



UPDATED AMENDED AGENDA - VICTORIA CITY COUNCIL
MEETING OF APRIL 28, 2016, AT 6:30 P.M.

Council Chambers, City Hall, 1 Centennial Square

Located on the traditional territory of the Esquimalt and Songhees People

Victoria Conservatory of Music - Brass Choir Performance taught by Scott MacInnes

Trumpet: Andrew McNamara, David Watson, Evan Overman

Horn: Edith Margaret Gruber, Janet Holland, Lindsey Harris, Ben Johnson

Trombone: Martha Juillerat, Ronald Radford. Euphonium: Dennis Latham

A. APPROVAL OF AGENDA

B. READING OF MINUTES

1. Minutes from the Special Council Meeting held March 17, 2016
2. Minutes from the Special Council Meeting held March 24, 2016
3. Minutes from the Special Council Meeting held April 7, 2016
4. Minutes from the Special Council Meeting held April 14, 2016
5. Minutes from the Regular Council Meeting held April 14, 2016



Late Item: Minutes

C. REQUESTS TO ADDRESS COUNCIL (Maximum 6)

1. ~~Aida Gordon: Tent City~~ - **Withdrawn**
2. Susan Storey-Cooper: Hygiene
3. Rowena Locklin: Hillside at Graham Crosswalk
4. Kira Kelly: Services for People with Disabilities who are Higher Functioning
5. **Late Item**: Edward Pullman: Biketoria



6. **Late Item**: Tarek Adam: Experience with the Garden Suite Process



D. PROCLAMATIONS

1. "National Missing Children's Month and Missing Children's Day" - May 2016
2. "Huntington Awareness Month" - May 2016
3. "Putting Investors First Month" - May 2016
4. "Brain Tumour Awareness Month" - May 2016

E. PUBLIC AND STATUTORY HEARINGS

1. Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Avenue

Council is considering authorizing a Development Permit with Variances for the purpose of constructing a new fourplex

a. Hearing

Development Permit with Variances Application No. 00001

The Council of the City of Victoria will consider issuing a Development Permit with Variances for the land known as 1115 & 1117 Caledonia Avenue, in Development Permit Area 16, for purposes of approving the exterior design and finishes for a new multiple dwelling consisting of four dwelling units as well as landscaping, and associated variances with respect to number of storeys, roof decks and setbacks.

The Development Permit will vary the following requirements of the *Zoning Regulation Bylaw R-74 Zone, Ground-Oriented Multiple Dwelling District*:

- Part 3.97(4)(2) - Increase the maximum number of storeys from 1.5 storeys to 2.5 storeys
- Part 3.97(4)(3) - Allow roof decks above the second storey
- Part 3.97(5)(1) - Reduce the minimum front yard setback from 5.9m to 4.9m
- Part 3.97(5)(2) - Reduce the minimum rear yard setback from 20m to 19m
- Part 3.97(5)(4) - Reduce the minimum side yard setback (west) from 3.9m to 1.5m
- Part 3.97(5)(5) - Reduce the combined side yard setback from 5.4m to 5.02m.

Late Item: Presentation

Close of Hearing - Consideration of Approval

b. Development Permit with Variances Approval: To consider final approval of the application, the following motion is in order:

That Council authorize the issuance of Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Street, in accordance with:

1. Plans date stamped March 14, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Part 3.97(4)(2) - Increase the maximum number of storeys from 1.5 storeys to 2.5 storeys;
 - b. Part 3.97(4)(3) - Allow roof decks above the second storey;
 - c. Part 3.97(5)(1) - Reduce the minimum front yard setback from 5.9m to 4.9m;
 - d. Part 3.97(5)(2) - Reduce the minimum rear yard setback from 20m to 19m;
 - e. Part 3.97(5)(4) - Reduce the minimum side yard setback (west) from 3.9m to 1.5m;

- f. Part 3.97(5)(5) - Reduce the combined side yard setback from 5.4m to 5.02m.
3. The Development Permit lapsing two years from the date of this resolution.

2. Development Variance Permit Application No. 00170 for 704 Robleda Crescent

Council is considering authorizing a Development Variance Permit for the purposes of installing a secondary suite in a single family dwelling by increasing its floor area by 132m²

a. **Hearing**



Development Variance Permit Application No. 00170

The City of Victoria will be considering the issuance of a Development Variance Permit for the land known as 704 Robleda Crescent for the purpose of adding a secondary suite to a single family dwelling and varying certain requirements of the *Zoning Regulation Bylaw* namely:

- Increasing the maximum floor area of an addition to a single family dwelling from 20m² to 132m² with the installation of a secondary suite

Late Item: Correspondence

Close of Hearing - Consideration of Approval

b. **Development Permit with Variances Approval**: To consider final approval of the application, the following motion is in order:

That Council authorize the issuance of Development Variance Permit Application No. 00170 for 704 Robleda Crescent, in accordance with:

1. Plans date stamped February 10, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - i. Schedule J Section 2.a - to increase the maximum floor area of an addition to a single family dwelling from 20m² to 132m² with the installation of a secondary suite
3. The Development Permit lapsing two years from the date of this resolution.

3. Heritage Designation Applications No. 000145, No. 000146, and No. 000147 for 580, 584, and 588 Michigan Street

Council is considering designating as protected heritage the properties at 580, 584, and 588 Michigan Street

a. **Public Hearing - Heritage Designation Application No. 000145**

Under the provisions of the Local Government Act, the City of Victoria intends to designate the exterior of the building located at 580 Michigan Street, legally described as Lot 4, District Lots 1741 and 1742, Victoria City, Plan EPP54040, as protected heritage property, under Heritage Designation (580 Michigan Street) Bylaw No. 16-018.

b. **Public Hearing - Heritage Designation Application No. 000146**

Under the provisions of the Local Government Act, the City of Victoria intends to designate the exterior of the building located at 588 Michigan Street, legally described as Lot 6, District Lots 1742 and 1743, Victoria City, Plan EPP54040, as protected heritage property, under Heritage Designation (588 Michigan Street) Bylaw No. 16-020.

c. **Public Hearing - Heritage Designation Application No. 000147**

Under the provisions of the Local Government Act, the City of Victoria intends to designate the exterior of the building located at 584 Michigan Street, legally described as Lot 5, District Lots 1742 and 1743, Victoria City, Plan EPP54040, as protected heritage property, under Heritage Designation (584 Michigan Street) Bylaw No. 16-019.

Close of Hearing - Consideration of Approval

d. **Bylaw Approval:** To consider approval of the applications, a motion for Third Reading of the bylaws is in order:

Heritage Designation (580 Michigan Street) Bylaw No. 16-018

Heritage Designation (584 Michigan Street) Bylaw No. 16-019

Heritage Designation (588 Michigan Street) Bylaw No. 16-020

e. **Bylaw Approval:** To consider final approval of the applications, a motion to Adopt the bylaws is in order:

Heritage Designation (580 Michigan Street) Bylaw No. 16-018

Heritage Designation (584 Michigan Street) Bylaw No. 16-019

Heritage Designation (588 Michigan Street) Bylaw No. 16-020

4. **Heritage Designation Applications No. 000149 for 222 Dallas Road and No. 000148 for 226 Dallas Road**

Council is considering designating as protected heritage the properties at 222 and 226 Dallas Road

a. **Public Hearing - Heritage Designation Application No. 000149**

Under the provisions of the Local Government Act, the City of Victoria intends to designate the exterior of the building located at 222 Dallas Road, legally described as Lot 23, Block 5, Section 26, Beckley Farm, Victoria City, Plan 1941, under Heritage Designation (222 Dallas Road) Bylaw No. 16-021.

b. **Public Hearing - Heritage Designation Application No. 000148**

Under the provisions of the Local Government Act, the City of Victoria intends to designate the exterior of the building located at 226 Dallas Road, legally described as Lot 24, Block 5, Section 26, Beckley Farm, Victoria City, Plan 1941, under Heritage

Designation (226 Dallas Road) Bylaw No. 16-022.

Close of Hearing - Consideration of Approval

- c. **Bylaw Approval:** To consider approval of the application, a motion for Third Reading of the bylaws is in order:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

- d. **Bylaw Approval:** To consider approval of the application, a motion to Adopt of the bylaws is in order:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

5. Heritage Alteration Permit with Variances Application No. 00213 for 623 Avalon Road

Council is considering a Heritage Alteration Permit with variances to rehabilitate the existing heritage-designated house as a duplex and add additional living space in a rear addition.

- a. **Hearing - Heritage Alteration Permit with Variances Application No. 00213**
The City of Victoria will be considering the issuance of a Heritage Alteration Permit with variances for the land known as 623 Avalon Road and varying the Zoning Regulation Bylaw namely:

- Reduce the front yard setback from 7.50m to 4.62m
- Reduce the rear yard setback from 12.80m to 9.63m
- Reduce the side yard setback (west) from 1.83m to 1.35m
- Reduce the number of parking stalls from 2 to 1
- Allow gravel surfacing for the parking stall
- Reduce the rear yard coverage from 25% to 28.39%

Close of Hearing - Consideration of Approval


- b. **Heritage Alteration Permit Approval:** To approve the heritage alteration permit with variances, the following motion is in order:

That Council authorize the issuance of the Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road in accordance with:


1. Plans date stamped February 29, 2016.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
 - Part 2.1.5 (a) - Relaxation for the minimum required front yard setback from 7.50m to 4.62m

- Part 2.1.5 (b) - Relaxation for the minimum required rear yard setback from 12.80m to 9.63m
 - Part 2.1.5 (c) - Relaxation for the minimum required interior side yard setback (west) from 1.83m to 1.35m
 - Schedule C, Section 4 - Relaxation to the required number of off-street parking spaces to be provided from 2 to 1
 - Schedule F, Section 5 (b) - Relaxation to maximum allowable rear yard coverage from 25% to 28.39%.
3. The Heritage Alteration Permit lapsing two years from the date of this resolution.
 4. Final plans to be generally in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.


F. REQUESTS TO ADDRESS COUNCIL

1.  **Late Item**: Mary Doody Jones: Regulating Building Amplification
2.  **Late Item**: Ray Straatsma: Biketoria
3.  **Late Item**: Sean Shaw: Biketoria
4.  **Late Item**: Eric Doherty: Biketoria
5.  **Late Item**: Neil Arason: Biketoria
6.  **Late Item**: Ian Robertson, Greater Victoria Harbour Authority: Biketoria

G. UNFINISHED BUSINESS

1. 2015 Financial Statements
 *Report from April 21, 2016 Committee of the Whole*
Late Item: Amendments to Appendix B - Audit Findings Report


H. REPORTS OF COMMITTEES

1. **Committee of the Whole**
 1. Report from the Meeting held April 21, 2016
 2. Report from the Meeting held April 28, 2016 **Late Item**: Report

I. NOTICE OF MOTIONS

J. BYLAWS

1. First Reading

1. Zoning Regulation Bylaw, Amendment Bylaw (No. 1065) No. 16-048
A report and bylaw proposing to give first and second reading to Zoning Regulation Bylaw, Amendment Bylaw (No. 1065) for the rezoning application of 1705 Haultain Street
2. Administrative Fee Bylaw, Amendment Bylaw No. 4 No. 16-046
A report and bylaw proposing to correct an error to the bylaw.
3. Sidewalk Cafes Regulation Bylaw No. 16-038
A bylaw proposing to update the Sidewalk Cafe Regulation Bylaw so that the City may authorize the placement of movable and fixed structures on sidewalks within the City of Victoria.
4.  **Late Item:** Ticket Bylaw, Amendment Bylaw (No. 9) No. 16-043
A bylaw proposing to amend the Ticket Bylaw to reflect changes to offences under the Sidewalk Cafes Regulation Bylaw.

2. Second Reading

1. Five Year Financial Plan Bylaw, 2016 No. 15-091
A bylaw containing amendments from the bylaw that received first reading November 26, 2015, and proposing 2nd and 3rd readings of the bylaw to adopt the annual financial plan for the year 2016.
Late Item: Revised Schedule 5
2. Zoning Regulation Bylaw, Amendment Bylaw (No. 1065) No. 16-048
3. Administrative Fee Bylaw, Amendment Bylaw No. 4 No. 16-046
4. Sidewalk Cafes Regulation Bylaw No. 16-038
5. Ticket Bylaw, Amendment Bylaw (No. 9) No. 16-043

3. Third Reading

1. Five Year Financial Plan Bylaw, 2016 No. 15-091
2. Administrative Fee Bylaw, Amendment Bylaw No. 4 No. 16-046
3. Sidewalk Cafes Regulation Bylaw No. 16-038
4. Ticket Bylaw, Amendment Bylaw (No. 9) No. 16-043

4. Adoption

1. Vehicles for Hire Bylaw, Amendment Bylaw (No. 15) No. 16-042
2. Civic Expenditures Bylaw Repeal Bylaw No. 16-039

K. CORRESPONDENCE

L. NEW BUSINESS

1. **To Set Public Hearings for the Meeting of Thursday, May 12, 2016**
 1. Rezoning Application No. 00498 for 1705 Haultain Street
 2. Development Variance Permit No. 00007 for 1407 / 1409 May Street


M. QUESTION PERIOD

N. CLOSED MEETING

MOTION TO CLOSE THE APRIL 28, 2016 COUNCIL MEETING TO THE PUBLIC

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

- *Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

1. **Late Item:** Intergovernmental Relations (Deferred from the Special Closed Council meeting of April 28, 2016)
 --Mayor Helps

O. ADJOURNMENT



MINUTES – VICTORIA CITY COUNCIL

SPECIAL MEETING OF THURSDAY, MARCH 17, 2016, AT 10:01 A.M.

PLACE OF MEETING:

Council Chambers, City Hall

PRESENT:

Mayor Helps in the Chair, Councillors Alto, Coleman, Loveday, Lucas, Madoff, Thornton-Joe, and Young

ABSENT:

Councillor Isitt

STAFF PRESENT:

J. Johnson – City Manager; J. Jenkyns - Deputy City Manager; C. Coates – City Clerk; C. Mycroft - Executive Assistant to the City Manager; K. Hamilton – Director of Citizen Engagement & Strategic Planning; P. Bruce - Fire Chief; J. Tinney - Director of Sustainable Planning & Community Development; F. Work – Director of Engineering & Public Works; P. Rantucci – Manager of Strategic Real Estate; J. O'Connor – Manager of Finance Planning; J. Huggett – Johnson Street Bridge Project Director; A. Ferguson – Recording Secretary

Motion:

It was moved by Councillor Coleman, seconded by Councillor Lucas, that Council convene a closed meeting that excludes the public under Sections 90(1) and/or (2) of the *Community Charter*, namely:

- Section 90(1)(g) Litigation or potential litigation affecting the municipality.

Carried Unanimously

APPROVAL OF CLOSED AGENDA

Motion:

It was moved by Councillor Loveday, seconded by Councillor Coleman, that Council adopt the special closed agenda.

Carried Unanimously

READING OF CLOSED MINUTES

1. Closed Governance and Priorities Committee Meeting Minutes of January 7, 2016

It was moved by Councillor Coleman, seconded by Councillor Loveday, that the closed Governance and Priorities Committee meeting minutes of January 7, 2016 be adopted.

Carried Unanimously

UNFINISHED BUSINESS

1. Litigation/Potential Litigation

Council received a presentation regarding litigation/potential litigation.

ADJOURNMENT

It was moved by Councillor Loveday, seconded by Councillor Alto, that the Special Closed Council meeting adjourn.

Time: 11:28 p.m.

Carried Unanimously

CERTIFIED CORRECT:

CITY CLERK

MAYOR OF THE CITY OF VICTORIA



MINUTES – VICTORIA CITY COUNCIL

SPECIAL MEETING OF THURSDAY, MARCH 24, 2016, AT 2:00 P.M.

PLACE OF MEETING:

Songhees Nation Room, City Hall

PRESENT:

Mayor Helps in the Chair, Councillors Alto, Coleman, Loveday, Lucas, Madoff, Thornton-Joe, and Young

ABSENT:

Councillor Isitt

STAFF PRESENT:

J. Johnson – City Manager; P. Bruce - Fire Chief; J. Jenkyns - Deputy City Manager; K. Hamilton - Director of Citizen Engagement & Strategic Planning; C. Coates – City Clerk; C. Mycroft - Executive Assistant to the City Manager; T. Soulliere - Director of Parks, Recreation & Facilities; S. Thompson - Director of Finance; P. Rantucci – Manager of Strategic Real Estate; F. Work – Director of Engineering & Public Works; J. Tinney - Director of Sustainable Planning & Community Development; P. Martin – Recording Secretary.

Motion:

It was moved by Councillor Coleman, seconded by Councillor Lucas, that Council convene a closed meeting that excludes the public under Sections 90(1) and/or (2) of the Community Charter; namely:

- *Section 90(e): The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality;*
- *Section 90(l): Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

Carried Unanimously

APPROVAL OF CLOSED AGENDA

Motion:

It was moved by Councillor Coleman, seconded by Councillor Alto, that Council the special closed Victoria City Council agenda be approved as amended.

Carried Unanimously

READING OF CLOSED MINUTES

1. Closed Governance and Priorities Committee Meeting of January 21, 2016

It was moved by Councillor Loveday, seconded by Councillor Lucas, that the closed Governance and Priorities Committee meeting minutes of January 21, 2016 be adopted.

Carried Unanimously

2. Special Closed Victoria City Council Meeting Minutes of March 10, 2016

It was moved by Councillor Loveday, seconded by Councillor Lucas, that the special closed Victoria City Council meeting minutes of March 10, 2016 be adopted.

Carried Unanimously

CORRESPONDENCE

3. Lease Extension Request

Council received a letter from B.C. Housing regarding a lease extension request.

The discussion and motion were recorded and kept confidential.

NEW BUSINESS

4. Consideration to Rise and Report

Council received a report dated March 11, 2016, from the City Clerk, regarding a consideration to Rise and Report.

The discussion and motion were recorded and kept confidential.

5. **Potential Land**

Council received a report dated March 10, 2016, from the Manager of Strategic Real Estate, regarding potential land.

The discussion and motion were recorded and kept confidential.

6. **Quarterly Municipal Update**

Council received a verbal report from the City Manager, regarding a Quarterly Municipal Update.

The discussion was kept confidential.

ADJOURNMENT

It was moved by Councillor Alto, seconded by Councillor Coleman, that the Special Closed Council meeting adjourn.
Time: 3:06 p.m.

Carried Unanimously

CERTIFIED CORRECT:

CITY CLERK

MAYOR OF THE CITY OF VICTORIA



MINUTES – VICTORIA CITY COUNCIL

SPECIAL MEETING OF THURSDAY, APRIL 7, 2016, AT 12:05 P.M.

PLACE OF MEETING:

Council Chambers, City Hall

PRESENT:

Mayor Helps in the Chair, Councillors Coleman, Lucas, Madoff, Thornton-Joe and Young

ABSENT:

Councillors Alto and Loveday

STAFF PRESENT:

J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; J. Tinney – Director, Sustainable Planning & Community Development; K. Hamilton – Director, Citizen Engagement & Strategic Planning; F. Work – Director, Engineering & Public Works; T. Soulliere – Director, Parks, Recreation, & Facilities; S. Thompson – Director, Finance; C. Royle – Deputy Fire Chief; C. Coates – City Clerk; C. Mycroft – Executive Assistant to the City Manager; P. Martin – Recording Secretary

Motion:

It was moved by Councillor Coleman, seconded by Councillor Lucas, that Council convene a closed meeting that excludes the public under Sections 90(1) and/or (2) of the Community Charter; namely:

- *Section 90 1(a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- *Section 90 1(e) The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- *Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

Carried Unanimously

APPROVAL OF CLOSED AGENDA

Motion:

It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, that Council adopt the special closed agenda.

Carried Unanimously

READING OF CLOSED MINUTES

1. Special Closed Victoria City Council Meeting Minutes of March 24, 2016

It was moved by Councillor Thornton-Joe, seconded by Councillor Coleman, that the special closed Victoria City Council meeting minutes of March 24, 2016, be adopted.

Carried Unanimously

UNFINISHED BUSINESS

1. Appointments to the Arts and Culture Master Plan Advisory Group

Council received a report dated March 24, 2016, regarding appointments to the Arts and Culture Master Plan Advisory Group.

The discussion and motion were recorded and kept confidential.

2. Lease and Licence of Use

Council received a report dated March 24, 2016, regarding a lease and licence of use.

The discussion and motion were recorded and kept confidential.

3. New Lease

Council received a report dated March 23, 2016, regarding a new lease.

The discussion and motion were recorded and kept confidential.

4. **Intergovernmental Relations**

Council received a verbal report regarding intergovernmental relations.

The discussion was recorded and kept confidential.

5. **Intergovernmental Relations**

Council received a verbal report regarding intergovernmental relations.

The discussion and motion were recorded and kept confidential.

ADJOURNMENT

It was moved by Councillor Coleman, seconded by Councillor Lucas, that the Special Closed Council meeting adjourn.
Time: 1:35 p.m.

Carried Unanimously

CERTIFIED CORRECT:

CITY CLERK

MAYOR OF THE CITY OF VICTORIA



MINUTES – VICTORIA CITY COUNCIL

SPECIAL MEETING OF THURSDAY, APRIL 14, 2016, AT 10:58 A.M.

<u>PLACE OF MEETING:</u>	Council Chambers, City Hall
<u>PRESENT:</u>	Mayor Helps in the Chair, Councillors Alto, Coleman, Loveday, Lucas, Madoff, and Young
<u>ABSENT:</u>	Councillor Thornton-Joe
<u>STAFF PRESENT:</u>	J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; C. Coates – City Clerk; F. Work – Director of Engineering & Public Works; J. Tinney – Director of Sustainable Planning & Community Development; K. Hamilton – Director of Citizen Engagement & Strategic Planning; P. Bruce – Fire Chief; S. Thompson – Director of Finance; T. Soulliere – Director of Parks, Recreation & Facilities; C. Mycroft – Executive Assistant to the City Manager; A. Ferguson – Recording Secretary

Motion:

It was moved by Councillor Young, seconded by Councillor Lucas, that Council convene a closed meeting that excludes the public under Sections 90(1) and/or (2) of the Community Charter; namely:

- *Section 90 1(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*
- *Section 90 1(g) litigation or potential litigation affecting the municipality.*
- *Section 90 2(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

Carried Unanimously

APPROVAL OF CLOSED AGENDA

Motion:

It was moved by Councillor Alto, seconded by Councillor Coleman, that Council adopt the special closed agenda.

Amendment:

It was moved by Mayor Helps, seconded by Councillor Alto, that an item relating to intergovernmental relations be included on the agenda.

On the amendment:
Carried Unanimously

On the main motion as amended:
Carried Unanimously

READING OF CLOSED MINUTES

Motion:

It was moved by Councillor Loveday, seconded by Councillor Isitt, that the Special Closed Council meeting minutes of March 17, 2016, be adopted.

Carried Unanimously

UNFINISHED BUSINESS

1. Intergovernmental Relations

Council received a report regarding intergovernmental relations.

The discussion was recorded and kept confidential.

2. Land Disposition

Council discussed an item relating to land disposition.

The discussion and motion were recorded and kept confidential.

3. Litigation/Potential Litigation

Council received a report regarding litigation/potential litigation affecting the City.

The discussion and motion were recorded and kept confidential.

ADJOURNMENT

It was moved by Councillor Young, seconded by Councillor Coleman, that the Special Closed Council meeting adjourn.

Time: 12:35 p.m.

Carried Unanimously

CERTIFIED CORRECT:

CITY CLERK

MAYOR OF THE CITY OF VICTORIA



MINUTES – VICTORIA CITY COUNCIL

MEETING OF THURSDAY, APRIL 14, 2016, AT 6:30 P.M.

<u>PLACE OF MEETING:</u>	Council Chambers, City Hall
<u>PRESENT:</u>	Mayor Helps in the Chair, Councillors Alto, Coleman, Isitt, Loveday, Lucas, Madoff and Young.
<u>ABSENT:</u>	Councillor Thornton-Joe.
<u>STAFF PRESENT:</u>	J. Johnson – City Manager; P. Bruce – Fire Chief; C. Coates - City Clerk; K. Hamilton – Director of Citizen Engagement & Strategic Planning; J. Jenkyns - Deputy City Manager; T. Soulliere - Director of Parks, Recreation & Facilities; S. Thompson – Director of Finance; J. Tinney – Director of Sustainable Planning & Community Development; F. Work – Director of Engineering & Public Works; L. Baryluk – Senior Planner; J. Handy – Senior Planner; C. Havelka - Council Secretary.

APPROVAL OF AGENDA

The City Clerk outlined amendments to the agenda.

Motion:
It was moved by Councillor Madoff, seconded by Councillor Coleman, that the agenda be approved as amended.
Carried Unanimously

Amendment:
It was moved by Councillor Loveday, seconded by Councillor Alto, that Ashley Molinson, Deane Strongitharm, Zach Levine and Julia Jennings be added to Request to Address Council.
On the amendment:
Carried Unanimously

On the main motion as amended:
Carried Unanimously

READING OF MINUTES

Motion:
It was moved by Councillor Alto, seconded by Councillor Coleman, that the Regular Council meeting minutes of March 24, 2016, be approved.
Carried Unanimously

Motion:
It was moved by Councillor Alto, seconded by Councillor Coleman, that the Special Council meeting minutes of February 18, 2016, be approved.
Carried Unanimously

POETRY READING

The Poet Laureate, Yvonne Blomer, read a sonnet entitled “Conception, Acorn, Zygote, and History”.

Bruce Rice, guest Poet, read a poem entitled “Glossary of Hills”.

REQUESTS TO ADDRESS COUNCIL

Motion:
It was moved by Councillor Coleman, seconded by Councillor Alto, that the following speakers be permitted to address Council.
Carried Unanimously

1. **Theresa Moylan: Subsidized Housing for Vulnerable Individuals**
Outlined issues related to the need for affordable housing for families with disabled family members.
2. **Bart Reed: Bike Lanes**
Outlined issues related to bike lane design in comparison with downtown and Cook Street Village.
3. **Marg Gardiner: Biketoria**
Outlined issues related to the Biketoria project and the impact it will have in the James Bay neighbourhood.
4. **Richard Wise: Urban Food Gardens**
Requested a change to fence heights and outlined the importance of urban agriculture in the Rockland neighbourhood.
5. **Stephen Hammond: 24 Hour Police Protection needed in Neighbourhoods around the Occupation**
Outlined issues related to the tent city at the court house and how it is impacting residents in the neighbourhood.

6. **David Wales: Tent City**

Outlined issues related to tent city and the impacts to residents in the area.

PROCLAMATIONS

It was moved by Councillor Coleman, seconded by Councillor Loveday, that the following Proclamations be endorsed:

1. "World Wish Day" - April 29, 2016
2. "Highland Games Week" – May 17 – May 23, 2016
3. "Earth Day Power Hour" – 11:59 am – 12:59 pm the Friday preceding Earth Day – April 22, 2016
4. "Child Abuse Prevention Month" – April 2016

Carried Unanimously

PUBLIC AND STATUTORY HEARINGS

Councillor Lucas withdrew from the meeting at 7:14 p.m. due to a potential pecuniary conflict of interest due to her employer owning the hotel where she is employed and also owning 755-795 Market Street.

1. **Rezoning Application No. 00497 for 755-795 Market Street and 766-770 Hillside Avenue**

1. **Public Hearing**

1. **Rezoning Regulation Bylaw, Amendment Bylaw (No. 1064) No. 16-032**

To rezone the land known as 755-795 Market Street and 766-770 Hillside Avenue from the R3-2 Zone, Multiple Dwelling District and R1-B Zone, Single Family Dwelling District to the C1-HM Zone, Hillside and Market District, to permit transient accommodation, public buildings, home occupations and all those uses permitted in the C1-N Zone and permit an additional 207m2 of floor area.

2. **Hillside Avenue and Blanshard Street Land Use Contract Discharge Bylaw**

The purpose of this Bylaw is to discharge the Land Use Contract as it applies to the land known as 755-795 Market Street and 766-770 Hillside Avenue.

The land use regulations contained within the Land Use Contract will be superseded by the land use regulations enacted by Zoning Regulation Bylaw, Amendment Bylaw (1064) – No. 16-032.

Jim Handy (Senior Planner): Provided information regarding the application to rezone the property located at 755-795 Market Street and 766-770 Hillside Avenue to a new zone and to discharge the land use contract.

Mayor Helps opened the public hearing at 7:17 p.m.

John Keay (Architect): Provided information regarding the rezoning application which is to bring minor alterations into conformity to the current size and use of the building.

A Council member discussed with staff and the applicant the zoning permissions associated with this property.

Mayor Helps closed the public hearing at 7:19 p.m.

3. **Bylaw Approval**

It was moved by Councillor Alto, seconded by Councillor Coleman, that the following bylaw be given third reading:

Zoning Regulation Bylaw, Amendment Bylaw (No. 1064) 16-032

Carried Unanimously

4. **Bylaw Approval**

It was moved by Councillor Alto, seconded by Councillor Coleman, that the following bylaw be adopted:

Zoning Regulation Bylaw, Amendment Bylaw (No. 1064) 16-032

Carried Unanimously

5. **Bylaw Approval**

It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaw be given third reading:

Land Use Contract Discharge (755-795 Market Street and 766-770 Hillside Avenue) 16-034

Carried Unanimously

6. **Bylaw Approval**

It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaw be adopted:

Land Use Contract Discharge (755-795 Market Street and 766-770 Hillside Avenue) 16-034

Carried Unanimously

Councillor Lucas returned to the meeting at 7:20 p.m.

2. Development Permit with Variances Application No. 000404 for 701 Tyee Road

1. Continuation of Hearing from the March 24, 2016 Council Meeting Development Permit with Variance Application

The Council of the City of Victoria will consider issuing a Development Permit with Variances for the land known as 701 Tyee Road, in Development Permit Area 13: Core Songhees, for the purposes of constructing 144 residential units in three phases and varying the following requirements of the *Zoning Regulation Bylaw* namely:

- increasing the height for buildings in Phase 2 from 24m to 25.49m
- increasing the height for buildings in Phase 3 from 31m to 33m
- reducing the overall parking from 185 stalls to 178 stalls
- reducing the parking from 50 stalls to 49 stalls for Phase 1
- reducing bicycle storage from 40 stalls to 28 stalls for Phase 1
- reducing the north setback (Gaudin Road) from 3.5m to nil
- reducing the south setback from 4m to 3.5m
- reducing the south setback from 4m to nil for Phases 1 and 2

Jim Handy (Senior Planner): Outlined the purpose of the application for a development permit with variances for 701 Tyee Road and advised that revised plans, removing the garbage collection from Gaudin Road, were provided.

Mayor Helps opened the public hearing at 7:22 p.m.

Chris Le Fevre (Proponent for the Railyards Development): Provided information and the rationale behind the plan for two buildings on this site and described the variances requested. He advised they have removed the garbage depot which will be sited elsewhere in the project and described the green wall treatment at the corner of Gaudin Road.

Joost Bakker (Architect): Provided a presentation on the project and described the changes to Gaudin Road and the proposed landscaping that will mitigate the effect of the wall.

Jim O'Connor (Regatta Landing): Expressed concerns regarding the zero setback proposed on Gaudin Road.

Josephine Nurse (Bonds Landing resident): Expressed concerns regarding the concrete wall proposed on Gaudin Road.

Council discussed the following:

- *The type of plantings proposed for the wall and how it will be maintained.*
- *The zero setback that is required as the solution for parking.*
- *The design guidelines for parking that guided the proposed setbacks.*

Mayor Helps closed the public hearing at 7:42 p.m.

2. Development Permit with Variance Approval

It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council authorize the issuance of Development Permit with Variances Application No. 000404 for 701 Tyee Road in accordance with:

1. Plans date stamped February 9, 2016 and plans showing the removal of the garbage holding area and additional landscaping date stamped April 8, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. reduce the north setback (Gaudin Road) from 3.5m to nil
 - b. reduce the south setback from 4m to nil for Phases 1 and 2
 - c. reduce the south setback from 4m to 3.5m
 - d. increase the height in DA-H from 24m to 25.49m for Phase 2
 - e. increase the height in DA-J from 31m to 33m for Phase 3
 - f. reduce parking from 50 stalls to 49 stalls for Phase 1
 - g. reduce parking from 185 stalls to 178 stalls
 - h. reduce bicycle storage (Class 1) from 40 stalls to 28 stalls for Phase 1
3. The Development Permit lapsing two years from the date of this resolution.
4. The amendment to the *Railyards Master Development Agreement* being registered on title, to the satisfaction of staff.
5. Garbage facilities being provided within the building to the satisfaction of staff.
6. That Council authorize staff to execute an Encroachment Agreement for a fee of \$750 plus \$25 per m² of exposed shored face during construction, in a form satisfactory to staff.

Council discussed the motion:

- *Noting the concerns raised regarding the setbacks which will be mitigated by the plantings and doesn't diminish the public realm.*
- *Support for the overall height and density of the proposal.*
- *This proposal replicates the look and feel of the Railyards project which has been successful.*
- *The applicant's response to concerns regarding the garbage collection area is supportable.*

Carried Unanimously

3. Heritage Designation Application No. 000152 for 1728 Denman Street

1. Public Hearing

Heritage Designation Application No. 000152

Under the provisions of the Local Government Act, the City of Victoria intends to designate the exterior and specific interior features (entry hall, dining room and parlour) of the building located at 1728 Denman Street, legally described as the west ½ of Lot 16, Section 76, Victoria District, Plan 2695, as protected heritage property, under Heritage Designation (1728 Denman Street) Bylaw No. 16-037.

Jim Handy (Senior Planner): Outlined details regarding the house built in 1909 located at 1728 Denman Street.

Mayor Helps opened the public hearing at 7:50 p.m.

Mayor Helps closed the public hearing at 7:51 p.m.

2. Bylaw Approval

It was moved by Councillor Madoff, seconded by Councillor Alto, that the following bylaw **be given third reading:**

Heritage Designation (1728 Denman Street) Bylaw 16-037

Carried Unanimously

3. Bylaw Approval

It was moved by Councillor Madoff, seconded by Councillor Loveday, that the following bylaws **be adopted:**

Heritage Designation (1728 Denman Street) Bylaw 16-037

Carried Unanimously

REQUESTS TO ADDRESS COUNCIL

Motion:

It was moved by Councillor Madoff, seconded by Councillor Lucas, that the following speakers be permitted to address Council.

Carried Unanimously

1. Teri Hustins: Tent City

Described issues related to tent city activities that impact businesses on Fort Street.

2. Suzanne Bradbury: Tent City and Recent Impacts on Fort Street

Outlined issues downtown and provided examples of incidents on Fort Street.

3. Paul Nursey: Tent City

Outlined issues and incidents related to tent city and how it impacts business and tourism downtown.

4. Glenys Verhulst: Biketoria

Spoke in support of the Biketoria plan and outlined information regarding the benefits of cycling.

5. Teri Hustins: Biketoria

Outlined the benefits to businesses having cyclists downtown and expressed support for the plan on Fort Street.

6. Shane Devereaux: Biketoria

Spoke in support of the plan for Biketoria and provided information on how it energizes cities.

7. Kalen Harris: Biketoria

Spoke in support of bike lanes throughout Victoria and outlined the positive elements of this initiative in Victoria.

8. Claudio Costi: Support for Bike Lanes

Outlined safety issues related to biking and the importance of bike lanes to create community.

9. Ashley Molinson: Homeless not Hate

Provided information regarding the group *Homeless not Hate* in response to issues arising from activities at tent city.

10. Julie Jennings and Zach Levine: Permaculture Community

Provided information and the benefits of permaculture and community gardens in communities.

11. Deane Strongitharm: Bonus Density Contributions

Outlined concerns related to the bonus density contribution respecting the development at Speed and Frances Avenue.

Council recessed at 8:46 p.m.

Council reconvened at 8:51 p.m.

UNFINISHED BUSINESS

1. **Letter dated March 4, 2016, from the Ministry of Finance: Municipal and Regional District Tax (MRDT)**

Motion:

It was moved by Councillor Coleman, seconded by Councillor Alto, that the correspondence dated March 4, 2016 from the Ministry of Finance regarding Municipal and Regional District Tax (MRDT) be received for information.

Carried Unanimously

REPORTS OF THE COMMITTEES

1. **Committee of the Whole – April 7, 2016**

1. **Annual Car Free Day**

It was moved by Councillor Coleman, seconded by Councillor Isitt, that Council approve in principle supporting the Annual Car Free Day with an annual contribution of up to \$15,000.00 of in kind services for the next three years.

Carried Unanimously

2. **Request to Amend Motor Fuel Tax Act to Fund Transit Investments**

It was moved by Councillor Coleman, seconded by Councillor Isitt, that Council endorse the Victoria Regional Transit Commission's request to increase the dedicated fuel tax applied in the region under the BC Transit Act by two cents per litre to support transit system development in the Capital Region.

Carried Unanimously

3. **Rezoning Application No. 00498 for 1705 Haultain Street**

It was moved by Councillor Alto, seconded by Councillor Coleman, that Council, instruct staff to prepare the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00498 for 1705 Haultain Street, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set.

Carried Unanimously

4. **Development Permit with Variances Application No. 00498 for 1705 Haultain Street**

It was moved by Councillor Alto, seconded by Councillor Coleman, 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. 00498, if it is approved, consider the following motion:

That Council authorize the issuance of Development Permit Application No. 00498 for 1705 Haultain Street, in accordance with:

1. Plans date stamped March 15, 2016.

2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

Proposed Lot A

i. Reduce the front yard (west) setback from 6.00m to 2.03m;

ii. Reduce the rear yard (east) setback from 6.00m to 1.50m;

Proposed Lot B

iii. Reduce the front yard (north) setback from 6.00m to 5.00m;

iv. Reduce the rear yard (south) setback from 6.00m to 4.73m;

v. Reduce the side yard (east) setback from 2.40m to 1.83m;

vi. Permit parking to be located between the building and the front lot line;

Proposed Lot C

vii. Reduce the side yard (south) setback from 2.40m to 1.50m;

3. The Development Permit lapsing two years from the date of this resolution.

Carried Unanimously

5. **Development Variance Permit No. 00170 for 704 Robleda Crescent:**

It was moved by Councillor Coleman, seconded by Councillor Lucas, 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. 00170 for 704 Robleda Crescent, in accordance with:

1. Plans date stamped February 10, 2016.

2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:

i. Schedule J Section 2.a - to increase the maximum floor area of an addition to a single family dwelling from 20m² to 132m² with the installation of a secondary suite

3. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously

6. Development Permit with Variance Application No. 00001 for 1115 and 1117 Caledonia Avenue

It was moved by Councillor Madoff, seconded by Councillor Alto, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council on April 28, 2016, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Street, in accordance with:

1. Plans date stamped March 14, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Part 3.97(4)(2) - Increase the maximum number of storeys from 1.5 storeys to 2.5 storeys;
 - b. Part 3.97(4)(3) - Allow roof decks above the second storey;
 - c. Part 3.97(5)(1) - Reduce the minimum front yard setback from 5.9m to 4.9m;
 - d. Part 3.97(5)(2) - Reduce the minimum rear yard setback from 20m to 19m;
 - e. Part 3.97(5)(4) - Reduce the minimum side yard setback (west) from 3.9m to 1.5m;
 - f. Part 3.97(5)(5) - Reduce the combined side yard setback from 5.4m to 5.02m.
3. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously

7. Heritage Designation Application No. 000158 for 1802-1826 Government Street

It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council instruct staff to prepare the necessary Heritage Designation Bylaw to designate the property located at 1802-1826 Government Street pursuant to Section 967 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.

Carried Unanimously

8. Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road

It was moved by Councillor Madoff, seconded by Councillor Alto, 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 the Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road in accordance with:

1. Plans date stamped February 29, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - Part 2.1.5 (a) - Relaxation for the minimum required front yard setback from 7.50m to 4.62m
 - Part 2.1.5 (b) - Relaxation for the minimum required rear yard setback from 12.80m to 9.63m
 - Part 2.1.5 (c) - Relaxation for the minimum required interior side yard setback (west) from 1.83m to 1.35m
 - Schedule C, Section 4 - Relaxation to the required number of off-street parking spaces to be provided from 2 to 1
 - Schedule F, Section 5 (b) - Relaxation to maximum allowable rear yard coverage from 25% to 28.39%.
3. The Heritage Alteration Permit lapsing two years from the date of this resolution.
4. Final plans to be generally in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

Carried Unanimously

9. Heritage Alteration Permit Application No. 00217 for 740 View Street

It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council authorize the issuance of the Heritage Alteration Permit Application No. 00217 for 740 View Street in accordance with:

1. Plans date stamped February 15, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Heritage Alteration Permit lapsing two years from the date of this resolution.

Carried Unanimously

10. Guiding Policy for Wastewater Treatment Facilities

It was moved by Councillor Coleman, seconded by Councillor Alto, that Council direct staff to:

1. Undertake a comprehensive public engagement process to support development of guiding policy for Council consideration and adoption related to wastewater treatment facilities as a precursor to a future land use application for such a facility within the City of Victoria. This policy should address:
 - a. land use suitability;
 - b. siting options and considerations;
 - c. designer requirements;
 - d. construction and operational considerations, and;
 - e. amenity priorities and opportunities.
 - f. technical feasibility
 - g. cost effectiveness to City of Victoria taxpayers
2. Hold an open house on Monday, April 25, 2016, and distribute a letter to provide background information to the public as well as generate feedback in support of the development of an Engagement Plan for development of the guiding policy framework;
3. Report back to Council on the outcomes of the open house and the draft Engagement Plan.

Council discussed concerns regarding public consultation as well as the proposal that Clover Point be a treatment site.

Amendment:

It was moved by Councillor Loveday, seconded by Councillor Alto, that a fourth bullet be added:

4. Follow the engagement timelines noted in the staff report.

On the amendment:
Carried Unanimously

On the main motion as amended

That Council direct staff to:

1. Undertake a comprehensive public engagement process to support development of guiding policy for Council consideration and adoption related to wastewater treatment facilities as a precursor to a future land use application for such a facility within the City of Victoria. This policy should address:
 - a. land use suitability;
 - b. siting options and considerations;
 - c. design requirements;
 - d. construction and operational considerations, and;
 - e. amenity priorities and opportunities.
 - f. technical feasibility
 - g. cost effectiveness to City of Victoria taxpayers
2. Hold an open house on Monday, April 25, 2016, and distribute a letter to provide background information to the public as well as generate feedback in support of the development of an Engagement Plan for development of the guiding policy framework;
3. Report back to Council on the outcomes of the open house and the draft Engagement Plan, and
4. Follow the engagement timelines noted in the staff report.

On the main motion as amended:
Carried

For: Mayor Helps, Councillors Alto, Coleman, Isitt, Lucas and Madoff
Against: Councillors Loveday and Young

11. Revenue and Tax Policy Benchmark Monitoring and 2016 Tax Rates

It was moved by Councillor Young, seconded by Councillor Coleman, that Council:

1. Direct staff to proceed with preparation of tax rates based in option 3 in the staff report.
2. Direct staff to bring forward a monitoring report on benchmarks identified in this report on an annual basis prior to the adoption of the annual property tax rate bylaw.
3. Approve 2016 tax rates based on current policy as follows:

Residential	4.2746
Utility	36.8124
Major Industrial	13.0546
Light Industrial	13.0546
Business	13.0546
Rec/Non Profit	7.1681
4. Direct staff to bring forward Tax Bylaw, 2016 for first, second and third readings on April 14, 2016.

Motion:

It was moved by Councillor Isitt that this motion be referred to staff to report back to Council on April 28, 2016, with tax rates as outlined in Option 1.

Mayor Helps ruled the motion out order as the proper manner to proceed would be for the motion under consideration to be defeated and to propose a new motion.

Council Isitt encouraged Council to vote against the motion which places more of a burden on residential taxpayers.

Carried

For: Mayor Helps, Councillor Alto, Coleman, Lucas, Madoff and Young
Against: Councillors Isitt and Loveday

12. Southbound Douglas Street Bus Lane – Engagement Results/Design Refinement

Moved by Councillor Lucas, seconded by Councillor Coleman, that Council:

1. Receive this report as an update on southbound Douglas Street dedicated bus lane public engagement and further design;
2. Direct staff to continue work with BC Transit and the public (workshop scheduled for April 20th) in order to improve, and inform the final design and construction details for overall completion of the associated road works before the end March 2017, in a manner that improves transit quality, enhances the public realm, minimizes impacts to City trees, reduces overall impact to residents, travellers and adjacent businesses.
3. Authorize the Mayor and the Corporate Administrator to execute a Funding agreement with BC Transit, in a form acceptable to the City Solicitor, to enable BC Transit to fund construction of a southbound bus lane on Douglas Street, with the final design to be approved by Council to incorporate input received during public engagement, including the potential for pedestrian and cycling improvements at Spruce Avenue and Kings Road.

Carried Unanimously

13. Royal Athletic Park Overview

It was moved by Councillor Madoff, seconded by Councillor Alto, that Council receive the report on the Royal Athletic Park Overview.

Carried Unanimously

14. Robson/Hunter Homes, 506 and 512 Government Street

It was moved by Councillor Madoff, seconded by Councillor Coleman, that the Mayor, on behalf of Council, write to the Premier, the Minister of Technology, Innovation and Citizens' Services, and to the designated Real Estate Manager, Shared Services BC expressing concern about the current condition of the Robson/Hunter houses located at 506 and 512 Government Street and request information specific to the Government's plans for the maintenance, repair, restoration and rehabilitation of these architecturally and historically significant heritage buildings

Carried Unanimously

2. Committee of the Whole – April 14, 2016**1. Amendments to the Committee of the Whole Report from the Special Meeting held February 9, 2016**

It was moved by Councillor Coleman, seconded by Councillor Alto, that Council approve the motions in the Additional Committee of the Whole Report from the Special Meeting held February 9, 2016 (Appendix A) and recall the previously approved motion as outlined in Appendix B.

Carried Unanimously

2. Development Permit with Variance Application No. 00007 for 1407 and 1409 May Street

It was moved by Councillor Coleman, seconded by Councillor Lucas, that Council after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Permit with Variance Application No. 00007 for 1407 and 1409 May Street, in accordance with:

1. Plans date stamped March 16, 2016.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
 - i. Part 2.1.5 (b): Reduce the rear yard setback from 21.17m to 17.52m.
3. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously

3. Regional Tower Crane Rescue Services Agreement Renewal

It was moved by Councillor Coleman, seconded by Councillor Madoff, that Council authorize the Mayor and City Clerk to execute the Regional Tower Crane Rescue Services Agreement.

Carried Unanimously

4. Amenity Contribution and Inclusionary Housing for Density Bonus Projects

It was moved by Councillor Isitt, seconded by Councillor Loveday, that Council direct staff to:

1. Create a Density Bonus policy outside of the Downtown Core Area, which:
 - a. sets a fixed-rate target for amenity contribution to be requested when considering additional floorspace (bonus density) above the base density as part of rezonings within Large Urban Village and Urban Residential place designations;
 - b. establishes a fixed-rate target of \$5.00 per square foot (\$53.82 per square metre) for additional floor space that is permitted over the base density;
 - c. identifies the base density as the greater of the OCP base FSR or the existing zoning FSR (whichever is higher) within Large Urban Villages and Urban Residential place designations;
 - d. specifies that amenity contribution requests would not apply to purely commercial or industrial development, or to development of purpose built rental housing secured for the life of the building by a rental housing agreement;
 - e. provides guidance that bonus density contributions be directed to funding amenities within neighbourhoods or urban villages near the development generating the contribution, with amenity priorities to be identified by Local Area Plans;
 - f. provides for an applicant to retain a third party consultant to conduct an economic analysis if the applicant does not find the fixed-rate target supportable for a standard rezoning;
 - g. provides that a third-party economic analysis be used as a basis of negotiation for amenity contribution when bonus density is requested as part of rezonings within the Town Centre designations, and for major rezonings (defined as rezonings above the maximum density within the OCP, that are required to provide significant on-site amenities, that are generally larger than a single city block, or that are rezonings from industrial or institutional uses to residential or mixed-use), and,
 - h. establishes- a reserve fund for improvements within neighbourhoods and urban villages, to which amenity contributions can be directed.
2. Develop an Inclusionary Housing Density Bonus Policy within the Downtown Core Area and amend the Downtown Core Area Plan to reflect this policy which:
 - a. sets a threshold of 30,000 square feet of bonus floorspace (floorspace above the base density in the Downtown Core Area Plan) below which bonus density projects in the Downtown Core Area may elect to contribute amenities according to a fixed rate schedule of \$12.00 per square foot of bonus residential density. Monetary contributions should continue to be directed to the Downtown Core Area Public Realm Improvement Fund (75%) and Downtown Heritage Buildings Seismic Upgrade Fund (25%).

- b. provides the ability to negotiate amenity contributions for projects seeking 30,000 square feet or more of bonus density floorspace, considering third party economic analysis regarding the supportable contribution. The City may elect to seek on-site non-market housing as part of a package of amenity contributions on a site-by-site basis.
 - c. considers opportunities for additional bonus density in the Downtown Core Area Plan (DCAP) Bonus Density Area, up to 10% above the maximum density, for development projects which include on-site affordable housing. The City would seek at least 15% of this additional 10% incremental floorspace, as non-market housing secured by a housing agreement limiting rents to no more than Housing Income Limits (HILs) rents as defined by the Province. Alternatively, the City would consider an equivalent contribution of rental or affordable homeownership units as proposed by the developer, secured by a housing agreement for the life of the building, and defining maximum rents or sales prices and qualified renters or buyers. In some areas, the OCP may need to be amended to support this additional density.
 - d. exempts bonus density commercial floorspace from amenity contributions.
3. Incorporate the proposed amenity contribution target and affordable housing policies into the Downtown Zoning Bylaw which is under preparation.
 4. Forward the report and recommendation to the Affordable Housing Task Force, the industry and non-profit housing providers, and the neighbourhood associations, inviting comment by May 31, 2016.
 5. Adjust the target rate annually based on an indicator of construction cost inflation in the Victoria market, and undertake a comprehensive update of the target rate every three to five years, or in response to major market changes.

Carried Unanimously

5. Concerns Raised by the Applicant Regarding the Density Bonus Land Lift Analysis and Amenity Contribution for 605 -629 Speed avenue and 606 – 618 Frances Avenue

It was moved by Councillor Madoff, seconded by Councillor Young, that Council reconfirm its motion of October 29, 2015, that endorses the recommendations in the density bonus community amenity contribution analysis dated September 13, 2013, and that the monetary contribution due to a density bonus be split equally between the Victoria Housing Fund and neighbourhood amenities within the Burnside-Gorge neighbourhood.

Council discussed the motion:

- *Concerns related to stalling potential affordable housing projects and the fee associated with the amenity contribution.*
- *Concerns related to converting industrial land to residential use.*
- *Support for a schedule of payment for amenity contributions and options for a policy to this end.*

Carried

For: Mayor Helps, Councillors Isitt, Loveday, Madoff and Young
Against: Councillors Alto, Coleman and Lucas

6. Reconsideration of Amenity Contribution and Inclusionary Housing for Density Bonus Projects

It was moved by Councillor Young, seconded by Councillor Coleman, that Council reconsider Item # 4 – *Amenity Contribution and Inclusionary Housing for Density Bonus Projects*.

Carried Unanimously

Amendment:

It was moved by Mayor Helps, seconded by Councillor Isitt, that Council amend the motion by adding a sixth (6th) point:

That staff bring forward a policy for timing of payment of amenity contributions.

Carried Unanimously

On the main motion as amended:

That Council direct staff to:

1. Create a Density Bonus policy outside of the Downtown Core Area, which:
 - i. sets a fixed-rate target for amenity contribution to be requested when considering additional floorspace (bonus density) above the base density as part of rezonings within Large Urban Village and Urban Residential place designations;
 - j. establishes a fixed-rate target of \$5.00 per square foot (\$53.82 per square metre) for additional floor space that is permitted over the base density;
 - k. identifies the base density as the greater of the OCP base FSR or the existing zoning FSR (whichever is higher) within Large Urban Villages and Urban Residential place designations;
 - l. specifies that amenity contribution requests would not apply to purely commercial or industrial development, or to development of purpose built rental housing secured for the life of the building by a rental housing agreement;
 - m. provides guidance that bonus density contributions be directed to funding amenities within neighbourhoods or urban villages near the development generating the contribution, with amenity priorities to be identified by Local Area Plans;
 - n. provides for an applicant to retain a third party consultant to conduct an economic analysis if the applicant does not find the fixed-rate target supportable for a standard rezoning;
 - o. provides that a third-party economic analysis be used as a basis of negotiation for amenity contribution when bonus density is requested as part of rezonings within the Town Centre designations, and for major rezonings (defined as rezonings above the maximum density within the OCP, that are required to provide significant on-site amenities, that are generally larger than a single city block, or that are rezonings from industrial or institutional uses to residential or mixed-use), and,

- p. establishes- a reserve fund for improvements within neighbourhoods and urban villages, to which amenity contributions can be directed.
- 2. Develop an Inclusionary Housing Density Bonus Policy within the Downtown Core Area and amend the Downtown Core Area Plan to reflect this policy which:
 - e. sets a threshold of 30,000 square feet of bonus floorspace (floorspace above the base density in the Downtown Core Area Plan) below which bonus density projects in the Downtown Core Area may elect to contribute amenities according to a fixed rate schedule of \$12.00 per square foot of bonus residential density. Monetary contributions should continue to be directed to the Downtown Core Area Public Realm Improvement Fund (75%) and Downtown Heritage Buildings Seismic Upgrade Fund (25%).
 - f. provides the ability to negotiate amenity contributions for projects seeking 30,000 square feet or more of bonus density floorspace, considering third party economic analysis regarding the supportable contribution. The City may elect to seek on-site non-market housing as part of a package of amenity contributions on a site-by-site basis.
 - g. considers opportunities for additional bonus density in the Downtown Core Area Plan (DCAP) Bonus Density Area, up to 10% above the maximum density, for development projects which include on-site affordable housing. The City would seek at least 15% of this additional 10% incremental floorspace, as non-market housing secured by a housing agreement limiting rents to no more than Housing Income Limits (HILs) rents as defined by the Province. Alternatively, the City would consider an equivalent contribution of rental or affordable homeownership units as proposed by the developer, secured by a housing agreement for the life of the building, and defining maximum rents or sales prices and qualified renters or buyers. In some areas, the OCP may need to be amended to support this additional density.
 - h. exempts bonus density commercial floorspace from amenity contributions.
- 3. Incorporate the proposed amenity contribution target and affordable housing policies into the Downtown Zoning Bylaw which is under preparation.
- 4. Forward the report and recommendation to the Affordable Housing Task Force, the industry and non-profit housing providers, and the neighbourhood associations, inviting comment by May 31, 2016.
- 5. Adjust the target rate annually based on an indicator of construction cost inflation in the Victoria market, and undertake a comprehensive update of the target rate every three to five years, or in response to major market changes.
- 6. **That staff bring forward a policy for timing of payment of amenity contributions.**

On the main motion as amended:
Carried Unanimously

7. Social Enterprise and Social Procurement Task Force

It was moved by Councillor Alto, seconded by Councillor Coleman, that Council adopt the Terms of Reference for the Mayor's Task Force on Social Enterprise and Social Procurement as presented in Appendix A, with the following amendment to the last bullet in point two (#2) of the Appendix: community members from the following sectors: social innovation and social enterprise, financial, community economic development, social procurement, community philanthropy, labour, and co-operative.

Carried

For: Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, Lucas and Madoff
Against: Councillor Young

BYLAWS

1. FIRST READING

Councillor Young withdrew from the meeting at 9:52 p.m. due to a pecuniary conflict of interest as his family owns property adjacent to the Michigan Street properties under consideration in the next item.

Councillor Loveday withdrew from the meeting at 9:52 p.m.

Motion:

It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaws **be given first reading:**

- 1. *Heritage Designation (580 Michigan Street) Bylaw No. 16-018*
- 2. *Heritage Designation (584 Michigan Street) Bylaw No. 16-019*
- 3. *Heritage Designation (588 Michigan Street) Bylaw No. 16-020*

Carried Unanimously

2. SECOND READING

It was moved by Councillor Madoff, seconded by Councillor Coleman, that the following bylaws **be given second reading:**

- 1. *Heritage Designation (580 Michigan Street) Bylaw No. 16-018*
- 2. *Heritage Designation (584 Michigan Street) Bylaw No. 16-019*
- 3. *Heritage Designation (588 Michigan Street) Bylaw No. 16-020*

Carried Unanimously

Councillor Young returned the meeting at 9:53 p.m.

Councillor Loveday returned to the meeting at 9:53 p.m.

3. **FIRST READING**

Motion:

It was moved by Councillor Alto, seconded by Councillor Coleman, that the following bylaws **be given first reading:**

1. *Boulevard Tax Bylaw, 2016 No. 16-041*
2. *Business Improvement Area Rate Bylaw, 2016 No. 16-040*

Carried Unanimously

Motion:

It was moved by Councillor Alto, seconded by Councillor Coleman, that the following bylaws **be given first reading:**

Vehicles for Hire Bylaw, Amendment Bylaw (No. 15) No. 16-042

Council discussed the motion:

- *The companies listed for parking stands having business licences as a condition of approval.*
- *Concerns related to diesel vehicles using the parking stalls.*

Carried

For: Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Madoff and Young
Against: Councillor Isitt

Motion:

It was moved by Councillor Coleman, seconded by Councillor Young, that the following bylaws **be given first reading:**

Tax Bylaw 2016 No. 16-044

Carried

For: Mayor Helps, Councillors Alto, Coleman, Lucas, Madoff and Young
Against: Councillors Isitt and Loveday

Motion:

It was moved by Councillor Coleman, seconded by Mayor Helps, that the following bylaws **be given first reading:**

Civic Expenditures Bylaw Repeal Bylaw No. 16-039

Council discussed the rationale for having a policy instead of a bylaw.

Carried

For: Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Madoff and Young
Against: Councillor Isitt

4. **MOTIONS TO RESCIND**

222 and 226 Dallas Road – Motions to Rescind Adoption, Third and Second Reading

Motion:

It was moved by Councillor Madoff, seconded by Councillor Coleman, that **Adoption** of the following bylaws **be rescinded:**

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

Motion:

It was moved by Councillor Madoff, seconded by Councillor Loveday, that **Third Reading** of the following bylaws **be rescinded:**

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

Motion:

It was moved by Councillor Madoff, seconded by Councillor Coleman, that **Second Reading** of the following bylaws **be rescinded:**

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

5. **SECOND READING**

Motion:

It was moved by Councillor Madoff, seconded by Councillor Coleman, that the following bylaws **be given second reading:**

Amended *Heritage Designation (222 Dallas Road) Bylaw No. 16-021*

Amended *Heritage Designation (226 Dallas Road) Bylaw No. 16-022*

Carried Unanimously

Motion:

It was moved by Councillor Lucas, seconded by Councillor Coleman, that the following bylaw **be given second reading:**
Vehicles for Hire Bylaw, Amendment Bylaw (No. 15) No. 16-042

Carried

For: Mayor Helps, Councillor Alto, Coleman, Loveday, Lucas, Madoff and Young
Against: Councillor Isitt

Motion:
It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaw **be given second reading:**
Tax Bylaw 2016 16-044

Carried

For: Mayor Helps, Councillor Alto, Coleman, Lucas, Madoff and Young
Against: Councillor Isitt and Loveday

Motion:
It was moved by Councillor Coleman, seconded by Councillor Loveday, that the following bylaw **be given second reading:**
Civic Expenditures Bylaw Repeal Bylaw No. 16-039

Carried

For: Mayor Helps, Councillor Alto, Coleman, Loveday, Lucas, Madoff and Young
Against: Councillor Isitt

Motion:
It was moved by Councillor Coleman, seconded by Councillor Lucas, that the following bylaw **be given second reading:**
Boulevard Tax Bylaw, 2016 No. 16-041

Carried Unanimously

Motion:
It was moved by Councillor Lucas, seconded by Councillor Coleman, that the following bylaw **be given second reading:**
Business Improvement Area Rate Bylaw, 2016 No. 16-040

Carried Unanimously

6. **THIRD READING**

Motion:
It was moved by Councillor Lucas, seconded by Councillor Alto, that the following bylaw **be given third reading:**
Vehicles for Hire Bylaw, Amendment Bylaw (No. 15) No. 16-042

Carried

For: Mayor Helps, Councillor Alto, Coleman, Loveday, Lucas, Madoff and Young
Against: Councillor Isitt

Motion:
It was moved by Councillor Coleman, seconded by Councillor Lucas, that the following bylaw **be given third reading:**
Tax Bylaw 2016 16-044

Carried

For: Mayor Helps, Councillor Alto, Coleman, Lucas, Madoff and Young
Against: Councillors Isitt and Loveday

Motion:
It was moved by Councillor Coleman, seconded by Councillor Loveday, that the following bylaw **be given third reading:**
Civic Expenditures Bylaw Repeal Bylaw No. 16-039

Carried

For: Mayor Helps, Councillor Alto, Coleman, Loveday, Lucas, Madoff and Young
Against: Councillor Isitt

Motion:
It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaw **be given third reading:**
1. *Boulevard Tax Bylaw, 2016 No. 16-041*
2. *Business Improvement Area Rate Bylaw, 2016 No. 16-040*

Carried Unanimously

Councillor Lucas withdrew from the meeting at 10:05 p.m. due to a potential pecuniary conflict of interest as the owner of the hotel where she is employed is also the owner of 755-795 Market Street.

4. **ADOPTION**

Motion:

It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaw **be Adopted:**
Housing Agreement (755-795 Market Street and 766-770 Hillside Avenue) 16-033

Carried Unanimously

Councillor Lucas returned to the meeting at 10:06 p.m.

NEW BUSINESS

To Set Public Hearings for the Meeting of Thursday, April 28, 2016:

It was moved by Councillor Alto, seconded by Councillor Madoff, that the following Public Hearings be held in Council Chambers, City Hall, on **THURSDAY, APRIL 28, 2016, at 6:30 p.m.:**

1. Heritage Designation Application No. 000145 for 580 Michigan Street
2. Heritage Designation Application No. 000146 for 588 Michigan Street
3. Heritage Designation Application No. 000147 for 584 Michigan Street
4. Development Permit with Variances for 1115 / 1117 Caledonia Avenue
5. Development Variance Permit No. 00170 for Robleda Crescent
6. Heritage Alteration Permit Application No. 00213 for 623 Avalon Road
7. Heritage Designation Application No. 000148 for 226 Dallas Road
8. Heritage Designation Application No. 000149 for 222 Dallas Road

Carried Unanimously

QUESTION PERIOD

A question period was held.

ADJOURNMENT

It was moved by Councillor Alto, seconded by Councillor Coleman, that the Council meeting adjourn.
Time: 10:06 p.m.

Carried Unanimously

CERTIFIED CORRECT:

CITY CLERK

MAYOR OF THE CITY OF VICTORIA

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: susan storey-cooper

Date: April 13,
2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: self

Topic: hygiene

Action you wish Council to take:

I wish for council to abolish the act of spitting within the Municipality of Victoria as well as the spreading of nose mucus by persons.

CONTACT INFO:

Contact Name: Susan Storey-Cooper

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: Rowena Locklin **Date:** April 13, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: Hillside Quadra Neighbourhood Action Committee

Topic: Hillside at Graham Crosswalk

Action you wish Council to take:

Expedite the installation of a pedestrian/bike activated crossing light signal at Graham at Hillside crosswalk. Will email supporting documentation from 2012/13 regarding this request.

CONTACT INFO:

Contact Name: Rowena Locklin

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

Ecole Quadra School PAC
3031 Quadra Street
Victoria, B.C. V8T 4G2

1st May 2012

RE: Safety Concern about Blackwood and Graham Street Crosswalks at Hillside Avenue

Dear Hillside Quadra Neighbourhood Action Group (HQNAG),

At the April meeting of the Ecole Quadra School Parent Advisory Council parents discussed their concerns about the safety of the crosswalks at Graham Street and Hillside Avenue, and at Blackwood Street and Hillside Avenue. We are writing this letter to voice those concerns formally and to express our support for the HQNAG's request to the City of Victoria to make these crosswalks safer.

Hillside Avenue is an extremely busy road and the traffic tends to move at considerable speed. Crossing the four lanes safely can be a challenge, especially when drivers fail to notice the crosswalks and cannot always be relied upon to stop to allow pedestrians to cross. Bus traffic at the nearby bus stops also makes it difficult for drivers and pedestrians to see one another.

A number of Quadra students live on the south side of Hillside Avenue and must cross Hillside on their way to and from school. More senior elementary students may walk without adult supervision, alone or in groups, as a step along their growing independence. Further, a large number of our students transfer to Lansdowne Middle School, and those who commute to Lansdowne via the #4 bus must cross Hillside Avenue.

By copy of this letter to the City of Victoria, we request that some form of pedestrian control or comparable safety improvement be made at these crosswalks as soon as possible.

Responses to this letter may be sent to:

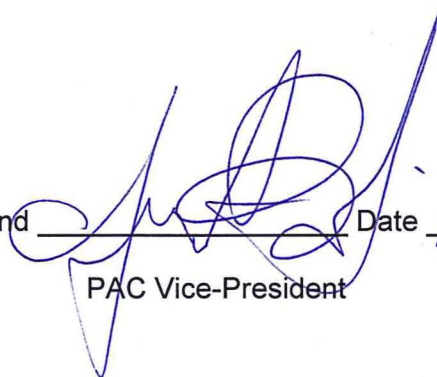
Quadra PAC
3031 Quadra Street,
Victoria, BC V8T 4G2
Signed on behalf of Quadra PAC





PAC President

Date May 3 2012 and



PAC Vice-President

Date

May 3 2012

Hillside-Quadra Neighbourhood Action Group
c/o Blanshard Community Centre
901 Kings Road
Victoria, BC V8T 1W5

To: Mayor and Council, City of Victoria
cc: City of Victoria Engineering & Public Works
#1 Centennial Square
Victoria, BC V8W 1P6

RE: Safety of Hillside Ave Crosswalks at Graham and Blackwood Street

Dear Mayor and Council,

We are writing to express concern about the safety of the two crosswalks on Hillside Avenue between Cook Street and Quadra Street. These two crosswalks are the only pedestrian crossings in a long stretch of high volume, high speed traffic. The high speed of traffic make crossing the 4 lanes very challenging, particularly when drivers fail to notice the crosswalks and do not stop. Many residents cite the frustrating and dangerous experience of having one car stop and the second car on the inside lane come barreling through. Bus stops and vehicles turning into side streets add to the distractions faced by drivers. There is also an issue with visibility on the south side of the Blackwood crosswalk. A large wooden Hydro pole blocks the east-bound motorists' sight line, putting pedestrians into a blind spot.

A letter from MLA Rob Fleming's constituency office dated February 24, 2010 (attached) regarding traffic concerns identifies these two crosswalks as a concern and cites ICBC crash statistics that recognize this road section as a major location of car accidents.

We have collected letters from local residents about this issue and enclose them for your information. Many have mentioned problems crossing both as pedestrians and also as cyclists using the designated bicycle route along Graham Street and the less formal but popular cycling route across Blackwood that connects to Haultain Street.

A letter from the Quadra Elementary School Parent Advisory Committee is also attached. As a result of changes in the neighbourhood's demographics there are more school-age children and a number must cross Hillside Avenue. There will be a large cohort of students from Ecole Quadra entering Lansdowne Middle School who will be required to use these crosswalks to get to the bus.

The City of Victoria's Draft Official Community Plan makes reference to "complete streets" that enable users of all ages to safely move along and across the street, walk to shops and bicycle to work. Improving these two crosswalks would make Hillside Ave less of a barrier to walking and cycling.

We respectfully request that these two crosswalks be looked at together for safety improvements as soon as possible.

Thank you,



Keith Maegowan
Chair, Hillside Quadra Neighbourhood Action Group

Hillside Crosswalks Petition

WHEREAS: We, the undersigned, are pleased that the City of Victoria is looking at opportunities throughout the city to increase the safety of pedestrians and cyclists;

The Hillside/Quadra neighbourhood has many people who walk, bus and bike as their primary means of transportation;

The high volume and speed of traffic combined with the width of Hillside Ave. makes the crosswalks very difficult to cross safely. The most commonly reported event is the failure of centre lane traffic to stop when the outer lanes do. This poses a major safety risk to children and other pedestrians;

The demographics of the Hillside/Quadra neighbourhood have shifted in recent years with a number of children crossing Hillside to take the bus to Lansdowne and other middle schools.

THEREFORE, we the undersigned residents of Victoria, respectfully request that the City install:

- Pedestrian controlled lights at the crosswalks at Graham and Blackwood at Hillside; and
- The addition of an island "refuge" at the Hillside/Blackwood St. crosswalk

Name (please print)	Street Address	Postal	Email or phone	Signature
ADRIANO LOZIER	1258 BATSIL AVE	V8T 2G2		[Signature]
Maria Hamilton	2945 FIFTH ST	V8T 4B4		[Signature]
JOY MORSEY	3007 FIFTH STREET	V8T 4B6		[Signature]
ROGER VILLIERS	3007 FIFTH STREET	V8T 4B6		[Signature]
MAURIE SMITH	3021 FIFTH ST	V8T 4B6		[Signature]
Dave Chabot	3047 Josette Pl.	V8T 4Z9		[Signature]
Tracy McKay	3039 Josette Pl.	V8T 4Z9		[Signature]
Therese Guillemette	3037 Josette Place	V8T 4Z9		[Signature]
Sylvia Sangha	3027 Josette Pl.	V8T 4Z9		[Signature]
Shirley Warren	3021 JOSETTE PL.	V8T 4Z9		[Signature]
DAVID HANSEL	3015 JOSETTE	"		[Signature]
DAVID HANSEL	3013 JOSETTE	"		[Signature]
Darlene Strandlund	3030 Fifth St	V8T 4B7		[Signature]
Ruth/Scott Stamp	3022 Fifth St	V8T 4B7		[Signature]
Liz Cameron	3008 Fifth St	V8T 4B7		[Signature]
LYSON MUNRO	2938 Fifth St	V8T 4B5		[Signature]
PARKER BLOOM	2926 Fifth St.	V8T 4B5		[Signature]
KEO FANAKI	2920 Fifth	V8T 4B5		[Signature]
JUSTINE SIMONS	2916 Fifth St.	V8T 4B5		[Signature]
KARINE GAROON	1026A Topaz Ave.	V8T 1M4		[Signature]
HANNAH BOUTILIER	"	"		[Signature]
Andrew Clippingdale	"	"		[Signature]
Bill McBurnie	105-2622 Prior	V8T 4Y1		[Signature]
Jordan McBurnie	"	"	"	[Signature]
Carrie Macdonald	1110 Vista Hts	V8T 2H4		[Signature]

Please return this original petition to Rowena at 2815 Prior St. or email

and I will pick up.

