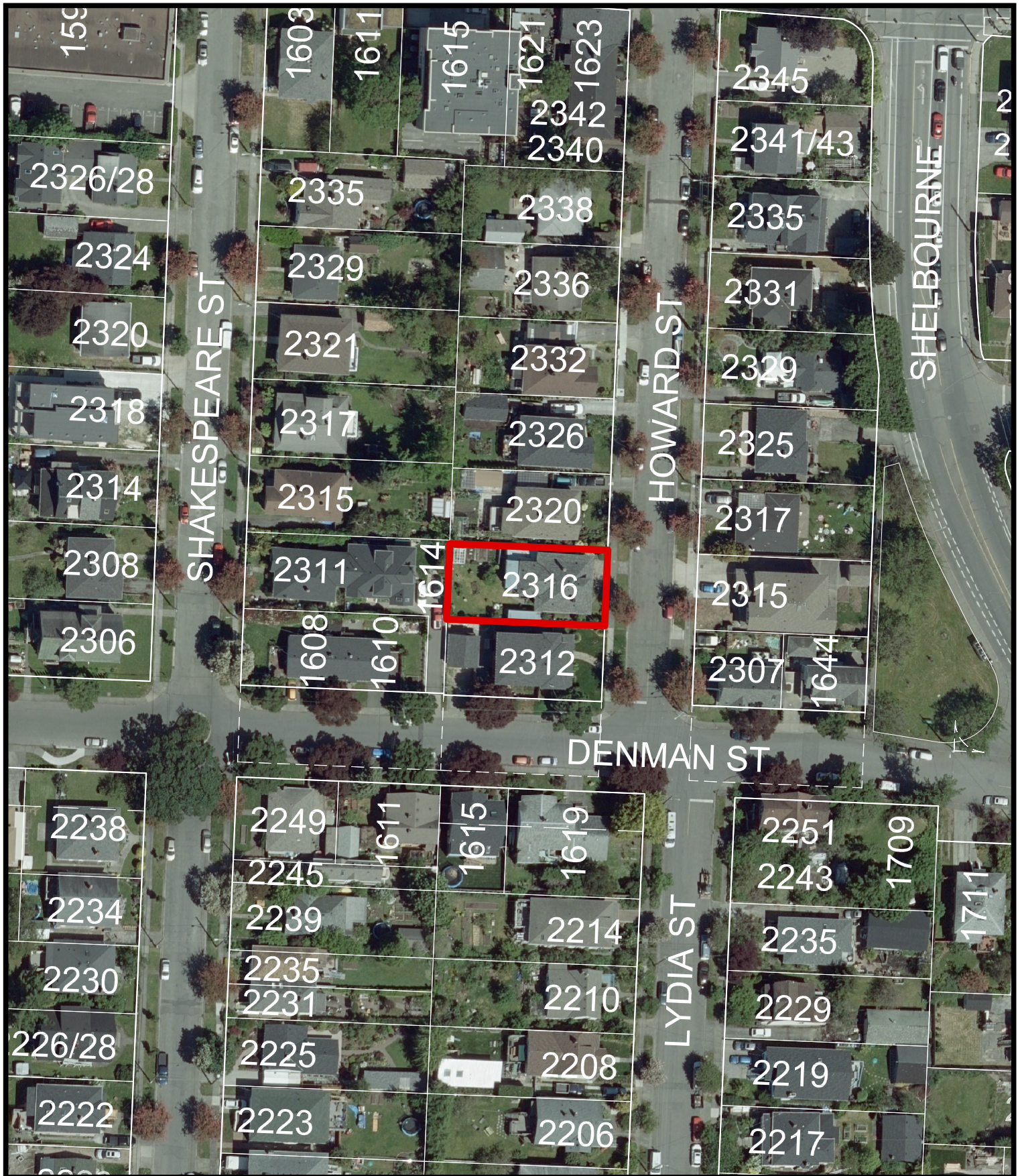
- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped April 21, 2021
- Attachment D: Letter from applicant to Mayor and Council dated April 21, 2021.



2316 Howard Street  
Development Variance Permit No.00262







2316 Howard Street  
Development Variance Permit No.00262





# Explorer

## Land Surveying Inc

B. C. Land Surveyor's Certificate of Location for:

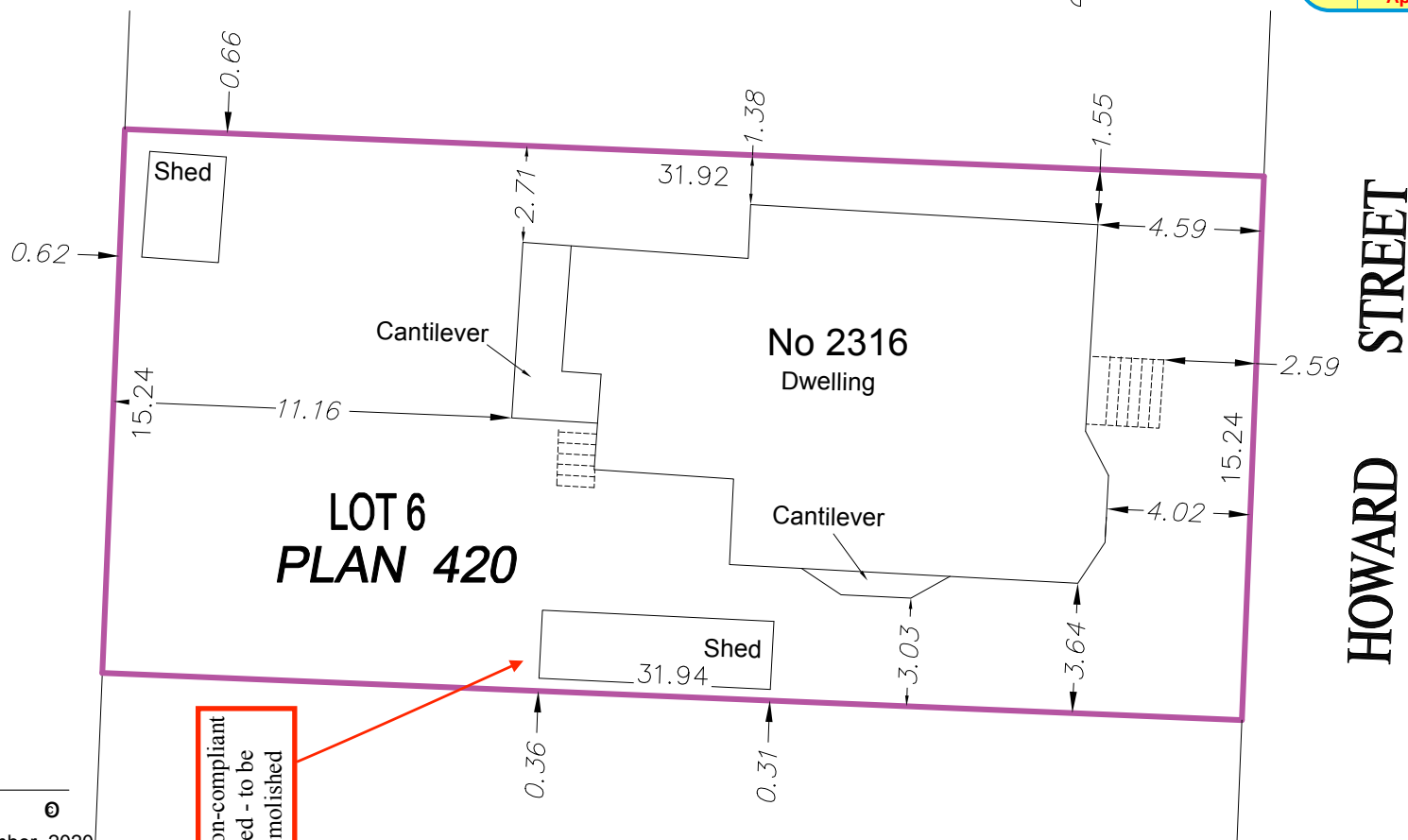
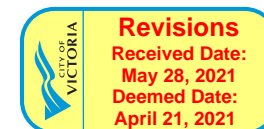
**LOT 6, BLOCK 3, SECTION 75, VICTORIA  
DISTRICT, PLAN 420**

SCALE :

0 1:200 10

All distances are in METERS and decimals thereof.

133-1335 Bear Mountain Pkwy  
Victoria, B. C. V9B 6T9  
Tel: (250) 381-2257  
Email: kenneth@explorersurvey.com  
File: 11758



Kenneth Ng, BCLS

Field Survey - 8 December, 2020.

Dated this 14th of December, 2020.

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Parcel Identifier: 009-069-143

In the City of Victoria

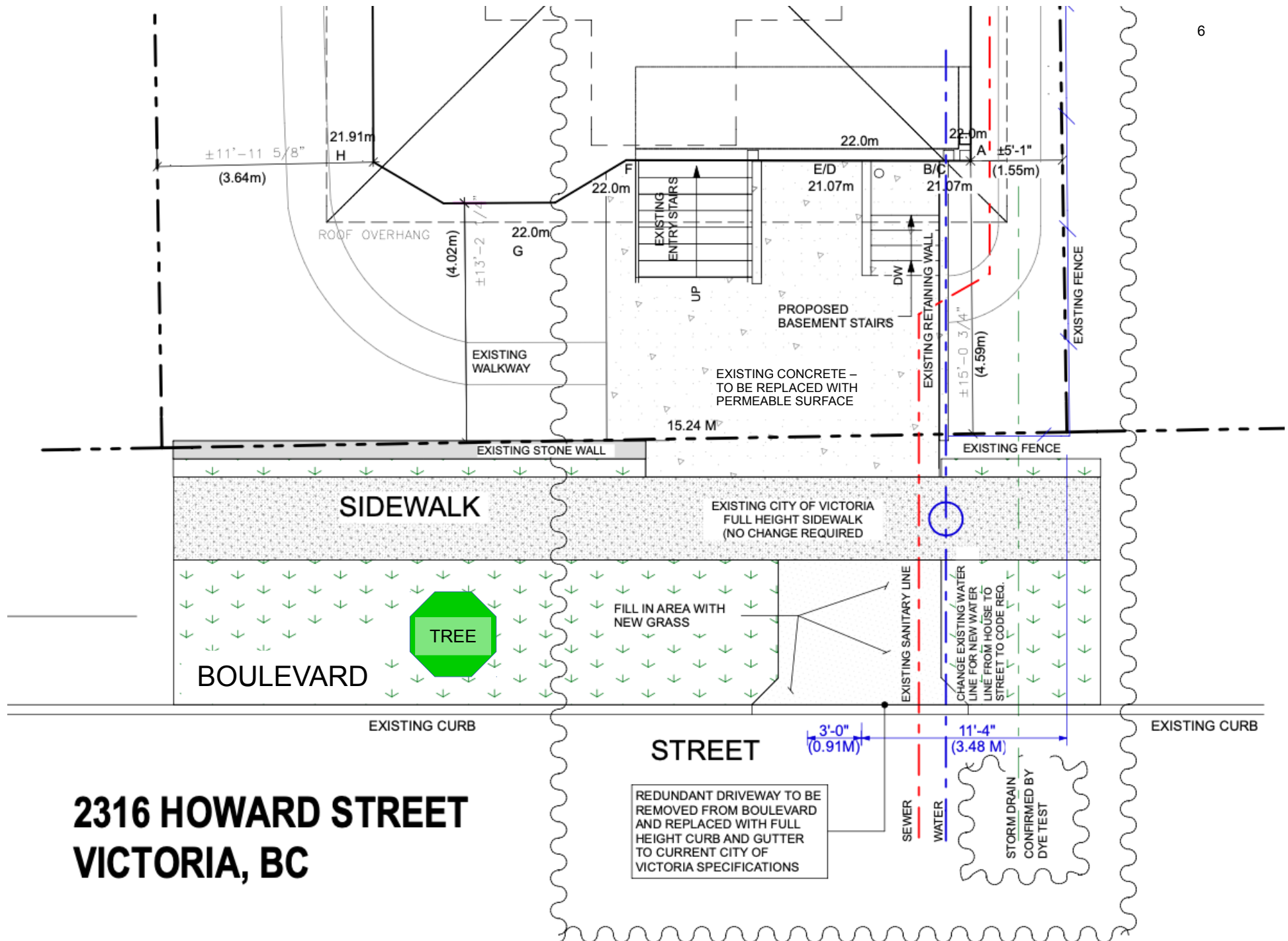
Prepared exclusively for: Judith Elsa Berman

ZONING : R1-B

I have inspected the residential premises shown at 2316 Howard Street and hereby certify that the said structures are situate with respect to nearby boundaries as shown on this sketch. This document is prepared for the use of the stated party and their interests, and is for inspection purposes only. This document does not represent any form of boundary or lot redefinition, and should not be used in a manner which would assume so.

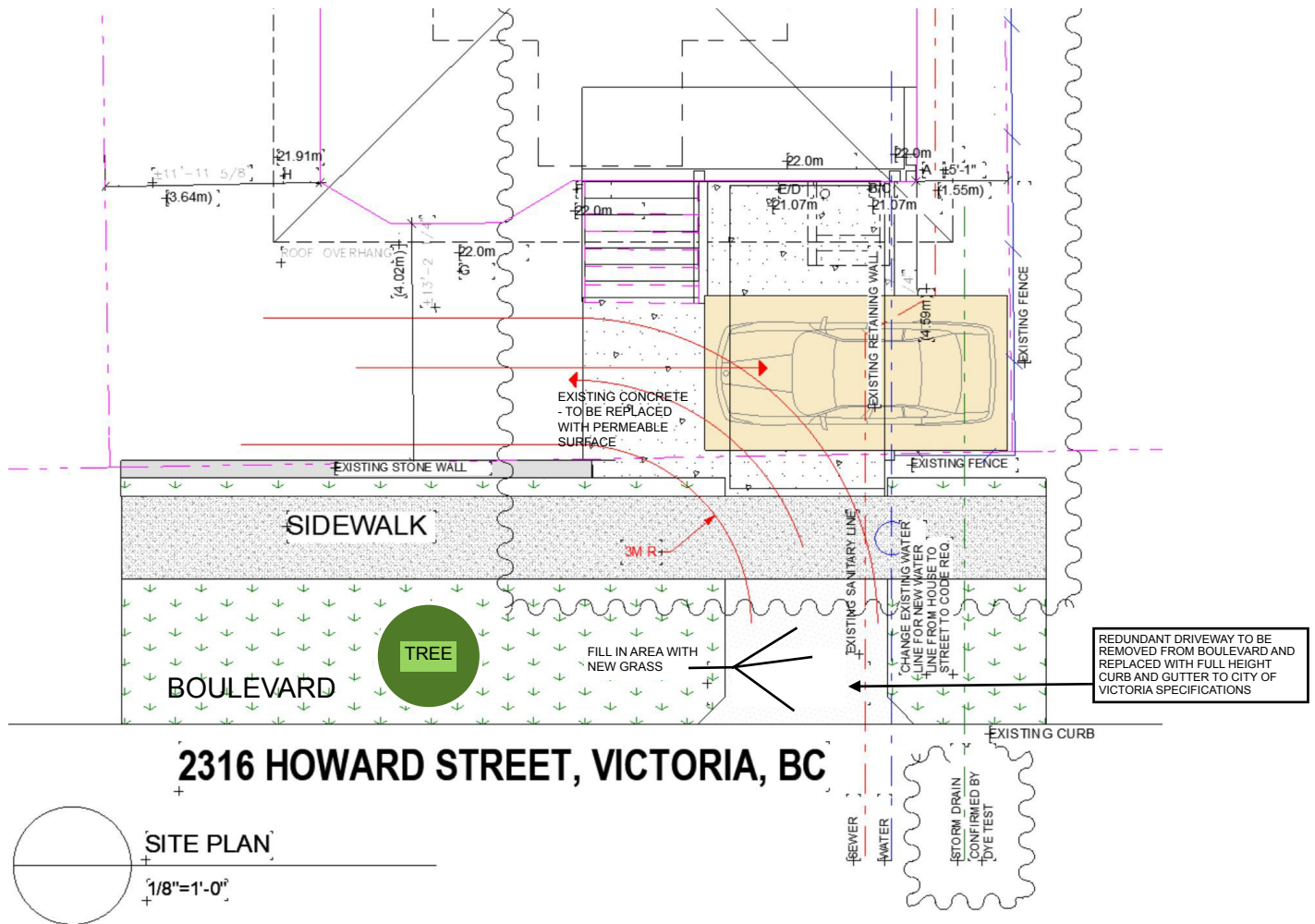
The property is subject to charges, legal notations, and interests shown on the title as of the survey date.

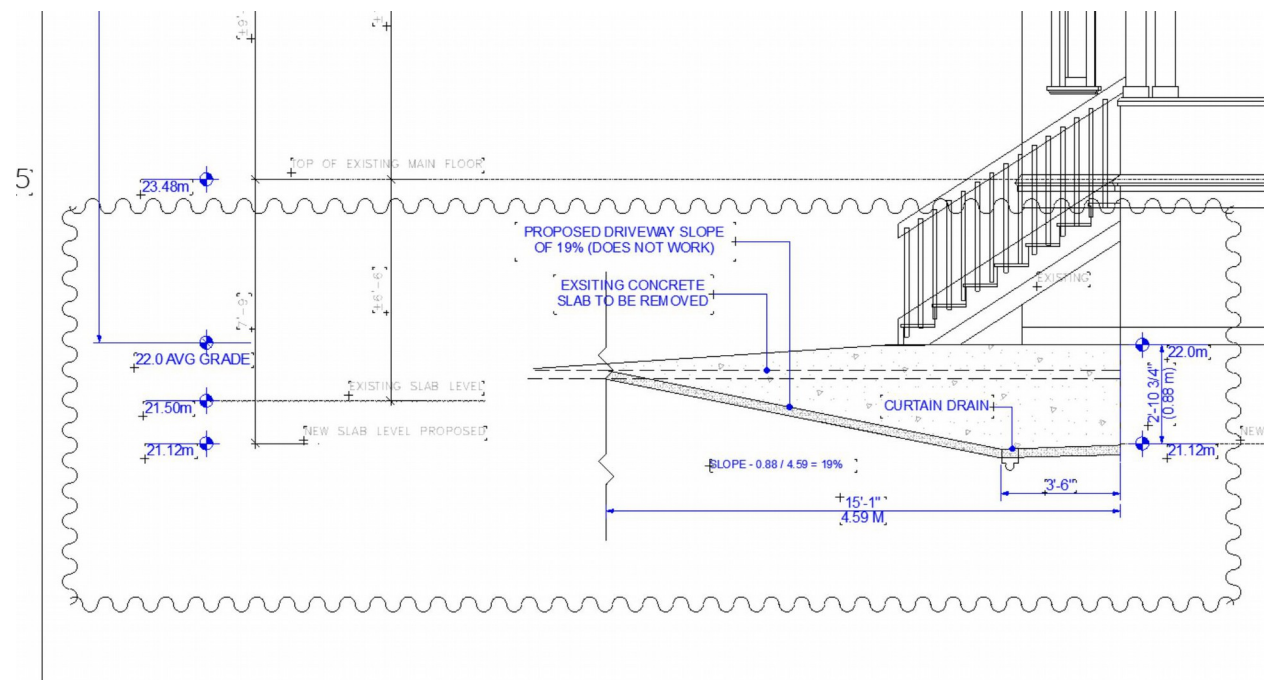
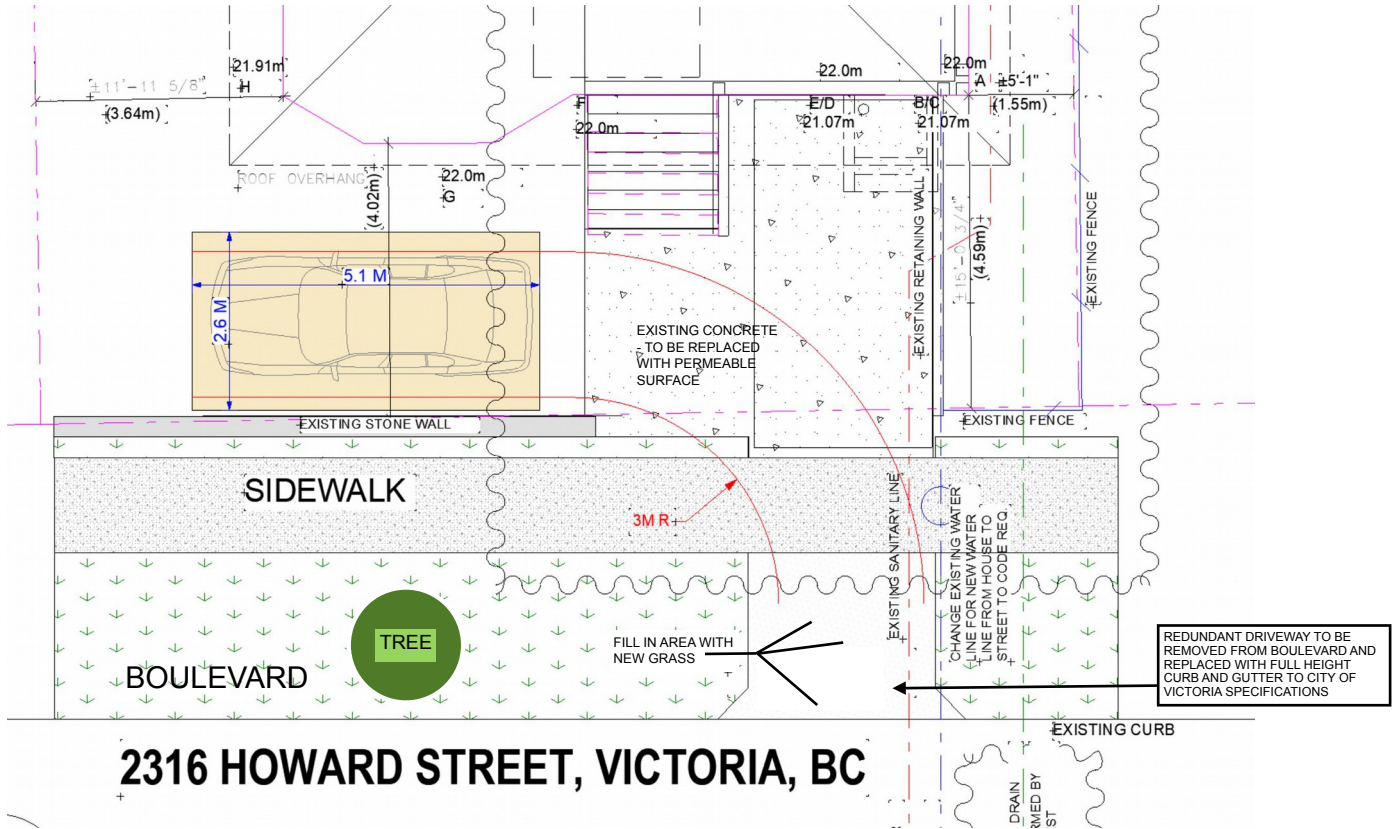
















April 20, 2021

Mayor Lisa Helps and Council  
1 Centennial Square  
Victoria, BC V8! 1P6

Dear Mayor Helps and Council:

I am writing to request a variance for the off-street parking requirement for my residence at 2316 Howard St. in Fernwood. I purchased the house in September 2019 and through much of 2020 was engaged in the process of trying to get a building permit approved. This process has hit a snag due to the parking requirement.

My house is over a hundred years old, and it was built closer to the street than is allowed today. It also has an original stone wall, still in good repair, that extends across much of the front of the lot. Previous owners, perhaps in the 1920s or 1930s, put a garage in the basement, which the city has a record of. Some time later the garage entry was closed up except for a doorway. The access ramp down to the garage was filled in and cemented over between the city sidewalk and the basement wall, except for a stairway leading down to the basement door. The city has no record that this was approved, but the garage must have been closed up at least fifty years ago because my neighbor, who grew up in the house next door, says he does not remember ever seeing the original garage entry.

The proposed renovations on the building permit I am applying for are mostly to the interior of the house and involve structural upgrades and other alterations. I have been working with Mavericks Solutions, a Fernwood engineering firm, and we looked at a series of possible solutions for fitting an off-street parking spot onto the site. I am attaching a series of sketches that Mavericks worked up during this process.

The existing concrete area in front of the house is too small in every possible orientation for a parking space that is to code. In some orientations the difference is a matter of only a foot or so, but the proximity of the building and stone wall would mean that even should the permits department approve a substandard space, getting a car in and out would always be a tight fit.

We also looked at turning the original parking space in the basement back into a garage. The height difference between the sidewalk grade, combined with the distance between the sidewalk and the front of the house, makes for a ramp into the basement that is too steep according to today's code requirements. In addition, to make the garage possible, the basement floor would have to be lowered a foot. I am planning to do in that front area anyway, but this would make a ramp even steeper.

The remaining options are either to destroy a good portion of the stone wall, which would allow a new driveway and parking space on the side of the house opposite the original driveway, or to take down the front stairs and rebuild them in a different size and direction. Of these choices, rebuilding the front stairs would be preferable to destroying the original stone wall. But, although the stairs are not the original ones, they are still in the original configuration, and pursuing either option would significantly alter the historic facade of the house.

I have been talking with my neighbors and so far have not encountered any objection to my receiving a variance to the off-street parking requirement. Our street is mostly single-family residences, many of which do have their own off-street parking, and there are always a number of parking spots available on the street.

In addition to the accompanying sketches related to the attempt to find a parking spot to code, I am also attaching to this letter a survey of the current plan of the house and lot, and screenshots of the proposed site plan together with a detail at a larger scale. I am also including the variance application form, the certificate of title, and the full set of proposed building plans from Mavericks.

One note on the survey: it shows an existing non-compliant shed. I am not requesting any variances for the shed and we will be demolishing it in the course of the building renovations.

Thank you very much for your attention to this request.

Sincerely yours,

Judith Berman  
2316 Howard St.  
Victoria, BC V8R 4K7  
[jberman@uvic.ca](mailto:jberman@uvic.ca)  
778-440-5571





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Land Surveying Inc

B. C. Land Surveyor's Certificate of Location for:

**LOT 6, BLOCK 3, SECTION 75, VICTORIA  
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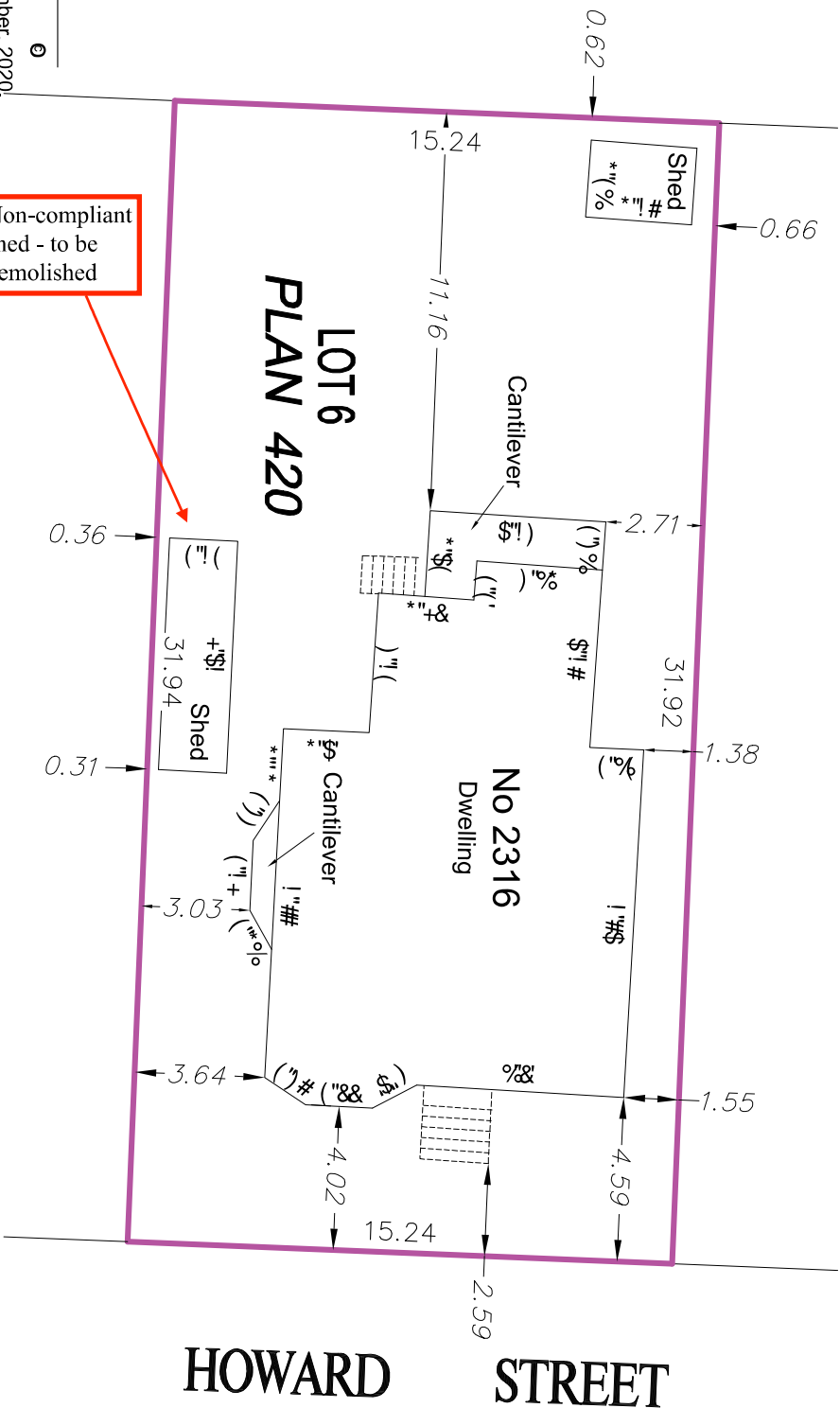
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Parcel Identifier: 009-069-143

In the City of Victoria

Prepared exclusively for: Judith Elsa Berman

ZONING : R1-B

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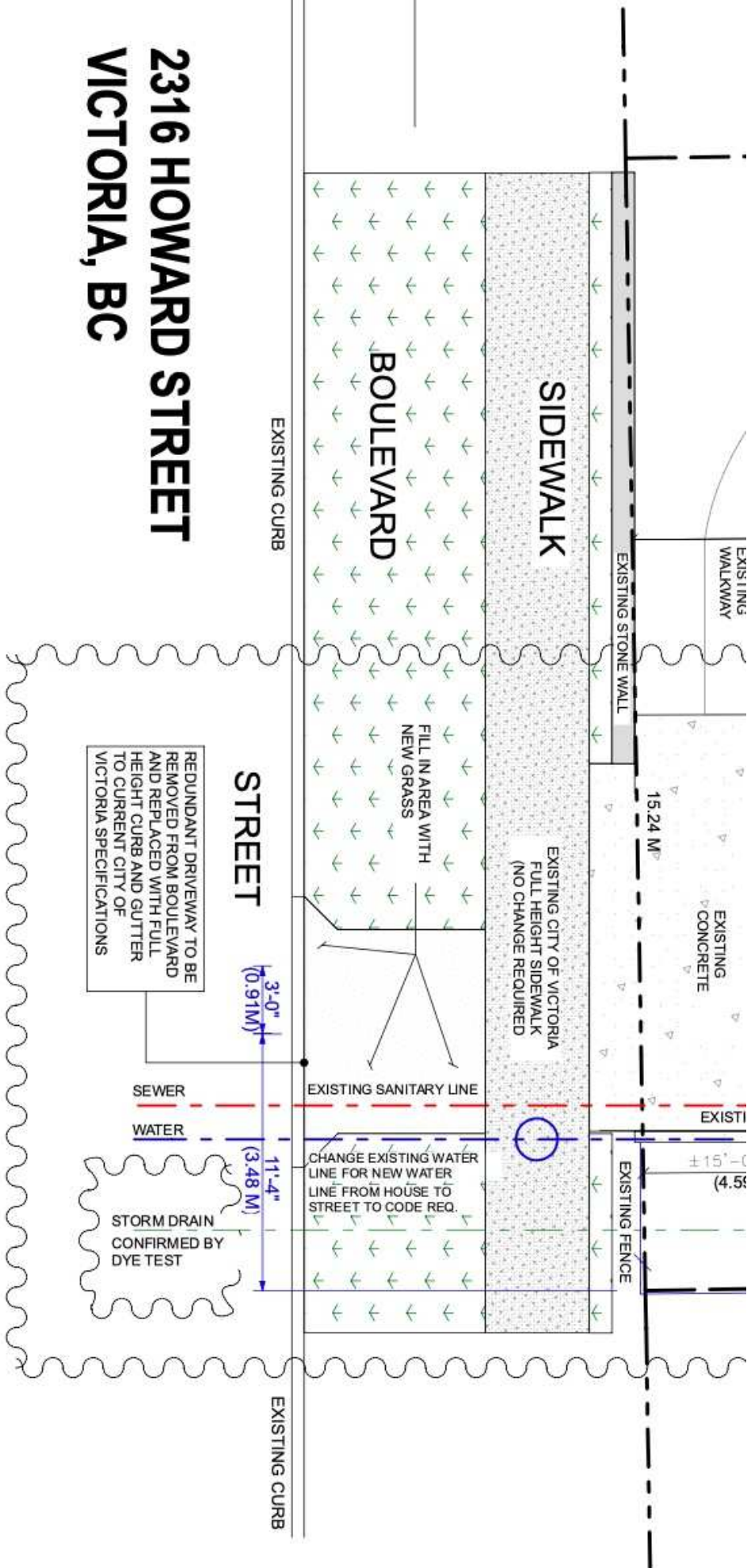
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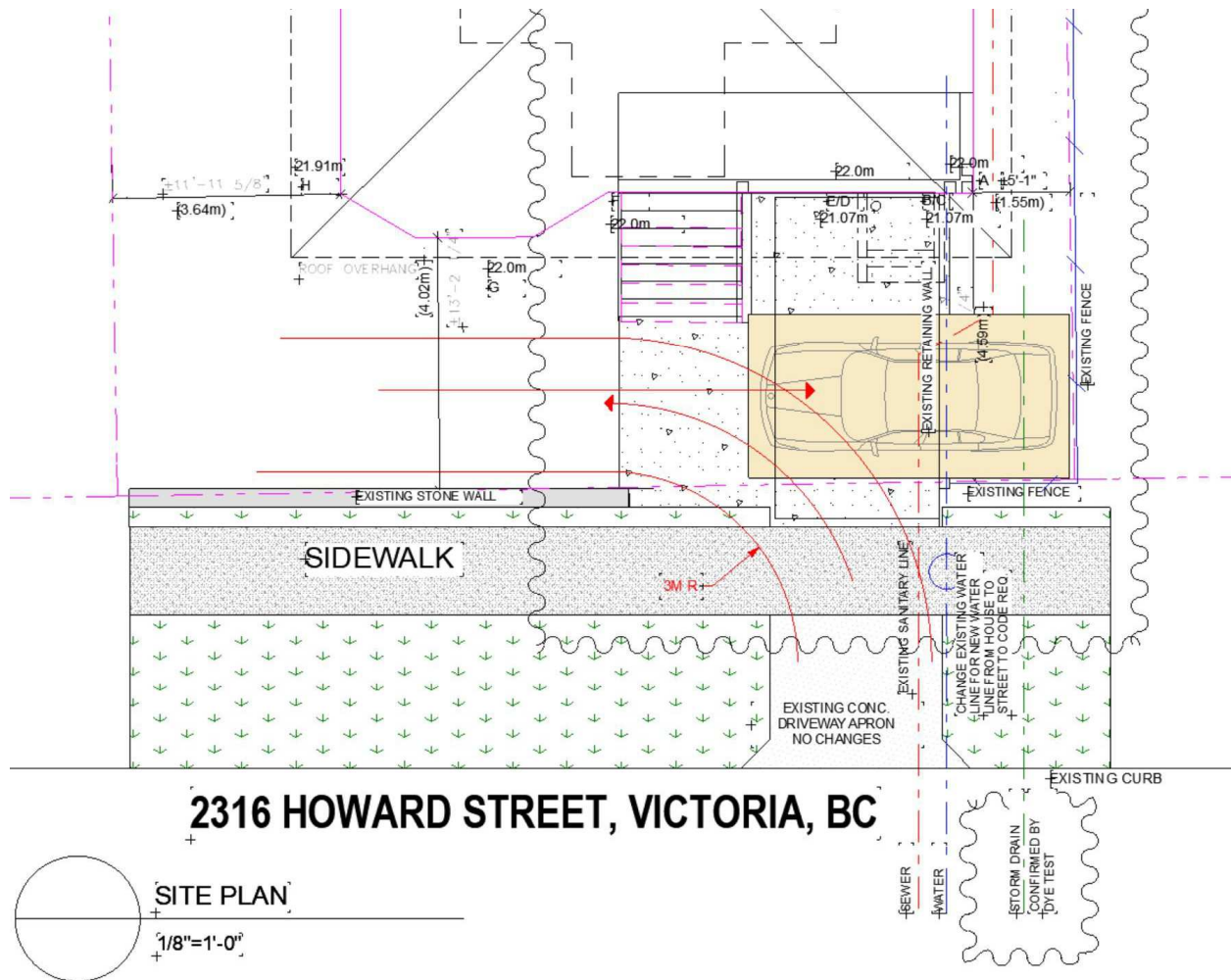


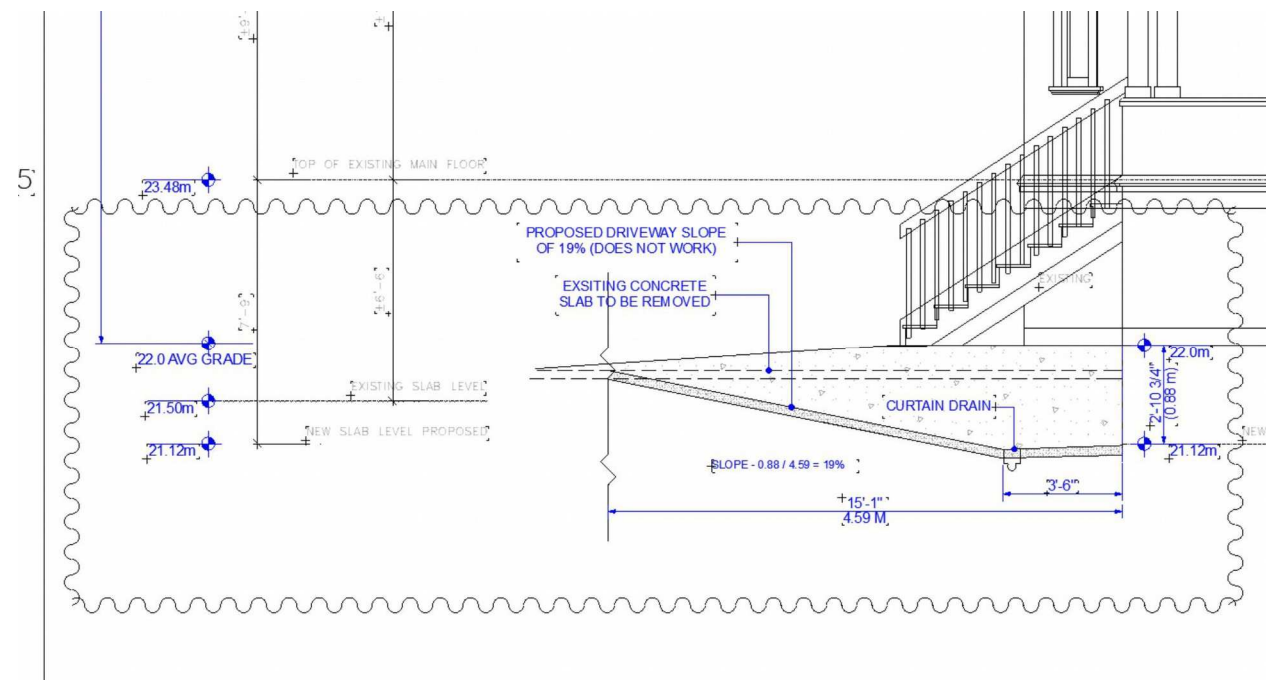
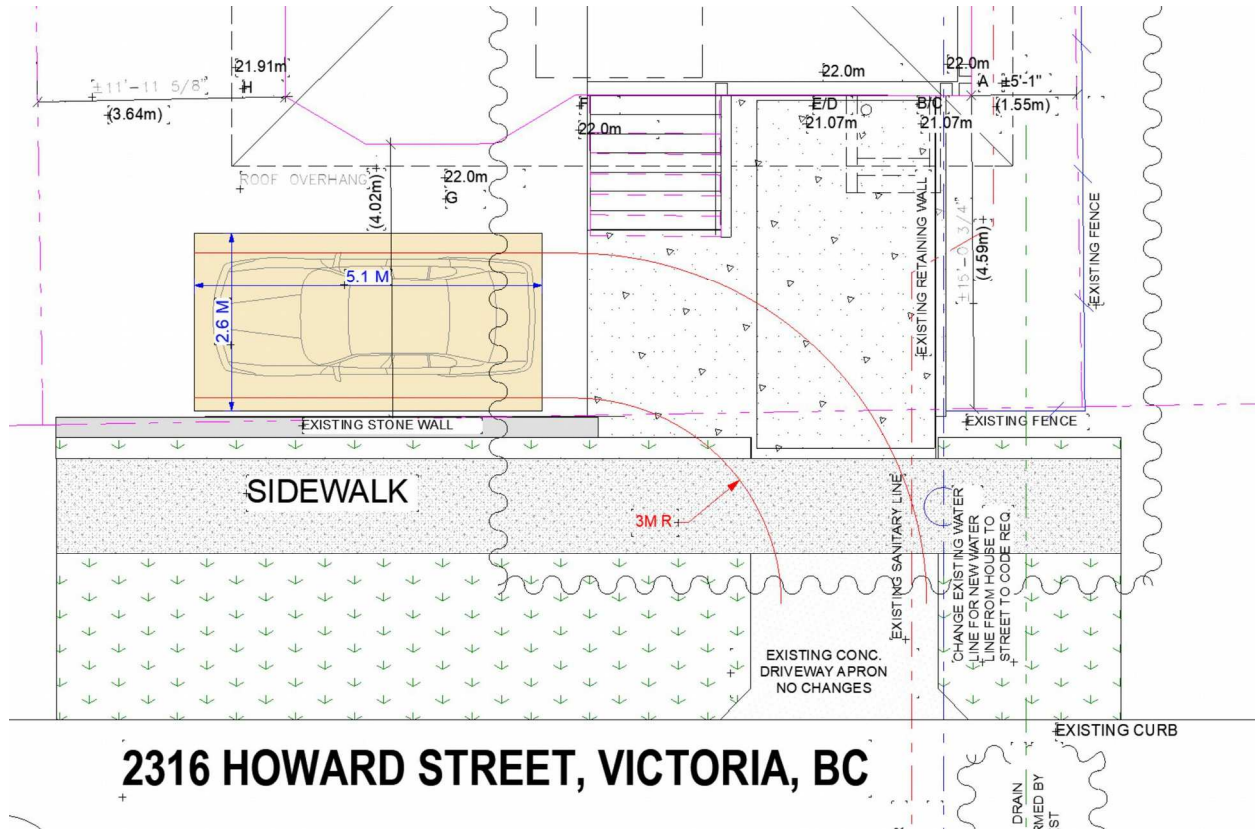


# **2316 HOWARD STREET VICTORIA, BC**









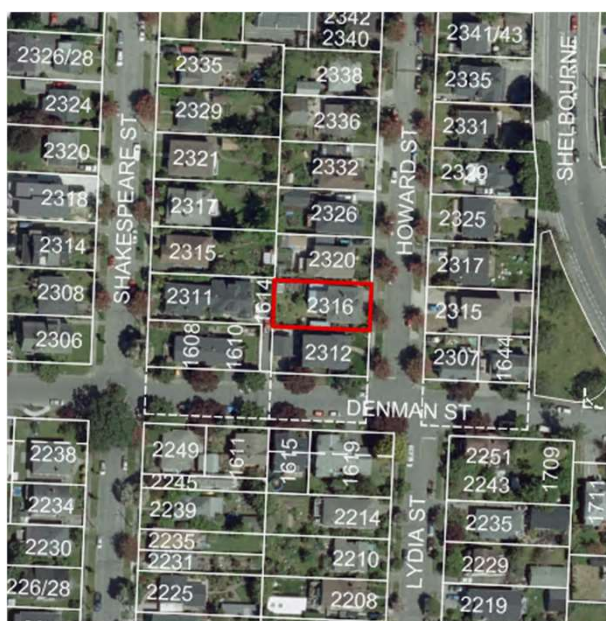


# Development Variance Permit Application for 2316 Howard Street



1

## Aerial photo



2

Photo of subject site



3

Photo of subject site



4



## Committee of the Whole Report For the Meeting of June 17, 2021

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**To:** Committee of the Whole **Date:** June 11, 2021  
**From:** Jocelyn Jenkyns, City Manager  
**Subject:** Triannual Accountability Report: January 1 – April 30, 2021

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### 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 January 1 – April 30, 2021. This report also provides an update on the operating and capital budgets, Council expenses, grant and procurement activity, motions from Council and Council Appointed Committees, as well metrics.

#### Strategic Plan Status Report – Attachment A

Attachment A contains the workplan for of 2019-2022 Strategic Plan actions for the year. This information is being presented differently for this report as there were a number of Strategic Plan amendments made in early 2021 to align with the Financial Plan and resource capacity, including deferral to 2022 or in a few cases, removed from the Strategic Plan. Given that the current triannual report reflects the half-way point in delivering on all of the Strategic Plan objectives, staff have focused this reporting update to reflect the continuing and new action items that are planned for the year.

Overall, there are 46 actions that were initiated in 2019 or 2020 and continuing in 2021. There are an additional 8 new actions to be initiated this year. Attachment A reflects a 'reset' of timelines for major milestones going forward. The project status reporting dashboard of all actions that are complete, on track, or experiencing delays will be re-introduced to the second period triannual report based on the new workplan being provided.

#### Highlights, Accomplishments and Metrics – Attachment B

Significant highlights, accomplishments and challenges experienced in the first period of 2021 are contained in Attachment B and organized by Department. Some key highlights and accomplishments include, but are not limited to:

- Launched a new grant program with \$125,000 in funding for Victoria based non-profit arts and culture organizations.
- Experienced an extremely busy period of film activity with 57 permits issued and 78 days of filming in the City – this level of activity is typical for a whole year.

- Commissioned a new signalized pedestrian and cyclist crossing at Cook and Princess, by George Jay elementary school.
- The Victoria Conference Centre has been designated as 'carbon neutral' by noted corporate sustainability management firms Synergy Enterprises and Offsetters.
- Renewal of agreements with BC Housing for continuation of the MyPlace Transitional Shelter.
- Began engagement to update parts of the Official Community Plan to reflect recently approved plans and policies, improve clarity and respond to emerging trends.
- Beacon Hill Park public washroom upgrades were completed to the public washroom building next to the playground along Bridge Way.
- Staff completed the installation of split rail fencing along Dallas Road between Moss Street and Clover Point. The railing provides separation between the new multi-use pathway and the City's most popular leash-optional dog area.
- Provided 24/7 snow clearing and de-icing services during the February snow falls
- A Greater Victoria Rent Bank pilot program launched to provide short-term financial help for low-to-moderate income households at risk of losing their housing due to a temporary financial crisis.
- Permits and Inspections transitioned to a single phone number with a dedicated staff resource for answering customer inquiries. The division also went live with eApply for Plumbing Permits.
- The City of Victoria has transitioned to 'Alertable' to send Vic-Alert emergency notifications. Emergency notifications are sent using Vic-Alert for incidents such as gas leaks and tsunami warnings. This new system now has the capability to send notifications via landline, SMS, email, mobile applications, smart speaker and more.

While progress has been made in many areas, the pandemic continues to present on-going issues and challenges. In response, the City has pivoted operations in many service areas to address the pandemic such as:

- Launching the Build Back Victoria engagement and managing escalating numbers of patio permit applications resulting in less capacity to advance other planned transportation and economic development action plan initiatives.
- Re-prioritizing actions in the Victoria 3.0 Action Plan to focus on resilience and recovery.
- Continued closure of the Victoria Conference Centre resulting in continued revenue loss.
- Greater focus for support to virtual arts and culture events rather than in person festivals and events.
- Continued focus of bylaw officers on homelessness and outdoor sheltering has resulted in increasing numbers of calls for service and investigations that are not being addressed and creating a backlog.
- Continued focus on both internal and external employee health and personal safety, as well as on-going planning for a safe return to work strategy.
- Use of virtual platforms for conducting Council appointed task force and advisory committee meetings and greater reliance on the engagement portal.
- Provision of Emergency Social Service Grants to organization supporting people sheltering outdoors with access to showers and outreach services.
- Adjustments to recreation programming to comply with public health orders resulting in lower revenue projections.
- Increase calls for overdose response with 382 calls in the first period of the year compared to 242 in 2020.



- Management of the impact of the pandemic on the City's real estate portfolio and revenue from leases and licences.
- Enhanced cleaning, graffiti, needles and garbage removal from city streets.
- Unplanned work that is required to remediate parks that were damaged due to sheltering activities.

Additionally, there are some service areas that have been largely suspended. Some examples include the Late Night Program, protocol events, and experiential training for staff related to indigenous cultural safety and accessibility.

#### 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 planned for 2021.

#### Budget Update – Attachment D

The budget update for the first period of the year is contained in Attachment D. As of April 30, 2021, the overall operating revenues and expenditures/transfers are 10% and 24% respectively, of the annual budgeted amount. This compares to 11% and 24% to the prior fiscal period.

Due to the COVID-19 pandemic, revenues are not expected to meet budget in some areas. The Victoria Conference Centre closure has resulted in all bookings for 2021 either being cancelled or re-booked for future years. The Crystal Pool and Fitness Centre revenue is trending slightly lower as it opened in February; although with offsetting lower expenditures, the net financial impact is negligible. In addition, the City expects lower seasonal revenues from special events. The overall low percentage of actual to budgeted revenue is also directly related to the property tax and payment in lieu of tax payments that are generally collected in the latter half of the year. Conversely, dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

As of April 30, 2021, the actual capital expenditures are at 10% spent of total budgeted expenditures for the year, the same percentage as the prior year. Capital projects have varying schedules and the majority of the work planned for 2021 is scheduled to start in Q2/Q3.

The pandemic has also impacted the cost of labour and materials as well as supply chains, translating into greatly increased prices through the procurement process with staff having to assess impacts on specific programs as well as whether to move forward on a number of capital projects this year.