25

Hillside Crosswalks Petition

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Name (please print)	Street Address	Postal	Email or phone	Signature
Wayne Lackner	1310 Topaz Ave	V8T2N2		Wayne Lackner
Fern Stockman	1026 Topaz Ave	V8T2M4		Fern Stockman
Kelly Spockett	1212 Finlayson St	V8T2N3		Kelly Spockett
STACIE ROSSAN	842 Purcell	V8T1K7		Stacie Rossan
Mali Pourmogh	2845 Fifth St.	V8T4B3		Mali Pourmogh
Salomela Ponnala	2805 Fifth St	V8T4B3		Salomela Ponnala
Berk Hummer	1749 Dunc	V8T4U4		Berk Hummer
John Kiefer	1725 Bank	V8R4V7		John Kiefer
Timothy Hoar	1825 Fern	V8T4K4		Timothy Hoar
Wendy Bryan	2929 The Rise	V8T3T8		Wendy Bryan
Ming Yuen	1337 Topaz	V8T4		Ming Yuen
Joan Green	1337 Topaz	V8T4		Joan Green
KRISTIAN ZIBICK	1325 Topaz	V8T4		Kristian Zibick
Lindsay Rains	1325 Topaz	V8T4		Lindsay Rains
Alex Lackner	1310 Topaz	V8T2N2		Alex Lackner
Liza Shubata	829 Herbie Drive	V8T2Y8		Liza Shubata
Erika Drushka	3200 Wicklow	V8X1C9		Erika Drushka
Jessica Knox	2531 Prior St	V8T3X5		Jessica Knox
Anne Christensen	2845 The Rise	V8T3T6		Anne Christensen
JIM JAARSMA	1266 Montrose	V8T2K6		Jim Jaarsma
Andrea Burgess	1264 Montrose	V8T2K6		Andrea Burgess
Katie Burgess	1264 Montrose	V8T2K6		Katie Burgess
Kim Hollingsworth	1268 Montrose	V8T2K6		Kim Hollingsworth
Alan Mehlenba	1315 Topaz	V8T4T2		Alan Mehlenba
Amy Jackson	1266 Montrose	V8T2K6		Amy Jackson

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Name (please print)	Street Address	Postal	Email or phone	Signature
Lucia Halliday	135 S. Turner St	V8V 2J9		<i>Lucia Halliday</i>
Colby Wetmore	2230 Cadboro Bay Rd.	V8R 5G9		<i>Colby Wetmore</i>
Tanya Webster	2560 Wark St	V8T 4G8		<i>Tanya Webster</i>
KRISTI MACMILLAN	859 HORN ST	V8K 5T8		<i>Kristi Macmillan</i>
Tara MacCallum	1336 Merritt St.	V8X 2T6		<i>Tara MacCallum</i>
Kenn Reynolds	1107 Summit Ave	V8T 2P6		<i>Kenn Reynolds</i>
Tracy Byrne	1052 10 PA2	V8T 2H4		<i>Tracy Byrne</i>
Josh Stull	3673 Saanich Rd.	V8K 1X7		<i>Josh Stull</i>
Darryl Anderson	#203 3235 Quadra			<i>Darryl Anderson</i>
Marcia Anderson	#203-3235 Quadra	V8X 1G4		<i>Marcia Anderson</i>
Michael Pollack	355 MARIS ST.	V8X 2B9		<i>Michael Pollack</i>
Andy Davidson	937 Lodge Ave	V8A 3A9		<i>Andy Davidson</i>
Ryann Salik	2750 Graham St	V8T 3Z2		<i>Ryann Salik</i>
Eri Hamel	2757 Quadra St.	V8T 4E5		<i>Eri Hamel</i>
CARLA GARTON	1330 Burveth Cres	V9A 4E8		<i>Carla Garton</i>
João Dedeiros	3160 Quadra	V9A 4E3		<i>João Dedeiros</i>
Jessica Koski	3535 Calumet Ave	V8X 1V4		<i>Jessica Koski</i>
Devin Stenson	1120 Summit Ave.	V8T 2P7		<i>Devin Stenson</i>
TRINITY MAURAE	#20-1120 Summit	V8T 2P7		<i>Trinity Maurae</i>
Lonny Fox	#40-1120 Summit	V8T 2P7		<i>Lonny Fox</i>
Jaime Stevenson	#31-3045 Jackson	V8T 3E1		<i>Jaime Stevenson</i>
Alesha Davies	#29-3045 Jackson	V8T 3E1		<i>Alesha Davies</i>
Sarah-Diana	#27-3045 Jackson	V8T 3Z2		<i>Sarah-Diana</i>
Barbara French	19-3045 Jackson	V8T 3Z2		<i>Barbara French</i>
KAT PARIS	17-3045 JACKSON	V8T 3Z2		<i>Kat Paris</i>

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Hillside Crosswalks Petition

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Name (please print)	Street Address	Postal	Email or phone	Signature	Email List?
T. SHWARTZ	1244 VISTA HTS	V8T2H8	[REDACTED]	[Signature]	
J. GABERT	2745 Blackwood		[REDACTED]	[Signature]	
R. BARRIS	2745 BLACKWOOD	V8T3W6	[REDACTED]	[Signature]	
P. Nicholls	2728 Blackwood	V8T3W5	[REDACTED]	[Signature]	
K. Philp	1254 Vista Heights	V8T2H8	[REDACTED]	[Signature]	
J. Newell	1130 Vista Hgts	V8T2H6	[REDACTED]	[Signature]	
M. Stephens	2813 Blackwood	V8T3W7	[REDACTED]	[Signature]	
M. HARPER	2937 PRIOR ST.	V8T3W4	[REDACTED]	[Signature]	
A. CHAPMAN	2820 BLACKWOOD ST	V8T3W6	[REDACTED]	[Signature]	
A. NEWHURST	1155 Vista Hts	V8T2H8	[REDACTED]	[Signature]	
R. Locklin	2815 Prior St	V8T3W2	[REDACTED]	[Signature]	
John Hall	2815 Prior St	V8T3W2	[REDACTED]	[Signature]	
L. Szasz	999 Tattersall Dr.	V8X2K1	[REDACTED]	[Signature]	
J. Ferris	2811 Prior Street	V8T3W2	[REDACTED]	[Signature]	
T. Ferris	2811 Prior St.	V8T3W2	[REDACTED]	[Signature]	
Katherine Dennison	2809 Prior St.	V8T3W2	[REDACTED]	[Signature]	
W. Gogol	" "	" "	[REDACTED]	[Signature]	
Graham Keegan	2809 Prior St #13		[REDACTED]	[Signature]	
Pate Day	2809 Prior Street	V8T3W2	[REDACTED]	[Signature]	
Kathy Day	3479 Herbert Rd QD	V9K1X	[REDACTED]	[Signature]	
Kirchan Olson	2808 Prior St Victor	V8T3W2	[REDACTED]	[Signature]	
Carol Sokoloff	2808 Prior St.	V8T3W2	[REDACTED]	[Signature]	
Kim Dodman	2822 PRIOR ST	V8T3W2	[REDACTED]	[Signature]	
Grayson Andrews	2830 Prior St.	V8T3W2	[REDACTED]	[Signature]	
Rich Gallup	2830 Prior St.	V8T3W2	[REDACTED]	[Signature]	

Please return this original petition to 2815 Prior St or email

[REDACTED] and I will pick up.

25 2800 Blackwood

Hillside Crosswalks Petition

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Name (please print)	Street Address	Postal	Email or phone	Signature	Email List?
GERARD HIVEN	2820 BLACKWOOD ST	V8T 3W8			
EDARETH DEL VILLANO	2810 Blackwood St	V8T 3W8			
GARY DEL VILLANO	2810 BLACKWOOD ST	V8T 3W8			
DAVID TURNER	2821 BLACKWOOD	V8T 3W8			
Janet Turner	2821 Blackwood	V8T 3W8			
SHAWN STROBE	2820 Blackwood				
JUDITH MITCHELL	2828 Blackwood	V8T 3W8			
Jill Galt	2841 Blackwood	V8T 3W8			
Matthew Neststead	2855 Blackwood	V8T 3W8			
CATHERINE CHASTAIN	2820 Blackwood	V8T 3W8			
Tania Normandeau	2524 Vancouver St	V8T 4A7			
James Chies	2760 Fifth St	V8T 4H8			James Chies
Larry Crowl	2762 Fifth St	V8T 4H8			@.shaw
Mike Robinson	2782 Fifth St	V8T 4H8			
J. Nanson	2835 Fifth St	V8T 4B8			
Jeff Skillen	2831 Fifth St	V8T 4B8			jskillen@shaw
XING ZHANG	2827 Fifth St	V8T 4B8			
Lyla Grayson	2819 Fifth St	V8T 4B8			
ARRON GRAYSON	" "	" "			
Duncan Cimey	2817 Fifth	V8T 4B8			
Haley Marshall	1028 Hillside	V8T 2A3			
CAROL MCKEE	991 Finlayson	V8T 4Y9			
Rusti Riehl	203/2540 Quadra	V8T 3E8			
JENN LEPINSKY	2625 PRIOR ST	V8T 3X7			
PACIFIC PAINTS	1031 HILLSIDE	V8T 2A4			

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Lauren Ewasylke	1050 Hillside Ave	V8T2A5	com Lauren Ewasylke
Name (please print)	Street Address	Postal	Signature
KAREN EDWARDS	2817 PRIOR ST.	V8T3H2	K. Edwards
Bob Kearney	2821 PRIOR ST.	V8T3H2	Bob Kearney
EILEEN FOLLYN	2825 PRIOR ST.	V8T3H2	Eileen Follyn
Ashton Charlton	2829 PRIOR ST	V8T3H2	Ashton Charlton
CATHERINE CHADTON	2829 PRIOR ST	"	Catherine Chadton
CARLY MCGILL	106710 Vancouver St	N8V4P9	Carly McGill
Kevin Cooper	2849 Prior St	V8T3H2	Kevin Cooper
Ben Regnier	1106 Vista Hts	V8T2H1	Ben Regnier
Lynn Walton	1102 Vista Hts	V8T2H1	L. Walton
Joe Warde	1042 Vista Hts	V8T2H1	Joe Warde
SINDAIR TESSER	1249 VISTA HTS	V8T2H1	S. Tesser
Blusser smidt	2838 Graham St	V8T3H2	Blusser smidt
W. Ashton	2730 Graham St	V8T3H2	W. Ashton
CORY HEWKO	2724 GRAHAM ST	V8T3H2	Cory Hewko
James Jacob	2716 Graham St	V8T3H2	James Jacob
Cory McLaughlin	1100 Hillside	V8T2A5	Cory McLaughlin
Matt Stoddard	1100 Hillside	V8T2A5	Matt Stoddard
Steve Allardice	2751 Graham	V8T3H2	Steve Allardice
Carol Anne McNeill	1123A Vista Hts	V8T2H1	Carol Anne McNeill
Caroline Piggott	2821 Prior St.	V8T3H2	Caroline Piggott
Sara Jamieson	1123B Vista Hts	V8T2H1	Sara Jamieson
Richelle Goodwin	2708 Graham St.	V8P3H2	Richelle Goodwin
Elie Auger	2809 Prior St.	V8T3H2	Elie Auger
DEAN MARSHALL	1039 VISTA HTS	V8T2H1	Dean Marshall
TINA MARSHALL	1039 VISTA HTS	V8T2H1	Tina Marshall

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Name (please print)	Street Address	Postal	Email or phone	Signature
William Sharrett	1125 Hillside Ave	V8T 2A6		
Harry Pettit	1221 Yukon St.			
Norm McNeill	4760 Eaks Rd	V8C 4E1		
Jess Vane	2650 QUADRA ST			
Justen Bann-McDoe	1054 Princess Ave	V8T 1K1		
INDY BRYAN	2524 COOK ST	V8T 3R4		
Ed Schwabe	841 Bay St	V8C 1R4		
IAN MORRIS	9009 Market St	V8T 2E1		
ROGER STAN	2244 Lyndhurst	V8K 4K5		
Amber Iphigene	1551 QUEEN	VIC		
Peter Brashers	2831 Blackwood	V8T 3L3		
Rick Ackerly	2310 Quadra	V8T 4C1		
Jeff Hodgkins	1044 Hillside Ave	V8T 2A5		
MALCOLM CLARK	2511 EMPIRE ST	V8T 3M1		
Shirley McKenna	19-520 JUDAH ST	V8Z 2A4		
Sarah Beth Davis	2565 Prior St.	V8T 3X1		
Heidi Dunn	3927 Interurban Rd	V8Z 6A4		
Jim Gattacher	2617 CAPITAL HTS	V8T 3M1		
KRISTY TAYLOR	2544 GRAHAM ST.	V8T 3Y1		
Jesse Scott	1303 Gladstone			
Jade Skye	2622 Prior Apt 210	V8T 4Y1		
Mike Gabor	812 ROBESON	V8X 1B3		
S. Thompson	3015 QUACK	V8T 4G1		
D. Holmeyer	#207-757 Pandora	V8W 1W1		
Rebecca Pearson	2842 Blackwood	V8T 3L3		

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MARLEN SCHUCH	1521 CAMOSUN ST	V8T3E3		
BOB ALFORD	#2233 MARK	V8T4K6		
ELIAN FOSTER	2559 Quadra	V8T4E1		
SETH THOMSON				
Tanya Hudson	760 Queens Ave	V8T1M7		
Rayanne Ward	1926 Belmont ave	V8T3Z4		
Scott Karpes	2973 Orillia	V8A1K6		
Kim Angell	2739 Avebury	V8B3W5		
Kim Toombs	EMPREST			
SK Lake	1010 EMPRESS AVE	V8T1P2		
Shannon Gair	914 Queens Ave	V8T1M7		
Angi Jantke	2490 WESLEY	V8T1N2		
Mark Roth	1713 Dallas Rd	V8V1A2		
Conor Thompson	1385 Lake St	V8K1P8		
Elizabeth Robertson	1037 Empress Ave	V8T1P1		
Arlene Carson	1050 Park Ave	V8V2T4		
ALAN APSTEIN	1090 PARK BLVD	V8V2T4		
ESSICA VIVIAN	2957 Shakespeare	V8R4H5		
Brett Cluett	2520 ORISKANY ST.	V8T5G6		
Jonathan Burnett	1111 Hillside Ave	V8T2A6		
FABRIZIO CROSS	1234 TOPAZ AVE	V8T2N1		
ETHAN MCMILLAN	8418 ROY ST	V8T1R2		
Jeffrey Helmer	1045 Summit Ave	V8T2P4		
C. de Vernet	1013 QUEEN'S	V8T1M7		
Naya Herwig	1225 Walnut St	V8T1N1		

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Feb 24/15

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[illegible]

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WHEREAS: We, the undersigned, are pleased that the City of Victoria is looking at opportunities throughout the city to increase the safety of pedestrians and cyclists;

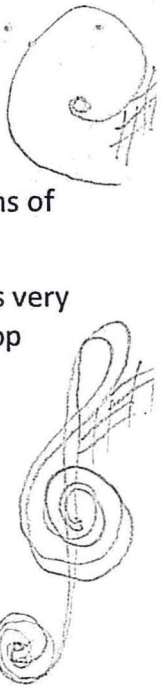
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Name (please print)	Street Address	Postal	Email or phone	Signature
Susan Holtz	1458 BEAULIE ST	V8R1K7		Susan Holtz
Zoe Turner	#32 2500 Powell	V8T4H8		Zoe Turner
JENS HENDERSON	1053 Finlayson St	V8T2T6		Jens Henderson
Jazzelynn Underwood	7682 Tetragata Rd	V8N4E6		Jazzelynn Underwood
Kate Wallace	1289 Balmoral	V8T1B4		Kate Wallace
Nancy McDougall	1265 Haultain St	V8T1V8		Nancy McDougall
JEN MYLE	754 WILKINSON	V8L5B7		Jen Myle
GILES-JENS PIRSER	JOHNSON	PRIOR		Giles-Jens Pirser
VERONICA TRAKOL	311-710 QUEEN			Veronica Trakol
Tanara MacNeil	409-2533 DOWLES	V8T4H2		Tanara MacNeil
Glen Satterthwaite	3341 COOK ST	V8X1A7		Glen Satterthwaite
Tram Bichurste	2829 HANAL ST	V8T4K6		Tram Bichurste
Chris Hamitt	2938 GRAHAM ST			Chris Hamitt
ANITA WATTS	301-971 Market St	V8T4Z3		Anita Watts
Denise Yeo	2568 Vancouver St	V8T4A5		Denise Yeo
Eve Italer	2808 GRAHAM	V8T3Z1		Eve Italer
Thom Buhman	2808 Graham St	V8T3Z2		Thom Buhman
Jed Thomson	202 SAID St. ap			Jed Thomson
Salomich Parnalik	2845 FIFTH ST	V8T4B5		Salomich Parnalik
Shelley Gulgern	1140 Arthur Ave	V8A7K2		Shelley Gulgern
CHRISTINA MAITLAND	2729 FIFTH ST.	V8T4B1		Christina Maitland
Janine Theobald	1133 Mason St	V8T1A5		Janine Theobald
Jeanie Willmen	2621 Cedar Hill Rd	V8T3H1		Jeanie Willmen
STEVE SWITZER	3825 QUADRA	V8X1H9		Steve Switzer
Michelle Noordhoff	2320 Quadra	V8T4C8		Michelle Noordhoff

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Name (please print)	Street Address	Postal	Email or phone	Signature
Dimitri De Marea	2842 Blackwood	V8T3W8		
Torvald Behr	3154 Fifth St	V8T2E7		
Nick Spangnalis	2747 Quadra St	V8T4E8		
RYAN TAYLOR	2544 GRAHAM ST	V8T3Y7		
Sylvia Shepherd	3814 Synod Rd	V8P3K7		
Sean Chester	1148 Camrose Cresc.	V8P1W1		
Kevin Neish	1662 King Rd.	V8P2W8		
D. HART	2540 Wesley BL	V8T1V2		
VERONICA J BAKER	710 Queen's (311)			
D MACLACHLAN	2592 empire st	V8T3M6		
Adam MacNed	409-2533 Dowler Pl	V8T4H1		
Jessica Planeta	1310 Topaz Ave	V8T2N2		
Peter Taylor	2601 Shelding Pl	V8N1S2		
Ahmed Ferdous				
Krishin Schurr		V8T3K2		
DAVID LEMON	1228 MONTROSE AVE	V8T2K4		
Jessica Harris	286 2860 Quadra St	V8T4E7		
ANDREW POIRIER	1357 PANDORA AVE	V8R1A2		
C. Wilson	1055 Hillside Ave	V8T2A4		
Cheryl Macpherson		V8S3G4		
H. Rickson		V8S3G4		
PAULICK JAMISON	205-1149 Lochard	V8V4T5		
DOUG PATTISON	2848 PRIOR ST	V8T3J3		
Jen Carrozzini	2859 Prior St	V8T3Y7		
Mike Harrington	8-1120 Summit AVE	V8T2P1		

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Leah Orton	2652 Blackwood St	V8T 3N3	
Name (please print)	Street Address	Postal	Signature
Marto Zdrilic	2929 The Rise	V8T 3T8	
Philip A Durnell	2680 Prior Street	V8T 3K8	
Madison McRae	1133 North Park	?	
Seymour Berg	2834 Prior	V8T 3Y3	
Tawny Sewlun	2520 WARE ST	V8T 3G6	
Darren Ramkeesoon	1124 Finlayson	V8T 2T9	
Cory Lachance	2622-303 Priar ST	V8T 4Y1	
Joe Henry	2511 Graham St.	V8T 3K6	
James Fehr	1123 Princess Ave	V8T 1L4	
P. Russell	2829 Graham	V8T 3K3	
Winter Stora	2720 Prior St.		
Rebecca Oldroyd	40 Caton Pl. Victoria	V8B 1K9	
Joe Heunert	2550 Blackwood	V8T 3T8	
Christopher Sinn	1102 Kings rd.	V8T 4X2	
Maggie Holgren	2312 Vancouver St.	V8T 4A3	
Russell Coates	1527A Quadra	V8T 4E5	
CRIS HEATH	2567 Vancouver St.		
Zachary May	1200 Basil Ave	V8T 2G2	
Megan Carnes	1200 Basil Ave	V8T 2G2	
FORIAN GATES	2652 Blackwood St	V8T 3N3	
Katie Kmet	838B Bay Street	V8T 1R5	
MELINDA FIDLER	838B BAY ST.	V8T 1R5	
TINA PASCOE	550 ST. CHARLES ST	V8S 3N7	
JACKIE DENEY	112 D CLARENCE ST	V8N 2J2	
Brian McCAVIN	3524 Jackson St	V8T 3Z8	

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Barny Henning	1244 VISTA HEIGHTS	V8T2H8		[Signature]	
Alfred PERRIS	703 ACHMER	V8N2S1		[Signature]	
Heather Clarry	1269 VISTA HTS	V8T2H7		[Signature]	
Cindy & Phil	1270 VISTA HTS	V8T2H8		[Signature]	
Thomas Heyd	1260 Vista Hts	V8T2H8		[Signature]	
DAVID PEACH	1254 Vista Hts	V8T2H8		[Signature]	
Peter Goodson	1245 Vista Hts	V8T2H7		[Signature]	
Valerie Holland	1239 Vista Hts	V8T2H7		[Signature]	
Stacey VORNAUER	1204 VISTA HTS.	V8T2H7		[Signature]	
Wm Wils	925 Cortland	V8S3H7			
Deirdre McNeil	1217 Vista Hts	V8T2H7		[Signature]	
Jason McNeil	1217 Vista Hts	" "		[Signature]	
Mark Milotay	1250 Vista Hts.	V8T2H8		[Signature]	
Kelly Milotay	1250 Vista Hts	V8T2H8		[Signature]	
Janet Brazier	1266 Vista Hts	V8T2H8		[Signature]	
DOHERTY	2745 FIFTH	V8T4B1		[Signature]	
Wendy Green	2741 Fifth	V8T4B1		[Signature]	
Roxana Chen	2743 Fifth St	V8T4B1		[Signature]	
Li Ren Chen	"	"		[Signature]	
Miao Na Chen	"	"		[Signature]	
Raymond Smith	2735 FIFTH ST	"		[Signature]	
GEORGE ESSIOS	2729 " "	"		[Signature]	
SUSAN BRIDHAM	2730 Fifth St	V8T4B2		[Signature]	
George	"	"		[Signature]	
DO E	"	"		[Signature]	

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Name (please print)	Street Address	Postal	Email or phone	Signature
John Walmsley	1052 Topaz Ave	V8T 2M6		John Walmsley
Jason Smith	1140 Topaz Ave	V8T 2M9		Jason Smith
Bradley Perkins	2934 Graham St	V8T 3Z6		Bradley Perkins
Sheila Perkins (Sheila Perkins)	"	"		Sheila Perkins
Kathy PERKINS	"	"		Kathy Perkins
Lindsay Holland	2940 Graham St	V8T 3Z4		Lindsay Holland
Chris Holland	"	"		Chris Holland
SUE TAM	2937 GRAHAM ST	V8T 3Z5		Sue Tam
ASTRID HAUTH	2933 GRAHAM ST	V8T 3Z5		Astrid Hauth
Sara Pape	2938 Graham St	V8T 3Z6		Sara Pape
Dawn Wilson	2923 Graham St.	V8T 3Z5		Dawn Wilson
Mary Lucas	1104 TOPAZ AVE	V8T 2M6		Mary Lucas
Polina Lucas	1104 Topaz Ave	V8T 2M6		Polina Lucas
Julie Oreskovic	1043 Topaz Ave	V8T 2M5		Julie Oreskovic
Steve Lindsay	1051 Topaz	V8T 2M5		Steve Lindsay
Scott Clague	2923 Graham St.	V8T 3Z5		Scott Clague
GRAHAM GAVRIILU	2931 QUADRA	V8T 4E9		Graham Gavriilu
Scott Schmitt	3228 AIDEN	V8T 1P2		Scott Schmitt
Kornkanok Caverhill	2931 Quadra St.	V8T 4E9		Kornkanok Caverhill
Manuela Biron	2823 Grahams	V8T 3Z3		Manuela Biron
GUY LANGMUIR	3036 FIFTH ST	V8T 4B7		Guy Langmuir
Lisa Jones	1144 Palmer Rd	V8P 2M6		Lisa Jones
RAY ADRIAN	12-1120 SUMMIT	V8T 2P7		Ray Adrian
Kathy Gregg	14-1120 Summit Ave	V8T 2P7		Kathy Gregg
Cameron Young	14-1120 Summit Ave	V8T 2P7		Cameron Young

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Name (please print)	Street Address	Postal	Email or phone	Signature
MR. FURBAR	JAMES BAY P.O.	BOX		
S. MacDonald	Quadra St.	V8T4C9		
Kim Vis	939 Reeve Dr	V9A4R5		
P.M. GORANICH	" " "	" "		
R. Robertson	2921 Cook	V8T3S8		
Nathan Sykes	1109 Finlayson	V8T2T8		
CARINA CLARK	1109 FINLAYSON	V8T2T8		
Tanya Vinton	631 Hobbinger	V8V4H4		
Aminda Hefflinger	1151 Finlayson	V8T2T8		
Collyscott	1197 Palmer Rd	V8P2H5		
BRAD PRETTIE	#203-3560 WARK ST	V8T4G3		
Emil Potemkin	#104-866 Cook St	V8V3Y7		
Ashley Todd	1025 Kings Rd			
R. Marsh	442-1035 Dunt Dr	V8T5A4		
Kira Bradley	1-1010 Queens Ave	V8T1M8		
Tanya LeGuerne	2216 Aldean Ave	V8B2C5		
Julie LeDuc	2208 Blue Jay Way	V9X6G7		
Corey Anderson	2920 Fifth St	V8T4B5		
DAEGAN HARPER	1220 PRIOR ST	V8T3T1		
Willie (Anna)	2664 Blue Jay Way			
Nancy Bull	3421 Cedar Hill	V8P3A9		
Gonsalves	5269 W. Lamichon	V8K2E6		
Donna Trudinger	581 Sobor St	V8T4A1		
Samir Khosro	2535 Gordon St	V8T3G4		
Paula Salinas	1511 Mason St	V8T4E6		

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Kirsten Moline	2940 Prior St.	V8T 3Y5		Kirsten Moline	✓
Sheldon Chow	2936 Prior St.	V8T 3Y5		Sheldon Chow	
Lawrence Gibson	2916 Prior St.	V8T 3Y5		Lawrence Gibson	
KYLIE PULLING	2920 Prior St.	V8T 3Y5		Kylie Pulling	
Forest Ross	2915 - Prior St.	V8T 3Y5		Forest Ross	
Parvato Sandhu	2914 Prior St.	V8T 3Y5		Parvato Sandhu	
Luth McAllister	1128 Topaz	V8T 2M7		Luth McAllister	
Kathryn McAllister	1128 Topaz	V8T 2M7		Kathryn McAllister	
Ian McAllister	" "	" "		Ian McAllister	
Rosemary McAllister	" "	V8T 2M7		Rosemary McAllister	
Mary Wong	2725 Prior	V8T 3Y5		Mary Wong	
Matt Stanley	2726 Prior	V8T 3Y5		Matt Stanley	
Kevin Gomes	2940 Prior St.	V8T 3Y5		Kevin Gomes	
LINDA MAHAR	2931 PRIOR ST	V8T 3Y5		Linda Mahar	
Meiker Johnson	2921 Prior St.	V8T 3Y5		Meiker Johnson	
Todd Johnston	2921 Prior St.	V8T 3Y5		Todd Johnston	
Edith Keith-Murray	3045 Jackson St (#11)	V8T 3Z5		Edith Keith-Murray	
DOROTHY TUPPEE	3045 JACKSON ST	V8T 3Z5		Dorothy Tuppee	
MARION COOK	3045 Jackson	V8T 3Z5		Marion Cook	
Bob Adams	2717 Prior	V8T 3Y5		Bob Adams	
Wendy Adams	2717 Prior	V8T 3Y5		Wendy Adams	
Ian Davids	2716 Prior	V8T 3Y5		Ian Davids	
Robert D. Nimmo	2716 Prior	V8T 3Y5		Robert D. Nimmo	
JEAN ERGAN	2726 PRIOR ST	V8T 3Y5		Jean Ergen	
ANDREA SCHMIDT	2726 PRIOR ST	V8T 3Y5		Andrea Schmidt	

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Anamaria Medina	2757 Quadra	V8T4E2		Anamaria Medina
Samantha Wood	1023 Tolmie Ave	V8T2H2		Samantha Wood
Anne B. Miller	3010 Jackson St.	V8T3Z7		Anne B. Miller
ELINOR RHYNAS	3018 JACKSON	V8T3Z4		Elinor Rhynas
JOSEPH CARR	3046 JACKSON	V8T3Z4		Joseph Carr
MICHAEL HEMMING	3018 JACKSON ST.	V8T3Z4		Michael Hemming
Tristen Weiss	3020 Jackson St	V8T3Z4		Tristen Weiss
DAMIAN GRAHAM	3020 JACKSON ST.	V8T3Z4		Damian Graham
Sandra Mergs	3011 Jackson St.	V8T3Z7		Sandra Mergs
Evelyn Feldman	3011 Jackson St.	V8T3Z7		Evelyn Feldman
G.J. VAN ELSLANDE	1070 FINLAYSON	V8T2T7		G.J. Van Elslande
Sue Van Elslande	1070 Finlayson St	V8T2T7		Sue Van Elslande
GORDON VAN ELSLANDE	1070 FINLAYSON ST	V8T2T7		Gordon Van Elslande
Robert Anderson	3025 Jackson St	V8T3Z7		Robert Anderson
Robin Kiernan	3007 Jackson St	V8T3Z7		Robin Kiernan
Shaun Kiernan	3007 Jackson St	V8T3Z7		Shaun Kiernan
Jonny Ellsworth	3000 Jackson St	V8T3Z8		Jonny Ellsworth
Randy Rocheport	3000 Jackson St.	"		Randy Rocheport
Dale Reynolds	1107 Summit Ave	V8T2P6		Dale Reynolds
MARIO PASADENA	3029 JACKSON ST	V8T3Z7		Mario Pasadena
ROSA PAMOTIA	3027 JACKSON ST	V8T3Z7		Rosa Pamotia
N. Cole Fields	1111 Finlayson St	V8T2T8		N. Cole Fields
Judith Rayburn	2915 Fifth St.	V8T4B4		Judith Rayburn
Hugh Ford	2925 Fifth	V8T4B4		Hugh Ford
Nico Grauer	2931 Fifth	V8T4B4		Nico Grauer

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Hillside Crosswalks Petition

24

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Name (please print)	Street Address	Postal	Email or phone	Signature
SHAWN TIFLIN	607 Hammond Ct	V8C 4K8		atca [Signature]
Jon Lacroix	3006 Fifth St.	V8T 4B2		[Signature]
Layla Cochrane	409 Ker Ave	V9A 2B8		Layla Cochrane
Bandar Al-Hotwaly	308-864 Pembroke	V8T 1H9		bandar.alhotwaly@gmail.com
Michelle Hoenisch	3510 Maplewood Rd	V8P 3A3		MPHoenisch
Tracy Laramie	3036 Fifth St	V8T 4B7		Laramie
Russell Graham	1145 Vista HTS	V8T 2K5		[Signature]
BONNIE KINGMA	4-1120 Summit	V8T 2P7		BKingma
Sue McGregor	22-1120 Summit	V8T 2P7		SMcGregor
Pam Richardson	26-1120 Summit	V8T 2P7		Pam Richardson
Diana Henson	28-1120 Summit	V8T 2P7		Diana Henson
MARIE DUBRE	30-1120 SUMMIT	V8T 2P7		Marie Dubre
Chris Pichon	38-1120 Summit	V8T 2P7		C. Pichon
Y. HAYWARD	7-3045 Jackson	V8T 3Z7		Y. Hayward
Shane Randall	#15, 3045 Jackson	V8T 3Z7		Shane Randall
Shane Randall	#1, 3045 Jackson	V8T 3Z7		Shane Randall
Shane Randall	#1, 3045 Jackson	V8T 3Z7		Shane Randall
Kris Ecker	109-21 Bessie W	V9A 6Z7		[Signature]
ROBIN KRAUSE	A-2580 PRIOR ST.	V8T 3X6		[Signature]
David Murphy	1388 Hillside	V8T 2B5		D. Murphy
Sherri Hemmy	1055 Hillside Ave	V8T 2A4		Sherri Hemmy
Tyler Dashwood	1742 Pembroke			[Signature]
Bill Weller	1114 Rockwood			[Signature]
Donna Jacobs	#40, 655 Hanks St	V8W 3K6		Donna Jacobs
Ricardo Rojas	8-2840 Gillie Pl.	V8T 5S5		[Signature]

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Name (please print)	Street Address	Postal	Email or phone	Signature
Jennifer	1201 Hillside			ail.com [Signature]
Callum Bottrell	2715 Blackwood			[Signature]
Philip Dunnell	#7 2680 Prior St	V8T 3Z8		[Signature]
Chris Gibson	2929 The Rise	V8T 3R2		[Signature]
Mike Lowrie	2929 THE RISE	V8T 3R2		[Signature]
Chris Mavrogzos	1136 Hillside Ave	V8T 2A9		[Signature]
KEVIN S. GILL	1287 MONTREAL	V8T 2K6		[Signature]
Daria Vinkler	1136 Hillside	V8T 2A9		[Signature]
Anna Pace	2754 Fifth St.	V8T 4B2		[Signature]
Brian Pace	2754 Fifth St	V8T 4B2		[Signature]
Gordon Foster	1140 Hillside	V8T 2A9		[Signature]
SUZIE ENG	1365 TOPAZ AVE			[Signature]
Gerald Smith	1237 Hillside	V8T 2B7		[Signature]
VERMA HODGSON	2644 PRIOR			[Signature]
Kerri Kristensen	2840 Graham St	V8T 3Z4		[Signature]
Jessie Hall	" "	V8T 3Z4		[Signature]
Julie Lavoie	2708 Prior	V8T 3Z4		[Signature]
Colin Jones	2708 Prior	V8T 3Z4		[Signature]
Simon Samon	2708 #2 Prior	V8T 3Z4		[Signature]
BRUCE MURPHY	1253 Basil	V8T 2G1		[Signature]

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4

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- [illegible]

[REDACTED] and I will pick up.

Feb 23/13

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Name (please print)	Street Address	Postal	Email or phone	Signature
Joshua Neetz	1140 Hillside Ave			[Signature]
Jamie Bowring	9247 Erickson St.	V8V 1C8		[Signature]
DON MILLER	2842 THE RISE	V8T3T8		[Signature]
Martin Scherwatt	1-2653 Graham St	V8T 3Y8		[Signature]
Claudia Laube	1-2653 Graham St	V8T 3Y8		[Signature]
Alex Dumschev	106-2622 Prior St	V8T 4V1		[Signature]
Rb McMillan	1106 Kings Rd	V8T 1V1		[Signature]
Jen Hards	2603 Prior	V8T 3X7		[Signature]
Erin Fedotov	2642 Blackwood St	V8T 3W3		[Signature]
Konstantin Fedotov	2642 Blackwood St	V8T 3W3		[Signature]
Jennife Campbell	2640 Blackwood St	V8T 3W3		[Signature]
Lincoln Poirer	2840 Gillie Pl	V8T 5S5		[Signature]
Stewart HENRY	2840 Gillie Pl	V8T 5S5		[Signature]
Rob Blekner	2622 Prior	V8T 4V1		[Signature]
Horri-Gyn Viga	2652 Cook	V8T 3S1		[Signature]
Laurie Francis	1137 Hillside	V8T 2A8		[Signature]
STANCO SATER	1137 HILLSIDE	V8T 2A8		[Signature]
KRISTINA SINKOV	2644 Blackwood	V8T 3W3		[Signature]
Ljiljana	2652 Cook	V8T 3S1		[Signature]
CHARLES DUPRE	430-1/20 Summit Ave	V8T 1P7		[Signature]
Andres Marquez	2643 Prior St	V8T 3X7		[Signature]
NATALIE KUEHN	2744 GRAHAM ST	V8T 3E2		[Signature]
Jamil Vargas	Myrtle 273			[Signature]
Brian Deppa	1727 Emerson Street			[Signature]
Amy Willford	2813 Blackwood St.	V8T 3W3		[Signature]

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Name (please print)	Street Address	Postal	Email or phone	Signature
Nick Poeta	3015 Quadra			Poeta
Nagari Lyons	5883 prospect lake Rd	V8E1J6		Nagari Lyons
Jeffrey Vos	2024 Belmont Ave			Vos
Hedy Smets	1511 Hovey Rd			Smets
John O'Connor	3203 Dunsmuir Ter			O'Connor
Lindsay Backer	2710 Cook St			Backer
Anthony Passarella	2710 Cook St			Passarella
Bill Nance	1231 Park Ter			Nance
Billy Buchanan	7705 Cook St			Buchanan
Taylor Spurr	2630 Cook St	V8X3F5		Spurr
Michael Boyd	1234 Hillside Ave	V8T2B2		Boyd
Heather Egan	1218 Hillside Ave	V8T2B7		Egan
STAN King	1216 Hillside Ave	11		King
Rebecca Nelems	2928 Blackwood St	V8T3X2		Nelems
Cory Rahouan	2928 Blackwood St	V8T3X2		Rahouan
Patrick Arnold	1160 Hillside Ave	V8T2A9		Arnold
Dallas Yuan	1160 Hillside Ave	V8T2A9		Yuan
Matt Bennett	1130 Hillside Ave	V8T2A9		Bennett
Lynda Skymon	3525 Richmond Rd	11		Skymon
Ken Baskin	1120 Hillside St	11		Baskin
JUDITH HANSON	4038 LOTOWA ST	V8N4V4		Hanson
ANNA HANSON	3340 ALONIA AVE	V8C1X6		Hanson
DAVE KNOWLES	31100 Hillside	V8T2A7		Knowles

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AN ANDRIENSEN	914 ARM ST	V8A 2K5		
Z. NILSEN	1387 VISTA HTS	V8T 2J2		
M. Schaeffer	8037 AVONDALE RD	V8B 1V5		
D. Shaw	201-3880 SHELBOURNE ST	V8P 4H7		
H. Hitchen	315-545 Manchester	V8T 5H1		
M. KLASSEN	1464 STROUD RD	V8T 2K9		
V. Hanson	4038 Loyola	V8N 4V1		
T.J. KNAPP	1107 LOCKLEY RD	V9A 4S4		
J. DENLUCK	1530 EDGEMOOR	V8T 2J7		
J. WILLIAMSON	4806 SUNNYGROVE	V8Y 2V8		
Nori Sather	4806 Sunnygrove Pl	V8Y 2V8		
Elon Guide	9942 Third St. S.D.	V8L 3B2		
Audrey Ord	9942 Third St. RD.	V8L 3B2		
Sharon Doty	1834 Newton St	V8R 2R4		
Pats Doty	1834 Newton St	V8R 2R4		
E. Coates	410 3812 Carey Rd	V9Z 0C5		
M. Epstein	1734 Hollywood	V8S 1J6		
B. Simonson	1419 St. Albans	V8S 5S3		
Theresa Neil	1683 Chambliss	V8S 1N4		
ERNA SOULAR	2791 SETCHFIELD	V9Z 5M1		
NORRIE FROMAN	1387 VISTA HOMES	V8T 2J2		
JARED NILSEN	2648 GRAHAM ST.	V8T 3Y9		
Anica Miller	1230 Hillside Ave	V8T 2B2		
Duncan McLaren	1508 Brooke St.	V8S 1W5		

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Ursula Prinz	2749 Blackwood	V8T3W4		U. Prinz	
Jeff Weaver	2730 Blackwood	V8T3A5		Jeff Weaver	✓
William Boffrell	2715 Blackwood	V8T3W4		William Boffrell	
Lauren N. Stone	2723 Blackwood	V8T3W4		Lauren N. Stone	
Jason Thompson	104-1345 Anderson Ave	V8R6A9		Jason Thompson	
Lea Moulton	213-1243 Bay St.	V8T4H4		Lea Moulton	
Caren Dymond	1254 Basil Ave	V8T2G7		Caren Dymond	
THARRON EMERSON	2714 Blackwood	V8T3W5		Tharron Emerson	Lights, 405 Island, etc
MIKE EMERSON	2714 BLACKWOOD	V8T3W5		Mike Emerson	"
Tanya Kubo	930 Market St	V8T2E9		Tanya Kubo	
Chris Hartley	#3, 3055 Cook St			CHRIS HARTLEY	
Miss McKnight	1244 Basil Ave	V8T2G2		Miss McKnight	
Pats Haden	1070 Kings Rd.	V8T1X2		Pats Haden	
LISA LOZER	1258 Basil Ave.	V8T2G2		Lisa Lozer	aka
DON TULLOCH	1266 BASIL AVE			Don Tulloch	
DYLAN ROVERE	1245 BASIL	V8T2G1		Dylan Rovere	
Corey Levine	1239 Basil Ave.	V8T2G1		Corey Levine	
Robbie	1235 Basil	V8T2G1		Robbie	

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Victoria City Council - 28 Apr 2016

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[illegible]

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_____ and I will pick up.

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form
Attachments: IMG_20160418_182022244.jpg

Name: Kira Kelly

Date: April 18, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: ME and everyone else suffering like me!

Topic: Services for people with disabilities who are higher functioning

Action you wish Council to take:

Please note that there is a huge gap in services for people who have physical or mental DISABILITIES, NOT MENTAL ILLNESS. There is a MAJOR DIFFERENCE. Which is, it is not as much an EMOTIONAL regulation and impulse problem, or psychosis not being in touch with reality, but rather, an organizing FUNCTIONAL hard wired deficit that makes it hard to accomplish activities of daily living (ADLs), like we are trying to live productive lives but need extra assistance. For example, autism, aspergers. Also with people with physical problems a lot has to do with mobility and pain and medical treatment. So, I wish to see SPECIFIC services for THESE people and expanded services for these people. Also, DROP THE STEREOTYPES AND PRECONCEIVED NOTIONS THAT just because I have a mental disability does NOT mean I have an addiction problem!!! STOP DESIGNING THE SERVICES SIMPLY/STRICTLY AROUND ADDICTION ISSUES!!! Who gets the "best" services because they meet the criteria perfectly? ADDICTS. While they lie, cheat, steal and take advantage of everyone...nice way to "reward" them for bad behaviour! WHAT ABOUT THE REST OF US??? Especially when we FOLLOW the law??? Please SEPARATE THESE SERVICES, KEEP SERVICES FOR DRUG/ALCOHOL ADDICTS AND MENTALLY ILL PEOPLE (concurrent disorders) SEPARATE FROM PEOPLE WHO ARE JUST MENTALLY ILL/DISABLED OR PHYSICALLY DISABLED - THEY ARE 2 DIFFERENT MENTALITIES!!! Addiction is a class of its OWN! We especially need HOUSING!!! They buy Mt Edwards just for ADDICTS. NOTHING for the rest of us and we are competing for same services and if we get the services we are mixed in with these predators to be victimized, but usually we don't get the services because we aren't "sick" enough! WHY WAIT!?? I WANT TO SEE A VIHA TEAM CREATED THAT WILL ADDRESS PEOPLE WAY BEFORE THEY HIT THE STREETS AND LOSE EVERYTHING AND HAVE THEIR LIVES RUINED! I have been TURNED AWAY FROM SERVICES with the excuse there's people "worse off" when I NEED HELP TOO! Also that is a LIE as alot of people PLAY ACT AND DRAMATIZE TO MAKE IT LOOK WORSE SO THEY CAN GET MORE HELP/FREE STUFF or they keep making stupid decisions to cause their own problems then expect these teams to bail them out! Then MY situation just got worse! Why wait for us to get sicker before providing services to get better based on this bogus criteria??? We finally "qualify" when our lives and others are DESTROYED??? LOOSEN THE QUALIFICATIONS!!! MAKE OTHER REQUIREMENTS THAT MAKES PEOPLE HAVE TO PROGRESS, NOT ENABLE THE SICK DYSFUNCTIONAL BEHAVIOUR/ADDICTION...It boils my blood I work, buy stuff legit not stolen, and follow the law and some lying thieving addict gets prioritized above ME??? What's the point in being good when someone who does bad stuff gets all the help, so you are

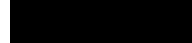
ENCOURAGING bad behaviour with these retarded "requirements"...Wonder where addicts get the idea their behaviour is ok and this grandiose send of self entitlement - STOP FEEDING IT. The garbage "criteria" or "qualifications" set out simply GUARANTEE only homeless addicts who are already totally messed up OR people with disabilities have to be completely messed up/sick are the ONLY ONES who get access to MOST of the services...then the rest of us WIND UP like that because we can't access the services until we BECOME like that and "that bad"! How much sense does that make??? This needs to CHANGE! Thank you.

CONTACT INFO:

Contact Name:

Kira KELLY

Contact Address:



Contact Phone Number:

Contact Email:

You are here: [Home](#)

Greater Victoria Centralized Access to Supported Housing (CASH)

The Centralized Access to Supported Housing (CASH) program is a cross-organizational hub for collecting applications and referrals to mental health and addictions supported housing in the Greater Victoria area.

Supported housing integrates tenancy with on-site support services and is intended for people:

- Who are managing multiple barriers including mental health and/or addiction issues;
- Who, due to these issues, are experiencing homelessness or are at risk of homelessness;
- Whose support needs cannot be managed with community supports.

CASH strives to streamline access to supported housing with a fair and equitable process for all people accessing supported housing in the Greater Victoria area.

CASH is unfortunately not a good fit for individuals whose primary needs are:

- Affordable housing
- Assisted Living

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: Edward Pullman **Date:** April 22, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: Greater Victoria Cycling Coalition

Topic: Biketoria

Action you wish Council to take:

For council to support and fund the biketoria network.

CONTACT INFO:

Contact Name: Edward Pullman

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: Tarek Adam **Date:** April 23, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: myself and my family

Topic: Our experience with the Garden Suite process

Action you wish Council to take:
discussion only

CONTACT INFO:

Contact Name: Tarek Adam

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

'NATIONAL MISSING CHILDREN'S MONTH and MISSING CHILDREN'S DAY'

WHEREAS *Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; and*

WHEREAS *The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; and*

WHEREAS *Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; and*

WHEREAS *Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children's Day.*

NOW, THEREFORE *I do hereby proclaim the month of May 2016 as "**CHILD FIND'S GREEN RIBBON OF HOPE MONTH**" AND May 25, 2016 as "**NATIONAL MISSING CHILDREN'S DAY**" in the **CITY OF VICTORIA, BRITISH COLUMBIA**, the **TRADITIONAL TERRITORIES** of the **ESQUIMALT AND SONGHEES FIRST NATIONS** and urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.*

IN WITNESS WHEREOF, *I hereunto set my hand this 28th day of April, Two Thousand and Sixteen*

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

**Sponsored by:
Crystal Dunahee
President,
Child Find BC**

“HUNTINGTON AWARENESS MONTH”

WHEREAS *Huntington disease is a debilitating brain disorder that does not currently have a cure; and*

WHEREAS *one in every 7,000 Canadians has HD and approximately one in every 5,500 is at-risk of developing the disease. Many more are touched by HD as a caregiver, family member or friend; and*

WHEREAS *HD causes cells in specific parts of the brain to die. The disease leads to incapacitation and, eventually, death. It is likened to experiencing the symptoms of Alzheimers, Parkinsons, and Schizophrenia all in one disease; and*

WHEREAS *Huntington Awareness Month reflects the Huntington Society of Canada’s mission, which is to aspire to a world free from HD. The Society strives to: maximize the quality of life of people living with HD by delivering services; enable others to understand the disease; and further research to slow and to prevent HD; and*

WHEREAS *The Society works with health and social services professionals to enable them to better serve people living with HD; and*

WHEREAS *The Huntington Society of Canada (HSC) is a respected leader in the worldwide effort to end Huntington disease. HSC is the only Canadian health charity dedicated to providing help and hope for families dealing with HD across Canada.*

NOW, THEREFORE *I do hereby proclaim the month of May 2016 as “**HUNTINGTON AWARENESS MONTH**” in the **CITY OF VICTORIA**, **CAPITAL CITY** of the **PROVINCE** of **BRITISH COLUMBIA**, the **TRADITIONAL TERRITORIES** of the **ESQUIMALT AND SONGHEES FIRST NATIONS**.*

IN WITNESS WHEREOF, *I hereunto set my hand this 28th day of April, Two Thousand and Sixteen.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Shena Loganhume
South Vancouver Island Chapter
Huntington Society of Canada

“PUTTING INVESTORS FIRST MONTH”

WHEREAS *investors are the foundation of a strong, sound, growing economy;
and*

WHEREAS *trust, ethical practices, and fair treatment are paramount to the
investment profession; and*

WHEREAS *the investment profession is an important employer across the City of
Victoria; and*

WHEREAS *the Chartered Financial Analysts (CFA) Society in Victoria are
committed to professional excellence in the investment profession, and
are champions for ethical behavior and integrity in investment markets,
and of fair treatment for all investors.*

NOW, THEREFORE *I do hereby proclaim the month of May 2016 as “PUTTING
INVESTORS FIRST MONTH” in the CITY OF VICTORIA,
CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA, the
TRADITIONAL TERRITORIES of the ESQUIMALT AND
SONGHEES FIRST NATIONS.*

IN WITNESS WHEREOF, *I hereunto set my hand this 28th day of April, Two Thousand
and Sixteen.*

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

**Sponsored by:
Patrick Ngo, CFA
President
Charter Financial Analysts (CFA) Society**

“BRAIN TUMOUR AWARENESS MONTH”

- WHEREAS** *the causes of and cure for brain tumours are unknown and early detection and treatment is vital to prolonged and improved survival; and*
- WHEREAS** *current information indicates that 27 Canadians are diagnosed with a brain tumour every day; and*
- WHEREAS** *brain tumours strike people of all ages from newborns to seniors, crossing all economic, social, and ethnic boundaries; and*
- WHEREAS** *brain tumours are the most common cause of solid cancer death in children and young adults; and*
- WHEREAS** *the mission of Brain Tumour Foundation of Canada is to reach every Canadian affected by a brain tumour through support, education, information and research.*

NOW, THEREFORE I do hereby proclaim the month of May 2016 as “**BRAIN TUMOUR AWARENESS MONTH**” in the **CITY OF VICTORIA**, **CAPITAL CITY** of the **PROVINCE** of **BRITISH COLUMBIA**, the **TRADITIONAL TERRITORIES** of the **ESQUIMALT AND SONGHEES FIRST NATIONS**.

IN WITNESS WHEREOF, I hereunto set my hand this 28th day of April, Two Thousand and Sixteen.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Cathy Koropecski Catterall
Brain Tumour Foundation
of Canada

REPORTS OF THE COMMITTEES

Committee of the Whole – April 7, 2016

6. Development Permit with Variance Application No. 00001 for 1115 and 1117 Caledonia Avenue

It was moved by Councillor Madoff, seconded by Councillor Alto, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council on April 28, 2016, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Street, in accordance with:

1. Plans date stamped March 14, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Part 3.97(4)(2) - Increase the maximum number of storeys from 1.5 storeys to 2.5 storeys;
 - b. Part 3.97(4)(3) - Allow roof decks above the second storey;
 - c. Part 3.97(5)(1) - Reduce the minimum front yard setback from 5.9m to 4.9m;
 - d. Part 3.97(5)(2) - Reduce the minimum rear yard setback from 20m to 19m;
 - e. Part 3.97(5)(4) - Reduce the minimum side yard setback (west) from 3.9m to 1.5m;
 - f. Part 3.97(5)(5) - Reduce the combined side yard setback from 5.4m to 5.02m.
3. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously

4.3 Development Permit with Variance Application No. 00001 for 1115 and 1117 Caledonia Avenue

Councillor Isitt clarified that there is no longer a potential pecuniary conflict of interest with this area, and therefore does not need to withdraw from the meeting.

Committee received a report dated March 24, 2016, regarding an application to construct a ground-oriented multiple dwelling, consisting of four dwelling units.

Councillor Thornton-Joe joined the meeting at 9:31 a.m.

Motion: It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council on April 28, 2016, consider the following motion:

That Council authorize the issuance of Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Street, in accordance with:

1. Plans date stamped March 14, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Part 3.97(4)(2) - Increase the maximum number of storeys from 1.5 storeys to 2.5 storeys;
 - b. Part 3.97(4)(3) - Allow roof decks above the second storey;
 - c. Part 3.97(5)(1) - Reduce the minimum front yard setback from 5.9m to 4.9m;
 - d. Part 3.97(5)(2) - Reduce the minimum rear yard setback from 20m to 19m;
 - e. Part 3.97(5)(4) - Reduce the minimum side yard setback (west) from 3.9m to 1.5m;
 - f. Part 3.97(5)(5) - Reduce the combined side yard setback from 5.4m to 5.02m.
3. The Development Permit lapsing two years from the date of this resolution.

CARRIED UNANIMOUSLY 16/COTW



Committee of the Whole Report For the Meeting of April 7, 2016

To: Committee of the Whole **Date:** March 24, 2016

From: Jonathan Tinney, Director, Sustainable Planning and Community Development

Subject: Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Avenue

RECOMMENDATION

That Council, after giving notice and allowing an opportunity for public comment at a meeting of Council on April 28, 2016, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00001 for 1115 and 1117 Caledonia Street, in accordance with:

1. Plans date stamped March 14, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Part 3.97(4)(2) - Increase the maximum number of storeys from 1.5 storeys to 2.5 storeys;
 - b. Part 3.97(4)(3) - Allow roof decks above the second storey;
 - c. Part 3.97(5)(1) - Reduce the minimum front yard setback from 5.9m to 4.9m;
 - d. Part 3.97(5)(2) - Reduce the minimum rear yard setback from 20m to 19m;
 - e. Part 3.97(5)(4) - Reduce the minimum side yard setback (west) from 3.9m to 1.5m;
 - f. Part 3.97(5)(5) - Reduce the combined side yard setback from 5.4m to 5.02m.
3. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

In accordance with Section 489 of the *Local Government Act*, Council may issue a Development Permit in accordance with the applicable guidelines specified in the *Official Community Plan*. A Development Permit may vary or supplement the *Zoning Regulation Bylaw* but may not vary the use or density of the land from that specified in the Bylaw.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 1115 and 1117 Caledonia Avenue. The proposal is to construct a ground-oriented multiple dwelling consisting of four dwelling units.

The following points were considered in assessing this Application:

- The proposal is consistent with the design guidelines contained in Development Permit Area 16.
- The proposal is generally consistent with the *Fernwood Neighbourhood Plan*.
- The variances are related to reducing the side yard setbacks, increasing the number of storeys and allowing roof decks above the second storey.
- The proposed variances associated with the number of storeys and roof decks are a result of the lower level being considered a storey even though the majority of the unit is below average grade. The height of the proposed building would not exceed the maximum height requirement in the zone and fits in with the overall streetscape. The variance to increase the number of storeys from 1.5 to 2.5 is supportable.
- The two roof decks would be recessed into the building, setback approximately 4m from the property line and would not overlook the backyard of the adjacent property at 1121 Caledonia Avenue. The variance to allow roof decks above the second storey is supportable.

BACKGROUND

Description of Proposal

The proposal is for a ground-oriented multiple dwelling consisting of four dwelling units. Specific details include:

- a two-and-half storey multiple dwelling incorporating traditional design elements, such as a pitched roofline, bay windows and front porch entryway
- an accessory building with a pitched roofline to complement the main building
- the two lower-level units would have patios and the two upper-level units would have porches and roof decks
- exterior materials include cedar shingle siding, concrete fibre siding, laminated asphalt shingles and stone
- Class 1 bicycle parking would be provided in the accessory building, in a separate bicycle storage room, and a Class 2 bicycle rack will be provided in the rear yard
- three surface parking spaces and two parking spaces located in the accessory building would be provided in the rear yard
- permeable paving materials would be integrated throughout the site
- new landscaping would be introduced in the front yard and around the perimeter of the building.

The proposed variances are related to:

- increasing the number of storeys
- allowing roof decks
- reducing the side yard setbacks.

Sustainability Features

As indicated in the applicant's letter dated March 10, 2016, the applicant would ensure that the building meets Everguide and Built Green Gold standards.

Active Transportation Impacts

The Application proposes the following features which support active transportation:

- four Class 1 bicycle parking spaces located in the proposed bicycle storage room and accessory building
- Class 2 bicycle rack for six bikes.

Public Realm Improvements

No public realm improvements are proposed in association with this Development Permit with Variances Application.

Existing Site Development and Development Potential

The site is presently vacant.

Under the current R-74 Zone, Ground-Oriented Multiple Dwelling District, the property could be developed at a density of 0.35:1 Floor Space Ratio (FSR) and with the use proposed, or as a duplex or single family dwelling with a secondary suite.

Data Table

The following data table compares the proposal with the existing R-74 Zone, Ground-Oriented Multiple Dwelling District. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Zone Standard R-74 Zone
Site area (m ²) - minimum	602.4	595
Site area per unit (m ²) - minimum	150	148
Number of units - maximum	4	n/a
Density (Floor Space Ratio) - maximum	0.34:1	0.35:1
Total floor area (m ²) - maximum	206.44	210
Lot width (m) - minimum	14.02	14
Height (m) - maximum	7.6	7.6
Storeys - maximum	2.5*	1.5
Site coverage % - maximum	30.13	32
Open site space % - minimum	38.86	38
Setbacks (m) - minimum		
Front	6.18 (building)/4.88* (stairs)	5.9
Rear	20.46 (building)/19.11* (stairs)	20
Side (east)	3.52	1.5

Zoning Criteria	Proposal	Zone Standard R-74 Zone
Side (west)	1.50*	3.9
Combined side yards	5.02*	5.4
Roof decks	Yes*	Not permitted
Parking - minimum	5	5
Bicycle parking stalls (minimum)		
Class 1	4	4
Class 2	6	6
Accessory Building		
Floor Area	36	37
Rear yard site coverage (%) – maximum	14.31	25
Separation Distance (m) – minimum	11.91	2.4
Height (m) – maximum	3.47	3.5
Setbacks (m) - maximum		
Rear (south)	1.2	0.6
Side (west)	0.93	0.6

Relevant History

On May 8, 2014, Council adopted Bylaw No. 14-032 which amended the zoning of the subject property from the R-2 Zone to the R-74 Zone to allow for a ground-oriented multiple dwelling.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications*, on March 17, 2016, the Application was referred for a 30-day comment period to the Fernwood CALUC. At the time of writing this report a letter from the CALUC had not been received.

This Application proposes variances, therefore, in accordance with the City's *Land Use Procedures Bylaw*, it requires notice, sign posting and a meeting of Council to consider the variances.

ANALYSIS

Development Permit Area and Design Guidelines

The *Official Community Plan (OCP)* identifies this property within Development Permit Area 16 (DPA 16): General Form and Character. DPA 16 encourages new development to be integrated in a manner that is complementary to the established place character in a neighbourhood, including its heritage character, high quality architecture, landscaping and urban design. The area is characterized by a mix of small-scale commercial uses along Cook Street and low-density residential uses up to approximately three storeys along Caledonia Avenue. Some place character defining elements of residential uses in the neighbourhood

include pitched and gabled rooflines, porches and large bay windows. The applicant has incorporated these elements into the design of the proposed building to ensure that the proposal fits in with the existing streetscape. The proposed exterior finishes, such as the concrete fibre siding and laminated asphalt shingles, match the exterior finishes of the surrounding residential buildings. The applicant is also introducing other materials, including cedar shingles in the roof elements and stone-faced pillars at the main entryways, which further complement neighbouring residential buildings.

Fernwood Neighbourhood Plan

Policies in the *Fernwood Neighbourhood Plan, 1994*, apply to the subject property and include:

- 2.1 *To encourage future Neighbourhood housing development in Fernwood which maintains the integrity, look and character of the single family and duplex housing stock.*
- 2.3.1 *That all the R-2 zoned areas north of North Park Street be retained.*

Although 1115 and 1117 Caledonia Avenue is located north of North Park Street, the form of the four-plex is compatible with the ground-oriented character of the surrounding residential area and was endorsed by Council during the rezoning process in 2014.

Regulatory Considerations

Proposed Height Variance

The applicant is proposing to increase the number of storeys from 1.5 to 2.5. The conceptual drawings shown as part of the Rezoning Application approved by Council in 2014 included a 1.5 storey building with a basement. As part of the review of the Development Permit with Variances Application, it was realized that the lower-level units should be more visible from the street and, in order to achieve this, the applicant slightly increased the floor-to-ceiling height of these units. A basement is defined as *any part of a building between two floor levels that is partially or completely below grade and has a finished ceiling that is no more than 1.2m above grade*. In this case, the finished ceiling is 1.33m above grade or 0.13m above the requirement that defines a basement. The height of the building does not exceed the maximum height requirement in the zone and fits in with the overall streetscape. Staff recommend that Council consider supporting this variance.

Proposed Roof Deck Variance

The applicant is requesting a variance to allow two roof decks above the second storey on the east elevation. The roof decks would be recessed into the building, setback approximately 4m from the property line and would not overlook the backyard of the adjacent property. Staff recommend that Council consider supporting this variance.

Proposed Setback Variances

The applicant is also requesting the following setback variances:

- reducing the minimum front yard setback from 5.9m to 4.9m
- reducing the minimum rear yard setback from 20m to 19m
- reducing the minimum side yard setback (west) from 3.9m to 1.5m
- reducing the combined side yard setback from 5.4m to 5.02m.

The front and rear yard setback variances are a result of steps projecting into the required setback. These projections would not interrupt the rhythm of the streetscape and the building would still be in line with the single family dwelling to the east.

The west side yard setback variance is a result of a typo in the R-74 Zone. The minimum east and west side yard setbacks in the zone have been reversed. The minimum east side yard setback should have been 3.9m and the west side yard setback should have been 1.5m in accordance with the proposed site plan submitted with the earlier Rezoning Application. The siting of the building has not significantly changed in this proposal. The combined side yard setback has been slightly reduced as a result of a minor change to the east side yard setback. The plans shown at rezoning identified the east side yard setback to be 3.9m whereas the current plans show a setback of 3.52m, triggering a combined side yard setback variance. However, these proposed setback variances are minor in nature and staff recommend that Council consider supporting these variances.

Tree Protection

The applicant has provided a Tree Protection Plan prepared by Talbot MacKenzie and Associates (attached) for the protected trees located on the adjacent property at 1121 Caledonia Avenue. There are a Douglas fir, Garry Oak and Spruce trees within 3m of the property line. All three trees would be protected during the construction phase in accordance with the Plan.

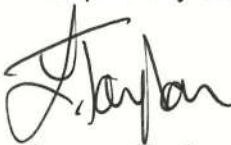
CONCLUSIONS

The Application to permit a ground-oriented multiple dwelling consisting of four dwelling units is consistent with the design guidelines outlined in DPA 16. The proposed building design, exterior finishes and landscaping are in keeping with the established character of the neighbourhood. The proposed variances for number of storeys, roof decks and setbacks are supportable as they would not alter the character of the streetscape or adversely impact adjacent residential properties. Staff recommend that Council consider supporting this Application.

ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 00001 for the property located at 1115 and 1117 Caledonia Avenue.

Respectfully submitted,



Leanne Taylor
Senior Planner
Development Services Division

JH



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

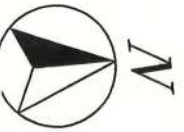
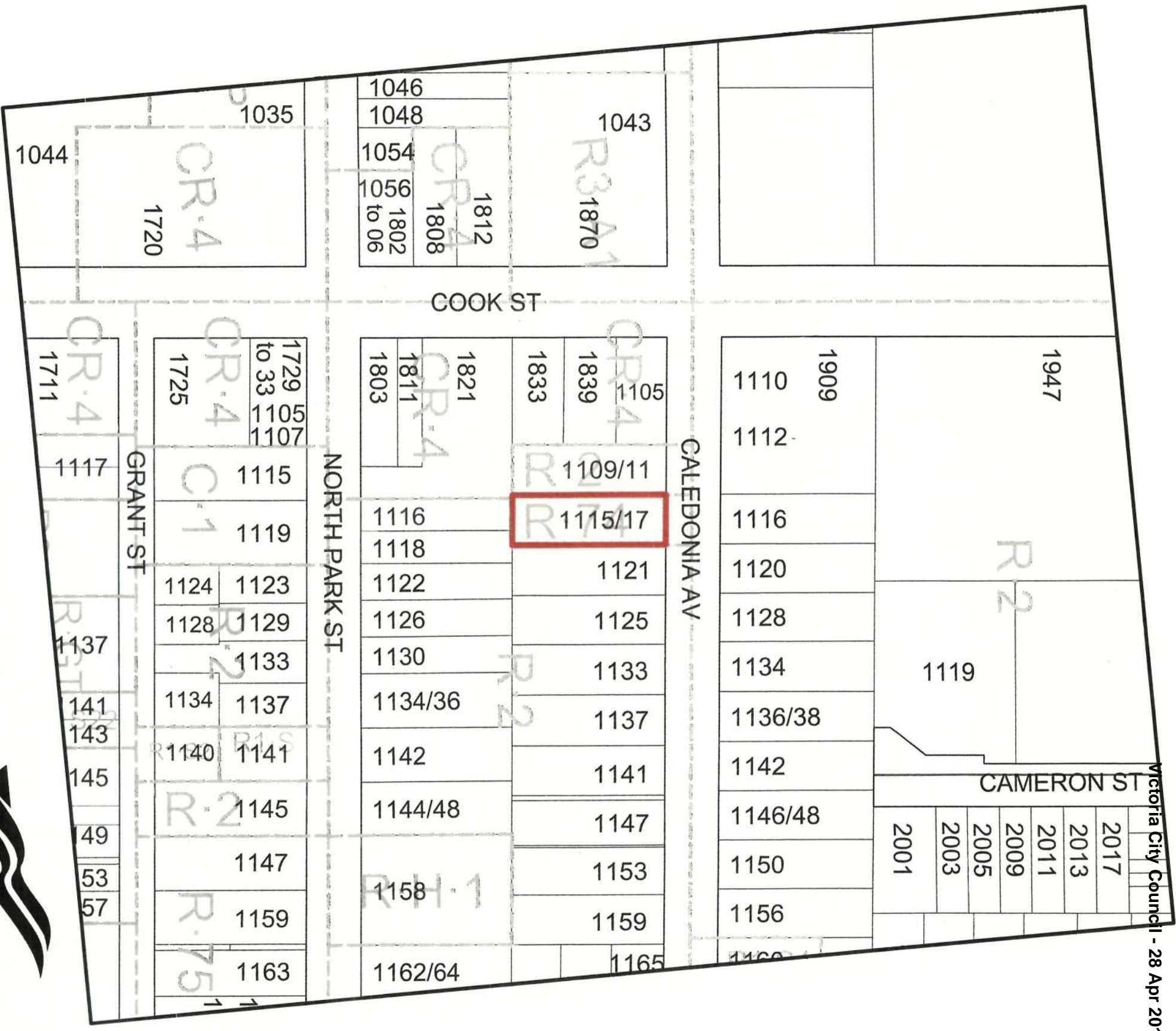
Report accepted and recommended by the City Manager:

Date:

March 31, 2016

List of Attachments:

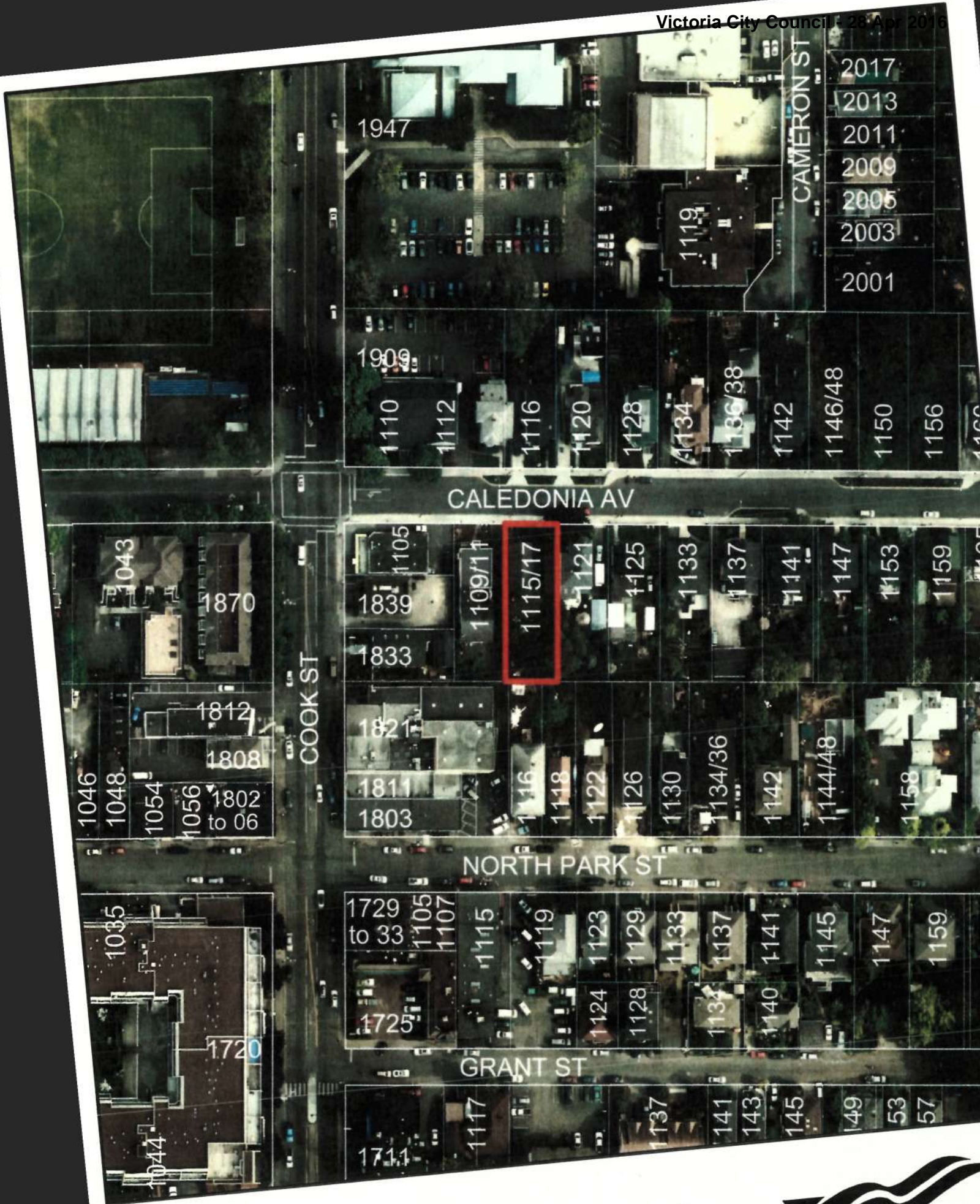
- Zoning map
- Aerial map
- Letter to Mayor and Council dated March 10, 2016
- Letter from neighbours located at 1121 Caledonia Avenue dated March 11, 2016
- Arborist Report dated November 10, 2015
- Plans date stamped March 14, 2016.