#### Council Member Expenses – Attachment E

Attachment E contains all expenses submitted by members of Council for reimbursement during the period of January 1 to April 30, 2021. Council travel continued to be restricted due to COVID-19 resulting in few expenditure submissions.

#### 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.

#### Grant Update – Attachment G

An update on the grant activity during the period of January 1 to April 30, 2021 is contained in Attachment G.

### Council Motions – Attachment H

During the reporting period covered in this report, Council passed 159 motions and are contained in Attachment H. A significant portion of the Council motions made in the period were related to the COVID-19 pandemic.

### Advisory Committee Motions – Attachment I and J

Attachment I contains motions for Council consideration approved by the Accessibility Advisory Committee, Renters Advisory Committee, and Active Transportation Committee. These are being provided through the triannual report to maintain a consistent public record and for Council consideration of any further action or direction required to staff.

Of particular note is a motion by the Accessibility Advisory Committee to request changes to the Accessibility Impact Statement guidelines for staff writing Council reports. This is in alignment with the Committee's mandate as outline in their terms of reference to "*Review and update current guidelines for writing an Accessibility Impact Statement*". Staff have worked with the new Accessibility Advisory Committee since March to develop the new guidelines and they will be implemented through Legislative Services going forward. These guidelines are contained in Attachment J.

### Development Services and Permit and Inspections – Consolidated Reporting – Attachment K

Attachment K 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 – Attachment L

Staff are providing one report back on a Council motion related to Deer Management as contained in Attachment L for consideration of next steps. This report recommends that Council direct staff to work with interested municipalities to examine options for a regional deer management strategy after the conclusion of the immuno-contraceptive research project, and that staff include considerations for urban deer management during a comprehensive Fence Bylaw review.

Finally, the triannual reports typically include an update on the Urban Forest Master Plan. Staff have actioned a number of major initiatives related to this plan, including the Tree Preservation Bylaw in the first period of the year. Given the continued need to pivot staff focus on pandemic response, this update will be provided in the next triannual report.

## **CONCLUSIONS**

Municipal operations continue to be an essential service as directed by the Province. 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 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

Jocelyn Jenkyns

**List of Attachments**

- A. Strategic Plan Progress Report
- B. Operational Plan Highlights, Achievements and Metrics
- C. Core Service Delivery Work Plan
- D. Budget Update
- E. Council Member Expenses
- F. Contracts Awarded
- G. Grants Update
- H. Council Motions
- I. Advisory Committee Motions
- J. Accessibility Impact Statement Guidelines
- K. Sustainable Planning & Community Development – Monthly Report (January – April 2021)
- L. Report Back on Deer Management

## 2021 Strategic Plan Actions – Planned Activities

The following document provides a workplan of major milestones for Strategic Plan Actions that are continuing or to be initiated in 2021. Overall, 46 actions are carrying forward from previous years, and eight new actions to be initiated this year.

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
#1 Good Governance and Civic Engagement						
Measurement and Monitoring (CI)	Develop measurement and monitoring process to assess community happiness and well-being		Finalize community profile	Develop approach to capture disaggregated data to enhance community profile	2022	2019
Citizen's Assembly (LS)	Work with Saanich Council to develop and implement a Citizens Assembly process	Report to Council in March (TOR Approved)	Secure provincial funding (begin procurement pending provincial funding)	Procurement of consultant then selection of members (pending timing of provincial funding approval)	2022	2019
Closed Meeting Disclosure (LS)	Improve proactive disclosure of closed meeting records and decisions quarterly			Report to Council	2021	2019
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	Virtual 2021 Draft Budget Town Hall on Jan 13	Hold an additional town hall - discussions under consideration for subjects include Climate Change Adaptation, Seniors Strategy, or International Decade for People of African Descent	Virtual 2022 Draft Budget Town Hall	2021	2019
Youth Strategy (Engage)	Continue to implement Youth Strategy		Launch youth content on website		2021	2019

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
		Develop content for a dedicated Youth section of the City's website to go live in T2  Collaborate on Engagement projects to ensure youth representation	Promote City granting opportunities to youth  Youth-friendly language guidance for City publications, website and social  Host a virtual Youth Engagement Night and Youth Poetry Event			
Real Estate Strategy (SRE)	Complete and implement Real Estate Strategy			Report to Council of draft Real Estate Strategic Plan for final adoption in 2022	2022	2019
Video Submissions (LS)	Allow people to make video submissions to public hearings and requests to address Council	Report to Council in April (referred to Governance Review)	Incorporate into Governance Review		2022	2020
Public Hearing Only Council Meetings (LS)	Hold public hearing-only Council meetings	Report to Council in April (referred to Governance Review)	Incorporate into Governance Review		2022	2020
Lobbyist Registry (LS)	Create a lobbyist registry	Report to Council in April (referred to Governance Review)	Incorporate into Governance Review		2022	2020

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
Equity Framework (CI)	Develop an Equity Framework	Complete staff workshops and partner interviews	Draft Framework to Council	Develop implementation plan	2021	2019
<b>#2. Reconciliation and Indigenous Relations</b>						
Indigenous Relations Function (EO /City Manager)	Establish an Indigenous Relations function		Release Scope of Work	Council to consider funding for 2022 Indigenous Relations Function	2021	
<b>#3. Affordable Housing</b>						
Rental Zoning (SPCD)	Implement rental-only zoning		Resume project as part of rental housing incentives (see below)		2022	2019
Market Rental Revitalization (SPCD)	Implement Market Rental Revitalization Program			Release Request for Expression of Interest (RFEI) for Energy and Seismic Upgrade Pilot Program	2022	2019
Rental Housing Incentives (SPCD)	Incentivize development of rental housing and look for further opportunities to expedite and simplify development processes for affordable rental housing		Resume engagement and economic analysis  Report to Council recommending regulatory and process improvements to expedite affordable rental housing	Council report	2022	2019
Family Housing (SPCD)	Incentivize and mandate the creation of family-appropriate two- and three-bedroom rental units			Commence project	2022	2019

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
Funding for Land (SPCD)	Identify funding mechanisms to acquire land to facilitate federal, provincial and regional investment in affordable housing				Ongoing	2019
Tax Exemptions (SPCD)	Explore the expanded use of tax exemptions to create more affordable housing				2022	2019
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	Analysis of missing middle housing forms and site requirements  Develop policy and zoning options	Report to Council on early engagement and zoning options  Launch public engagement  Analyze public input	Final report to Council on engagement findings and recommendations	2022	2019
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.	As above	As above	As above	2022	2020
<b>#4. Prosperity and Economic Inclusion</b>						
Arts and Innovation District (SPCD)	Develop a vision and implementation framework for the Arts and Innovation District.		Initiate studies and preliminary engagement	Engagement and plan preparation	2022	

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
#5. Health, Well-Being and a Welcoming City						
Vacant Storefronts (ACE)	Work with Downtown Victoria Business Association for rotating mural artists to beautify empty storefronts and large windows	January – call to artists launched  March – art installed for 2021 depending on available spaces	Ongoing	Ongoing	2022	2019
Accessible Parking Standards (EPW)	Adopt accessible parking standards for on-street and off-street parking	Recommendations on design standards and supply rates adopted by Council	Additional outreach with people with lived experience and staff report with final recommended bylaw updates at end of T3		2021	2019
Urban Agriculture (Growing in the City) (PRF)	Explore opportunities for increasing food production on private land; Support food infrastructure including farmers markets, and storage and distribution; Support neighbourhood food/meal programs; Soil test and consider shade implications of City-owned land and potential land acquisition;  Working with specialists in the field, explore agriculture water rates for food production in the city on land that is used principally for food production;	<i>Get Growing, Victoria!</i> provides seedlings and gardening materials to public  City entered an agreement with Province to administer funds to expand regional food hub  Grant funding opportunities for community food programs, food asset mapping, networking and cross-promotion.  Community Garden Start-Up Grants awarded  Two new community gardens approved	Ongoing	Ongoing	2022	2020



## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
	Advocate to BC Assessment for farm classification for lands being used principally to grow food and consider lowering the tax rates for urban farms (once designated by BC Assessment)  Work with non-profits to bring back the Sharing Backyards Program	Sharing Backyards: Exploring partnership with potential non-profit (Young Agrarians)				
Central Library Renewal Project (PRF)	Develop a plan for a new Central Library	Initiate project and conduct preliminary site analysis	Present project plan to Council and procure consultant	Begin feasibility study	2022	2019
<b>#6. Climate Leadership and Environmental Stewardship</b>						
Climate Leadership Plan (EPW)	Implement the Climate Leadership Plan	Opened two new EV fast charging stations on Store St in partnership with BC Hydro	EV Strategy  Corporate Energy & Emissions Management Plan (CEEMP)	Green Fleet Strategy  Corporate Adaptation Plan	On-going	2019
Urban Forest Master Plan (PRF)	Implement the Urban Forest Master Plan	Present annual Urban Forest Master Plan update to Council	Develop targets for tree canopy coverage and ecosystem services	Initiate planning process for neighborhood tree planting project	On-going	2019

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
Tree Preservation Bylaw (PRF)	Undertake a comprehensive review of the Tree Preservation Bylaw	<i>Tree Protection Bylaw</i> adopted	Communicate bylaw changes to residents and stakeholders  <i>Tree Protection Bylaw</i> takes effect July 1		2021	2019
Tree Planting (PRF)	Facilitate tree planting events and celebrations in partnership with residents and community organizations, and other public bodies, including in the United Nations <i>Trees in Cities Challenge</i>	In-person events on hold due to pandemic  Promote the <i>Trees in Cities</i> initiative and other programs related to tree planting		<i>Tree Appreciation Day</i> event (tentative)	Ongoing	2020
Green Shore Practices (SPCD)	Mandate green shores practices on waterfront development			Project scoping		2020
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			Project scoping		2020
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	Participate in provincial consultation on new municipal authorities to address single use items (SUI)		COTW report with SUI regulation recommendations	2022	2020

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
	consideration accessibility needs					
<b>Inflow and Infiltration (EPW)</b>	Begin to plan for mitigating the inflow and infiltration issues on private property			COTW report on mitigation of I&I on private property	On-going	2020
<b>BC Step Code (SPCD)</b>	Expedite implementation of the BC Step Code		Community Energy Specialist and Building Energy Specialist recruitment	Data analysis and industry engagement	On-going	2020
<b>Burnside-Gorge and Victoria West Parks and Green Space Management Plans (PRF)</b>	Engage Burnside-Gorge and Victoria West residents on a streamlined process to update the management plans for the following parks and greenspaces, with a view toward improving ecological stewardship and low-impact recreation: Arm Street Park, Burleith Park, Banfield Park, Arbutus Park, and the public foreshore at the foot of Harriet Street		Define the project scope and initiate community engagement	Commence the development of draft park management plans	2022	
<b>Zero Waste Strategy (EPW)</b>	Implement a robust Zero Waste Strategy	Construction industry consultation on options to reduce demolition waste	COTW report on demolition waste options	Engagement on multifamily and commercial property source separation requirements  Installation of additional zero waste stations in parks and	On-going	

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
		Council final reading of Checkout Bag Regulation		streets (subject to successful procurement)		
Shore Power and Ground Emission Reduction (EPW)	Work with the Greater Victoria Harbour Authority on options for shore power and lower emissions ground transportation.	Completion of GVHA technical report in 2020. City support aligned with GVHA master planning timelines and investment priorities			On-going	
<b>#7. Sustainable Transportation</b>						
Floating Car Share Service (EPW)	Work to bring a “floating” car share service to Victoria	Ongoing. Regulatory framework in place; Introduction of service is market dependent.	Pre-planning with car share service providers.	Anticipated introduction subject to market conditions	2021	2020
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	Ongoing greenways improvements delivered through various capital initiatives and My Great Neighbourhood Grant program.	Ongoing greenways improvements delivered through various capital initiatives and My Great Neighbourhood Grant program.	Develop recommendations for resourcing in 2022 Financial Plan for SDDS Bylaw update	2023	2020
Cecilia Mid-Block Connector (EPW)	Complete Cecilia mid-block connector	Public hearing process completed for development at Washington Street to achieve key section of connector	Pre-planning with property owners for remaining sections		2023* Timeline coordinated with development	

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
Lower Speed Limits (EPW)	Lower speed limits on local neighbourhood streets to 30 km per hour	Council adoption of participation in Provincial MVA Pilot and associated staffing resource.	Pre-planning and technical assessment for pilot	Anticipated submission to program when provincial “call” made	2022* Timeline controlled by Province	
Bike Master Plan (EPW)	Bike Master Plan Implementation	Construction on Vancouver, Graham and Jackson routes plus associated improvements and crossings on Cook and Quadra  Council Approval of Design Recommendations: Fort Central, Fernwood Connector, Oaklands Connector, and Jubilee Route	Staff report on James Bay route alignment, Gorge Road and Pandora East  Issue tenders and commence construction on Richardson, Kings-Haultain, Kimta / E&N, Government St North, Fernwood Connector and Oaklands Connector  COTW report on James Bay route choice, Pandora East and Gorge Rd routes		2022	2019
<b>#8. Strong, Liveable Neighbourhoods</b>						
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 consultation Toolkit development	Public consultation	Report to Council Toolkit completion and promotion	2021	2019

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
<b>Municipal Alcohol Policy (NEI)</b>	Develop a Municipal Alcohol Policy to address concerns brought forward by the Late Night Advisory Committee	On hold	On hold	On hold	TBD	2019
<b>Quadra Village Centre and Greenspace (PRF)</b>	Explore opportunities to expand the Quadra Village Community Centre and greenspace in partnership with the Downtown Blanshard Advisory Committee and the CRD			Engage with stakeholders about potential opportunities	TBD	2019
<b>Local Area Plans (SPCD)</b>	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 to include Oaklands and James Bay	Phase 1 Village and Corridor engagement  Survey closed March 14	Draft plan to Council  Final phase of public engagement	Final plan to Council  Commence Phase 2 of Village and Corridor planning	2021 (Phase 1)  2022 (Phase 2)	2019
<b>Noise Bylaw (LS)</b>	Review the Noise Bylaw			Report to Council	2021	2020
<b>CALUC Process (SPCD)</b>	Review CALUC process including clear terms of reference for increasing diversity (youth, renters, etc.), capacity building, term limits and a transparent and	COTW presented with update regarding COVID adaptations and recommendation that site signs be added to advertise application presence on Tracker. Rec'd direction to require virtual	Bylaw Amendments under preparation but applicants are already being advised accordingly		2021	2020

## Attachment A – Strategic Plan Progress Report

Topic	Strategic Plan Action	T1	T2	T3	Target to Complete	Initiation Year for Continuing Initiatives
	democratic process for selecting members	meeting where CALUC desires one and is able to host.				
CALUC Resources (SPCD)	Review and consider additional resources (financial and training) for CALUCs	Revisit after COVID	Revisit after COVID	Revisit after COVID	TBD	2020
DRA Meeting Space (BCR)	Explore partnerships to create meeting space and a home base for the Downtown Residents Association	On-going	On-going	On-going	2022	2020
Engagement Framework (Engage)	Facilitate a series of virtual engagement events to share community profile information and advance discussions on imbedding equity into the Engagement Framework.	See Attachment C – Engagement Summit	See Attachment C - Engagement Summit	See Attachment C - Engagement Summit	2021	
New Library (SRE)	Work with the Greater Victoria Public Library to provide library services in the north end of the city	Consideration of strategy in relation to Central Library Plan			TBD	
Pedestrian Street (SPCD&EPW)	Continue the “Open Government Street to Pedestrians” pilot	Request for Proposal (RFP) for Government Street pedestrian priority concept design	Public engagement	Report to Council to consider final concept design and recommended funding starting in 2022 FP process	2022	2020

# CITY OF VICTORIA OPERATIONAL HIGHLIGHTS, ACCOMPLISHMENTS AND METRICS

## First Triannual Report 2021

January 1 – April 30, 2021



## Business & Community Relations

### Highlights & Accomplishments:

#### Arts, Culture & Events:

- **Artwork Exhibitions Downtown** - Eight artworks were installed in signage kiosks and 4 artists selected to animate vacant storefronts in the downtown core. These projects provide temporary exhibition opportunities for artists and enhances everyday artistic encounters.
- **Poet Laureate** - John Barton celebrated Poetry Month with his video project, The Resilient Muse. Featuring four local poets, the video celebrated the resiliency that everyone has had to find over the past year.
- **Youth Poet Laureate Announced** - James Summer was announced as the 2021 Youth Poet Laureate. James hopes to connect with other youth in Victoria and share his love of poetry.
- **Cultural Infrastructure Grant** - A new grant program with \$125,000 in funding for Victoria based non-profit arts and culture organizations was launched. Virtual information session with 20 participants was held in April.
- **Artist in Resident Kathryn Calder Projects:**
  - **1-877-2BE-CALM** New content on the toll-free telephone number to bring calmness and joy to your day was launched this spring. The phone line has a wide variety of comforting and joyful content featuring calming nature sounds, stories, meditations, music, poetry and children's laughter.
  - **Opening Act:** Opening Act is an online series of songwriting and performance workshops for youth. Participants discover the world of songwriting, learn about composing, melody, lyrics, arrangement and production.



Artist Andrea Fritz, Vacant Storefront Program



Youth Poet Laureate, James Summer

## Attachment B – Operational Highlights, Accomplishments and Metrics (T1 2020)

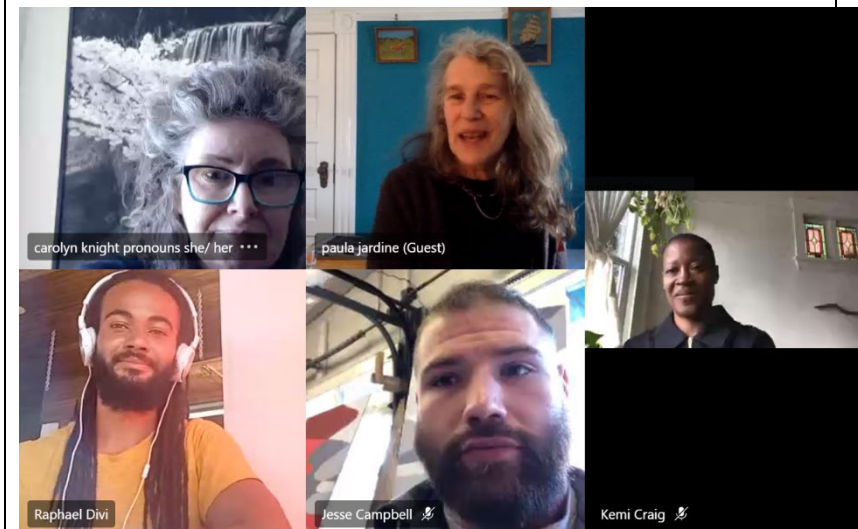
- **Festival Investment Grants** – Council approved \$268,550 in funding and \$100,550 in-kind contributions to help fund 34 festivals happening in 2021. All 34 festivals are returning applicants to the FIG program and will use the funding to organize alternative online programming or reduced in-person events later in the year.
- **Filming** – An extremely strong start to the year. The first four months of 2021 saw as much film activity as we would see in a typical year. 57 permits issued and 78 days of filming in the City kept our local industry busy employing many creative sector workers displaced by COVID-19 disruptions in other areas.

### *Economic Development:*

- **Build Back Victoria (BBV)** – The Build Back Victoria Engagement Strategy and Survey was launched to gain feedback and help inform future recommendations and improvements to the program for 2021. The survey received more than 780 responses and 8,700 comments, highlighting an over 80% positive support rate for the program's continuation. Over 80 total BBV permits have been issued through the second iteration of the program to date, and staff are working with upwards of 35 additional applicants through the permitting process.
- **Victoria 3.0** - Actions were reprioritized due to the ongoing pandemic, staff convened a meeting with business leaders in early February to discuss the *Victoria 3.0* economic action plan and items identified for 2021 to reassess relevance and timing. As a result, items were reprioritized and will be presented to Council in the second period of the year.
- **Downtown Clean & Safe Committee** - Council approved \$100,000 in funding to support a Vibrancy & Vitality initiative to be administered through the Downtown Victoria Business Association. The funding will help launch a Downtown Clean & Safe Committee that includes a Good Neighbour Program and a grant program to support Victoria businesses that sustained damage due to vandalism facilitate quick repairs.



*Film – On the set of American Dreamer*





## Attachment B – Operational Highlights, Accomplishments and Metrics (T1 2020)

### Neighbourhoods:

- **My Great Neighbourhood Grant** – The 2021 intake for grant applications opened on April 1. Residents can apply for up to \$5,000 for placemaking projects and community recovery and resiliency projects and up to \$1,000 for activities. As of April 30, seven applications were received requesting a total of \$21,760 of the \$127,500 available from the 2021 Financial Plan.
- **Community Virtuals** – This new monthly "lunch and learn" series was introduced to connect with residents and focused on community development and resiliency and continued for 2021. Events included: Engaging Your Neighbours - January, The Power of Community Art - February, Growing in the City - March, and Community Preparedness in April. Together these first four 2021 sessions attracted 175 participants and included participation from a cross section of city staff and local expert presenters.
- **Neighbourhood Association Coordinator Funding** – Strategies approved for North Park, Downtown, and James Bay with those neighbourhood associations receiving \$20,000 in funding to support strengthening their associations' capacity and engagement with residents. Staff await strategies from Rockland and Jubilee.

### Victoria Conference Centre:

- **Sales Initiatives** – Virtual familiarization tour of Victoria to 28 meeting planners from the US and Canada to showcase our Destination. Results showed lead opportunities for future conferences.
- **Carbon Neutral Designation** – The Victoria Conference Centre has been designated as 'carbon neutral' by noted corporate sustainability management firms Synergy Enterprises and Offsetters. Website and Marketing material updated to highlight this achievement and a new 'Green Meetings' guide has been created.
- **Flower Seed Campaign** - 150 key clients across Canada and the US were recipients of our Canadian Wildflower seed campaign. Tied to Destination Greater Victoria's Annual Flower Count, these locally-produced seed



Virtual Familiarization Tour of Victoria

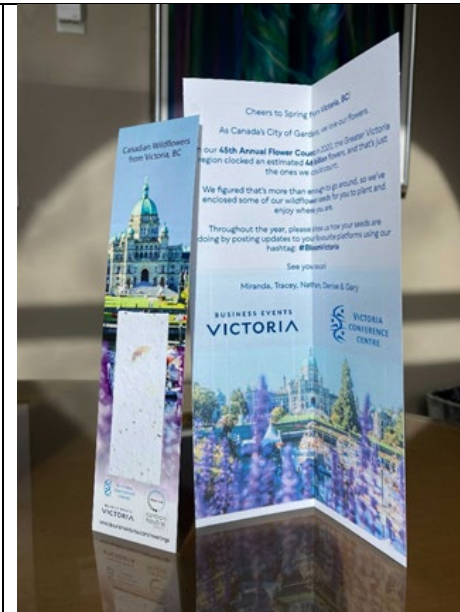
## Attachment B – Operational Highlights, Accomplishments and Metrics (T1 2020)

bookmarks invited clients to join us on the path to regrowing our industry, as well as raising awareness of Victoria's status as a leading 'Garden City' and our new Carbon Neutral Designation.

- **Virtual Events & Conferences** - CanSPEP Holiday Event, Business Events Canada Economic Sector and Incentive Plan Canadian Partner Webinars, SITE Conference, TSEF – The Sustainable Events Forum, CSAE Tete-a-Tete, GO WEST Virtual Series, MPI BC - BC Meetings & Events Chapter Event, CONNECT Meetings Cyber Virtual Business Show, Global Meetings Industry Day, The Event, and Sustainable Events Earth Day Event.
- **Contracts** – Vancouver Island Health contracted the VCC to be utilized as a mass vaccination centre from April 12 to September 3. Although no other new contracts were signed, eleven existing contracts forced to postpone due to current health restrictions signed new contracts for future dates, eight were city-wide conferences.
- **Site Inspections** – Nine in-person and one virtual site inspection were held to showcase the VCC for future bookings.

### Emerging Issues and Challenges:

- Due to Provincial Health Orders, the City's festivals, events, and conference bookings continue to remain on hold. Although, the Victoria Conference Centre secured the VIHA booking, any remaining bookings for T3 have started to cancel or rebook for later dates into 2022 and 2023.
- The Business Hub continues to manage Build Back Victoria applications, which affects capacity to lead any 2021 economic action plan initiatives.



Flower Seed Campaign

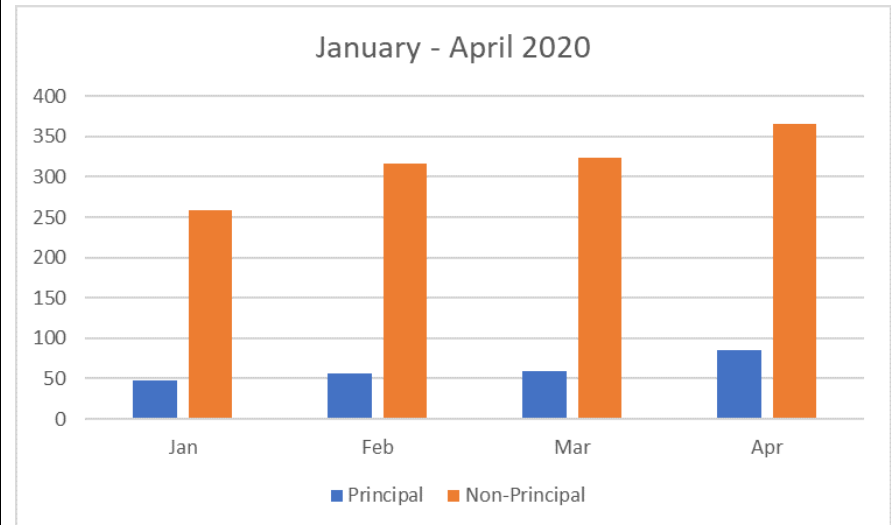
## Bylaw Services

### Highlights and Accomplishments:

- **Increase in Short Term Rental Applications** - There has been a significant increase in Non-Principal Short Term Rental applications. These applications come primarily from condo hosts who had taken long-term tenants during the pandemic. Operators are anticipating a steady return of tourists with the resumption of interprovincial and international travel.
- **Short Term Rental Advisory Group** - The Short Term Rental Coordinator for the City of Victoria sits on the provincial Short Term Rental Advisory Group which was formed in 2020 by the Province and UBCM. This group includes representatives from nine local governments including Victoria. Information generated by the Advisory Group will help inform the Province's consideration of potential policy approaches to STRs, including possible measures to support local governments interested in taking further actions to address STR impacts. A report is anticipated in July 2021.
- **COVID-19 Pandemic/Homelessness** - The COVID-19 Pandemic and homelessness crisis resulted in between 155-191 shelter structures in parks and public spaces which required compliance management to ensure that temporary outdoor sheltering regulations were being adhered to. This dominated the majority of staff time and caused significant backlog in other calls for service.
- **Public Health Order Compliance** - Community bylaw enforcement officers were required by the Province to act as the first agency to respond to, assess, educate and gain compliance by influencing members of the public to make the right decisions based on Public Health Orders. Bylaw Services responded to a high volume of public complaints and ensured referrals to the appropriate enforcement agencies were made.

### Short-Term Rentals

City of Victoria regulations allow short-term rentals for eligible operators. Eligible operators must have a Short-Term Rental Business Licence and comply with operating requirements. View the [Short-term Rental Regulation Bylaw](#).

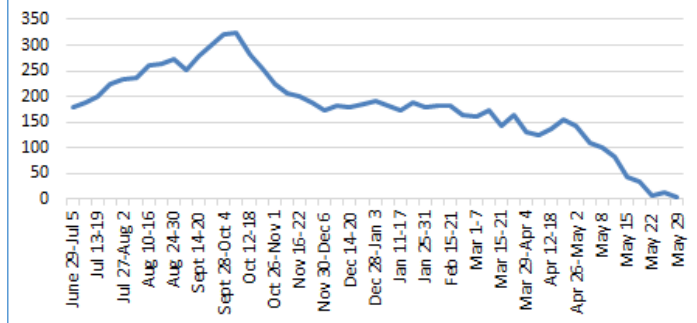


*Bylaw Services increases in applications for Short Term Rentals.*

## Bylaw Services

- 940 Caledonia Temporary Outdoor Shelter** - In December of 2020, there was a flood in Central Park requiring the evacuation of approximately 30 people who were experiencing homelessness and sheltering in that park. A cooperative effort between the City and community resulted in the creation of a temporary outdoor shelter on the parking lot of 940 Caledonia. Bylaw Services was responsible for management of this space and worked cooperatively with the residents of the temporary shelter, the surrounding community and various outreach groups

Total sheltering counts in all areas



### Emerging Issues and Challenges:

- Short Term Rental Enforcement** - The City of Victoria is actively enforcing on hundreds of non-compliant Short Term Rental operators. There are several cases before the court and numerous other investigations are ongoing. The goal is to achieve voluntary compliance through education however, when those efforts are unsuccessful, various enforcement strategies, including but not limited to Long Form Prosecution and Injunction, have been implemented.
- Service Levels** - As a result of the pandemic and focus on public health and safety, many calls for service, investigations and compliance issues have not been addressed. As the situation improves, it will be a priority to return to regular service levels and clear up backlogged files.

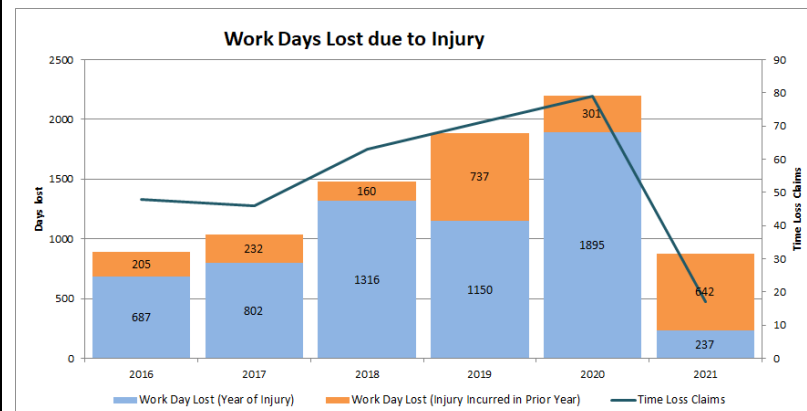
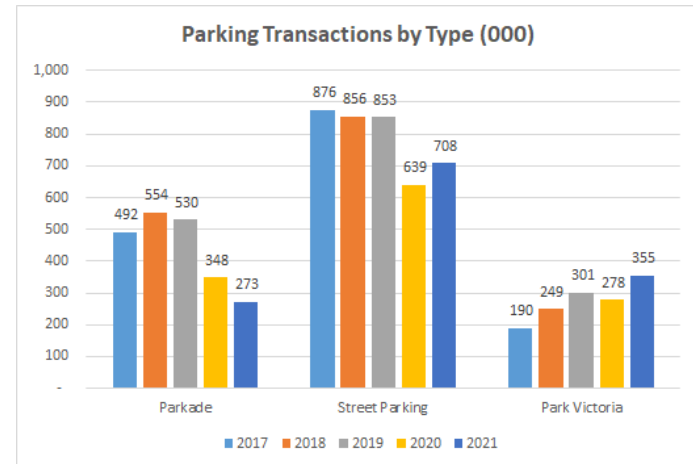




## Corporate Services

### Highlights and Accomplishments:

- **Coastal Communities Social Procurement Initiative** – Over 75 city Credit Card (PCard) holders have received training on how to use the Social Value Supplier Directory. The City is continuing with internal training and building a dedicated resource site for staff that is populated with a list of local social value supplies, useful procurement resources and success stories.
- **2020 Financial Statements** – Received an unqualified (clean) opinion form the City's external auditor.
- **Five-Year Financial Plan** – Council adopted the 2021 Budget and Five-Year Financial Plan and set the 2021 Tax Rates.
- **Annual Youth Transit U-PASS Program** – The City issued 1,959 passes to youths between the ages of 6 to 18 years to explore the city by transit and travel for free to school, work, shopping and recreation.
- **940 Caledonia Avenue** – Completion of the land use process and agreements to support a temporary supportive transitional shelter project on City owned lands for 30 units of housing for a period of 18 months. The project is being delivered with the participation of non-profit service providers, provincial and municipal funding supports.
- **MyPlace Transitional Shelter** – Renewal of agreements with BC Housing for continuation of the MyPlace Transitional Shelter.



## 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** – The participatory budgeting community steering committee was established for 2021. Neighbourhood spaces is the focus for this year's project ideas and funding. The City's virtual engagement tool will be used to gather submissions and facilitate community voting.
- **2021 Budget Engagement** - Public engagement that opened in December for the 2021 Draft Budget continued into mid-January, including a virtual Budget Town Hall. Residents and businesses shared their priorities for investment to help inform Council's final budget decisions. A total of 317 people tuned in live to the Town Hall and many submitted questions online ahead of the event.
- **Official Community Plan Update engagement** – The City began engagement to update parts of the Official Community Plan to reflect recently approved plans and policies, improve clarity and respond to emerging trends.
- **Phase 1 - James Bay AAA Cycling Route engagement** – Public input has informed revised route designs that will be shared with the public for feedback in May.
- **Climate Action Outreach** – City staff met with the South Jubilee and Fairfield Gonzales Neighbourhood Associations as part of the City's climate action outreach on City-led activities and to raise awareness of the actions residents can take to help meet the City's climate targets.

### Official Community Plan Update



### COVID-19 Response and Recovery



Your Dollars • Your Decisions • Your City

#pbvic

### Participatory Budgeting

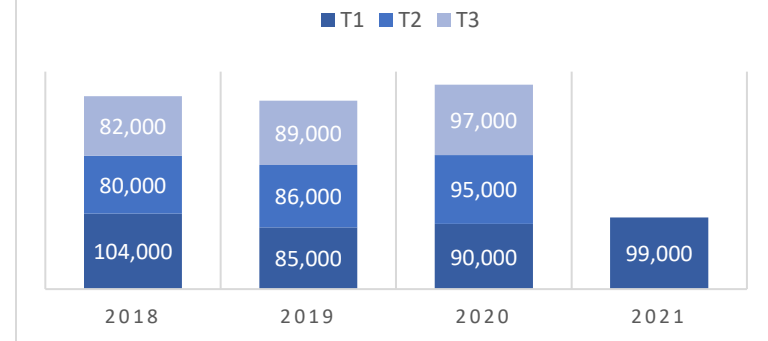




## Engagement

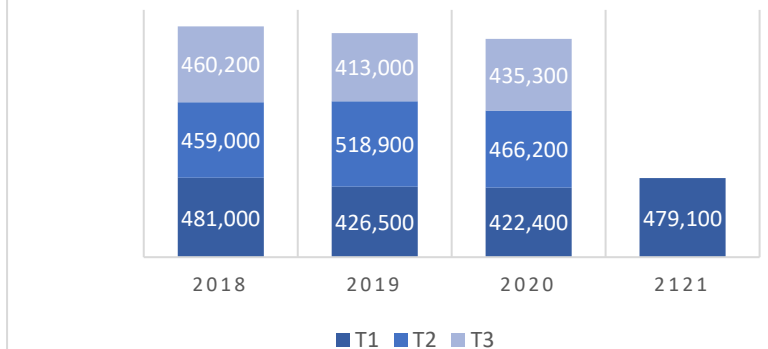
- **Welcoming City Strategy Engagement Planning** – The Council-appointed Welcoming City Task Force is made up local experts and people with lived experience, and co-chaired by Mayor Lisa Helps and Councillor Sharmarke Dubow. The Task Force is leading the initiative to develop a Welcoming City Strategy with the assistance of consultants and City staff. Engagement planning took place in the first trimester for targeted stakeholder virtual workshops and broader online engagement that will begin in May.
- **Engagement by the Numbers: January 1 – April 30, 2021**
  - 12 online events (virtual workshop or open house)
  - 95 stakeholder meetings (virtual/phone meetings, stakeholder email, door-to-door canvassing)
  - 18,901 people engaged
  - 215 emails received providing input on engagement activities
- **Have Your Say online platform:**
  - 132 new registrations
  - 16,413 people “aware” - visited at least one project page
  - 7,946 people “informed” - visited multiple project pages/downloaded files
  - 2,690 people “engaged” - contributed to an activity
  - 3,055 surveys completed (Note: one visitor can fill out multiple surveys)
- **EMERGING ISSUES AND CHALLENGES:**  
Due to public health orders limiting 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



Compared to T1 2020, the total combined social media audience (Twitter, Facebook, Instagram) increased by 8,963 (9.96%) in T1 2021. This was higher than the year before in T1 when it grew by 5.88%.

### WEBSITE VISITS



In T1 2021, there was an increase of 56,699 (13.42%) user sessions on the City’s website compared with T1 2020. In comparison, there was a decrease of .98% in T1 the year before.

## Engineering and Public Works

### Highlights and Accomplishments:

#### Climate Action and Environmental Sustainability:

- New EV Charging stations opened on Store St in partnership with BC Hydro. The first DC Fast Charging stations in the City of Victoria.
- Council approved change to residential solid waste service to enable curbside collection and addition of yard waste to green bins starting later in 2021.
- New vehicles & branding introduced to support collection of organic and recyclable material from public realm zero waste stations with 750 kg/month being diverted.
- Council approval for selling low carbon fuel credits to further support climate action initiatives.
- Adoption of Checkout Bag Regulation Bylaw.

#### Engineering:

- \$53.8 million 10-year accelerated renewal of critical underground infrastructure, with funding support from the Government of Canada's Disaster Mitigation and Adaption Fund, has started including projects in James Bay, Ross Bay and Downtown.
- Watermain replacements completed on Wellington Avenue, Reed Street and Kindersley Road.
- Brick storm drain rehabilitated on Alpha Street.

#### Public Works:

- Responded around the clock to 72-hour snow event (Feb. 2021) plowing roadways and laying 350 tonnes of salt.
- Over 1,100 fleet maintenance orders completed for City and Vic PD fleets.



Store St DCFC



Zero Waste Vehicle

## Engineering and Public Works

- Approximately 1450 traffic control permits were processed, enabling contractors and City crews to complete their work on Victoria streets.
- 53 Traffic Management Plans completed in support of Special Events or Filming throughout Victoria.
- New eco-friendly weeding program initiated.
- Continued conversion of tools to electric powered including two tampers, a ride on mower, leaf blowers and grass trimmers.
- Milled & Paved city roads using 1,000 tons of asphalt, repairing 5,600 square metres of road.
- Completed 40 linear metres of lip grinding (trip hazards).
- Completed 800 block Humboldt Street sidewalk replacement and repairs.
- Installed battery backup systems at 10 traffic signals.
- Installation and removal of Community Care Tent at Cook Street.
- All Gender Washroom constructed at Beacon Hill Park.
- Fabricated custom picnic tables for Dallas Road and Memorial Drive projects.
- Repaired 6 sewer and storm sewers and 12 watermain break repairs.
- Flushing of 82km of watermain.
- Inspected and cleaned over 1000 catch basins.
- Completed 8.7 km of underground camera inspections.
- Cleaned 26.5km of sanitary sewer mains.

### Transportation:

- Road safety upgrades, road repaving and vehicle slip lane removal at Esquimalt and Tyee constructed by Public Works.
- Graham / Jackson AAA corridor complete.
- Vancouver AAA Cycling corridor substantially complete.
- Topaz Avenue sidewalk completed.
- Tender released for Government Street North Complete Street Project (AAA Cycling, underground asset renewal, road repaving)



Vancouver St bike route



Heated Organic weed treatment unit designed & built by Public Works



## Engineering and Public Works

- New traffic signal at Princess/Cook.
- Completion of roundabout at intersection of Cook and Southgate Streets.
- Traffic signal operations changes of Johnson /Pandora/Store/Wharf Bridge intersections to improve safety and efficiency.
- School Streets initiative launched at George Jay Elementary with other schools looking to join program.
- Ongoing roll out of Build Back Victoria Program including permitting of patios and pedestrian priority on Government St and Broad St.
- Completion of public open space and Multi Use Pathway project on Memorial Drive.

### Emerging Issues and Challenges:

- Maintaining operational readiness for critical water, sanitary sewer and storm water services during COVID pandemic
- Maintaining the safety and well-being of outside crews from physical and verbal threats.
- Recruitment of key leadership staff
- Maintaining delivery of large and expanded capital programs within existing staffing levels and COVID 19 impacts on external labour and material costs and supply chain interruptions
- Increased volume and complexity of development applications and associated engineering review



Electric ride-on lawn mower

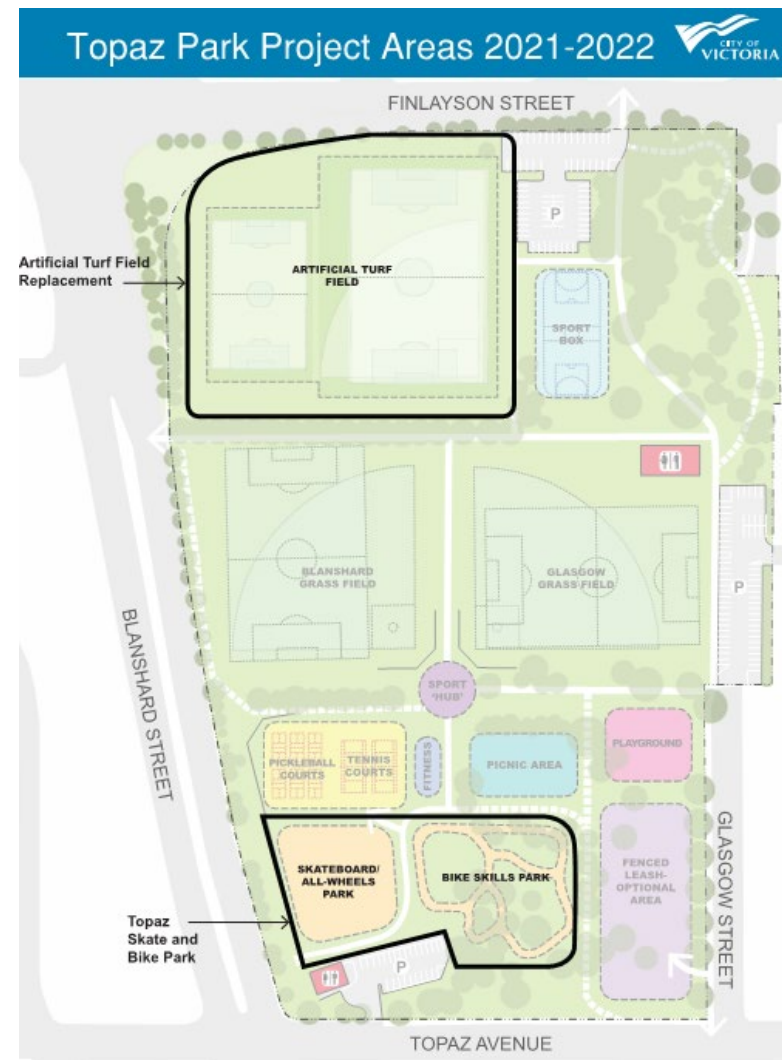


Snow clearing – Feb. 2021

## Parks, Recreation and Facilities

### Highlights and Accomplishments:

- **Topaz Park Skate and Bike Parks** – The engagement process for the project got underway with technical advisory committee. Leaders from the local skate and bike communities met with the project team to provide input into the design of these much-anticipated amenities.
- **Topaz Park Artificial Turf Field Replacement** – The project team completed the technical engagement for the design of the new fields. Representatives from the local sport community and the Hillside-Quadra Neighbourhood Association provided input into the project design of the fields through a series of meetings.
- **Crystal Pool and Fitness Centre Re-opening** – In February the Crystal Pool and Fitness Centre re-opened after being closed for nearly a year due to the pandemic and major system repairs. The City resumed much-needed services including family and lane swims, swimming lessons, children's programs, personal training, and access to the fitness centre.
- **Dallas Road Greenspace Fencing** – Staff completed the installation of split rail fencing along Dallas Road between Moss Street and Clover Point. The railing provides separation between the new multi-use pathway and the City's most popular leash-optional dog area.
- **Beacon Hill Park Public Washroom Improvements** – Upgrades were completed to the public washroom building next to the playground along Bridge Way. A new universal washroom was added, as well as "hands free" toilets and facets, and other enhancements.





## Parks, Recreation and Facilities

- **Clover Point Park Interim Plan** – The City approved an interim plan for this waterfront park, which will re-open to public use this summer, following completion of the CRD wastewater treatment project. Updates planned for the park include expanded space for pedestrians, new seating options, and additional parking for citizens with disabilities.
- **Community Garden Start-Up Grant** – \$30,000 in start-up grants were awarded to support the design, planning, and build of new community gardens in the city. The funding awarded will support the design of community gardens in the South Jubilee and Vic West neighborhoods, and the building of two new allotment gardens in Quadra Village and the Oaklands community.
- **Leaf and Branch Pick-Up Programs** – These seasonal programs resulted in the collection of 4,000 cubic yards of leaves and 196 cubic yards of branches. The nutrient-rich materials contribute to the City's own park programs, as well as the garden materials distribution program for residential home garden use.
- **Tree Protection Bylaw** – The City adopted a new *Tree Protection Bylaw*, which takes effect on July 1, 2021. The new bylaw will help further objectives outlined in the Urban Forest Master Plan, including the protection of trees on private property and the application of leading practices for long-term tree health.
- **Parks Regulation Bylaw** - The City adopted several amendments to the *Parks Regulation Bylaw* focused on mitigating the impacts of sheltering in parks. Centennial Square, Central Park and Cecelia Ravine were added to the list of parks where sheltering is prohibited. The City also adopted

*Design and engagement are underway for the Topaz Park Skate and Bike Park, and the Artificial Turf Field replacement projects.*



*Crystal Pool and Fitness Centre reopened February 1*



## Parks, Recreation and Facilities

an amendment to end 24/7 sheltering in parks as of May 1, 2021.

- **Emergency Social Service Grants** – The City provided \$115,420 in grants to organizations supporting people sheltering outdoors, with access to showers and outreach services including meals and clothing.
- **Central Park Remediation** – The City made progress on the restoration of Central Park, following significant damage due to extreme weather and the high volume of sheltering activity in the park, during the winter. This work has required approximately 1,000 staff hours over five months.

### Emerging Issues and Challenges

- **COVID-19 pandemic impacts** – New Provincial Health Orders to prevent the spread of the virus resulted in adjustments to the delivery of recreation programs and services at the Crystal Pool and Fitness Centre. This included a reduction in the maximum number of participants for programs, and drop-in access to the facility. Restrictions prohibit adult and seniors programs and high-intensity fitness classes. As a result, revenue projections for the facility have been reduced; however, staff are mitigating the decrease in revenue by reducing expenses. In addition, the Save On Foods Memorial Centre is being used for temporary housing for vulnerable citizens and is therefore not available for recreation programs.
- **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

*Beacon Hill Park public washroom accessibility improvements were completed.*



*The Salvation Army provided showers and clothing to people sheltering in parks.*

## Parks, Recreation and Facilities

risks to staff working in parks, individuals sheltering outdoors, and citizens using parks and public spaces. With the conclusion of the daytime sheltering in parks and the increased availability of indoor housing, there is an expectation that fewer people will be seeking shelter in parks. As the volume of sheltering reduces, staff resources will be focused on hazard removal and remediation of impacted park spaces.

### Aging Facilities

- **The Crystal Pool and Fitness Centre** - Earlier this year one of the three facility boilers failed, requiring emergency repairs to keep the facility operational. Many of the building systems are beyond their functional service life and present maintenance and service challenges. Staff continue to take a risk-based approach to addressing issues that arise to maintain services for the community.
- **Oaklands Community Centre Roof Leak** - In March, maintenance workers identified that a roof leak had occurred causing significant structural damage to the administrative area of the facility. As a result, the area was immediately secured, and measures were taken to mitigate further damage and keep the facility operational. To accommodate this urgent project, staff have reprioritized the existing workplan, including deferring previously planned updates to the City's building at 812 Wharf St to 2022.
- **Victoria Conference Centre Roof Leak** – Early this year a roof leak above the administrative building resulted in significant damage. Remediation was completed and the roof has been patched until further repairs are completed later this year. Corporate contingencies will be utilized to fund the repairs and staff have reprioritize the workplan to minimize impacts on other planned projects.



*Emergency repairs to Crystal Pool boiler system.*



## Sustainable Planning & Community Development

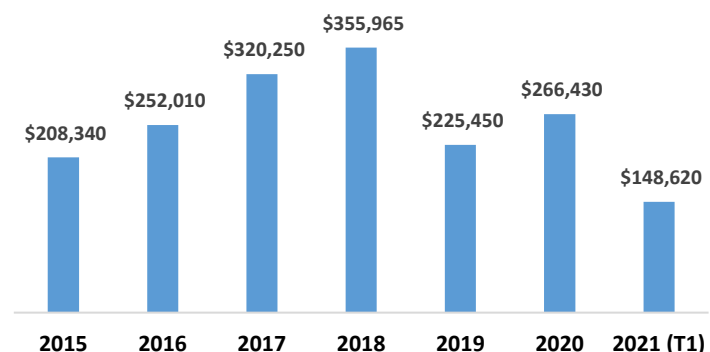
### Highlights and Accomplishments:

- **Affordable Housing** - The City approved a Victoria Housing Reserve Fund grant in the amount of \$280,000 to the John Howard Society of Victoria in support of a 28-unit affordable housing project at 736 Princess Avenue.
- **Transitional Housing** - A Temporary Use Permit was issued for purpose-built transitional housing at 940 Caledonia Avenue, on a portion of the parking lot at Royal Athletic Park. The development consists of 30 tiny homes for an 18-month term, to provide comfortable, safe housing for people currently sheltering in parks.
- **Tenant Support** – A Greater Victoria Rent Bank pilot program launched to provide short-term financial help for low-to-moderate income households at risk of losing their housing due to a temporary financial crisis. The program is administered by the Community Social Planning Council with support from the City of Victoria. Tenant initiatives were further supported through an extension of the City's Renters' Advisory Committee term, which was to expire in March 2021 and was extended to an ongoing basis.
- **Development Process** – A report was presented to Council outlining successes and challenges associated with Community Association Land Use Committee (CALUC) consultation process COVID adaptations. Improvements to the process include enhanced signage and requiring virtual meetings when requested by CALUCs able to convene such events.
- **Engagement** – The second phase of public engagement for Village and Corridor Planning was completed and results are being compiled for future reporting to Council. Other engagement



736 Princess Avenue - Affordable Housing Project

### Total Construction Permit Value (\$000)



Total construction permit value at April 30, 2021 was significantly higher than 2020 which was (just over \$32 million).