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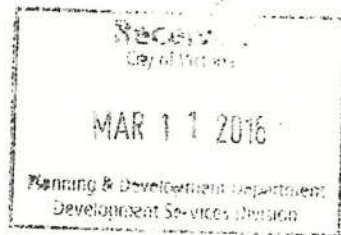
1115 & 1117 Caledonia Avenue
Development Permit with Variances #00001





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1115 & 1117 Caledonia Avenue
Permit with Variances #00001



Bruce Carlisle and Maureen Clarke
991 Newport Ave.
Victoria, BC V8S 5H6
250-978-9445
Subject: 1115 Caledonia

March 10, 2016

City of Victoria
Mayor Lisa Helps and Council
1 Centennial Square
Victoria, BC
V8W 1P6

Dear Mayor Helps and Council,

It is our pleasure to introduce ourselves. At this time we are applying for a Development Permit for the proposed construction of a four-unit multiple dwelling at 1115 Caledonia. It has been discovered that the following variances are required:

- Increase the maximum number of storeys from 1.5 to 2.5*
- Reduce the front yard setback from 5.9m to 4.9m
- Reduce the rear yard setback from 20m to 19m
- Reduce the west side yard setback from 3.9m to 1.5m
- Reduce the combined side yard setbacks from 5.4m to 5.02m
- Allow roof top decks above the second storey*

VARIANCES

The height of the proposed building remains unchanged. It is in the interpretation of 'basement' that we find our challenges and the need for the relevant variances. In defining the lower floor as a first storey rather than a basement, the roof decks and number of storeys are impacted. The proposed lower floor is a mere 0.12m within the allowable 1.2m distance between the finished ceiling and average grade.

DESIGN

The proposed craftsman exterior is in keeping with the neighbourhood's composition and form; a respect for the integrity of Fernwood's 'charm.' Finishes reflect the natural surroundings, lending a harmonious palette of colour and texture. The configuration of interior space allows for appropriate livability on the lower floor. Roof decks on the upper floor offer occupants the added value of outdoor space in a design that is both private and functional.

THE BIG PICTURE

Although we hope to move forward to strata the four proposed units once the project is complete, we fully intend to utilize the units within our current portfolio as rentals for a period of 5-10 years or more.

ENVIRONMENT AND SUSTAINABLE PRACTICES

We are environmentally motivated and will ensure the building meets Everguide/Green Built Gold Standards. We have hired Talbot MacKenzie and Associates to provide a tree protection report relative to the garry oak located on the eastern neighbouring property. We will be compliant to recommendations made in this report (see attached.)

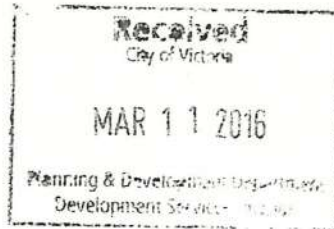
We are grateful for your consideration and remain at your disposal should you require additional information.

Respectfully,

A handwritten signature in cursive script, appearing to read "Bruce Carlisle and Maureen Clarke".

Bruce Carlisle and Maureen Clarke

CITY OF VICTORIA
PLANNING DEPT.



ALF & PENNY CADGER
1121 CALEDONIA AVE
VICTORIA BC V8T1E9

MARCH 11 / 2016

RE: DEVELOPMENT OF 1115 & 1117 CALEDONIA

TO WHOM IT MAY CONCERN:

WE HAVE VIEWED THE CHANGES PROPOSED FOR
4 PLEX AT THE ABOVE ADDRESS. THE ADDITIONS TO THE
ORIGINAL CONCEPT ARE IN OUR VIEW IMPROVEMENTS AND
AS SUCH WE SUPPORT THEIR INCLUSION TO THE PLAN.
SPECIFICALLY THE DECKS ADDED TO THE EAST ELEVATION.

YOURS TRULY


ALF CADGER


PENNY CADGER



Talbot Mackenzie & Associates

Consulting Arborists

November 10, 2015

Carlisle Properties
991 Newport Avenue
Victoria, BC V8S5H6



Assignment: Review the plans provided and prepare a tree retention report to be used during the proposal to construct two new (back to back) residences on the 1115 Caledonia Avenue property.

Methodology: Trees located on the neighbouring properties that could potentially be impacted by the proposed construction were not tagged, but are identified numerically on the attached site plan. Information such as tree species, size(dbh), critical root zone(crz), health and structural condition, relative tolerance to construction impacts and general remarks and recommendations was recorded in the attached tree resource spreadsheet.

Observations: Previous to our site visit, it is our understanding that 2 residences that originally occupied the lot were demolished. There are no bylaw-protected trees on the subject property. A bylaw-protected Douglas-fir, Garry oak and a non-bylaw protected Spruce are located on the neighbouring property at 1121 Caledonia Avenue within 3 meters of the property line. A row of pyramidal cedar are growing on the neighbouring property at 1109/1111 Caledonia Avenue, within 1 meter of the property line.

Mitigation of impacts

Barrier fencing: In our opinion, the existing construction fencing should be adequate to protect the trunks of the trees to be retained on neighbouring properties. Additional barrier fencing will be required to protect the critical root zones of trees #1,2 and 3 during house construction. As the proposed driveway encroaches within the critical root zones and constructed over the root systems of the trees on the neighbouring property at 1121 Caledonia Place, we recommend that all excavation for the driveway footprint be performed once construction of the proposed residences has been completed. Barrier fencing must remain in place until the time of driveway construction, and the project arborist must be onsite to supervise any excavation within the fenced areas(see attached barrier fencing specifications for our recommended barrier fencing locations). As barrier fencing the perimeter of the critical root zone of Douglas-fir #1 would restrict access to the rear yard during construction, it may be preferred to use a 6-8 inch layer of mulch or hog fuel in place of barrier fencing to mitigate impacts from compaction and root disturbance.

The areas, surrounding the trees to be retained, should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zones.

.../2

The barrier fencing to be erected must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood, or flexible snow fencing (see attached diagram). The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

Building footprint: According to the plans provided, the proposed building footprints do not encroach within the critical root zones of the bylaw-protected trees on the neighbouring property at 1121 Caledonia Avenue. The window wells on the West side of the proposed residences encroach within the critical root zones of several of the pyramidal cedar hedge stems on the neighbouring property at 1109/1111 Caledonia Avenue. We recommend that the project arborist be onsite to supervise any required excavation within our defined 1.5 meter critical root zone of this hedge row, and that excavation be minimized as much as possible. If significant roots are encountered during excavation that cannot be preserved, we may recommend that any impacted tree(s) be replaced with new, healthy plantings.

Driveway footprint: According to the plans provided, the proposed driveway footprint runs along the East property line and connects to the proposed accessory building in the rear of the property. Floating driveway specifications will be required for the portions of proposed driveway that encroach within the critical root zones of Douglas-fir #1, spruce #2 and Garry oak #3 (see attached floating driveway specifications). We recommend that all excavation for the driveway footprint be performed once construction of the proposed residences has been completed, under the direction of the project arborist.

Underground servicing: The site survey provided shows existing service stubs and water meter near the North property line, outside of the critical root zone of Douglas-fir #1 located on the neighbouring property at 1121 Caledonia Avenue. If the proposed underground services will connect to these locations, we do not anticipate impacts to bylaw-protected trees. If underground service connections are required within the critical root zone of Douglas-fir #1, the project arborist must be onsite to supervise excavation, and may involve hand digging or hydroexcavation.

Offsite works: According to the plans provided, a driveway letdown will be required within the critical root zone of Douglas-fir #1 located on the neighbouring property at 1121 Caledonia Avenue. The project arborist must be onsite to supervise excavation to remove the existing sidewalk/curb and to excavate the proposed letdown within the critical root zone of this tree. If structural root are encountered beneath the existing sidewalk, we may recommend that the thickness of the sidewalk be minimized and reinforced with re-bar, if required. If the required grades cannot be accomplished without large structural root pruning, we may recommend that this tree be removed.

.../3

Please do not hesitate to call us at 250-479-8733 should you have any further questions.
Thank you.

Yours truly,
Talbot Mackenzie & Associates

Graham Mackenzie & Tom Talbot
ISA Certified, & Consulting Arborists

Encl. – Tree Resource Spreadsheet, Floating Driveway Specifications, Barrier Fencing Specifications, Site plan

Disclosure Statement

Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve the health and structure of individual trees or group of trees, or to mitigate associated risks.

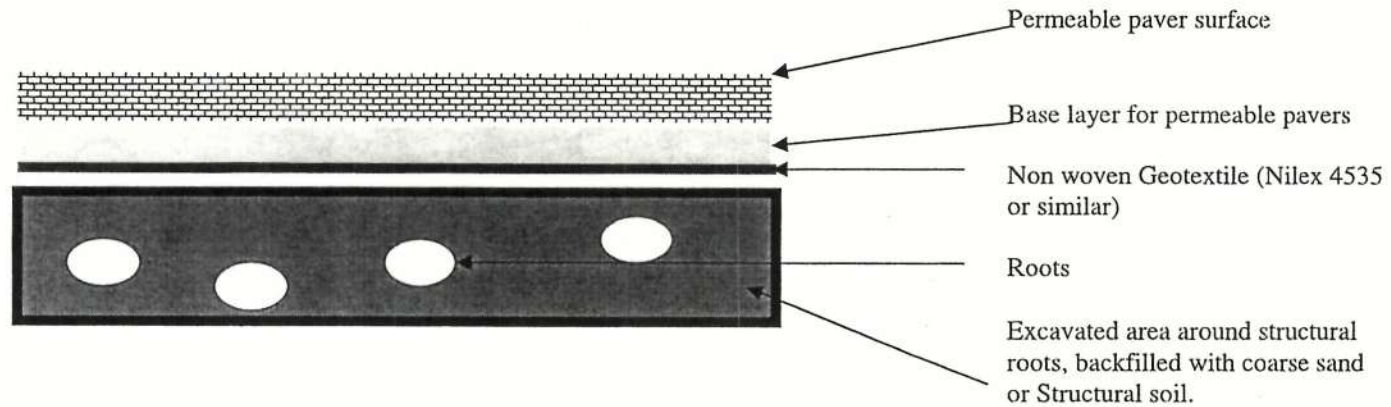
Trees are living organisms, whose health and structure change, and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. It is not possible for an arborist to identify every flaw or condition that could result in failure nor can he/she guarantee that the tree will remain healthy and free of risk.

Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

TREE RESOURCE
for
1115 Caledonia Avenue

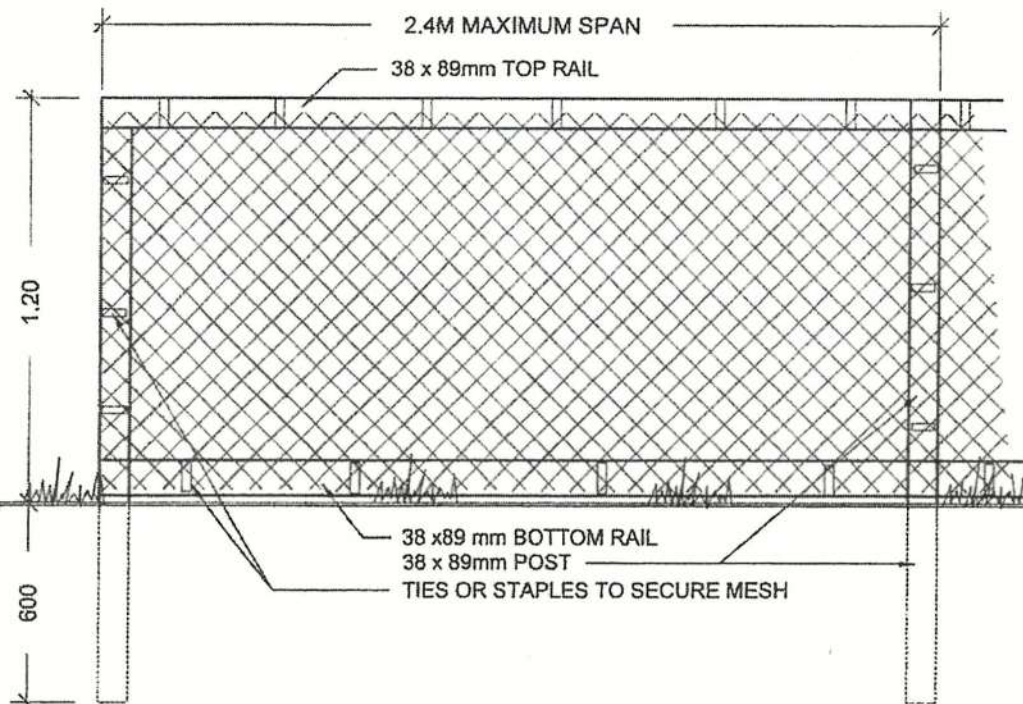
<i>Tree #</i>	<i>d.b.h. (cm)</i>	<i>CRZ</i>	<i>Species</i>	<i>Crown Spread(m)</i>	<i>Condition Health</i>	<i>Condition Structure</i>	<i>Relative Tolerance</i>	<i>Remarks / Recommendations</i>
No tag 1	96	14.5	Douglas-fir	12.0	Good	Fair	Poor	Located on neighbouring property at 1121 Caledonia Avenue, topped historically, end-weighted limbs, co-dominant stem appears to have been removed historically, deadwood. Arborist supervision for excavation within crz.
No tag 2	25	3.0	spruce	4.0	Good	Good	Poor	Located on neighbouring property at 1121 Caledonia Avenue, Arborist supervision for excavation within crz.
No tag 3	118	12.0	Garry oak	20.0	Fair	Fair/poor	Good	Located on neighbouring property at 1121 Caledonia Avenue, history of large limb failure(tearout) with associated decay, internal decay. Arborist supervision for excavation within crz.
No tag 4	mult. Stems	1.5	Pyramidal cedar	3.0	Fair	Fair	Moderate	Approximately 30 stem hedge row located on neighbouring property at 1109/1111 Caledonia Avenue. Arborist supervision for excavation within crz.

Diagram – Concrete driveway crossing over Critical Root Zone



Specifications for concrete driveway crossing over critical root zone

1. Excavate to a 6-8 inch depth, for the required permeable driveway surface, under the supervision of an ISA Certified Arborist.
2. Excavation for area around structural roots must be performed under arborist supervision.
3. Backfill area around roots with coarse sand or a structural soil mix
4. A layer of medium weight non woven Geotextile (Nilex 4535 or similar) is to be installed over the backfilled area of the driveway.
5. Construct base layer and permeable surface over Geotextile layer to required grade.



TREE PROTECTION FENCING

FENCE WILL BE CONSTRUCTED USING

38 X 89 mm (2"X4") WOOD FRAME:

TOP, BOTTOM AND POSTS. *

USE ORANGE SNOW-FENCING MESH AND

SECURE TO THE WOOD FRAME WITH

"ZIP" TIES OR GALVANIZED STAPLES

* IN ROCKY AREAS, METAL POSTS (T-BAR
OR REBAR) DRILLED INTO ROCK WILL BE
ACCEPTED

DETAIL NAME:

TREE PROTECTION FENCING

DATE: Oct 30/07
DRAWN: DM
APP'D: RR
SCALE: N.T.S.

E105
DRAWING

<p>General Notes</p> <p>Dimensions provided shall take precedence over scale. Contractor to verify all dimensions of building design and construction drawings prior to work commencement. Any discrepancies are to be reported immediately. Any notes elsewhere on the plans that exceed the requirements stated in the general notes take precedence. Prior to any alterations to modify details on site. (Contractor's responsibility) or, as recommended, must contact the Building Designer to confirm building Code requirements and to maintain accuracy and completeness of the plans.</p> <p>All references to the "British Columbia Building Code" (B.C.B.C.) are in current edition or published edition. However, as approved by the Minister of the Province of British Columbia. Any reference to a dated edition is revision is to be assumed for the most current edition requested in the most current edition. All work shall comply with the current edition of the British Columbia Building Code, the rules and codes of best practice to be followed by all tradespersons, will be followed and adequately specified.</p> <p>Survey and/or Contractor to confirm all aspects of siting and placement of structure on lot. Designer not responsible for placement. In the event that the proposed new or existing structure does not conform to the requirements of the B.C. Building Code on engineering) may be necessary and such services are for the owner's account.</p> <p>Demolition</p> <p>Contractor is liable to maintain the strength and stability of existing structure where necessary and/or alterations are proposed. In-bidding but not limited to providing and installing all shoring and props to support existing structure. All demolition work must comply with the requirements presented in part 6 of the B.C.B.C. and with WORKSAFE BC.</p> <p>Structural Design</p> <p>Structure is based on criteria noted in Part 6 of the 2015 B.C. Building Code. Design live loads are based on:</p> <ul style="list-style-type: none"> Design live load - 4.8 kPa ± 2.0 kPa Design dead load - 4.8 kPa ± 2.0 kPa Design dead and live loads - 6.2 kPa ± 2.0 kPa Design live load - 4.7 kPa ± 2.0 kPa <p>For heavier snow loading, drawings must be revised.</p> <p>All interior and exterior wall bracing to resist lateral loads to comply with B.C.B.C. 23.13, and to be designed by structural engineer unless noted otherwise. Structural engineering and soil foundations drawings to take precedence over structural design drawings.</p> <p>Concrete</p> <p>All concrete used for footings and foundations is to be not less than 15 MPa @ 28 days unless otherwise noted.</p> <p>All concrete used for floors is to be not less than 20 MPa @ 28 days unless otherwise noted.</p> <p>All concrete used for exterior walls and exterior steps is to be a min. 25 MPa @ 28 days.</p> <p>Interior doors, garage and support walls are minimum of 4.8 kPa required.</p> <p>All foundations and bracing to be confirmed down to suit subsoil bearing.</p> <p>Rough Carpentry</p> <p>All construction materials to comply with the "rough" current rules and amendments of C.W.C. and B.C.C. Pre-fabricated, finished floors and walls to comply with B.C.C. and C.S.A. requirements.</p> <p>All structural framing members are to be standard grade No. 1, better Spine-Flare (in accordance with H.I.G. standard grading rules for Canadian lumber) except where specifically noted otherwise.</p> <p>Framing members to be provided for all plumbing accessories, shelving, curtain rods, cabinets, etc.</p> <p>Contractor shall be responsible for the proper setting out of all work and ensure no encroachments onto lot.</p> <p>Doors, Windows, And Skylights</p> <p>All windows, doors, and skylights to meet the requirements listed in B.C.B.C. 7.7, and 7.3.4.</p> <p>All windows, doors and skylights to comply with AAMA/WDMA/CSA 101.1/2/3/4/AM-08 "AAMA/WDMA/CSA 101.1/2/3/4/AM-08" standard for Windows, Doors, and Skylights. A AAMA/101-01 "Canadian Supplement to AAMA" is required. (Canadian Standard, Class 1 - F5020 (2015), A2)</p> <p>Windows and Doors - U-0.32 - 1.00 UFI Floor Entrance Doors - U-0.64 - 2.40 UFI Glass Block - U-0.51 - 2.10 UFI Skylight - U-0.51 - 2.10 UFI Single-stall walk-in - U-1.57 - 2.20 UFI Garage Door - U-0.32 - 1.10 UFI</p> <p>The built doors and windows to comply with 7.3.4 and 7.3.4.2 (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) 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SKETCH PLAN OF PROPOSED LOT 21 SUBURBAN LOT 17 VICTORIA CITY PLAN 153

CIVIC ADDRESS: 1115 CALEDONIA AVENUE
VICTORIA, B.C.
PARCEL IDENTIFIER NUMBER 004-594-606

LEGEND

DIAGONAL SPOT ELEVATION
D = DIAMETER
DENOTES TREE & SPECIES
(TREES NOT PLOTTED TO SCALE)
NOT ALL TREES LOCATED

ELEVATIONS ARE GEODETIC

FENCE & TREE LOCATIONS MAY VARY +/- 0.3

SITE AREA = +/- 602.4 SQUARE METRES

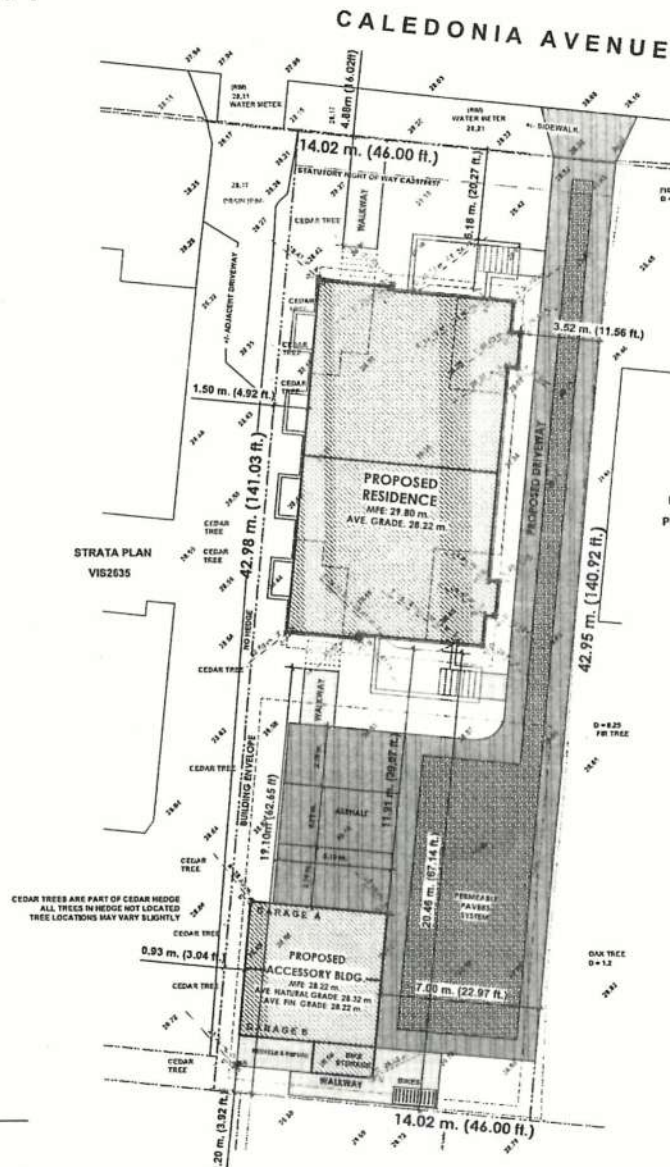
SITE DATA	8-74	
REAS	PERMITTED	PROPOSED
LOT AREA		602.40 sq.m.
LOT COVERAGE	32.00 %	30.13 %
HEIGHT	7.60 m.	7.60 m.
STORIES	1.5	2.5 +
SETBACKS		
- FRONT (NORTH)	5.90 m.	4.88 m. +
- REAR (SOUTH)	20.00 m.	19.10 m. +
- SIDE (WEST)	3.40 m.	1.50 m. +
- SIDE (EAST)	1.50 m.	3.52 m.
- COMBINED	5.40 m.	5.02 m.
FLOOR AREA		
- UNIT A UPPER		41.41 sq.m.
- UNIT A MAIN		61.81 sq.m.
- UNIT B UPPER		41.41 sq.m.
- UNIT B MAIN		61.81 sq.m.
TOTAL FLOOR AREA	210.00 sq.m.	205.44 sq.m.
- UNIT C		43.30 sq.m.
- UNIT D		43.30 sq.m.
F.S.E.	0.35 TO 1.0	0.34 TO 1.0
LANDSCAPING	38% (min)	38.75%
PARKING	5	4

*VARIANCE REQ'D

MAIN RESIDENCE: AVERAGE GRADE CALCULATION

(A+B) $228.43 \text{ m.} + 28.32 \text{ m.} + 21 \times 3.25 \text{ m.} = 72.24 \text{ m.}$
 (A+C) $228.33 \text{ m.} + 28.33 \text{ m.} + 21 \times 3.25 \text{ m.} = 72.98 \text{ m.}$
 (C+D) $228.32 \text{ m.} + 28.33 \text{ m.} + 21 \times 3.40 \text{ m.} = 74.34 \text{ m.}$
 (E+F) $224.78 \text{ m.} + 24.78 \text{ m.} + 21 \times 3.40 \text{ m.} = 71.05 \text{ m.}$
 (G+H) $228.40 \text{ m.} + 28.40 \text{ m.} + 21 \times 3.02 \text{ m.} = 74.27 \text{ m.}$
 (I+J) $228.40 \text{ m.} + 28.40 \text{ m.} + 21 \times 3.37 \text{ m.} = 78.51 \text{ m.}$
 (K+L) $228.40 \text{ m.} + 28.40 \text{ m.} + 21 \times 3.44 \text{ m.} = 73.04 \text{ m.}$
 (M+N) $228.38 \text{ m.} + 28.37 \text{ m.} + 21 \times 3.46 \text{ m.} = 73.05 \text{ m.}$
 (O+P) $228.27 \text{ m.} + 28.46 \text{ m.} + 21 \times 3.45 \text{ m.} = 72.40 \text{ m.}$
 (Q+R) $228.44 \text{ m.} + 28.48 \text{ m.} + 21 \times 3.44 \text{ m.} = 73.10 \text{ m.}$
 (S+T) $228.48 \text{ m.} + 28.50 \text{ m.} + 21 \times 3.44 \text{ m.} = 73.30 \text{ m.}$
 (U+V) $228.50 \text{ m.} + 28.48 \text{ m.} + 21 \times 3.44 \text{ m.} = 73.11 \text{ m.}$
 (W+X) $228.48 \text{ m.} + 28.50 \text{ m.} + 21 \times 3.37 \text{ m.} = 72.03 \text{ m.}$
 (Y+Z) $228.50 \text{ m.} + 28.47 \text{ m.} + 21 \times 3.02 \text{ m.} = 72.05 \text{ m.}$
 (AA) $224.78 \text{ m.} + 24.78 \text{ m.} + 21 \times 3.40 \text{ m.} = 71.05 \text{ m.}$
 (AB) $228.47 \text{ m.} + 28.47 \text{ m.} + 21 \times 3.84 \text{ m.} = 74.48 \text{ m.}$
 (AC) $228.47 \text{ m.} + 28.47 \text{ m.} + 21 \times 3.25 \text{ m.} = 72.12 \text{ m.}$
 (AD) $228.47 \text{ m.} + 28.50 \text{ m.} + 21 \times 3.25 \text{ m.} = 72.48 \text{ m.}$
 (AE) $228.50 \text{ m.} + 28.43 \text{ m.} + 21 \times 3.54 \text{ m.} = 74.30 \text{ m.}$

TOTAL = 1433.17 + 50.79 = ave. grade 28.22 m.



ACCESSORY BUILDING: AVERAGE NATURAL GRADE CALCULATION

(A+B) $228.42 \text{ m.} + 28.42 \text{ m.} + 21 \times 3.10 \text{ m.} = 74.52 \text{ m.}$
 (B+C) $228.40 \text{ m.} + 28.45 \text{ m.} + 21 \times 3.32 \text{ m.} = 70.54 \text{ m.}$
 (C+D) $228.45 \text{ m.} + 28.74 \text{ m.} + 21 \times 3.10 \text{ m.} = 74.55 \text{ m.}$
 (E+F) $228.74 \text{ m.} + 28.42 \text{ m.} + 21 \times 3.32 \text{ m.} = 70.01 \text{ m.}$
 TOTAL = 710.02 + 71.84 = ave. grade 28.32 m.

SITE DATA	8-74	ACCESSORY
REAS	PERMITTED	PROPOSED
LOT AREA		602.40 sq.m.
REAR YARD LOT COVERAGE	25.00 %	14.31 %
HEIGHT	3.50 m.	3.47 m.
SETBACKS		
- FRONT (NORTH)	2.40 m.	11.91 m.
- REAR (SOUTH)	0.40 m.	1.50 m.
- SIDE (WEST)	0.40 m.	0.13 m.
- SIDE (EAST)	0.40 m.	7.00 m.
FLOOR AREA		
- GARAGE A		14.33 sq.m.
- GARAGE B		14.33 sq.m.
- RISE STORAGE		3.34 sq.m.
TOTAL FLOOR AREA	37.00 sq.m.	34.00 sq.m.

1 Site Plan
A2 Scale: 1:100

Received
City of Victoria
MAR 14 2016
Planning & Development Department
Development Services Division

PROFESSIONAL SEALS

Consultants

List of Drawings

A1	General Notes
A2	Site Plan
A3	Elevations
A4	Foundation & Lower Floor Plan
A5	Main Floor & Upper Floor Plan
A6	Section
A7	Accessory Building
D1	Basin/Screen Details
D2	Basin/Screen Details

ISSUED/REVISED

NO.	DATE	DESCRIPTION
1	10/27/15	Client Review
2	11/02/15	Peer Review
3	11/20/15	Variance Request
4	02/19/16	City Comments
5	03/07/16	City Comments

General Contractor and/or Owner to verify and thoroughly review all aspects of plan prior to construction and verify all work. Any discrepancies are to be reported to Building Designer immediately. Building Designer not liable for changes made to plan on site or in future to report discrepancies. Refer to General Notes for details on plan.

Note: S.C.S. to verify placement and siting of all structures on lot. General Contractor to work in conjunction with S.C.S. to ensure proper placement of structures on site prior to starting work. Building Designer not responsible for any excavation or any kind with regard to siting or placement of structures on lot.

Short lead times to review plan (where required) and specify structure as detailed necessary. It is the responsibility of the owner or contractor to verify and coordinate all engineering requirements with municipal building departments prior to starting work. Such manufacturers to review plans, verify and design where emp. and houses are shown, and to contact building designer to address the review as necessary.

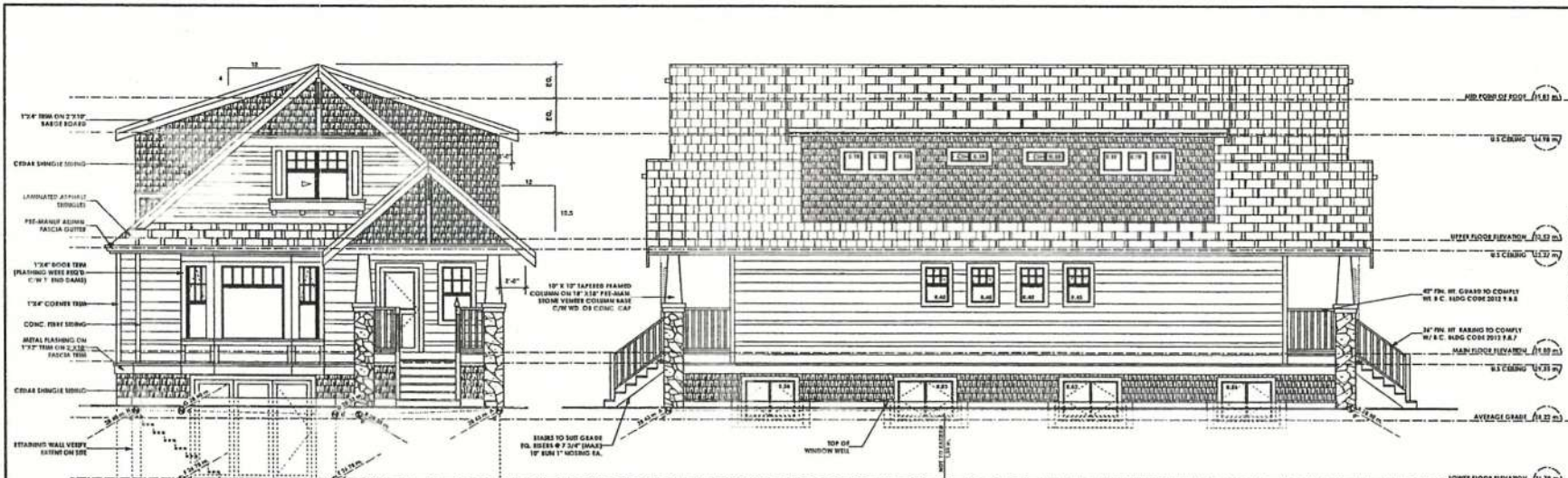
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VICTORIA DESIGN GROUP
7647
A2 OF A7
MARCH 07, 2016
as shown
LIS

SITE PLAN

Proposed Residence:
Carlisle Properties
1115/17 Caledonia Ave.
Victoria, B.C.

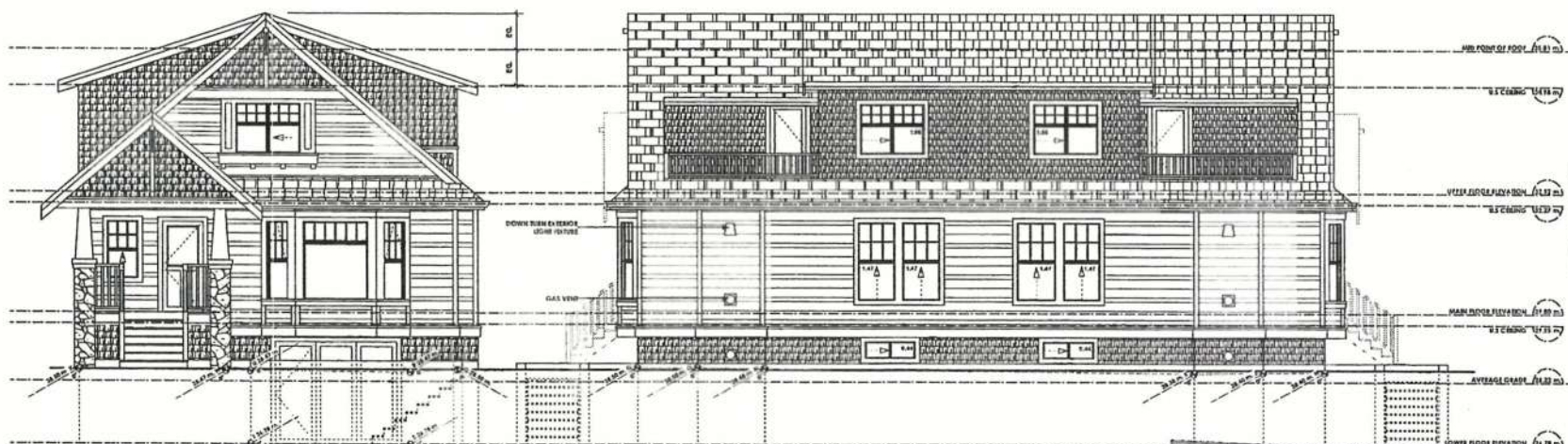




1 Front (N) Elevation
A1 Scale: 1/4" = 1'-0"

2 Right (W) Elevation
A1 Scale: 1/4" = 1'-0"

Building Distance	1.50 m
Exposed Building Face	77.13 sq m
Allowable Opening	8.75
Allowable Opening Area	2.31 sq m
Proposed Opening	3.70 sq m



3 Rear (S) Elevation
A1 Scale: 1/4" = 1'-0"

2 Left (E) Elevation
A1 Scale: 1/4" = 1'-0"

Building Distance	3.52 m
Exposed Building Face	76.72 sq m
Allowable Opening	17.75
Allowable Opening Area	12.28 sq m
Proposed Opening	16.08 sq m

PROFESSIONAL SEALS

Consultants

List of Drawings

A1	General Notes
A2	Site Plan
A3	Elevations
A4	Foundation & Lower Floor Plan
A5	Main Floor & Upper Floor Plan
A6	Section
A7	Accessory Building
D1	Rainscreen Details
D2	Rainscreen Details

ISSUED/REVISED

NO.	DATE	DESCRIPTION
1	10/29/15	Client Review
2	11/02/15	Peer Review
3	11/20/15	Valiance Req'd
4	02/19/16	City Comments
5	03/07/16	City Comments

General Contractor and/or Owner to verify and thoroughly review all aspects of plans prior to construction and prior setting out of all work. Any discrepancies are to be reported to Building Designer immediately. Building Designer not liable for changes made to plans as the architect is not responsible for discrepancies. Refer to General Notes included on plan.

Note: B.C.C.A. to verify placement and setting of all elevations on lot. General Contractor to work in conjunction with B.C.C.A. to ensure proper placement of elevations on site prior to starting work. Building Designer not responsible for any discrepancies of any kind with regard to setting or placement of elevations on lot.

Structural Engineer to review plans (where required) and specify structural steel reinforcement. It is the responsibility of the owner or contractor to verify and coordinate all engineering requirements with municipal building departments prior to starting work. From Municipal Engineer to review plans. Verify steel design where any structural steel is shown, and to contact building designer to submit drawings as necessary.

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VICTORIA DESIGN	7667
6 1/2" x 9"	A3 OF A7
DATE	MARCH 07, 2016
SCALE	AS SHOWN
DRAWN	LIS
PROJ. NO.	1115/17
PROJ. NAME	PROPOSED RESIDENCE

ELEVATIONS

PROJ. NO. 1115/17
PROJ. NAME PROPOSED RESIDENCE
PROPOSED RESIDENCE:
Carlisle Properties
1115/17 Caledonia Ave.
Victoria, B.C.

Received
City of Victoria
MAR 14 2016
Planning & Development Department
Development Services Division



Front Elevation

	HORIZONTAL CONC. FIBRE SIDING: SHERWIN WILLIAMS - SW 7639 ETHEREAL MOOD
	CEDAR SHINGLES
	LAMINATED ASPHALT SHINGLES - RUSTIC GREY
	TRIM: BENJAMIN MOORE - DECORATORS WHITE
	ACCENT: BENJAMIN MOORE 154 - HALE NAVY



Rear Elevation



Right Elevation



Left Elevation

PROFESSIONAL SEALS

Consultants

List of Drawings

NO.	DATE	DESCRIPTION
A1	General Notes	
A2	Site Plan	
A3	Front & Right Elevations	
A4	Rear & Left Elevations	
A5	Foundation Plan	
A6	Lower Floor Plan	
A7	Main Floor Plan	
A8	Upper Floor Plan	
A9	Section	
D1	Roofscreen Details	
D2	Roofscreen Details	

ISSUED/REVISED

NO.	DATE	DESCRIPTION
1	10/29/15	Client Review
2	11/02/15	Peer Review

General Contractor and/or Owner to verify and thoroughly review all aspects of plan prior to commencement and setting out of all work. Any discrepancies are to be reported to Building Designer immediately. Building Designer not liable for changes made to plan on site or future to report discrepancies. Refer to General notes included on plan.

Note: S.C.L.S. to verify placement and siting of all structures on lot. General Contractor to work in cooperation with S.C.L.S. to ensure proper placement of structures on site prior to starting work. Building Designer not responsible for any encroachments of any kind with regard to siting or placement of structures on lot.

Structural Engineer to review plan (where required) and specify structure as deemed necessary. It is the responsibility of the owner or contractor to verify and coordinate all engineering requirements with municipal building departments prior to starting work. These Manufacturers to verify plans to verify roof design where any roof trusses are shown, and to contact building designer to update if trusses are necessary.

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	DATE	7667
	SHEET	A3 OF A3
	DATE	OCTOBER 2015
	SCALE	as shown
DRAWN BY		UJS
CHECKED BY		
REVIEWED BY		

ELEVATIONS

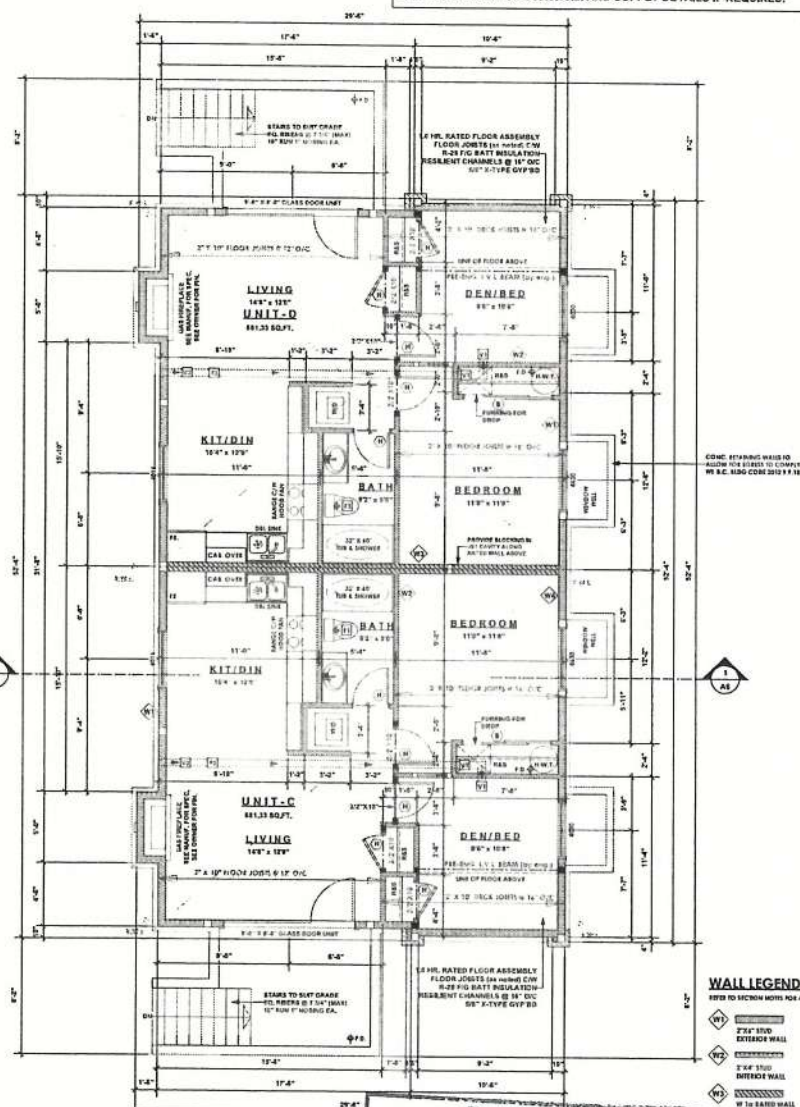
PROPOSED
Proposed Residence:
Carlisle Properties
1115/17 Caledonia Ave
Victoria, B.C.

Received
City of Victoria

MAR 14 2016

Planning & Development Department
Development Services Division

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY STRUCTURAL ENGINEER.
STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND
INTERIOR WALL BRACING TO RESIST LATERAL LOADS IN COMPLIANCE
WITH B.C. BLDG. CODE 9.23.13.2, AND SUPPLY DETAILS IF REQUIRED.



2
A4

Lower Floor Plan

Scale: 1/4" = 1'-0"

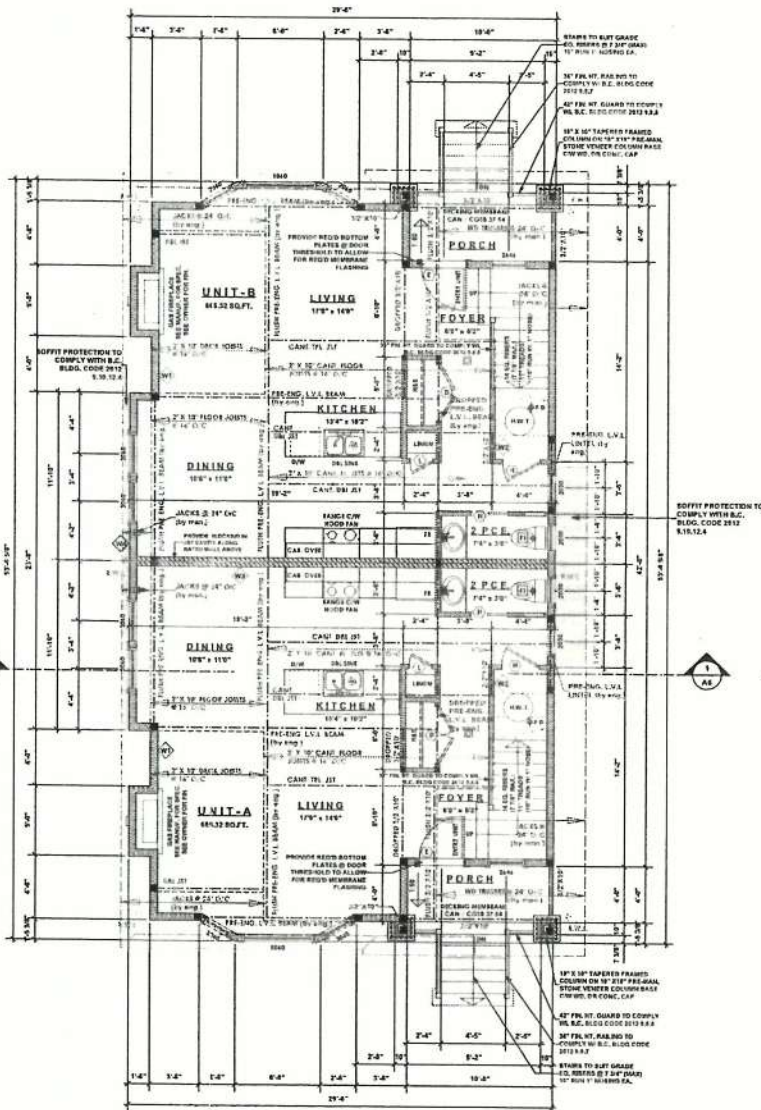
- CRAWL SPACE: 18.47 sq.ft. (1.73 sq.m.)
CRAWL SPACE: 18.47 sq.ft. (1.73 sq.m.)
TOTAL: 37.33 sq.ft. (3.47 sq.m.)

[illegible]

Victoria City Council - 28 Apr 2016

NOTE: ROOM SIZES NOTED ON FLOOR PLANS ARE FOR REFERENCE PURPOSES ONLY AND NOT TO BE USED FOR CONSTRUCTION. DIMENSIONS TAKE PRECEDENCE OVER SIZES AND ARE TO BE USED FOR CONSTRUCTION.

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY STRUCTURAL ENGINEER, STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND INTERIOR WALL BRACING TO RESIST LATERAL LOADS IN COMPLIANCE WITH B.C. BLDG. CODE 9.23.13.2, AND SUPPLY DETAILS IF REQUIRED.

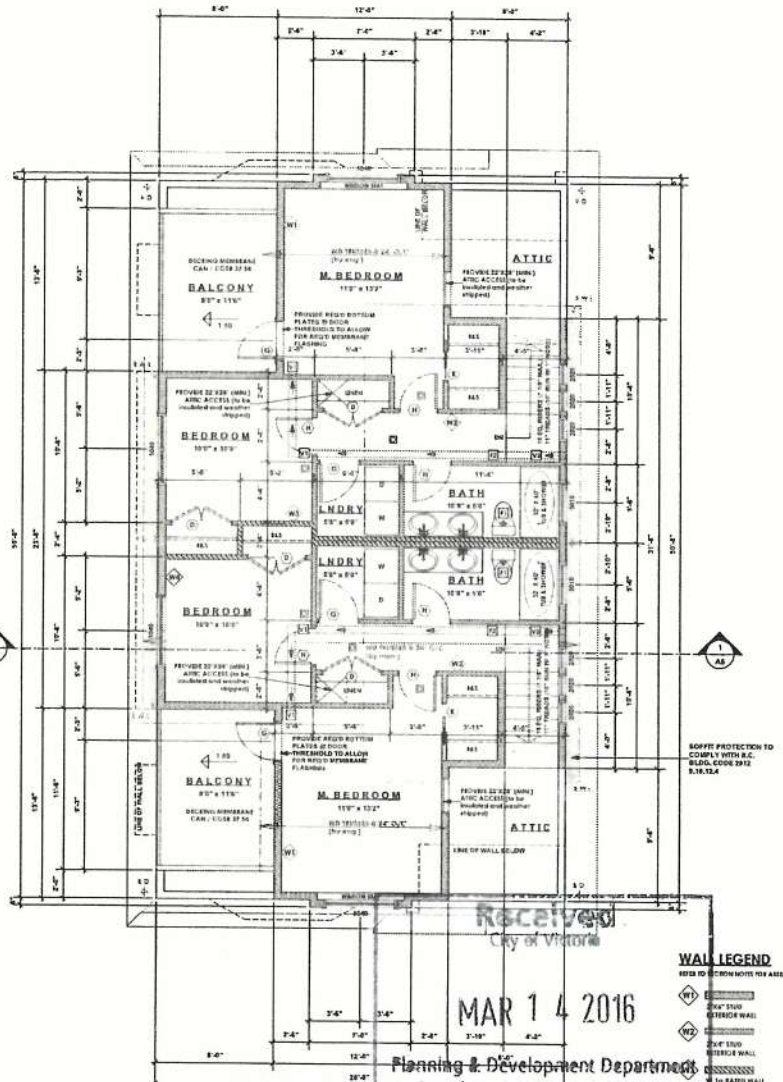


1 Main Floor Plan
Scale: 1/4" = 1'-0"

UNIT A: 445.32 sq.ft. (41.81 sq.m.)
UNIT B: 445.32 sq.ft. (41.81 sq.m.)
TOTAL: 1330.44 sq.ft. (123.42 sq.m.)

Interconnected Smoke detection to comply with B.C.C. 9.10.11.
Interconnected Carbon Monoxide detection to comply with B.C.C. 9.12.42.

Mechanical Exhaust Fans
320/4 (40 CFM) intermittent OR
9 1/2 (20 CFM) continuous
210/4 (40 CFM) continuous
210/4 (40 CFM) continuous
Refer to general notes



1 Upper Floor Plan
Scale: 1/4" = 1'-0"

UNIT A: 445.44 sq.ft. (41.41 sq.m.)
UNIT B: 445.31 sq.ft. (41.37 sq.m.)
TOTAL: 891.00 sq.ft. (82.78 sq.m.)

SOLID BLOCKING
NU WD POST (LOAD ABOVE)
FOUNT LOAD



PROFESSIONAL SEALS

Consultants

List of Drawings

- A1 General Notes
- A2 Site Plan
- A3 Elevations
- A4 Foundation & Lower Floor Plan
- A5 Main Floor & Upper Floor Plan
- A6 Section
- A7 Accessory Building
- D1 Foundation Details
- D2 Foundation Details

ISSUES/REVISED

NO.	DATE	DESCRIPTION
1	10/25/15	Client Review
2	11/02/15	Peer Review
3	11/20/15	Valuation Req'd
4	02/19/16	City Comments
5	03/07/16	City Comments

General Contractor and/or Owner to verify and thoroughly review all aspects of plan prior to construction and setting out of work. Any discrepancies are to be reported to Building Designer immediately. Building Designer not liable for changes made to plan on site or failure to report discrepancies. Refer to General Notes for details on plan.

Owner, C.E.S. to verify placement and timing of all structures on lot. General Contractor to work in conjunction with C.E.S. to ensure proper placement of structures on site prior to starting work. Building Designer not responsible for any encroachments of any kind with regard to siting or placement of structures on lot.

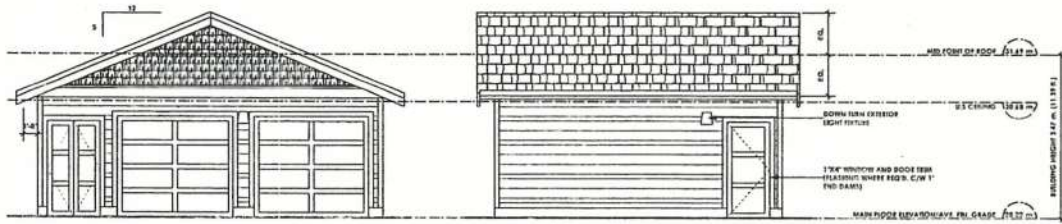
Structural Engineer to review plan (where required) and specify structure as deemed necessary. It is the responsibility of the Owner or Contractor to verify and coordinate all engineering requirements with municipal building departments prior to starting work. Home Manufacturer to review plans to verify load design where any and ensure any changes and to contact building designer to submit if revisions are necessary.

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VICTORIA DESIGN
7667
A5 OF A7
MARCH 07, 2016
AS SHOWN
LIS
REVIEWED BY

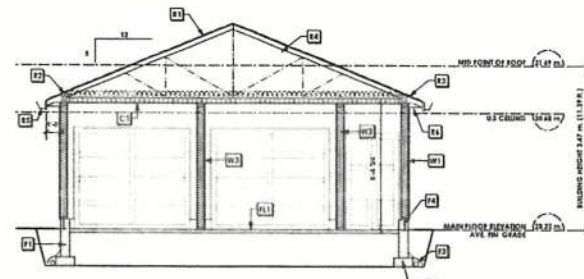
MAIN & UPPER FLOOR

Proposed Residence:
Carlisle Properties
1115/17 Caledonia Ave.
Victoria, B.C.

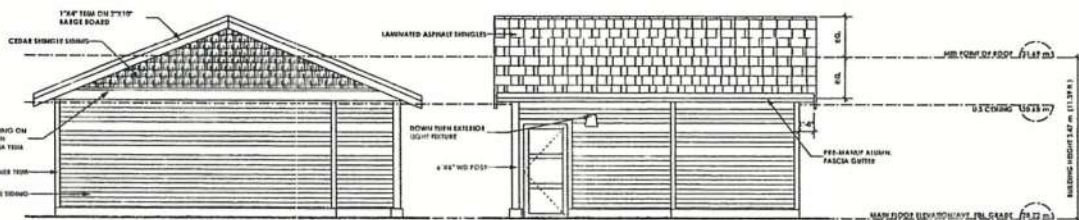


1 Front (E) Elevation
Scale: 1/4" = 1'-0"

2 Right (N) Elevation
Scale: 1/4" = 1'-0"

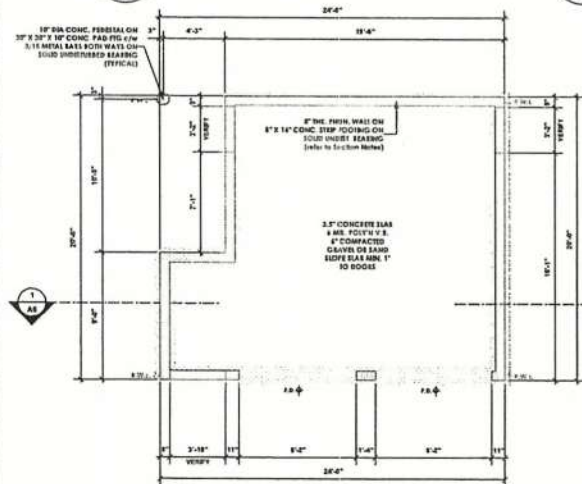


7 Cross Section
Scale: 1/4" = 1'-0"

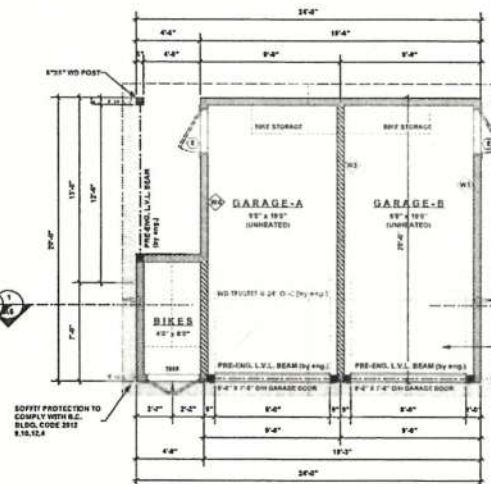


3 Rear (W) Elevation
Scale: 1/4" = 1'-0"

4 Left (S) Elevation
Scale: 1/4" = 1'-0"



5 Foundation Plan
Scale: 1/4" = 1'-0"



6 Main Floor Plan
Scale: 1/4" = 1'-0"

GARAGE A: 175.75 sq.ft. (16.33 sq.m.)
GARAGE B: 175.75 sq.ft. (16.33 sq.m.)
BIKE STORAGE: 34.00 sq.ft. (3.14 sq.m.)
TOTAL: 385.50 sq.ft. (35.80 sq.m.)

Roofs & Ceilings

R1. LAMINATED ASPHALT SHINGLES ON 1/2" OSB SHEATHING (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

R2. PROVIDE 2 1/2" CLEAR BETWEEN 1/2" INSULATION AND SHEATHING (from 1/2" OSB SHEATHING) 5/8" CYPRESS BOARDS 3/4" TRUSSES @ 12" O.C. 5/8" BRICK LAMIN

R3. PROVIDE 1 TO 1.5" ATTIC VENT PER 300 SQ. FT. OF INSULATED AREA MIN. 1/2" OF INSULATION IN TOP AND BOTTOM (see comply with B.C. Bldg. Code 11.1.1.1)

R4. PER. PM. ALUMINUM FASCIA GUTTER 7/8" FASCIA BO. 2"X4" FASCIA BO. VENTED SOFFIT 30 CORREL. W/ B.C. Bldg. Code 2013 11.10.1.1 (10) (see comply with B.C. Bldg. Code 2013 11.10.1.1)

R5. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R6. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R7. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R8. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R9. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R10. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R11. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

R12. RATED CEILING 1/2" TYPE GYPD ON WD TRUSSES (see notes) C/W 4-40 F.G. BATT INSULATION

Floors & Walls

F1. 3" CONCRETE SLAB 4 MIL. POST V.S. 4" COMPACTED GRAVEL ON SAND 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F2. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F3. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F4. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F5. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F6. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F7. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F8. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F9. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F10. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F11. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F12. CON. REEL LAF SLABS ON 4" (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

Foundation Walls

F1. DAMPROOFING (where required) ON 4" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F2. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F3. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F4. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F5. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F6. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F7. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F8. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F9. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F10. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F11. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

F12. 1/2" DIA. CON. FOUNDATION WALL C/W 1/2" DIA. CON. (MIN. 1/2" CURB NO TRUSSES (DESIGNED BY MANE) 1/2" PINE GLASS LIGOR PUL INSULATION 4 MIL POLY V.S. 5/8" CYPRESS BOARDS

PROFESSIONAL SEALS

CONSULTANTS

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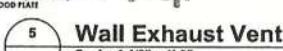
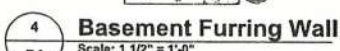
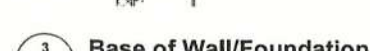
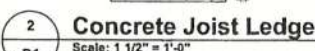
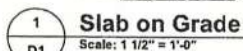
CONSULTANTS

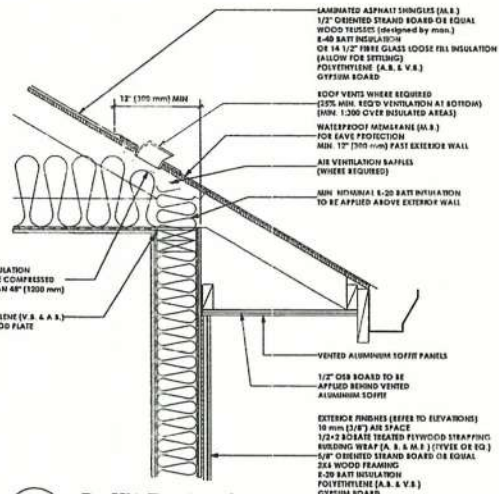


ACCESSORY BUILDING

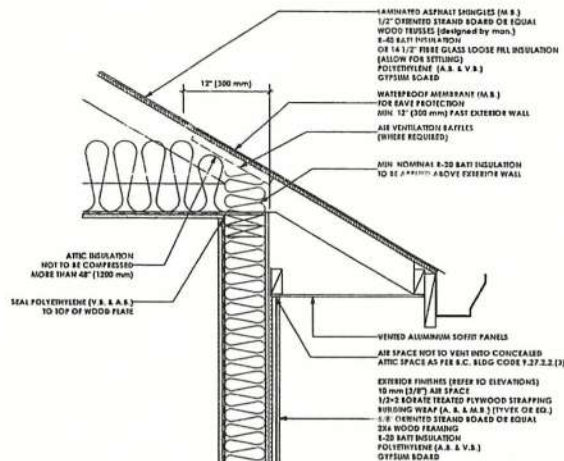
PROJEST

Proposed Residence:
Carlisle Properties
1115/17 Caledonia Ave.
Victoria, B.C.

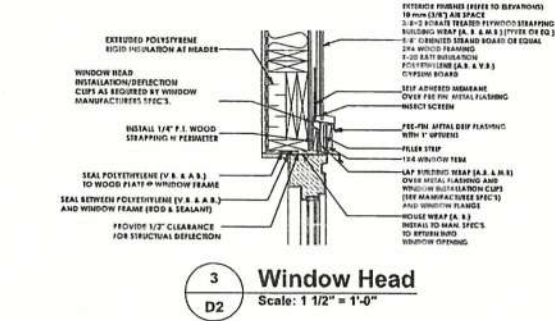




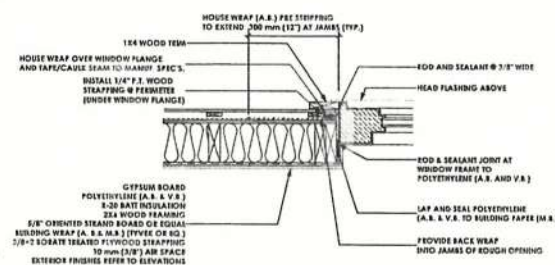
1 Soffit Protection
Scale: 1 1/2" = 1'-0"
2012 BC BUILDING CODE 9.10.15.5 (10)
(USE PROVIDED DETAIL WHEN ROOF OVERHANG IS WITHIN 1.20M OF PROPERTY LINE)



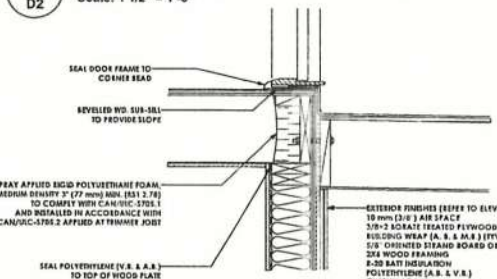
2 Water Shedding Roof / Wall
Scale: 1 1/2" = 1'-0"



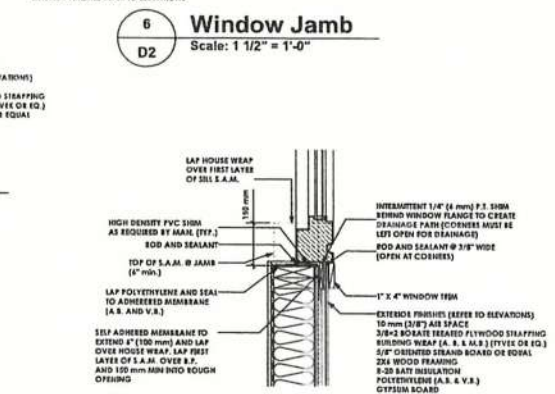
3 Window Head
Scale: 1 1/2" = 1'-0"



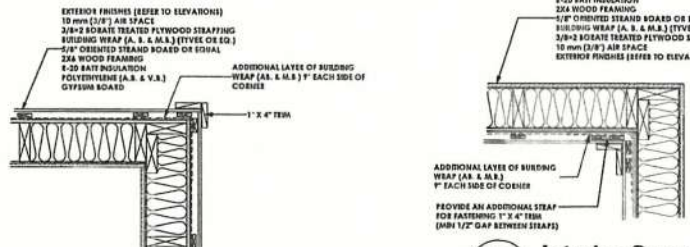
4 Cantilevered Floor
Scale: 1 1/2" = 1'-0"



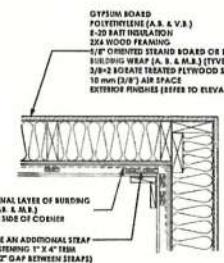
5 Door Sill Protected Membrane
Scale: 1 1/2" = 1'-0"



6 Window Jamb
Scale: 1 1/2" = 1'-0"



7 Exterior Corner
Scale: 1 1/2" = 1'-0"



8 Interior Corner
Scale: 1 1/2" = 1'-0"



9 Window Sill
Scale: 1 1/2" = 1'-0"

PROFESSIONAL SEALS

Consultants

NO.	DATE	DESCRIPTION
1	10/29/15	Client Review
2	11/02/15	Peer Review
3	10/20/15	Variance Req'd
4	02/19/16	City Comments
5	03/07/16	City Comments

General Contractor to verify and Rectify all aspects of plan prior to commencement and setting out of all work. Any discrepancies are to be reported to the Engineer immediately. Building Designer not liable for changes made to plan on site or failure to report discrepancies. Refer to General notes for details on plan.

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VICTORIA DESIGN INC.	7667
DATE: 02 OF 02	
DATE: MARCH 07, 2016	
AS SHOWN	
REVISION: LIS	

RAINSREEN DETAILS

Proposed Residence:
Carlisle Properties
1115/17 Caledonia Ave.
Victoria, B.C.

Received
City of Victoria

MAR 14 2016

Planning & Development Department
Development Services Division



1 Street Scape
S1 Scale: 1/4" = 1'-0"



PROFESSIONAL SEALS

Consultants

List of Drawings

A1	General Notes
A2	Site Plan
A3	Elevations
A4	Foundation & Lower Floor Plan
A5	Main Floor & Upper Floor Plan
A6	Section
A7	Accessory Building
D1	E rainscreen Details
D2	E rainscreen Details

ISSUES/REVISED

NO.	DATE	DESCRIPTION
1	10/29/15	Client Review
2	11/02/15	Peer Review
3	11/26/15	Valance Req'd
4	02/19/16	City Comments
5	03/07/16	City Comments

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Note: I.C.S. is to verify placement and siting of all structures on lot. General Contractor to work in conjunction with I.C.S. to ensure proper placement of structures on site prior to starting work. Building Designer not responsible for any encroachments of any kind with regard to siting or placement of structures on lot.

Structural Engineer to review plan (where required) and specify structure as deemed not necessary. It is the responsibility of the owner or contractor to verify and coordinate all engineering requirements with municipal building department prior to starting work. See Manufacturer to review plans to verify seal design where any seal design are shown, and to contact building designer to verify if revisions are necessary.

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<p>VICTORIA DESIGN INC.</p>	NO.	7667
	REV.	S1 OF S1
	DATE	MARCH 07, 2016
	SCALE	as shown
<p>FILED: 2016 MAR 14 10:14 AM P&D: 2016 MAR 14 10:14 AM</p>		<p>DESIGNED BY LIS</p>

STREETSCAPE

PROJECT

Proposed Residence:
Carlisle Properties
1115/17 Caledonia Ave.
Victoria, B.C.

Development Permit
Application
for
1115/1117 Caledonia Ave



Subject Site - As Is



Views from Property



Property to Eastside



Property to Westside



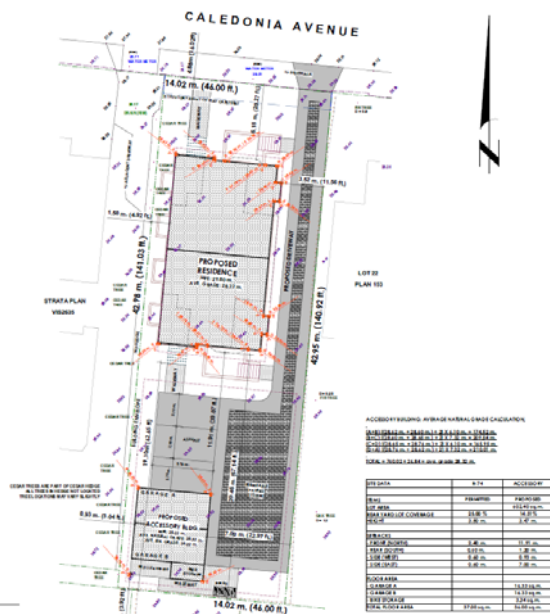
Property to South (back of lot)



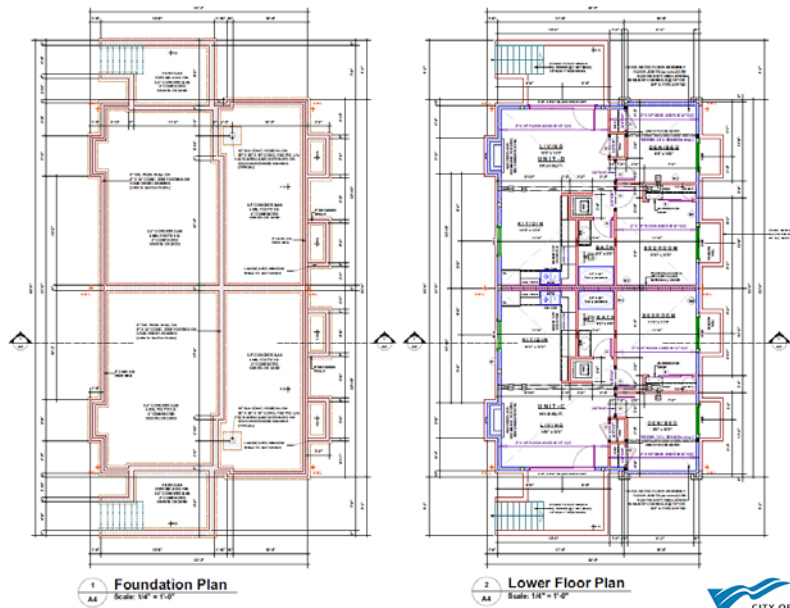
Property to North (across street).



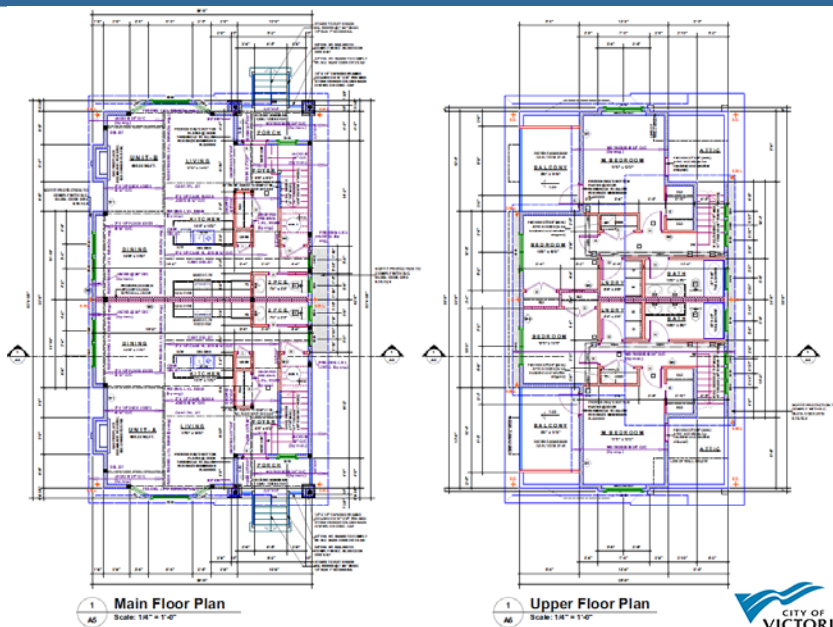
Proposed Site Plan



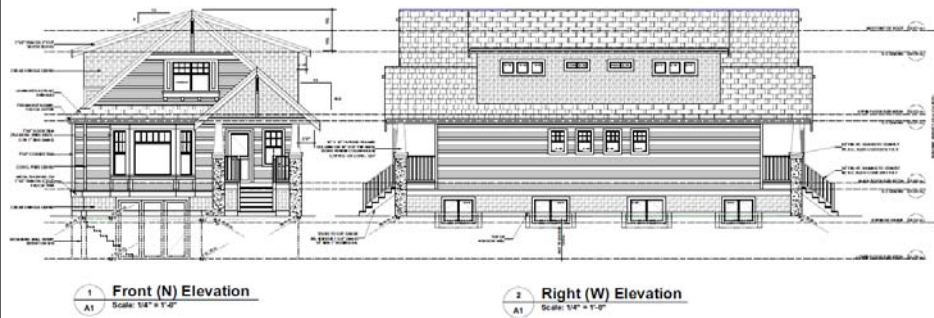
Floor Plans – Foundation & Lower



Floor Plans – Main & Upper



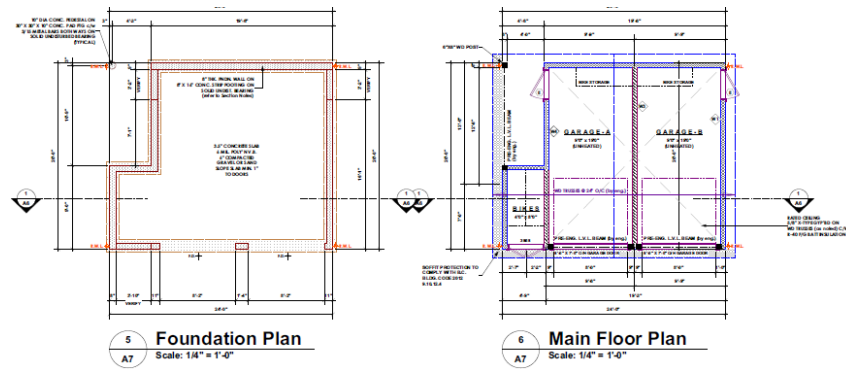
Elevations – North (front) & West (right)



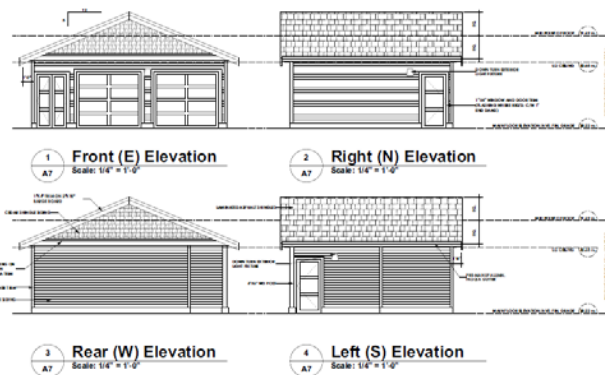
Elevations – South (rear) & East (left)



Accessory Structure Floor Plans – Foundation & Lower



Accessory Structure Elevations – All



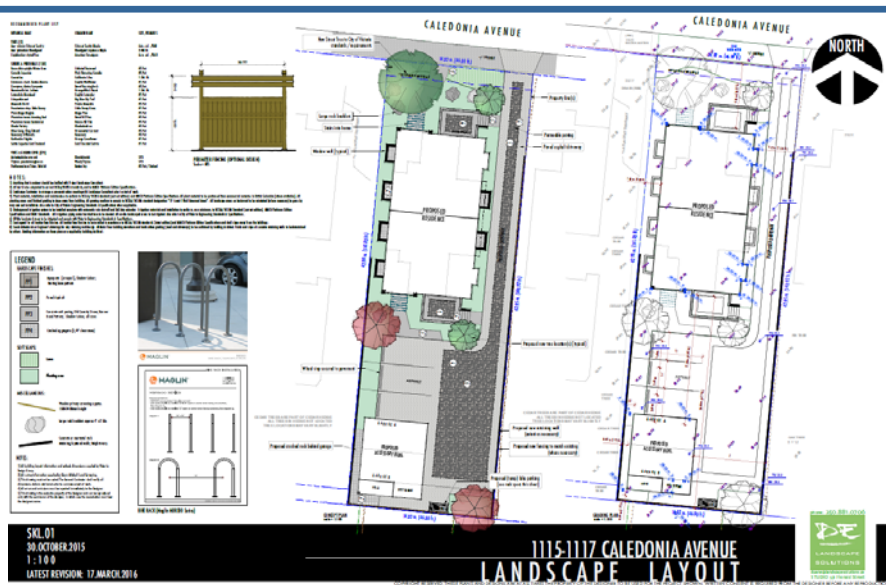
Streetscape



1 Street Scape
51 Scale: 1/4" = 1'-0"



Landscape Plan



Coloured Elevations



Front Elevation.



Right Elevation.



Rear Elevation.



Left Elevation.

	HOME DECOR & DEC. PAINTS (S&S)
	SHOWN HERE IN: (S&S)
	EXTERNAL WALLS
	CEDAR SHINGLES
	LANDSCAPED ASPHALT DRIVEWAYS
	PAVING STONE
	TRAIL
	PAVING STONE (S&S) (S&S) (S&S)
	ACCEPTED: WOOD SHINGLES (S&S) (S&S) (S&S)



REPORTS OF THE COMMITTEES

Committee of the Whole – April 7, 2016

5. Development Variance Permit No. 00170 for 704 Robleda Crescent:

It was moved by Councillor Coleman, seconded by Councillor Lucas, 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. 00170 for 704 Robleda Crescent, in accordance with:

1. Plans date stamped February 10, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - i. Schedule J Section 2.a - to increase the maximum floor area of an addition to a single family dwelling from 20m² to 132m² with the installation of a secondary suite
3. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously

4.2 Development Variance Permit No. 00170 for 704 Robleda Crescent

Committee received a report dated March 24, 2016, regarding an application to install a secondary suite in a single family dwelling.

Motion: It was moved by Councillor Lucas, seconded by Councillor Young, 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. 00170 for 704 Robleda Crescent, in accordance with:

1. Plans date stamped February 10, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - i. Schedule J Section 2.a - to increase the maximum floor area of an addition to a single family dwelling from 20m² to 132m² with the installation of a secondary suite
3. The Development Permit lapsing two years from the date of this resolution.

Committee discussed:

- A possible review of the process policy.

CARRIED UNANIMOUSLY 16/COTW



Committee of the Whole Report

For the Meeting of April 7, 2016

To: Committee of the Whole **Date:** March 24, 2016

From: Jonathan Tinney, Director, Sustainable Planning and Community Development

Subject: Development Variance Permit No. 00170 for 704 Robleda Crescent

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. 00170 for 704 Robleda Crescent, in accordance with:

1. Plans date stamped February 10, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
 - i. Schedule J Section 2.a - to increase the maximum floor area of an addition to a single family dwelling from 20m² to 132m² with the installation of a secondary suite
3. The Development Permit lapsing two years from the date of this resolution".

LEGISLATIVE AUTHORITY

In accordance with Section 498 of the *Local Government Act*, Council may issue a Development Variance Permit that varies a *Zoning Regulation Bylaw* provided the Permit does not vary the use or density of land from that specified in the *Zoning Regulation Bylaw*.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding a Development Variance Permit Application for the property located at 704 Robleda Crescent. The proposal is to install a secondary suite in a single family dwelling. The variance requested is to permit additions to the single family dwelling that increase its floor area by 132m². This is greater than the maximum permitted floor area increase of 20m² with installation of a secondary suite. A waiting period of five years is required before the secondary suite can be installed when the additional floor area exceeds 20m². The waiting period requirement is to discourage large additions in order to accommodate secondary suites. The over-arching intent is to maintain the appearance and stability of traditional residential areas while allowing for secondary suites and house conversions.

The following points were considered in assessing this Application:

- the creation of a secondary suite in a single family dwelling on a large lot is consistent with City policy
- the additions are in keeping with the existing character of the single family dwelling and are not required to accommodate the proposed secondary suite
- the secondary suite generally complies with the *Secondary Suites Design Guidelines*
- if not approved now, the secondary suite could be installed in five years' time
- without the secondary suite, the renovations currently underway are permitted under the zoning and do not require Council's approval.

BACKGROUND

Description of Proposal

The proposal is for the installation of a secondary suite as part of the renovation, currently underway, of a single family dwelling. Specific details include:

- additions to enlarge the building by 132m² incorporating a two-car garage with an additional bedroom over it on the north side and additional dining and living space on the main floor at the front and on the south side
- a total floor area for the single family dwelling of 304m²
- installation of a one-bedroom lower-floor secondary suite of 50m² within the existing building footprint.

The proposed variances are related to:

- permitting a secondary suite when floor area is added to a single family dwelling exceeding 20m²
- a waiting period of five years is required before the secondary suite can be installed in a single family dwelling when floor area added to a single family dwelling exceeds 20m².

Sustainability Features

The applicant has not identified any sustainability features associated with this proposal.

Active Transportation Impacts

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

Public Realm Improvements

No public realm improvements are proposed in association with this Development Variance Permit Application.

Existing Site Development and Development Potential

The 896m² triangular-shaped lot is at the south end of Robleda Crescent and is in the R1-A Zone, Rockland Single Family Dwelling District. The existing single family dwelling was built in 1952. With the proposed additions, the single family dwelling will have a site coverage of 25% and a floor space ratio of 0.34:1.

Under the R1-A Zone, the property could be developed for a potentially larger, new single family dwelling with a floor area based on height, setback and site coverage regulations.

Data Table

The following data table compares the proposal with the existing R1-A Zone. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Zone Standard R1-A
Site Area - minimum	895.71	740.00
Total floor area (m ²) - maximum	304.62	N/A
Floor Space Ratio	0.34:1	N/A
Lot width (m) - minimum	31.00	24.00
Height (m) - maximum	7.56	7.60
Storeys - maximum	2.5	2.5
Site coverage % - maximum	25.96	40.00
Setbacks (m) - minimum		
Front	10.57	10.5
Rear	8.1(addition)/0.55 (existing building)	8.06
Side (north)	3.00	3.00
Side (south)	6.00	3.00
Parking - minimum	3	1
Secondary Suite		
Added floor area - maximum	131.87*	20.00
Suite floor area – maximum	50.09	90.00

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on February 22, 2016, the Application was referred for a 30-day comment period to the Rockland 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

The Secondary Suite Design Guidelines recommend that the changes to the front façade of a house be minimized. The largest addition to the house is on the north side and the least visible from the street. It and the other additions are in keeping with the existing character of the house. The guidelines also recommend the retention of a single entrance on the front façade of the house as is shown in this proposal. The lot is sufficiently large for the provision of private open space for the secondary suite. The entrance to the secondary suite is an existing door next to an existing garage and its driveway. This makes the provision of a separate walkway to the entrance as recommended in the Guidelines impractical. However, should the garage be

converted to another use in the future, a walkway as well as a patio for the secondary suite would be feasible.

CONCLUSIONS

The creation of a secondary suite in a single family dwelling on a large lot is consistent with City policy. The additions are in keeping with the existing character of the single family dwelling and are not required to accommodate the proposed secondary suite. The secondary suite generally complies with the *Secondary Suites Design Guidelines*. If not approved now, the secondary suite could be installed in five years' time. Without the secondary suite, the renovations currently underway are permitted under the zoning and do not require Council's approval. Staff recommend for Committee's consideration that the Application advance to an opportunity for public comment at a meeting of Council.

ALTERNATE MOTION

That Council decline Development Variance Permit Application No. 00170 for the property located at 704 Robleda Crescent.

Respectfully submitted,



Brian Sikstrom
Senior Planner
Development Services Division

JH.



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

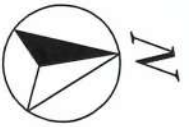


Date: March 31, 2016

List of Attachments

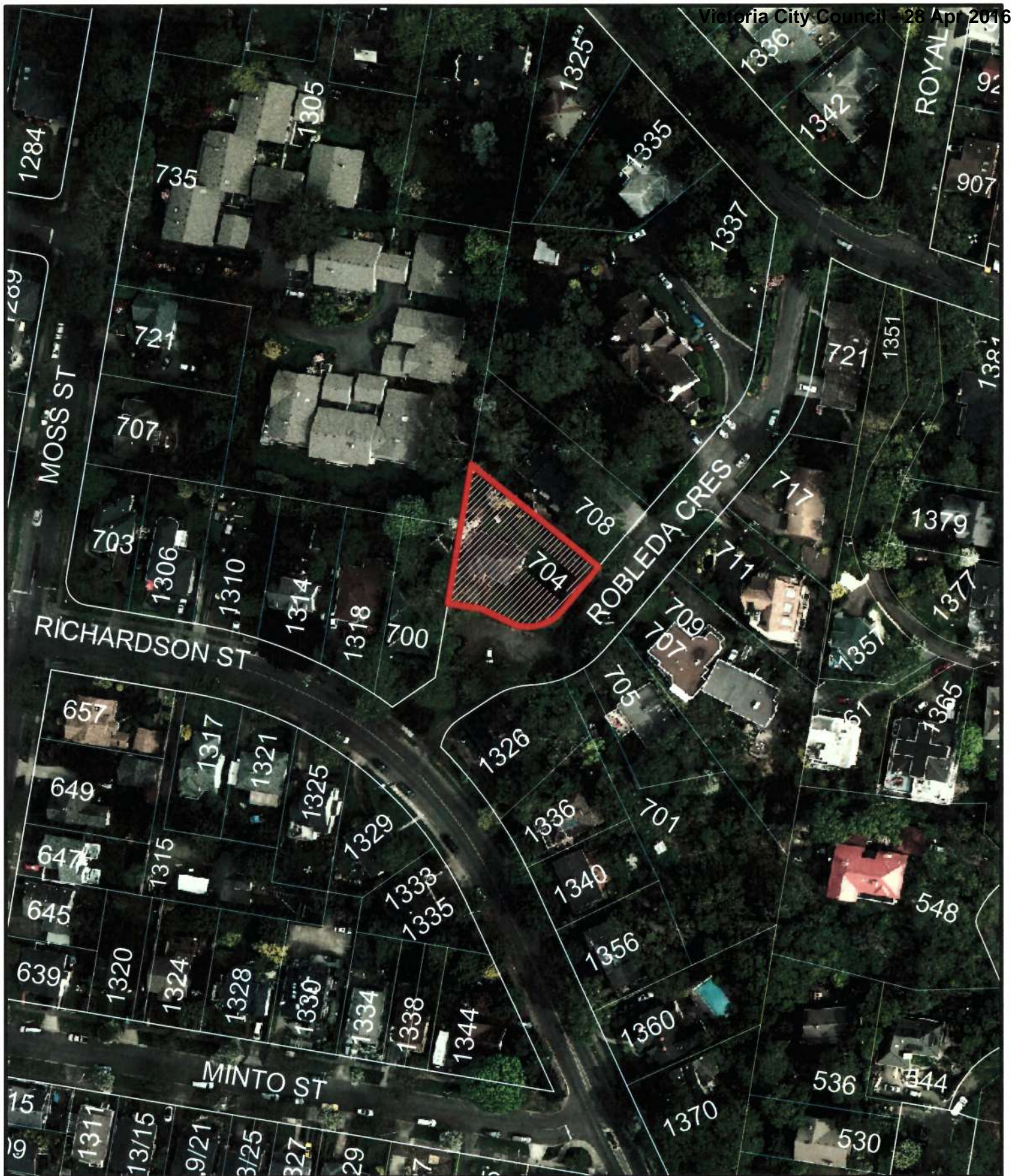
- Zoning map
- Aerial map
- Letter from applicant to Council dated November 24, 2015
- Plans dated February 10, 2016.

S:\TEMPEST_ATTACHMENTS\PROSPERO\PL\DV\DP\DP00170\DP DVP PLUC REPORT TEMPLATE1.DOC



Development Variance Permit #00170
704 Robleda Cres





704 Robleda Cres
Development Variance Permit #00170

SUBJECT PROPERTY: 704 Robleda Cr.
LOT 6 (DD 294833I), FAIRFIELD FARM ESTATE,
VICTORIA CITY, PLAN 8248.

November 24th, 2015

Mayor and Council City of Victoria
City of Victoria Municipal Hall
#1 Centennial Square,
Victoria, BC
V8W 1P6

*Re: Application for Variance; Relief from the required 5-year wait
for the application of a secondary suite*

Your Honor and Honorable Council Members,

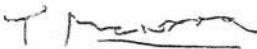
We hereby respectfully seek relief of and a variance for the required five-year wait, as defined under **Schedule J – Secondary Suite Regulations, Item 2, Exterior Changes**.

A building permit application has been submitted to develop the basement in and construct additions to our family home. This work is planned to accommodate our immediate family of 7, as well as the future inclusion of my parents. Mr. and Mrs. Vincent Monckton, aged 82 and 86, currently reside in Regina and are preparing to relocate to Victoria in the spring of 2016. At that time and on completion of renovations, we hope to move them into the proposed secondary suite. We have made the important decision that we - my wife, sons, and I - can provide better care for my parents in our home than that offered in an institutional care facility. The safety, stability and connectedness achieved in living together will create an inclusive and loving environment for the family as a whole.

The proposed suite, which falls outside the scope of approved renovations, does not impact the footprint of the house and will remain within the existing structure. The two existing driveways offer easy access to adequate off-street parking.

The variance we seek will relieve us from the long five-year wait, thereby enabling us to tend to the immediate needs of our family. Your consideration is greatly appreciated.

Sincerely,



Thaddeus Monckton and Brenda Scott
704 Robleda Crescent, Victoria, BC,
V8S 3K5, Canada, [REDACTED]
[REDACTED]

2 of 387

Date: 11/30/15
Time: 12:53:34 PM



1 South (front) Elevation
Scale: 1/4" = 1'-0"



2 East (right) Elevation
Scale: 1/4" = 1'-0"



PROFESSIONAL SEAL												
CONSULTANTS												
LIST OF DRAWINGS												
A1	General Notes											
A2	Site Plan											
A3	Elevations											
A4	Elevations											
A5	Foundation											
A6	Lower Floor Plan											
A7	Main Floor Plan											
A8	Upper Floor Plan											
A9	Section											
D1	Rainscreen Application Details											
ISSUED/REVISED												
No.	DATE	ISSUED/REVISED										
01	10/15/15	Check Set										
02	10/24/15	BP Submission										
03	11/27/15	Living Room Addition										
<p>General Contractor and/or Owner to verify and thoroughly review all aspects of this plan for compliance with all applicable codes and standards. Any discrepancies are to be reported to Building Department immediately. Building Department will review for compliance with all applicable codes and standards. Refer to General Contractor for details on plan.</p> <p>Note: B.C.L.S. is responsible for placement and design of all structures on lot. General Contractor is responsible for construction of structures on lot. B.C.L.S. is responsible for placement of structures on lot prior to starting work. Building Department is responsible for any and all structures on lot and will require a plan to placement of structures on lot.</p> <p>Structural Engineer to review plan (where required) and specify structural or foundation work. The responsibility of the owner or contractor to verify and commission all engineering requirements with the project building department prior to starting work.</p> <p>Have Manufacturer to review plans to verify roof design where any modifications are shown and for correct building design to verify if revisions are necessary.</p> <p>© copyright</p> <p>This plan and design is created by copyright law and may not be reproduced, copied or used in any form without the express written permission of Victoria Design Limited. and may only be used for a limited time period as stated on the plan or included in the plan below.</p>												
<table><tr><td>VICTORIA DESIGN L I M I T E D</td><td>7692</td></tr><tr><td>DATE</td><td>Nov. 27, 2015</td></tr><tr><td>BY</td><td>A3 (H) A9</td></tr><tr><td>SCALE</td><td>As Shown</td></tr><tr><td>DESIGNED BY</td><td>J.S.K.</td></tr></table>			VICTORIA DESIGN L I M I T E D	7692	DATE	Nov. 27, 2015	BY	A3 (H) A9	SCALE	As Shown	DESIGNED BY	J.S.K.
VICTORIA DESIGN L I M I T E D	7692											
DATE	Nov. 27, 2015											
BY	A3 (H) A9											
SCALE	As Shown											
DESIGNED BY	J.S.K.											
ELEVATIONS												
Proposed Addition Thaddeus Monckton Lot 6 704 Robleda Crescent Victoria, BC												

Date: 11/30/15
Time: 12:03:24 PM

Received
City of Victoria

FEB 10 2016

Planning & Development Department
Development Services Division

PROFESSIONAL SEAL

CONSULTANTS

LIST OF DRAWINGS

A1	General Notes
A2	Site Plan
A3	Elevations
A4	Elevations
A5	Foundation
A6	Lower Floor Plan
A7	Main Floor Plan
A8	Upper Floor Plan
A9	Section
D1	Rainscreen Application Details

ISSUED/REVISED

No.	DATE	ISSUED/REVISED
01	10/15/15	Check Set
02	10/26/15	RP Submission
03	11/27/15	Living Room Addition

General Contractor and/or Owner to verify and thoroughly review all aspects of plans prior to construction and ensure setting out of all work. Any discrepancies are to be reported to Building Designer immediately. Building Designer not liable for changes made to plans on site or failure to report discrepancies. Refer to General Notes for details.

Note: S.C.1.1. In verify placement and setting of all structures on lot. General Contractor to work in accordance with S.C.1.1. to ensure proper placement of structures on the plot to setting work. Building Designer not responsible for any encroachments of any lot with respect to setting or placement of structures on lot. Structural Engineer to review plan (where required) and issue the Structural Engineering Report. It is the responsibility of the owner or contractor to verify and commission all engineering requirements with municipal building requirements prior to starting work.

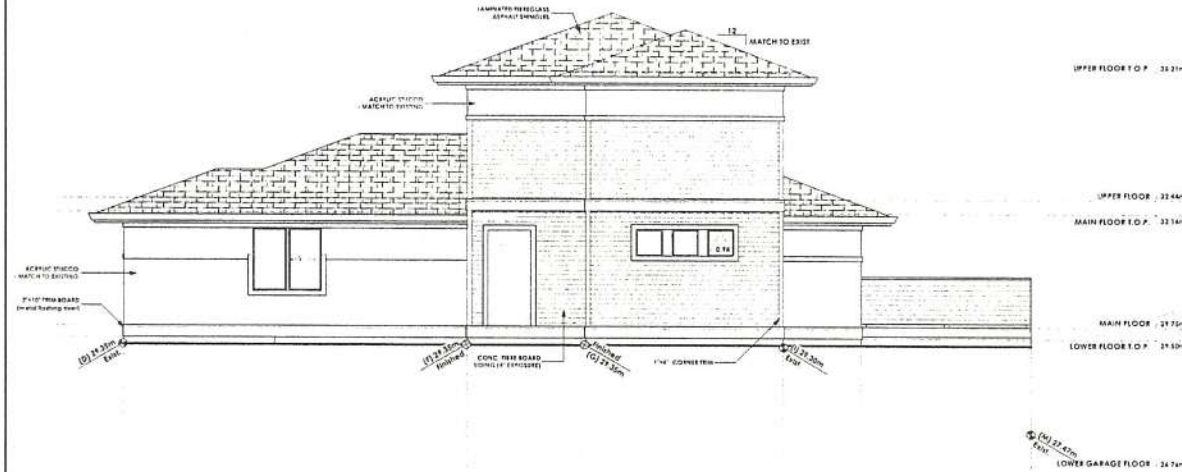
These Manufacturers to review plans to verify roof design where any rooflines are shown and to correct building designer to ensure if necessary are necessary.

This plan and design is covered by copyright law and may not be reproduced, copied or used in any form without the express written permission of Victoria Design Limited, and may only be used for the specific building project as indicated on the plan and design. It is the responsibility of the owner to ensure that the plan and design is used for the specific building project as indicated on the plan and design.

VICTORIA DESIGN C. E. A. P. P.	7692
Nov. 27, 2015	A4 OF A9
As Shown	J.S.K.
DESIGNER	REVISIONS

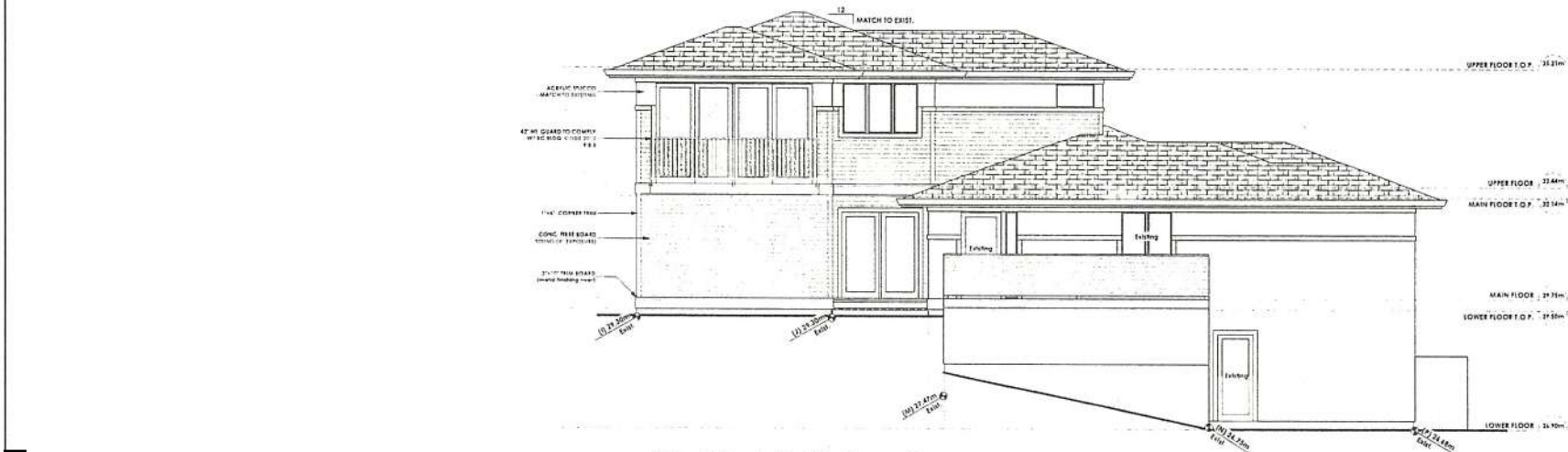
ELEVATIONS

PROJECT:
Proposed Addition
Thaddeus Monckton
Lot 6
704 Robleda Crescent
Victoria, BC



1 North (rear) Elevation
A4 Scale: 1/4" = 1'-0"

Building Elevation	3.00 m
Exposed Building Area	33.24 sq m
Allowable Coverage	18 %
Allowable Coverage Area	6.70 sq m
Exposed Footings	0.14 sq m



2 West (left) Elevation
A4 Scale: 1/4" = 1'-0"

Date: 11/30/15
Time: 12:03:34 PM

Received
City of Victoria

FEB 10 2016

Planning & Development Department
Development Services Division

PROFESSIONAL SEALS

CONSULTANTS

LIST OF DRAWINGS

A1	General Notes
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A3	Elevations
A4	Elevations
A5	Foundation
A6	Lower Floor Plan
A7	Main Floor Plan
A8	Upper Floor Plan
A9	Section
D1	Rainscreen Application Details

ISSUED/REVISED

No.	DATE	ISSUED/REVISED
01	10/15/15	Check Set
02	10/26/15	SP Submission
03	11/27/15	Living Room Addition

General Contractor and/or Owner to verify and thoroughly review all aspects of plan prior to commencement and getting out of work. Any discrepancies are to be reported to Building Designer immediately. Building Designer and Builder for changes prior to plan set or before to report discrepancies. Refer to General Contractor for plan.


Note: S.C.I.S. to verify placement and offset of all structures on lot. General Contractor to verify on completion with S.C.I.S. to ensure proper placement of structures on site prior to starting work. Building Designer not responsible for any discrepancies of any kind with regard to offset or placement of structures on lot.

Structural Engineer to review plan before issuance and identify structural no clearances and existing. The responsibility of the owner or user of the plan to verify and coordinate all engineering requirements with municipal building department prior to starting work.

These drawings are to be used as a guide only. They are not to be used for construction or design. Use for design building design to ensure it remains necessary.

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 VICTORIA DESIGN <small>INCORPORATED</small>	PROJECT	7692
	DATE	Nov. 27, 2015
	BY	J.S.K.
	FOR	J.S.K.

FOUNDATION

PROPOSED
Proposed Addition
Thaddeus Monckton
Lot 6
704 Robleda Crescent
Victoria, BC

Wall Legend

- 8" Conc. Foundation
- Wall C/W 12" x 16" Conc. Strip Footing (see section notes)
- Existing Conc. Foundation
- Beam Pocket

1
A5
Foundation Plan
Scale: 1/4" = 1'-0"

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER. STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND INTERIOR BRACED WALL PANELS TO RESIST LATERAL LOADS IN COMPLIANCE WITH B.C. BUILDING CODE 2012 9.23.13.2 AND SUPPLY DETAILS IF REQUIRED.

Date: 11/30/16
Time: 12:03:34 PM

Received
City of Victoria

FEB 10 2016

Planning & Development Department
Development Services Division

PROFESSIONAL SEAL

CONSULTANTS

LIST OF DRAWINGS

No.	DATE	ISSUED/REVISED
A1	General Notes	
A2	Site Plan	
A3	Elevations	
A4	Elevations	
A5	Foundation	
A6	Lower Floor Plan	
A7	Main Floor Plan	
A8	Upper Floor Plan	
A9	Section	
D1	Reinforcement Application Details	

ISSUED/REVISED

No.	DATE	ISSUED/REVISED
01	10/15/15	Check 1st
02	10/24/15	SP Submission
03	11/27/15	Living Room Addition

General Contractor and/or Owner to verify and thoroughly review all aspects of plan prior to construction and verify all work. Any changes to the plan must be approved by the Building Designer. Building Designer and Builder for changes made to plan on site or failed to report changes. Refer to General Notes for details.

Note: S.C.I. is to verify placement and setting of all structural steel. General Contractor to verify and confirm with S.C.I. to ensure proper placement of structural steel prior to casting. Building Designer is not responsible for any reinforcement of any steel work required for steel or placement of structural steel. Structural Engineer to review plan before casting and after casting. Once the steel is in place, the responsibility of the owner or contractor to verify and coordinate all engineering requirements with project building requirements prior to casting work.

These Manufacturers to review plans to verify steel design where any steel fabricator was involved in the building design to verify 3 conditions are necessary.

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VICTORIA DESIGN
7692
A6 01 A9
Nov. 27, 2015
As Shown
J.S.K.

LOWER FLOOR

Proposed Addition
Thaddeus Monckton
Lot 6
704 Robleda Crescent
Victoria, BC

Wall Legend

- 1 in. S2 S/C Rated Party Wall
- SC Reg. Code Wdn
- Absorbent Material One Side
- 2-4 Dimpled Stud @ 14" o.c.
- on 2-4 Stud on 2 Layers
- "C" Type X Gyp. One Side
- 2-4 or 2-4 New Wall
- Existing Wall
- Wall to be Removed
- Built-up Wd. Fast (by structural engineer)
- Built-up Wd. Fast (load from above)
- Point Load

Interconnected Smoke detectors to comply with A.C.C. 9.10.15. Interconnected Carbon Monoxide detectors to comply with B.C.C. 9.32.4.2.

1 Lower Floor Plan
Scale: 1/4" = 1'-0"

Total Lower: 1265.94 sq.ft. (117.61 sq.m)
Suite: 539 sq.ft. (50.07 sq.m)
Existing Garage: 213.44 sq.ft. (19.83 sq.m)

ALL STRUCTURE TO BE VERIFIED OR DESIGNED BY A STRUCTURAL ENGINEER. STRUCTURAL ENGINEER TO LOCATE AND DESIGN REQUIRED EXTERIOR AND INTERIOR BRACED WALL PANELS TO RESIST LATERAL LOADS IN COMPLIANCE WITH B.C. BUILDING CODE 2012 7.2.2.13.2 AND SUPPLY DETAILS IF REQUIRED.

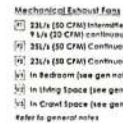
NOTE: ROOM SIZES NOTED ON FLOOR PLANS ARE FOR REFERENCE PURPOSES ONLY AND NOT TO BE USED FOR CONSTRUCTION. DIMENSIONS TAKE PRECEDENCE OVER SIZES AND ARE TO BE USED FOR CONSTRUCTION.

Mechanical Exhaust Fans

- 231/2 (50 CFM) Intermittent
- 231/2 (50 CFM) Continuous
- 231/2 (50 CFM) Continuous
- 231/2 (50 CFM) Continuous
- In Bedroom (see gen notes)
- In Living Space (see gen notes)
- In Crawl Space (see gen notes)

DOOR SCHEDULE

NO.	DESCRIPTION	QTY
A	6'0" x 8'0" (2144-2012)	7
B	6'0" x 8'0" (2144-2012)	6
C	6'0" x 8'0" (2144-2012)	4
D	6'0" x 8'0" (2144-2012)	4
E	6'0" x 8'0" (2144-2012)	1



A	5/10 > 6/10
B	5/10 > 6/10
C	5/10 > 6/10
D	4/10 > 6/10
E	5/10 > 6/10

F	270°-6.18°=263.82°
G	270°-6.18°=263.82°
H	270°-6.18°=263.82°
I	270°-6.18°=263.82°
J	270°-6.18°=263.82°
K	270°-6.18°=263.82°
L	270°-6.18°=263.82°

FEB 10 2016

Planning & Development Department
Development Services Division

PROFESSIONAL NEALS

CONSTANTS

LIST OF DRAWINGS	
1	General Arrangement
2	Plan of Foundation
3	Section of Foundation
4	Plan of Foundation
5	Section of Foundation
6	Plan of Foundation
7	Section of Foundation
8	Plan of Foundation
9	Section of Foundation
10	Plan of Foundation
11	Section of Foundation
12	Plan of Foundation
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A1	General Notes
A2	Site Plan
A3	Elevations
A4	Elevations
A5	Foundation
A6	Lower Floor Plan
A7	Main Floor Plan
A8	Upper Floor Plan
A9	Section
D1	Boltscreen Appendix

ISSUED/REVISED

No.	DATE	INSURED/RENTED
01	10/15/15	Check Set
02	10/26/15	BP Submission
03	11/27/15	Living Room Addition

General Contractors need to check to verify and thoroughly review all aspects of plan prior to commencement and setting out of all work. Any discrepancies are to be reported to Building Designer immediately. Building Designer not liable for changes made to plan on the job site to repair discrepancies. Refer to General notes included on plans.

Master S.C.I. to verify placement and filling of all structures on lot
 S.C.I. to verify work on lot in accordance with S.C.I. to ensure proper placement of structures on the lot prior to starting work.
 Building Designer not responsible for any and/or non-compliance of any lot with respect to filling or placement of structures on lot.

Structure Engineer to review plan (where required) and specify structure as deemed necessary. It is the responsibility of the owner or contractor to verify and compliance of all engineering requirements with municipal building requirements prior to starting work

Test Simultaneous to review plans to verify roof design where any roof system not shown and to confirm building designer to include if necessary per manufacturer

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Only use these tags: `$...$`

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VICTORIA	1012
DATE	10-10-10

DESIGN A7 OF A9

Nov. 27, 2015

NOV 27 2015

As Shown

J.S.K.	J.S.K.
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TEL: 909 384 7214 FAX: 909 384 7214	405/274710-00
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WWW.BTCLIMATEWITNESS.CO	
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MAIN FLOOR

10-1-17/79

Proposed Addition

Thaddeus Monckton

Madde 5. Monckton
Let 4

Lot 6
704 Bakula Crescent

704 Robleda Crescent

Victoria, BC

Victoria City Council - 28 Apr 2016

[illegible][illegible][illegible]

WT	<p>1) 1/4" ALTHS GYPSUM BOARD ON 2x4 STUDS @ 16" ON C/M</p> <p>2) 3/8" INSULATION</p> <p>3) 1/2" POLYURETHANE FOAM</p> <p>4) 1/2" GYPSUM BOARD</p> <p>Between garage & house</p>	<p>1) DAMPPROOFING (seems required) ON 8" THK. CONC. FOUNDATION WALL</p> <p>2) 1/2" 15mm BATT @ 24" ON C/W</p>
NS	<p>1) TERPANG WALL (R=12)</p> <p>2) GYPSUM BOARD</p> <p>3) 1/2" 3/8" INSULATION</p> <p>4) 1/2" GYPSUM BOARD</p> <p>Between studs</p> <p>2x4 STUDS @ 16" ON C/W</p> <p>PAINTED TO FEN. WALL</p> <p>1) FOUNDATION WALL (see note #1)</p> <p>2) Insulation required (hardening in wall)</p> <p>3) compatible to comply with N.C. Bldg. Code (2" x 4" @ 16")</p>	<p>1) 1/4" 4" FIBER CEMENT BOARD</p> <p>2) 1/2" 15mm BATT @ 24" ON C/W</p> <p>3) 1/2" 3/8" INSULATION</p> <p>4) 1/2" GYPSUM BOARD</p> <p>Between studs</p> <p>2x4 STUDS @ 16" ON C/W</p> <p>PAINTED TO FEN. WALL</p> <p>1) FOUNDATION WALL (see note #1)</p> <p>2) Insulation required (hardening in wall)</p> <p>3) compatible to comply with N.C. Bldg. Code (2" x 4" @ 16")</p>

Planning & Development Department
Development Services Division

704 Robleda Crescent
Victoria, BC

Victoria City Council - 28 Apr 2016

Received
City of Victoria
FEB 10 2016
Planning & Development Department
Development Services Division

Victoria City Council - 28 Apr 2016

**ROCKLAND NEIGHBOURHOOD ASSOCIATION**

March 8, 2016

Mayor and Council
Sustainable Planning and Community Development
At: caluc@victoria.ca

Re: DVP for 704 Robleda Crescent

The addition of a secondary suite to 704 Robleda Crescent in no way fulfills the spirit of the Secondary Suite Regulation. Schedule J allows for the addition of up to 20 m.2 of floor space to minimize exterior change and, according to the Secondary Suite Guidelines, minimize disruption of neighbours.

This renovation adds 132 m.2 of floor space, or for perspective, the equivalent of a 1,400 sq. ft. bungalow.

While the accommodation of aging parents is commendable, there is no mechanism in the Victoria bylaw to ensure that this continues to be the sole usage for the next five years. Indeed, there is no mechanism to insure that this is the actual use of the suite if occupancy is allowed.

A review of the documentation accompanying the request for a DVP shows this renovation was undertaken with consideration of suite tenancy, but the DVP application was not made until some months after building permits were issued. A DVP in this questionable circumstance would be ill advised as there may be a question of manipulating the system.

If the suite proposal is disallowed, consideration of the Secondary Suite Grant should also be discussed if applicable.

Sincerely,

Janet Simpson, President
Rockland Neighbourhood Association

Christine Havelka

Subject: FW: 704 Robleda

From: susan simpson >

Date: April 28, 2016 at 5:31:30 PM PDT

To: "Pam Madoff (Councillor)" <pmadoff@victoria.ca>

Cc: Janet Ellen Simpson <**Subject: Re: 704 Robleda**

This might not be proper procedure but I am not able to go to the meeting tonight and feel so strongly about this variance that I must send my thoughts.

The magnitude of this variance is incredible. It is not a minor 5 m2 uptick to the allowable limit but a full 112 m2 more than allowed.

The fact that the structure has already been built should have absolutely no bearing on the decision to allow or not allow. It has always been the responsibility of the owner/builder to research the requirements and follow the rules. The city does not bear the responsibility to "fix" the builder's mistakes.

Think of the precedent this will set if it is approved. From this day forward, every builder/homeowner will go ahead and do whatever they like and apply for a variance after the fact, knowing that the city will grant it.

If the city grants this variance and does not grant subsequent similar variances, there will likely be court battles based on the precedent this one has set.

It is long past time for the city to enforce the zoning and bylaws that are in place.

sue simpson
981 Royal Terrace

REPORTS OF THE COMMITTEES

2. Planning and Land Use Committee – May 14, 2015

2. Heritage Designation Application No. 000145, 000146 and 000147 for 521, 539 and 545 Superior Street

It was moved by Councillor Lucas, seconded by Councillor Loveday, that Council consider the designation of three Heritage-Registered houses (presently located at 521, 539 and 545 Superior Street) to be relocated to 580, 588 and 584 Michigan Street (in accordance with the applicant's relocation schedule dated April 23, 2015) pursuant to Section 967 of the *Local Government Act* as Municipal Heritage Sites, and in accordance with Council's September 11, 2014 motion:

1. That Council consider giving first and second reading of the *Heritage Designation Bylaws*; and
2. That Council consider delaying the advancement of the *Heritage Designation Bylaws* to a Public Hearing until the legal descriptions of the new receiver sites have been provided.

Carried Unanimously

3. CONSENT AGENDA

3.1 Heritage Designation Application No. 000145, 000146 and 000147 for 521, 539 and 545 Superior Street

Committee received a report regarding an owner initiated application to designate three Heritage-Registered houses as Municipal Heritage Sites.

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

That Council consider the designation of three Heritage-Registered houses (presently located at 521, 539 and 545 Superior Street) to be relocated to 580, 588 and 584 Michigan Street (in accordance with the applicant's relocation schedule dated April 23, 2015) pursuant to Section 967 of the *Local Government Act*, as Municipal Heritage Sites, and in accordance with Council's September 11, 2014 motion:

1. That Council consider giving first and second reading of the *Heritage Designation Bylaws*; and
2. That Council consider delaying the advancement of the *Heritage Designation Bylaws* to a Public Hearing until the legal descriptions of the new receiver sites have been provided

CARRIED UNANIMOUSLY 15/PLUC126



Planning and Land Use Committee Report

For the Meeting of May 14, 2015

To: Planning and Land Use Committee **Date:** April 23, 2015

From: Murray G. Miller, Senior Heritage Planner, Community Planning

Subject: Heritage Designation Application Nos. 000145, 000146, and 000147 for 521, 539 and 545 Superior Street (the Jameson, John and Black Residences)

RECOMMENDATION

That Council consider the designation of three Heritage-Registered houses (presently located at 521, 539 and 545 Superior Street) to be relocated to 580, 588 and 584 Michigan Street (in accordance with the applicant's relocation schedule dated April 23, 2015) pursuant to Section 967 of the *Local Government Act* as Municipal Heritage Sites, and in accordance with Council's September 11, 2014 motion:

1. That Council consider giving first and second reading of the Heritage Designation Bylaws; and
2. That Council consider delaying the advancement of the Heritage Designation Bylaws to a Public Hearing until the legal descriptions of the new receiver sites have been provided.

LEGISLATIVE AUTHORITY

In accordance with section 967 of the *Local Government Act*, Council may, by bylaw, on terms and conditions it considers appropriate, designate real property in whole or in part as protected if Council considers that the property has heritage value or heritage character or that the designation of the property is necessary or desirable for the conservation of a protected heritage property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding an owner request to designate three Heritage-Registered houses (presently located at 521, 539 and 545 Superior Street) to be relocated to 580, 588 and 584 Michigan Street.

The following points were considered in assessing this application:

- general consistency with the *Official Community Plan* (OCP)
- Statement of Significance including Victoria's Heritage Thematic Framework.

The subdivision of the lands and the relocation of the houses to their new lots have not occurred yet. As a result, new legal descriptions for the parcels that will receive the relocated houses are not available for inclusion in the designation bylaw at this time. The draft Heritage Designation Bylaws therefore include the existing legal description, which will be amended prior to Council giving third reading of the bylaws.

Staff recommend that Council consider the designation of the three Heritage-Registered houses by giving first and second reading to the bylaws, but delaying the advancement of the Heritage Designation Bylaws to a Public Hearing until the legal descriptions of the new receiver sites have been provided.

This report fulfils the requirements of Section 968(5) of the *Local Government Act*.

BACKGROUND

At its meeting on September 11, 2014, Council moved the following:

1. That Council consider authorizing the issuance of Heritage Alteration Permits #00184, #00187 and #00185, for 521, 539 and 545 Superior Street, for the relocation of the Jameson, John and Black Residences, respectively, subject to the following conditions being met prior to the issuance of Building Permits authorizing their relocation:
 - a. That the owner of the Heritage-Registered Jameson, John and Black Residences provide the City with a letter irrevocably agreeing to the designation of the houses as protected heritage property pursuant to Section 967 of the *Local Government Act* and releasing the City from any obligation to compensate the said owners in any form for any reduction in the market value of the lands (including the receiving sites) or the designated property that may result from the designation, to the satisfaction of the City Solicitor.
2. That staff be instructed to prepare the Heritage Designation Bylaw that would designate the Jameson, John and Black Residences upon receipt of owner consent to the designations.
3. That Council consider giving first and second reading of the Heritage Designation Bylaw after the bylaw has been drafted.
4. That Council consider advancing the Heritage Designation Bylaw to a Public Hearing pursuant to Section 968 of the *Local Government Act*.
5. That Council consider giving third reading of the Heritage Designation Bylaw after the Public Hearing.
6. That Council consider adoption of the Heritage Designation Bylaw after the subdivision of the lands and the relocation of the houses to their new lots and that notice of the heritage designation be registered in the Victoria Land Title Office.

Heritage Advisory Panel

Applications to designate the three properties located at 521, 539 and 545 Superior Street were reviewed by the Heritage Advisory Panel at its April 14, 2015 meeting and the applications for designation were recommended for approval.

Description of Proposal

Applications to designate the three houses presently located at 521, 539 and 545 Superior Street, to be relocated to 580, 588 and 584 Michigan Street as Municipal Heritage Sites were received from Jawl Properties Ltd. on April 8, 2015. The owner has also provided an irrevocable letter of consent to the designations (attached to this report), waiving all right to compensation as a result of any loss in property value arising from the designation.

In relation to the proposed relocation, the applicant has provided a schedule (attached to this report) that identifies the various timelines for the removal of non-heritage buildings on the site. In order to avoid the loss of trees arising from the transportation of the heritage buildings along city streets, the applicant has elected to relocate the three Superior Street heritage houses within the boundaries of the existing land parcel. This approach will be coordinated with the demolition of non-heritage buildings on the site and will require that 521 Superior Street be relocated to a temporary location to facilitate the commencement of phase one. Once the non-heritage structures located at 544 Michigan Street is removed, 521 Superior Street will be shifted to its final destination. Similarly, once the non-heritage structure located at 541 Superior Street is demolished, the two heritage houses located at 539 and 545 Superior Street will be shifted to their final destinations.

After the subdivision occurs and new legal descriptions are available, staff will report back to Council recommending that the bylaws that are attached to this report be amended accordingly.

Zoning/Land Use

The proposed designations are consistent with that outlined in the Zoning Regulation Bylaw Amendment adopted by Council on March 12, 2015, which consists of a mixed-use development. In addition, the designations are consistent with the R-2: Two Family Dwelling District, the C1-CR-G: Government Street Commercial Residential District, and predominant surrounding land uses at the proposed new locations.

Condition/Economic Viability

The exterior of the buildings, while in sound condition, require exterior maintenance. The three houses will be relocated to the southeast corner of the South Block and will undergo rehabilitation in preparation for their new uses.

ANALYSIS

The following sections provide a summary of the consistency of the three applications with the relevant City policies and guidelines.

Official Community Plan

The applications are consistent with the OCP because they contribute to the goal of protecting and celebrating Victoria's cultural and natural heritage resources. In addition, a key strategic direction of James Bay would be met by the designation of these properties as Municipal Heritage Sites because it would strengthen an existing cluster of heritage properties.

Statement of Significance

Three Statements of Significance describing the historic places, outlining their heritage value and identifying their character-defining elements are attached to this report.

Resource Impacts

The applicant intends to rehabilitate the exterior appearances of the three houses; as a result, there may be a request in the future for a grant from the Victoria Heritage Foundation.

CONCLUSIONS

The designation of the three Heritage-Registered houses presently located at 521, 539 and 545 Superior Street, to be relocated to 580, 588 and 584 Michigan Street, will strengthen an existing cluster of heritage properties located along Government Street. The applications for the designation of the three houses as Municipal Heritage Sites are consistent with relevant City policies and a key strategic direction for the James Bay Neighbourhood.

The schedule for relocating the heritage houses has been provided by the applicant, which will eliminate the need for any loss of trees because the buildings will be relocated from within the existing property boundaries. To achieve this, the relocation of individual heritage houses will be coordinated with the schedule for the demolition of non-heritage structures and phase one of the new construction. This will require that 521 Superior Street will be relocated temporarily until the structure at 544 Michigan Street is demolished. This will also delay any adoption of the designation bylaws until after the subdivision of the existing land parcel has been completed.

Staff therefore recommend that Council consider the designation of the three Heritage-Registered houses by giving first and second reading to the bylaws, but delaying the advancement of the Heritage Designation Bylaws to a Public Hearing until the legal descriptions of the new receiver sites have been provided.

ALTERNATE MOTION

That Council decline Heritage Designation Application Nos. 000145, 000146 and 000147 for the properties presently located at 521, 539 and 545 Superior Street, to be relocated to 580, 588 and 584 Michigan Street, respectively, as Municipal Heritage Sites.

Respectfully submitted,

Murray G. Miller
Senior Heritage Planner
Community Planning

MGM/ljm

Andrea Hudson
Assistant Director, Community Planning
Sustainable Planning and Community Development

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Report accepted and recommended by the City Manager:

Jason Johnson

Date:

May 6, 2015

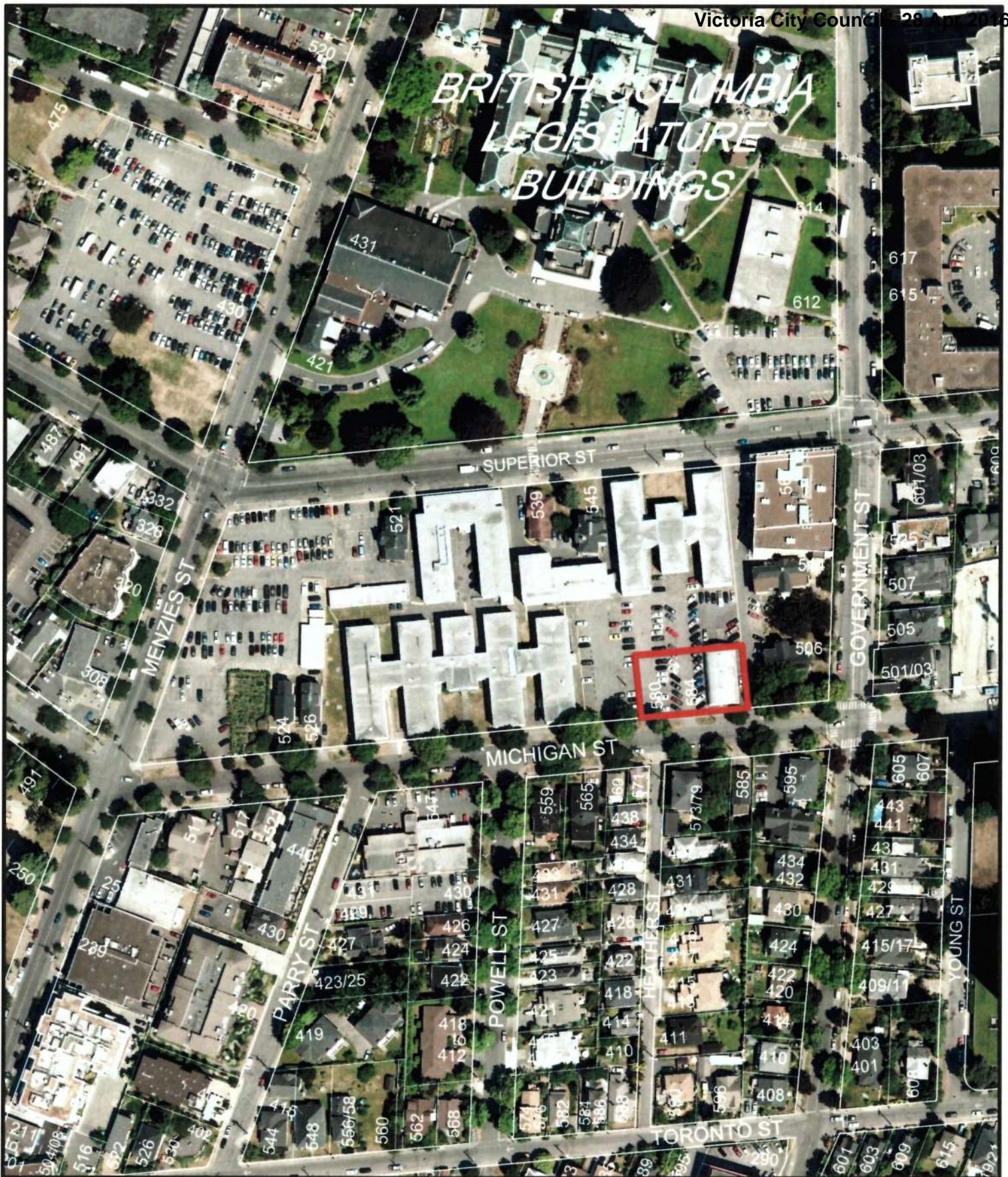
List of Attachments

- Subject map
- Aerial map
- Existing Site Plan
- Preliminary Conceptual Site Plan
- Preliminary Site Plan for Three Heritage Houses
- Photographs
- Statements of Significance
- Letter from the owner, date stamped March 16, 2015
- Heritage Designation Bylaws for 521, 539 and 545 Superior Street.
- Relocation Schedule.



Heritage Alteration Permits #00198, 00199 & 00200
Heritage Designation Permits #00000145, 00146 & 00147





521, 539 and 545 Superior Street
(Will be 580, 584 & 588 Michigan Street)

Heritage Alteration Permits #00198, 00199 & 00200
Heritage Designation Permits #00000145, 00146 & 00147



524-526 Michigan St.



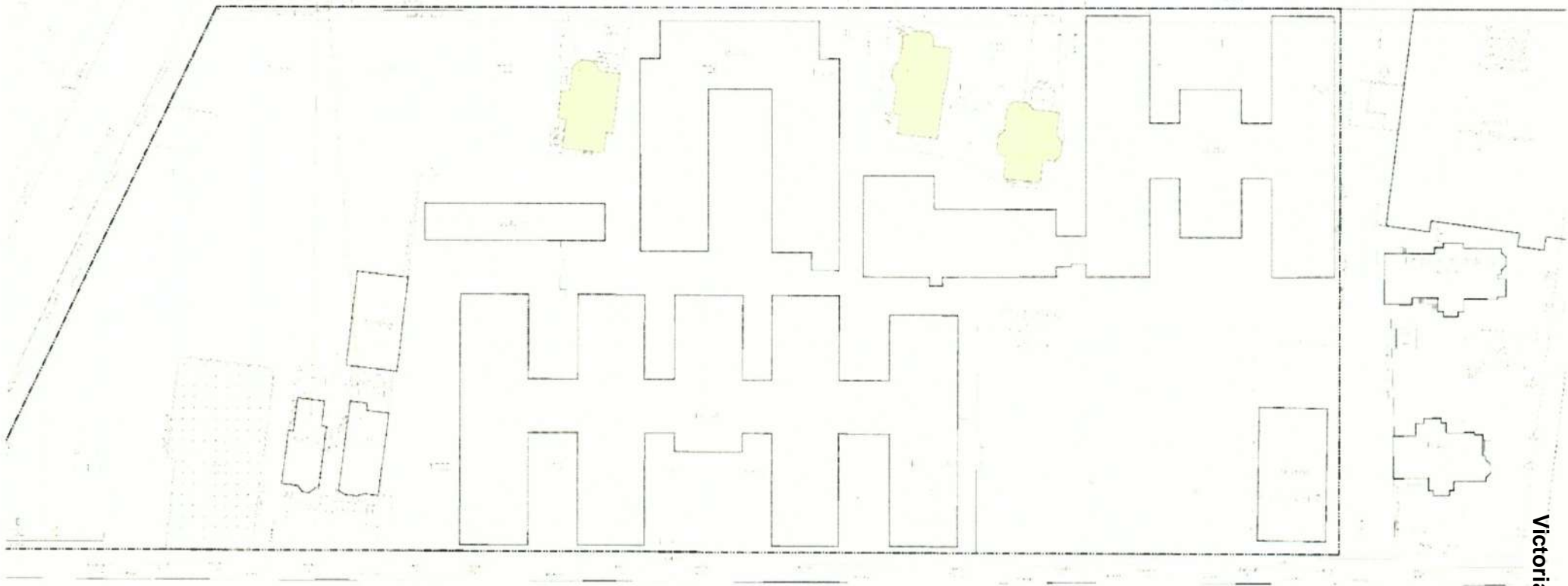
521 Superior St.



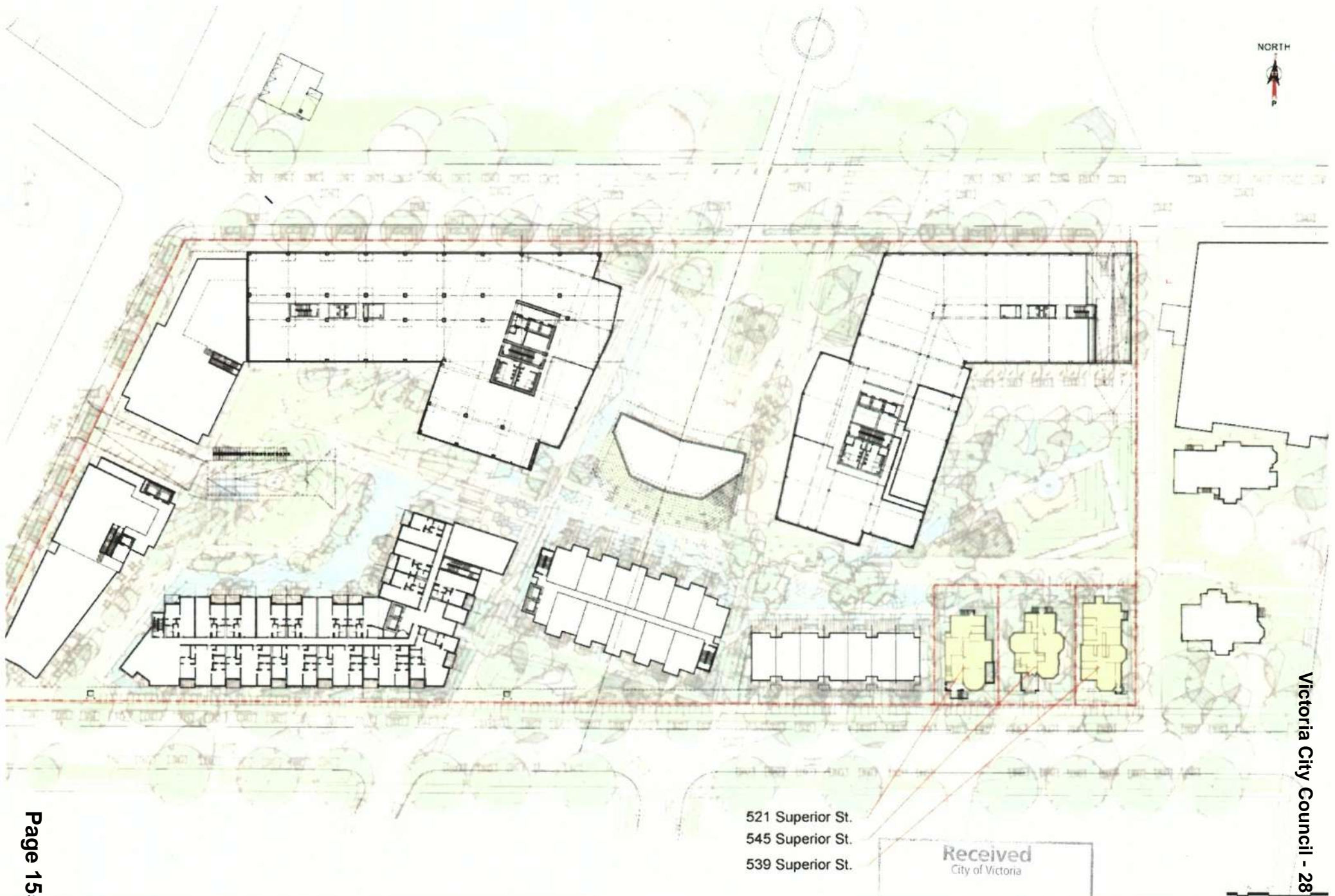
539 Superior St.



545 Superior St.



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City of Victoria
JUN 18 2016
Planning & Development Department
Development Services Division



521 Superior St.
545 Superior St.
539 Superior St.

Received
City of Victoria

JUN 18 2014

Planning & Development Department
Development Services Division



506 Governme

Private laneway

539 Superior St.

545 Superior St.

521 Superior St.

Proposed Townhomes

Michigan Street

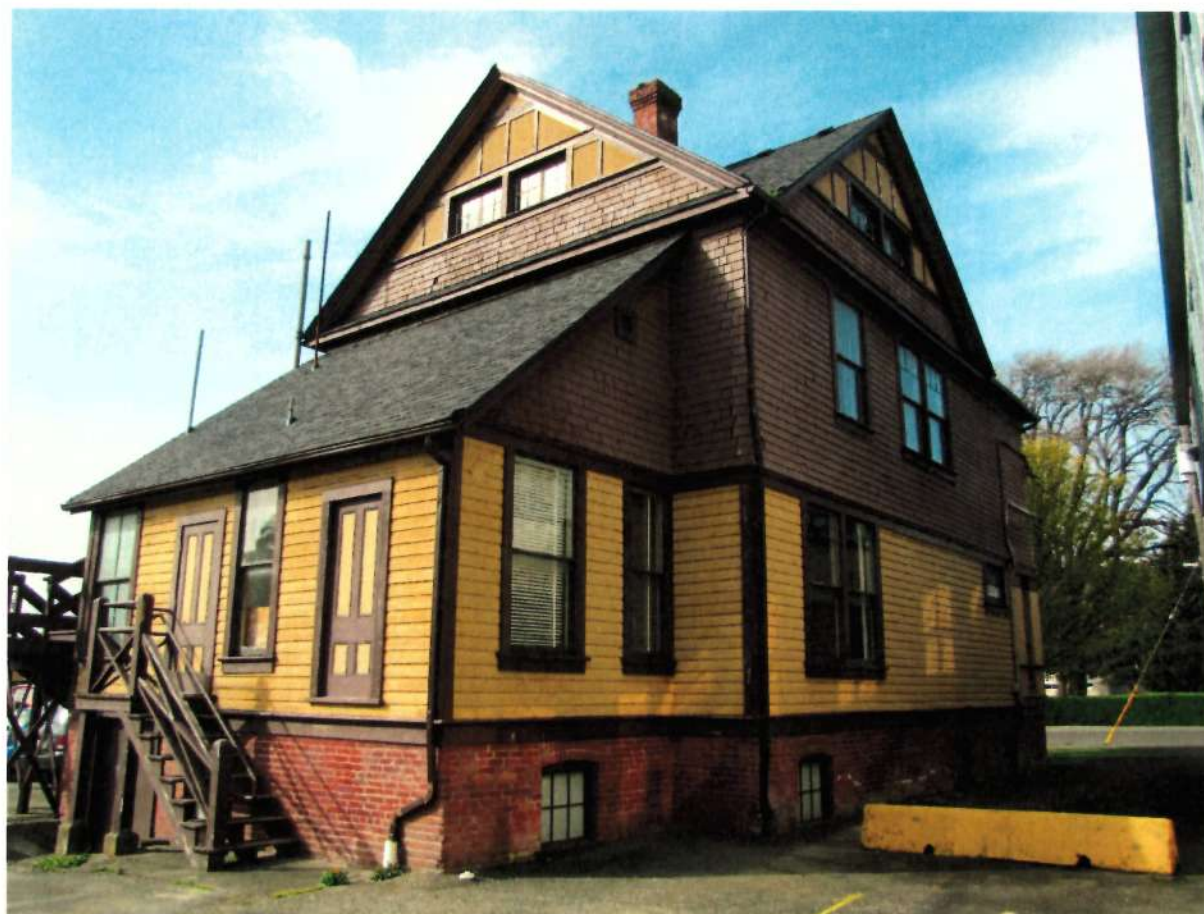
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CONCERT PROPERTIES & JAWL PROPERTIES
13 June 2014

CAPITAL PARK MIXED USE DEVELOPMENT
VICTORIA B.C.

PRELIMINARY SITE PLAN FOR THREE HERITAGE HOUSES

521 SUPERIOR STREET (TO BE RELOCATED TO 580 MICHIGAN STREET)



521 SUPERIOR STREET (TO BE RELOCATED TO 580 MICHIGAN STREET)



521 SUPERIOR STREET (TO BE RELOCATED TO 580 MICHIGAN STREET)



539 SUPERIOR STREET (TO BE RELOCATED TO 588 MICHIGAN STREET)



539 SUPERIOR STREET (TO BE RELOCATED TO 588 MICHIGAN STREET)



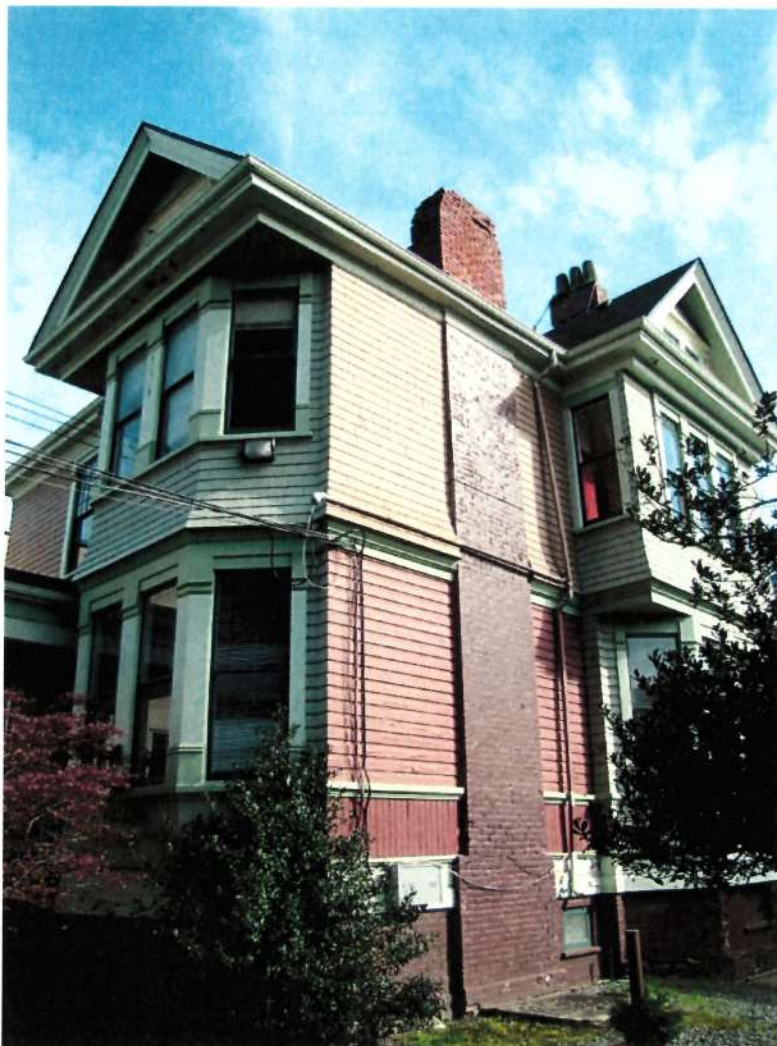
545 SUPERIOR STREET (TO BE RELOCATED TO 584 MICHIGAN STREET)



545 SUPERIOR STREET (TO BE RELOCATED TO 584 MICHIGAN STREET)



545 SUPERIOR STREET (TO BE RELOCATED TO 584 MICHIGAN STREET)



3. STATEMENT OF SIGNIFICANCE



Construction Date: 1892; relocated in 1910

Architect: Cornelius John Soule

Original Owner: Robert H. and Mary Jameson

Later Owner: Charles Napier Cameron

Original Address: 522 Superior Street

Description of Historic Place

The Jameson Residence is a large, two and one-half storey, wood-frame Queen Anne Revival style dwelling situated on the south side of Superior Street in the Legislative Precinct of the historic James Bay neighbourhood of Victoria. This historic resource is notable for its asymmetrical massing with multi-gabled rooflines, patterned shingle siding, tall red brick chimneys, recessed front porch, boxy columns and carpenter ornamentation.

Heritage Value of Historic Place

Constructed in 1892, the Jameson Residence represents an important phase of growth in Victorian-era development in the city of Victoria as well as the neighbourhood of James Bay. Hudson's Bay Company Chief Factor James Douglas established James Bay, a peninsula of fertile land, as Beckley farm in 1846. The early subdivision and sale of Beckley Farm into small lots occurred just after gold was discovered on the Fraser River in 1858. The year 1858 also marked Douglas's reservation of public parkland (Beacon Hill) and the initial construction of colonial administrative buildings in James Bay on the Government Reserve. These administrative buildings, referred to as the "Birdcages," formed the city's legislative centre and were an early catalyst for residential development in James Bay. The neighbourhood subsequently developed into a centre for industry and shipping, which facilitated transportation links and supporting infrastructure.

The Jameson Residence is valued as an example of James Bay's eclectic architectural expression and as a superior example of the Queen Anne Revival style, as designed by architect Cornelius J. Soule (1851-1939). Design features include picturesque asymmetrical massing, a richly-articulated façade that features patterned shingles, pronounced brackets and a recessed porch. Soule was born and trained in London, England, and after practising in England and the United States, moved to Ontario. He relocated to Victoria in 1890, where he subsequently established a successful practice, designing the Lange Block on Douglas Street and many residences for wealthy city businessmen. Soule's most prestigious commission was the Willows Agricultural Exhibit Hall, 1891.