## Sustainable Planning & Community Development

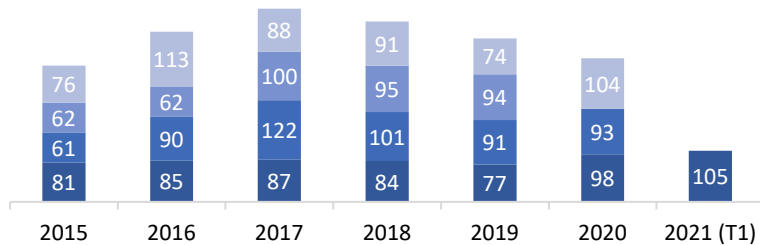
processes launched on the City's 'Have Your Say' portal to receive feedback on proposed updates to the Official Community Plan to align it with more current City plans and objectives, as well as updates to the Downtown Core Area Plan guidelines for new buildings and additions.

- **Heritage Conservation** – Two properties with heritage value were protected through Heritage Designation Bylaws, including a Queen Anne Revival-style house built in 1893 at 2564 Graham Street and an Edwardian Vernacular house built in 1910 at 1611 Stanley Ave.
- **Customer Service** – Permits and Inspections transitioned to a single phone number with a dedicated staff resource for answering customer inquiries. The division also went live with eApply for Plumbing Permits.

### Emerging Issues and Challenges:

- **Staff Vacancies** - The Community Planning division experienced a staff vacancy (Community Energy Specialist) in this period that will delay some Climate Action initiatives.

Development Application Volume



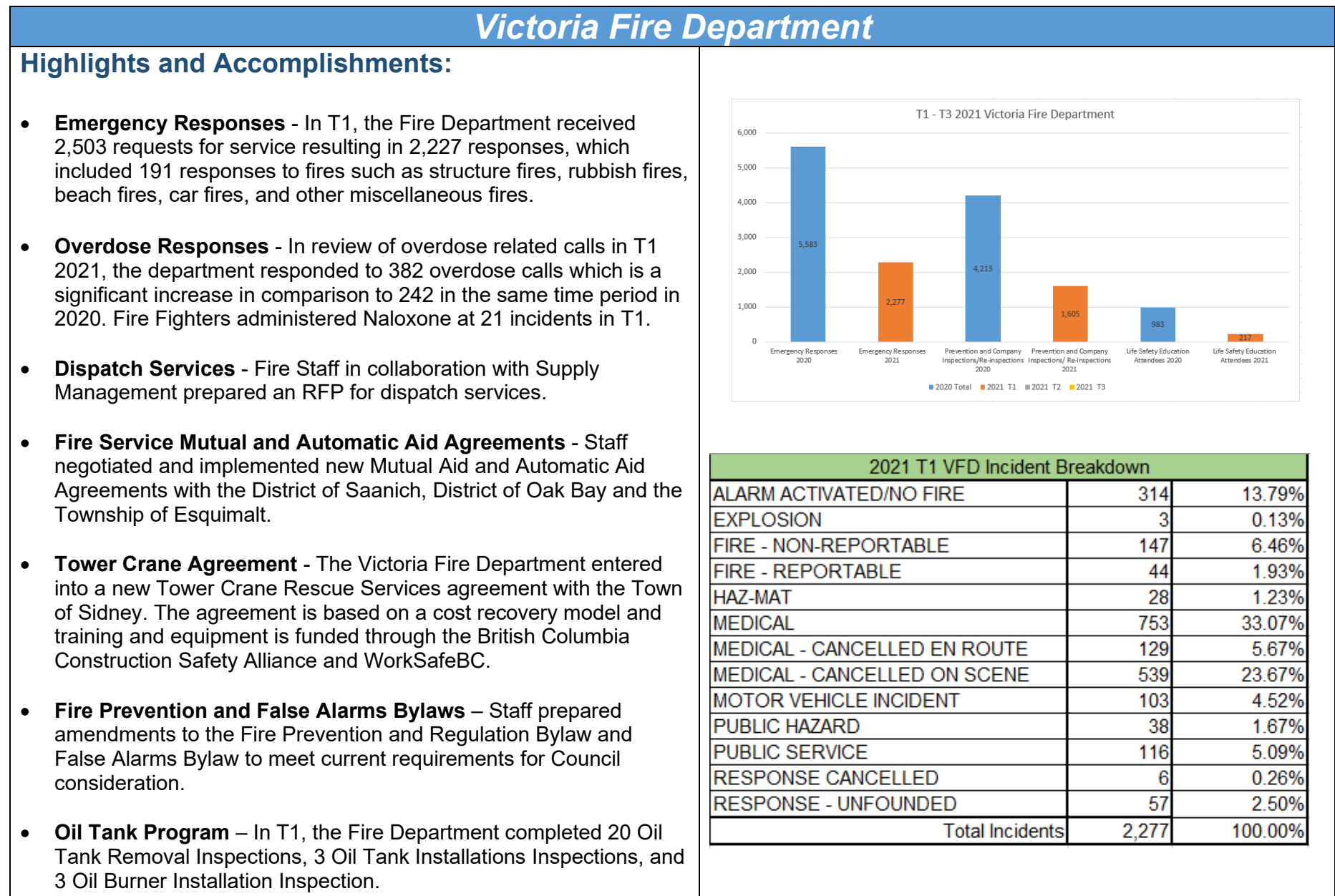
The volume of development applications was slightly higher in 2021 with 105 applications compared to 98 in the same period in 2020.



940 Caledonia Avenue - 'Hey Neighbour' Transitional Housing

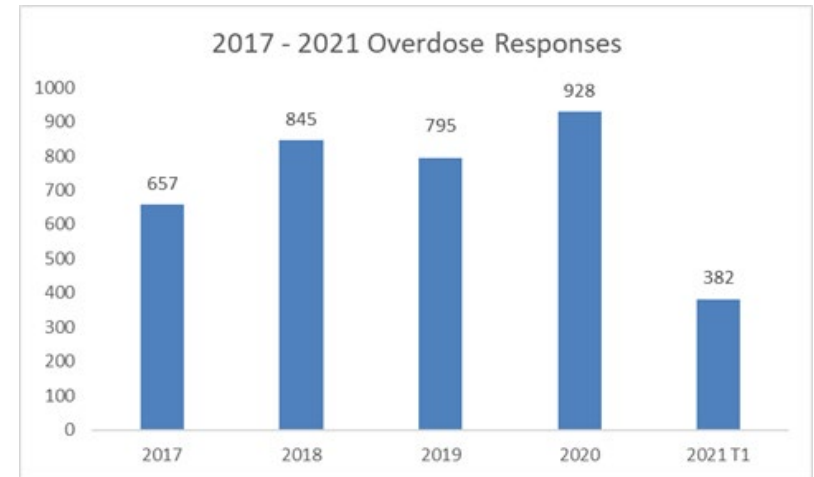




## Attachment B – Operational Highlights, Accomplishments and Metrics (T1 2020)



## Victoria Fire Department

- **Hoarding Education Action Team (HEAT)** - In T1, the H.E.A.T. Program received 74 calls on the H.E.A.T. hotline resulting in 11 home visits within the City of Victoria and 63.5 hours staff hours dedicated to the program. The new H.E.A.T. Facebook Group has continued to see success since implementation. Due to COVID, all peer groups were cancelled, however in the last month Island Health members were able to launch online peer groups.
- **HEAT Presentation** - A Fire Prevention staff member co-presented a 3-hour online session on the Heat Program to Coquitlam Fire Department. Topics included the psychology of Hoarding Disorder, the fire risks, and what HEAT is currently accomplishing to try to meet the needs of the community. The last 45 minutes were opened for questions. It was a productive meeting with positive feedback provided and ability to connect them with a source in Fraser Health that may be able to assist.
- **HEAT Online Training** - The HEAT working group welcomed the BC Community Response Network to the table and they are taking an active role in facilitating various projects. One of these is developing online training in the form of narrated presentations which people can watch at their leisure. The idea is to target our various audiences (those afflicted, caseworkers, building managers etc.) and tailor the materials to them. This project is still in its infancy.
- **Fire Alarm Upgrades** - Fire Prevention Staff worked with building representatives to upgrade end of life fire alarm systems and recommend fire alarm upgrades to buildings with older systems.
- **Fire Safety Brochures for RVs** -The Fire Prevention Division created and distributed brochures specific to fire safety for persons living in recreation vehicles. These were distributed within the community.



Victoria Fire Department	
<ul style="list-style-type: none"> <li>• <b>New Housing</b> - Fire Prevention Staff worked in collaboration with other City staff for new housing options in the City including Save-On-Foods Centre, Tiny Homes on Caledonia, and Russell Street.</li> <li>• <b>Existing Housing</b> - Fire Prevention Staff continue regular visits to ensure life safety systems and processes are maintained.</li> <li>• <b>Mechanical Division</b> - The Mechanical Division has completed specialized apparatus and equipment maintenance and reassembly of Fire Boat Protector to place it back into service. The Division has completed the preparation of the first Fire Department EVs and the cars are now in service. The preparation and customization of the new and more efficient Emergency Support Services van is underway. The Master Mechanic is compiling the specifications for the new Battalion Chief and Communications vehicles.</li> <li>• <b>Fire Boat Refit</b> - Fire Boat 1 “Protector” refit has been completed through the Mechanical Division, extending the life span of the asset.</li> <li>• <b>Specialized Training</b> - Completed 3,592 aggregate hours of specialized training, including NFPA Certified officer development certification, confined space rescue, aerial apparatus operations, and fire service instructor certification.</li> <li>• <b>Rescue Task Force</b> - Fire and Greater Victoria Emergency Response Team (GVERT) members completed 4 days of combined Rescue Task Force Training.</li> <li>• <b>Remotely Piloted Aircraft System (RPAS) Training</b> - VFD RPAS pilots participated with the Greater Victoria Emergency Response Team (GVERT) in a joint training exercise to demonstrate the benefits and capabilities of the RPAS use for certain GVERT</li> </ul>	 

Victoria Fire Department	
<p>incidents. Discussions are ongoing with other agencies who may benefit from our RPAS services and we may be offering those services more broadly to the region moving forward.</p> <ul style="list-style-type: none"> <li>• <b>Business Impact Analysis Workshops</b> - COVID-19 BIA workshops were completed by all departments and the data was shared with IT and the modern workplace planning team in order to inform planning efforts around working from home, returning to the workplace and modern workplace planning.</li> <li>• <b>Vic-Alert</b> - The City of Victoria has transitioned to 'Alertable' to send Vic-Alert emergency notifications. Emergency notifications are sent using Vic-Alert for incidents such as gas leaks and tsunami warnings. This new system now has the capability to send notifications via landline, SMS, email, mobile applications, smart speaker and more. In addition, it can send critical vs non-critical alerts and send alerts to specific geographic locations (to those who are subscribed). Previous Vic-Alert subscribers were contacted and advised of the change and to re-subscribe to the new platform. Public messaging was issued for the new platform encouraging people to subscribe in order to receive emergency notifications. Vic-Alert now has over 17,000 subscribers.</li> <li>• <b>Tsunami modelling</b> - The Local Government Emergency Planning and advisory Council (LGEPAC) Public education working group contracted Associated Engineering (AE) to create "safe high ground" maps for all municipalities and electoral areas in the capital region which will be used for educating the public on where they are safe from any type of tsunami. Further work continues on tsunami planning seeking standardization on terminology, symbology, and communications around tsunami threats as well as more modelling and data on distant tsunami sources (tele-tsunami), to ensure we can</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Connect and Prepare</b> - EM staff and Building Resilient Neighbourhoods staff continued to support current and past cohorts of Connect and Prepare through virtual check-ins. The next round of Connect and Prepare groups has been selected and virtual curriculum has been developed and will commence in May 2021. The Harbour Rd. Neighbourhood Hub is ready for its launch in May which was part of the Connect and Prepare program and will include specific hazard information and resources for the Harbour Rd. Neighbourhood.</li> <li>• <b>Tsunami Awareness Week</b> - EM and the Engagement team developed tsunami awareness messaging for social media and website and was also presented on CFAX and CHEK TV.</li> <li>• <b>Volunteer Engagement</b> - Within-person training, exercises, and events still on hold, this year EM staff have continued to engage with volunteers via email and Teams. A virtual recognition ceremony was held for Alan Mallet, who has been volunteering as a Public Safety Lifeline Volunteer for 50 years! Volunteer appreciation was also shown via social media posts and the City website.</li> </ul>

## Attachment B – Operational Highlights, Accomplishments and Metrics (T1 2020)

<i>Victoria Fire Department</i>	
<p>accurately and confidently communicate any distant tsunami risks to the public.</p> <ul style="list-style-type: none"><li>• <b>Fire Prevention Life Safety Education</b> - The Fire Prevention Division is working on online life safety education sessions and videos that can be attended or accessed online to ensure fire safety messaging can be continued during COVID-19 Restrictions.</li><li>• <b>Emergency Management Education</b> - Due to COVID-19, Emergency Management presentations continue to be delivered virtually. The Emergency Preparedness Workshop is available for public viewing at anytime online at <a href="https://victoriaready.ca">VictoriaReady.ca</a>. Emergency Program staff hosted an online Community Virtual on “Neighbours Helping Neighbours in Community Preparedness”.</li></ul>	



Appendix C: 2021 Core Service Delivery Work Plan

Service Area	Service Description	Department	T1	T2	T3
<b>Business Hub</b>	To guide new and existing businesses through the City's processes, find ways to reduce or mitigate red tape, provide resources in the community to assist businesses	<b>Business and Community Relations</b>	COTW Report on Build Back Victoria- BBV (Engagement, Improvements and Govt St Recommendations); Host Online Focus Group for BBV Engagement; Review and Process BBV Applications and Inquiries; Co-Host Webinar with Community Micro Lending -Small Business Grants; Assist businesses through City processes	Workshop - "Cutting Red Tape"; Marketing Campaign for BBV and Shop YYJ; Translate Business Hub Support Materials in 2 languages; Review and Process BBV Applications and Inquiries; Assist businesses through City processes;	COTW Report on Build Back Victoria; Mitigation Strategy Development; Retail Strategy Assessment; Review and Process BBV Applications and Inquiries; Assist businesses through City processes
<b>Create Victoria Master Plan</b>	Implementation of Create Victoria Arts and Culture Master Plan	<b>Business and Community Relations</b>	COTW Report on Cultural Space Grant Program.	Vacant Storefront Program Launch	COTW Report: Music Strategy and Cultural Space Road Map
<b>Creative Animation and Programming of Public Space</b>	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 , <u>seasonal animation and banner program.</u>	<b>Business and Community Relations</b>	Calls to Artists: Commercial Alley, Vacant Storefronts and Kiosks, mural roster, Topaz Park. April Poetry Month. Chinese New Year decor.	City-wide programming including music performances linked to BBV program. AIR and IAIR projects, virtual poetry events, installation of temporary public art downtown, new summer banners installed, virtual Canada Day program delivered.	Orange Shirt Day (virtual), Butler Book Prize and Children Prize awarded, youth poet laureate nomination process, public art symposium, winter decor installed
<b>Festival and Event Support</b>	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.	<b>Business and Community Relations</b>	COTW report on Festival and Invention Grant funding recommendations		Host festival grants workshop  Applications received for 2022 Festival Investment Grant program
<b>Late Night Program</b>	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	<b>Business and Community Relations</b>	On hold for 2021	On hold for 2021	On hold for 2021
<b>Neighbourhood Liaison Activities</b>	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.	<b>Business and Community Relations</b>	COTW report on 2020 My Great Neighbourhood Grants (MGNG) Facilitation of Neighbourhood Coordinator grant program  Community Virtuals (Jan - Engagement, Feb Community Art, Mar - Growing in the City, Apr - Community Preparedness)  April 1 intake for 2021 MGNG	Publication of Neighbourhood Led Action Guide  Neighbourhood Boundaries engagement starts	Neighbourhood Boundaries engagement and report to Council  MGNG 2021 program report to Council  Community Virtuals (Sept - Dec)
<b>Victoria Conference Centre</b>	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.	<b>Business and Community Relations</b>	April 1st re-opening of VCC Launch Virtual Studio/Pres Stage "Annual Flower Campaign" Launch Green Meetings Guide  Virtual Sales Activities: Society of Incentive Travel Executives Cdn Society of Association Executives Tete-a-Tete GO WEST Series MPI BC Chapter - "The Event" Global Meetings Industry Day	Meetings Restart Campaign: local advertising, local market and host small client event Group Booking Sales Incentive Offer Campaign Flavour Trail Group Experiences Destination FAM Experience  Virtual Sales Activities: American Society of Assn Executives Tradeshaw Canadian Meetings & Events Exposition Tradeshaw CONNECT Marketplace Tradeshaw	Prov/Natl Meetings Campaign  Virtual Sales Activities: International Congress & Convention Assn Conference IMEX America Tradeshaw CSAE National Conference Professional Convention Mngmt Assn Canadian Innovation Conference Customer Advisory Board Meeting

Appendix C: 2021 Core Service Delivery Work Plan

Service Area	Service Description	Department	T1	T2	T3
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	Indigenous cultural training complete. Lunar New Year intergovernmental greetings. Honorary Citizen Awards planning. Twin City correspondence and initiatives. Coordinate First Nations intergovernmental letters, City Hall light-ups, community flag requests, half-mastings, gift requests. Coordination with protocol offices across country.	Pride month and World Refugee Day flag raising events. Morioka anniversary celebrations (virtual). Twin City correspondence and initiatives. Coordinate First Nations intergovernmental letters, City Hall light-ups, community flag requests, half-mastings, gift requests. Coordination with protocol offices across country.	Orange Shirt Day, Remembrance Day, Hannukah events. Morioka school & business delegation visits (tentative). Honorary Citizen Awards & ceremony delivered. Carolling Week. New Year's Levee planning. Twin City correspondence and initiatives. Coordinate First Nations intergovernmental letters, City Hall light-ups, community flag requests, half-mastings, gift requests. Coordination with protocol offices across country.
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	On-Going	On-Going	
Service Improvement	Advance the City's Corporate Plan objectives through process and service improvements, performance monitoring, and sustainment of the Project Management Framework implementation.	Corporate Services	Work with Permits and Inspections to update phone system	Update Project Management Framework and Tools	Focus on Digital Strategy and Client Relationship Management
Equity, Diversity and Inclusion	Establish the Office of Equity, Diversity and Inclusion	Corporate Services	Recruit staff	Draft framework to Council	Expand community profile information
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	Corporate Services	External Financial Statement Audit, Final Financial Plan, Application deadlines for Strategic Plan Grants and Micro Grants	Annual Report and Audited Financial Statements Released, Property taxes due July 2	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	Off-site design work complete, project in construction phase with foundation complete. Work above grade to commence T2	Interior Design, Furniture, Appliance procurement on-going. Off-site construction contract.	Development of Fire Department Operations and Administration relocation plan.
Human Resources - Learning Services	Plan and deliver learning programs to support corporate priorities including leadership capacity, change management and business enablers.	Corporate Services	Leadership Development Learning - Level 1 and Level 2 Create Equity, Diversity and Inclusion (EDI) training delivery consultant roster Continue rollout of online Indigenous Cultural Safety Learning	Deliver EDI learning including Gender Diversity Awareness, Accessibility and Accessible Design Standards Identify scope for Antiracism/anti black racism learning	Launch pilot of Level 3 Leadership Development Learning Continue delivery of Equity Diversity and Inclusion Learning Initiate procurement processes for City specific Anti-racism training Initiate procurement process for Experiential Indigenous cultural safety learning to be offered in 2022

**Appendix C: 2021 Core Service Delivery Work Plan**

Service Area	Service Description	Department	T1	T2	T3
<b>Human Resources - Health and Safety</b>	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.	<b>Corporate Services</b>	COVID-19 Pandemic Response: Update Risk Assessments & Controls in response to public health orders and advice  Initiate Safety training 2021  Initiate implementation of Safety Management System Software	COVID-19 Pandemic Response: Update Risk Assessments & Controls in response to public health orders and advice  Safety training 2021  Complete Implementation of Safety Management System Software	COVID-19 Pandemic Response & Service Recovery Planning  Safety training 2021 complete  Plan Safety training 2022
<b>Human Resources - Talent Acquisition</b>	Full cycle recruitment support including new employee onboarding and orientation	<b>Corporate Services</b>	Recruitment to new positions approved by Council through Financial Plan and existing vacant positions.  Complete development of Talent Acquisition process review.	Recruitment to fill vacant positions.  Implementation of Talent Acquisition processes updated through review including Hiring Manager Training.	Recruitment to fill vacant positions.  Review implemented process changes from T2 to ensure effectiveness. Identify and initiate Talent Acquisition processes improvement projects for 2022.
<b>Information Technology</b>	Helpdesk	<b>Corporate Services</b>	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	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
<b>Information Technology</b>	Technical Infrastructure	<b>Corporate Services</b>	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
<b>Information Technology</b>	Business Solutions	<b>Corporate Services</b>	Lead corporate projects involving technology implementation including COVID-19 related solutions, support and maintain internally developed software applications.	Lead corporate projects involving technology implementation including COVID-19 related solutions, support and maintain internally developed software applications.	Lead corporate projects involving technology implementation including COVID-19 related solutions, support and maintain internally developed software applications.
<b>Information Technology</b>	Information Management	<b>Corporate Services</b>	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)
<b>Legislative Services - Council Process</b>	Legislative Services manages the council meeting process preparing and publishing Council and Committee of the Whole meetings, recording minutes and webcasting	<b>Corporate Services</b>	Management of Council agenda and meeting processes	Management of Council agenda and meeting processes. Preparation for moving Council and Committee of the Whole meetings back to City Hall.	Management of Council agenda and meeting processes
<b>Legislative Services - Policy</b>	Legislative Services undertakes policy related projects on a variety of issues in the City not lead by other departments	<b>Corporate Services</b>		Review of Cannabis Retail and Licence Fee Policies; Regulation on sale of pets;	Development of Regulations on Feeding Birds in Vic West; Noise bylaw review
<b>Parking Services</b>	Operation of five parkades, three surface parking lots and over 2,000 on street parking spaces downtown.	<b>Corporate Services</b>	Preparation to implement conversion of City Parkades to gateless pay by space.	Near completion of Parkade implementation. Begin Licence Plate Recognition (LPR) RFO.	Complete Parkade conversion to pay by space. Intention to roll out LPR system.

Service Area	Service Description	Department	T1	T2	T3
<b>Real Estate</b>	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	<b>Corporate Services</b>	Minimize the impacts of pandemic on City's real estate portfolio and revenue. Complete renewals and management of leases and licences of City owned land. Support advancement of affordable housing and supportive housing projects, including development of 926/930 Pandora Avenue project. Implementation and ongoing support of Transitional Shelter Project at 940 Caledonia Avenue. My Place Temporary Shelter lease renewal. City transportation, greenspace and core services projects including David Foster Harbour Pathway, Doric Connector, completion of Peter Pollen Park acquisition, FH1 project and central library renewal project.	Minimize the impacts of pandemic on City's real estate portfolio and revenue. Complete renewals and management of leases and licences of City owned land. Support advancement of affordable housing and supportive housing projects, including development of 926/930 Pandora Avenue project. Implementation and ongoing support of Transitional Shelter Project at 940 Caledonia Avenue. City transportation, greenspace and core services projects including David Foster Harbour Pathway, Doric Connector, completion of Peter Pollen Park acquisition, FH1 project and central library renewal project.	Minimize the impacts of pandemic on City's real estate portfolio and revenue. Complete renewals and management of leases and licences of City owned land. Support advancement of affordable housing and supportive housing projects, including development of 926/930 Pandora Avenue project. Implementation and ongoing support of Transitional Shelter Project at 940 Caledonia Avenue. City transportation, greenspace and core services projects including David Foster Harbour Pathway, Doric Connector, FH1 project and central library renewal project.
<b>Coastal Communities Social Procurement Initiatives</b>	Social Procurement means leveraging a social value from your existing procurement. An additional way that local governments can direct resources towards community benefit.	<b>Corporate Services</b>	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
<b>Supply Management Services</b>	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.	<b>Corporate Services</b>	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 triannual 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 triannual 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 triannual reporting to Council. Provide Social Procurement training to PCard Holders
<b>Emergency Management - Business Continuity (Corporate Services)</b>	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	<b>Corporate Services</b>	Update Departmental Business Impact Assessment and Continuity Plan		



Service Area	Service Description	Department	T1	T2	T3
Communications	Provide strategic communications for City department programs, services and initiatives.	Engagement	Provide communications support for COVID-19 response, Strategic Plan, permanent affordable and supportive housing initiatives, temporary emergency sheltering, recreation program marketing, reopening of Crystal Pool and Fitness Centre and ongoing registration, Parks and Open Spaces annual update, urban forest update, Get Growing Victoria seedling program, residential branch collection, Clover Point interim strategy, Topaz Skate and Bike Parks, Topaz turf field renewal, Songhees Expansion Project, Restoration of Park Areas impacted by sheltering, Changes to Parks Regulation Bylaw, Call to Artists for Mural Roster and Commercial Alley Outdoor Art Gallery, Artist in Residence Youth Song Writing and Performance Workshops, Recruitment for Active Transportation Advisory Committee, Zero Waste Strategy, new EV charging station on Store Street, Call for Victoria Book Prize entries, Cultural Infrastructure Grant, DMAF underground infrastructure renewal program, Bowker Creek's 10th Anniversary, Triangle Green Completion, Electric Vehicle Awareness, Tsunami Preparedness Week, Earth Day, Alertable conversion for Vic-Alert, Connect & Prepare, Climate Action, new Zero Waste branded collection trucks,	COVID-19 response and bi-weekly What's Up at Council video series continues. Provide communications support for sheltering updates, webcasting from CRD till June 10, Government Street Design, Build Back Victoria, Emergency Preparedness Week, Parks and Recreation Month, Recreation/Summer Camps marketing, Crystal Pool and Fitness Centre registration, Trees in Cities, Get Growing Victoria seedling program, Electric Vehicle Strategy, Alertable Testing, Accessible Parking Regulations, House Conversion Regulations, City Building Blocks, Missing Middle Housing, Zero Waste Station Monitoring	Continue communications support for City's COVID-19 response and bi-weekly What's Up at Council video series. Provide communications support for Virtual Victoria Orange Shirt Day ceremony, ShakeOut, residential leaf collection, recreation program marketing, Crystal Pool and Fitness Centre registration, Trees in Cities, Get Growing Victoria seedling program, Waste Reduction Week, Climate Leadership Plan Update, Yard and Garden Waste Service Change, climate achievements, National Drive Electric Week, Alertable testing, International Tsunami Day, Victoria Book Prizes
Engagement	Provide strategic engagement services for City department's programs, services and initiatives.	Engagement	Major initiatives include: Budget 2021, Build Back Victoria, James Bay All Ages and Abilities neighbourhood cycling network, Community Virtuals Lunch and Learn series, Village and Corridor Planning for Fernwood, Hillside-Quadra and North Park Neighbourhoods, Rental Business Licensing Bylaw, Planning for OCP Update engagement, Welcoming City Strategy, Accessible Parking, Tsunami Risk, Climate Adaptation, Deconstruction Bylaw	Major initiatives include: Draft design of Peter Pollen Waterfront Park, Welcoming City Strategy, Neighbourhood Boundaries, Missing Middle Housing, OCP Update, Rental Business Licensing Bylaw, Village and Corridor Planning for Fernwood, Hillside-Quadra and North Park neighbourhoods, Government Street Concept Design, Sustainable Planning Lunch & Learns, Inclusion and Equity update to the Engagement Framework (external and internal), Climate Change Adaptation, Micro-Mobility Bylaw, Source Separation of recyclables and compost in multifamily and commercial buildings	Major initiatives include: Inclusion and Equity update to the Engagement Framework (Engagement Summit), 2022 Draft Budget, Government Street Concept Design, Planning and Development: TBD for T3
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	Work with SFU to design inclusion and equity-informed interviews led by City staff with local diversity groups and a targeted online survey to build relationships and inform update of the City's Engagement Framework and engagement practice to further support more equitable and inclusive	Based on stakeholder input, co-design with SFU the Virtual Engagement Summit and update draft Engagement Framework. Promote Virtual Engagement Summit opportunities to participate	Co-host with SFU the Virtual Engagement Summit in the fall to get feedback on a draft Inclusion and Equity update to the City's Engagement Framework. Present Public Input Summary and Draft inclusion and equity-informed Engagement Framework to Council for consideration
Participatory Budgeting	Support annual Participatory Budgeting process. The 2021 theme is neighbourhood spaces.	Engagement	Establish the community-led Participatory Budgeting 2021 Steering Committee	Hold a series of online workshops to raise awareness of the PB program and help residents and community groups hone their project ideas. Invite community to submit project proposals. Review project proposals and advance qualifying projects to the voting stage	Community voting and announce projects to receive funding

**Appendix C: 2021 Core Service Delivery Work Plan**

Service Area	Service Description	Department	T1	T2	T3
<b>Access Awareness Day</b>	Participate in the provincial annual Access Awareness Day. (ongoing)	<b>Engagement</b>		Social media activities to amplify and support local Access Awareness Day activities and programs, and highlight City Accessibility Framework Action Plan. (Saturday, June 5, 2021)	
<b>National AccessAbility Week</b>	Promote and participate in National AccessAbility Week.	<b>Engagement</b>		Social media activities to amplify and support local National AccessAbility activities and programs, and highlight City Accessibility Framework Action Plan. (May 30 to June 5, 2021)	
<b>New Accessible Technologies</b>	Share information with disability organizations and service providers on new technologies being used within the built environment and public facilities.	<b>Engagement, Engineering &amp; Public Works, PRF</b>	On-going	On-going	On-going
<b>Accessible Meeting and Event Guidelines</b>	Refine guidelines and processes for accessible public meetings, special events, and community engagement.	<b>Engagement</b>	Underway	Underway	Complete project
<b>Accessible Emergency Preparedness Workshops</b>	Promote participation in Emergency Preparedness Workshops and other preparedness events and exercises among agency partners who serve people with disabilities.	<b>Engagement, Victoria Fire Department</b>	On-going	On-going	On-going
<b>City Communications Guidelines</b>	Update City communication guidelines and visual standards to increase accessibility of public documents through alternate formats.	<b>Engagement</b>	On-Going	On-going	Launch new guidelines and standards
<b>Fleet Management</b>	The management of the procurement of all new City Fleet and Equipment assets. Life Maintenance services for all city vehicles and small tools. Exceptions being - Procure Vehicles for VFD (maintenance performed by VFD) and provide maintenance for VicPD (VicPD procures their vehicles). The administration and management of the corporate vehicle registration and insurance program. Administration and management of the commercial fleet to ensure CVSE compliance	<b>Engineering and Public Works</b>	Corporate Fleet Procurement of replacement and expansion units to support City operating departments (ongoing). Strategize and procure to meet City emissions targets. Develop corporate fleet acquisition policy for leadership group. Implement new fuelling procedure with fuel pumps being deactivated in mid/late 2021. Launch cartograph for fleet in late 2021.	Corporate Fleet Procurement of replacement and expansion units to support City operating departments (ongoing). Strategize and procure to meet City emissions targets. Develop corporate fleet acquisition policy for leadership group. Implement new fuelling procedure with fuel pumps being deactivated in mid/late 2021. Launch cartograph for fleet in late 2021.	Corporate Fleet Procurement of replacement and expansion units to support City operating departments (ongoing). Strategize and procure to meet City emissions targets. Develop corporate fleet acquisition policy for leadership group. Implement new fuelling procedure with fuel pumps being deactivated in mid/late 2021. Launch cartograph for fleet in late 2021.
<b>Land Development</b>	Land Development administration	<b>Engineering and Public Works</b>	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.
<b>Retaining Walls and Railings</b>	Planning of maintenance and renewal of city owned seawalls, railings and retaining walls	<b>Engineering and Public Works</b>	Undertake planning, design and construction for major retaining walls and	Undertake planning, design and construction for major retaining walls and	Undertake planning, design and construction for major retaining walls and

Service Area	Service Description	Department	T1	T2	T3
<b>Streets and Surface Infrastructure</b>	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.	<b>Engineering and Public Works</b>	Annual maintenance programs and undertaking new capital projects	Annual maintenance programs and undertaking new capital projects	Annual maintenance programs and undertaking new capital projects
<b>Transportation</b>	Manage the planning and operations of the City's transportation infrastructure to support the safe movement of people, goods and services.	<b>Engineering and Public Works</b>	<p>construction planning for approved capital construction projects including sidewalks, crosswalks, traffic signals, bike lanes, traffic calming, road restoration and transit stop replacement</p> <p>Review and process re-zoning, subdivision and other development applications</p> <p>Review and process street occupancy and building permits;</p> <p>Manage the safe operation of city streets through signage, pavement markings and parking regulations</p>	<p>construction planning for approved capital construction projects including sidewalks, crosswalks, traffic signals, bike lanes, traffic calming, road restoration and transit stop replacement</p> <p>Review and process re-zoning, subdivision and other development applications</p> <p>Review and process street occupancy and building permits;</p> <p>Manage the safe operation of city streets through signage, pavement markings and parking regulations</p>	<p>Undertake the design, engagement and construction planning for approved capital construction projects including sidewalks, crosswalks, bike lanes, road restoration and transit stop replacement</p> <p>Review and process re-zoning, subdivision and other development applications for Council's consideration;</p> <p>Review and process street occupancy and building permits;</p> <p>Manage the safe operation of the city streets through signage, pavement markings and parking regulations;</p>
			<p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones;</p> <p>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 &amp; Business Recovery Programs</p>	<p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones</p> <p>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 &amp; Business Recovery</p>	<p>Manage requests for changes to public right-of-way including parking, loading, and speciality zones</p> <p>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>
<b>Asset Management</b>	Support corporate asset management across the organization	<b>Engineering and Public Works</b>	Continue integration of the City's asset management software. Continue development and integration of corporate asset management tools.	Continue integration of the City's asset management software. Continue development and integration of corporate asset management tools.	Continue integration of the City's asset management software. Continue development and integration of corporate asset management tools.
<b>Emergency Management - Business Continuity (EPW)</b>	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	<b>Engineering and Public Works</b>		Initiate disaster debris planning project	Continue disaster debris planning including engagement with regional stakeholders

Service Area	Service Description	Department	T1	T2	T3
<b>Underground Utilities</b>	Planning of maintenance and renewal of City's underground infrastructure (water, sanitary sewer and storm drains).	<b>Engineering and Public Works</b>	<p>Undertake the investigation, monitoring, planning, design, construction support and procurement for capital construction projects including water, sewer and storm systems rehabilitation and upgrade</p> <p>Deliver Disaster Mitigation and Adaptation Fund grant funded projects</p> <p>Review and process re-zoning, subdivision and other development applications</p> <p>Administrate the Stormwater Utility, including maintenance of property characteristic data and administration of the Rainwater Rewards incentive program.</p> <p>Investigate contamination, leaks and spills, and cross connections.</p>	<p>Undertake the investigation, monitoring, planning, design, construction support and procurement for capital construction projects including water, sewer and storm systems rehabilitation and upgrade</p> <p>Deliver Disaster Mitigation and Adaptation Fund grant funded projects</p> <p>Review and process re-zoning, subdivision and other development applications</p> <p>Administrate the Stormwater Utility, including maintenance of property characteristic data and administration of the Rainwater Rewards incentive program.</p> <p>Investigate contamination, leaks and spills, and cross connections.</p>	<p>Undertake the investigation, monitoring, planning, design, construction support and procurement for capital construction projects including water, sewer and storm systems rehabilitation and upgrade</p> <p>Deliver Disaster Mitigation and Adaptation Fund grant funded projects</p> <p>Review and process re-zoning, subdivision and other development applications</p> <p>Administrate the Stormwater Utility, including maintenance of property characteristic data and administration of the Rainwater Rewards incentive program.</p> <p>Investigate contamination, leaks and spills, and cross connections.</p>
<b>Facilities - Building Services</b>	Cleaning and janitorial support to City buildings to provide effective, healthy space for municipal operations	<b>Parks, Recreation and Facilities</b>	Clean and provide janitorial services for all City owned buildings, including carpets, floor, washroom cleaning and waste removal from work spaces. Includes deep cleaning responses to potential exposures in City facilities and new COVID-19 enhanced cleaning protocols in all City facilities including Crystal Pool. (year-round)		
<b>Facilities - Maintenance</b>	Preventative and corrective maintenance on 1.9 million square feet of City owned facilities	<b>Parks, Recreation and Facilities</b>	<p>Winterization protocols for public washrooms</p> <p>Preventative and reactive maintenance</p>	<p>City Hall campus inspection and maintenance program.</p> <p>Water fountain maintenance program.</p> <p>Preventative and reactive maintenance performed.</p>	<p>Crystal Pool annual maintenance shutdown.</p> <p>Winterization protocols, heating and control system calibration.</p> <p>Back-up generator testing and repair program.</p> <p>Preventative and reactive maintenance performed.</p>
<b>Facilities Master Plan</b>	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.	<b>Parks, Recreation and Facilities</b>	Project on hold		Develop draft report.
<b>Waterfront Public Realm Improvements</b>	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.	<b>Engineering and Public Works / Parks, Recreation and Facilities</b>	Complete construction of Triangle Green. Continue detailed design of Songhees Park Expansion Project.	Complete detailed design of Songhees Park Expansion Project. Tender project for construction and onboard contractor. Begin construction of Songhees Parks Expansion Project.	Construction of Songhees Park Expansion Project.
<b>sc̓əmaθen - Peter Pollen Waterfront Park Improvement Plan</b>	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.	<b>Parks, Recreation and Facilities</b>	Initiate extended engagement with Songhees Nation to refine park conceptual design and cultural heritage elements.	Complete extended engagement with Songhees Nation. Prepare final conceptual design report. Present to Council.	Project planning for detailed design process to begin in 2022.



Appendix C: 2021 Core Service Delivery Work Plan

Service Area	Service Description	Department	T1	T2	T3
<b>Topaz Park Improvements</b>	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 field (ATF) replacement project and the skate & bike parks project are currently underway with construction scheduled to begin late this year.	<b>Parks, Recreation and Facilities</b>	Onboard consultant for Skate & Bike Parks. Begin design development and stakeholder engagement process.  Continue detailed design of ATF Replacement Project and complete stakeholder engagement process.	Complete design development and engagement process for Skate & Bike Parks and report to Council.  Complete detailed design of ATF Replacement Project and prepare tender documents.	Complete detailed design and begin construction of Topaz Park Skate & Bike Parks.  Tender project and begin construction of ATF Replacement Project.
<b>Playground Improvement Program</b>	The City maintains 40 playgrounds in parks located throughout the municipality. Playgrounds typically have a lifespan of 15-20 years, after which they require replacement. This program delivers annual playground improvements on an ongoing basis in order to renew and improve these valued community amenities.	<b>Parks, Recreation and Facilities</b>	Project planning - replacement of Stadacona Park playground. Research and analysis. Initiate concept design.	Complete concept design. Engage community. Begin detailed design.	Complete detailed design. Tender project for construction and onboard contractor. Construct new playground.
<b>Clover Point Park (Interim Plan)</b>	The City is making modifications to Clover Point Park, as part of an interim plan to provide additional waterfront space for pedestrians and enhance the recreational value of the park.	<b>Parks, Recreation and Facilities</b>	Detailed design. Construct civil works. Procurement of materials and fabrication of site furnishings.	Installation of site furnishings. Project completion.	
<b>Vic West Park Skatepark Lighting Project</b>	The City is enhancing the existing valued skatepark at Vic West Park through the design and installation of site lighting to allow for safe use of the facility outside of daylight hours.	<b>Parks, Recreation and Facilities</b>	Project planning and initiation.	Initiate procurement of design consultant through RFP process.	Onboard consultant and engage stakeholders. Schematic design and cost estimate.

Service Area	Service Description	Department	T1	T2	T3
<b>Parks - Infrastructure</b>	Fabrication, installation, inspection and maintenance of hard assets/ infrastructure in parks, including playgrounds, fences, outdoor sport facilities and equipment, benches, picnic tables, pathways, signage, and irrigation systems. Construction of small/medium capital parks projects.	<b>Parks, Recreation and Facilities</b>	<p>Capital construction projects including fencing, pathways and irrigation systems.</p> <p>Monthly inspections of playgrounds, sport courts, stairs, and other infrastructure. Annual inspection of sport field infrastructure. Weekly checks and maintenance of playgrounds.</p> <p>Park furnishings maintenance, repairs and installations. Dedicated bench installations, maintenance and repairs.</p> <p>Annual backflow reporting and spring activation of irrigation systems. Spring sport field changovers.</p>	<p>Capital construction projects including fencing, pathways and irrigation systems.</p> <p>Monthly inspections of playgrounds, sport courts, stairs, and other infrastructure. Weekly checks and maintenance of playgrounds.</p> <p>Park furnishings maintenance, repairs and installations. Dedicated bench installations, maintenance and repairs.</p> <p>Complete activation of irrigation systems. Backflow preventer testing, maintenance and repairs. Fall sport field changovers.</p>	<p>Capital construction projects including fencing, pathways and irrigation systems.</p> <p>Monthly inspections of playgrounds, sport courts, stairs, and other infrastructure. Weekly checks and maintenance of playgrounds.</p> <p>Park furnishings maintenance, repairs and installations. Dedicated bench installations, maintenance and repairs.</p> <p>Winterization of irrigation systems.</p> <p>Special event support.</p>
<b>Parks - Horticulture and Nursery Operations</b>	Maintenance of all gardens in parks and open spaces, including hanging baskets, horticultural beds, hedges, raingardens and the Orca display.	<b>Parks, Recreation and Facilities</b>	Propagation of plants including food starts, garden bed renovations and winter maintenance, chip trail maintenance, edging, and pond cleaning.	Hanging basket installation and maintenance, Orca and summer display installation and maintenance, garden bed maintenance, food start distribution, and poinsettia propagation.	Hanging basket decommissioning, Orca display decommissioning, garden maintenance, propagation and installation of winter display plants, winter planting program in BHP, and poinsettia display installation.
<b>Parks - Tree Care</b>	Maintenance of 33,000 public trees in parks and on boulevards.	<b>Parks, Recreation and Facilities</b>	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
<b>Parks - Urban Forest Planning</b>	Administer the Tree Preservation Bylaw, review and process Tree Permit applications for removal or pruning, review and process development-related applications for protection of trees including DP, DDP, REZ, HAP, BPs and Utility Permits, investigate Tree Bylaw complaints and infractions, review internal Capital projects for impacts on public realm including boulevards, track replacement trees, undertake site inspections	<b>Parks, Recreation and Facilities</b>	Review of approximately 125 Tree Permit Applications, 315 Development-related applications and 127 utility permit applications for tree impacts	Review of approximately 125 Tree Permit Applications, 315 Development-related applications and 127 utility permit applications for tree impacts	Review of approximately 125 Tree Permit Applications, 315 Development-related applications and 127 utility permit applications for tree impacts
<b>Parks - Turf and Boulevard Management</b>	Maintenance of City green space, including all parks and boulevards	<b>Parks, Recreation and Facilities</b>	Annual leaf pick-up program ends, top dressing begins, mulch mixing, edging sportsfield soil testing, boulevard inspections, chip trail maintenance.	Field top dressing, mowing program, sport field change-overs (baseball to soccer and vice versa), sport court maintenance, boulevard renovation program.	Mowing and weeding, annual leaf pick-up program preparations and start, sport field and sport court maintenance.
<b>Parks - Overnight Sheltering Support</b>	Daily response to the impacts of sheltering activity in parks and open spaces	<b>Parks, Recreation and Facilities</b>	Removal and disposal of refuse, cleaning and washing, remediation and repair of damaged areas.	Removal and disposal of refuse, cleaning and washing, remediation and repair of damaged areas.	Removal and disposal of refuse, cleaning and washing, remediation and repair of damaged areas.
<b>Recreation - Programs and Services</b>	Planning and delivery of community recreation programs and services	<b>Parks, Recreation and Facilities</b>	Crystal Pool re-opening (Feb 1) with limited programs and services due to current COVID-19 Provincial Health Orders.	Limited program offering due to continuing COVID-19 Provincial Health Orders.	Fall/winter program sessions, Winter Break camps.

**Appendix C: 2021 Core Service Delivery Work Plan**

Service Area	Service Description	Department	T1	T2	T3
<b>Recreation - Royal Athletic Park</b>	Facility and event coordination, including sales/ ticketing, food and beverage operations, field maintenance, building operations and public inquiries.	<b>Parks, Recreation and Facilities</b>	Limited community field rentals, community access due to current COVID-19 Provincial Health Orders.	Community youth sport bookings. Outdoor recreation, fitness, arts and culture programs and summer camps. HarbourCats Season cancelled.	Outdoor recreation programs.
<b>Recreation - Sport</b>	Sport service coordination, including ice rink programs, sport field and court bookings	<b>Parks, Recreation and Facilities</b>	Limited community field and court rentals due to current COVID-19 Provincial Health Orders.	Limited community field and court rentals due to continuing COVID-19 Provincial Health Orders.	Fall/winter program sessions.
<b>Emergency Management - Business Continuity (Parks, Recreation and Facilities)</b>	Support Emergency Management in furthering corporate wide support to advance planning and preparation for potential events.	<b>Parks, Recreation and Facilities</b>	Update business continuity plans.	Procure emergency communications equipment for departmental operations centre.	Install emergency communications equipment.  Project complete.
<b>Community Planning - Plan Implementation</b>	Provide services to guide decision making through preparation of long range policy plans, plan monitoring and adaptation. This includes city-wide and local area planning, zoning updates and other project work as part of ongoing plan implementation.	<b>Sustainable Planning and Community Development</b>	Preparation of updates and improvements to the Downtown Core Area Plan (DCAP) design guidelines and working group engagement	DCAP public engagement. Launch public engagement for Official Community Plan updates to ensure alignment with other city-wide plans as well as housing and climate action objectives.	DCAP update completion
<b>Community Planning - Housing Services</b>	Provide housing services to support and facilitate affordable housing through preparation of housing policies, strategies, programs and initiatives, including implementation of the Victoria Housing Strategy and Inclusionary Housing and Community Amenity Policy, as well as administration of the Victoria Housing Reserve Fund.	<b>Sustainable Planning and Community Development</b>	Support development application processes with guidance and advice on achieving housing objectives	Report VHRF Grant applications to Council following March 31 intake. Support development application processes with guidance and advice on achieving housing objectives.	Report VHRF Grant applications to Council following September 30 intake. Support development application processes with guidance and advice on achieving housing objectives.
<b>Community Planning - Tenant Assistance</b>	Provide support to renters in the city by implementing the Tenant Assistance Policy, managing the Rental Property Standards of Maintenance Bylaw and helping tenants navigate City policies, bylaws and processes.	<b>Sustainable Planning and Community Development</b>	Manage monthly meetings for Renters Advisory Committee. Prepare Tenant Assistance Plans. Manage Rental Property Standards of Maintenance Bylaw and tenant inquiries. Liaise with tenant advocacy and community services organizations.	Manage monthly meetings for Renters Advisory Committee. Prepare Tenant Assistance Plans. Manage Rental Property Standards of Maintenance Bylaw and tenant inquiries. Liaise with tenant advocacy and community services organizations.	Manage monthly meetings for Renters Advisory Committee. Prepare Tenant Assistance Plans. Manage Rental Property Standards of Maintenance Bylaw and tenant inquiries. Liaise with tenant advocacy and community services organizations.
<b>Community Planning - Urban Design</b>	Provide urban design services to the development application process and a range of capital projects including supporting the design of Victoria's All Ages and Abilities cycling network, the Build Back Victoria program and improvements to public spaces.	<b>Sustainable Planning and Community Development</b>	Implement Downtown Public Realm Plan. Provide urban design services for capital projects and public space planning. Provide urban design services for development applications and frontage improvements.	Implement Downtown Public Realm Plan. Provide urban design services for capital projects and public space planning. Provide urban design services for development applications and frontage improvements.	Implement Downtown Public Realm Plan. Provide urban design services for capital projects and public space planning. Provide urban design services for development applications and frontage improvements.