STATEMENT OF SIGNIFICANCE

The Jameson Residence holds additional value for its ties to Robert and Mary Jameson, prominent local business owners. Originally from Scotland, Robert Jameson travelled to New York in 1863 and subsequently to Florida, before arriving in Canada in the late 1860s. He first settled in Whitby, Ontario where he met and married Mary in 1869. In 1888, after a visit to Victoria, the Jamesons moved here and opened and operated a grocery business. This evolved into a successful coffee and spice company, known as the W.A. Jameson Coffee Co, which was named after the couple's son, William Alexander. In addition to his business endeavors, Robert was a member of the Canadian Legion, the Campaigner's Association, the IOOF, and the Burns Club. The Jamesons occupied the house from its completion in 1892 until 1908, when sealer and master mariner, Captain Melville Fixott Cutler purchased the house. One year later, the Provincial Government purchased the site in anticipation of the construction of the new Legislative Library. Eleanor and Charles Cameron purchased the house from the government in April of 1910 during an auction held on the front steps. The couple moved the house across the street to its present location, to the lot where they had been living in a smaller cottage since 1884; upon purchase of the larger residence, the Camerons moved their original home to nearby 543 Michigan Street (demolished in 1967) and resided in the 'new' 521 Superior Street. The Camerons remained in the house until 1931, when the government again acquired it.

The Jameson Residence continues to express the community value of the James Bay neighbourhood, the city's oldest Garden City suburb that encompasses a mix of residential, commercial and bureaucratic uses. It also demonstrates the ongoing expansion of the B.C. Parliament from the time of its early establishment in the Birdcages.

Character-Defining Elements

Key elements that define the heritage character of the Jameson Residence include its:

- location in the historic James Bay neighbourhood;
- residential form, scale and massing as expressed by its: two and one-half storey height; picturesque roofline with steeply-pitched, front-gabled roof with projecting side gables; recessed corner porch with inset entry and three-sided bay; and double height corner porch on west elevation;
- construction materials including: wood-frame structure; wooden drop siding with cornerboards; patterned wooden shingles, including distinctive wavy pattern; and red brick foundation and chimneys;
- Queen Anne Revival style details such as: picturesque asymmetrical massing; richly textured surface articulation including patterned diagonal and vertical siding on the front façade; arched brackets at entry; balustrades with inset panels with bulls-eyes; carved cut-away brackets; sunburst design in gable peaks; panelled detailing on front façade; and half-timbering in side and rear gable peaks;
- original window assemblies including: 1-over-1 double-hung wooden sash windows with horns; multi-paned casement windows; stained glass window in entry hall; and 4-over-1 and 2-over-2 double-hung wooden sash windows;
- panelled double wooden front door with glazed insets and etched-glass transom above, and panelled balcony doors with multi-paned glazed insets and transoms; and
- tall internal corbelled red brick chimneys.

3. STATEMENT OF SIGNIFICANCE



Heritage Value of Historic Place

Built 1891-1892, the John Residence is emblematic of James Bay's evolution from a pioneer farm to the first Garden City suburb in Victoria. Hudson's Bay Company Chief Factor James Douglas established James Bay, a peninsula of fertile land, as Beckley farm in 1846. The early subdivision and sale of Beckley Farm into small lots occurred just after gold was discovered on the Fraser River in 1858. The year 1858 also marked Douglas's reservation of public parkland (Beacon Hill) and the initial construction of colonial administrative buildings in James Bay on the Government Reserve. These administrative buildings, referred to as the "Birdcages," formed the city's legislative centre and were an early catalyst for residential development in James Bay. The neighbourhood subsequently developed into a centre for industry and shipping, which facilitated transportation links and supporting infrastructure.

Construction Date: 1891-92

Original Owners: Richard and Kate John

First Long-term Owners: John and Florence Smith

Builder: Richard John (assumed)

Description of Historic Place

The John Residence, located on the south side of Superior Street, is a one-storey, wood-frame Queen Anne Revival-style cottage. This historic resource is identifiable by its front-gabled roof, projecting front-gabled porch with triangular pediment, inset semi-octagonal bay, hip-roofed side addition, projecting semi-octagonal gable-roofed bay on the east elevation., and Queen Anne Revival detailing.

The John Residence is also valued as a representation of the Queen Anne Revival style of architecture, typical of the late Victorian era. Despite its small scale, this cottage is elaborated through the use of carpenter ornamentation that demonstrated the introduction of new technology at a time when steam-driven band saws, drills and lathes had become readily available. The complex, irregular form, picturesque roofline with two-part front gabled extension, and its wooden details including decorative cutaway brackets, wooden columns, fishscale shingles and rooftop finials are typical of the Queen Anne style. The original owners of the house, Richard and Kate John, built this

STATEMENT OF SIGNIFICANCE

house following the subdivision of the property in 1891. The couple only occupied the house between 1892 and 1893 at which time John and Florence Smith assumed ownership of the residence; at an early point the front and side bay roofs were extended and the entry porch was added. The British Columbia government purchased the property in the early 1930s.

The John Residence continues to express the community value of the James Bay neighbourhood, the city's oldest Garden City suburb that encompasses a mix of residential, commercial and bureaucratic uses.

Character-Defining Elements

Key elements that define the heritage character of the John Residence include its:

- location in the historic James Bay neighbourhood;
- residential form scale and massing, as expressed by its one-storey height, front-gabled roof, projecting front-gabled porch with triangular pediment, inset semi-octagonal bay at front, hip-roofed side addition, and projecting semi-octagonal gable-roofed bay on the east elevation.
- wood-frame construction with double-bevelled siding, cornerboards, extensive carpenter ornamentation, and red brick foundation;
- Queen Anne Revival-style detailing, such as: fishscale shingles in front gable peak; corner entry porch supported by chamfered columns; projecting bays with scroll-cut cutaway brackets; gable finials; and window crown mouldings;
- windows, such as: one-over-one double-hung wooden-sash windows with horns, in single and double assembly; and stained glass transoms in the front bay; and
- original wood panelled front door with glazed inset and transom.

3. STATEMENT OF SIGNIFICANCE



Heritage Value of Historic Place

Constructed in 1891, the Black Residence is emblematic of James Bay's evolution from a pioneer farm to the first Garden City suburb in Victoria. Hudson's Bay Company Chief Factor James Douglas established James Bay, a peninsula of fertile land, as Beckley farm in 1846. The early subdivision and sale of Beckley Farm into small lots occurred just after gold was discovered on the Fraser River in 1858. The year 1858 also marked Douglas's reservation of public parkland (Beacon Hill) and the initial construction of colonial administrative buildings in James Bay on the Government Reserve. These administrative buildings, referred to as the "Birdcages," formed the city's legislative centre and were an early catalyst for residential development in James Bay. The neighbourhood subsequently developed into a centre for industry and shipping, which facilitated transportation links and supporting infrastructure.

The Black Residence is additionally valued for its Queen Anne Revival-style architecture, designed by prominent B.C. architect, Thomas Hooper (1857-1935). Hooper had one of the province's longest running and most prolific architectural careers, designing hundreds of commercial and residential buildings in the Lower Mainland and on Vancouver Island. Typical of the Queen Anne Revival style, the Black Residence is characterized by its asymmetrical massing, picturesque roofline, tall red brick corbelled chimneys and carpenter ornamentation. The scroll-cut detailing also demonstrates the introduction of new construction technology, at a time when steam-driven band saws, drills and lathes had become readily available, facilitating the use of ornate detailing. The embellishment of late Victorian-era houses, with a variety of surface textures and carved and applied details, was a public display of pride as well as a sign of social status.

Construction Date: 1891

Original Owner: Alexander Black

Architect: Thomas Hooper

Description of Historic Place

The Black Residence is a large, two and one-half storey plus basement, Queen Anne Revival-style dwelling that displays asymmetrical massing and a picturesque roofline. Distinguishing features include a front-gabled projecting entrance porch, three double-height projecting bays, and elaborate carpenter ornamentation such as scroll-cut brackets, lathe-turned columns, decorative pediments, and patterned shingles. It is situated on the south side of Superior Street, within the Legislative Precinct, in the historic James Bay neighbourhood of Victoria.

STATEMENT OF SIGNIFICANCE

Alexander Black, a railway conductor, remained in the house only briefly; John Alfred and Annie Lawrence bought the property in 1894. In the early 1930s, the home was purchased by the Province of British Columbia, necessitated by the expansion of the provincial bureaucracy. The Black Residence, with its complex design and fine craftsmanship, makes a significant contribution to the rich and varied streetscapes of the James Bay neighbourhood, which continues today with a mix of residential, commercial and bureaucratic uses.

Character-Defining Elements

Key elements that define the heritage character of the Black Residence include its:

- location in the historic James Bay neighbourhood;
- residential form, scale and massing as expressed by its: two and one-half storey height; full basement; central front-gabled roof with hipped returns; three double-height front-gabled bay windows; and front-gabled entrance porch, supported by paired lathe-turned columns;
- wood-frame construction with bellcast cedar shingles on the second storey level; wooden drop siding on the main floor level; and vertical v-joint siding on the foundation level;
- masonry elements such as brick foundation, and internal and external red-brick chimneys;
- elements of the Queen Anne Revival style such as: asymmetrical massing; picturesque roofline; variety of cladding and textures; applied scroll-cut ornamentation in gable peaks; coffered gable ends; decorative pediment above front entry; and carpenter ornamentation including scroll-cut brackets, lathe-turned columns, and moulded window hoods and crowns;
- fenestration such as: 1-over-1 double-hung wooden sash windows with horns; 16-over-1 double hung wooden sash window at second floor front; and stained glass; and
- double-leaf panelled wooden front doors with glazed insets, transom and original hardware.

South Block Development Corporation

3350 Douglas St. - Suite 100
Victoria, BC V8Z 3L1
Phone: 250 475-0338
Fax: 250 475-0339



August 13, 2014

City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Attention: Mayor and Council

**Re: Heritage Designation for 521, 539 and 545 Superior and 524 and 526
Michigan Street**

As part of the purchase of the lands known as "South Block" from the Province, South Block (Concert) Ltd. and Jawl Precinct Lands Corporation (collectively the 'Developer') acquired five heritage registered houses: 521 Superior Street, 539 Superior Street, 545 Superior Street, 524 Michigan Street and 526 Michigan Street.

The conceptual redevelopment plan for South Block provides for the retention and relocation of the three houses currently located on Superior Street to the South Eastern Quadrant of Capital Park along Michigan Street. The Developer is proposing to relocate and transfer ownership of the two houses currently sited on Michigan Street off-site somewhere within the James Bay Neighbourhood.

Since the mid-1990s, South Block and a number of adjacent provincially owned land parcels (most notably Q-Lot) were subject to a land use and redevelopment strategy outlined in the existing CD-2 zone and the Victoria Accord. Immediately prior to the disposition of South Block by the Province to the Developer, the obligations set out in the Victoria Accord were updated to exclude those that had been satisfied and to allocate the remainder between the lands to be sold and the lands to be retained by the Province. The obligations assigned to each land parcel were secured by way of a Section 219 Covenant on title so as to confirm that the key provisions and objectives of the Victoria Accord would survive the land sale. The Section 219 Covenant deals with the heritage houses in Section 9 which reads as follows:

9.0 *Heritage Buildings*

- 9.1 *The Transferor must include the extent of restoration of the Heritage Houses in future development proposal guidelines.*
- 9.2 *Concurrently with the application for a development permit for the first office building to be constructed on the Lands, the Transferor must submit to the Transferee for its approval a plan for the restoration and relocation of the Heritage Houses, the relocations to be at locations within the Lands,*

or at alternative off-site locations, that are acceptable to the Transferee. The Transferor must restore the Heritage Houses (or in the event of relocation and restoration of one or more of the Heritage Houses at an off-site location, must ensure the restoration of the Heritage Houses on terms and conditions that are acceptable to the Transferee, acting reasonably) in the agreed upon locations in accordance with the approved phasing plan.

In June 2014 the Developer submitted to the City applications which included Conservation Plans for each of the five heritage houses and the proposed relocation plan of the Superior Street houses within the South Block parcel and the relocation criteria outlined in the respective Conservation Plans for the Michigan Street houses to address the requirement of the covenant.

The specific applications are identified as follows:

521 Superior Street –Heritage Alteration Permit Application #00184
539 Superior Street –Heritage Alteration Permit Application #00187
545 Superior Street –Heritage Alteration Permit Application #00185
524 Michigan Street –Heritage Alteration Permit Application #00188
524 Michigan Street –Heritage Alteration Permit Application #00189

The following work and interventions are anticipated to be made to each home:

- Relocation
- Rehabilitation of the façade as outlined in the Conservation Plan for each house.
- Sensitive façade intervention to facilitate the re-purposing of each structure, including but not limited to, exit stairs, fire suppression sprinkler systems, the addition, relocation or removal of windows and doors on the side and rear facades and other modifications as required. These interventions will comply with the intent outlined in the Conservation Plan for each home.
- Modifications required to meet the requirements of the British Columbia Building Code.
- Extensive interior renovations

At the request of the City, the Developer has consented to the heritage designation for all five heritage registered houses and waives all right to compensation associated with the designation.

A heritage designation application, pursuant to Part 27 of the Local Government Act for 521, 539 and 545 Superior Street will be submitted once these three houses have been relocated to Michigan Street and a subdivision plan to create a lot for each home has been registered.

A heritage designation application, pursuant to Part 27 of the Local Government Act for each of 524 and 526 Michigan Street will be submitted for each of these houses when they have been relocated to an identified receiver site.

Notwithstanding the designations it is understood that The City will allow and the Developer and future owners of the Michigan Street houses will complete, or cause to complete, the work to each of the heritage houses as outlined in the Conservation Plans.

Should the houses not be relocated as outlined above the Developer will have the option to apply for heritage designation for one or more of the houses on South Block. In that event, the designation would be structured in such a way as to permit the future relocation of the house and the transfer of the designation to the receiver site.

Sincerely,

South Block Development Corporation

Per:

A handwritten signature in blue ink, appearing to read 'Karen Jawl', is written over the printed name.

Karen Jawl

NO. 15-039

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 521 Superior Street to be protected heritage property.

Under its statutory powers, including section 967 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE DESIGNATION (521 SUPERIOR STREET) BYLAW".
2. The exterior of the building to be relocated to 521 Superior Street, legally described as Lot 2 of 1720-1743 Victoria City Plan EPP38872, is designated to be protected heritage property.

READ A FIRST TIME the	day of	2015.
READ A SECOND TIME the	day of	2015.
Public Hearing held on the	day of	2015.
READ A THIRD TIME the	day of	2015.
ADOPTED on the	day of	2015.

CORPORATE ADMINISTRATOR

MAYOR

NO. 15-040

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 539 Superior Street to be protected heritage property.

Under its statutory powers, including section 967 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE DESIGNATION (539 SUPERIOR STREET) BYLAW".
2. The exterior of the building to be relocated to 539 Superior Street, legally described as Lot 2 of 1720-1743 Victoria City Plan EPP38872, is designated to be protected heritage property.

READ A FIRST TIME the	day of	2015.
READ A SECOND TIME the	day of	2015.
Public Hearing held on the	day of	2015.
READ A THIRD TIME the	day of	2015.
ADOPTED on the	day of	2015.

CORPORATE ADMINISTRATOR

MAYOR

APR 23 2015

Planning & Development Department
Development Services Division

(1)

-Demolition begins July, 2015.

(2)

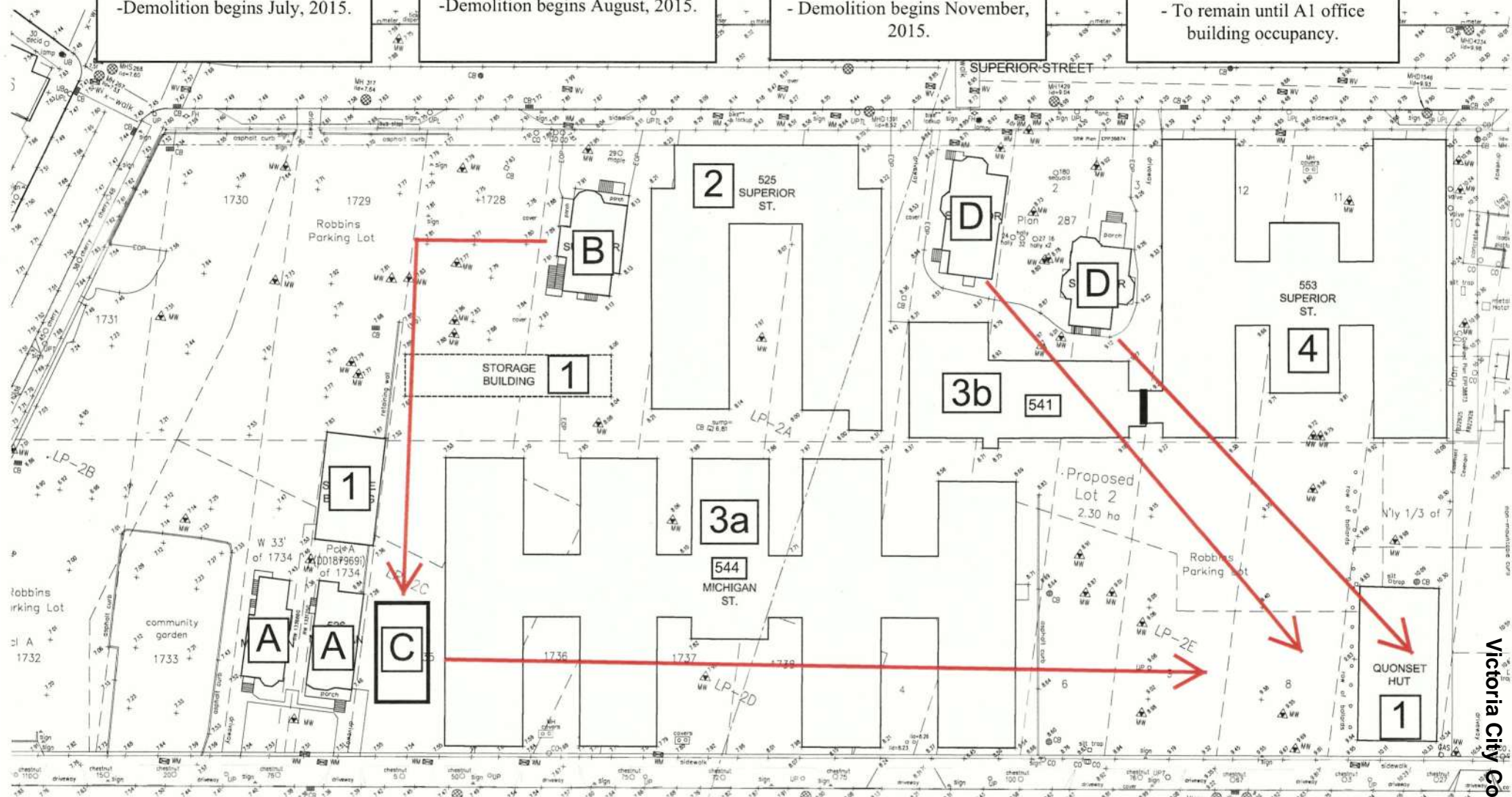
-Demolition begins August, 2015.

(3a/3b)

- Demolition begins November, 2015.

(4)

- To remain until A1 office building occupancy.



(A)

- To be relocated off-site and within James Bay (exact location TBD).

(B)

- First phase of relocation. 521 Superior Street relocation to location C.

(C)

-Second phase of relocation. Relocate and place at the southeast corner once demolition is complete of 544 Michigan (3a).

(D)

-Relocate and place at the southeast corner once demolition of 541 Superior (3b) is complete.

1. **FIRST READING**

Councillor Young withdrew from the meeting at 9:52 p.m. due to a conflict of interest as his family owns property adjacent to the Michigan Street properties under consideration in the next item.

Councillor Loveday withdrew from the meeting at 9:52 p.m.

Motion:

It was moved by Councillor Coleman, seconded by Councillor Alto, that the following bylaws be given **first reading:**

1. *Heritage Designation (580 Michigan Street) Bylaw No. 16-018*
2. *Heritage Designation (584 Michigan Street) Bylaw No. 16-019*
3. *Heritage Designation (588 Michigan Street) Bylaw No. 16-020*

Carried Unanimously

2. **SECOND READING**

It was moved by Councillor Madoff, seconded by Councillor Coleman, that the following bylaws be given **second reading:**

1. *Heritage Designation (580 Michigan Street) Bylaw No. 16-018*
2. *Heritage Designation (584 Michigan Street) Bylaw No. 16-019*
3. *Heritage Designation (588 Michigan Street) Bylaw No. 16-020*

Carried Unanimously

Councillor Young returned the meeting at 9:53 p.m.

Councillor Loveday returned to the meeting at 9:53 p.m.



Council Report

For the Meeting of April 14, 2016

To: Council **Date:** April 5, 2016

From: C. Coates, City Clerk

Subject: Heritage Designation Bylaw No. 16-018 for 580 Michigan Street
Heritage Designation Bylaw No. 16-019 for 584 Michigan Street
Heritage Designation Bylaw No. 16-020 for 588 Michigan Street

RECOMMENDATION

That Council consider first and second reading of Bylaws No. 16-018, 16-019 and 16-020.

BACKGROUND

Attached for Council's initial consideration is a copy of proposed Heritage Designation Bylaws No. 16-018, 16-019 and 16-020.

The heritage designation issue came before Council on May 14, 2015, where the following resolution was approved:

Heritage Designation Application No. 000145, 000146 and 000147 for 521, 539 and 545 Superior Street

That Council consider the designation of three Heritage-Registered houses (presently located at 521, 539 and 545 Superior Street) to be relocated to 580, 588 and 584 Michigan Street (in accordance with the applicant's relocation schedule dated April 23, 2015) pursuant to Section 967 of the Local Government Act as Municipal Heritage Sites, and in accordance with Council's September 11, 2014 motion:

1. *That Council consider giving first and second reading of the Heritage Designation Bylaws; and*
2. *That Council consider delaying the advancement of the Heritage Designation Bylaws to a Public Hearing until the legal descriptions of the new receiver sites have been provided.*

The proposed bylaws are the final steps to heritage protection of the dwellings, and are able to be considered at this time, as the dwellings have been relocated to their new locations on Michigan Street and they have received new legal descriptions.


Respectfully submitted,


Chris Coates
City Clerk


Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


April 8, 2016

NO. 16-019

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 584 Michigan Street to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE DESIGNATION (584 MICHIGAN STREET) BYLAW".
2. The exterior of the building located at 584 Michigan Street, legally described as Lot 5, District Lots 1742 and 1743, Victoria City, Plan EPP54040, is designated to be protected heritage property.

READ A FIRST TIME the	day of	2016.
READ A SECOND TIME the	day of	2016.
Public Hearing held on the	day of	2016.
READ A THIRD TIME the	day of	2016.
ADOPTED on the	day of	2016.

CITY CLERK

MAYOR

NO. 16-020

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 588 Michigan Street to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE DESIGNATION (588 MICHIGAN STREET) BYLAW".
2. The exterior of the building to be relocated to 588 Michigan Street, legally described as Lot 6, District Lots 1742 and 1743, Victoria City, Plan EPP54040, is designated to be protected heritage property.

READ A FIRST TIME the	day of	2016.
READ A SECOND TIME the	day of	2016.
Public Hearing held on the	day of	2016.
READ A THIRD TIME the	day of	2016.
ADOPTED on the	day of	2016.

CITY CLERK

MAYOR

NO. 16-018

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 580 Michigan Street to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the “HERITAGE DESIGNATION (580 MICHIGAN STREET) BYLAW”.
2. The exterior of the building located at 580 Michigan Street, legally described as Lot 4, District Lots 1741 and 1742, Victoria City, Plan EPP54040, is designated to be protected heritage property.

READ A FIRST TIME the **14th** day of **April** 2016.

READ A SECOND TIME the **14th** day of **April** 2016.

Public Hearing held on the day of 2016.

READ A THIRD TIME the day of 2016.

ADOPTED on the day of 2016.

CITY CLERK

MAYOR

NO. 16-019

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 584 Michigan Street to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the “HERITAGE DESIGNATION (584 MICHIGAN STREET) BYLAW”.
2. The exterior of the building located at 584 Michigan Street, legally described as Lot 5, District Lots 1742 and 1743, Victoria City, Plan EPP54040, is designated to be protected heritage property.

READ A FIRST TIME the	14th	day of	April	2016.
READ A SECOND TIME the	14th	day of	April	2016.
Public Hearing held on the		day of		2016.
READ A THIRD TIME the		day of		2016.
ADOPTED on the		day of		2016.

CITY CLERK

MAYOR

NO. 16-020

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 588 Michigan Street to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the “HERITAGE DESIGNATION (588 MICHIGAN STREET) BYLAW”.
2. The exterior of the building to be relocated to 588 Michigan Street, legally described as Lot 6, District Lots 1742 and 1743, Victoria City, Plan EPP54040, is designated to be protected heritage property.

READ A FIRST TIME the **14th** day of **April** 2016.

READ A SECOND TIME the **14th** day of **April** 2016.

Public Hearing held on the day of 2016.

READ A THIRD TIME the day of 2016.

ADOPTED on the day of 2016.

CITY CLERK

MAYOR

2. **MOTIONS TO RESCIND**

222 and 226 Dallas Road – Motions to Rescind Adoption, Third and Second Reading

Motion:

It was moved by Councillor Madoff, seconded by Councillor Coleman, that **Adoption** of the following bylaws **be rescinded**:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

Motion:

It was moved by Councillor Madoff, seconded by Councillor Loveday, that **Third Reading** of the following bylaws **be rescinded**:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

Motion:

It was moved by Councillor Madoff, seconded by Councillor Coleman, that **Second Reading** of the following bylaws **be rescinded**:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

SECOND READING

Motion:

It was moved by Councillor Madoff, seconded by Councillor Coleman, that the following bylaws **be given second reading**:

Amended *Heritage Designation (222 Dallas Road) Bylaw No. 16-021*

Amended *Heritage Designation (226 Dallas Road) Bylaw No. 16-022*

Carried Unanimously



Council Report

For the Meeting of April 14, 2016

To: Council **Date:** March 31, 2016
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Update Report for Heritage Designation Bylaws for 222 and 226 Dallas Road

EXECUTIVE SUMMARY

The purpose of this report is to recommend new Heritage Designation Bylaws for the houses at 222 and 226 Dallas Road which were relocated from 524 and 526 Michigan Street as part of the Capital Park project in James Bay. The bylaws contained incorrect wording describing the properties to be protected and need to be amended. It has been confirmed the houses have successfully relocated to the new sites on Dallas Road.

The proponents for the development have been advised of the need to make the corrections and are in favour of the amendments.

RECOMMENDATION

That the adoption, third reading and second reading of Heritage Designation Bylaws for 222 Dallas Road and 226 Dallas Road be rescinded.

That the corrected bylaws for the Heritage Designation of 222 Dallas Road and 226 Dallas Road be given second and a date be set for a Public Hearing to consider adoption.

Respectfully submitted,

Steve Barber
 Senior Heritage Planner (Interim)
 Development Services

Jonathan Tinney
 Director
 Sustainable Planning and Community
 Development Department

Report accepted and recommended by the City Manager:

Date: April 7, 2016

List of Attachments

- Amended Heritage Designation (222 Dallas Road Bylaw No. 16-021
- Amended Heritage Designation (226 Dallas Road) Bylaw No. 16-022.

BYLAWS

5. Heritage Designation (222 Dallas Road) Bylaw No. 16-021

It was moved by Councillor Madoff, seconded by Councillor Loveday, that the following bylaw be given first and second reading:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Carried Unanimously

FIRST READING

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

It was moved by Councillor Madoff, seconded by Councillor Loveday, that the following bylaw be given first reading:

Heritage Designation (222 Dallas Road) Bylaw No. 16-021

Carried Unanimously



Council Report

For the Meeting of February 11, 2016

To: Council **Date:** February 2, 2016
From: C. Coates, City Clerk
Subject: Heritage Designation Bylaw No. 16-021 for 222 Dallas Road

RECOMMENDATION

That Council consider first and second readings of Heritage Designation Bylaw No. 16-021.

BACKGROUND

Attached for Council's initial consideration is a copy of the proposed Heritage Designation Bylaw No. 16-021.

The heritage designation issue came before Council on November 12, 2015, where the following resolution was approved:

Heritage Alteration Permit Application No. 00206 for 222 Dallas Road

That Council authorize the issuance of Heritage Alteration Permit Application No. 00206 for 222 Dallas Road, subject to the completion of the following prior to the issuance of a Building Permit and in accordance with:

1. Revised plans date stamped August 18, 2015.
2. The provision of:
 - a. Plan, elevation and section details for the front porch;
 - b. A post-relocation condition assessment of the existing wood siding/shingles, woodwork, roof, exterior doors and windows;
 - c. Rehabilitation details confirming the scope of work arising from the condition of the historic fabric;
 - d. An exterior door and window rehabilitation schedule.
3. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Section 1.2.4.a - Height relaxed from 7.6m to 9.9m and number of storeys from 2 to 2.5;
 - b. Section 1.2.5.a - Front setback relaxed from 7.5m to 6.45m for main building, from 5.9m to 4.94m for porch, from 5.0m to 3.91m for stairs;
 - c. Section 1.2.5.c - Side yard setback (east) relaxed from 1.5m to 1.36m;
 - d. Section 1.2.5.d - Combined side yard setbacks relaxed from 4.5m to 2.68m; and
 - e. Section 1.2.5.e - Flanking street (Dock) setback relaxed from 3.5m to 1.32m.
4. The Heritage Alteration Permit lapsing two years from the date of this resolution.
5. Final plans to be generally in accordance with plans identified above as amended to the satisfaction of the Director of Sustainable Planning and Community Development.

The proposed bylaw is the final step to heritage protection of the dwelling, and is able to be considered at this time, as the dwelling has been relocated to its new location on Dallas Road.

Respectfully submitted,

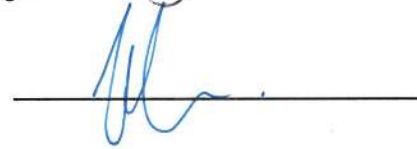


Chris Coates
City Clerk



Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:



Date:

Feb 4, 2016

BYLAWS

4. Heritage Designation (226 Dallas Road) Bylaw No. 16-022

It was moved by Councillor Madoff, seconded by Councillor Loveday, that the following bylaw be given first and second readings:

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously

FIRST READING

It was moved by Councillor Madoff, seconded by Councillor Loveday, that the following bylaw be given first reading:

Heritage Designation (226 Dallas Road) Bylaw No. 16-022

Carried Unanimously



Council Report

For the Meeting of February 11, 2016

To: Council **Date:** February 2, 2016
From: C. Coates, City Clerk
Subject: Heritage Designation Bylaw No. 16-022 for 226 Dallas Road

RECOMMENDATION

That Council consider first and second readings of Heritage Designation Bylaw No. 16-022.

BACKGROUND

Attached for Council's initial consideration is a copy of the proposed Heritage Designation Bylaw No. 16-022.

The heritage designation issue came before Council on November 12, 2015, where the following resolution was approved:

Heritage Alteration Permit Application No. 00205 for 226 Dallas Road

That Council authorize the issuance of Heritage Alteration Permit Application No. 00205 for 226 Dallas Road, subject to the completion of the following prior to the issuance of a Building Permit and in accordance with:

1. Revised plans date stamped August 18, 2015.
2. The provision of:
 - a. Plan, elevation and section details for the front porch;
 - b. A post-relocation condition assessment of the existing wood siding/shingles, woodwork, roof, exterior doors and windows;
 - c. Rehabilitation details confirming the scope of work arising from the condition of the historic fabric; and
 - d. An exterior door and window rehabilitation schedule.
3. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - a. Section 1.2.4.a - Height relaxed from 7.6m to 8.8m;
 - b. Section 1.2.5.a - Front setback relaxed from 7.5m to 6.15m for main building, from 5.0m to 4.83m for stairs;
 - c. Section 1.2.5.c - Side yard setback (east) relaxed from 3.0m to 1.20m and side yard setback (west) relaxed from 1.5m to 1.04m; and
 - d. Section 1.2.5.d - Combined side yard setbacks relaxed from 4.5m to 2.24m.
4. The Heritage Alteration Permit lapsing two years from the date of this resolution.
5. Final plans to be generally in accordance with the plans identified above as amended to the satisfaction of the Director of Sustainable Planning and Community Development.

The proposed bylaw is the final step to heritage protection of the dwelling, and is able to be considered at this time, as the dwelling has been relocated to its new location on Dallas Road.

Respectfully submitted,


Chris Coates
City Clerk


Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager: 

Date: Feb. 4, 2016

NO. 16-022

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 226 Dallas Road to be protected heritage property.

Under its statutory powers, including Section 967 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the "HERITAGE DESIGNATION (226 DALLAS ROAD) BYLAW".
2. The exterior of the building to be relocated to 226 Dallas Road, legally described as Lot 23, Block 5, Section 26, Beckley Farm, Victoria City, Plan 1941, is designated to be protected heritage property.

READ A FIRST TIME the	day of	2016.
READ A SECOND TIME the	day of	2016.
Public Hearing held on the	day of	2016.
READ A THIRD TIME the	day of	2016.
ADOPTED on the	day of	2016.

CITY CLERK

MAYOR

REPORTS OF THE COMMITTEES

2. Planning and Land Use Committee – June 11, 2015

- 2. Heritage Designation Application Nos. 000148 and 000149 for 524 and 526 Michigan Street**
It was moved by Councillor Alto, seconded by Councillor Loveday, that Council designates 524 and 526 Michigan Street as Municipal Heritage Sites. Carried Unanimously

3.3 Heritage Designation Application Nos. 000148 and 000149 for 524 and 526 Michigan Street

Committee received a report regarding an application to designate 524 and 526 Michigan Street as Municipal Heritage Sites.

Action: It was moved by Councillor Alto, seconded by Councillor Madoff, that Committee recommends that Council designates 524 and 526 Michigan Street as Municipal Heritage Sites.

CARRIED UNANIMOUSLY 15/PLUC/129



Planning and Land Use Committee Report

For the Meeting of June 11, 2015

To: Planning and Land Use Committee **Date:** May 28, 2015

From: Murray G. Miller, Senior Heritage Planner, Community Planning

Subject: Heritage Designation Application Nos. 000148 and 000149 for 524 and 526 Michigan Street, respectively (Prout House and Beaven/Macabe Residence)

RECOMMENDATION

That Council consider the designation of the Heritage-Registered houses (presently located at 524 and 526 Michigan Street) to be relocated within James Bay, pursuant to Section 967 of the *Local Government Act* as Municipal Heritage Sites. This report fulfils the requirements of Section 968(5) of the Act.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding an owner request to designate the Heritage-Registered houses (presently located at 524 and 526 Michigan Street) to be relocated within James Bay.

The following points were considered in assessing these Applications:

- general consistency with the *Official Community Plan* (OCP)
- Statement of Significance including Victoria's Heritage Thematic Framework.

These Applications were reviewed by the Heritage Advisory Panel at its May 12, 2015, meeting and it recommended that Council consider the designations of the Heritage-Registered properties located at 524 Michigan Street and 526 Michigan Street.

BACKGROUND

At its special meeting on July 16, 2014, the Heritage Advisory Panel recommended that Council authorize the issuance of Heritage Alteration Permits #00188 and #00189 for 524 and 526 Michigan Street, for the relocation of the the Prout House and the Beaven/Macabe Residence within James Bay, respectively. The recommendation was subject to the owner of the Heritage-Registered Prout House and the Beaven/Macabe Residence and the owner of the recipient sites providing the City with a letter irrevocably agreeing to the designation of the houses as protected heritage property pursuant to Section 967 of the *Local Government Act*.

Description of Proposal

Applications to designate the houses presently located at 524 and 526 Michigan Street, to be relocated within James Bay, as Municipal Heritage Sites were received from Jawl Properties Ltd. on March 16, 2015.

Condition/Economic Viability

The exterior of the buildings, while in sound condition, require exterior maintenance. The houses will be relocated within James Bay and will undergo rehabilitation in preparation for their new use.

ANALYSIS

The following sections provide a summary of the Application's consistency with the relevant City policies and guidelines.

Official Community Plan

These Applications are consistent with the OCP because they contribute to the goal of protecting and celebrating Victoria's cultural and natural heritage resources as Municipal Heritage Sites.

Statement of Significance

A Statement of Significance describing the historic place, outlining their heritage value and identifying their character-defining elements, is attached to this report.

Resource Impacts

The applicant has indicated their interest in rehabilitating the exterior appearance of the properties; as a result, there may be a request in the future for a grant from the Victoria Heritage Foundation.

CONCLUSIONS

The Heritage-Registered houses presently located at 524 and 526 Michigan Street, to be relocated within James Bay, will contribute to the heritage character of James Bay. The designation of the houses as Municipal Heritage Sites is consistent with relevant City policies and strategic directions for the James Bay Neighbourhood. Staff, therefore, recommend that Council consider the designation of the Heritage-Registered houses presently located at 524 and 526 Michigan Street, to be relocated within James Bay.

ALTERNATE MOTION

That Council decline Heritage Designation Application Nos. 000148 and 000149 for the houses presently located at 524 and 526 Michigan Street, to be relocated within James Bay, as Municipal Heritage Sites.

Respectfully submitted,



Murray G. Miller
Senior Heritage Planner
Community Planning



Andrea Hudson
Acting Director
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager: _____

Date: _____



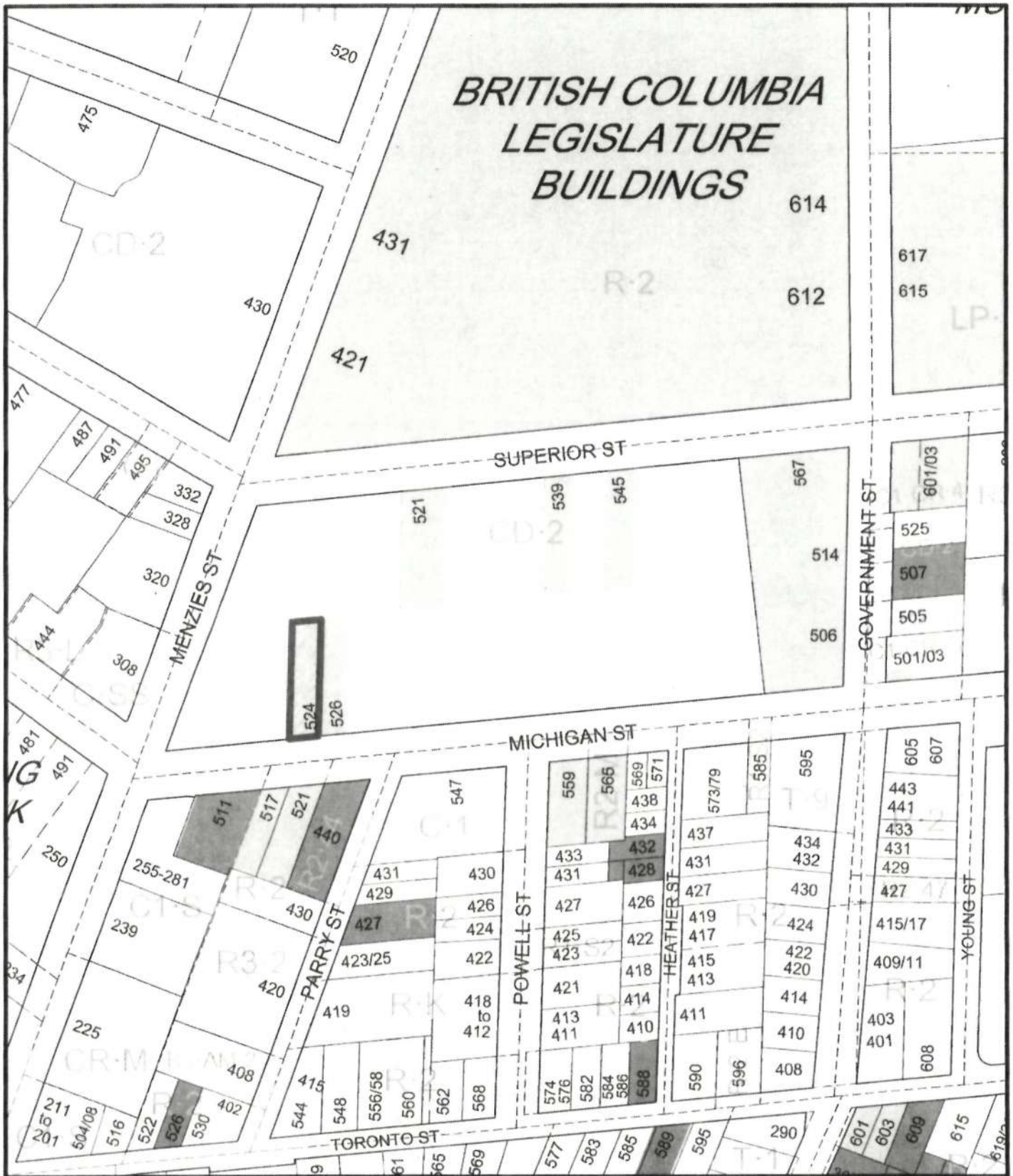
June 2, 2015

MGM:aw/ljm

S:\TEMPEST_ATTACHMENTS\PROSPERO\PL\HD\HD000148\524 AND 526 MICHIGAN ST PLUC HD REPORT MAY 28 2015.DOC

List of Attachments

- Subject maps
- Aerial photographs
- Existing site plan
- Photographs
- Statements of Significance
- Letter from the owner, date stamped March 16, 2015.



524 Michigan Street

Heritage Designation Permit #000148

■ Designated ■ Registered









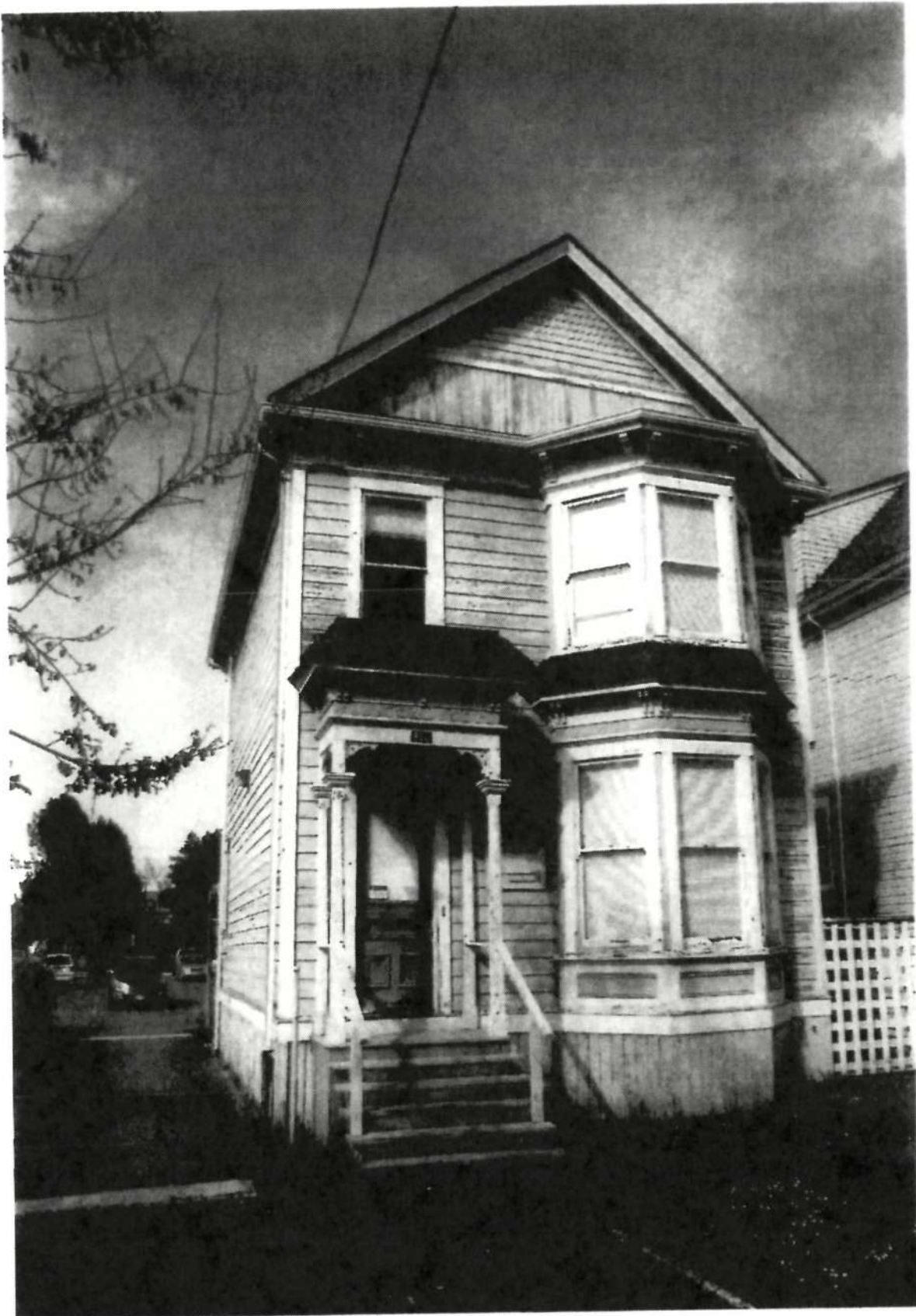
526 Michigan Street

Heritage Designation Permit #000149





524 MICHIGAN STREET



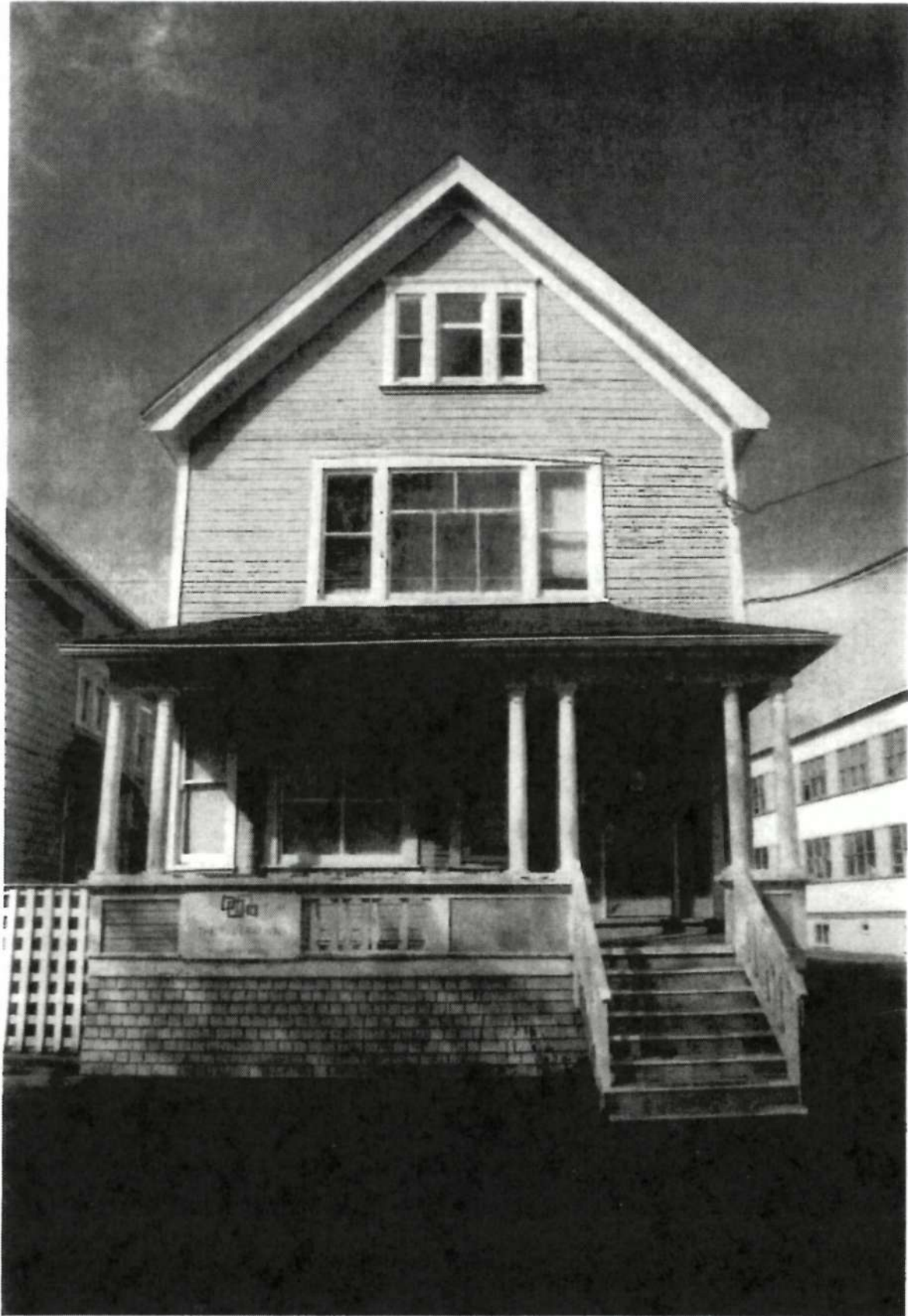
524 MICHIGAN STREET



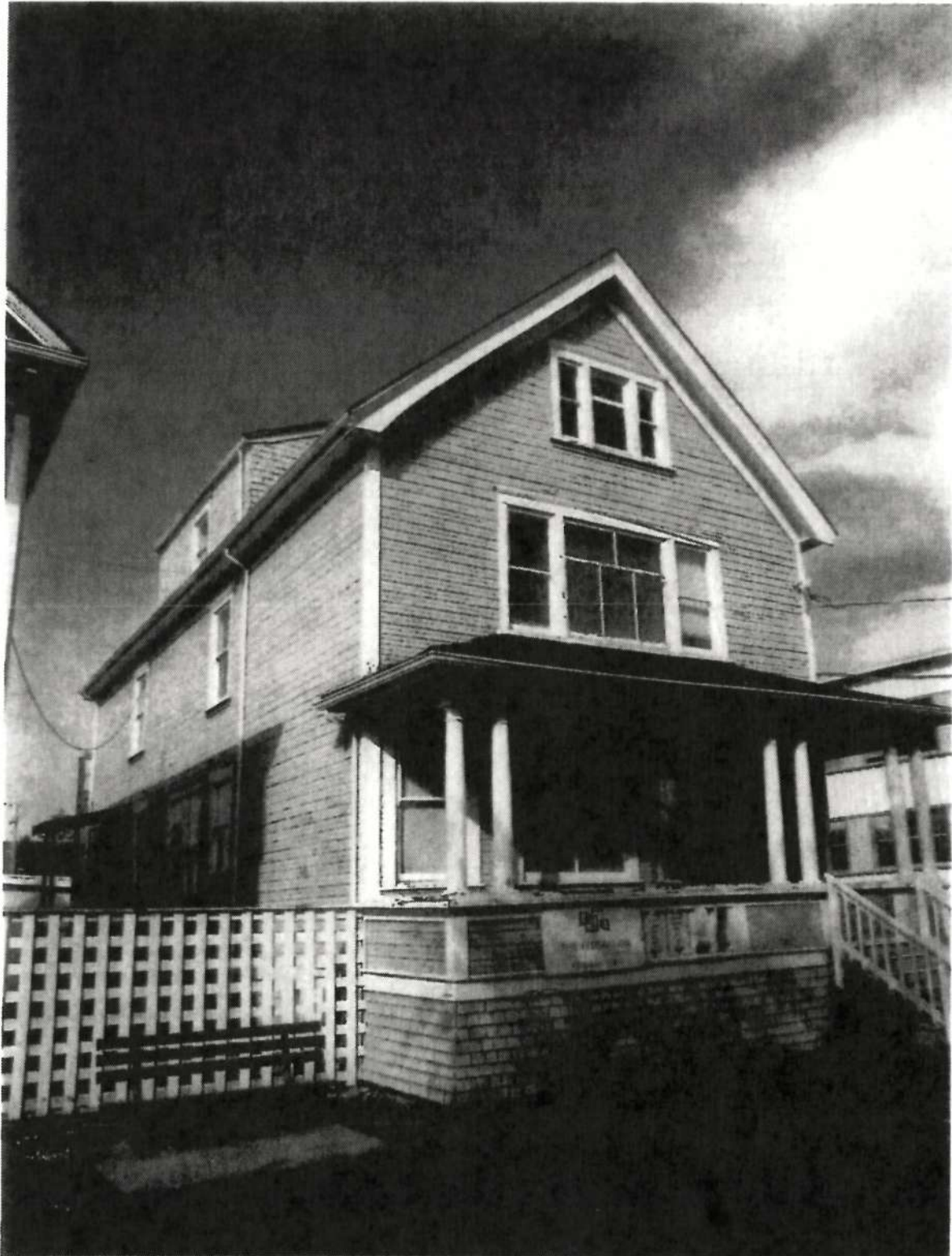
524 MICHIGAN STREET



526 MICHIGAN STREET



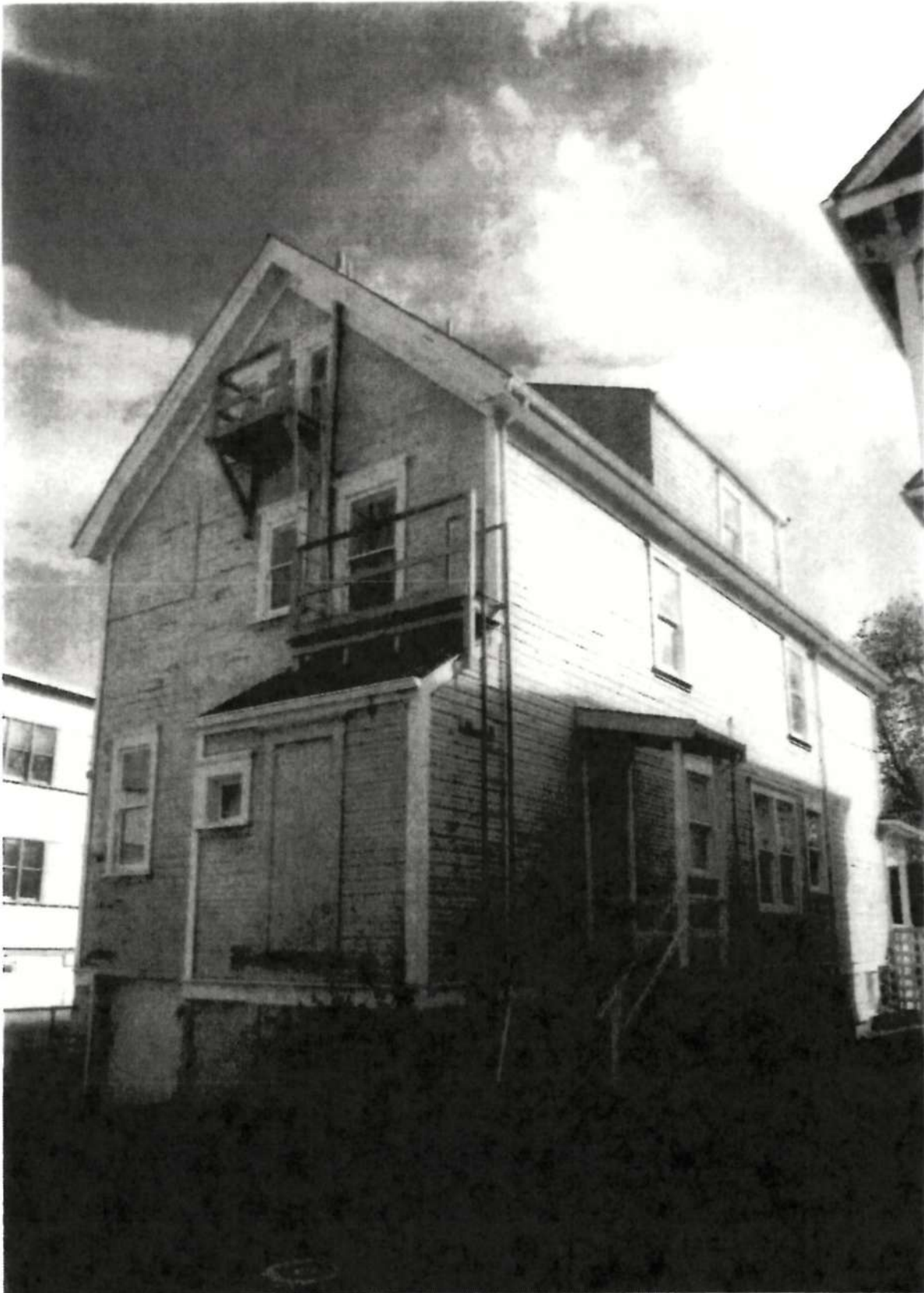
526 MICHIGAN STREET



526 MICHIGAN STREET



526 MICHIGAN STREET





3. STATEMENT OF SIGNIFICANCE

Construction Date: 1891; relocated in 1910
 Original Address: 59 ½ Superior Street (later 548 Superior)
 Original Owner: William Prout

Description of Historic Place

The Prout House is a two-storey wood-frame Italianate house with a front-gabled roof. Situated on the north side of Michigan Street, in James Bay's Legislative Precinct, the Prout House is identifiable by its front double-height semi-octagonal bay with flat roof, offset entrance porch, scroll-cut brackets and patterned shingles in the gable end.

Heritage Value of Historic Place

Constructed in 1891, the Prout House is tangible evidence of the evolution of the James Bay neighbourhood from a pioneer farm to the first Garden City suburb in Victoria. Hudson's Bay Company Chief Factor James Douglas established James Bay, a peninsula of fertile land, as Beckley farm in 1846. The early subdivision and sale of Beckley Farm into small lots occurred just after gold was discovered on the Fraser River in 1858. The year 1858 also marked Douglas's reservation of public parkland (Beacon Hill) and the initial construction of colonial administrative buildings in James Bay on the Government Reserve. These administrative buildings, referred to as the "Birdcages," formed the city's legislative centre and were an early catalyst for residential development in James Bay. The neighbourhood subsequently developed into a centre for industry and shipping, which facilitated transportation links and supporting infrastructure. The Prout House is additionally valued as an example of a modest Victorian-era Italianate design. The house displays a front-gabled roof, rare for this architectural style, generally symmetrical massing and vertical proportions. It is elaborated through the use of carpenter ornamentation that demonstrated the introduction of new technology at a time when steam-driven band saws, drills and lathes had become readily available, demonstrated in the use of scroll-

cut brackets, patterned shingles in the gable peak and scroll-cut window aprons. This house was constructed in 1891 as a speculative rental property and was originally located at 59 ½ Superior Street (later 548 Superior Street); the Provincial Government purchased the lot in anticipation of the construction of the new Legislative Library. In 1910, Charles Beaven acquired it during a government auction held on the front steps of the house, and moved to its present location. Prince Edward Island-born Beaven moved to Victoria in the 1870s; he was a carriage builder and later became part of the real estate trade. Beaven did not initially live in the house, but rented the property to local residents through the 1910s, demonstrating an increased need for rental housing during the Edwardian era, a time of social and economic transitions in the neighbourhood prior to the advent of the First World War. Beaven did eventually inhabit the house from the early 1920s until his death in 1926.

The relocation of the Prout House also demonstrates the ongoing expansion of the B.C. Parliament from the time of its early establishment in the Birdcages.

Character-Defining Elements of Historic Place

Key elements that define the heritage character of the Prout House include its:

- location in the historic James Bay neighbourhood;
- residential form, scale and massing as expressed by its: two-storey height; front-gabled roof; offset entry porch with hipped roof and chamfered square columns; double-height semi-octagonal bay at front; canopy roof with scroll-cut brackets on east elevation;
- wood-frame construction with wooden siding, drop cornerboards, shingles and vertical v-joint siding at foundation;
- Italianate design features such as: generally symmetrical massing; balanced front façade with highly articulated surfaces; and bay window skirt roof, banding and panels;

STATEMENT OF SIGNIFICANCE

- Carpenter ornamentation such as scroll-cut sandwich brackets, fishscale shingles; scroll-cut window aprons; and window crowns
- fenestration such as: 1-over-1 double-hung wooden sash windows with horns, in single and double assembly; and
- original panelled and glazed wooden front door with transom.



3. STATEMENT OF SIGNIFICANCE

Construction Date: 1911

Original Owner: Mary Ellen Macabe (née Beaven)

Earliest Known Occupant: Jennie Hall (1913)

Description of Historic Place

The Beaven / Macabe Residence is a two and one-half storey, Edwardian-era wood frame house situated on the north side of Michigan Street in the Legislative Precinct of Victoria's James Bay neighbourhood. It is identifiable by its front-gabled roof and full-width open front verandah supported by paired Doric columns.

Heritage Value of Historic Place

The Beaven / Macabe Residence demonstrates James Bay's evolution from a pioneer farm to the first Garden City suburb in Victoria. Hudson's Bay Company Chief Factor James Douglas established James Bay, a peninsula of fertile land, as Beckley farm in 1846. The early subdivision and sale of Beckley Farm into small lots occurred just after gold was discovered on the Fraser River in 1858. The year 1858 also marked Douglas's reservation of public parkland (Beacon Hill) and the initial construction of colonial administrative buildings in James Bay on the Government Reserve. These administrative buildings, referred to as the "Birdcages," formed the city's legislative centre and were an early catalyst for residential development in James Bay. The neighbourhood subsequently developed into a centre for industry and shipping, which facilitated transportation links and supporting infrastructure.

The Beaven / Macabe Residence is additionally significant for its modest Edwardian-era architecture, reflective of the housing stock being constructed for James Bay's rapidly growing population. This house reflects a transition in architectural expression from the elaborate Victorian-era styles to the classically-influenced styles of the Edwardian era. The house is characterized by its balanced façade with full-width verandah supported by lathe-turned Doric columns. Mary Ellen Macabe, the daughter of Charles Frederick Beaven, who owned the neighbouring house at 524 Michigan Street, also owned this home. It was utilized as a boarding house in the mid 1910s, reflective of the increased need for rental housing during the Edwardian era, a time of social and economic transitions in the neighbourhood prior to the advent of the First World War.

STATEMENT OF SIGNIFICANCE

Character-Defining Elements of Historic Place

Key elements that define the heritage character of the Beaven / Macabe Residence include its:

- location in the historic James Bay neighbourhood;
- residential form, scale and massing as expressed by its: two and one-half storey height; front-gabled roof; shed dormers on the side elevations; full-width open front verandah with paired, lathe-turned Doric columns and closed balustrades with rectangular opening; and semi-octagonal bay window on front elevation;
- wood-frame construction with double-bevelled wooden siding, cornerboards and bellcast shingle siding at foundation level;
- decorative features such as window trim with mouldings at top and bottom, and distinctive scroll-cut verandah balusters;
- fenestration such as: 1-over-1 double-hung wooden sash windows with horns; and
- original front door assembly, with panelled wooden front door with glazed inset and glazed sidelights.

South Block Development Corporation

3350 Douglas St. - Suite 100
Victoria, BC V8Z 3L1
Phone: 250 475-0338
Fax: 250 475-0339

August 13, 2014

City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Attention: Mayor and Council



**Re: Heritage Designation for 521, 539 and 545 Superior and 524 and 526
Michigan Street**

As part of the purchase of the lands known as "South Block" from the Province, South Block (Concert) Ltd. and Jawl Precinct Lands Corporation (collectively the 'Developer') acquired five heritage registered houses: 521 Superior Street, 539 Superior Street, 545 Superior Street, 524 Michigan Street and 526 Michigan Street.

The conceptual redevelopment plan for South Block provides for the retention and relocation of the three houses currently located on Superior Street to the South Eastern Quadrant of Capital Park along Michigan Street. The Developer is proposing to relocate and transfer ownership of the two houses currently sited on Michigan Street off-site somewhere within the James Bay Neighbourhood.

Since the mid-1990s, South Block and a number of adjacent provincially owned land parcels (most notably Q-Lot) were subject to a land use and redevelopment strategy outlined in the existing CD-2 zone and the Victoria Accord. Immediately prior to the disposition of South Block by the Province to the Developer, the obligations set out in the Victoria Accord were updated to exclude those that had been satisfied and to allocate the remainder between the lands to be sold and the lands to be retained by the Province. The obligations assigned to each land parcel were secured by way of a Section 219 Covenant on title so as to confirm that the key provisions and objectives of the Victoria Accord would survive the land sale. The Section 219 Covenant deals with the heritage houses in Section 9 which reads as follows:

9.0 Heritage Buildings

- 9.1** *The Transferor must include the extent of restoration of the Heritage Houses in future development proposal guidelines.*
- 9.2** *Concurrently with the application for a development permit for the first office building to be constructed on the Lands, the Transferor must submit to the Transferee for its approval a plan for the restoration and relocation of the Heritage Houses, the relocations to be at locations within the Lands,*

or at alternative off-site locations, that are acceptable to the Transferee. The Transferor must restore the Heritage Houses (or in the event of relocation and restoration of one or more of the Heritage Houses at an off-site location, must ensure the restoration of the Heritage Houses on terms and conditions that are acceptable to the Transferee, acting reasonably) in the agreed upon locations in accordance with the approved phasing plan.

In June 2014 the Developer submitted to the City applications which included Conservation Plans for each of the five heritage houses and the proposed relocation plan of the Superior Street houses within the South Block parcel and the relocation criteria outlined in the respective Conservation Plans for the Michigan Street houses to address the requirement of the covenant.

The specific applications are identified as follows:

521 Superior Street –Heritage Alteration Permit Application #00184
539 Superior Street –Heritage Alteration Permit Application #00187
545 Superior Street –Heritage Alteration Permit Application #00185
524 Michigan Street –Heritage Alteration Permit Application #00188
524 Michigan Street –Heritage Alteration Permit Application #00189

The following work and interventions are anticipated to be made to each home:

- Relocation
- Rehabilitation of the façade as outlined in the Conservation Plan for each house.
- Sensitive façade intervention to facilitate the re-purposing of each structure, including but not limited to, exit stairs, fire suppression sprinkler systems, the addition, relocation or removal of windows and doors on the side and rear facades and other modifications as required. These interventions will comply with the intent outlined in the Conservation Plan for each home.
- Modifications required to meet the requirements of the British Columbia Building Code.
- Extensive interior renovations

At the request of the City, the Developer has consented to the heritage designation for all five heritage registered houses and waives all right to compensation associated with the designation.

A heritage designation application, pursuant to Part 27 of the Local Government Act for 521, 539 and 545 Superior Street will be submitted once these three houses have been relocated to Michigan Street and a subdivision plan to create a lot for each home has been registered.

A heritage designation application, pursuant to Part 27 of the Local Government Act for each of 524 and 526 Michigan Street will be submitted for each of these houses when they have been relocated to an identified receiver site.

Notwithstanding the designations it is understood that The City will allow and the Developer and future owners of the Michigan Street houses will complete, or cause to complete, the work to each of the heritage houses as outlined in the Conservation Plans.

Should the houses not be relocated as outlined above the Developer will have the option to apply for heritage designation for one or more of the houses on South Block. In that event, the designation would be structured in such a way as to permit the future relocation of the house and the transfer of the designation to the receiver site.

Sincerely,

South Block Development Corporation

Per:

A handwritten signature in cursive script, appearing to read 'Karen Jawl', written in dark ink.

Karen Jawl

NO. 16-021

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 222 Dallas Road to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the “HERITAGE DESIGNATION (222 DALLAS ROAD) BYLAW”.
2. The exterior of the building located at 222 Dallas Road, legally described as Lot 23, Block 5, Section 26, Beckley Farm, Victoria City, Plan 1941, is designated to be protected heritage property.

READ A FIRST TIME the **11th** day of **February** 2016.

RESCIND ADOPTION,
THIRD & SECOND READING **14th** day of **April** 2016

AMENDED the **14th** day of **April** 2016

READ A SECOND TIME the **14th** day of **April** 2016.

Public Hearing held on the day of 2016.

READ A THIRD TIME the day of 2016.

ADOPTED on the day of 2016.

CITY CLERK

MAYOR

NO. 16-022

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to designate the exterior of the building located at 226 Dallas Road to be protected heritage property.

Under its statutory powers, including Section 611 of the *Local Government Act*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

1. This Bylaw may be cited as the “HERITAGE DESIGNATION (226 DALLAS ROAD) BYLAW”.
2. The exterior of the building located at 226 Dallas Road, legally described as Lot 24, Block 5, Section 26, Beckley Farm, Victoria City, Plan 1941, is designated to be protected heritage property.

READ A FIRST TIME the **11th** day of **February** 2016.

RESCIND ADOPTION,
THIRD & SECOND READING **14th** day of **April** 2016

AMENDED the **14th** day of **April** 2016

READ A SECOND TIME the **14th** day of **April** 2016.

Public Hearing held on the day of 2016.

READ A THIRD TIME the day of 2016.

ADOPTED on the day of 2016.

CITY CLERK

MAYOR

REPORTS OF THE COMMITTEES

Committee of the Whole – April 7, 2016

8. Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road

It was moved by Councillor Madoff, seconded by Councillor Alto, 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 the Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road in accordance with:

1. Plans date stamped February 29, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - Part 2.1.5 (a) - Relaxation for the minimum required front yard setback from 7.50m to 4.62m
 - Part 2.1.5 (b) - Relaxation for the minimum required rear yard setback from 12.80m to 9.63m
 - Part 2.1.5 (c) - Relaxation for the minimum required interior side yard setback (west) from 1.83m to 1.35m
 - Schedule C, Section 4 - Relaxation to the required number of off-street parking spaces to be provided from 2 to 1
 - Schedule F, Section 5 (b) - Relaxation to maximum allowable rear yard coverage from 25% to 28.39%.
3. The Heritage Alteration Permit lapsing two years from the date of this resolution.
4. Final plans to be generally in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

Carried Unanimously

4.5 Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road

Committee received a report dated March 24, 2016, regarding an application to rehabilitate the existing heritage-designated house as a duplex, and to add additional living space in a rear addition, and new gable additions on the west and south elevation.