**Appendix C: 2021 Core Service Delivery Work Plan**

Service Area	Service Description	Department	T1	T2	T3
<b>Community Planning - Wayfinding Implementation</b>	Lead implementation of the Victoria Wayfinding Strategy through signage design and overseeing installation. In 2021 wayfinding signs will be expanded to Downtown parkades and neighbourhoods.	<b>Sustainable Planning and Community Development</b>	Sign content and design for James Bay. Site analysis for sign locations in other neighbourhoods.	Sign content and design for parkade maps. Installation of James Bay signs.	Sign content and design for neighbourhood kiosks. Installation of parkade maps. Site planning for kiosk/flag sign locations.
<b>Community Planning - Heritage Conservation</b>	Undertake heritage policy initiatives, including ongoing identification and conservation of heritage sites and areas.	<b>Sustainable Planning and Community Development</b>	Heritage Planner recruitment	Final engagement for Robert Street Citizen-Led Heritage Conservation Area	Resume Lewis Street Citizen-Led Heritage Conservation Area
<b>Community Planning - Data Collection and Monitoring</b>	Undertake ongoing data collection, monitoring and reporting to inform long range planning and decision-making.	<b>Sustainable Planning and Community Development</b>			Report OCP Annual Review to Council; Report Housing Strategy Annual Review to Council
<b>Development Services - Process Development Applications</b>	Coordinate the processing of OCP amendments, rezoning, development permit, heritage alteration permit, variance, heritage designation and Tax Incentive Program applications	<b>Sustainable Planning and Community Development</b>	Approximately 40-50 development applications to COTW and 24 public hearing items	Approximately 40-50 development applications to COTW and 24 public hearing items	Approximately 40-50 development applications to COTW and 24 public hearing items
<b>Development Services - Support Advisory Design and Heritage Advisory Panel</b>	Provide administrative and planner support to the Advisory Design Panel and Heritage Advisory Panel	<b>Sustainable Planning and Community Development</b>	Coordinate and manage agenda and minute taking for approximately 8 meetings. Write and present referral reports for approximately 24 applications.	Coordinate and manage agenda and minute taking for approximately 8 meetings. Write and present referral reports for approximately 24 applications.	Coordinate and manage agenda and minute taking for approximately 8 meetings. Write and present referral reports for approximately 24 applications.
<b>Development Services - Support Board of Variance</b>	Provide support to the Board of Variance and manage hearing processes to vary Zoning Regulation Bylaw and Tree Preservation Bylaw	<b>Sustainable Planning and Community Development</b>	Coordinate and manage application processing, agenda, minute taking and hearing notification process for approximately 8 meetings with 16-20	Coordinate and manage application processing, agenda and minute taking and hearing notification process for approximately 8 meetings with 16-20	Coordinate and manage application processing, agenda and minute taking and hearing notification process for approximately 8 meetings with 16-20
<b>Development Services - Support CALUC Processes</b>	Liaise with and between CALUCs and applicants to support and coordinate the CALUC processes	<b>Sustainable Planning and Community Development</b>	Administrative and Planner support for approximately 10-15 CALUC "meetings"/consultations. Report to COTW to provide interim process review regarding COVID adaptations.	Administrative and Planner support for approximately 10-15 CALUC "meetings"/consultations. Implement amendments in response to direction to require applicant participation in virtual meetings if requested by CALUC.	Administrative and Planner support to approximately 10-15 CALUC "meetings"/consultations. Plan for and seek Council direction on processes to be used post-COVID
<b>Development Services - Regulatory &amp; Process Updates and Improvements</b>	Lead and implement routine as well as transformative regulatory updates and process improvements.	<b>Sustainable Planning and Community Development</b>	Implement tools to monitor housing coming forward as a result of updated House Conversion Regulations.	Report to COTW to seek Council direction regarding regulatory and process changes to advance the rapid deployment of affordable housing. Enhanced communication and stakeholder education regarding new House Conversion	Implement Council direction regarding rapid deployment of housing options.
<b>Development Services - Process Delegated Applications</b>	Review and process delegated permit applications including the Garden Suite Program with referral of applications that are inconsistent with guidelines to Council.	<b>Sustainable Planning and Community Development</b>	Coordinate review processes and work with applicants to ensure consistency with approved Council guidelines for 30-45 applications.	Coordinate review processes and work with applicants to ensure consistency with approved Council guidelines for 30-45 applications.	Coordinate review processes and work with applicants to ensure consistency with approved Council guidelines for 30-45 applications.
<b>Permits and Inspections - Process Building Permits</b>	Coordinate the processing of Building, Plumbing and Electrical Permits including administrative and field review services	<b>Sustainable Planning and Community Development</b>	Approximately: 300 Building Permits with value of \$125 mil; 300 Plumbing Permits; 720 Electrical Permits; 35 Sign Permits.	Approximately: 300 Building Permits with value of \$125 mil; 300 Plumbing Permits; 720 Electrical Permits; 35 Sign Permits.	Approximately: 300 Building Permits with value of \$125 mil; 300 Plumbing Permits; 720 Electrical Permits; 35 Sign Permits.



Service Area	Service Description	Department	T1	T2	T3
<b>Permits and Inspections - Customer Service</b>	Provide front line customer service and initiates service delivery improvements	<b>Sustainable Planning and Community Development</b>	Launch of Plumbing eApply process. Launch of new single-number, call system to prioritize calls for service including dedicated resourcing of staff and associated updates to webpages and documents. Monitoring of review timelines and identifying/ implementing process	Monitoring of new call system. Monitoring of review timelines and identifying/ implementing process improvements. Enhance inventory of information resources for customer inquiries.	Monitoring of review timelines and identifying/ implementing process improvements. Enhance inventory of information resources for customer inquiries.
<b>Permits and Inspections - Liquor License Resolutions and Sign Applications</b>	Coordinate the processing of Liquor License application resolutions and Sign Bylaw applications	<b>Sustainable Planning and Community Development</b>	Approximately four Liquor Licensing reports and one Sign Bylaw report to COTW.	Approximately four Liquor Licensing report and one Sign Bylaw reports to COTW.	Approximately four Liquor Licensing reports and one Sign Bylaw reports to COTW.
<b>VFD - Administration</b>	Office of the Fire Chief, two Deputy Fire Chiefs and administrative professionals.	<b>Victoria Fire Department</b>	Ongoing updates and implementation of VFD Pandemic Plan. Fire Prevention and Regulation Bylaw and False Alarms Bylaw update. Preparation of the Fire Dispatch RFP. 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	2022 Financial Plan. Ongoing updates and implementation of VFD Pandemic Plan.	Ongoing updates and implementation of VFD Pandemic Plan
<b>VFD - Emergency Management</b>	Coordinating emergency preparedness, mitigation, response and recovery. Responsible for EOC readiness and activations, emergency planning, training & exercises, Vic-Alert, Remotely Piloted Aircraft System(RPAS), regional emergency planning, management of volunteer teams: Emergency Support Services, Auxiliary Communications, Cyclist Response Team, and Connect & Prepare.	<b>Victoria Fire Department</b>	COVID-19 EOC After Action Review (interim report), Tsunami safe high ground mapping & public education, COVID-19 Business Impact Analysis and Continuity Planning, Connect & Prepare Program and public education, Emergency supply & container maintenance, Regional Evacuation Planning, implementation of Vic-Alert powered by Alertable, ESS UBCM Modernization, Earthquake Early Warning, staff training and exercises	Coordinate EM Planning Committee (debris mgmt., Crisis Comms, cyber security, EOC training & exercises), Tsunami Pub Ed updates, material dev, & engagement, Connect & Prepare Program dev, Equip & resource management, emergency plans review & updates checklist, EOC Teams site dev. with IT & EOC tech asset & resource dev & maintenance.	Update Hazards, Risks, Vulnerabilities Analysis (HRVA), Implementation of Earthquake Early Warning (EEW) system, review & update emergency plans (EM planning committee engagement) & operational guidelines, management of volunteer teams, Connect & Prepare Program, public education, training & exercises, EOC - IT tech review and planning, tsunami mapping and planning.
<b>VFD - Fire Prevention</b>	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	<b>Victoria Fire Department</b>	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 pending changes to COVID Restrictions. Smoke alarm messaging for battery replacement with time change. Eligible members completing Fire Officer training to meet educational requirements for future vacancies	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 pending changes to COVID Restrictions. Eligible members completing Fire Officer training to meet educational requirements for future vacancies.	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 pending changes to COVID Restrictions. Eligible members completing Fire Officer training to meet educational requirements for future vacancies. Fire Prevention Week and Smoke alarm messaging for battery replacement with time change
<b>VFD - Mechanical</b>	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.	<b>Victoria Fire Department</b>	Composing technical specifications for a request for proposals to purchase a new fire engine. Preparation and outfitting 5 new EVs for the Fire Prevention Division and outfitting the new more efficient van for Emergency Support Services. Preventative maintenance and repairs of VFD apparatus and equipment. Maintenance and oversight of the VFD self-contained breathing apparatus (SCBA) program.	Preventative maintenance and repairs of VFD apparatus and equipment. Maintenance and oversight of the VFD self contained breathing apparatus (SCBA) program.	Preventative maintenance and repairs of VFD apparatus and equipment. Maintenance and oversight of the VFD self contained breathing apparatus (SCBA) program. 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.

Service Area	Service Description	Department	T1	T2	T3
VFD - Suppression	Provision of Fire, Rescue, Medical and Marine emergency response	Victoria Fire Department	Suppression staff development and training initiatives in T1 will be focussed on joint Rescue Task Force (RTF) training with Greater Victoria Emergency Response Team (GVERT) in accordance with NFPA 3000 guidelines and recommendations. The Fire Boat Protector retrofit will be complete at end of T1 and will return to service. A High Rise Firefighting Operations Manual remains under development and is projected to be completed near the end of T1. Command Officer testing and evaluations in accordance with NFPA 1021 Job Performance Requirements were completed. Company Fire Inspection	T2 Training and development will be primarily focussed on marine firefighting operations and response, and high rise fire operations. Three members will be obtaining Hazardous Materials Technician level training funded through the CRD to assist with the CRD Emergency Hazmat Response Team. Phase 2 of RTF training should be completed in T2, ballistic vests and helmets will be added to frontline apparatus. Company Fire Inspection Program.	Staff training in T3 will be focused on Company Officer development and fire fighting strategies and tactics. 12 junior officers will receive Emergency Scene Management training. Emergency scene management and fire ground strategies and tactics may include joint training initiatives with our Mutual Aid partners if scheduling and COVID restrictions permit. Company Fire Inspection Program

## **Attachment D**

### **Budget Update**

This report outlines the actual results compared to the budget for operating and capital budgets and staffing levels for the first triannual period ending April 30, 2021.

Council approves a five-year financial plan bylaw annually in accordance with Section 165 of the Community Charter. The financial plan allocates the financial and human resources required to achieve the objectives of the City's Strategic Plan.

The City performs monthly variance analyses of the revenues and expenditures as they compare to the approved financial plan and for 2021 will be reporting the progress every four months to Council.

If unanticipated events occur during the year that impact the approved five-year financial plan, staff recommend amendments to the financial plan bylaw to authorize the changes. All budgetary amendments require Council's approval.

### **Operating Budget**

As of April 30, 2021, the overall operating revenues and expenditures/transfers are 10% and 24% respectively, of the annual budgeted amount. This compares to 11% and 24% to the prior fiscal period. A summary of the actual operating revenues and expenditures/transfers compared to the budget is attached.

Due to the COVID-19 pandemic, revenues are not expected to meet budget in some areas. The Victoria Conference Centre closure has resulted in all bookings for 2021 either being cancelled or re-booked for future years. The Crystal Pool and Fitness Centre revenue is trending slightly lower as it opened in February; although with offsetting lower expenditures, the net financial impact is negligible. In addition, the City expects lower seasonal revenues from special events. The overall low percentage of actual to budgeted revenue is also directly related to the property tax and payment in lieu of tax payments that are generally collected in the latter half of the year. Conversely, dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

Seasonal variations in municipal operations and accounting processes that occur outside the triannual basis affect the proportion of revenues received or expenditures incurred to April 30, 2021. Seasonal impacts are reflected in Parks and Corporate budgets due to work programs that will commence in the second and third quarter, such as the Parks boulevard maintenance program. In addition, for Sustainable Planning and Community Development, implementation of the Official Community Plan, Downtown Area Core Plan and Victoria Housing Strategy have varying timelines.

We continue to improve our accounting processes to better align the triannual actual to budget reporting.

### **Capital Budget**

As of April 30, 2021, the actual capital expenditures are at 10% spent of total budgeted expenditures for the year, the same percentage as the prior year. Capital projects have varying schedules and the majority of the work planned for 2021 is scheduled to start in Q2

## **Attachment D**

and Q3. Capital projects are expected to be completed according to schedule, however unplanned or unforeseen factors could arise and delay completion dates.

At present, capital projects are expected to be completed according to schedule. Should adjustments be required, reports providing details and options will be brought to Council for consideration.

Staff are working diligently to complete the capital work plan according to schedule, however unplanned or unforeseen factors could arise and delay the completion date. Requests to move the budget forward into next year can be made as part of the regular year-end budget process.

### **Staff Levels**

The City's full-time equivalent employees for 2021 is 902.05 as attached.

**City of Victoria - Operating Budget Revenues/Funding Sources**  
**For the Four Months Ending April 30, 2021**

	T1 2020 Actual	T1 2021 Actual	2021 Budget	\$ Variance	% Actual to Budget	Explanation for Variance
<b>City Manager's Office</b>	-	30,322	-	(30,322)	100%	Reaching Home Program Grant from the CRD; offsetting expenses
<b>Business and Community Relations</b>						
Arts, Culture and Events	4,182	9,326	558,990	549,664	2%	Transfers from reserve entries not recorded yet for Public Art Creation and Maintenance. Seasonal revenues from special events and rental of festival equipment are forecasted to decrease due to COVID-19, while film permits are trending higher
Third Party Billing - Special Events	234	23,072	-	(23,072)	-	Full cost recovery of related expenses
Economic Development	-	5,000	3,000	(2,000)	167%	Cost sharing for Build Back Victoria from DVBA; offsetting expenses
Neighbourhoods	-	-	15,600	15,600	-	Downtown urinals paid for by late night businesses; program deferred due to COVID-19
Victoria Conference Centre (VCC)	645,029	189,896	1,681,700	1,491,804	11%	Facility temporarily closed due to COVID-19; with the exception of the Vancouver Island Health Authority booking. Seasonal revenues are forecasted to decrease
VCC Event Costs Paid by Clients	1,352,837	10,908	1,557,000	1,546,092	1%	Facility temporarily closed due to COVID-19; with the exception of the Vancouver Island Health Authority booking. Full cost recovery of related expenses
<b>Legislative Services</b>	24,200	27,400	35,000	7,600	78%	Public Hearing Fees
<b>Bylaw Services</b>	723,130	661,290	925,870	264,580	71%	Dog and Short Term Rental licenses
<b>Human Resources</b>	-	-	25,000	25,000	0%	Funding for Training for Accessibility Framework implementation carried over from previous year; offsetting expenses
<b>Real Estate</b>	644,868	652,362	1,248,680	596,318	52%	
<b>Engagement</b>	-	-	30,000	30,000	0%	Funding for Respectful Facilitation Training and Engagement carried over from previous year; offsetting expenses
<b>Engineering and Public Works</b>						
Engineering and Public Works	235,774	243,821	2,038,160	1,794,339	12%	Funding for projects carried over from previous years include Climate Action Initiatives, Traffic Calming Initiatives, Asset Management and Zero Waste Strategy; offsetting expenses. Transfer from reserve entries not recorded yet, grant payments not yet received
Third Party Billings	387,165	310,013	528,400	218,387	59%	Full cost recovery of related expenses
Solid Waste and Recycling	1,092,825	1,125,175	3,350,940	2,225,765	34%	Timing of billings
Sewer Utility	2,338,756	2,407,600	8,138,430	5,730,830	30%	Timing of billings
Water Utility	6,545,195	6,538,864	22,197,710	15,658,846	29%	Timing of billings
Storm Drain Utility	-	35,105	6,996,860	6,961,755	1%	Billings in the fall
<b>Finance</b>						
Parking Services	4,865,795	5,109,967	15,046,800	9,936,833	34%	Total parkade transactions decreased by 22%, parking on street transactions increased by 11% and ParkVictoria transactions increased by 27%; compared to T1 2020
<b>Information Technology</b>	-	-	195,000	195,000	0%	Funding for Records Management carried over from previous year; offsetting expenses
<b>Parks, Recreation and Facilities</b>	430,053	305,155	2,172,010	1,866,855	14%	Crystal Pool & Fitness Centre opened in February, seasonal programs to start in T2, Boulevard Tax due in July and transfer from reserve entries not yet done
<b>Sustainable Planning and Community Development</b>	1,039,350	1,992,733	4,315,000	2,322,267	46%	Building permits and plumbing and electrical permits trending higher. Funding for Downtown Core Area Plan, Office Community Plan and Victoria Housing Strategy Implementation carried over from previous year; offsetting expenses
<b>Victoria Fire Department</b>	52,594	54,607	134,120	79,513	41%	Funding for Emergency Management Pilot programs carried over from previous year; offsetting expenses. Mechanic program revenue, confined space and fire technical high angle rope rescue cost sharing are received later in year
<b>Grants</b>	-	20,786	5,630	(15,156)	369%	Funding for grants carried over from previous years include the bus ticket program; offsetting expenses
<b>Corporate</b>						
Payment in Lieu of Taxes/Special Assessments	31,822	31,600	7,884,100	7,852,500	0%	Payments received later in the year
Fees and Interest	1,733,841	88,245	3,290,000	3,201,755	3%	Investment income received throughout the year
Business and Other Licences	1,402,475	1,292,726	1,167,000	(125,726)	111%	Majority of business licenses revenue recognized in T1
Overhead Recoveries	1,223,270	1,227,958	3,906,620	2,678,662	31%	
Miscellaneous	2,431,437	1,178,388	15,091,040	13,912,652	8%	Revenues received later in year include Gas Tax, Traffic Fine Revenue and lease revenue under operating agreement with RG Properties
Prior Year's Surplus	-	-	-	-	-	
<b>Victoria Police Department</b>	2,908,723	2,953,548	10,076,610	7,123,062	29%	
<b>Property Taxes</b>	-	-	147,670,980	147,670,980	0%	
<b>Total</b>	<b>\$ 30,113,557</b>	<b>\$ 26,525,866</b>	<b>\$ 260,286,250</b>	<b>\$ 233,760,384</b>	<b>10%</b>	



**City of Victoria - Capital Budget Expenditures**  
**For the Four Months Ending April 30, 2021**

	T1 2020 Actual	T1 2021 Actual	2021 Budget	\$ Variance	% Actual to Budget	Explanation for Variance
<b>Active Transportation</b>	790,083	1,295,911	14,663,000	13,367,089	9%	Vancouver, Graham and Jackson Street AAA projects scheduled to be complete in T2. Sidewalk Program, Crosswalk Program, Pathway Upgrades and phase one of the Ship Point Master Plan Implementation are underway. Bus shelter installations, public secure bike/device parking and Waddington Alley upgrades scheduled to start later in the year
<b>Complete Streets</b>	840,950	1,327,464	9,324,000	7,996,536	14%	In progress with a majority of projects scheduled to start in T2
<b>Neighbourhoods</b>	5,732	3,174	45,000	41,826	-	Wayfinding projects in progress
<b>Parks</b>	158,527	202,692	13,361,000	13,158,308	2%	Topaz Park Artificial Turf schematic design and stakeholder engagement underway and project scheduled to be tendered for construction in T3. Topaz Park Southern Enhancement concept design and engagement underway, engagement schematic design to be complete in T2 and construction to begin late T3. Songhees Park detailed design is underway construction and is scheduled to begin in T2. Projects underway include Peter Pollen Waterfront Park, Central Park Tennis Courts and Clover Point Park. Pemberton Park Sports field, Banfield Dock and Vic West Skate Park Lighting to start in T2
<b>Street Infrastructure</b>	586,165	374,410	3,606,000	3,231,590	10%	Majority of projects underway include the replacement of electrical poles and arms and traffic signals, Gate of Harmonious Interest and Fire Pre-Emption Equipment. The installation of the Pagoda fixtures are underway and scheduled to complete T2
<b>Structures</b>	568,758	58,814	1,414,000	1,355,186	4%	Point Ellice Bridge Rehabilitation/Painting and Access Safety Improvements, Dallas Road Seawall Balustrade and Under Sidewalk Basement Remediation are underway and scheduled to be complete in T2 and T3. Other projects scheduled to start later in the year include the Retaining Wall Condition Assessment, Dallas Road Bluff Study and Wharf Street 1112 Retaining Wall
<b>Transportation Safety</b>	343,468	124,128	1,759,000	1,634,872	7%	Crosswalk installations/upgrades and traffic calming initiatives are in progress; traffic signal upgrades to start later in the year; coordinating with the Bicycle Master Plan project
<b>Facilities</b>	434,683	587,368	10,129,000	9,541,632	6%	Carry forward projects in progress; planning in progress with projects to start in T2 and T3
<b>Equipment</b>	1,308,068	1,296,766	12,586,000	11,289,234	10%	Vehicle and Heavy Equipment procurement underway, majority of projects to start throughout the year
<b>Environmental Remediation</b>	79,804	143,647	1,895,000	1,751,353	8%	Laurel Point Park Environmental Remediation monitoring and reporting; budget spent only if needed
<b>Sanitary Sewers</b>	817,267	1,182,686	11,213,000	10,030,314	11%	Mains replacement and inflow and infiltration carry forward projects in progress; Disaster Mitigation Adaptation projects in progress and lining projects to be awarded in T2 and construction is scheduled to start in T3
<b>Stormwater</b>	744,111	1,397,417	13,209,000	11,811,583	11%	Carry forward mains replacement, lamping and system condition assessment projects are in progress, brick main rehabilitation project designs are complete with construction scheduled to start in T3
<b>Waterworks</b>	1,423,796	1,917,397	9,294,000	7,376,603	21%	Carry forward mains replacement projects are in progress with expected completion in T2; design for 2021 mains replacement projects are underway with construction scheduled to start in T3
<b>Contingency</b>	-	62	200,000	199,938	0%	
<b>Victoria Police</b>	246,396	302,564	1,561,000	1,258,436	19%	Vehicle and furniture replacement, building upgrades and IT projects underway
<b>Total</b>	<b>8,347,808</b>	<b>10,214,501</b>	<b>104,259,000</b>	<b>94,044,499</b>	<b>10%</b>	

**City of Victoria - Operating Budget Expenditures/Transfers to Reserve  
For the Four Months Ending April 30, 2021**

	T1 2020 Actual	T1 2021 Actual	2021 Budget	\$ Variance	% Actual to Budget	Explanation for Variance
<b>City Manager's Office</b>	291,161	327,505	983,300	655,795	33%	
<b>Council</b>	277,806	198,128	856,140	658,012	23%	
<b>Corporate Initiatives</b>	92,815	117,542	676,100	558,558	17%	Vacancies, Office of Equity, Diversity and Inclusion fully staffed in T2
<b>Business and Community Relations</b>						
Arts, Culture and Events	295,171	337,900	2,041,020	1,703,120	17%	Events are seasonal; costs related to special events are forecasted to decrease due to COVID-19; offsetting decrease in revenues
Third Party Billing - Special Events	2,830	12,452	-	(12,452)	-	Full cost recovery; offsetting revenues
Economic Development	169,203	327,608	678,400	350,792	48%	Grant to SIPP paid in T1
Neighbourhoods	190,738	97,612	483,050	385,438	20%	Late Night Great Night Program and the Neighbourhood Hub programs are deferred due to COVID-19
Victoria Conference Centre (VCC)	841,417	547,671	2,536,780	1,989,109	22%	Facility temporarily closed due to COVID-19; with the exception of the Vancouver Island Health Authority booking. Costs are forecasted to decrease; offsetting decrease in revenues
VCC Event Costs Paid by Clients	356,090	-	1,557,000	1,557,000	0%	Facility temporarily closed due to COVID-19; with the exception of the Vancouver Island Health Authority booking. Full cost recovery; offsetting revenues
<b>Legislative Services</b>	442,840	451,834	1,566,960	1,115,126	29%	Transfer to reserve for the 2022 election not done yet
<b>Bylaw Services</b>	543,687	809,555	2,767,950	1,958,395	29%	
<b>Real Estate</b>	395,853	334,458	1,739,480	1,405,022	19%	Transfer to reserve for 812 Wharf Street done at year end
<b>Engagement</b>	399,597	414,650	1,497,490	1,082,840	28%	Participatory budgeting project scheduled for later in year
<b>Engineering and Public Works</b>						
Engineering and Public Works	5,295,604	4,634,152	20,054,310	15,420,158	23%	Climate Action, NTMP initiatives and Zero Waste Strategy in progress
Third Party Billings	252,796	258,552	431,870	173,318	60%	Full cost recovery; offsetting revenues
Solid Waste & Recycling	935,479	836,780	3,350,940	2,514,160	25%	Transfer to capital and reserves not done yet
Water Utility	4,694,862	5,136,863	22,197,710	17,060,847	23%	Transfer to capital and reserves not done yet
Sewer Utility	1,164,891	1,250,339	8,138,430	6,888,091	15%	Transfer to capital and reserves not done yet
Stormwater Utility	1,286,021	935,355	6,996,860	6,061,505	13%	Transfer to capital and reserves not done yet
<b>Finance</b>						
Finance	1,287,530	1,235,858	4,691,200	3,455,342	26%	
Parking Services	3,304,792	3,206,949	10,039,040	6,832,091	32%	Timing of debt payments to MFA
Human Resources	624,805	711,468	2,613,230	1,901,762	27%	
<b>Information Technology</b>	1,708,032	1,788,103	4,825,010	3,036,907	37%	Timing of software licensing payments
<b>Legal Services</b>	263,502	267,924	998,110	730,186	27%	
<b>Parks, Recreation and Facilities</b>						
Parks	3,550,689	3,647,231	12,962,650	9,315,419	28%	Seasonal work programs include Parks Tax Boulevard and Get Growing
Recreation	1,172,987	1,190,411	4,531,910	3,341,499	26%	Crystal Pool & Fitness Centre opened in February; seasonal programs to start in T2 include summer camps and outdoor recreation; offsetting revenues. RAP expenses are forecasted to decrease as the Harbour Cats season is cancelled due to COVID-19; offsetting revenues
Facilities	1,923,234	2,047,879	6,635,820	4,587,942	31%	
<b>Sustainable Planning and Community Development</b>	1,740,335	1,686,030	7,112,440	5,426,410	24%	The majority of the Downtown Core Area Plan, Official Community Plan and Victoria Housing Strategy work is scheduled for later in the year
<b>Victoria Fire Department</b>	5,850,198	5,735,094	18,678,620	12,943,526	31%	
<b>Corporate</b>						
Contingencies	-	-	1,168,390	1,168,390	0%	
Debt Principal, Interest and Reserve Transfer	1,735,706	1,735,706	8,167,950	6,432,244	21%	Timing of debt payments; transfer to reserve not done yet
Grants	562,669	651,028	4,517,540	3,866,512	14%	Timing of grant payments
Miscellaneous	1,077,707	2,212,320	2,505,860	293,540	88%	Mitigation Strategies, Crest Levy expenses not recorded yet, timing of initiatives including Citizen Assembly and Community Wellness
Transfers to Reserve	-	-	14,537,560	14,537,560	0%	Transfers to reserves not recorded yet
Transfer to Capital Budget	-	-	11,290,000	11,290,000	0%	Transfer to reserve not recorded yet
<b>Greater Victoria Public Library</b>	2,159,484	1,822,517	5,566,000	3,743,483	33%	
<b>Victoria Police Department</b>	18,810,319	18,574,396	60,891,130	42,316,734	31%	
<b>Total</b>	\$ 63,700,851	\$ 63,541,870	\$ 260,286,250	\$ 196,744,380	24%	

**City of Victoria - Budgeted Full-Time Equivalent Employees  
For the Four Months Ending April 30, 2021**

	<b>FTE 2021</b>
<b>City Manager's Office</b>	7.05
<b>Mayor's Office</b>	1.00
<b>Corporate Initiatives</b>	5.00
<b>Business and Community Relations</b>	
Arts, Culture & Events	9.78
Economic Development	2.27
Neighbourhoods	3.00
Victoria Conference Centre	11.62
<b>Legislative Services</b>	10.28
<b>Bylaw Services</b>	17.00
<b>Real Estate</b>	5.00
<b>Engagement</b>	11.05
<b>Engineering &amp; Public Works</b>	311.41
<b>Finance</b>	85.56
<b>Human Resources</b>	16.00
<b>Information Systems</b>	24.00
<b>Legal Services</b>	5.00
<b>Parks, Recreation and Facilities</b>	202.95
<b>Sustainable Planning and Community Development</b>	49.99
<b>Victoria Fire Department</b>	124.09
<b>Total</b>	<b>902.05</b>

**Statement of Expenses Processed January - April 2021**  
**Mayor Lisa Helps**

<b><u>Vendor/Event</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Urban Development Institute	Webinar - Pandemic/Working	20.00
Urban Development Institute	Webinar - Housing Needs	30.00
Federation of Canadian Municipalities	2021 conference registration	600.00
	<b>Total</b>	<b>650.00</b>

**Statement of Expenses Processed January - April 2021**  
**Councillor Ben Isitt**

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
	<b>Total</b>	<hr/> -

No T1 expenses processed



**Statement of Expenses Processed January - April 2021**  
**Councillor Charlayne Thornton-Joe**

No T1 expenses processed

**Statement of Expenses Processed January - April 2021**  
**Councillor Geoff Young**

No T1 expenses processed.

**Statement of Expenses Processed January - April 2021**  
**Councillor Jeremy Loveday**

<b><u>Vendor/Event</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	
Local Government Leadership Academy	Virtual Forum Feb 3-4/21	200.00	
Union of BC Municipalities	Conference Sep 22-24/20	350.00	2020 expense reported in 2021
	<b>Total</b>	<u>550.00</u>	

**Statement of Expenses Processed January - April 2021**  
**Councillor Marianne Alto**

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
	<b>Total</b>	<hr/> -
No T1 expenses processed		

**Statement of Expenses Processed January - April 2021**  
**Councillor Sarah Potts**

<u>Vendor/Event</u>	<u>Description</u>	<u>Amount</u>
	Total	<hr/> -

No T1 expenses processed



**Statement of Expenses Processed January - April 2021**  
**Councillor Sharmarke Dubow**

<b><u>Vendor/Event</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
The Inclusion Project	Registration employment equity roundtable	158.50
	<b>Total</b>	<b>158.50</b>

**Statement of Expenses Processed January - April 2021**  
**Councillor Stephen Andrew**

No T1 expenses processed

## Attachment E - Council Expenses

### Statement of Council Expenses Processed (January - April 2021)

Council Member	Vendor/Event	Description	Amount
Mayor Lisa Helps			
	Urban Development Institute	Webinar - Pandemic/Working	20.00
	Urban Development Institute	Webinar - Housing Needs	30.00
	Federation of Canadian Municipalities	2021 conference registration	600.00
		Total	650.00
Councillor Ben Isitt			
	No expenses processed		
Councillor Charlayne Thornton-Joe			
	No expenses processed		
Councillor Geoff Young			
	No expenses processed		
Councillor Jeremy Loveday			
	Local Government Leadership Academy	Virtual Forum Feb 3-4/21	200.00
	Union of BC Municipalities	Conference Sep 22-24/20	350.00
		Total	550.00
Councillor Marianne Alto			
	No expenses processed		
Councillor Sarah Potts			
	No expenses processed		
Councillor Sharmarke Dubow			
	The Inclusion Project	Registration employment equity roundtable	158.50
		Total	158.50
Councillor Stephen Andrew			
	No expenses processed		

## Purchases Exceeding \$50,000 - T1 2021

Description	Department	Awarded To	Value	With Social Value/ Sustainability
Public Realm Waste Bin Enclosures	Engineering	ECOVISION ENVIRONMENTAL INC	\$81,900.00	yes
Green Stormwater Infrastructure Plan and Design Guidelines	Engineering	URBAN SYSTEMS	\$109,869.00	yes
Supply and install modular construction rental fencing at Topaz Park	Engineering	JOHN DAM AND ASSOCIATES	\$64,800.00	yes
Consulting services - Green Fleet Plan	Engineering	CASCADIA PARTNERS	\$85,300.00	yes
Asphalt paving and cold milling	Engineering	ISLAND ASPHALT LTD	\$133,400.94	yes
Triangle Green Landscaping	Engineering	LIVING STONES INTERLOCKING BRICK INC	\$121,842.54	yes
Profesional services - Integrated Asset Management Tools	Engineering	URBAN SYSTEMS	\$79,900.00	yes
Storm Drain Main Replacement, Superior Street - Menzies to Oswego	Engineering	COAST UTILITY CONTRACTING LTD	\$1,332,758.29	yes
Disaster Mitigation and Adaptation Fund (DMAF) – Utility Replacement Projects; Yates Street, Cook Street, Dallas Road	Engineering	COMPLETE UTILITY CONTRACTORS LTD	\$2,906,940.50	yes
Parks equipment - Sports Field Ride-On Reel Mower	Engineering	OAKCREEK GOLF AND TURF INC	\$56,615.00	
2021 Watermain Lining	Engineering	TRENCHLESS SOLUTIONS INC	\$194,343.50	yes
Sanitary sewer / storm drain mainline CCTV inspections	Engineering	VICTORIA DRAIN SERVICES LTD	\$203,283.14	yes
Sanitary sewer / storm drain mainline CCTV inspections	Engineering	VICTORIA DRAIN SERVICES LTD	\$130,911.27	yes
Supply of Brush Chipper 2021 BC1200XL	Engineering Fleet	WESTERRA EQUIPMENT LP	\$79,944.44	
Freightliner M2 106 truck	Engineering Fleet	FIRST TRUCK CENTRE	\$96,570.00	yes
2022 Izuzu NRR 150" WB Reg Cab truck	Engineering Fleet	BERKS INTERTRUCK LTD	\$57,133.00	yes
2022 Izuzu NRR 132.5"WB RegCab truck	Engineering Fleet	BERKS INTERTRUCK LTD	\$57,195.85	yes
Supply of Refuse Collection Packer Bodies TomCat 6 yard packer	Engineering Fleet	FORT FABRICATION & WELDING LTD	\$99,355.00	yes
Supply of Refuse Collection Packer Bodies TomCat 6 yard packer	Engineering Fleet	FORT FABRICATION & WELDING LTD	\$99,355.00	yes
Supply of Service Truck Body	Engineering Fleet	EXPRESS CUSTOM TRAILER MFG INC	\$364,400.73	yes
Truck Body - Roads, Body and IQAN system	Engineering Fleet	COMMERCIAL TRUCK EQUIPMENT CORP	\$119,804.14	yes
Truck Body - Roads Body and IQAN system	Engineering Fleet	COMMERCIAL TRUCK EQUIPMENT CORP	\$104,410.34	yes
Truck Body - Roads Body and IQAN system	Engineering Fleet	COMMERCIAL TRUCK EQUIPMENT CORP	\$138,594.80	yes
2022 Ford F600	Engineering Fleet	DAMS FORD LINCOLN SALES LTD	\$120,318.00	yes
2022 Ford F600	Engineering Fleet	DAMS FORD LINCOLN SALES LTD	\$240,636.00	yes
2022 F-650 F6A	Engineering Fleet	DAMS FORD LINCOLN SALES LTD	\$234,201.00	yes
Computer Hardware and Peripherals	Information Systems	ISLAND KEY COMPUTER LTD	\$112,305.80	yes
Tempest Annual Maintenance	Information Systems	CENTRAL SQUARE TECHNOLOGIES	\$123,548.94	yes
Electrical Maintenance and Repair Services	Parks, Rec & Facilities	KERR CONTROLS INC	\$50,813.73	yes
Topaz Park - Skateboard All-Wheels Park & Bike Skills Park Design Build Project	Parks, Rec & Facilities	NEWLINE SKATEPARKS LTD	\$3,000,000.00	yes
Victoria City Hall HVAC Upgrade	Parks, Rec & Facilities	HOULE ELECTRIC LIMITED	\$1,343,562.90	yes
Issued approximately 1162 Purchase Orders less than \$50,000 with Social Value / Sustainability considerations	Various Departments	Various Suppliers	\$1,969,534.19	yes

## Attachment G: Grant Update

### External Grant Update – T1 2021

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 January 1 – April 30, 2021.

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	TBA	Decisions expected in 2021.
Ministry of Municipal Affairs and Housing	Investing in Canada Infrastructure Program - Community, Culture, and Recreation Program	Topaz Park Artificial Turf Field Project	This project will replace and expand the existing artificial turf field at Topaz Park. It will increase access to recreation and community sport infrastructure.	N/A	Award decision pending	\$2,400,000	TBA	Decision anticipated in Q3 2021.
Employment and Social Development Canada	Canada Summer Jobs	Summer Camp Staff	Funding to support camp coordinators and camp leaders.	N/A	Contract Awarded	\$77,064	\$47,880	City was awarded on April 23, 2021 usually receive reimbursement in November.
Canadian Tire Foundation	Parasport Jumpstart	Adaptive Aquatics	To support 1:1 Adapted Aquatics lessons and an Inclusion Instructor who works with children in group lessons to support their individual needs	N/A	Not Awarded	\$12,747	0	Program has been deferred due to COVID



# Attachment G: Grant Update

Grant Provider	Grant Program Name	Project Name	Description of Project	Grant Expiry Date	Grant Status	Amount Requested	Amount Awarded	Comment
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
Culture, History and Sport	Celebrate Canada	Canada Day Celebrations	Cultural Programming for Canada Day	N/A	Awarded	\$51,000	\$40,000	Decision received April 30 <sup>th</sup> 2021
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	TBA	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	TBA	
Employment and Social Development Canada	New Horizons for Seniors Program	Actively Connecting Together Safely	Submitted as part of a working committee partnership with Island Health and District of Saanich	March 29, 2022	Awarded	\$23,900	\$23,000	Supported by Silver Threads Society - Victoria

## Attachment G: Grant Update

Grant Provider	Grant Program Name	Project Name	Description of Project	Grant Expiry Date	Grant Status	Amount Requested	Amount Awarded	Comment
ICBC	Road Improvement Program	Various City Transportation projects	Pedestrian and bicycle enhancements, intersection safety upgrades, traffic signal improvements	N/A	Award decision pending	\$1,800,000	TBA	ICBC typically awards in the range \$100-\$200k
Government of Canada	Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (CVRIS)	Government Street North - Protected Bike Lanes & Complete Street Project	Comprehensive streetscape and road safety upgrades (Pandora to Gorge)	June 2021	Award decision pending	\$2,099,701	TBA	
Government of Canada	Canada Healthy Communities Initiative	Build Back Victoria: Government Street Pedestrian Priority Zone	Funding towards materials and programming for Government Street (Humboldt to View)	May 2021	Not successful	\$100,000	N/A	
BC Hydro	Energy Manager Program	Corporate Energy Specialist	Partial funding for Corporate Energy Specialist. The position supports the goals of the Climate Leadership Plan.	N/A	Awarded	\$100,000	\$100,000	
BC Hydro	Energy Wise Network	Energy Wise Campaign	Funding for the City to implement an internal campaign to promote energy conservation.	N/A	Awarded	\$1,200	\$1,200	

## Attachment G: Grant Update

Grant Provider	Grant Program Name	Project Name	Description of Project	Grant Expiry Date	Grant Status	Amount Requested	Amount Awarded	Comment
BC Hydro	BC Hydro Incentive Fund Agreement	LED Lighting Retrofit	Incentive funding to support multiple LED lighting retrofit projects in City facilities.	N/A	Awarded	\$43,481	\$43,481	
UBCM (Government of Canada and Province of BC)	Strengthening Communities' Program	Victoria's Safe and Welcoming Neighbourhoods: A collaborative, compassionate and comprehensive response to unsheltered homelessness	Seven key activities to support the urgent and immediate needs of unsheltered individuals, their transition indoors, and to address related community impacts.	April 16, 2021	Award decision pending	\$4.749 million	TBA	In partnership with the Aboriginal Coalition to End Homelessness, the Greater Victoria Coalition to End Homelessness, Burnside Gorge Neighbourhood Association, Canadian Mental Health Association, and Our Place Society.
BC Hydro	Sustainable Communities Project Implementation Offer	Climate Friendly Homes	To develop an engaging communications campaign to bust common myths and build general awareness about electrification solutions for homes	N/A	Awarded	\$25,000	\$25,000	
BC Government	CleanBC Go Electric Public Charger Program	Direct Current Fast Charger (DCFC) in Vic West	To install 2 50kW DCFCs at Vic West Park	June 2021	Award decision pending	\$100,000	TBA	

**Attachment G: Grant Update**

Grant Provider	Grant Program Name	Project Name	Description of Project	Grant Expiry Date	Grant Status	Amount Requested	Amount Awarded	Comment
BC Government	Commercial Vehicle Pilots (CVP) Program	Electric Fire Engine	To replace an existing diesel engine at its end of life with an electric fire engine, including charging infrastructure	August 2021	Award decision pending	\$711,999.33	TBA	

	Meeting Type	Meeting Site	Agenda Item	Work Plan Category	Description
1	Council (to follow COTW)	CTFCOTW_Jan07_2021	1171 Rockland Avenue: Development Variance Permit Application No. 00253 (Fairfield)	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. 00253 for 1171 Rockland Avenue, in accordance with: Plans, date stamped August 11, 2020 Development meeting all Zoning Regulation Bylaw requirements, except for the following variance: reduce the minimum unit size from 33m2 to 19.5m2 for one unit. The Development Permit lapsing two years from the date of this resolution.
2	Council (to follow COTW)	CTFCOTW_Jan07_2021	Victoria Housing Strategy Annual Review	Strategic Plan	That Council direct staff to:  Receive the Victoria Housing Strategy Annual Review 2019 for information. Amend page 48 of the Victoria Housing Strategy Phase Two document, with updates to the Housing Unit Targets, which considers new population projections, a Housing Needs Assessment, and a Housing Gap Analysis including more detail for the very low, low, and median income brackets and change 950 to 1450 in the report. Approve the 2021 Prioritization of Housing Strategy Actions. Work with the consultants to arrive at a target for housing suitable for families that incorporates both latent demand and projected demand and to make that the 2025 target.

3	Council (to follow COTW)	CTFCOTW_Jan07_2021	Zero Waste Victoria	Strategic Plan	<p>That Council:</p> <p>Approve Zero Waste Victoria;</p> <p>Direct staff to begin implementing strategies in Zero Waste Victoria as outlined in the short-term action plan; and</p> <p>Direct staff to report back with draft bylaw(s) for Councils consideration to regulate priority single-use items after new municipal authorities are conferred by the Province.</p> <p>Refer the Zero Waste Victoria report to the Board of the Capital Regional District (CRD), and the Mayors and Councils of CRD member Local Governments, for information.</p> <p>Request that the Mayor write on behalf of Council to the Board of the CRD, requesting that the CRD work with the City of Victoria and other local governments to advocate for flow control regulating the export of solid waste outside the region.</p> <p>Advocate to the Capital Regional District to increase the tipping fee for disposal of unsorted solid waste at the Hartland Landfill, to discourage the disposal of unsorted solid waste and encourage waste reduction / diversion / recycling.</p> <p>Direct staff to report back on options for increasing diversion rates from multi-family residential and commercial properties.</p> <p>Direct staff to explore options for separating pet waste at off-leash dog areas in parks</p>
4	Council (to follow COTW)	CTFCOTW_Jan07_2021	Zero Waste Victoria	Strategic Plan	<p>Request that the Mayor write on behalf of Council to the Board of the CRD, requesting that the CRD work with the City of Victoria and other local governments to advocate for flow control regulating the export of solid waste outside the region.</p>
5	Council (to follow COTW)	CTFCOTW_Jan07_2021	131, 137 Skinner Street and 730 - 736 Tyee Road: Rezoning Application No. 00747 (Victoria West)	Operational	<p>That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00747 for 730-736 Tyee Road &amp; 131-137 Skinner Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.</p>



6	Council (to follow COTW)	CTFCOTW_Jan07_2021	1244 Wharf Street: Heritage Alteration Permit with Variances Application No. 00023 (Downtown)	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 Heritage Alteration Permit with Variances Application No. 00023 for 1244 Wharf Street, in accordance with:</p> <p>Plans, date stamped November 20, 2020.</p> <p>The Conservation Plan for the Yates Block at 1244 Wharf Street by Donald Luxton and Associates Inc., dated September 2020</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>increase the parapet projection from 1m to 4.5m (for cornice and pediment only)</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>Revisions to the existing Statement of Significance to include restored heritage features as character-defining elements to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Revisions to elevation details of the proposed restored pediment and cornice, including molding profiles, to the satisfaction of the Director of Sustainable Planning and Community Development</p> <p>Minor plan amendments to illustrate frontage improvements to the satisfaction of the Director of Engineering.</p> <p>Preparation and execution of a legal agreement to secure frontage improvements, to the satisfaction of the Director of Engineering</p> <p>Council authorizing the restoration of historic features, including a pediment, roof level cornice and balcony, which will project 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> <p>Heritage Alteration Permit with a Variance lapsing two years from the date of this resolution.</p>
7	Council (to follow COTW)	CTFCOTW_Jan07_2021	Council Member Motion: Bring Back Mainstreet	Council Initiated	<p>That Council refer the Bring Back Mainstreet to staff working on the implementation of Victoria 3.0, Create Victoria, the Parks and Open Spaces Masterplan, Build Back Victoria, Neighbourhood Planning, and to staff in finance, real estate, economic development and planning for their consideration.</p> <p>That Council refer In It Together: Bringing Back Canadas Main Streets to the Finance Minister with request for consideration actions to reduce the property tax impacts to legacy main street businesses, arts and culture organizations and non-profits downtown and in village centres.</p>

8	Council (to follow COTW)	CTFCOTW_Jan07_2021	3120 Washington Avenue: Rezoning Application No. 00735 (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. 00735 for 3120 Washington 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: 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 cannot 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 sidewalk improvements, to the satisfaction of the Director of Engineering and Public Works; the design of the proposed eight single-family dwelling units and associated landscaping in accordance with the plans dated October 13, 2020, to the satisfaction of the Director of Sustainable Planning and Community Development. Further consideration by the developer of options to increase the rear setback.
9	Council (to follow COTW)	CTFCOTW_Jan07_2021	Letter from the Corporation of the City of Vernon	Operational	That the correspondence from the Corporation of the City of Vernon be received for information and that a response be sent to the City of Vernon that Victoria has passed a similar resolution and appreciates their advocacy.
10	Council (to follow COTW)	CTFCOTW_Jan07_2021	Appointment of Animal Control Officer	Operational	That Neil Lundin be appointed as Animal Control Officer pursuant to section 49(1) of the Community Charter, and That his appointment be rescinded upon termination of his employment by Victoria Animal Control Services Ltd.
11	Council (to follow COTW)	CTFCOTW_Jan07_2021	Council Member Motion: Refer proposed Jubilee Route to Oak Bay Council for Input	Council Initiated	That Council refer to the Jubilee route options to Oak Bay Council for their input and request that Oak Bay provide feedback to City of Victoria staff by January 31st

12	Council (to follow COTW)	CTFCOTW_Jan14_2021	727 Yates Street - Tax Incentive Program Application No. 00031 (Downtown)	Operational	<p>That Council instruct the City Solicitor to prepare a Tax Exemption Bylaw for 727 Yates Street for 9.08% of assessed value for 10 years, pursuant to Section 225 of the Community Charter, with the following conditions:</p> <p>that the tax exemption take effect no earlier than 2022, after the expiry of the tax exemption for 719, 721-725 Yates Street, approved under bylaw 18-062</p> <p>that a covenant identifying the tax exemption be registered on the title of the property and any possible future strata titles</p> <p>that the final costs of seismic upgrading be verified by the Victoria Civic Heritage Trust.</p> <p>That Council authorize amendments to the front façade rehabilitation strategy approved under Heritage Alteration Permit with Variances No. 00008, in accordance with DrawingH.1 by Studio One Architecture Inc., date stamped November 30, 2020.</p>
13	Council (to follow COTW)	CTFCOTW_Jan14_2021	Appointment of Bylaw Officer - Chris Goldsmith	Operational	<p>That Council approve the appointment of Chris Goldsmith</p> <p>As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061); and</p> <p>As a Business Licence Inspector for the City of Victoria</p>
14	Council (to follow COTW)	CTFCOTW_Jan14_2021	Appointment of Bylaw Officer - Amy Acheson	Operational	<p>That Council approve the appointment of Amy Acheson</p> <p>As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061); and</p> <p>As a Business Licence Inspector for the City of Victoria</p>
15	Council (to follow COTW)	CTFCOTW_Jan14_2021	Motor Vehicle Act Pilot Reduced Default Speed Limits on Local Roads	Operational	<p>That Council:</p> <p>Direct staff to finalize any outstanding stakeholder engagement, pending approval of resources through the 2021 Financial Planning process, and prepare an application to participate in the Motor Vehicle Act Pilot Program to reduce default speed limits on local roads without a continuous centre line in the City of Victoria from 50 km/hr to 30 km/hr as per the 2019 2022 Strategic Plan.</p>
16	Council (to follow COTW)	CTFCOTW_Jan14_2021	Emergency Social Services Grant - Meegan Community Care Tent	Pandemic	<p>That Council:</p> <p>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.</p> <p>Direct staff to continue to seek options for a location for the Meegan Community Care Tent, excluding Avalon Street.</p>

17	Council (to follow COTW)	CTFCOTW_Jan14_2021	Investing in Canada Infrastructure Program Grant Funding Application	Operational	<p>That Council:</p> <p>Direct staff to submit a grant application for up to \$2.1 million in funding for the Government Street North Bicycle Master Plan Project from the Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Infrastructure Stream (CVRIS). If the grant application is approved, 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 Director of Finance and the Director of Engineering and Public Works and in a form acceptable to the City Solicitor.</p>
18	Council (to follow COTW)	CTFCOTW_Jan14_2021	Use of Parking Lot at 940 Caledonia Ave for Transitional Tiny Home Community	Pandemic	<p>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. 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. 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. 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. 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 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. That Council authorization pursuant to Recommendations 1 to 6 does not limit Councils or any City officials 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.</p>

19	Council	VCC_Jan14_2021	1133 Fort Street: rezoning application No. 00727	Operational	That the following bylaw be adopted:  Zoning Regulation Bylaw, Amendment Bylaw (No. 1239) No. 20-118
20	Council	VCC_Jan14_2021	1002 Vancouver Street: Development Permit with Variances Application No. 00154	Operational	Development Permit with Variances Application Approval  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.
22	Council	VCC_Jan14_2021	1150 Douglas Street: Rezoning Application No. 00748	Operational	Bylaw Approval That the following bylaws be adopted:  Zoning Bylaw 2018, Amendment Bylaw (No. 8) No. 20-125
23	Council	VCC_Jan14_2021	901 Gordon Street: Rezoning Application No. 00743	Operational	Bylaw Approval That the following bylaw be adopted:  Zoning Bylaw 2018, Amendment Bylaw (No. 7) No. 20-117
24	Council (to follow COTW)	CTFCOTW_Jan21_2021	From the Closed Meeting held January 14, 2021	Operational	Municipal Service - Proposed Reciprocal Fire Services Automatic and Mutual Aid Agreement - Districts of Saanich and Oak Bay  That Council authorize the Mayor and the City Clerk to execute, on behalf of the City, a Reciprocal Fire Services Automatic and Mutual Aid agreement with the District of Oak Bay and District of Saanich, generally in the form appended as Appendix A, final form to the satisfaction of the City Solicitor

25	Council (to follow COTW)	CTFCOTW_Jan21_2021	187 Dallas Road: Request to amend Section 219 Covenant (Ogden Point)	Operational	<p>That Council accept the request of the Greater Victoria Harbour Authority and</p> <p>allow the temporary pedestrian ramp at 187 Dallas Road to remain in place until May 22, 2024,</p> <p>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,</p> <p>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.</p> <p>and authorize amendment of the Section 219 Covenant to reflect these directions, in a form satisfactory to the City Solicitor.</p>
26	Council (to follow COTW)	CTFCOTW_Jan21_2021	1609 Fort Street: Development Permit with Variances Application No. 00148 (South Jubilee)	Operational	<p>Staff recommend 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. 00148 for 1609 Fort Street, in accordance with:</p> <p>Plans date stamped December 21, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>Increase the maximum total floor area for liquor retail sales from 241.00 m2 to 327.00 m2.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>