Motion: It was moved by Councillor Madoff, seconded by Councillor Thornton-Joe, 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 the Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road in accordance with:

1. Plans date stamped February 29, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - Part 2.1.5 (a) - Relaxation for the minimum required front yard setback from 7.50m to 4.62m
 - Part 2.1.5 (b) - Relaxation for the minimum required rear yard setback from 12.80m to 9.63m
 - Part 2.1.5 (c) - Relaxation for the minimum required interior side yard setback (west) from 1.83m to 1.35m
 - Schedule C, Section 4 - Relaxation to the required number of off-street parking spaces to be provided from 2 to 1
 - Schedule F, Section 5 (b) - Relaxation to maximum allowable rear yard coverage from 25% to 28.39%.
3. The Heritage Alteration Permit lapsing two years from the date of this resolution.
4. Final plans to be generally in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

CARRIED UNANIMOUSLY 16/COTW



Committee of the Whole Report

For the Meeting of April 7, 2016

To: Committee of the Whole **Date:** March 24, 2016

From: Jonathan Tinney, Director, Sustainable Planning and Community Development

Subject: **Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road**

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 the Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road in accordance with:

1. Plans date stamped February 29, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - Part 2.1.5 (a) - Relaxation for the minimum required front yard setback from 7.50m to 4.62m
 - Part 2.1.5 (b) - Relaxation for the minimum required rear yard setback from 12.80m to 9.63m
 - Part 2.1.5 (c) - Relaxation for the minimum required interior side yard setback (west) from 1.83m to 1.35m
 - Schedule C, Section 4 - Relaxation to the required number of off-street parking spaces to be provided from 2 to 1
 - Schedule F, Section 5 (b) - Relaxation to maximum allowable rear yard coverage from 25% to 28.39%.
3. The Heritage Alteration Permit lapsing two years from the date of this resolution.
4. Final plans to be generally in accordance with plans identified above to the satisfaction of the Director of Sustainable Planning and Community Development.

LEGISLATIVE AUTHORITY

In accordance with Sections 972 and 973 of the *Local Government Act*, Council may issue a Heritage Alteration Permit which may be subject to terms consistent with the purpose of the heritage protection of the property, including: (i) conditions respecting the sequencing and timing of construction, (ii) conditions respecting the character of the alteration or action to be authorized, including landscaping and the siting, form, exterior design and finish of buildings and structures and (iii) security. Council may refuse to issue a Heritage Alteration Permit for an action that, in the opinion of Council, would not be consistent with the purpose of the heritage protection of the property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Heritage Alteration Permit Application with Variances for the property located at 623 Avalon Road. The proposal is to rehabilitate the existing heritage-designated house as a duplex and to add additional living space in a rear addition and new gable roof additions on the west and south elevation.

The following points were considered in assessing this Application:

- consistency with the *Official Community Plan (OCP)*
- consistency with local area plans
- consistency with the *Standards and Guidelines for the Conservation of Historic Places in Canada*
- consideration of the impacts of variances from the *Zoning Regulation Bylaw*.

The Application is supportable as the variances relate to existing non-conforming setbacks and site coverage and the Application is in accord with the existing heritage standards.

The Application was reviewed by the Heritage Advisory Panel at its meetings on February 9 and March 8, 2016 and was recommended for approval.

BACKGROUND

Description of Proposal

The purpose of this report is to present Council with information, analysis and recommendations regarding a Heritage Alteration Permit Application with Variances for the property located at 623 Avalon Road. The house is a heritage-designated house located in the Avalon Road Heritage Conservation Area.

The proposal is outlined in a letter dated January 29, 2016, from John Keay, of Keay Cecco Architecture Ltd. (see attached). The house is covered in asphalt shingles over the existing wood siding and much of the original wood details such as brackets, trim, etc. have been removed. The house requires a new foundation and new services. The applicant is proposing to upgrade the house and convert it to a duplex while undertaking a restoration of original details on the front elevation. A gable roof addition is proposed for the west elevation to provide additional living space on the second floor, while a new addition at the rear will expand the living space for the second residential unit.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on January 27, 2016, the Application was referred for a 30-day comment period to the James Bay Neighbourhood Association. Revised plans were sent on March 11, 2016. At the time of writing this report, a letter from the CALUC had not been received.

This Application proposes variances; therefore, in accordance with the City's *Land Use Procedures Bylaw*, it requires notice, sign posting and a meeting of Council to consider the variances.

ANALYSIS

The following sections provide a summary of the Application's consistency with the relevant City policies and guidelines.

Official Community Plan (OCP)

The proposed development outlined in the Application is consistent with the OCP because it contributes to the goal of protecting and celebrating Victoria's cultural and natural heritage resources. In addition, a key strategic direction of the OCP would be met by the proposed development where it enables the adaptation and renewal of existing building stock.

Development Permit Area 1 (HC): Traditional Residential

The property is located within the Avalon Road Heritage Conservation Area which is identified in the OCP and whose objectives include:

- (a) To conserve and enhance the heritage value, special character and the significant buildings, features, and characteristics of low scale residential areas.
- (b) To enhance the area through infill and building additions with a high quality of architecture, landscape and urban design that responds to its historic setting through sensitive and innovative interventions.

James Bay Neighbourhood Plan

The proposed development is consistent with the goals and objectives of the *James Bay Neighbourhood Plan* in relation to Housing, where it encourages the retention of significant buildings in the neighbourhood and in relation to Heritage Preservation, where it encourages the conservation and rehabilitation of buildings, lands and structures of heritage significance, which contribute to the neighbourhood's attractive character.

Standards and Guidelines for the Conservation of Historic Places in Canada

Exterior Walls

Recommended: Modifying exterior walls to accommodate an expanded program, a new use, or applicable codes and regulations, in a manner that respects the building's heritage value. Designing a new addition in a manner that preserves the character-defining exterior walls of the historic building.

Roofs

Recommended: Designing and constructing additions to roofs, such as access stairs, elevator or mechanical equipment housing, decks and terraces, and dormers and skylights that are inconspicuous from the public right-of-way and do not damage or obscure character-defining elements.

New gable roof additions are proposed for the south and west elevations, and a new addition on the south (rear) elevation. Six new skylights are proposed for the side and rear elevations, which are non-character-defining. While the number of changes is extensive, the primary character-defining front elevation is not being changed and the owner's intention is to remove the asphalt shingle siding and restore the original wood siding, brackets and other detailing, based on further on-site investigation of building materials. As the house will require a new concrete foundation, it will be lifted and the existing brick chimneys will be dismantled and

reconstructed with a brick face on a wood frame. As a new basement is being created and accessed from exterior stairwells, the relationship of the existing house to grade will be modified to increase its height above grade to a minor degree. The proposed interventions will conserve character-defining elements of the building's exterior and are therefore consistent with the Standards and Guidelines where it recommends modifying exterior walls to accommodate an expanded program, a new use, or applicable codes and regulations, in a manner that respects the building's heritage value.

Windows, Doors and Storefronts

Recommended: Designing and Installing new windows, doors, or storefronts required by a new use on non-character-defining elevations in a manner that is compatible with the building's style, era and character.

The proposal includes the alteration of openings on the south, east and west elevations and the rehabilitation of the exterior wood siding and windows.

The new duplex use proposes a new porch on the west elevation and a new deck on the rear, south elevation. New access stairs to the basement are proposed for the west and east elevations. The proposed new features are designed in a style compatible with the historic character.

Heritage Advisory Panel

The application was reviewed by the Heritage Advisory Panel at its meetings on February 9 and March 8, 2016 and was recommended for approval.

CONCLUSIONS

The existing heritage-designated house at 623 Avalon Road requires extensive upgrading. The proposal to rehabilitate the house for duplex use does require extensive changes and additional floor space, but the proposed work is sensitive to the heritage character of the building and is mostly confined to the rear and side elevations which are considered non-character-defining. The applicant has also committed to the restoration of the wood siding and missing historic trim details and brackets. The rehabilitation of this important house in the Avalon Road Heritage Conservation Area advances the City's heritage conservation objectives and staff recommend that Council consider advancing Heritage Alteration Permit Application with Variances No. 00213 for 623 Avalon Road to an Opportunity for Public Comment.

ALTERNATE MOTION

That Council decline Heritage Alteration Permit Application with Variances No. 00213 for the property located at 623 Avalon Road.

Respectfully submitted,



Steve Barber
Senior Heritage Planner (Interim)
Development Services Division

JH



Jonathan Tinney
Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date: March 30, 2016

List of Attachments

- Subject map
- Aerial photograph
- Letter from applicant dated January 29, 2016
- Plans date stamped February 29, 2016.



623 Avalon Road

Heritage Alteration Permit #00213



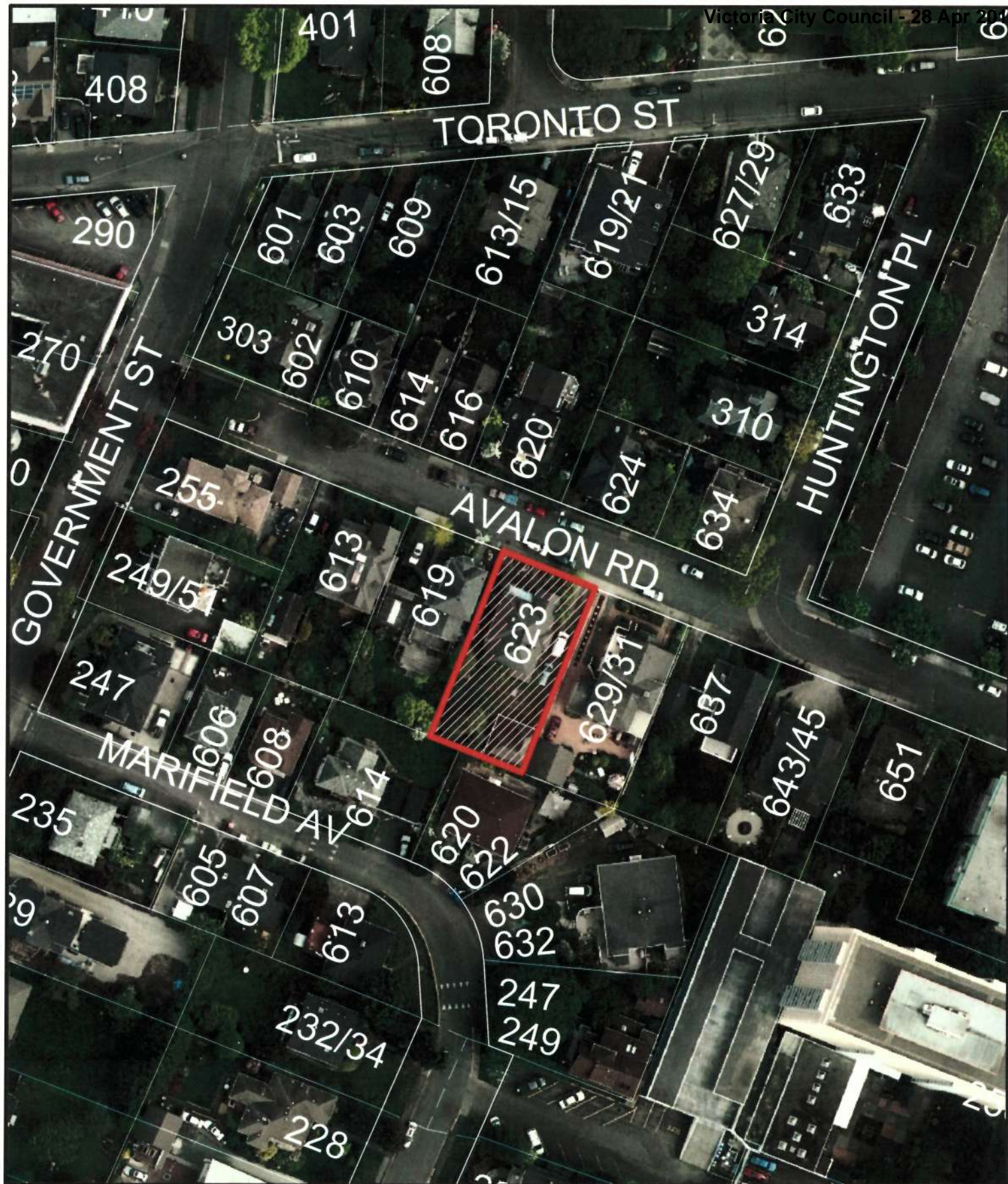
Designated



Registered



CITY OF
VICTORIA



623 Avalon Road

Heritage Alteration Permit #00213





KEAY CECCO ARCHITECTURE LTD

JOHN KEAY, ARCHITECT AIBC
LARRY CECCO, IA, AIBC, RAIC
1124 FORT STREET,
VICTORIA, V8V 3K8

January 28, 2016

Mayor and Council,
City of Victoria,
1, Centennial Square,
Victoria

Your Worship and Council,

Re: 623 Avalon Road, Heritage Alteration Permit

Please find enclosed an application for the above property. The building, which is designated, is an integral part of the Avalon Road/Huntington Place heritage cluster, and is described in "This Old House." Currently the house is sound, although it has suffered from deferred maintenance, with few improvements other than some rewiring. It is the only remaining house in this heritage precinct which has not been upgraded and restored. Over time, the exterior has been altered with the removal of most of the exterior trim, brackets, and so on, and the addition of asphalt shingles over the siding. When the asphalt shingles are stripped, it is the intention of the Owner to replicate decorative trim elements through a study of shadow and trim outlines and to use these as a basis for replicating the missing exterior details. Unfortunately, there is only the one photograph of the exterior.

The intent of the application is to restore the exterior, and to construct alterations including a rear addition which will permit the building to be occupied with their extended family, and are committed to restoring the existing building. The proposed sympathetic additions and alterations reflect the scale and design intent of the existing house, and have been carefully considered to minimize their impact, while reflecting the fact that they are contemporary alterations. The additions are identified by using a variety of design elements. In the case of the new gables, these are stepped back so that they do not align with the existing roofs. The rear addition is stepped in from the existing building, and has a lower roof profile.

The following variances are being requested:

- i. sideyard variance is being requested for the construction of a side porch and stair to the west elevation
- ii. rear yard setback variance
- iii. parking variance for 1 parking space

The scope of work is envisioned as follows:

- i. new foundations, including basement with exterior and interior access. The building will be raised 1'0" to improve basement access
- ii. the foundation is currently rubble, a new seismic compliant concrete foundation will be clad with a similar stone veneer
- iii. remove asphalt shingle siding, replace missing trim and deteriorated wood elements, as shown
- iv. re and re siding and exterior finishes as required and paint

Tel: 250 382 3823
Email: john@kcarchitecture.ca

- v. document and dismantle the chimneys, rebuild the exposed sections with brick face on a wood frame
- vi. Rebuild the existing windows, add storm windows as appropriate
- vii. Construct new gables and rear addition as shown

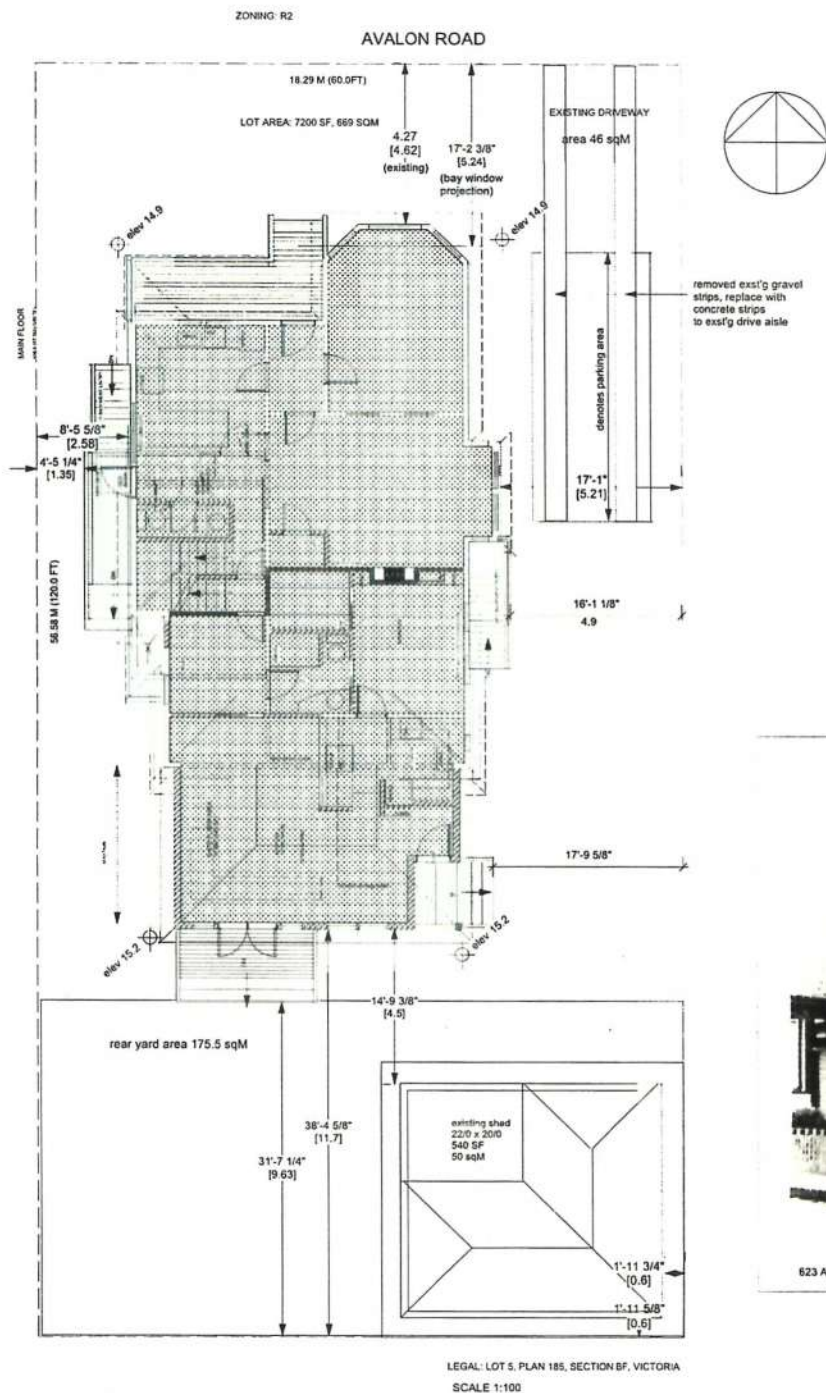
The project as proposed will complete the significant amount of work done over the years to this major heritage precinct. The Clients and I look forward to meeting with the Heritage Advisory Committee and Council, to review the project further. In the meantime, please contact me if there are any questions.

Yours truly,

A handwritten signature in black ink, appearing to be 'John Keay', written in a cursive style.

John Keay, Architect

cc: Murray Miller, Planning Department
Iain and Celia McBride
Garth and Doreen McBride



PLANNING SUBMISSION CHECKLIST

1. OWNER: GARTH AND DOREEN MCBRIDE
2. LOT 5, PLAN 185, SECTION 8F, VICTORIA
3. 623 AVALON ROAD
4. KEAY CECCO ARCHITECTURE LTD.
382 3823 john@kccarchitecture.ca
5. ZONING: R2
6. SITE AREA: 7200 SQ.FT. 669 SQM
7. SITE COVERAGE: 375
8. TOTAL FLOOR AREA:
HOUSE: 2370 SQ.FT. 220.2 SQM
ACCESSORY BUILDING: 440 SF, 50 SQM
9. FLOOR SPACE RATIO: 42
10. GRADE: 15.05, PER EXISTING
11. HEIGHT: 7.15 M (23.5')
12. NUMBER OF STOREYS: 1 1/2 + BASEMENT
13. SETBACKS
FRONT YARD: 5.24M (17.2')
EAST SIDE YARD: 5.21 M (17.0')
WEST SIDE YARD: 1.35 M (4.43') VARIANCE
REAR YARD: 9.63 M (31.6') VARIANCE
14. OPEN SPACE: .68 (EX ACCESSORY BUILDING)
15. OPEN SPACE, REAR YARD: .7
16. FLOOR AREA INCLUDING BASEMENT: 378 SM
17. PARKING PROVIDED: 1 STALL (VARIANCE)

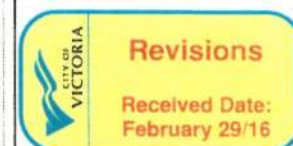
Received
City of Victoria

FEB 29 2016

Planning & Development Department
Development Services Division

KEAY CECCO
ARCHITECTURE LTD.

124 FORT STREET, VICTORIA, V8W 3K8
tel: 250 382 3823
email: info@kccarchitecture.ca



PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

SITE PLAN

JOB No.
1536

SCALE
AS SHOWN

DATE
FEB 22, 2016





DATE PLOTTED
FEB 22, 2016

A-01

Victoria City Council - 28 Apr 2016



LEGEND

	EXISTING WALLS TO REMAIN
	WALLS REMOVED
	NEW PARTITIONS
	NEW RATED WALLS

REFER TO THE WALL DETAILS, SHEET A10

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

MAIN FLOOR OPTION 2

SCALE
1/4" = 1'0"

DATE	FEB 22, 2016
DATE PLOTTED	FEB 22, 2016

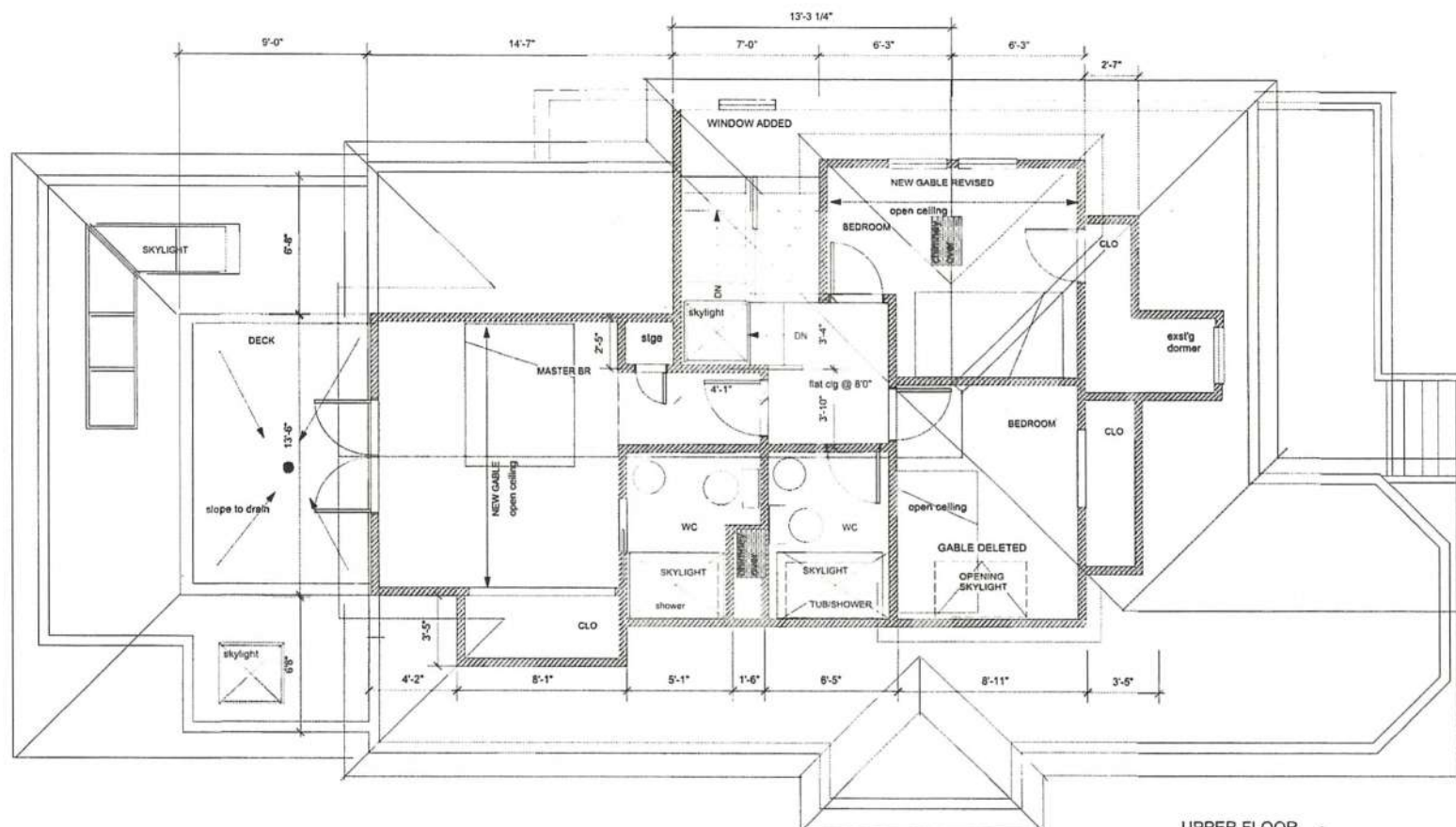
A-02

FEB 29 2015

**Manning & Development Department
Development Services Division**

KEYE CECCO
ARCHITECTURE LTD.

124 FORT STREET, VICTORIA V8V 3K8
tel 250 382 3823
email info@keycecco-architecture.com



UPPER FLOOR

AREA 64 SM (685 SF)

Received
City of Victoria

FEB 29 2016

Planning & Development Department
Development Services Division

LEGEND

- EXISTING WALLS TO REMAIN
- WALLS REMOVED
- NEW PARTITIONS
- NEW RATED WALLS

REFER TO THE WALL DETAILS, SHEET A10

PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

UPPER FLOOR

JOB No.
1536

SCALE
1/4" = 1'0"

DATE
FEB 22, 2016

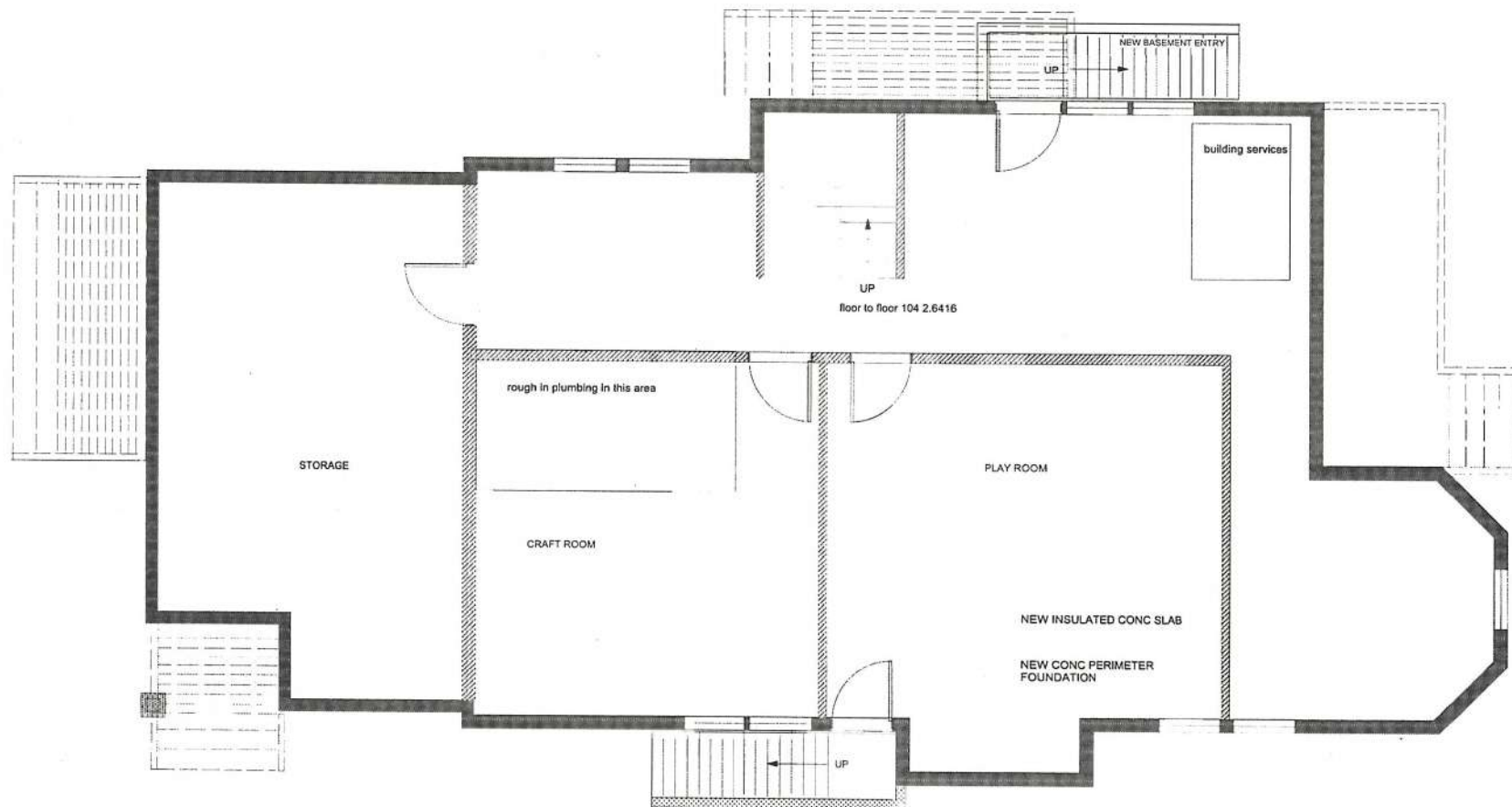
DATE PLOTTED
FEB 22, 2016

A -03

Victoria City Council - 28 Apr 2016

KEYE CECCO
ARCHITECTURE LTD.

124 FORT STREET, VICTORIA V8Y 3K8
tel 250 382 3823
email info@keyceccoarchitects.ca



Received
City of Victoria

FEB 29 2016

Planning & Development Department
Development Services Division

LEGEND

- EXISTING WALLS TO REMAIN
- WALLS REMOVED
- NEW PARTITIONS
- NEW RATED WALLS

REFER TO THE WALL DETAILS, SHEET A10

PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

BASEMENT

JOB No.
1536

SCALE
1/4" = 1'0"

DATE
FEB 22, 2016

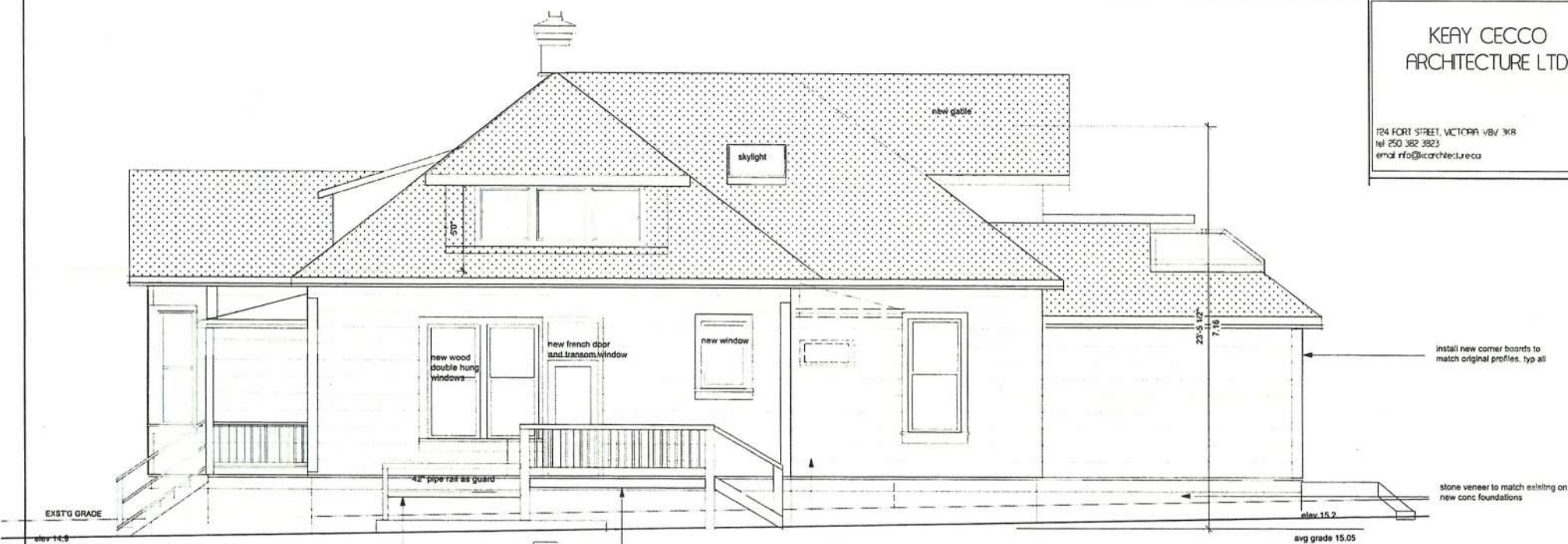
DATE PLOTTED
FEB 22, 2016

A-04

Victoria City Council - 28 Apr 2016

KEYE CECCO
ARCHITECTURE LTD.

124 FORT STREET, VICTORIA V8V 3K8
tel 250 382 3823
email rfo@keycecco.ca



install new corner boards to match original profiles, typ all

stone veneer to match existing on new conc foundations

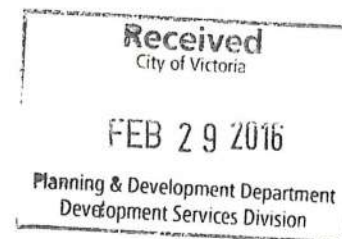
ADDITION

WEST ELEVATION

NOTE: existing windows which are to be removed shown dashed

new hipped gable

- new fibreglas shingle roof, typ
- proposed gable deleted
- confirm gable wall finish, re and re as required
- confirm pattern and size of corner brackets under duroid siding
- install missing trim and corner boards to walls
- windows, hardware, and trim restored
- new partial glazed and panelled front door
- install new water table and fascia
- new wood framed window



PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

ELEVATIONS

JOB No.
1536

SCALE
1/4" = 1'0"

DATE
FEB 22, 2016

DATE PLOTTED
FEB 22, 2016

A-05

Victoria City Council - 28 Apr 2016

KEYE CECCO
ARCHITECTURE LTD.

124 FORT STREET VICTORIA V8V 3K8
tel 250 382 3823
email info@keycecco.com



EAST ELEVATION

NOTE: existing windows which are to be removed shown dashed



SOUTH ELEVATION

PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

ELEVATIONS

JOB No.
1536

SCALE
1/4" = 1'0"

DATE
FEB 22, 2016

DATE PLOTTED
FEB 22, 2016

A.06

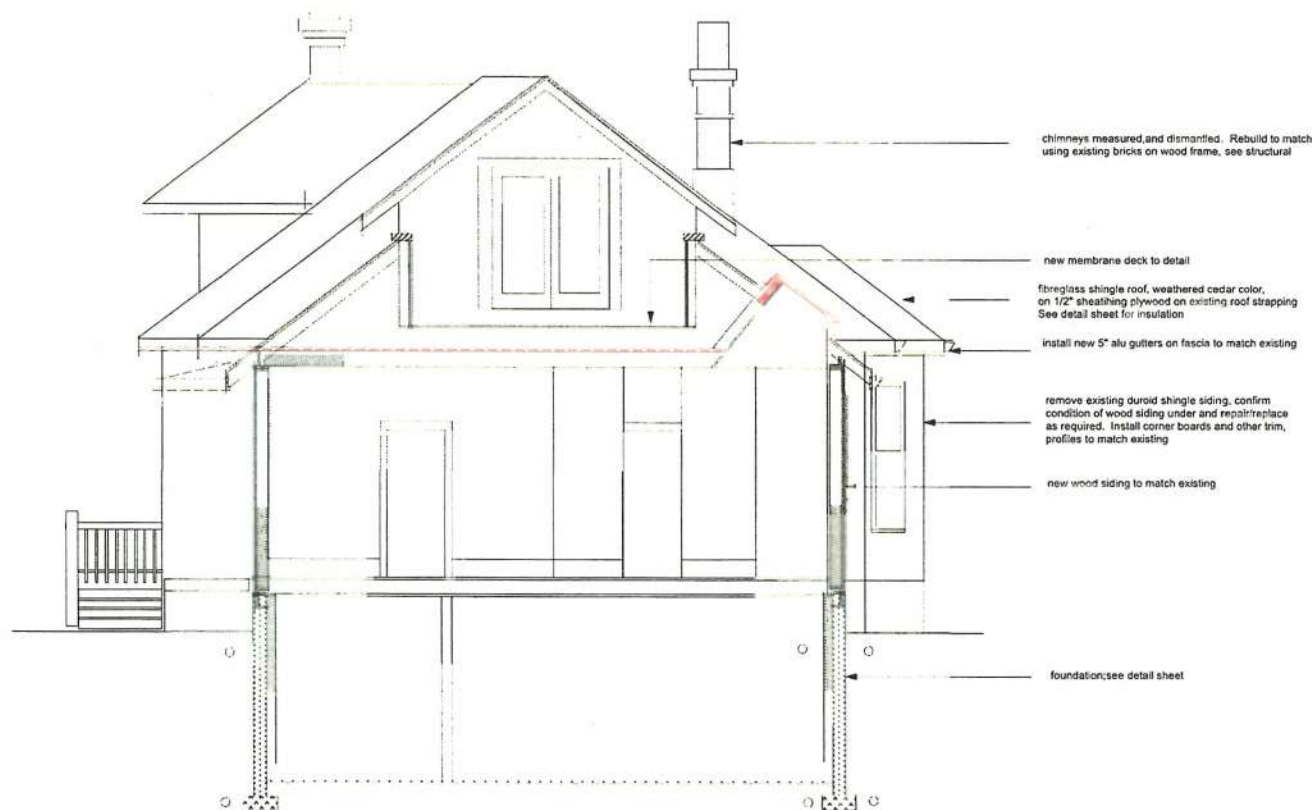
Received
City of Victoria

FEB 29 2016

Planning & Development Department
Development Services Division

KEAY CECCO
ARCHITECTURE LTD.

124 FORT STREET VICTORIA V8V 3K8
tel 250 382 3823
email info@keaycecco.com



PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

SECTIONS

JOB No.
1536

SCALE
AS SHOWN

DATE
FEB 22, 2016

DATE PLOTTED
FEB 22, 2016

A-07

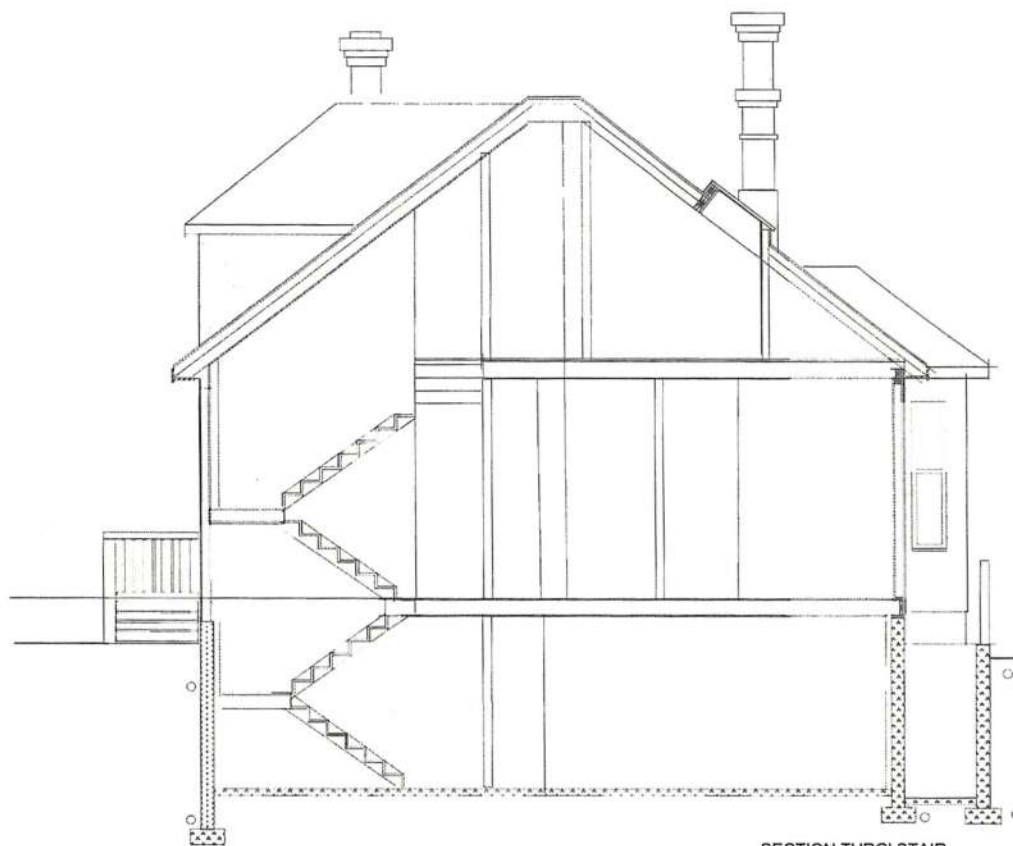


Victoria City Council - 28 Apr 2016

KEYE CECCO
ARCHITECTURE LTD.

184 FORT STREET, VICTORIA, V8V 3K8
tel 250 382 3823
email info@keycecco.ca

Victoria City Council - 28 Apr 2016



SECTION THRO' STAIR

fibreglass shingle roof, weathered cedar color,
on 1/2" sheathing plywood on existing roof strapping
See detail sheet for insulation

chimneys measured and dismantled. Rebuild to match
using existing bricks on wood frame, see structural

new membrane deck to detail

install new 5" alu gutters on fascia to match existing

remove existing duroid shingle siding, confirm
condition of wood siding under and repair/replace
as required. Install corner boards and other trim,
profiles to match existing

new wood siding to match existing

foundation: see detail sheet

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City of Victoria

FEB 29 2016

Planning & Development Department
Development Services Division

PROJECT

**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE

SECTIONS

JOB No.
1536

SCALE
AS SHOWN

DATE
FEB 22, 2016

DATE PLOTTED
FEB 22, 2016

A-08

KEYE CECCO
ARCHITECTURE LTD.

124 FORT STREET, VICTORIA V8V 3K8
tel 250 382 3923
email info@keycecco.com



EXIST'G GRADE
PROPOSED NEW GRADE

PROJECT
**MCBRIDE RESIDENCE
ALTERATIONS**
623 AVALON ROAD,
VICTORIA

SHEET TITLE
SECTIONS

JOB No.
1536
SCALE
AS SHOWN
DATE
FEB 22, 2016
DATE PLOTTED
FEB 22, 2016

A-09

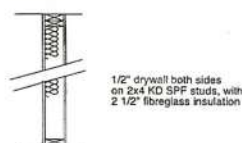
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City of Victoria

FEB 29 2016

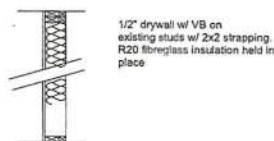
Planning & Development Department
Development Services Division

Victoria City Council - 28 Apr 2016

1 NEW NON-RATED PARTITIONS
Scale: NTS

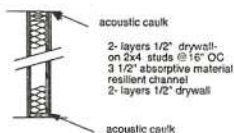


WALL TYPE A
NEW NON RATED PARTITIONS

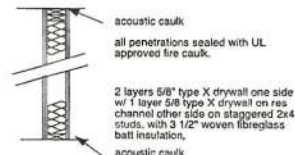


WALL TYPE B
EXISTING WALLS TO BE INSULATED

2 NEW RATED PARTITIONS
Scale: NTS



WALL TYPE H
UPGRADED EXISTING RATED PARTITIONS
ASSEMBLY W6E
1 HR RATING, STC 55



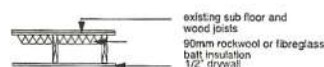
WALL TYPE D
NEW RATED PARTITIONS
ASSEMBLY W5A
45 MIN RATING, STC 51



WALL TYPE E
UPGRADED RATED EXISTING PARTITIONS
ASSEMBLY W4A
1 HR RATING, STC 51

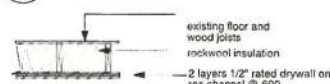
NOTE:
1. ELECTRICAL BOXES AND WALL PENETRATIONS TO BE STAGGERED
2. CONFIRM BLOCKING AT RATED WALL AND CEILING INTERSECTIONS. INSTALL BLOCKING AS REQUIRED

3 NON RATED FLOORS
Scale: NTS

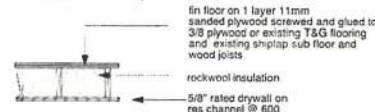


FLOOR TYPE 1
NON RATED

4 RATED FLOORS
Scale: NTS

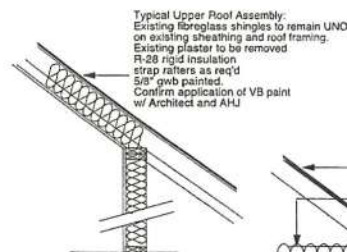
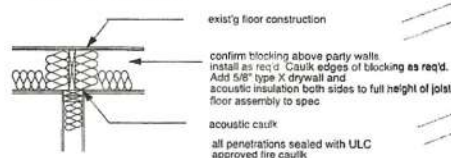


FLOOR TYPE 2
ASSEMBLY F9H
1 HOUR RATING, STC 53 IIC 47

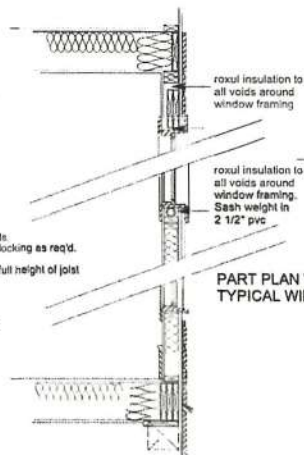


FLOOR TYPE 3
ASSEMBLY F10E
1HR RATING, STC 53, IIC 44

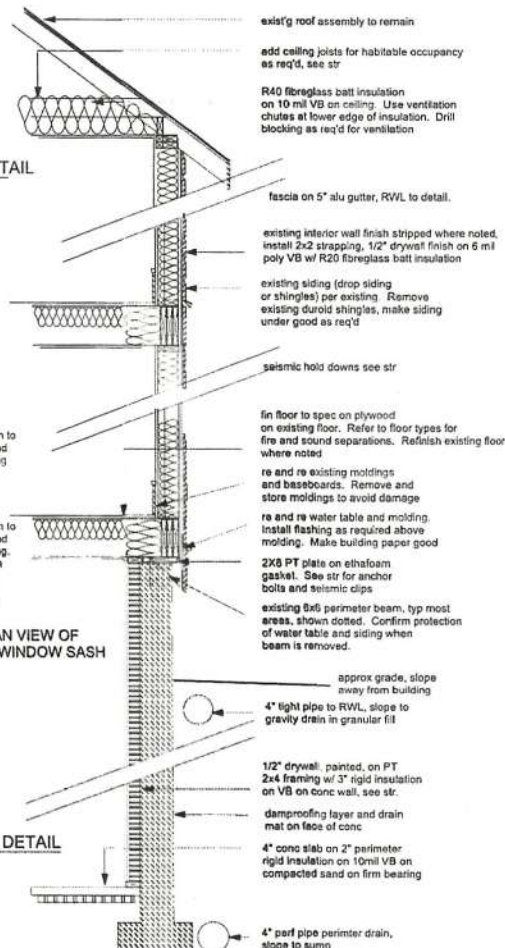
5 TYPICAL FLOOR BLOCKING
Scale: NTS



8 TYPICAL ATTIC AND
ROOF INSULATION DETAIL
Scale: NTS



9 TYPICAL WINDOW DETAIL
Scale: NTS



10 WALL SECTION
Scale: NTS

Received
City of Victoria

FEB 29 2016

Planning & Development Department
Development Services Division

PROJECT

MCBRIDE RESIDENCE
ALTERATIONS
623 AVALON ROAD,
VICTORIA

SHEET TITLE

DETAILS

JOB No.
1536

SCALE
AS SHOWN

DATE
FEB 22, 2016

DATE PLOTTED
FEB 22, 2016

A-10



MAKING A PRESENTATION TO VICTORIA CITY COUNCIL

Complete and submit your request to address Council to Legislative Services by 11:00 a.m. on the Wednesday the day before the scheduled meeting. To ensure the Council receives your submission with their full agenda package, please submit it by 4:30 p.m. on the Monday two weeks before the Council meeting. Requests received after this time will be added to the Amended Agenda produced the Wednesday immediately prior to the Council meeting.

Presentations are a maximum of five (5) minutes in duration.

Name: Mary E. Doody Jones Date: April 25, 2016
 Address: 435 Kipling St.

I wish to appear at the following Council meeting: April 28, 2016

I represent: Myself (Name of organization, if applicable)

Topic: See attached with update

Action you wish Council to take: to start to deal with the

amplification problem and give developers account
ability
2. Ensure that the field is "level" financially for
heril

Are you providing any supporting documentation (a letter or a PowerPoint presentation)?

Yes ☐ 10mb limit* No ☐

If you are providing supporting documentation the documentation **must** accompany this request or your letter. Placement on the agenda cannot be confirmed until supporting documentation has been received. Handouts will not be distributed at the meeting.

*If presentation is larger, please bring into the Council Secretary on a thumb drive to allow downloading.

Alternatively supporting documentation may be emailed to: councilsecretary@victoria.ca

Please note that all presentations are held at a public meeting, therefore, the first page of this form, along with the supporting documentation is added to the agenda, which is made available to the public and posted on the City of Victoria's website. The second page of this form, containing your contact information, does not form part of the agenda, but may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Please complete both sides of the form and submit to:

Council Secretary
 Legislative Services Department
 City of Victoria
 1 Centennial Square
 Victoria, BC V8W 1P6
 T 250.361.0571
 F 250.361.0348
 Email: councilsecretary@victoria.ca

PRESENTATION TO CITY COUNCIL for April 28 2016

Mary E. Doody Jones

APRIL 25, 2016

To Mayor and Council, Planning and Heritage Deptment

Council is presently involved in two big projects (sewage and a bridge). However, other problems can accumulate with some possible losses.

1 Reminder RE NEED FOR REGULATION on BUILDING IN AMPLIFICATION AREAS AND ACCOUNTABILITY BY DEVELOPERS FOR THEIR EFFECTS ON NEIGHBOURS

Update

The sale price of the Brooke St. house, with considerable amplification problems, increases the incentive for developers rushing to activity without accountability.

- **The price of 1.75 million** was given immediately , over asking price of 1,689,000,
- **Great profits result without any recompense** to neighbours for damage,
- **"Favoured" areas with unstable geological base**, like Fairfield, will be swarmed.
- **The middle class will not be able to buy** houses in certain areas.
- **Rentals become more pressured and limited**, especially for those on lower income.

Requests: Please

- **Quickly begin changing rules for developers** working under the zoning.
- **Include neighbourhood accountability** regulations like for those rezoning.
- **Add methods of ensuring accountability** for rezoning and not.
- **See lists** in *Amplification Study Report* and my last letter.

2. New RE CONCERN ABOUT HERITAGE PROCESS HAVING A "LEVEL PLAYING FIELD" IN FINANCIAL ANALYSES WITH MAKING DECISIONS

Having served 4 years on the Heritage Advisory Council in the 1990s, I am not up-to date with the present process and will check.

The recent information about the "Economic Land Lift Analysis," as developers' means to calculate loss by heritage restrictions, is worrying:

- **Council will be asked to pay more** by developers In decisions re saving heritage buildings/sites of any significance.
- **Developers like density and clearing land** and call it "highest and best use."
- **Developing is a privilege** requiring direction from Council and regulations.
- **Heritage requires extra respect for retaining** what was and is wanted for the future.
- **Heritage values only in aesthetic and historic terms are inadequate** against financial lists.
- **The city should have its own balance**, If developers' financial is to be given.
- **Financial components exist** in terms of: 1) authenticity, 2) tourism, 3) human scale, and 4) pleasantness of ambiance (e.g., favoured Fairfield)? **If the plan causes losses to the original, the loss of that value, multiplied by future time**, could be compared to the developer's figure.
- **Payback is needed for public grant money** into heritage parts removed or modified.

Requests: Please:

Officially place specific ways to have financial worth from both sides in heritage applications or no financial at all

Mary E. Doody Jones

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: Ray Straatsma **Date:** April 26, 2016

Address: [REDACTED].

I wish to appear at the following Council meeting: April 28, 2016

I represent: Self

Topic: Biketoria

Action you wish Council to take:

Proceed with Biketoria plan and related walk & bike investments. I will send a supporting document later by email to council secretary.

CONTACT INFO:

Contact Name: Ray Straatsma

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: Sean Shaw **Date:** April 26, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: Self

Topic: Biketoria

Action you wish Council to take:

Asking Council to support, fund and implement the Biketoria Cycling Network Plan.

CONTACT INFO:

Contact Name: Sean Shaw

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form
Attachments: Eric Doherty - Biketoria.pptx

Name: Eric Doherty **Date:** April 26, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: Self

Topic: Biketoria

Action you wish Council to take:

To approve the Biketoria plan, including protected lanes on Cook Street, and to explicitly include mobility scooter and power wheelchair users in protected lane design and promotion.

CONTACT INFO:

Contact Name: Eric Doherty

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:

Christine Havelka

From: Council Secretary
Subject: FW: Thank you for your submission - City of Victoria - Address Council Form

Name: Neil Arason Author, No Accident **Date:** April 27, 2016

Address: [REDACTED]

I wish to appear at the following Council meeting: April 28, 2016

I represent: Self

Topic: Biketoria and benefits to road safety, human and environmental health

Action you wish Council to take:

To approve Biketoria to move forward into implementation

CONTACT INFO:

Contact Name: Neil Arason

Contact Address: [REDACTED]

Contact Phone Number:

Contact Email:



Committee of the Whole Report

For the Meeting of April 21, 2016

To: Governance and Priorities Committee
From: Susanne Thompson, Director, Finance
Subject: 2015 Financial Statements

Date: April 15, 2016

RECOMMENDATION

That Council accept the 2015 Financial Statements.

EXECUTIVE SUMMARY

Under section 167 of the Community Charter, a municipality's financial statements must be prepared by its Financial Officer and presented to Council for its acceptance. The 2015 financial statements are the responsibility of management and have been prepared in accordance with "generally accepted accounting principles" for local governments established by the Public Sector Accounting Board.

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

As outlined in their audit plan, the focus areas for this year's audit included management overrides; cash and investments; staff salaries; capital assets; employee future benefits, deferred revenue and government grants; and contaminated sites. All testing was executed as planned and no errors were noted. To increase the readability and transparency, changes were made to several notes to the financial statements including long-term debt, employee future benefits, and taxation.

BDO has also reviewed a number of financial policies and procedures primarily related to the focus areas listed above and have provided their observations for improvements in the management letter. The suggestions include implementing a conflict of interest policy, a project management framework and lifecycle costing. As pointed out by the auditors, the City already has many processes in place and undertakes many of the suggested components. However, improvements are underway to take a holistic approach going forward. Staff welcome these suggestions and look forward to refining our operations in the spirit of continuous improvement and "better is possible".

Once accepted by Council, BDO will issue an Auditor's Report expressing that in their opinion the financial statements present fairly, in all material aspects, the financial position of the City as at December 31, 2015.

PURPOSE

To provide Council with an overview of the City's 2015 audited Financial Statements and request Council's acceptance of the Financial Statements as required by Section 167 of the Community Charter.

BACKGROUND

Section 167 of the Community Charter requires that annual audited financial statements be prepared and presented to Council for acceptance. The City's audited consolidated financial statements for 2015 have been prepared by management in accordance with the generally accepted accounting principles for local governments, as prescribed by the Public Sector Accounting Board (PSAB) of CPA Canada.

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

1. **Statement of Financial Position** (pg. 4) – provides a summary of the City's economic resources (assets net of liability balances) available to meet its obligations and provide services. By continuing to grow its net financial asset position, the City strengthens its capacity to meet financial obligations.
2. **Statement of Operations and Accumulated Surplus** (pg. 5) – identifies the current year contribution to the Accumulated Surplus balance from revenue and expenses
3. **Statement of Changes in Net Financial Assets** (pg. 6) – supplementary detail of the changes in assets and liabilities that explain the change to the Net Financial Assets balance on the Statement of Financial Position
4. **Statement of Cash Flows** (pg. 7)– supplementary detail to support the change to Cash and Cash Equivalents balance on the Statement of Financial Position
5. **Notes to the Financial Statements** (pgs. 8 – 30) - additional detail to disclose relevant reporting information and support significant balances in the Financial Statements.

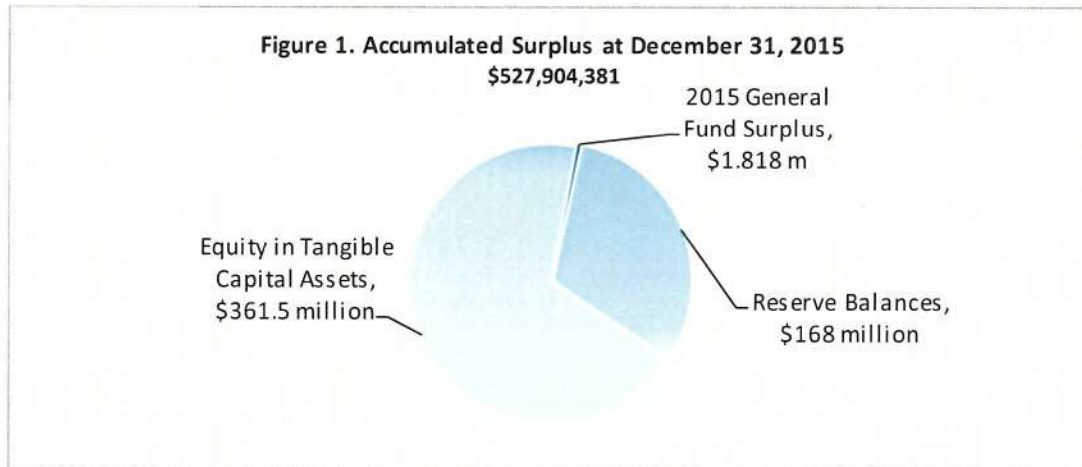
ISSUES & ANALYSIS

Accumulated Surplus

The Accumulated Surplus balance at December 31, 2015, as reported on the Statement of Financial Position, is \$527.9 million. This is the accumulation of the City's increases in equity in capital assets and reserve balances since its inception. The balance represents the total economic resources available to the City and indicates how much the City's assets exceed its liabilities.

Of the economic resources available, equity in capital assets makes up the most significant portion of the accumulated surplus balance, followed by reserve balances (Figure 1). The current year General Fund Surplus of \$1.818 million makes up a small portion of the Accumulated Surplus balance.

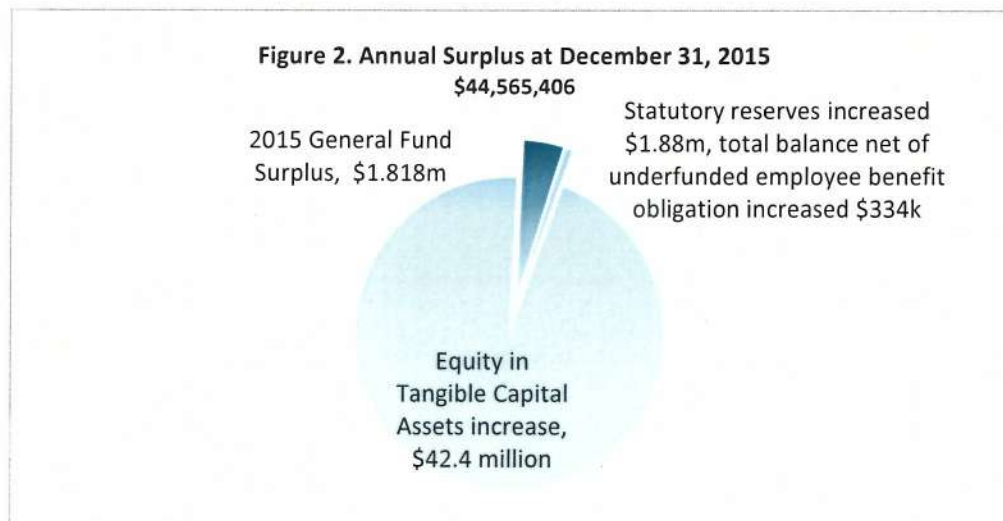
This means that the majority of the \$527.9 million accumulated surplus consists of the City's tangible capital assets, such as roads, underground infrastructure, land, buildings, and equipment, along with funds set aside in reserves for future spending.



Annual Surplus

The annual surplus represents the economic resources gained by the City during the year and is reported on the Statement of Operations. The City's annual surplus for 2015 is \$44.5 million. Most of this surplus is comprised of increased equity in capital assets and growth in reserve balances (Figure 2). Of the total annual surplus balance, \$1.818 million is the General Fund surplus which is available for future spending.

The primary contributions to the 2015 General Fund surplus of \$1.818 million are payments in lieu of taxes, permit, rezoning, and aquatic revenues exceeding expectations for the year, offset by tax appeals. Expenditures less than budgeted also contributed to the 2015 General Fund surplus including unspent contingencies, reduced property leasing costs, and reduced costs due to staff vacancies. Council makes a decision annually on the use of the current year General Fund surplus which is incorporated into the following year's budget.



Reserves

All of the City reserve funds were established by bylaw under section 188 of the Community Charter. Funding from these reserves can only be used for the specific purposes outlined in the bylaw.

In 2015 the City's reserves grew by \$1.883 million (Table 1), with funding from the reserves almost equal to transfers into reserves. The reserve balance total includes \$17.8 million of funding for capital projects in progress. Funding is only drawn down from reserves as capital projects are completed; fewer projects than planned were completed by December 31; and some projects experienced schedule adjustments to begin at a later date.

Specific to 2015, Capital projects that were delayed include:

- Burnside Gorge New Park
- Bicycle Master Plan Implementation
- David Foster Harbour Pathway
- Douglas Street Retaining Wall
- Johnson Street Bridge
- View Street Parkade
- Corporate Equipment
- Sewer inflow and infiltration and storm water mains replacements projects

Table 1. Reserve Balances

RESERVE BALANCES	Dec 31, 2014	Transfer To	Transfer From	Interest	Dec 31, 2015
Financial Stability Reserves	\$ 36,072,351	\$ 6,400,720	\$ (649,217)	\$ 369,741	\$ 42,193,595
Equipment & Infrastructure Replacement Fund	117,189,900	20,916,401	(26,980,415)	1,201,198	112,327,084
Tax Sale Lands Fund	7,201,809	74,649	(472,846)	73,819	6,877,431
Parks and Greenways Acquisition Fund	2,297,832	2,739	-	23,553	2,324,124
Local Amenities	522,121	68,053	-	5,352	595,526
Affordable Housing	2,140,697	1,100,000	(553,725)	21,942	2,708,914
Climate Action	505,768	125,765	(2,250)	5,184	634,467
Art in public places	436,960	135,000	(30,363)	4,479	546,076
Downtown Core Area Public Realm Improvements	58,090	40,576	-	595	99,261
Downtown Heritage Building Seismic Upgrades	19,363	2,500	-	198	22,061
TOTAL RESERVES	\$ 166,444,891	\$28,866,402	\$ (28,688,815)	\$ 1,706,061	\$ 168,328,539

DCCs

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

DCC balances (Table 2) increased in 2015 by \$78,057 in interest revenue allocated and \$2.9 million in charges, compared to \$747,110 in charges collected in 2014. The increase in DCCs in 2015 was due to additional development projects. A total of \$53,000 was transferred to capital in 2015, compared to \$52,020 of capital activity funded from the DCC balances in 2014.

A review of DCCs is currently underway with an expected completion in early 2017.

Table 2. DCC Balances

DEVELOPMENT COST CHARGES	Dec 31, 2014	Transfer To	Transfer From	Interest	Dec 31, 2015
Water and Environment	\$ 912,817	\$ -	\$ -	\$ 9,241	\$ 922,058
Streets	19,999	-	-	202	20,201
Transportation	3,197,355	1,215,406	(53,000)	30,336	4,390,097
Water	323,792	125,079	-	2,963	451,834
Drainage	194,176	70,458	-	1,792	266,426
Sewage	1,178,926	556,613	-	10,532	1,746,071
Parkland Acquisition	1,917,016	660,587	-	17,039	2,594,643
Parkland Development	661,503	278,733	-	5,952	946,188
TOTAL DEVELOPMENT COST CHARGES	\$ 8,405,584	\$ 2,906,876	\$(53,000)	\$ 78,057	\$ 11,337,517

Capital Assets

The City's inventory of capital assets (Table 3), cost before accumulated amortization, increased by \$38.8 million with the most significant increases resulting from:

- \$23.6 million of bridge infrastructure
- \$ 7.9 million property purchase of 810 Wharf Street
- \$ 8.1 million of water/sewer/storm drain infrastructure built

Table 3. Capital Assets

CAPITAL ASSETS (Historical Costs)	2015	2014
Land	\$ 135,832,585	\$ 135,627,933
Buildings	105,590,104	101,078,041
Furniture, Equip, Tech & Vehicles	65,333,556	61,072,975
Roads, Bridges and Highways	95,842,515	90,772,830
Water Infrastructure	60,304,187	55,649,691
Sewer Infrastructure	20,088,026	18,779,602
Drainage Infrastructure	18,128,854	16,451,200
Assets under Construction	74,861,105	47,834,110
Total Capital Assets	575,980,932	527,266,382
Accumulated Amortization	(149,413,635)	(139,501,150)
TOTAL CAPITAL ASSETS (Net Book Value)	426,567,297	387,765,232

Debt

The City's outstanding debt (Table 4) decreased in the year by \$3.59 million. Debt Issue 95 was retired early and no new debt was issued in 2015. The only debt authorized but not issued is \$15.8 million for the Johnson Street Bridge. This debt is planned to be issued as the bridge is constructed.

Table 4. Debt

DEBT ISSUES (in millions)	EXPIRY DATE	2015	2014
Issue 79, 80, 81 – Multipurpose Facility (Arena)	2033/34	22.90	23.68
Issue 95 – Upgrade Fire Halls	2020	-	0.59
Issue 102 – City Hall Upgrades & Burnside Gorge Community Centre	2022	2.43	2.73
Issue 105 – Crystal Gardens	2024	2.27	2.48
Issue 103/105/110 – Parkades Upgrades	2023 / 2023 / 2025	6.02	6.55
Issue 115 – Johnson Street Bridge	2031	8.73	9.12
Issue 130 – Johnson Street Bridge	2034	22.41	23.2
TOTAL DEBT		\$64.76 m	\$68.35 m

Portfolio Investments

The City's investment portfolio (Table 5) returned \$2.79 million in 2015, an increase of \$43,000 as compared to 2014. The actual investment portfolio rate of return was 1.50%:

- 76% greater than the return of the MFA money market fund
- 20% greater than the City's average bank account interest rate

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

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

Table 5. Investments

INVESTMENT PORTFOLIO	2015	2014
Investment Returns	2,795,974	2,752,790
Actual Rate of Return	1.50%	1.80%
MFA Money Market Return	1.09%	1.09%
Average Bank Interest Rate	1.25%	1.25%

Revenues and expenses

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

customized to the operations of individual government organizations. The format of the financial statements does not provide an effective comparison of budget to actual performance as the budget process does not take into account adjustments made for PSAB reporting standards.

In order to provide a meaningful comparison of budget to actual performance, additional schedules are attached to this report providing 2015 comparison of budget to actual for operating revenues and expenses (Appendix C), and capital expenditures (Appendix D). These comparisons are provided in the format used to approve budget decisions for the year.

CONCLUSION

BDO conducted the City's 2015 audit and have stated in the Auditor's Report their opinion is that these consolidated financial statements present fairly the City's financial position as of December 31, 2015, and its results of operations and changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Respectfully submitted,



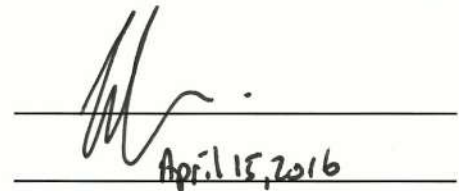
Laurel Westinghouse
Manager, Accounting



Susanne Thompson
Director, Finance

Report accepted and recommended by the City Manager:

Date:



April 15, 2016

List of Appendices

- Appendix A – Draft Audited Financial Statements for the year ended December 31, 2015
- Appendix B – Audit Findings Report
- Appendix C – Budget to Actual Operating Revenues and Expenses
- Appendix D – Budget to Actual Capital Expenditures

APPENDIX A

The Corporation of the City of Victoria
Financial Statements
For the year ended December 31, 2015

Management's Responsibility for the Financial Statements

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

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

The Finance Advisory Committee meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

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

Chief Administrative Officer

Finance Officer

April 21, 2016

Independent Auditor's Report

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

We have audited the accompanying financial statements of The Corporation of the City of Victoria, which comprise the Statement of Financial Position as at December 31, 2015, the Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Victoria as at December 31, 2015 and its results of operations, cash flows and changes in net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

Other Matters

The comparative figures presented in these financial statements for the year ended December 31, 2014 were audited by another firm of Chartered Professional Accountants who expressed an unmodified opinion in their report dated April 24, 2015.

Chartered Professional Accountants
Victoria, British Columbia
April 21, 2016

The Corporation of the City of Victoria
Statement of Financial Position

December 31	2015	2014
Financial Assets		
Cash and cash equivalents (Note 2)	\$ 98,849,674	\$ 97,385,214
Accounts receivable		
Property taxes	2,689,705	3,795,694
Other (Note 3)	30,269,322	25,587,485
Portfolio investments (Note 4)	101,700,272	93,700,066
Mortgage receivable (Note 5)	812,844	-
Other assets	1,049,339	1,036,018
	<u>235,371,156</u>	<u>221,504,477</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	27,130,216	23,620,327
Deposits and prepayments	12,262,183	8,193,837
Deferred revenue (Note 7)	15,800,475	11,734,791
Long-term debt (Note 8)	64,757,797	68,353,996
Obligations under capital lease (Note 9)	137,175	284,587
Employee future benefit liability (Note 10)	15,635,995	15,501,792
	<u>135,723,841</u>	<u>127,689,330</u>
Net Financial Assets	<u>99,647,315</u>	<u>93,815,147</u>
Non-Financial Assets		
Tangible capital assets (Note 11)	426,567,296	387,765,232
Inventory of supplies	840,988	845,240
Prepaid expenses and deposits	848,782	913,358
	<u>428,257,066</u>	<u>389,523,830</u>
Accumulated Surplus (Note 12)	<u>\$ 527,904,381</u>	<u>\$ 483,338,977</u>
Commitments (Note 17)		
Contingent liabilities (Note 18)		

 Finance Officer

 Mayor

The Corporation of the City of Victoria **Statement of Operations**

For the year ended December 31	Financial Plan 2015 (Note 19)	2015	2014
Revenue			
Taxation (Note 13)	\$ 126,866,447	\$ 127,687,104	\$ 121,800,171
Net grants in lieu of taxes	5,576,000	5,959,046	5,657,610
Sale of goods and services	39,204,458	40,616,789	40,075,210
Sale of water	18,391,750	18,566,652	19,712,023
Licences and permits	3,725,500	4,269,237	3,809,220
Fines	4,280,000	3,203,190	3,976,072
Rentals and leases	1,295,342	1,229,910	915,519
Other penalties and interest	790,000	726,885	886,207
Investment income	2,300,000	2,823,513	3,567,450
Government transfers (Note 14)	18,932,811	18,181,429	15,380,134
Actuarial adjustment on debt	-	570,578	553,700
Miscellaneous (Note 15)	3,217,917	6,331,989	4,827,449
	<u>224,580,225</u>	<u>230,166,322</u>	<u>221,160,765</u>
Expenses			
General government	39,339,678	47,281,161	39,202,029
Protective services	67,627,071	68,468,914	65,930,883
Transportation services	19,502,522	20,242,808	19,618,419
Environmental and public health services	7,228,024	7,517,370	6,795,319
Community planning	3,395,865	2,947,511	2,874,152
Parks recreation and community development	23,813,423	23,233,514	23,772,456
Water utility	12,732,339	12,367,601	12,375,086
Sewer utility	2,769,411	3,542,039	3,461,713
	<u>176,408,333</u>	<u>185,600,918</u>	<u>174,030,057</u>
Annual Surplus	48,171,892	44,565,404	47,130,708
Accumulated Surplus, beginning of year	483,338,977	483,338,977	436,208,269
Accumulated Surplus, end of year	<u>\$ 531,510,869</u>	<u>\$ 527,904,381</u>	<u>\$ 483,338,977</u>

The Corporation of the City of Victoria
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2015 (Note 19)	2015	2014
Annual Surplus	\$ 48,171,892	\$ 44,565,404	\$ 47,130,708
Acquisition of tangible capital assets	(84,776,882)	(54,492,823)	(40,429,276)
Amortization of tangible capital assets	8,000,000	10,903,102	10,406,728
Loss (gain) on disposal of tangible capital assets	-	3,860,636	(84,540)
Proceeds on disposal of tangible capital assets	-	927,021	84,540
	(28,604,990)	5,763,340	17,108,160
Consumption of inventory of supplies	-	4,252	16,498
Purchase of prepaid expenses and deposits	-	64,576	(279,623)
Change in Net Financial Assets	(28,604,990)	5,832,168	16,845,035
Net Financial Assets, beginning of year	93,815,147	93,815,147	76,970,112
Net Financial Assets, end of year	\$ 65,210,157	\$ 99,647,315	\$ 93,815,147

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements

The Corporation of the City of Victoria
Statement of Cash Flows

For the year ended December 31

2015

2014

Cash provided by (used in):

Operating Transactions

Annual surplus	\$ 44,565,404	\$ 47,130,708
Items not involving cash		
Amortization of tangible capital assets	10,903,102	10,406,728
Loss (gain) on disposal of tangible capital assets	3,860,636	(84,540)
Change in employee benefits and other liabilities	134,203	1,362,064
Actuarial adjustment on debt	(570,578)	(553,700)
Non-cash grant related to Gorge property	(4,787,657)	-
Changes in non-cash operating assets and liabilities		
Accounts receivable other	(4,681,837)	(1,597,276)
Property taxes receivable	1,105,989	(106,646)
Mortgage receivable	(812,844)	-
Other assets	(13,321)	(215,841)
Accounts payable and accrued liabilities	3,509,889	(2,093,278)
Deposits and prepayments	4,068,346	27,895
Deferred revenue	4,065,684	359,912
Inventory of supplies	4,252	16,498
Prepaid expenses and deposits	64,576	(279,623)

	61,415,844	54,372,901
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Capital Transactions

Acquisition of tangible capital assets (net)	(49,705,165)	(40,429,276)
Proceeds on disposal of tangible capital assets	927,021	84,540
	(48,778,144)	(40,344,736)

Investing Transactions

Increase in investments	(8,000,206)	(13,752,232)
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Financing Transactions

Debt issued	-	23,200,000
Debt repayments	(3,025,622)	(2,976,487)
Capital lease repayments	(147,412)	(144,092)
	(3,173,034)	20,079,421

Increase in Cash and Cash Equivalents

	1,464,460	20,355,354
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Cash and Cash Equivalents, beginning of year

	97,385,214	77,029,860
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Cash and Cash Equivalents, end of year

	\$ 98,849,674	\$ 97,385,214
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The Corporation of the City of Victoria

Notes to the Financial Statements

December 31, 2015

The Corporation of the City of Victoria (the "City") is incorporated and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The City provides municipal services such as: protective services, transportation services, environmental and public health services, community planning, parks, recreation and community development, water utility, sewer utility and other general government operations.

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

1. Significant Accounting Policies

(a) Reporting Entity

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

(i) Funds held in trust

The financial statements exclude trust assets that are administered for the benefit of external parties (Note 16).

(b) Basis of Accounting

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

(c) Government Transfers

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

(d) Deferred Revenue

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

The Corporation of the City of Victoria Notes to the Financial Statements

December 31, 2015

1. Significant Accounting Policies (Continued)

(e) Deposits and Prepayments

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

(f) Tax Revenue

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

(g) Investment Income

Investment income is reported as revenue in the period earned. When required by the funding agreement, investment income earned on deferred revenue is deferred and forms part of the deferred revenue balance.

(h) Cash and Cash Equivalents

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

(i) Long-Term Debt

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

(j) Employee Future Benefits

(i) The City and its employees make contributions to the Municipal Pension Plan. As this is a multi employer pension plan, contributions are expensed as incurred.

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

The Corporation of the City of Victoria

Notes to the Financial Statements

December 31, 2015

1. Significant Accounting Policies (Continued)

(k) Non-Financial Assets

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

(i) Tangible Capital Assets

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

	Useful life years
Land improvements	15-50
Buildings	20-50
Furniture, equipment, technology and motor vehicles	5-25
Roads, bridges and highways	10-80
Water infrastructure	20-125
Sewer infrastructure	50-100
Drainage infrastructure	50-100

Tangible capital assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset. Assets under construction are not amortized until the asset is available for service. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(ii) Contributions of Tangible Capital Assets

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

(iii) Natural Resources

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

(iv) Works of Art and Cultural and Historic Assets

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

The Corporation of the City of Victoria Notes to the Financial Statements

December 31, 2015

1. Significant Accounting Policies (Continued)

(k) Non-Financial Assets (Continued)

(v) Leased Tangible Capital Assets

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

(vi) Inventories of Supplies

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

(vii) Tangible Capital Assets Disclosed at Nominal Values

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

(l) Use of Estimates

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

(m) Contaminated Sites

Effective January 1, 2015, the City adopted the new Public Sector Accounting Standard PS3260, Liability for Contaminated Sites. The new standard can be applied retroactively or prospectively and the City has elected to apply it prospectively.

Under PS3260, governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has a responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard, including sites that are no longer in productive use and sites for which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard requiring remediation at this time, therefore no liability was recognized on the transition as at January 1, 2015 or at December 31, 2015.

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

2. Cash and Cash Equivalents

	2015	2014
Cash	\$ 6,371,175	\$ 4,426,944
MFA Money Market Funds	83,478,499	86,958,270
Guaranteed investment certificate	9,000,000	6,000,000
	<u>\$ 98,849,674</u>	<u>\$ 97,385,214</u>

Guaranteed investment certificate has an interest rate of 1.27% and matures on March 22, 2016.

3. Accounts Receivable

	2015	2014
Sewer	\$ 2,656,369	\$ 2,628,561
Water	9,961,380	11,264,255
Grants	8,140,553	4,197,802
GST and carbon tax	880,329	562,436
Investment interest income	877,683	932,876
Parks, recreation and community development	2,371,302	1,677,454
Municipal tickets	1,079,180	1,335,452
Victoria police department	871,676	843,588
Business licenses	244,851	203,406
Rental properties	670,425	20,533
Permits	411,754	90,836
Garbage	446,615	412,051
Third party billing	824,190	512,209
Miscellaneous	1,526,273	1,590,723
Valuation allowance	(693,258)	(684,697)
	<u>\$ 30,269,322</u>	<u>\$ 25,587,485</u>

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

4. Portfolio Investments

	Yield	Maturity	2015	2014
Corporate bonds	1.80%	July 17, 2020	\$ 6,000,000	\$ 6,000,000
Term deposits	1.20% to 1.90%	December 17, 2016	95,700,272	87,700,066
			<u>\$ 101,700,272</u>	<u>\$ 93,700,066</u>

Corporate bonds includes Schedule 1 Chartered Banks of Canada. The City's investments have costs that approximate market values.

5. Mortgage Receivable

	2015	2014
Mortgage receivable	<u>\$ 812,844</u>	<u>\$ -</u>

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

In 2013, one of the properties was purchased by Provincial Rental Housing Corporation. In 2015, the remaining property was purchased by a not-for-profit housing society and a mortgage of \$1,300,000 was issued by the City. The mortgage bears no interest and is secured by the property. Payment is not due until the mortgage matures on September 15, 2029. The balance represents the present value of the payment, using the City's estimated cost of borrowing.

Both purchases include transfer of the funding agreement repayment obligation applicable to each property.

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

6. Accounts Payable and Accrued Liabilities

	2015	2014
Trade account payable	\$ 12,320,790	\$ 12,309,302
Capital projects	3,434,083	1,700,067
Payroll accounts payable	4,963,724	5,071,656
Contract holdbacks	4,247,566	2,380,840
School authorities	714,716	850,629
Capital Regional District	406,147	373,190
Legal settlements	678,381	517,670
Integrated recreation	100,077	105,204
BC Transit	147,688	173,788
Regional Hospital District	95,810	112,565
BC Assessment Authority	21,234	25,416
	<u>\$ 27,130,216</u>	<u>\$ 23,620,327</u>

7. Deferred Revenue

	2015	2014
Building permit fees	\$ 2,867,315	\$ 1,964,002
Development cost charges	11,337,517	8,405,584
General operating deferred revenue	1,595,643	1,365,205
	<u>\$ 15,800,475</u>	<u>\$ 11,734,791</u>

Building permit fees

	2015	2014
Opening balance of building permit fees	\$ 1,964,002	\$ 1,999,061
Add: fees and contributions received	3,085,134	1,866,031
Less: revenue earned and/or fees refunded	(2,181,821)	(1,901,090)
	<u>\$ 2,867,315</u>	<u>\$ 1,964,002</u>

Development cost charges

	2015	2014
Opening balance of unspent funds	\$ 8,405,584	\$ 7,615,303
Add: development cost charges received during year	2,906,876	747,110
Add: interest earned	78,057	95,191
Less: amount spent on projects and recorded as revenue	(53,000)	(52,020)
	<u>\$ 11,337,517</u>	<u>\$ 8,405,584</u>

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

7. Deferred Revenue (Continued)

Development cost charges include the following:

	2015	2014
Water and environment	\$ 922,057	\$ 912,817
Streets	20,201	19,999
Transportation	4,390,097	3,197,355
Water	451,834	323,792
Drainage	266,426	194,176
Sewage	1,746,071	1,178,926
Parkland acquisition	2,594,643	1,917,016
Parkland development	946,188	661,503
	\$ 11,337,517	\$ 8,405,584

There are no waivers and/or reductions in development cost charges during 2015 or 2014.

8. Long-Term Debt

The City issues debt instruments through the MFA, pursuant to security issuing bylaws under authority of the Community Charter, to finance certain capital expenditures. The debt is issued on a sinking fund basis, whereby MFA invests the City's principal payments so that the payments, plus investment income will equal the original outstanding debt amount at the end of the repayment period. Actuarial earnings on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal payments.

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

	Rate	Gross debt	Repayment & actuarial earnings	Net debt 2015	Net debt 2014	Year of Maturity
Issue 79	2.10%	10,000,000	(2,464,814)	7,535,186	7,799,868	2033
Issue 80	2.40%	10,000,000	(2,424,885)	7,575,115	7,835,605	2033
Issue 81	2.40%	10,000,000	(2,212,232)	7,787,768	8,041,235	2034
Issue 95	4.17%	1,265,770	(1,265,770)	-	590,998	2015
Issue 102	4.82%	4,509,000	(2,081,703)	2,427,297	2,724,580	2022
Issue 103	4.65%	1,800,000	(729,563)	1,070,437	1,187,269	2023
Issue 105	4.90%	5,240,015	(1,775,825)	3,464,190	3,789,831	2024
Issue 110	4.50%	5,200,000	(1,447,630)	3,752,370	4,064,952	2025
Issue 115	3.89%	10,200,000	(1,468,828)	8,731,172	9,119,658	2031
Issue 130	3.00%	23,200,000	(785,738)	22,414,262	23,200,000	2034
		\$ 81,414,785	\$ (16,656,988)	\$ 64,757,797	\$ 68,353,996	

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

8. Long-Term Debt (Continued)

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

2016	\$ 2,470,703
2017	2,486,403
2018	2,502,714
2019	2,519,659
2020	2,537,263
Thereafter	<u>52,241,055</u>
Total	<u>\$ 64,757,797</u>

- (c) Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$3,025,622 (2014 - \$2,976,487). Interest paid during the year was \$2,566,962 (2014 - \$2,261,491).

9. Obligations Under Capital Lease

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

2016	\$ 138,735
Less amount representing interest (at a rate of 2%)	<u>(1,560)</u>
Present value of net minimum capital lease payments	<u>\$ 137,175</u>

10. Employee Future Benefit Liability

	2015	2014
Accrued benefit obligation		
Balance, beginning of year	\$ 17,272,301	\$ 14,474,700
Service cost	1,354,600	1,115,300
Interest cost	556,800	600,300
Benefits payments	(1,826,000)	(864,800)
Immediate recognition loss/(gain) for event driven liabilities	(131,900)	(232,400)
Plan amendment	-	100,500
Actuarial loss	<u>503,700</u>	<u>2,078,701</u>
Accrued benefit obligation, end of year	17,729,501	17,272,301
Less unamortized net actuarial loss	(2,522,346)	(2,234,415)
Add pension over contributions due to staff	<u>428,840</u>	<u>463,906</u>
Accrued benefit liability, end of year	<u>\$ 15,635,995</u>	<u>\$ 15,501,792</u>

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

10. Employee Future Benefit Liability (Continued)

The accrued benefit liability and the benefit costs for the year were estimated by actuarial valuation conducted as at December 31, 2015 by an independent actuarial firm. Key estimates were used in the valuation including the following:

	2015	2014
Discount rates	3.10%	3.10%
Expected future inflation rates	2.25%	2.25%
Expected wage and salary increases	2.33% to 4.38%	2.33% to 4.38%
Estimated average remaining service life of employees	12 years	12 years

The accrued benefit liability includes both vested and non-vested amounts as follows:

	City	Police	2015	2014
Vested benefits	\$ 2,935,805	\$ 6,726,149	\$ 9,661,954	\$ 9,484,785
Non-vested benefits	4,775,114	1,198,927	5,974,041	6,017,007
Total accrued benefit liabilities	7,710,919	7,925,076	15,635,995	15,501,792
Charged to operating funds in current and past years	(4,404,022)	(6,500,525)	(10,904,547)	(10,503,799)
Portion of benefits charged against reserves	\$ 3,306,897	\$ 1,424,551	\$ 4,731,448	\$ 4,997,993

Vested benefits include lump sum payments, death benefits, and certain sick leave and vacation in the year of retirement benefits. Vested benefits are contractually required to be paid to an employee regardless of their future employment. Non-vested benefits include long service leave, personal leave program and certain sick leave programs. Non-vested benefits are conditional upon future employment.

GVLRA - CUPE Long Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long term disability income benefit plan. The City and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined as of December 31, 2014. At December 31, 2015, the total plan provision for approved and unreported claims was \$19,101,700 with a net deficit of \$1,519,598. The City paid \$567,058 (2014 - \$539,704) for employer contributions and City employees paid \$567,058 (2014 - \$539,704) for employee contributions to the Plan in fiscal 2015.

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

10. Employee Future Benefit Liability (continued)

Municipal Pension Plan

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as of December 31, 2012, indicated a \$1,370 million funding deficit for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2015, with results available later in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The City of Victoria paid \$10,676,045 (2014 - \$9,808,373) for employer contributions and City of Victoria employees paid \$8,481,780 (2014 - \$7,807,076) for the Plan in fiscal 2015.

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

11. Tangible Capital Assets

	Land & land improvements	Buildings	Furniture, equipment, technology, motor vehicles	Roads, bridges, highways	Water infrastructure	Sewer infrastructure	Drainage infrastructure	Assets under construction	2015 Total	2014 Total
Cost, beginning of year	\$ 135,627,933	\$ 101,078,041	\$ 61,072,975	\$ 90,772,830	\$ 55,649,691	\$ 18,779,602	\$ 16,451,200	\$ 47,834,110	\$ 527,266,382	\$ 488,649,798
Additions	2,488,651	7,162,387	5,104,532	5,069,685	4,654,496	1,308,424	1,677,654	31,554,082	59,019,911	56,847,285
Disposals/transfers	(2,284,000)	(2,650,324)	(843,951)	-	-	-	-	(4,527,087)	(10,305,362)	(18,230,701)
Cost, end of year	135,832,584	105,590,104	65,333,556	95,842,515	60,304,187	20,088,026	18,128,854	74,861,105	575,980,931	527,266,382
Accumulated amortization, beginning of year	158,503	37,915,482	38,334,972	46,535,570	8,450,341	5,331,883	2,774,399	-	139,501,150	130,907,114
Disposals	-	(191,381)	(799,236)	-	-	-	-	-	(990,617)	(1,812,692)
Amortization	52,364	2,537,866	5,089,802	2,313,915	532,559	203,541	173,055	-	10,903,102	10,406,728
Accumulated amortization, end of year	210,867	40,261,967	42,625,538	48,849,485	8,982,900	5,535,424	2,947,454	-	149,413,635	139,501,150
Net carrying amount, end of year	\$ 135,621,717	\$ 65,328,137	\$ 22,708,018	\$ 46,993,030	\$ 51,321,287	\$ 14,552,602	\$ 15,181,400	\$ 74,861,105	\$ 426,567,296	\$ 387,765,232

No contributed assets have been recognized during 2015 or 2014.

No writedown of tangible capital assets occurred during 2015 or 2014.

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

12. Accumulated Surplus

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

	2015	2014
Surplus		
Equity in tangible capital assets	<u>\$ 361,539,272</u>	<u>\$ 319,126,649</u>
Reserves		
Operating Fund	1,818,422	2,765,431
Financial Stability Reserves	41,120,469	36,072,351
Equipment and Infrastructure Replacement Fund	113,400,212	117,189,900
Tax Sale Lands Fund	6,877,431	7,201,808
Parks and Greenways Acquisition Fund	2,324,124	2,297,832
Local Amenities	595,525	522,121
Victoria Housing Fund	2,708,914	2,140,697
Climate Action	634,467	505,768
Art in Public Places	546,075	436,960
Downtown Core Area Public Realm Improvements	99,261	58,090
Downtown Heritage Building Seismic Upgrades	22,061	19,363
Strategic Objectives	949,597	-
Less: Underfunded employee benefit obligations	<u>(4,731,449)</u>	<u>(4,997,993)</u>
Total reserves	<u>166,365,109</u>	<u>164,212,328</u>
	<u><u>\$ 527,904,381</u></u>	<u><u>\$ 483,338,977</u></u>

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

13. Taxation

	Financial Plan 2015	2015	2014
General taxation	\$ 123,006,708	\$ 123,007,789	\$ 117,537,110
Special assessments	1,466,269	1,527,934	1,527,951
Hotel tax	2,393,470	3,151,381	2,735,110
Collections on behalf of other governments			
Capital Regional District	-	19,009,131	16,315,717
School Authorities	-	50,519,268	50,249,369
Regional Hospital District	-	7,419,988	7,396,246
Municipal Finance Authority	-	4,969	4,802
BC Assessment Authority	-	1,578,496	1,589,930
BC Transit	-	9,073,952	8,917,165
Business Improvement Association	-	1,008,867	979,804
	126,866,447	216,301,775	207,253,204
Transfers to other governments			
Capital Regional District	-	(19,009,131)	(16,315,717)
School Authorities	-	(50,519,268)	(50,249,369)
Regional Hospital District	-	(7,419,988)	(7,396,246)
Municipal Finance Authority	-	(4,969)	(4,802)
BC Assessment Authority	-	(1,578,496)	(1,589,930)
BC Transit	-	(9,073,952)	(8,917,165)
Business Improvement Association	-	(1,008,867)	(979,804)
	-	(88,614,671)	(85,453,033)
	\$ 126,866,447	\$ 127,687,104	\$ 121,800,171

The Corporation of the City of Victoria
Notes to the Financial Statements

December 31, 2015

14. Government Transfers

	Financial Plan 2015	2015	2014
Unconditional transfers			
Traffic fine revenue sharing	\$ 2,304,000	\$ 2,183,320	\$ 1,872,920
Conditional transfers			
Jail	95,000	38,128	46,095
Gas tax	3,200,000	3,316,307	3,316,307
Infrastructure grants:			
General capital	515,920	476,530	406,916
Johnson Street Bridge	11,817,891	10,854,533	9,648,374
Cost-sharing agreements:			
General capital	1,000,000	1,312,611	89,522
	16,628,811	15,998,109	13,507,214
	\$ 18,932,811	\$ 18,181,429	\$ 15,380,134

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

Gas Tax is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. These funds may be used towards designated infrastructure projects that fall within one of the eligible project categories.

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

The Corporation of the City of Victoria

Notes to the Financial Statements

December 31, 2015

15. Miscellaneous Revenue

	Financial Plan 2015	2015	2014
Third party billing, cost sharing and recoveries	\$ 1,224,265	\$ 2,945,262	\$ 2,704,261
Arena lease equivalent, share of naming rights and ticket surcharge	638,250	572,255	413,799
CREST levy	400,000	389,734	404,984
Rezoning applications	150,000	382,079	369,469
Dog licences and fines	210,850	226,652	230,776
Bus shelter advertising	150,000	133,649	144,983
Tax certificates	115,000	126,750	117,301
RAP user fees	-	113,517	119,178
Bonus density	-	100,000	-
Traffic and sidewalk permits	104,000	81,764	81,865
Other: administrative fees, lease fees, information sales and asset disposals	225,552	1,260,327	240,833
	<u>\$ 3,217,917</u>	<u>\$ 6,331,989</u>	<u>\$ 4,827,449</u>

Third party billing and CREST levy are offset by expenses therefore budget variance has no impact on the City's operating surplus. Ticket surcharge revenue from the arena is impacted by arena annual operational activity. RAP user fee revenue are transferred to reserves, therefore do not impact operating surplus. Amounts for bonus density and gain on sale of assets are not determinable in advance, and do not impact operating surplus as balances are transferred to reserves, therefore no budget amount is provided in the Financial Plan.

16. Trust Funds

Trust funds administered by the City have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

	2015	2014
Ross Bay Cemetery	\$ 907,645	\$ 888,385
Nature Interpretation Centre	603,448	597,325
Bastion Square Revitalization	231,322	228,975
	<u>\$ 1,742,415</u>	<u>\$ 1,714,685</u>

The Ross Bay Cemetery Trust is a fund for the non-commercial Ross Bay Cemetery and is used for perpetual maintenance.

The Nature Interpretation Centre is a trust for the construction of a nature interpretation centre in Beacon Hill Park.

The Bastion Square Revitalization Trust is a trust received from the Bastion Square Association Society for the sole purpose of improving Bastion Square.

The Corporation of the City of Victoria

Notes to the Financial Statements

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17. Commitments

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

In 2010, residents authorized the City, by referendum, to borrow up to \$49.2 million for the planning, study, design, and construction of a bridge to replace the Johnson Street Bridge and to decommission the existing bridge. The City has loans totaling \$33.4 million from the CMHC under the Municipal Infrastructure Lending Program in respect of the authorized borrowing for this project (Note 8). The estimated total cost for the Johnson Street Bridge is \$96.9 million and completion is expected by November 2017. At December 31, 2015, construction contracts of \$68.0 million were in process with estimated costs to complete of \$27.2 million.

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

18. Contingent Liabilities

The City is a defendant in various lawsuits. The City records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. Included in accumulated surplus is a self insurance reserve of \$3,818,785 (2014 - \$3,780,040), which is maintained to offset settlements and insurance coverage has been maintained to provide for insurable claims in excess of insurance deductibles.

In 2008, the City joined the Municipal Insurance Association (the "MIA") and all insurable claims from that date forward are subject to a liability deductible of \$250,000, prior to 2008, claims are subject to a deductible of \$1,000,000. Should the MIA pay out claims in excess of premiums received, it is possible that the City, along with other participants, would be required to contribute towards the deficit.

Change orders for significant additional construction costs have been presented to the City by contractors engaged in the construction of the Johnson Street Bridge. The City represented by lawyers are currently in a mediation process. Any settlement is subject to City Council approval.

The Corporation of the City of Victoria

Notes to the Financial Statements

December 31, 2015

18. Contingent Liabilities (Continued)

Under borrowing arrangements with the Municipal Finance Authority, the City is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are included in the City's financial assets as other assets and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the City. At December 31, 2015 the balance of the deposits was \$1,040,503 (2014 - \$1,032,325). At December 31, 2015 there were contingent demand notes of \$2,151,856 (2014 - \$2,197,196) which are not included in the financial statements of the City.

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

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

The Corporation of the City of Victoria

Notes to the Financial Statements

December 31, 2015

19. Financial Plan Data

The financial plan data presented in these financial statements is based upon the 2015 operating and capital financial plan approved by Council on May 8, 2015. The chart below reconciles the approved financial plan to the financial plan figures reported in these financial statements.

	Financial plan bylaw	Financial statement budget
Revenues		
Taxation	\$ 132,442,447	\$ 132,442,447
User fees and other revenue	57,596,208	57,596,208
Other	34,541,570	34,541,570
	<u>224,580,225</u>	<u>224,580,225</u>
Expenses		
General government	34,793,282	39,339,678
Protective services	66,829,261	67,627,071
Transportation services	16,972,041	19,502,522
Environmental and public health services	6,895,197	7,228,024
Community planning	3,395,865	3,395,865
Parks, recreation and cultural services	23,561,048	23,813,423
Water utility	12,341,581	12,732,339
Sewer utility	2,620,066	2,769,411
Amortization	8,000,000	-
	<u>175,408,341</u>	<u>176,408,333</u>
	49,171,884	48,171,892
Less:		
Capital expenditures	(84,776,882)	-
Debt repayment	(2,518,805)	-
Add:		
Interfund transfers	38,123,803	-
Annual surplus	<u>\$ -</u>	<u>\$ -</u>

The Corporation of the City of Victoria

Notes to the Financial Statements

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20. Segmented Information

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

(i) General Government

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

(ii) Protective Services

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

(iii) Transportation Services

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

(iv) Environmental and Public Health Services

The Environmental and Public Health Services is comprised of four sections in the areas of Solid Waste Services, Storm Drains, Street Cleaning and Public Works. The Solid Waste Collection and Recycling Operations Section is responsible for the collection of household garbage. Storm Drains section provides the design, inspection and technical supervision of civil engineering projects related to the construction and maintenance of the storm drain collection systems to protect public health.

The Corporation of the City of Victoria Notes to the Financial Statements

December 31, 2015

20. Segmented Information (Continued)

(iv) Environmental and Public Health Services (Continued)

The Street Cleaning Section is responsible for the collection and disposal of litter and debris from streets, sidewalks and squares. The Public Works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting.

(v) Parks, Recreation and Community Development

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

(vi) Community Planning

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

(vii) Water and Sewer Utilities

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

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues. Taxation and payments in lieu of taxes are apportioned to the General Fund services based on budgeted taxation revenue as presented in the financial plan. The allocation to other expenses includes the inter-departmental recoveries of asset charges which results in negative expense balances for certain departments.

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

The Corporation of the City of Victoria
Notes to the Financial Statements

For the year ended December 31, 2015

20. Segmented Information (Continued)

2015	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Parks Recreation and Community Development	Community Planning	Water Utility	Sewer Utility	Total
Revenues									
Taxation	\$ 41,977,168	\$ 57,764,828	\$ 5,568,264	\$ 9,639,247	\$ 15,937,379	\$ 1,968,819	\$ -	\$ 790,445	\$133,646,150
Goods & services	315,878	8,177,665	12,192,657	3,009,282	9,121,979	226	19,188,762	7,176,993	59,183,442
Government transfers	6,349,734	2,183,320	9,648,375	-	-	-	-	-	18,181,429
Other	10,937,555	593,584	3,634,187	-	324,059	3,309,150	235,783	120,985	19,155,303
	59,580,335	68,719,397	31,043,483	12,648,529	25,383,417	5,278,195	19,424,545	8,088,423	230,166,324
Expenses									
Salaries & wages	15,203,182	62,017,159	11,415,279	4,624,480	12,153,336	2,738,640	1,859,140	1,654,225	111,665,441
Materials, supplies, & services	5,765,469	3,659,723	2,993,074	2,059,011	8,930,158	151,815	9,220,115	749,754	33,529,119
Interest & other	21,479,160	1,704,707	2,385,693	380,273	1,806,061	57,056	755,787	934,519	29,503,256
Amortization	4,833,350	1,087,325	3,448,762	453,606	343,959	-	532,559	203,541	10,903,102
	47,281,161	68,468,914	20,242,808	7,517,370	23,233,514	2,947,511	12,367,601	3,542,039	185,600,918
Annual surplus	\$ 12,299,174	\$ 250,483	\$ 10,800,675	\$ 5,131,159	\$ 2,149,903	\$ 2,330,684	\$ 7,056,944	\$ 4,546,384	\$ 44,565,406

The Corporation of the City of Victoria
Notes to the Financial Statements

For the year ended December 31, 2015

20. Segmented Information (Continued)

2014	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Parks Recreation and Community Development	Community Planning	Water Utility	Sewer Utility	Total
Revenues									
Taxation	\$ 41,313,773	\$ 53,067,422	\$ 5,915,117	\$ 8,692,565	\$ 16,048,347	\$ 1,633,376	\$ -	\$ 787,181	\$127,457,781
Goods & services	272,660	7,541,507	11,378,852	2,806,516	9,072,224	220	20,205,038	8,510,216	59,787,233
Government transfers	3,858,841	1,872,920	9,648,374	-	-	-	-	-	15,380,135
Other	9,084,131	377,370	4,792,229	-	1,212,178	2,868,748	200,960	-	18,535,616
	<u>54,529,405</u>	<u>62,859,219</u>	<u>31,734,572</u>	<u>11,499,081</u>	<u>26,332,749</u>	<u>4,502,344</u>	<u>20,405,998</u>	<u>9,297,397</u>	<u>221,160,765</u>
Expenses									
Salaries & wages	14,260,213	59,668,010	10,835,409	4,237,841	12,047,808	2,646,245	1,994,829	1,617,744	107,308,099
Materials, supplies, & services	4,533,201	3,423,283	2,839,191	2,223,257	8,946,990	155,489	9,181,943	659,700	31,963,054
Interest & other	14,985,084	2,052,875	2,977,687	61,726	2,494,858	72,418	699,178	1,008,350	24,352,176
Amortization	5,423,531	786,715	2,966,132	272,495	282,800	-	499,136	175,919	10,406,728
	<u>39,202,029</u>	<u>65,930,883</u>	<u>19,618,419</u>	<u>6,795,319</u>	<u>23,772,456</u>	<u>2,874,152</u>	<u>12,375,086</u>	<u>3,461,713</u>	<u>174,030,057</u>
Annual surplus (deficit)	<u>\$ 15,327,376</u>	<u>\$ (3,071,664)</u>	<u>\$ 12,116,153</u>	<u>\$ 4,703,762</u>	<u>\$ 2,560,293</u>	<u>\$ 1,628,192</u>	<u>\$ 8,030,912</u>	<u>\$ 5,835,684</u>	<u>\$ 47,130,708</u>



The Corporation of the City of Victoria

Audit Results and Communications
Report to the Committee of the Whole

For the fiscal year ended December 31, 2015

April 25, 2016



BDO Canada LLP
Chartered Professional Accountants

500 - 1803 Douglas St.
Victoria, BC, V8T 5C3
(250)383-0426 F(250)383-1091

April 25, 2016

Mayor and Council
The Corporation of the City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Dear Members of Council:

We are pleased to present the results of our audit of the financial statements of the Corporation of the City of Victoria (the "City") for the year ended December 31, 2015. The purpose of our report is to summarize certain aspects of the audit that we believe to be of interest to the Members of Council and should be read in conjunction with the draft financial statements.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our appreciation for the co-operation we received during the audit from the City's management and staff that assisted us in carrying out our work. We look forward to discussing the contents of this report and any other matters that you consider appropriate.

Yours truly,

A handwritten signature in blue ink that reads "Bill Cox". The signature is stylized with a large, flowing "B" and "C".

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/



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EXECUTIVE SUMMARY

Audit Results	<p>Our audit of the financial statements was designed to obtain reasonable, rather than absolute, assurance as to whether the financial statements are free of material misstatement.</p> <p>A detailed description of our audit results has been included on page 7.</p>
Status of Audit	<p>As of the date of this final report, we have substantially completed our audit of the December 31, 2015 financial statements pending the completion of the items highlighted below. These items will need to be completed prior to issuance of our audit report on the financial statements:</p> <ul style="list-style-type: none"> • Receipt of the signed management representation letter • Subsequent events review through to financial statement approval date • Acceptance of financial statements by Council
Audit Risks	<p>In accordance with our audit plan, our procedures focused on the following areas that we identified as containing risks of material misstatements:</p> <ul style="list-style-type: none"> • Risk of Management Override • Cash and Investments • Staff Salaries • Tangible Capital Assets and Accumulated Amortization • Employee Future Benefits • Deferred Revenue and Government Grants • Contaminated Sites <p>We have summarized the results of our audit procedures for each of these risk areas, beginning on page 7 of this report.</p>
Internal Control Over Financial Reporting	<p>We did not identify any significant deficiencies in internal controls over financial reporting during the year ended December 31, 2015 that we considered to be material weaknesses.</p>
Fraud and Illegal Activities	<p>We developed procedures within our audit plan as recommended by CAS 240 - The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements. Based on these procedures, we have not encountered any illegal activities or fraudulent events with respect to the City.</p>
Significant Events	<p>As of the date of this letter, we have not identified any significant events which we believe should be brought to your attention.</p>
Significant Accounting Policies	<p>The City's significant accounting policies are listed in the financial statements. We believe management's selection of accounting policies is appropriate under Canadian public sector accounting standards.</p>



Estimates	<p>Accounting estimates are an integral part of the financial statements and are based on management's current judgments. These judgments are based on knowledge and experience about past and current events, assumptions about future events and interpretations of the financial reporting standards.</p> <p>Our comments on the significant estimates included in the financial statements are included on page 9 of this report.</p>
Audit Adjustments and Unadjusted Differences	<p>Our final materiality level of \$3,300,000 did not change from our planning materiality of \$3,300,000 in our audit planning letter presented to the Council on February 9, 2016.</p> <p>There are no unadjusted misstatements for the year ended December 31, 2015.</p> <p>There were no year end audit adjustments.</p>
Disclosures	<p>There are no material omissions with respect to the disclosures in the financial statements for the year ended December 31, 2015 that we have noted.</p>
Independence	<p>We have developed appropriate safeguards and procedures to mitigate threats to our independence. Canadian generally accepted auditing standards (GAAS) no longer require that we communicate formally to you in regard to independence matters, however, we consider it to be a good practice. As such, we would report to you regarding all relationships between the City and our firm that, in our professional judgment, may reasonably be thought to bear on our independence. We confirmed our independence to the Council for the year ended December 31, 2015 in our Planning Report dated February 9, 2016. We confirm that we are still independent as of the date of this letter.</p>
Representation Letter	<p>A draft version of the representation letter to be signed by management is included in Appendix C.</p>
Conclusion	<p>We intend to issue an unmodified audit report on the financial statements for the year ended December 31, 2015 once the outstanding items referred to above are satisfactorily resolved and the financial statements are acceptance the Council.</p>



INDEPENDENCE

We have confirmed our independence to the Council for the year ended December 31, 2015 in our Planning Report dated February 9, 2016. We confirm that we are still independent as of the date of this letter.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

We communicated to you our planning materiality levels in our Planning Report to the Council. Our materiality levels did not change from our audit planning letter presented to the Council on February 9, 2016. Final materiality was \$3,300,000 based on 1.5% of normalized revenues.

There were no corrected and uncorrected misstatements identified during our audit which we determined to be above "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

AUDIT FINDINGS

Based on our knowledge of the City's operations, our past experience in similar organizations, and knowledge gained from management and the Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them.

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the City's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.



ACCOUNTING AND AUDIT MATTERS

Management Override of Controls

Risk	Approach	Results
<p>Management is in a unique position to perpetrate fraud because of management's ability to directly or indirectly manipulate accounting records, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>This risk is required for all audits pursuant to Canadian audit standards.</p>	<p>We tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.</p>	<p>All audit testing in this area was executed as planned and no errors were noted.</p>

Cash and Investments

Risk	Approach	Results
<p>Due to its nature, cash and investments are almost always considered to be a risk area in any audit.</p>	<p>We reviewed the year end reconciliations and obtained third party confirmations.</p>	<p>All audit testing in this area was executed as planned and no errors were noted.</p>

Staff Salaries

Risk	Approach	Results
<p>A significant single type of expenditure that cover many employees and departments. As a municipality, this figure is often of particular interest to financial statement users (taxpayers).</p>	<p>We applied computer audit testing to analyze all payroll transactions in the year. We performed system testing, tests of controls and analytical review of staff salaries.</p>	<p>All audit testing in this area was executed as planned and no errors were noted.</p>



Tangible Capital Assets and Accumulated Amortization

Risk	Approach	Results
Estimates of the useful lives of tangible capital assets owned by the City require regular evaluation to determine if they are still appropriate. This involves a high level of estimation and coordination of the finance department with other departments.	<p>We performed tests of control for appropriate authorization of purchases combined with substantive testing of additions and disposals and amortization calculations.</p> <p>We reviewed the useful lives of existing assets for reasonableness.</p>	All audit testing in this area was executed as planned and no errors were noted.

Employee Future Benefits

Risk	Approach	Results
These amounts represent the liability owed to the City's employees for their post-employment benefits. This is a complex area that requires estimation and reliance on actuarial experts.	<p>We reviewed the actuarial reports and audited significant assumptions.</p> <p>We reviewed all financial statement disclosures and ensured the information was appropriately presented.</p>	All audit testing in this area was executed as planned and no errors were noted.

Deferred Revenue and Government Grants

Risk	Approach	Results
There is a risk that revenue may be incorrectly deferred into future periods or vice versa.	<p>We reviewed a sample of deferred revenue balances by examining supporting documentation to validate the accounting treatment.</p> <p>We reviewed grant agreements to ensure that revenue is being recognized in accordance with latest revenue recognition standards.</p> <p>We reviewed minutes to determine whether any contributions received should be deferred and whether any grants had not yet been recorded.</p>	All audit testing in this area was executed as planned and no errors were noted.



Contaminated Sites

Risk	Approach	Results
<p>The City is required to adopt the new standard PS 3260 - Contaminated Sites for the current year financial statements. There is a risk that the standard may not be correctly applied, leading to a liability not being completely or accurately accounted for.</p>	<p>We reviewed management's process to identify and estimate any obligations under the standard.</p> <p>We reviewed all financial statement disclosures and ensured the implementation of the new standard was appropriate.</p>	<p>All audit testing in this area was executed as planned.</p> <p>There was no liability to the City as a result of the new standard. The financial statement disclosures were appropriate.</p>

SIGNIFICANT ACCOUNTING ESTIMATES

Management is responsible for determining the City's significant accounting policies. The choice between accounting policy alternatives can have a significant effect on the financial position and results of the organization. The application of those policies often involves significant estimates and judgments by management. Based on the audit work that we have performed, it is our opinion that the estimates in the financial statements are reasonable and the disclosures relating to accounting estimates are in accordance with Canadian public sector accounting standards.

UNADJUSTED DIFFERENCES

There were no significant unadjusted differences or disclosure omissions identified through the course of our audit engagement.

AUDIT ADJUSTMENTS

There was no adjusting entries proposed as a result of our audit, however we did propose several adjustments to the disclosures in the financial statements. To increase the readability and transparency to Council, ratepayers and other users, changes were made to several notes. These changes included structural adjustments to the long-term debt note, employee future benefit liability note, taxation note as well as the financial plan note and minor adjustments to others.

There was also assistance provided in recording the sale of the 120 Gorge Road East property. The application of the accounting standards and presentation of the transaction was developed in concert with our team.

MANAGEMENT REPRESENTATIONS

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented in our audit working papers through memoranda of discussions with management, as well as by written representations received from management. A copy of the representation letter we have requested from management is included in Appendix C of this report.



FRAUD DISCUSSION

Canadian auditing standards require us to discuss fraud risk with the Council on an annual basis. We discussed it in our Planning Report dated February 9, 2016. Currently, we are not aware of any actual, suspected or alleged fraud. If you are aware of any instances of actual, suspected or alleged fraud affecting the City since the date of our previous discussion, please advise us at bcox@bdo.ca.

AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error, because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During our audit, we performed the following procedures in order to fulfill our responsibilities:

- Inquire of management, Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including:
 - Test internal controls designed to prevent and detect fraud;
 - Examine a sample of journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Review accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluate the City's rationale for significant unusual transactions.



INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the City's internal control environment:

- Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- Discussed and considered potential audit risks.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the City's financial statements, our audit cannot be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be exhaustive. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

DEFICIENCIES IN INTERNAL CONTROL

Deficiency	Issue and Impact
None noted.	None noted.

While there are no significant deficiencies in internal controls noted, we do take the opportunity to comment on non-critical matters in our management letter that is included in Appendix D.



APPENDIX A - Other Required Communications

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
1. Our responsibilities under Canadian Auditing Standards (CAS)	✓		Included in our engagement letter dated November 24, 2015.
2. Our audit strategy and audit scope	✓		Included in our Planning Report which was presented to the Council on February 9, 2016.
3. Fraud risk factors	✓		Included in our Planning Report which was presented to the Council on February 9, 2016.
4. Going concern matters		✓	None.
5. Significant estimates or judgments		✓	See Page 9.
6. Audit adjustments		✓	None noted.
7. Unadjusted differences		✓	None noted.
8. Omitted disclosures		✓	None noted.
9. Disagreements with management		✓	There were no disagreements with management.
10. Consultations with other accountants or experts		✓	No external experts were consulted during this engagement.
11. Major issues discussed with management in regards to retention		✓	None.
12. Significant difficulties encountered during the audit		✓	No significant difficulties were encountered during our audit.
13. Significant deficiencies in internal control		✓	No significant deficiencies were noted.



Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
14. Material written communication between BDO and management		✓	No material written communications were noted.
15. Any relationships which may affect our independence	✓	✓	No independence issues noted.
16. Any illegal acts identified during the audit		✓	No illegal activities identified through the audit process.
17. Any fraud or possible fraudulent acts identified during the audit	✓	✓	No fraud identified through the audit process.
18. Significant transactions with related parties not consistent with ordinary business operations		✓	None noted.
19. Non-compliance with laws or regulations identified during the audit		✓	No legal or regulatory non-compliance matters were noted as part of our audit.
20. Limitations of scope over our audit, if any		✓	None.
21. Written representations made by management		✓	See Appendix C.
22. Any modifications to our opinion, if required		✓	Please see our draft independent auditor's report included in Appendix B.



APPENDIX B - Draft Independent Auditor's Report

INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of the Corporation of the City of Victoria, which comprise the Statement of Financial Position as at December 31, 2015, and the Statements of Operations, Change in Net Financial Assets and Cash Flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements present fairly in all material respects, the financial position of the Corporation of the City of Victoria as at December 31, 2015 and its results of operations, cash flows and changes in net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

Other Matters

The comparative figures presented in these financial statements for the year ended December 31, 2014 were audited by another firm of Chartered Professional Accountants who expressed an unmodified opinion in their report dated April 24, 2015.

Chartered Professional Accountants
Victoria, British Columbia
April 21, 2016



APPENDIX C - Representation Letter

Date of Council Approval

BDO Canada LLP
Chartered Professional Accountants
1803 Douglas Street – Fifth Floor
Victoria, BC V8T 5C3

Dear Sirs/Mesdames:

This representation letter is provided in connection with your audit of financial statements of the Corporation of the City of Victoria (the "City") for the year ended December 31, 2015, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position as at December 31, 2015, and the results of operations and cash flows for the year ended December 31, 2015 of the City in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 24, 2015, for the preparation of the financial statements in accordance with Canadian public sector accounting standards, in particular the financial statements are fairly presented in accordance therewith.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Public sector accounting standards.
4. All events subsequent to the date of the financial statements and for which Public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
5. The financial statements of the City use appropriate accounting policies that have been properly disclosed and consistently applied.

Information Provided

6. We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
7. We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.



8. The minute books of the Council are a complete record of all meetings and resolutions of the Council throughout the year and to the present date.
9. We have disclosed to you all significant matters contained in the minutes of all meetings and resolutions of Council throughout the year and to the present date.
10. All transactions have been recorded in the accounting records and are reflected in the financial statements.
11. We have disclosed to you all known instances of non-compliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
12. We have identified to you:
 - guarantees;
 - indemnifications against damages, liabilities, costs, charges or expenses suffered or incurred by officers or directors as a result of their service, and/or by any subsidiaries; and
 - non-monetary transactions and transactions for no consideration.
13. We have disclosed to you the identity of the entity's related parties and the related party relationships and transactions of which we are aware.
14. We are aware of the environmental laws and regulations that impact the City and we are in compliance. There are no known environmental liabilities or contingencies that have not been accrued for or disclosed in the financial statements.

Fraud and Error

15. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low.
16. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
17. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
18. The effects of unadjusted misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Existence, Completeness and Valuation of Specific Financial Statement Balances

19. There are no pledges or assignments of assets as security for liabilities except as disclosed in the financial statements.
20. All financial instruments have been appropriately recognized and measured in accordance with Public sector accounting standards. Significant assumptions used in arriving at fair value of financial instruments are reasonable and appropriate in the circumstances.
21. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
22. The employee future benefit costs, assets and obligation have been determined, accounted for and disclosed in accordance with Canadian public sector accounting standards. The source data and plan provisions provided are complete and accurate. The plans included in the valuation are complete. The determination of the discount rate and the use of specific actuarial assumptions are our best estimate assumptions. We feel that the extrapolations are accurate and have properly reflected the effects of changes and events occurring subsequent to the most recent valuation that had a material effect on the extrapolation.

General Representations

23. The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
24. There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the City, except as disclosed in the financial statements.
25. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel. Since there are no outstanding or possible claims, no disclosure is required in the financial statements.
26. We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
27. We have disclosed to you all significant customers and/or suppliers of the organization who individually represent a significant volume of business with the organization. We are of the opinion that the volume of business (sales, services, purchases, borrowing and lending) done by the City with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the organization.
28. There have been no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
29. We confirm that operating segments are appropriately identified and disclosed in accordance with Canadian public sector accounting standards.
30. No significant matters, other than those disclosed in the financial statements, have arisen that would require a restatement of the comparative financial statements.



31. We have disclosed to you all information related to current and historical properties owned by the City and confirm that there is no material liability to remediate properties to environmental standards.

Yours truly,

Signature

Position

Signature

Position



APPENDIX D - Management Letter

Direct Line: 604-443-4716
E-mail: bcox@bdo.ca

April 25, 2016

Susanne Thompson, CPA, CGA, Director of Finance
The Corporation of the City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Dear Ms. Thompson:

As your external auditors, we are engaged to provide an audit opinion on your year end financial statements. An external audit requires testing of transactions and balances and review of those internal control systems upon which we may place reliance. A positive opinion on the financial statements does not necessarily mean that your internal control systems are all operating effectively. This is because we review only those internal control systems where we feel that failure in those systems could result in a material error on the financial statements. With those systems that we do review, our focus is on the assertions necessary to meet our financial statement audit objectives.

Our review of systems, transactions and balances as well as discussions with staff at various levels gives us a unique insight into your operations. While conducting this work we make note of items that come to our attention where we feel that improvement could be made or alternatives could be considered. We are fortunate in that we work with a great number of clients and observe a wide variety of processes. We see firsthand any procedures that are emerging as best practices.

As matters come to our attention, we make note of these for subsequent follow-up. For minor matters we discuss directly with the staff involved. More important matters are brought forward in this letter (known as a management letter).

It is worth noting that we have management letter comments for virtually all audits of all clients. The existence of points does not mean that there are significant problems with your systems or staff. They are just recommendations to make good systems better.

Current Year Observations

1. *Timely Completion and Review of Reconciliations*

We noted during audit testing that the reconciliations for permits receivable were not completed on a timely basis and the review of the reconciliation was not formally documented. We observed that the reconciliation for January to March 2015 was performed in February 2016 and the reconciliation for April to December 2015 was completed in March 2016. Neither of these reconciliations had indication of review by a second person.

Preparing reconciliations so long after the fact decreases their effectiveness. Any potential fraud or errors may not be identified and rectified in a timely manner.



Recommendation

We recommend that the City implement procedures to ensure completion and review of reconciliations should be performed at least every quarter. The reconciliations should also have evidence that they have been reviewed another person independent of the process.

Management Comments

While review of balance sheet transactions does occur to support reporting accuracy, City staff agree that completion and review of reconciliations are required on a timely basis. This has been identified as an opportunity for cross-training and a greater variety of resources have been made available to meet monthly or quarterly reconciliation deadlines. Additionally, staff are pursuing enhancement of software utilization to increase functionality and explore reporting tools available to realize efficiencies.

2. Deferral of Building Permits

We noted that almost all building permits were reviewed by staff for the level of completion and deferred based on the assessed level. Due to the size of the list and varying values of the permits, this is a time consuming process.

Recommendation

We recommend that the City increase the threshold level for permit values that require review at year end. A significant number of Items above the current threshold do not have a significant impact to the reported results and do not benefit from review.

Management Comments

The City currently has a minimum threshold in place of \$10,000 construction value, resulting in a year end review of all outstanding permits with a value exceeding \$125.00. Based on feedback from the external auditors, the minimum threshold for year end deferral has been increased to \$50,000 construction value.

3. Conflict of Interest Policy - Go Beyond the Legal Requirement

Conflict interest requirements already exist in legislation. The Financial Disclosure Act requires that members of Council as well as employees appointed by Council (generally senior management) make written disclosure of their corporate holdings, business interests, other organizations which may compensate them, and their interests in lands. These disclosures must be updated yearly. The Community Charter contains an entire Division on Conflict of Interest, however this applies only to Council members and deals mostly with participation in meetings, prohibition against influence and disclosure of gifts and contracts.

These legal requirements are important and set the right tone for consideration of conflict of interest in government. However, best practice would be to go beyond these baseline requirements to enhance openness and transparency at the municipality. Best practice would require that an in-house conflict of interest policy be developed and regularly reviewed.

One of the most difficult areas when dealing with conflicts and with putting into policy is the area of "perceived conflicts". A perceived conflict exists where the actual technicalities of the situation might not yield a conflict, yet the general public, who would not have access to the technical details, would perceive that there may be a conflict situation. A perceived conflict really should be treated on par with an actual conflict unless there can be certainty that the conflict can be effectively managed.



A perceived conflict can be managed by:

- Being open and transparent in regard to the situation.
- Developing plans to manage the conflict. This can be done a variety of ways, but often involves removing the individual from any of the decision making in regard to the transaction or business dealing.
- Publicly explaining how the conflict is to be managed and how it will be assessed whether the management of the conflict is succeeding.

The policy on conflict of interest should include at least the following points:

- Description of who is covered by the policy (which likely would be all council members and all staff)
- Definition of what a conflict of interest is
- Explanation of a perceived conflict, how it would be treated on par with a real conflict unless it can be managed
- Description of how a perceived conflict could be managed
- Requirement for all Council and staff to declare any conflicts or perceived conflicts as early in the process as could reasonably be expected
- Agreement from all Council and staff that they will abide by the conflict of interest rules and the result may be lost business for organizations they are directly or indirectly connected to
- Maintenance of a centralized listing of all conflicts that result from both the required statutory disclosures and as a result of this policy
- Development of a form outlining highlights of the policy for review by suppliers and potential suppliers. Suppliers should sign this form and confirm that they will advise the municipality as soon as they become aware of any potential for conflict.
- Identification of a key senior staff member independent of finance and procurement who can:
 - Address questions that Council and staff may have in regard to the policy
 - Address questions that suppliers may have in regard to the policy
 - Address questions that may come from concerned third parties in regard to conflicts
- Creation of document conferring agreement to abide by the policy that should be signed annually by all Council and staff (this is important both as a reminder and to enhance compliance)
- Establishment of procedures for resolving allegations of conflict of interest - particularly how to deal with any contracts that may already be in process

The City already has processes and procedures that cover many of the above noted matters. However, it would be beneficial for the Municipality to codify the procedures, supplement where necessary, and create a formal written policy. As noted above, explicit signing of compliance of the policy by both Council/staff and suppliers is also key to success in this area.

Management Comments

A new Purchasing Policy was approved by Council on April 7 which includes a Standards of Conduct clause that addresses conflict of interest as it relates to procurement.

A Conflict of Interest Policy applicable to staff is in place. We are in the process of developing a conflict of interest declaration form and process for staff.



4. *Use of Project Management Framework for Large Capital Projects*

Creation and management of infrastructure is one of the most important tasks of any local government. Any decision to create or replace a significant piece of infrastructure has to be described as a major decision. Much work goes on throughout the organization in regards to planning, engineering, finding funding sources and many other details related to getting the project together. Many of the key decisions made throughout the process are documented through staff reports, Council and Committee discussions and other methods. Some of the rationale behind the decisions remains mainly in the memories of the individuals involved.

The use of a formal project management framework for any large capital project is quickly becoming a best practice. Several advantages accrue from formalizing the process:

- Helps guard against “scope creep”. This is one of the most significant benefits as it is common for projects to expand as staff, Council and the community get behind them. Or perhaps, for example, an additional funding source is found that may allow for spending of 50 cent dollars and it seems to be a “no brainer” to expand the project to take advantage of these relatively cheap dollars. But the result may be that the framework may not still hang together if it were to be reanalyzed.
- Helps provide a source for enhancing “corporate memory”. “Corporate memory” is data, information and knowledge gathered over the course of an organization’s existence. It exists in written documentation and electronic databases and also in the memories of senior management and key staff. With post baby-boomer staff expected to have much more varied careers with more employers, corporate memory is expected to be more difficult to maintain. The problem is more acute in local government where timeframes involving infrastructure are much longer than those of business decisions in the non-government world. Formalized project management frameworks help keep record of the decisions made along with the rationale for how they were made.
- Helps to take the politics out of decisions. The formalization of the plans and impartial analysis of the risks and benefits allows staff, Council and taxpayers to focus on the facts.

Use of a formal project management framework does not have to create a great deal of extra work. In fact, the vast majority of the information for the framework will already exist in reports from consultants, staff reports, notes from management meetings, and other existing sources. The framework pulls all this information together and allows for review for consistency and an overall analysis of the risks and benefits of the projects.

The framework should include at least the following items:

- Clear definition of project scope, schedule and budget.
- Analysis of the key risk areas and how plans mitigate those risks.
- Definition of degree of change that would require creation of a new or framework. For example, if budgeted expenditure changes by more than 10% the framework must be completely updated.
- Purpose of the project, why it is needed, how it will benefit current and future stakeholders.
- Rationale behind the use of procurement process (eg. Design/Build, Public/Public partnership, Private/Public partnership, etc.)
- Rationale in regard to choice of key supplier(s) including summaries from results of public procurement processes.
- Rationale in regard to the funding choices used including discussion as to inter-generational equity.
- Enumeration of the project team and the team leader and champion.
- Analysis of alternatives and key reasons why they were felt to be not worthy.
- Key decision points along the way (and documentation of decisions made with their rationale as they are made)
- Determination of key performance measures – how will it be determined if the project is a success?
- Results at conclusion of project including documentation of “lessons learned” that will benefit future projects and decision making.



- Post-completion follow-up plans (to review at later date(s) (perhaps 1,3 and 5 years post-completion) to determine if project is operating at plans and what new lessons may be learned as a result.

As noted, the City presently undertakes most of the above in regard to its major capital projects. However, the underlying information exists in various sources. We recommend that the information be collected into a formal project management framework. It may be helpful to develop a project management framework that contains placeholders for the above-noted elements to facilitate the preparation of future frameworks.

Management Comments

As pointed out by the auditors, the City currently undertakes many of the components outlined, but not in a holistic way. The City has started using business cases for some capital projects to outline options for Council's consideration, and project charters are used as a project management tool that identifies scope, timelines and milestones, budget etc. A lessons learned policy is also being developed.

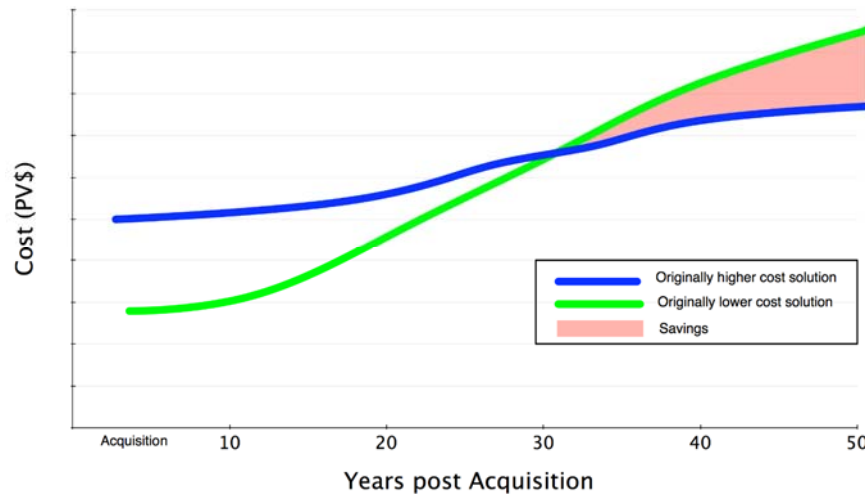
In addition, the City is currently in the process of establishing a more robust Project Management (PM) framework for all City projects, in order to achieve better value for money, improved efficiency, improved quality and higher levels of sustainability (triple bottom line). This framework aims to tie all relevant projects into a single, coherent system, including governance, structure, roles/responsibilities, information, documentation, decisions and actions. This framework is being developed using principles of full lifecycle management and sustainability, which is to suggest that projects decisions will be robustly analyzed against total life-cycle cost, environmental and social benefits/impacts, from project conception and beyond project close-out.

The processes, plans and policies that are included in this framework will be proportional to project complexity, and will include governance and planning tools such as project initiation, business case information, project charter, project plan, risk management plans, procurement and funding plans, performance management plans, progress and communications, lessons-learned and associated records. It is intended that these system templates and processes will start being implemented in projects in 2016, using a philosophy of continual improvement to drive enhancements in the future.

5. Lifecycle Costing

Lifecycle costing is a process to determine the sum of all costs associated with an asset purchase, replacement or major upgrade that includes not just the original cost but also costs of operation, costs of required future maintenance and disposal costs. As individuals we make intuitive assessments of these costs when considering major purchases such as automobiles or homes. Governments also make assessments of these costs when purchasing infrastructure. However, the degree of diligence applied to post-acquisition costs is usually much less than that applied to the acquisition cost itself.

The following graph illustrates the concept of lifecycle costing. In this graph, the lines represent the cumulative cost (on a present value basis) of two different options. The "green" option is initially lower cost, but over time ends up costing considerably more than the "blue" option. The salmon coloured area shows the savings that could have been had by choosing the option that was initially higher cost.



Best practice around lifecycle costing involves formalizing the considerations for all the costs of the asset and building this into the business case. Importantly, sufficient diligence should be put into review and analysis of the post-acquisition costs. In the hypothetical graphed example above, the post-acquisition costs of the originally lower cost solution are more than twice those of the initial acquisition costs (on a discounted, present value basis). With this type of asset there should be as much diligence put into the post-acquisition costs as to the acquisition costs. For other types of assets the post-acquisition costs may be minimal and in those situations lower diligence in regard to review of post-acquisition costs may be warranted.

Applying diligence to review of projected post-acquisition costs can be difficult. Too frequently all that is considered are the supplier's estimates. Given the supplier's motives to land a sale, these estimates have to be challenged. This can be done by researching sources such as:

- Peer municipalities who have used similar asset/infrastructure of this supplier
- Peer municipalities who have used asset/infrastructure of another supplier but of similar design
- Consulting engineers, architects, quantity surveyors and other professionals
- Trade journals and industry publications

In cases where the technology is new, it may be difficult to verify estimates. In such circumstances it may be worthwhile to insist on longer warranty periods by supplier and/or guarantees as to the maximum future operating or maintenance cost level - even if such guarantees come at a cost.

The City currently undertakes much of the above in consideration of lifecycle costs. However, this information is not brought together formally and is not explicitly discussed as part of the business case for major infrastructure projects. We recommend that this process be formalized by ensuring that all key considerations are documented, estimates tested and verified through third party research. The development of a template for lifecycle costing review would be beneficial as it would help ensure that all appropriate considerations were made as part of the lifecycle costing review.

Management Comments

Currently, lifecycle costing is done as part of master planning which informs the projects that are included in the capital plan. Lifecycle costing is also part of the planned project management framework as outlined above.



6. Employee Code of Conduct in Regard to Fraud and Illegal Acts

Establishing the right “tone at the top” is an important part of organizational culture. Innovation requires a high degree of trust and employee empowerment. It may seem counter-intuitive, but an employee code of conduct in regard to fraud and illegal acts can be beneficial in this area. It says “we trust you to do the right thing” but also to “remember what our corporate values are”.

We recommend that you consider implementing an ethical behavior/code of conduct agreement. Trust and collaboration are essential prerequisites for innovation. Developing and committing to agreements that set out appropriate behaviours can enhance public confidence in the integrity of public employees. Such agreements can address values, duty of care, legal compliance, ethical conduct, confidentiality, and other standards that build trust in the work performed by local governments and the services they deliver. It reminds employees not to “look the other way” if they see someone else in the organization abusing the trust placed in them.

As we noted above in regard to conflict of interest policy, to be most valuable the code of conduct should be signed annually. The annual review of the document refreshes the employee’s memory of the specifics of the policies as well as the overriding fact that the policies continue to exist. The act of signing the agreement creates a human behavior that makes it much more likely to be followed.

Management Comments

The City has a “Respectful Workplace” policy in place that addresses conduct in the workplace, however it does not include all the components outlined by the auditors. In addition, a “Serious Complaints” policy which outlines a process for employees to identify inappropriate activities is also in place.

Currently, a Code of Conduct Policy applicable to staff is in the process of being developed and is in draft form.

This communication is prepared solely for the information of management and those charged with governance and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the co-operation and assistance which we received from you, Laurel Westinghouse, Jill McQuade, Layla Monk and the rest of the finance department during the course of the audit.

We shall be pleased to discuss with you further any matters mentioned in this letter at your convenience.

Yours truly,

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/

cc: Council

Appendix C

City of Victoria - Operating Budget Revenues
For the Twelve Months Ending December 31, 2015

	Actual	Budget	Variance	%	Explanation
Citizen Engagement and Strategic Planning	15,427,647	15,824,800	(397,153)	97%	Lower than expected fine revenue offset by favourable parkade and parking meter revenue
Deputy City Manager					
Arts, Culture & Events	197,224	187,850	9,374	105%	Increased events and filming
Legislative and Regulatory Services	226,652	210,850	15,802	107%	Increased dog licences
Bylaw Enforcement Third Party Billing	66,271	-	66,271		Offsetting expenditures
Real Estate	1,439,509	1,506,093	(66,584)	96%	Budget for 812 Wharf Street was based on PCC's numbers, the reduced revenue is offset by reduced costs
Victoria Conference Centre (VCC)	4,064,728	3,955,600	109,128	103%	Increased revenues due to rentals and commissions
VCC Event Costs Paid by Clients	3,823,621	4,100,000	(276,379)	93%	Full recovery of related expenditures
Engineering and Public Works			-		
Engineering & Public Works	469,157	347,356	121,801	135%	Increased encroachment fees and utility permits
Third Party Billings	946,604	528,400	418,204	179%	Full recovery of related expenditures
Solid Waste & Recycling	3,009,282	2,896,051	113,231	104%	Increase to the flat rate billing due to additional bins and bin exchange fees
Sewer Utility	7,633,926	7,870,230	(236,304)	97%	Estimated consumption was higher than actual resulting in less revenue
Water Utility	18,720,915	18,556,750	164,165	101%	Actual consumption was higher than budgeted resulting in greater revenue
Parks, Recreation and Facilities	2,612,621	2,304,273	308,348	113%	Increased revenue in park and field rentals, aquatic recreation programs, swimming and fitness admission
Sustainable Planning and Community Development	3,456,556	2,853,646	602,910	121%	Increased revenue in rezoning applications, building, plumbing and electrical permits
Victoria Fire Department	144,770	56,000	88,770	259%	Increased revenue in oil burner permits, fire safety plan reviews and mechanical recovery
Corporate			-		
Payment in Lieu of Taxes/Special Assessments	7,528,219	7,076,685	451,534	106%	Increase to the Province of BC PILT revenue
Fees & Interest	3,550,398	3,090,000	460,398	115%	Increased investment revenue but offset by transfer to reserve
Business and Other Licences	1,440,026	1,387,500	52,526	104%	
Overhead Recoveries	3,158,259	3,158,259	-	100%	
Grants	553,725	-	553,725		Housing/Secondary Suite Grants are not budgeted but funded from the reserve
Hotel Tax	2,562,625	1,800,000	762,625	142%	Offsetting expenditures
Miscellaneous	7,941,216	7,432,242	508,974	107%	Increased revenue in rezoning hearing fees, bonus density, gas tax gain on sale of disposal assets and Canada Day
Prior Year's Surplus	2,888,482	2,888,482	-	100%	
Victoria Police Department	8,586,126	7,693,627	892,499	112%	Increased revenues due to special events and regional units but offsetting costs
Property Taxes	121,636,105	121,635,023	1,082	100%	
Total	222,084,664	217,359,717	4,724,947	102%	

**City of Victoria - Operating Budget Expenditures
For the Twelve Months Ending December 31, 2015**

	Actual	Budget	Variance	%	Explanation
Citizen Engagement and Strategic Planning	9,351,259	9,614,467	263,208	97%	Reduced parking fine write-offs and contracted services
City Manager's Office	280,064	284,709	4,645	98%	
Council	582,496	575,372	(7,124)	101%	Increased conference and travel
Deputy City Manager	369,791	371,904	2,113	99%	
Arts, Culture & Events	1,231,660	1,222,962	(8,698)	101%	Increased special events
Economic Development	225,484	250,000	24,516	90%	
Human Resources	1,790,432	1,609,246	(181,186)	111%	Increased recruitment and earlier return to work program
Legislative and Regulatory Services	2,806,969	2,839,652	32,683	99%	
Third Party Billing - Bylaw Enforcement	66,271	-	(66,271)		Offsetting revenues
Real Estate	907,399	1,183,618	276,219	77%	Reduced rental property costs
Victoria Conference Centre (VCC)	3,898,191	3,955,600	57,409	99%	
VCC Event Costs Paid by Clients	3,823,621	4,100,000	276,379	93%	Offsetting revenues
Engineering and Public Works					
Engineering and Public Works	14,286,173	14,523,112	236,939	98%	Reduced costs due to vacancies
Third Party Billings	863,346	428,400	(434,946)	202%	Offsetting revenues
Solid Waste & Recycling	2,905,688	2,896,051	(9,637)	100%	
Water Utility	18,786,695	18,556,750	(229,945)	101%	Increased CRD water purchases and transfer to reserve offset by capital projects delayed in 2016
Sewer Utility	7,633,926	7,870,230	236,304	97%	Capital projects delayed to 2016
Stormwater Utility	3,294,787	3,238,105	(56,682)	102%	
Finance	6,612,001	6,641,700	29,699	100%	
Legal Services	723,448	703,241	(20,207)	103%	Increased external legal services
Parks, Recreation and Facilities					
Parks	9,450,468	9,723,620	273,152	97%	Overall costs are lower due to vacancies and reduced contracted services
Recreation	3,945,690	3,905,704	(39,986)	101%	Increased summer camps, aquatic programming and RAP events though have offsetting revenues
Facilities	3,570,167	3,625,791	55,624	98%	
Sustainable Planning and Community Development	4,694,074	5,004,218	310,144	94%	Vacancies, OCP/DCAP carried forward
Victoria Fire Department	15,628,354	15,523,423	(104,931)	101%	Retro pay
Corporate					
Contingencies	561,000	1,170,000	609,000	48%	Housing Action Plan, Gorge Waterway costs
Debt Principal, Interest and Reserve Transfer	7,828,768	7,827,583	(1,185)	100%	
Grants	3,277,876	2,767,935	(509,941)	118%	Housing/Secondary Suite Grants are not budgeted but funded from the reserve
Hotel Tax	2,562,625	1,800,000	(762,625)	142%	Offsetting revenue budget
Miscellaneous	4,528,239	3,508,953	(1,019,286)	129%	Increased tax appeals and Canada Day (offsetting revenue)
Transfer to VCC	469,530	469,530	-	100%	
Transfers to Reserve	15,685,688	14,432,893	(1,252,795)	109%	Increased transfers to reserves for gas tax, affordable housing and investment income
Transfer to Capital Budget	12,927,242	12,927,242	-	100%	
Greater Victoria Public Library	4,559,137	4,562,523	3,386	100%	
Victoria Police Department	50,137,684	49,245,183	(892,501)	102%	As per agreement the surplus is transferred to reserve
Total	220,266,243	217,359,717	(2,906,526)	101%	
2015 Operating Surplus	1,818,420				

Appendix D

City of Victoria Capital Budget Expenditures For the Twelve Months Ending December 31, 2015

	Actual	Budget	Variance	%	Explanation
Active Transportation	1,587,917	5,086,500	3,498,583	31%	Projects in progress: Bicycle Master Plan Implementation, David Foster Harbour Pathway
Complete Streets	4,198,340	4,481,200	282,860	94%	Projects in progress: LED Street Light Replacement
Downtown Beautification	129,601	303,000	173,399	43%	Deferred to 2016: Wayfinding
Parks	633,910	2,870,920	2,237,010	22%	Projects in progress: Burnside Gorge Park, Vic West Park Improvements, Tennis Court Upgrades
Street Infrastructure	53,516	122,000	68,484	44%	Projects in progress: Gate of Harmonious Interest - Chinatown
Retaining Walls and Railings	1,109,802	2,305,555	1,195,753	48%	Projects in progress: Douglas Street Retaining Wall, Ship Point Retaining Wall
Bridges	23,654,696	34,613,381	10,958,685	68%	Projects in progress: Johnson Street Bridge
Facilities	4,000,066	6,135,500	2,135,434	65%	Projects in progress: VicPD Headquarters, Beacon Hill Administration Office Upgrades, Victoria West Community Centre Upgrades, Centennial Square Washroom Upgrades, View Street Parkade Upgrades
Equipment	3,935,988	6,268,320	2,332,332	63%	Purchases/Projects in progress: Vehicles, Asset Management System, Parking Equipment, Victoria Conference Centre Equipment
Land Purchase	7,965,997	8,000,000	34,003	100%	
Environmental Remediation	869,786	1,942,000	1,072,214	45%	Reduction in scope for 1012/14 Yates Street
Sanitary Sewers	1,980,734	3,067,852	1,087,118	65%	Deferred the majority of sewer inflow and infiltration projects to 2016
Stormwater	2,784,776	4,183,436	1,398,660	67%	Projects in progress: deferred the majority of stormwater mains replacement projects to 2016
Waterworks	3,362,636	3,831,218	468,582	88%	Deferred two watermain projects to 2016
Victoria Police	1,301,217	1,566,000	264,783	83%	
Total	57,568,981	84,776,882	27,207,901	68%	

2015 FINANCIAL STATEMENTS

City of Victoria Draft Audited Financial Statements
For the year ended December 31, 2015

Committee of the Whole April 21, 2016



2015 Financial Statements
April 21, 2016 Committee of the Whole

Overview

- 2015 Financial Statement Highlights
- Auditors Report

Purpose

- Section 167 of the Community Charter requires annual financial statements to be presented to Council for its acceptance
- Section 171 of the Community Charter requires the City's Municipal Auditor (BDO) to report to Council on the Financial Statements



2015 Financial Statements
April 21, 2016 Committee of the Whole

Audit Results

Notes expanded to increase readability and transparency:

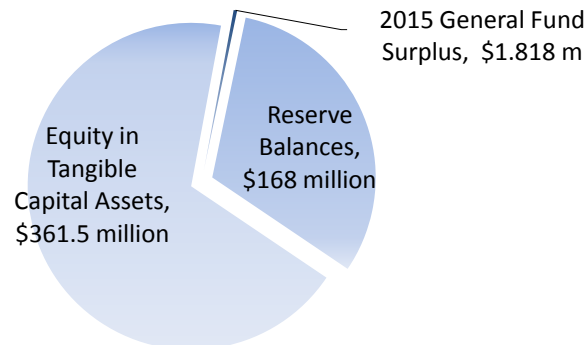
- Employee Future Benefit Liability (Note 10) – further information provided to reconcile with actuarial report
- Long Term Debt (Note 8) – details of individual debt issues listed with current year repayment information and outstanding balances
- Miscellaneous Revenue (Note 15) added to provide breakdown of large total on Statement of Operations
- Financial Plan column added (to Notes 13.Taxation; 14.Government Transfers; and 15. Miscellaneous Revenue) for comparative value



2015 Financial Statements
April 21, 2016 Committee of the Whole

Accumulated Surplus

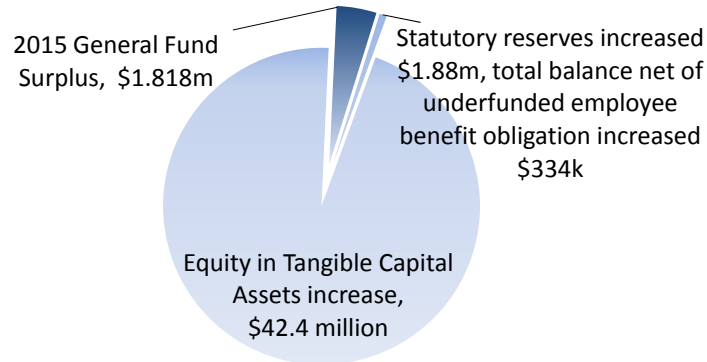
At December 31, 2015 - \$527,904,381



2015 Financial Statements
April 21, 2016 Committee of the Whole

Annual Surplus

For the year ended December 31, 2015 - \$44,565,406



2015 Financial Statements
April 21, 2016 Committee of the Whole

Reserve Balances

Reserve Fund Description	Dec 31, 2014	Transfer To	Transfer From	Interest	Dec 31, 2015
Financial Stability Reserves	\$ 36,072,351	\$ 6,400,720	\$ (649,217)	\$ 369,741	\$ 42,193,595
Equipment & Infrastructure Replacement Fund	117,189,900	20,916,401	(26,980,415)	1,201,198	112,327,084
Tax Sale Lands Fund	7,201,809	74,649	(472,846)	73,819	6,877,431
Parks and Greenways Acquisition Fund	2,297,832	2,739	-	23,553	2,324,124
Local Amenities	522,121	68,053	-	5,352	595,526
Affordable Housing	2,140,697	1,100,000	(553,725)	21,942	2,708,914
Climate Action	505,768	125,765	(2,250)	5,184	634,467
Art in public places	436,960	135,000	(30,363)	4,479	546,076
Downtown Core Area Public Realm Improvements	58,090	40,576	-	595	99,261
Downtown Heritage Building Seismic Upgrades	19,363	2,500	-	198	22,061
Total Reserve Funds Balance	\$ 166,444,891	\$28,866,402	\$ (28,688,815)	\$ 1,706,061	\$ 168,328,539



2015 Financial Statements
April 21, 2016 Committee of the Whole

Financial Plan Comparison of Revenues & Expenses

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



2015 Financial Statements
April 21, 2016 Committee of the Whole

Audit Management Letter Observations

- Timely completion and review of reconciliations
- Increase permit value threshold for year end review
- Formal, written conflict of interest policy
- Project management framework
- Lifecycle costing



2015 Financial Statements
April 21, 2016 Committee of the Whole

Recommendation

That Council accept the 2015 Financial Statements.