27	Council (to follow COTW)	CTFCOTW_Jan21_2021	Council Member Motion - Advisory Design Panel	Council Initiated	<p>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.</p> <p>Carried</p> <p>That Council appoint Councillor Thornton-Joe as Councillor Liaison to the Advisory Design Panel.</p> <p>Carried</p> <p>That Council appoint Councillor Loveday as Councillor Liaison Alternate to the Advisory Design Panel.</p> <p>That Council appoint Councillor Young as Councillor Liaison to the Heritage Advisory Committee.</p> <p>That Council appoint Councillor Thornton-Joe as Councillor Liaison Alternate to the Heritage Advisory Committee.</p> <p>Carried</p>
28	Council (to follow COTW)	CTFCOTW_Jan21_2021	Response to Broken Windows	Operational	That staff work with the DVBA and report back to Council on options to support the vibrancy and viability of the downtown and to address the impacts of vandalism.
29	Council (to follow COTW)	CTFCOTW_Jan21_2021	From the Closed Meeting held January 14, 2021	Operational	<p>That Council approve ratification of the tentative agreement set out in the Memorandum of Agreement dated December 22, 2020 between the bargaining representatives of the City of Victoria and the International Brotherhood of Electrical Workers Local 230 (IBEW)</p> <p>That Council approve ratification of the tentative agreement set out in the Memorandum of Agreement dated January 5, 2021 between the bargaining representatives of the City of Victoria and the United Brotherhood of Carpenters and Joiners of America Local 1598 (UBCJ).</p>

30	Council (to follow COTW)	CTFCOTW_Jan28_2021	1125 Fort Street: Rezoning Application No. 00712, Development Permit with Variances Application No. 00142 and Heritage Designation Application No. 000192 (Fairfield)	Operational	<p>Rezoning Application No. 00712</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. 00712 for 1125 Fort 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:</p> <p>That Council consider the Heritage Designation of 1125 Fort Street, consistent with plans date stamped September 9, 2020;</p> <p>Preparation of legal agreements, to the satisfaction of the Director of Sustainable Planning and Community Development, to:</p> <p>secure one of the proposed residential units as rental for a period of 20 years</p> <p>ensure that a future strata cannot restrict the rental of units to non-owners.</p> <p>development Permit with Variances Application No. 00142</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. 00142, if it is approved, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 00142 for 1125 Fort Street, in accordance with:</p> <p>Plans date stamped September 9, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>reduce the vehicle parking from eight to four stalls, including a reduction of the visitor parking from one stall to zero stalls.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p> <p>Heritage Designation Application No. 000192</p> <p>That Council approve the designation of the property located at 1125 Fort Street, consistent with architectural plans dated September 9, 2020, 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</p>
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31	Council (to follow COTW)	CTFCOTW_Jan28_2021	736 Princess Avenue:Victoria Housing Reserve Fund Application (Burnside)	Pandemic	<p>736 Princess Avenue: Victoria Housing Reserve Fund Application (Burnside)</p> <p>That Council approve a grant from the Victoria Housing Reserve Fund to the John Howard Society of Victoria in the amount of \$280,000 to assist in the construction of a 28-unit affordable housing project at 736 Princess Avenue, subject to the following conditions:</p> <p>The execution of a Housing Fund Grant Agreement in a form satisfactory to the Director of Sustainable Planning and Community Development and the City Solicitor; with terms for the eligible use of the grant, reporting requirements, repayment, indemnification, and communication protocols;</p> <p>The applicant fulfills the applicable requirements of the Victoria Housing Reserve Fund Guidelines;</p> <p>\$140,000 shall be payable to the applicant upon execution of the Housing Fund Grant Agreement and the remaining balance of \$140,000 shall be payable to the applicant once the City has issued all required occupancy permits for the project; and</p> <p>That the passage of this resolution creates no legal rights for the applicant or any other person, or obligation on the part of the City, until and unless all agreements are fully executed by the City.</p>
32	Council (to follow COTW)	CTFCOTW_Jan28_2021	Parks Regulation BylawAmendments - Mitigating the Impacts of Sheltering	Pandemic	<p>That Council direct staff to prepare the following amendments to Section 16A of the Parks Regulation Bylaw:</p> <p>Prohibit sheltering within parks in areas with high-risk of flooding or other environmental hazards, and</p> <p>Add Central Park to the list of parks where sheltering is prohibited to be in effect as long as the sheltering during pandemic provisions are in effect and that this matter return to Council for additional considerations at the March 4 COTW meeting.</p>
33	Council (to follow COTW)	CTFCOTW_Jan28_2021	Council Member Motion: InResponse to the National Overdose Crisis: Regulation, Safe Supply andDecriminalizati on	Operational	<p>Resolved that the Mayor, on behalf of the City of Victoria, writes to the federal Minister of Health calling on the Government of Canada to declare the overdose crisis a national public health emergency;</p> <p>Be it also resolved that in that letter the Mayor calls on the Government of Canada to immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use.</p>

34	Council (to follow COTW)	CTFCOTW_Jan28_2021	Council Member Motion: Attendance at LGLA Virtual Leadership Forum	Operational	That Council approve an expenditure of \$210 for Councillor Lovedays attendance at the Local Government Leadership Academys virtual training conference being held the week of Feb 1-5th
35	Council (to follow COTW)	CTFCOTW_Jan28_2021	Short Term Rental Appeal - 1132 Chapman	Operational	That Council deny the reconsideration request and uphold the Licence Inspectors decision to deny a short-term rental business licence for premises at 1132 Chapman.
37	Council	VCC_Jan28_2021	1224 Richardson Street: Rezoning Application No. 00705 and Development Permit with Variance Application No. 00149	Operational	<p>That the following bylaw be given third reading: Zoning Regulation Bylaw, Amendment Bylaw (No. 1244) No. 21-013</p> <p>That the following bylaws be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1244) No. 21-013 Housing Agreement (1224 Richardson Street) Bylaw (2021) No. 21-014</p> <p>Carried</p> <p>Development Permit with Variances Approval</p> <p>Motion:</p> <p>That Council authorize the issuance of Development Permit with Variances Application No. 00149 for 1224 Richardson Street, in accordance with:</p> <p>Plans date stamped June 8, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the vehicle parking from 23 stalls to 10 stalls; increase the height from 7.6 metres to 10.08 metres; increase the number of storeys from 2.5 to 3; allow for roof decks.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p> <p>Carried</p>
38	Council	VCC_Jan28_2021	956 Heywood Avenue: Development Permit with Variances Application No. 00126	Operational	<p>Motion to refer as amended:</p> <p>Refer the application to staff to work with the applicant to:</p> <p>Revise the design to address concerns relating to shading and setbacks.</p> <p>Consider reducing parking and/or unit size, or number of units, to reduce the building footprint and/or height.</p>

39	Council	VCC_Jan28_2021	429 and 431 Parry Street: Development Variance Permit Application No. 00234 and Development Variance Permit Application No. 00235	Operational	<p>Development Variance Permit Approvals</p> <p>Motion:</p> <p>That Council authorize the issuance of Development Variance Permit Applications No.00234 for 429 Parry Street and No.00235 for 431 Parry Street in accordance with: Plans date stamped December 19, 2019 (429 Parry Street) and December 23, 2019 (431 Parry Street)</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: For Development Variance Permit No. 00234 at 429 Parry Street:</p> <ul style="list-style-type: none"> <li>reduce the front yard setback from 7.5m to 3.79m;</li> <li>reduce the rear yard setback from 8.28m to 4.71m for the rear stairs and 5.61m for the building;</li> <li>reduce the north side yard setback from 1.5m to 1.2m;</li> <li>reduce the south side yard setback from 3m to 2m; and</li> <li>reduce the combined side yard setback from 4.5m to 3.2m.</li> </ul> <p>For Development Variance Permit No. 00235 at 431 Parry Street:</p> <ul style="list-style-type: none"> <li>reduce the front yard setback from 7.5m to 4.41m;</li> <li>reduce the rear yard setback from 8.28m to 4.42m for the rear stairs and 4.95m for the building;</li> <li>reduce the north side yard setback from 1.5m to 1.2m;</li> <li>reduce the south side yard setback from 3m to 2m; and</li> <li>reduce the combined side yard setback from 4.5m to 3.2m.</li> </ul> <p>Registration of legal agreements on both property titles to secure a Statutory Right-of-Way, to the satisfaction of the Director of Engineering.</p> <p>The Development Permits lapsing two years from the date of this resolution</p>
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40	Council (to follow COTW)	CTFCOTW_Feb04_2021	430 Powell Street: Rezoning Application No. 00736 and Development Permit with Variances Application No. 00736 (James Bay)	Operational	<p>Rezoning Application No. 00736</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. 00736 for 430 Powell Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.</p> <p>Development Permit with Variances Application No. 00736</p> <p>That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after Public Hearing for Rezoning Application No.00736, if it is approved, consider the following motion:</p> <p>That Council authorize the issuance of Development Permit with Variances Application No. 00736 in accordance with:</p> <p>Plans date stamped November 3, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the rear yard setback from 6.00m to 2.92m to the stairs and 4.75m to the building for Lot 1;</p> <p>reduce the rear yard setback from 6.00m to 2.92m to the stairs and 4.75m to the building for Lot 1;</p> <p>reduce the north side yard setback from 2.40m to 2.0m for elevations with windows into habitable rooms for Lot 1;</p> <p>reduce the south side yard setback from 2.40m to 1.2m m for elevations with windows into habitable rooms for Lot 1;</p> <p>reduce the rear yard setback from 6.00m to 3.39m to the stairs and 4.53m to the building for Lot 2;</p> <p>reduce the north side yard setback from 2.40m to 1.2m for elevations with windows into habitable rooms for Lot 2; and</p> <p>reduce the south side yard setback from 2.40m to 2.0m for elevations with windows into habitable rooms for Lot 2.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
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41	Council (to follow COTW)	CTFCOTW_Feb04_2021	1140 Government Street: Application for a Structural Change to increase the Occupant Load for the Churchill's Liquor Primary License (Downtown)	Operational	<p>That Council direct staff to provide the following response to the Liquor Licensing Agency:</p> <p>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.</p> <p>Providing the following comments on the prescribed considerations:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Council recommends the license endorsements be approved.</p>
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42	Council (to follow COTW)	CTFCOTW_Feb04_2021	1475 Fort Street: Update on Development Permit with Variances Application No. 00120 (Rockland)	Operational	<p>That, subject to the preparation and execution of the following legal agreements in a form satisfactory to the City Solicitor:</p> <p>A Housing Agreement to secure rental tenure of the dwelling units in perpetuity while allowing all or a portion of the dwelling units to be leased to a third party housing provider for non-market housing, to the satisfaction of the Director of Sustainable Planning and Community Development</p> <p>A Section 219 covenant to ensure that the dwelling units are not strata titled, to the satisfaction of the Director of Sustainable Planning and Community Development</p> <p>A section 219 covenant to secure a Statutory Right-of-Way of 0.72m along Fort Street, to the satisfaction of the Director of Engineering and Public Works.</p> <p>An agreement to secure sixteen car share memberships, to the satisfaction of the Director of Engineering and Public Works</p> <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. 00120 for 1475 Fort Street, in accordance with:</p> <p>Plans date stamped October 19, 2020</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>reduce the vehicle parking from 45 stalls to 26 stalls;</p> <p>reduce the visitor parking from 3 stalls to 2 stalls;</p> <p>increase the building height from 12 metres to 12.92 metres;</p> <p>reduce the front setback from 10.5 metres to 1.81 metres (entrance canopy) and 3.53 metres (building);</p> <p>reduce the rear setback from 6.46 metres to 3.96 metres;</p> <p>reduce the east side yard setback from 6.46 metres to 3.05 metres (balconies and entrance canopy) and 4.93 metres (building);</p> <p>reduce the west side yard setback from 6.46 metres to 3.86 metres (balconies) and</p>
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43	Council (to follow COTW)	CTFCOTW_Feb04_2021	496 and 498 Cecelia Road and 3130 Jutland Road: Rezoning Application No. 00655 and OCP amendment and Development Permit Application No. 000532 (Burnside)	Operational	<p>Rezoning application no. 000532</p> <p>That Council instruct staff 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 authorize the proposed development outlined in Rezoning Application No. 00655 for 496 and 498 Cecelia Road and 3130 Jutland Road and 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 the appropriate legal agreements to secure the following:</p> <p>that the 88 dwelling units would remain below-market rental for 60 years in accordance with BC Housings Community Housing Fund program requirements to the satisfaction of the Director of Sustainable Planning and Community Development and the City Solicitor;</p> <p>that a minimum of 26 two-bedroom and 20 three-bedroom dwelling units are provided in the development to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>provide a daycare on-site for a minimum of 15 years to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>construction and maintenance of a 1290m<sup>2</sup> plaza in accordance with the landscape plans dated December 11, 2020 to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>public access of the plaza area to the satisfaction of the Director of Sustainable Planning and Community Development;</p> <p>construction of a new traffic signal at the corner of Cecelia and Jutland Road in accordance with the conceptual plan dated December 11, 2020 to the satisfaction of</p>
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44	Council (to follow COTW)	CTFCOTW_Feb04_2021	1035 Joan Crescent: Update on Development Permit with Variance Application No. 00129 (Rockland)	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. 00129 for 1035 Joan Crescent, in accordance with:</p> <p>Plans date stamped September 29, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>reduce the front yard setback from 10.50 metres to 3.22 metres.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
45	Council (to follow COTW)	CTFCOTW_Feb04_2021	My Great Neighbourhood Grant 2020 Program Summary	Operational	<p>That Council approves the following:</p> <p>Continue accepting applications for the interim category of Community Recovery &amp; Resiliency to be funded from the regular funding stream</p> <p>Continue with a rolling intake giving the City Manager the decision-making power to approve the grants following the internal adjudication process, and</p> <p>Accept proposed language changes to the grant policy</p> <p>Direct staff to return to Council with current information on existing Arts and Culture grant policies.</p>
46	Council (to follow COTW)	CTFCOTW_Feb04_2021	Council Member Motion: Celebrating the Lunar New Year	Council Initiated	<p>That Mayor and Council encourage citizens in the City of Victoria and throughout the Region, to help celebrate the Lunar New Year and the Year of the Ox by decorating their doorways and windows with Lunar New Year decorations and red decorations from now until the end of February and that on Friday, February 12th, 2021 that we wear red to bring good luck and good health to all our communities.</p>

47	Council	VCC_Feb11_2021	2700 Avebury Avenue: Rezoning Application No. 000700, Development Permit Application No. 000583, Development Variance Permit Application No. 00230, Development Variance Permit No. 000229	Operational	<p>Public Hearing &amp; Consideration of Approval</p> <p>Motion:</p> <p>That the following bylaw be given third readings:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1245) No. 21-016</p> <p>Carried</p> <p>Motion:</p> <p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1245) No. 21-016</p> <p>Carried</p> <p>Motion:</p> <p>Development Permit Application No. 000583</p> <p>That Council authorize the issuance of Development Permit Application No. 000583 for 2700 Avebury Avenue, in accordance with:</p> <p>Plans date stamped August 8, 2019.</p> <p>Development meeting all Zoning Regulation Bylaw requirements.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p> <p>Development Variance Permit Application No. 000229</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 000229 2700 Avebury Avenue, in accordance with:</p> <p>Plans date stamped August 8, 2019.</p> <p>Development meeting all Victoria Subdivision and Development Servicing Bylaw requirements, except for the following variances:</p> <p>Remove the requirement to construct frontage improvements as described within the Victoria Subdivision and Development Servicing Bylaw.</p> <p>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.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
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48	Council	VCC_Feb11_2021	131 - 137 Skinner and 730 - 736 Tyee Road: Rezoning Application No. 00747	Operational	<p>G.2.aPublic Hearing &amp; Consideration of Approval:</p> <p>Motion: That the following bylaw be given third readings:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1247) No. 21-022</p> <p>Carried</p> <p>Motion: That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1247) No. 21-022</p> <p>Carried</p>
49	Council	VCC_Feb11_2021	1171 Rockland Ave: Development Variance Permit Application No. 00253	Operational	<p>Motion to refer: That Council refer this matter back to staff to work with the developer on the points raised by Council.</p> <p>Carried</p>
50	Council	VCC_Feb11_2021	2536 Richmond Road: Heritage Designation Application No. 00193	Operational	<p>G.4.a Public Hearing &amp; Consideration of Approval</p> <p>Motion: That the following bylaw be given third reading:</p> <p>Heritage Designation (2536 Richmond Road) Bylaw - No. 21-017</p> <p>Carried</p> <p>Motion: That the following bylaw be adopted:</p> <p>Heritage Designation (2536 Richmond Road) Bylaw - No. 21-017</p> <p>Carried</p>



51	Council (to follow COTW)	CTFCOTW_Feb11_2021	1244 Wharf Street: Update Report for Heritage Alteration Permit Application No. 00023	Operational	<p>That Council consider the following amended motion in relation to the proposed Heritage Alteration Permit for 1244 Wharf Street:</p> <p>That Council authorize the issuance of Heritage Alteration Permit Application No. 00023 for 1244 Wharf Street, in accordance with:</p> <p>Plans, date stamped November 20, 2020.</p> <p>The Conservation Plan for the Yates Block at 1244 Wharf Street by Donald Luxton and Associates Inc., dated September 2020.</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>Revisions to the existing Statement of Significance to include restored heritage features as character-defining elements to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Revisions to elevation details of the proposed restored pediment and cornice, including molding profiles, to the satisfaction of the Director of Sustainable Planning and Community Development.</p> <p>Minor plan amendments to illustrate frontage improvements to the satisfaction of the Director of Engineering.</p> <p>Preparation and execution of a legal agreement to secure frontage improvements, to the satisfaction of the Director of Engineering.</p> <p>Council authorizing the restoration of historic features, including a pediment, roof level cornice and balcony, which will project 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> <p>Heritage Alteration Permit lapsing two years from the date of this resolution.</p>
52	Council (to follow COTW)	CTFCOTW_Feb11_2021	1611 Stanley Avenue: Heritage Designation Application No. 000194 (Fernwood)	Operational	<p>That Council approve the designation of the property located at 1611 Stanley Avenue, 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.</p>
53	Council (to follow COTW)	CTFCOTW_Feb11_2021	Council Member Motion: Amending Schedule E of the Animal Responsibility Bylaw to Include a portion of Vic West	Council Initiated	<p>That Council direct staff to report back with options for and implications of implementing the following recommendation:</p> <p>That Council direct staff to bring forward an amendment to the Animal Responsibility Bylaw amending Schedule E to increase the area that a person must not intentionally feed or leave food out for the purposes of feeding rock doves (pigeons), crows, or gulls to include the triangle of Vic West from Bay Street to Esquimalt Rd.</p>

54	Council (to follow COTW)	CTFCOTW_Feb11_2021	Council Member Motion: UBCM Resolution: Increase Disability Benefits and Income Assistance Rates	Council Initiated	<p>That Council endorses the following resolution and directs staff to forward copies to UBCM member local governments, as well as the Provincial ministers responsible for Social Development, Poverty Reduction, Finance, and Housing, requesting favourable consideration.</p> <p>Resolution:</p> <p>WHEREAS after many years of frozen income assistance rates and only minimal increases to disability benefits the current Provincial Government increased rates, for single people, by \$150 between 2017 and 2019 but most people who receive disability benefits or income assistance continue to live well below the poverty line;</p> <p>AND WHEREAS the Provincial Government added a \$300/month COVID benefit for those receiving disability and income assistance, which temporarily reduced peoples risk of losing their housing and increased their access to necessities including food and medical supplies, but as of January 2021 the benefit has been reduced to \$150/month and there is no commitment to provide additional support past March 2021.</p> <p>BE IT RESOLVED THAT the Province of British Columbia permanently reinstate the automatic, \$300/month benefit for people receiving disability benefits and income assistance and move to raise disability and income assistance to a livable rate that is above the market basket measure (MBM).</p>
55	Council (to follow COTW)	CTFCOTW_Feb11_2021	Strategic Plan #3 Affordable Housing	Strategic Plan	<p>That Council approve the amendments as outlined in the report dated January 19, 2021 for Strategic Plan #3 Affordable Housing, including this further amendment: Municipal Housing Corporation Remove from Plan.</p> <p>Carried</p> <p>Motion:</p> <p>Council add the following 2022 action to the Strategic Plan:</p> <p>Work with partner agencies to explore the creation of an emergency housing function.</p> <p>Amendment</p> <p>Change 2022 to 2021</p> <p>Amendment to amendment to replace work with partner agencies with:</p> <p>Request that partner agencies to explore the creation of an emergency housing function and the city participates in that process.</p> <p>Motion to refer:</p> <p>That this matter be referred to COTW next week (Feb 18)</p>

56	Council (to follow COTW)	CTFCOTW_Feb11_2021	2564 Graham Street: Heritage Designation Application No. 000191 (Hillside/Quadra)	Operational	That Council approve the designation of the property located at 2564 Graham Street, 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.
57	Council (to follow COTW)	CTFCOTW_Feb11_2021	Council Led Workshop - Neighbourhood Boundaries	Council Initiated	<p>That Council refer this matter to staff to report back to Council at the Feb 25 COTW meeting, seeking further information from Council:</p> <p>That Council direct staff to engage the North Jubilee Neighbourhood Association and the Oaklands Community Association regarding the potential recognition of the 2700-block to 3000-block of the east side of Shelbourne Street as part of the Oaklands neighbourhood, requesting comment from those associations by April 30, 2021.</p> <p>That Council direct staff to engage the Fernwood Community Association and the Oaklands Community Association regarding the potential recognition of the 2500-blocks between Cook Street and Shelbourne Street, and Bay Street and Haultain Street, as part of the Oaklands neighbourhood, requesting comment from those associations by April 30, 2021.</p> <p>That Council direct staff to engage the Fairfield-Gonzales Community Association, the Downtown Residents Association, and the Downtown Victoria Business Association regarding the potential recognition of the 800-blocks between Fort Street and Academy Close, and Blanshard Street and Quadra Street, as part of the Downtown neighbourhood, requesting comment from those associations by April 30, 2021.</p> <p>That Council direct staff to engage the Burnside-Gorge Community Association, the Downtown Residents Association, and the Downtown Victoria Business Association regarding the potential adjustment of the boundary between Burnside-Gorge and Downtown from Chatham/Discovery/Caledonia to Bay Street, so that Bay Street would become the northern boundary of Downtown and the southern boundary of Burnside-Gorge, requesting comment from those associations by April 30, 2021.</p> <p>That Council direct staff to engage the South Jubilee Neighbourhood Association and the North Jubilee Neighbourhood Association regarding the potential recognition of a unified Jubilee neighbourhood and their thoughts on how one CALUC could potentially be formed to service the one new unified neighbourhood, requesting comment from those associations by April 30, 2021.</p> <p>That Council direct staff to engage the Downtown Residents Association and the</p>

58	Council (to follow COTW)	CTFCOTW_Feb11_2021	Council Member Motion: Electronic Participation at Council and Committee of the Whole Meetings	Council Initiated	That Council direct staff to report back on the implications and ability to amend the Council Procedures Bylaw to require remote participation to occur so that Council members are visible to the Chair and the City Clerk in order to be recorded as present in a meeting, and visible to Council and the public via the webcast when called on to vote or comment, provided that the City's meeting management programs are operational to enable the video connection, for the duration of the Ministerial Order M192 and that Council, through the mayor, affirm each Council members' choice to participate remotely or in council chambers.
59	Council (to follow COTW)	CTFCOTW_Feb11_2021	Expansion of Pedestrian Space in Clover Point Park	Operational	That the matter be referred to staff, to report back as soon as possible with options for revised interim parking plans, ideally by February 25, 2021
60	Council (to follow COTW)	CTFCOTW_Feb11_2021	Council Member Motion: Cold Weather Shelter	Council Initiated	That Council direct staff to work with BC Housing and other partners to permit the Dandelion Society to operate a cold weather shelter in the Save on Foods Memorial Centre foyer or other suitable locations from February 11 to February 15, 2021.
61	Council (to follow COTW)	CTFCOTW_Feb11_2021	Appointment of City Clerk	Operational	That Mr. Curt Kingsley be appointed as City Clerk, the officer responsible for corporate administration pursuant to section 148 of the Community Charter effective March 15, 2021.
62	Council (to follow COTW)	CTFCOTW_Feb18_2021	Council Member Motion: Notification for Public Hearing for 1200-Block Gladstone Avenue Project	Council Initiated	That Council authorize a variance from the Land Use Procedures Bylaw to provide for notification to residents and property owners within two hundred (200) metres of the Victoria High School property boundary and the subject parcel for the Public Hearing to consider the application relating to 1230 Grant Street, 1209-1226 North Park Street, 1219 Vining Street, 1235 Caledonia Avenue and 1211 Gladstone Avenue.
63	Council (to follow COTW)	CTFCOTW_Feb18_2021	349 Kipling Street and 1400 Fairfield: Rezoning Application No. 00702 and Development Permit with Variances Application No. 000555 (Fairfield)	Operational	That Council refer the application back to staff to work with the applicant to revise the application to address the following:  reduce the size of the buildings to be consistent with the Fairfield Neighbourhood Plan reduce the amount of site area dedicated to vehicle circulation to provide more at-grade open site space increase the Kipling Street setback provide a more sensitive transition with adjacent properties ensure the form and character of the development is compatible with the predominant neighbourhood character, consistent with the Design Guidelines for Development Permit Area 15F: Intensive Residential Attached Dwellings.

64	Council (to follow COTW)	CTFCOTW_Feb18_2021	Pre-Application Community Consultation During the COVID-19 Pandemic	Pandemic	That Council direct staff to bring forward amendments to the Land Use Procedures Bylaw to require applicants to post development application signs on site and to be available for a virtual community meeting where the Community Association Land Use Committee is able and desires to host a virtual meeting in conjunction with the pre-application community consultation process that is in place during the COVID-19 pandemic.
65	Council (to follow COTW)	CTFCOTW_Feb18_2021	506 Herald Street: Application for a Structural Change to a Manufacturing Licensees Lounge Endorsement to Increase the Occupant Load to License a 99 Person Rooftop Patio for Herald Street Brew Works (Downtown)	Operational	<p>That Council direct staff to provide the following response to the Liquor Licensing Agency:</p> <p>Council, after conducting a review with respect to noise and community impacts, does support the application of Herald Street Brew Works located at 506 Herald Street for a rooftop patio where the occupant load is 99 people and hours of operation for the rooftop patio are from 9:00 am to 10:00 pm Sunday through Thursday and 9:00 am to 10:00 pm on Friday and Saturday.</p> <p>Providing the following comments on the prescribed considerations:</p> <p>The impact of noise on the community near the establishment was considered in relation to the request. Herald Street Brew Works is licenced under a manufacturers licence and service of alcohol to patrons is done through a lounge endorsement. Service of alcohol cannot exist in absence of the manufacturing licence. The recommended hours of operation balance the concerns heard about potential noise related impacts to nearby residents with considerations around the business proposal to licence new outdoor seating. Approval of the licence is not expected to result in unacceptable levels of noise attributable to the operations of the establishments outside seating areas.</p> <p>If the application is approved, it is anticipated to have a positive economic impact on the community as the approval supports the businesss plan to provide a unique and local craft beer experience, and employment in the city.</p> <p>The views of residents were solicited through a mailout to neighbouring property owners and occupiers within 100 metres of the licensed location (a total of 378 notices) and a notice posted at the property. In response to the notification, the City received 40 pieces of correspondence. Six letters stated opposition which included one from the Downtown Residents Association. In support of the application, 34 letters were received.</p>

66	Council (to follow COTW)	CTFCOTW_Feb18_2021	Bowker Creek Watershed Management Plan	Operational	<p>Receive the Bowker Creek Daylighting Feasibility Study for information (Appendix A).  Receive the Bowker Creek Blueprint: Framework for Collaborative Inter-municipal Watershed Implementation for information (Appendix B).  Receive Ten Year Achievements: Bowker Creek Initiative (Appendix C) for information.  Direct staff to report back on scope and resources required to update the Bowker Creek Blueprint.  That staff report back in the 2022 Financial Plan process with a high level cost estimate of the implications of daylighting Bowker Creek in the Clawthorpe Park, Doncaster and North Jubilee Spirit Garden.  That Council formally recognize the 10-year anniversary of the endorsement of the Bowker Creek Blueprint and the substantial community-based efforts that have been made to rehabilitate the Bowker Creek watershed;  And that Council recommit to the implementation of the Bowker Creek Blueprint and direct staff to annually present an implementation update report to Council;  And that Council direct staff to continue to raise awareness of Bowker Creek restoration efforts;  And that Council direct staff to include consideration of impacts on the watershed as part of land use matters that occur within the Bowker Creek watershed;  And that Council direct staff to include consideration of impacts on the watershed and opportunities for restoration in all public works projects occurring within the watershed;  And that Council request the Mayor write to the CRD, the District of Saanich, and District of Oak Bay expressing our continued and renewed commitment to Bowker Creek and our excitement to continue to work together to steward and rehabilitate the watershed.  Direct staff to explore opportunities for federal grant funding focusing on ecological and watershed restoration.</p>
67	Council (to follow COTW)	CTFCOTW_Feb18_2021	Community Garden Licences of Occupation	Operational	<p>That Council:  Authorize the Mayor and City Clerk to execute licences of occupation for the following community gardens, subject to the publication of notices as required by the Community Charter, with terms satisfactory to the Director of Parks, Recreation and Facilities, and in a form satisfactory to the City Solicitor.</p> <p>Oswald Park Community Garden in Oaklands (Oswald Park, 3031 Cedar Hill Road)  Fishermans Wharf Herb Garden in James Bay (300 Block Erie St and St. Lawrence Street)  Franklin Green Community Garden in North Park (1045 Mason Street)</p>

68	Council (to follow COTW)	CTFCOTW_Feb18_2021	2020 Community Garden Start Up Grant	Operational	<p>That Council approve the following four organizations to receive a Community Garden Start-Up Grant;</p> <p>Oaklands Community Association - \$10,000  Quadra Village Community Centre - \$10,000  South Jubilee Neighbourhood Association - \$5,000  Canadian Orca Rescue Society - \$5,000</p>
69	Council (to follow COTW)	CTFCOTW_Feb25_2021	Proposed Accessible Parking Requirements and Design Criteria	Operational	<p>Direct staff to proceed with preparing applicable amendments to the City's Zoning Bylaw, the Subdivision and Development Services Bylaw and the Streets and Traffic Bylaw to establish new supply rates and specifications for off-street accessible parking as recommended in this report.</p> <p>Endorse new design criteria for public on-street and City operated parkades provided accessible parking stalls and direct staff to include within the 2021-2025 Financial Plan a budget of up to \$350,000 for accessible parking retrofits and expansion efforts with funding from the Accessibility Reserve Fund.</p>
70	Council (to follow COTW)	CTFCOTW_Feb25_2021	Appointment to the CRD Water Supply Commission	Operational	<p>That Council appoint Councillor Dubow as Director to the Capital Regional District Water Supply Commission.</p>
71	Council (to follow COTW)	CTFCOTW_Feb25_2021	Postponed Motion from the February 11, 2021 Council (to follow COTW) Meeting	Strategic Plan	<p>Motion to refer:</p> <p>Refer this matter to staff to determine the implications of undertaking this work in 2021.</p> <p>“Council add the following 2022 2021 action to the Strategic Plan:  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.”</p>
72	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: Emergency Housing Function and Related Matters	Council Initiated	<p>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.</p>



73	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: Deployment of Effective Emergency Shelter and Emergency Social Services	Council Initiated	<p>Motion to Refer</p> <p>That this matter be referred to staff to information implementation and improvements to the City's Emergency Plan:</p> <p>That Council adopt the following resolution:</p> <p>Resolution: Deployment of Effective Emergency Shelter and Emergency Social Services</p> <p>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;</p> <p>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);</p> <p>AND WHEREAS the City of Victorias 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;</p> <p>AND WHEREAS the City of Victorias Emergency Plan (2018) states that provisions for Emergency Social Services in Victoria are secured through renewing supplier agreements with business partners every two years;</p> <p>AND WHEREAS the City of Victorias 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,</p>
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74	Council (to follow COTW)	CTFCOTW_Feb25_2021	2020 By-Election - Lessons Learned	Operational	<p>That Council endorse the following as minimum requirements for conducting a by-election:</p> <p>One month of planning before appointing a Chief Election Officer  Hire one additional senior staff and one additional administrative staff  Establish at least 8 general voting day locations that are geographically distributed throughout the city  At least two advance voting locations  At least five advance voting days  Each voting location to have two voting machines  One accessible voting machine to be available during advance and general voting in a central location  Provide return postage-paid envelopes for requested vote by mail packages  Distribute election information materials to households using a voter card system and other standard engagement activities.  That Council restate its advocacy from 2014 that the nomination period occur earlier to allow for mail in ballots or that the province make an allowance for provisional ballots. (letter from the Mayor)</p>
75	Council (to follow COTW)	CTFCOTW_Feb25_2021	2020 By-Election - Lessons Learned	Operational	<p>10) That Council restate its advocacy from 2014 that the nomination period occur earlier to allow for mail in ballots or that the province make an allowance for provisional ballots. (letter from the Mayor)</p>
76	Council (to follow COTW)	CTFCOTW_Feb25_2021	Temporary Re-location of Council Meetings	Operational	<p>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.</p>
77	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: Stewardship of Urban Waterways	Council Initiated	<p>That Council directs staff to report back in conjunction with the Stormwater Management Plan update with some preliminary information options for enhanced stewardship, restoration and/or daylighting of the following urban waterways:  Rock Bay Creek, running from Fernwood to Rock Bay;  Cecelia Creek, running from the vicinity of Mayfair Mall to the Selkirk Water; and  Ross Bay Creek / Humboldt Creek, connecting the Inner Harbour (Whosaykum) to Ross Bay via the Cook Street Village area.  Including consideration of opportunities for:  Signage and/or daylighting in the vicinity of Alexander Park, Blackwood Park and/or Wark Street Park;  Signage and ecological restoration of exposed segments of Cecelia Creek; and  Signage and/or daylighting in the vicinity of the St Anns Academy Grounds and the Olive Street lot.</p>

78	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: Advocacy for a Provincial Economy Strategy	Council Initiated	<p>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:</p> <p>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;</p> <p>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;</p> <p>And whereas the province has yet to develop a comprehensive strategy to transition BCs economy to a circular one;</p> <p>Therefore, be it resolved that UBCM request that the province of BC develop a provincial Circular Economy strategy.</p>
79	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: Advocacy for Right to Repair Legislation	Council Initiated	<p>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:</p> <p>Whereas the longevity of items is decreasing because manufacturers are deliberately designing products to be disposable;</p> <p>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;</p> <p>Therefore be it resolved that UBCM ask the Province of BC to draft and enact Right to Repair legislation.</p>
80	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council member motion - Council Endorsement of Help Cities Lead Campaign	Council Initiated	<p>That Council formally endorse the Help Cities Lead campaign and consider the following actions:</p> <p>a. Write a letter to the following provincial ministers to voice Councils support for the five policies detailed in this report:</p> <p>Minister of Environment and Climate Change Strategy, ENV.Minister@gov.bc.ca  Minister of Municipal Affairs, MAH.Minister@gov.bc.ca  Minister of Energy, Mines, and Low-Carbon Innovation, EMPR.Minister@gov.bc.ca  Minister of Finance, FIN.Minister@gov.bc.ca  Attorney General and Minister responsible for Housing, AG.Minister@gov.bc.ca</p> <p>b. Write a letter to the Capital Regional District requesting regional endorsement of the</p> <p>c. Write a letter to all BC local governments asking to endorse the campaign.</p> <p>Carried</p>

81	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: AVICC Climate Leadership Motion	Council Initiated	<p>That Council adopt the following motion and forward it to AVICC.</p> <p>WHEREAS coming out of a workshop at AVICC in 2019, the Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) steering committee was formed with representatives nominated from each Regional District in the AVICC region to develop a 2030 Climate Action Plan for the AVICC Region;</p> <p>AND WHEREAS on November 6th 2020, the VICC-CLP steering committee along with faculty and students from the University of Victoria with whom VICC-CLP has been working held a day-long workshop for elected officials and staff in the AVICC region to develop preliminary 2030 Climate Action Goals;</p> <p>AND WHEREAS in March 2021 the VICC-CLP steering committee will hold two further workshops, one with youth and one with First Nations to ensure that the 2030 Climate Action plan is also grounded in youth experience and Indigenous cultural knowledge;</p> <p>THEREFORE BE IT RESOLVED that the AVICC membership endorses in principle the directions laid out in the Vancouver Island and Coastal Communities Climate Action Goals Working Draft (attached) and requests that the VICC-CLP also grounds the plan in the cultural and land-based knowledge of Indigenous peoples and the experiences of youth;</p> <p>AND BE IT FURTHER RESOLVED that the AVICC membership requests that the VICC-CLP steering committee present a final plan for the memberships consideration at AVICC 2022.</p>
82	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: UBCM Resolution paid sick leave for workers	Council Initiated	<p>That Council endorse and submit the following resolution to AVICC and UBCM for consideration:</p> <p>WHEREAS one year into a global pandemic that has killed thousands of British Columbians and millions of people worldwide, there is no legislation ensuring adequate, employer-paid sick days with the Canada Recovery Sickness Benefit being temporary, sometimes inaccessible, and not of use for the crucial first few days of an illness;</p> <p>AND WHEREAS if paid sick day legislation had been in place before the global pandemic, lives would have been saved because infection rates would have been reduced. The lack of legislated paid sick days has especially hurt Black, Indigenous, workers of colour and women workers who are over-represented in frontline jobs, with low pay, few benefits, and without the ability to work from home;</p> <p>THEREFORE BE IT RESOLVED THAT the Province of British Columbia legislate a minimum of ten (10) accessible, universal, and permanent, paid sick days for all workers and additional days during public health outbreaks.</p>

83	Council (to follow COTW)	CTFCOTW_Feb25_2021	Council Member Motion: AVICC and UBCM Resolution: Acquisition of Apartment Buildings for Affordable Housing	Council Initiated	That Council adopts the following resolution and directs staff to forward electronic copies to the Association of Vancouver Island and Coastal Communities (AVICC), the Union of British Columbia Municipalities (UBCM), and AVICC member local governments, requesting favourable consideration and resolutions of support: Resolution: Acquisition of Apartment Buildings for Affordable Housing WHEREAS communities face acute challenges around housing affordability and housing availability, undermining the wellbeing of individuals, families and communities; AND WHEREAS purpose-built rental apartment buildings from previous decades are an essential component of the current rental housing supply, meaning that future renewal of these properties poses substantial opportunities and risks or current occupants as well as local communities; THEREFORE BE IT RESOLVED THAT the Province of British Columbia work with local communities, the not-for-profit sector and other partners on a program of land banking purpose-built rental apartment buildings, to preserve and renew this essential component of the affordable rental housing supply.
84	Council (to follow COTW)	CTFCOTW_Feb25_2021	Postponed motion re: Additional Funding for Police Support for Encampments	Pandemic	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.
85	Council (to follow COTW)	CTFCOTW_Feb25_2021	Postponed motion re: Additional Funding for Police Support for Encampments	Pandemic	That Council receive this information. That Council fund this request at one time 50 split between option 1 and 6 of the staff report: 1. Ongoing funding through a property tax increase of 0.065% resulting in an overall tax increase of 1.82% for 2021; and One-time funding for the full \$107,500 using the Police Financial Stability Reserve (this would require approval by the Board as well as Esquimalt Council) That Council requests the following information prior to adoption of the 2021 Financial Plan: any agreements regarding membership in E-Comm; annual reports of E-Comm for 2018 and 2019; and information on the process for the City of Victoria and/or the Victoria Esquimalt Police Board becoming a member of E-Comm

86	Council (to follow COTW)	CTFCOTW_Feb25_2021	Support Downtown Vibrancy and Vitality Report	Operational	<p>That Council:</p> <p>Approve \$100,000 from the 2021 Financial Plan contingency budget to be allocated toward a Downtown Vibrancy and Vitality Initiative to be administered by the Downtown Victoria Business Association (DVBA) as outlined in this report.</p> <p>Authorize a partnership agreement, on the terms satisfactory to the Head of Business and Community Relations and in the form satisfactory to the City Solicitor, with the DVBA to provide services on behalf of the City for the Downtown Vibrancy and Vitality Initiative.</p> <p>That staff report to Council with an update on the block watch and downtown ambassador component of this expenditure when the information is available.</p>
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87	Council (to follow COTW)	CTFCOTW_Feb25_2021	1260 Grant Street and 1289 Gladstone Ave: Development Variance Permit Application	Operational	<p>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:</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 00249 for 1260 Grant Street and 1289 Gladstone Avenue, in accordance with:</p> <p>Plans date stamped December 24, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: relaxation to all of the impacted lots for setbacks, site coverage, height, number of storeys and open site space requirements;</p> <p>relaxation to permit building over property lines and a street</p> <p>relaxation to permit parking spaces on separate lots</p> <p>relaxation of required parking from 283 spaces to 149</p> <p>allow a roof deck.</p> <p>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:</p> <p>a 6.1m section along the property frontage on Gladstone Avenue</p> <p>a 3.9m section along the property frontage on Grant Street</p> <p>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</p> <p>a 0.5m section along the property frontage on Fernwood Road, south of Vining Street.</p> <p>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:</p> <p>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</p>
88	Council (to follow COTW)	CTFCOTW_Mar04_2021	Neighbourhood Boundaries	Operational	<p>That Council direct staff to report back on these motions by the end of September at the latest.</p> <p>That Council direct staff to engage with the North Park Neighbourhood Association, Fernwood Community Association, the Downtown Residents Association, and the Downtown Victoria Business Association regarding the potential of the east side of Cook Street from Fort Street to Pandora Avenue as part of the downtown neighbourhood requesting comment from those associations.</p>



89	Council (to follow COTW)	CTFCOTW_Mar04_2021	Interim Design Options for Parking and Pedestrian Space in Clover Point Park	Operational	<p>That Council direct staff to proceed with option 2 for Clover Point Park:</p> <p>Complete modifications to increase the pedestrian priority space in Clover Point Park, as illustrated in Attachment B, with an allocation of up to \$275,000 in the 2021 Financial Plan, to be funded from the Buildings and Infrastructure Reserve.</p> <p>That the painting budget be restricted to delineating pedestrian trails and bike trails versus passive space.</p> <p>That a location be found downtown for the follow the pod public art feature.</p> <p>That staff be in consultation with immigrants and immigrant associations, ethno-cultural groups and the seniors advisory committee, youth council and City of Victoria youth council, Fairfield Gonzales Community Association, Accessibility Advisory Committee, Active transportation Advisory Committee, and that their views are considered.</p> <p>That food trucks must use sustainable practices and must submit these practices to staff.</p> <p>That the budget for furniture be reduced to \$50,000.</p>
90	Council (to follow COTW)	CTFCOTW_Mar04_2021	330-336 Michigan Street: Revised Victoria Housing Reserve Fund Grant Application (James Bay)	Operational	<p>That Council:</p> <p>Revise the Victoria Housing Reserve Fund (VHRF) grant approved April 2, 2020 to the Capital Region Housing Corporation for the Michigan Square project located at 330-336 Michigan Street from \$1,020,000 to \$620,000 to reflect the applicants request to no longer seek funding for moderate income units and the total number of one bedroom very low income units being increased from 12 to 16 units;</p> <p>Authorize \$310,000 to be payable to the applicant upon execution of the Housing Fund Grant Agreement and legal agreements securing the (VHRF-funded) affordable units and bedroom unit sizes in a form to the satisfaction of the City Solicitor, with the remaining balance of \$310,000 to be payable to the applicant once the City has issued all required occupancy permits for the project; and</p> <p>That the passage of this resolution creates no legal rights for the applicant or any other person, or obligation on the part of the City, until and unless all agreements are fully executed by the City.</p>

91	Council (to follow COTW)	CTFCOTW_Mar04_2021	Neighbourhood Association Coordinator Funding	Operational	<p>That Council:</p> <p>Approve the criteria as outlined in this report, to be incorporated into a policy, for the neighbourhood coordinator pilot project in the identified neighbourhoods.</p> <p>That prior to awarding of the grant, each neighbourhood submit a basic strategy for the use of the funds that is subject to staff review and approved by the City Manager.</p> <p>That the James Bay Neighbourhood Association be included in this pilot project funded from new assessed revenue.</p>
92	Council (to follow COTW)	CTFCOTW_Mar04_2021	940 Caledonia Avenue: Temporary Use Permit Application No. 00017 and Development Permit with Variances Application No. 000591 (North Park)	Operational	<p>That Council allocate \$61,866 from the remaining balance of the Restart Grant Funding, to fund the costs related to the installation of water and sewer services for the temporary transitional units and the removal of the units and capping of services when the temporary use permit expires.</p> <p>That Council allocate \$110,000 from the 2021 Corporate Contingency Budget to contribute to the estimated 2021 operating costs, and further consider allocating \$105,000 as part of the 2022 Budget process to contribute to the estimated 2022 operating and closure costs for the temporary transitional housing operated by Our Place Society. That Council authorize the City staff to consider, and if determined by staff to be eligible and advantageous to the City's overall ability to secure maximum grant funding, include the City costs for set-up and operating of the transitional housing project within any application made to the Provinces Strengthening Communities Services Program. Temporary Use Permit Application No. 00017</p> <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 Temporary Use Permit Application No. 00017 for 940 Caledonia Avenue and 953 and 963 Green Street, in accordance with: Plans date stamped February 11, 2021.</p> <p>The Temporary Use Permit lapsing 18 months from the date of this resolution.</p> <p>That a special Council meeting is scheduled on March 18, 2021 to allow for an Opportunity for Public Comment. Development Permit with Variances Application No. 000591 1. 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. 000591 for 940 Caledonia Avenue and 953 and 963 Green Street in accordance with:</p> <p>Plans date stamped February 11, 2021.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p>

93	Council	VCC_Mar11_2021	1628 Edgeware Road: Rezoning Application No. 00726 and Development Permit with Variances Application No. 00138 (Oaklands)	Operational	<p>G.1.a Public Hearing &amp; Consideration of Approval</p> <p>That the following bylaw be given third readings:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1250) No. 21-027</p> <p>Carried</p> <p>That the following bylaw be adopted:</p> <p>Zoning Regulation Bylaw, Amendment Bylaw (No. 1250) No. 21-027</p> <p>Carried</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>
94	Council	VCC_Mar11_2021	Council Member Motion: Support for Laid-off Hotel and Tourism Industry Workers	Council Initiated / Pandemic	<p>THEREFORE, BE IT RESOLVED THAT the City of City of Victoria affirms that people should not lose their livelihoods due to the pandemic; and</p> <p>THAT the City of Victoria write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and</p> <p>THAT this letter be forwarded to all BC municipalities asking to write their support; and</p> <p>THAT the City of Victoria writes to the Association of Vancouver Island and Coastal Communities.</p>

95	Council	VCC_Mar11_2021	Regional Rent Bank Pilot Program	Strategic Plan	<p>That Council receive the Greater Victoria Rent Bank Pilot Program report for information.</p> <p>That Council direct staff to:</p> <p>Provide a progress report on the Greater Victoria Rent Bank Pilot Program as part of the next Victoria Housing Strategy Annual Review;</p> <p>Report back on an as-needed basis if rent bank funding requests arise; and</p> <p>Report back near completion of the pilot program in 2022 to report on program effectiveness and to determine if City support is needed for longer-term sustainability of the program.</p>
96	Council	VCC_Mar11_2021	Citizen's Assembly Process - Next Steps	Strategic Plan	<p>That Council approve the recommendations as provided in Option 1 of this report:</p> <p>Approve the estimated costs associated with the Citizens Assembly and reaffirm the commitment of \$250,000. Direct staff to present the estimated costs to the Provincial Government and seek provincial funding to accommodate at least 1/3 of the associated costs of a Citizens Assembly. Upon funding approval initiate the procurement process to seek a consultant for the Citizens Assembly Process upon funding approval from the Ministry of Municipal Affairs.</p> <p>Upon funding approval initiate the procurement process for consultant services for the Technical Analysis upon funding approval from the Ministry of Municipal Affairs. Request staff to work with the consultant to develop a term of reference for an Oversight Committee on the Citizens Assembly.</p> <p>Approve the in-person participation concept of a Citizens Assembly.</p> <p>Reduce the number of participants on the Citizens Assembly to the Best Practice number of 48.</p> <p>Remove or reduce any options for honorarium or per diems from the approved Terms of Reference for the Citizens Assembly should that be necessary for cost reduction to the overall budget not to exceed \$750,000.</p> <p>That Council accept the remaining changes to sections 3.5, 6, 7.1, 7.2.3, 7.5 and 8.2.1 the Terms of Reference identified in this report to align with Saanich Councils approvals</p> <p>That Council flag for the District of Saanich and the consultant that people of all genders should be represented and that the Terms of Reference should be amended before the lottery process: to include people who are Transgender, Non-Binary or Two-Spirit. that the composition of the citizens assembly reflect the composition of the census population with respect to ethno-cultural diversity.</p>
97	Council	VCC_Mar11_2021	Tree Protection Bylaw	Operational	<p>Motion:</p> <p>That staff report back on the effectiveness of the Tree Protection Bylaw two years after implementation.</p>

98	Council (to follow COTW)	CTFCOTW_Mar18_2021	Parks Amendment Bylaw	Pandemic	<p>That Council instruct the City Solicitor to bring forward bylaw amendments necessary to continue the permanent prohibition on sheltering in Centennial Square, Central Park and Cecelia Ravine Park in time for adoption prior to May 1, 2021, with the prohibition in Central Park being reviewed at a time when 940 Caledonia Temporary Use Permit expires should that application be approved.</p> <p>That Council instruct the City Solicitor to bring forward bylaw amendments necessary to continue the temporary regulations regarding location, size, and distancing of shelters to continue until the end of the pandemic in time for adoption prior to May 1, 2021.</p> <p>That Council instruct staff to bring forward bylaw amendments to restore the opportunity for the members of the public to use BBQs responsibly in municipal parks.</p>
99	Council (to follow COTW)	CTFCOTW_Mar18_2021	161-167 Robertson Street: Development Variance Permit Application No. 00255 (Gonzales)	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. 00255 for 161-167 Roberson Street, in accordance with:</p> <p>Plans date stamped November 25, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>Floor area of all floor levels combined (maximum) be increased from 300m2 to 373m2</p> <p>The Development Variance Permit lapsing two years from the date of this resolution.</p>
100	Council (to follow COTW)	CTFCOTW_Mar18_2021	540 Dallas Road: Development Variance Permit Application No. 00251 (James Bay)	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. 00251 for 540 Dallas Road in accordance with: Plans date stamped November 12, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: increase the maximum site coverage from 40.0% to 44.15%; reduce the minimum open site space from 60.0% to 46.7%.</p> <p>The Development Variance Permit lapsing two years from the date of this resolution.</p>

101	Council (to follow COTW)	CTFCOTW_Mar18_2021	123/125 Government Street: Development Variance Permit Application No. 00252 (James Bay)	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. 00252 for 123/125 Government Street in accordance with: Plans date stamped October 2, 2020. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: Reduce the required parking from two stalls to one stall; Reduce the setback requirement for a lower storey window on the side elevation (south) from 3.0 m to 2.4 m. The Development Variance Permit lapsing two years from the date of this resolution.
102	Council (to follow COTW)	CTFCOTW_Mar18_2021	506 and 514 Government Street: Request to Modify Covenants CA3641378 and CA3641382 (James Bay)	Operational	That Council authorize City Legal staff to modify Covenants CA3641378 and CA3641382 to remove clauses concerning the heritage restoration of 506 and 514 Government Street.
103	Council (to follow COTW)	CTFCOTW_Mar18_2021	Fire Prevention and Regulation Bylaw and False Alarms Bylaw Update	Operational	That Council:  Direct staff to bring forward amendments, as outlined in this report, to the Fire Prevention and Regulation Bylaw No. 14-100, including consolidation of Smoke Alarm Bylaw 92-108 and, Direct staff to bring forward amendments, as outlined in this report, to the False Alarms Bylaw No. 10-073.
104	Council (to follow COTW)	CTFCOTW_Mar18_2021	Council Member Motion: Mental Health and Addiction Services	Council Initiated	Council writes to Island Health, the BC Ministry of Health, the Ministry of Mental Health and Addictions and the BC Solicitor General to request:  Island Health Security be given Special Constable Status to take custody of patients apprehended under the Mental Health Act on arrival at hospital, subject to such security staff completing training equivalent to that provided to Victoria Police Department special constables, including trauma informed care training. Island Health assume responsibility for ensuring that patients in custody who have left the hospital unescorted are returned to custody as required. Island Health finds alternative ways to return patients home following mandated mental health and/or addiction treatment.