2015 Financial Statements
April 21, 2016 Committee of the Whole

COMMITTEE OF THE WHOLE REPORT
FROM THE MEETING HELD APRIL 21, 2016

For the Council Meeting of April 28, 2016, the Committee recommends the following:

1. CUVIC 2016 Conference to be Held at the University of Victoria from April 27-29, 2016

That Council authorizes the attendance and associated costs for Councillor Alto to the CUVIC 2016: to be held at UVIC, April 27 - 29, 2016.

The approximate cost for attending is:

Registration	\$ 315.00
Cost per person	\$ 315.00

2. Rezoning Application No. 00486 for 515 Burnside Road East

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00486 for 515 Burnside Road East, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set, and that Council consider giving final reading to the Bylaw once the following conditions have been met:

1. Registration of Statutory Rights-of-Way on the Burnside Road and laneway frontages of 3.66m and 1.172m, respectively, to the satisfaction of City staff.
2. Submission of a sanitary sewer impact study showing measures to be required to the satisfaction of City staff.

3. Development Permit Application No. 00486 for 515 Burnside Road East

That Council consider the following motion after the Public Hearing for Rezoning Application No. 00486, if it is approved:

"That Council authorize the issuance of Development Permit Application No. 00486 for 515 Burnside Road, in accordance with:

1. Plans date stamped March 14, 2016.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Development Permit lapsing two years from the date of this resolution."

4. Sidewalk Café Bylaw Update

That Committee forward this report to Council for consideration of the following:

1. That Council give first, second and third readings to the Sidewalk Cafes Regulation Bylaw (No. 16038) attached to this report, with final adoption to follow on May 12, 2016.
2. That Council give first, second and third readings to the Ticket Bylaw, Amendment Bylaw (No.9) attached to this report, with final adoption to follow on May 12, 2016.
3. That Council approve the Sidewalk Cafe Guidelines attached to this report.

5. **Johnson Street Bridge Steel Fabrication Report**

That Council receive the report for information.

6. **Johnson Street Bridge Replacement Project Mediation and Budget Update**

That Council approve a budget increase of \$8,206 million with funding from the Buildings and infrastructure Reserve for inclusion in the 2016-2020 Financial Plan.

7. **2015 Financial Statements**

That Council refer the report on the 2015 Financial Statements to the April 28, 2016 Council meeting.

8. **Parks Regulation Bylaw Amendment Regarding Overnight Sheltering in Haegert Park, Kings Park, Cridge Park, and Arbutus Park**

That Council direct staff to amend the Parks Regulation Bylaw to prohibit overnight sheltering (camping) in the following parks; Haegert Park, Kings Park, Cridge Park and Arbutus Park.

9. **Island Corridor Foundation Local Government Liaison Committee Appointee**

That Councillor Alto be nominated to the Liaison Committee.

10. **Letter Regarding Disability Assistance Rates and Transportation Programs**

That Council request that the City's letters be included with the letter being forwarded to the Premier.

COMMITTEE OF THE WHOLE REPORT
FROM THE MEETING HELD APRIL 28, 2016

For the Council Meeting of April 28, 2016, the Committee recommends the following:

1. Conference Attendance Request - Federation of Canadian Municipalities Convention

- 1) That Council approve the attendance of Mayor Lisa Helps at the 2016 FCM AGM and Convention.
- 2) This Motion be forwarded to April 28th's council meeting

2. Enhanced Bike Network and Proposed Implementation

That consideration of the following motion be postponed to the May 5, 2016 Committee of the Whole Meeting:

That Council:

1. Approve the recommended bike network as outlined in this report, subject to further refinement of the Government/Gorge and Harbour corridors (Figure 13).
2. Direct staff to proceed with developing detailed designs and the associated consultation and work plans for constructing All Ages and Abilities protected bike lanes on the following corridors and neighbourhood connections by the end of 2018:
 - 1) Government Street (Pandora Avenue to Southgate Street) or Wharf Street (Pandora Avenue to Government Street), and Humboldt/Pakington (Government Street to Cook Street), based on targeted engagement with the Downtown, James Bay and Burnside-Gorge neighbourhood associations, and Government Street and Wharf merchants and property owners;
 - 2) Cook Street (Pandora Avenue to Pakington Street);
 - 3) Fort Street (Wharf Street to Cook Street);
 - 4) Pedestrian- and cyclist-controlled signalized crossings at the intersections of Haultain Street/Cook Street, Hillside Avenue/Graham Street and Blanshard Street/Kings Road, to provide near-term safety improvements pending completion of these Phase 2 corridors (Haultain/Kings and Vancouver/Graham).

Direct staff to undertake value-engineering on the identified corridors and identify resourcing strategies and timelines for completion of detailed design, associated consultation, and construction of remaining identified corridors in the bike network by the end of 2018, and report back to Council on a priority basis with options, recommendations and next steps.

3. Pandora Avenue Two Way Bike Lane Update

That Council:

1. Direct staff to identify potential funding sources for \$320,000 to cover increased civil and public realm enhancements, if required; and
2. Direct staff to implement the recommended detailed design of the two-way protected bike lane on Pandora Avenue and proceed with tender and construction, to be completed before the end of November 2016.

4. Final Report on 2016-2020 Financial Plan

That Council:

1. Amend the Five Year Financial Plan Bylaw, 2016 by replacing the bylaw that was given first reading on November 26, 2016 with the bylaw appended to the Five Year Financial Plan Bylaw, 2016 report, dated April 18, 2016 and that the bylaw as amended be forwarded to Council for second and third reading at the April 28, 2016 Council meeting.

5. Appointment of Auxiliary Bylaw Officers

That Council approve the appointment of Bobby Bains and Devin Warwick:

1. As a Bylaw Officer pursuant to section 2(a) of the Inspection Bylaw (06-061);
2. As a Business License Inspector for the City of Victoria.

6. Framework for a Municipal Response to Homelessness

That Council refer the Outreach Worker Pilot Project to staff to provide further refinement.

That Council approve the following motion:

1. The Framework for a Municipal Response to Homelessness attached as Appendix A as a guiding document to direct deployment of existing City resources to address the impacts of homelessness in the city of Victoria; and
2. Review of the framework strategies and initiatives after six months for 2017 budget considerations.



Council Report
For the Meeting of April 28, 2016

To: Council **Date:** April 20, 2016
From: C. Coates, City Clerk
Subject: Application for Rezoning for 1705 Haultain Street – Zoning Regulation Bylaw, Amendment Bylaw (1065) No. 16-048

RECOMMENDATION

That Council consider first and second reading of Bylaw No. 16-048.

BACKGROUND

Attached for Council's initial consideration is a copy of proposed *Zoning Regulation Bylaw, Amendment Bylaw (1065) No. 16-048*

The zoning regulation matter came before Council on April 7, 2016, where the following resolution was approved:

Rezoning Application No. 00498 for 1705 Haultain Street

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00498 for 1705 Haultain Street, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Coates".

Chris Coates
City Clerk

A handwritten signature in black ink, appearing to read "Jocelyn Jenkins".

Jocelyn Jenkins
Deputy City Manager

Report accepted and recommended by the City Manager: _____

Date: _____

Apr. 22, 2016

NO. 16-048

A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw by creating the R1-S26 Zone, Restricted Small Lot (Haultain Street) District, to rezone a portion of the land known as 1705 Haultain Street from the R1-B Zone, Single Family Dwelling District to the R1-S26 Zone, Restricted Small Lot (Haultain Street) District, and to rezone the remaining portion of land known as 1705 Haultain Street from the R1-B Zone, Single Family Dwelling District to the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the "ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1065)".
- 2 Bylaw No. 80-159, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule "B" under the caption PART 1 – DETACHED DWELLING ZONES by adding the following words:

"1.130 R1-S26 Zone, Restricted Small Lot (Haultain Street)"
- 3 The Zoning Regulation Bylaw is also amended by adding to Schedule B after Part 1.129 the provisions contained in Schedule 1 of this Bylaw.
- 4 The portion of land known as 1705 Haultain Street, legally described as Lot 3, Block 3, Section 8A, Victoria District, Plan 881A, is removed from the R1-B Zone, Single Family Dwelling District, and placed in the R1-S26 Zone, Restricted Small Lot (Haultain Street) District and in the R1-S2 Zone, Restricted Small Lot (Two Storey) District, as shown on the map attached to and forming part of this Bylaw as Appendix 1.
- 5 The portion of land known as 1705 Haultain Street, legally described as Lot 4, Block 3, Section 8A, Victoria District, Plan 881A, except part in Plan 30150, is removed from the R1-B Zone, Single Family Dwelling District, and placed in the R1-S2 Zone, Restricted Small Lot (Two Storey) District as shown on the map attached to and forming part of this Bylaw as Appendix 1.

READ A FIRST TIME the day of 2016

READ A SECOND TIME the day of 2016

Public hearing held on the day of 2016

READ A THIRD TIME the day of 2016

ADOPTED on the day of 2016

CITY CLERK

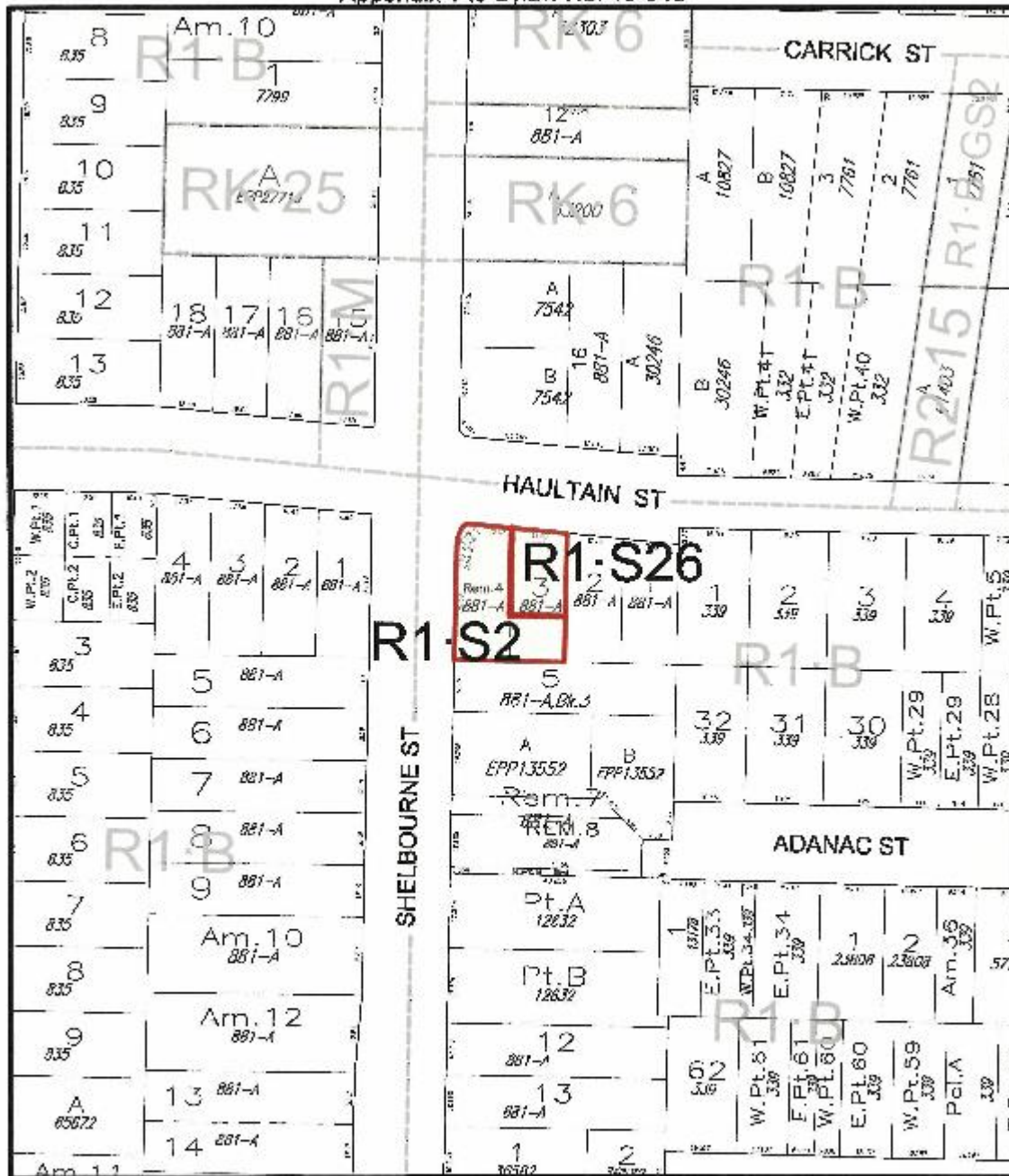
MAYOR

PART 1.130 - R1-S26 ZONE, RESTRICTED SMALL LOT (HAULTAIN STREET) DISTRICT

Uses	1	The following uses are the only uses permitted in this zone: (a) <u>single family dwelling</u> ; (b) <u>accessory uses</u> to a <u>single family dwelling</u> ; (c) <u>home occupation</u> ; (a) <u>buildings</u> accessory to a permitted use; (b) a maximum of two <u>garage sales</u> in any calendar year.
Lot area	2	The minimum <u>site area</u> must be 254m ² .
	3	The minimum frontage of a <u>lot</u> on a <u>street</u> must be 10m.
Height, Roof Deck	4	(a) The maximum <u>height</u> of a <u>single family dwelling</u> must not exceed 7.5m nor two <u>storeys</u> , for which purpose any basement floor <u>area</u> that is more than 1.2m above <u>grade</u> is deemed to be the first <u>storey</u> . (b) <u>Roof Deck</u> – not permitted.
Floor Area	5	The maximum <u>total floor area</u> for the dwelling must be 190m ² .
Floor space ratio	6	The maximum <u>floor space ratio</u> must be 0.6 to 1.
Site coverage	7	The maximum <u>site coverage</u> must be 40%.
Setback(s)	8	Except as required by s. 14, the minimum <u>setbacks</u> of the main building must be in compliance with the following: (a) <u>front yard</u> of 6.0m (i) an entrance porch and <u>steps</u> may project from the main <u>building</u> face by a maximum of 2.5m with a maximum <u>height</u> of 1.7m, including any vertical enclosures to the porch and <u>steps</u> , and (ii) any roof to the porch and <u>steps</u> must have a maximum projection from the front main <u>building</u> face of 1.6m and must be unsupported by vertical supports;

Accessory Buildings	9	(b) <u>rear yard</u> of 6.0m;
		(c) <u>side yard</u> interior of 1.5m or 2.4m for any portion of a dwelling used for habitable space and which has a window;
		(d) <u>side yard</u> on a flanking street of 2.4m.
		All <u>accessory buildings</u> must be located in a <u>rear yard</u> .
Height	10	The maximum <u>rear yard site coverage</u> by an <u>accessory building</u> must be 30%.
		A minimum separation distance of 2.4m must be provided between a <u>single family dwelling</u> and an <u>accessory building</u> .
		The maximum <u>height</u> of any <u>accessory building</u> must not exceed 4.0m.
		The minimum <u>setbacks</u> of detached <u>accessory buildings</u> must be in compliance with the following:
Accessory Building Setbacks	11	(a) <u>front yard</u> of 18m;
		(b) <u>rear yard</u> of 1.5 when facing a lane;
		(c) <u>side yard</u> on a corner <u>lot</u> , no <u>accessory building</u> may be located closer to the flanking <u>street</u> than the minimum <u>setback</u> required for the principal <u>building</u> on the adjoining <u>lot</u> of such flanking <u>street</u> .
		The minimum <u>setbacks</u> for any <u>building</u> on Thurlow Street must be:
Thurlow Street Setbacks	12	(a) <u>front yard</u> of 6.7m;
		(b) <u>rear yard</u> of 14m.
		Parking must comply with Schedule C.
		(a) The <u>setbacks</u> set out in sections 8 and 14 apply to <u>outdoor features</u> attached to the main <u>building</u> as though they are <u>buildings</u>
Parking	13	(b) <u>Outdoor features</u> may not exceed a height of 3.5m from <u>natural grade</u> or <u>finished grade</u> , whichever is lower
Outdoor Features	14	

Appendix 1 to Bylaw No. 16-048



1705 Haultain Street
Rezoning No. 00498





Council Report For the Meeting of April 28, 2016

To: Council **Date:** April 20, 2016
From: Susanne Thompson, Director of Finance
Subject: Administrative Fees Bylaw, Amendment Bylaw No. 4

RECOMMENDATION

That Council adopt "Administrative Fees Bylaw, Amendment Bylaw (No. 4)"

EXECUTIVE SUMMARY

At the Governance and Priorities Committee meeting of January 21, 2016, staff recommended amendments to the Administrative Fee Bylaw in preparation for the Parking Adjudication program. These amendments were adopted at the Council meeting of February 25, 2016. Unfortunately, an essential component of the bylaw was erroneously truncated when the bylaw was amended. This fee has been reinstated (item number 4) in the attached draft bylaw. This fee would allow the City to offset the cost of staff time required to provide account information and copies when requested. Please note that the nearly all account information can be accessed for free by residents via the City's MyCity webportal.

Respectfully submitted,


Susanne Thompson
Director of Finance

Report accepted and recommended by the City Manager: _____

Date:  _____
April 22, 2016

List of Attachments

- Draft Bylaw 16-046, Administrative Fees Bylaw, Amendment Bylaw (No.4)

NO. 16-046

ADMINISTRATION FEES BYLAW, AMENDMENT BYLAW (NO. 4)**A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to amend Schedule A of the Administration Fees Bylaw to include a fee for requests for account information and copies.

Under its statutory powers, including section 194 of the *Community Charter*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

- 1 This Bylaw may be cited as the "Administration Fees Bylaw, Amendment Bylaw (No. 4)."
- 2 Bylaw No. 04-040, the Administration Fees Bylaw, is amended by repealing Schedule A and substituting the Schedule A attached to this Bylaw as Schedule 1.

READ A FIRST TIME the	day of	2016
READ A SECOND TIME the	day of	2016
READ A THIRD TIME the	day of	2016
ADOPTED on the	day of	2016

CORPORATE ADMINISTRATOR

MAYOR

Schedule 1**Schedule A****Administration Fees**

Fee Description	Fee
1. processing information requested by mortgagee in relation to property that is subject to a mortgage held by that person	\$10.00 per folio
2. request for special utility billing of a fee or charge under the Waterworks Bylaw, the Sanitary Sewer and Stormwater Utilities Bylaw, or the Solid Waste Bylaw	\$30.00 per request
3. returned cheque or dishonoured credit card in respect of the payment of a fine, penalty, fee, or charge prescribed by or under a City bylaw or the <i>Community Charter</i>	\$25.00 per returned item
4. Account information and copies	\$30.00 per account
5. Account turned over to a Collection Agency	Additional 50% of amount outstanding prior to being turned over to a Collection Agency
6. Bylaw Notice issued under the Bylaw Notice Adjudication Bylaw turned over to a Collection Agency.	Additional 50% of amount outstanding prior to being turned over to a Collection Agency

NO. 16-038

SIDEWALK CAFÉS REGULATION BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to replace the Sidewalk Cafes Regulation Bylaw No. 02-075 with an updated bylaw under which the City may authorize the placement of movable and fixed structures on sidewalks within the City of Victoria.

Under its statutory powers, including section 14 of the *Victoria City Act, 1919* and sections 8, 35 and 194 of the *Community Charter*, the Municipal Council of The Corporation of the City of Victoria in an open meeting enacts the following provisions:

Contents

PART 1 – INTRODUCTION

- 1 Title
- 2 Definitions

PART 2 – LICENCE REQUIREMENTS

- 3 Licence Required
- 4 Sidewalk Cafés
- 5 Heaters

PART 3 – LICENCE APPLICATION

- 6 Application

PART 4 – CONDITIONS OF LICENCE

- 7 Conditions
- 8 No Assignment of Licence
- 9 Sidewalk Café Fixtures
- 10 Enclosed Sidewalk Café

PART 5 – REFUSAL AND CANCELLATION OF LICENCE

- 11 Refusal
- 12 Cancellation

PART 6 – APPLICATION FEES AND ANNUAL FEES

- 13 Fees

PART 7 – RELATIONSHIP TO OTHER BYLAWS

- 14 Parks Regulation Bylaw
- 15 Streets and Traffic Bylaw

PART 8 – GENERAL

- 16 Signs
- 17 Removal, Detention and Impounding
- 18 Offences

PART 9 – REPEAL

- 19 Repeal

PART 10 – COMMENCEMENT

- 20 Commencement

PART 1 - INTRODUCTION**Title**

- 1 This Bylaw may be cited for all purposes as the "Sidewalk Cafés Regulation Bylaw".

Definitions

- 2 For the purposes of this Bylaw:

"**Applicant**" means an applicant for a Licence, and also means the holder of a Licence, once issued;

"**Application**" means an application for a Licence;

"**Director**" means the Director of Sustainable Planning and Community Development for the City of Victoria;

"**Enclosed Sidewalk Café**" means a licensed Sidewalk Café which has fixtures erected within the licensed Sidewalk Café area consisting of both roof and walls;

"**Licence**" means a licence for a Sidewalk Café issued under this Bylaw;

"**Roadside**" means that portion of Street which abuts a Sidewalk or a property line, and is used for motor vehicle parking or loading purposes when not designated as a café area;

"**Roadside Café**" means a Roadside area wherein structures are constructed, placed or fixed for seating and serving customers as an extension of an existing food vending establishment;

"**Sidewalk**" includes

- (a) a Sidewalk, as defined in the Streets and Traffic Bylaw,
- (b) Centennial Square,
- (c) Bastion Square,
- (d) Gladstone Mall, and
- (e) Millie's Lane;

"Sidewalk Café" includes

- (a) an area of a Sidewalk wherein structures are constructed, placed or fixed for seating and serving customers as an extension of an existing food vending establishment, and
- (b) a Roadside Café;

"Street" has the same meaning as in the Streets and Traffic Bylaw.

PART 2 - LICENCE REQUIREMENTS

Licence Required

- 3 A person may not place, construct or keep a Sidewalk Café except as provided in this Bylaw.

Sidewalk Cafés

- 4 (1) An owner in possession or an occupant of property may establish, operate and maintain a Sidewalk Café on a designated portion of the Sidewalk or Roadside if
 - (a) that owner or occupant is using the property abutting
 - (i) that portion of Sidewalk,
 - (ii) that portion of Roadside, or
 - (ii) the Sidewalk which abuts that portion of Roadside,
 for the commercial purpose of operating a food vending establishment,
 - (b) that owner or occupant possesses a valid Licence, and
 - (c) that owner or occupant places, constructs and maintains the Sidewalk Café in strict accordance with the terms of the Licence.
- (2) The designated portion of Sidewalk for which a Licence is issued
 - (a) must leave at least 1.5 meters of unobstructed Sidewalk space along the entire Sidewalk Café area, and
 - (b) where a Sidewalk Café consists of only Sidewalk, must leave at least 1 meter of unobstructed Sidewalk space between the Sidewalk Café area and the edge of the curb separating the Sidewalk from the roadway.
- (3) The unobstructed space set out in subsection 2(a) may overlap the unobstructed space set out in subsection 2(b).

Heaters

- 5 (1) An Applicant for a Licence may place heaters within the designated portion of the Sidewalk or Roadside for which the Licence is issued provided the following conditions are satisfied:
- (a) the number and location of any proposed heaters is indicated on the Application;
 - (b) the installation and operation of any heater
 - (i) conforms to the standards established by the Canadian Standards Association and certified to the standards of Underwriters Laboratories of Canada,
 - (ii) is done in strict accordance with all Provincial safety regulations and the manufacturer's instructions, and
 - (iii) does not present a risk of harm to the health or safety of the public.
- (2) The Director may require as a condition of the issuance of a Sidewalk Café Licence that
- (a) heaters not be permitted within the designated portion of the Sidewalk or Roadside for which the Licence is issued,
 - (b) that the number and type of heaters be limited, or
 - (c) that the location of heaters be confined to certain areas prescribed by the Director
- where in the opinion of the Director the number, type or location of the heaters proposed in the Application would present a risk of harm to the health or safety of the public.

PART 3 - LICENCE APPLICATION**Application**

- 6 (1) To obtain a Licence, an Applicant must apply to the Director in the form prescribed by the Director, and must provide the plans and details of the proposed Sidewalk Café showing
- (a) the area of the Sidewalk or Roadside to be occupied, and
 - (b) the location and type of all fixtures or other objects which shall be placed within any area of the Sidewalk or Roadside to be occupied.
- (2) The Director may grant a Licence if the Director is satisfied that
- (a) the Applicant
 - (i) has paid the Application fee pursuant to section 13(a),

- (ii) has fully completed the Application form and provided all information required pursuant to subsection (1),
 - (iii) holds a valid business licence issued by the City, and
 - (iv) has obtained all additional applicable federal, provincial and municipal permits or licences, and
- (b) the Sidewalk Café will not
 - (i) unreasonably obstruct or interfere with vehicle, bicycle or pedestrian traffic or vehicle, bicycle or pedestrian safety,
 - (ii) unreasonably obstruct or interfere with the ability of the City or any permitted third party utility company to construct, install, repair or maintain a municipal work, service, utility or other improvement,
 - (iii) unreasonably interfere with the public's use and enjoyment of the Sidewalk, Roadside or adjoining roadway,
 - (iv) unreasonably interrupt the sightlines along the Sidewalk, Roadside or roadway,
 - (v) present a risk of harm to the health or safety of the public,
 - (vi) contain fixtures which cannot be easily removed,
 - (vii) cause damage to the Sidewalk or Roadside, or
 - (viii) contravene the provisions of this Bylaw.
- (3) In addition to the provisions set out in subsection (2), the Director may only grant a licence to a Roadside Café if the City's Director of Engineering and Public Work is satisfied that
 - (a) the Roadside Café will not result in insufficient parking or loading space within the street block,
 - (b) the Roadside Café does not exceed 2.5 meters from the curb into the Street,

- (c) there will be 1 meter of unobstructed Street space located between the Roadside Café and the adjacent motor vehicle travel lane,
- (d) on all sides where the Roadside Café is exposed to the Street, there will be railings of at least 1.07 meters in height from curb elevation which contain reflectors visible to traffic, and
- (e) the designated Roadside Café area will not be located on a portion of Street exceeding a 5% slope.

PART 4 - CONDITIONS OF LICENCE

Conditions

- 7 (1) Every Licence is subject to the following conditions:
- (a) for the purpose of constructing, installing, repairing or maintaining any municipal work, service, utility or other improvement owned by the City or a permitted third party utility company, the Applicant must
 - (i) allow the Director and the employees or agents of the City and of any permitted third party utility company to enter the portion of the Sidewalk or Roadside designated in the Licence, and
 - (ii) when requested by the Director, remove part of the Sidewalk Café within 48 hours, or immediately in the event of an emergency, for regularly scheduled utility or service installation, maintenance or repair;
 - (b) where an Applicant neglects, refuses or fails to remove part of a Sidewalk Café under subsection (1)(a), or fails to do so within the time specified under that subsection, the Director may cause any part of the Sidewalk Café to be removed for the purposes in that clause and may charge the costs of the removal to the Applicant;
 - (c) at all times and at the Applicant's own expense, the Applicant must keep and maintain the Sidewalk Café in a clean, sanitary, attractive condition satisfactory to the Director and must keep the Sidewalk surrounding or adjacent to the Sidewalk Café free from papers, rubbish and debris of any kind;
 - (d) the Applicant must not open, retract, remove, lower or affix any part of the Sidewalk Café structure if by doing so the area for which a Licence has been issued is enlarged;
 - (e) the Applicant must not use the Licence area for any purpose other than seating and serving customers;
 - (f) where an Applicant is required to remove any fixtures, furnishings and personal property pursuant to this Bylaw, the Applicant must not make any claim against the City on account of such removal and must replace and restore the Sidewalk or Roadside to a safe and proper condition to the satisfaction of the Director;

- (g) where an Applicant neglects, refuses or fails to cease occupation of the Sidewalk or Roadside as required pursuant to this Bylaw, or fails to do so within the time specified, the Director may cause any fixtures, furnishings or personal property located on the Sidewalk to be removed and may cause the Sidewalk to be restored to a safe and proper condition and may charge the costs of such removal and restoration to the Applicant;
- (h) where the City has incurred costs as specified in paragraph (g), a certificate of the Director setting out those costs shall be final and the City may recover such costs from the Applicant in any Court of competent jurisdiction as a debt owing by the Applicant to the City;
- (i) a Licence is valid for a period of 12 months and may be renewed for additional periods of 12 months upon payment of the prescribed Licence fees, subject to the terms of this Bylaw;
- (j) in consideration for the issuance of the Licence, the Applicant agrees to indemnify the City in accordance with the agreement included in the Application Form;
- (k) during the term of the Licence
 - (i) the Applicant must obtain and maintain in force commercial general liability insurance, in the minimum amount of \$2 million per occurrence, and
 - (ii) the City must be added as an additional insured, together with a cross liability clause, to every policy of insurance required to be maintained under subparagraph (i) and the City must be provided with proof of such coverage prior to the issuance of a Licence, and at any subsequent time upon request of the Director or Director's designate.

No Assignment of Licence

- 8 (1) An Applicant must not assign or transfer the permission for the use of the portion of the Sidewalk or Roadside as authorized in the Licence without the prior written consent of the Director.
- (2) Where the Director refuses to consent to assignment or transfer under subsection (1), the person who requested the assignment or transfer may appeal the Director's decision to Council, in which case the procedures outlined in section 12(4) apply with the necessary changes.

Sidewalk Café Fixtures

- 9 (1) An Applicant who holds a Licence for a Sidewalk Café which contains fixtures must ensure that all fixtures are affixed in a manner which allows them to be completely removed, and the Sidewalk restored, with minimal reasonable effort.
- (2) The Applicant must, at its own cost and expense, remove all fixtures, furnishings and personal property from the Sidewalk

- (a) immediately upon Licence expiration, if the Licence is not renewed, or
- (b) upon 30 days' notice of Licence cancellation in writing from the Director and must cease occupation of the licensed area within that time.

Enclosed Sidewalk Café

- 10
- (1) Subject to subsection (2), a person may not place, construct or keep an Enclosed Sidewalk Café.
 - (2) An Enclosed Sidewalk Café which validly existed on March 1, 2016 may be kept, provided
 - (a) there is no additional construction or improvements added to the Sidewalk Café, except for basic repair,
 - (b) repair to the Sidewalk Café is limited to replacing or maintaining the Enclosed Sidewalk Café's shape and design as it existed on March 1, 2016,
 - (c) the Applicant continuously holds a valid Licence, and
 - (d) the Applicant continuously holds a valid business licence.
 - (3) If an Enclosed Sidewalk Café is damaged to the extent that 40% or more of the Enclosed Sidewalk Café must be replaced or repaired, the Enclosed Sidewalk Café must be removed and may not be rebuilt.

PART 5 - REFUSAL AND CANCELLATION OF LICENCE

Refusal

- 11
- (1) The Director may refuse to issue a Licence to an Applicant if the Director is satisfied that either of the following circumstances apply:
 - (a) the Applicant has not met the conditions to approve the Application pursuant to sections 6(2) or 6(3);
 - (b) the Application contains false or misleading information.
 - (2) The Director may refuse to renew a Licence if any of the circumstances described in section 12(1) apply.

Cancellation

- 12 (1) The Director may cancel a Licence if the Director is satisfied that any of the following circumstances have occurred:
 - (a) the Sidewalk Café does not strictly adhere to the plans, design, or other information provided by the Applicant in the Application;
 - (b) the Applicant fails to comply with a term or condition of the Licence;
 - (c) the Applicant is convicted of an offence under an Act or municipal bylaw in respect of the Sidewalk Café for which the Licence was issued;
 - (d) the Applicant is deemed, under the *Local Government Act*, or the *Offence Act* to have pleaded guilty to an offence referred to in paragraph (c);
 - (e) the Applicant has ceased to comply with a bylaw or has otherwise ceased to meet the lawful requirements to operate the Sidewalk Café for which the Licence is issued;
 - (f) the continued operation of the Sidewalk Café would
 - (i) present a risk of harm to the health or safety of the public,
 - (ii) constitute a nuisance,
 - (iii) unreasonably obstruct or interfere with vehicle, pedestrian or bicycle traffic,
 - (iv) unreasonably interfere with the ability of the City or any permitted third party utility company to construct, install, repair or maintain a municipal work, service, utility or other improvement,
 - (v) unreasonably interfere with the public's use or enjoyment of the Sidewalk or the Roadside or adjoining roadway,
 - (vi) unreasonably interfere with the sightlines along the Sidewalk, Roadside or roadway, or
 - (vii) cause damage to the Sidewalk, Roadside or roadway;
 - (g) the Licence area is required for the construction, installation, repair or maintenance of a municipal work, service, utility or other improvement.
- (2) Before cancelling a Licence, the Director must notify the Applicant of the proposed cancellation and provide the Applicant with an opportunity to be heard by the Director.
- (3) If the Director cancels a Licence pursuant to subsection (1)
 - (a) the Applicant may apply to Council for reconsideration of the cancellation, and
 - (b) the Director must notify the Applicant of the right for Council

reconsideration pursuant to paragraph (a).

- (4) When permitted pursuant to the provisions of this Bylaw, an Applicant applying for reconsideration, by Council, of a decision of the Director must comply with the following procedures:
 - (a) the Applicant must deliver written notice of the request for reconsideration to the City Clerk within 30 days of the decision, together with a written summary of the Applicant's reasons for requesting the reconsideration;
 - (b) the City Clerk must place the request for reconsideration on the agenda of a meeting of City Council at which the matter can be dealt with conveniently, to be heard within 45 days after the request for reconsideration is received;
 - (c) the Council may adjourn the hearing of the reconsideration request from time to time;
 - (d) the Applicant may attend the meeting of City Council at which the matter is to be considered, and at that meeting, may present oral and written submissions to the Council in support of the request for reconsideration;
 - (e) after hearing from the Applicant, and from the Director whose decision is the subject of the reconsideration request, the Council may
 - (i) confirm the decision of the Director, or
 - (ii) rescind that decision and substitute in its place any other decision that the Council determines is appropriate.
- (5) By resolution of its Council, the City may at any time cancel a Licence issued under this Bylaw.
- (6) Before cancelling a Licence pursuant to subsection (5), Council for the City must provide the Applicant with an opportunity to be heard by Council, and for that purpose must follow the hearing procedures outlined in subsection (4).

PART 6 - APPLICATION FEES AND ANNUAL FEES

Fees

- 13 An Applicant for a Sidewalk Café Licence must pay to the City
 - (a) an Application fee of \$50.00 for any Application which is not a renewal of a Licence, and
 - (b) the annual Licence fees prescribed in Schedule A.

PART 7 – RELATIONSHIP TO OTHER BYLAWS

Parks Regulation Bylaw

- 14 If, with respect to any matter relating to a Sidewalk or Street in a park, there is a conflict between this Bylaw and the Parks Regulation Bylaw, this Bylaw prevails.

Streets and Traffic Bylaw

- 15 If, with respect to any matter relating to a Sidewalk or Street, there is a conflict between this Bylaw and the Streets and Traffic Bylaw, this Bylaw prevails.

PART 8 - GENERAL

Signs

- 16 The holder of a Licence must ensure that there are no signs which promote a third party
- (a) in the area of the Sidewalk Café, or
 - (b) on fences, railings or other means of separating the Sidewalk Café from other areas of a Sidewalk or Street.

Removal, Detention and Impounding

- 17 The provisions of the Streets and Traffic Bylaw for the removal, detention and impounding of objects unlawfully occupying a Sidewalk or Street apply with necessary changes as applicable to objects on a Sidewalk or Street in contravention of the provisions of this Bylaw or the terms of a Licence.

Offences

- 18 (1) A person commits an offence and is subject to the penalties imposed by this Bylaw, the Ticket Bylaw and the *Offence Act* if that person
- (a) contravenes a provision of this Bylaw,
 - (b) consents to, allows, or permits an act or thing to be done contrary to this Bylaw, or
 - (c) neglects or refrains from doing anything required by a provision of this Bylaw.
- (2) Each day that a contravention of a provision of this Bylaw occurs or continues constitutes a separate offence.

PART 9 - REPEAL

Repeal

19 The Sidewalk Cafes Regulation Bylaw No. 02-75 is repealed.

PART 10 – COMMENCEMENT

Commencement

20 This Bylaw comes into force on May 16, 2016.

READ A FIRST TIME the	day of	2016
READ A SECOND TIME the	day of	2016
READ A THIRD TIME the	day of	2016
ADOPTED on the	day of	2016

CITY CLERK

MAYOR

SCHEDULE A**SIDEWALK CAFÉ ANNUAL LICENCE FEES**

1. The annual Licence fees constitute:
 - (a) an administrative fee of \$50.00; and
 - (b) an occupation fee, as set in section 2 of this schedule.
2. The occupation fee for a Sidewalk Café shall be the sum of the following:
 - (a) for any portion of Sidewalk used by the Sidewalk Café:
 - (i) \$6.20 per square foot in Area 1, as set out in Appendix 1,
 - (ii) \$3.80 per square foot in Area 2, as set out in Appendix 1; and
 - (b) for any portion of Roadside used by the Sidewalk Café, the fees set out in s. 106(3)(b)(ii) of the Streets and Traffic Bylaw.

Sidewalk Café Area Map



Area 2 Consists of the Remainder of the City

NO. 16-043

TICKET BYLAW, AMENDMENT BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Ticket Bylaw to reflect changes to offences under the Sidewalk Cafés Regulation Bylaw.

Under its statutory powers, including sections 260 and 264 to 273 of the *Community Charter*, and B.C. Regulation 425/2003, the Council of the Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the “TICKET BYLAW, AMENDMENT BYLAW (NO.9)”.
- 2 Bylaw No. 10-071, the Ticket Bylaw, is amended by repealing Schedule EE and replacing it with the Schedule EE attached to this bylaw.

READ A FIRST TIME the	day of	2016
READ A SECOND TIME the	day of	2016
READ A THIRD TIME the	day of	2016
ADOPTED on the	day of	2016

CITY CLERK

MAYOR

Schedule EE**Sidewalk Cafés Regulation Bylaw
Offences and Fines**

Column 1 – Offence	Column 2 – Section	Column 3 – Set Fine	Column 4 – Fine if paid within 30 days
Operate Sidewalk Café w/o licence	3	\$250	\$200
Improperly place propane heater	5(1)	\$250	\$200
Fail to keep café area clean	7(1)(c)	\$250	\$200
Modify structure other than allowed	7(1)(d)	\$250	\$200
Operate an Enclosed Sidewalk Café	10(1)	\$250	\$200
Allow signs other than as prescribed	16	\$250	\$200

NO. 15-091

A BYLAW OF THE CITY OF VICTORIA

The purpose of this bylaw is to adopt the annual financial plan for the year 2016.

Under its statutory powers, including section 165 of the *Community Charter*, the Council of The Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

1. This Bylaw may be cited as the "FIVE YEAR FINANCIAL PLAN BYLAW, 2016."
2. Schedules 1 to 5 attached hereto and forming part of this Bylaw are adopted as the five year Financial Plan of the Corporation of the City of Victoria.
3. The Director of Finance is authorized to pay out in accordance with the Bylaws of the City, the sums of money shown in Schedule 2 and Schedule 4 for the year 2016, for the purpose described in each category.
4. All cheques drawn on the bank for payment of funds belonging to the City must be signed by the Director of Finance and countersigned by the Mayor before being issued.
5. All payments already made from municipal revenues for the current year are ratified and confirmed.
6. The Five Year Financial Plan Bylaw No. 15-025 is repealed.

READ A FIRST TIME the	26th	day of	November	2015.
AMENDED the		day of		2016.
READ A SECOND TIME the		day of		2016.
READ A THIRD TIME the		day of		2016.
ADOPTED the		day of		2016.

CITY CLERK

MAYOR

Bylaw No.15-091
Schedule 1 - April 28, 2016
City of Victoria
2016 - 2020 Operating Financial Plan

	2016	2017	2018	2019	2020
REVENUES					
Property Value Taxes	119,714,377	123,331,796	126,724,733	129,474,862	132,840,277
Property Value Taxes from New Assessments	425,000	500,000	500,000	500,000	500,000
Parcel Taxes	1,410,000	1,420,183	1,431,187	1,442,410	1,453,858
Special Assessments	3,172,000	3,115,560	3,130,411	3,145,559	3,161,011
Grants in Lieu of Taxes	6,055,300	6,176,406	6,299,934	6,425,933	6,554,451
User Fees and Charges	4,988,712	5,103,619	5,191,677	5,281,337	5,262,781
Permits and Licences	4,377,440	4,379,102	4,380,777	4,382,465	4,384,168
Parking Services	15,357,800	15,612,880	15,858,782	16,109,601	16,365,437
Water Utility Fees and Charges	18,889,745	19,473,348	19,771,045	20,233,004	20,709,774
Sewer Utility Fees and Charges	7,085,200	7,085,200	7,085,200	7,085,200	7,085,200
Stormwater Utility Fees and Charges	4,735,878	5,122,777	5,617,553	6,106,730	6,478,592
Other Sources	33,882,406	33,704,248	34,331,811	34,559,346	34,851,991
	220,093,858	225,025,119	230,323,110	234,746,448	239,647,539
TRANSFERS FROM					
Accumulated Surplus	1,818,421				
Reserves					
Art in Public Places	439,500	135,000	135,000	135,000	135,000
Financial Stability	1,289,785	90,000	-	-	-
Tree Replacement Reserve	217,500	-	-	-	-
Downtown Core Area Public Realm Improvement	45,000	-	-	-	-
	3,810,206	225,000	135,000	135,000	135,000
Sub-total	223,904,064	225,250,119	230,458,110	234,881,448	239,782,539
COLLECTED ON BEHALF OF OTHER GOVERNMENTS					
Taxes and Fees	89,198,177	90,982,141	92,801,783	94,657,819	96,550,975
	313,102,241	316,232,259	323,259,894	329,539,267	336,333,515

**Bylaw No.15-091
Schedule 2 - April 28, 2016
City of Victoria**

2016 - 2020 Operating Financial Plan

	2016	2017	2018	2019	2020
EXPENDITURES					
General Government	36,205,460	35,174,575	35,909,043	35,930,876	36,448,184
Police	49,615,396	51,134,958	52,416,923	53,678,983	54,996,877
Victoria Fire Department	16,078,258	16,471,614	16,872,402	17,283,000	17,703,652
Engineering and Public Works	18,556,121	18,705,967	19,075,191	19,468,039	19,889,433
Sustainable Planning and Community Development	5,455,221	4,781,394	4,799,042	4,893,543	4,989,933
Parks, Recreation and Facilities	18,617,638	18,322,514	18,679,943	19,054,980	19,437,709
Greater Victoria Public Library	4,731,042	4,879,695	5,024,896	5,177,110	5,280,652
Victoria Conference Centre	7,019,803	7,005,475	7,225,933	7,260,202	7,320,334
Water Utility	13,670,745	13,936,430	14,207,435	14,483,869	14,765,841
Sewer Utility	3,477,055	3,520,485	3,583,195	3,647,160	3,712,402
Stormwater Utility	3,307,342	3,366,301	3,433,578	3,495,707	3,565,711
	176,734,082	177,299,409	181,227,580	184,373,468	188,110,728
DEBT SERVICING					
Principal and Interest - General	4,356,010	7,827,583	7,827,583	7,827,583	7,827,583
Principal and Interest - Parking Services	845,382	845,382	845,382	845,382	845,382
Principal and Interest - Victoria Conference Centre	340,359	340,359	340,359	340,359	340,359
	5,541,751	9,013,324	9,013,324	9,013,324	9,013,324
TRANSFERS TO					
Capital Funds					
General	10,298,706	10,098,706	10,098,706	10,098,706	10,098,706
Water Utility	3,369,000	3,686,918	3,713,611	3,899,135	4,093,933
Sewer Utility	2,571,522	2,127,958	3,173,750	3,332,277	3,498,729
Stormwater Utility	2,678,536	3,031,476	3,384,475	3,737,533	4,065,921
Reserves					
Equipment and Infrastructure					
City Equipment	1,602,500	1,602,500	1,602,500	1,602,500	1,602,500
City Vehicles and Heavy Equipment	1,555,000	1,555,000	1,555,000	1,555,000	1,555,000
City Buildings and Infrastructure	6,992,686	6,681,320	7,177,602	7,673,810	8,169,941
Parking Services Equipment and Infrastructure	535,334	697,705	848,922	1,003,158	1,160,481
Multipurpose Facility Equipment and Infrastructure	114,750	117,045	119,386	121,774	124,209
Gas Tax	3,428,000	3,428,000	3,591,000	3,591,000	3,591,000
Police Vehicles, Equipment and Infrastructure	1,100,000	1,100,000	1,150,000	1,200,000	1,250,000
Water Utility Equipment and Infrastructure	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000
Sewer Utility Equipment and Infrastructure	1,825,623	2,225,757	1,117,255	894,763	663,069
Stormwater Utility Equipment and Infrastructure	-	-	100,000	200,000	200,000
Recreation Facilities Equipment and Infrastructure	25,000	25,000	25,000	25,000	25,000
Financial Stability	3,071,573	100,000	100,000	100,000	100,000
Tax Sale Lands	50,000	50,000	50,000	50,000	50,000
Victoria Housing	250,000	250,000	250,000	250,000	250,000
Art in Public Places	135,000	135,000	135,000	135,000	135,000
Climate Action	90,000	90,000	90,000	90,000	90,000
Artificial Turf	85,000	85,000	85,000	85,000	85,000
	41,628,230	38,937,385	40,217,207	41,494,656	42,658,489
Sub-total	223,904,064	225,250,119	230,458,110	234,881,448	239,782,539
TRANSFERS TO OTHER GOVERNMENTS					
Taxes and Fees	89,198,177	90,982,141	92,801,783	94,657,819	96,550,975
	313,102,241	316,232,259	323,259,894	329,539,267	336,333,515

**Bylaw No.15-091
Schedule 3 - April 28, 2016
City of Victoria
2016 - 2020 Capital Plan**

	2016	2017	2018	2019	2020
REVENUES					
Utility Connection Fees	1,100,000	1,100,000	1,100,000	1,100,000	1,150,000
Grants and Partnerships	8,056,491	3,154,477	-	-	-
TRANSFERS FROM					
Operating Funds					
General	10,298,706	10,098,706	10,098,706	10,098,706	10,098,706
Water Utility	3,369,000	3,686,918	3,713,611	3,899,135	4,093,933
Sewer Utility	2,572,500	4,378,266	5,469,063	5,673,498	5,886,774
Stormwater Utility	2,679,000	3,031,884	3,384,891	3,737,958	4,066,354
Reserves					
Equipment and Infrastructure					
City Equipment	811,534	912,736	999,341	1,100,118	961,070
City Vehicles and Heavy Equipment	3,370,500	-	-	-	-
City Buildings and Infrastructure	11,790,618	2,210,404	4,010,612	10,824	11,041
Victoria Conference Centre Equipment and Infrastructure	423,182	-	-	-	-
Parking Services Equipment and Infrastructure	1,318,000	745,000	249,900	254,898	259,996
Gas Tax	7,797,882	6,021,350	2,163,500	1,033,818	1,054,494
Police Vehicles, Equipment and Infrastructure	1,395,417	1,141,012	1,333,740	1,557,530	1,282,431
Water Utility Reserve	1,537,000	1,000,000	1,000,000	1,000,000	1,000,000
Sewer Utility Reserve	1,002,000				
Stormwater Utility Reserve	992,418				
SOFMC Equipment and Infrastructure	35,000	-	-	-	-
Tax Sale Lands	2,000,000	-	-	-	-
Parks and Greenways Acquisition	500,000	-	-	-	-
Development Cost Charges	54,060	55,141	56,244	57,369	58,516
Strategic Objectives Account	250,000				
DEBT PROCEEDS	16,165,233	6,465,923	-	-	-
	77,518,541	44,001,817	33,579,608	29,523,854	29,923,315

**Bylaw No.15-091
Schedule 4 - April 28, 2016
City of Victoria
2016 - 2020 Capital Plan**

	2016	2017	2018	2019	2020
EXPENDITURES					
Capital Equipment	6,939,100	2,464,275	1,493,572	1,689,232	1,475,268
Capital Programs and Projects					
Active Transportation	6,103,000	6,946,700	2,504,454	1,514,543	1,524,835
Complete Streets	2,816,000	2,548,000	2,110,000	2,607,200	2,455,344
Neighbourhoods	370,000	316,200	322,524	222,853	227,311
Parks	3,227,000	150,000	-	-	-
Street Infrastructure	2,023,800	1,961,970	897,570	925,980	853,614
Retaining Walls and Railings	1,590,000	600,000	-	-	-
Bridges	31,484,724	8,971,400	3,600,000	-	-
Facilities	4,162,000	387,500	295,000	256,500	666,000
Environmental Remediation	554,000				
Sanitary Sewers	3,874,500	4,678,266	5,769,063	5,973,498	6,236,774
Stormwater	7,173,000	4,276,634	4,198,391	5,021,776	5,370,848
Waterworks	5,456,000	5,236,918	5,263,611	5,449,135	5,643,933
Contingency	350,000	357,000	364,140	371,423	378,851
Police	1,395,417	1,141,012	1,333,740	1,557,531	1,282,431
Projects to be determined (Facilities, Active Transportation, Parks, Fleet etc.)	-	3,965,942	5,427,543	3,934,183	3,808,106
	77,518,541	44,001,817	33,579,608	29,523,854	29,923,315

**Bylaw No. 15-091
Schedule 5 – April 28, 2016
Financial Plan Objectives and Policies**

Revenue and Tax Policy

Purpose

The purpose of the Revenue and Tax Policy is to outline the proportions of revenue sources, the distribution of property taxes among property classes and the use of permissive property tax exemptions.

Objectives

- To provide tax payers with stable, equitable and affordable property taxation while at the same time providing high quality services.
- To support the OCP and other City plans as well as complement the Regional Context Statement.

Policies

1. Revenue Proportions by Funding Sources

Property taxes are the main source of revenue for the City and pay for services such as police and fire protection, bylaw enforcement, and infrastructure maintenance. Property taxes provide a stable and consistent source of revenue for services that are difficult or undesirable to fund on a user pay basis. Therefore, property taxes will continue to be the City's major source of revenue.

However, it is the City's desire to charge user fees where feasible. Some programs, such as recreation, are partially funded by user fees. The City also has several self-financed programs that are fully funded by user fees. These include Water Utility, Sewer Utility, Stormwater Utility, and Garbage Utility.

Policy 1.0

User pay funding will be used for such services that are practical and desirable to fund on a user pay basis.

Services that are undesirable or impractical to fund on a user pay basis will be funded by property taxes.

Policy 1.1

The City will continue to explore alternative revenue sources to diversify its revenue base.

2016 Revenue Proportions by Funding Source

Revenue Source		% Total Revenue
Property Value Taxes	120,139,377	53.66%
Parcel Taxes	1,410,000	0.63%
Special Assessments	3,172,000	1.42%
Grants in Lieu Taxes	6,055,300	2.70%
User Fees and Charges	4,988,712	2.23%
Permits and Licences	4,377,440	1.96%
Parking Services	15,357,800	6.86%
Water and Sewer Utility Fees and Charges	25,974,945	11.60%
Stormwater Utility Fees and Charges	4,735,878	2.12%
Other Sources	37,692,612	16.82%
TOTAL	223,904,064	100.00%

2. Distribution of Property Taxes Among Property Classes

Market value changes that result in uneven assessment changes between property classes result in a tax burden shift to the class experiencing greater market value increases unless tax ratios are modified to mitigate the shift.

Until 2007, it was Council's practice to modify tax ratios to avoid such shifts. This equalization practice provided an effective tax increase that was equal for all classes. It is important to be aware that this practice only avoids shifts *between* property classes. There is still a potential for shifts *within* a property class where one property has experienced a market value change that is greater than the average for that class.

However, starting in 2007, business and industrial tax ratios have been held constant in recognition of the larger tax burden that has been placed on those classes. This resulted in higher tax increases being passed on to the residential class compared to business and industrial.

The pressure continues across the country to reduce the tax burden on the business and industrial classes. In recognition of this, and the desire to support a healthy business environment, Council's goal is to have a business class tax burden that is equitable.

In 2012, a comprehensive review of the Revenue and Tax Policy was conducted to determine if Council's objective of reducing the tax burden on the business class was appropriate and if so, that the mechanism of achieving the objective (reduction of tax ratio) was the most effective mechanism to achieve the goal. The review concluded that additional relief for the business tax class was warranted. However, the tax ratio was not the best mechanism of achieving that goal. As a result, Council approved the following policy objective: *To reduce the business property tax class share of the total property tax levy to 48% over three years (2012-2014). The redistribution excludes impact of new assessment revenue. The total redistribution of the tax levy was \$1.51 million.*

In 2015, an update review was completed and based on the findings, policy 2.0 was amended to maintain the current share of taxes among tax classes.

Policy 2.0

Maintain the current share of distribution of property taxes among property classes, excluding the impact of new assessment revenue, by allocating tax increases equally. Business and industrial classes will be grouped as outlined in Policy 2.1.

Policy 2.1

Tax rates for the light and major industrial tax classes will be equal to the business tax rate to support the City's desire to retain industrial businesses.

Policy 2.2

Farm Tax Rates will be set at a rate so taxes paid by properties achieving farm status will be comparable to what the property would have paid if it were assessed as residential.

2016 Distribution of Property Taxes Among Property Classes

Property Class		% Property Value Tax
Residential (1)	61,153,993	50.90%
Utilities (2)	544,673	0.45%
Supportive Housing (3)	0	0.00%
Major Industry (4)	124,384	0.10%
Light Industry (5)	774,309	0.64%
Business (6)	57,350,176	47.75%
Recreational (8)	191,842	0.16%
TOTAL	120,139,377	100.00%

3. Use of Permissive Property Tax Exemptions

The City continues to support local non-profit organizations through permissive tax exemptions. Each year, a list of these exemptions is included in the City's Annual Report.

In addition, the City offers a Tax Incentive Program to eligible owners of downtown heritage designated buildings to offset seismic upgrading costs for the purposes of residential conversion of existing upper storeys. The exemptions are for a period up to ten years.

The City encourages redevelopment of lands within the City and the use of environmentally sustainable energy systems for those developments through revitalization property tax exemptions.

Policy 3.0

Permissive property tax exemptions are governed by the City's Permissive Property Tax Exemption Policy, which outlines the criteria for which property tax exemptions may be granted.

Policy 3.1

Heritage property tax exemptions are governed by the City's Heritage Tax Incentive Program.

Policy 3.2

Revitalization property tax exemptions are governed by the City's Revitalization Tax Exemption (Green Power Facilities) bylaw.

NO. 16-042

VEHICLES FOR HIRE BYLAW, AMENDMENT BYLAW (NO. 15)**A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to amend the Vehicles for Hire Bylaw to allocated Motor Sightseeing Vehicle Parking Stand 3 to Hippo Tours Inc., for the period from May 1, 2016 to March 31, 2017, and to revise the parking stand agreement to allow the City to displace stand users if required for capital improvements, and require stand users to participate, upon request, in a possible City-led bus study.

Under its statutory powers, including sections 8 and 36 of the *Community Charter*, section 3 of the 1907 *Act relating to the City of Victoria*, section 18 of the *Victoria City Act, 1919*, and section 9 of the *Victoria City Act, 1934*, the Council of the Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the "Vehicles for Hire Bylaw, Amendment Bylaw (No. 15)."
- 2 Bylaw No. 03-60, the Vehicles for Hire Bylaw, is amended by repealing Schedules D and E and substituting the new Schedules D and E attached to this Bylaw as Schedule 1.

READ A FIRST TIME the	14th	day of	April	2016
READ A SECOND TIME the	14th	day of	April	2016
READ A THIRD TIME the	14th	day of	April	2016
ADOPTED on the		day of		2016

CORPORATE ADMINISTRATOR

MAYOR

Schedule 1

Schedule D

Motor Sightseeing Vehicle Parking Stands

<u>Licensee</u>	<u>Parking Stand Allocation</u>	<u>Allocation Period</u>	<u>Monthly Rental Fee (including applicable taxes)</u>
CVS Cruise Victoria Ltd. (Incorporation No. BC0782440)	Parking Stand 1 The east side of Government Street, a distance of 21.4 m measured northerly from a point 68.4 m north of the north property line of Belleville Street	April 1, 2013 to March 31, 2017	\$1,755.00
Wilson's Transportation Ltd. (Incorporation No. BC0221816)	Parking Stand 2 The east side of Government Street, a distance of 21.4 m measured northerly from a point 39.5 m north of the north property line of Belleville Street	April 1, 2013 to March 31, 2017	\$1,755.00
Hippo Tours Inc. (Extraprovincial Registration No. A0086232)	Parking Stand 3 The north side of Belleville Street, a distance of 14 m measured westerly from a point 45.3 m west of the northerly lateral extension of the west property line of Menzies Street	May 1, 2016 to March 31, 2017	\$1,170.00
Wilson's Transportation Ltd. (Incorporation No. BC0221816)	Parking Stand 4 The north side of Belleville Street, a distance of 14 m measured westerly from a point 63.5 m west of the northerly lateral extension of the west property line of Menzies Street	April 1, 2013 to March 31, 2017	\$1,170.00

Schedule E**Parking Stand Agreement**

THIS AGREEMENT MADE AS OF _____.

BETWEEN:

THE CORPORATION OF THE CITY OF VICTORIA

#1 Centennial Square
Victoria, B.C. V8W 1P6

(the "City")

AND:

[NAME OF SIGHTSEEING VEHICLE LICENSEE]

(the "Licensee")

- A. The City is the owner of a parking stand identified as Parking Stand ____ (the "Parking Stand") in Column ____ of Schedule D to the Vehicles for Hire Bylaw No. 03-60 (the "**Vehicles for Hire Bylaw**") [*or the City is the owner of the parking stands (the "Parking Stands") identified in Schedule C to the Vehicles for Hire Bylaw No. 03-60 (the "**Vehicles for Hire Bylaw**")*] ;
- B. The Licensee has been issued a sightseeing vehicle licence (as defined in the Vehicles for Hire Bylaw) to load and transport passengers in a [*horsedrawn*] sightseeing vehicle;
- C. The City has allocated the Parking Stand to the Licensee for the Licensee's use [*or The City has granted to the Licensee permission to use the Parking Stands*];
- D. The Vehicles for Hire Bylaw requires the Licensee to enter into this Agreement with the City as a condition of the Licensee using the Parking Stand[s].

THEREFORE in consideration of the fee paid by the Licensee to the City and the mutual promises contained in this Agreement, the City and the Licensee covenant and agree with each other as follows:

- 1.0 Right to Occupy** - The City, subject to the performance and observance by the Licensee of the terms, conditions, covenants and agreements contained in this Agreement, grants to the Licensee, for the Licensee and its employees, the right to occupy the Parking Stand[s] during the Licensee's hours of operation for the purposes of loading or unloading passengers from a licensed sightseeing vehicle and for parking a licensed sightseeing vehicle between daily sightseeing tours, and for no other purpose. For certainty, but without limiting the foregoing, the Licensee shall not park a sightseeing vehicle in a Parking Stand overnight.
- 2.0 Special Events** - Notwithstanding section 1 or any other provision in this Agreement to the contrary, the Licensee agrees it will not be permitted to occupy the Parking Stand[s] if, in the opinion of the Director of Parks, Recreation and Facilities for the City in his or her

sole and absolute discretion, use of the Parking Stand[s] is required by the City for a special event or the Licensee's use of the Parking Stand[s] is incompatible with a special event occurring in the City. The Director of Parks, Recreation and Facilities will notify the Licensee, in writing, of the date and times the Parking Stand is required for a special event and the Licensee will not occupy the Parking Stand[s] on such days and during the times indicated.

- 3.0 Displacement for Capital Improvements** - Notwithstanding section 1 or any other provision in this Agreement to the contrary, the Licensee agrees it will not be permitted to occupy the Parking Stand[s] if, in the opinion of the Director of Engineering and Public Works for the City in his or her sole and absolute discretion, use of the Parking Stand[s] is required by the City in order to undertake capital improvements or the Licensee's use of the Parking Stand[s] is incompatible with capital improvements occurring in the vicinity of the Parking Stand[s]. The Director of Engineering and Public Works will notify the Licensee, in writing, of the date and times the Parking Stand[s] is required for capital improvements and the Licensee will not occupy the Parking Stand[s] on such days and during the times indicated.
- 4.0 Participation in Emissions Study** *[Schedule D parking stands only]* – If requested to do so by the City, the Licensee agrees to have data-logging devices supplied by the City installed on one or more of the licensed sightseeing vehicles approved in writing by the City to occupy the Parking Stand.
- 5.0 Reservation of Rights** - The City hereby reserves to itself from the grant and covenants made by it to the Licensee under section 1 above the right for the City, its agents, employees, contractors and subcontractors to have full and complete access to the Parking Stand[s] for any and all purposes.
- 6.0 Fee** - In consideration of the right to occupy the Parking Stand[s], the Licensee shall pay to the City the rental fee set out in the Vehicles for Hire Bylaw, such fee payable in advance on the 1st day of every month.
- 7.0 Maintenance** - The Licensee will keep the Parking Stand[s] free of any garbage or other refuse and otherwise in a state of cleanliness.
- 8.0 Insurance** - The Licensee will maintain insurance as follows:
- (a) The Licensee will take out and maintain during the term of this Agreement a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Parking Stand[s] in the amount of not less than five million (\$5,000,000) dollars per single occurrence or such greater amount as the City may from time to time designate, naming the City as an additional insured party thereto and will provide the City with a certificate of insurance prior to commencement of use of the Parking Stand[s].
 - (b) All policies of insurance shall contain a clause requiring the insurer not to cancel or change the insurance without giving the City thirty (30) days prior written notice.
 - (c) If both the City and the Licensee claim to be indemnified under any insurance required by this Agreement, the indemnity shall be applied first to the settlement

of the claim of the City and the balance, if any, to the settlement of the claim of the Licensee.

9.0 Indemnification - The Licensee releases and will indemnify and save harmless the City, its elected and appointed officials, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liability that the City, the Licensee or anyone else may incur, suffer or allege by reason of this Agreement or the use of the Parking Stand[s] by the Licensee or its agents, employees, tenants and invitees.

10.0 Termination - If the Licensee is no longer allocated the Parking Stand[s] under the Vehicles for Hire Bylaw, then without further notice this Agreement shall lapse and be absolutely forfeited.

11.0 Suspension - If the Licensee:

- (a) fails to pay the rental fee prescribed by the Vehicles for Hire Bylaw,
- (b) fails to comply with the provisions of the Vehicle for Hire Bylaw or any covenant, condition or agreement in this Agreement, or
- (c) ceases to be a sightseeing vehicle licensee as defined by the Vehicles for Hire Bylaw,

then the Licensee will, immediately upon written notice from the City, cease using the Parking Stand[s] until such breach or non-compliance has been remedied by the Licensee to the satisfaction of the City or until the Licensee obtains a sightseeing vehicle licence (as the case may be).

12.0 Regulations - The Licensee will comply promptly at its own expense with all provincial, federal and local government statutes, regulations and bylaws applicable to the use of the Parking Stand[s] by the Licensee, including without limitation the Vehicles for Hire Bylaw.

13.0 No Compensation - The Licensee will not be entitled to compensation for any loss or injurious affection or disturbance resulting in any way from the termination of this Agreement or the application of sections 2 or 3 of this Agreement.

14.0 Miscellaneous:

- (a) This Agreement will not be interpreted as granting any interest in the Parking Stand[s] to the Licensee.
- (b) The Licensee expressly agrees that his or her vehicles and their contents while parked in a Parking Stand[s] shall be at the risk of the Licensee.
- (c) The Licensee agrees the Parking Stand[s] may be occupied only by those licensed sightseeing vehicles approved by the City in writing to occupy the Parking Stand[s].
- (d) Waiver of any default by a party will not be interpreted or deemed to be a waiver of any subsequent default.

- (e) This Agreement will be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- (f) Nothing in this Agreement will be construed to create a relationship of partners, joint venturers, fiduciaries or any other similar relationship between the Licensee on the one hand and the City on the other.
- (g) Nothing contained or implied in this Agreement will derogate from the obligations of the Licensee under any other agreement with the City or prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions under all public and private statutes, bylaws, orders and regulations, which may be as fully and effectively exercised in relation to the Parking Stand[s] and the Licensee as if this Agreement had not been executed and delivered by the Licensee and the City. For certainty, the City may amend or repeal the Vehicles for Hire Bylaw and the allocation of the Parking Stand[s] and otherwise terminate this Agreement notwithstanding anything contained or implied in this Agreement.

IN WITNESS of its terms, the parties hereto have executed this Agreement.

Signed by **THE CORPORATION OF THE**)
CITY OF VICTORIA on the ____ day of)
_____, _____ by its authorized signatories:)

_____)
Mayor)
_____)
Corporate Administrator)

Signed by the **[NAME OF SIGHTSEEING**)
VEHICLE LICENSEE] on the ____ day)
of _____, _____ by its authorized signatories:)

_____)
Authorized Signatory:)

_____)
Authorized Signatory:)