105	Council (to follow COTW)	CTFCOTW_Mar18_2021	Council Member Motion: Streets and Traffic Bylaw	Council Initiated	<p>Council directs staff to report back on the implications of vehicles violating the bylaw and provide council with suggestions to manage the issue, in a manner consistent with the Provincial Health Officers advice in the letter dated June 8, 2020 and in the BC Centre for Disease Controls accompanying Response to Homeless Encampment Health Issues in the Context of COVID-19: Guidelines and Best Practices, dated June 8, 2020, including the advice that:</p> <p>Local governments should consider short-term policy adjustments to the enforcement of local bylaws regarding overnight sheltering or camping in public parks or elsewhere, as well as overnight parking bylaws that prevent people from parking in vehicles or RVs overnight on public streets (p. 6); and</p> <p>People experiencing homelessness have rights like all citizens, including privacy, safety, property, the right to live without threat, harassment, and fear of violence and the right to not be libeled. Public communications should be developed carefully to ensure that these rights are protected even as local governments seek to explain their objectives and approach. (p. 2)</p>
106	Special Council	SC_Mar18_2021	940 Caledonia Avenue & 953 and 963 Green Street: Temporary Use Permit Application No. 00017 and Development Permit with Variances Application No. 000591	Pandemic	<p>Temporary Use Permit Application No. 00017</p> <p>That Council authorize the issuance of Temporary Use Permit Application No. 00017 for 940 Caledonia Avenue and 953 and 963 Green Street, in accordance with: Plans date stamped February 11, 2021.</p> <p>The Temporary Use Permit lapsing 18 months from the date of this resolution.</p> <p>That Our Pace Society will create with the North Park Neighbourhood Association a community inclusion program addressing the concerns of the community and the service provider.</p> <p>Development Permit with Variances Application No. 000591</p> <p>That Council authorize the issuance of Development Permit with Variance Application No. 000591 for 940 Caledonia Avenue and 953 and 963 Green Street in accordance with: Plans date stamped February 11, 2021.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <ul style="list-style-type: none"> <li>relaxation to all of the impacted lots for setback requirements;</li> <li>relaxation to permit buildings over property lines;</li> <li>relaxation to permit more than one building on a lot;</li> <li>reduce the required number of parking spaces from five to nil.</li> </ul> <p>The Development Permit lapsing 18 months from the date of this resolution.</p>



107	Special Council	SC_Mar18_2021	749-767 Douglas Street: Rezoning Application No. 00746, Associated OCP Amendment, and Development Permit with Variances Application No. 000155 (Downtown)	Operational	<p>Rezoning Application No. 00746 and Associated OCP Amendment, Council, having put their minds to the OCP Amendment considerations outlined in Alternate Motion 1 of the staff report dated February 25 2021 and that subject to resolution of outstanding site servicing, tree preservation and tree replacement issues, the removal of the digital screen and that subject to extending the Humboldt Street Plaza Street to Penwill Street and adding a water/play feature to the satisfaction of City staff, that Council instruct staff 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(s) that would authorize the proposed development outlined in Rezoning Application No.00746 for 749-767 Douglas 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:Preparation of legal agreements, executed by the applicant, in a form to the satisfaction of the City Solicitor to secure:</p> <ul style="list-style-type: none"> <li>a statutory right-of-way along Humboldt Street to accommodate public vehicle turn-around movements;</li> <li>off-site public furniture maintenance agreement to secure the ongoing maintenance of unique street furniture over a period of ten years;</li> <li>a statutory right-of-way along Douglas street to include the seating and weather protection and the building face;</li> <li>a statutory right-of-way to secure the through block access path proposed along the easter property boundary;</li> <li>public realm improvements as indicated on the plans dated December 4, 2020 and the extension of the Humboldt Street Plaza to Penwill Street along with a water / play feature;</li> <li>sustainability and active transportation features identified in the staff report and as committed to by the applicant, including provision of a minimum of 94 BC Transit EcoPasses for a three-year period;</li> <li>a commitment to achieve Step Code 3 of the British Columbia Building Code.</li> </ul> <p>A commitment to ensuring community use space in the building.</p>
108	Special Council	SC_Mar18_2021	Curbside Yard Waste Collection	Operational	<p>Bring forward amendments to the Solid Waste Bylaw (No. 12-086) to enable curbside comingled organics (kitchen scraps and yard waste) collection.</p> <p>Initiate service changes and user outreach to transition from backyard to curbside garbage and comingled organics collection.</p>

109	Special Council	SC_Mar18_2021	Council Member Motion: Support for an Arts Hub Pilot Project	Council Initiated	<p>That Council supports Theatre SKAMs proposal to operate an Arts Hub pilot project primarily focused on the performing arts.</p> <p>And that Council grant \$40,000 in one time funding from the Citys contingency budget and \$20,000 in annual funding for a period of 5 years from new assessed revenue, to achieve the Citys goals of setting up an Arts Hub in downtown Victoria, and to help make Theatre SKAMs proposal financially viable.</p> <p>That Council receive a written report annually.</p> <p>Include in the annual report the benefits to BIPOC, LGBTQiA+ and visual/cultural minority groups and people with disabilities who received funding.</p>
110	Special Council	SC_Mar18_2021	1044 Belmont Avenue - Short Term Rental Appeal	Operational	<p>That Council adjourn the hearing subject to receiving information as to the prior use of the property with respect to it being a regular Bed and Breakfast.</p>
111	Council (to follow COTW)	CTFCOTW_Mar25_2021	Victoria Housing Reserve Guidelines Update	Strategic Plan	<p>That Council direct staff to:</p> <p>Update the Victoria Housing Reserve Fund Guidelines based on the following changes:</p> <p>Remove reference to funding assistance for affordable home ownership projects.</p> <p>Amend the Funding Assistance section to:</p> <p>decrease the eligible funding allocation for different levels of affordability per home;</p> <p>add a total funding cap for grant contributions to not exceed \$500,000 per project;</p> <p>and include fund eligibility to homes rented at Deep Subsidy, Rent Geared to Income (RGI) and Housing Income Limits (HILs) rates.</p> <p>Revise the application process timeline so that grant applications that receive preliminary approval by Committee of the Whole are held for final approval by Council until development approvals are in place.</p> <p>Update the Victoria Housing Strategy Phase Two document, page 47, to include with respect to Housing Affordability Targets:</p> <p>Notwithstanding the income targets provided above, to support the expeditious development of affordable housing, proposals which are owned and operated by senior government agencies and non-profit housing providers, where homes are rented at Deep Subsidy, Rent Geared to Income or Housing Income Limit Rates are considered to meet the Citys definition of affordable housing.</p> <p>That the program be modified to take into account the net-new units for housing rather than the gross number of units in the project and that the staff report back with options for program modification.</p> <p>That the property tax status of the proposed units be reported to Council when approval is sought.</p>

112	Council (to follow COTW)	CTFCOTW_Mar25_2021	Cultural Infrastructure Grant Program	Operational	<p>That Council:</p> <p>Approve the new Cultural Infrastructure Grant Program and accompanying guidelines;  Approve reallocation of \$25,000 from previously approved funding for Create Victoria Cultural Spaces Roadmap to the Cultural Infrastructure Grant Program for 2021;  Authorize the City Manager to approve the grants following the staff review process;  Direct staff to report back in T3 2021 on grant allocations and evaluation of the grant program and options for funding this program on an on-going basis.  That staff will provide an accessibility check list that all applicants must fill out.</p>
113	Council (to follow COTW)	CTFCOTW_Mar25_2021	Arts and Culture Grant Policy Report	Operational	<p>That this matter be referred to the 2022 Art in Public Places policy review  That Council receive this report for information.  That staff report back to Council on best practices that other municipalities use with respect to this: The use of profanity and hateful language is likely to be perceived by the public as offensive and not permitted...</p>
114	Council (to follow COTW)	CTFCOTW_Mar25_2021	AAA Cycling Network: Oaklands, Fernwood, Fort Central and Fort East	Strategic Plan	<p>That Council:</p> <p>Approve Fort Street East as the priority AAA cycling corridor for the Jubilee neighbourhoods, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan  Approve the design for Fort Street Central, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan; and  Approve the designs for the Oaklands and Fernwood Connector projects and construct using existing funds in coordination with other planned capital initiatives in 2021.</p>
115	Council (to follow COTW)	CTFCOTW_Mar25_2021	Electronic Participation Practices Report Back	Pandemic	<p>That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:</p> <p>That council members participating remotely be made visible by activating the camera to other council members and the public when called on to vote or comment.  That all remote participants advise the Mayor and City Clerk upon arrival and departure during the course of the meeting to enable accurate record keeping and voting results.</p>

116	Council (to follow COTW)	CTFCOTW_Mar25_2021	Council Member Motion: Continued Pedestrianization and Animation of Broad Street	Council Initiated	<p>That Council direct staff to continue the pedestrianization of the 1100 block of Broad Street until the end of 2021 as part of the continuation of the Build Back Victoria program.</p> <p>That Council direct staff to include the ongoing pedestrianization of Broad Street as a 2022 action item in the appropriate workplans, ensuring access to accessible parking, adequate loading zones, and continued timelimited access for deliveries to service local businesses.</p> <p>That Council direct staff to include investments in animation and infrastructure of the 1100 block of Broad Street in future capital planning and budget discussions.</p>
117	Council	VCC_Mar25_2021	3080, 3082, 3090 Washington Avenue: Rezoning Application No. 00714, Associated Official Community Plan Amendment and Development Permit Application No. 000566	Operational	<p>That Council direct staff to work with the applicant to endeavor to include the installation of a crosswalk on Washington Avenue with a portion of the costs to be borne by the applicant.</p>

118	Council	VCC_Mar25_2021	1260 Grant Street and 1289 Gladstone Avenue: Development Variance Permit Application No. 00249	Operational	<p>Development Variance Permit Approval</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 00249 for 1260 Grant Street and 1289 Gladstone Avenue, in accordance with: Plans date stamped December 24, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: relaxation to all of the impacted lots for setbacks, site coverage, height, number of storeys and open site space requirements; relaxation to permit building over property lines and a street relaxation to permit parking spaces on separate lots relaxation of required parking from 283 spaces to 149 allow a roof deck.Registration of Statutory Right of Ways on the propertys 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:</p> <p>a 6.1m section along the property frontage on Gladstone Avenue</p> <p>a 3.9m section along the property frontage on Grant Street</p> <p>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. a 0.5m section along the property frontage on Fernwood Road, south of Vining Street.</p> <p>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:</p> <p>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 Citys Right-of-Way;</p> <p>the landscape plan shall identify two replacement trees for the proposed removal of each bylaw protected tree. Large canopy replacement trees are preferred;</p> <p><u>include a plant list showing the quantity of new trees proposed, species and size.</u></p>
119	Council	VCC_Mar25_2021	1260 Grant Street and 1289 Gladstone Avenue: Development Variance Permit Application No. 00249	Operational	<p>That Council expresses support in principle for the installation of a 400-metre running track at Victoria High School, and requests that School District 61 work with the City of Victoria on a revised parking plan and landscape plan to accommodate this amenity for the school community and the broader community.</p>

120	Council	VCC_Mar25_2021	1114 Rockland Avenue: Rezoning Application No. 00711 and Development Permit with Variances Application No. 00140	Operational	<p>That the following bylaw be given third reading: Zoning Regulation Bylaw, Amendment Bylaw (No. 1249) No. 21-025</p> <p>That the following bylaws be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1249) No. 21-025 Housing Agreement (1114 Rockland Avenue) Bylaw (2021) No. 21-026</p> <p>Carried</p> <p>Development Permit with Variances Approval</p> <p>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.</p> <p>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.</p> <p>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 2.6 metres (building face) and 0.35 metres (lobby only) reduce the front setback from 4 metres to 3.6 metres reduce the rear setback from 5 metres to 3.33 metres</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>
121	Council (to follow COTW)	CTFCOTW_Mar25_2021	Destination Victoria re: MRDT Renewal	Operational	<p>That Council:</p> <p>Approve the five-year renewal for the MRDT</p> <p>Approve the new incremental MRDT from Airbnb OAP for affordable housing initiatives.</p> <p>Approve that Destination Greater Victoria continue to operate as the Official Destination Organization for the City of Victoria and eligible entity for MRDT from 2022-2026 based on the foundation of the five-year plan presented.</p>
122	Council (to follow COTW)	CTFCOTW_Mar25_2021	Festival Investment Grant 2021 Allocations	Operational	<p>That Council approve the Festival Investment Grant allocations as recommended in Appendix A for total cash grants of \$268,550 and in-kind City services grants of up to \$100,550.</p> <p>That Council direct staff to engage the unsuccessful applicants to provide information on how the applications may be successful in future years.</p>
123	Council (to follow COTW)	CTFCOTW_Mar25_2021	Development Cost Charge Bylaw Update	Operational	<p>That Council direct staff to bring forward an amendment Bylaw to establish a Consumer Price Index-based 1.1 percent increase to Development Cost Charges.</p>

124	Council (to follow COTW)	CTFCOTW_Mar25_2021	Letter from Brian Frenkel, UBCM President	Operational	That the correspondence dated February 26, 2021 from the UBCM President be received for information. That Council forward this resolution for consideration at the 2021 UBCM conference
125	Council (to follow COTW)	CTFCOTW_Apr01_2021	1177-1185 Fort Street and 1043-1045 Linden Avenue: Rezoning Application No. 00731 (Rockland)	Operational	That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00731 for 1177-1185 Fort Street and 1043-1045 Linden Avenue, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing be held, but that adoption of the Bylaw be held off until confirmation has been received that the lots have been consolidated.
126	Council (to follow COTW)	CTFCOTW_Apr01_2021	Technical High Angle Rope Rescue (THARRP) - Rescue Servicing for Tower Crane Installations - WorkSafeBC/British Columbia Construction Safety Alliance (BCCSA)	Operational	That Council:  Approve the renewal of the Agreement for the provision of Technical High Angle Rope Rescue services, as a participant of the Provincial Technical High Angle Rope Rescue Program (THARRP) as an independent service provider within the City of Victoria and authorize the Mayor and City Clerk to execute the agreement. Authorize City Clerk and Mayor to execute any inter-municipal agreements for those municipalities of the Capital Regional District, requesting the provision of Tower Crane rescue servicing, subject to the terms and conditions of the program as established through the British Columbia Construction Safety Alliance (BCCSA) and, subject always to review and approval of the City Solicitor.
127	Council (to follow COTW)	CTFCOTW_Apr01_2021	CRD - Solid Waste Management Plan	Operational	That this presentation be received for information. That Council request the Mayor write on behalf of Council expressing support for the CRD adopting stronger solid waste reduction targets and adopting a goal of becoming a National leader in zero waste and the circular economy.

128	Council (to follow COTW)	CTFCOTW_Apr01_2021	Council Member Motion: Advocacy for Protection of Fairy Creek and Other At-Risk Old-Growth Forests	Council Initiated	<p>That Council endorse the following resolution and direct staff to forward copies to the Premier of British Columbia, Members of the Legislative Assembly representing constituencies on Vancouver Island, the Capital Regional District Board, municipalities in the Capital Region, and the Association of Vancouver Island and Coastal Communities, requesting favourable consideration:</p> <p>Resolution: Immediate Protection for Fairy Creek and All At-Risk Old-Growth Forests on Vancouver Island</p> <p>WHEREAS Ancient high productivity old-growth ecosystems are globally one of the most valuable climate mitigation and resiliency assets in terms of carbon storage, sequestration, protection against wildfire, storage of water and preservation of biological diversity;</p> <p>AND WHEREAS Less than 3% of the original high productivity (big tree) old-growth forests in British Columbia remain standing, and of this residual land base, 75% is slated to be eliminated through industrial logging operations;</p> <p>AND WHEREAS Alternatives exist to increase protection of biological diversity and employment, through the immediate transition to sustainable management of second-growth forests with expanded value-added processing and manufacturing;</p> <p>THEREFORE BE IT RESOLVED THAT the City of Victoria calls on the Government of British Columbia to immediately defer logging in all high-productivity old-growth forests on Vancouver Island, as recommended by the Old Growth Strategic Review, until all 14 of the panels recommendations have been implemented, including the Fairy Creek watershed in the Capital Regional District and all other at-risk old-growth forests on Vancouver Island;</p> <p>AND BE IT FURTHER RESOLVED THAT the City of Victoria calls on the Government of British Columbia to allocate funding to enact deferrals in an economically just manner, in the full spirit of reconciliation and to support the economic transition of affected First Nations and non-First Nation communities from unsustainable old-growth logging toward the development of long-term sustainable local economies.</p>
129	Council (to follow COTW)	CTFCOTW_Apr08_2021	2747 Asquith Street: Development Variance Permit No. 00258 (Oaklands)	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. 00258 for 2747 Asquith Street in accordance with:</p> <p>Plans date stamped January 21, 2021.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:</p> <p>reduce the minimum distance from the parking stall to a street from 1.0m to 0.87m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>



130	Council (to follow COTW)	CTFCOTW_Apr08_2021	901 Gordon Street: Seed and Stone Cannabis Store Referral	Operational	<p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch (LCRB): The Council of the City of Victoria supports the application of Seed and Stone at 901 Gordon Street to receive a provincial cannabis retail store license with the following comments:</p> <p>The Council recommends that the Liquor and Cannabis Regulation Branch issue a license to Seed and Stone at 901 Gordon Street.</p> <p>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 702 notices and received 2 responses. The City did not receive correspondence from the Downtown Residents Association. 1 respondent supports the application, and 1 respondent opposes the application.</p> <p>That Council direct staff to advise the LCRB of Councils recommendation subject to the applicants compliance with applicable City bylaws and permits.</p>
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131	Council (to follow COTW)	CTFCOTW_Apr08_2021	780-798 Fort Street & 1106-1126 Blanshard Street: Rezoning Application No. 00745, Development Permit with Variances Application No. 000580, Heritage Designation Application No. 000196 (Downtown)	Operational	<p>Rezoning Application No. 00745</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. 00745 for 780-798 Fort Street and 1106-1126 Blanshard Street, subject to minor plan amendments to correct the public realm details, and 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 the satisfaction of City Staff, to:</p> <p>Secure 21 residential units as rental for 60 years;</p> <p>Restrict the stratification of units at 780-798 Fort Street and 1106-1126 Blanshard Street; Secure public realm improvements as indicated on the plans dated November 20, 2020; Secure the historic rehabilitation of the ground floor storefronts to preserve the original transoms, and restore the altered transoms and bulkheads, as can be accommodated without displacing existing commercial tenants, in accordance with the heritage conservation plan, dated March 2021; Secure a sewer attention.</p> <p>Confirmation of the communication with existing tenants within the Montrose Apartments, outlining the commitments made to not evict tenants as part of the proposed renovations and, in instances where this cannot be avoided, tenant assistant commitments identified, to the satisfaction of the Director of Sustainable Planning and Community Development. 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 adjacent to Blanshard Street and View Street for the existing Montrose Apartments;</p> <p>anchor-pinning in the City right-of-way. That Council direct staff to explore, with the applicant, the possibility of securing significant internal heritage features and unit lay outs, within the Heritage Designation, as well as securing the installation of thermal windows when replaced.</p>
132	Council (to follow COTW)	CTFCOTW_Apr08_2021	545 Manchester Road and 520 Dunedin Street: Development Variance Permit No. 00256 (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 Variance Permit Application No. 00256 for 545 Manchester Road and 520 Dunedin Street in accordance with: Plans date stamped February 1, 2021.</p> <p>Development meeting all Fence Bylaw requirements, except for the following variance:</p> <p>increase the height of fence from 1.2m to 1.83m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>

133	Council (to follow COTW)	CTFCOTW_Apr08_2021	Strategic Plan Actions - Public Hearing-Only Council Meetings and Video Submissions to Public Hearings	Strategic Plan	That this item be referred to the Governance Review. That Council direct staff to: Bring forward amendments to the Council Procedures Bylaw to: formally establish daytime Council meetings to follow Committee of the Whole meetings and the order of business for them. establish the Order of Business for evening Council meetings to include Public Hearings, Opportunities for Public Comment and Request to Address Council and Question Period. Approve amendments to the Public Hearing Speaking Policy and Request to Address Council Policy to permit pre-recorded audio and video submissions and telephone participation.
134	Council (to follow COTW)	CTFCOTW_Apr08_2021	Strategic Plan Actions - Public Hearing-Only Council Meetings and Video Submissions to Public Hearings	Strategic Plan	That Council requests that readings of bylaws and Committee of the Whole items move to daytime Council meetings two weeks after they have been originally discussed. That as part of the Governance Review, that Council consider live video submissions from the members of the public.
135	Council (to follow COTW)	CTFCOTW_Apr08_2021	Strategic Plan Actions - Lobbyist Registry Considerations	Strategic Plan	That Council refer considerations for creating a lobbyist registry to the Governance Review to evaluate additional methods to strengthen accountability and transparency in local governance.
136	Council (to follow COTW)	CTFCOTW_Apr08_2021	Governance Review	Strategic Plan	That Council direct staff to initiate the procurement process for selecting consultant services for a Governance Review and report back to Council with the workplan once the consultant is selected.
137	Council (to follow COTW)	CTFCOTW_Apr08_2021	Proposed Donation: Swim Platform in Gorge Waterway	Operational	That Council approve receipt of the donation of the swim platform from Aryze Developments Ltd, and direct staff to:  Complete a donation agreement with Aryze Developments Ltd, with terms satisfactory to the Director of Parks, Recreation and Facilities, and Chief Financial Officer; and in a form satisfactory to the City Solicitor; Include the cost of maintaining the platform in the draft 2022 Financial Plan. Discuss options with the donor related to the issuance of a tax receipt and potential recovery of some of the tax savings towards the cost of upgrades, maintenance, and/or replacement of the asset.

138	Council (to follow COTW)	CTFCOTW_Apr08_2021	812 Craigflower Road - Referral of Proposed Esquimalt OCP Amendment	Operational	<p>That Council direct staff to:</p> <p>Forward this report to the Township of Esquimalt as comment on the Township's referral of the Official Community Plan (OCP) amendment for 812 Craigflower Road. Communicate that Council finds the provision of housing along Craigflower Road, including diverse unit sizes, supports broader objectives of the City of Victoria's OCP by allowing housing convenient to services, amenities, transit, and the downtown core, thereby benefiting the region.</p> <p>Communicate that Council encourages the inclusion of Transportation Demand Management (TDM) measures in a rezoning.</p> <p>That Council request that Esquimalt notify Victoria residents within a notification distance consistent with that provided to Esquimalt property owners for OCP amendments and rezonings and invite their comments should this proposal move forward to public hearing.</p>
139	Council (to follow COTW)	CTFCOTW_Apr08_2021	819-823 Esquimalt Road - Referral of Proposed Esquimalt OCP Amendment	Operational	<p>That Council direct staff to:</p> <p>Forward this report to the Township of Esquimalt as comment on the Township's referral of the Official Community Plan (OCP) amendment for 819-823 Esquimalt Road. Communicate that Council finds the provision of housing, and seniors housing, in the Esquimalt Road Corridor supports broader objectives of the City of Victoria's OCP and Victoria West Neighbourhood plan by allowing housing convenient to services, amenities and transit, thereby benefiting the region. Communicate that Council encourages the Township of Esquimalt to recognize the status of Esquimalt Road as part of the City of Victoria's bicycle network, the CRD's Priority Inter-Community (PIC) network, its status as a commuter cycling route in Esquimalt's earlier Bicycle Network Plan (2001), as well as a Frequent Transit Corridor in the BC Transit Future Plan; the opportunity to align with future Bus Rapid Transit implementation; the opportunity to improve what are currently sub-optimal bicycle facilities along Esquimalt Road; and the value of the urban forest, in order to: determine a desired cross-section for Esquimalt Road which includes sufficient space for safe cycling facilities, pedestrians, and street trees; consult with City of Victoria Engineering staff in developing the above cross-section; seek Statutory Right-of-Way or highway dedication to achieve this cross-section along this section of Esquimalt Road and frontage works as part of this rezoning process, as appropriate. Communicate that Council hopes consideration and assistance will be given to any current tenants that will be displaced by this development.</p>

140	Council (to follow COTW)	CTFCOTW_Apr08_2021	Renters' Advisory Committee - Term Extension	Operational	<p>That Council approve extending the Renters Advisory Committee as follows:</p> <p>Initiate cyclical two-year terms from April 2021 to November 2023 which will realign with annual Council committee member appointments thereafter.</p> <p>Rotate half of the members annually to provide overlapping terms.</p> <p>Extend the term of current committee members to November 2022.</p> <p>Appoint new committee members to fill current vacancies.</p> <p>Update the Terms of Reference to reflect the new cyclical term.</p> <p>Continue the committee on an ongoing basis.</p> <p>That Council will consider the appointment of equity seeking groups to the committee and direct staff to ask members of equity seeking groups to self-identify if they wish, for the Renters Advisory Committee.</p> <p>Council direct staff to amend the Renters Advisory Committee proposed terms of reference to add explicit reference to a class of membership for people with lived experience with disability and a reasonable accommodation provision to signal that people of various abilities can participate, specifically, amend attachment C, Terms of Reference Renters' Advisory Committee:</p> <p>Under 2. Composition, a sentence to follow The Renters' Advisory Committee will be comprised of up to twelve (12) members of the public appointed for two (2) year terms (renewable for one additional term), representing the diverse perspectives and experiences of renters and renters' advocates. The new sentence will read, Three members will have expertise or lived experience on accessibility issues.</p> <p>Under 4. Procedure, add a sentence at the end</p> <p>The City will reasonably accommodate members disabilities, as appropriate.</p>
141	Council (to follow COTW)	CTFCOTW_Apr08_2021	Renters' Advisory Committee - Term Extension	Operational	<p>That Council refer this matter to the Governance Review:</p> <p>Direct staff to ensure that members with disabilities are able to serve on all boards, task forces and advisory committees. This may be added to the Terms of Reference for the Governance Review to ensure that it is addressed comprehensively, or addressed earlier if possible, through amendment of the terms of references as they come up for review and renewal, or as a group.</p>

142	Council (to follow COTW)	CTFCOTW_Apr08_2021	UBCM Strengthening Communities Services Program Grant Application	Operational	<p>That Council:</p> <p>Authorize City staff to submit an application to the UBCM Strengthening Communities Services Program for the following proposed activities:</p> <p>Tiny Homes Project</p> <p>Outdoor Sheltering in Parks Temporary Service Supports</p> <p>Additional Bylaw and Peer Outreach Resources</p> <p>Additional Protective Services Resources</p> <p>Greater Victoria Coalition to End Homelessness Move-in Mobilization and Welcoming Neighbourhoods Mobilization</p> <p>Aboriginal Coalition to End Homelessness Outreach Services and Supports</p> <p>Burnside Gorge Community Association Community Integration and Inclusion Working Group, Improved Safety, and Clean and Safe Team</p> <p>Canadian Mental Health Association Pilot of Civilian-Led Mobile Mental Health Crisis Team</p> <p>Authorize staff to provide overall grant management, should the grant application be awarded funding.</p> <p>Authorize the Mayor and City Clerk to execute a grant agreement with terms generally in accordance with the outline in this report.</p>
143	Council (to follow COTW)	CTFCOTW_Apr08_2021	Bylaw for Parks Regulation Amendment Bylaw	Operational	<p>Motion arising:</p> <p>That the sheltering prohibition in Central Park be reviewed in July 2022, using criteria that takes into consideration equity, accessible community green space, hygiene amenities and other parks where sheltering is permitted.</p>
144	Council	VCC_Apr08_2021	2564 Graham Street: Heritage Designation Application No. 000191	Operational	<p>That the following bylaw be given third reading:</p> <p>Heritage Designation (2564 Graham Street) Bylaw No. 21-040</p> <p>That the following bylaws be adopted:</p> <p>Heritage Designation (2564 Graham Street) Bylaw No. 21-040</p>
145	Council	VCC_Apr08_2021	1611 Stanley Avenue: Heritage Designation Application No. 000194	Operational	<p>That the following bylaw be given third reading:</p> <p>Heritage Designation (1611 Stanley Avenue) Bylaw No. 21-041</p> <p>That the following bylaws be adopted:</p> <p>Heritage Designation (1611 Stanley Avenue) Bylaw No. 21-041</p>

146	Council	VCC_Apr08_2021	1150 Cook Street: Development Permit with Variances Application No. 000130	Operational	That Council authorize the issuance of Development Permit with Variance Application No. 00130 for 1150 Cook Street in accordance with: Plans date stamped February 2, 2021. 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. 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. Final plans to be generally in accordance with plans date stamped February 2, 2021. The Development Permit with Variances lapsing two years from the date of this resolution. That the voluntary contribution of \$50,000 that the applicant has proposed go to the public amenity fund.
147	Council	VCC_Apr08_2021	1150 Cook Street: Development Permit with Variances Application No. 000130	Operational	That the following bylaws be adopted: Housing Agreement (1150 Cook Street) Bylaw No. 21-031
148	Council (to follow COTW)	CTFCOTW_Apr08_2021	2021 Financial Plan Update - Police Budget Allocation Formula and Request for Additional Officers to Support Bylaw Services	Pandemic	That Council:  Approve an increase of \$296,122 or 0.21% in property taxes to fund the shift of policing costs due to the phase-in of the new budget allocation formula Approve \$25,000 for additional policing support for bylaw services staff for the month of April 2021 from the 2021 contingency budget

149	Council (to follow COTW)	CTFCOTW_Apr08_2021	Revenue and Tax Policy Benchmark Monitoring and 2021 Tax Rates	Operational	<p>That Council:</p> <p>Approve 2021 tax rates in alignment with the Revenue and Tax Policy as follows:</p> <table><tr><td>Residential</td><td>3.2209</td></tr><tr><td>Utility</td><td>35.6621</td></tr><tr><td>Major Industrial</td><td>10.7096</td></tr><tr><td>Light Industrial</td><td>10.7096</td></tr><tr><td>Business</td><td>10.7096</td></tr><tr><td>Rec/Non-Profit</td><td>7.0635</td></tr></table> <p>Direct staff to bring forward Tax Bylaw, 2021 for introductory readings to the daytime Council meeting on April 15, 2021.</p>	Residential	3.2209	Utility	35.6621	Major Industrial	10.7096	Light Industrial	10.7096	Business	10.7096	Rec/Non-Profit	7.0635
Residential	3.2209																
Utility	35.6621																
Major Industrial	10.7096																
Light Industrial	10.7096																
Business	10.7096																
Rec/Non-Profit	7.0635																
150	Council (to follow COTW)	CTFCOTW_Apr15_2021	Recommendation for Pacificanna at 1881 Fort Street	Operational	<p>That Council direct staff to advise the Liquor and Cannabis Regulation Branch (LCRB): The Council of the City of Victoria supports the application of Pacificanna at 1881 Fort Street to receive a provincial cannabis retail store license with the following comments:</p> <p>The Council recommends that the Liquor and Cannabis Regulation Branch issue a license to Pacificanna at 1881 Fort Street.</p> <p>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 284 notices and received 10 responses. The City did not receive correspondence from the South Jubilee Neighbourhood Association.</p> <p>That Council direct staff to advise the LCRB of Councils recommendation subject to the applicants compliance with applicable City bylaws and permits.</p>												



151	Council (to follow COTW)	CTFCOTW_Apr15_2021	Sale of Low Carbon Fuel Credit	Operational	<p>That Council:</p> <p>Approve the City, as a Part 3 fuel supplier under the Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, to enter into contracts that enable the sale of the City's low carbon fuel credits, on terms and in a form satisfactory to the Director of Engineering and Public Works and the City Solicitor;</p> <p>Direct staff to bring forward an amendment to the Delegation of Signing Authority Bylaw to authorize the Director of Engineering and Public Works and the Chief Financial Officer to approve the specific quantity and sale amounts received from a competitive bidding process or based on prevailing market prices values and sign contracts to effect such sales;</p> <p>Direct revenue from such sales to electrification of City fleet and/or public EV charging infrastructure to continue to support and accelerate climate action; or to be transferred to the Climate Action Reserve for such use in future years.</p> <p>That staff report back on an annual basis as part of the Climate Action Update with respect to the sale of low carbon fuel credits.</p>
152	Council (to follow COTW)	CTFCOTW_Apr22_2021	1250 Dallas Road: Development Variance Permit Application No. 00254 (Fairfield-Gonzales)	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. 00254 for 1250 Dallas Road, in accordance with:</p> <p>Plans date stamped January 25, 2021.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>increase the height of the accessory building from 3.5m to 4.73m</p> <p>increase the floor area of an accessory building from 37m<sup>2</sup> to 55.2 m<sup>2</sup></p> <p>reduce the required vehicle parking from 7 stalls to 4 stalls.</p> <p>One six space bicycle rack to be installed in the rear yard.</p> <p>The Development Variance Permit lapsing two years from the date of this resolution.</p>
153	Council (to follow COTW)	CTFCOTW_Apr22_2021	1628 Edgeware Road: Correction to Zoning Regulation Bylaw pertaining to Rezoning Application No. 00726 (Oaklands)	Operational	<p>That Council waive the requirement for a Public Hearing pursuant to section 464(2) of the Local Government Act for Zoning Regulation Bylaw, Amendment Bylaw (No. 1255) No. 21- 050.</p>

154	Council (to follow COTW)	CTFCOTW_Apr22_2021	Council Member Motion: Solidarity with Indian Farmers	Council Initiated	THEREFORE BE IT RESOLVED THAT the City of Victoria stands in solidarity with Indian farmers and directs the Mayor to write to the Minister of Foreign Affairs and Provincial Intergovernmental Relations Secretariat and ask them to support Indian farmers in their right to peaceful protest, a dignified living, and to accelerate this message to the Indian government.
155	Council (to follow COTW)	CTFCOTW_Apr22_2021	Build Back Victoria Program and Government Street Pedestrian-Priority Initiatives Update	Pandemic	That Council:  Direct staff to bring forward recommendations to update and extend the current Business Recovery from Pandemic Bylaw (#20-072) prior to October 31, 2021 in order to support continued economic recovery Direct staff to introduce a requirement for accessibility in flex spaces to take effect by July 1, 2021 That the Mayor write to the province to advocate for the liquor licences that are currently in effect to extend past October 2021.
156	Council	VCC_Apr22_2021	1913 and 1915 Fernwood Road: Rezoning Application No. 00626 and Development Permit with Variances Application No. 00073	Operational	Bylaws That the following bylaw be given third reading: Zoning Regulation Bylaw, Amendment Bylaw (No. 1241) No. 21-001 Carried That the following bylaws be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1241) No. 21-001 Carried Housing Agreement (1913 and 1915 Fernwood) Bylaw (2021) No. 21-002 Carried Development Permit with Variances Approval That Council authorize the issuance of Development Permit with Variances Application No. 00073 for 1913 and 1915 Fernwood Road, in accordance with: Plans date stamped October 31, 2019. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: reduce the required number of parking spaces from 5 to 4; reduce the continuous landscaping screen between a surface vehicle parking area and an adjacent lot primarily for residential uses from 1 m to 0.60m; reduce the side yard setback for an accessory building from 0.60m to 0.17m. The Development Permit lapsing two years from the date of this resolution. Carried

157	Council	VCC_Apr22_2021	3120 Washington Avenue: Rezoning Application No. 00735	Operational	<p>Bylaws</p> <p>That the following bylaw be given third reading: Zoning Regulation Bylaw, Amendment Bylaw (No. 1246) No. 21-020</p> <p>Carried</p> <p>That the following bylaws be adopted: Zoning Regulation Bylaw, Amendment Bylaw (No. 1246) No. 21-020</p> <p>Carried</p> <p>Housing Agreement (3120 Washington Avenue) Bylaw (2021) No. 21-021</p> <p>Carried</p>
158	Council	VCC_Apr22_2021	540 Dallas Road: Development Variance Permit Application No. 00251	Operational	<p>Development Variance Permit Approval</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 00251 for 540 Dallas Road in accordance with:</p> <p>Plans date stamped November 12, 2020.</p> <p>Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:</p> <p>increase the maximum site coverage from 40.0% to 44.15%;</p> <p>reduce the minimum open site space from 60.0% to 46.7%.</p> <p>The Development Variance Permit lapsing two years from the date of this resolution.</p> <p>Carried</p>
159	Council	VCC_Apr22_2021	545 Manchester Road and 520 Dunedin Street: Development Variance Permit No. 00256	Operational	<p>Development Variance Permit Approval</p> <p>That Council authorize the issuance of Development Variance Permit Application No. 00256 for 545 Manchester Road and 520 Dunedin Street in accordance with:</p> <p>Plans date stamped February 1, 2021.</p> <p>Development meeting all Fence Bylaw requirements, except for the following variance:</p> <p>increase the height of fence from 1.2m to 1.83m.</p> <p>The Development Permit lapsing two years from the date of this resolution.</p>

## **Attachment I: Advisory Committee Motions Referred to Council (T1 2021)**

The following attachment provides a list of approved motions from Council appointed advisory committees during the period of January 1 – April 30, 2021.

### **Accessibility Working Group**

**Meeting Date:** March 29, 2021

**Motion:** *That Suzan Jennings be appointed to the position of Chair of the Accessibility Advisory Committee.*

**Meeting Date:** April 13, 2021

**MOTION:** *That Council make the following amendments to the Accessibility Advisory Committee Terms of Reference:*

- a. Remove the following text from section 1.2 of the purpose statement as follows: "Pending anticipated adoption in the fall of 2020"*
- b. Change the timeline to deliver the medium- and long-term action plan to Q1 2022*
- c. Revise the procedures section of the Terms of Reference to indicate that the Committee will meet once every month for a one-year term ending in April 2022*

**MOTION:** *That Council adopt the Accessibility Impact statement with the following changes:*

- a. "Move the line that says there are no accessibility impacts to the bottom of the list and remove "if applicable"*
- b. Revise the document to change "examples" to circumstances where accessibility considerations are limited due to legislation."*
- c. "That staff change the proposed accessibility impact statement to read as a set of steps and a process rather than bullet points"*

**MOTION:** *That the Accessibility Advisory Committee recommends that Council give consideration a range of disabilities in the appointment of new members, including people with developmental disabilities hearing challenges.*

### **Active Transportation Advisory Committee**

**Meeting Date:** February 2021

**Motion:** *The Active Transportation Advisory Committee recommends that Council adopt Option 1 for the proposed Clover Point Park pedestrian priority retrofit.*

### **Renters Advisory Committee**

**Meeting Date:** February 23, 2021

**Motion:** *That Council extends the current term to September 2022 and recruit new members to fill the empty seats.*

## **Attachment I: Advisory Committee Motions Referred to Council (T1 2021)**

**Motion:** *That meeting times are moved to the third Tuesday at 630pm-830pm to accommodate as many members as possible.*

**Meeting Date:** March 16, 2021

**Motion:** *That RAC recommends that Council extend the Committee term, for an additional two-year term from April 2021 to November 2023 and rotate membership to provide overlapping terms as follows:*

- *Fill existing vacancies on the Committee starting in April 2021*
- *Current (5 members) would finish their term in November 2022 and new members would be appointed for an additional two-year term thereafter.*

## **City of Victoria Committee of the Whole Reports Accessibility Impact Statement – Revised Guidelines to Staff**

In collaboration with the Council appointed Accessibility Advisory Committee, the City is adopting a more comprehensive set of guidelines to support staff to outline accessibility Impacts in Council Reports.

### **Purpose of the Accessibility Impact Statement**

The purpose of this section of the staff report is communicate to Council and the public how accessibility has been taken into consideration and how any accessibility impacts are being mitigated. Consideration should be given to the broad definition of disability and potential barriers to people with disabilities.

Accessibility is a general term used to describe the degree of ease that something can be used and enjoyed by persons with a disability. Disability is defined as a physical, sensory, developmental or mental condition or a health barrier that significantly restricts the performance of one or more of a person's daily life activities.

Accessibility impacts should be considered at all stages of an initiative from concept to implementation. Planning for accessibility at the early stages of an initiative is more cost effective than retrofitting accessibility considerations. As such, staff should refer to the Accessibility Lens Guidebook at the start of any new project or initiative to ensure that accessibility impacts have been considered throughout the project or initiative.

### **Accessibility Impact Statement Requirements**

1. Describe the date and outcome of consultations with the Accessibility Advisory Committee and community groups representing the disability most likely to be affected.
2. Cite legislative obligations and accessibility objectives in the Official Community Plan and describe how these are met.
3. Cite physical accessibility or universal design standards and describe how they are met.
4. Provide evidence of alignment with standards or guidelines, if applicable, such as building standards.
5. For engagement, including public documents, public meetings and public signage, describe how accessibility is addressed for people with disabilities.
6. Describe alternative access processes that will be in place during service disruptions or construction.

7. Identify if the report is in alignment with one of the focus areas and/or short-term actions within the Accessibility Framework. If applicable, delineate how the initiative or subject aligns with the Framework.
8. Cite decision making trade-off considerations to better inform Council, including cost, alignment or potential conflicts with other equity seeking individuals or groups.
9. If you report that there are “no impacts on accessibility” also state the reason or circumstances why (legislation, health and safety related, housekeeping – - where is a housekeeping item, state the reason, such as updating dates, language, definitions, annual requirement, etc).

Review and approval of the Accessibility Impact Statement by the Office of Equity, Diversity and Inclusion prior to City Manager sign-off



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – January 2021

### Development Services

Applications Received	This Month	YTD
Rezoning (REZ)	3	3
Development Permit (DP)	2	2
Development Variance Permit (DVP)	2	2
Development Permits w/ Variance (DPV)	1	1
Heritage Alteration Permit (HAP)	0	0
Heritage Alteration w/ Variance Permit (HAV)	0	0
Heritage Designation (HD)	1	1
Delegated Development Permit (DDP)	9	9
Delegated Heritage Alteration Permit (DHP)	2	2
Temporary Use Permit (TUP)	0	0
Tax Incentive Program (TIP)	0	0
<b>Total</b>	<b>20</b>	<b>20</b>

Delegated Permits Completed		
Delegated DP	Received	Completed
1025 Johnson Street	Dec 10, 2020	Jan 14, 2021
1701 Government Street	Dec 22, 2020	Dec 29, 2020
701 Belleville Street	Dec 24, 2020	Jan 8, 2021
63 Gorge Road East	Jan 14, 2021	Jan 26, 2021

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	0

Applications Received	This Month	YTD
Board of Variance	4	4
Total number of variances sought	11	11

Applications Received		
Address	Application Type	Scope / Purpose
1734 Hollywood Crescent	REZ	The City is considering a Rezoning application to add an addition and create multiple dwellings.
557 Simcoe Street	REZ / DP	The City is considering a Rezoning and Development Permit application to construct two townhouse buildings.
1514 & 1520 Foul Bay Road	REZ / DP	The City is considering a Rezoning and Development Permit application to construct attached dwellings.
737 Belton Avenue	DPV	The City is considering a Development Permit with Variance application for a new single family dwelling on a small lot. Variances are required for the front and rear yard setbacks.
819-823, 825 and 827 Fort Street	DVP	The City is considering a Development Variance Permit application to make changes to the previously-approved plans with a parking variance.
2747 Asquith Street	DVP	The City is considering a Development Variance Permit application to relax the required distance from a parking space to the street from 1.00m to 0.87m.





# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – January 2021

Address	Application Type	Scope / Purpose
1114 to 1126 Blanshard Street	HD	The City is considering Heritage Designation of the existing building.
836 Yates Street	DHP	The City is considering a Delegated Heritage Alteration Permit application to install a new fence and gate.
1411 Government Street	DHP	The City is considering a Delegated Heritage Alteration Permit application for exterior fire remediation located at the north wall.
880 Maddison Street	DDP	The City is considering a Delegated Development Permit application to construct a garden suite.
205 Simcoe Street	DDP	The City is considering a Delegated Development Permit application to add an addition at the front of the property.
928 Richmond Avenue (Building 2)	DDP	The City is considering a Delegated Development Permit application to amend the height of building.
63 Gorge Road East	DDP	The City is considering a Delegated Development Permit application to construct a minor addition to the hospital building.
1700 Blanshard Street	DDP	The City is considering a Delegated Development Permit application to allow for minor exterior revisions to the building and landscaping.
1035 Alston Street	DDP	The City is considering a Delegated Development Permit application for new exterior ramp and parking variance.
726 Johnson Street	DDP	The City is considering a Delegated Development Permit application to extend the seating to the existing exterior patio area.
3025 Jackson Street	DDP	The City is considering a Delegated Development Permit application to construct a garden suite.
531 Yates Street	DDP	The City is considering a Delegated Development Permit application to perform exterior alterations to the building.

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)	January	100%	18
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	January	n/a	n/a
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	January	100%	31
% of Applications where Application is completed within 8 months or less (240 days)	January	43%*	250

\* Four of seven applications were over the target turnaround: 429 Parry Street (DVP) and 1224 Richardson Street (REZ) due to applicant delays; 15 Bastion Square (HAP – Logan's Pub) an enforcement issue; and 1133 Fort Street (REZ – LUC termination).



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – January 2021

### Permits & Inspections

#### Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
520 Gorge Road East	Tenant improvement: Interior main floor (lower floor) renovations and upgrades including preparation for new future elevator. Elevator installation to be included in next phase of project for upper floor renovation under separate Building Permit.	\$1.5
1150 Douglas Street	View Street courtyard & Level 4 patio upgrades	\$1.5
717 Robleda Crescent	Construct a new single family dwelling with secondary suite	\$1.0
<b>Building Demolitions</b>		
Address	Scope Summary	Dwelling Units
3025 Jackson Street	Demolish single family dwelling	1
3025 Jackson Street	Demolish detached garage	0
717 Robleda Crescent	Demolish single family dwelling	1
700 Douglas Street	Demolish bus station at southeast corner of property	0

Building Permits	January 2021	January 2020	2020 Average	Year to Date Average
Construction Value (millions)	\$11.47	\$11.14	\$30.84	\$11.47
Building Permit Applications	93	99	101	93
Percentage within Target (90% Target)	76%	65%	64%	76%
<b>Plumbing Permits</b>				
Permits Issued	75	87	69	75
<b>Electrical Permits</b>				
Permits Issued	235	222	183	235



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – February 2021

### Development Services

Applications Received	This Month	YTD
Rezoning (REZ)	5	8
Development Permit (DP)	4	6
Development Variance Permit (DVP)	1	3
Development Permits w/ Variance (DPV)	1	2
Heritage Alteration Permit (HAP)	0	0
Heritage Alteration w/ Variance Permit (HAV)	0	0
Heritage Designation (HD)	0	1
Delegated Development Permit (DDP)	8	17
Delegated Heritage Alteration Permit (DHP)	2	4
Temporary Use Permit (TUP)	1	1
Tax Incentive Program (TIP)	0	0
<b>Total</b>	<b>22</b>	<b>42</b>

Delegated Permits Completed		
Delegated DP	Received	Completed
770 Bay Street	Nov 24, 2020	Feb 11, 2021
3019-3023 Shakespeare Street	Dec 18, 2020	Feb 18, 2021
11 Chown Place	Feb 8, 2021	Feb 22, 2021
1 Dallas Road	Feb 9, 2021	Feb 22, 2021

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	0

Applications Received	This Month	YTD
Board of Variance	5	9
Total number of variances sought	15	26

Applications Received		
Address	Application Type	Scope / Purpose
422 Edward Street	REZ	Rezoning application to allow for new a duplex with secondary suites.
448 Wilson Street	REZ	Rezoning application to allow for a new duplex with secondary suites.
3150 Somerset Street	REZ / DP	Rezoning and Development Permit application to subdivide the property and construct two duplex buildings on two lots.
1693-1699 Fort Street	REZ / DP	Rezoning and Development Permit application to construct a student housing building.
1326 Pandora Avenue	REZ / DP	Rezoning and Development Permit application for a townhouse development.
940 Caledonia Avenue and 953 & 963 Green Street	DP / TUP	Development Permit application for temporary housing proposal at Royal Athletic Park.





# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – February 2021

Address	Application Type	Scope / Purpose
235 Russell Street	DPV	Development Permit with Variance application for the construction of new warehouse. The proposal requires variance to the parking and loading zone requirement.
997 Wilmer Street	DVP	Development Variance Permit application for a one stall parking variance.
223 Robert Street	DHP	Delegated Heritage Alteration Permit application for repair of fire damage.
616 Avalon Road	DHP	Delegated Heritage Alteration Permit application to paint the exterior of the building.
1048 Richmond Avenue	DDP	The City is considering a Delegated Development Permit application to convert existing accessory building to a garden suite.
11 Chown Place	DDP	Delegated Development Permit application for minor amendments to an approved Development Variance Permit.
1105 Pandora Avenue	DDP	Delegated Development Permit application to permit minor changes on the exterior.
1 Dallas Road	DDP	Delegated Development Permit application to add retractable windows on the floating seat area.
308 Catherine Street	DDP	Delegated Development Permit application for a patio extension and three temporary gazebos in the parking lot.
85 Dallas Road	DDP	Delegated Development Permit application for a temporary manufacturing building.
2659 Douglas Street & 735 Hillside Avenue	DDP	Delegated Development Permit application to permit minor exterior changes.
1409 Tovoio Lane	DDP	Delegated Development Permit application to revise the approved driveway material, alterations to landscaping, exterior alterations including revising the height from the previously approved DDP plans.

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)	February	90%	21
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	February	N/A	N/A
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	February	100%	29
% of Applications where Application is completed within 8 months or less (240 days)	February	60%*	227

\* Two of five applications were over the target turnaround: 2700 Avebury Avenue (REZ, DP, DVP & DVP) and 1035 Joan Crescent (DPV) – referred back to staff.



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – February 2021

### Permits & Inspections

#### Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
2558 Quadra Street	Construct a new 5-story 40-unit supportive housing building	\$11.32
1400 Vancouver Street	Complete electrical installation as per plans E-001 to E-401 provided by WSP Engineering	\$2.12
<b>Building Demolitions</b>		
Address	Scope Summary	Dwelling Units
2421 Chambers Street	Demolish single family dwelling	1
2116 Cook Street	Demolish single family dwelling	1
2558 Quadra Street	Demolish 18-suite apartment	18
862 Somenos Street	Demolish single family dwelling	1
1342 Rockland Avenue	Demolish single family dwelling	1

Building Permits	February 2021	February 2020	2020 Average	Year to Date Average
Construction Value (millions)	\$21.89	\$11.50	\$30.84	\$16.68
Building Permit Applications	113	119	101	103
Percentage within Target (90% Target)	92%	28%	64%	84%
<b>Plumbing Permits</b>				
Permits Issued	75	67	69	75
<b>Electrical Permits</b>				
Permits Issued	226	208	183	231



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – March 2021

### Development Services

Applications Received	This Month	YTD	Delegated Permits Completed		
Rezoning (REZ)	5	13	Delegated DP	Received	Completed
Development Permit (DP)	4	10	1911 Chambers Street	Feb 26, 2020	Mar 23, 2021
Development Variance Permit (DVP)	4	7	720 Selkirk Avenue	Dec 23, 2020	Mar 18, 2021
Development Permits w/ Variance (DPV)	2	4	1035 Alston Street	Jan 15, 2021	Mar 22, 2021
Heritage Alteration Permit (HAP)	1	1	726 Johnson Street	Jan 20, 2021	Mar 16, 2021
Heritage Alteration w/ Variance Permit (HAV)	2	2	308 Catherine Street	Feb 9, 2021	Mar 17, 2021
Heritage Designation (HD)	0	1	1725 Cook Street	Mar 18, 2021	Mar 29, 2021
Delegated Development Permit (DDP)	11	28	Delegated HAP	Received	Completed
Delegated Heritage Alteration Permit (DHP)	3	7	1411 Government Street	Jan 28, 2021	Mar 2, 2021
Temporary Use Permit (TUP)	0	1	223 Robert Street	Feb 8, 2021	Mar 11, 2021
Tax Incentive Program (TIP)	2	2	616 Avalon Road	Feb 25, 2021	Mar 11, 2021
<b>Total</b>	<b>34</b>	<b>76</b>			

Applications Received	This Month	YTD
Storefront Cannabis Retailer	2	2

Applications Received	This Month	YTD
Board of Variance	3	12
Total number of variances sought	8	34

Applications Received		
Address	Application Type	Scope / Purpose
941 Fullerton Avenue	REZ	Small lot Rezoning application to permit the existing secondary suite.
425 Simcoe Street	REZ	Rezoning application to allow for the use of Storefront Cannabis Retailer.
566 to 568 Yates Street	REZ	Rezoning application to allow for the use of Storefront Cannabis Retailer at 566-568 Yates Street and remove the use of Storefront Cannabis Retailer from 546 Yates Street.
1422 Fairfield Road	REZ / DP	Rezoning and Development Permit application to allow for a duplex with two secondary suites.
1114 & 1116 McClure Street	REZ / DP	Rezoning and Development Permit application to allow for a multiple dwelling.





# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – March 2021

Address	Application Type	Scope / Purpose
2848 & 2852 Shelbourne Street	REZ / DP	Rezoning and Development Permit application for a site specific zone to develop a 7-unit townhouse building.
623/625 Avalon Road	REZ / DP	Rezoning and Development Permit application to allow for a duplex with a garden suite
836 Yates Street	HAV/DPV	Heritage Alteration Permit with Variance and Development Permit with Variance application to install a new fence and gate, with a variance for the height of the fence.
1012 Richardson Street	HAV	Heritage Alteration Permit with Variance application for alterations which include a porch addition at the east side and a small addition at the rear. The proposal requires variances to the east side yard setback.
539 - 545 Fisgard Street and 16 - 20 Fan Tan Alley	HAP	Heritage Alteration Permit application for interior and exterior upgrades and renovations.
2316 Howard Street	DVP	Development Variance Permit application for a variance to the parking requirement from one stall to nil.
1535 & 1537 Despard Avenue	DVP	Development Variance Permit application to subdivide the property with variances for lot widths and side yard setbacks.
1210 Topaz Avenue	DVP	Development Variance Permit application for additions to a non-conforming public building (Sikh Temple) and a one stall parking variance.
931 Redfern Street	DVP	Development Variance Permit application to construct a Single Family Dwelling with Secondary Suite with variances for setbacks.
900-912 Vancouver Street & 930-990 Burdett Avenue	DPV	Development Permit with Variance application to build a classroom building with a variance to reduce vehicle parking by eight stalls.
1240 Yates Street	DHP	Delegated Heritage Alteration Permit application for repairs to the cupola roof.
806 Linden Avenue	DHP	Delegated Heritage Alteration Permit application to paint the exterior of the building.
1964 Fairfield Road	DHP	Delegated Heritage Alteration Permit application to paint the buildings.
3112 Jackson Street	DDP	Delegated Development Permit application to construct a garden suite.
955 Wharf Street	DDP	Delegated Development Permit application for a canopy that encroaches onto City boulevard.
1150 Douglas Street	DDP	Delegated Development Permit application for main level exterior patio upgrades, including new planters.
553 Hillside Avenue	DDP	Delegated Development Permit application to demolish a portion of the building, and exterior alteration to the remaining warehouse facade and landscaping changes.
1725 Cook Street	DDP	Delegated Development Permit application for a temporary patio in the parking lot during the COVID-19 Pandemic.
2708 Graham Street	DDP	Delegated Development Permit application to modify entrance steps and doors.
2251 Lydia Street	DDP	Delegated Development Permit application for minor revisions to the design of the entry porch for Lot 3 - Denman new small lot house
137 Eberts Street	DDP	Delegated Development Permit application to convert the accessory building to a garden suite.



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – March 2021

Address	Application Type	Scope / Purpose
925 Balmoral Road	DDP	Delegated Development Permit application for new entry courtyard including an accessible ramp, stairs, entrance and wheelchair lift.
535 Superior Street	DDP	Delegated Development Permit application to add patio seating.
3158 Jackson Street	DDP	Delegated Development Permit application to construct a garden suite.
1050 Pandora Avenue	TIP	Heritage Tax Incentive Program application (Parkway Apartments).
2659 Douglas Street	TIP	Heritage Tax Incentive Program application (Scott Building).

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)	March	100%	18.5
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	March	50%*	90
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	March	75%	46
% of Applications where Application is completed within 8 months or less (240 days)	March	50%**	222

\* One of two applications was over the target turnaround: 123/125 Government Street (DVP)

\*\* Two of four applications were over the target turnaround: 1114 Rockland Avenue (REZ/DPV) and 1628 Edgeware Road (REZ/DPV)





# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – March 2021

### Permits & Inspections

#### Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
844 Figgard Street	Exterior window replacement and new cladding.	\$1.5
819 Fort Street	Construct a 10 storey mixed use residential building with 105 dwelling units, 5 ground floor commercial units and two levels of underground parking.	\$26.5
611 Speed Avenue	Tresah West: Construction of a 12 storey residential building with 179 dwelling units. Underground parkade structure under separate permit (BP056080) shared with 6 storey residential building, Tresah East (BP056081).	\$27.5
1900 Richmond Road	Electrical Permit - New care home – Amica, commercial – institutional, amp size 1600, voltage 347/600 3 phase.	\$2.4
1900 Richmond Road	Plumbing Permit – Plumbing 125-unit senior living facility.	\$1.42

#### Building Demolitions

Address	Scope Summary	Dwelling Units
219 Superior Street	Demolish a single family dwelling	1
611 Chatham Street	Demolish existing building	0
231 Niagara Street	Removal of single family dwelling for relocation. Demolish foundation.	1
1224 Richardson Street	Demolish duplex	2
1224 Richardson Street	Demolish detached garage	0

Building Permits	June 2021	June 2020	2020 Average	Year to Date Average
Construction Value (millions)	\$73.7	\$26.04	\$30.84	\$35.69
Building Permit Applications	139	106	101	115
Percentage within Target (90% Target)	95%	58%	64%	88%
Plumbing Permits				
Permits Issued	90	86	69	80
Electrical Permits				
Permits Issued	251	172	183	237



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – April 2021

### Development Services

Applications Received	This Month	YTD
Rezoning (REZ)	2	15
Development Permit (DP)	0	10
Development Variance Permit (DVP)	0	7
Development Permits w/ Variance (DPV)	2	6
Heritage Alteration Permit (HAP)	0	1
Heritage Alteration w/ Variance Permit (HAV)	1	3
Heritage Designation (HD)	0	1
Delegated Development Permit (DDP)	13	41
Delegated Heritage Alteration Permit (DHP)	3	10
Temporary Use Permit (TUP)	0	1
Tax Incentive Program (TIP)	0	2
<b>Total</b>	<b>21</b>	<b>97</b>

Applications Received	This Month	YTD
Storefront Cannabis Retailer	0	2

Applications Received	This Month	YTD
Board of Variance	8	20
Total number of variances sought	23	57

Delegated Permits Completed		
Delegated DP	Received	Completed
230 Robert Street	Mar 18, 2020	Apr 9, 2021
1400 Vancouver Street and 952 Johnson Street	Oct 20, 2020	Apr 23, 2021
1610 Oakland Avenue	Dec 21, 2020	Apr 30, 2021
63 & 65 Boyd Street	Dec 23, 2020	Apr 20, 2021
1700 Blanshard Street	Jan 14, 2021	Apr 6, 2021
1105 Pandora Avenue	Feb 8, 2021	Apr 14, 2021
1150 Douglas Street	Mar 9, 2021	Mar 28, 2021
553 Hillside Avenue	Mar 10, 2021	Apr 27, 2021
2708 Graham Street	Mar 24, 2021	Apr 12, 2021
535 Superior Street	Mar 29, 2021	Apr 27, 2021
103 Wilson Street	Apr 1, 2021	Apr 12, 2021
2330 Government Street	Apr 14, 2021	Apr 27, 2021
301 Cook Street	Apr 20, 2021	Apr 23, 2021
1483 Douglas Street	April 29, 2021	Apr 30, 2021
Delegated HAP	Received	Completed
1171 Rockland Avenue	Jun 8, 2020	Apr 30, 2021
723 Pandora Avenue	Apr 9, 2021	Apr 13, 2021

Applications Received		
Address	Application Type	Scope / Purpose
2740 Bridge Street & 450 Hillside Avenue	REZ	Rezoning application to create a site-specific zone to allow for liquor retail sales in addition to the uses permitted in M-3 Zone.
3145 Balfour Avenue	REZ / DPV	Rezoning and Development Permit with Variance application to create a new small lot for the existing Single Family Dwelling, and to create a new panhandle lot for a new Single Family Dwelling.
1609 Fort Street	DPV	Development Permit with Variance application to expand the existing liquor store floor area and make exterior changes.
440 and 450 Swift Street	HAV	Heritage Alteration Permit with Variances application to make exterior alterations to the heritage-designated building at 440-450 Swift Street (Canoe Club). Proposed changes include enlarged window openings, construction of a new enclosed patio structure, a one-storey addition and landscaping changes.



# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – April 2021

Address	Application Type	Scope / Purpose
723 Pandora Avenue	DHP	Delegated Heritage Alteration Permit application for a new take-out window.
1009 Southgate Street	DHP	Delegated Heritage Alteration Permit application to paint the exterior of the building.
255 Government Street	DHP	Delegated Heritage Alteration Permit application for new paint colour to the house.
103 Wilson Street	DDP	Delegated Development Permit application for exterior repairs to the building envelope, including the siding, balconies, other components, and the roof.
1610 Jubilee Avenue	DDP	Delegated Development Permit application to enclose the ground floor patios.
916 Pandora Avenue	DDP	Delegated Development Permit application for renovations which includes the exterior storefront.
950 Wharf Street	DDP	Delegated Development Permit application for a new open trellis system to the existing patio area. This is for temporary COVID measures.
2330 Government Street	DDP	Delegated Development Permit application to expand existing temporary outdoor seating.
1580 Hillside Avenue	DDP	Delegated Development Permit application to change exterior building materials, landscaping and reconfiguration of parking area.
301 Cook Street	DDP	Delegated Development Permit application to permit a temporary tent in the parking lot for a patio.
79 Dallas Road	DDP	Delegated Development Permit application to place a temporary patio.
584 Burnside Road & 3020 Douglas Street	DDP	Delegated Development Permit application for exterior materials changes and landscape alterations to an approved Development Permit.
561 & 565 Toronto Street	DDP	Delegated Development Permit application to make changes to the approved plans.
1208 Wharf Street	DDP	Delegated Development Permit application for addition of heaters located within the existing deck.
520 Gorge Road	DDP	Delegated Development Permit application to add a temporary office building.
1483 Douglas Street	DDP	Delegated Development Permit application to remove exterior steps.

### 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)	April	100%	17
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Submission (no resubmission needed)	April	n/a	n/a
% of Applications where Application is Presented to COTW within 80 Business Days (or less) from Date of Resubmission	April	75%	58
% of Applications where Application is completed within 8 months or less (240 days)	April	50%*	287

\* Three of six applications were over the target turnaround: 1913 & 1915 Fernwood Road (REZ/DPV); 1150 Cook Street (DPV); and 3120 Washington Avenue (REZ).





# Sustainable Planning & Community Development

## Consolidated Monthly Reporting – April 2021

### Permits & Inspections

#### Major Applications Received (Greater than \$1 Million)

Address	Scope Summary	Permit Value
702 Yates Street	Scotiabank tenant improvement on all levels	\$3.0
202 Harbour Road	Partial permit: Foundation and parking level to grade. Full permit: Construct a new six storey office building on one level of underground parking. Group D / F-3, Part 3, Building Classification: 3.2.2.57 / 82, Building Area: 872m sq., Noncombustible construction, fire alarm/sprinklered. Energy Step Code Level 2	\$19.3
1625 Bank Street	Demolish Bank School building	\$1.5

#### Building Demolitions

Address	Scope Summary	Dwelling Units
2730 Scott Street	Demolish single-family dwelling	1
1176 Yates Street	Demolish 17 light house-keeping unit building	17
202 Raynor Avenue	Demolish shed / carport	0
2730 Scott Street	Demolish garage	0
1625 Bank Street	Demolish Bank School building	0
3120 Washington Avenue	Demolish single family dwelling	1
43 Gorge Road East	Demolish detached garage	0
45 Gorge Road East	Demolish single family dwelling	1
43 Gorge Road East	Demolish single family dwelling	1
55 Gorge Road East	Demolish detached garage	0
55 Gorge Road East	Demolish single family dwelling	1
2827 Irma Street	Demolish single family dwelling	1
2827 Irma Street	Demolish detached garage	0
2829 Irma Street	Demolish single family dwelling	1
2829 Irma Street	Demolish detached garage	0
2831 Irma Street	Demolish duplex	2

Building Permits	April 2021	April 2020	2020 Average	Year to Date Average
Construction Value (millions)	\$34.48	\$10.10	\$30.84	\$35.36
Building Permit Applications	142	106	101	122
Percentage within Target (90% Target)	92%	48%	64%	89%
Plumbing Permits				
Permits Issued	84	61	69	81
Electrical Permits				
Permits Issued	208	143	183	230

## **Attachment L – Report Back on Deer Management**

### **DEER MANAGEMENT**

#### **BACKGROUND**

##### Council Direction

On July 20<sup>th</sup>, 2017, Council made the following motion:

*That the Mayor write to the CRD, the Premier and the Minister responsible and ask the Province to take a more active role in deer management. (Completed)*

*That Council direct staff to seek funding to work with the Urban Wildlife Stewardship Society to do populations counts and to have staff do an inventory of impacts.*

*That Council direct staff to report back if no funding is available.*

*That Council direct staff to review current regulations for fencing on private property, focusing on conflicts between urban gardens and urban deer, and report back to Council.*

#### **STATUS UPDATE**

The Province provides up to \$100,000 each year to municipalities to support the development of urban deer management plans through the Provincial Urban Deer Cost-Share Program. Deer population studies and impact studies have not received funding unless they occur concurrently with a deer population management strategy, such as culling or translocation.

The Province, Oak Bay, and UWSS are currently conducting an immuno-contraceptive research project that began in 2016. It involves three phases with the third phase beginning in late 2020. Afterwards, results will be analyzed to determine if immuno-contraceptives are an effective deer population management strategy. The Province will not provide funding for additional immuno-contraceptive research projects until it confirms the effectiveness of this research.

Esquimalt concluded a community survey and three-year deer population study in February 2020, and is waiting for the conclusion of the Oak Bay process.

Planning staff are in the process of recruiting a new position to undertake regulatory improvements related to planning and land use issues. Upon establishing this new position a work program reflecting Council's priorities will be established. It is noted that the Fence Bylaw, which was originally established to provide safety fencing around outdoor swimming pools, presents a number of challenges because it is outdated, unclear and difficult to administer. When the comprehensive review of fencing regulations occurs, it will also provide analysis and make recommendations related to urban deer.

#### **RECOMMENDATIONS**

Staff recommend that Council direct staff to work with interested municipalities to examine options for a regional deer management strategy after the conclusion of the immuno-contraceptive research project, and that staff include considerations for urban deer management during a comprehensive Fence Bylaw review.

# Triannual Accountability Report: Period 1

January 1 – April 30, 2021



# Overview of Report

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- A. Strategic Plan Progress Report
- B. Operational Plan Highlights, Achievements and Metrics
- C. Core Service Delivery Work Plan
- D. Budget Update
- E. Council Member Expenses
- F. Contracts Awarded
- G. Grants Update
- H. Council Motions
- I. Advisory Committee Motions
- J. Accessibility Impact Statement Guidelines
- K. Sustainable Planning & Community Development Reporting
- L. Report Back on Deer Management



# Highlights & Accomplishments

- Extremely busy film activity with 57 permits issued over 78 days.
- Reopened the upgraded Beacon Hill Park public washroom along Bridge Way.
- Completed split rail fencing along Dallas Road allowing separation between multi-use pathway and leash optional dog area.
- Transitioned from Vic-Alert to 'Alertable' to push out emergency notifications.





# Highlights & Accomplishments

- Continued public engagement through the virtual Engagement Portal, supporting numerous events.
- Opened the first DC Fast Charging stations in the city along Store Street.
- Re-Opened Crystal Pool with measures to ensure health and safety.
- James Summer was announced as the 2021 Youth Poet Laureate.



# COVID-19 Impacts - Operations



- An increased number of shelter structures in parks and public spaces required bylaw compliance management, resulting in delays in other areas for calls for service.
- The City worked with BC Housing, PEERs and other service providers to support 30 individuals temporarily sheltering at 940 Caledonia to transition to Save On Foods Memorial Arena.



# COVID-19 Impacts - Operations



- High demand for the Build Back Victoria program drew resources from various departments which has impacted a number of 2021 core service initiatives.
- A large increase in outdoor sheltering in Parks resulted in a range of impacts to the workplans of Parks staff.
- Maintaining health and safety of staff, particularly outside crews.
- Vacancies in key positions resulting in reduced capacity and delays in delivering Strategic Plan initiatives.





# COVID-19 – Recovery Measures

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- Over 80 Build Back Victoria permits were issued in the first period and received an overwhelming community response to continue the Program.
- Victoria 3.0 Actions were reprioritized due to the ongoing pandemic - staff convened a meeting with business leaders to reassess relevance and timing.
- Provided \$115,420 in Emergency Social Service grants to organizations supporting people sheltering outdoors.



# Strategic Plan Progress – Att. A

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- Numerous amendments to the Strategic Plan made in February 2021
- Reset of Strategic Plan projects and initiatives to address a ‘course correction’ as a “mid-way” check point
- Dashboard status reporting to resume next report with the consistent methodology to include status as follows:
  - Completed items
  - On track
  - Challenges
  - On Hold or future
- Additional funding will be required for new 2022 initiatives and be brought forward with the Financial Plan in October

# Additional Report Information

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- Core Service Delivery Workplan – Att. C
  - Some service areas challenges due to pandemic
- Budget Update – Att. D
  - Operating revenues continue to be lower due to the VCC closure and lack of Save on Foods Memorial Centre Ticket Surcharges
- Council Member Expenses – Att. E
  - Significantly lower than previous years – funding is being used to address emerging issues due to the pandemic

# Additional Report Information

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- Grant Update – Att. F
- Contracts Awarded over \$50 thousand – Att. G
  - Additional information on social procurement added
- Listing of Council Motions approved – Att. H
  - 159 motions passed in the first four months of the year



# Additional Report Information

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- Advisory Committee Motions – Att. I and J

- Accessibility Advisory Committee\*
- Active Transportation Committee
- Renters Advisory Committee

*\*Staff and the AAC have worked on enhanced instructions for staff to write an Accessibility Impact Statement in Council reports.*

- Sustainable Planning & Community Development Consolidated Monthly Reports - Att. K

- Report Back on Deer Management – Att. L

- Recommends staff work with interested municipalities to examine options for a regional deer management strategy after the conclusion of the immuno-contraceptive research project; and
- Recommends staff include considerations for urban deer management during a comprehensive Fence Bylaw review.

# Recommendation

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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 June 17, 2021

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**To:** Committee of the Whole **Date:** June 1, 2021  
**From:** Philip Bellefontaine, Director, Engineering & Public Works  
**Subject:** Options for Processing Kitchen Scraps Originating in Victoria

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### RECOMMENDATION

That Council direct staff to:

1. Continue hauling kitchen scraps to existing composting facilities on Southern Vancouver Island.
2. Continue to work with the CRD to monitor opportunities for regional organics processing with enhanced environmental benefits.

### EXECUTIVE SUMMARY

Food and organics are responsible for roughly 28% of the material sent to landfill each year from Victoria and have been identified as a focus area in Zero Waste Victoria, the City's plan to reduce waste disposal by 50% by 2040.

On approval of Zero Waste Victoria in December 2020, Council postponed consideration of a motion to *direct staff to report back on options for the processing of kitchen scraps originating in the city with a focus on minimizing greenhouse gases (GHGs) and optimizing recovery and reuse of energy and nutrients* given regional analysis on the same issue was underway by the Capital Regional District (CRD).

#### Regional Organics Processing

In early 2021, CRD staff reported on the feasibility of an in-region organics processing facility (Attachments A and B), which indicated that:

- Roughly 24,000 tonnes per year of committed organic materials is required to make investment in a new organics processing facility competitive with the current practice of hauling material to existing composting facilities outside the region.
- Municipalities in the region with organics collection services control approximately 13,000 tonnes a year of kitchen scraps or mixed kitchen scraps and yard waste material.
- The tipping fee needed to fund the investment in a small capacity (10,000 tonnes) facility at Hartland is:
  - \$240 per tonne for a composting facility (43% higher than status quo)
  - \$276 per tonne for an anaerobic digestion facility (64% higher than status quo)
- The climate benefit of offsetting fossil-fuel natural gas with renewable gas produced from a small capacity anaerobic digestion facility is assessed to have a cost of \$515 per tonne of CO<sub>2</sub>e avoided.

The CRD also assessed that there is currently enough existing organics processing capacity on Vancouver Island (70,000 tonnes of existing capacity and 45,000 tonnes currently under construction) to meet the needs of the region.

On May 12, the CRD Board decided to continue with the current practice of hauling organics to private composting facilities on Vancouver Island, while monitoring capacity and remaining prepared to support development of an in-region organics processing should conditions justify the opportunity. Victoria staff are aligned with the CRD conclusions that inform this regional direction.

#### City of Victoria Organics Processing

The City of Victoria collects roughly 4,000 tonnes of organic materials a year through municipal operations and the residential solid waste collection service. Kitchen scraps collected by the City are sent to a licensed industrial composting facility in Cobble Hill for processing, and yard waste is processed through either the City's compost operation at the Parks Yard on Nursery Road or at private yard waste composting facilities in the region. Analysis completed as part of the development of Zero Waste Victoria, indicates that an additional 6,500 tonnes of kitchen scraps are collected by private haulers from multifamily and commercial properties.

The feasibility of developing additional processing capacity within the City of Victoria would include consideration of land acquisition, zoning conditions, odour abatement, community impacts and cost. Capital and operating costs for the City of Victoria to develop an organic processing facility for material originating in the city, are assumed to be broadly consistent with those identified under the small facility scenario that was assessed by the CRD. These costs are significantly higher than the current practice of hauling material to existing composting facilities outside the region. The GHG abatement costs are also significantly higher than British Columbia's carbon tax and established carbon pricing benchmarks, suggesting that more cost-effective options are available to reduce GHGs.

Staff conclude that the costs and benefits do not warrant pursuing additional local organics processing in Victoria at this time but recommend continuing to work with the CRD to monitor and support future regional organics processing opportunities.

#### *Alternate Option (Not Recommended)*

Alternatively, Council may consider that staff assess the market interest in providing local organics processing for materials originating in Victoria. This option would follow the same Request for Expressions of Interest (RFEI) approach used by the CRD to gather market feedback and staff anticipate results to be consistent with the findings of the CRD.

Respectfully submitted,

Rory Tooke  
Manager, Sustainability, Assets &  
Support Services

Philip Bellefontaine  
Director, Engineering & Public Works

**Report accepted and recommended by the City Manager.**

#### **List of Attachments**

Attachment A: Organics Processing Next Steps (CRD Environmental Services Committee Report)  
Attachment B: Organics Processing Options: Screening Report (CRD/Reshape Strategies)

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, APRIL 21, 2021**

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**SUBJECT     Organics Processing Next Steps**

**ISSUE SUMMARY**

To provide a recommendation on next steps regarding an in-region organics processing facility.

**BACKGROUND**

At its meeting of March 13, 2019, the Capital Regional District (CRD) Board directed staff to proceed with the next steps in establishing an organics processing facility (either composting or anaerobic digestion (AD)) at Hartland Landfill. In response to this direction, staff have undertaken stakeholder consultation with municipalities and private haulers to better understand feedstock availability, have conducted a market sounding with respondents to the 2018 Request for Expressions of Interest (RFEOI) on in-region organics processing alternatives and completed a financial and environmental screening on RFEOI results.

**ALTERNATIVES**

*Alternative 1*

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Capital Regional District continue with the status quo of hauling and processing organics to private sector facilities on lower/mid-island, and signal to the market, through this resolution, that should the private sector establish an in-region facility, the Capital Regional District would consider working with municipalities to commit feedstock, pending pricing, greenhouse gas reductions, odour, location, and other environmental considerations.

*Alternative 2*

That staff continue working towards developing a Capital Regional District led small scale organics processing facility located at Hartland Landfill, and return to the Environmental Services Committee for a decision on technology selection (composting vs anaerobic digestion) and municipal funding before initiating next steps on procurement.

**IMPLICATIONS**

*Intergovernmental Implications*

Consultation was undertaken with staff in the six municipalities that currently provide curbside collection services, along with private haulers currently using the Hartland transfer station, to determine feedstock availability and interest in participating in a CRD-led in-region organics processing facility. Key findings of this consultation include:

- Esquimalt, Oak Bay, Sidney, View Royal, Saanich and Victoria have organics collection programs. The majority of municipal controlled feedstock (approximately 88%) comes from the District of Saanich and City of Victoria.
- Of the municipal feedstock available for an in-region organics facility, the majority (approximately 65%) is yard and garden waste. The remaining is kitchen scraps.
- The District of Saanich currently co-collects kitchen scraps with yard and garden waste, and the City of Victoria is actively exploring the co-collection option. It would be challenging and costly to shift operations to separated streams, and doing so could result in potentially higher greenhouse gas (GHG) emissions and decreased service levels for residents. Therefore, it would be advantageous for any CRD-led processing option to be able to process mixed feedstock.
- Private haulers currently haul approximately 13,000 tonnes of organic material to the Hartland transfer station annually. Private haulers confirmed that they are not in a position to make long-term feedstock commitments to a Hartland project, and will haul feedstock to whatever transfer station provides the most cost effective option. The current tipping fee at Hartland is \$120/tonne. The Board has approved raising this to \$140/tonne beginning January 2022, which staff anticipate will reduce the volume of private sector material being received at Hartland.

**Table 1: Approximate Feedstock Collection in 2019**

Feedstock Source	Tonnes per year
Municipal Kitchen Scraps	4,000
Municipal Yard and Garden Waste	10,800
Municipal Mixed Organic Waste (50/50 Kitchen scraps and Yard Waste)	9,000

Through the consultation, municipal staff indicated they would be interested in learning the results of a non-binding procurement, including understanding the cost per tonne of processing organics material, before municipalities make commitments on tonnages of kitchen scraps, yard and garden waste, or both substrates. Municipal staff also indicated that potential reduction in GHG emissions should be considered when evaluating technology alternatives and procurement outcomes.

### *Financial Implications*

The CRD retained Deloitte to conduct a market sounding with RFEIOI respondents to better understand market conditions for constructing a facility at the Hartland Landfill and clarify results of the RFEIOI submissions. Results of the market sounding, coupled with RFEIOI results, were then used by Reshape Strategies to evaluate potential costs and environmental benefits of an organics processing facility located at Hartland (either composting or AD), against the status quo alternative of operating a transfer station at Hartland and processing materials out of region. Results of Reshape's analysis are included in this report as Appendix A.

The Reshape analysis considered two feedstock scenarios intended to 'bookend' the range of feedstock availability, both assumed feedstock ratio of 70% kitchen scraps, 30% yard and garden waste:



- Scenario 1: A Small Plant with capacity for a flat volume of 10,000 tonnes per year (i.e. no change over time).
- Scenario 2: A Large Plant with starting capacity volume of 24,700 tonnes per year in 2024, increasing at 1% per year.

The CRD's 2018 RFEOI provided Scenario 1 as a guaranteed, baseline volume, and Scenario 2 as a potential volume. The CRD's consultation identified that municipalities currently collect much higher volumes of yard waste to kitchen scraps and currently control approximately 8,500 tonnes of kitchen scraps, making the Small Plant scenario most closely aligned with currently available feedstock blend. Both composting and AD facilities can conceivably take different blends of feedstock, and further analysis would be required to understand how feedstock blends would impact the overall business case.

The Reshape analysis then evaluated the RFEOI results to identify a levelized net processing cost (\$/tonne) for three processing alternatives:

- **Status Quo:** organic material received at Hartland is trucked to third party composting facilities out of region under a contract to the CRD. The analysis assumes that current per tonne processing costs (including transportation) continue into the future, with an annual escalation.
- **Composting:** organic material received at Hartland is processed in a new dedicated in-vessel composting facility located at Hartland. Expected revenues from compost sales are included in the calculation of net processing cost to the CRD.
- **Anaerobic Digestion:** organic material is processed in a new AD facility located at Hartland. The AD facility does not include a biogas upgrader. Instead, biogas from the AD facility is sent to the landfill gas upgrader and renewable natural gas (RNG) is sold to FortisBC under the same terms and prices as RNG from landfill gas.

All alternatives consider a 20-year project life. Results of Reshape's Analysis are summarized in the table below.

**Table 2: Levelized Net Processing Costs (\$/tonne)**

Annual Volume	Small Plant (10,000 tonnes fixed)	Large Plant (24,000 tonnes increasing 1%/year)
Processing Capacity	10,000 tonnes	30,000 tonnes
<i>Levelized Net Processing Costs (\$/tonne)</i>		
<b>Status Quo</b> (composting out of region)	\$168	\$168
<b>Composting</b> (at Hartland)	\$240	\$150
<b>Anaerobic Digestion</b> (at Hartland)	\$276	\$148

This analysis found that a smaller-sized composting facility located at Hartland, utilizing only the feedstock currently available from municipalities, would not be cost competitive against the status quo option of hauling kitchen scraps to a large out of region facility for composting (\$240/tonne vs \$168/tonne). However, a small Hartland AD plant with a \$108/tonne cost premium (\$276/tonne vs \$168/tonne or \$1.08million/year) could be economic if enough value was placed on the GHG benefits associated with an AD facility.

At larger scales, either composting or AD at Hartland could be cost competitive, or even result in cost savings when compared to the status quo option. As there isn't sufficient municipal tonnage to fully supply a larger facility (assuming a 70% kitchen scraps, 30% yard and garden waste ratio), a CRD/Hartland facility would require feedstock from other sources.

### *Environmental & Climate Implications*

The Reshape analysis also considered the GHG implications of each of the three processing scenarios. Results of this evaluation are included in Table 2, below.

**Table 3: Operating GHG Emissions (kg/CO<sub>2</sub>-e/tonne feedstock/year)**

	Status Quo	Composting (at Hartland)	Anaerobic Digestion (at Hartland)
Transport emissions	10.7	-	-
Composting	90.0	90.0	9.0
Shipping Compost	9.7	9.7	1.0
Other Operations	45.8	45.8	48.0
RNG- pipeline fugitive	-	-	0.2
Net Avoided Natural Gas	-	-	(49.5)
<b>Total</b>	156.1	145.5	8.7

This analysis found that building a new dedicated composting facility at Hartland would result in a very small decrease in cumulative emissions compared to status quo, however building a new dedicated AD facility at Hartland would result in significantly higher GHG emission reductions. This is because biogas produced by the AD facility would result in net avoidance of natural gas. As organics are already kept out of the landfill, the Reshape analysis excludes emissions reductions from avoiding landfilling in all scenarios. There are substantial differences in GHG (CO<sub>2</sub>-e) emissions among the alternatives. In particular, AD alternatives result in net reductions of 40,000 – 100,000 tonnes of GHG (CO<sub>2</sub>-e) over 20 years compared to composting.

Based on the Reshape analysis, reducing GHG emissions by building a small scale AD facility at Hartland results in a cost premium of \$1,080,000/year or a \$515 per tonne of CO<sub>2</sub>-e value of carbon. For comparison, the current BC carbon tax is \$45/tonne and Metro Vancouver recently adopted an internal price of carbon policy of \$150/tonne.

### *Social Implications*

Staff also evaluated the current and future planned processing capacity for organic materials on Southern/Mid Vancouver Island. There is currently excess private sector compost processing capacity on Southern/Mid Vancouver Island with three on-island facilities that have the ability to receive and process CRD combined kitchen scraps and yard waste, with an approved annual capacity of 71,500 tonnes, and an additional 44,000 tonnes of capacity currently under construction at the Circular Waste BC facility in Nanaimo, bringing the total annual capacity up to 115,500 when complete. Additionally, there are well-established alternatives for processing yard and garden waste within the capital region. There are no AD facilities on Vancouver Island with

capacity for the CRD organic material. If the CRD were to construct a Hartland facility, this facility would compete for feedstock with out of region composting facilities, and in-region yard waste processing facilities.

#### *Solid Waste Management Plan Implications*

The Solid Waste Management Plan Phase two consultation identified both support and opposition for siting an organics processing facility at Hartland Landfill. In their formal response, District of Saanich requested that the draft Solid Waste Management Plan reference the additional benefits a regional organics processing facility would have associated with the GHG emissions savings from the reduced transportation of organics outside of the region. City of Victoria identified organics diversion as a priority strategy to support the City's Zero Waste strategy.

The final draft Solid Waste Management Plan indicates that the CRD intends to continue to provide the community with receiving and transport services for kitchen scraps through the transfer facility at Hartland while monitoring in-region and on island organics processing capacity. In response to a need to secure additional processing capacity for the community, the plan also indicates that a facility at Hartland may also be pursued in an effort to reduce the GHG emissions associated with the current transportation and processing model.

### **CONCLUSION**

Staff have undertaken stakeholder consultation with municipalities and private haulers to better understand feedstock availability, have conducted a market sounding with respondents to the 2018 RFEOI on in-region organics processing alternatives and completed a financial and environmental screening on RFEOI results. This evaluation found that there are economies of scale when considering organics processing alternatives against the status quo, that municipalities control limited feedstock, and that an organics processing facility would need to compete for feedstock with the Private Sector, however that building an AD facility at Hartland would result in GHG emissions reductions.

### **RECOMMENDATION**

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Capital Regional District continue with the status quo of hauling and processing organics to private sector facilities on lower/mid-island, and signal to the market, through this resolution, that should the private sector establish an in-region facility, the Capital Regional District would consider working with municipalities to commit feedstock, pending pricing, greenhouse gas reductions, odour, location, and other environmental considerations.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT**

Appendix A: Organics Processing Options: Screening Report (Reshape)

## Organics Processing Options: Screening Report

Prepared for:  
The Capital Regional District

FINAL  
March 25, 2021

*RNG Pricing Redacted*



**RESHAPE  
STRATEGIES**

## EXECUTIVE SUMMARY

This report presents a screening-level analysis of a dedicated composting or anaerobic digestion (AD) facility for CRD organics located at Hartland Landfill. Alternatives are compared to the CRD's status quo costs for organics disposal.

Alternatives and scenarios are compared based on levelized net processing cost. This is calculated as the present value of expected project costs less any revenues from byproducts of the process (e.g., biogas and/or compost) divided by the present value of processed volumes.

The net processing cost reflects expected capital and operating costs. These are derived from information provided to CRD by technology providers in response to CRD's 2018 RFEOI. We note the indicative capital costs from the 2018 RFEOI are higher than others we have seen in recent literature and other processes, particularly for AD. The results of this study are very sensitive to capital cost assumptions.

Capital costs are amortized based on an indicative private sector model. There is very little information on hurdle rates for private proponents, which can vary with technology, market conditions, and specific contract terms. Actual capital and financing costs can have a large impact on net processing costs and also the ranking among different options. These will need to be confirmed through a competitive bidding process and detailed negotiations.

There is some evidence that AD projects tend to require higher hurdle rates, reflecting the higher capital intensity and technical complexity of AD, as well as the added risks and uncertainties surrounding the value of raw biogas or upgraded renewable natural gas (RNG). However, these risks can also be mitigated by contract terms and conditions. For example, B.C. is one of the few jurisdictions that currently offers long-term fixed price contracts for biogas / RNG sales.

The report includes sensitivity and scenario analyses on these and other key assumptions.

This study also includes a comparison of GHG (CO<sub>2</sub>-e) emissions for various options. These are derived from a recent lifecycle GHG (CO<sub>2</sub>-e) analysis prepared by Stantec (adjusted for alternate volumes and sizing scenarios in this study).

This screening study is to support strategic decisions and procurement design for organics processing, including technology specification and sizing targets. Some important findings of this screening analysis include the following:

- There are economies of scale for both composting and AD.
- The estimated net processing cost for a dedicated composting or AD facility is higher than status quo at small facility scales. However, at larger scales both composting and AD at Hartland could result in cost savings relative to the status quo, even if the facility is initially oversized to accommodate further growth of organics volumes. Filling spare capacity in early years with volumes from third parties could provide additional cost savings for both options.
- Composting appears to be much cheaper than a stand-alone AD plant at small scales. However, the cost difference is reduced at larger scales (and any differences at larger scales are within the range of uncertainty around inputs to the analysis).
- The proposed LFG upgrader and FortisBC Energy Inc. (FEI) interconnection have sufficient capacity to handle extra biogas volumes from organics, even under high LFG volume scenarios. Co-processing biogas from AD would not affect the expected returns on the LFG upgrader (which are based on LFG volumes only), but could reduce the risks posed by low LFG volumes as well as lower costs for processing organics.

- There may be additional savings from AD if spare digester capacity in the Residuals Treatment Facility can also be used on an interim basis for processing organics to defer some of the capital for new food waste digesters. This would not necessarily require any co-digestion of food waste and biosolids.
- Results are not very sensitive to the value of compost. However, the results are very sensitive to the price of RNG.
- There are substantial differences in GHG (CO<sub>2</sub>-e) emissions among the alternatives. In particular, AD results in net reductions of 40,000 – 100,000 tonnes of GHG (CO<sub>2</sub>-e) over 20 years compared to composting.
- The Small Plant AD scenario has a levelized net processing cost that is \$108 per tonne higher than the Status Quo. However, The Small Plant AD scenario also results in significant additional GHG emissions reductions. A shadow value of carbon set at \$515 per tonne GHG (CO<sub>2</sub>-e) would make the AD project equivalent in cost to the Status Quo operation. For the Large Plant scenario, because the AD project is already lower cost than the Status Quo, it has a negative shadow value of carbon, meaning a Large Plant AD project achieves GHG reductions and cost savings.



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# STATEMENT OF LIMITATIONS

This report has been prepared by Reshape Infrastructure Strategies (“Reshape”) for the exclusive use and benefit of the Capital Regional District (“Client”). This report represents the best professional judgment of Reshape, based on the information available at the time of its completion and as appropriate for the scope of work. Services were performed according to normal professional standards in a similar context and for a similar scope of work.

# ABBREVIATIONS

AD	Anaerobic Digestion
CRD	Capital Regional District
DR	Discount Rate
FEI	FortisBC Energy Inc (gas utility)
GHG (CO2-e)	Greenhouse Gas (CO2 Equivalent)
GJ	Gigajoules
IRR	Internal Rate of Return (Unlevered)
kWh/MWh	Kilowatt-hour/Megawatt-hour
LFG	Landfill Gas
MFA	Municipal Finance Authority
PV	Present Value
RFEOI	Request for Expressions of Interest
RNG	Renewable Natural Gas



## 1. INTRODUCTION

Capital Regional District (CRD) receives organics from member municipalities at Hartland Landfill (“Hartland”). These organics are currently transported to 3<sup>rd</sup>-party composting facilities for processing. CRD is exploring the development of a dedicated facility to process organics at Hartland.

In 2018, CRD issued a request for expressions of interest (RFEOI) to suppliers of organic processing technologies, asking them to provide information on possible technical solutions. The RFEOI process included suppliers of both composting and anaerobic digestion (AD) facilities.

This study estimates the potential costs and environmental benefits of a dedicated composting or AD facility located at Hartland. These are compared to status quo disposal. The analysis relies largely on information obtained from the RFEOI, with some adjustments to the AD option to reflect the opportunity to use spare capacity in the proposed landfill gas (LFG) to renewable natural gas (RNG) upgrader.

The intent of this study is to inform strategic decisions on organics processing and the design of any procurement of a dedicated facility. The analysis is based on indicative costs and financing assumptions, which will need to be confirmed through procurement and negotiation. The analysis is based on volumes not controlled by CRD so the project is also contingent on volume commitments from member municipalities or the private sector.

## 2. METHODOLOGY

This is a screening-level study to compare status quo disposal costs for CRD organics with a dedicated composting or AD facility. The key metric used for all comparisons is the net processing cost, which takes into account expected capital costs, operating costs, financing costs, and any revenues from the sale of compost, biogas, and/or RNG. Financing costs are based on a private sector financing model, with different financing benchmarks applied to composting and AD. The analysis is intended to approximate the expected outcome of a competitive procurement process and contract negotiation. Actual costs will depend on the final procurement model and detailed contract design.

A levelized net processing cost is calculated for each option. This is calculated as the present value of annual costs less revenues divided by the present value of processed volumes over 20 years (beginning in 2024). The cashflows reflect a private sector financing model. Present values are calculated using the CRD discount rate (assumed to be equivalent to CRD’s long-term borrowing rate).

For capital and operating costs we have relied on information from the RFEOI process, as summarized by Morrison Hershfield.<sup>1</sup> We have made some adjustments to capital and operating costs to reflect alternate sizing and project configurations as discussed later in this report. We note the costs derived from the RFEOI appear relatively high, particularly for AD.

---

<sup>1</sup> “Kitchen Scraps, Yard and Garden Waste Processing – RFP Scoping Document”. Morrison Hershfield, June 1, 2018.

The greenhouse gas (GHG) emissions for different options are derived from a lifecycle GHG (CO<sub>2</sub>-e) analysis prepared for CRD by Stantec.<sup>2</sup> Stantec's estimates have been adjusted to reflect different volumes scenarios in this study.

This report also includes additional sensitivity and scenario analyses for net processing costs under alternate input assumptions.

### 3. PROCESSING OPTIONS

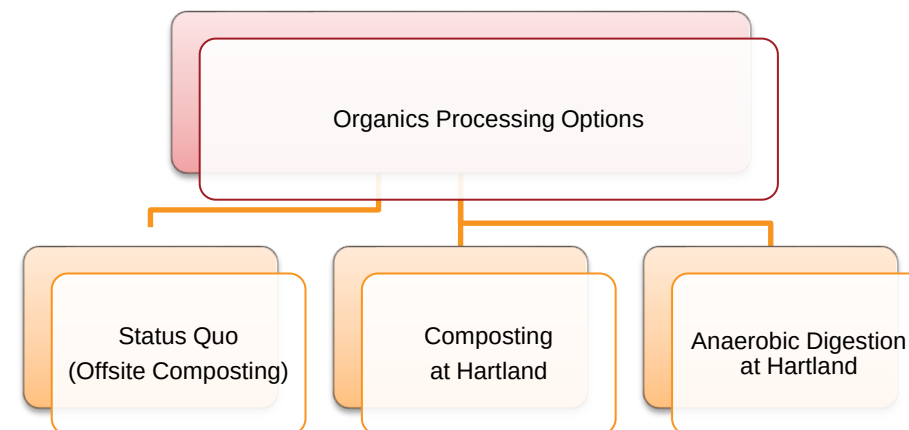
We consider three options for organics processing (Figure 1):

1. **Status Quo (Offsite Composting).** Organic material received at Hartland is trucked to 3<sup>rd</sup>-party composting facilities under a contract to CRD. We assume current per-tonne processing costs (including transportation) continue into the future, with annual escalation.
2. **Composting at Hartland.** Organic material received at Hartland is processed in a new dedicated in-vessel composting facility located at Hartland. Expected revenues from compost sales are included in the calculation of net processing cost to the CRD.
3. **Anaerobic Digestion (AD) at Hartland.** Organic material is processed in a new AD facility located at Hartland. The AD facility does not include an upgrader. Instead, biogas from the AD facility is sent to the LFG upgrader at Hartland. RNG is then sold to FortisBC Energy Inc. (FEI) under the same terms and prices as RNG from LFG. Revenues from the sale of compost

and RNG are included in the calculation of net processing costs to the CRD.

There is also the potential to integrate an AD facility with the spare digester capacity associated with the new Residuals Treatment Facility at Hartland. We have not assessed the technical or economic viability of this option but the costs and benefits of this approach may be considered as part of the procurement process.

Figure 1: Organics Processing Options



<sup>2</sup> "Life Cycle Greenhouse Gas Analysis of Organic Waste Processing Scenarios at the Hartland Landfill". Stantec Consulting Ltd, August 12, 2020.

## 4. KEY ASSUMPTIONS

### 4.1 Organic Volumes and Processing Capacity

Our analysis uses two bookends for organics volumes:

1. A flat volume of 10,000 tonnes per year (i.e. no change over time).
2. A starting volume of 24,700 tonnes per year in 2024, increasing at 1% per year.

The CRD's 2018 RFEOI provided Scenario 1 as a guaranteed, baseline volume, and Scenario 2 as a potential volume. The CRD does not control significant volumes directly, but available volumes from member municipalities are likely closer to Scenario 2.

Based on discussions with CRD, we assume an average composition of 30% yard and garden waste, and 70% kitchen scraps. The share of yard and garden waste vs kitchen scraps affects the expected biogas production from AD, as kitchen scraps have a greater potential for energy production. A greater share of yard and garden waste and correspondingly lower share of kitchen scraps will result in less biogas production from AD. In sensitivity analysis we test the impact of reduced biogas production.

Because of the wide range in volumes, each volume scenario is paired with a different processing capacity as shown in Table 1. Under the Large Plant scenario, the facility has sufficient capacity to process all organics throughout the analysis period. By year 20, annual volumes will have grown to 29,840 tonnes, or just below the facility's capacity.

While there is a wide range of uncertainty around organics volumes, CRD could potentially play a strong role in securing organics volumes for this project.

Table 1: Volume and Processing Capacity Scenarios

	Small Plant at Hartland	Large Plant at Hartland
<b>Annual Volume</b>	10,000 tonnes, fixed	24,700 tonnes, Increasing 1%/year.
<b>Processing Capacity</b>	10,000 tonnes	30,000 tonnes

### 4.2 Capital Costs

Table 2 summarizes capital cost assumptions for composting and AD. The assumptions are based on the RFEOI responses (escalated to 2024). Respondents to the RFEOI did not provide disaggregated cost information. For AD, we made an assumption of the cost savings from not constructing a separate upgrader, based on estimates of upgrader costs from previous studies for CRD's LFG upgrader project with conservative adjustments for losses in economies of scale for a much smaller upgrader.

We note that the capital costs received by CRD through the RFEOI are higher than we have seen from other projects. For example, from a 2017 RFI on AD, the City of London Ontario reported costs of \$680 to \$990 per tonne for a 25,000 tonne per year AD facility, including a biogas upgrader and land acquisition. It is possible that pricing declined significantly after the CRD's RFEOI.

It should be noted that capital costs sourced from RFEOI responses apply to commercial scale operations that must comply with strict operational specifications,

including stringent odor control, leachate management, and other regulatory requirements.

This analysis has not considered the availability of grant funding to offset capital costs. There may be grant funding available - particularly for the AD facility which would reduce GHG (CO<sub>2</sub>-e) emissions relative to the Status Quo option – however we have not incorporated this into our capital cost estimates.

Table 2: Capital Cost (Unit Capital Costs), 2024\$

	Small Plant at Hartland	Large Plant at Hartland
Processing Capacity	10,000 tonnes	30,000 tonnes
Composting	\$11.3 M (\$1,130 / tonne of capacity)	\$20.3 M (\$680 / tonne of capacity)
Anaerobic Digestion	\$26.0 M (\$2,600 / tonne of capacity)	\$34.8 M (\$1,160 / tonne of capacity)

### 4.3 Financing Costs

The financial analysis assumes that all capital costs are amortized over the expected life of the asset. A new composting facility is assumed to have a 15-year asset life. A new AD facility is assumed to have a 20-year asset life. Because we have used a 20-year analysis period, the composting option includes annualized costs for a replacement facility in years 16-20 to allow an apples-to-apples

comparison of net processing costs. In reality, a contract for composting would likely be shorter than for AD, or alternatively include some buy-out for unamortized capital at the end of 20 years (assuming the proponent is required to reinvest in the project).

Capital costs are amortized using an indicative private sector financing model. It is different to obtain credible information on hurdle rates for private sector proponents. Hurdle rates require assumptions about leverage (portion of debt financing), private borrowing costs (prevailing interest rates and credit spreads), corporate taxes, and levered return on equity. These variables can vary with technology, market conditions, and the specific contract terms (length, risk transfer, etc.).

A brief review of the literature suggests higher hurdle rates for AD than composting. This likely reflects higher complexity and also higher perceived risk. The difference in perceived risk is likely a function of the capital intensity and pricing model for each technology. The bulk of revenues for a composting facility are derived from tipping fees, which tend to be fixed for a specified term. AD facilities are more capital intensive, and a larger portion of their revenues would be derived from the sale of biogas or RNG. We note in many markets these revenues are riskier because of term-limited contracts and/or pricing that is tied to natural gas or other volatile benchmarks such as renewable energy credits. The risk profile of AD is probably lower in B.C. given the availability of longer, fixed-price contracts for RNG from FEI. To be conservative we have assumed a higher hurdle rate for AD options.

Our base case assumes a hurdle rate for AD of 7.5%. This is roughly equivalent to a financing model with 70% leverage, a long-term debt rate of 4.6%, a pre-tax levered return on equity of 18% and a corporate tax rate of 26%. We assume a lower hurdle rate for composting of 6%. For comparison, FEI's regulated after-tax weighted average cost of capital (WACC) is currently ~5.6% after tax, equivalent to ~6.5% on a before tax basis.

These are indicative rates to estimate possible prices under a competitive procurement. The level and differences in hurdle rates are uncertain, and would also be affected by specific contract terms.

Table 3: Indicative Asset Life and Financing Cost

	Asset Life	Financing Cost
<b>Composting</b>	15 years	6.00%
<b>Anaerobic Digestion</b>	20 years	7.50%

## 4.4 Operating Costs

Key operating cost assumptions are as follows:

- **Status Quo disposal costs** were provided by CRD staff. Pricing of \$138/tonne was received in 2020. We assume continued escalation at 1.5%/year, which results in a cost of \$194/tonne by 2043. We note that this pricing is for a short-term contract and may not be indicative of long-term pricing. It is unclear if this reflects existing spare capacity or if it includes costs for incremental expansion.
- **Land rent** assumes a facility sited at Hartland. Rent is based on the relative space requirements of different options from the RFEIOI responses. Leases rates are derived from land value obtained from a recent 3<sup>rd</sup> party project at Hartland.

- CRD has fixed costs to operate the transfer station at Hartland where organics materials are received. Because these costs are the same for all options, including the Status Quo, they have been excluded from our analysis.
- **Processing costs** were derived from the RFEIOI responses, with additional adjustments as described below, and are shown in Table 4.

The RFEIOI responses provided AD processing costs for a complete facility, including an upgrader. The upgrader share of these costs can be deducted. However, there would be incremental operating expenses incurred at the LFG upgrader. In this analysis, we assigned incremental LFG upgrading costs to the AD project. We have not included any contribution to the fixed costs of the LFG upgrader. The LFG upgrader is already oversized so this capacity is available regardless. This methodology means that the IRRs for the LFG project (presented in a previous business case to the Board) will not be affected by the addition of biogas from AD.

The AD processing costs identified as part of the RFEIOI (and which include the cost of an upgrader) are \$59 per tonne, which is in line with the results received by London ON from their 2017 RFI.

Our analysis assumes that this AD project would incur processing costs of \$39 per tonne in 2024, plus pay a fee to the LFG upgrader of \$6.50 per GJ of biogas processed.

Under these assumptions, total operating expenses for the AD option (including direct processing costs as well as the upgrading fee paid to the LFG upgrader) are equivalent to the processing cost information received through the RFEIOI process, for a new AD facility with its own upgrader. This analysis is likely conservative (i.e. it

has likely under-estimated the cost advantage of AD Integrated with LFG due to economies of scale in upgrading costs).

We assume these costs escalate at 2%/year.

Table 4: Operating Costs per Tonne Feedstock, 2024\$

	Small Plant at Hartland	Large Plant at Hartland
<b>Composting</b>	\$91 / tonne	\$51 / tonne
<b>Anaerobic Digestion</b>	\$39 per tonne plus \$6.50 per GJ of biogas	\$39 per tonne plus \$6.50 per GJ of biogas

Figure 2: Available Capacity in LFG Upgrader

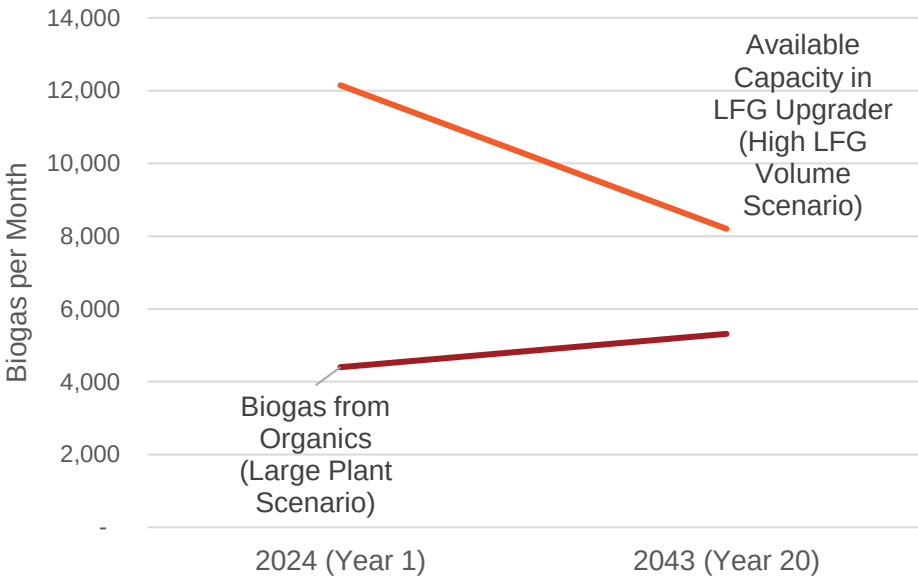


Figure 2 shows the available capacity in the LFG upgrader. Even under high LFG volumes, there is still significant available capacity in 2043 relative to the expected biogas from a large AD facility.

## 4.5 Revenues

There are two potential revenue streams to reduce the net cost of processing organics: the sale of compost and the sale of RNG.

Both composting and AD produce compost. However, composting produces higher volumes of compost than AD. For this analysis, we assume compost volumes equivalent to 60% and 28% of processed organics volumes for composting and AD, respectively. Our base case assumption for the value of compost is \$3 / tonne (net of costs to bag, market and distribute compost). We test this assumption in sensitivity analysis.

An AD facility will also produce biogas which can be upgraded to RNG for sale to FEI. RNG production is dependent on the mix of feedstocks to the facility (yard and garden vs kitchen scraps) and recovery rates in production and upgrading. Table 5 shows the biogas production potential per tonne of feedstock under the base case assumption of 30% yard and garden waste, and 70% kitchen scraps<sup>3</sup>.

Table 6 shows net RNG production after losses in the upgrade process, which occur during the upgrading process to produce RNG. Losses reflect expected upgrader downtime, internal energy use, and methane slip. Losses are predominantly in the form of methane converted to CO<sub>2</sub> through combustion. We assume losses in upgrading of 10%, in line with the assumption used in the LFG upgrader analysis.

Under all AD options, RNG is assumed to have a value of █████ per GJ of RNG with no escalation, in line with CRD's contract for RNG from LFG. We test the effect of different biogas production factors and RNG prices in sensitivity analysis.

Table 5: Gross Biogas Production Factors

	Yard / Garden (30%)	Kitchen (70%)	Blended Average
<b>Biogas Potential</b>	1.5 GJ / tonne	2.75 GJ / tonne	2.38 GJ / tonne

Table 6: Net RNG Production, 2025

	Small Plant	Large Plant
<b>Annual Volume</b>	10,000 tonnes	24,700 tonnes, 1% growth p.a.
<b>2025 Net RNG Production (AD only)</b>	21,400 GJ	53,300 GJ

<sup>3</sup> Biogas factors were taken from Environment Canada, "Technical Document on Municipal Solid Waste Organics Processing", PWGSC 2013.



## 4.6 GHG Emissions

GHG emissions have been calculated for each scenario based on a lifecycle GHG (CO<sub>2</sub>-e) analysis conducted by Stantec. Sources of emissions include:

- Construction: one-time emissions related to the construction of the organics processing facility.
- Operations: emissions from the operation of the facility, including emissions from composting, from on-site fuel consumption, and from shipping compost off-site.
- Avoided Natural Gas: avoided emissions due to the production of RNG and injection into the natural gas grid.

GHG emissions factors (CO<sub>2</sub>-equivalents) for construction are shown in Table 7. Emissions factors from ongoing operations (including direct operations and avoided natural gas) are shown in Table 8.

The Stantec analysis also included the impact of avoided landfilling. Organics are already kept out of the landfill and our analysis compares dedicated processing options to the status quo option. We have therefore excluded emissions from landfilling in all scenarios.

Table 7: Construction GHG Emissions (kg GHG CO<sub>2</sub>-e / tonne capacity)

	Status Quo	Composting	AD Standalone	AD Integrated w LFG
<b>Construction</b>	-	70.6	68.9	48.2

Table 8: Operating GHG Emissions (kg GHG CO<sub>2</sub>-e / tonne feedstock / year)

	Status Quo	Composting	AD Integrated w LFG
<b>Feedstock Transport</b>	10.7	-	-
<b>Composting</b>	90.0	90.0	9.0
<b>Shipping Compost</b>	9.7	9.7	1.0
<b>Other Operations</b>	45.8	45.8	48.0
<b>RNG – Pipeline Fugitive</b>	-	-	0.2
<b>Net Avoided Natural Gas</b>	-	-	(49.5)
<b>Total</b>	156.1	145.5	8.7

## 5. RESULTS

### 5.1 Net Processing Costs

Table 9 summarizes results for large and small project scales. Present values and levelized net processing costs are calculated using a discount rate of 2.6%, which is intended to represent the CRD's approximate cost of borrowing. Recently, indicative long-term borrowing rates published by the Municipal Financing Authority of B.C. have dropped much lower than usual, with 20-year rates at roughly 2.25% as of the date of this report. To be conservative, we have assumed that this decline in borrowing rates is temporary and 20-year rates will increase before the project

proceeds. The sensitivity analysis section of this report includes the impact of different discount rates.

At small scales, a dedicated facility is more costly than Status Quo disposal costs under our base assumptions. This also assumes current disposal costs continue to escalate at only 1.5% per year. At larger scales, a dedicated facility appears to be cheaper than Status Quo disposal costs, and AD becomes the lowest-cost option (though the cost difference between AD and composting is relatively small and within the margin of error for this analysis).

Table 9: Key Results

	Small Plant at Hartland	Large Plant at Hartland
<b>Annual Volume</b>	10,000 tonnes, fixed	24,700 tonnes Increasing 1%/year
<b>Processing Capacity</b>	10,000 tonnes	30,000 tonnes
<i>Levelized Net Processing Costs (\$ / tonne)</i>		
<b>Status Quo</b>	\$168	\$168
<b>Composting at Hartland</b>	\$240	\$150
<b>Anaerobic Digestion at Hartland</b>	\$276	\$148
<i>Present Value Costs (\$ millions)</i>		
<b>Status Quo</b>	\$24.5 M	\$66.5 M
<b>Composting at Hartland</b>	\$35.1 M	\$59.5 M
<b>Anaerobic Digestion at Hartland</b>	\$40.4 M	\$58.5 M

## 5.2 GHG Emissions

Table 10 shows the increase or decrease in cumulative GHG (CO<sub>2</sub>-e) emissions from a change from the status quo (offsite composting) to composting or AD at the Hartland Landfill Facility. Building a new dedicated composting facility at Hartland would result in a very small decrease in cumulative emissions. There would be additional emissions from constructing the facility, but these would be mitigated by a reduction in transportation emissions. There are substantial differences in cumulative GHG (CO<sub>2</sub>-e) emissions between composting and AD.

Table 10: Cumulative Change in GHG (CO<sub>2</sub>-e) Emissions Relative to Status Quo (20 Year Analysis)

	Small Plant	Large Plant
<b>Composting at Hartland</b>	(1,400 tonnes)	(3,700 tonnes)
<b>Anaerobic Digestion at Hartland</b>	(40,100 tonnes)	(109,000 tonnes)

There are some minor GHG (CO<sub>2</sub>-e) savings compared to status quo for a dedicated composting facility at Hartland. However, a dedicated AD facility would deliver significant GHG (CO<sub>2</sub>-e) benefits relative to status quo or a dedicated composting facility. For the AD option, we have also calculated a shadow value per tonne of GHG (CO<sub>2</sub>-e) reductions that would need to be assigned to the project to make AD cost-competitive with composting (Table 11).

Table 11: Required Shadow Value of GHG (CO<sub>2</sub>-e) Reductions from AD (\$ per tonne) compared against Status Quo

Anaerobic Digestion	
<b>Small Plant at Hartland</b>	\$515 per tonne GHG (CO <sub>2</sub> -e)
<b>Large Plant at Hartland</b>	(\$100) per tonne GHG (CO <sub>2</sub> -e)

For the Small Plant scenario, the AD at Hartland project would result in a cost premium of roughly \$15.9 M relative to the Status Quo, as shown in Table 9. However, the Small Plant AD project would deliver significant GHG reductions relative to the Status Quo. Based on the cost premium and GHG reductions, the Small Plant AD project would require a shadow value of GHG reductions of \$515 per tonne GHG (CO<sub>2</sub>-e). Stated differently, the Small Plant AD scenario can achieve GHG reductions at an abatement cost of \$515 per tonne of GHG (CO<sub>2</sub>-e).

For the Large Plant AD scenario, because the AD project is already lower cost than the Status Quo, it has a negative shadow value of carbon, meaning that the project achieves GHG (CO<sub>2</sub>-e) reductions at negative cost (i.e. savings).

For comparison, Metro Vancouver (MV) recently adopted an internal carbon price policy of \$150 / tonne GHG (CO<sub>2</sub>-e). This means that for potential projects with GHG (CO<sub>2</sub>-e) implications, MV will include a total price of \$150 / tonne on all emissions. The City of Vancouver adopted a similar policy with a comparable total carbon price in late 2018.

### 5.3 Sensitivity & Scenario Analyses

We conducted sensitivity and scenario analyses on key inputs. Some of these are summarized in Table 13. We selected the Large Plant scenario for all sensitivity and scenario analyses because of the narrow range around net processing costs of different options at this scale. For reference, the levelized cost of Status Quo disposal is \$168 per tonne.

We note the following:

- We conducted two sensitivity analyses on organics volumes. The first assumes a 20% reduction in volumes in all years, with no change in the facility size. The second scenario assumes full utilization of the facility from Year 1. This would require supplemental volumes to fill the facility as municipal volumes grow.
- Higher Compost Revenue illustrates the impact of assuming that net revenue from compost sales is \$10 per tonne of compost, as opposed to the base case assumption of \$3 per tonne of compost.
- There is uncertainty regarding both the mix of organics feedstocks (kitchen vs yard and garden), and the actual biogas production rates from each type of feedstock. The biogas production sensitivity analyses are intended to capture the overall uncertainty around biogas production volumes. This sensitivity does not impact the Composting option.

Table 12: Sensitivity Analysis, Large Plant Scenario (Levelized Net Processing Cost per Tonne)

	Composting	Anaerobic Digestion
<b>Base (Large Plant at Hartland)</b>	\$150	\$148
<b>Organics Volume -20%</b>	\$171	\$180
<b>Flat 30k Volume</b>	\$141	\$134
<b>Higher Compost Revenue</b>	\$145	\$145
<b>Biogas Production +10%</b>	\$150	\$144
<b>Biogas Production -10%</b>	\$150	\$151
<b>Biogas Production -20%</b>	\$150	\$155

The “Biogas Production -10%” scenario shown above corresponds to the expected biogas production rates from a feedstock mix of 50% kitchen scraps, and 50% yard and garden waste, based on the assumptions detailed in Table 5. The “Biogas Production -20%” scenario corresponds to the expected biogas production rates from a feedstock mix of 35% kitchen scraps, and 65% yard and garden waste.

In addition to the sensitivity analyses above, we conducted more detailed analysis on several other inputs. These results are summarized below.

### Status Quo Costs

Status Quo disposal costs are built up from the 2020 per-tonne cost, and a future escalation rate. As of 2020, processing costs for the Status Quo option are \$138 per tonne. Assuming escalation at 1.5% per year, this would increase to \$194 per tonne by 2043. Under these assumptions – which are used for the base case Status Quo costs - the levelized processing cost is \$168 per tonne over the 2024-2043 analysis period.

Table 13 shows status quo levelized net processing costs per tonne based on a range of starting per-tonne costs and escalation rates. The escalation rate would have to be as low as 0.5% for the duration of the analysis period for status quo costs to be lower than the cost of both composting and AD.

Table 13: Status Quo Cost Sensitivity (Levelized Net Processing Cost per Tonne)

	Status Quo
<b>Base (\$138/tonne, 1.5% p.a.)</b>	\$168
<b>\$138/tonne, 1% p.a.</b>	\$157
<b>\$138/tonne, 0.5% p.a.</b>	\$147
<b>\$138/tonne, 2% p.a.</b>	\$180
<b>\$148/tonne, 1.5% p.a.</b>	\$180

### Discount Rates

The discount rate is used to calculate levelized net processing costs and the PV of net processing costs of each alternative from the perspective of the CRD. The effect of alternate discount rates on the PV of net processing costs of each alternative is shown in Table 14. The selection of discount rate affects absolute results but does not fundamentally alter the relative ranking of different alternatives.

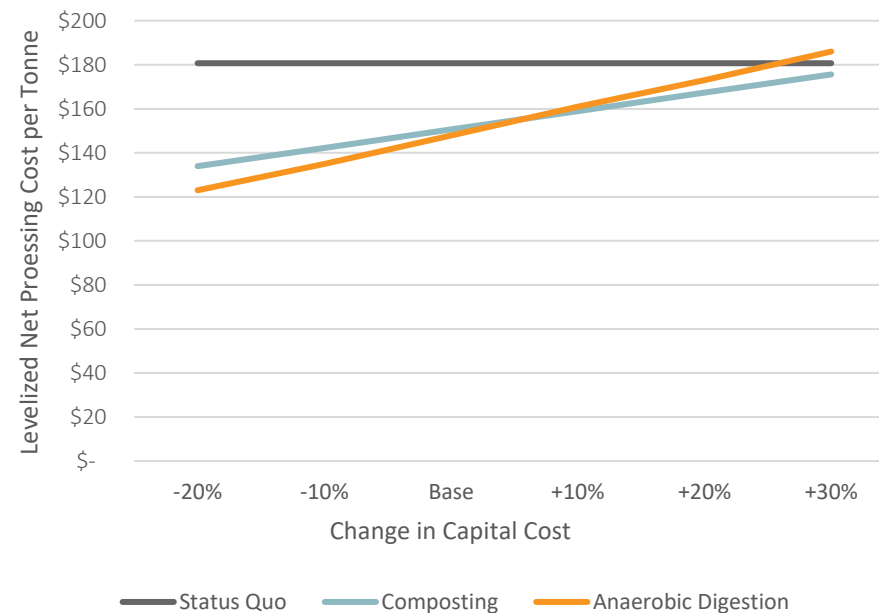
Table 14: Discount Rate Sensitivity (\$ millions, PV of net processing costs), Large Plant at Hartland

	Status Quo	Composting	Anaerobic Digestion
<b>Base (2.6%)</b>	\$66.5	\$59.5	\$58.5
<b>1%</b>	\$81.2	\$72.6	\$71.0
<b>4%</b>	\$56.3	\$50.4	\$49.9
<b>6%</b>	\$45.0	\$40.4	\$40.2

### Capital Costs

As noted, there is considerable uncertainty in the capital costs of alternatives. These will need to be confirmed through the procurement process. See Figure 3.

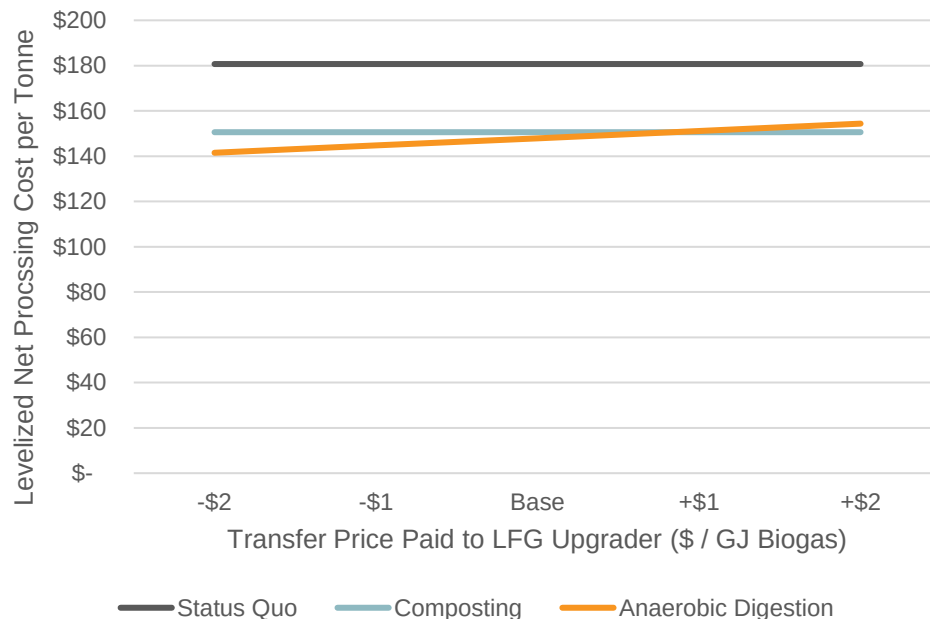
Figure 3: Capital Cost Sensitivity, Large Plant at Hartland



### Upgrader transfer price

There is uncertainty in the incremental operating costs for the LFG upgrader. These will be confirmed in the procurement and detailed design phase. The base case assumption is \$6.50 per GJ of biogas processed. Figure 4 shows the effect of a +/- 30% difference in incremental upgrading costs.

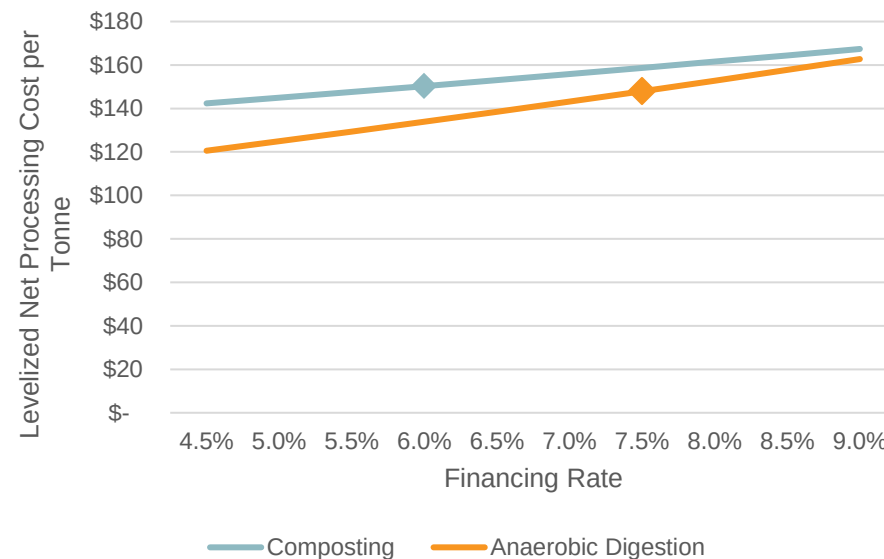
Figure 4: Sensitivity to Varying Upgrader Transfer Price, Large Plant at Hartland



### Financing Rates

Hurdle rates for private sector proponents are unknown. Our base case also assumes a higher hurdle rate for AD. Figure 5 shows the sensitivity of each technical solution to varying financing rates, under the Large Plant configuration. For each option, the base case assumption is marked with a diamond.

Figure 5: Sensitivity to Financing Rate, Large Plant at Hartland



The net processing cost of both options declines with lower hurdle rates. However, AD is more capital intensive and therefore more sensitive to assumptions about hurdle rates.

## RNG Price

The base case results assume all RNG from AD is sold at the same price obtained by CRD in recent negotiations with FEI for upgraded LFG. CRD would be able to sell incremental RNG under its existing contract. However, CRD is not obligated to sell incremental RNG from other sources of biogas (beyond LFG) under the same terms and conditions as the existing purchase contract. There are no incremental costs to FEI from additional volumes of RNG (the proposed interconnection appears to have sufficient capacity). As a result, FEI may be able to pay a higher price for incremental volumes, if that is required to incent AD. Results are shown below.

Table 15: Sensitivity to RNG Prices, Large Plant at Hartland

Anaerobic Digestion	
<b>Base (Large Plant at Hartland)</b>	
RNG @ [REDACTED] / GJ	\$148
RNG @ [REDACTED] / GJ	\$143
RNG @ [REDACTED] / GJ	\$137

## Volumes of Organics Received at Hartland

Depending on how CRD is able to contract for organics volumes, there may be volume-related risks associated with building the Large Plant AD option. Figure 6 and Figure 7 show the impacts on present value costs and on levelized net processing costs, respectively, for this option as compared against the Status Quo. With an AD project, reductions in organics volumes only lead to modest reductions in total costs, so unit processing costs will increase if volumes decline.

Figure 6: Anaerobic Digestion, Large Plant at Hartland, Sensitivity to Reduced Organics Volumes (Present Value Cost)

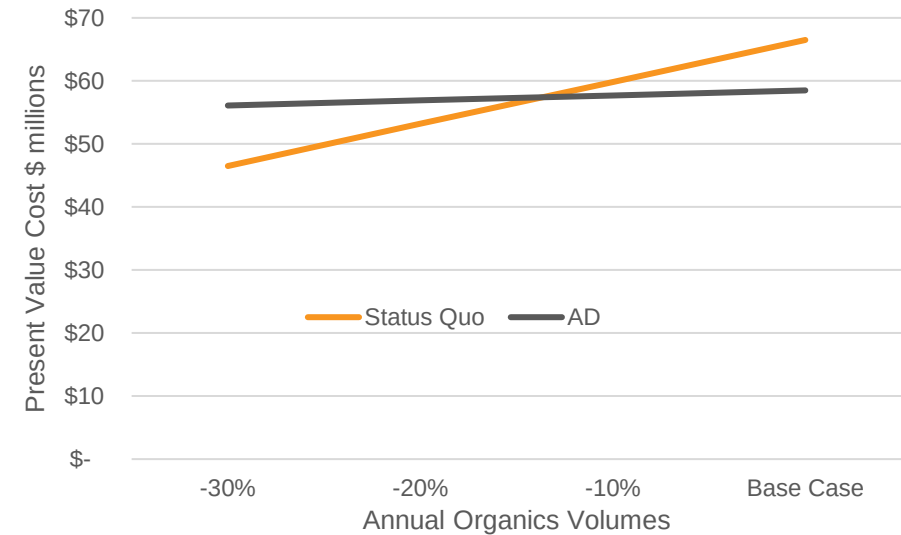
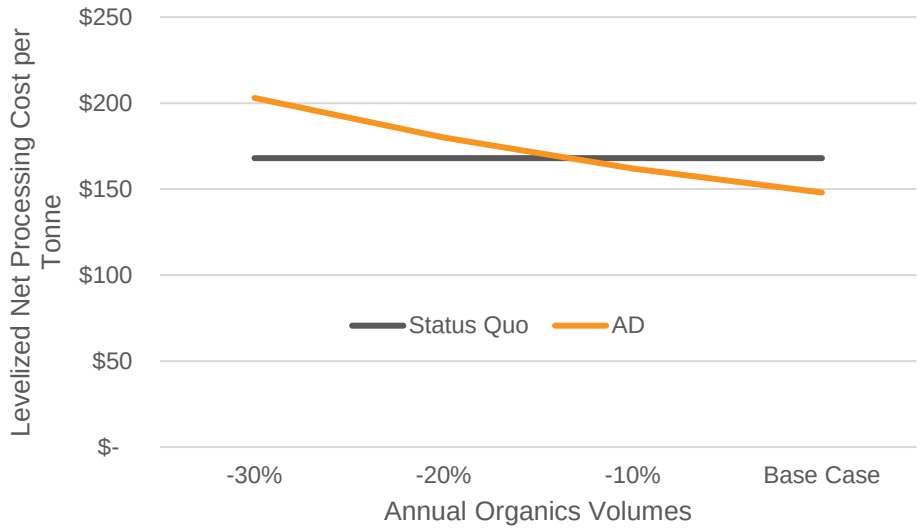




Figure 7: Anaerobic Digestion, Large Plant at Hartland, Sensitivity to Reduced Organics Volumes (Processing Cost per Tonne)



## 6. NEXT STEPS

Based on our analysis, the large scale AD at Hartland option has the potential to offer both financial and GHG benefits. CRD could lead its own further due diligence of the technical and economic viability of AD at Hartland, or could pursue an alternate approach where CRD focuses on securing feedstock commitments, and seeks private sector partners to conduct further due diligence and potentially develop a project at Hartland.



## Committee of the Whole Report For the Meeting of May 20, 2021

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**To:** Committee of the Whole  
**From:** Curt Kingsley, City Clerk  
**Date:** June 15, 2021  
**Subject:** International Medical Cannabis Day – June 11, 2021

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### RECOMMENDATION

That the *International Medical Cannabis Day* Proclamation be forwarded to the June 17, 2021 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *International Medical Cannabis Day* 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,

Curt Kingsley  
City Clerk

### List of Attachments

- Appendix A: Proclamation "International Medical Cannabis Day"
- Appendix B: List of Previously Approved Proclamations



## CITY OF VICTORIA

# PROCLAMATION

### **“INTERNATIONAL MEDICAL CANNABIS DAY”**

**WHEREAS** *Cannabis has been used as a medicine since the beginning of recorded history; and*

**WHEREAS** *Governments around the world have commissioned many large, comprehensive studies on medical cannabis, with everyone today recommending legalization, decriminalization and/or more research; and*

**WHEREAS** *Science is proving that cannabis is an anti-inflammatory, muscle relaxant, anti-biotic, anti-septic, anti-fungal, anti-emetic, and a pain reliever, amongst other medical benefits; and*

**WHEREAS** *Courts have recognized basic human rights include the right to access to cannabis for people suffering from incurable diseases and chronic pain; and*

**WHEREAS** *Governments and community groups around the world are growing, distributing, and researching cannabis for medical purposes.*

**NOW, THEREFORE** *I do hereby proclaim Friday, June 11<sup>th</sup>, 2021, as “INTERNATIONAL MEDICAL CANNABIS DAY” 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 17<sup>th</sup> day of June, Two Thousand and Twenty-One.*

---

**LISA HELPS**  
**MAYOR**  
**CITY OF VICTORIA**  
**BRITISH COLUMBIA**

**Sponsored by:**  
**Ted Smith**  
**Victoria Cannabis Buyers Club**

**Appendix B**

<b>Council Meetings</b>	<b>Proclamations</b>
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 June 17, 2021**

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<b>To:</b>	Committee of the Whole	<b>Date:</b>	June 10, 2021
<b>From:</b>	Councillor Sharmarke Dubow, Councillor Ben Isitt and Councillor Jeremy Loveday, Councillor Sarah Potts		
<b>Subject:</b>	UBCM Resolution: Provincial Support for TRC, MMIWG2S and UNDRIP Recommendations		

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**BACKGROUND**

The following resolution calls for Provincial Support for action and implementation of (1) Truth and Reconciliation Calls to Action, (2) Missing and Murdered Indigenous Women, Girls and Two-Spirit People Calls for Justice, and the (3) United Nations Declaration on the Rights of Indigenous Peoples.

It is recommended that the City of Victoria endorse the resolution and forward it for consideration at the 2021 Union of British Columbia Municipalities (UBCM) convention.

**RECOMMENDATION**

That Council:

1. Endorse the following resolution and direct staff to forward copies to the Union of British Columbia Municipalities and member local governments, requesting favourable consideration:

*Resolution: Provincial Support for Action and Implementation of Truth and Reconciliation Calls to Action, Missing and Murdered Indigenous Women, Girls and Two-Spirit People Calls for Justice, and the United Nations Declaration on the Rights of Indigenous Peoples*

WHEREAS local governments in British Columbia are integral for the implementation of the Truth and Reconciliation Commission (TRC) of Canada Calls to Action, Murdered Indigenous Women, Girls and Two-Spirit People, (MMIWG2S) Calls for Justice, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) but have the least resources to do the work meaningfully.

AND WHEREAS local governments are committed to advancing truth, justice, and reconciliation, and understanding that each Aboriginal community has different and diverse histories, making local context and consultation critical to meaningful action;

THEREFORE BE IT RESOLVED THAT UBCM call on the Province of British Columbia to provide support and equitable access to funding for trauma-informed, Indigenous-led education, training, and policy guidance for local governments and associated law enforcement and emergency services to implement municipal-specific recommendations from the TRC, MMIWG2S, and UNDRIP.

2. That this motion be forwarded to the daytime Council Meeting of June 17th for consideration.

Respectfully submitted,



Councillor Dubow



Councillor Isitt



Councillor Loveday



Councillor Potts

Attachments:

1. Backgrounder

## **ATTACHMENT 1: BACKGROUNDER**

### **Our ask to the Province of British Columbia:**

Support trauma-informed, Indigenous-led education, training, and policy guidance for local governments and associated law enforcement and emergency services to implement municipal-specific recommendations from the Truth and Reconciliation Commission (TRC), National Inquiry for Missing and Murdered Indigenous Women and Girls (MMIWG2S),<sup>1</sup> and the United Nations Declaration on the Rights of Indigenous Peoples.<sup>2</sup>

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**Attention: Premier John Horgan**

**CC: Minister Murray Rankin**

In order to take steps towards reconciliation, local governments across British Columbia are looking towards the Truth and Reconciliation Commission (TRC) Report's calls to action and the National Inquiry for Missing and Murdered Indigenous Women and Girls (MMIWG) calls for justice. The actions arising from each of these reports are respected and recognized by Indigenous peoples and governments across Canada. Additionally, the TRC report calls upon all levels of government to fully adopt and implement the United Nations Declaration on the Rights of Indigenous People (UNDRIP) as the framework for reconciliation.

### **Truth and Reconciliation Commission Findings:**

- Canada's residential school system operated for over 100 years, with the last school closing in 1996.
- "Residential schools existed for the purpose of separating Aboriginal children from their families, in order to minimize and weaken family ties and cultural linkages, and to indoctrinate children into a new culture—the culture of the legally dominant Euro-Christian Canadian society, led by Canada's first prime minister, Sir John A. Macdonald".<sup>3</sup>
- The TRC found Canada to be engaged in cultural genocide, which is defined as "the destruction of those structures and practices that allow the group to continue as a group".<sup>4</sup>
  - State actions which are considered cultural genocide include seizing land; forcibly transferring populations; banning of languages, spiritual leaders, spiritual practices, and the use of spiritual objects; and disruption of families to prevent the generational transfer of culture.

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<sup>1</sup> [https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Calls\\_for\\_Justice.pdf](https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Calls_for_Justice.pdf)

<sup>2</sup> [https://www.un.org/esa/socdev/unpfii/documents/DRIPS\\_en.pdf](https://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf)

<sup>3</sup> [https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Executive\\_Summary\\_English\\_Web.pdf](https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Executive_Summary_English_Web.pdf)

<sup>4</sup> Ibid.



### **Truth and Reconciliation Commission:**

- The Truth and Reconciliation Commission of Canada (the commission) was Constituted and created by the Indian Residential Schools Settlement Agreement.
- The commission is focused on determining the truth with the intention to lay the foundation for the important question of reconciliation.
- With the knowledge of the truth and legacy of residential schools, the commission produced calls to action for all levels of government, 5 of which are specific to municipal governments.

### **National Inquiry for Missing and Murdered Indigenous Women and Girls**

- The National Inquiry was commissioned for the purpose of listening to and learning from the Indigenous women, girls, and 2SLGBTQQIA people in Canada, who have been the targets of violence.<sup>5</sup>
- The Inquiry describes this violence as acts of genocide, and it is empowered by colonial structures evidenced notably by the Indian Act, the Sixties Scoop, residential schools and breaches of human and Indigenous rights.
- The report includes testimony from family members and survivors of violence, and they describe the surrounding context of multigenerational and intergenerational trauma and marginalization in the form of poverty, insecure housing or homelessness and barriers to education, employment, health care and cultural support.
- The report includes 231 individual Calls for Justice directed at governments, institutions, social service providers, industries and all Canadians.

### **The United Nations Declaration on the Rights of Indigenous Peoples**

- The United Nations adopted UNDRIP on September 13, 2007, to enshrine the rights that “constitute the minimum standards for the survival, dignity and well-being of the indigenous peoples of the world”.<sup>6</sup>
- UNDRIP is significant for Indigenous peoples, as it addresses collective rights which may not be considered in other human rights legislation.
- UNDRIP is the outcome of a 25 year deliberation process between the UN and Indigenous groups, and it is significantly the first piece of UN legislation to be contributed to through civil society.
- The Federal government is working on Bill C-15, which provides that the Government of Canada must take all measures necessary to ensure that the laws of Canada are consistent with the UNDRIP, and must prepare and implement an action plan to achieve the objectives of the Declaration.<sup>7</sup>

### **Alignment with the B.C. government**

<sup>5</sup> [https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Final\\_Report\\_Vol\\_1a-1.pdf](https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Final_Report_Vol_1a-1.pdf)

<sup>6</sup> [https://indigenousfoundations.arts.ubc.ca/un\\_declaration\\_on\\_the\\_rights\\_of\\_indigenous\\_peoples/](https://indigenousfoundations.arts.ubc.ca/un_declaration_on_the_rights_of_indigenous_peoples/)

<sup>7</sup> <https://parl.ca/DocumentViewer/en/43-2/bill/C-15/first-reading>

- The affirmation of the principles of UNDRIP into BC laws and the implementation of UNDRIP is a legal requirement of the Province under the *Declaration on the Rights of Indigenous Peoples Act (DRIPA)*.<sup>8</sup>
- The Ministry of Indigenous Relations and Reconciliation Ministerial mandate letter<sup>9</sup> asks the Minister to deliver the action plan required under the DRIPA to build strong relationships based on recognition and implementation of the inherent rights of Indigenous peoples protected in Canada's constitution.
- The mandate letter asks the Minister to facilitate partnership with First Nations around key decisions on regional land and resource use allocation through evolving shared decision making, building on the Declaration on the Rights of Indigenous Peoples Act.
- Regarding the TRC, all Provincial Ministers have been asked to implement the calls to action in B.C., and the Province has committed to working with the federal government on their specific asks to move the calls to action forward.
- Action 3 of the Province's concrete actions towards reconciliation is for strong government to government relationships, which includes Local Government.

**Local governments will be required to achieve each of the Provincial promises towards reconciliation.**

- Many of the government to government relations include local government to First Nation.
- Partnerships with First Nations on key decisions surrounding regional land and resource allocation will often involve local governments.
- Local governments are a creature of the Province, thus recognizing UNDRIP in BC laws will necessarily involve the laws of local governments as well.

Call to Action number 57 requests professional development and training for Public Servants at all levels of government. The majority of local governments in BC do not have the resources or capacity to develop a meaningful and effective training program. Such education is an important first step to building the understanding and foundations necessary for partnerships with First Nations and strong government to government relationships. Thus, this will be necessary for the Province to fulfil its promises surrounding the Ministerial mandate letter, DRIPA, and the TRC Calls to Action.

Since the Province has committed to working with the Federal government on their Federally specific calls, working with local governments as well would be justified. There are 5 municipally specific calls to action, and they are also calling on the Province. The Province can answer these calls more fully and meaningfully by supporting local governments in answering them as well.

<sup>8</sup> <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044>

<sup>9</sup> [https://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/rankin\\_mandate\\_2020.pdf](https://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/rankin_mandate_2020.pdf)



**Council Member Motion**  
**For the Committee of the Whole Meeting of June 17, 2021**

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**To:** Committee of the Whole **Date:** June 14, 2021  
**From:** Councillor Sharmarke Dubow  
**Subject:** UBCM Resolution: Inclusion of Allied Health Workers, including mental health counselling specialties, and physical/ occupational therapists to help communities combat the opioid crisis

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**BACKGROUND**

Currently all our community members are dealing with the opioid/poison drug supply crisis, and as elected officials we need to be advocating for upstream solutions to attenuate opioid use and ensure such use is safe. For that we need the province to make sure that the services they are responsible for are as robust and accessible as they can be for all of our community members. The COVID-19 Pandemic has amplified our understanding that the opioid crisis impacts all of our communities. With 1 in 5 Canadians experiencing mental illness at any given time, health professionals in BC also spend a significant amount of time dealing with mental health issues.

At the same time, communities are seeing ever increasing policing costs associated with mental health and opioid-related calls, which costs our community money, can be traumatic for our first responders, and ill-uses policing resources as these are medical, not criminal, issues. From an economic point of view, the Canadian Mental Health Commission estimates that mental illness costs Canada about \$51 billion annually, approximately \$6.1 billion on a population basis for BC, not accounting for the findings that BC has a greater rate of mental illness-related hospitalizations compared to the rest of Canada.

There is no single, simple response to the opioid/poison drug supply crisis. While we must re-imagine and reshape our healthcare system to deal with mental illness and addictions and take preventative action, as the BC government is doing, it is important to remember that some mental illness comes from systemic deprivation and trauma, often the result of poverty and adverse childhood experiences (e.g. child abuse and intimate partner violence). [Research has shown that socioeconomic status](#) and access to services is the most influential determinant of health, including mental health. In order for a mental health and addictions strategy to be effective, the government must address these root social determinants of health, by [re-allocating some government spending](#) from secondary and tertiary services to those which focus on prevention.

In 2018, the Public Health Association of BC put forward recommendations for the BC Mental Health and Addictions Strategy. One of the first recommendations was "A focus on and increased funding for equitable access to preventative health services and core public health services." [Research by the US Centre for Disease Control](#) has shown that increased access to preventive services was linked with incomes over the poverty line. [The Canadian Medical Association \(CMA\)](#) states that "ensuring equitable access to effective and appropriate health care services is one

strategy which can help to mitigate health inequities resulting from differences in the social and economic conditions of Canadians.” Further, [mental health is intricately tied to poverty](#) and the ability to break the cycle of poverty and it must be rectified that mental health services are mainly not covered by provincial health care plans.

Governments must increased funding for preventative care. Several essential services are missing from care plans or much too expensive for the majority of those who need them but must access through expensive private delivery models even when partly covered by plans; there include occupational therapy, massage therapy, physical therapy and services of counsellors or psychologists. As stated by the [Canadian Physiotherapy Association](#), “The answer to this [opioid] crisis can be found upstream. Simply put, the first prescription for opioids to treat acute musculoskeletal pain needs to be prevented. Prior to any opioid being prescribed, conservative pain management, including physiotherapy, needs to be optimized.” Our primary care system should be funded to incent team-based care with a required basket of services that include mental health supports, physiotherapy, and [other services].” Further, the system is notoriously difficult and intimidating to navigate; therefore the expansion of use of peer navigators is highly recommended by the Public Health Association of BC as part of the BC Mental Health and Addictions Strategy.

Many persons who become opioid users do so due to chronic physical and/ or mental pain. An example is a manual worker who gets hurt at work and does not have coverage for physical therapy but can get a prescription for opioids.

For example, from [Business in Vancouver](#) (July 2020):

“For the past four years, British Columbia has been grappling with an opioid overdose epidemic, officially recognized as a health crisis in 2016. As businesses have grappled with the pandemic, the construction industry has had to simultaneously struggle with the opioid crisis.

There is a greater than one-in-two chance that an employed person who suffers an overdose works in the trades. According to a 2018 report, the construction trades accounted for 55% of the overdose deaths among employed people, more than double the second-most-affected industry, sales and services, at 21%....

[Industry representative] attributed the higher usage and overdose rate in the construction industry to the demographic of the workforce, the pain associated with manual labour and the culture within the industry to get back to work quickly after an injury, largely encouraged by the trades shortages. There is also a higher number of workplace injuries within the trades that could also lead to opioid abuse problems....

“When you have an injury, it’s actually a long, slow process to healing,” said [Industry representative]. “Unless you ... take an opioid.” Mental health issues are also heavily related to substance abuse, and Waldron said construction industry workers are more likely to struggle with suicide, post-traumatic stress disorder and childhood trauma than their counterparts in other sectors.

As mentioned above, it is easy to get a prescription for opioids for short term use, which can lead to dependence. At the same time there are other options should we choose to pursue them. A 2018 study, published in the [Journal of American Medical Association](#), of close to 89 000 patients with shoulder, neck, knee, or low back pain, has shown that early physical therapy was associated with an approximately 10% statistically significant reduction in subsequent opioid use.

This indicates that by serving as an alternative or adjunct to short-term opioid use for patients with musculoskeletal pain, early physical therapy may play a role in reducing the risk of long-term opioid use. Currently this is only an option for people with robust health plans and can be out of reach for many, especially those on low incomes. An excerpt reads:

“These results are largely in line with previous work for patients with LBP. In an analysis of the Military Health System Data Repository, early physical therapy was associated with reductions in opioid use, and the same pattern was noted in an analysis of claims data from New York State for individuals receiving immediate physical therapy. Our findings converged with those of previous studies, but the magnitude of the association ... was smaller in this cohort. In a previous study of patients with neck pain in a single health system, early physical therapy management was associated with larger improvements in functional outcomes and pain intensity ratings. In addition, another previous study at a single institution found a decrease in the odds of opioid use 12 months later among patients with neck pain whose first clinician was a nonpharmacologic health care practitioner (ie, physical therapy or chiropractic). Similar protective effects for narcotic uses were reported in Medicare beneficiaries receiving early rehabilitation for atraumatic knee pain in ambulatory settings.”

Mental health services are also not covered by many plans, extremely expensive privately, have very long lists when they are available and are therefore difficult to access, especially by those who need them. We all have stories of community members we have lost because they could not find mental relief.

Studies however show that mental health services along other opioid treatments, should opioid agonist therapy be appropriate for them, has a far greater impact than substance based treatment alone. [A 2010 review](#) of Cognitive behavioral therapy (CBT) for substance use disorders has demonstrated efficacy as both a monotherapy and as part of combination treatment strategies.

In BC, the [BC Psychological Association](#) stated “people have been struggling over the past year and the pandemic has placed everyone under enormous stress, leading to more cases of anxiety and depression and while the province has taken steps towards addressing these issues, more needs to be done, including adding more coverage.

“We’d really like to see greater coverage for psychologists for those patients who do need a higher level of care, for whom seeing a psychologist a couple of times in a primary care setting just isn’t enough [and we need to take pressure off of doctors]... One of our proposals is to have psychologists working side-by-side with family physicians, [which improves mental and physical health outcomes, as well as reducing stigma].”

A 2020 study have shown the benefits of having mental health counselling in a physician’s office greatly improve opioid treatment outcomes; however, many people cannot have ongoing treatment with their GPs, if they had one, and there is a finite amount of time a physician can give to a struggling patient. The [College of Family Physicians](#) also has previously stated that having psychologists involved in patient support is very helpful.

Further, Peer navigators help people through the complexities of the mental health system, as well as the social system. Trained people with lived experience assist patients with a mental health concern to access services around housing, income assistance, legal aid, health, and community connections. These interventions are needed province-wide, as incidence of mental illness are as prevalent in northern and rural communities, if not greater. [Studies of such interventions](#) have found that patients with serious mental illness experience fewer pain and other health symptoms, as well as accessing less emergency room services in favour of accessing

primary care. Peer support should also be expanded in the area of [youth mental health](#) and training for youth peer support is needed.

In sum, people in our communities continue suffer from the ongoing mental health and substance use crisis and services they need which are proven to help are out of reach. At the same time, communities are picking up the price tag for increasingly using police and other community services when we are not in control of upstream interventions. We need to ask the province to use every tool in the tool box to solve the complexities of the mental health we need every tool in the toolbox box – or the doctor's bag. It is essential that the province include and expand mental health supports and physical/ occupational therapy in not-for-profit care delivery that is accessible for all.

## RECOMMENDATIONS

That Council:

1. Endorse the following resolution and direct staff to forward copies to the Union of British Columbia Municipalities and member local governments, requesting favourable consideration:

**Resolution:** Inclusion of Allied Health Workers, including mental health counselling professionals Inclusion of Allied Health Workers, including mental health counselling specialties, and physical/ occupational therapists to help communities combat the opioid crisis:

WHEREAS the opioid crisis and mental health challenges affect at least 1 in 5 BC residents and has been compounded by the COVID-19; at the same time, evidence shows that access to upstream services such as counselling related specialties and physical/ occupational therapy decreases opioid use and/or provides better health intervention outcomes, but these are not accessible to many residents as they are not covered and are much too expensive through fee for services;

WHEREAS communities are currently struggling to meet the needs of our residents, between funding of community programs and increased mental health calls for first responders, which already comprise between 20-30% of local government expenditures and are not often the most appropriate service to support people in crisis;

THEREFORE BE IT RESOLVED THAT UBCM request that the Province expand access to and funding for allied health professionals, particularly mental health counselling specialties, and physical/ occupational therapy related specialties, through expansion of team-based care through not-for-profit delivery including community health centres, available to all BC residents regardless of their immigration status and income, throughout the province.

AND that the Province of BC increased support and funding for Peer Navigators as part of the BC Mental Health and Addictions Strategy.

2. That this motion be forwarded to the daytime Council Meeting of June 17th for consideration.

Respectfully submitted,



Councillor Dubow